

1. Purpose

This Policy details the rules for meeting course progression requirements at Australian School of Accounting (ASA), addresses students who are at risk of not progressing in their programs on the basis of their academic performance and outlines the process and defines the grounds for exclusion on the basis of a lack of satisfactory course progress.

This Policy has been developed to express and affirm ASA’s commitment to providing a supportive learning environment which optimises the potential for students to succeed in their studies.

2. Principles

This Policy is informed by the following principles:

1. That in order to be successful in their course enrolment, students need to be able to demonstrate the level of understanding, knowledge and skill expected by the level of academic achievement suitable to the level of the qualification;
2. That decisions related to academic progression, exclusion and graduation are fair and based on consistent and transparent processes;
3. That requirements as to what constitutes satisfactory performance are clearly defined and published; and
4. That there are clear procedures for identifying and monitoring student progression.

3. Scope

This Policy applies to all students of ASA.

4. Definitions

Term	Definition
At Risk	Students are deemed to be ‘at risk’ when they have not maintained satisfactory academic progress.
Exclusion	Suspension of a student’s enrolment for a specified time period.
Graduation	The formal conferring of an award qualification following successful completion of a course.
Intervention	A process or set of responses which occur when a student is identified as being ‘at risk’.
Satisfactory Progress	The minimum level of progress required to maintain academic standards in a course.
Study Period	A discrete period of study, in this case a Quadmester.

5. Policy

5.1 Progression Rules

The following academic progression rules are provided to facilitate the progression of students studying at ASA.

5.1.1 Years to Complete

In the interests of ensuring the currency of knowledge and skills of its qualifications, ASA stipulates the following maximum years to complete a course of study. The period of candidature is calculated from the date study commences.

Bachelor's degree Course: three (3) years full-time study.

Bachelor's degree Course: six (6) years part time study.

Associate Degree Course: two (2) years full-time study.

Associate Degree Course: four (4) years part-time study.

Diploma Course: one (1) years full-time study.

Diploma Course: two (2) years part-time study.

Note that these timeframes do not take into account visa restrictions. International students must complete their course within the time indicated on the Confirmation of Enrolment (CoE), and in accordance with any visa restrictions.

5.1.2 Satisfactory Course Progress

All students are required to meet minimum academic standards in order to make satisfactory course progression. Students will be deemed to have failed to meet minimum academic standards in a course if they:

1. fail a particular unit of study more than once; or
2. fail 50% of the units of study attempted in a study period; or
3. fail to enrol after an approved study break.

The Academic Dean monitors the academic performance of students against the minimum academic standards at the conclusion of each study period.

5.1.3 Identifying students at risk

1. All international students are required to make satisfactory course progress as a condition of their visa and in accordance with the National Code of Practice 2018.

2. The process for monitoring and recording course progress for the international student is outlined in detail in the *Student Progression and Student at Risk Procedure* and in the *International Student Intervention Policy* and *International Student Intervention Procedure*

5.2 Leave of Absence

Students are only permitted a leave of absence during a program through formal agreement with ASA on the grounds of compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes).

Leave of absence will normally only be granted for a maximum of two (2) quadesters.

5.3 Satisfactory Progress and Graduation

Students who have made satisfactory progress and successfully completed all course requirements will be recommended as eligible for conferral of the award of a prescribed qualification. The Academic Board has the authority for final approval of students who are eligible to graduate.

5.4 Appeals

Students may lodge an appeal against any decision made under this Policy and Procedure. Appeals must be made as prescribed in the appeals process outlined in the *Student Grievance Handling and Resolution Policy and Procedure*.

6. Specific Related Documents

International Student Intervention Policy
International Student Intervention Procedure
Student Progression and Student at Risk Procedure
Student Support Framework
Student Grievance Handling and Resolution Policy
Student Grievance Handling and Resolution Procedure

7. Relevant Legislation

Higher Education Standards Framework 2021
National Code of Practice for Providers of Education and Training to Overseas Students 2018
ESOS Act 2000

8. Version control

Document		Student Progression and Student at Risk Policy			
Approved by		Academic Board		Date: 22 December 2021	
				Next review date	
Version #	4.0	Replaces Version #	3.1-3.2	Academic Board approval	
	3.1-3.2		3.0	Minor updates	
	3.0		2.5	Academic Board approval	
	2.5		2.0-2.4	Update new course accreditation	
	2.0		1.3	Academic Board review due Next review	2024
	1.3			Style review	
	1.2		1.1	Project Manager review	
	1.1		1.0	Project Manager review Next review	2020
	1.1		1.0	Styling	
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	2019