

## Student Progress Policy

### Table of Contents

1. Purpose
2. Scope
3. Policy statement
  - 3.1. General Principles
  - 3.2. Difficulty Progressing – Early Identification
  - 3.3. Ongoing/Escalating Difficulty Progressing
  - 3.4. Formal Review of Progress
    - 3.4.1. Commonwealth supported students – Low Completion Rate requirements
  - 3.5. Review and appeal of outcome
  - 3.6. Re-enrolment after preclusion
  - 3.7. Recordkeeping
4. Authorities
5. Supporting procedures
- Schedule 1 – Preclusion Groups

### 1. Purpose

This policy outlines the principles that will be applied by Flinders University in:

- a. identifying, supporting and intervening when a student is experiencing difficulty progressing in their enrolled course
- b. conducting a formal review of progress and making a determination about a student's ability to progress in their enrolled course.

### 2. Scope

This policy applies to all students enrolled, or seeking to re-enrol, in a course(s) at the University, excluding Higher Degree by Research students whose progress is managed in accordance with the [Higher Degrees by Research Policy](#).

### 3. Policy statement

#### 3.1. General Principles

- a. A student's progress toward the completion of their enrolled course can fluctuate over time and there are a range of factors that can impact on a student's ability to progress.
- b. The University aims to support students' success in the completion of their studies by:
  - i. identifying as early as possible students who are experiencing difficulty progressing in their enrolled course
  - ii. ensuring students experiencing difficulty progressing are made aware of the support services and academic skill development opportunities available to help them improve their progress

- 
- iii. enabling students experiencing difficulty progressing to develop their own plan to address the factors impacting their progress in order to move towards completion
  - iv. identifying students who are unable to complete their course requirements (i.e. professional registration or accreditation requirements and/or inherent requirements) and providing them with alternative educational pathways, where possible
  - v. excluding students who are unable to complete their enrolled course and are unable to move to an alternative educational pathway.

### **3.2. Difficulty Progressing – Early Identification**

- a. A student will be identified as experiencing difficulty progressing in their enrolled course if they experience one or more of the following:
  - i. fail a topic more than once
  - ii. fail 50% or more units of the total attempted units for the course
  - iii. are unable to meet any professional registration or accreditation requirements and/or inherent requirements of the course. This includes being unable to complete a placement in accordance with the [Work Integrated Learning Policy](#)
  - iv. fail to meet any other progression criteria determined by the authorised delegate.
- b. Students identified as experiencing difficulty progressing will firstly be contacted to offer support and provide them with resources to address the factors impacting their progress in accordance with the [Student Progress Procedures](#).

### **3.3. Ongoing/Escalating Difficulty Progressing**

- a. A student will be identified as experiencing ongoing/escalating difficulty progressing if:
  - i. they are experiencing difficulty progressing, as set out in 3.2.a above, for any two or more semesters during the period of their enrolled course, or
  - ii. they fail to meet the conditions of a restricted study plan or any related performance requirements.
- b. Students identified as experiencing ongoing/escalating difficulty progressing will be initially evaluated in accordance with the [Student Progress Procedures](#) and may be subject to a formal review of their progress.

### **3.4. Formal Review of Progress**

- a. A formal review of progress will be conducted by the relevant College Progress Committee as specified in the [Student Progress Procedures](#).
- b. A student who is subject to a formal review of progress will be provided with the opportunity to submit a response and provide any relevant academic or personal information, including any plans to improve their progress towards the completion of their enrolled course.
- c. Information provided by the student will be treated by all parties with appropriate confidentiality and will only be used for the purpose of reviewing the student's ability to progress in their enrolled course in accordance with this policy.
- d. In formulating their response, students may obtain assistance from a third party (e.g. the FUSA Student Assist service, advocacy groups, legal representatives, friends or family members); however, the response must be submitted in a student's own words and under their own name.
- e. A formal review of progress must take into consideration all relevant facts and information, including any relevant information provided by the student and must be handled in accordance with the principles of procedural fairness, namely:
  - i. the right to be treated fairly
  - ii. the right for an individual to be informed of the reasons their progress is being reviewed, the process that has commenced in relation to their progress, the possible outcomes of the review and any consequences of not responding

