Policy Document Administrator	**University Registrar** (02) 9262 7890
Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	March 2029
Superseded documents	*Progression & Intervention Policy* *Course Progress and Completion Within Expected Duration of Study Policy for Overseas Students*
Related documents	*Unit Enrolment and Results Policy* *Grievance Resolution Policy – Students* *Support for Students Policy*
Related HE Standards	1.3.3, 1.3.4, 3.1.3
Related National Code Standards	

1. PURPOSE

To outline student progress expectations in coursework awards, and outline intervention strategies that AUT will put in place where students are deemed to not be maintaining satisfactory course progress.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all students enrolled in coursework awards of the AUT.

4. POLICY STATEMENT

The **Australian University of Theology** is committed to exercising a duty of care towards students by reviewing each student's course progress at the conclusion of each enrolled study period and intervening where a student is not maintaining satisfactory course progress.

5. POLICY APPLICATION

Satisfactory course progress

5.1 The AUT seeks to ensure that all students enrolled in an AUT course are maintaining satisfactory course progress. In accordance with the Higher Education Support Act (2003), satisfactory course progress is determined as students who successfully complete at least 50% of units of study undertaken.

5.2 At the conclusion of each **enrolled study period**, the AUT Registrar will determine the course progress of each student from the recent enrolment period. Students who have successfully completed at least 50% of units undertaken are deemed to be maintaining satisfactory

course progress. Students who have successfully completed less than 50% of units undertaken are deemed to be maintaining unsatisfactory course progress for that enrolment period, and the following intervention strategies are put in place:

- If the **student** was deemed to have made satisfactory course progress in their previous enrolment period, but then successfully completes less than 50% of units in their current enrolment period, the student will be placed on conditional enrolment.
- If the student was already on conditional enrolment in their previous enrolment period and then successfully completes less than 50% of units in their current enrolment period, the student will be subject to mandatory exclusion.

5.3 Course progress will be recorded by AUT on a student's course profile in the Student Management System.

5.4 If a student is placed on conditional enrolment, the **AUT Registrar** or nominee will notify the student in writing and copy the student's home college on the notification.

5.5 Conditional enrolment will require that prior to admission to any further units of study, the student will need to meet with their home college Registrar or Academic Dean in order to identify the issues which led to the student being in the position of conditional enrolment, and what steps have been put in place to avoid unsatisfactory course progress in the future.

5.6 The Registrar or Academic Dean is required to put in place appropriate enrolment conditions which relate to the identified issues. Examples of enrolment conditions include (but are not limited to):

- limiting the enrolment load of a student
- restricting the delivery mode of units that the student may enrol in
- requiring that the student undergo academic support training provided by the **Affiliated College**
- requiring that the student meet regularly with a **tutor** or course adviser
- requiring that the student participate in an English support program
- requiring that the student submit all **assessments** on time.

Failure to meet set enrolment conditions may result in the cancellation of a student's enrolment.

5.7 The Registrar is required to report to the AUT Registrar the proposed enrolment conditions set for every student who is placed on conditional enrolment prior to accepting any further enrolments for the student. If unit enrolments are already added or commenced for a student placed on conditional enrolment but the **census date** has not yet passed for those units, the AUT Registrar may cancel or put on hold the enrolments until appropriate enrolment conditions are set.

Exclusion

5.8 If a student is to undergo mandatory exclusion, the AUT Registrar will notify the student in writing, and copy the student's **home college** on the notification. The notice of exclusion will contain students' rights of internal and external appeal, as well as refer students to the **Grievance Resolution** Policy for Domestic Students or Grievance Resolution Policy for Overseas Students, whichever is relevant to the student.

5.9 Students who undergo mandatory exclusion may apply in writing to the AUT Registrar to appeal the exclusion. If granted, the student can continue to enrol under enrolment conditions set by the AUT Registrar.

5.10 Students who are to undergo mandatory exclusion will have their enrolment in their current course cancelled.

5.11 Students who reach exclusion will, in addition to being excluded from the **course**, face a separate mandatory exclusion period of twelve (12) months, during which they are not permitted to undertake any units of study in any AUT course at any Affiliated College.

Application for Re-admission to an AUT course

5.12 After the conclusion of the twelve (12) month exclusion period, students on exclusion may apply for admission into either their previous or a new course. This admission will be treated as a new application in either case. Entry is not guaranteed. Students must apply in writing to the AUT Registrar, and identify the issues which led to them being in the position of exclusion, and what steps have been put in place to avoid unsatisfactory course progress in the future.

