Academic Progress

Policy UP 11/26 (F34877)

Approver	Academic Board
Sponsor	Deputy Vice-Chancellor (Education and Student Experience)
Owner	Pro Vice-Chancellor (Academic)
Secretary	Academic Secretary
Policy Type	Academic
Policy Category	Academic Governance

1 Purpose

1.1 The University monitors the academic progress of all coursework students to ensure that those who are experiencing difficulties are identified as early as possible and offered the advice, assistance and support services that are available at the University.

1.2 This policy describes how the University identifies students who are making satisfactory academic progress and describes students considered at risk by the University. It outlines the measures that the University implements to assist students to improve their performance and sets out the process by which the University addresses ongoing unsatisfactory progress.

1.3 The Policy also supports institutional monitoring and academic governance oversight of academic progression outcomes, intervention effectiveness, systemic concerns and associated improvement actions.

2 Definitions

In this policy and any associated procedures.

Term	Definition
external regulations	includes any applicable legislation, standards, regulatory instruments or government requirements relevant to the delivery of a University course or unit, including the Higher Education Standards Framework (Threshold Standards) 2021, the Education Services for Overseas Students Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and, where applicable, the University Grants Commission (Setting up and Operation of Campuses of Foreign Higher Educational Institutions in India) Regulations, 2023, each as amended or replaced from time to time.
relevant school or board	means the school or board responsible for administering the course in which the student is enrolled and includes a position or committee to which the school or board has delegated authority for the function concerned
student adviser	means the Student Adviser or other position with responsibility for the function concerned.
student visa holder	means a student who holds a visa, permit or other authorisation required to undertake study in the jurisdiction in which the student's course or unit is delivered.
teaching period	is a scheduled duration, normally within an academic year, which, for a standard six-point unit, provides for a student workload of 150 hours, including student contact hours, personal study time and assessments, including examinations, and for a unit that is a multiple of six points, provides for a proportionately greater student workload
University	is The University of Western Australia, and any subsidiary or associated entities.
UWA India	means the University's approved offshore campus or transnational education delivery arrangement in India.

3 Scope

3.1 This Policy applies to all undergraduate and postgraduate coursework students enrolled in a University course or unit, including students undertaking study at UWA India or through another approved offshore or transnational education arrangement.

4 General principles

4.1 The University is committed to an equitable and transparent system for determining satisfactory academic progress in a course consistent with applicable academic standards, University requirements, and relevant regulatory obligations, and assigning progress status to:

(a) permit an individual student to determine whether his or her academic progress is satisfactory;
(b) permit a staff member to determine whether a student's academic progress is satisfactory;
(c) inform a student or a staff member of the outcome of making satisfactory or unsatisfactory academic progress;
(d) enable students who have made unsatisfactory progress in a course but are reasonably likely to make satisfactory progress in the course in future to re-enrol; and
(e) prevent students who have made unsatisfactory progress in a course and are reasonably unlikely to make satisfactory progress in the course in future from re-enrolling in the course until and unless relevant circumstances change.

4.2 The University establishes and periodically reviews institutional benchmarks and indicators for monitoring academic progression and outcomes. These may include indicators relating to satisfactory progress, unit success, progression, retention, completion and recurring unsatisfactory progress. The benchmarks and indicators must support the identification of material variations, systemic concerns and opportunities for improvement. Where monitoring identifies systemic barriers, recurring causes of unsatisfactory progress, material differences in outcomes, ineffective support arrangements or other academic-quality concerns, the matter must be referred to the accountable University area or officer for investigation and appropriate action. Material or emerging academic-quality risks must be escalated through the appropriate academic governance and institutional risk pathways.

4.3 Corrective or improvement actions arising from academic progress monitoring must identify an accountable University area or officer and the intended outcome. Actions must be monitored until completed or formally closed and, where appropriate, evaluated to determine whether the underlying issue has been addressed and the intended improvement has been achieved.

4.4 The University monitors academic progression outcomes to identify material trends, recurring causes of unsatisfactory progress, differences between student cohorts and any academic-quality concerns. Monitoring must consider, where relevant, courses, Schools, student cohorts, delivery locations, modes of study and third-party or offshore delivery arrangements.

