METAVISION INSTITUTE
HOLISTIC EDUCATION

Metavision Institute Pty Ltd
A.C.N 102 838 844

Student Progression Policy

Purpose

This policy provides a framework for maximising and monitoring student progression in Metavision Institute's higher education courses. This policy outlines the mechanisms for advising students of course progression requirements and monitoring student progression, and for intervening to support students at risk. Metavision Institute is committed to providing a consistent, clear and documented process for monitoring student progression.

Scope

This policy applies to Metavision Institute academic teaching staff and students in Metavision Institute's higher education courses.

Relevant TEQSA Threshold Standards

This policy aligns with the requirements of sections:

Related HESF Domain	Section	Standard
Domain 1: Student Participation and Attainment	1.1 Admission	1.1
	1.3 Orientation and Progression	1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6
Domain 2: Learning Environment	2.2 Diversity and Equity	2.2.3
Domain 5: Institutional Quality Assurance	5.3 Monitoring, Review and Improvement	5.3.3, 5.3.4, 5.3.7
Domain 7: Representation, Information and Information Management	7.2 Information for Prospective and Current Students	7.2.2

1. Principles

The following principles underpin this policy:

1.1 Identifying students at risk of failing in order to support them to successfully complete their enrolled course,

1.2 Identifying cohort needs to ensure that student diversity is considered and equivalent opportunities for academic success is achievable regardless of students' backgrounds,

1.3 Ensuring that specific consideration is given to the participation, and completion of Aboriginal and Torres Strait Islander peoples,

1.4 Identifying students at risk of exceeding the maximum candidature for their enrolled course,

1.5 Providing a fair, reasonable and student-focused process for monitoring and intervening with students at risk,

1.6 Maximising students' chance of study success.

2. Monitoring student progress

2.1 The following mechanisms are used by Metavision Institute to monitor course progression:

- 2.1.1 Identifying students who demonstrate unsatisfactory progress at the end of each semester,
- 2.1.2 Ensuring decision-making about student progress is transparent and fair,
- 2.1.3 Providing mechanisms for monitoring and supporting students at risk of not completing the course within maximum course candidature.

3. Reducing risk of academic failure

3.1 Metavision Institute ensures:

- 3.1.1 Assessments are valid and accurately measure student progress,
- 3.1.2 Timely, formative feedback are provided to facilitate learning outcomes,
- 3.1.3 Progress monitoring which identifies students needing support,
- 3.1.4 Transparent assessment processes,
- 3.1.5 Continuous assessment improvement.

3.2 The following mechanisms are used by Metavision Institute to maximise students' chance of study success:

- 3.2.1 Ensuring that students admitted into the course have the capacity to succeed in higher education,
- 3.2.2 Providing information on progression requirements, academic integrity and student support services at Orientation and unit outlines,
- 3.2.3 Ensuring students are logging into their online classrooms on a weekly basis,
- 3.2.4 Using formative and summative assessment to:
  - 3.2.4.1 Identify students who may be at risk of academic underperformance
  - 3.2.4.2 Provide timely support and interventions
  - 3.2.4.3 Inform improvements in teaching, learning, and support strategies
- 3.2.5 Providing constructive feedback on assessments that guides students on how to improve performance in future assessment tasks.

3.3 Students are expected to:

- 3.3.1 Undertake good study habits to achieve course and unit learning outcomes,
- 3.3.2 Meet attendance requirements for intensive workshops and online learning,
- 3.3.3 Regularly log into their online classrooms on the Learning Management System (Sophia),
- 3.3.4 Attend work-integrated placements as required,
- 3.3.5 Submit assessment tasks by due dates,
- 3.3.6 Notify the relevant Course Coordinator if special circumstances arise.

3.4 Metavision Institute ensures clarity and consistency in the application of special consideration and the mitigation of progression warnings.

3.5 Circumstances that may warrant special consideration are typically unforeseen circumstances beyond the student's control that have a demonstrably significant impact on the student's ability to meet assessment requirements, such as:

- Serious illness or injury (physical or mental)
- Bereavement or significant personal hardship
- Pregnancy or childbirth
- Sudden changes to caring responsibilities
- Natural disaster

3.6 Criteria used to determine whether a progression warning can be mitigated:

3.6.1 Demonstrated evidence of addressing the underlying issues that led to the warning (e.g., medical certificate, bereavement notice),

3.6.2 Evidence of engagement with support services, and

3.6.3 A clear plan for future academic success.

4. Monitoring students at risk

4.1 In addition to academic performance, Metavision Institute will systematically monitor the attendance of all students. A student is considered to have unsatisfactory attendance if they fall below the required attendance threshold, which is.

