

<p>Purpose</p>	<p>The purpose of this policy is to ensure international students enrolled at BPP Institute complete their course within the expected duration of study as specified on their Confirmation of Enrolment, and intervention strategies are implemented for students identified as being at risk of not achieving satisfactory course progress.</p>
<p>Scope</p>	<p>This policy applies to all BPP Institute students.</p>
<p>Policy Principles</p>	<ol style="list-style-type: none"> 1. Minimum Course Progression Rules A full-time load per study period is two units of study for undergraduate students and four units of study for postgraduate students. The minimum course progression standard for students is a passing grade in at least 50% of the enrolled units each study period. Failure to meet the minimum course progression standard in a study period will result in escalation through the intervention strategy stages. 2. Attendance BPP Institute recognises that there is a strong correlation between attendance and successful completion of studies for students in the College. BPP Institute will monitor the attendance of students in scheduled teaching sessions, and the successful completion of all assessment tasks. 3. 'At Risk' Indicators <ol style="list-style-type: none"> 3.1. BPP Institute's approach to monitoring course progression includes two indicators for early identification of a student at risk of failing a unit: <ol style="list-style-type: none"> a. failing or not attempting the first assessment in a study period; or b. in the first period of study not attending at least 75% of classes (as recorded by the end of the second last teaching week). 3.2. Students at risk will be contacted via email and directed to support services to help them improve their studies. 4. Intervention Strategy <ol style="list-style-type: none"> 4.1. For students who do not meet the minimum course progression standard BPP Institute has an intervention strategy. For undergraduate students, this strategy comprises four stages, while for postgraduate students, it will comprise only two. Commencing students who meet the minimum course

progression standard but have failed one or more (undergraduate) or two or more (postgraduate) of their enrolled units in their first study period will also be escalated to Stage 1 for undergraduate students and stage 3 for postgraduate students.

a. **Stage 1: Intervention**

Students will be requested to complete a questionnaire designed to identify the causes or issues preventing them from satisfactorily completing their studies.

b. **Stage 2: Intervention Meeting**

Students at this stage will be contacted by the Dean requiring a meeting with an Intervention Officer to discuss any additional academic support that the student may require or refer them onto Student Services who will assist in finding additional non-academic support as needed.

c. **Stage 3: Warning Meeting**

Students at this stage will be required to meet with the relevant Head of School (undergraduate) or Course Coordinator (postgraduate) and explain why they should not be excluded from their course.

d. **Stage 4: Exclusion and/or Reporting**

Students whose academic progress continues to be unsatisfactory following BPP Institute's intervention strategy may be excluded. International students who are excluded will be reported for unsatisfactory course progress in accordance with section 19(2) of the ESOS Act.

e. **Stage reversal**

Students on an intervention stage who satisfactorily complete 100% of their units in a teaching period will revert back to their previous intervention stage status or come off intervention depending on their stage.

5. Monitoring Course Progress

- 5.1. BPP Institute will notify students in writing of the consequences they face by not maintaining satisfactory course progress and inform them to seek advice from the Department of Home Affairs on the potential impact on their student visa if their enrolment is suspended or cancelled.
- 5.2. When students appeal the Institute's decision to report them for unsatisfactory course progress, their enrolment will be maintained until the internal and external complaints processes have been completed.

5.3. While summer term is optional, students who choose to study in this term will be monitored for academic progress.

6. Approved Suspension of Studies

When students take approved suspension of studies, the requirements of this policy will apply upon their return to study.

7. Supplementary Assessments

If students are granted a supplementary examination or written assessment, the subsequent intervention stage will be determined in the study period their results are released (see Assessment Policy).

8. Completing Studies Within the Expected Duration

- 8.1. BPP Institute monitors each international student's enrolment load and course progress to ensure the student is able to complete their course within the expected duration of study as specified in their Confirmation of Enrolment (CoE).
- 8.2. A list of students with a CoE date not in line with a course end date will be identified, monitored and counselled appropriately.
- 8.3. Noting that BPP Institute currently does not normally offer substantial online or distance learning options for students:
 - a. The ESOS Act allows students to undertake up to one-third of their course online or by distance learning, as long as the student completes at least one unit in each compulsory study period via face-to-face learning;
 - b. The exception is where a student has one unit to complete, this can be studied online where available even if the student has completed more than one-third of their course online or by distance learning.
- 8.4. BPP Institute offers a range of services to support students, so they can complete their studies within the expected duration. BPP Institute is also aware that commencing students may require additional support adjusting to study and life in Australia.

9. Deferrals and CoE Extensions

- 9.1. BPP Institute will not extend the duration of the overseas student's enrolment if the overseas student is not able to complete the course within the expected duration, unless:
 - a. The student provides evidence of compassionate or compelling circumstances, as assessed by the Dean or delegate;

- b. BPP Institute has implemented or is in the process of implementing an intervention strategy for the overseas student because he/she is at risk of not meeting course progress requirements; or
 - c. an approved deferral or suspension of the overseas student's enrolment has occurred in accordance with BPP Institute's Deferring, Suspending or Cancelling International Student's Enrolment Policy.
- 9.2. If a student's enrolment at BPP Institute is extended, BPP Institute will advise the student to contact Immigration to seek advice on any potential impact on their visa, including the need to obtain a new visa.

10. Appeals

- 10.1. Students are entitled to appeal the decision to place them or escalate them to any stage of the intervention process or to exclude or report them via PRISMS to the Department of Education and Training and the Department of Home Affairs.
- 10.2. The appeal will be heard by the Appeals Panel in accordance with the Student Complaints and Appeals Policy and Procedure.
- 10.3. If the student is unsuccessful in the BPP Institute appeals process, the student is entitled to access external complaints handling and appeals process at minimal or no cost. BPP Institute will provide the student with contact details of an appropriate complaints handling and external appeals body.

11. Reporting

- 11.1. BPP Institute will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
- 11.2. The internal and external complaints processes have been exhausted and the decision or recommendation supports BPP Institute ; or
- 11.3. The overseas student has opted not to access internal complaints and appeals process, as per the BPP Institute Student Complaints and Appeals Policy, within the 20-working day period; or
- 11.4. The overseas student has chosen not to access the external complaints and appeals process; or
- 11.5. The overseas student withdraws from the internal or external appeals processes by notifying BPP Institute in writing.

ATTENDANCE AND ACADEMIC PROGRESS POLICY

Reference: POL-007
Status: Active
Classification: Academic
Approved Date:
Review Date: Dec 2025
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Related Documents	Attendance and Academic Progress Procedure Confirmation of Enrolment Cross Institutional Enrolment Policy Cross Institutional Enrolment Procedure Deferring, Suspending or Cancelling International Student's Enrolment Policy Deferring, Suspending or Cancelling International Student's Enrolment Procedure Enrolment Variation Application Form <i>ESOS Act 2000</i> Special Consideration Policy Special Consideration Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute's Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

