



Version	Approved by	Approval date	Effective date	Next full review
2.0	Deputy Vice-Chancellor Academic	5 November 2020	1 January 2021	January 2024
<b>Procedure Statement</b>				
<b>Purpose</b>	This Procedure specifies the student academic progression requirements and the processes and responsibilities for assigning Academic Standing and student appeals.			
<b>Scope</b>	This Procedure applies to all coursework programs and students enrolled in these programs. It does not apply to coursework elements of higher degree research programs.			
<b>Are Local Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, subject to any areas specifically restricted within this Document			<input type="checkbox"/> No
<b>Procedure Processes and Actions</b>				

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## 1. Academic progression requirements

Academic progression is the process by which a student is able to advance in their program of study through progressively meeting the academic and administrative requirements for the program.

The following progression requirements apply to all UNSW coursework programs.

### 1.1. Maximum time for completion

A student must complete their program of study within the maximum time for completion of that program.

For undergraduate and cross-career dual award programs the maximum time for completion is **2n + 2 years** (where *n* = normal full-time duration of the program in years). For postgraduate coursework award programs the maximum time for completion is 10 years. Faculties may specify a shorter or longer time limit in the program rules for particular programs, subject to the approval of the Academic Board.

#### 1.1.1. Calculating the maximum completion time

The maximum time for completion will be calculated from the first day of the first teaching period in which the student is enrolled in the program. All absences (both approved and unapproved) and any study for credit towards a program (at UNSW or another higher education provider) will be included in the calculation.

If a student is granted credit (advanced standing) towards their program, the normal full-time duration of their program used in the maximum time calculation will be reduced on a *pro rata* basis, to the nearest term or semester. For example, if a student is admitted to a 3-year Undergraduate program with 1 year credit (advanced standing), the maximum time for completion will be 6 years (2 x 2 years + 2 years) rather than 8 years (2 x 3 years + 2 years). (See the *Recognition of Prior Learning (Coursework Programs) Procedure* for information on the recognition of prior learning for credit.)

#### 1.1.2. Implications of not completing within the maximum time

A student who is at risk of not completing within the remaining time will be notified and encouraged to seek advice from their Program Authority and develop an action plan for completing their program within the time limit.

A student who fails to complete their program of study within the maximum timeframe for their program will not be permitted to re-enrol until they have met with their Program Authority and agreed a timeline of up to one additional year for completion. Where the Program Authority determines that there are exceptional circumstances the Dean may approve a longer period.

A student who is unable to reach an agreement with their Program Authority on a timeline for completion, who does not meet the agreed timeline for completion, or who has not been granted an extension by the Program Authority (see Section 1.5) will have their enrolment in the program terminated. Students will have the right to appeal their termination to the appropriate Re-Enrolment Appeal Committee.

A student who has had their enrolment terminated cannot apply for admission to the same award. However, such students can apply for admission to another award and receive credit or an exemption for prior learning in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

### 1.2. Minimum and maximum study load

Study load is the total number of units of credit (UOC) attempted in a term or semester.

A student's study load must be between the minimum and maximum load permitted in a term or semester to ensure that they maintain adequate progress and avoid exceeding the recommended study load. To complete a program in the normal duration, a student should enrol in a standard full-time load of 48 UOC per year. A student cannot enrol in more than 18 UOC per term or 24 UOC per semester at UNSW Canberra, without the approval of their Program Authority. The maximum enrolment load in Summer Term is 12 UOC.

The minimum study load is one course in each standard term or semester. A student is required to apply for leave of absence if they do not meet the minimum study load in a standard term or semester.

### 1.3. Repeated fails in a course

A student who fails the same course rule twice must seek academic advice from the Course Authority prior to enrolling for the next term or semester.

A student who fails the same course rule a third time must seek advice from their Program Authority regarding their suitability to the program and prior to enrolling for the next term or semester.

A student who fails the same course rule for the fourth time will be discontinued from that program of study unless they successfully appeal to the appropriate Re-Enrolment Appeal Committee.

#### **1.4. Program-specific progression requirements**

A student must meet any program-specific progression requirements as specified in the rules of their program. Program-specific progression requirements are recommended by the Program Authority, for approval by the Academic Board as part of the program proposal approval process.

