

Purpose and Scope

This policy states the University principles for promoting and supporting students' academic progression and course completion.

This policy applies to all students enrolled in coursework offerings, regardless of location. The policy must be read in conjunction with the [Student Progression Procedure](#). The progress of Graduate Research Degree Students is dealt with in the [Graduate Research Degrees Regulations](#).

Objectives:

- This Policy supports compliance with the:
 - [Education Services for Overseas Students Act 2000](#) (ESOS Act) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (National Code) in the case of International Students
 - The [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
 - [Higher Education Support Amendment Act 2020](#).

Policy

1. In this policy, the following words have the following meanings:
 - 1.1. "Completion Rate" means the ratio of units of study successfully completed to units undertaken in a student's current course. An undertaken unit is any unit in which a student is enrolled after the census date.
 - 1.2. "Low Completion Rate" means a student has not successfully completed 50 per cent or more of the units they have undertaken in their current course after they have undertaken:
 - 1.2.1. eight or more units in a bachelor level or higher course or
 - 1.2.2. four or more units in a higher education course lower than a bachelor course.
 - 1.3. "Genuine Student" means a student who has been provided with information about the requirements for their course, the cost and duration of the course and:

- 1.3.1. is reasonably engaged in the course
- 1.3.2. has satisfied course requirements for the course or participated in assessment activities for the course
- 1.3.3. if the course is an online course, has logged on regularly and participated in learning activities and assessments
- 1.3.4. has provided up-to-date contact details that allow their enrolment to be verified
- 1.3.5. does not have concurrent enrolments that make successful completion of a course impossible or highly improbable.

The following terms are defined in the [Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure](#).

- 1.4. "Cancellation of Enrolment"
- 1.5. "Suspension of Enrolment"
- 2. Academic progress at Murdoch will be measured by the student's Completion Rate.
- 3. Students who have attempted less than eight units and are experiencing difficulty in their course will be offered academic advice and assistance.
- 4. Students in a bachelor level or higher course who have attempted eight units or more and students in a higher education course lower than a bachelor course who have completed four units or more, will, depending on their Completion Rate, be classified as:
 - 4.1. achieving satisfactory academic progress
 - 4.2. in need of precautionary notification
 - 4.3. in need of progression intervention
 - 4.4. making unsatisfactory progress.
- 5. Satisfactory academic progress:
 - 5.1. a student has a Completion Rate of 75 per cent or greater.
- 6. In need of precautionary notification:
 - 6.1. a student has a Completion Rate of 62.6-74.9 per cent.
- 7. In need of progression intervention:
 - 7.1. a student has a Completion Rate of 50-62.5 per cent.
- 8. Unsatisfactory progress:
 - 8.1. a student has:
 - 8.2. a Completion Rate of less than 50 per cent or
 - 8.3. failed to demonstrate the attributes of a Genuine student or
 - 8.4. twice unsuccessfully attempted the same unit required for a course.
- 9. Academic Courses and Admissions Committee may approve additional progression requirements at the course level.

Roles and Responsibilities:

1. All students are responsible for maintaining satisfactory progress in their enrolled course.
2. The University aims to support students' satisfactory progression by:
 - 2.1. monitoring their progress throughout the course in which they are enrolled
 - 2.2. monitoring their progression towards course completion within the required timeframe
 - 2.3. making a determination about a student's ability to progress
 - 2.4. identifying students who may need additional support to maintain a satisfactory Completion Rate above 50 per cent
 - 2.5. offering academic skill development and support services to students in need of additional support
 - 2.6. providing, where possible, transfer to another course for students who are unable to maintain a satisfactory Completion Rate in their current course.
3. The University may Suspend or Cancel the enrolment of students who are unable to demonstrate the attributes of a Genuine Student.

Governance

Approval Authority	Academic Council
Owner	President Academic Council
Legislation mandating compliance	
Category	Primarily academic
Related University Legislation and Policy Documents	<i>Enrolments Policy</i> <i>Grades Policy</i> <i>Student Appeals Policy</i> <i>Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure</i>
Date effective	08/08/2023
Review date	23/11/2025

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	08/08/2023	
Approved	23/11/2022	AC/116/2022(i)
Rescinded	23/11/2022	AC/116/2022(iii)
Approved	16/06/2021	AC/47/2021(v)(b)
Approved	17/03/2021	AC/18/2021(i)(ii)
Administrative Amendment	11/08/2020	
Approved by AC	17/04/2019	AC/33/2019(ii)
Approved by AC	12/03/2019	AC/16/2019(ii)
Approved	05/12/2017	AC/155/2017(ii)

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.