

## Academic Progress Policy

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<b>Category</b>	Academic Governance
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### 1. Purpose and Introduction

This policy describes the requirements and principles governing academic performance and progression within OneGlobe courses. The Policy establishes processes for monitoring academic progress, identifying students who are at risk and providing effective student support strategies.

### 2. Scope

This Policy applies to all OneGlobe students and staff.

### 3. Policy Principles

OneGlobe is committed to the maintenance of academic standards and high-quality graduate outcomes for all courses. Students are required to maintain a satisfactory level of academic performance to remain enrolled. Students who are at risk of unsatisfactory academic performance will be identified and offered advice and support.

Unsatisfactory progress may have consequences for students, such as conditions imposed on enrolment or exclusion from a course.

#### Principles

- Students are given clear performance expectations.
- Students have access to clearly defined processes regarding academic performance and progress review.
- Students are provided with clear and timely information regarding unsatisfactory progress.
- Students “at risk” are identified promptly and provided with support and assistance.
- Students are given the right and opportunity to respond to findings of unsatisfactory academic progress.



Unsatisfactory academic progress issues are considered in a timely and efficient manner.

## 4. Academic Performance

### 1.1 Satisfactory academic performance

Students are required to maintain a satisfactory level of academic performance which will allow for satisfactory academic progression through a course. Satisfactory performance is demonstrated by:

- Passing at least 50% of units attempted during a study period.
- Maintaining a rate of academic progress enabling course completion within the time allowed
- Submitting all required assessments on time
- Active engagement in learning activities
- Satisfactory attendance

### 1.2 Students “At Risk”

A student is “at risk of unsatisfactory academic performance” if they:

- Pass fewer than 50% of units attempted during a study period.
- Fail a unit more than once.
- Do not maintain a rate of academic progress enabling course completion within the time allowed.
- Miss or fail early assessment items or have a poor record of assessment completion or timely submission.
- Display no or little active engagement in learning activities
- Have unsatisfactory attendance

Students identified as “at risk” will be offered support and intervention strategies as appropriate.

### 1.3 Unsatisfactory academic performance

A student displays unsatisfactory academic performance where they:

- Pass fewer than 50% of units attempted during two consecutive study periods.
- Fail a unit three (3) times.
- Cannot complete their course within the time allowed.
- Continually miss or fail assessment items.
- Show consistent poor engagement in learning activities.
- Fail to respond to intervention or fail to meet conditions imposed.
- Repeatedly display academic misconduct

Unsatisfactory academic performance may result in exclusion from a course.



## **1.4 Monitoring Academic Performance**

Student academic performance is systematically tracked through multiple indicators to ensure that students “at risk” will be identified early and offered support and intervention strategies.

### **1.4.1 Early intervention for students identified as at-risk.**

Student academic performance in the early stages of each unit, and particularly in the early stages of a course, will be closely monitored and students identified as “at risk” of unsatisfactory academic progress will be notified and offered advice, support, and strategies to improve their academic performance.

### **1.4.2 Students Identified as Displaying Unsatisfactory Academic Performance**

Students whose academic performance is identified as unsatisfactory will be notified of the reasons and advised of the steps to be taken.

1. Students whose academic performance is unsatisfactory will be issued with a letter of intent to exclude and asked to show cause why they should not be excluded. If successful, such a student may have conditions imposed on their enrolment.
2. If a student does not respond, or if they fail to satisfactorily show cause, they will be issued with a notice to exclude.
3. A student issued with an exclusion notice may appeal this decision within 20 days of receipt of the notice. If there is no appeal, or if the appeal is unsuccessful, the student will be excluded from the course and the student’s enrolment cancelled. The Department of Home Affairs is notified in the case of international students.

## **1.5 Exceeding course time limits**

Students who exceed time limits for the completion of award courses will be considered in the first instance by the Registrar. Where no extenuating circumstances exist to support a case for either probationary enrolment or no change to enrolment status at all, students will be excluded.

## **1.6 Exclusion**

Students whose academic performance is identified as unsatisfactory will be notified of the reasons and advised of the steps to be taken.

- Students whose academic performance is unsatisfactory will be issued with a letter of intent to exclude and asked to show cause why they should not be excluded. If successful, such a student may have conditions imposed on their enrolment.
- If a student does not respond, or if they fail to satisfactorily show cause, they will be issued with a notice to exclude.



- A student issued with an exclusion notice may appeal this decision within 20 days of receipt of the notice. If there is no appeal, or if the appeal is unsuccessful, the student will be excluded from the course and the student's enrolment cancelled. The Department of Home Affairs is notified in the case of international students.
- A student will remain enrolled with full rights and privileges for 20 days following issue of an exclusion notice and if a student appeals, they will remain enrolled with full rights and privileges until the appeal is resolved.

Students who have already commenced studies in a teaching period when identified for exclusion will be placed on probation and permitted to continue studies in that teaching period only.

Following completion of the teaching period, students will be excluded subject to the outcome of an appeal.

## 5. Appeals

### 5.1 Right to appeal

A student who receives notification of exclusion has the right to appeal the decision. Appeals against exclusion may only be made on procedural grounds or if new information becomes available which may justify "show cause."

### 5.2 Lodging an appeal

Appeals against exclusion must be lodged within twenty (20) days of the issue of the exclusion notice. NEGLOBE is not obliged to consider an appeal lodged after this date.

### 5.3 Status of students awaiting the outcome of an appeal

A student will remain enrolled with full rights and privileges for 20 days following issue of an exclusion notice and, if a student appeals, they will remain enrolled with full rights and privileges until the appeal is resolved.

OneGlobe will make determinations on appeals against exclusion as soon as practicable but will not necessarily resolve any particular case before the commencement of the next teaching period. Students whose appeals will not be resolved before the commencement of the teaching period (where the delay is not the fault of the student) will be authorised to enrol and fully participate in units pending the outcome of the appeal. Students must consult the Dean about the enrolment program they will undertake while awaiting the outcome of the appeal.

If the final outcome is to dismiss the appeal, then students will have their current enrolment cancelled without academic or financial penalty.

### 5.4 Appeals process.



An appeal against exclusion for unsatisfactory academic performance must be made in accordance with the OneGlobe Student Appeals Policy.

A student remains enrolled with full rights and privileges while an appeal is being considered. When an appeal against exclusion is upheld, the student remains enrolled.

## 6. Records

Records associated with this policy will be maintained according to the Records Management Policy.

## 7. Related Documents

- Course Progress Monitoring and Intervention Policy
- Student Information and Communication Policy
- Student Support Policy
- Student Appeals Policy
- Student Assessment Policy
- Student at Risk Policy
- Appeal (Academic) Form
- Attendance Policy & Procedures
- Awards of Grade Policy

## 8. Related legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).

## 9. Review

The Academic Misconduct Policy will be reviewed every three years, or more frequently if required by Academic Board or the Board of Directors.

### Version Control

Version	Summary of changes	Approval date	Review Date
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1.0	Document Established	Academic Board: 21 Feb 2025	Jan 2028
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