



## **TAFE NSW COURSE PROGRESS POLICY**

From Semester 2 2007, international students studying with TAFE NSW must comply with the ***DEST-DIAC Course Progress Policy and Procedures***. A copy of this policy is available on [http://www.detinternational.nsw.edu.au/downloads/dest\\_courseprog.pdf](http://www.detinternational.nsw.edu.au/downloads/dest_courseprog.pdf)

### **SATISFACTORY AND UNSATISFACTORY PROGRESS**

At the beginning of each semester you will be given information about the requirements and the assessments in your course.

At TAFE NSW satisfactory progress means passing at least 50% of the units in one semester. For example if you are taking 10 units you must pass at least 5 units. Unsatisfactory progress occurs if you fail more than 50% of the units in a semester.

### **INTERVENTION STRATEGY**

If your college considers at any time during a semester that you are at risk of failing more than 50% of the units in one semester, the college will take steps to assist you in your studies. To assess the risk of such failure, your attendance records will be checked in term 1 and term 3. You are also encouraged to contact the college international student coordinator if you are experiencing difficulties in your studies.

If you fail more than 50% of the units in a semester you will be given notice by your college coordinator that your progress is unsatisfactory and an action plan will be put into place to help you improve in your studies.

If your college considers that you will not complete your course in the duration of your student visa, the college will also put an action plan to help you improve in your studies. The action plan will be written into a Learning Agreement which you sign. This Agreement will be monitored over the next semester. The college international student coordinator will be the contact for this plan and its progress.

### **UNSATISFACTORY PROGRESS OVER TWO SEMESTERS**

If you fail more than 50% of the units in a semester for two consecutive semesters, you will be given notice by the international student coordinator at your college that you are going to be reported to The Department of Immigration and Citizenship [DIAC].

### **APPEALS PROCESS**

Before you are reported to DIAC for unsatisfactory progress, you will have 20 days to appeal. Students are allowed to appeal for the following reasons:

1. you believe that your marks have not been recorded or calculated correctly
2. you believe that you have compassionate or compelling reasons for not making satisfactory progress

3. you believe that the college has not implemented its ***Intervention Strategy for TAFE NSW International Students*** and therefore has not assisted you

Your appeal will be considered by a Review Committee. During any Appeal Process the student must continue to be enrolled and attend classes where appropriate. Depending on the outcome of the appeal, you may or may not be reported to DIAC.