Student Academic Progression Policy

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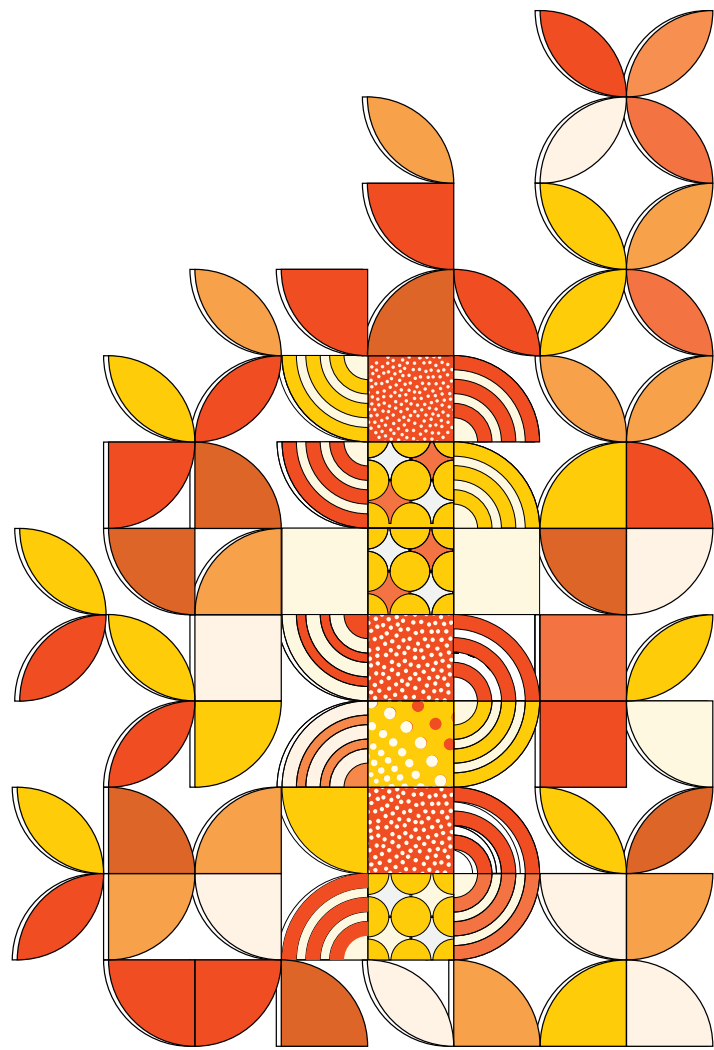
SECTION 1

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.
2. This policy promotes academic integrity, addresses academic misconduct, and complies with legislative requirements, including the ESOS Act and National Code 2018: Standard 6.1.7 Overseas Student Support Services, Standard 8 Overseas Student Visa Requirements.

Scope

3. This policy applies to students enrolled in a course of study at IHM including:

    a) All overseas 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

4. Refer to IHM's Glossary of Terms.

Suite Documents

5. 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 Principles

6. **Academic Progression Requirements**

6.1 Academic progress is the process by which students demonstrate their ability to advance through their course of study by successfully fulfilling all academic requirements within the prescribed timelines/course duration.

6.2 In alignment with the National Code 2018 Standard 8.8.1, IHM defines clear academic performance criteria that students must meet to demonstrate satisfactory course progress. These criteria are communicated to students at the commencement of their studies and are consistently applied throughout their academic journey.

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6.3 IHM fosters a culture of honesty and integrity within its academic community. Students are expected to adhere to the highest standards of academic conduct, as outlined in the Academic Honesty and Integrity Policy and Academic Honesty and Integrity Procedure. This policy provides detailed guidelines on acceptable academic behavior and the importance of original work.

6.4 To address instances of academic misconduct, IHM follows the Student Misconduct Policy and Student Misconduct Procedure, ensuring a fair and transparent process. This includes investigation protocols, potential penalties, and avenues for appeal.

6.5 IHM is committed to complying with the National Code 2018 (Standards 8.14.1 to 8.14.4) by ensuring quality education and integrity in academic progress monitoring for overseas students. In alignment with these standards:

    a) IHM maintains detailed policies and procedures to identify, notify, and assist overseas students at risk of not meeting academic progress requirements.

    b) Overseas students identified as at risk are promptly notified and informed of their academic status and required actions.

    c) IHM provides tailored support services, including academic advising, counseling, and study skills workshops, to assist at-risk students in improving their performance.

    d) IHM implements documented intervention strategies, including personalized academic plans and progress monitoring, to help students achieve satisfactory progress.

    e) In compliance with these standards, IHM is obligated to report students who fail to meet academic progress requirements to the Department of Home Affairs through the PRISMS system, ensuring transparency and adherence to regulatory expectations

6.6 IHM recognises that individual circumstances may affect a student's ability to progress in their course of study and is committed to managing academic progress in a fair and supportive manner.

6.7 Students must reflect and act on any advice or notifications that the academic and support team provide to enhance their academic performance and progress.

6.8 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.

6.9 For domestic and online students, unsatisfactory academic progress may result in the cancellation of their course enrolment in IHM.

6.10 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.

6.11 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.

6.12 A student enrolled in an ELICOS Program must maintain a minimum 80% attendance for the scheduled contact hours under the National Code 2018.

7. Identification of Students "at risk"

7.1 A student is considered "at risk" of making unsatisfactory progress if they:
    a) Fail 50% or more of their enrolled units in any progress review period.
    b) Fail a compulsory or core subject for the first time.
    c) Fail a particular elective subject for the second time.
    d) Withdraw from all subjects in a progress review period without prior consultation.

8. Satisfactory Academic Progress

8.1 To achieve satisfactory academic progress, a student must:

    a) fulfil course requirements within the permitted time.

