



Cairnmillar
INSTITUTE

Treatment | Education | Research

Academic Progress and Show Cause Policy

Policy Name	Academic Progress and Show Cause Policy
Policy number	TLP001
Date approved	4 February 2015
Approving body	The Academic Board (Senatus)
Responsible officer	The Head of School
Implementation officer	Unit and Course Coordinators
Next review date	June 2017
Linked policies	Student Appeals Policy Student Grievance Procedures Policy
Linked forms	Application to Head of School to Show Cause

Purpose of this policy

The Cairnmillar Institute (the Institute) is proactive in identifying, notifying and counselling students who are at risk of failing to meet course and field placement progress requirements. The Institute has in place a system for early identification of at risk students that allows a remedial plan to be developed in consultation with the student. This monitoring enables students who are at risk of not progressing, or achieving PsyBA/APAC competencies, such as progress reports, to be identified and offered support to achieve their educational and supervised practice goals.

Scope

The courses and internships run by the Institute require consistent and regular attendance. Students participating in courses and internships that involve attendance at field placements, require regular attendance at individual and group supervision and diligence in completing internship and placement documentation. Each six months, the student/intern and individual supervisor must submit progress reports. Students are assessed at the middle and end of

placements. On occasion a student may be identified as not making satisfactory progress and supervisors are unable to sign off stating that the student/intern is doing so.

All postgraduate courses are accredited with the:

- Australian Psychology Accreditation Council (APAC) or
- Psychotherapy and Counselling Federation of Australia (PACFA)

It is a requirement for course accreditation that students must comply with all of the components of a course, including completion of:

- Coursework units and/or
- Placements and/or
- Research

International Students are also required to adhere to the agreed terms in their Enrolment Agreement as well as the terms set out by The Australian Government Student Visa programme. An International Student's eCoE can only be extended in very limited circumstances.

To ensure satisfactory academic progress, successful students must:

- Attend all lectures
- Attend all tutorials
- Submit all assignments on time
- Prepare for lectures and tutorials by reading all material

Monitoring coursework/academic progress

Monitoring Coursework/Academic Progress	<p>The unit lecturer is required to provide all students with a course outline at the beginning of each unit of study or field placement, which details:</p> <ul style="list-style-type: none">• the requirement to achieve satisfactory attendance, is at least 80 per cent of the scheduled course contact hours.• the means by which attendance and absences are recorded and calculated including the use of class lists and rolls.• the assessment tasks, dates of semesters, assignment deadlines, hurdle requirements, assessment grades, and other conditions relating to attendance and any other requirements for successful completion of the unit or field placement.• Set an early assessment piece that can be timely marked to identify students at risk.
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<p>Failure to meet satisfactory Course/Academic progress</p>	<p>Students must advise the unit lecturer in writing of any compelling or compassionate grounds that have resulted in absence from their unit of study or field placement:</p> <ul style="list-style-type: none"> • the unit lecturer must advise the Head of School in writing the name of any international student who has not attended classes for more than three weeks. • the unit lecturer must implement procedures for contacting and counselling identified students and implement strategies to assist identified students to achieve satisfactory course progress. • At a minimum, the intervention strategy is activated where the student has failed or is deemed not yet competent in 50% or more of the units or assessment pieces attempted in any study period. • the unit lecturer must advise the student, the Head of School, and the Academic Registrar in writing (by email) that the student has failed to meet satisfactory attendance requirements and have therefore failed the unit
<p>Appeals Process</p>	<p>Where the Institute or the student supervisor, has assessed the student as not achieving satisfactory course progress, the Institute must notify the student in writing of its intention to report the student for not achieving satisfactory progress.</p> <p>The written notice must inform the student that he or she is able to access the Institute's complaints and appeals process and that the student has 20 working days in which to do so.</p>
<p>Reporting Processes and Action</p>	<p>Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the Institute, the Academic Registrar amends the student record accordingly.</p>