- 
- iii. the right to respond and have the response and any relevant information considered
  - iv. the right to not have irrelevant matters considered
  - v. the right to an unbiased decision-maker, and
  - vi. the right to review or appeal.
- f. The outcome of a formal review of progress will be one of the following:
- i. the student is approved to remain enrolled according to their current study plan
  - ii. the student is approved to re-enrol on a restricted study plan, with or without a performance requirement
  - iii. the student is required to defer re-enrolment for up to 12 months, with or without conditions of re-enrolment  

(note: to ensure compliance with the *Educational Service for Overseas Students (ESOS) Act 2000* (Cth), the *ESOS Regulations 2001* (Cth) and the *National Code of Education and Training to Overseas Students 2018*, this provision does not apply to onshore international students who are holders of a student visa)
  - iv. the student is precluded from re-enrolling in the course and any course in the preclusion group set out in [Schedule 1](#) for up to five years, with or without conditions for re-enrolling
  - v. the student's enrolment in the course is terminated and they are precluded from enrolling in any course in the preclusion group set out in [Schedule 1](#).
  - vi. any other requirements or conditions determined by the College Progress Committee.
- g. Where it can be accommodated, the College Progress Committee may also recommend to the student that they transfer to an appropriate course to enable a pathway to completion.
- h. The student will be informed of the outcome of the formal review of progress and the reasons for the decision in writing in a timely manner.

#### **3.4.1. Commonwealth supported students – Low Completion Rate requirements**

- a. Students who commence study from 1 January 2022 and who receive Commonwealth Government assistance (i.e. enrolled in a Commonwealth supported place or have a HECS-HELP or FEE-HELP loan) are subject to the Low Completion Rate (LCR) requirements set out in the *Higher Education Support Act (2003)* – see [Study Assist – Low completion rate](#).
- b. In accordance with the LCR requirements, Commonwealth supported students who are approved to remain enrolled or re-enrol in the same course following a formal review of their progress may no longer be eligible to receive Commonwealth Government assistance.
- c. In conjunction with this policy the University will monitor students' compliance with the LCR requirements and, where a student can no longer be Commonwealth supported, they will be advised of their study options, their new fee arrangement, if applicable (see [Continuity of Study Policy](#)), and how they can become eligible again for Commonwealth Government assistance.

#### **3.5. Review and appeal of outcome**

- a. A student who is dissatisfied with the outcome of a formal review of progress may request a review in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

#### **3.6. Re-enrolment after preclusion**

- a. A student may apply to re-enrol in a course from which they have been precluded after the expiry of the preclusion period and subject to any conditions stipulated, in accordance with the [Student Progress Procedures](#).

- b. If a student feels their circumstances have substantially changed, they may apply to have a preclusion lifted prior to the end of the preclusion period.
- c. If a course is changed or discontinued during the period of preclusion, arrangements will be put in place to ensure the student is able to complete the course, or a similar course, in accordance with the requirements of the [Award Courses Policy](#).

### 3.7. Recordkeeping

Full and accurate records of all student progress communications, student responses and outcomes will be kept in the Student Management System and on the student's file.

## 4. Authorities

Delegate	Authority
Deputy Vice-Chancellor (Students)	<ul style="list-style-type: none"> <li>a. Approve any other criteria for the identification of students experiencing difficulty progressing.</li> <li>b. Approve the courses within a preclusion group specified in <a href="#">Schedule 1</a>, on the recommendation of the College Dean (Education).</li> </ul>

## 5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Student Progress Procedures](#)

Approval Authority	Academic Senate
Responsible Officer	Deputy Vice-Chancellor (Students)
Approval Date	7 December 2020
Effective Date	7 December 2020
Review Date*	December 2023
Last amended	Deputy Vice-Chancellor (Students), 28 September 2022
CM file number	CF11/344

\* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.

---

## Schedule 1 – Preclusion Groups

- a. A student whose enrolment in a course is terminated or who is precluded from re-enrolling in a course will be precluded from enrolling in all courses within the preclusion group for the same period.
- b. The preclusion groups by College are:
  - i. [College of Business, Government and Law](#)
  - ii. [College of Education, Psychology and Social Work](#)
  - iii. [College of Humanities, Arts and Social Sciences](#)
  - iv. [College of Medicine and Public Health](#)
  - v. [College of Nursing and Health Sciences](#)
  - vi. [College of Science and Engineering](#)