

SYDNEY FILM SCHOOL

STUDENT SATISFACTORY COURSE PROGRESSION POLICY AND PROCEDURE

1. Background

The National Code¹ is designed to support the integrity of the Australian Government's migration laws by requiring International Students to complete their course within its expected duration. Student visas include a condition that requires the student to progress through their course satisfactorily.

It is also a requirement that each International Student's course progress is systematically monitored and where students are at risk of failing to meet course progress requirements, that they are counselled and offered additional support to complete their studies.

Where an International Student continues to breach the course progress requirements they will be notified of the intention to terminate their enrolment and report them under section 19 of the ESOS² Act so that they have an opportunity to appeal the decision.

This policy also applies to Local Students. The aim of the policy is the early identification of students who may be at risk of not receiving their qualifications because of unsatisfactory course progress, so that an intervention strategy can be put in place.

2. Completion within expected duration.

In compliance with National Code Standard 9, the Registrar monitors the progress of each Student to ensure that they are in a position to complete their course within the expected course duration as specified on the student's eCoE (for International Students) or within the expected timeframe for Local Students. The Registrar will review the records of each enrolled Student during each term of study and make an assessment of whether the student is in a position to complete their course in the expected duration.

Where a student is assessed as being in a position where they may not complete their course in the expected duration the Registrar will deem that student as being "at risk".

The Registrar will contact each Student who is deemed to be "at risk" and arrange an appointment for an academic counselling session to be held as specified at Section 5. below.

¹ Refers to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

² Refers to the Commonwealth Education Services for Overseas Students Act 2000

3. Monitoring course progress

3.1 Course progress requirements

-Students are required to maintain satisfactory course progress. Students do not meet Sydney Film School's course progress requirements if they:

- fail a particular assessment more than once; or
- do not achieve sufficient competencies to be on track to achieve the minimum number of competencies needed for the qualification, by the end of their studies (at least 50% or more of the assessments attempted in a term of study.)

3.2 Satisfactory course progress

In compliance with National Code Standard 10 the Registrar will monitor the course progress of each student. Where a student has failed to meet the course progress requirements (as outlined above) the Registrar will deem that student as being "at risk".

The Registrar will contact each Student who is deemed to be "at risk" and arrange an appointment for an academic counselling session to be held as specified at Section 5. below.

4. Students deemed "at risk" during a term of study

Attendance and assessment results are recorded and monitored throughout the semester by the Registrar. Where it becomes apparent that a student is "at risk" of not meeting satisfactory course progress prior to the end of a term of study the Registrar may recommend to the Head of Teaching that an intervention strategy be imposed during the term of study.

5. Intervention strategy for students deemed "at risk"

The Registrar will contact each Student who is deemed to be "at risk" in writing and arrange an appointment for an academic counselling session to be held within two weeks of that determination with the course Co-ordinator

During the academic counselling session the Registrar, Course Co-ordinator and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- attending academic skills programmes;
- attending special study groups;
- attending at least a specified number of scheduled classes during a specified period of time;
- receiving individual case management;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring; or
- a combination of the above.

During the academic counselling session the student will also be advised:

- on the suitability of the course in which they are enrolled;
- of opportunities to demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency;
- for International Students: of the possibility that conditions may be placed on their enrolment and that continued unsatisfactory course progress in two consecutive terms of study could lead to their enrolment being terminated, resulting in a report to DIAC³ which may result in the cancellation of their student visa;
- for Local Students: of the possibility that continued unsatisfactory course progress in two consecutive terms of study could lead to their enrolment being terminated.

A record of the academic counselling session and any additional support to be provided will be documented and signed by the Registrar, Course Co-ordinator and the student and placed on the student's file.

6. Continuing failure to meet course progress requirements

If after an intervention strategy has been put in place, a Student fails to meet the course progress requirements in a second consecutive term of study, the Registrar will advise the student in writing of the intention to report the student for not achieving satisfactory course progress (refer sample letter attached). The student will also be advised that they have a right to appeal the decision within 20 working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within 20 working days, the student's enrolment will be formally terminated and the PRISMS Reporting Officer will report the student to DEEWR⁴ via PRISMS. The student will be provided with a copy of the Section 20 notice generated by PRISMS.

If after an intervention strategy has been put in place, a Local Student fails to meet the course progress requirements in a second consecutive Unit of Study, the Registrar will advise the student in writing of the intention to terminate their enrollment. The student will also be advised that they have a right to appeal the decision within 20 working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within 20 working days, the student's enrolment will be formally terminated. If this is before the Census Date for the Unit of Study, they will not be required to pay the fee for that Unit of Study. If it is after the Census Date, their fee will only be refunded on written request and for compassionate or compelling reasons.

³ Refers to the Commonwealth Department of Immigration and Citizenship

⁴ Refers to the Commonwealth Department of Education, Employment and Workplace Relations

7. Extension of course duration

It is acknowledged that Students may not always be able to complete their course in the standard duration; therefore there is some flexibility to allow for extensions in a limited range of circumstances.

