

## Academic Progression Mandatory Interview Procedure

<b>Policy Supported:</b>	<i>Academic Monitoring and Progression Policy</i>		
<b>Regulations Supported:</b>	<i>Coursework Regulations</i>		
<b>Audience:</b>	Staff, Students		
<b>Related Procedures:</b>	<i>Academic Monitoring and Progression Procedure</i>		
<b>Supporting Documents:</b>	<i>Academic Progression Mandatory Interview Guideline</i>		
<b>Contact Officer:</b>	Manager Student Records	<b>Phone:</b>	See Campus Directory

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

### Preamble:

These procedures are established under *Coursework Regulation* and *Academic Monitoring and Progression Policy*.

Students who make Unsatisfactory Academic Progress are required to have an interview with their Academic Chair (or academic delegate) because the outcome of Unsatisfactory Progress may be suspension from their major and/or course. This document contains the procedures that students, and Academic Chairs or their delegates should follow in relation to interview process and outcome reporting. This procedure document should be read in conjunction with the *Academic Progression Mandatory Interview Guideline*.

### Objectives:

1. To identify and clarify the roles and responsibilities of staff and students in relation to the mandatory interview for Unsatisfactory Academic Progress; and
2. To assess the causes and determine the outcomes of Unsatisfactory Academic Progress in a fair and transparent manner.

### Implementation Steps:

#### 1. Notification of mandatory interview

- 1.1. Following confirmation of results by the Boards of Studies, the Manager responsible for student management will:
  - 1.1.1. Notify students with Unsatisfactory Academic Progress of the need to contact the College to make an appointment with their Academic Chair within the next four weeks; how to prepare for it, and of the need to bring any supporting documents with them to the interview.
  - 1.1.2. Send the Dean Academic Operations a list of students with Unsatisfactory Academic Progress by major, whether domestic, international or transnational.

- 1.2. The Academic Support Officer (ASO) will be the designated College contact person and will liaise with the Academic Chair/s to schedule interviews.
- 1.3. In preparation for the interview, the ASO will provide the Academic Chair or delegate with:
  - 1.3.1. the student's academic transcript, and
  - 1.3.2. details of any previous Performance Contracts or Academic Performance Plans (APP).
- 1.4. The Academic Chair or delegate will familiarise themselves with the relevant regulations, procedures and guidelines including any additional rules on academic progress for the course or major.
- 1.5. Two weeks following initial notification to student, the ASO will notify Student Records of students who have not yet contacted the College for an interview. Student Records will send a follow-up reminder to such students advising them that they will be suspended from their major/course if they do not contact the college for an appointment.
- 1.6. Four weeks following initial notification to student, the ASO will notify Student Records of students who have contacted the College for an interview. Student Records will update the academic progression status to hold any further action until the Academic Chair has made a determination. Students who have not made arrangements for an interview will be suspended from their course/major and advised in writing of their options.
- 1.7. Student Records will alert the Manager responsible for student management of any International students who have been suspended under clause 1.6, for notification to the Department of Home Affairs.

## **2. Conduct of mandatory interview**

- 2.1. The interview will be conducted in accordance with the *Academic Progression Mandatory Interview Guideline*.
- 2.2. Specifically the Chair will:
  - 2.2.1. review all documentation provided by the ASO and student;
  - 2.2.2. discuss with the student the reasons that underlie the unsatisfactory progress and the strategies they should now implement to improve their progress;
  - 2.2.3. consider whether there is evidence of any mitigating or aggravating circumstances;
  - 2.2.4. consider whether the circumstances contributing to the Unsatisfactory Academic Progress are likely to be ongoing or recurring and, if so, the likelihood of future impact; and
  - 2.2.5. consider whether the student has the capacity to continue in the course and/or major.
- 2.3. At the interview the Academic Chair may determine that:
  - 2.3.1. the circumstances warrant a further attempt at achieving Satisfactory Academic Progress in the course and/or major, in which case the discussion turns to clause 3.1 below; or
  - 2.3.2. that there are no extenuating circumstances to explain the absence of improvement from one teaching period to the next, and that the student should be suspended from their major or course for one semester or trimester, in which case they must discuss with the student their options while the suspension is in place including the

possibility of transfer to another course or major, or the possibility of continuing to study other units while under suspension to explore this option before turning to clause 3.1 below; or

- 2.3.3. that further information, clarification or consultation with other staff members are required (e.g. if the student was an international student and consultation with a Murdoch international student case manager is advisable), in which case they may reserve their decision but take steps to ensure the remaining issues are resolved in a timely manner.

The student should be clearly told the reasons for the Academic Chair's decision.

