
Monitoring Academic Progression Policy

Purpose

This policy establishes the principles and processes by which the Institute of Creative Arts and Technology (ICAT) will monitor academic progress and outlines the student requirements for maintaining satisfactory academic progress.

Scope

This policy applies to all domestic and international students at ICAT and the Institute staff who monitor academic progression and attendance.

Related Policies

This policy should be read in conjunction with the following Institute policies:

- Assessment Policy
- Attendance and Participation Policy
- Deferral, Suspension or Cancellation of Enrolment Policy
- Complaints and Appeals Policy
- Student Support Framework
- Student Support Register

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section on the homepage of the Institute website.

Related Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- TEQSA Act | Tertiary Education Quality and Standards Agency
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2019
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988

Definitions

For this Policy the following definitions apply:

Academic Warning	means failing 50% or more of attempted units for the first time, or failing a mandatory subject for the first time
At-Risk	means a student who is 'at risk' of not successfully completing their course of study or completing within the maximum allowable course duration
Census Date	means the date the Institute finalises a student's enrolment for the study period and is the last date to suspend enrolment without incurring a financial penalty
Compassionate or Compelling Circumstances	means circumstances beyond a student's control that significantly impact a student's course progress or wellbeing
Course of Study	means a structured series of academic units culminating in a higher education award
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuing student visas and managing student visa services
Exclusion	means terminating a student's enrolment if the student, in the first study period after a Suspension, fails 50% or more of attempted units. The student is eligible to apply for re-admission to the Institute after 2 years
Electronic Confirmation of Enrolment (eCoE)	means an electronic Confirmation of Enrolment issued by an education provider to confirm a student's enrolment in a course of study
Grade Moderation	means the process of ensuring that marks or grades are awarded appropriately and consistently
Grades	means grades for a unit that have been approved by Academic Board
The Institute	means the Institute of Creative Arts + Technology, including staff, affiliates, and contractors
International Student	means a student who is holding, or intends to hold, an Australian student visa and is enrolled in a CRICOS registered course of study

Intervention Plan	means the formal approved agreement of individually tailored support for assisting students deemed 'at risk' of not meeting minimum academic standards. It may include regular meetings with a student support advisor, study skills or welfare support, English language support, a reduction in study load, or transition support
Learning Management System (LMS)	<ul style="list-style-type: none"> means the system used to monitor, provide, and deliver learning materials and resources, and record student learning outcomes and results
Mandatory Subject	means a compulsory subject for a course
Potentially At Risk	<p>means a student who is potentially at risk of failing to make satisfactory academic progress or complete within the expected course duration if they:</p> <ol style="list-style-type: none"> fail a mandatory subject for the 1st time do not attend any classes in the first two weeks of a study period do not log onto the LMS before Census Date <p>fail more than one unit assessment</p>
Probation	means failing 50% or more of attempted units for a 2 nd consecutive study period
Student Management System	Means the system used to record student grades and personal information
Student Support Advisor	means the staff member who provides ongoing support for academic and pastoral needs such as academic, attendance or welfare
Study Period	means each seventeen-week teaching period (trimester) – inclusive of the 12-week teaching and exam period
Suspension	<p>means excluding a student from the Institute for 12 months for:</p> <ol style="list-style-type: none"> failing 50% or more of attempted units for a 3rd consecutive study period, <p>or</p> <p>failing a mandatory subject for the 2nd time</p>

Unit of Study (unit)	means a single component or subject that a student undertakes as part of a course of study
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Principles

The following principles apply:

1. The Institute has a proactive and systematic approach to monitoring unit and course progression.
2. Academic progress is monitored after each study period, and students are assigned one of five academic status levels.
3. Successful completion of a course of study means students have completed all unit requirements and achieved the learning outcomes required for a degree, certificate or diploma issued by the Institute.
4. Continuous monitoring assists with the early identification of 'at risk' students and the implementation of intervention plans.
5. Students who are identified as potentially at risk or 'at risk' will be supported by the Institute's support and intervention strategies.

