



EYNESBURY
COLLEGE

FSP ACADEMIC STANDING POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

Eynesbury College is committed to the delivery of high quality academic outcomes for students through the regular monitoring and assessment of student academic standing and through the provision of high quality student support.

This policy sets out the means by which Eynesbury College meets its commitment to delivery of high quality academic outcomes for students.

A.2 Scope

This policy applies to all current students enrolled in the Foundation Studies Program (FSP) delivered by Eynesbury College.

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
Appeal	Requesting a review of a previous process
At risk of making unsatisfactory academic progress	A student who achieves a score of less than 50% in 50% or more of their modules in a given term
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 College and have significantly impacted on the student's well-being or progress
Discipline	An area or field of academic study
Immigration	Department of Home Affairs
Intention to Report	Student is advised that they are to be reported for unsatisfactory academic standing.
Intervention	Measures, strategies or practices with an appropriate professional foundation used to improve academic performance
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
Program	An approved combination of approved modules in which a student is enrolled
Satisfactory academic progress	A student who achieves a score of more than 50% in 50% or more of their modules in a given term
Semester	FLP – a period of approximately two terms
Student Performance Contract	A document signed by a student and the Student Learning Advisor setting out a study program (and other study requirements). The contract is intended to refocus the student to improve their academic performance.
Supported Study	Compulsory self study times timetabled as part of a student’s load
Term	A period of approximately 10 teaching weeks

A.4 Acronyms

Abbreviation	Phrase or word
FSP	Foundation Studies Program
ITR	Intention to Report
SLA	Student Learning Advisor

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College will monitor, record and assess the academic standing of each student for the modules in which they are enrolled.

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

Eynesbury College aims to provide its students with the best possible opportunity to succeed in their studies.

B.2 Policy

1 Academic support mechanisms

- 1.1 Eynesbury College timetables Supported Study where students are able to complete self-directed study tasks from the various discipline areas.
- 1.2 One-to-one meetings with the Program Coordinator (FSP), the Student Learning Adviser (SLA) and teaching staff are available by appointment.

2 Students at risk

- 2.1 The SLA will monitor students' progress for the modules in which they are enrolled, to identify any who may be 'at risk' of failing to make satisfactory academic progress.
- 2.2 Students will be assessed for being at risk using set criteria.
- 2.3 Students who are deemed to be at risk of making unsatisfactory progress will be counselled and provided with the appropriate support mechanisms outlined in (1) above.
- 2.4 Eynesbury College has intervention strategies in place to support any student who is assessed as being at risk of making unsatisfactory academic progress. This includes the implementation of a Personal Study Plan (PSP), study Skills and academic counselling.
- 2.5 Eynesbury College will assess the progress of every student at the completion of each teaching term and those identified as at risk of making unsatisfactory academic progress will have a compulsory appointment with the SLA.

3 Levels of Academic Standing

3.1 Good

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

3.2 Warning

- 3.2.1 A student who achieves a score of less than 50% in 50% or more of their modules in a given semester.
- 3.2.2 Students will be issued with a warning letter and offered counselling.

3.3 Probation

3.3.1 A student who achieves a score of less than 50% in 50% or more of their modules in a given semester.

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

3.4 Unsatisfactory

3.4.1 Students who are deemed to have made unsatisfactory academic progress in a second consecutive semester.

4 Students with Unsatisfactory Academic Standing

4.1 Students who are deemed to have made unsatisfactory academic progress in two consecutive semesters will be considered to have made unsatisfactory academic progress and will be issued with an Intention to Report (ITR) for failing to make satisfactory academic progress. They may also 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	FLP Academic Standing Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury College Academic Board
Initial Issue date	February 2019
Directory Location	Policies, Eynesbury, Academic Directorate, FLP

C.2 Version Control

Current Version Number	v1.3
Date of Effect	11/2020
Review Date	2/2022
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
National Foundation Program Standards
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

FSP Academic Standing Procedure

D.2 Related Policies

Student Grievances and Appeals Policy