
From: Annika Danielsson, Senior Director Student Experience and Management

Subject: Draft Revised Student Progress Policy and Procedures

Date: 13 September 2024

Draft Revised Student Progress Policy and Procedures

Purpose

To seek feedback from the Flinders University community on the draft revised Student Progress Policy and Procedures.

Background

The Student Progress Policy and Procedures outline the principles and process by which students are able to advance in their course of study at Flinders having met all academic requirements.

The Student Progress Policy and Procedures have been reviewed in the light of legislative changes made to the Higher Education Support Act in response to the Universities Accord Interim Report. The Student Progress Policy and Procedures are key instruments in the University's response to those legislative changes, alongside the new [Support for Students Policy](#) (SFS) introduced in January 2024.

A Review Working Group was convened in June with the first stage of the Student Progress Policy and Procedures Review consultation taking place between 1st – 19th July 2024. The consultation consisted of workshops, written submissions, meetings with individual stakeholders and a jotform survey distributed widely across the University. The consultation centred on the following themes:

- General principles
- What is working well within the current policy and procedures
- What is not working within the current policy and procedures
- What is missing from the current policy and procedures

Overall, feedback received from the consultation was that the policy and procedures as they stand are good and it is “doing its job”, and as such do not require significant change. It was noted broadly, however, that students are not engaging with the policy and that early intervention needs to be better defined and needs to be earlier. A recurring theme of the consultation was the need to provide a clear and transparent process through a flow chart that could show a student (and staff) where they are in the process.

Proposed Policy

This draft includes changes endorsed by the Working Group, including:

- Change in terminology from 'difficulty progressing' to 'not meeting academic requirements'
- Definition of Academic Progress in Purpose

- Alignment of General Principles with the Support for Students Policy
- Stepped process that includes Meeting Academic Requirements
- Removal of reference to inherent and professional requirements (captured in topic progression)
- Formal review detail moved to Procedures.

Proposed Procedures

Through the consultation process, it has been noted there is a discrepancy between the current policy and procedures wording, and how this is applied in practice relating to when a student is considered for Formal Review. Noting the feedback through the consultation process that the current progress process was too elongated, the draft revised policy retains the current criteria with the procedures updated to clarify application of the criteria and avoid any inconsistencies across Colleges.

Feedback

We invite feedback on the draft revised policy and procedures to be sent to policy@flinders.edu.au by close of business Friday, 27 September 2024.

Student Progress Policy

Table of Contents

1. Purpose
 2. Scope
 3. Policy statement
 - 3.1. General Principles
 - 3.2. Meeting Academic Requirements
 - 3.3. Not Meeting Academic Requirements – Early Identification
 - 3.4. Continuing to Not Meet Academic Requirements
 - 3.5. Formal Review of Progress
 - 3.6. Review and appeal of outcome
 - 3.7. Re-enrolment after preclusion
 - 3.8. Recordkeeping
 4. Authorities
 5. Supporting procedures
- Schedule 1–Preclusion Groups

1. Purpose

- a. Academic progress is the process by which students are able to advance in their course of study having met all academic requirements. [Handbook](#) outlines all course and topic academic requirements (also referred to as Course Rules), including course progression rules, learning outcomes and assessment requirements.
- b. This policy outlines the principles that will be applied by Flinders University in:
 - i. identifying, supporting and intervening when a student is not meeting the academic requirements of their enrolled course, and
 - ii. conducting a formal review of academic progress and making a determination about a student's ability to meet the academic requirements in their enrolled course.
- c. This policy forms part of the University's framework for student support and its compliance with the Higher Education Support Act (HESA) 2003 and the [Higher Education Amendment \(Support for Students Policy\) Guidelines 2023](#) as detailed in the [Support for Students Policy](#).

2. Scope

This policy applies to all students enrolled, or seeking to re-enrol, in a course(s) at the University, excluding Higher Degree by Research students whose progress is managed in accordance with the [Higher Degrees by Research Policy](#).

3. Policy statement

3.1. General Principles

- a. Flinders University aims to ensure that every student knows how they can advance in their course of study, that they are supported in this process, and how they can access support to progress in their studies.
- b. The University aims to support students' success in the completion of their studies by:

- i. providing clear, timely information regarding the actions required to meet the academic requirements of an enrolled course
 - ii. proactive early identification of students who are not meeting the academic requirements of their enrolled course
 - iii. providing supports and academic skill development opportunities that are personalised, impactful and student centred
 - iv. ensuring that processes designed to support students in meeting academic progress requirements are inclusive, equitable and empowering.
- c. The University will provide all students with information on the academic progress requirements, available supports and the financial implications of study prior to the census date in each teaching period.

3.2. Meeting Academic Requirements

A student is deemed to be meeting academic requirements when they meet the course and topic academic requirements specified in Handbook (the Course Rules) for their enrolled course, including course progression rules, learning outcomes and assessment requirements.

3.3. Not Meeting Academic Requirements – Early Identification

- a. A student will be identified as not meeting the academic requirements in their enrolled course if they experience one or more of the following:
 - i. fail a topic more than once
 - ii. fail 50% or more units of the total attempted units for the course
- b. Students identified as not meeting the academic requirements will firstly be contacted to offer support and provide them with resources to address the factors impacting their progress in accordance with the [Student Progress Procedures](#).