These requirements may include but are not limited to:

- Any variations to the standard UNSW progression requirements for the maximum time to complete;
- A minimum progression rate for each term or semester or stage of the program;
- The number of failures permitted in a course;
- Compulsory elements that must be passed, including core courses, field or clinical work, practicum or professional experience;
- A maturity rule, such as core courses that must be completed prior to progressing to the next stage of the program;
- Any particular conditions of enrolment and participation in core courses of study, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

#### **1.5. Exemptions and variations to progression requirements**

A student may apply for an exemption from, or variation to, progression requirements.

Subject to approval by the Program Authority, a student may be granted:

- An extension to the maximum time for completion, as specified for the student's program, of up to one year;
- Permission to exceed the maximum study load in a term or semester.

#### **1.6. Monitoring student progression**

Academic Standing is the key mechanism by which a student's progress in their program is monitored at the conclusion of each standard term or semester. The process for calculating Academic Standing is described in Section 4. In addition, the Course Authority will monitor a student's progress in a course and provide timely advice and feedback.

A student at risk of not graduating, either at all or within the maximum time, will be counselled appropriately (as specified in Section 1.1.2) and may be directed by their Program Authority to vary their study load or to change their enrolment as required. Under certain circumstances the Program Authority will invoke the *Student at Risk Procedure* or, on referral by a Student at Risk Group, the *Required Medical Leave Procedure*.

## **2. Administrative requirements for program leave, discontinuation and transfer**

### **2.1. Program leave and program discontinuation**

A student must apply for program leave prior to the relevant census date in the standard term or semester in which they wish to take leave.

Commencing students in their first term or semester of study cannot take program leave and are required to defer their offer. Students in their second (or later) term or semester of study can take up to one academic year of leave from their program.

A student may be permitted to take additional leave subject to the approval of the Program Authority providing that the maximum time for completion can still be met.

A student who wishes to discontinue their program of study at UNSW must formally advise UNSW by completing and submitting the appropriate form.

A student who is not enrolled in the minimum load or is not on approved program leave in a term or semester will be administratively withdrawn from their program of study after the relevant census date, in accordance with the *Enrolment and Withdrawal Procedure*.

## 2.2. Re-admission

A student must formally apply for re-admission to the program in accordance with the *Admission to Coursework Programs Procedure* if they wish to return to study at UNSW and have:

- Not resumed study at the end of the approved leave period;
- Been administratively withdrawn; or
- Formally discontinued their study in their program.

## 2.3. Program transfer

Program transfer enables a student to move from one program to another within the same academic career (e.g. Undergraduate, Postgraduate).

Students transferring between UNSW programs must meet the entry requirements for the program they wish to transfer to and submit an application via the published process.

Assessment of Internal Program Transfer applications will be done by the Program Authority, taking into consideration the following:

- The student's UNSW Academic Standing;
- The student's UNSW Weighted Average Mark (WAM) (see Section 3);
- The units of credit completed to date; and
- Availability of places in the program.

In addition to the above, some Faculties may have additional requirements.

Internal program transfers are not available to students in their first term or semester of study.

Students enrolled in a program at another higher education provider must apply for admission in accordance with the *Admission to Coursework Programs Procedure*.

Credit for any completed courses that form part of the new program will be granted in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

(Refer to the *International Students Transfer Between Registered Providers and PRISMS Reporting Procedure* for UNSW obligations in regards to international students.)

## 3. Term and cumulative Weighted Average Mark (WAM)

For all Undergraduate and Postgraduate students, UNSW calculates a term WAM based on relevant results in a term or semester and also calculates a separate cumulative (overall) WAM based on relevant results throughout the student's entire program.

WAM is an internal UNSW measure and is a factor taken into consideration for, but not limited to, the following:

- Whether a student is permitted to continue in their program of study;
- Whether a student is eligible to transfer to a program of study;
- Whether a student is meeting the requirements of their program of study;
- Whether a student is eligible for Distinction, Honours, Excellence and the University Medal.