4.1.1 80% minimum attendance for face-to-face components (i.e., intensives), and

4.1.2 50% minimum attendance for online workshops and tutorials.

4.2 The Dean, Course Coordinators and Student Liaison Officer monitor the following indicators for students at risk:

4.2.1 Not meeting attendance requirements,

4.2.2 Failure to submit assessments, and

4.2.3 Fail grades in units.

4.3 The Course Coordinators utilise data from early assessments, attendance records, and other relevant indicators to identify students who may be at risk of academic underperformance.

4.4 A student is deemed to be at risk of unsatisfactory academic progress if they:

4.4.1 Fail a unit more than once,

4.4.2 Fail 50% or more of the total attempted units for the course in a semester, or

4.4.3 Fail to meet the conditions of agreed academic support plans.

4.5 A student is deemed to have unsatisfactory academic progress if they:

4.5.1 Fail a unit on their third attempt.

4.5.2 Fail 50% or more of the total attempted units for the course in a semester, for two consecutive semesters during the period of their enrolled course, or

4.5.3 Fail to meet the conditions of agreed academic support plans.

4.6 Academic teaching staff will be trained to recognise signs of academic difficulty and to initiate appropriate support interventions.

4.7 Working closely with Course Coordinators and academic teaching staff, the Student Liaison Officer provides additional support with access to a range of interventions, tailored to students' individual needs, including, but not limited to:

4.7.1 Academic advising and mentoring,

4.7.2 Learning skills workshops and resources,

4.7.3 Tutoring and peer support programs,

4.7.4 Referral to specialist support services, such as counselling or disability support,

4.7.5 Development of individualised learning plans.

4.8 Metavision Institute will maintain full and accurate records of all student progress communications, student responses, intervention strategies, and outcomes in the student management system and on the student's file.

5 Interviews and support

Phase 1

5.1 Prior to formal intervention, students are encouraged to engage in self-assessment of their academic performance. Information and resources to support self-assessment, including access to early grade feedback and online tools, will be provided to all students. Students are responsible for familiarising themselves with available support services.

5.2 Students identified as being potentially at risk of academic underperformance will receive an early alert notification. This notification will provide information on support resources and encourage students to seek assistance if needed.

5.3 Students who do not demonstrate improvement following the early alert or exhibit significant risk factors will be contacted by the Course Coordinator or Student Liaison Officer. The initial contact will be made within five (5) business days of identification, and students will be expected to acknowledge receipt.

5.4 The Course Coordinator or Student Liaison Officer will schedule a support meeting with the student to discuss their progress, identify any challenges they are facing, and explore potential support strategies. Students invited to a support meeting are entitled to bring a support person.

5.5 The support meeting may result in one or more of the following actions, depending on the student's individual needs:

5.5.1 Providing guidance and resources for improved study habits and time management.

5.5.2 Recommending specific academic support services, such as tutoring or workshops.

5.5.3 Adjusting assessment deadlines or providing alternative assessment formats (special consideration), in accordance with the Special Consideration process.

5.5.4 Developing a collaborative learning agreement outlining agreed-upon goals, support strategies, and progress monitoring.

5.5.5 Referring students to specialist support services, such as counselling or disability support.

5.6 Special consideration requests must be submitted with a Special Consideration Application Form and supporting documentation. The Dean or their delegate will review the request and notify the student of the decision within five (5) business days.

5.7 At-risk indicators will be monitored by Course Coordinators and the Student Liaison Officer. Triggers for intervention may include:

5.7.1 Failure to meet specified attendance thresholds (e.g., missing more than 10% of scheduled classes or workshops).

5.7.2 Failure to submit one or more major assessments.

5.7.3 Receiving a failing grade on one or more major assessments.

5.7.4 A combination of factors, such as low engagement in online learning activities and consistently poor performance on formative assessments.

5.8 Data on student progress, support interventions, and outcomes will be tracked in the student management system. Aggregated data and key metrics will be reported to the Academic Board and Teaching and Learning Committee to inform continuous improvement efforts.

Phase 2

5.9 Students who do not meet the terms of their learning agreement, continue to demonstrate unsatisfactory progress, or fail to respond to support efforts may be subject to a formal progress review.

5.10 The Dean or their delegate will notify the student in writing of the formal progress review and invite them to submit a written response to show cause as to why they should not be placed on probation or excluded.

5.10.1 For international students identified as having unsatisfactory academic progress as defined in this policy, the Dean will issue a formal Notice of Intention to Report the student to the Department of Home Affairs (DHA) via the Provider Registration and International Student Management System (PRISMS).

