

Policy Owner	Academic Director
Contact Officer:	Deputy Academic Director
Policy Number:	QTDO012
Approved by:	Academic Board
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Last Reviewed:	
Related Policies:	Complaints and Appeals Policy

1. Overview

- 1.1 The purpose of this policy is to ensure Curtin College students or any students from a secondary provider are managed responsibly and in accordance with the requirements of the ESOS Act 2000 and specifically Standard 10 and Standard 9 in the National Code 2007.
- 1.2 In the case of Singapore campus, the students shall be managed appropriately in accordance with the Immigration and Checkpoints Authority of Singapore regulations and Edutrust guidelines.

2. Organisational Scope

- 2.1 This policy applies predominantly to all students.

3. Definitions

- 3.1 **Board of Examiners:** A review panel that determines the academic progression status of students.
- 3.2 **Course progress:** The measure of advancement within a course towards its completion.
- 3.3 **DEEWR** – Department of Education, Employment and Workplace Relations. The Australian federal government's administrative division for policy and program development on education, science, training and administration of the ESOS legislation.
- 3.4 **ELICOS:** English Language Intensive Courses for Overseas Students
- 3.5 **Unit:** A discrete component of study within a course.
- 3.6 **Non Compliance:** The failure or refusal to abide by the conditions of a 'Student's Pass.'
- 3.7 **Intent to Report:** Communication advising student of the appeals process and what action needs to be taken.
- 3.8 **At Risk:** A student who appears likely to fail or has failed two or more units in a semester.
- 3.9 **International Student:** For the purpose of this policy, an International student is defined as a holder of Student's Pass issued by the Immigration and Checkpoints Authority of Singapore.
- 3.10 **Unsatisfactory Progress:** Is defined as failing more than 50% of the units studied in a given semester.
- 3.11 **Secondary Provider** - an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purpose of this document oversees all matters relating to the delivery of those courses

4. Policy Principles

- 4.1 Monitoring student progress allows for identification of those students who might be at risk of not completing their course and allows for intervention strategies to be implemented.

- 4.2 Any student who fails a unit in their course may be at risk of not completing their course within its expected duration. At risk students will be subject to an intervention strategy outlined in this policy.

5. Policy Content

- 5.1 Curtin College monitors, records and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with the Colleges Course Progress Policy.

5.2 Progress Monitoring

- 5.2.1 During the semester the academic progress of each student is monitored and assessed by the Office of the Pro Vice-Chancellor.
- 5.2.2 Where a lecturer becomes aware at any time during the semester that a student might be at risk of failing a unit a 'Student at Risk' form is required to be completed and forwarded to the Director of Academic Services or equivalent for action.

5.3 Progress Assessment:

- 5.3.1 At the end of each semester, following submission of all unit results but prior to their publication, the academic progress of all current students is reviewed by the Curtin College Board of Examiners.
- 5.3.2 Academic Progress is assessed on the basis of a student's performance in a semester of study, but also takes into account his/her overall performance to date in the course in which he/she is currently enrolled. Students are deemed to be making satisfactory academic progress if they pass at least 50% of their enrolled subjects in a semester. Students who fail more than 50% of their subjects in a semester are not considered to be making satisfactory academic progress and are placed on Conditional Academic status.
- 5.3.3 Students who are placed on Conditional Academic Status are placed on an Intervention Plan and are required to meet specific criteria. The criteria that students must meet is appropriate to the intervention deemed necessary to assist them in making satisfactory academic progress in their subsequent semester of enrolment.
- 5.3.4 Students who have been identified for placement on Conditional Academic Status will be contacted within 10 working days following the release of results.

5.4 Progress Rules and Post-Assessment Intervention Strategies

Academic Status

Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.
Conditional Academic Status (Condition 1 or 2)	The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under specific conditions set out by the Curtin College Board of Examiners
Terminated	The student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course or to re-enroll in the course without approval from the Director of Academic Services.

Criteria for determining Academic Status

Criteria	Current or highest previous Academic Status	Next Semester
If any of the following occur: <ul style="list-style-type: none"> • Student fails more than 50% of enrolled units in a semester. • Student fails to meet any of the conditions of their Academic Status (if applicable) • Student fails any unit for the 2nd time. 	Good	Conditional Status 1
	Conditional Status 1	Conditional Status 2
	Conditional Status 2	Terminated
Where a student fails 100% of their enrolled units in their first study period	Good	Conditional Status 2
Where a student fails more than 50% of enrolled units in two consecutive study periods.	Any condition	Terminated
Student passes more than 50% of their enrolled units in a semester	Any condition	No conditions imposed for next semester. Previous academic status may still be used to determine future academic status.

