



John Paul II Institute for Marriage and Family, Melbourne

Satisfactory Progress Policy

Under Section 6 of the John Paul II Institute for Marriage and Family, Melbourne (Institute) Academic Regulations, a student may have his or her candidature terminated on the ground of unsatisfactory progress as defined in Regulation 6.1.

However the Institute seeks to intervene earlier in relation to students who are at risk in order to assist them to make satisfactory progress.

The primary responsibility for intervening rests with the Course Coordinator according to this policy.

Under the regulations, a Course Coordinator is appointed by the Dean to each of the Institute's courses:

- Graduate Certificate in Religious Education
- Graduate Diploma in Religious Education
- Graduate Certificate in Theological Studies (Marriage and Family)
- Graduate Diploma in Theological Studies (Marriage and Family)
- Graduate Certificate in Bioethics
- Graduate Diploma in Bioethics
- Master of Theological Studies (Marriage and Family)
- Master of Bioethics
- Master of Sacred Theology (Marriage and Family)
- PhD

Course Coordinators are responsible for implementing the **Course Development Policy** and contributing to the implementation of the moderation and review of subjects and ensuring that the Academic Regulations are met in relation to the courses.

They are also responsible for liaising with the Registrar to implement the **Satisfactory Progress Policy** in relation to the following:

- Review of student progress at least at the end of the assessment period for each semester, or more often if subject coordinators or others notify concern about a student's performance;
- Assessment of each student to ensure he or she is completing the course at a rate that will complete the course within the maximum timeframe set for that course in the academic regulations and the handbook;

- A student who has failed subjects to a value of more than 9 credit points or more than 40% of the total credit point requirements of a course is to be made aware that further failure may lead to liability for termination of his/her enrolment;
- Meeting with a student if the student fails a subject, or is otherwise at risk of failing to achieve satisfactory course progress, setting targets to remedy the situation, and referring the student to the Academic Skills Counsellor and, in the event that an overseas student has problems of a cultural or logistic nature, referring the student to the Overseas Student Officer;
- Ensuring that at all times each overseas student is in a position to complete the course within the expected duration specified on the Commonwealth Register of Institutions and Courses for Overseas Students;
- Formally notifying the Dean, the Associate Dean and the Registrar if a student is considered to be at risk of failing to meet satisfactory progress requirements and reporting to the above officers the outcome of satisfactory progress meetings held with the student;
- Requiring the Academic Skills Counsellor to report to the Course Coordinator their interventions with the student and the nature of the student's improvement or otherwise;
- Ensuring that a report of all meetings and other interventions undertaken by the Course Coordinator in relation to risk of unsatisfactory progress is submitted to the Associate Dean and the Dean, and that the Registrar:
 - hands a copy of that report to the student or sends the report marked "private and confidential" by mail to the known address of the student; and
 - files the report with the student's academic record but restricts access to the above officers.

In the event that a student is judged by the Course Coordinator to have failed to meet satisfactory course requirements and there is insufficient improvement to indicate that the student is likely to complete the course in the maximum time allowed, despite the above interventions, then the matter should be referred to the Dean to be dealt with according to the Academic Regulations in relation to terminating enrolment.

Extension of Study

The Institute may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's Confirmation of Enrolment (CoE), as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
- b. the Institute implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c. an approved deferment or suspension of study has been granted under the Education Services for Overseas Students (ESOS) National Code Standard 13.

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study the Institute is to record this variation and the reasons for it on the student file. The Institute must correctly report the student via Provider Registration and

International Students Management System (PRISMS) and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

**External Review: Professor John Ozolins 26th June 2008
Amended Oct 2009**

Revised by the Academic Board: 28 November 2012