

Academic Success Policy

Scope

This Policy applies to all Domestic and International Students enrolled at a Kaplan Higher Education Pty Ltd Pathway College (College).

Purpose

The purpose of this Policy is to set out the requirements for monitoring, recording and supporting student academic progress to meet obligations under the Higher Education Standards Framework (Threshold Standards 2021), the ESOS Act 2000, the National Code 2018, the Foundation Program Standards 2021 and the ELICOS Standards 2018.

This Policy supports student success by outlining responsibilities, processes, and interventions to help students complete their Program within the expected duration.

Definitions

Academic Progress	means a student's ongoing involvement and advancement towards achieving Program outcomes, demonstrated by participation and completion of Assessment requirements and by maintaining attendance requirements where applicable. For purposes of this Policy, the term 'academic progress' aligns with 'course progress' as referenced in the ESOS Act 2000, the National Code 2018, the Foundation Program Standards 2021, and the ELICOS Standards 2018.
Assessment	means a systematic process for facilitating and evaluating student learning. The process includes the design, development and implementation of Assessment tasks, and the judgement and reporting of student performance. The purpose of Assessment is both to facilitate and certify the achievement of specified learning outcomes. Assessment is integral to the curriculum as it drives approaches to student learning and achievement.
'at-risk'	means a student who has been identified as showing patterns of concern (such as poor results or attendance) that indicate they may not achieve Satisfactory Academic Progress or complete their Program within the expected duration.
Award Program	means a Program of study that leads to the conferral of an AQF-recognised Qualification, including diplomas, associate degrees, bachelor's degrees, graduate certificates, graduate diplomas or master's degrees at the College.
Compassionate or Compelling Circumstances	means circumstances that may negatively impact a student's study, including but not limited to serious illness or injury, bereavement of close family members, major political upheaval or national disaster in their home country, or a traumatic experience such as a serious accident or crime.
Confirmation of Enrolment (CoE)	means a document issued by education providers to verify the applicant's enrolment in a specified Program.
Department of Home Affairs (DHA)	means the Australian Government department responsible for managing student visa services and issuing student visas.
Domestic Student	means a student who is an Australian or New Zealand citizen, a permanent resident of Australia or the holder of a permanent Australian humanitarian visa.
International Student	means a student who is not an Australian citizen, permanent resident of Australia or New Zealand citizen, regardless of visa type. This includes but is not limited to, students holding a student visa, temporary visa, bridging visa, or any other type of visa that permits study in Australia.
Intervention Strategy/Strategies	means a systematic course of actions to identify and support students who are not making Satisfactory Academic Progress. It may include but is not limited to consultation, supplementary tutorials, presentations, workshops, etc.
Non-Award Program	means Programs that do not lead to the conferral of an Australian Qualifications Framework (AQF) Qualification. Examples of Non-Award Programs include English for Academic Purposes (EAP), Foundation Studies Programs, Degree Transfer Programs, Pre-Master's Programs and the Murdoch University Preparation Course (MUPC). Some Non-Award Programs use formal grading systems that are comparable to those applied to Award Programs.

PRISMS	means the Provider Registration International Student Management System (PRISMS), an Australian Government secure online system that allows providers to issue Confirmations of Enrolment (CoEs), and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the ESOS Act 2000.
Program	means a structured combination of Subjects required to achieve defined learning outcomes. Depending on the provider, a Program may also be referred to as a <i>course</i> .
Qualification	means the formal certification of learning outcomes as recognised under the Australian Qualifications Framework (AQF). Under the AQF, Qualifications are assigned a level (e.g., Level 7 = bachelor's degree, Level 9 = master's degree).
Satisfactory Academic Progress	means a student is achieving Academic Progress by meeting the requirements for progression outlined in this Policy.
Study Period	means a discrete period of study within a Program, namely term, semester, trimester, short Program or similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months.
Subject	means a separate Subject of study that combined with other Subjects, makes up a Program of study. Depending on the provider, a Subject may also be referred to as a <i>unit</i> or <i>course</i> .
Unsatisfactory Academic Progress	means a student is not achieving Academic Progress, as per the requirements set out in this Policy.

