



## COURSE PROGRESS AND COMPLETION WITHIN EXPECTED DURATION OF STUDY POLICY FOR OVERSEAS STUDENTS

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<b>Related documents</b>	Grievance Resolution Policy for Overseas Students – Progression and Intervention Policy Variation of Enrolment Policy – <a href="http://www.actheology.edu.au/policies.php">http://www.actheology.edu.au/policies.php</a>

### 1. PURPOSE

To ensure compliance with Standard 9 and 10 of the National Code 2007, established by the Education Services for Overseas Students (ESOS) Act 2000.

To establish:

- (a) the expectations on students to progress through a course of study in order to complete within the expected duration of the course;
- (b) the timing and criteria for identifying students who are “at risk” of not meeting satisfactory course progress requirements;
- (c) the implications of having being found to be “at risk” and the procedure for notifying students who are “at risk” of the assistance or intervention strategy available to them in their college;
- (d) the timing and criteria for identifying students who are not meeting satisfactory course progress requirements;
- (e) the implications of not meeting the satisfactory course progress requirement;
- (f) the procedure for appeal against the assessment of unsatisfactory course progression;
- (g) the timing and criteria for identifying students who are not in the position to complete the course within the timeframe of the Confirmation of Enrolment.
- (h) guidelines for intervention to support students permitted to continue studying after being found to be “at risk” or after load intervention or a sanction is imposed for progressing in a poor or unsatisfactory manner;
- (i) the College’s processes in relation to overseas students “at risk” of or demonstrating poor or unsatisfactory progress.



## 2. POLICY LEVEL

*Governance/Academic/Management/Operational: Academic*

## 3. BACKGROUND

This policy should be seen in the context of the Mission, Objectives, Values and Vision of the ACT. In particular:

### **Mission**

(2) assist affiliated colleges to deliver those programs and to maintain and improve institutional academic quality,

### **Objectives**

(1) maintain, review, monitor and improve stated quality assurance procedures as stipulated in course submissions and the ACT's quality management system,

### **Values**

(7) Quality assured—the College is committed to promoting academic policies, institutional approval criteria, systems and procedures that are in line with the best tertiary practice and to ensuring that all affiliated colleges enjoy a parity of esteem within the network in accordance with their level of award approval.

### **Vision**

(1) The College's courses, academic policies, and quality processes will be regarded by its institutional peers, by ordaining and ministerial accrediting bodies, churches, mission and pastoral care agencies and other employers of graduates and by the public as comparable with best practice in the self-accrediting tertiary sphere.

(2) The College's quality management system will be widely perceived as maintaining quality of the College's awards and inculcating a culture of commitment to improving quality within each affiliated college regardless of its level of award approval.

The progression of students through courses in which they are enrolled to achieve the consequent awards in minimum time is a desirable goal and a key indicator of the quality of an educational institution. The ACT aspires to facilitate such outcomes by setting:

- admission criteria for awards appropriate for achievement of the awards in minimum time,
- standards for the qualifications of staff presenting units,
- expectations concerning teaching, learning and support resources, and
- reasonable assessment tasks against the curricula in units contributing to the awards.

Notwithstanding, some students will have difficulty with various units and on occasion receive a fail grade. While the occasional fail will slow progress towards completion of an award, it hopefully indicates difficulty in only one aspect of a course that may be balanced by ability in another. However, if unit failure is more chronic, it is necessary for the College to exercise its duty of care towards students by identifying students



demonstrating poor progression and by attempting to help them to explore the options available to them so as to prevent the incurring of significant costs.

The warnings, load intervention and sanctions for poor progression detailed in this policy, together with interventions to provide academic support, are designed to assist students to complete the awards in which they are enrolled. Nevertheless, continued poor progression must bring the ultimate sanction of exclusion. However, the College recognises that poor performance can be the result of special circumstances and students who are sanctioned will have the right of appeal, which may lead to the sanctions being removed or modified.

The ACT is registered for the provision of educational services to Overseas Students. Consequently the ACT is obliged to comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) and the ESOS Act 2000. Standard 9 mandates completion by an overseas student of their course of study within the expected duration of study. Standard 10 of the National Code mandates monitoring of course progress by overseas students

#### 4. DEFINITIONS

**ACT** – is the Australian College of Theology

**Administrative Date** – see “Variation of Enrolment Policy”

**CoE** – Confirmation of Enrolment – a proforma document issued to overseas applicants by or on behalf of the College (by staff in affiliated colleges) specifying for DIBP inter alia the expected duration of study in a course (normal duration less any period based on credit transfer) should the applicant enroll with the ACT.

