

# PROGRESSION AND EXCLUSION POLICY AND PROCEDURES 2021

The Joint Venture Board of the University of Sydney Foundation Program Pty Limited (USFP), as the governing authority of the University of Sydney Preparation Programs, by resolution adopts the following policy.

Dated: 22 December 2021

Last amended: N/A

Signature:

Position:

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## PART 1 – PROGRESSION, EXCLUSION AND GRADUATION POLICY

### 1 Name of policy

This is the USPP Progression and Exclusion Policy and Procedures 2021.

### 2 Commencement

This policy commences the day after the day on which it is registered.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds The University of Sydney Foundation Program Pty Limited (CRICOS Provider Code: 00026A), staff, students and affiliates.

### 4 Overview

This policy (and its procedures) outlines the guiding principles and requirements for students to satisfactorily progress through a course and how students may progress to the University of Sydney undergraduate programs after successfully completing a course. It also specifies the circumstances for exclusion of a student due to unsatisfactory course progress, an inability to complete a course within the allowed time limits or due to student misconduct.

### 5 Application

This policy (and its procedures) applies to students enrolled in the USPPs delivered on behalf of the University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff of the College.

### 6 Definitions

<b>Academic Management Team (AMT)</b>	means the academic managers of the USPPs.
<b>Affiliates</b>	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.
<b>Appeal</b>	means the request by a student for a review of a decision made by the College: <ul style="list-style-type: none"><li>• about an outcome of a complaint by a student or about a student</li><li>• to cancel an enrolment</li><li>• in response to a Notice of Intention to Report (NIR)</li><li>• in response to a request by a student to suspend their enrolment</li><li>• on a grade outcome</li><li>• in response to a student's application for special consideration</li><li>• as a result of a misconduct finding and/or penalty.</li></ul>
<b>At risk</b>	means a student identified as failing mandatory subjects, failing a subject for the second time or failing 50% or more of all subjects, who is therefore deemed at risk of not being able to attain the grades necessary for entry to the University of Sydney undergraduate programs.
<b>Cancellation of enrolment</b>	means terminating a course enrolment which is initiated by the College (for example, on the basis of student misconduct or due to unsatisfactory course progress).

<b>The College</b>	means Taylors College Sydney, including its staff, affiliates and contractors.
<b>College Director</b>	means the most senior staff member for the College (or their delegate).
<b>Compassionate or compelling circumstances</b>	means circumstances generally beyond a student's control which have a significant impact upon a student's course progress or wellbeing.
<b>Course</b>	means a sequence of academic subjects to achieve stated learning outcomes.
<b>CRICOS</b>	means Commonwealth Register of Institutions and Courses for Overseas Students.
<b>Delegate</b>	means a person who has been authorised to perform a specific responsibility.
<b>Department of Home Affairs (DHA)</b>	means the Australian Government department responsible for issuance of student visas and provision of student visa services ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ).
<b>eCoE</b>	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
<b>Enrolment</b>	means confirmed acceptance into a USPP course where a student is progressing towards the completion of the course requirements.
<b>GPA</b>	means Grade Point Average.
<b>International student/overseas student</b>	means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in Australia, and who has the right to enrol at the College.
<b>Letter of Offer</b>	means the document issued by Taylors College Sydney in conjunction with other material, offering an applicant admission to a USPP.
<b>National Code</b>	means the <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> made under subsection 33(1) of the <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a> . It outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
<b>Notice of Enrolment Cancellation (NEC)</b>	means the notification from the College to a student, stating the College's intention to cancel the student's enrolment for one of the following reasons: <ul style="list-style-type: none"><li>• unsatisfactory attendance</li><li>• unsatisfactory course progress</li><li>• misconduct (academic or non-academic)</li><li>• non-payment of USPP course fees.</li></ul>