4.5 The University adheres to the following principles when making decisions regarding academic progress:

(a) students have access to clearly defined processes regarding academic performance and progress review;
(b) students are provided with clear and timely information regarding any unsatisfactory progress;
(c) students are given the right and opportunity to present their case;
(d) academic progress issues are considered in a timely and efficient manner; and
(e) students are treated impartially and equitably during all stages of a progress review process.

4.6 Students have a right to request a review of their progress status if they believe it has not been fairly assigned in accordance with the rules for the course or if there are mitigating circumstances relating to their poor academic progress which they have or may address.

4.7 For students undertaking a University course or unit at UWA India or through another approved offshore or transnational education arrangement, references in this Policy to University processes, relevant schools or boards, student advisers, support services, notices, records and intervention strategies include equivalent or approved local arrangements. The Policy must be applied in a manner that maintains the University's academic standards, student support obligations, procedural fairness requirements and academic governance oversight, while allowing for local implementation required by applicable law, regulation, campus operations or approved University procedures. UWA India-specific operational arrangements may be set out in an approved UWA India schedule or procedure. Those arrangements must not reduce the level of academic assurance, student support or procedural fairness required under this Policy.

5 Academic Progress Requirements

5.1 Academic progress decisions must be made by a body or officer exercising authority under a documented delegation of academic authority. Delegations relating to academic progress must be clearly documented, understood, exercised consistently and reviewed periodically. Material decisions and the reasons for those decisions must be appropriately recorded.

5.2 Satisfactory Progress:

(a) Unless the Academic Board approves otherwise in the case of an individual course and subject to 5.2(b) and 6.3, satisfactory progress in a course in a standard teaching period or equivalent is attained by:

i. achieving a pass in units with a total credit point value of more than half the total credit point value of units in which the student remains enrolled after the final date for withdrawal without academic penalty;

ii. not failing a specific unit on more than one occasion; and

iii. satisfying any additional requirements stated in the rules for the student's course.

(b) Satisfactory progress in any supervised research thesis component of a course is normally determined having regard to the report of the student's supervisor.

5.3 Progress Status:

(a) A progress status is assigned by the relevant school or board to each student once every standard teaching period or equivalent.

(b) Progress status is assessed through the exam registers and recorded on the internal academic record and official University records, where relevant.

(c) A student who makes satisfactory progress is assigned the progress status of 'Good Standing'.

(d) A student who does not make satisfactory progress may be assigned one of the following:

i. 'On Probation' (P1) - permitted to re-enrol in the following teaching period but the student must complete an intervention program and any conditions that may apply to re-enrolment, including engagement with various support measures;

ii. 'On Probation' – Restrict-18 (P2) – permitted to re-enrol but must not enrol in more than three units (18 credit points) in the following teaching period and must meet with a student adviser. The student is required to engage with various support measures, including consideration of career planning options;

iii. 'Suspended' for a period of six months - not permitted to re-enrol in the course for the following teaching period or equivalent;

iv. 'Excluded' for a period of twelve months - not permitted to re-enrol in the course.

(e) The rules for a course must specify the progress status that is assigned to students who do not make satisfactory progress and the circumstances under which each status is assigned.

(f) Unless the Academic Board permits otherwise in the case of a particular course, a status of 'Suspended' or 'Excluded' is not normally assigned to a student in any course who has completed only one semester or trimester of study at the University.

(g) Students who may be assigned a progress status of 'Suspended' or 'Exclusion' are invited to 'Show Cause' of their mitigating circumstances through the review process, which is taken into consideration by the Board of Examiners when assigning the final progress status.

(h) Students who:
    i. have been assigned a progress status of 'Excluded'; and
    ii. have not had their progress status changed as a result of a review and/or appeal of academic decisions relating to students, or a request for special consideration; and
    iii. believe that their case has changed since they were assigned a progress status of 'Excluded',

may, after a period of at least 12 months has elapsed since the assignment of the 'Excluded' status, apply to re-enrol in the course. Students may be asked to provide evidence of their changed circumstances to demonstrate that they are reasonably likely to make satisfactory progress in the course in the future.