**college** – is a college affiliated with the Australian College of Theology, approved to present ACT courses

**Compulsory study period** - A compulsory study period is one in which students are required to enrol as a part of a normal course load. For example, ACT requires students to study in semesters one and two, but allows students the option to take units over ‘summer’, semesters one and two would be considered compulsory and ‘summer’ would be considered non-compulsory.

**Conditional Enrolment** – is an intervention applied to the study load of students whose academic progression is deemed to be poor. It is also applied to students whose initial appeal has been successful.

**DIBP** – Department of Immigration and Border Protection of the Australian Government

**Distance learning** - is study in which the teacher and overseas student are separated in time or space throughout the duration of the unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.



**Enrolled credit points** – are the credit points associated with units in which a student is formally enrolled on the relevant census reporting date(s) in a enrolled study period.

**Enrolled Study period** – shall normally refer to the period January – June or July – December in which a student is enrolled for study in an ACT course. For many students and affiliated colleges the period of study is normally a semester, which would be embedded in a study period. This more generic term is used so that intensives taught outside semester boundaries but contributing to student load for reporting each half-year are embraced by the study period.

**Exclusion from a unit** – is a sanction on students whose academic progression is deemed to be unsatisfactory due to failure in the same elective unit twice.

**Exclusion from a course** – is a sanction on students whose academic progression is deemed to be unsatisfactory due to failure in a compulsory unit in a course on three occasions.

**Exclusion from the ACT** – is a sanction on students whose academic progression is found to be unsatisfactory due to exceeding the maximum time to complete a course.

**Expected Completion Date** – is the date by which a student is expected to complete the requirements of the course in which s/he is enrolled. Normally for new overseas students to a course, their expected completion date will be the start date plus normal minimum duration of the course;

**Expected duration of the course** - is the duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

**Full-time study load** – for the ACT means 16cps in an enrolled study period.

**Online learning** - is study in which the teacher and overseas student communicate mainly through electronic technologies for the unit.

**Overseas students** – are students from overseas countries studying in the ACT on a student visa. They are referred in this document as 'student'.

**National Code** – is a legislative instrument of the ESOS Act and applies to providers of education to students on student visas in all sectors.

**Normal duration of a course** – is the period of study a normal full-time student (ie. 16cps per enrolled study period) would require for completion of the award if all units are passed at the first attempt, and is the period approved when the course was accredited, taking account of the Australian Qualifications Framework. Normal course durations are published in the ACT's annual handbooks.

**Standard 9 (Completion within course duration)** - standard of the National Code 2007 which sets out obligations and detail the specific requirement that must be complied to ensure overseas students complete the course within the duration specified in their CoE.



**Standard 10 (Monitoring course progress)** - standard of the National Code 2007 which sets out obligations and detail the specific requirement that must be complied in monitoring course progress of overseas students.

**To appeal** – is to appeal against the imposition of load intervention or a sanction by providing a submission explaining the background as to how/why a student's performance has given rise to the progression status and if the submission satisfactorily supports the student's claim that their academic performance was impacted by "compelling or compassionate circumstances" (see Policy section 7) or if other grounds are accepted the consequent sanction shall be reduced or withdrawn.

## 5. SCOPE

This policy applies to overseas students enrolled in all coursework program. *Overseas students are referred to as 'students' in this policy.*

This policy does not apply to students in the unaccredited courses of the ACT or research degrees – i.e. Master of Theology, Doctor of Ministry, Doctor of Philosophy and Doctor of Theology.

## 6. POLICY STATEMENT

The ACT aspires to facilitate the provision of quality education to overseas students. As part of the ACT's quality management system, the ACT created this policy for monitoring course progression and completion within course duration of overseas students while ensuring compliance with the National Code. The ACT also strive to provide a quality learning environment by providing intervention strategies to students who are at risk of not meeting the satisfactory course progress.

## 7. POLICY CONTENT

- 7.1 The ACT and the colleges monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled.
- 7.2 Progression of students in their enrolled course of study will be evaluated during the processing of unit results normally occurring at the end of each enrolled study period.
- 7.3 Progression of students in their enrolled course of study may be evaluated at other times. In these circumstances, the ACT may impose retrospectively load intervention or a sanction on a student. The Director of Academic Services has authority to determine whether load intervention or a sanction will be applied retrospectively following, for example, the submission of grades after deferred examinations.
- 7.4 On verification of the student management system results entry the Director of Academic Services is responsible for identifying students under the Progression rules.



