

Monitoring Course Progress Procedures 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) These Procedures outline Taylors College's process of monitoring the students' course progress.

1.2 Start date

- (1) These Procedures commences the day after the day on which it is registered.

1.3 Application

- (1) These Procedures apply to all students currently enrolled in the University of Sydney Preparation Program

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 Monitoring course progress procedures

A four-stage student support and intervention strategy are implemented at the College to ensure all students are supported in maintaining satisfactory course progress. Note: if a student's performance in a Module improves, they may no longer be considered potentially at risk/at risk.

2.1 Stage 1 – Semester 1 Commencement

- (1) Students complete diagnostic exams for English and Mathematics. Students who score below 60% are deemed potentially at risk and are targeted for additional support which may take the form of workshops or tutorials. Guardians of U18 students and sponsors of sponsored students who are targeted for support are notified.

2.2 Stage 2 – Mid-semester 1 (Week 10 Standard only)

- (1) At the mid-point of the student's first semester (Week 10) students who are achieving below 50% in English, and/or Maths (prerequisite), or half or more of their modules (or any combination thereof), are deemed at risk and placed on a Support Plan (SP). Students on an SP are targeted for additional support which may take the form of workshops and tutorials. Guardians of U18 students and sponsors of sponsored students who are targeted for support are notified.

2.3 Stage 3 – Semester 2 Commencement

- (1) At the conclusion of their first semester (Week 20), students who are achieving below 50% in English, and/or Maths (prerequisite), or half or more of their modules (or any combination thereof) are grouped by an "At Risk Indicator" (ARI), deemed at risk and placed on an Intervention Plan (IP) for the commencement of Semester 2. Students are advised via email and meeting if they are classified with the same ARI at the end of the course their student visa will be at risk of cancelation due to failure to meet the

course progress requirements. Students on an IP are targeted for additional support which may take the form of workshops and tutorials. Guardians of U18 students and sponsors of sponsored students who are placed on an IP are emailed the IP document and required to acknowledge with their signature.

2.4 Stage 4 – Mid-semester 2 (Week 30 Standard/Week 20 Intensive)

- (1) At the mid-point of the student's second semester (Week 30) students who are scoring below 50% in English, and/or Maths (prerequisite), or half or more of their modules (or any combination thereof) are deemed at risk and placed on a Support Plan (SP). Students on an SP are targeted for additional support which may take the form of workshops and tutorials. Guardians of U18 students and sponsors of sponsored students who are targeted for support are notified.

If a student is already on an IP and is then also placed on an SP in their second semester, they are contacted by the Student Success team to remind them of their visa requirements and that they are currently in breach of their IP. Guardians of U18 students and sponsors of sponsored students on an IP who then receive an SP in Semester 2 are notified that the student is at risk of breaching their visa conditions.

2.5 Outcome – End of Course

- (1) Students on an IP who score below 50% in English, and/or Maths (prerequisite), or half or more of their modules (or any combination thereof), at the conclusion of their second semester are at risk of being issued an NEC for Course Progress. Guardians of U18 students and sponsors of sponsored students who are in breach of visa conditions are sent the NEC where applicable.

Refer to the USFP Complaints and Appeals Policy and Procedures.

Part 3 Reporting requirements

- (1) The College will provide twice yearly reports to the University of Sydney Foundation Program Pty Ltd Board including data surrounding the academic progression of students.

Part 4 Notes

Recissions and replacements

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

MONITORING COURSE PROGRESS AND PROCEDURES 2021

USPP Monitoring Course Progress Procedures 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:	Not applicable
Related documents:	<p>Competition and Consumer Act 2010 (Cth)</p> <p>Education Services for Overseas Students (ESOS) Act 2000</p> <p>Education Services for Overseas Students Regulations 2019</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)</p> <p>National Standards for Foundation Programs</p> <p>Privacy Act 1988 (Cth)</p> <p>Enrolment Cancellation Appeal Form (Phase 3)</p> <p>Student Formal Complaint Form (Phase 2)</p> <p>Cancellation and Refund Policy and Procedures</p> <p>Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures</p> <p>Records Management Policy and Procedures</p> <p>Student Complaints and Appeals Policy and Procedures</p> <p>Student Enrolment Terms and Conditions</p> <p>Student Learning Assistance Policy and Procedures</p> <p>Student Privacy Policy</p> <p>Student Progression and Exclusion Policy and Procedures</p> <p>Student Support Policy Framework</p>

Part 5 Amendment History

Register Version	Approved by	Clause	Amendment	Commenced