Monitoring Course Progress Policy 2025

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Part 1 Purpose and application

1.1 Purpose

(1) The requirements for

(a) all students enrolled in the University of Sydney Preparation Programs (USPPs).

(b) All students need to clearly understand the requirements for maintaining course progress, including compliance with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).

(2) The circumstances when a student might be excluded because of

(a) Inability to complete within the allowed time limit; and

(b) Student misconduct or being suspended

(3) The Policy is supported by Monitoring Course Progress Procedures 2025 (the Procedures)

1.2 Start date

(1) This Policy commences the day after the day on which it is registered.

1.3 Application

(1) This policy applies to students enrolled in the University of Sydney Preparation Program delivered on behalf of the University of Sydney by Navitas Australia Pty Limited trading as Taylors College Sydney (the College), and to staff of the College.

1.4 Policy is binding

(1) Except to the extent that a contrary intention is expressed, this policy binds the University of Sydney Foundation Program Pty Limited (USFP), staff, students and affiliates.

Part 2 General principles

(1) Student progress is monitored throughout the course against the minimum academic standards. Module teachers update the Moodle Gradebook at the end of each term and students are directed to review their progress to date. Students receive their semester report at the end of each semester and a transcript at the end of their course.

(2) If a student is identified as potentially at risk or at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course, they will be supported through the College's support and intervention strategy.

(1) A student successfully completes when they receive a grade that will satisfy entry into an award course at the University of Sydney.

(2) Successful completion of the University of Sydney High Achievers Preparation Program requires students to be assessed as competent in all modules.

Part 3 Records Management

(1) Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements

(2) Records of students referred for additional academic or English language support are electronically maintained.

Part 4 Definitions

Academic Management Team (AMT)	means the Academic Managers of the USPPs.
Affiliates	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USPP to perform duties or functions on its behalf.
Appeal	means the request by a student for a review of a decision made by the College: • in response to a complaint by the student • to issue a Notice of Enrolment Cancellation NEC • to issue a Notice of Enrolment Cancellation NIR • in response to a request by a student to suspend their enrolment • on a grade outcome • in response to a student's application for special consideration • as a result of a misconduct finding and/or penalty.
At Risk	means a student is deemed to be at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course if at the end of their first semester they: • have achieved less than 50% in Academic English and/or prerequisite Mathematics • have scored less than 50% after taking a module for a second time, • have scored less than 50% in more than half of all modules, • have breached the conditions of a Support Plan, or • have been provided with an Intervention Plan.
The College	means Taylors College Sydney, including its staff, affiliates and contractors.
College Director	means the most senior staff member for the College (or their delegate).
Core Module	means a compulsory module for a course, as listed on the University of Sydney Foundation Program and HAPP pages of the College website, as updated from time to time.
Course	means a collection of academic modules, which may or may not lead to the granting of a certificate of completion.
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students.

Delegate	means a person who has been authorised to perform a specific responsibility.
Delivery mode	means an indication of how students receive the instruction for a unit of study. The delivery mode must be identified for each unit as distinct from the attendance mode of the student, i.e. attendance at scheduled lectures, tutorials etc. at a campus of the College.
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuance of student visa and provision of student visa services (www.homeaffairs.gov.au).
eCoE	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
GPA	means Grade Point Average.
International student/overseas student	means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in Australia, and who has the right to enrol at the College.
Intervention Plan	means the formal approved plan/agreement for assisting students deemed 'at risk' of not meeting minimum academic standards. It provides additional course progress support and may include English language support, Mathematics support, study skills support, welfare support, module support, student success support and/or a revised study plan.
Learning Management System (LMS)	means the system used to record and monitor student learning, support measures and academic progress.
(The) National Code	means the National Code of Practice for Providers of Education and Training to Overseas Students 2018 made under subsection 33(1) of the Education Services for Overseas Students (ESOS) Act 2000 (Cth) It outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
Notice of Enrolment Cancellation	means the notification from the College to a student, stating the College's intention to cancel the student's enrolment for one of the following reasons: • unsatisfactory attendance • unsatisfactory course progress • misconduct (academic or non-academic) non-payment of USPP course fees.
Notice of Intention to Report (NIR)	means the notification from the College to a student, stating the College's intention to report the student to the DHA for not meeting enrolment conditions associated with their student visa.
Offer at Risk	means a student not on track to meet the entry requirements for their packaged degree at the University of Sydney.
Potentially At Risk	means a student is identified as potentially at risk of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course if they: • are a student with a Risk Indicator which aligns with a level of competency to date for the Module 5.0 – 6.0

	• are identified as potentially at risk by a Module teacher or the Student Success Team • are provided with a Support Plan.
Student	means a person who is currently an enrolled student in a University of Sydney Preparation Program (This does not include former students and/or student graduates).
Student Management System (SMS)	means the system used to record student personal information and grades.
Progression	means meeting the GPA and English entry requirements that satisfy their University of Sydney packaged degree offer or wait list offer (if available).
Support Plan	means the formal approved plan for assisting students deemed at risk of not meeting minimum academic standards. It provides additional course progress support and may include English language support, Mathematics support, study skills support, welfare support, Module support, student success support and/or a revised study plan.
Student Success Team	means the team who identify and provide ongoing support with overall responsibility for student support needs, and usually the first point of contact for various student needs such as administration, academic and attendance requirements, welfare, student support and translation assistance.
University of Sydney Preparation Programs (USPP)	means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program (USFP) and the High Achievers Preparation Program (HAPP).

Part 5 Notes

Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

MONITORING COURSE PROGRESS POLICY AND PROCEDURES 2021

USPP Monitoring Course Progress Policy 2025

Date adopted:	30 June 2025
Owner:	College Director
Approver	USFP Board of Studies
Review date:	At least once every 5 years from the date of commencement
Rescinded documents:	MONITORING COURSE PROGRESS POLICY AND PROCEDURES 2021
Related documents:	Competition and Consumer Act 2010 (Cth) Education Services for Overseas Students Act 2000 (Cth) Education Services for Overseas Students Regulations 2019 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) National Standards for Foundation Programs Privacy Act 1988 (Cth) Enrolment Cancellation Appeal Form (Phase 3) Student Formal Complaint Form (Phase 2) Student Internal Appeal Form Cancellation and Refund Policy and Procedures Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures Records Management Policy and Procedures Student Complaints and Appeals Policy and Procedures Student Enrolment Terms and Conditions Student Learning Assistance Policy and Procedures Student Privacy Policy Student Progression and Exclusion Policy and Procedures Student Support Policy Framework

Part 6 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced