



Higher Education Student Progression Policy – Box Hill Institute Version 1.0

Authorised by:

Endorsed By:

1 Document Control

Version	Date	Amended by	Changes Made
1	(BQS Coordinator to insert)	Paula Bray	Initial document

2 Purpose

To prescribe the minimum standards expected of higher education students to ensure progression to graduation.

3 Scope

Applies to Box Hill Institute domestic and inbound international higher education students.

4 Policy Statement

Higher education applicants, students and staff will be advised of minimum standards for satisfactory progression in a course.

The Institute will actively monitor the participation and progress of all higher education students to ensure such standards are met.

The Institute will seek to identify students who are at risk of academic failure, and provide constructive feedback and learning support as appropriate.

5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

6 Definitions and Explanations

Term	Definition
Student 'at risk'	<p>Is when a student is identified of being at risk of failing a subject during the performance review in week 5 of each semester because of both:</p> <ul style="list-style-type: none">• attending less than 60% of classes of a subject/or participating in less than 60% of online activities in subjects that are delivered online, and• failing to submit the first assessment. <p>If a student attends less than 60% of classes the submission of the first assessment is not sufficient to avoid being identified as at risk; such a student would need to pass the first assessment.</p>
Unsatisfactory progress	<p>Is where:</p> <ul style="list-style-type: none">• a full time student fails 50% of subjects or more in any one semester, or 50% of subjects or more in any full academic year; this is applied pro-rata for part time students.

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	<ul style="list-style-type: none">• a student fails the same subject, on two successive occasions.
Conditional enrolment	Is where a student whose academic performance is deemed unsatisfactory at the end of a semester is enrolled with a reduced study load, which should not exceed 18 credit points per semester for full time students and 12 credit points per semester for part time students in the following semester.
Excluded from study	Is where a student is not allowed to continue their study in the course in which they are enrolled. The student has the right to appeal in line with the Student Grievance Policy and Procedure.
Multiple failures of subject	Is where a student who fails the same subject on two separate successive occasions. A student excluded from study under this clause has the right of appeal in line with the Student Grievance Policy and Procedure.
Progress review	<p>A progress review is held each semester at the end of week 5 and week 10. The first review looks at attendance and timely submission of the first assessment. The second review looks at compliance with minimum requirements.</p> <p>Minimum requirements are:</p> <ul style="list-style-type: none">• an attendance of more than 60% of classes• pass grade for first assessment• timely submission of assessment <p>The student must fail to meet at least two out of the three minimum requirements to be marked as at risk of failing the subject in the second progress review.</p>
Maximum Length of Enrolment	<p>A student who fails to complete a course within a reasonable timeframe will be excluded from the course.</p> <p>The Institute has defined a reasonable timeframe as follows:</p> <ul style="list-style-type: none">• The maximum length of enrolment in order to complete a course is considered to be one and a half times the minimum time required for a part time student to complete the course as outlined in the accreditation document of the course. <p>If a student fails to complete their course in the prescribed maximum time they will be excluded for a period of two years unless a variation to this time period is negotiated by an individual student with the School of Higher Education. A student excluded from study under this clause has the right of appeal to the Academic Appeals Committee.</p> <p>Periods of approved Leave of Absence are excluded from the length of time calculation.</p>

7 Related Policy and Procedures

The following procedures are linked below:

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Document: **Higher Education Progression Policy**
Box Hill Institute

Document No.: **ACA-AA-POL004**

Process Area: **Academic Affairs**



- Higher Education Student Progression Procedure
- Inbound International Student Monitoring Course Progression Policy and Procedure
- Student Grievance Policy and Procedure

8 Related Operating Guidelines

Nil

9 Related Forms

Nil

10 Related Legislation and Registration

10.1 Box Hill Institute Group

- Inbound International Student Monitoring Course Progression Policy
- Student Grievance Policy

10.2 External

Nil

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Approval Body

The CEO is the approval body.

Owner	Author
Executive Director, Academic Affairs	Manager Higher Education and Learning Partnerships

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