WAM is calculated according to following formula:

$$WAM = \frac{\sum(MU)}{\sum U}$$

Where **M** = mark received in a course; **U** = units of credit for a course; and  $\sum$  = the sum of.

For courses that are normally graded with marks awarded between zero and a hundred, if a grade is finalised without an associated mark, a nominal mark will be used as specified in **Table 1**.

**Table 1: Nominal value for WAM calculations for grades**

Grade only result	Nominal value
HD – High Distinction	90
DN – Distinction	80
CR – Credit	70
PS – Pass	55
FL – Fail	25
AF – Absent Fail	0

For courses that only award a Successful (formerly Satisfactory) or Fail grade (SY/FL), neither the SY nor the FL will be included in the calculation of WAM. No other grade only results are included in the calculation of WAM.

Refer to *Grade Definitions* on the Current Students website (<https://student.unsw.edu.au/grade>) for a description of grades.

## 4. Academic Standing

All coursework students are expected to maintain a satisfactory standard of academic achievement in each term or semester, to continue with their program of study and to graduate.

Academic Standing is the status of a student's progress towards meeting the requirements for their program of study and is assigned at the end of each standard term or semester.

### 4.1. Academic Standing levels

The core levels of Academic Standing assigned by UNSW are shown in **Table 2**.

**Table 2: Academic Standing core levels**

Academic Standing level	Application
<b>Good</b>	UNSW is not concerned about the student's academic progress.
<b>Academic Risk 1 (formerly Referral)</b>	UNSW is concerned about the student's academic progress. The student should seek academic advice before finalising their enrolment for the following term.
<b>Academic Risk 2 (formerly Probation)</b>	UNSW is very concerned about the student's academic progress and the student must seek academic advice to help them get back on track, before finalising their enrolment for the following term.
<b>Academic Risk 3</b>	UNSW is very concerned about the student's progress and believes that unless the student addresses the issues that are affecting their progress, the student will be facing academic suspension
<b>Academic Risk 4</b>	UNSW is extremely concerned about the student's progress and believes that unless the student addresses the issues that are affecting their progress, the student will be excluded from UNSW and be unable to complete their program
<b>Suspension</b>	The student is not permitted to re-enrol for one full academic year but has automatic right of readmission to the program they were suspended from, following the conclusion of their Suspension.
<b>Exclusion</b>	The student is excluded from UNSW for a minimum of 2 academic years with no automatic right of re-admission. They must reapply for admission in accordance with the <i>Admission to Coursework Programs Procedure</i> .

Additional Academic Standing levels used for the calculation process are shown in **Table 3**.

**Table 3: Additional Academic Standing levels**

	Application
<b>Pending</b>	Academic Standing cannot be calculated due to unresolved results.
<b>Provisional Suspension</b>	Provisional Suspension is applied when: <ul style="list-style-type: none"> <li>• academic standing has been finalised; AND</li> <li>• if a late result would have placed the student on Suspension.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• When the deadline to place a student on Suspension has passed AND</li> <li>• If a late result would have placed the student on Suspension.</li> </ul>
<b>Provisional Exclusion</b>	Provisional Exclusion is applied when: <ul style="list-style-type: none"> <li>• academic standing has been finalised; AND</li> <li>• if a late result would have placed the student on Exclusion.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• When the deadline to place a student on Exclusion has passed AND</li> <li>• If a late result would have placed the student on Exclusion.</li> </ul>

## 4.2. Academic Standing rules

Academic Standing is determined at the Undergraduate and Postgraduate Coursework career levels only, not at the program level. It is not calculated for Research career or Non-Award studies.

### 4.2.1. Academic Standing rules for Undergraduate students

For Undergraduate students, Academic Standing is determined by two factors: the student's Academic Standing at the end of the previous standard term or semester, combined with the proportion of study load passed (Progress) in the current standard term or semester.

