

**Policy Owners:** Academic Director/ Associate Principal / Principal  
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## 1. INTENT

- 1.1 This Policy outlines Australian College of Business and Technology's ('ACBT' or the 'College') approach and processes for the determination of Student Academic Progression through Courses.
- 1.2 This Policy is supported by the *Academic Progression Procedures* for Diploma and the Postgraduate Qualifying Program, and by the *ELICOS Progression Procedures*.

## 2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all ACBT Students and Staff.

## 3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

## 4. POLICY CONTENT:

- 4.1 Students must complete their Course within the period that is two times the College's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Unit in the Course commences.
- 4.2 The College adopts a whole-of-institution approach to Student success and Academic Progression. This includes ensuring that:
  - a) Admission standards are appropriate for each Course;
  - b) orientation and transition activities provide guidance and information to enable Students to engage effectively with their Course at ACBT;
  - c) high quality Curriculum is provided to all Students, consistent with the College's *Unit and Course Review Policy*;
  - d) the College delivers high quality teaching; and

- e) Students are encouraged to participate actively and positively in teaching and learning environments.
- 4.3 The College provides support and ongoing monitoring in relation to Academic Progression for all Students, irrespective of educational background, entry pathway, or mode or place of study. This includes:
- a) support opportunities to enable Students to attain the academic skills they require for successful study;
  - b) assessment strategies that promote the development of academic skills, as outlined in the *Assessment Policy* and *Assessment, Moderation and Examination Procedures*;
  - c) guidance relating to career and further study options;
  - d) recognition and support of diverse needs and study requirements; and
  - e) regular review of Students' academic Results to determine current Academic Progression Statuses.
- 4.4 The College offers timely and personalised intervention, as set out in the *Academic Progression Procedures*, in order to provide Students with the best opportunity for academic success. This involves:
- a) promoting to Students the importance of a proactive approach to ensure satisfactory academic progression;
  - b) Student and Academic Services (SAS) staff and academic staff working in partnership to ensure early identification and appropriate intervention;
  - c) Students and Staff working in partnership to fulfil responsibilities of specified actions and review.
- 4.5 The College may set restrictions or conditions on Enrolment to support Students to achieve satisfactory Academic Progress, in accordance with the *Academic Progression Procedures*, *ELICOS Progression Procedures* and the *Enrolment Policy*. Conditions imposed on continuing Students will be regularly monitored and reviewed.
- Students who have not met the conditions in the previous semester may not continue to progress into the next semester. However the student can request and get the written approval from the academic head / associate principal under the compassionate and compelling circumstances by providing evidence with that regard.
- 4.6 The College uses a colour coding system to identify a Student's Academic Progression Status. A Student may be assessed as having one of the following Academic Progression Statuses:
- a. **Green Status – Good Standing** is applied to:
    - (i) a Student at the commencement of their first Study Period at the College;
    - (ii) a Student at the commencement of their first Study Period in a new Course, after having completed their previous Course at the College; or
    - (iii) a Student who is making satisfactory Academic Progress during their Course;

- b. **Amber Status – Risk Academic** is applied to a Student who is making marginal Academic Progress;
  - c. **Red Status – Risk Exclusion** is applied to:
    - i. a Student who is at risk of being Excluded from their Course as a result of poor Academic Progress but permitted to continue their studies at the College; or
    - ii. a Student who is Enrolled in their first Study Period following re-Admission or re-Enrolment in the same or a different Course at the College after an Exclusion has been imposed; and
  - d. **Purple Status - Exclusion** is applied to a Student who is precluded from Enrolment or continuing their studies in a Course at the College.
- 4.7 At the commencement of a Student’s first Study Period in a Course, a Student will be given **Green Status**, subject to the following;
- a) where a Student transfers from an incomplete Course to a new course, their most recent Academic progression Status will apply;
  - b) where a Student has multiple prior Course attempts with different Academic Progression Statuses, their most recent Academic Progression Status will apply;
  - c) a Student who completes their Course, and then commences a new Course at the same or a lesser Australian Qualifications Framework (AQF) level, will retain their most recent Academic Progression Status;
  - d) a Student who completes their Course, and then commences a new Course at a higher AQF level, will be given a **Green Status**; and
  - e) a Student who is Excluded, and then permitted to re-Enrol in the same or a different Course, will be given a **Red Status**.