Policy Principles

The following principles guide the College's approach to monitoring and supporting Academic Progress in line with legislative and regulatory obligations:

1. Student Success First: The College provides proactive and responsive support to enable students to succeed.
2. Early Identification: Students at risk of not making Satisfactory Academic Progress will be identified as early as possible.
3. Structured Support: Intervention Strategies will be implemented in consultation with students to promote success.
4. Fairness and Transparency: Decisions relating to academic progress will be clear, consistent, and based on evidence.
5. Compliance: The College will meet all relevant legislative and regulatory requirements.

Academic Progress Requirements

To be successful in their Program, students must meet the requirements for Satisfactory Academic Progress. The following sections set out how academic progress is monitored and assessed.

Recording Academic Progress

At the beginning of their Program, and at the start of each Study Period, students are provided with access to the Learning Management System (LMS) portal, which includes Subject Outlines, learning outcomes, and Assessment briefs. Student progress is recorded in the LMS and monitored by staff, including teachers and academic leaders. Final Subject grades are released four (4) weeks after the teaching period ends.

Assessing Academic Progress

Students are assigned a minimum of three Assessments per Subject, marked by teaching staff. Students must achieve a pass mark to complete the requirements of each Subject. Assessment results are recorded in the LMS and released within two (2) weeks. See the *Assessment Policy* for further details.

Exiting from a Program

Students enrolled in a Program may exit with a record of their completed Subjects (such as a Transcript), provided they have met the requirements for each Subject.

Note: Conditions apply for International Students. Please refer to the *Changes to Enrolment Policy* for more information.

Applications for an Extension of Enrolment

Students who cannot complete their Program within the expected duration may apply for an extension if they can reasonably complete within two (2) additional study periods, including where an Intervention Strategy has been applied.

An extension may be granted if:

- Compassionate or Compelling Circumstances apply (for example, serious illness, bereavement, natural disaster, traumatic experience, visa processing delay, or where the College cannot offer a required Subject)
- the Program cannot be completed in time because of an approved Intervention Strategy
- an approved deferment or suspension of study has been granted.

The maximum extension is one study period for English for Academic Purposes (EAP), and up to two study periods for all other Programs.

Applications must be made in writing at least four (4) weeks before the expected Program completion date and must include supporting documentation.

For International Students on a student visa, if an extension alters the Program duration on their CoE(s), a new CoE(s) will be issued and provided to the student.

Satisfactory Academic Progress

The College recognises the importance of monitoring student progress and having systems in place to promote the early detection and support of students who are 'at-risk' of not making Satisfactory Academic Progress.

Students are expected to:

- Pass at least 50% of their enrolled Subjects in a Study Period
- Meet Program-specific progression rules
- Maintain an enrolment pattern that allows completion within the expected duration
- Maintain an attendance percentage of at least 80% per Study Period

At-Risk of Not Making Satisfactory Academic Progress

A student may be identified as 'at-risk' if they:

- Fail the same Subject twice
- Withdraw more than twice from a Subject
- Demonstrate poor attendance or Assessment results that, while not yet meeting the threshold for Unsatisfactory Academic Progress, indicate a risk of failure
- Enrol in a pattern that prevents completion within the expected duration

Students identified as 'at-risk', including those who fail the same Subject twice, must be placed on an Intervention Strategy at the time of identification. A third fail in the same Subject will result in the student being deemed to have Unsatisfactory Academic Progress.

Unsatisfactory Academic Progress

A student will be deemed to have Unsatisfactory Academic Progress if they:

- Fail to pass at least 50% of their enrolled Subjects in a Study Period (including their first Study Period)
- Fail to comply with the conditions of an agreed Intervention Strategy
- Fail the same Subject a third time
- Continue to demonstrate academic failure despite having been identified as 'at-risk' and supported through an Intervention Strategy.