#### Definition of Progress:

Nil Progress	more than 6 units of credit attempted, and no units of credit passed
Poor Progress	more than 0 units of credit attempted, <b>and less than 50% passed</b>
Satisfactory Progress	more than 0 units of credit attempted <b>and 50% or more passed</b>

**Table 4: Academic Standing rules for Undergraduate students**

Academic standing in previous term	Satisfactory Progress	Poor Progress	Nil Progress
Good	Good	Academic Risk Level 1	Academic Risk Level 2
Academic Risk Level 1	Good	Academic Risk Level 2	Academic Risk Level 3
Academic Risk Level 2	Academic Risk Level 1	Academic Risk Level 3	Academic Risk Level 3
Academic Risk Level 3	Academic Risk Level 2	Suspension	Suspension
Suspension	Academic Risk Level 3	Academic Risk Level 4	Academic Risk Level 4
Academic Risk Level 4	Academic Risk Level 3	Exclusion*	Exclusion*
Exclusion	Academic Risk Level 3	Academic Risk Level 4	Academic Risk Level 4
Provisional Suspension	Academic Risk Level 3	Suspension	Suspension
Provisional Exclusion	Academic Risk Level 3	Exclusion*	Exclusion*

\* Students cannot be Excluded unless they have first served a period of Academic Suspension.

On return from Exclusion, students would be assigned an academic standing level of Academic Risk 4 and with satisfactory progress, would move through the Academic Risk levels, back to Good standing.

### 4.2.2. Academic Standing rules for Postgraduate Coursework students

For Postgraduate Coursework students, Academic Standing is based on cumulative number of failures.

In the event that a Postgraduate student returns to study a different postgraduate program at UNSW, following an absence of two years or more, then the fails from their previous postgraduate program will not be included in the calculation of their academic standing for their current postgraduate program.

**Table 5: Academic Standing rules for Postgraduate students**

Cumulative UOC failed during study	Academic standing level assigned	Implications
Less than 12 UOC	Good	None
Between 12 and 18 UOC	Postgraduate Academic Risk (Formerly Probation)	Students are required to consult an Academic Advisor to discuss their progress, plan for improving results, and seek approval for future enrolment.
Between 19 and 35 UOC*	Suspension	Suspended for 1 academic year with automatic right of readmission to the program the student was suspended from.
36 UOC or more	Exclusion	Excluded for a minimum of 2 years with no automatic right of readmission and must re-apply for re-admission in accordance with the <i>Admission to Coursework Programs Procedure</i> .

\*Following a period of academic suspension, a postgraduate student who returns to their program of study and fails further units of credit, but less than a cumulative total of 36uoc, will be placed on Postgraduate Exclusion Risk as further fails may place the student on academic Exclusion.

### **4.3. Calculating and assigning Academic Standing**

Academic Standing is calculated at the end of each standard term or semester. Results from a non-standard term (for example Summer Term) will be included in the calculation for the following term or semester.

A student who returns to their program from a period of suspension and receives sufficient fails to warrant a further period of enforced leave, will be placed on Exclusion.

Prior to the release of results for each standard term or semester, Academic Standing levels will be calculated and assigned to students. Results are sent to the student email account and are also available via myUNSW.

As withheld and late results are finalised, Academic Standing is recalculated on a weekly basis from the date of release of results, until the deadline to finalise withheld results has passed. This deadline is determined by Student Services & Systems based on requirements for international students under the *Education Services for Overseas Students Act (2000)* (Cth).

Withheld grades of WC, WD and the Late Entry grade of LE will initially result in an Academic Standing level of Pending.

Following the deadline to finalise withheld results, any results with unfinalised grades of WC, WD or LE are converted to a finalised grade of NC (Not Completed). Following this, Academic Standing will be recalculated for that term or semester for a final time.

If the previous standard term or semester's Academic Standing was not Good, grades of WC and WD are treated as fails after the deadline to apply a standing level of Suspension or Exclusion has passed.

Once the deadline to assign a standing level of Suspension or Exclusion has passed for a given term or semester, no additional students should be placed on Suspension or Exclusion. This is due to the timing required for the processing of appeal submissions and the activities of the Re-Enrolment Appeal Committee, which may already have commenced.

Students will be placed on provisional suspension or provisional exclusion in line with the relevant rules (refer to Section 4.2).

