



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Review of Academic Progress for Overseas Students**

<b>Policy Group(s):</b>	Group B: Academic – 1: Students (Ref: B1/0197.2-1218)
<b>Related Policy:</b>	Cancellation of Enrolment for Overseas Students Course Progress for Overseas Students Grievance Policy and Procedure for Overseas Students Refund Policy for Overseas Students Review of Academic Progress for Overseas Students Suspension of Enrolment for Overseas Students Time Limits for Course Completion
<b>Commencement Date:</b>	January 1997
<b>Review Date:</b>	December 2018
<b>Scheduled Review Date:</b>	December 2023

### **POLICY STATEMENT**

#### **Intent:**

Christian Heritage College (CHC) desires to assist students to successfully complete their course work and maintain satisfactory course progress. The Review of Academic Progress (RAP) process is intended to assist all students who are identified as being 'at risk' of failing to maintain satisfactory course progress to identify issues in their personal or academic life which may be contributing to their academic results.

The RAP is therefore an intervention strategy which will assist overseas students who are at risk of failing to maintain satisfactory course progress to assess the issues which may be hindering their achievement and to address these. Progress can be hindered by a wide range of problems in areas such as study skills, background, cultural issues, ability, calling, motivation, commitment, self-discipline, finance, health, relationships, spiritual life, and so on.

The RAP will result in a personalised series of measures to meet the needs of individual overseas students.

#### **Scope:**

*Restricted to:* Overseas students

*Excludes:* Domestic students

#### **Objectives:**

1. To bring a clear understanding of the RAP process for both academic staff and overseas students.
2. To ensure the process is one which is both helpful for overseas students and manageable for academic staff.

## Policy Provisions:

### 1. General

- 1.1. Overseas students who are identified as being at risk of failing to maintain satisfactory course progress are required to engage in a Review of Academic Progress (RAP) process. This identification normally takes place at the School Examiners Meeting held at the end of each academic semester.
- 1.2. CHC defines students who are at risk of failing to maintain satisfactory course progress as those who fail two or more units within a semester, or the same unit in a subsequent semester.
- 1.3. Deans may also choose to identify as being at risk students who fail 50% or more of the units in which they are enrolled in a semester.

### 2. Review of Academic Progress (RAP) process

- 2.1. The RAP process is intended to identify issues affecting overseas students' course progress and to negotiate a course of action to address these issues.
- 2.2. The RAP process is compulsory for overseas students.
- 2.3. An overseas student may engage in the RAP with any member of academic staff of their choosing. This is subject to the availability of and agreement by that staff member.
- 2.4. A plan will be developed as a result of the RAP process for implementation in the following semester. Please see Appendix B for possible strategies which may constitute the *Action Plan*.

### 3. Timing of the RAP process

- 3.1. A RAP can occur at the end of any semester and usually takes the following semester to complete.
- 3.2. Overseas students will be informed in writing of the requirement to engage in a RAP and will be asked to contact their Course Coordinator within a defined timeframe.
- 3.3. If an overseas student does not contact the Course Coordinator within the defined timeframe, they will receive notification of CHC's intention to report them to The Department of Education and Training (The Department) via PRISMS.

### 4. Communication

- 4.1. Following the identification of overseas students who are at risk of failing to maintain satisfactory progress as defined in 1.2 above, the Course Coordinator will inform the overseas student of the requirement to participate in a Review of Academic Progress.
- 4.2. The Academic Registrar will be informed of the overseas students required to undertake a RAP.
- 4.3. The overseas student will be asked to nominate the academic staff member with whom they wish to undertake the process.
- 4.4. The Course Coordinator will establish the availability and willingness of the nominated staff member.
- 4.5. Should the nominated staff member be available, they will contact the overseas student and arrange for an appointment within the first two weeks of the subsequent semester.
- 4.6. Should the nominated staff member not be available, the Course Coordinator may ask the overseas student for a further nomination or undertake the process themselves. This will be dependent upon the timing of these matters.

- 4.7. The success of the process will be determined at the subsequent semester Examiners' Meeting and the Course Coordinator will inform the Academic Registrar of the outcome. The process is considered to be successful if the overseas student does not fail two or more units in the subsequent semester or does not fail the same unit(s) as in the preceding semester.
- 4.8. If unsuccessful the Academic Registrar will issue the overseas student with the *Notice of Intention to Report*. The overseas student has 20 working days in which to access the CHC *Grievance Procedures for Overseas Students*.
- 4.9. All communication and record of interviews must be maintained on the overseas student's file.