## 7.5 Progression Rules

The Progression Rules against which the progress of students in a course shall be evaluated are as follows:

- a) Passing more than 50% of enrolled credit points in an enrolled study period;
- b) Failing at least 50% of the enrolled credit points in an enrolled study period;
- c) Failure in the same elective unit on two occasions;
- d) Failure of the same compulsory unit on
  - i. two occasions, or
  - ii. three occasions;
- e) Failure to complete the course by the expected completion date;
- f) Failure to meet the 80% attendance requirement.

### 7.5.1 Satisfactory course progress

The progression of the student will be assessed as satisfactory and the student declared "in good standing" when the student complies with the following Progression Rules:

- a) Passing more than 50% of enrolled credit points in an enrolled study period;
- b) Failing the elective units and compulsory units not more than once;
- c) In the position to complete the course by the expected completion date
- d) Meeting the 80% attendance requirement.

### 7.5.2 'At risk' of not meeting satisfactory course progress

The progression of a student will be assessed as 'at risk' of not meeting the satisfactory course requirement if the student meets the following Progression Rules:

- a) Failing at least 50% of the enrolled credit points in an enrolled study period;
- b) Failure of the same compulsory unit on two occasions
- c) At risk of not completing the course by the expected completion date unless an intervention strategy is implemented (i.e. increasing study load or enrolling in intensive period).
- d) At risk of not meeting the 80% attendance requirement.

### 7.5.3 Unsatisfactory course progress

The progression of a student will be assessed as 'unsatisfactory' of not meeting



the satisfactory course requirement if the student meets the following Progression Rules:

- a) If you have been assessed as 'at risk' and in the next consecutive enrolled study period fail 50% of the enrolled credit points.
- b) The progression of a student who has been placed on 'conditional enrolment' and in the next consecutive study period again failed 50% of the enrolled credit point. The student will be excluded from the ACT for one (1) year.
- c) Failure of the same compulsory unit on three occasions. The student shall be excluded from the course for one (1) year;
- d) No longer in the position to complete the course in the time-frame of their Confirmation of Enrolment (CoE);
- e) Failure to meet the 80% attendance requirement.

#### 7.5.4 Others

The progression of a student who fails in the same elective unit on two occasions shall be assessed as unsatisfactory for the unit and the student shall be excluded from that unit.

### 7.6 Intervention Strategy

- 7.6.1 The ACT Office shall note the "at risk" status on each student's record and advise the affiliated college Registrars of students identified as "at risk" after result processing has been completed in each enrolled study period.
- 7.6.2 If a student is identified as 'at risk' of not meeting satisfactory course progress, an intervention strategy must be implemented. It should be activated within the first four weeks of the following study period. If the student is identified as at risk of making unsatisfactory course progress before the end of the study period, an intervention strategy shall be implemented as early as practicable.
- 7.6.3 Such students receive a written communication from their college drawing their circumstances to their attention and requiring them to seek the counsel of the Academic Dean in their college and referral to other support agencies as deemed appropriate. The student shall also be advised that unsatisfactory course progress for a course could lead to the student being reported to DIBP and cancellation of student visa.
- 7.6.4 The Academic Dean writes to the ACT office detailing the academic support in place for each student deemed to be 'at risk' as soon as possible after receiving notification of such students from the ACT office.
- 7.6.5 Colleges are requested to determine the support to be provided to students identified under this policy, bearing in mind that a variety of measures may be required to meet different student needs. Support for these students may include, but is not limited to:



- academic skills support;
- additional English support;
- additional tutoring/study group;
- increased monitoring, or individual case management;
- a mentor programme;
- personal and/or academic counselling, including encouragement to consider moving course;
- placement in a more appropriate class;
- determination and recommendation of a more appropriate course;
- reduced study load
- extension of course period
- a combination of the above.

7.6.6 To record the treatment of students at the affiliated college, the college Registrar shall establish a Progression File at the college in which to create files that pertain to each student who appeals under this policy. The written record of treatment of each student by the college Academic Dean or by the college Progression Appeals Panel shall be held in the designated file. The submissions(s) from each student along with copies of other correspondence shall also be held in the designated file.

