

ACADEMIC PROGRESS POLICY

The ELC monitors your progress throughout your course. If you are at risk of not meeting the course requirements, we will explain the concern, provide support and tell you what you need to do next.

1. Purpose

This policy explains how the English Language Centre (ELC) monitors and supports students' academic progress. It also explains what may happen when a student is not making satisfactory progress.

2. Scope

This policy applies to all students enrolled in an ELC program. It applies to face-to-face, blended and online study.

3. Policy Statement

The ELC is committed to helping students achieve the learning outcomes of their course. To support this commitment:

- Your teachers will monitor your progress through class participation, learning activities, assessments and other course requirements.
- You will receive clear information and feedback about your progress.
- You may be invited to a progress meeting, called a Course Conversation, to discuss your learning.
- If you are not making satisfactory progress, you may receive an Academic Progress Review (APR). The APR will explain the area of concern, the support available and the improvement expected.
- Academic progress concerns will be managed fairly, consistently and as early as possible.
- The ELC may consider compassionate or compelling circumstances when these circumstances have affected your progress and you provide suitable evidence.

4. Responsibilities

Students are responsible for:

- attending and participating in classes and required learning activities
- completing assessments and other course requirements by the due dates
- checking their ELC email and learning platforms regularly
- attending Course Conversations and academic progress meetings
- following the agreed improvement actions and using the support offered

- telling the ELC as early as possible about circumstances that may affect their studies, and providing evidence when requested.

The ELC is responsible for:

- monitoring students' academic progress and keeping appropriate records
- giving students timely feedback and a reasonable opportunity to improve
- explaining academic progress concerns and possible consequences clearly
- providing or referring students to appropriate academic and wellbeing support
- considering relevant evidence of compassionate or compelling circumstances
- meeting its legal and regulatory responsibilities for international students.

5. Procedures

Academic progress is reviewed throughout your course. The stages below may apply when you are at risk of not meeting course requirements.

Stage	When it may occur	What you can expect	What you need to do
Course Conversation	Your teacher has concerns about an area of your progress.	A discussion about your progress, feedback, support and practical actions for improvement.	Ask questions, explain any difficulties and follow the agreed actions.
APR 1	You are not making satisfactory progress in one or more areas.	A first formal Academic Progress Review with your teacher. The concern and improvement actions will be recorded.	Attend the meeting, confirm that you have received the APR and work on the agreed actions.
APR 2	Progress concerns continue.	A second APR and a formal warning about unsatisfactory academic progress.	Meet the requirements in your improvement plan and use the support available.
APR 3	Progress concerns continue.	A third APR, a further formal warning and a meeting with the relevant ELC academic leader.	Provide any relevant evidence, discuss barriers to progress and complete the agreed actions.
APR 4	Progress remains unsatisfactory.	A fourth APR and a senior review. Students may also receive a notice that the ELC intends to report unsatisfactory progress, where required by law.	Attend the review, respond by the stated deadline and provide evidence of any compassionate or compelling circumstances.

Unsatisfactory academic progress may affect your enrolment and student visa. If the ELC intends to report you, you will receive written information about the decision, the response process and any applicable appeal rights. Read all notices carefully and act by the stated deadline.

Compassionate or compelling circumstances

These are serious circumstances outside your control that have affected your ability to study or make progress. Examples may include serious illness, injury, bereavement or another significant unexpected event. Tell the ELC as early as possible and provide suitable supporting evidence. The ELC will consider each case individually. Providing evidence does not automatically cancel an academic progress action.

Support

Support may include teacher feedback, study advice, learning resources, an improvement plan, referral to student support services, or another reasonable form of assistance. The support offered will depend on your course and your needs.

6. Breaches of Policy

Not making satisfactory academic progress is not, by itself, student misconduct. However, students are expected to take part in the academic progress process. If you do not attend required meetings, do not respond to formal notices, do not follow agreed actions, or provide false or misleading information, the ELC may continue or escalate the process using the information available.

Possible outcomes include further academic progress reviews, formal warnings, cancellation of enrolment, or reporting to the relevant Australian Government department when required by law. Any decision will follow the applicable ELC and University procedures.

7. Related Documents

- Academic Progress Review (APR) form
- Student Complaints and Appeals Policy and Procedure
- ELC Attendance Policy
- Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018, where applicable

8. Document Control

Version	Policy Owner	Approved by	Approval date	Effective date	Review date
1	Learning & Teaching Team	Senior Manager, Learning & Teaching	18/6/26	18/6/26	1/10/27