

ACADEMIC PROGRESS POLICY

At IELI, we want our students to achieve the best possible results in their studies. Consequently, at IELI, you will be supported by experienced teachers and staff to maintain good academic progress in all of your classes. In order to help our students to achieve their goals more quickly, we provide our students with extra elective and support classes on top of the required 20 hours of tuition per week. Students are also able to request extra help and work from their teachers to accelerate their learning. By studying at IELI, you will become part of a supportive community of students, teachers and staff. We help each other to study, learn and achieve goals.

Sometimes, students need extra help to complete their course. If you are unable to progress in your studies, IELI will follow the steps outlined in this policy. Furthermore, under the ESOS National code of practice, IELI may report students studying on a Student Visa to the Department of Home Affairs if they fail to make academic progress and therefore are in danger of not completing their course within the expected duration specified on their CoE.

Legislation

This policy meets the requirements of the Commonwealth *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (the National Code).

Monitoring Progress:

Assessments:

You will have regular assessments to help IELI monitor your academic progress. Formative assessments are done regularly throughout the course and summative assessments occur at least every 10 weeks at the end of a level.

Requirements for achieving satisfactory course progress:

Each level at IELI normally takes students 10 weeks to pass. To complete a level, you must pass the required summative assessments. Details on what constitutes a passing grade can be found in the rubrics and learning outcomes for that assessment. Your teacher will show you these documents when you start studying in a new level. Alternatively, you may demonstrate progress with an external test result such as IELTS, PTE or Duolingo.

Recording and assessing course progress:

All assessment results are recorded on our student management system. This allows IELI to track your progress throughout your course. Clear written and verbal feedback will be given to you on your results after each assessment (both formative and summative) and at the end of each level. If you are able to complete a level within 10 weeks, you are making good progress.

Identifying students at risk of not making sufficient progress:

If you feel that you're not making satisfactory progress or if there is something happening that is stopping you from making progress, it is very important that you speak to your teacher straight away. Your teacher is there to help and can give you advice or adjust your study plan to ensure that you continue to progress in your course. If you do not want to speak to your teacher, you can talk to IELI's Director of Studies. For non-academic concerns or problems, you can speak to our Student Welfare Manager.

Your teachers will judge your academic progress from your assessment results, the standard of your work, your homework and participation in activities in class. From this evidence, your teacher might decide that you are at risk of not completing your level within 10 weeks. If this is the case, your teacher will notify IELI's academic management team, you will be notified in writing by our Director of Studies, and you will be given extra support in the form of an intervention plan to help you complete your course on schedule.

Intervention plans:

An intervention plan is IELI's strategy to help you complete your course on schedule. In the General English course, you may be placed on an intervention plan at the end of any 5-week teaching session. If you are unable to complete your level within 10 weeks, you will automatically be placed on an intervention plan. In the Academic English course, if you receive 2 or more non-graded fails in an A level or 1 or more failing grades in a B level, you will be given an intervention plan as you will be at risk of not meeting the minimum university requirements for your course.

Intervention plans are created by IELI's Director of Studies with the advice of your teacher. IELI's Director of Studies will meet with you and go over the plan, which will be given to you in writing. You will then need to agree to the plan by signing the document. It will then be shared with your teacher(s) for your future study. Once you are able to complete your current level and can finish your course within the scheduled time on your CoE, you will no longer need to follow your intervention plan. Intervention plans may involve moving down a level, attending elective classes or additional support classes, doing additional homework, or having small group or one-on-one tuition. It will also involve a regular meeting with the Director of Studies.

Unsatisfactory Progress and Written Notice of an Intention to Report

If you are unable to complete a level at IELI within 20 weeks, this is judged to be unsatisfactory academic progress. You will be informed in writing that you are not making satisfactory progress in your course and that IELI may need to report this on the PRISMS network to Home Affairs. IELI will also include all relevant reasons for the intention to report.

Appeals process:

When you receive an Intent to Report notification, you will have 20 working days to make an internal appeal to the IELI Director. You should submit your appeal in writing including your evidence or reasons for your lack of academic progress to ben.rowley@flinders.edu.au. If you are not satisfied with the outcome of an internal appeal, then you have the right to make an external appeal within 20 working days. You can make external appeals to:

Address: Overseas Students Ombudsman, GPO Box 442, Canberra ACT 2601.

Phone: 1300 362 072.

Website: <http://www.ombudsman.gov.au/making-a-complaint>

During any appeals process, you should continue attending classes and studying as normal.