Satisfactory Academic Progression

Unit Level

A student is making satisfactory academic progress at the unit level (prior to Census Date) when they have:

- Logged into the Learning Management System (LMS) and viewed their enrolled unit pages for that study period
- Been recorded as attending classes

A student is making satisfactory academic progress at the unit level (post Census Date) when they are:

- Maintaining high level of attendance and engagement as per the Attendance & Participation Policy
- Achieving a Pass Grade or above

Course Level

A student is making satisfactory academic progress at the course level when they have:

- Passed 50% or more of their attempted units of study for that trimester
- Passed any core units being attempted for the second time

- Maintained high level of attendance and engagement for that trimester as per the Attendance & Participation Policy

A student is considered at risk of failing to make satisfactory academic progress at the course level when they have:

- Failed 50% or more of their attempted units of study for that study period
- Failed a core unit being attempted for the first time
- Not maintained a high level of attendance and engagement for that trimester as per the Attendance & Participation Policy
- Exhibits academic or pastoral care concerns affecting their studies and/or personal welfare

Schedule of Activities for Identifying & Assisting Students at Risk

The following outlines the schedule of activities over an academic period (trimester):

Timeframe	Activity
Identification of previous trimester SARS	Formal identification of students who have failed one or more subjects – Identify what factors may have contributed to the SAR situation and record on student file for ongoing management. Determine an appropriate program of support for each individual student and document.
Lecturer and staff training on SARS identification and support	Training program devised and delivered to teaching and student administration staff on identifying, following up and managing potential and actual students 'at risk'. This is delivered before the start of the trimester.
Orientation	Communication message to include how we provide assistance and monitor student progression through our SARS Program.
Feedback on Assessments	Lecturers will provide clear and consistent information on assessment tasks and timely feedback on results to assist students in achieving learning outcomes and requirements of their course (in accordance with the Assessment Policy)
Week 1	Check roll by the end of the week to identify students who have not attended. Contact students by phone and email to determine the cause and decide on an outcome (i.e., intervention strategy in accordance with the Institute's Attendance & Participation Policy). Monitor activity logs LMS. Set up interviews with continuing students who were identified SARS in the previous study period.

Week 3	Identify students who have not turned up to two or more classes and issue an attendance alert letter acknowledging the situation and inviting students to an academic support meeting with their Head of Faculty to discuss.
Week 4	Lecturers to report any students who appear to be struggling or disengaged to the Head of Faculty.
Week 5	Review rolls again to identify any students who are failing to attend class and have missed two or more classes. Send a second alert letter to those students who have not attended and are enrolled in units. Identify all students who may have failed any assessments to date and issue a first formal academic progression alert letter offering academic skills assistance and inviting students to meet with their Head of Faculty to discuss.
Week 6	Set-up academic support interviews with SARS to check on progression and offer additional support.
Week 8	Ask lecturers to report any students struggling or have failed a summative assessment. Issue second formal academic progression alert letter offering academic skills assistance and inviting students to an academic support meeting with their Head of Faculty to discuss.
Moderation & Grade Ratification Committee Meeting	In preparation for Moderation & Grade Ratification Committee, prepare a separate report that identifies students who have failed units in preparation for support in the following trimester
Post Moderation & Grade Ratification Committee Meeting	For domestic students who failed, issue third formal academic progression alert letter inviting students to meet with their Head of Faculty to discuss their academic options going into next trimester. For international students, issue an Intention to Report letter in relation to their breach of visa conditions.