(i) The University recognises that mitigating circumstances can lead to capable students making unsatisfactory progress. A student who believes that illness or other significant circumstances have had or have an adverse effect on their academic performance in, or preparation of, work for assessment may apply to the relevant school or board for special consideration in accordance with the University Policy on Special Consideration.

(j) Students who have been assigned a progress status of 'Suspended' or 'Excluded' may, in accordance with the University Policy on Review and Appeal of Academic Decisions Relating to Students, provide details of mitigating circumstances relating to their academic performance and of any measures that have been or are being taken to address these so that there is a reasonable likelihood that the student would make satisfactory progress if permitted to re-enrol.

6 Fulfilling the requirements of a unit:

6.1 A student fulfils the requirements of a unit by:

(a) complying with any requirements for student attendance at specified classes, lectures, seminars, tutorials, practicals, clinical practice and sitting examinations as set out in the unit outline and assessment mechanism statement for the unit; and

(b) completing at a standard acceptable to the relevant school or board, assignments and other specified work of the unit as set out in the unit outline and assessment mechanism statement for the unit; and

(c) obtaining a grade of pass or higher for the unit.

6.2 A student who does not satisfy the requirements in 6.1(a) and 6.1(b) may be prohibited by the relevant school or board from undertaking further study or examinations in the unit concerned, which may have implications for achieving academic progress.

6.3 Students who fail a unit twice are not permitted to enrol again in that unit unless the relevant school or board approves otherwise in recognition of significant mitigating circumstances.

7 Other Academic requirements:

7.1 A student who enrols in this course for the first time, irrespective of whether they have previously been enrolled in another course of the University, must undertake the Academic Conduct Essentials module (the ACE module), Communication and Research Skills module (the CARS module) and the Indigenous Studies Essentials module (the ISE module for undergraduate students only), where applicable, or any equivalent module or requirement approved by the University for students undertaking study at UWA India or through another approved offshore or transnational education arrangement.

7.2 A student who has not achieved a result of Ungraded Pass (UP) for the modules specified in 7.1 has not made satisfactory academic progress even if they have met the other requirements for satisfactory progress.

7.3 A student must successfully complete the ACE module within the first teaching period or equivalent of their enrolment. Failure to complete the module successfully within this timeframe results in the student's unit results from this teaching period or equivalent being withheld. These results continue to be withheld until students avail themselves of a subsequent opportunity to achieve a passing grade in the ACE module. In the event that students complete units in subsequent teaching periods or equivalent without completing the ACE module, these results are similarly withheld. Students are not permitted to submit late review or appeal applications regarding results which have been withheld for this reason and which they were unable to access in the normally permitted review period.

8 Other Determinants of Student Progress

8.1 Notwithstanding the progress status awarded, the University may suspend, exclude or expel a student as a penalty outcome for misconduct, including academic misconduct, in accordance with the Regulations for Student Conduct and Discipline and the Academic Integrity Policy.

8.2 Students who are notified that they are suspended, excluded or expelled may appeal. Prior to lodging their appeal, students must first engage with a review process. The appeal must be lodged within 10 University working days from the day after receipt of the outcome of a review or within 30 University working days from the day after receipt of the original decision. The 30 University working days include the time required for the review process and for subsequent notification of the review outcome. Appeals submitted or received by the Academic Secretariat after 30 days are not considered.

8.3 Where a change to a student's enrolment status arising from academic progress has regulatory, visa or reporting implications, the University manages those implications in accordance with applicable legal and regulatory requirements and approved University procedures.

9 Identifying and monitoring students who are at risk of not making satisfactory progress

9.1 A student may be identified by an academic or other staff member as being at risk of not making satisfactory progress, for example, on the basis that coursework has not been submitted or is not of an acceptable standard.

9.2 Where a staff member has concerns that a student may be at risk of not making academic progress and where that staff member has had difficulties in securing the student's consent due to lack of response or non-engagement on the part of the student, the staff member may identify this student as needing assistance using the referral form.

9.3 Students may identify themselves as being at risk of not making satisfactory progress by contacting their student adviser or completing the referral form and explaining the difficulties they are having with their course.

