



## INTERNATIONAL STUDENT COURSE PROGRESS POLICY

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Overseas students are required to meet and maintain satisfactory course attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Monitoring Course Progress

- a) Villanova College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period / semester of enrolment according to Villanova College's course assessment requirements.
- c) Students who have begun part way through a study period / semester will be assessed according to Villanova College's course assessment requirements after completing one full study semester.
- d) Students must demonstrate academic outcomes each semester that allow them to remain on track for progress to the next year level.
- e) To demonstrate satisfactory course progress for **Years 5**, students must demonstrate a minimum overall achievement of C grade in English and Mathematics as well as academic outcomes each semester that allow them to remain on track for progression to next year level.

To demonstrate satisfactory course progress for **Years 6**, students must demonstrate a minimum overall achievement of C grade in English and Mathematics with no more than three other subjects studied below a C grade.

To demonstrate satisfactory course progress for **Years 7 – 9**, students must need to achieve a minimum of a C grade in English and Mathematics, and a minimum overall achievement of a C grade, with no more than three other subjects below a C grade at the end of each semester.

To demonstrate satisfactory course progress for **Year 10**, students must need to achieve a minimum of a C grade in English and Mathematics; and a minimum overall achievement of a C grade, with no more than two other subjects studied below a C grade at the end of each semester.

To demonstrate satisfactory course progress for **Years 11 and 12**, students must remain eligible to be awarded a Queensland Certificate of Education (QCE) at the conclusion of Year 12. Eligibility for a QCE is contingent upon the student achieving the set amount of learning, to the set standard, in the set pattern, while meeting literacy and numeracy requirements. Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being 'at risk' of not achieving satisfactory course progress anytime the student does not demonstrate a 'pass' grade or 'satisfactory' grade for a subject they rely on to meet either their literacy or



- numeracy requirements or are counting on to meet the required credit points to be awarded a QCE.
- f) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Dean of Teaching and Learning will formally contact the parent(s) / legal guardian(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:
- i) Subject tutorial support during class time
  - ii) After hours' tutorial support
  - iii) Mentoring
  - iv) Additional ESL support
  - v) Change of subject selection, or reducing course load (without affecting course duration)
  - vi) Counselling - academic (time management / academic skills) and personal
  - vii) Offer to repeat a year level (requiring an extension of course duration)
  - viii) Other intervention strategies as deemed necessary
  - ix) Offer to repeat a year level (requirement an extension of course duration)
- g) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fee payable, the student's progression through a package of courses, or the student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- h) The student's individual strategy for academic improvement will be monitored over the following study period by the Dean of Teaching and Learning and records of student response to the strategy will be kept. Parents / legal guardians will be kept informed of the student's academic progress while the student is receiving formal intervention.
- i) If the student does not achieve satisfactory course progress by the end of the next study period, Villanova College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access Villanova College's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Villanova College, he may contact the Overseas Student Ombudsman at no cost. Please see Villanova College's Complaints and Appeals Policy for further details.
- j) Villanova College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- i) The student does not access the complaints and appeals process within 20 days, or



- ii) The student withdraws from the complaints and appeals process by notifying the Principal of Villanova College in writing, or
- ii) The complaints and appeals process results in a decision in favour of Villanova College.

#### Completion within expected duration of study

- a) As noted in 1.a., Villanova College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- c) Villanova College will only extend the duration of the student's study where the student will not be able to complete their course by the expected date because:
  - i) the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
  - ii) the student has or is participating in an intervention strategy as outlined in 1.e.
  - iii) an approved deferment or suspension of study has been granted in accordance with Villanova College's Deferment, Suspension and Cancellation Policy.
- d) Where Villanova College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and / or issue a new CoE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.