Academic Progression Procedure

Version: 1.0  Effective 27 November 2017

Procurement Statement

Purpose
This Procedure specifies the student academic progression requirements and the processes and responsibilities for assigning Academic Standing and student appeals.

Scope
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.

Are Local Documents on this subject permitted?
☒ Yes, subject to any areas specifically restricted within this Document
☐ No

Procedure Processes and Actions

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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 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 ($2 \times 2$ years + 2 years) rather than 8 years ($2 \times 3$ 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 semester.

A student’s study load must be between the minimum and maximum load permitted in a semester to ensure that they maintain adequate progress and avoid exceeding the recommended study load.

A standard full-time load of 24 UOC per semester is what a student is required to enrol in to complete their program within the standard duration.

A student cannot enrol in more than a standard full-time load in a semester without the approval of their Program Authority.

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

Commencing students in their first semester of study who wish to take program leave are required to defer their offer. Students in their second (or later) 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 must apply for program leave prior to the earliest census date of the teaching period the student is enrolled in of the semester in which they wish to take leave.

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 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. However, they do not need to re-apply for admission. Applications will be assessed by the Program Authority responsible for the program the student is applying to, taking into consideration the following:

- The student’s Academic Standing;
- The student’s 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 usually available to students in their first 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 Procedures* 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 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>
<thead>
<tr>
<th>Grade only result</th>
<th>Nominal value</th>
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</thead>
<tbody>
<tr>
<td>HD – High Distinction</td>
<td>90</td>
</tr>
<tr>
<td>DN – Distinction</td>
<td>80</td>
</tr>
<tr>
<td>CR – Credit</td>
<td>70</td>
</tr>
<tr>
<td>PS – Pass</td>
<td>55</td>
</tr>
<tr>
<td>FL – Fail</td>
<td>25</td>
</tr>
<tr>
<td>AF – Absent Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

For courses that only award a Satisfactory or Fail grade (SY/FL), neither the SY nor the FL will be included in the calculation of WAM.
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 semester. All coursework students are expected to maintain a satisfactory standard of academic achievement in each semester, in order to continue with their program of study and to graduate.

The levels of Academic Standing assigned by UNSW are:

**Good Standing:** UNSW is not concerned about the student’s academic progress.

**Pending:** Academic Standing cannot be calculated due to unresolved results.

**Referral:** UNSW is concerned about the student’s academic progress. The student should seek academic advice before finalising their enrolment for the following semester.

**Probation:** UNSW is very concerned about the student’s academic progress and the student must seek academic advice before finalising their enrolment for the following semester.

**Provisional Suspension:** (only used in Semester 1) UNSW is extremely concerned about the student’s academic progress and unless the student addresses the issues that are impeding their academic progress, they will be Suspended next semester. The student must seek academic advice before finalising their enrolment for the following semester and may require permission to re-enrol.

**Suspension:** The student is not permitted to re-enrol for one full academic year but has automatic right of readmission to the same program, following the conclusion of their Suspension.

**Provisional Exclusion** (only used in Semester 1): UNSW is extremely concerned about the student’s academic progress and unless the student addresses the issues that are impeding their academic progress, they will be Excluded next semester. They must seek academic advice before finalising their enrolment for the following semester and may require permission to re-enrol.

**Exclusion:** 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 either via UAC or by submitting a new application for admission via Apply Online at UNSW, at the conclusion of their exclusion period.

### 4.1. Calculating Academic Standing

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

Academic Standing is calculated following the conclusion of Semester 1 and Semester 2. Results obtained in Summer Semester will be included in the calculation of Academic Standing for Semester 1.

For Undergraduate students, Academic Standing is determined by two factors; the student’s Academic Standing at the end of the previous standard semester combined with the proportion of load passed in the current standard semester.

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

### 4.2. Academic Standing levels by semester

Academic Standing levels differ between Semester 1 and Semester 2.

A student is only Excluded or Suspended at the conclusion of Semester 2.

Withheld grades (WD and WC) and Late Entry (LE) are treated differently in Semester 1 and Semester 2 for the purposes of calculating Academic Standing:

- In Semester 1, grades of WD and WC are treated as fails if the previous semester’s Academic Standing level was not Good.
In Semester 2, grades of WC, WD and LE will initially result in an Academic Standing level of Pending. Once the deadline to apply a standing level of Suspension or Exclusion has passed, grades of WC and WD are treated as fails if the previous semester’s Academic Standing was not Good.

As a result of the calculation of Academic Standing at the conclusion of Semester 2, some students will have an Academic Standing level of Suspension or Exclusion. Students on academic 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; or
- At another institution, and have that study counted towards their degree at UNSW.

On return from a period of Suspension, the earliest a student can enrol is Semester 1. They cannot enrol in Summer Semester.

A student who is Suspended or Excluded following the calculation of Academic Standing for Semester 2, is permitted to undertake studies during Summer Semester immediately following the Semester 2 in which they have been Suspended or Excluded.

The Academic Standing rules by semester are provided in Appendix 1.