## **7.7 Course completion within the expected duration of study**

7.7.1 The ACT is obliged to monitor the enrolment load of overseas students to ensure that at all times they are in a position to complete their course within the duration on each student's CoE, usually the normal duration of the course.

7.7.2 Before the commencement of study and each enrolled study period the college Registrar (or nominee) shall negotiate/confirm with each overseas student a program of study designed to complete the student's course within the period specified on the student's CoE.

7.7.3 A student may enrol in no more than 25 percent of the student's total course by distance and/or online learning. In each compulsory study period, the student must be studying at least one unit that is not by distance or online learning.

7.7.4 In the discussion with the college Registrar before the commencement of each enrolled study period, the student may request a variation of the agreed program of study which may extend the period of study beyond the expected duration only on the grounds of:

- a) compassionate or compelling circumstances;
- b) implementing an intervention strategy for students who were at risk of not meeting satisfactory course progress
- c) approved deferment or suspension of study

The Registrar shall submit the student's request to the ACT's Director of Academic Services along with any additional information that the college may



wish to add, for a decision on the student's case by the Director of Academic Services. If approved, the ACT will record approval of such a request on the student's file, and record a student course variation on PRISMS where relevant, issuing the student with a new CoE to take into account the varied program of study.

- 7.7.5 If, during an enrolled study period, the student has reason to vary their enrolment by withdrawing from unit(s), the affiliated college Registrar shall forward the student's application to the Director of Academic Services, who may approve the withdrawal(s) only on the grounds of special circumstances [NB. The special circumstances in this policy should be read in conjunction with those in the Variation of Enrolment policy]. The Registrar shall advise the student that, without extra study during the balance of the course, their CoE will be impacted. If approved, the ACT shall record this approval on the student's file along with the reasons for the approval, and record a student course variation on PRISMS where relevant, issuing the student with a new CoE to take into account the varied program of study.
- 7.7.6 At the beginning of the student's penultimate enrolled study period, if it has been determined the student is unable to complete by the end of the next enrolled study period due to special circumstances, the Registrar apply to the ACT Director of Academic Services for the extension of the student's enrolment and the issue of a new CoE.
- 7.7.7 Overseas Students are strongly encouraged to study a normal full time load (16 credit points) per semester. However, a student may enrol in less than a full time load in a semester if:
- there are compassionate or compelling reasons for reducing the load
  - the reduced load is part of the ACT's intervention strategy
  - the student has studied, or plans to study, extra units in another study period
  - the student has only a few units left to complete and these do not constitute a full-time load
  - pre-requisite units are not available in that study period.
- 7.7.8 If it becomes clear that a student is unlikely to finish within the timeframe of the CoE, where possible the student should be encouraged to pick up extra units during the course. These extra units could be picked up during compulsory periods or during non-compulsory study periods such as mid-year intensives where offered. However, for students who have failed some units, 'overloading' (taking more than a standard load in a compulsory study period) is not recommended. If picking up extra units throughout the course is not appropriate, other actions should be considered.
- 7.7.9 Overseas students must at all times be in a position to complete their course in the time-frame of their Confirmation of Enrolment (CoE) in order to be



deemed to be maintaining satisfactory course progress. There is an enrolment limit of 20 credit points per semester in all awards, meaning that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of 20 credit points per semester, he/she will be deemed to no longer be maintaining satisfactory course progress, and the ACT is required to take action against the student under the ESOS Act, which may result in the cancellation of the student's CoE, the notification to DIBP, and subsequent cancellation of the student's Australian student visa.

- 7.7.10 If a student appears to be deliberately under-enrolling (taking less than a normal full-time load without good reason) despite the provider's advice and without the provider's approval, the ACT will address this in one of two ways:
- cancel the student's enrolment when the student refuses to enrol in an appropriate load; or
  - document the student's behaviour and, if the student requests an extension of duration of study, refuse to extend the CoE.
- 7.7.11 If the student finishes their course before the expiry date of the CoE, the student will be advised that ACT will notify the Department of Education of the student's early completion via PRISMS. The student shall contact the immigration on the possible effect to their student visa.