3.4. Continuing to Not Meet Academic Requirements

- a. A student will be identified as continuing to not meet academic requirements if:
 - i. they are not meeting academic requirements, as set out in 3.3.a above, for any two or more semesters during the period of their enrolled course, or
 - ii. they fail to meet the conditions of a restricted study plan or any related performance requirements.
- b. Students identified as continuing to not meet academic requirements will be initially evaluated in accordance with the [Student Progress Procedures](#) and may be subject to a formal review of their progress.

3.5. Formal Review of Progress

- a. A formal review of progress will be conducted by the relevant College Progress Committee as specified in the [Student Progress Procedures](#).
- b. The outcome of a formal review of progress will be one of the following:
 - i. the student is approved to remain enrolled according to their current study plan
 - ii. the student is approved to re-enrol on a restricted study plan, with or without a performance requirement

- iii. the student is required to defer re-enrolment for up to 12 months, with or without conditions of re-enrolment
 (note: to ensure compliance with the Educational Service for Overseas Students (ESOS) Act 2000 (Cth), the ESOS Regulations 2001 (Cth) and the National Code of Education and Training to Overseas Students 2018, this provision does not apply to onshore international students who are holders of a student visa)
- iv. the student is precluded from re-enrolling in the course and any course in the preclusion group set out in [Schedule 1](#) for up to five years, with or without conditions for re-enrolling
- v. the student's enrolment in the course is terminated and they are precluded from enrolling in any course in the preclusion group set out in [Schedule 1](#).
- vi. any other requirements or conditions determined by the College Progress Committee.
- c. Where it can be accommodated, the College Progress Committee may also recommend to the student that they transfer to an appropriate course to enable a pathway to completion.

3.6. Review and appeal of outcome

- a. A student who is dissatisfied with the outcome of a formal review of progress may request a review in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

3.7. Re-enrolment after preclusion

- a. A student may apply to re-enrol in a course from which they have been precluded after the expiry of the preclusion period and subject to any conditions stipulated, in accordance with the [Student Progress Procedures](#).
- b. If a student feels their circumstances have substantially changed, they may apply to have a preclusion lifted prior to the end of the preclusion period.
- c. If a course is changed or discontinued during the period of preclusion, arrangements will be put in place to ensure the student is able to complete the course, or a similar course, in accordance with the requirements of the [Award Courses Policy](#).

3.8. Recordkeeping

Full and accurate records of all student progress communications, student responses and outcomes will be kept in the Student Management System and on the student's file.

4. Authorities

Delegate	Authority
Deputy Vice-Chancellor (Students)	Approve the courses within a preclusion group specified in Schedule 1 , on the recommendation of the College Dean (Education).

5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Student Progress Procedures](#)

Approval Authority	Academic Senate
Responsible Officer	Senior Director, Student Experience and Management
Approval Date	
Effective Date	
Review Date*	
Last amended	Senior Director, Student Experience and Management, 5 December 2023
CM file number	CF11/344

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.

Schedule 1–Preclusion Groups

- a. A student whose enrolment in a course is terminated or who is precluded from re-enrolling in a course will be precluded from enrolling in all courses within the preclusion group for the same period.
- b. The preclusion groups by College are:
 - i. [College of Business, Government and Law](#)
 - ii. [College of Education, Psychology and Social Work](#)
 - iii. [College of Humanities, Arts and Social Sciences](#)
 - iv. [College of Medicine and Public Health](#)
 - v. [College of Nursing and Health Sciences](#)
 - vi. [College of Science and Engineering](#)

Student Progress Procedures

Table of Contents

1. Governing Policy
 2. Purpose
 3. Identifying a student's level of progress (Annex A)
 4. Meeting Academic Requirements – Early Identification (Annex B)
 5. Not Meeting Academic Requirements – Early Identification (Annex C)
 6. Continuing to Not Meet Academic Requirements – Initial Evaluation (Annex D)
 7. Formal Review of Progress (Annex E)
 - 7.1. Formal Review of Progress Process
 8. Re-enrolment after preclusion (Annex F)
 9. Re-enrolment prior to completion of preclusion period (Annex G)
 10. College Progress Committees
 11. Authorities
- Annex A – Identifying a student's level of progress
 Annex B – Meeting Academic Requirements – Early Identification
 Annex C – Not Meeting Academic Requirements – Early Identification
 Annex D – Continuing to Not Meet Academic Requirements – Initial Evaluation
 Annex E – Formal Review of Progress
 Annex F – Re-enrolment after preclusion
 Annex G – Re-enrolment prior to completion of preclusion period is complete

1. Governing Policy

[Student Progress Policy](#)

2. Purpose

- a. To specify the processes and responsibilities for identifying students not meeting academic requirements and reviewing their progress, as specified in the [Student Progress Policy](#).
- b. The Student Engagement and Success Unit will determine the timelines for student progress processes and will notify College SAS teams of the timelines prior to the end of each semester.

3. Identifying a student's level of progress (Annex A)

Student Engagement and Success Unit (SESU)	a. Prepare a report by College of all students who meet the criteria for not meeting academic requirements as set out in the Student Progress Policy . By exception, any student meeting academic requirements will not be listed in the report and no further action is needed.
College Student Administration Services (SAS)	b. Review the report from SESU and: <ol style="list-style-type: none"> i. include any student who is meeting academic requirements, but the College has identified would benefit from early identification communications, and ii. remove any students who meet the criteria for continuing to not meet academic requirements as set out in s.3.4 of the Student Progress Policy and to whom Procedure 6 applies.

