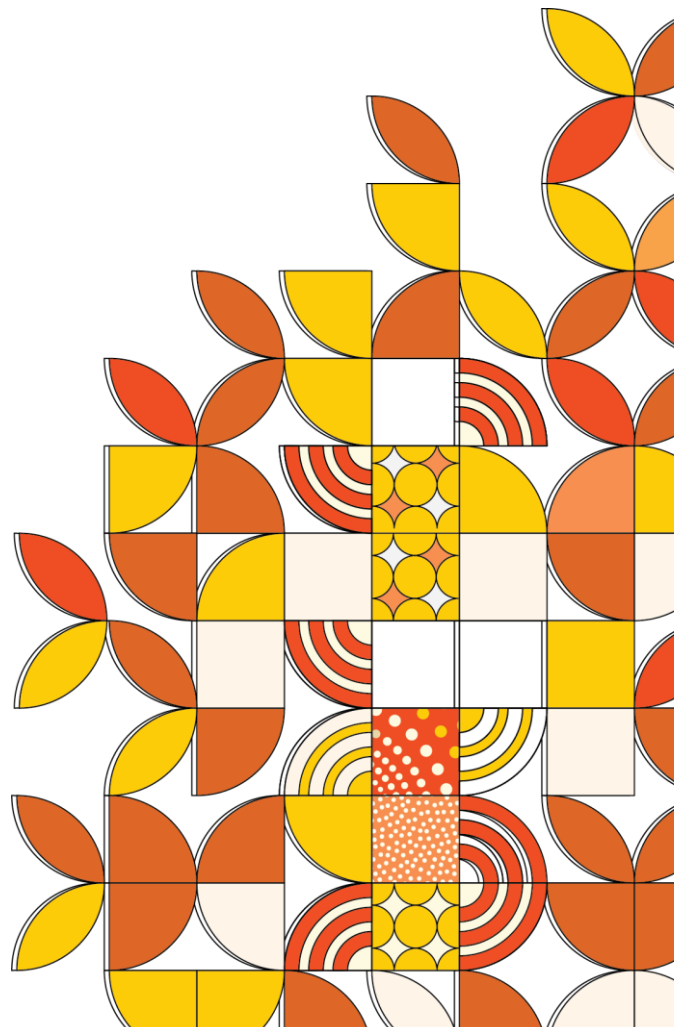


Student Academic Progression Policy



SECTION 1

Purpose

1. This policy describes the principles, responsibilities, and processes for monitoring, evaluating, and responding to variations in the academic progression of students for the successful completion of their course. The Institute of Health & Management (IHM) is committed to the maintenance of academic standards and high-quality graduate outcomes for all courses.

Scope

2. This policy applies to students enrolled in a course of study at IHM including:
 - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
 - b) All students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.
 - c) All domestic students.
 - d) ALL ELICOS students.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms

Suite Documents

4. This Policy is linked to the following policy:
 - a) Student Academic Progression Procedure
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

5. Principles

- 5.1. The IHM academic team members (Course Coordinator and/or teaching staff) is responsible for monitoring students who are at risk of not achieving, or have not achieved, academic progression requirements.
- 5.2. The academic team members will identify, contact, and provide support to students who are at risk of failing to meet academic progress requirements.
- 5.3. The student is responsible for achieving satisfactory academic progress and complying with all course requirements, including completing their course within the maximum time allowed or in the case of international students according to the duration specified on the student's Confirmation of Enrolment (CoE).
- 5.4. While students are expected to take responsibility for meeting academic progression milestones, IHM proactively monitors student progress to identify students who are at risk.
- 5.5. A student enrolled in an ELICOS Program must maintain a minimum 80% attendance for the scheduled contact hours under the National Code 2018.
- 5.6. Students must reflect and act on any advice or notifications that the academic and support team provide to enhance their academic performance and progress.

- 5.7. IHM monitors overseas student academic progress and is obliged to report to the Department of Home Affairs through PRISMS those students who do not comply with the academic progress guidelines as outlined in the National Code (2018).
- 5.8. For overseas students, unsatisfactory academic progress may result in the cancellation of their Confirmation of Enrolment (COE), which may have implications on their student visas.
- 5.9. For domestic and online students, unsatisfactory academic progress may result in the cancellation of their course enrolment in IHM.
- 5.10. Informal academic progress monitoring and support may be provided when IHM academic and/or support staff identify students experiencing difficulties in their course of study.
- 5.11. IHM in its approach of identifying and supporting students who are not meeting satisfactory academic progression requirements, will adhere to principles of procedural fairness, equitable, consistency, transparency, respectful of privacy and timeliness.

SECTION 3

Associated Information

Related Internal Documents	Student Academic Progression Procedure Attendance Policy Attendance Procedure Access and Equity Policy Access and Equity Procedure Accessibility Policy Accessibility Procedure Unsatisfactory academic progress letter Student Complaints and Appeal Policy Student Complaints and Appeal Procedure Credit and Prior Learning Policy Credit and Prior Learning Procedure Course Application Form Course Handbook International Student Handbook
Related Legislation, Standards, and Codes	ESOS (2020). ESOS legislative framework National Code of Practice (2018). National Code of Practice for Providers of Education and Training to Overseas Students 2018 National Code of Practice (2018): Standard 6: Student Support Services National Code of Practice (2018): Standard 8: Overseas student visa requirements National Code of Practice (2018): Standard 9: Deferring, suspending or cancelling the overseas student's enrolment. TEQSA (2020). Online learning good practice TEQSA (2018). Occasional Forum Series: Quality Assurance of Online Learning HESF (2021). Higher Education Standard Framework Domain 1: Student participation and attainment
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Document Custodian	Chair, Learning and Teaching Committee
IHM Doc ID	IHM-SAPP1-3.3

Change History

Version Control		Version 3.3
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	02/02/2021 Version 3	<ul style="list-style-type: none"> Policy and Procedure are now in two separate documents Feedback from Wells Advisory was accepted Redundant procedures have been deleted Definitions have been added Minor editorial changes have been made Version 3 approved by Academic Board in February 2021
	01/12/2021 Version 3.1	<ul style="list-style-type: none"> Clause 11 on late enrolment is added to the procedure as recommended by the Learning and Teaching Committee Version 3.1 is endorsed by Academic Board on 1/12/2021
	09/11/2022 Version 3.2	<ul style="list-style-type: none"> Updated definition of academic progress and student at-risk (minor amendment)
	24/11/2023 Version 3.3	<ul style="list-style-type: none"> Transfer into new template Feedback from Wells Advisory was updated Scope extended to include ELICOS courses Definitions linked to Glossary of Terms Minor editorial changes have been made