<b>Notice of Intention to Report (NIR)</b>	means the notification from the College to a student, stating the College's intention to report the student to the DHA for not meeting enrolment conditions associated with their student visa.
<b>Staff</b>	means staff of the College.
<b>Student</b>	means a person who is currently an enrolled student in a University of Sydney Preparation Program. (This does not include former students).
<b>Student Management System (SMS)</b>	means the system used to record student personal information and grades.
<b>Study Plan</b>	means the formal approved plan/agreement for assisting students deemed 'at risk' of not meeting minimum academic standards. It provides additional course progress support and may include English language support, study skills support, welfare support, reduction in course load, increased contact with an academic advisor, transition support, or a change of course.
<b>Student Support Team</b>	means the team who identify and provide ongoing support with overall responsibility for student support needs, and usually the first point of contact for various student needs such as administration, academic and attendance requirements, welfare, student support and translation assistance.
<b>Successful completion</b>	means a student receives a grade that will satisfy entry to one of their preferred award courses at the University of Sydney.
<b>University of Sydney Preparation Programs (USPP)</b>	means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Tylors College Sydney. They include the University of Sydney Foundation Program and the High Achievers Preparation Program (HAPP).

## 7 General principles

- (1) To maintain satisfactory course progress, achieve the expected learning outcomes and be eligible for course completion and graduation, a student must:
  - (a) meet the minimum academic standards and requirements of a course, and
  - (b) be able to complete a course within the specific time limits.
- (2) The specific time limits for completing a course are listed in the course information provided to a student prior to course commencement and during enrolment. USPP courses vary in length.
- (3) Student progress and academic performance is continuously monitored against the minimum academic standards and reported formally at the middle and end of each semester.
- (4) The College assists students identified as requiring assistance for unsatisfactory course progress or an inability to complete a course within the specific time limits. Please refer to the Monitoring Course Progress Policy and Procedures and the Student Learning Support Policy and Procedures.

- (5) A student who fails to maintain satisfactory progress and/or is unable to complete a course within the specific time limits may be excluded from a course, and their enrolment may be cancelled under the provisions of the Monitoring Course Progress Policy and Procedures and the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.
- (6) In instances of student misconduct, the College may suspend or cancel a student's enrolment for a specified period of time, cancel enrolment for any subject for up to 2 years, or expel the student from the College permanently. Please refer to the Student Misconduct Policy and Procedures and the Academic Integrity Policy and Procedures.
- (7) A student may make an internal appeal against a decision made under this policy by referring to the Student Complaints and Appeals Policy and Procedures.

## **8 Records Management**

Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

## **PART 2 – PROGRESSION AND EXCLUSION PROCEDURES**

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### **9 Meeting minimum academic standards**

- (1) Students are required to achieve minimum academic standards to make satisfactory progress:
  - (a) scoring 40% or more in English, and
  - (b) scoring 50% or more in other subjects.
- (2) At the commencement of each subject, students are informed of the assessment outcomes they need to achieve.
- (3) College staff provide students with:
  - (a) assessment results for individual coursework assignments;
  - (b) at least one progress report addressing each subject in their USPP in each semester;
  - (c) a final report at the end of each semester, informing the student if they are on target to achieve their stated goal.
- (4) If a student is not making adequate progress towards their stated goal, the above reports will be supplemented with ongoing informal reports from teachers and advice on alternative possible pathways.
- (5) Refer to the Monitoring Course Progress Policy and Procedures for details of how course progress is monitored, reported and addressed through study plans.
- (6) All students can access ongoing support and assistance for the duration of their course. Students at risk of not achieving minimum academic standards are provided with additional support and assistance for the transition to and progression of their studies. Formal notifications and support arrangements are set out in the Student Learning Assistance Policy and Procedures.

### **10 Failing a pre-requisite subject**

- (1) Students are only allowed two attempts at any subject.
- (2) Students who do not reach the standards set out in 9(1) for a subject will be regarded as having failed the subject.