4. Meeting Academic Requirements – Early Identification (Annex B)

<p>Student Engagement and Success Unit (SESU)</p>	<p>a. For students who are meeting academic requirements, but the College has identified would benefit from early identification communications, send an email and SMS to them with information on:</p> <ul style="list-style-type: none"> i. why they are receiving the communication ii. strongly encouraging them to meet with a Student Success and Wellbeing Advisor (SSWA) and how to book an appointment iii. how to order an unofficial Academic Record iv. how to look at and understand their results v. how to access counselling sessions vi. how to access other support services. <p>b. Add comment codes into the Student Management System (PRG_PREVENT) to indicate that the student has been sent the early identification communications.</p>
<p>Student</p>	<p>c. Respond to SESU communications as guided:</p> <ul style="list-style-type: none"> i. access support services ii. meet with a Student Success and Wellbeing Advisor iii. meet with the Course Coordinator.

5. Not Meeting Academic Requirements – Early Identification (Annex C)

<p>Student Engagement and Success Unit (SESU)</p>	<p>a. For students identified as not meeting academic requirements per s.3.3. of the Student Progress Policy, send an email and SMS to them with information on:</p> <ul style="list-style-type: none"> i. why they are receiving the communication ii. strongly encouraging them to meet with a Student Success and Wellbeing Advisor (SSWA) and how to book an appointment iii. how to order an unofficial Academic Record iv. how to look at and understand their results v. how to access counselling sessions vi. how to access other support services. <p>b. Notify the following areas of the students identified as not meeting academic requirements:</p> <ul style="list-style-type: none"> i. International Student Services ii. Yungkurrinithi iii. Flinders Living iv. Flinders Academy <p>c. Add comment codes to the Student Management System (PRGC_50 or PRGC_FT2) relevant to the criteria met by the student.</p>
--	--

Student	<p>d. Respond to SESU communications as guided:</p> <ul style="list-style-type: none"> i. access support services ii. meet with a Student Success and Wellbeing Advisor iii. meet with the Course Coordinator.
---------	---

6. Continuing to Not Meet Academic Requirements – Initial Evaluation (Annex D)

Student Engagement and Success Unit (SESU)	<p>a. Prepare a report by College of all students who meet the criteria for not meeting academic requirements as set out in the Student Progress Policy.</p>
College Student Administration Services (SAS)	<p>b. Review the report from SESU and identify those students who meet the criteria for continuing to not meet academic requirements as set out in s.3.4 of the Student Progress Policy.</p> <p>c. For students evaluated by the Dean (Education) or delegate as not needing formal review:</p> <ul style="list-style-type: none"> i. notify the student to that they have been identified as continuing to not meet academic requirements and the support services available to them ii. document in the Student Management System the outcome of the Dean (Education)'s evaluation and take any action as relevant. <p>d. For students evaluated by the Dean (Education) or delegate as needing formal review:</p> <ul style="list-style-type: none"> i. if the student has not previously received the early identification communications in accordance with Procedure 5, send the communications to them before initiating the formal review process. ii. if the student has already received the early identification communications, notify the student in writing that their progress will be formally reviewed.
Dean (Education) or delegate (who may only be the Teaching Program Director or Course Coordinator)	<p>e. Evaluate the students identified as continuing to not meet academic requirements to determine whether their progress is to be formally reviewed.</p> <p>The Dean (Education) or delegate may contact a student to gather, or seek to clarify, relevant information in order to make this determination.</p> <p>f. For students evaluated as not needing formal review, determine whether the student continues with their current study plan or measures, OR is required to put in place a new study plan or measures to address the reasons they're not meeting academic requirements.</p> <p>g. For students evaluated as needing formal review, inform College SAS to initiate the formal review process.</p>
Student	<p>h. Take action in accordance with the outcome determined by the Dean (Education) and respond to any communications as guided.</p>

7. Formal Review of Progress (Annex E)

- a. A student who is subject to a formal review of progress will be provided with the opportunity to submit a response and provide any relevant academic or personal information, including any plans to improve their progress towards the completion of their enrolled course.
- b. Information provided by the student will be treated by all parties with appropriate confidentiality and will only be used for the purpose of reviewing the student's ability to progress in their enrolled course in accordance with these procedures.
- c. In formulating their response, students may obtain assistance from a third party (e.g. the FUSA Student Assist service, advocacy groups, legal representatives, friends or family members); however, the response must be submitted in a student's own words and under their own name.
- d. A formal review of progress must take into consideration all relevant facts and information, including any relevant information provided by the student and must be handled in accordance with the principles of procedural fairness, namely:
 - i. the right to be treated fairly
 - ii. the right for an individual to be informed of the reasons their progress is being reviewed, the process that has commenced in relation to their progress, the possible outcomes of the review and any consequences of not responding
 - iii. the right to respond and have the response and any relevant information considered
 - iv. the right to not have irrelevant matters considered
 - v. the right to an unbiased decision-maker, and
 - vi. the right to review or appeal.

