



EYNESBURY
COLLEGE

ELICOS ACADEMIC STANDING POLICY

Contents

SECTION A - INTRODUCTION	3
A.1 Purpose.....	3
A.2 Scope.....	3
A.3 Definitions.....	3
A.4 Acronyms.....	4
SECTION B - POLICY STATEMENT	5
B.1 Principles.....	5
B.2 Policy.....	5
SECTION C - GOVERNANCE	7
C.1 Responsibility.....	7
C.2 Version Control.....	7
C.3 Legislative and Organisational Context.....	7
SECTION D - PROCEDURE	8
D.1 Related Procedures.....	8
D.2 Related Policies.....	8

SECTION A - INTRODUCTION

A.1 Purpose

Eynesbury College is committed to the delivery of high quality outcomes for students in ELICOS programs through the regular monitoring and assessment of student progress and through the provision of appropriate feedback and support.

Educational Enterprise Australia Pty Ltd is required under Standard 10 of the ESOS National Code of Practice to monitor the module progress of students enrolled in ELICOS **Academic English** Programs.

A.2 Scope

This policy applies to all current students of Eynesbury College enrolled in Academic English ELICOS programs. It does not include General English levels (EGP and EAPP)

A.3 Definitions

Word/Term	Definition
Academic standing	Academic Standing describes a student status within the context of his or her progression through academic programs
At risk of making unsatisfactory academic progress	For the purposes of this policy this is defined as a student who achieves less than 50% in any component of assessment in a given module
Attendance	The presence of students in class during scheduled class time
Class	A scheduled teaching block
Compassionate or Compelling Circumstances	Circumstances beyond the control of the student that have occurred since the student accepted an offer at Eynesbury and have significantly impacted on the student's well-being or progress
Consecutive	Following on from each other irrespective of any break in studies
Immigration	Department of Home Affairs
Intervention	Measures, strategies or practices which have a theoretical and professional basis
Module	A single unit of study that counts towards completion of a program
National Code of Practice	A set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa

Orientation	An information day/week that all students attend when commencing their program or module or non-award ELICOS
Satisfactory Academic Progress	A student who achieves at least 50% in every component of assessment
Study Period	ELICOS programs - ten weeks unless a shorter period of study as per the student letter of offer and/or module progressions
Student Performance Contract	A document signed by a student and the Eynesbury College Director of Studies setting out expectations and requirements in order to facilitate the student in improving their academic performance
Unsatisfactory academic progress	A student who fails for three consecutive study periods

A.4 Acronyms

Abbreviation	Phrase or Word
ELICOS	English Language Intensive Courses for Overseas Students

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College will systematically monitor, record and determine the academic standing of each student for the period of enrolment.

Eynesbury College is proactive in identifying and counselling students who are at risk of failing to meet academic standing requirements.

Students who are identified as at risk of failing to meet module requirements will have an appropriate intervention strategy negotiated to support their academic progress.

Eynesbury College is committed to the implementation of an intervention strategy for any student who is at risk of not meeting satisfactory module academic standing requirements by offering effective support mechanisms.

B.2 Policy

1 Learning support mechanisms

1.1 Eynesbury College will provide support on an individual basis outside of normal class contact hours.

1.2 Additional regular one-on-one meetings with class teachers, Director of Studies, and/or Student Counsellor if necessary.

1.3 At risk students will be provided with a study plan to assist them with undertaking self-directed study tasks.

2 Identification of students at risk

2.1 The Director of Studies will monitor students' progress for the modules in which they are currently enrolled, to identify who may be 'at risk' of failing to make satisfactory academic progress.

2.2 Criteria to be considered in identifying students at risk will include:

- student attendance;
- results of the assessment during the first 5 weeks of any module;
- academic results at completion of each module;
- teacher feedback

2.3 Eynesbury College has intervention strategies in place to support any student who is assessed as being at risk of making unsatisfactory academic progress. These students will be counselled and provided with the appropriate learning support mechanisms outlined in (1) above

3 Levels of Academic Standing

3.1 Good

3.1.1 A student at the start of their academic English level or one who is making satisfactory academic progress.

3.2 Warning

3.2.1 A student who fails their academic English level once.

3.2.2 Students will be issued with a warning letter and offered counselling.

3.3 Probation

3.3.1 A student who fails their academic English level for a second time.

3.3.2 Students will be issued with a probation letter, be placed on a Student Performance Agreement and receive counselling.

3.4 Unsatisfactory

3.4.1 A student who fails their academic English level for a third time

4 Students with Unsatisfactory Academic Standing

4.1 International students with Unsatisfactory Academic Standing due to failing their academic English level for a third time will be issued with a Notice of Intention to Report (ITR) for failing to make satisfactory academic progress and may have their Confirmation of Enrolment (CoE) cancelled.

5 Appeals

5.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	ELICOS Academic Standing Policy
Policy Owner	Director of Studies
Approving Authority	Eynesbury College Academic Board
Initial Issue date	January 2019
Directory Location	Policies, Eynesbury, ELICOS

C.2 Version Control

Current Version Number	v2.0
Date of Effect	11/2021
Review Date	01/2025
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
ELICOS National Standards
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

ELICOS Academic Standing Procedure

D.2 Related Policies

Student Grievances and Appeals Policy