

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS course code 086202A

International Student Academic Progress Policy and Procedure

Policy

This policy/procedure supports 'Standard 8 – Overseas Student Visa Requirements' of the '*National Code of Practice for Providers of Education & Training to Overseas Students 2018*'.

The following procedures will ensure that all students' academic performance is monitored and students are given every opportunity to achieve the required academic progress for the course in which they are enrolled.

Academic progress is cumulative as assessment builds over the 4 terms. A student must be satisfactory in at least 75% of marked assessments and in line with the Seminar's *Resubmission Policy*.

The following procedures outline a process to ensure that students are made aware and given opportunities to rectify the situation at the following stages of academic non-progression:

- **“Warning Letter”** when falling below the required academic performance.
- **“Breach Recorded”** letter when not having achieved the required academic performance as stated in the “Warning Letter”

Where students have been identified as non-compliant with this requirement, all possible efforts and support will be made to ensure that the student is given the opportunity to rectify their position.

The following procedures ensure academic progress records are accurately kept and monitored for all students. It allows for early detection of poor academic results and enables the Seminar and the students an opportunity to rectify the situation before reporting the breach of the academic performance requirement to the Department of Immigration and Border Protection.

All staff are made aware of the requirements of this policy through induction, regular meetings and updates and continuous improvement practices. Students are made aware of the academic progress requirements through the enrolment and orientation processes and throughout the program.

Procedure

Recording Student Academic performance

The student's academic performance shall be monitored and recorded. The assessment shall be conducted by qualified trainers / assessors using the Seminar's assessment tools/methods and recording processes as required. All results are recorded in the Master Assessment Spreadsheet and regularly checked by the year level coordinator who has the responsibility to follow up at risk students.

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It is the Seminar's responsibility to ensure that the database is maintained and up to date. These records are checked regularly by the Administrative Officer for currency and accuracy.

Monitoring Student Academic Performance

The year level Coordinator will monitor and report on the MAS on student academic performance and report any issues, as outlined below, to the International coordinator. This report will be completed at the end of each term and will reflect academic progress for the term.

Intervention Strategies for students prior to or in receipt of a Warning Letter

The Coordinators will meet with students identified and decide the intervention strategy most suited to the specific student situation. These strategies may include:

- Extra tuition and support to be organised
- Personal strategies to improve the student's ability to complete the course requirements such as referral to academic or personal counselling.
- Refer to the Seminar's *Student Support Policy*

Reporting unsatisfactory academic progress

1. When a student's academic progress falls behind in any given term:

- The International Coordinator shall issue a written notice indicating the student must contact the Seminar and organise an appointment with the International Coordinator to discuss their academic progress and strategies to improve.
- The letter also advises the student of the reasons for and consequences of the issuing of a notice of breach in PRISMS.
- The student is also informed of his/her right to access the appeals and complaints process and have 20 working days to do so in accordance with standard 10.

If the student **does not respond within 7 days** the Coordinator will attempt to contact the student via telephone.

2. When a student fails to progress academically

The Melbourne Rudolf Steiner Seminar will only report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider, or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
- the overseas student has chosen not to access the external complaints and appeals process, or
- the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

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Reporting 'Breach of Student Academic Progress'

All students who fall below academic progress requirement and have no supporting reasons shall be reported via PRISMS to Dept of Immigration and Border Protection for a breach of their Visa condition.

This process of reporting breaches into PRISMS is the responsibility of the International Coordinator. The breach is recorded in PRISMS and a written notice will be sent to the student notifying them of the reported breach. A copy of all letters, details of phone calls made, and any reports are to be kept in the student files.