
Academic Progress

Policy

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Issue Date:	Issue History:
August 2014	Initial release (V1.0)
September 2015	Reviewed
November 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

1. Policy Title	Academic Progress
2. Purpose	Cambridge International College states that there is a direct relationship between the successful completion of assessment tasks, competency achievement with attendance and active class participation. Therefore in order to ensure satisfactory student course progress the College will record and monitor course progress in each Unit of Competency for which the student is enrolled. Course progress will be assessed at the end of term (the study period). A term is nine weeks. For a student to be making satisfactory course progress, a student will be required to achieve competency in at least 50% of the units of study attempted in any study period.
3. Policy Statement	<p>This Policy establishes principles and processes to ensure compliance for international students studying at Cambridge International College (CIC) with the requirements of the Education Services for Overseas Students Act 2000 and Standards 9 and 10 of the National Code. It seeks to ensure that international students complete their studies within the expected duration specified in their eCoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress.</p> <p>The College has attendance and progress policies to which prospective students are directed to in the Conditions of Enrolment of the Letter of Offer which is attached to the Application form. This policy will also be continuously available to students via the policies on the college's website, the student Pre-Enrolment handbook on the website, the Welcome handbook and Orientation, and through continuous orientation and class induction procedures.</p>
4. Related Policy and Procedures	Academic Integrity Policy Student Support Policy Complaints and appeals Policy and Procedure Completion within the expected duration of study Policy Recording, monitoring and reporting attendance Policy and Procedure
5. Related Forms	Early Intervention Strategy Communication [Letter/email] Stage 1 Intervention Contract Stage 2 Intervention Contract
6. Policy Owner and Delegated Authority	Director of Studies – Melbourne, Perth Director of VET Education Academic Coordinator
7. Approved by	CEO VET Education Director
8. Approved Date	August 2014
9. Definitions	
Compassionate or Compelling – Compassionate or Compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or	

wellbeing. These can include but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend class;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;
- a traumatic experience which could include involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime; or
- where a registered provider is unable to offer a pre-requisite unit; or
- the student has failed occasional units throughout a course without warranting activation of an intervention strategy.