

MONITORING COURSE PROGRESS 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 and procedures.

Dated: 22 December 2021

Last amended: 16 August 2024

Signature:

Position:

CONTENTS

Contents	1
PART 1- MONITORING COURSE PROGRESS POLICY	1
1 Name of policy	1
2 Commencement.....	1
3 Policy is binding	2
4 Overview	2
5 Application	2
6 Definitions	2
7 General principles.....	6
8 Records Management	6
PART 2 - MONITORING COURSE PROGRESS PROCEDURES	7
9 Monitoring course progress procedures	7
10 Reporting requirements	9
11 Rescissions and replacements	9
Notes	10

PART 1- MONITORING COURSE PROGRESS POLICY

1 Name of policy

This is the Monitoring Course Progress 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 (USFP), staff, students and affiliates.

4 Overview

This policy requires all students enrolled in the University of Sydney Preparation Programs (USPPs) to clearly understand the requirements for maintaining course progress, including compliance with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).

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 trading as Taylor College Sydney (the College), and to staff of the College.

6 Definitions

Academic Management Team (AMT)	means the academic managers of the USPPs.
Affiliates	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.
Appeal	means the request by a student for a review of a decision made by the College: <ul style="list-style-type: none">• in response to a complaint by the student• to issue a Notice of Enrolment Cancellation• to issue an NIR• in response to a request by a student to suspend their enrolment• on a grade outcome• in response to a student's application for special consideration• as a result of a misconduct finding and/or penalty.

At Risk

means a student is deemed to be at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course if at the end of the semester they have:

- achieved less than 50% in any module,
- scored less than 50% after taking a module for a second time,
- scored less than 50% in more than half of all module,
- breached the conditions of a Support Plan, or
- are provided with an Intervention Plan.

The College

means Taylor College Sydney, including its staff, affiliates and contractors.

College Director

means the most senior staff member for the College (or their delegate).

Core Module

means a compulsory module for a course, as listed on the [University of Sydney Foundation Program](#) and [HAPP](#) pages of the College website, as updated from time to time.

Course

means a collection of academic modules, which may or may not lead to the granting of a certificate of completion.

CRICOS

means Commonwealth Register of Institutions and Courses for Overseas Students.

Delegate	means a person who has been authorised to perform a specific responsibility.
Delivery mode	means an indication of how students receive the instruction for a unit of study. The delivery mode must be identified for each unit as distinct from the attendance mode of the student, i.e. attendance at scheduled lectures, tutorials etc. at a campus of the College.
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuance of student visa and provision of student visa services (www.homeaffairs.gov.au).
eCoE	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
GPA	means Grade Point Average.
International student/overseas student	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.
Intervention Plan	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.
Learning Management System (LMS)	means the system used to record and monitor student learning, support measures and academic progress.
(The) National Code	means the National Code of Practice for Providers of Education and Training to Overseas Students 2018 made under subsection 33(1) of the Education Services for Overseas Students (ESOS) Act 2000 (Cth) . It outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
Notice of Enrolment Cancellation	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:

- unsatisfactory attendance
- unsatisfactory course progress
- misconduct (academic or non-academic)
- non-payment of USPP course fees.

Notice of Intention to Report (NIR)

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.

Offer at Risk

means a student who has achieved a GPA of 5.0 - 6.1 at the end of the first semester and has been identified as being in danger of not meeting the minimum requirements to successfully complete their USFP and to progress to their preferred course at the University of Sydney.

Potentially At Risk

means a student is identified as potentially at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course if they:

- achieved less than 50% in diagnostic tests post-arrival and/or initial tasks,
- missed or scored less than 50% in one or more modules in their week 10 progress grades to date or
- are identified as potentially at risk by a module teacher or the Student Success Team.
- are provided with a Support Plan

Student

means a person who is currently an enrolled student in a University of Sydney Preparation Program (This does not include former students and/or student graduates).

Student Management System (SMS)

means the system used to record student personal information and grades.

Successful Completion

means a student receives a grade that will satisfy one of their preferred award courses at the University of Sydney.

Support Plan

means the formal approved plan for assisting students deemed 'potentially at risk' of not meeting minimum academic standards. It provides additional course progress support and includes targeted English language and Maths support, study skills support, welfare support, increased contact with an academic advisor, progression support, or a change of course.