### **4.4. Consequences of Academic Standing**

A student on Suspension or Exclusion after final determination of Academic Standing, will receive written advice of their Suspension or Exclusion, information on their right to appeal, how to appeal, and the deadline for submitting the appeal. All appeals must be lodged by the deadline as advised on the notification of Suspension or Exclusion.

An appeals cycle runs at the end of each standard term or Semester.

On receipt of the appeal by the relevant Re-Enrolment Appeal Committee, the student will be notified in writing within 10 working days (by email) to confirm that their appeal has been received and is under consideration by the Committee.

Whilst in the appeals process, a student may choose to either continue in their enrolled courses for the subsequent term (at a maximum of 12 units of credit) or apply for program leave.

A successful appeal will allow a student to continue in their enrolled courses. An unsuccessful appeal will result in the student being dropped from the course or courses without penalty prior to the census date.

If a student is awaiting a supplementary exam for a failed course and passes the course successfully during the appeals cycle, their academic standing will be amended accordingly. The appeal will be withdrawn if the recalculation determines they are no longer on Suspension or Exclusion. The student will be able to continue their studies on the basis of an improved or provisional Academic Standing level.

Students who are placed on Suspension or Exclusion are not permitted to undertake studies during the period of their Suspension or Exclusion in a UNSW program different from the one they have been Suspended or Excluded from. They can undertake studies at another institution, but this would not count towards their degree at UNSW.

On return from a period of Suspension, a student must enrol in a standard term or semester (i.e. they are not permitted to enrol in Summer Term).

## 5. Appeals against Academic Standing levels

### 5.1. Student right of appeal

A student with an Academic Standing level of Suspension or Exclusion has the right to appeal their standing to the Undergraduate Re-Enrolment Appeal Committee or the Postgraduate Re-Enrolment Appeal Committee (whichever is applicable).

A student can elect to appear before the Committee and bring a support person with them.

### 5.2. Re-Enrolment Appeals Committee

The Re-Enrolment Appeals Committee will have a membership of at least five members of academic staff (with a quorum of three) and will be chaired by a member of the Academic Board, nominated by the President of the Academic Board. The remaining members of the Committee need not be members of the Academic Board but will be nominated by the President, taking into account their relevant experience and expertise. Members of the Committee will disqualify themselves if they have been previously involved in the case of a particular student.

The Committee will take into consideration each appellant's academic record, stated grounds of appeal and supporting documentation (where provided), when determining the outcome of the appeal.

The decision of the Committee is final and there is no further right of appeal within UNSW. Students have the right to lodge a complaint with the NSW Ombudsman where the student believes there is evidence of maladministration or misconduct by UNSW in the conduct of the appeal.

## 6. Cancellation of enrolment

A student's enrolment may be cancelled (either permanently or for a specified period) due to unsatisfactory academic performance or as a penalty for misconduct. Cancellation of enrolment will result in the termination of all rights and privileges as a student of UNSW, including the right to re-enrol as a student and the right to enter or to be on UNSW grounds.

For further information on the circumstances which may result in cancellation of enrolment, refer to **Section 4 Academic Standing** (above) and the *Student Misconduct Procedure*.

## 7. Responsibilities

### 7.1. Students

Students are responsible for:

- Managing their own enrolment and for ensuring that they adhere to UNSW's published deadlines, policies and procedures and seeking advice to ensure they are on track to complete within the specified maximum period.
- Taking appropriate action in line with instructions provided by the Course Authority, the Program Authority, Student Services and Systems or by the Re-Enrolment Appeal Committee.
- International students are required to complete their program of study within the time period specified on their Confirmation of Enrolment and must comply with all the conditions of their student visa.

### 7.2. Course and Program Authorities

The Course Authority is responsible for:

- Monitoring a student's progress in a course and providing timely advice and guidance.
- Ensuring that a student who has failed the same course rule twice is provided with appropriate advice and guidance.

The Program Authority is responsible for:

- Ensuring that a student who has failed the same course rule three times is provided with appropriate advice and guidance.
- Providing relevant information to the Re-Enrolment Appeal Committee relating to students who have appealed their Suspension or Exclusion, to assist the Committee in making their decision.
- Ensuring that Academic Advisors are available to meet with and provide advice to students whose Academic Standing level is not Good.