- (3) If a student fails a pre-requisite subject that is required for entry to another USPP subject, their course progress may be impacted.
- (4) Students in this situation will be contacted by a member of the AMT who will determine if the student has previously attempted the pre-requisite subject and assess eligibility to repeat the subject, having regard to the Monitoring Course Progress Policy and Procedures.
- (5) If a student is deemed unable to repeat a pre-requisite subject, and will not exceed the allowable time limit for a course and is prepared to change their degree preference, they will be allowed to change to a different subject.
- (6) All other students who are deemed unable to repeat a pre-requisite subject will be excluded from a course for making unsatisfactory progress and have their enrolment cancelled, as set out in the Monitoring Course Progress Policy and Procedures.

## 11 Failing a mandatory subject

- (1) Students are only allowed two attempts at any subject.
- (2) Students who do not reach the standards set out in 9(1) for a subject will be regarded as having failed the subject.
- (3) If a student fails a mandatory subject their course progress may be impacted.
- (4) Students in this situation will be contacted by a member of the AMT who will determine if the student has previously attempted the mandatory subject and assess eligibility to repeat the subject, having regard to the Monitoring Course Progress Policy and Procedures.
- (5) All other students who are deemed unable to repeat a mandatory subject will be excluded from a course for making unsatisfactory progress and have their enrolment cancelled, as set out in the Monitoring Course Progress Policy and Procedures.

## 12 Completing a course within the time limits

- (1) Students are expected to complete their USPP course within the registered course duration for a student undertaking full-time study, and within the timeframe specified in the Letter of Offer. The maximum possible time that a student can take to complete their USPP is generally the timeframe specified in the Letter of Offer plus three additional semesters (assuming that the student suspends their enrolment for two semesters and repeats one semester). Section 13(4) sets out an exception that applies to students who are required to complete mandatory military service.
- (2) Students at risk of not completing a course within the required time after receiving the end of semester report will be notified by the Student Support Team.
- (3) The AMT determines if satisfactory progress is being achieved and if a study plan is needed to assist the student to complete their course in the enrolled course duration.
- (4) Students who fail to complete a course within the specific time limit (including any extensions of time granted) may:
  - (a) be excluded from a course and have their enrolment cancelled, and
  - (b) be issued a statement (that is noted on the final academic transcript) advising that the maximum period of candidature has been exceeded.

## 13 Applying for extensions of time

- (1) Students who do not achieve a sufficient GPA for entry into a degree at the University of Sydney may complete one extra semester with the College to attempt to increase their GPA. Students are only allowed two attempts at any subject.

- (2) Students who fail to complete a course within the specific time limits, and who can reasonably be expected to meet the course requirements within one additional semester may apply to the AMT for an extension of time.
- (3) Each application will be considered on its merits and with reference to the student's academic performance to date. Extensions can only be granted:
  - (a) with evidence of compassionate or compelling circumstances, or
  - (b) if a study plan and support arrangements have been implemented and the student is still making unsatisfactory course progress, or
  - (c) if a student has obtained approval for a deferral or suspension of their studies under the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.
- (4) Students may suspend their enrolment for up to two semesters or for the duration of mandatory military service. Students who do not return after two semesters or after completing their mandatory military service must reapply for admission to a USPP course. Please refer to the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.
- (5) Applications for an extension of time must be made in writing to the relevant member of the AMT as soon as the student becomes aware that they are unable to complete the course within the required timeframe (for example, at least one term before the expiry of the student's period of maximum candidature).
- (6) The AMT will provide a written response to the student within 10 working days, outlining their decision and informing the student of their right to make an internal appeal against the decision under the provisions of the Student Complaints and Appeals Policy and Procedures.
- (7) If the AMT provides an extension of time for a student to complete their course, the College will inform the student to seek advice from the DHA on any potential visa impacts.