At Risk – Student Support Framework

Reporting – Academic Support Advisor and Student Support Advisor

See *ICAT Student Support Framework and Register*

Stage	Support	Action	Application	Reporting Procedure
1	Orientation	In the leadup to orientation, ASA must ensure that the 'Academic Skills' page	All new students	ASA must update and manage Academic Skills page on Moodle. After orientation, ASA must post

		in Moodle is up to date, accessible and relevant. ASA is then introduced to new students at orientation each trimester		on Moodle orientation page with a follow-up welcome message and clear notification of contact hours and methods of communication.
2	Academic Support Meeting	Student-initiated consultation with ASA to discuss academic skills and study support	All students [student-initiated]	ASA must document student consultation using Stage 2 Report Template.
3	Academic At-Risk Support	Provider-initiated consultation with ASA to discuss academic progression due to student at-risk status	Failure to engage, extended absence, poor attendance or poor engagement	ASA must document student consultation using Stage 3 Report Template and report to Registrar.
4	Academic Probation 1 Support	Provider-initiated consultation with ASA to monitor academic progression due to medium-risk probation status	Failed more than 50% of units in one trimester	ASA must document student consultation using Stage 4 Report Template and report to Registrar and Director of Education [and SSA referral if required].
5	Academic Probation 2 Support	Provider-initiated consultation with ASA to manage academic progression due to high-risk probation status	Failed more than 50% of units in two consecutive trimesters	ASA must document student consultation using Stage 5 Report Template and report to Registrar and Director of Education [and SSA referral if required]
6	Enrolment Suspension Support	Provider-initiated consultation with ASA to advocate for student completion of units in order to fulfill study period requirements prior to suspension of enrolment in full	Intention to Cancel [provider-initiated]	ASA must document student consultation using Stage 6 Report Template and report to Registrar, Director of Education and Director of Operations and Compliance for final report to Academic Progression Committee [and SSA referral if required]

Staff–Student Consultation & Pastoral Care

Academic Support Strategies

It is acknowledged that ICAT students cover a broad cross-section of learning styles, engagement, motivation, family education backgrounds, ethnicity, aptitudes, and abilities. Given the broad cross-section of factors, it is important to apply a range of measures to assist students' individual needs.

To identify and assess students requiring learning support services to meet course and attendance requirements, ICAT has implemented the following academic-support intervention strategies:

1. Attendance records are maintained for all classes, and a decline in attendance conditions triggers action by ICAT to inquire about the reason for the lack of attendance and how we may assist with learning support. Experience has shown that non-attendance can be an indicator of student difficulties, and once identified, students are invited to attend a meeting with the Head of Faculty to discuss the issues contributing to poor attendance and any academic or personal matters which may be impacting course progression. As course progression for international students is not just a matter of pastoral care but also a requirement of their student visa, a formal Attendance Alert Letter is issued to the student advising their attendance level and the impact poor attendance may have on course progression and subsequently on their visa conditions should the pattern continue.

2. ICAT has an Academic Skills Program for all students to support their learning, writing and research skills. In Week 1 of the trimester, two lectures on academic writing, essay planning, research methodologies and citation methods are held. The lectures are repeated so that all students can attend. In the ensuing weeks, Academic Skills Tutors work with students one-on-one or with small groups of students on their essay drafts. An Academic Skills Tutor is a broad term for the academic support provided by the teaching staff of a respective unit of study. It is not a finite position filled by a single person but rather the responsibility of all academic staff. The Academic Skills Tutor responsible will be the person best suited to the particular learning or skill requiring additional support activities. Session times vary so that all students can benefit from the program.

3. ICAT has an Information Literacy Program consisting of face-to-face instruction workshops and reference services with the Campus Librarian. The Librarian delivers academic and information literacy workshops to support the teaching and learning at both the Sydney and Melbourne campuses, covering the following topics:
 - Library Orientation
 - Study Skills & Techniques
 - Harvard Referencing Made Easy
 - Report & Essay Writing
 - Finding & Using Information Effectively
 - Advanced Search & Research Strategies
 - Studying, Revising & Doing Exams

