



Progression and Exclusion Policy 2025

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Part 1 Purpose and application

1.1 Purpose

This policy explains:

- (1) the requirements for
 - (1) students to progress through a course; and
 - (2) progress to the University of Sydney's undergraduate programs.
- (2) the circumstances when a student might be excluded because of
 - (1) unsatisfactory course progress.
 - (2) inability to complete within the allowed time limit; and
 - (3) student misconduct.
- (3) This Policy is supported by Progression and Exclusion 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.

Part 2 Academic Performance

2.1 Progression

- (1) To ensure progression to the University of Sydney, a student must:
 - (1) meet both the GPA and English entry requirements of their University of Sydney packaged degree offer or wait list offer (if available).
 - (2) complete their USPP course in the specified time limit.
- (2) USPP courses vary in length. The specified time limit for completing the USPP is listed in the course information provided to a student prior to course commencement and during enrolment.
- (3) Student progress and academic performance is monitored against the minimum academic standards and reported at the middle and end of each semester.
- (4) The College provides support to students identified as being at risk of
 - (1) unsatisfactory progress; or
 - (2) not completing a course within the specified time limit

Note: Refer to the Monitoring Course Progress Policy, and Procedures and the Student Learning Support Policy, and Procedures.

2.2 Completion

- (1) To ensure completion, a student must
 - (1) maintain satisfactory progress and attendance for USPP; and
 - (2) be able to complete their USPP within the specified time limit.

Note: Refer to the Monitoring Course Progress Policy and Procedures 2025, and Attendance Policy 2025

- (2) A student who completes the USPP but does not meet the GPA and/or English entry requirements for their University of Sydney packaged degree offer or wait list offer (if available), may apply to change provider if they all already hold a firm offer from an alternative provider.

Note: Refer to the University of Sydney International Student Change of Provider Policy 2020 (Release Policy)

2.3 Exclusion

- (1) A student who does not maintain satisfactory progress and/or is unable to complete a course within the specified time limit may.
 - (1) be excluded from a course; and
 - (2) their enrolment may be cancelled.

Note: refer to the Monitoring Course Progress Policy and Procedures and the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.

- (2) In instances of student misconduct, the College may
 - (1) suspend or cancel a student's enrolment for a specified period of time.
 - (2) cancel enrolment for any subject for up to 2 years.
 - (3) expel the student from the College permanently.

Note: Refer to the Student Misconduct Policy and Procedures and the Academic Integrity Policy and Procedures.

Part 3 Review of Decisions

- (1) A student may make an internal appeal against a decision made under this policy.

Note: Refer to the Student Complaints and Appeals Policy and Procedures.

Part 4 Records Management

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

Part 5 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 USFP to perform duties or functions on its behalf.
Appeal	<p>means the request by a student for a review of a decision made by the College:</p> <ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • 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.
Cancellation of enrolment	means terminating a course enrolment which is initiated by the College (for example, on the basis of student misconduct or due to unsatisfactory course progress).
Completion	means a student meets the minimum academic standards and requirements of a course and be able to complete a course within the specific time limits.
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).
Compassionate or compelling circumstances	means circumstances generally beyond a student's control which have a significant impact upon a student's course progress or wellbeing.
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 sequence of academic modules to achieve stated learning outcomes.
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students.
Delegate	means a person who has been authorised to perform a specific responsibility.
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuance of student visas and provision of student visa services
eCoE	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
Enrolment	means confirmed acceptance into a USPP course where a student is progressing towards the completion of the course requirements.
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.
Learning Management System (LMS)	means the system used to record and monitor student learning, support measures and academic progress.
Letter of Offer	means the document issued by Taylors College Sydney in conjunction with other material, offering an applicant admission to a USPP.
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 (NEC)	<p>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:</p> <ul style="list-style-type: none"> • unsatisfactory attendance • unsatisfactory course progress • misconduct (academic or non-academic) • non-payment of USPP course fees.
Notice of Intention to Report (NIR)	<p>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.</p>
Offer at Risk	<p>means a student not on track to meet the entry requirements for their packaged degree at the University of Sydney.</p>
Potentially At Risk	<p>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:</p> <ul style="list-style-type: none"> • 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.
Staff	<p>means staff of the College.</p>
Student	<p>means a person who is currently an enrolled student in a University of Sydney Preparation Program. (This does not include former students).</p>
Student Management System (SMS)	<p>means the system used to record student personal information and grades.</p>
Support Plan	<p>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.</p>
Student Success Team	<p>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.</p>

Progression

means a student receives a result that will satisfy their University of Sydney packaged degree, waitlist degree if offered or University offer at the University of Sydney.

**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 6 Notes

Recissions and replacements

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

PROGRESSION AND EXCLUSION POLICY AND PROCEDURES 2021

USPP Progression and Exclusion Policy 2025

Date adopted	30 June 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	PROGRESSION AND EXCLUSION POLICY AND PROCEDURES 2021
Related documents	<p>Competition and Consumer Act 2010 (Cth)</p> <p>Corporations Act 2001 (Cth)</p> <p>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</p> <p>Education Services for Overseas Students Regulations 2019 (Cth)</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>Academic Integrity Policy and Procedures</p> <p>Admissions Policy and Procedures</p> <p>Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures</p> <p>Monitoring Course Progress Policy and Procedures</p> <p>Records Management Policy and Procedures</p> <p>Student Code of Conduct</p> <p>Student Complaints and Appeals Policy and Procedure</p> <p>Student Learning Assistance Policy and Procedures</p> <p>Student Misconduct Policy and Procedures</p> <p>Student Privacy Policy</p> <p>Student Support Policy Framework</p>

University of Sydney Coursework Policy 2014

University of Sydney Under 18 International Students Policy
2016

University of Sydney Under 18 International Students
Procedures 2016

Part 7 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced