

1. PURPOSE

- 1.1. Under Standard 11.2 of the Educational Services for Overseas Students (ESOS) National Code 2007, NMIT will implement the DEEWR-DIAC Course Progress Policy and Procedures for our vocational and higher education courses. This document, therefore, refers to students undertaking vocational and higher education courses and specifically excludes students studying in ELICOS programs.
- 1.2. Under Standard 11.2 NMIT will monitor all students to ascertain academic progress. NMIT is not required to monitor attendance for ESOS purposes.

2. POLICY & PROCEDURES

- 2.1. NMIT will monitor, record and assess the course progress for each international student for the course in which they are currently enrolled.
- 2.2. NMIT will assess each student's progress at the end of each semester.
- 2.3. A student will be deemed to have made unsatisfactory course progress in any given semester by not successfully completing or demonstrating competency in at least 50% of the course requirements in any semester of their studies or achieved minimum competency level as stipulated in individual program requirements (as published on the NMIT International website – http://www.nmit.vic.edu.au/international_courses – under Policies and Forms.
- 2.4. A student will be deemed to have ceased studies under NMIT procedure P/P/D/4/005A where he/she has not participated in any coursework or assessment for two consecutive weeks. In this event the student will be reported to DEEWR, via PRISMS, as having ceased studies.
- 2.5. During each semester (usually at the end of term) teaching departments will identify those students who are at risk of not making satisfactory course progress. These students will be given the opportunity to discuss strategies to achieve satisfactory course progress with an appropriate NMIT teaching staff member.
- 2.6. At the end of each semester teaching departments will identify those students who have not made satisfactory course progress. These students will be given an opportunity to discuss i) strategies to achieve satisfactory course progress, including an appropriate Intervention Strategy ii) options to pursue other courses of study, iii) the consequences of not making satisfactory course progress for two consecutive semesters.
- 2.7. Where a student is identified as not making satisfactory progress for two consecutive semesters NMIT will report the student to DEEWR, via PRISMS, after giving the student the right to appeal.
- 2.8. A student will have the right to appeal within twenty days of receiving a notice of intention to report. The appeal may be on the grounds that i)NMIT have not calculated the student's marks correctly, ii)compassionate or compelling circumstances exist, iii)the student has not been given opportunities to discuss his/her situation as per 2.5 and 2.6 of this document.

2.9. Compassionate or compelling circumstances are generally those beyond the control of the student and they have an impact on the student's capacity and/or ability to progress through a course. These could include:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies
- a traumatic experience which could include but is not limited to:
 - involvement in or witnessing of an accident or
 - a crime committed against the student or
 - witnessing a crime and this has impacted on the student (these cases should be supported by police or psychologists' reports).

2.10. Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress, NMIT will not report the student, and the student will be able to resume studies without penalty.
- If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student as outlined in 2.5. NMIT will not report the student

2.11. A student's appeal will be seen as unsuccessful where:

- the student has chosen not to access the complaints and appeals processes within the 20 working day period,
- the student withdraws from the process, or
- the appeal process is completed and results in a decision supporting NMIT's finding of unsatisfactory course progress.

2.12. Where a student has been reported to DEEWR via PRISMS and believes that NMIT's administrative processes outlined in this document have not been followed, the student has a right to lodge a claim with the Institute of Arbitrators and Mediators Australia (IAMA).