Course Progress

a) The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
b) The course progress of all students will be assessed at the end of each semester of enrolment.
c) Students who have begun part way through a semester will be assessed after one full semester.
d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 75% of units in any study period (see note in definitions).
e) If a student does not achieve competency in at least 75% of units studied in an assessment period, the International Student Coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include:
   i) additional supervised study periods
   ii) tutorial assistance
   iii) other intervention strategies as deemed necessary
f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
g) The student’s individual strategy for academic improvement will be monitored over the following semester by the International Student Coordinator and records of student response to the strategy will be kept.
h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Ivanhoe Girls’ Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the School’s internal complaints and appeals process.
i) The School will notify DEST via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
   i) the student does not access the complaints and appeals process within 20 days, or
   ii) the student withdraws from the complaints and appeals process, or
   iii) the complaints and appeals process results in favour of the School

Completion Within Expected Duration of Study (Course Progression)

a) As noted in 1a, the School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected duration of the course.
c) The School will only extend the duration of the student’s study where the student will not complete their course within the expected duration due to:
   i) compassionate or compelling circumstances
   ii) student participation in an intervention strategy as outlined in 1e
   iii) an approved deferment or suspension of study has been granted in accordance with Ivanhoe Girls’ Grammar School’s Deferment, Suspension and Cancellation Policy

Where the School decides to extend the duration of the student’s study, the School will report via PRISMS and/or issue a new Confirmation of Enrolment (COE) if required.
Definitions

a) Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:
   i) serious illness, where a medical certificate states that the student was unable to attend classes
   ii) bereavement of close family members such as parents or grandparents
   iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
   iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
   v) where the School was unable to offer a pre-requisite unit
   vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) School day – any day for which the School has scheduled course contact hours.

d) Competency – In VCE studies competency is defined as achieving ‘S’ for a unit of study together with the following grades of A to E. In Year 10 competency is defined as achieving a grade of A to E. Unsatisfactory work is graded as UG or NS. Refer to Key to Reports guide.