Monitoring placement/PsyBA requirements

<p>Supervision attendance</p>	<p>The student's registered PsyBA supervisor or placement supervisor must notify the Course Coordinator if a student has failed to attend two consecutive supervision appointments.</p>
<p>Failure to make satisfactory progress</p>	<p>The student's registered PsyBA supervisor or placement supervisor must notify the Course Coordinator if a student:</p> <ul style="list-style-type: none"> • has failed to make satisfactory progress on one or more of the PsyBA capabilities. • has experienced personal issues that are impacting on

	<p>their ability to practice.</p> <ul style="list-style-type: none"> • has failed to keep satisfactory paper work (log books, assessments) as required by the PsyBA/APAC.
Reporting Process and Action	<p>Where a student fails to meet satisfactory progress, the student's registered PsyBA or supervisor must report this to the Student Coordinator who must report unsatisfactory progress to the Head of School.</p> <p>The Head of School must then convene a meeting of the Program Review Panel who meet with the student to reach an agreed outcome.</p> <p>The Institute may also seek to suspend or cancel the student's field placement or internship program.</p> <p>The Academic Registrar must enter failure to complete or unsatisfactory progress in the student's record.</p>

Procedures when a student is identified as at risk of not making satisfactory academic progress

Early intervention

Teaching staff review students' academic performance after completing a first assignment in a unit in order to trigger early intervention strategies to limit the risk a student may not make satisfactory progress.

Intervention Strategy

The Unit Coordinator must:

- Interview the student
- Attempt to determine the likely cause of the poor academic progress

If the Unit Coordinator is not satisfied with the student's response at this interview, the Unit Coordinator must refer the student to the Course Coordinator.

At risk

A student may be identified as at risk of being suspended or excluded for unsatisfactory academic progress if:

Coursework	<p>The student:</p> <ul style="list-style-type: none"> • Fails a unit, or • Receives a score of less than 55 for a unit
Placement	<p>The student:</p> <ul style="list-style-type: none"> • Fails a placement • Fails to demonstrate the requisite level of competencies
Research	<p>The student fails to complete hurdle requirements as set out in the unit guides</p>

Failing a unit

There is a limit to the number of times a student may fail and re-enrol in a coursework unit, placement unit or research unit. Students may fail only one unit in a course of study.

What happens when academic progress is unsatisfactory?

Interview with Unit Coordinator

The Unit Coordinator must:

- Interview the student
- Attempt to determine the likely cause of the poor academic progress

If the Unit Coordinator is satisfied with the student's response at this interview, the student is allowed to continue in the unit.

If the Unit Coordinator is not satisfied with the student's response at this interview, the Unit Coordinator must refer the student to the Course Coordinator.

Review by the Course Coordinator

The Course Coordinator will review the student's academic transcript for:

- The teaching period and
- Since enrolment

If the student has failed or scored less than 55 in more than one unit, the Course Coordinator must:

- Make a recommendation to the Head of School that the student be formally identified as a student at risk and needing to show cause why they should not be placed on probation, excluded or suspended from completing their course
- Tell the student:
 - They have been identified as a student at risk of not making satisfactory academic progress
 - To seek academic advice from the Course Coordinator before seeking reenrolment
 - They may be placed on probation, excluded or suspended from enrolling in further coursework, placement or research
 - If they wish to continue their course, they need to submit an application to the Head of School to show cause why they should not be placed on probation, excluded or suspended from completing their course
 - If they are an international student, that satisfactory progress is a condition of the student visa

Procedures when a student is identified as at risk of not making satisfactory placement/PsyBA progress

Students normally considered most at risk:

- Rejected by placement.
- Progress is not evident or seems to be diminishing.
- Supervisor does not want to sign a progress report.
- Other concerns, e.g. mental health.

Interview with Supervisor and Placement Coordinator

The Placement Coordinator must:

- Interview the student together with their registered PsyBA supervisor or placement supervisor
- Attempt to determine the likely cause of the poor placement progress

If the student's response at this interview, the student is allowed to continue at the placement.

