POLICY	ACADEMIES AUSTRALASIA POLYTECHNIC
Ref. to Legislative Frameworks: HESF2015: Standard 1.4 / 2.4 / 3.3 / 5.3 / 6.3 National Code 2018: Standard 8	**Student at Risk and Academic Support (Higher Education)**
Version: 4.3	Policy Owner: Academic Dean	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
4.3	Modified to be specific for Higher Education only	Academic Dean	06/04/2018
4.2	Added references to National Code 2018 Harmonised the layout with AAPoly's current template of policies and procedures	Academic Dean General Manager, Operations and Risk Management	23/12/2017

PURPOSE

This policy explains the principles that apply to identifying Higher Education students at Academies Australasia Polytechnic (AAPoly) who may be at risk of unsatisfactory course progress and providing the appropriate academic support for them, in line with the regulatory requirements and AAPoly's Core Values.

Overseas students' visa condition 8202 requires them to maintain satisfactory attendance in their course and course progress for each study period as required by their education provider[1]. The National Code 2018 (Standard 8) requires AAPoly to monitor students' course progress, to assist and support students to complete their course within the planned study period of their Confirmation of Enrolment.

POLICY STATEMENT

AAPoly recognises there will be students who do not progress satisfactorily in their studies due to foreseen and unforeseeable reasons. AAPoly will monitor and is committed to ensuring that such students are identified in the early stages of their difficulties and given the appropriate academic support to assist such students to complete their studies within the planned study period.

Should the student with intervention be unable to achieve satisfactory course progress in consecutive semesters, procedures are in place to inform the student and report to the regulatory bodies regarding the consequences of unsatisfactory course progress.

SCOPE

This policy applies to all students and staff in Higher Education (HE) courses that AAPoly delivers.

DEFINITIONS

Student at risk	A student is considered "at risk" of not being successful in his/her course of study when the student has failed 50% or more of his/her enrolled units per semester. "At risk" measures the probability of the student failing to complete their course within the planned period of study.
Planned period of study	The planned period of study for an international student is the period covered by the Confirmation of Enrolment registered at Department of Immigration and Border Protection. For domestic students, the planned period of study is the typical duration of the course as defined by AAPoly.

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[1] Student visa condition 8202 - https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students accessed 31/3/2018

POLICY GUIDELINES AND PRINCIPLES

1. This policy specifies the academic standing of "satisfactory", "at risk" and "exclusion". To safeguard the academic quality of the course whilst assisting students to progress in their studies, procedures are in place to monitor the students' course progress.

2. "Satisfactory" academic standing

    A student should maintain a status of satisfactory academic standing in order to continue his or her course of study and to complete his/her studies within the planned period of study. In AAPoly, a "satisfactory" academic standing refers to the successful completion of at least 50 percent of the enrolled units within the semester.

3. "At Risk"

    A student is considered "at risk" of not being successful in his/her course of study when the student has failed 50% or more of his/her enrolled units per semester. "At risk" measures the probability of the student failing to complete their course within the planned period of study. A student identified as "at risk" will be monitored closely and will be supported according to the Student At Risk and Academic Support Procedure.

4. Academic Standing of "Exclusion"

    The Academic Dean may exclude a student if:
    •   The student has not regained and/or maintained status of satisfactory academic standing within a time frame as determined by this policy;
    •   The student has not met their expected rate of progression after being identified as "at risk" and deemed unable to complete their course of study within the time permitted; or
    •   The student has failed a subject three times.

    The student will be notified of the exclusion in formal writing and will have the right to appeal the decision through the internal appeal process.

1. AAPoly provides (for free) a range of academic counselling, learning assistance or study support to all students and for those students considered "at risk", specific and appropriate intervention strategies will be implemented. It is the "at risk" student's responsibility to engage with the intervention strategies and work to achieve satisfactory course progress according to their student visa condition.

RESPONSIBILITIES

•   The Academic Dean – to disseminate this Policy to all students and staff.

•   Lecturer – records and monitors student academic performance, and provides academic improvement advice to student at risk of meeting satisfactory progress. A lecturer also refers students to Course Coordinator/Department Head (DH) if they fail to improve after the initial counselling.

- Course Coordinator (CC)/Department Head (DH) – provides academic advice to students and implement appropriate intervention strategies. The CC/DH updates records of outcomes of communication sessions and agreed intervention strategies in the Intervention/Academic Counselling form and Student record in Paradigm (AAPoly Student Management System). The CC/DH also considers common academic problems as inputs for curriculum review or design.

- Student Services (SS) team members – process deferment and extension of course duration applications on PRISMS and ensures documentation are recorded in Paradigm and Student File.

- Designated Department Head (DH) – provides the final approval for extension of COE.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

References

Soure	Document Title	Version/Date
	AAPoly Student at Risk and Academic Support Procedure	v. 4.2/29012018
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018
	TEQSA Guidance Note: Academic Governance	N/A (accessed 29 April 2016)