Student Success Team

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.

University of Sydney Preparation Programs (USPP)

means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program (USFP) and the High Achievers Preparation Program (HAPP).

7 General principles

- (1) Successful completion of a University of Sydney Foundation Program (Standard, and Intensive) means students have completed the study and assessments requirements within the expected duration of the course. The maximum possible time 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) of the USPP Progression and Exclusion Policy and Procedures sets out an exception that applies to students who are required to complete mandatory military service.. Details of course structure can be found on the College website.
- (2) Student progress is monitored throughout the course against the minimum academic standards. Module teachers update the Moodle Gradebook at the end of each term and students are directed to review their progress to date. Students receive their semester report at the end of each semester and a transcript at the end of their course. .
- (1) If a student is identified as potentially at risk or at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course they will be supported through the College's support and intervention strategy.
- (3) A student successfully completes when they receive a grade that will satisfy entry into an award course at the University of Sydney.
- (4) Successful completion of the University of Sydney High Achievers Preparation Program requires students to be assessed as competent in all modules.

8 Records Management

- (5) 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.
- (6) Records of students referred for additional academic or English language support are electronically maintained.

PART 2 - MONITORING COURSE PROGRESS PROCEDURES

9 Monitoring course progress procedures

- (7) A four-stage student support and intervention strategy is implemented at the College to ensure all students are supported in maintaining satisfactory course progress and in completing their course within the expected duration of their eCoE.

Stage 1

- (8) All new students are required to complete diagnostic tests. Students who score below 50% in any diagnostic tests and/or initial tasks are identified as potentially at risk and are offered targeted support by the relevant module teachers.
- (9) Module teachers assess student work submitted as formative and summative assessment tasks throughout the semester, continuously enter assessment marks into the College SMS and LMS over each semester and monitor students' academic performance against the minimum academic standards, i.e.:
- (a) scoring 50% or more in any module.
 - (b) attaining the grades necessary for entry to their preferred University of Sydney undergraduate program.

Stage 2

- (10) At the mid-term point for each course, subject teachers and/or the relevant academic managers review the mid-term results and all students are directed to their Moodle Gradebook. The Moodle Gradebook has the student's results to date as well as their risk rating. Each student has a meeting with their module teachers to discuss their academic performance to date. Academic counselling sessions are arranged for students who require a support or intervention plan. potentially at risk. These students will receive information about the support services offered at the College as well as study skills and success strategies and tips.
- (11) Module teachers and the AMT (where available) closely monitor the academic performance and progress of students who missed or scored less than 50% in their first major assessment, with consultation meetings scheduled and conducted with the student as required.

Stage 3a

- (12) At mid-semester, students identified as having either scored less than 50% in any core module but passed overall, or scored less than 50% in a prerequisite module but passed overall, will be deemed at risk of not meeting the minimum academic standards.
- (13) These students, and their parent/legal guardian if the student is under 18, are issued the student's progress report, a warning letter and a Support Plan. This will require the student to meet with College academic staff to discuss course progress.
- (14) At the meeting with College academic staff, a study plan is developed in collaboration with the student, and their parent/legal guardian if they are under 18 years of age, which includes required interventions and learning support. Student study plans and support arrangements are regularly reviewed and updated during the subsequent semester.

Stage 3b

- (15) At the end of semester, students identified as having failed 50% or more of all modules.
- (16) will be deemed at risk of not meeting the minimum academic standards. These students, and their parent/legal guardian if the student is under 18, are issued the student's progress report, a warning letter and an Intervention Plan. This will require the student to meet with College academic staff to discuss course progress.
- (17) At the meeting with College academic staff, a study plan is developed in collaboration with the student, and their parent/legal guardian if they are under 18 years of age, which includes required interventions and learning support. Student study plans and support arrangements are regularly reviewed and updated during the subsequent semester.
- (18) At the end of semester, students who have been identified as having a GPA of 5.0-6.1 will be deemed to have their offer at risk and will be issued with an intervention referral to see the Student Success Team. The student will receive strategies to improve their academic performance in the subsequent semester as well as information on internal and external wellbeing support.