If the student's response at this interview, is not considered satisfactory the Placement Coordinator must refer the student to the Head Workplace Education Unit.

Review by the Head of Workplace Education Unit

The Head of Workplace Education Unit will review the student's placement progress:

- The current and previous placements; and
- Since enrolment

- Make a recommendation to the Head of School that the student be formally identified as a student at risk and needing to show cause why they should not be placed on probation, excluded or suspended from completing their placement and/or course
- Tell the student:
 - They have been identified as a student at risk of not making satisfactory academic progress
 - They may be placed on probation, excluded or suspended from enrolling in further coursework, placement or research
 - If they wish to continue their course, they need to submit an application to the Head of School to show cause why they should not be placed on probation, excluded or suspended from completing their course
 - If they are an international student, that satisfactory progress is a condition of the student visa

Show cause application

Action by Student

Students who wish to show cause must lodge a completed show cause application form and supporting documentation.

The student's application should:

- Identify the reasons for the poor academic performance
- Provide evidence of the steps the student has taken to overcome the poor performance
- Provide evidence of the student's capacity to succeed if permitted to continue

Action by Head of School

When the Head of the School receives:

- A recommendation that a student has been formally identified as a student at risk, and
- A show cause application form and supporting documentation from the student

Academic Progress and Show Cause Policy
This policy was approved by The Academic Board of The Cairnmillar Institute

The Head of the School is required to:

- Schedule a show cause hearing at which to consider the reasons why the student's academic progress has been unsatisfactory
- Invite the student to attend the show cause hearing

Show cause hearing

Information the student can provide

When the student receives the notice of the show cause hearing, the student should provide to the Head of School any information on which they wish to rely to show they should be allowed to continue with the course.

The Institute takes the approach that whether a show cause application may be successful depends, among other things, on the student establishing:

- There were circumstances affecting their academic performance which should be taken into account such as illness; emotional, financial, housing, family, or relationship issues; language difficulties or an unforeseen event
- Changes have been or are being made to address the reasons for their poor performance

The information the student might provide includes:

- A letter describing the factors which led to poor academic progress
- Medical certificates
- A letter from a doctor or counsellor

The information must be provided to the Head of School five (5) days before the hearing date.

Attending the hearing

The student should advise the Head of School whether they intend to attend the hearing.

The student can choose a support person to attend the hearing with them.

If the student has a disability or requires special assistance to attend a hearing, they should advise the Head of School so that any reasonable provisions can be arranged.

The student does not have to attend the hearing. If the student does not attend, the Head of School is required to consider the written information provided by the student.

Decision after a show cause hearing

After the hearing, the Institute must decide whether or not the student has made satisfactory progress in accordance with the enrolment conditions and rules for the unit and course in which they are enrolled. If the decision is that the progress is unsatisfactory, the student may be:

- Placed on probation
- Suspended from the course
- Excluded from the course

On probation	A student on probation: <ul style="list-style-type: none">• Must see the Course Coordinator before re-enrolling in the course or any further units
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	<ul style="list-style-type: none"> • May have conditions attached to their re-enrolment • May be required to complete a second or extended placement until the competencies are at the expected level • Will not be offered a second placement unless they can demonstrate the second placement will not result in a fail
Suspended	A student who is suspended is not permitted to re-enrol in the course for a period of 12 months
Excluded	A student who is excluded is not permitted to re-enrol in the course

Notice of decision

The Head of the School must notify the student in writing of the decision and the reasons for the decision within five (5) working days of the show cause hearing.

Appealing the decision

In accordance with the Institute's Student Appeals Policy and Student Grievance Procedures Policy, the student must appeal the decision within 14 days of the notice of the decision.

The appeal should be a written submission delivered to the Head of the School:

- Identifying the grounds for the appeal
- Providing supporting documents