7.1. Formal Review of Progress Process (Annex E)

College Student Administration Services (SAS)

- a. Notify the students in writing that their ability to progress in their course will be formally reviewed by the relevant College Progress Committee. This includes:
 - i. the reasons for initiating the review
 - ii. the process and deadline for submitting a written response
 - iii. guidance on what information may be included in the response
 - iv. the support services available to the student
 - v. the possible outcomes and the consequences of not responding
 - vi. that academic advocacy is available to the student.
- b. Inform the relevant Course Coordinator (or delegate) of the students that are subject to a formal review.
- c. Record all communications from students, including no response, and collate for the College Progress Committee.
- d. After the College Progress Committee has made a determination, on behalf of the Dean (Education):
 - i. notify the student of the outcome of the formal review, as determined by the College Progress Committee
 - ii. notify any external regulatory or accrediting bodies of the termination of a student's enrolment, as applicable.

	e. Record the outcome into the Student Management System and manage enrolments in line with the College Progress Committee's decision.
Course Coordinator (or delegate)	f. Contact the student about their progress, and bring that information to the College Progress Committee for their consideration.
College Progress Committee	g. Meet and make a determination in accordance with s.3.5.b of the Student Progress Policy.
Student	<p>h. Provide College SAS with a written response, including any relevant academic or personal information.</p> <p>i. Take action in accordance with the outcome determined by the College Progress Committee.</p> <p>j. If dissatisfied with the outcome of the College Progress Committee, request a review in accordance with the Student Review and Appeal Policy and procedures.</p>

8. Re-enrolment after preclusion (Annex F)

Student	<p>a. If the student contract included conditions on re-enrolling, contact the College SAS team about re-enrolling at the conclusion of the preclusion period.</p> <p>b. If the student contract did not place any conditions on re-enrolling, the student can re-enrol in their topic(s) at the conclusion of the preclusion period.</p>
College Student Administration Services (SAS)	c. Inform the Student Engagement and Success Unit (SESU) of all students returning to studies after preclusion.
Student Engagement and Success Unit (SESU)	d. A Student Success and Wellbeing Advisor will contact any student returning after preclusion for support on their return to studies.

9. Re-enrolment prior to completion of preclusion period (Annex G)

Student	a. Apply in writing to the College Student Progress and Assessment Advisor (SPAA) team to request to have a preclusion lifted prior to the conclusion of the preclusion period including how their circumstances have changed and why they would now meet academic requirements.
College Student Administration Services (SAS)	<p>b. Collate and record the correspondence and submit to the College Progress Committee.</p> <p>c. On behalf of the Dean (Education), notify the student of the outcome of their application, as determined by the College Progress Committee.</p> <p>d. Inform the SESU of all students returning to studies after preclusion.</p>
College Progress Committee	e. Make a determination on the student's application to have a preclusion lifted prior to the end of the preclusion period, including stipulating any conditions for re-enrolling.

**Student Engagement
and Success Unit
(SESU)**

f. A Student Success and Wellbeing Advisor will contact any student returning after preclusion for support on their return to studies.

10. College Progress Committees

- a. Each College will have a College Progress Committee comprised of:
 - i. Dean (Education) or nominee (Chair)
 - ii. no less than two academic staff members from the College appointed by the College Vice President and Executive Dean
 - iii. no less than two student members from the College appointed by the College Vice-President and Executive Dean
 - iv. Other members, as determined by the Chair (e.g. SAS staff)
- b. If a member has a conflict of interest with a particular review, they must make it known to the Chair. An alternate member may be appointed if necessary to achieve quorum in accordance with 7.a.
- c. The quorum of the committee is 50%, which must include the Chair and at least one other academic staff member.