### Academic Progression Status

- 4.8 The Academic Progression Statuses for ELICOS Students are as follows:

ELICOS Courses	
Progression Status	Basis for Progression Status
BA (ELICOS Achieved)	Student has achieved enough in their Course to move to a higher Level or complete the Course successfully.
BNA (ELICOS Not Achieved)	Student has not achieved enough in their Course to move to a higher Level or has not completed the Course successfully.
F1	Failing ELICOS Course or Level for the first time.
F2	Failing ELICOS Course or Level for the second time.
F3	Failing ELICOS Course or Level for the third time.

- 4.9 The criteria for determining a Student’s Academic Progression Status in the Postgraduate Qualifying Program (PQP) are as follows:

Academic Progression Status	Criteria
Green Status GOOD STANDING	The Student will have a <b>Green Status – Good Standing</b> , if at the end of the Study Period, they passed 100% of their Units.
Red Status RISK EXCLUSION	The Student will have a <b>Red Status</b> , if at the end of the Study Period, they pass less than 100% of Units.
Purple Status EXCLUSION	The Student will have a <b>Purple Status</b> , if at the end of the Study Period, they fail the same Unit twice.

4.10 The criteria for determining a Student’s Academic Progression Status in Pathway Courses at ECC are as follows:

Academic Progression Status	Criteria
Green Status GOOD STANDING	The Student will have a <b>Green Status – Good Standing</b> , if at the end of the Study Period, they: <ul style="list-style-type: none"> <li>Passed 100% of their Units; or</li> <li>Passed at least 50% of their Units but less than 100%.</li> </ul>
Amber Status RISK ACADEMIC	The Student will have an <b>Amber Status</b> , if at the end of the Teaching Period, they: <ul style="list-style-type: none"> <li>Fail more than 50% of Units in the Study Period; and</li> <li>Were on <b>Green Status</b> at the start of the Study Period.</li> </ul>
Red Status RISK EXCLUSION	The Student will have a <b>Red Status</b> , if at the end of the Study Period, they: <ul style="list-style-type: none"> <li>Failed the same Unit twice; <p style="text-align: center;">OR</p> </li> <li>Were on <b>Green Status</b> at the start of the Study Period AND have been on <b>Amber Status</b> in a previous Study Period AND failed more than 50% of Units in this Study Period; <p style="text-align: center;">OR</p> </li> <li>Were on <b>Amber Status</b> in a previous Study Period AND failed more than 50% of Units in this Study Period.</li> </ul>
Purple Status	The Student will have a <b>Purple Status</b> , if at the end of the Study Period, they:

**EXCLUSION**

- Fail the same Unit three (3) times;  
OR
- Were on **Red Status** in the previous Study Period AND failed more than 50% of Units in the Study Period.

### Review Mechanisms

- 4.11 Students with concerns related to their Academic Progression Status may request a Review of that Status as per the *Academic Progression Procedures*.

## 5. RELATED DOCUMENTS:

5.1 This Policy is supported by the *Academic Progression Procedures* and the *ELICOS Progression Procedures*.

Related to this Policy are the following:

*Admissions Policy*  
*Assessment Policy*  
*Credit and Recognition of Prior Learning (RPL) Policy*  
*Enrolment Policy*

5.2 This Policy ensures ECC Students are managed responsibly and in accordance with:

*Education Services for Overseas (ESOS) Act 2000*  
*Australian Qualifications Framework (AQF);*  
*ELICOS National Standards 2018; and*  
*TEQSA's Higher Education Standards Framework (Threshold Standards).*

## 6. CONTACT INFORMATION:

For queries relating to this document please contact:

<b>POLICY OWNER</b>	Academic Director / Associate Principal
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance Manager
<b>TELEPHONE:</b>	
<b>EMAIL ADDRESS:</b>	

## 7. APPROVAL HISTORY:

<b>POLICY APPROVED BY:</b>	Senior Management Group
<b>DATE POLICY FIRST APPROVED:</b>	June 2017
<b>DATE LAST MODIFIED:</b>	June 2022
<b>REVISION HISTORY:</b>	August 2021. Addition of a colour system to align with ECU, and adoption of a principle-based approach to policy. Title change.
<b>NEXT REVISION DUE:</b>	August 2023