4.3. Process for assigning Academic Standing

Prior to the release of end of semester results for Semester 1 and Semester 2, Academic Standing levels:

- Will be calculated; and
- Published with release of results via myUNSW and to the UNSW student email account.

As 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.

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

A student on Suspension or Exclusion will receive written advice of their right to appeal, how to appeal and the deadline for submitting the appeal. All appeals must be lodged within 14 days of the notification of Suspension or Exclusion.

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

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 Appeal Committees

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.
- Ensuring that the decision taken by the Committee is one that it believes to be in the best interest of the student, based on all the information presented to them.

7.4. Student Administration, Student Services and Systems

Student Administration 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 Appeal 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.

### Accountabilities

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<tr>
<th>Responsible Officer</th>
<th>Deputy Vice-Chancellor Academic</th>
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<tr>
<td>Contact Officer</td>
<td>Manager, Student Administration, Student Services and Systems</td>
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### Legislative Compliance

This Procedure supports the University’s compliance with the following legislation:

- *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*
- National Code of Practice for Providers of Education and Training to Overseas Students 2017
- *Higher Education Support Act 2003 (Cth)*

### Parent Document (Policy)

Academic Progression and Enrolment Policy

### Supporting Documents

- Enrolment and Withdrawal Procedure
- Recognition of Prior Learning (Coursework Programs) Procedure

### Related Documents

- Admission to Coursework Programs Procedure
- Assessment Design Procedure
- Assessment Implementation Procedure
- Assessment Policy
- Grade Definitions - https://student.unsw.edu.au/grade
- Graduation Procedure
- International Student Transfer Between Registered Providers and PRIMS Reporting Procedure
- Required Medical Leave Procedure
- Student Code of Conduct
- Student Misconduct Procedure
- Students at Risk Procedure
- University Medal Policy
- University Medal Procedure

### Superseded Documents

- Academic Standing and Appeals Procedure
- Policy on Enrolment and Progression in Student Placement (AB04/40)

### File Number

2017/20388

### Definitions and Acronyms

- **Academic Progression**: The process by which a student advances in their program of study, through progressively meeting the academic and administrative requirements for the program.
- **Academic Standing**: The status of a student’s progress towards meeting the requirements for their program.
- **Course Rule**: 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.
## Late Entry (LE) Grade
The result has not been submitted by the Course Authority and is a late entry.

## Withheld Consideration (WC) Grade
The result has not been finalised. The student has submitted a request for Special Consideration, for which the outcome is pending.

## Withheld (WD) Grade
The result has not been finalised. The student has not submitted or completed one or more of the components of the assessment requirements.

### Revision History

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<th>Version</th>
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<th>Approval date</th>
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<td>Deputy Vice-Chancellor</td>
<td>15 August 2017</td>
<td>27 November 2017</td>
<td>New procedure</td>
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Appendix 1: Academic Standing Rules by Semester

Undergraduate Rules Semester 1

<table>
<thead>
<tr>
<th>Academic Standing in previous semester</th>
<th>Nil progress (more than 6 UOC attempted &amp; 0 UOC passed)</th>
<th>Poor progress (more than 6 UOC attempted &amp; 50% or less passed)</th>
<th>Satisfactory progress (more than 6 UOC attempted &amp; more than 50% passed)</th>
<th>6 UOC or less attempted &amp; all or some passed</th>
<th>6 UOC or less attempted &amp; 0 UOC passed</th>
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<tr>
<td>Good</td>
<td>Probation</td>
<td>Referral</td>
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Undergraduate Rules Semester 2

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<tr>
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<th>Nil progress (more than 6 UOC attempted &amp; 0 UOC passed)</th>
<th>Poor progress (more than 6 UOC attempted &amp; 50% or less passed)</th>
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Postgraduate Rules Semester 1

<table>
<thead>
<tr>
<th>Cumulative UOC failed during study</th>
<th>Academic Standing level assigned</th>
<th>Implications</th>
</tr>
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<tbody>
<tr>
<td>Fewer than 12</td>
<td>Good</td>
<td>None</td>
</tr>
<tr>
<td>12 to 18</td>
<td>Probation</td>
<td>You are required to consult your Academic Advisor to discuss your progress, plan for improving results, and seek approval for future enrolment</td>
</tr>
<tr>
<td>More than 18</td>
<td>Provisional Exclusion</td>
<td>You are permitted to continue in your program but must consult your Academic Advisor to discuss your progress, plan for improving results, and seek approval for future enrolment. Further unsatisfactory progress will result in Exclusion.</td>
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Postgraduate Rules Semester 2

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<tr>
<td>More than 18</td>
<td>Exclusion</td>
<td>Used for Semester 2 Academic Standing only. You are excluded from UNSW for two academic years (four standard semesters) and you must re-apply for re-admission.</td>
</tr>
</tbody>
</table>

Notwithstanding anything in the above rules, for any semester in which a Postgraduate student has passed all courses attempted, Academic Standing shall be Good.