5.13 The AUT Registrar will assess the student's application for entry into a course based on the information provided. *The Higher Education Support Act (2003)* requires that the student demonstrate academic suitability for admission to the course, even if previously enrolled in that course.

Overseas Students Course Progress

5.14 In addition to the above policy requirements, **overseas students** must at all times be in a position to complete their course in the timeframe as specified in their **Confirmation of Enrolment (CoE**) in order to be deemed to be maintaining satisfactory course progress. There is an enrolment limit of sixty (60) **credit points** per semester in all awards. This means that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of twenty (20) credit points per semester, the student will be deemed to no longer be maintaining satisfactory course progress. When this occurs the AUT is required to take action against the student under the ***ESOS Act***, which may result in the cancellation of the student's CoE, notification of this to the Australian Government Department of Home Affairs, and subsequent cancellation of the student's Australian student visa. The process for this is that AUT will notify the student of the intention to report the student for unsatisfactory course progress, informing the student of the reasons, and outlines students' right to access appeals processes within 20 working days. If the overseas student appeals but is unsuccessful in appeal, or does not access the internal appeals process within the 20 working day period, or has chosen not to access the external

complaints and appeals process or withdraws from the internal or external appeals processes by notifying AUT in writing, AUT will then report the student's unsatisfactory course progress in PRISMS.

5.15 Overseas students may enrol in no more than 25 percent of the total course by **off-campus units**. In each primary enrolment period of "semester 1" (census dates 1 Jan to 30 June) and "semester 2" (census dates 1 July to 31 December), overseas students must be studying at least one (1) unit that is not in off-campus mode.

5.16 Overseas students are strongly encouraged to study a normal full-time load (48 credit points) per 6 month primary enrolment period. However, a student may seek permission to enrol in less than a full-time load in any enrolment period if one or more of the following apply:

- there are compassionate or compelling reasons for reducing the load
- the reduced load is part of a formal intervention strategy related to this policy
- the student has undertaken, or plans to undertake, additional units in another enrolment period to maintain satisfactory progress to complete the course in the timeframe of the CoE
- the number of units a student has left to complete in order to complete the requirements of the enrolled course do not constitute a full-time load
- units appropriate to a student's course are not available in that study period at the student's home college or by a reasonable alternative arrangement (including units at another Affiliated College in attendance mode or in off-campus delivery mode).

5.17 To determine overseas students who are at risk of unsatisfactory course progress, at the end of each enrolment period, the AUT's Overseas Student Liaison Officer will review the performance of each overseas student. In addition, at the commencement of each enrolment period, the Overseas Student Liaison Officer will review the enrolment applications from each overseas student, to ensure that the unit selections of overseas students are appropriate to the student's course to maintain satisfactory course progress. This review will consider the student's intended enrolment load, study mode, course unit requirements, and student past academic performance, with a view to the likelihood of successful completion of the intended units of study.

If the student is at risk of unsatisfactory course progress, the Overseas Student Liaison Officer, together with the AUT Registrar, will intervene to provide targeted support where it is indicated from the above measures that the overseas student may be at risk of future unsatisfactory course progress.

6. RELATED DOCUMENTS AND LEGISLATION

Education Services for Overseas Students Act 2000 (ESOS Act)

Higher Education Support Act 2003

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Higher Education Standards Framework (Threshold Standards) 2021

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	19 October 2018	1 January 2019	Policy created
2	Academic Board	8 March 2019	8 March 2019	Updating definition of Enrolment Period specifically for this policy
3	Academic Board	18 October 2019	18 October 2019	Update definition of units undertaken to exclude students where the enrolment status is withdrawn after census date without academic penalty.
4	Academic Board	31 October 2019	31 October 2019	Include reference to process for identifying overseas students who are at risk of unsatisfactory course progress; Include reference to process for recording course progress; Include reference to process for reporting overseas students on PRISMS for unsatisfactory course progress.
5	Academic Board	22 October 2021	22 October 2021	Policy review; Enable AUT Registrar to cancel or put on hold unit enrolments until appropriate enrolment conditions are set.
6	Academic Board	4 August 2023	4 August 2023	Policy review; minor editorial updates for clarification.
7	Vice-Chancellor	February 2025	February 2025	Update to new document template; minor editorial updates to implement University status.
8	Academic Board	October 2025	October 2025	Policy review; minor editorial updates for clarification.

9	Academic Board	March 2026	March 2026	Policy review, clarification on specific scenarios for the reporting of unsatisfactory course progress of overseas students

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