



Progression and Exclusion Procedures 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) The Progression and Exclusion Procedures outline Taylors College's process for managing a student progression and exclusion.

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.

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 (CRICOS Provider Code: 00026A), staff, students, and affiliates.

Part 2 Meeting minimum academic standards

- (1) Students are required to achieve minimum academic standards to make satisfactory progress:
 - (a) score a GPA of 5.0 or more in all modules.
- (2) At the commencement of each subject, students are informed of:
 - (a) the assessment outcomes required to demonstrate satisfactory progress; and
 - (b) the minimum GPA required for enter into the packaged University of Sydney degree.
- (3) College staff provide students with:
 - (a) assessment results for individual coursework assignments.
 - (b) a mid-semester progress update is provided on the LMS addressing each module in their USPP
 - (c) a final report at the end of each semester, informing the student if they are on target to achieve their GPA required for their University of Sydney packaged degree.
- (4) If a student is not making adequate progress towards their stated goal, the above reports will be supplemented with ongoing informal reports from teachers and support.
- (5) All students have access to ongoing academic support for the duration of their course. Students identified as being at risk will be offered additional support to assist in their transition to, and progression through, their studies.

Refer to the Monitoring Course Progress Policy and Procedures for details of how course progress is monitored, reported, and addressed through Intervention Plan.

Part 3 Failing a core module

- (1) Students are only allowed one attempt at any module.
- (2) Students fail to meet Part 2 (1) for a module will be regarded as having failed the module.
- (3) If a student fails a core module their course progress may be impacted.

Refer to Monitoring Course Progress Policy and Procedures for details on how student support and intervention strategy are implemented.

Part 4 Completing a course within the time limits

- (1) Students are expected to complete their USPP course within the registered course duration for a student undertaking full-time study, and within the timeframe specified in the Letter of Offer. The maximum possible time that a student can take to complete their USPP is the timeframe specified in the Letter of Offer plus two additional semesters (assuming that the student suspends their enrolment for two semesters). Part 5 (2) sets out an exception that applies to students who are required to complete mandatory military service.
- (2) Students at risk of not completing a course within the required time after receiving the end of semester report will be notified by the Student Success Team.
- (3) The AMT determines if satisfactory progress is being achieved and if an intervention plan is needed to assist the student to complete their course in the enrolled course duration.
- (4) Students who fail to complete a course within the specific time limit may:
 - (a) be excluded from a course and have their enrolment cancelled, and
 - (b) be issued a statement (that is noted on the final academic transcript) advising that the maximum period of candidature has been exceeded.

Part 5 Applying for extensions of time

- (1) A student has to obtain approval for a deferral or suspension of their studies under the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.
- (2) Students may suspend their enrolment for up to two semesters or for the duration of mandatory military service. Students who do not return after two semesters or after completing their mandatory military service must reapply for admission to a USPP course.

Please refer to the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.

Part 6 Re-commencing

- (1) Where compassionate and compelling circumstances apply, a student who is deemed 'At Risk' of failing to meet satisfactory course progress requirements and to complete within the expected duration of the course at the end of their first semester, may be allowed to re-commence the program at the start of a new intake, subject to approval from the College Director or delegate.
- (2) Re-commenced students are placed on an Intervention Plan (IP) in their second intake for the purpose of additional monitoring.

Please refer to the Fitness to Study Policy and Procedures for more information.

Part 7 Learning support plan

- (1) It is the responsibility of the College's Student Support Team to:
 - (a) provide counselling to a student deemed 'at risk.'
 - (b) save a copy of the Support Plan signed by the student (and by the parent(s) or legal guardian(s) if the student is aged under 18) in the SMS.
- (2) Please refer to the Student Learning Assistance Policy and Procedures for more information.

Part 8 Exclusion procedures

- (1) After the College follows the process set out in the Monitoring Course Progress Policy and Procedures, a student's enrolment may be cancelled if the College Director or delegate determines that the student:
 - (a) has made unsatisfactory course progress, and/or has been unable to complete a course within the specific time limits, including after a suspension of enrolment.
- (2) A student may be expelled from a course and their enrolment cancelled due to student misconduct, if authorised by the College Director or delegate.