## SUPPORTING PROCEDURES AND GUIDELINES

1. Overseas student(s) who will benefit from the RAP process, that is, who have not maintained satisfactory course progress as defined in Policy Provisions 1.2 of this document, will be identified by the Course Coordinator at the Examiners' meeting at the end of each semester. The Academic Registrar will be notified.
2. The Course Coordinator will write to the overseas student(s) and ask them to identify the staff member with whom they would be comfortable in partnering in the RAP process. (See Appendix C.)
3. The Course Coordinator will contact the staff member and, if available, the staff member will subsequently contact the overseas student to arrange a suitable time for the initial appointment. If not, the Course Coordinator will conduct the process.
4. During the initial appointment, the staff member will discuss with the overseas student his/her results from the previous semester and encourage the overseas student to identify possible factors that have contributed towards unsatisfactory course progress.
5. Pursuant to this discussion, an action plan will be developed by the overseas student, in consultation with the staff member. This action plan is to be aimed towards overcoming the factors that have hindered academic performance in the past and developing improved study practices.
6. The *Action Plan* will be signed by both the overseas student and the consulting staff member. The original will be retained by the staff member and the following copies should be forwarded to :
  - 6.1. the overseas student;
  - 6.2. student administration for the overseas student's file;
  - 6.3. the Course Coordinator; and
  - 6.4. the Academic Registrar.

The *Action Plan* should be finalised within 4 weeks of the start of the semester (Semester B on flow chart).

7. Subsequent appointments between the consulting lecturer and the overseas student may be scheduled throughout Semester B at the discretion of the consulting staff member and overseas student in order to track progress and adherence to the *Action Plan* and provide encouragement for the overseas student. Records of interview at the subsequent appointments must be maintained and placed on the overseas student's file.
8. The overseas student's results will be monitored at the Examiners' Meeting at the end of Semester B to determine if the *Action Plan* has been successfully implemented. This will be determined on the basis of whether or not the overseas student achieves satisfactory course progress.
9. Where an overseas student's subsequent academic progress is identified as satisfactory no further action will be taken and the overseas student will be allowed to enrol in Semester C.

10. Where an overseas student's subsequent academic progress is identified as unsatisfactory, CHC will issue to the overseas student a *Notice of Intention to Report*. The overseas student has 20 working days to access the CHC *Grievance Procedures for Overseas Students*.
11. Where an overseas student chooses not to access the *Grievance Procedures for Overseas Students* within the 20-working day period, withdraws from the process or the process is completed and results in a decision supporting CHC's intention to report, CHC will notify The Department of Education and Training (The Department) through PRISMS of the overseas student not maintaining satisfactory course progress.
12. Where an appeal finds in favour of the overseas student, CHC will not notify The Department through PRISMS and the student will be allowed to enrol in Semester C.

## POLICY FURTHER INFORMATION

<b>Relevant Commonwealth/ State Legislation</b>	Education (Overseas Students) Act 1996 Education (Overseas Students) Regulation 1998 ESOS Act 2000 ESOS Regulations 2001 Higher Education Standards Framework (HESF 2015) National Code 2018
---	---

## ACCOUNTABILITIES

<b>Implementation:</b>	Academic Registrar
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Registrar
<b>Development and Review:</b>	Academic Board
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and Advice:</b>	Academic Registrar's Office

## WHO SHOULD KNOW THIS POLICY?

Students  
Academic Staff  
Academic Administration Staff

## EFFECTIVENESS OF THIS POLICY

<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• Number of overseas students involved in a RAP in relation to number of overseas students in the cohort</li> <li>• Number of overseas students reported</li> </ul>
<b>Other:</b>	Appendix A Appendix B