5.10.2 Metavision Institute will not report the international student to the DHA until the appeal period has lapsed and the internal appeal has been finalised and failed.

5.11 Students must submit their written response within twenty (20) business days of the date of the notification. The response may be submitted in one of two formats:

5.11.1 Written Statement: A detailed written response addressing the concerns raised in the notification and providing evidence to support their case.

5.11.2 Panel Presentation: A request to present their case in person to the Progress Review Panel. Students choosing the panel presentation option will be scheduled for a meeting. Students may bring a support person to this meeting.

5.12 The Progress Review Panel comprises the Dean or their delegate, the relevant Course Coordinator, and a member of the Teaching and Learning Committee. The Panel will review the student's response (written or presented) and academic record, considering:

5.12.1 The severity and duration of the student's academic difficulties

5.12.2 The student's engagement with support services

5.12.3 The student's demonstrated effort to address the issues affecting their progress

5.12.4 The feasibility and likelihood of the student achieving satisfactory academic progress in the future

5.13 Failure to respond within the stipulated timeframe will not prevent the review from proceeding.

5.14 Students placed on probation will be subject to specific conditions, such as a reduced study load or mandatory attendance at support sessions. The conditions and duration of the probation period will be determined by the Progress Review Panel.

5.15 The decision of the Progress Review Panel will be communicated to the student in writing within five (5) business days of the review. The notification will include information on the student's right to appeal the decision in accordance with the *Student Grievance, Complaints, and Appeals Policy (Academic).*

5.16 Metavision Institute may exclude a student from their course due to unsatisfactory academic progress. This decision will only be made after a student has been identified as at risk, provided with support interventions, and given the opportunity to demonstrate improved academic performance.

5.17 The process for exclusion includes a formal progress review, as detailed in Phase 2 of this policy. Exclusion is a serious action and will only be taken when all other reasonable attempts to support the student have been exhausted.

5.18 Exclusions for an international student are reviewed by the Dean and may lead to mandatory reporting to the Department of Home Affairs (DHA) via PRISMS, in compliance with National Code Standard 8.

6 Course withdrawals and leave

6.1 If a student is permitted to re-enrol in their program following a period of exclusion, their status will be changed to probation. The student will be notified in writing of the conditions imposed on their re-enrolment.

6.2 Compliance with these conditions will be monitored by the Dean, and any breach of these conditions may result in the student's exclusion. The conditions imposed on re-enrolment may include:

6.2.1 Enrolling in specified unit(s).

6.2.2 Mandatory attendance at academic support services.

6.2.3 Restricting enrolment to less than a full-time load.

6.2.4 A period of suspension for a maximum of 12 (twelve) months.

6.3 Students may apply to withdraw from their enrolled course or to take a period of leave by completing the *Course and Unit Withdrawal and Fee Refund Application Form* before the relevant census date.

6.4 Students may apply to withdraw from their enrolled course or to take a period of leave by completing the Course and Unit Withdrawal and *Fee Refund Application Form*, before the relevant census date.

6.5 Students can re-enrol in the following semester (either at the commencement of a year or mid-year) in the next relevant intake permitted under the usual course progression rules.

6.6 Students who take a leave of absence may re-enrol in the following semester (either at the commencement of a year or mid-year) in the next relevant intake permitted under the usual course progression rules.

6.7 Domestic students may be granted a maximum of two leave of absence periods during their program. No supporting documentation is required for the first two leave of absence periods. Prior to processing, the student will be invited to speak with the Student Advocate to explore available support options. Requests for additional leave beyond the two permitted periods must be submitted in writing to the Dean and supported by relevant documentary evidence demonstrating compassionate or compelling circumstances.

6.8 International students seeking a leave of absence must submit a written request to the Dean supported by relevant documentary evidence in accordance with the Compassionate and

Compelling Circumstances framework, regardless of the number of leave periods taken. Prior to processing, the student will be invited to speak with the Student Advocate to explore available support options. This is in addition to the obligations set out at clauses 6.13 to 6.15 regarding CoE adjustment, PRISMS reporting, and visa advice.

6.9 The maximum period of course leave is 12 months.

6.10 Students who require a break that is longer than one year from the course can re-apply to the course at a later date and will be eligible for credit transfer.

6.11 A 10-year limit applies on recognising previously completed units for the purpose of credit transfers. Refer to the Credit Transfer and RPL Policy for more information.

International Students

6.12 Metavision Institute will ensure that the expected duration of study specified in an international student's Confirmation of Enrolment (CoE) does not exceed the CRICOS registered course duration.

