
Academic Course Progress Policy

Course progress requirements

Overseas students are required to maintain satisfactory course progress. Students do not meet the College's course progress requirements if they fail 50% or more of the units of study attempted in a compulsory term of study.

Intervention strategy for students deemed "at risk"

In compliance with the National Code, the Student Services Team will monitor the course progress of each overseas student. The notices and warnings are sent as per the below steps. Any student who reaches competency in 2 consecutive terms is removed from the intervention plan.

NYC notice stage

Assessments are uploaded on RTO manager as per the dates mentioned on the RTO Manager. The Student Services Team invites students who have received a 'Not Yet Competent' result to meet and discuss their options by sending NYC notices, 1st warning and 2nd warning according to the level of warnings issued in the past.

If the student submits their assessment by the due date and receives a 'Not Yet Competent' result, at the Trainer's discretion, they will be subject to student class attendance and class performance review and may be granted 2 weeks from the decision of the assessment to do what is required to be deemed competent in their assessments. Failure to do so will incur a late submission fee, after these 2 weeks elapse.

If the student does not submit their assessment by the due date, at the Trainer's discretion, they will be subject to student class attendance and class performance review and may still be granted 2 weeks from the decision of the assessment to submit the assessment and to do what is required to be deemed competent in their assessments. The student will be required to pay a late submission fee in this case.

At the trainer's discretion, as the student will be subject to student class attendance and class performance review, they may be asked to repeat the term.

Students found to have cheated or plagiarized will be penalized \$250 and will be given an opportunity to resubmit again. Special consideration may be given to students who provide documentation to show long term disability, illness or injury which has affected their ability to complete work or attend classes. In such cases, re-assessment or re-enrolment fees may be waived.

To find out assessment related penalties, please refer to Student Handbook on our website and check other fee details.

Warning 1

Academic warning letter 1 will be sent to the students if they fail to achieve competency within two weeks from the date of NYC Letters sent to them. All student's communication and intervention are recorded in RTO Manager on Student's Register for Intervention.

Warning 2

Academic warning letter 2 will be sent to the students if they fail to achieve competency in two consecutive terms within two weeks from the date of NYC Letters sent to them. All student's communication and intervention are recorded in RTO Manager on Student's Register for Intervention.

Intention to report due to Unsatisfactory Course Progress

If an overseas student fails to meet the course progress requirements and receives a further 'Not Yet Competent' result and has already been sent the 1st warning and 2nd warning, they will be sent an Intention to Report Letter

due to Unsatisfactory Course Progress. In the same communication, the student will also be advised that they have the right to appeal the decision within 20 working days. Students who come to appeal, will fill in an Appeals & Complaints Form along with a Student at Risk Agreement Form also providing sufficient evidence to prove their circumstances. Students who signed risk agreement may be required to undergo academic counselling sessions. During the period for lodging an appeal and whilst the appeal is being considered, the student has the right to continue their studies in the course.

After all complaints and appeals processes are finalized and the complaint has not been upheld, or the student has chosen not to access the complaints and appeals process within the allotted 20 working days, the student's enrolment will be formally terminated, and the Compliance Officer will report the student to the Department of Education and Training via the Provider Registration and International Student Management System (PRISMS). 'The Breach Reported Letter' will be sent to student and they are informed that reporting might affect their student visa and the student is advised that they should contact Department of Home Affairs (DHA) urgently.

Student at Risk Agreement

During the academic counselling sessions, George Brown College and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- Attending special study groups.
- Attending at least a specified number of scheduled classes during a specified period of time.
- Receiving individual case management.
- Attending counselling.
- Receiving assistance with personal issues which are influencing progress.
- Receiving mentoring; or
- A combination of the above.

During the academic counselling sessions, the student will also be advised:

- On the suitability of the course in which they are enrolled.
- Of opportunities to demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency.
- Of the possibility that conditions may be placed on their enrolment and that continued unsatisfactory course progress in two consecutive terms of study could lead to their enrolment being terminated, resulting in a report to DHA which may result in the cancellation of their student visa.

A record of the academic counselling sessions and academic plan, recommended actions, offered support and any related fee is recorded on the Student at Risk Agreement. Student Services Team and student sign the Student at Risk Agreement. Details about the agreement and the meeting are recorded in the student intervention register and the risk agreement is scanned in the student folder. Student Services Team will thereafter monitor student progress as per the student intervention plan.

Extension of course duration

It is acknowledged that students may not always be able to complete their course within the standard duration; therefore, there is some flexibility to allow for extensions in a limited range of circumstances.

The duration of the student's study may only be extended where it is clear that the student will not complete the course within the expected duration, as specified on the student's eCoE, as the result of:

- Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- Implementing an intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- An approved deferment or suspension of study has been granted.

Where there is a variation in the student's load which may affect the student's expected duration of study this variation and the reasons for it must be recorded on the student's file. Student Services Team will report the student via PRISMS and/or issue a new eCoE when the student can only account for the variation/s by extending their expected duration of study.