The duration of an International student's study may only be extended where it is clear that the student will not complete the course within the expected duration, as specified on the student's eCoE, as the result of:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- implementing an intervention strategy for students who were at risk of not meeting satisfactory course progress and it is not possible to complete the intervention strategy within the expected duration, or
- an approved deferment or suspension of study has been granted.

Where there is a variation in the student's load which may affect the student's expected duration of study this variation and the reasons for it must be recorded on the student's file. The PRISMS Reporting Officer will report the student via PRISMS and/or issue a new eCOE when the student can only account for the variation/s by extending their expected duration of study.

The duration of a Local Student's study may only be extended where the student has used their best endeavours to complete their course in the expected duration but as a result of circumstances listed below, they have not been able to:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- implementing an intervention strategy for students who were at risk of not meeting satisfactory course progress and it is not possible to complete the intervention strategy within the expected duration, or
- an approved deferment or suspension of study has been granted.

8. Publication

Students are advised of this policy prior to enrolment through publication on the School's website (www.sydneyfilmschool.com).

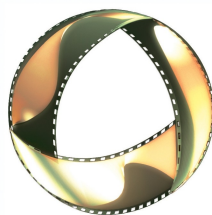
9. Version control

Document: Student Satisfactory Course Progression Policy and Procedure		
Approved by: Management Committee	Version #: 2	Date: 9 July 2009
Approved by: Management Committee	Version #: 3	Date: 11 April 2011

10. Related documentation

- Sample letters to advise students who have not met satisfactory course progress requirements

Sample letter to advise International students who have not met satisfactory course progress requirements.



SYDNEY FILM SCHOOL

[Date]

[Student name]

[Address]

Notice of intention to terminate your enrolment for unsatisfactory course progress

Dear [Student name]

Your enrolment in [course name] commenced on [course commencement date]. During the orientation programme, you were informed of the student visa condition relating to course progress. You were also informed of the *Student Satisfactory Course Progression Policy and Procedure* that relates to your study at Sydney Film School ("the School").

You were first identified as making unsatisfactory course progress on [date of identification] and following academic counselling on [date] you were provided with additional support to assist you to meet the course progress requirements. During the academic counselling you were advised that continued unsatisfactory course progress could lead to your enrolment being terminated resulting in a report to Department of Immigration and Citizenship (DIAC) which in turn may result in the cancellation of your student visa.

You are advised that due to continued unsatisfactory academic progress your enrolment will be terminated. I must now inform you of the School's intention to report you to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS for unsatisfactory course progress.

If you think there are reasons why your enrolment should not be terminated and you should not be reported, you may appeal against this decision if you believe one or more of the following has occurred:

- The School has not recorded or calculated your assessment results correctly.
- There are compassionate or compelling reasons which have contributed to your unsatisfactory progress.
- You do not believe that the additional support provided was adequate.
- You believe that the School's published policies have not been implemented correctly.

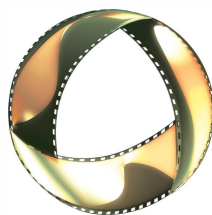
You have 20 working days from the date of this letter to make your appeal through the School's grievance handling procedures as outlined in the *Student Handbook*. During this time, (and if you choose to make an appeal, while your appeal is being considered) you may continue to attend classes and work towards completing your course requirements.

If you wish to discuss this matter further, please make an appointment with me. You can bring a support person with you to this meeting if you wish.

Yours sincerely,

Marta Maia
Student Registrar

Sample letter to advise Local students who have not met satisfactory course progress requirements.



SYDNEY FILM SCHOOL

[Date]
[Student name]
[Address]

Notice of intention to terminate your enrolment for unsatisfactory course progress

Dear [Student name]

Your enrolment in [course name] commenced on [course commencement date]. During the orientation programme, you were informed of the student visa condition relating to course progress. You were also informed of the *Student Satisfactory Course Progression Policy and Procedure* that relates to your study at Sydney Film School ("the School").

You were first identified as making unsatisfactory course progress on [date of identification] and following academic counselling on [date] you were provided with additional support to assist you to meet the course progress requirements. During the academic counselling you were advised that continued unsatisfactory course progress could lead to your enrolment being terminated.

You are advised that due to continued unsatisfactory academic progress your enrolment will be terminated.

If you think there are reasons why your enrolment should not be terminated, you may appeal against this decision if you believe one or more of the following has occurred:

- The School has not recorded or calculated your assessment results correctly.
- There are compassionate or compelling reasons which have contributed to your unsatisfactory progress.
- You do not believe that the additional support provided was adequate.
- You believe that the School's published policies have not been implemented correctly.

You have 20 working days from the date of this letter to make your appeal through the School's grievance handling procedures as outlined in the *Student Handbook*. During this time, (and if you choose to make an appeal, while your appeal is being considered) you may continue to attend classes and work towards completing your course requirements.

If you wish to discuss this matter further, please make an appointment with me. You can bring a support person with you to this meeting if you wish.

Yours sincerely,

Marta Maia
Student Registrar