Supporting Student Success

Student Success Support

The College provides a range of preventative measures to help all students succeed, particularly those who may face higher risks of attrition (for example: students studying in a second language, or those balancing significant personal responsibilities). Preventative measures include orientation and transition programs, academic and language support, study skills resources, and access to counselling and referral services.

Intervention Strategies

Students identified as being 'at-risk' of not making Satisfactory Academic Progress are required to attend an academic counselling interview with the Director, Learning and Teaching (or delegate). An individualised Intervention Strategy will be developed to support the student's progress.

Intervention Strategies used to address individual academic progress matters will be documented and may include:

- revising enrolment patterns, study load or Program enrolment.
- minimum attendance requirements.
- regular meetings with an identified College staff member to address key issues.
- English language support (where available, or students will be directed to appropriate services).
- study skills and/or study plan.
- academic counselling, referral to appropriate medical services and/or other appropriate support.
- review of accommodation and other support systems if applicable.
- establishing a learning contract outlining specific activities that are to be completed by the student.
- approving leave or suspension of studies.

Copies of the intervention plan and any modifications will be given to the student and kept on the student's file.

Any student who has been contacted and identified as being 'at-risk' and fails to attend the required academic counselling interview or does not participate in an alternative process may be subject to the following courses of action:

1. A learning plan will be developed in the student's absence and sent to the student, which will constitute an agreement on the part of the student to the conditions of the learning plan.
2. Students will be required to meet with the Director, Learning and Teaching (or delegate) to show cause as to why they should not be excluded from the Program.

Transfer to Another Program at the College

Where Compassionate or Compelling Circumstances exist, and where a student has demonstrated genuine effort despite an Intervention Strategy, the student may be permitted to transfer to another Program at the College if they are not academically suited to their current Program.

Exclusions

Domestic and International Students may be considered for exclusion from their Program where they are deemed to have Unsatisfactory Academic Progress, or where they have not completed Program requirements within the expected duration.

Where this occurs, the College will notify the student in writing of its intention to exclude them from their Program. Students will have twenty (20) working days to access the internal appeals process in accordance with the *Grievances, Complaints and Appeals Policy*.

Enrolment will not be cancelled, and where applicable reporting will not occur, until the student has chosen not to access the appeals process within the specified timeframe, or until all appeals available under the *Grievances, Complaints and Appeals Policy* have been exhausted and the original decision is upheld.

Exclusion and reporting obligations will not apply where verifiable Compassionate or Compelling Circumstances are demonstrated, or where the student has shown significant improvement following an Intervention Strategy.

International Students on an overseas student visa are required to maintain Satisfactory Academic Progress as a condition of their visa. The College will comply with the ESOS Act and National Code 2018 in monitoring and reporting student progress. For students under 18, parents or legal guardians will also be notified. Students with a current CoE must continue to attend classes during the appeal process.

Re-Admission after Failure to Complete within the Expected Duration

Students who have been excluded from the College for failing to complete within the expected duration may seek re-admission at a later date. While there is no guarantee of re-admission, applications will be considered on a case-by-case basis in accordance with College admission procedures.

Students who are approved for re-admission will begin a new period of study, under a new enrolment, with their existing student number. They will be required to submit a new enrolment form and may apply for Subject exemptions in accordance with the *Recognition of Prior Learning Policy*.

- International Students on an overseas student visa, will be issued with a new CoE by the College. The student may need to apply for a new visa with the Department of Home Affairs (DHA).

Relevant Legislation

As a registered higher education provider, Kaplan Higher Education operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students (Foundation Program Standards) Instrument 2021
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Privacy Act 1988 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Related Policies

This Policy should be read in conjunction with the following College policies:

- Academic Integrity and Misconduct Policy
- Assessment Policy
- Changes to Enrolment Policy
- Compassionate or Compelling Circumstances Policy
- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Policy
- Privacy Policy
- Recognition of Prior Learning Policy
- Student Record Management Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officers to ensure compliance with this policy.

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Responsible Officers	Vice President, Academic			
Implementation Officer	College Director and Director, Learning and Teaching			
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