- 2.4. Where the Academic Chair's decision is to suspend the student but the student is entitled to a grace semester or trimester, the student may agree to their enrolment during the grace semester/trimester being adjusted, in which case Student Records must be advised when units are to be withdrawn so that the withdrawal date can be adjusted to the unit census date.

(If the student achieves satisfactory academic performance in the grace semester/trimester then the suspension from study is not applied. If they continue to have unsatisfactory academic performance in the grace semester/trimester, the suspension is applied for the following period.)

### **3. Recording outcomes of interview**

- 3.1. In all cases of Unsatisfactory Academic Progress, the Academic Chair will complete the "Record of Academic Progression Interview and Academic Performance Plan" form attached to these procedures and put an Academic Performance Plan (**APP**) into place for the student. The APP attaches conditions to the student's enrolment and must include:

- 3.1.1. the details of its duration (normally the duration of the following semester or trimester, but in cases where the student has a grace period it will be the present semester or trimester and in cases where the student will take a break from study while suspended it will be the semester/trimester they return to study);
- 3.1.2. the details of any review mechanisms;
- 3.1.3. the specific enrolment conditions that apply;
- 3.1.4. a statement of what will happen if the student continues to make Unsatisfactory Academic Progress in their next period of study.

- 3.2. The Record of Academic Progression Interview and Academic Performance Plan will be emailed to the student by the ASO within five (5) University working days of the interview, with a request that the student advise by reply email of their agreement that its content accords with the advice provided at the interview, or any errors in need of correcting.

If the corrections are not acceptable to the Academic Chair the student's email must be appended to the Record of Academic Progression Interview and Academic Performance Plan when it is sent through to Student Records.

If a student has not responded within ten (10) University working days of the interview clause at 3.3 will be actioned.

- 3.3. The Record of Academic Progression Interview and Academic Performance Plan will be forwarded to Student Records by the ASO within ten (10) University working days of the interview. Student Records will action as advised by either:

- 3.3.1. applying the suspension of study from the course/major; and advising the student in writing of their next steps; or

- 3.3.2. amending the academic progression outcome to allow continued enrolment, and recording the details of the APP in the Student Management System (SMS).
- 3.4. The appeal period to the Student Appeals Committee will start from the day the decision is recorded in the SMS.
- 3.5. When an international student is suspended or their course otherwise amended, Student Records will advise the Manager responsible for student management in order that the Department of Home Affairs may be advised within 5 days of the decision taking effect as required by the *ESOS Act*.
- 3.6. Where the Academic Chair reserves their decision pending additional information and/or clarification the student and the Academic Chair will take steps to follow through on outstanding matters promptly.

#### **4. Discretion on late requests for a mandatory interview**

- 4.1. A student who is suspended under clause 1.6 may approach the college with a late request for an interview. The Academic Chair has the discretion to grant or refuse the request. Care must be taken in the case of an international student, that the University's international student case manager is contacted as the Department of Home Affairs will have been notified of the suspension within 5 days of the suspension being actioned.
- 4.2. Where the Academic Chair elects to grant the request for an interview the suspension remains in place until the interview has taken place. The decision (to allow a further attempt at satisfactory progress or maintain the suspension) should be notified to Student Records and the Record of Academic Progression Interview and Academic Performance Plan where appropriate attached.
- 4.3. Where the Academic Chair elects not to grant the request for an interview Student Records must be advised and they will record the decision in the SMS. (Students who are suspended under clause 1.6 will not have an APP.)

#### **5. Continued Unsatisfactory Progress interviews**

- 5.1. A student who continues to make Unsatisfactory Academic Progress in the teaching period following return from suspension will be sent an email from the SMS advising them that they have been excluded from their course and/or major and inviting them to attend an interview with their Academic Chair to discuss transfer to another course.

#### **Performance Indicators:**

There are no performance indicators.

#### **Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

"Academic Chair"

"Course"

"Exclusion"

"Major"

"Academic Progression Plan"

"Suspension"

**Related Documents:**

[Academic Monitoring and Progression Policy](#)

[Academic Monitoring and Progression Procedure](#)

[Academic Progression Mandatory Interview Guideline](#)

[Coursework Regulations: Effective from 1 January 2018](#)

Record of Academic Progression Interview and Academic Progression Plan (attached)

**References:**

*Education Services for Overseas Students (ESOS) Act 2000 (Cth)*

**Approval and Implementation:**

<b>Approval Authority:</b>	Director Student Management President of Academic Council
<b>Responsible Officer(s):</b>	Manager Student Records

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative amendment including Attachment 1	07/02/2018 by University Secretary			
Approved	06/12/2012	Implementation from 01/01/2013.  Will not apply to the Semester 2, 2012 and Trimester 3, 2012 progression periods.	06/12/2015	LTC/56/2012(ii)