

Procedure	<p>1. General</p> <p>1.1. This document outlines BPP Institute’s procedures for identifying and monitoring international students who are not making satisfactory course progress and are at risk of not completing their course within the expected duration of their Confirmation of Enrolment (CoE).</p> <p>2. Early Intervention Strategy</p> <p>2.1. BPP Institute has two indicators for early identification of students ‘at risk’ of unsatisfactory course progress and an early intervention strategy:</p> <p>a. A student who has failed or not attempted the first assessment in a study period:</p> <ul style="list-style-type: none">• will receive before the end of the midpoint of the study period a warning letter with the notification they are ‘at risk’ of unsatisfactory course progress. <p>b. A student in their first period of study at BPP Institute and who has not achieved 75% attendance by the end of the second last teaching week:</p> <ul style="list-style-type: none">• will receive before the end of the term a warning letter with the notification they are ‘at risk’ of unsatisfactory course progress. <p>2.2. All communications to students will be via email and to the student’s BPP Institute email address.</p> <p>2.3. The warning letter will advise the student on services and strategies available to support the student, which may include but is not limited to:</p> <p>a. attending Peer Assisted Learning sessions</p> <p>b. one-on-one academic consultations</p> <p>c. referral to academic skills workshops</p> <p>d. help with time management and creating study plans</p> <p>e. referral to English language support, and if necessary</p> <p>f. referral to the Student Wellbeing Department.</p> <p>3. Intervention Strategy</p> <p>3.1. At the end of each study period following the publication of unit results a report will be prepared by the Registrar:</p> <p>a. to be placed onto intervention, or</p> <p>b. to be taken off intervention, or</p> <p>c. on intervention to move backwards, or</p> <p>d. on intervention to move forwards, or</p> <p>e. to be moved to the exclusion and reporting phase.</p>
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- 3.2. The report will be presented to the Dean (or delegate).
- 3.3. Within 10 days of the release of final results for the study period, students will be notified in writing of their intervention status and advised of their rights and responsibilities in relation to each stage of the intervention process.
- 3.4. **Stage 1: Intervention (for undergraduate students only)**
- a. A student escalated to Stage 1 will be emailed a notification letter:
- Outlining they have failed to make satisfactory course progress as described in the Attendance and Academic Progress Policy.
 - Requesting they complete a 'self-reflection questionnaire' which, based on their responses, will provide links to support services. BPP Institute may also organise workshops or one-on-one consultations to assist them to achieve satisfactory course progress.
- b. Students who were on Stage 2 but have reverted back to Stage 1 will also receive a letter but will not have to complete the questionnaire again.
- 3.5. **Stage 2: Intervention Meeting (for undergraduate students only)**
- a. A student escalated to Stage 2 will be emailed a notification letter:
- Outlining they have not met the requirements of satisfactory course progress, as described in the Attendance and Academic Progress Policy.
 - Advising they are now on Stage 2 of the intervention process.
 - Advising that within seven days, they must make an appointment with an Intervention Officer during the student consultation times.
 - Advising that the Intervention Officer may refer them to a Peer Assisted Learning facilitator, discipline-specific academic staff member, or Student Welfare.
- b. The student on intervention will be responsible for making the appointment with the Intervention Officer. If the student does not make an appointment, a meeting will occur before the following study period.
- c. Students who were on Stage 3 but have reverted back to Stage 2 will also receive a letter but will not be required to meet with an Intervention Officer.
- 3.6. **Stage 3: Warning Meeting**

- a. A student escalated to Stage 3 will be emailed a notification letter:
 - Outlining they have not met the requirements of satisfactory course progress as outlined in the Attendance and Academic Progress Policy.
 - Advising they have now escalated to Stage 3 of the intervention process.
 - Advising that within seven days, they must make an appointment with their Head of School or delegate to discuss their academic performance and explain why BPP Institute should retain their enrolment at BPP Institute.
 - Outlining the importance of meeting with their Head of School as the continued lack of progress may result in exclusion and reporting to the Department of Education and Training (DET) for unsatisfactory course progress in accordance with section 19(2) of the ESOS Act.
- b. Students may choose to bring an advocate to attend the meeting with the Head of Discipline or delegate. An updated and mutually agreed intervention plan must be developed for the student to continue studying at BPP Institute.
- c. The student on intervention will be responsible for making the appointment with the Head of Discipline. If the student does not make an appointment, a meeting will occur before the following study period.

3.7. Stage 4: Exclusion and Reporting

- a. Students who have failed more than half of their enrolled units in a study period following Stage 3 will be advised by the Dean or delegate:
 - That they have not met the requirements of satisfactory course progress as outlined in the Attendance and Academic Progress Policy.
 - Of the decision to exclude them at the end of the forthcoming study period and report them to Department of Home Affairs as they are not maintaining satisfactory course progress.
 - If there are compelling or compassionate grounds to overturn the decision, they have 20 working days to lodge an appeal against the decision.
- b. Note: At any stage of the Intervention Strategy, students may receive approval to underload due to a risk of unsatisfactory

	<p>course progress or compassionate and compelling circumstances.</p> <p>c. An application to underload (or extends the course completion date) requires approval by the Dean or delegate. Applications for underloading require completion of the Underloading Request Form available from Admissions staff on Level 4.</p> <p>3.8. Stage progression</p> <p>a. Stay: A student who passes at least 50% of their enrolled units (but not 100%) in a study period, with no absent fails, will remain on their current stage.</p> <p>b. Escalation: A student who does not pass at least 50% of their enrolled units, or has an absent fail, in a study period will move forward to the next stage.</p> <p>c. Reversal: A student who successfully passes 100% of their enrolled units in a study period will be reversed back a stage.</p> <p>4. Appeals</p> <p>4.1. Students who lodge an appeal will maintain their enrolment until the appeal process is finalised. At that time:</p> <p>a. Within five working days of a resolution, the Appeals Panel Secretariat will notify the student in writing of the outcome of the appeal and the reasoning behind the decision.</p> <p>b. If the decision to exclude and report is upheld, the Dean or delegate will inform the Director of Admissions of the intention to exclude and report the student; or</p> <p>c. If the decision to exclude and report is overturned, the Dean or delegate will re-initiate the Intervention Strategy and the student will revert to Stage 3.</p> <p>If the student chooses not to access the appeals process within the 20 working day period, withdraws from the process, or the appeal is denied, BPP Institute will notify the Secretary of Department of Education and Training (DET) and Tuition Protection Service (TPS) Director through PRISMS of the student default within 31 days, or at the end of a study period, whichever is sooner.</p>
<p>Related Documents</p>	<p>Assessment Policy Attendance and Academic Progress Policy Deferring, Suspending or Cancelling International Student’s Enrolment Policy Deferring, Suspending or Cancelling International Student’s Enrolment Procedure</p>

ATTENDANCE AND ACADEMIC PROGRESS PROCEDURE

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	Self-reflection questionnaire Student Appeals Form Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Student Support, Wellbeing and Safety Policy Student Support, Wellbeing and Safety Procedure Underloading Request Form
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Academic staff acting as Intervention Officers Dean
Approved by	Dean
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