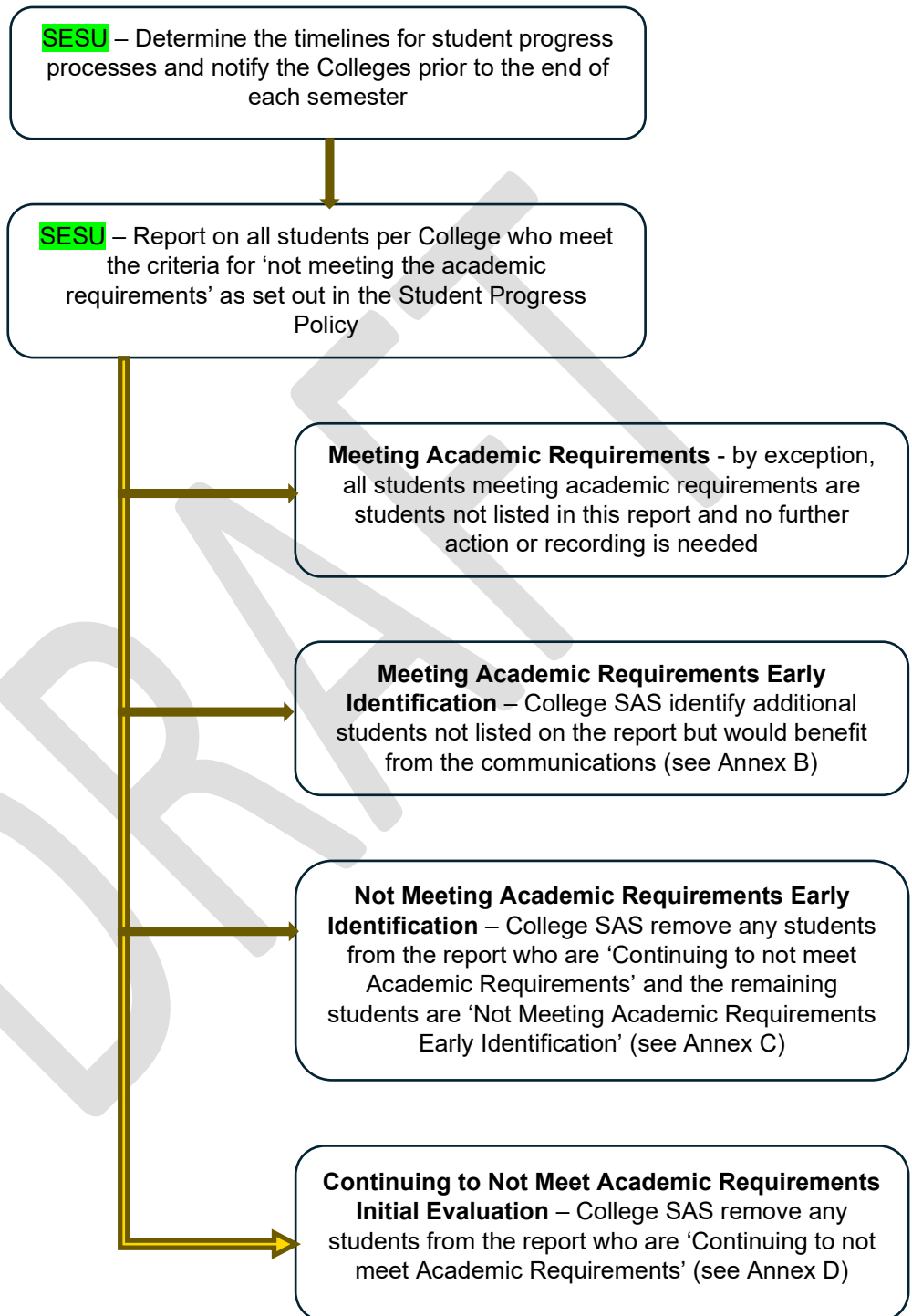
11. Authorities

Delegate	Authority
Director, Student Administration Services	a. Approve the templates and methodologies for formal notification and communication to students by College SAS.
Director, Student Life	b. Approve the templates and methodologies for formal notification and communication to students by SESU.
Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Life
Approval Date	
Effective Date	
Review Date*	
Last amended	
CM file number	

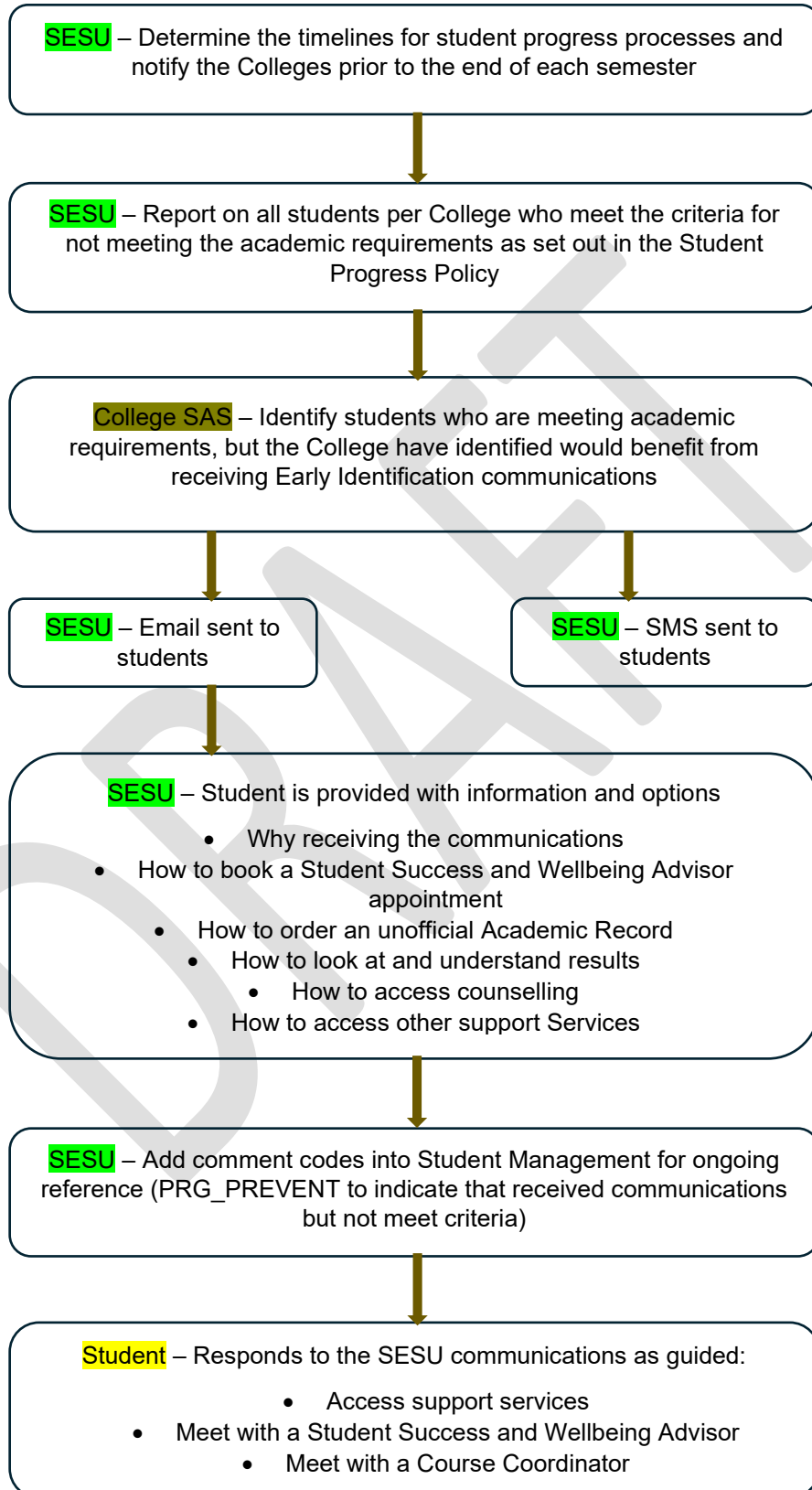
* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.

