Academic Progression and Enrolment Policy

Version	Approved by	Approval date	Effective date	Next full review
2.0	President and Vice-Chancellor	9 November 2021	9 November 2021	November 2024

Policy Statement	
Purpose	This Policy specifies the principles for managing and supporting student progress in a program of study including academic progression, recognition of prior learning and course enrolment.
Scope	The progression and recognition of prior learning elements of this Policy apply to all coursework programs, offered by or on behalf of UNSW, and students enrolled in these programs.
	The enrolment elements of this Policy apply to all courses within coursework programs, coursework components of Higher Degree Research programs and non-award courses offered by or on behalf of UNSW, and students enrolled in these courses.

Policy Provisions

1. Overview

Academic progression is the process by which a student advances in their program of study, through progressively meeting the academic and administrative requirements for the program.

The status of a student's progress towards meeting the requirements for their program is called Academic Standing and is determined at the end of each standard term. Academic Standing is not calculated for candidates studying for a higher degree by research.

Maintaining satisfactory academic progress is important as it indicates that a student is achieving the learning outcomes for each stage of their program and is on track to complete the program and ensures the currency of knowledge of UNSW graduates.

Enrolment is the process by which students select courses and register for classes within a specific term and/or teaching period. A student's academic standing and other factors may impact on a student's eligibility to enrol or remain enrolled in a course or courses.

A student's progression through a coursework program may be advanced if they have been granted credit for prior learning.

2. Academic progression and enrolment requirements

Progression requirements that apply to all UNSW coursework programs include:

- A maximum time in which a student must complete their program;
- A minimum and maximum study load; and
- Limits on the number of times a student may repeat a failed course.

Students are required to maintain enrolment in at least one course in each standard term in the program to which they have been admitted, unless they have taken approved leave or are on suspension.

Program or course-specific progression and enrolment requirements are determined by the Program or Course Authority and approved in accordance with the program or course proposal approval process. These requirements may include conditions imposed by accreditation bodies or organisations that provide field and clinical work, practicum or professional placements.

International students studying in Australia on a student visa must also comply with the progression and enrolment conditions of their visa. UNSW is required to monitor and report students who do not meet certain conditions to the Australian Government in accordance with the *Education Services for Overseas Students (ESOS) Act* and *National Code* and the *International Student Transfer Between Registered Providers and PRISMS Reporting Procedure*.

3. Recognition of prior learning (coursework programs)

A student may have their prior learning recognised for admission to a coursework program, and/or for credit or an exemption toward a program of study. The granting of credit advances a student's standing in a program to which they have been admitted and so expedites their progression through the program (advanced standing). An exemption waives the requirement to complete a specified course without reducing the overall units of credit of the program.

Prior learning will only be recognised for credit or exemptions when applied for and assessed in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

4. Academic progression and enrolment principles

1. Academic progression and enrolment requirements and key dates will be clearly communicated to students before they commence in their program or enrol in a course.

2. Responsibility for meeting program academic progression and overall enrolment requirements rests with the student.

3. UNSW recognises that learning can be achieved in formal, non-formal and informal / workplace contexts. A student's prior learning will only be recognised where this learning is deemed by UNSW to be aligned with the coursework program's entry requirements, educational objectives and learning outcomes.

4. An award will only be conferred when a student has completed all academic progression requirements for the program and has cleared any debt owing to UNSW.

5. UNSW will have systems in place to monitor student progress and support students who are not meeting academic progression requirements.

6. Students may withdraw from a program or course without penalty prior to the published deadline. Withdrawal after this date will impact the grade assigned to the course and the student's academic standing and will result in a financial liability to the student.

7. If a student fails to meet academic progression or enrolment requirements UNSW may suspend or exclude that student from a program or course or impose conditions on their enrolment. Students will have the right to appeal this decision.

8. Students in their second (or later) term of study can apply to take up to one academic year of leave from their program

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic & Student Life
Contact Officer	Registrar and Director, Student Services
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: Education Services for Overseas Students (ESOS) Act 2000 (Cth) *National Code* for Providers of Education and Training to Overseas Students 2017 *Higher Education Support Act 2003* (Cth) *Tertiary Education Quality and Standards Agency Act* 2011 *Higher Education Standards Framework (Threshold Standards) 2015* Australian Qualifications Framework (2013)
Supporting Documents	Academic Progression Procedure Enrolment and Withdrawal Procedure Recognition of Prior Learning (Coursework Programs) Procedure
Related Documents	Admissions Policy Admission to Coursework Programs Procedure Assessment Policy Assessment Design Procedure Assessment Implementation Procedure Graduation Procedure

	Required Medical Leave Procedure Student Code of Conduct ' Student Misconduct Procedure Student at Risk Procedure University Medal Policy University Medal Procedure
Superseded Documents	Academic Progression and Enrolment Policy, v1.2
File Number	2017/20384

Definitions and Acronyms

Academic Progression	The process by which a student advances in their program of study, through progressively meeting the academic and administrative requirements for the program.
Academic Standing	The status of a student's progress towards meeting the requirements for their program.
Advanced Standing	A status that reflects that a student's progression through their program has been advanced as a result of the granting of credit for prior learning.
Recognition of Prior Learning (RPL)	The process of assessing an individual's relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to: The learning outcomes of the qualification specified as a requirement for admission to the program; or Courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.
Student	A person who has accepted an offer to a program of UNSW (award or non-award), has enrolled in at least one course in that program and retains an active status in that program.
Term	Term is the collective noun for all types of academic calendar periods of study at UNSW, (e.g. Term, Semester, Hexamester)

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	17 August 2017	27 November 2017	New Policy
1.1	Director of Governance	22 January 2018	22 January 2018	Administrative update. Additions to the Legislative Compliance and Related Documents sections.
1.2	President and Vice-Chancellor	13 September 2018	1 October 2018	Minor amendments to accommodate UNSW 3+ changes including: terminology, timing and processes.
2.0	President and Vice-Chancellor	9 November 2021	9 November 2021	Full review