Progression Procedure (Higher Education)

RELATED POLICY:	Assessment and Moderation Policy (Higher Education)

1. PURPOSE

To prescribe the minimum standards expected of higher education learners to ensure progression to graduation.

2. SCOPE

Applies to Holmesglen higher education domestic and overseas learners.

3. PROCEDURE

Action		Accountability
3.1	**Academic Progress Review**	
3.1.1	Identify, at the end of Week 4 of each enrolment period, any learner whose attendance of any one subject is less than 50% or if the subject is delivered online has participated in less than 50% of the online activities and has not submitted the first assessment by the due date or approved extension due date. **Note:** Such a learner is deemed 'at risk' of failing a subject.	Lecturer
3.1.2	Report learner at risk to Course Leader. **Note:** A learner who is identified as at risk of failing two subjects is classified as at risk of unsatisfactory performance.	Lecturer
3.1.3	Notify learner that they have been identified as being at risk of failing a subject or at risk of unsatisfactory performance in writing.	Course Leader
3.1.4	Ask learner to make an appointment with Course Leader and the subject lecturer/s to develop a study and support plan that supports the learner to pass the subject/s.	Course Leader
3.1.5	Inform International Student Programs if an overseas learner is classified as being at risk.	Course Leader
3.1.6	Refer learner who have English language proficiency difficulties to the Language Centre and/or Learning Skills Centre as appropriate for support.	Course Leader
3.1.7	Monitor learner performance closely.	Lecturer
3.1.8	Report to Course Leader at the end of Week 8 of each enrolment period about progress of learner's previously identified as 'at risk' or those who have become 'at risk' in the period since Week 4.	Lecturer
3.1.9	Review learners with 'at risk' status using assessment outcomes and attendance register information. **Note:** ▪ A learner who fails to meet two out of the three minimum requirements below in the second progress review must be identified as 'at risk' of failing the subject. ▪ Minimum requirements are:	Course Leader

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Action		Accountability
	a) an attendance of more than 50% of classes or participation in at least 50% of online activities; b) pass grade for first assessment; c) submission of assessments by the due date or approved extension due date.	
3.1.10	Inform learner in writing of the outcome of the review. **Note:** ▪ If the learner from the Week 4 review remains at risk, hold a second meeting to determine any adjustments to the study and support plan. ▪ For learners who have become 'at risk' since the Week 4 review, the Course Leader must notify and meet with them as per 3.1.3 – 3.1.7.	Course Leader
3.1.11	Inform learners at risk of failing two or more subjects of the consequences in terms of their continued enrolment in the program of study.	Course Leader
3.1.12	Retain all meeting notes, study and support plans, correspondence and other documents related to learner progress for a period of four (4) years or until the learner has completed the programs, whichever is the longer **Note:** Documentation must be retained in individual learner file.	Course Leader
3.1.13	Assess learner's work and provide learner's final results to Course Leader for internal moderation and ratification by the Board of Examiners.	Lecturer
3.1.14	Ratify the final subject results for all learners at the end of each enrolment period.	Board of Examiners
3.1.15	Identify action/s to be taken regarding learner progress for those who have fail grade results for any subject following the Board of Examiners ratification of results in line with the criteria outlined in Appendix 1.	Course Leader
3.1.16	Notify the International Student Support Officer of all overseas learners with unsatisfactory program progress at the end of each enrolment period. **Note:** International Student Programs must implement a monitoring of program progress and duration procedure in line with the Standard 8 of the National Code 2018.	Course Leader
3.1.17	Identify learners to be excluded from the program due to unsatisfactory program progress. **Notes:** ▪ For all overseas learners, notify the International Student Support Officer of intent to exclude a learner from the program. ▪ International Student Programs must implement all exclusion from program processes for overseas learners in line with the Standard 8 of the National Code 2018.	Course Leader

