


Policy		
Ref. to Legislative Frameworks: HESF2021: Standard 1.4 / 2.4 / 3.3 / 5.3 / 6.3 National Code 2018: Standard 6 and 8	Student at Risk and Academic Support (Higher Education)	
Version: 4.6	Approved by: Academic Board	Approved on: 07/07/2023 Review by: 07/07/2025

Revision History

Version	Description of Change	Policy Developer	Effective Date
4.6	Updated to HESF 2021. Some definitions are included. Some responsibilities updated. Included a reference to TEQSA guidance note.	Compliance Manager and Academic Dean	07/07/2023
4.5	Replaced references to Program Director with Associate Dean (Education)	Compliance Manager	21/09/2021
4.4	<ul style="list-style-type: none"> Added references to National Code 2018 Modified student at risk definition. Added information about student support. Added the Academic Support Officer and Program Director Responsibilities. 	Acting Chair, Academic Quality and Integrity, Compliance Manager	07/01/2020
4.3	<ul style="list-style-type: none"> Modified for compliance to National Code 2018 	Academic Dean	06/04/2018
4.2	<ul style="list-style-type: none"> Added references to National Code 2018 Harmonised the layout with AAPoly's current template of policies and procedures 	Academic Dean, General Manager, Operations and Risk Management	23/12/2017
4.1	<ul style="list-style-type: none"> Changed the template to be consistent Added references to HESF2015 Updated organisational references Replaced "Department of Immigration and Citizenship" with "Department of Immigration and Border Protection" 	Head of Student Services, Quality Assurance Support Officer	01/03/2016

PURPOSE

This policy explains the principles that apply to identify Higher Education students at Academies Australasia Polytechnic (AAPoly) who may be at risk of unsatisfactory course progress and the principles that apply to provide the appropriate academic support for those identified, in line with regulatory requirements.

The National Code 2018 (Standard 6) requires AAPoly to offer reasonable support to overseas students, irrespective of their place or mode of study, at no additional cost to the overseas student and ensure there are sufficient staff, in addition to academic staff, to support and advise overseas students who request assistance.

The National Code 2018 (Standard 8) requires AAPoly to monitor students' course progress, to assist and support students to complete their course within the planned study period of their Confirmation of Enrolment.

The Higher Education Standards Framework (Threshold Standards) 2021 requires AAPoly to monitor and analyse student performance data. According to TEQSA, this is a key component of a provider's self-assurance processes.¹

POLICY STATEMENT

AAPoly recognises there will be students who do not progress satisfactorily in their studies due to foreseen and unforeseeable reasons. AAPoly will monitor students' course progress and is committed to ensuring that such students are identified in the early stages of their difficulties and given the appropriate academic support to assist them in completing their studies within the planned study period.

Should the student with intervention continue to be disengaged, or unable to achieve satisfactory course progress, procedures are in place to inform the student and report to the regulatory bodies regarding the consequences of unsatisfactory course progress.

SCOPE

This policy applies to all students and staff in Higher Education (HE) courses that AAPoly delivers.

DEFINITIONS

¹ TEQSA Guidance note: Monitoring and analysis of student performance. Available at <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-monitoring-and-analysis-student-performance>, sighted 03/07/2023

Students At Risk (SAR)	Student is considered “at risk” of not being successful in his/her course of study when the student does not attend classes or have less than 50% attendance rate by week 3. “At risk” measures the probability of the student failing to complete their course within the planned period of study at AAPoly.
Full study load	For a 3-year bachelor course, the full study load is 4 subjects per semester.
Planned period of study	The planned period of study for an international student is the period covered by the Confirmation of Enrolment registered at the Department of Home Affairs. For domestic students, the planned period of study is the typical duration of the course as defined by AAPoly.
Enrolment	The selection of specific subjects to be studied during a semester. Subjects enrolled will be shown on academic transcripts unless withdrawn without academic penalties as approved by the Academic Dean.
Satisfactory Academic Standing	A student should maintain a status of satisfactory academic standing in order to continue his or her course of study and to complete his/her studies within the planned period of study. At AAPoly, a “satisfactory” academic standing refers to the successful completion of at least 50% of the enrolled subjects within a semester.
Unsatisfactory Course Progress	A student is considered having unsatisfactory course progress if the student has failed more than 50% of the subjects (e.g. 3 out of 4 or 2 out of 3 subjects) in two consecutive semesters or the student is unable to complete his/her course of study within the time permitted.
Show Cause	It means when a student is making unsatisfactory progress in their studies, they are asked to provide justification why they should be allowed to retain a place in the course.
Probation	Period of supervision over the student to ensure compliance with the intervention strategies implemented.

POLICY GUIDELINES AND PRINCIPLES

1. To safeguard the academic quality of the course whilst assisting students to satisfactorily progress in their studies, procedures are in place to monitor the students' course progress and conduct early intervention.
2. Non-attendance or less than 50% class attendance rate is an indicator of the student being at risk of not achieving satisfactory course progress.
3. AAPoly provides at no additional cost a range of support services to all students, and for those students considered "at risk", specific and appropriate intervention strategies will be implemented.
4. It is the responsibility of the SAR to engage with the intervention strategies and work to achieve satisfactory course progress according to their student visa conditions.

RESPONSIBILITIES

- The **Academic Board (AB)** develops and maintains this policy, as well as communicates it to the Academic Dean. The AB also oversees its implementation.
- **The Academic Dean (AD)** is responsible for disseminating this Policy to all students and staff. The AD also assesses change of course applications.
- **Lecturers** are responsible for recording student class attendance and liaising with ASO about student's academic performance.
- **Associate Dean (Education)** is responsible for providing academic advice to students and implementing appropriate intervention strategies to students who are identified as "at risk". The Associate Dean (Education) updates records of outcomes of communication sessions and agreed intervention strategies in the Intervention/Academic Counselling form and Student record in Paradigm (AAPoly Student Management System). The Associate Dean (Education) also considers common academic problems as inputs for curriculum review or design, and provides reporting on academic interventions
- **Academic Support Officer (ASO)** generates the list of students at risk of unsatisfactory course progress and liaises with Students Services when issuing warning and ITR letters. Monitors students' attendance and performance placed in the intervention strategy program in liaison with Lecturers, Course and Program Coordinators, and keeps the Associate Dean (Education) updated with their progress.
- **Student Services (SS)** is responsible for issuing the warning and ITR letters to SAR in liaison with ASO.

FEEDBACK

Queries or feedback about this procedure should be directed to the AD through academicdean@aapoly.edu.au The AD will respond to the written question or feedback within two (2) weeks from the receipt unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register, which will form a part of quality assurance and continuous improvement of AAPoly.

REFERENCES

Source	Document Title
Internal	Student at Risk and Academic Support (HE) Procedure
External	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Providers of Education and Training to Overseas Students 2018
	TEQSA Guidance note: Monitoring and analysis of student performance.
	TEQSA Guidance Note: Academic Governance