- Monitoring students who are close to the maximum time to complete and providing advice as appropriate.
- Assessing applications for internal program transfer on a timely basis.

### 7.3. Re-Enrolment Appeal Committee

The Undergraduate Re-Enrolment Appeal Committee and the Postgraduate Re-Enrolment Appeal Committee are responsible for determining the outcome of student appeals against suspension or exclusion from a program.

### 7.4. Student Services and Systems

Student Services and Systems is responsible for:

- Publishing information and for providing advice about the procedure.
- Calculating and publishing Academic Standing levels and recording these on the student's academic record in SiMS.
- Managing the appeal process, including:
  - Advising students of their right to appeal and of the outcome of their appeal and the reason for the decision
  - Convening the Re-Enrolment Appeals Committee and recording the Committee's decisions and the reasons for those decisions
  - Updating the student's academic record on SiMS with the decision of the Re-Enrolment Appeal Committee, where applicable.
- Informing Student Development International of the details of any international student who has been Suspended or Excluded.
- Processing requests for program leave and discontinuation.

<b>Accountabilities</b>	
<b>Responsible Officer</b>	Deputy Vice-Chancellor Academic
<b>Contact Officer</b>	Head of Student Lifecycle, Student Services and Systems
<b>Supporting Information</b>	
<b>Legislative Compliance</b>	This Procedure supports the University's compliance with the following legislation: <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i> National Code of Practice for Providers of Education and Training to Overseas Students 2017 <i>Higher Education Support Act 2003 (Cth)</i>
<b>Parent Document (Policy)</b>	<a href="#">Academic Progression and Enrolment Policy</a>
<b>Supporting Documents</b>	<a href="#">Enrolment and Withdrawal Procedure</a> <a href="#">Recognition of Prior Learning (Coursework Programs) Procedure</a>

<b>Related Documents</b>	<a href="#">Admission to Coursework Programs Procedure</a> <a href="#">Assessment Design Procedure</a> <a href="#">Assessment Implementation Procedure</a> <a href="#">Assessment Policy</a> Grade Definitions - <a href="https://student.unsw.edu.au/grade">https://student.unsw.edu.au/grade</a> <a href="#">Graduation Procedure</a> <a href="#">International Student Transfer Between Registered Providers and PRIMS Reporting Procedure</a> <a href="#">Required Medical Leave Procedure</a> <a href="#">Student Code of Conduct</a> <a href="#">Student Misconduct Procedure</a> <a href="#">Student at Risk Procedure</a> <a href="#">University Medal Policy</a> <a href="#">University Medal Procedure</a>			
<b>Superseded Documents</b>	Academic Progression Procedure, v1.1			
<b>File Number</b>	2017/20388			
<b>Definitions and Acronyms</b>				
<b>Academic Progression</b>	The process by which a student advances in their program of study, through progressively meeting the academic and administrative requirements for the program.			
<b>Academic Standing</b>	The status of a student's progress towards meeting the requirements for their program.			
<b>Course Rule</b>	Courses that are equivalent for the purposes of determining whether a student has satisfied a particular academic requirement of the program. For example, a student may be required to select either Mathematics 1A or Higher Mathematics 1A, and either course will count towards the same rule within the program requirements.			
<b>Late Entry (LE) Grade</b>	The result has not been submitted by the Course Authority and is a late entry.			
<b>Withheld Consideration (WC) Grade</b>	The result has not been finalised. The student has submitted a request for Special Consideration, for which the outcome is pending.			
<b>Withheld (WD) Grade</b>	The result has not been finalised. The student has not submitted or completed one or more of the components of the assessment requirements.			
<b>Revision History</b>				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor Academic	15 August 2017	27 November 2017	New procedure
1.1	President and Vice-Chancellor	13 September 2018	1 October 2018	Minor amendments to accommodate UNSW 3+ changes including: terminology, timing and processes (academic standing; program leave and appeals).
2.0	Deputy Vice-Chancellor Academic	5 November 2020	1 January 2021	Revised with amendments to include approved changes to the calculation of academic standing and other minor amendments to articulate long standing processes