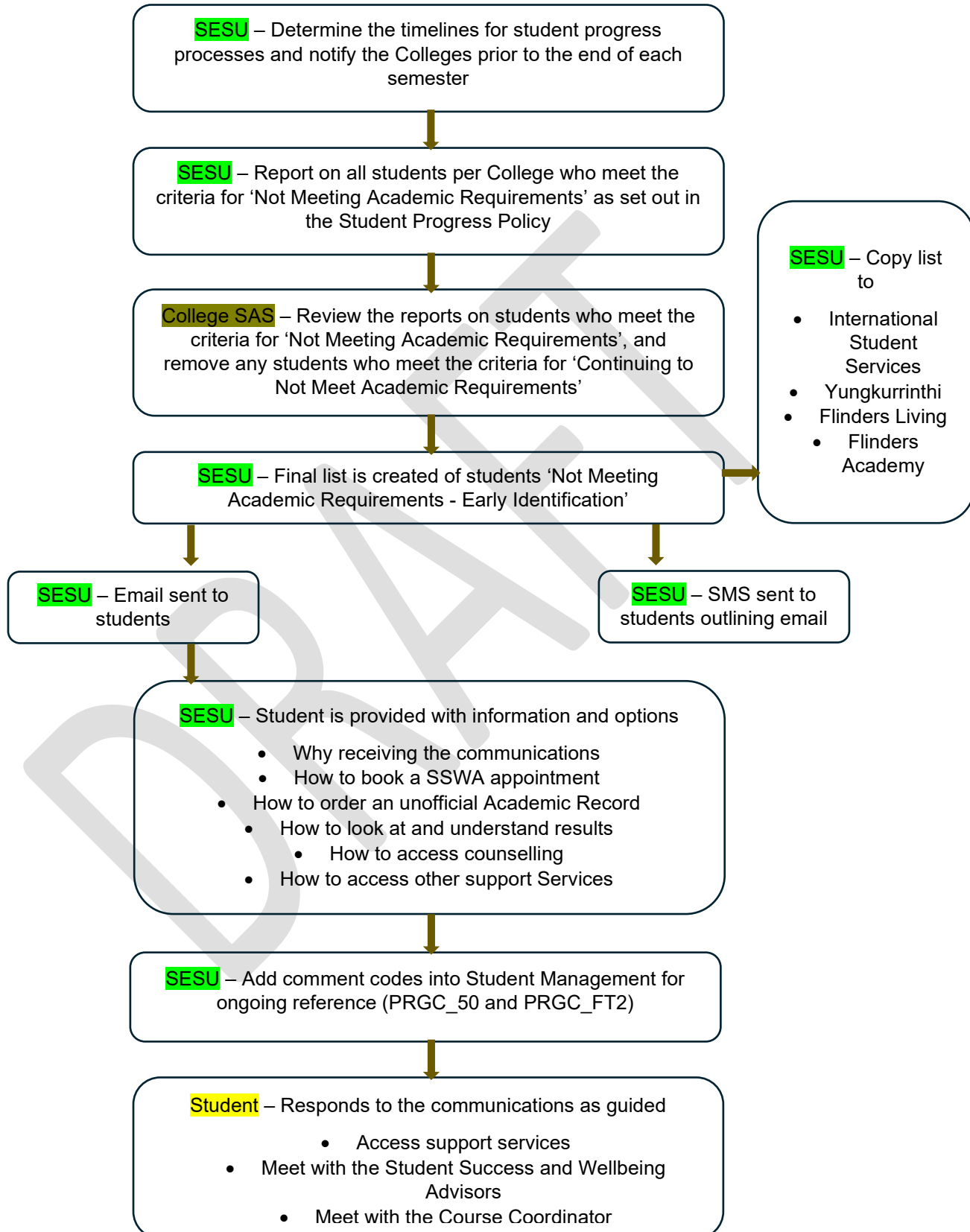
Annex A – Identifying a student’s level of progress