Stage 4

- (1) Students identified as at risk at the end of a second consecutive semester will receive a Notice of Enrolment Cancellation for unsatisfactory course progress.
- (2) The student has the right to make an internal appeal (Phase 3) against the cancellation of enrolment decision, within 20 working days of receipt. Refer to the Complaints and Appeals Policy and Procedures for further information.
- (3) The student must continue to attend classes during the internal appeal process.
- (4) Students with a successful internal appeal will continue with a modified study plan for the next semester, or as required and their enrolment may be subject to additional conditions. There may be a variation to enrolment and if this affects the end date of a student visa holder's existing eCoE, the change must be recorded in the College's SMS. The College must advise the student visa holder to contact DHA to seek advice on any potential impact on their visa, including the need to obtain a new visa.
- (5) Students whose internal appeal is unsuccessful, and those who do not lodge an internal appeal within 20 working days of receipt of a Notice of Enrolment Cancellation, will have their enrolment cancelled. Student visa holders who have appealed internally will receive an NIR within 10 working days of enrolment cancellation and have the option to lodge an external appeal (Phase 4) within 10 working days of receipt of the NIR. Student visa holders who notify the College in writing that they are withdrawing from the appeal process will be reported to DHA. Non-student visa holders will receive a final notice confirming cancellation of their enrolment.
- (6) If an internal appeal process is unsuccessful, a student visa holder may be entitled to access a relevant external appeal process with the NSW Ombudsman or Overseas Students Ombudsman. Whilst an external appeal process is underway, the College will maintain the eCoE but is not compelled to continue teaching a student.
- (7) Student visa holders whose external appeal is unsuccessful, or who do not provide evidence to the College that they have submitted or intend to submit an external appeal within 10 working days of receiving their NIR, or who withdraw from the external appeal process, will have their eCoE cancelled and will be sent a final notice of cancellation of eCoE.

- (8) If a student's external appeal is successful, the College will decide whether or not to reinstate enrolment. If the student's enrolment is not reinstated, their eCoE will be cancelled and they will be sent a final notice of cancellation of eCoE.
- (9) Where applicable, students reported to DHA with a cancellation of their eCoE will break their subsequent package of study with the University of Sydney. The University of Sydney will be advised accordingly and will take any necessary action in respect of an eCoE for their University of Sydney course.
- (10) All actions, including details of any student deemed at risk and Study Plans, are noted in the College's SMS.
- (11) Former students may apply for readmission after at least one year, and with approval of the College Director or delegate. The former student would need to provide evidence of their enhanced ability to successfully complete a USPP course. Readmission will be at the discretion of the College Director or delegate.
- (12) The College will notify the University of Sydney to cancel the eCoE of a packaged principal course of study if a student visa holder holds a visa for both programs of study jointly.

10 Reporting requirements

- (1) The College will provide twice yearly reports to the University of Sydney Foundation Program Pty Ltd Board including data surrounding the academic progression of students.

11 Rescissions and replacements

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

- (1) Not applicable

NOTES

Monitoring Course Progress Policy and Procedures 2021

Date adopted: 22 December 2021

Date registered: 5 January 2022

Date commenced: 4 January 2022

4 November 2024

Administrator: College Director

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) *Education Services for Overseas Students Act 2000 (Cth)*
- (3) *Education Services for Overseas Students Regulations 2019 (Cth)*
- (4) Higher Education Standards Framework (Threshold Standards) 2021
- (5) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- (6) National Standards for Foundation Programs
- (7) *Privacy Act 1988 (Cth)*
- (8) Enrolment Cancellation Appeal Form (Phase 3)
- (9) Student Formal Complaint Form (Phase 2)
- (10) Student Internal Appeal Form
- (11) Cancellation and Refund Policy and Procedures
- (12) Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- (13) Records Management Policy and Procedures
- (14) Student Complaints and Appeals Policy and Procedures
- (15) Student Enrolment Terms and Conditions
- (16) Student Learning Assistance Policy and Procedures
- (17) Student Privacy Policy
- (18) Student Progression and Exclusion Policy and Procedures
- (19) Student Support Policy Framework

A complete list of the Taylor College Sydney Policies and Procedures can be found on the College website: <https://www.taylorssydney.edu.au/college-policies>