

International Student at Risk and Course Progression Policy



1. Purpose

This policy provides a framework for the monitoring of academic progress for international students at JMI.

2. Scope

This policy applies to all prospective, commencing and continuing international students and all members of JMI's Faculty, Executive Management, Board of Studies, Academic Board and Academic Support Staff.

3. Objectives

This policy aims to:

- Provide a framework for the monitoring of international students' academic progress
- Identify indicators of academic risk for international students
- Provide a framework for notifying international students if they are at risk of not progressing satisfactorily
- Provide intervention strategies to assist international students who are at risk of not progressing satisfactorily

4. Implementation

The Institute is committed to ensure that there are systems in place to ensure that students at academic risk are identified at all stages of their studies, including prior to enrolment. Staff will monitor students at various stages:

- Prior to enrolment to ensure that entry level knowledge is sufficient to successfully complete the course, including English language ability
- During semester at each assessment and at the end of each semester, to identify that students are achieving satisfactory results
- At the end of each calendar year to ensure progress milestones are achieved

4.1 Pre-enrolment Identification

Students will be assessed prior to enrolment to ensure they have the necessary pre-requisite skills to successfully complete the course, including English language proficiency (see International Student Admissions Policy).

Students will be subject to an interview process and assessed on a case-by-case basis. In the following circumstances, students will be permitted to enrol, but will be identified as at academic risk, and will therefore be placed on the Students at Academic Risk Register:

- Student has advised JMI of special learning needs or assistance
- Student has advised JMI of a history of suffering from anxiety, depression or other mental illness that may affect the student's ability to study

4.2 Monitoring Academic Progress

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Once an international student has commenced their course of study, their academic progress will be closely monitored. It is the responsibility of the main lecturer, Course Coordinator and Head of School to monitor the progress of each student in their relevant subjects of study. This will include attendance at lectures, tutorials and other classes; and satisfactory completion of assessment throughout each semester.

4.2.1 Indicators of a Student at Risk

A student will be identified as a student at risk of making unsatisfactory academic progress in a course if:

- The student is having trouble understanding the content of the class
- The student is displaying poor attendance or a poor attitude in class
- The student is late in submitting an assessment item
- The student fails an assessment item
- The student does not meet attendance requirements specified for a subject
- The student fails multiple assessment items
- The student fails a subject
- The student fails a subject more than once
- The student's grade point average falls below 4.0
- The student will not complete the course within the maximum timeframe specified

4.2.2 Unsatisfactory Academic Progress

For the purposes of this policy, unsatisfactory academic progress for an international student is:

- Failing a subject in a course of study

If an international student fails a subject, they will have to repeat that subject and will be at risk of not completing their course of study in the expected timeframe as declared on their Confirmation of Enrolment (CoE).

4.2.3 Weekly monitoring

The Course Coordinator will maintain weekly checks with lecturers regarding the progress of any international students. If the lecturer feels that a student has met one of the indicators of student risk as identified in Section 4.2.1, the Course Coordinator will plan an intervention strategy in consultation with the lecturer and Head of School and will notify the student immediately regarding their risk to satisfactory progress.

4.3 Intervention Strategies for a Student at Risk

Once a student has been identified as being at risk, the Course Coordinator, lecturer and Head of School will discuss possible intervention strategies to assist the student to progress satisfactorily. In doing so, the Course Coordinator, lecturer and Head of School will consider the following:

- Severity of the risk
- Any effect the intervention strategy could have to the student's visa

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The following supports/intervention strategies will be considered on a case-by-case basis and delivered in accordance with the Student Support Services Policy:

- Extensions on upcoming assessment
- Assistance with academic or learning skills
- Assistance with time management
- Assistance with English language
- Assistance with personal issues, via options to contact external counsellors
- Mentoring by academic staff
- Reduction in course load
- Change in course pattern progression

4.4 Notifying the student

Students will be notified verbally and in writing as soon as they meet one of the risk criteria outlined in Section 4.2.1 of this policy.

The notification will advise that the student must meet with the Course Coordinator. In this meeting, the Course Coordinator will outline the intervention strategies and supports agreed upon as per Section 4.3 of this policy. The student will need to commit to the agreed upon intervention strategies or if applicable offer alternative arrangements that are agreed upon by both parties.

In notifying the student of the intervention strategies in place, JMI will inform the student that unsatisfactory academic progress will affect their visa conditions.

4.5 Continued Unsatisfactory Progress

If a student continues to make unsatisfactory progress, they may be asked to show cause why they should not have their enrolment cancelled as per International Student Deferment, Suspension and Cancellation Policy

At the end of each semester the Board of Studies will meet. Students who have been identified as at academic risk during the semester or at the end of the semester will have their results reviewed at this meeting. The Academic Board will be notified of students on the Students at Academic Risk Register together with details of any supports offered and provided to the student. Students with continued unsatisfactory progress may be required to meet with the Academic Board or other personnel to explain their circumstances. The student may be asked to submit a letter in support of their circumstances and any evidence for the Academic Board's consideration.

4.5.1 Academic Probation

The Academic Board may, after considering the student's circumstances and evidence, decide to place the student on academic probation. The student will be advised in writing of the details of the probation, the probationary period and the consequences of failing to meet the probation requirements, which may be exclusion from the course.

4.5.2 Cancelling Enrolment

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The Academic Board may, after considering the student's circumstances and evidence, decide to cancel the international student's enrolment. In this case, the processes outlined in the International Student Deferment, Suspension and Cancellation Policy will be followed.

4.6 Appeal

Students can appeal a decision made in accordance with this policy by following the student Grievance Handling Policy and Procedure.

5. Definitions

Academic Risk

Potentially not successfully progressing through a course of study and therefore not graduating from the course.

Assessment

A process used to determine student's achievement of expected learning outcomes and may include a range of written, oral and practical methods. It also includes gathering information from multiple and diverse sources in order to develop a deep understanding of what students know, understand, and can do with their knowledge as a result of educational experiences; and it culminates when assessment results are used to improve student learning.

Course

A course or other set of units, units of study/competency or other defined work requirements, the completion of which makes the student eligible for the granting of an Award or other formal record of achievement by the Institute.

Unsatisfactory Progress

Where a student fails to meet defined required minimum standards for progression in a course or fails to comply with a valid conditional enrolment agreement or other requirement, progress may be deemed to be unsatisfactory. Information on minimum standards for progression in courses is contained in associated Procedures.

6. Related Documents

- ESOS Act 2000
- Student Support Services Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Admissions Policy
- International Student Orientation Program

7. Review

This policy should be reviewed three years after commencement or last review.

8. Accountabilities

JMI's Academic Board are responsible for the approval, implementation and review of this policy.

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9. Version Control

Document	International Student at Risk and Course Progression Policy	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	24 January 2018
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