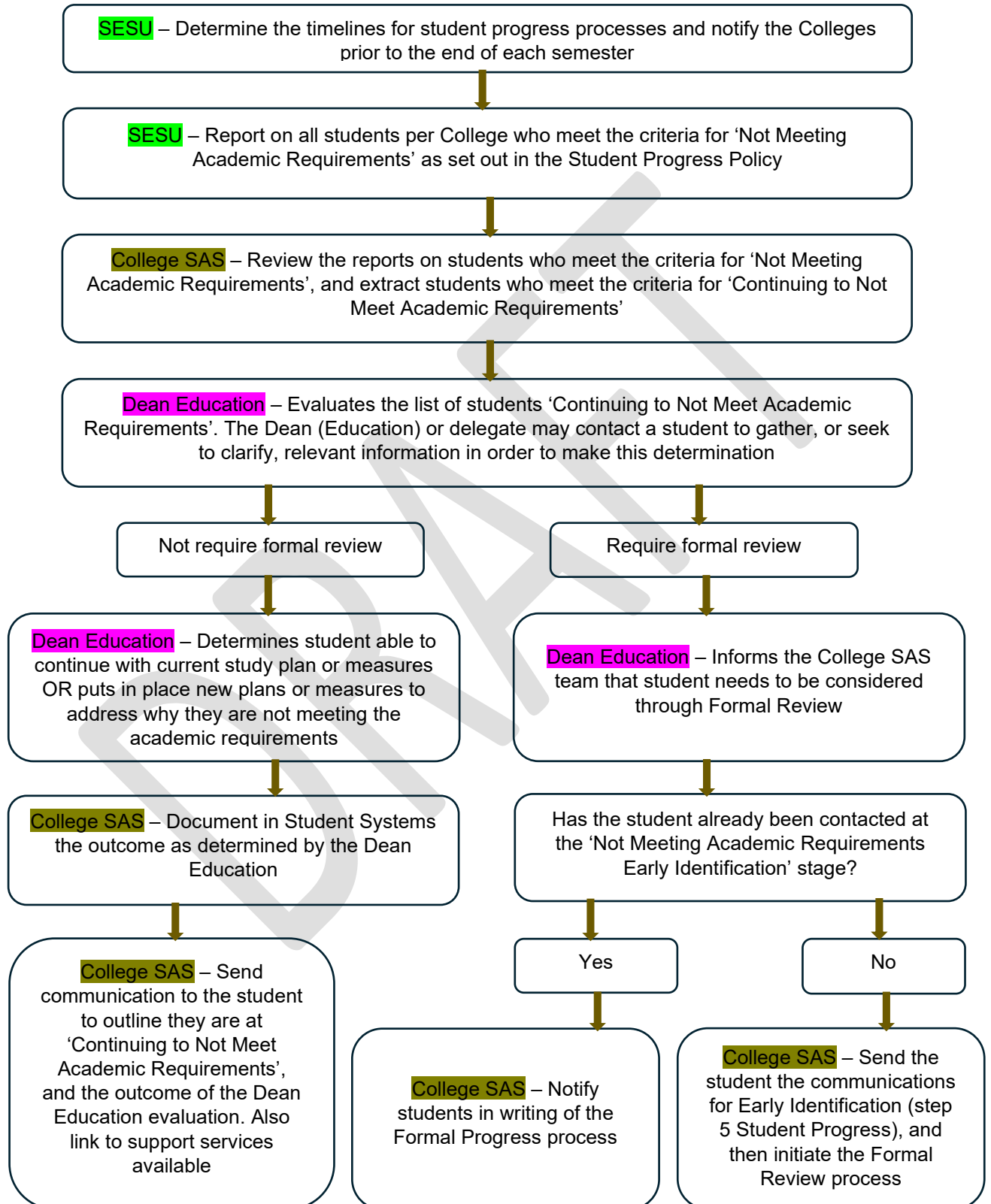
Annex B – Meeting Academic Requirements – Early Identification



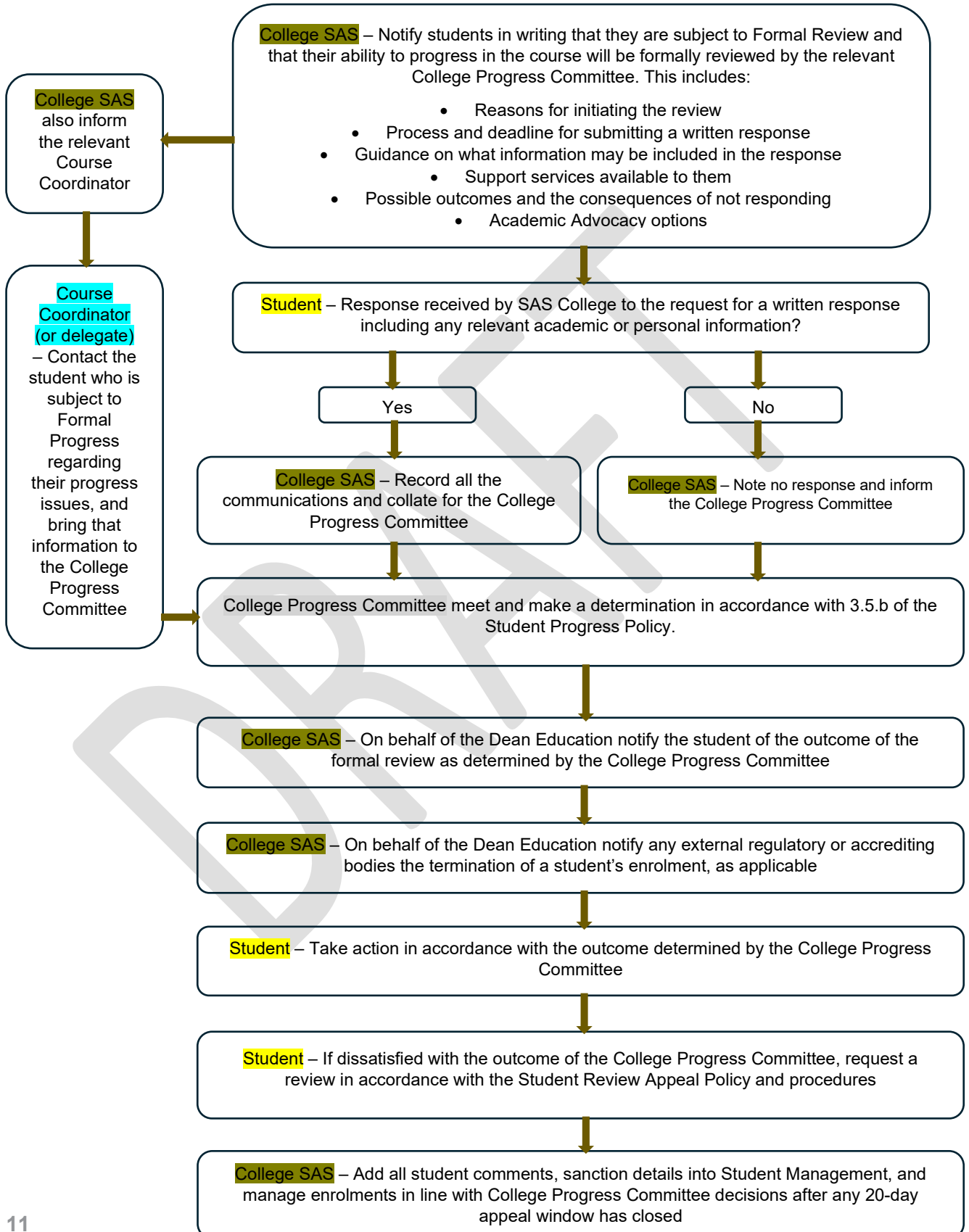
Annex C – Not Meeting Academic Requirements – Early Identification



