

Monash University Procedure

Procedure Title	Academic Progress Intervention Strategy Procedures
Parent Policy	No parent policy
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Procedure Owner	
Category	Academic Standards and Quality
Version Number	2.0
Content Enquiries	Education Policy Unit
Scope	
Purpose	
PROCEDURE STATEMENT	

The Academic Progress Intervention Strategy procedures set out the process for identifying and assisting students 'at risk' of not making satisfactory course progress. The strategy specifies procedures for contacting and counselling identified students and sets out options available to assist students to achieve satisfactory course progress. The strategy is implemented when a warning letter or email is sent to a student where a student meets or is at risk of meeting an APC Trigger.

Responsibility

Faculty Academic Course Leaders and Advisors

For Monash Online courses, please read the Monash Online Academic Progress Intervention Strategy Procedures in conjunction with these Procedures.

Early Warning Letters

An Early Warning Letter is sent to students who at mid year do not meet, or by the end of the year may be at risk of not meeting the minimum academic progress requirements. Such students risk meeting one or more of the APC triggers, which are:

- after 2 semesters of enrolment, the student has passed less than 50% of that enrolment; or
- the student has failed the same compulsory unit twice; or
- the student has failed to comply with any terms or conditions imposed by the Dean under Regulation 30(1)(a) of the Monash University (academic Board) Regulations or by an APC; or
- the student has been enrolled for two-thirds or more of the maximum period of enrolment for the course and satisfactorily completed 50% or less of the course; or
- the student is unable to obtain a police check, a working with children's check, or any other certification required to the standard necessary to undertake a requirement of the course; or

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- the student is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).

The early warning letter must contain: a warning that progress is not satisfactory, the reasons why it is not satisfactory (i.e. refer to the relevant APC Trigger), and it must advise the student to seek academic and course advice. Example proformas can be found at: [Sample Proformas](#)

Responsibility

Faculty Deans
Faculty Student Service Officers
Faculty Academic Course Leaders

Mid-year intervention for students at risk

Faculties must have in place procedures which provide for the review of the academic progress of students who are admitted in a mid year intake before they have completed three semesters of study. These procedures must be implemented (as a minimum) for a student who:

- after 2 semesters of enrolment, has passed less than 50% of that enrolment; or
- has failed the same compulsory unit twice; or
- has failed to comply with any terms or conditions imposed by the Dean under Regulation 30(1)(a) of the Monash University (Academic Board) Regulations or by an APC; or
- has been enrolled for two-thirds or more of the maximum period of enrolment for the course and satisfactorily completed 50% or less of the course; or
- is unable to obtain a police check, a working with children's check, or any other certification required to the standard necessary to undertake a requirement of the course; or
- is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).

The faculty procedures must be made available to students through the faculty website.

Responsibility

Faculty Deans

Voluntary Academic Support Meeting

Students who are deemed 'at risk' of meeting an APC Trigger may be given the option of attending an Academic Support Meeting. The rationale for the Academic Support Meeting is to:

1. help the student identify difficulties that are affecting their academic progress, whether these are academic or other difficulties
2. inform the student of support services that are available or where he/she can turn for further advice
3. refer the student on to a specific service or person for further support or advice

Faculties will keep attendance records of the voluntary Academic Support Meetings which will be made available to a Faculty Academic Progress Committee if the student's circumstances are referred to it for consideration and a decision.

Responsibility

Faculty Student Service Officers
Faculty Academic Course Leaders and Advisers
Faculty Academic Progress Committees

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Referral to Academic Progress Committee

A student may be sent a Notice of Referral to an Academic Progress Committee at the end of the year if:

- after 2 semesters of enrolment, the student has passed less than 50% of that enrolment; or
- the student has failed the same compulsory unit twice; or
- the student has failed to comply with any terms or conditions imposed by the dean under Regulation 30(1)(a) of the Monash University (Academic Board) Regulations or by an APC; or
- the student has been enrolled for two-thirds or more of the maximum period of enrolment for the course and satisfactorily completed 50% or less of the course; or
- the student is unable to obtain a police check, a working with children's check, or any other certification required to the standard necessary to undertake a requirement of the course; or
- the student is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).

For more information go to Part 4, Monash University (Academic Board) Regulations. The Notice of Referral can be found on the Executive Service University website at:

<http://www.adm.monash.edu.au/execserv/progress/index.html>

Responsibility

Faculty Deans
Academic Progress Committees (Chairs)

Academic Condition

Students who have a condition placed on their enrolment are at risk of being excluded from their course of study for unsatisfactory course progress if the condition is not satisfied. Such students must take every opportunity to make use of university support services and develop, as appropriate, a plan to restore their academic standing and thereby satisfy the term or condition imposed.

Responsibility

Faculty Deans
Students

Time to complete course

International Students:

Students are permitted further time to complete their course under National Code 2007, Standard 9.2, in the following circumstances:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
- the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- an approved deferment, intermission or suspension of study has been granted under Standard 13.

See Monash [ESOS](http://www.monash.edu/students/esos) web site <http://www.monash.edu/students/esos> for Monash compliance obligations.

When there is underload approval resulting in students needing further time to complete their course, students may be issued a new Confirmation of Enrolment (CoE) to apply for a new student visa. Approval to underload can be given either by direct Monash action or following application by the student. Students must complete the underload application form: <http://www.adm.monash.edu.au/service-centre/forms/underload.pdf>

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Responsibility

Faculty Student Service Officers
Faculty Academic Course Leaders and Advisors

Responsibility for implementation	
Status	
Approval Body	<p>Academic Quality and Standards procedure</p> <p>Name:</p> <p>Meeting:</p> <p>Date:</p> <p>Agenda item:</p>
Definitions	<p>Academic Support Meeting: A face-to-face meeting between a staff member and a student to discuss the student's academic progress.</p> <p>Academic Condition: A condition of study or term placed on enrolment that has to be met in order for a student to maintain satisfactory academic progress.</p> <p>APC Trigger: The measure of unsatisfactory academic performance applied to all students of the University which if met, will result in referral of the student's circumstances to an Academic Progress Committee for decision. With Academic Board approval, these standards may be varied for individual faculties.</p> <p>Confirmation of Enrolment (CoE): A document, usually provided electronically, which is issued by the registered provider to intending overseas students and must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in a particular course of the registered provider.</p> <p>Early Warning Letter: A letter sent to students who are assessed as likely to meet an APC Trigger.</p> <p>Full-time Load: A student enrolled in units totalling 48 credit points shall represent 1.0 Equivalent Full-Time Student Load (EFTSL) (100 percent load) with respect to student statistics, Commonwealth Supported Places (CSP) and fee structures.</p> <p>The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students or National Code 2007: A set of nationally consistent standards that govern the protection of overseas students and delivery of courses to those students by providers registered on CRICOS - the Commonwealth Register of Institutions and Courses for Overseas Students. Only CRICOS courses can be offered to international students studying in Australia on a student visa.</p> <p>Notice of Referral: A letter informing a student that the Dean has assessed the student's academic progress meets an APC Trigger and has referred the student's circumstances to an Academic Progress Committee for consideration and a decision.</p>

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	<p>Standard Semester: Refers to either Semester one or Semester two which are the periods when the majority of the university's teaching occurs.</p> <p>Underload: As it applies to international students holding a student visa, an enrolment in units with a value of less than 24 credit points per Standard Semester.</p>
Legislation Mandating Compliance	
Related Policies	
Related Documents	