**Definitions and Acronyms:***CHC*

Christian Heritage College

*The Department*

The Department of Education and Training

*ESOS Act 2000*

Education Services for Overseas Students Act 2000

*PRISMS*

Provider Registration and International Students Management System

*RAP*

Review of Academic Progress

**APPROVAL – section maintained by the Director of Quality and Standards**

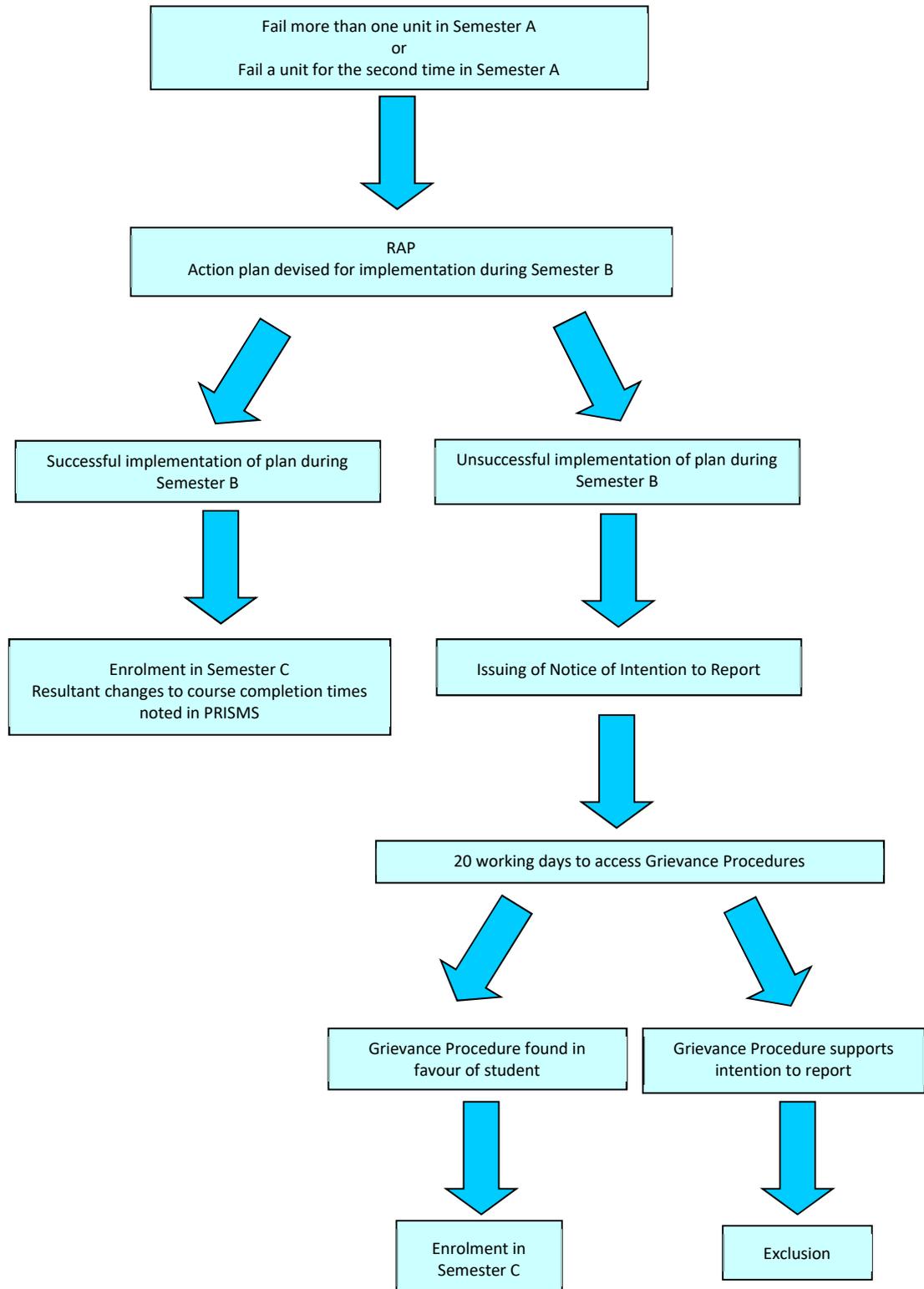
Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0197.2	Yes	January 1997	Academic Board	

**REVISION HISTORY – section maintained by the Director of Quality and Standard**

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
1106	Academic Board	16 November 2006	COM	4.1
0807	Approved	9 August 2007	Academic Board	4.4
1218	Approved	3 December 2018	Academic Board	5.1

## Appendix A: CHC Overseas RAP Process

### CHC OVERSEAS RAP PROCESS



## Appendix B: Possible Strategies

Every overseas student at CHC who is identified as being at risk of failing to maintain satisfactory course progress will receive individual case management through the negotiated *Action Plan*. Strategies which may constitute the *Action Plan* may include but are not limited to the following examples.

### Strategy 1:

An overseas student may be required to complete an academic skills program.

### Strategy 2:

A student may be required to attend a study group such as *Study Support* or make an appointment with Academic Study Support (provides individual or small group support).

### Strategy 3:

An overseas student may be required to attend counselling sessions to receive assistance with personal issues which are influencing progress

### Strategy 4:

An overseas student may be placed in a suitable alternative unit or transferred to a suitable alternative course of study.

### Strategy 5:

A reduction in study load for a period of at least one semester.

### Strategy 6:

Any combination of the above.