6.13 Metavision Institute will not extend the duration of an international student's enrolment if the international student is unable to complete the course within the expected duration, unless one of the following allowable extensions of course duration applies:

- there are compassionate or compelling circumstances, as assessed by Metavision Institute on the basis of demonstrable evidence. Compassionate or compelling circumstances are circumstances outside the student's control that have a significant impact on their ability to continue studying. Examples include, but are not limited to: serious illness or injury (physical or mental); bereavement; pregnancy or childbirth; sudden changes to caring responsibilities; and natural disaster. Each application is assessed on a case by case basis by the Dean; or
- Metavision Institute has implemented, or is in the process of implementing, an intervention strategy for the international student because the international student is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the international student's enrolment has occurred in accordance with the Student Recruitment, Admission and Enrolment Policy.

6.14 Granting of a leave of absence or exclusion for an international student will result in Metavision Institute issuing a new Confirmation of Enrolment (CoE) and reporting the change via PRISMS, which may impact the student's visa status.

6.15 If the duration of an international student's enrolment is extended, Metavision Institute will advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

6.16 Metavision Institute will not deliver a course exclusively by online or distance learning to an international student.

6.17 Metavision Institute will not deliver more than one-third of the units (or equivalent) of a course by online or distance learning to an international student.

6.18 In each compulsory study period, Metavision Institute will ensure that an international student is enrolled in at least one unit that is not delivered by online or distance learning, unless the student is completing the last unit of their course.

6.19 international students are required to study on a full-time basis and must select the Blended study mode. The fully online study mode is not available to international student visa holders.

7 Responsibilities

7.1. Academic Board:

7.1.1. Approves changes to the Policy

7.1.2. Oversees policy implementation

7.2. Teaching and Learning Committee:

7.2.1. Monitors students at risk and intervention strategies

7.3. Dean

7.3.1. Implementation of entry requirements

7.3.2. Oversees the systematic monitoring of course progress and attendance for all students, ensuring timely intervention and appropriate reporting for students at risk.

7.3.3. Monitors student completion status and duration, and

7.3.4. Reports on course progression, support and completion.

7.4. Course Coordinators

7.4.1. Monitors students' progress and refers students to appropriate staff/services

7.5. Student Liaison Officer

7.5.1. Provides support to students, in collaboration with Course Coordinators and academic teaching staff

7.6. Academic teaching staff members

7.6.1. Identify students at risk and refers students to appropriate staff/services

7.7. Students

7.7.1. Maintain satisfactory academic progress seek support as necessary

Definitions

Term	Definition
Cognate Program	A closely allied or related discipline or defined branch of study or learning.
Course progression rules	The course progression requirements approved by the Academic Board.
Exclusion	The cancellation of students' enrolment in their course. Students may re-apply for entry into a course after 12 months.
Fail	A grade resulting from: a mark less than 50%, or unsatisfactory completion of a hurdle assessment within a Unit.
Repeat Fail	A student has failed a unit for a second or subsequent time.
Review Period	The teaching periods used for monitoring academic progress.
Support Person	A friend, family member, or other individual chosen by the student to provide support during meetings or discussions related to academic progress.
Unsatisfactory progress	When students fail to meet defined required minimum standards for progression in a course or fails to comply with a valid conditional enrolment agreement or other requirement, progress may be deemed unsatisfactory.
Students at risk	Students who are not progressing through their enrolled course as

	required by the course rules, and therefore at risk of not completing the course.
Compassionate or compelling circumstances	Circumstances outside a student's control that have a significant impact on their ability to continue studying, including but not limited to: serious illness or injury (physical or mental); bereavement; pregnancy or childbirth; sudden changes to caring responsibilities; and natural disaster. Each application is assessed on a case by case basis by the Dean.
Special consideration	Circumstances that may warrant special consideration are typically unforeseen circumstances beyond the student's control that have a demonstrably significant impact on the student's ability to meet assessment requirements, such as serious illness or injury (physical or mental), bereavement or significant personal hardship.
Probation	Students at risk who do not meet course progression requirements in the following semester will be placed on probation.
	The cancellation of students' enrolment in their course. Students may re-apply for entry into a course after 12 months.

Related Documents

Category	Documents
Policies	Credit Transfer and RPL Policy
	Student Grievance, Complaints and Appeals Policy (Academic)
	Student Welfare and Disability Policy
Forms	Formal Complaints and Appeals Lodgement Form
	Course and Unit Withdrawal and Fee Refund Application Form
	Special Consideration Application Form

Version Control

Field	Detail
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