## **14 Learning support plan**

- (1) It is the responsibility of the College's Student Support Team to:
  - (a) provide counselling to a student deemed 'at risk'
  - (b) save a copy of the Study Plan signed by the student (and by the parent(s) or legal guardian(s) if the student is aged under 18) in the SMS.
- (2) Please refer to the Student Learning Assistance Policy and Procedures for more information.

## **15 Exclusion procedures**

- (1) After the College follows the process set out in the Monitoring Course Progress Policy and Procedures, a student's enrolment may be cancelled if the College Director or delegate determines that the student:
  - (a) has made unsatisfactory course progress, and/or
  - (b) has been unable to complete a course within the specific time limits, including any approved extensions granted for a repeat semester (refer to section 13(2) of this policy) or after a suspension of enrolment (refer to section 13(4) of this policy).
- (2) A student may be expelled from a course and their enrolment cancelled due to student misconduct, if authorised by the College Director or delegate.
- (3) When the College cancels a student's enrolment for unsatisfactory course progress and/or an inability to complete a course in the specific time limits, or student misconduct, the College will:
  - (a) inform the student of their exclusion;
  - (b) inform the student of the need to seek advice from the DHA regarding the potential impact on their student visa (where applicable) if their enrolment is cancelled, and



- (c) inform the student that they may lodge an internal appeal under the Student Complaints and Appeals Policy and Procedures.
- (4) Students whose internal and external appeals are unsuccessful, and those who do not lodge an internal appeal within 20 working days, will have their enrolment cancelled. Student visa holders will be reported to the DHA when their eCoE is cancelled and will be notified accordingly. Students who notify the College in writing that they are withdrawing from the appeal process will have their eCoE cancelled (where applicable) and will be notified accordingly following the cancellation of their eCoE.
- (5) Former students whose enrolment was cancelled as a result of misconduct may reapply for admission after two years. Former students who have been excluded due to failure to satisfactorily progress may reapply after at least one year. Readmission will be at the discretion of the College Director or delegate.

## **16 Progression**

- (1) The AMT will:
  - (a) verify that a student has satisfactorily completed all course requirements, and
  - (b) recommend to the College Director or delegate those students who are eligible for successful completion.
- (2) Students will be issued with a transcript
- (3) Students who have outstanding tuition and/or non-tuition fees will not receive a transcript and until these fees have been paid as agreed in the Enrolment Terms and Conditions.
- (4) The Student Support Team and admissions staff from the University of Sydney will provide further information on the transition process at the relevant time.

## **17 Rescissions and replacements**

This document replaces the following, which are rescinded as from the date of commencement of this document:

Nil

## **NOTES**

USPP Progression, Exclusion and Graduation Policy and Procedures

Date adopted: 22 December 2021

Date registered: 5 January 2022

Date commenced: 5 January 2022

Administrator: [List the position title of the most senior person responsible for the day to day operation of the policy]



Review date: At least once every 5 years from the date of commencement.

Rescinded documents: Not applicable

Related documents:

- (1) *Competition and Consumer Act 2010 (Cth)*
- (2) *Corporations Act 2001 (Cth)*
- (3) *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*
- (4) *Education Services for Overseas Students Regulations 2019 (Cth)*
- (5) Higher Education Standards Framework (Threshold Standards) 2021
- (6) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- (7) National Standards for Foundation Programs
- (8) *Privacy Act 1988 (Cth)*
- (9) Academic Integrity Policy and Procedures
- (10) Admissions Policy and Procedures
- (11) Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- (12) Monitoring Course Progress Policy and Procedures
- (13) Records Management Policy and Procedures
- (14) Student Code of Conduct
- (15) Student Complaints and Appeals Policy and Procedure
- (16) Student Learning Assistance Policy and Procedures
- (17) Student Misconduct Policy and Procedures
- (18) Student Privacy Policy
- (19) [University of Sydney Coursework Policy 2014](#)
- (20) University of Sydney Under 18 International Students Policy 2016
- (21) University of Sydney Under 18 International Students Procedures 2016