4. Students can request an individual academic support session with the Campus Librarian to build research and writing skills that are the basis for ongoing professional development and achievement, as well as independent lifelong learning. Students are welcome to bring in assessments they are working on for advice on essay structure, grammar, researching, answering the question, logic (of argument or hypothesis), coherence, etc. The Campus Librarian can also assist with time management and study skills and habits, as well as any questions regarding referencing (theory or conventions).
5. There are also specific learning support services provided for individual students by Academic Staff in scholarship and writing techniques, computer applications, learning difficulties, and study techniques. Students can request an individual meeting directly with their Head of Faculty, Faculty Coordinator, or a member of the teaching staff via email (all faculty and student services staff are issued with an Institute email address that follows a standard convention of the First Name Initial and Surname e.g., initialsurname@icat.edu.au). All students are issued with an Institute email address that follows a standard convention of the Student Number e.g., studentnumber@myicat.edu.au
6. Course progression is monitored based on assessment results during the study period. The results for assessments completed during a study period are recorded in the Student Management System, and the Registrar advises the Heads of Faculty of any students who have received a grade of 'Fail' or have no result recorded against an assessment. Once identified, the student is contacted to meet with the Head of Faculty (or their nominee, such as the Faculty Coordinator). The outcome of the counselling process may be either:
 - Referral to the appropriate academic support program such as those described in 2-5 above
 - Referral to the Institute Counsellor
 - A verbal warning
 - A suite of alert letters
 - A note in the student's file

Academic staff are required to advise the Head of Faculty of any student with course progression or participation (attendance) concerns which may also trigger the above actions.

Personal Counselling

For some the transition into higher and further education can be a stressful time. The pressure of work and the prospect of examinations may become an event where feelings of stress become difficult to manage. Events in one's home life can also cause difficulties, which make the process of studying stressful. ICAT would be happy to advise or seek assistance for students who feel they would benefit from counselling services.

The Personal Counselling Service is a professional psychological service available to students to assist them with their journey through higher education life. Appointments are confidential, and the service works within the Code of Ethics and Practice of the Australian Psychological Society.

Students can avail of two counselling sessions and a third session may be provided at the recommendation of the Counsellor.

Further details about the counselling service can be found in the Student Handbook.

Students who do not make satisfactory academic progress

Domestic Students

Course progress is monitored, recorded and assessed throughout the trimester and as part of the formal moderation of results at the end of each trimester. A series of alert letters will be issued, and an intervention strategy implemented if academic progress begins to decline, escalating to the Institute issuing a notice of intention to place the student on academic probation.

A domestic student who receives written notification from ICAT advising the intention to place on academic probation, the student then has twenty working days to access the Institute complaints and appeals process in accordance with the Institute Complaints & Appeals Policy.

Attempting units

A student can attempt core units three times.

- A student who fails a core unit on their first attempt in a study period will be automatically at-risk of academic non-progression.
- A student who fails a core unit on their second attempt in a second study period will be automatically on academic probation.
- A student who fails a core unit on their third attempt in a third study period will have their enrolment suspended, and they will be placed into an exclusion period. This means excluding a student from the Institute for 12 months for failing a mandatory subject for the 2nd time.

A student's academic probation is a result of the following.

- A student who fails 50% of their units in one study period will be automatically on academic probation.
- A student who fails 50% of their units in the consecutive second study period will be escalated to a higher academic probation status.
- A student who fails 50% of their units in the consecutive third study period will have their enrolment cancelled [or suspended in compassionate/compelling circumstances at the discretion of the Director of Education]. This means excluding a student from the Institute for 12 months for failing 50% or more of attempted units for a third consecutive study period.

A student can attempt elective units twice, after which they will be precluded from re-enrolling in that elective unit.

- A student who fails an elective unit on their first attempt will be automatically at-risk of academic non-progression.
- A student who fails an elective unit on their second attempt will be automatically on provider-initiated progression, meaning that if they fail the unit a second time, they will be precluded from re-enrolling in this unit and will be given the option of another elective to take

in lieu.

A student must academically progress through level 100 units first.