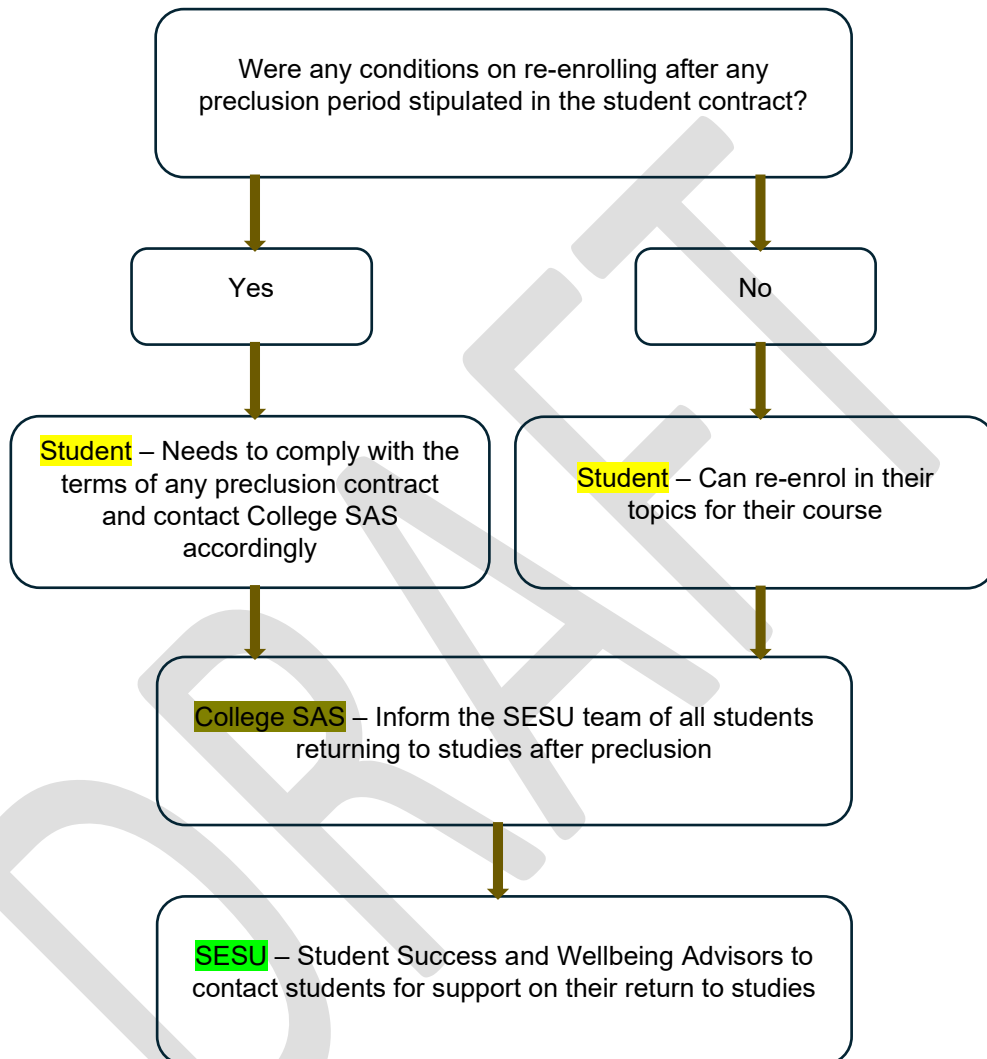
Annex D – Continuing to Not Meet Academic Requirements – Initial Evaluation



Annex E – Formal Review of Progress



Annex F – Re-enrolment after preclusion



Annex G – Re-enrolment prior to completion of preclusion period is complete