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Action		Accountability
3.2	**Exclusion from program**	
3.2.1	Issue a letter of intent to inform learners that they are to be excluded from the program. **Notes:** ▪ For all overseas learners, notify the International Student Support Officer that a letter of intent has been issued. ▪ The learner has the right of appeal under the Assessment and Moderation Policy (Higher Education).	Course Leader
3.2.2	Support learners to arrange a 'show cause' meeting with the Dean and advise them to provide supporting evidence to justify remaining in the program. **Notes:** ▪ Attendees at a 'Show cause' meetings include but are not limited to: the learner and the Dean (Chair), Head of Department and Course Leader. ▪ For overseas learners, the International Student Support Officer must be included in the show cause' meeting. ▪ Learners have the right to have a support person to attend the 'show cause' meeting with them. The support person may be a friend, a partner, immediate family member, health professional or Student Wellbeing Officer, other than a registered legal practitioner or a person acting in the capacity of a lawyer. The support person may not speak on behalf of nor make arguments on behalf of the learner.	Course Leader
3.2.3	Determine whether the learner's evidence warrants the learner remaining in the program, and decide to grant permission for the learner to re-enrol in the program, or exclude the learner from the program.	Dean
3.2.4	Notify the Registrar, and the International Student Support Officer, of the outcome of the 'show cause' meeting.	Dean
3.2.5	Notify the learner of the outcome of the 'Show-cause' meeting in writing, including: • details about the reason(s) for the outcome, and • right of appeal under the Assessment and Moderation Policy (Higher Education).	Registrar
3.2.6	Implement the outcomes of the meeting for overseas learners and record in relevant International Student Programs registers.	International Support Officer

4. DEFINITIONS

Term	Meaning
Overseas learners	Overseas learners are 'overseas students' (as defined within the ESOS Act). This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register.

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Term	Meaning
	Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994): ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.
Learner 'at risk'	A learner is identified as being at risk of failing a subject during the performance review in Week 4 and Week 8 of each enrolment period because of both: ▪ attendance of any one subject is less than 50% or if the subject is delivered online has participated in less than 50% of the online activities ▪ has not submitted, or submitted without authorised extension to due date, an assessment. If a learner attends less than 50% of classes, the submission of the first assessment is not sufficient to avoid being identified as at risk. Such a learner would need to pass the first assessment. Learners identified as having unsatisfactory progress following the Board of Examiners at the end of each enrolment period are also considered 'at risk'.
Unsatisfactory progress	Is where: ▪ a full time learner fails 50% of subjects or more in any one enrolment period, or 50% of subjects or more in any full academic year. This is applied pro-rata for part time learners. ▪ a learner fails the same subject on two successive occasions ▪ fails a work placement (practicum, clinical placement or internship).
Exclusion from study	A learner is not allowed to continue their study in the program in which they are enrolled. The learner has the right to appeal in line with the Higher Education Assessment and Moderation Policy
Progress review	A review held each semester at the end of Week 4 and Week 8.

5. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal
Assessment and Moderation Policy (Higher Education)
Appeals Procedure (Learners)
Learner Appeals Committee Terms of Reference
Overseas Learners Policy

External

Australian Qualifications Framework Second Edition 2013

Higher Education Standards Framework – 2015 Threshold Standards

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Higher Education Support Act 2003

Education Services for Overseas Students Act 2000 (Cth).

National Code of Practice for Providers of Education and Training to Overseas Students 2018

6. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New procedure. Replaces previous Higher Education Rule for Student Administration.
2	February 2026	Minor updates to reflect changes in the Institutes leaner appeals policy architecture.

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Appendix 1 – Manage learner 'at risk' and unsatisfactory progress

Category	Action
'At risk' of unsatisfactory program progress:	
1. Learners who have failed a subject for the first time:	a) Learner to repeat the subject. b) A study and support plan to be developed for the learner by the Course Leader in consultation with the learner.
2. Learners who have previously failed other subjects:	a) Learner to repeat the failed subject. b) A study and support plan to be developed for the learner by the Course Leader in consultation with the learner, which may include a reduced study load.
Unsatisfactory program progress:	
1. **Learners** who have failed a subject for a second time or more:	a) Issue a 'show cause' letter to remain in the program. b) Place a restriction on the learner's enrolment which may include a reduced study load. c) Exclude the learner from the program.
2. Learners who have failed a work placement (practicum, clinical placement or internship):	a) Issue a 'show cause' letter to remain in the program. b) Exclude the learner from the program of study.
3. **Learners** who have: a) failed multiple subjects for the second time or more; or b) failed 50% or more subjects in one enrolment period; or c) failed 50% or more subjects in two consecutive enrolment periods:	a) Issue a 'show cause' letter to remain in the program. b) Exclude the learner from the program.

Notes:
- The learner has the right to appeal a decision under the Assessment and Moderation Policy (Higher Education) in line with the Appeals Procedure (Learners)
- If the learner is an Overseas Learner, the Faculty must liaise with the International Student Support Officer.

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