- If a student has failed 50% or more of their level 100 units in a study period, they are precluded from enrolling in level 200 or level 300 units in the next study period, unless they are given an exemption by the Director of Education.

International Students

Under Standards 9 and 10 of the *National Code 2018*, international students are required to achieve satisfactory academic progress during each trimester in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the Department of Home Affairs.

Course progress is monitored, recorded and assessed throughout the trimester and as part of the formal moderation of results at the end of each trimester. A series of alert letters will be issued, and an intervention strategy implemented if academic progress begins to decline, escalating to the Institute issuing a notice of intention to report where an international student is failing or not deemed competent in 50% of their units of study within the trimester. International students who do not achieve satisfactory academic progression in two consecutive trimesters will be advised of ICAT's intention to report the breach to the Department of Education via PRISMS, which may result in the cancellation of their student visa.

In accordance with Standard 8 of the National Code 2018, an international student who receives written notification from ICAT advising the intention to report the breach of visa condition to the Department of Home Affairs (DHA), the student then has twenty working days to access the Institute's complaints and appeals process in accordance with the Institute Complaints & Appeals Policy. If the student chooses not to appeal or if their appeal is unsuccessful, ICAT will report the student to the Department of Education via PRISMS within five working days of the end of the appeal period or appeal process.

Students who do not maintain satisfactory course attendance

ICAT records and monitors the attendance and academic progress of all students to assist them towards the successful completion of their course of study. It is expected that attendance at classes, lectures, tutorials, and workshops is regular and punctual. Students are advised that holidays, part-time employment and personal appointments should be arranged so that attendance is not affected, and appropriate documentation is expected to explain absences from classes.

There is a strong correlation between attendance and performance and the Institute monitors attendance as a possible indicator of success. ICAT monitors attendance so that students at risk of satisfactory course progression may be identified as early as possible and offered tailored academic and personal support programs to assist their learning and academic performance throughout their course of study at ICAT. Student attendance is recorded in an online roll for each

class (lecture, tutorial or workshop). This becomes a student's record of attendance. All students are responsible for their own attendance. Holidays, employment, and personal appointments should be arranged so that attendance is not affected.

ICAT requires a high level of attendance and engagement for all classes unless otherwise stated in the Unit Outline. In some units 100 % attendance may be required. Penalties will be applied for unexplained and undocumented absences beyond the attendance and engagement expectation and requirement.

Absence can impede group work and the progress of other students in the group and/or class. Where a student's absence impedes group work, then it is permissible to exclude that student. Students in danger of being excluded from group work because of poor attendance will be asked to meet their Faculty Coordinator and/or Head of Faculty. Failure to attend group work after this meeting will result in exclusion from the group assessment and a grade of Fail for the absentee student, in addition to any academic penalties as a result of absence in any units that have a minimum attendance requirement.

Where poor attendance by an international student results in the application of academic penalty and, by extension results in unsatisfactory course progression, ICAT will report the student to the Department of Education via PRISMS in accordance with Standard 10 of the National Code 2018. A student who receives academic penalty in relation to unsatisfactory course attendance has the right to appeal and has twenty working days to access the ICAT complaints and appeals process in accordance with the Institute Complaints & Appeals Policy.

Conceded Pass grades are awarded on one of two bases – academic or engagement.

CP-E	Conceded Pass [Engagement] is based on low engagement and attendance
CP-A	Conceded Pass [Academic] is based on low grades and assessment marks

Scheduled classes such as lectures, tutorials, seminars, and workshops are an essential part of the program delivery at ICAT. Where students do not attend class and/or participate in the learning activities, they may not be able to meet the unit learning outcomes and requirements of their course and are at risk of failing. Students with explained or unexplained absence from the totality of a unit will automatically be penalised with a 0% grade for their Engagement with the Process assessment. They will also risk failure to fulfill the requirements of their assessments, and on a case-by-case basis will be assessed for failure to fulfill the requirements of the unit as a whole. Students who fail to attend more than 9 out of the 12 classes for the totality of the trimester will be awarded a Conceded Pass or Pass grade if they have submitted all pieces of assessment, while others will be awarded a Fail Incomplete if they have failed to submit all pieces of assessment.