## **7.8 Monitoring Course Attendance**

- 7.8.1 The ACT's affiliated colleges record the attendance of each student to each face-to-face class, be it a lecture, seminar or tutorial. The ACT expects 100% attendance normally but does recognise that circumstances can prevent a student from getting to class.
- 7.8.2 As an overseas student, you are allowed to take no more than 25% of your total course by distance or online learning modes. In addition, you are not allowed to enrol exclusively in online and/or distance mode. You must enrol in at least one face-to-face unit every study period.
- 7.8.3 To achieve satisfactory course progress, a satisfactory attendance must be maintained. To achieve satisfactory attendance you are required to attend at least 80% of the scheduled unit contact hours. In case of non-attendance, you are asked to either notify both the lecturer and affiliated college Registrar of your anticipated non-attendance at a class, or to notify them as soon as possible of your reasons for not attending a class.
- 7.8.4 If you are at risk of not attending at least 80% of the scheduled unit contact hours, you will be contacted by the affiliated college Registrar and counseled regarding your situation. At this stage, the student is identified as 'at risk' of not meeting satisfactory course progress and an intervention strategy must be implemented.
- 7.8.5 If you have not met the 80% attendance, you are assessed as not meeting



satisfactory course progress. You will be notified in writing of the ACT's intention to report you to DIAC for not achieving satisfactory course progress.

## **7.9 Reporting Unsatisfactory Course Progress to DIBP**

- 7.9.1 When the progression of an overseas student is assessed as unsatisfactory, the ACT Director of Academic Services shall inform the student in writing of the intention to report the student to DIBP for unsatisfactory progress. The student shall be advised that they may appeal the imposition of this sanction and that they have 20 working days from receipt of the letter within which to lodge their appeal through their college Registrar.
- 7.9.2 The ACT is only able to initiate the reporting process for a student not making satisfactory course progress after an intervention strategy has been implemented and the student has been allowed time for the intervention to run its course.
- 7.9.3 If a student chooses to access the complaints and appeals process, the student's enrolment must be maintained while the complaints and appeals process is ongoing.
- 7.9.4 Students who are placed on conditional enrolment or who successfully appeal the imposition of this sanction shall be required to seek assistance in order to maximize success in future study. In the first instance, such students shall be directed to their college Academic Dean for academic counseling and referral to other support agencies as deemed appropriate.
- 7.9.5 Overseas students who elect not to appeal within 20 working days from receipt of the letter, withdraws from the process, or whose appeal(s) fail shall be reported by the ACT to DIBP for unsatisfactory progress.

## **7.10 Exclusion**

- 7.10.1 Students who are excluded from an elective unit shall be informed by their college in writing of the imposition of this sanction and they may appeal the imposition of that sanction through the Registrar to the Academic Dean of the affiliated college in which they are enrolled. If the appeal is successful, the student may be permitted to enrol in the unit on only one (1) more occasion in the current course.
- 7.10.2 Students who are excluded from a course or the ACT are also considered as not meeting satisfactory course progress. Please see section 7.9 (Reporting Unsatisfactory Course Progress to DIBP) above.

If a student chooses to access the complaints and appeals process, the student's enrolment must be maintained while the complaints and appeals process is ongoing.

If the appeal is successful, the student may be permitted to continue study:



- a) without the imposition of any sanctions, or
- b) under the sanction of conditional enrolment for a specified period of time, or
- c) obliged to comply with particular conditions set by the ACT Academic Appeals Committee.

7.10.3 Overseas students who elect not to appeal their exclusion from a course or the ACT within 20 working days from receipt of the correspondence from the ACT Director of Academic Services or whose appeal(s) fail shall be reported to DIBP for unsatisfactory progress.

## 8. IMPOSITION AND CONSEQUENCE OF SANCTIONS

8.1 Students who are reported to the DIBP for unsatisfactory course progress shall have their Confirmation of Enrolment (CoE) cancelled. DIBP will consider all the information available if they decide to consider cancellation, DIBP will send a Notice of Intention to Consider Cancellation (NOICC) prior to a decision being made to cancel the student's visa. Students will be given an opportunity to respond to the NOICC and explain their situation.

If the student visa is cancelled, the student can no longer study in Australia. The ACT course can be completed by distance.

8.2 Students who are excluded from the ACT shall have their enrolment cancelled and they are precluded from any re-enrolment or admission in an ACT course during the period of exclusion, which will not exceed 24 months. A student who is excluded from the ACT shall not have access to any ACT resources or be granted academic credit for units completed at another institution during the period of exclusion. A student who is excluded from the ACT shall not be able to have any award conferred during the period of exclusion, except if offered by the ACT at the time of exclusion.