Specific Conditions Associated with Academic Status

Condition	Condition 1	Condition 2	Terminated
You will be placed on a Intervention track enrolment and may enroll in a maximum of three units.	Yes	Yes	
You must attend the “Being on Conditional Status” seminar and register for at least 2 Study Skills workshops relevant to your needs. Attendance is compulsory.	Yes		
A 90% attendance record must be maintained	Yes	Yes	
You are required to complete all assessment tasks as stated in the unit outlines. Failure to complete all tasks may prevent you from sitting the final examination.	Yes	Yes	
You are required to pass at least 50% of enrolled units studied this semester.	Yes	Yes	
You must make an appointment to meet with an Academic Services Officer before week 4 of this semester. This meeting is compulsory		Yes	
You must meet regularly with the Lecturer/Academic Support to discuss your academic progress at regular intervals throughout semester.		Yes	
Enrolment is blocked pending meeting with Director of Academic Services.			Yes

5.5 Appealing Conditional or Terminated status

Students who have been put on Conditional Academic status (including those who have been terminated) will receive written notification via the Curtin Singapore Student Portal as soon as practical following the release of results.

Students may lodge an appeal against Conditional Academic Status including Termination in accordance with the College’s Complaints and Appeals Policy. Students whose appeal against their Academic Status is successful will revert to the previous highest status Conditional Academic (or Good Standing if relevant).

6. Attendance

Class attendance is recorded for all students at Curtin Singapore.

International students who are holders of Student's Pass are required to attend at least 90% of the scheduled classes per semester of their program. All students are also required to maintain a minimum 75% attendance for each enrolled unit. Students who fail to obtain the minimum attendance requirement will not be eligible to sit for the final examination. This attendance percentage is the student's actual attendance in class plus approved absences. An approved absence is one which is supported by a medical certificate or other evidence of extenuating circumstances resulting in absence from class.

Attendance audits are conducted throughout the semester and the following actions are undertaken:

Attendance / Trigger	Intervention
1 st Absence	<p>Attendance Warning</p> <p>Student receives email warning them that continued absences may result in them not meeting the attendance requirements.</p> <p>Student is encouraged to speak to an Academic Services Officer about reasons for class absences.</p>
International Students Overall Attendance drops below 90% (excluding approved absences)	<p>Under 90% Attendance notice</p> <p>Student is notified that they have failed to meet the minimum attendance requirement. Attendance under 90% may affect the outcome of any academic appeal or Student's Pass renewal the student may lodge in future.</p> <p>Students who are on Conditional Academic Status whose attendance drops below 90% are deemed to be in breach of the attendance condition of their enrolment which may affect future enrolment.</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • Student Sponsor (if student is sponsored) • Student Guardian (if under the age of 18)
Unit Attendance drops below 75% (excluding approved absence)	<p>Under 75% unit attendance notice</p> <p>Student is notified that they have failed to meet the minimum unit attendance requirement and is not eligible to sit for the final examination at the end of the semester.</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • Student Sponsor (if student is sponsored) • Student Guardian (if under the age of 18)

6.1. Sponsored Students and Minors (under the age of 18)

Attendance reports will be sent to the student sponsor or parent / guardian where class attendance falls below the requirements.

7. Attendance Recording and Monitoring

7.1.1. Attendance is recorded once in each four hour block of each class. Attendance will not be recorded if a student is more than 15 minutes late for class.

7.1.2. All students can check their attendance by making an appointment with an Academic Services Officer.

7.2. Student Responsibilities

International Students are required to maintain an attendance rate of at least 90%. While Curtin Singapore regularly monitors student attendance, students are ultimately responsible for attending classes and checking their attendance on a regular basis throughout the semester to ensure that they are satisfying their Student's Pass conditions.

8. Administration

- 8.1. This policy will be available on the Curtin College website. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.
- 8.2. Staff will be informed and updated on changes to policies and procedures related to academic progress at the beginning of each semester or at meetings.
- 8.3. All Curtin College interventions are recorded electronically and copies of all related correspondence are placed in the students file.