The maximum number of Conceded Passes a student can receive for the duration of their studies is six [6].

- Once they receive one [1], in any trimester, they are placed 'at academic risk'.

- If they receive two [2] in the same trimester or consecutive trimesters, they are placed 'on academic probation' [Probation 1].
- If they receive four [4] in the same trimester or consecutive trimesters, they are placed 'on academic probation' [Probation 2].
- If a student receives five [5] they will have their enrolment suspended for one or more trimesters, at the discretion of the Program Coordinator and Director of Education. After such time they can resume their studies, but their academic history remains.
- If a student receives six [6] they will have their enrolment cancelled and will be excluded from reenrolling for a period of one academic year, or longer, at the discretion of the Director of Education.

Academic Probation Criteria and Procedure

A student who has been flagged at-risk and does not make sufficient improvement, subsequent progress, or a substantial attempt to engage with the intervention strategies set forth, will be put on academic probation.

Academic probation may be assessed and penalised on a case-by-case basis under review by the relevant Course/Program Coordinator, Academic Dean, and the Director of Education.

Grounds for academic probation, includes, but is not limited to;

- Grade Point Average (GPA) – when a student's average grade across all their units is below the minimum required by ICAT
- Course Completion – when a student receives an incomplete or fail for a unit or units. This occurs when a student fails to submit all pieces of assessment for a unit or fails to fulfil the components of the Engagement with the Process assessment across one or more of their enrolled units or fails the enrolled unit by receiving a grade below Conceded Pass. Any student who fails any or all units in consecutive trimesters will be placed on probation. NB. An enrolled student can attempt each unit in their course twice. Enrolment in the unit for a third attempt is not permitted, unless extraordinary circumstances and an exemption are granted by the Director of Education. Students must also be made aware that failed attempts at units across trimesters may impact their FEE-HELP eligibility.
- Credit hours completed – ICAT may require students to complete a certain number of credit hours per trimester or academic year, to remain in good academic standing. If a student fails to complete the required number of credit hours, they may be placed on academic probation.
- Academic progress – academic probation may also be triggered if a student's academic progression is significantly slower than expected. For example, if a student has been enrolled for several trimesters but has not made significant progress towards their degree, they may be placed on academic probation.

- Award of a Conceded Pass grade for a unit. The Conceded Pass grade is awarded to students who receive 45–49% in a course that is not a prerequisite for future subjects, or is not linked to professional accreditation of any kind, or is awarded after a supplementary exam or panel exam is conducted, or with consultation and special consideration awarded to them by the Director of Education in order to complete the unit. Conceded Pass is an administrative grade and while it is a credit-point carrying grade it can impact a student's GPA. A student is permitted to graduate with no more than two Conceded Pass grades in their studies, unless in extenuating circumstances approved by the Director of Education who may provision this to assist a student with an exit qualification, or in compassionate or compelling circumstances.

Academic probation is a warning status, and students who are placed on probation may be subject to additional requirements, such as;

- Regular meetings with Academic Support Advisor, Student Support Advisor and Course/Program Coordinator
- Attending study skills workshops
- Reducing their workload [vary enrolment to reduce their study load]

If a student fails to improve their academic performance during their probationary period, they may be subject to further consequences, such as academic suspension or cancellation of enrolment.

If a student makes adequate progression and improves their academic performance during their probationary period, they may have this status reviewed and removed from their enrolment.

Any student on academic probation for more than two consecutive trimesters may have their enrolment status reviewed, at the discretion of the Academic Progression Committee.

