

# Russo Business School Academic Progression Policy and Procedures

## Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to the academic progression of all students of Russo Business School.

## Definitions and Abbreviations

**Academic progression** is evaluated on the basis of a student's Grade Point Average (GPA). Academic performance is maintained while a GPA is equal to or greater than 3.0 on a 7.0 scale.

**Australian Applicant** is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

**International Applicant** is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#) and which leads to the conferral of an award. For example, Diploma of Business.

**Early Intervention** is the academic status assigned to students who were identified in the most recent study period in which they were enrolled as needing to immediately take steps to improve academic performance in order to make satisfactory progress in future study periods. International Students are required to engage in an intervention plan.

**Good Standing** is where a student has just begun their course at RBS and/or their academic performance in the most recent study period is satisfactory.

**Intervention Strategies** are mechanisms put in place by RBS to assist students in identifying their challenges and helping to improve academic performance.

**Notice of Intention to Report** under this policy, refers to when a student who is not permitted to continue their course, nor transfer to a course with the same inherent requirements, due to failing to make satisfactory academic progress or having insufficient time remaining to complete the course within the maximum time to complete. The student will receive notice from RBS of our intention to report, including the timeframe and process for appeal.

**Probation** is the Academic Status assigned to students identified as not making satisfactory progress in their course (A GPA of less than 3.0) and who will be required to engage in an intervention plan, to improve their academic performance and meet certain conditions if they wish to continue in their course. Such students may face suspension or exclusion should they not make satisfactory academic progress in subsequent study periods in which they are enrolled, and/or, not meet the conditions imposed on their enrolment.

**Satisfactory Academic Progress** means that a student has achieved subject results in each study period that are equal to or better than the minimum academic standards as set out in this Policy, and, where applicable, has met the conditions placed on the approval for the student to continue in the course.

**Subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#). A subject may form part of a course.

**ASTAS** - Australian Student Tuition Assurance Scheme

**COPHE** – Council of Private Higher Education

**CRICOS** – Commonwealth Register of Institutions and Courses for Overseas Students

**ESOS** - Education Services for Overseas Students

**DHA** – Department of Home Affairs

**TPS** – Tuition Protection Service

Russo Business School has in place 'effective mechanisms to identify and support students who are at risk of not progressing academically. This policy covers students undertaking undergraduate and postgraduate programs.

Students who are on a Student Visa are required, pursuant to condition 8202 which attaches to visas of all primary student visa holders, to maintain satisfactory academic progression performance in accordance with the requirements of Russo Business School.

Students must acquaint themselves with the relevant Award requirements for their course, including the most up-to-date Subject Outlines for the subjects they are enrolled in and any requirements relevant to the specific subject or course.

A student must make a genuine attempt to progress academically and is expected to at least achieve minimum academic standards in each study period, associated with attendance, course, subject and assessment requirements and by taking responsibility for their own academic progress.

Students, who believe that their personal circumstances may impact on their ability to meet expectations of satisfactory academic progress, are advised to seek advice and take action as early as possible.

Throughout each study period, the Academic Program Manager will monitor each student's academic performance, by referring to the Russo Business School Academic Progression Flow Chart. Such monitoring may result in a student being considered for:

**Good Standing** - where a student has just begun their course at RBS and/or their academic performance in the most recent study period is satisfactory

**Early Intervention** – Student may receive a communique directing them to seek/attend campus support networks

**Probation** – for the purpose of assessing probation, the Dean, Academic Operations Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0. Student will receive a communique advising of their probationary status and will be required to attend a meeting with the Academic Program Manager

**Notice of Intention to Report** - for the purpose of assessing an Intention to Report that may lead to suspension or exclusion, the Dean, Academic Operations Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0. Any student who has failed to meet academic requirements (that is, maintaining a grade point average of 3.0 or above) for two or more consecutive study periods, relevant to the course of study, will automatically be issued with a 'Notice of Intention to Report', due to unsatisfactory course progress.

### **Appeals**

Students who have received notice of; Early Intervention, Probation or Notice of Intention to Report, have the right to appeal against the decision according to the *Student Complaints and Appeals Policy and Procedures*.

A student must continue to study during the appeals process.

### **Reporting of unsatisfactory course progress**

Upon expiry of the appeals period and a student has chosen not to access the Student and Complaints and Appeals process, RBS will report the student to Department of Home Affairs for failure to make satisfactory course progress. The student will be notified of this report and will therefore be excluded from further study.

