

InTech Institute of Technology		
Policy: Intech Academic Progress Policy		
Creation Date: March 2008	Version: March 2008	Created By: Robin Jaggessar
<p>Justification: This policy is designed to meet the requirements of the DEST-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses.</p> <p>This DEST-DIAC policy is applicable under standard 11.2 of the National Code of Practice 2007. The policy and related procedures detail the course progression monitoring, intervention strategies and DIAC reporting requirements as described in the DEST-DIAC Course Progress Policy and Standard 9 of the National Code of Practice 2007.</p>		

Scope

Intech Institute of Technology students have their unit/module enrolments stored in the student management system. These units/modules define the over-all course requirements as per the accredited course or training package rules. Intech Institute of Technology delivers its courses over four (4) compulsory study periods within the academic year. These periods are referred to as Terms and are of 12 (12) weeks in duration. Two terms equals one Semester and the total weeks within the academic year is forty (48). Students commence their courses at the beginning of any Term, and for this purpose it is referred to as an Intake.

Definition Of Course Requirements

Intech Institute of Technology has developed outlines for each compulsory study period, referred to as Stage Outlines. The Stage Outline details the units/modules contained within the compulsory study period, the equipment and resource requirements, details of each session's content for that day, the assessment requirements and timelines/due dates for those.

The stage outlines are supplied to students at the commencement of each compulsory study period (12 week Term). To achieve satisfactory course progress under this policy, students must successfully complete or demonstrate competency in at least 50% of the course requirements in a compulsory study period. This means that 50% of the units/modules defined in the stage outline must be completed or demonstrated.

Example: A stage of a course may contain six [6] units/modules delivered over the compulsory study period. To achieve satisfactory progress under this policy a student would need to successfully complete or demonstrate competency in at least three [3] of those units/modules.

The course durations are designed with the assumption that a student will meet the total requirements (100%) of each compulsory study period (Term). If a student successfully completes or demonstrates competency in the range of 50% to 99% of course requirements in any period they are considered to be making satisfactory progress under this policy.

Policy

It is InTech's policy to monitor and record course progress of each student for the course in which they are currently enrolled.

InTech's will monitor progress and assist students to meet their study goals throughout their course.

At 12 week intervals each student's progress will be monitored to assess the student's compliance with student visa requirements.

Procedure

1. All assessment results are entered into student database according to procedure determined in each department
2. On completion of an initial 12 study weeks or 3 calendar month period (whichever occurs first) or earlier, the Administration Officer will identify all students who have failed to complete or demonstrate competency in at least 50% of the overall course requirements for the designated study period.
3. On receipt of the Academic report and prior to the commencement of week 3 of the 2nd or following study period the Academic Program Manager will confirm that the identified students are at risk and initiate the intervention process with a view to having the intervention strategy in place by the 4th week of the 2nd study period.
4. Attendance is monitored as an indicator of student participation in classwork. Students identified through monitoring as either:
 - at risk of not making 70% attendance
 - dropped below 70% attendance over the Twelve (12) week compulsory study period will.

Deferral, suspension or cancellation of a student's enrolment may affect the student visa and any change will be reported to DEST via the PRISMS.

If a student's enrolment is terminated, suspended or cancelled by InTech, the student has 20 working days to access InTech internal complains and appeals process. The student's enrolment status will not be affected during the internal complains and appeals process except in extenuating circumstances.

If a student is at risk of not making satisfactory course progress, the academic advisor will establish a support program which may include one or more of the following:

- attending academic skills programmes;
- attending tutorial or study groups;
- receiving individual case management;
- attending study clubs;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load

A record of the intervention measures implemented will be kept in the student's file.

2. Intervention And Monitoring Strategies

At the end of each compulsory study period Intech Institute of Technology will systematically monitor each student's academic progress and identify those students requiring intervention. If it is possible to identify students at risk of making unsatisfactory course progress before the end of the compulsory study period, then Intech Institute of Technology will initiate the intervention strategies as early as possible

The following intervention strategies apply to monitor and identify a student requiring intervention:

2.1 Attendance is monitored as an indicator of student participation in classwork. Students identified through monitoring as either:

- at risk of not making 80% attendance
- dropped below 80% attendance

over the Twelve (12) week compulsory study period will.

(a) Have a warning letter, SMS or email sent to them requiring to meet with the Director of Studies (DOS) or their Head of Department (HOD)

(b) At the meeting with the DOS or HOD, students will be reminded that low attendance/participation in their coursework provides a greater risk of the student being deemed Not Yet Competent (NYC).