Completion within the expected duration of study

NOTE: *this section applies to international students only*

Under Standard 9 of the National Code 2018, international students are required to complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the Department of Home Affairs. ICAT may extend the duration of study and permit a less than full-time load under 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 ICAT was unable to offer a pre-requisite unit);
- Where ICAT implemented an intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- Deferment or suspension of study has been granted in accordance with Standard 13 of the National Code 2018

When an international student requires further time to complete their course of study, the student must lodge an 'Application for Extension of CoE' form with the Registrar.

Where an 'Application for Extension of CoE' is successful, ICAT will issue a new eCoE via PRISMS to enable the student to make an application for a new student visa with the DHA. Students must provide a copy of the new visa to the Registrar for the student records.

Where an 'Application for Extension of CoE' is denied, ICAT will not issue the new eCoE required to extend the student visa and the student may not be able to complete their course of study. The student will be notified in writing of the reasons for the refusal and their rights to appeal the decision. Students wishing to make an appeal should refer to the Institute Complaints & Appeals Policy.

Where an international student completes their course of study early, ICAT must also report this to the Department of Education via PRISMS and the duration of the student's visa may be reduced.

A copy of all applications, decisions, and outcomes in relation to academic progress, including the new student visa where applicable, will be kept on the student file.

Academic Progress by Engagement, Attendance and Participation

Planned or unplanned leave for three weeks or less of any study period will require an *Application for Special Consideration*. Any student in these circumstances must consult the Director of Education and read the *Monitoring Academic Progression Policy*, *Special Consideration Policy* as well as complete an *Application for Special Consideration*. Provisions will then be made with consultation from the Director of Education and their unit lecturer to ensure they can continue to academically progress through their unit.

Planned or unplanned leave for four or more weeks of any study period will require the student to take a *Leave of Absence or Voluntary Suspension of Study*. Any student in these circumstances must consult the Director of Education and read the *Deferral, Suspension or Cancellation of Enrolment Policy* as well as complete an *Application to Suspend Enrolment for a Leave of Absence* form. Students who apply for this pre-census will face no academic or financial liability. However, if a student applies after the census date for that study period, they may incur financial and academic penalties. Individual circumstances will be assessed by the Office of the Registrar and the Director of Education.

If a student is unable to attend a scheduled class (or series of classes), the student is to notify Student Services of the expected duration of the absence with the required supporting evidence such as an original medical certificate within three working days of the missed class(es).

Students with continued unexplained absence from a unit will automatically be penalised with a 0% grade for their Engagement with the Process assessment. Students will be notified of this when the Office of the Registrar contacts them to alert them of non-engagement in the unit.

Students with explained or unexplained absence from the totality of a unit will automatically be penalised with a 0% grade for their Engagement with the Process assessment. They will also risk failure to fulfill the requirements of their other assessments, and on a case-by-case basis will be assessed for failure to fulfill the requirements of the unit as a whole. Some students in this circumstance will be

awarded a Conceded Pass or Pass grade if they have submitted all pieces of assessment, while others will be awarded a Fail Incomplete if they have failed to submit all pieces of assessment.

Attendance, participation and engagement are vital elements of each unit, and failure to engage in these elements, may result in a student's failure to fulfill all requirements of the unit and maintain adequate academic progression through their course.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.1	190806	Associate Dean Teaching and Learning	Academic Board	Change to 'penalties for late submission'
220902	11/08/2022	Dean	Academic Board	Update to policy to include definitions, penalties for late submission, extension requirements, hurdle assessments, online exam processes, first year and group work assessments. Addition of Fail Discontinue (FD) grade and incorporation of previous Grading Systems Policy.
1.2	20/02/2023	Compliance & Quality Assurance Manager	Acting Head of Governance & Compliance	Minor amendments to accommodate changes to entity name and registered business names and terminology. Amendment to missed attendance triggering Leave of Absence or Special Consideration
1.2	04/09/2023	Collaborative	TLC / Director of Operations and Compliance	Attendance broadened to clarify Conceded Pass grade differentiation

Policy Information

Author:	Head of Compliance
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