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b) meet any conditions imposed during a previous academic progress review.
c) pass more than 50% of enrolled units in a progress review period.
d) pass all compulsory or core subjects on their first attempt.
e) pass elective subject on their first or second attempt.
f) remain enrolled in at least one subject in a progress review period.

9. **Unsatisfactory Academic Progress**
9.1 A student's progress is deemed unsatisfactory if they:
a) Do not fulfil course requirements within the permitted time.
b) Fail to meet conditions imposed during a previous academic progress review.
c) Withdraw after the census date from all enrolled subjects in a progress review period for the second time.
d) Are enrolled in an undergraduate or postgraduate course and:
i. Have an "at risk" status and fail 50% or more of enrolled units attempted.
ii. Have an "at risk" status and withdraw from a core or compulsory subject previously failed.
iii. Have an "at risk" status and fail a compulsory or core subject.

10. **Academic Progress Exemptions**
10.1 The Academic Board holds the authority to exempt specific student categories from this policy or to establish distinct academic progress requirements and consequences tailored to particular groups.

11. **Repeated Units**
11.1 When assessing if a student has enrolled in or failed a units multiple times, IHM will consider prior enrolments or failures in the same unit within the same course, or in an equivalent unit as determined by the Head of School of relevant faculty.

12. **Reviewing Academic Progress**
12.1 IHM implements structured intervention strategies, as outlined in the Student Academic Progression Procedure, for students identified as "at risk."
12.2 HM will maintain transparent communication with students regarding their academic status and the implications of unsatisfactory progress. This includes:
a) **Show Cause Notices**: Issuance of formal notices to students who continue to underperform despite interventions, outlining the need to demonstrate why their enrolment should not be terminated.
b) **Notice of Intention to Report**: Notification to students of IHM's intent to report unsatisfactory progress to relevant authorities, providing an opportunity for the student to appeal the decision

13. **Fair and Transparent Processes**
13.1 All procedures related to academic progression, including interventions, issuance of notices, and appeals, will be conducted with fairness, transparency, and in accordance with established policies and procedures. Students will be granted appropriate timeframes to respond to notices and to appeal decisions.

14. **Compliance with Regulatory Requirements**
14.1 IHM will adhere to all relevant legislative and regulatory obligations, including reporting requirements to external authorities, to maintain the integrity of its academic programs and uphold the standards expected of a higher education provider.

15. **Reporting Unsatisfactory Progress**
15.1 In alignment with the National Code of Practice for Providers of Education and Training to Overseas Students 2018, IHM will report an overseas student's unsatisfactory course progress or attendance to the Department of Home Affairs through PRISMS under section 19(2) of the ESOS Act only if one or more of the following conditions are met:

a) The internal and external complaints processes have been completed (as per IHM Complaints and Appeals Policy and Procedure), and the decision or recommendation supports IHM's initial determination.

b) The overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period.

c) The overseas student has chosen not to access the external complaints and appeals process.

d) The overseas student withdraws from the internal or external appeals processes by notifying IHM in writing

16. Leave of Absence

16.1 If a student takes a leave of absence, the requirements of this policy apply equally upon their return to the subsequent progress review period.

17. Roles and Responsibilities

17.1 The IHM academic team, comprising Course Coordinators and teaching staff, is responsible for monitoring students at risk of not meeting academic progression requirements.

17.2 The academic team members will identify, contact, and provide support to students who are at risk of failing to meet academic progress requirements.

17.3 Students are responsible for maintaining satisfactory academic progress by adhering to all course requirements, including completing their program within the maximum allowable timeframe. International students must also ensure completion within the duration specified on their Confirmation of Enrolment (CoE).

17.4 While students are expected to take responsibility for meeting academic progression milestones, IHM proactively monitors student progress to identify students who are at risk.

SECTION 3

Associated Information

Related Internal Documents	• Academic Honesty and Integrity Policy
	• Academic Honesty and Integrity Procedure
	• Access and Equity Policy
	• Access and Equity Procedure
	• Accessibility Policy
	• Accessibility Procedure
	• Attendance Policy
	• Attendance Procedure
	• Course Application Form
	• Course Handbook
	• Credit and Prior Learning Policy
	• Credit and Prior Learning Procedure
	• Domestic Student Handbook
	• International Student Handbook
	• Learning Contract Plan
	• Student Academic Progression Procedure
	• Student Code of Conduct
	• Student Code of Conduct Implementation Guidelines

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	• Student Complaints and Appeal Policy • Student Complaints and Appeal Procedure • Student Misconduct Policy • Student Misconduct Procedure • Unsatisfactory academic progress letter
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 • HESF (2021). Higher Education Standard Framework Domain 1: Student participation and attainment
Date Approved	24.11.2023
Date of Effect	27.11.2023
Date of Next Review	01.11.2026
Approval Authority	Academic Board endorsed by Board of Directors
Responsibility for implementation	Learning and Teaching Committee
Additional changes	27/11/2024
Additional changes approved by	Chief Executive Officer In exercise of power delegated to him under paragraph 3.4 of Schedule 1 to the *Delegation Framework* for "Board of Directors powers in urgent and unforeseen circumstances".
Document Custodian	Academic Dean
IHM Doc ID	IHM-SAPP1-3.4

Change History

Version Control		
Change Summary	**Date**	**Short description of change, incl version number, changes, who considered, approved etc**
Version 3	02/02/2021	• 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
Version 3.1	01/12/2021	• 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

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Version 3.2	09/11/2022	• Updated definition of academic progress and student at-risk (minor amendment)
Version 3.3	24/11/2023	• 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
Version 3.4	18/11/2024	• Changes to Policy further to align with National Code 2018 and HESF 2021 based on feedback from TEQSA CRICOS review in October 2024

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