- (3) When the College cancels a student's enrolment for unsatisfactory course progress and/or an inability to complete a course in the specific time limits, or student misconduct, the College will:
 - (a) inform the student of their exclusion.
 - (b) inform the student of the need to seek advice from the DHA regarding the potential impact on their student visa (where applicable) if their enrolment is cancelled, and
 - (c) inform the student that they may lodge an internal appeal under the Student Complaints and Appeals Policy and Procedures.
- (4) Students whose internal and external appeals are unsuccessful, or who do not lodge an internal appeal within 20 working days, will have their enrolment cancelled.

Please refer to the Student Complaints and Appeals Policy and Procedures for more information.

- (5) Former students whose enrolment was cancelled as a result of misconduct may reapply for admission after two years. Former students who have been excluded due to failure to satisfactorily progress may reapply after at least one year. Readmission will be at the discretion of the College Director or delegate.

Part 9 Progression

- (1) The AMT and Student Success Team will:
 - (a) verify that a student has satisfactorily completed all course requirements, and
 - (b) recommend to the College Director or delegate those students who are eligible for successful completion.
- (2) Students will be issued with a transcript.
- (3) Students who have outstanding tuition and/or non-tuition fees will not receive a transcript and until these fees have been paid as agreed in the Enrolment Terms and Conditions.
- (4) The Student Success Team and admissions staff from the University of Sydney will provide further information on the transition process at the relevant time.

Part 10 Awards

10.1 Testamur

- (1) Students are eligible to receive a testamur on completion of the requirements for a program of study.
- (2) A testamur and completion certificate will be collected by the completing student after all grades are finalised.
- (3) The recipient's name as it appears on the Testamur will be the student's legal name as recorded in the student management system at the time of printing the Testamur. If a student's legal name changes during the course of study and they would prefer

the new legal name to supersede it, evidence of name change documentation such as a marriage certificate or name change proforma will be required to change their name in the student management system in order to reflect this on the qualification.

10.2 Transcript

- (1) A Transcript is a record of all completed and attempted units. Students are issued with their final transcript free of charge once they complete their program.
- (2) A student is not eligible to receive an official Testamur or Academic Transcript if they are currently within an internal or external appeals period, or if they have been unsuccessful in internal and external appeals.

10.3 Protection of College Award Documentation Against Fraud

- (1) Printing Testamurs and Statement of Academic Record on paper with security features, such as embossed College seal or stamp.
- (2) Assigning a unique document number to each testamur issued; and
- (3) Ensuring the Award documentation displays the signature and the name and office of the signatory authorised to issue the award

10.4 Replacement

- (1) Replacement academic documents can be issued by contacting the College student and academic services team via uspp@taylorscollege.edu.au for a standard fee, for more details refer to <https://www.taylorssydney.edu.au/how-apply/fees/>
- (2) Replacement documents will include the date it was re-issued.
- (3) Replacement documents are issued in the current testamur style

10.5 Rescinding or Revoking an Award

- (1) An award may be rescinded/revoked by the Taylors College Academic Board following an investigation that the Award has been incorrectly conferred on a recipient:
 - (a) For which the recipient was not qualified;
 - (b) Or Because of fraud or dishonesty;
 - (c) or as a result of administrative error.
- (2) The College Director and Principal or delegate will write to the student advising the reason for the revocation. If revocation occurs, the person is to return the testamur, Statement of Academic Record or other associated documents to the College. The details of the revocation will be noted on the student record and at the next Academic Board meeting
- (3) Where a person declines to return to the College the certificate or other document awarded, or continues to make reference to holding the academic award, the Academic Board may request the rescission or revocation be published on the College website and in such other mediums as may be appropriate as notice that the award has been rescinded or revoked.

Part 11 Notes

Recissions and replacements

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

- (1) PROGRESSION AND EXCLUSION POLICY AND PROCEDURES 2021

USPP Progression and Exclusion Procedures 2025

Date adopted	17 September 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
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</p> <p>Academic Integrity 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</p> <p>Monitoring Course Progress 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>

Part 12 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced
1.1	USFP BoS	Part10 Awards	Added section 10 Awards	17 September 2025