8.3 At the expiration of a period of exclusion from the ACT, the student does not have automatic right of re-admission and must apply for re-admission. Previous enrolment in a course of study at the ACT does not guarantee acceptance of an application for re-admission. Students who have been excluded may apply for re-admission subject to the rules for the course that apply at the time of re-admission. Credit transfer into the course to which the student is admitted shall be based on units completed no more than 10 years prior to the re-admission. Should the student gain re-admission to their original course or a course deemed by the College to be equivalent, the maximum time for completion of this course will be determined by the Director of Academic Services in accordance with the Credit Transfer / RPL Policy.

## 9. APPEALS AGAINST SANCTIONS

9.1 Please refer to ACT's Grievance Resolution Policy for Overseas Students



for policy and procedure.

**9.2 The contents of an appeal against the imposition of load intervention or a sanction**

9.2.1 To appeal successfully, a student must demonstrate that compelling or compassionate circumstances contributed to their poor/unsatisfactory academic performance.

9.2.2 While it is not possible to define in advance all circumstances which the ACT may accept as “compelling or compassionate,” in general terms such circumstances shall include illnesses, accidents, and/or misadventures which:

- a) are beyond the student’s control;
- b) are unusual, uncommon, abnormal or severe;
- c) prevent or demonstrably impact a student’s attendance at classes, and/or study, and/or fulfillment of assessment tasks;

9.2.3 For circumstances to be deemed beyond a student’s control, they shall be such that a reasonable person would consider them not due to the student’s action or inaction, either direct or indirect, and for which the student was not responsible.

9.2.4 Circumstances which may be deemed “compelling or compassionate” may include but are not limited to:

- a) medical circumstances, including serious illness, physical trauma;
- b) personal circumstances, including psychological trauma, impairment or incapacity arising from an event;
- c) family circumstances, including provision of full-time care to a close family member, bereavement;
- d) course-of-study related circumstances;
- e) domestic circumstances, including major political upheaval or natural disaster in the home country or district requiring emergency travel or preventing the student from continuing their studies.

9.2.5 Circumstances the ACT would not normally consider “compelling or compassionate” include those related to:

- a) routine demands of employment;
- b) difficulties adjusting to study in an ACT course, to the self-discipline needed to study effectively, and to the demands of academic work;
- c) stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
- d) routine financial support needs;
- e) lack of understanding of requirements of academic work;



- f) difficulties with English language;
  - g) difficulties with visa arrangements that could have been reasonably anticipated;
  - h) demands of sport, clubs, religious activities, social or extra-curricular activity;
  - i) recreational travel (domestic or international);
  - j) planned events such as weddings.
- 9.2.6 Any appeal against the imposition of load intervention or a sanction based on experiencing “compelling or compassionate” must be accompanied by supporting documentation substantiating the experiences claimed by the student. Depending on the circumstances, supporting statements may be appropriate from a doctor, counselor, solicitor, employer, and/or an independent member of the community (e.g., justice of the peace, minister of religion). Such statements must provide the following detail:
- a) the date the event occurred or began;
  - b) a brief description of the event;
  - c) an assessment of the severity and breadth of impact of the event on the student, including the extent of impact on the student’s ability to study;
  - d) when it became apparent the student could not complete an assessment task and/or continue study in unit/course;
  - e) the likely duration of the impact of the event on the student’s course of study.
- 9.2.7 While it is not sufficient for a student to provide only a personal submission to claim the experience of special circumstances, the student may provide a personal statement addressing the following issues:
- a) how the circumstances that adversely affected their academic performance may be considered special circumstances as described in this policy;
  - b) how and to what extent these circumstances might affect study in the coming year;
  - c) what plans the student has to minimise disruption to future study if permitted to continue studying.

### **9.3 Confidentiality in relation to submissions lodged by students**

- 9.3.1 All information submitted by a student in appeal(s) against the imposition of a sanction will be kept confidential.

## **10. RELATED LEGISLATION**

ESOS Act 2000 - <https://www.legislation.gov.au/Details/C2016C00272>



National Code 2007 - <http://www.comlaw.gov.au/Details/F2010C00313>

## 11. OTHER REFERENCES

Grievance Resolution Policy for Overseas Students

## 12. VERSION HISTORY

Version	Changes made	Effective Date
1	Extract from the Progression and Intervention Policy approved by the Board on 02 March 2016.	11 November 2016

*Any hard copy of this electronic document may not be current as the ACT regularly reviews its policies. The latest version can be found online at <http://www.actheology.edu.au/policies.php>.*