

Russo Business School Academic Progression Policy and Procedures

Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to the academic progression of all students of Russo Business School.

Definitions and Abbreviations

Academic progression is evaluated on the basis of a student's Grade Point Average (GPA). Academic performance is maintained while a GPA is equal to or greater than 3.0 on a 7.0 scale.

Australian Applicant is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

International Applicant is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2nd ed, 2013*. and which leads to the conferral of an award. For example, Diploma of Business.

Early Intervention is the academic status assigned to students who were identified in the most recent study period in which they were enrolled as needing to immediately take steps to improve academic performance in order to make satisfactory progress in future study periods. International Students are required to engage in an intervention plan.

Good Standing is where a student has just begun their course at RBS and/or their academic performance in the most recent study period is satisfactory.

Intervention Strategies are mechanisms put in place by RBS to assist students in identifying their challenges and helping to improve academic performance.

Notice of Intention to Report under this policy, refers to when a student who is not permitted to continue their course, nor transfer to a course with the same inherent requirements, due to failing to make satisfactory academic progress or having insufficient time remaining to complete the course within the maximum time to complete. The student will receive notice from RBS of our intention to report, including the timeframe and process for appeal.

Probation is the Academic Status assigned to students identified as not making satisfactory progress in their course (A GPA of less than 3.0) and who will be required to engage in an intervention plan, to improve their academic performance and meet certain conditions if they wish to continue in their course. Such students may face suspension or exclusion should they not make satisfactory academic progress in subsequent study periods in which they are enrolled, and/or, not meet the conditions imposed on their enrolment.

Satisfactory Academic Progress means that a student has achieved subject results in each study period that are equal to or better than the minimum academic standards as set out in this Policy, and, where applicable, has met the conditions placed on the approval for the student to continue in the course.

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the *Australian Qualifications Framework AQF 2nd ed, 2013*. A subject may form part of a course.

AQF – Australian Qualification Framework

ASTAS - Australian Student Tuition Assurance Scheme

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

DHA – Department of Home Affairs

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

PRISMS – Provider Registration and International Student Management System

TPS – Tuition Protection Service

Russo Business School has in place 'effective mechanisms to identify and support students who are at risk of not progressing academically. This policy covers students undertaking undergraduate and postgraduate programs.

Students who are on a Student Visa are required, pursuant to condition 8202 which attaches to visas of all primary student visa holders, to maintain satisfactory academic progression performance in accordance with the requirements of Russo Business School.

Students must acquaint themselves with the relevant Award requirements for their course, including the most up-to-date Subject Outlines for the subjects they are enrolled in and any requirements relevant to the specific subject or course.

A student must make a genuine attempt to progress academically and is expected to at least achieve minimum academic standards in each study period, associated with attendance, course, subject and assessment requirements and by taking responsibility for their own academic progress.

Students, who believe that their personal circumstances may impact on their ability to meet expectations of satisfactory academic progress, are advised to seek advice and take action as early as possible.

Throughout each study period, the Academic Program Manager will monitor each student's academic performance, by referring to the Russo Business School Academic Progression Flow Chart. Such monitoring may result in a student being considered for:

Good Standing - where a student has just begun their course at RBS and/or their academic performance in the most recent study period is satisfactory

Early Intervention – Student may receive a communicate directing them to seek/attend campus support networks

Probation – for the purpose of assessing probation, the Dean, Academic Operations Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0. Student will receive a communicate advising of their probationary status and will be required to attend a meeting with the Academic Program Manager

Notice of Intention to Report - for the purpose of assessing an Intention to Report that may lead to suspension or exclusion, the Dean, Academic Operations Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0. Any student who has failed to meet academic requirements (that is, maintaining a grade point average of 3.0 or above) for two or more consecutive study periods, relevant to the course of study, will automatically be issued with a 'Notice of Intention to Report', due to unsatisfactory course progress.

Appeals

Students who have received notice of; Early Intervention, Probation or Notice of Intention to Report, have the right to appeal against the decision according to the *Student Complaints and Appeals Policy and Procedures*.

A student must continue to study during the appeals process.

Reporting of unsatisfactory course progress

Upon expiry of the appeals period and a student has chosen not to access the Student and Complaints and Appeals process, RBS will report the student to Department of Home Affairs for failure to make satisfactory course progress. The student will be notified of this report and will therefore be excluded from further study.

Procedure

This procedure supports the Academic Progression Policy and describes the actions Russo Business School will take to systematically monitor, record and respond to a student's failure to make satisfactory Academic Progress as identified under the terms of the Policy. This procedure covers students undertaking undergraduate and postgraduate programs.

Throughout each study period, the Academic Program Manager will monitor each student's academic performance, by referring to the Russo Business School Academic Progression Flow Chart, which includes strategies for:

Good Standing - where a student has just begun their course at RBS and/or their academic performance in the most recent study period is satisfactory

Early Intervention – Student may receive a communicate directing them to seek/attend campus support networks

Probation – for the purpose of assessing probation, the Dean, Academic Operations Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0. Student will receive a communicate advising of their probationary status and will be required to attend a meeting with the Academic Program Manager

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The Dean, Academic Operations will inform the Russo Business School Registrar (or equivalent) to notify the student of their notice.

The student will have 28 days in which they may appeal the decision of 'Notice of Intention to Report'.

The student must continue to study during this period.

Should a student not lodge an appeal, or if the appeal is not upheld, the student is deemed to be excluded from their course and the process for the reporting of a student's CoE through the Department of Home Affairs PRISMS System is to commence within the period of reporting timelines as set by the ESOS Act 2000. Staff reporting are to refer to the PRISMS guidelines when reporting a student for exclusion. [PRISMS](#)

Students who have been excluded from progressing will be prevented from re-enrolling in a subsequent study period.

Related Legislation and Standards

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)
[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)
[Higher Education Standards Framework \(Threshold Standards\) 2015](#)
[National Code of Practice 2018](#)
[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)
[Australian Qualifications Framework \(2nd ed, January 2013\)](#)

Related Documents

Academic Progression Flowchart
Student Code of Conduct Policy
Student Complaints & Appeals Policy
Student Feedback and Evaluation Policy

Delegation

Delegated Authority	Delegation
Governance	
Assessment Committee	Refer to the Terms of Reference
Student Appeals and Grievance Committee	Refer to the Terms of Reference
Executives	
Executive Dean	Relevant to Accountability Statement
Management	
Dean, Academic Operations	Relevant to Accountability Statement
Associate Dean – Diploma Programs	Relevant to Accountability Statement
Academic Support Staff – Adviser/Lecturers	Relevant to Accountability Statement
Student Services	Relevant to Accountability Statement

Version Control

Policy and Procedure Version Control Number	Policy and Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Ms Kathleen Newcombe	Academic Board	9/10/2014	9/10/2015
2/2015	Dr Elizabeth O'Brien Executive Dean,	Academic Board	23/11/2015	16/9/2016
3/2016	Dr Elizabeth Executive Dean, Russo Business	Academic Board	7/10/2016	7/10/2017
4/2018	Dr Paul Greenfield Executive Dean	Academic Board	25/06/2018	25/06/2019
5/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor Amendment)	3/6/2020	3/6/2021