9.4 Students who have been allocated a progress status of "On Probation" (P1) and "On Probation" Restrict-18 (P2) are considered to be at risk of not making satisfactory progress.

9.5 All students who are identified as being at risk of not making satisfactory progress are advised in writing of this risk. The written notice advises the student:

(a) that they have not met academic progress requirements;
(b) to complete the intervention program;
(c) to meet with their student adviser to discuss the options available to them;
(d) of the services available to assist them to improve their future academic performance;
(e) that they are required to describe what actions they have taken to improve their performance since they have been put 'On Probation' and detail any progress made;
(f) that they must discuss intervention strategies which may assist them in their future academic performance with an academic or professional staff adviser.

10 Intervention strategies

10.1 The University undertakes an intervention strategy for all coursework students who are identified as being at risk of not meeting satisfactory progress requirements for their course.

10.2 Intervention strategies may occur at any point during a student's course of study. The formal process has two levels, namely early intervention and academic caution. Early intervention is a process for all coursework students who are identified as being at risk of failing to make satisfactory academic progress. Academic caution occurs following the release of results for a standard teaching period or equivalent and includes a set of compulsory requirements placed on students who have failed to pass more than 50% of their enrolled units in a teaching period or equivalent.

10.3 Appropriate intervention strategies may be triggered at any of these levels by:
(a) staff identifying the need to intervene at an early stage of a student's course of study by submitting the referral form;
(b) students self-identifying a need for assistance;
(c) the progress status assessment and reporting mechanism.

10.4 Intervention strategies that may be proposed as part of an early intervention or academic caution by an Academic or Professional Staff may include, but are not limited to:
(a) negotiating a personal learning management plan through course advising;
(b) counselling provided to students through Course / Student Advisers, Course Coordinators, and Unit Coordinators;
(c) leave of absence applied in accordance with the University Policy on Student Enrolment;
(d) referral to University-approved academic skills, learning support, student advising or other support services available to the student, including services made available through UWA India, where applicable;
(e) a reduction in course load, where permitted by the rules for the student's course and any applicable regulatory or visa requirements. If a reduction in study load is approved, the details must be recorded in the student's file.

10.5 Any intervention strategy applied under this policy is documented and retained in the University's records.

10.6 The University periodically evaluates the effectiveness of academic progress intervention and support arrangements in assisting students to improve their academic progress. Evaluation outcomes must inform the review and improvement of intervention strategies, academic support arrangements and related academic policies and practices.

10.7 Where a student visa holder continues to fail to meet satisfactory academic progress requirements following the implementation of an intervention strategy, the University may suspend or cancel the student's enrolment and, where required, report the student to the relevant government authority in accordance with applicable external regulations and approved University procedures. If the student lodges a review or appeal, the student may remain enrolled while the review or appeal is under consideration, where required or permitted by applicable external regulations and University procedures. If the review or appeal is unsuccessful, the University must take any required regulatory action. If the review or appeal is successful, the student must be placed on an approved intervention strategy, and their enrolment must be reviewed at the end of the relevant study period.

11 Specific Provisions for Student Visa Holders – Duration of Study

11.1 Student visa holders must attempt to complete their course within the duration specified in their letter of offer and in accordance with course rules and the provisions set out in this policy.

11.2 An extension to the duration of study may be considered by the University only under the following circumstances:
(a) exceptional circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes or where the University is unable to offer a pre-requisite topic);
(b) the student has been identified as 'at risk'; or
(c) the student is not making satisfactory progress under the provisions of this policy.

11.3 The University must ensure that student visa holders are advised accordingly that any extension of the duration of their study (in the form of a deferment, suspension of or amendment to their enrolment) may affect their student visa.

11.4 For students undertaking study at UWA India, any change to duration of study, course load, suspension, deferment or other enrolment status must be managed in accordance with applicable local regulatory, visa and University requirements.

12 Reporting to Academic Board

12.1 The relevant Academic Board committee must periodically consider institutional information concerning academic progression, unsatisfactory progress, recurring causes, intervention outcomes, material academic-quality risks and corrective or improvement actions.

12.2 Material trends, systemic concerns and matters requiring institutional academic oversight must be reported to Academic Board.

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End