2.2 Students identified as successfully achieving more than 50% and less than 100% of the course requirements in the compulsory study period will have their academic load adjusted to bring them into alignment with their COE and/or enrolment end dates.

(a) The student repeats the unsuccessful units/modules in a following compulsory study period

or

(b) The student is provided with the opportunity to demonstrate competency by undertaking reassessments as per the provisions of the reassessment policy.

2.3 Students identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a compulsory study period. The following applies:

(a) If the student is identified for the first time or subsequent times without a preceding period of identification, the student will:

- Receive a written letter from Intech Institute of Technology advising of not achieving satisfactory course progress under the provisions of the Course Progress Policy item 2.2. The letter will specify an appointment time with the Director of Studies
- Receive an email and/or SMS alerting to the fact the Unsatisfactory Course Progress letter has been sent to the student's last known residential address.

(b) At the appointment with the Director of Studies, the following will be discussed to determine the best intervention strategy/strategies necessary to assist the student to achieve satisfactory course progress:

- Discussion of course suitability for which the student is enrolled into. EG, is the student completing a course suited to them?

- Opportunities to demonstrate competency by undertaking reassessments as per the provisions of the reassessment policy. This procedure allows reassessment or demonstration of competency in units/modules failed or deemed Not Yet Competent (NYC)
- The LLN procedure to provide the student with advice and support services in the provision of language, literacy and numeracy (LLN) assessment services
- The Client Counselling, Support and Welfare procedure to identify and assist a student where there may be compassionate or compelling circumstances impacting the student's capacity and/or ability to progress through their course
- The student will be advised that under this policy unsatisfactory course progress in two consecutive study periods (as described at item 2.3) could lead to the student being reported to DIAC and cancellation of their student visa, depending on the outcome of any appeals process

2.4 If the student is identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a compulsory study period for a second consecutive time.

The following applies:

- (a) The intervention strategies at 2.2(b) of this policy will be reviewed further with the student
- (b) The procedure described under item 3.0 of this policy will be initiated by Intech Institute of Technology

Definition of consecutive periods under this policy is two compulsory study periods that the student was enrolled in and studying, whether or not separated by holiday or deferment periods. Under this policy a compulsory study period is a twelve (12) week term.

3. Intention To Report Students To Diac For Unsatisfactory Course Progress

A student that is identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a second consecutive compulsory study period the following applies:

3.1 Intech Institute of Technology will write to the student of its intention to report to DIAC for unsatisfactory progress. Intech Institute of Technology will also email and/or SMS the student alerting to the fact that the letter has been sent out to their last known residential address.

The student has twenty [20] working days to instigate the Client Complaints and Appeals process. A student may appeal on the following grounds:

- (a) Intech Institute of Technology has failed to record or calculate the student's marks accurately
 - (b) The student has compassionate or compelling circumstances that impact on the student's capacity and/or ability to progress through the enrolled course
- or
- (c) Intech Institute of Technology has not implemented the intervention strategies documented in this policy at 2.2(b) or referred to in other existing policies provided or made available to the student

3.2 Where a student's appeal is successful InTech will do the following depending on the findings of the appeals process:

- (a) If an error was made in calculations and the student did make satisfactory course progress, InTech will not report the student to DIAC. Further support may be provided as per 2.2(b) if necessary
- (b) If Intech has failed to record a student's marks, the college will correct this omission and the student will not be reported to DIAC. Further support may be provided as per 2.2(b) if necessary
- (c) If the appeals process shows that satisfactory academic progress was not made due to compassionate or compelling circumstances, the student will not be reported to DIAC. Further support will be provided as per 2.2(b)

3.3. Where the student has chosen not to access the appeal process within 20 days or the student withdraws from the process or the process is completed and results in a decision supporting the provider Intech will notify the secretary of DEST through PRISMs as soon as practical.

4. Reporting Students To Diac For Unsatisfactory Course Progress

4.1 Where a student has been identified as not meeting course requirements in two consecutive study periods and the following conditions apply:

- (a) The student has chosen not to access the Client Complaints and Appeals process within the 20 working day period from Intech Institute of Technology notification of intention to report
- (b) The student has withdrawn from the Client Complaints and Appeals process
- (c) The Client Complaints and Appeals process is completed and the student's appeal was unsuccessful

4.2 Intech Institute of Technology will then notify the Secretary of the Department of Education, Science and Training (DEST) through the Provider Registration and International Student Management System (PRISMS). The report to DEST will result in the student being issued with a Section 20 notice outlining the breach of visa conditions. This report will require the student to present to DIAC within 28 working days from the issue date.

This means that if the student:

- does not commence (i.e. simply does not turn up, or has not arranged with the provider for a later start because of health or compassionate reasons); or
- terminates their studies before program completion; or
- changes their program or its duration; or
- fails to comply with their visa conditions regarding attendance or academic performance.

5. The intervention process will be initiated by;

1. notification to student by letter,
2. an initial meeting with the student and the Academic

3. and/or relevant designated staff.

5. Initial intervention meeting will address issues pertaining to the student's unsatisfactory performance and provide a possible strategy to ensure successful study program.

Individual intervention strategy may include:

- discussion of suitability of course
- agreement on revised study plan (decreased load; reassessment; increased load)
- access to academic support classes
- referral to personal guidance counselors (internal or external)
- attendance at individual case management sessions

6. Proposed intervention strategy to be given in writing to the student.

Report to include:

- proposed strategy
- information regarding implications of unsatisfactory progress in two study periods
- information on the appeals process
- Student may decide to appeal the necessity for intervention at this stage, if so, appeals process to be invoked.

7. A list of students identified as at risk will be provided by the Administration Head. Individual intervention strategies are to be filed in the student's folder.

8. A record of student's participation in activities suggested as part of the intervention strategy is to be kept.

9. On completion of second 24 week study period the Administration Head will report on the progress of all students previously identified as "At Risk". Any student who has for two consecutive study periods failed to meet course requirement of satisfactorily completing more than 50% of the course will be sent a letter informing them of Intech's intention to report them to DIAC.

10. Student may appeal the decision to report to DIAC. If so, appeals process will be invoked.

11. Possible outcomes of appeals process.

- Appeal is upheld because an error was made in calculation and student has made satisfactory progress. No further action. All documentation filed.
- Appeal is upheld due to compassionate or compelling reasons for lack of progress. Intervention strategy to be implemented to support student. All documentation filed. Student informed that appeal has been upheld and intervention strategy implemented.
- Appeal is dismissed. All documentation sent kept on file and DIAC report on student initiated. Copies to hard file

12. The resultant letter from the PRISMS database must be forwarded immediately to the student's last known address.

5.0 Notification and Appeal

The Director will notify students in writing of exclusion from InTech.

Students have the right to appeal all consequences imposed for failing to meet the requirements for re-enrolment. Any compassionate or compelling circumstances will be considered. Appeals must be lodged in writing and addressed to the Director within twenty (20) days of the date of the student being notified of the exclusion. The process will commence within ten (10) working days from the date of receipt of the student's appeal.

6.0. Probation

InTech conducts a system of academic probation for students whose scholastic performance is unsatisfactory at InTech. During any period of probation, students are assigned an InTech academic adviser. It is the student's responsibility to maintain contact with their academic adviser.

1. Students at the College may be placed on probation if they fail to pass at least 50 per cent of the units in which they were enrolled during that semester. In such cases a student will be placed on probation for the following semester.
2. InTech academic advisers will liaise with all students who are placed on probation. It is the student's responsibility to maintain contact with the academic adviser.
3. Any of the provisions above may be waived in particular cases by the Director of the college.

Withdrawal from a unit

Students who officially withdraw from a unit before the end of week four of classes incur no academic penalty.

Students may only withdraw from a unit after week four of classes without academic penalty if they suffer illness or misadventure. The illness should be documented with a medical certificate and should be of sufficient severity that it interrupts the student's work significantly in that particular unit. Misadventure is defined as an event which is beyond the student's control and which disrupts the student's academic work. Students should see student services, academic advisers or Intech counselling service if they require help in documenting cases of illness or misadventure.

Transferring between programs

Any student wishing to transfer from one Intech program to another Intech program for which they have not met the entry requirements must demonstrate the following:

1. Students wishing to transfer from (a particular course) to the second semester of the (different course) must demonstrate diligent study behaviour in their previous semester of study at Intech, and having taken a full work load in that previous semester, have achieved an average mark of (marks specified) or more.
2. Students wishing to transfer between programs in circumstances not covered above must apply to the Academic Manager outlining the reasons for transfer.

3. All students wishing to transfer from one Intech program to another must satisfy the requirements for re-enrolment.

Deferring a semester

Students who would like to defer their studies must first speak to staff in the student services office. An application to defer form must be completed which will need to be approved by the Manager, Student Services. Prior to applying to defer their program students must ensure that they have paid any library fines and have returned all library resources to the library.

Deferral of studies by international students is permitted only in compassionate or compelling circumstances such as serious illness, death in the family or for some other reason. Students will be required to provide evidence of the compassionate or compelling circumstances.