

Policy Title

ANU College Academic Progression and Completion

Policy Statement

Students enrolled at ANU College are required to progress through their program of study in the prescribed time and in line with all regulatory requirements.

The delivery of these programs is guided by ELICOS Standards 2018, National Standards for Foundation Programs, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018), and the relevant ANU College policies and procedures and partnership agreements with the Australian National University.

This policy should be read in conjunction with the *SGA Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy*.

Purpose

The purpose of this policy is to ensure that ANU College manages an equitable progression and articulation process for all students enrolled in ELICOS and Foundation Studies Programs, specifically Academic English Preparation (AEP), ANU Access English, Foundation Studies (Extended), Foundation Studies (Standard), and Foundation Studies (Rapid), and that this process can be clearly understood by students, staff, and other stakeholders.

In accordance with Standards 8 and 9 of the National Code 2018, this policy also reflects ANU College's commitment to supporting the Australian Government's requirement that students complete their program within the time specified in their Confirmation of Enrolment (CoE).

Any decision by ANU College to vary the duration of a student's period of study will be based on the criteria outlined in Standards 8, 9, and 11, with particular emphasis on the capacity of the student to meet all visa requirements. Further information is provided in the *SGA Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy*.

Definitions

Course refers to any of the Foundation Studies subjects, or AEP levels offered in the College.

Course Hurdle assessment means an assessment task that tests competency, skills, or knowledge considered to be fundamental to passing the course, and must be passed to pass the course.

Policy Scope

This policy applies to all students enrolled in the programs identified in this document; specifically, this includes Academic English Preparation (AEP), ANU Access English, Foundation Studies (Extended), Foundation Studies (Standard), and Foundation Studies (Rapid).

References to ANU entry requirements have been added to this policy for a guide only; refer to the relevant ANU Policies at <https://policies.anu.edu.au/ppl/index.htm>.

Policy Provisions and Procedures

Foundation Studies (Quadmester) Progression Requirements¹

ANU Prerequisite: All students must complete and pass a minimum of two terms (= 20 weeks) of an ANU College Foundation Studies program. ANU College delivered Foundation Studies programs are comparable to any prerequisite Year 12 course listed for a selected ANU program.

To satisfy completion of an ANU College Foundation Studies program, the student must complete and fully satisfy all requirements of their respective Foundation Studies program, including satisfying core and elective line selection.

The minimum requirements for successful completion of an ANU College Foundation Studies program are as follows:

- Complete and pass twenty (20) courses within four (4) consecutive² terms, including three (3) core and two (2) elective courses per term (**Foundation Studies Standard**); or
- Complete and pass eighteen (18) courses within three (3) consecutive³ terms, including three (3) core and three (3) elective courses per term (**Foundation Studies Rapid**); or
- Complete and pass twenty four (24) courses, including four (4) courses⁴ undertaken within the preliminary 5-week program (all weeks are consecutive⁵) (**Foundation Studies Extended**).

Note: Places at the Australian National University are strictly limited; therefore, meeting the minimum entry requirements (academic or English language) does not guarantee a place at ANU. All decisions relating to a student's admission to their nominated degree are at the discretion of the University and are guided by ANU policy.

Calculation of ANU Academic Entry Score

- The ANU Academic entry score for **Foundation Studies (Extended)** students will be calculated on the average of the best fourteen (14) courses of twenty (20) courses undertaken within four (4) terms. The four (4) courses undertaken within the 5-week Preliminary Program are excluded from the calculation of the Academic entry score. The ANU English Language Admission Requirement must also be satisfied.
- The ANU academic entry score for **Foundation Studies (Standard)** students will be calculated on the average of the best fourteen (14) courses of twenty (20) courses

¹ Approved by Academic Board 04/2017

² Unless approval is granted by the Head of Program (Foundation Studies) for suspension (only on compassionate or compelling grounds) or extension of enrolment.

³ See point 3.

⁴ 'Mathematics in Society', 'Social Psychology of Leisure', 'Australian Landscape', and 'Foundation English'.

⁵ See point 3.

undertaken within four (4) terms. The ANU English Language Admission Requirement must also be satisfied.

- The ANU academic entry score for **Foundation Studies (Rapid)** students will be calculated on the average of the best fourteen (14) courses of eighteen (18) courses undertaken within three (3) terms. The ANU English Language Admission Requirement must also be satisfied.

In addition to the above requirements, all ANU pre-requisite courses must be completed and passed in order to be considered for a place at ANU. The ANU pre-requisite courses must be counted in the best fourteen (14) courses when calculating the final ANU academic entry score.

For more information on the ANU's minimum international academic entry requirements for coursework programs, visit: <http://www.anu.edu.au/study/apply/entry-requirements-coursework-programs>

Calculation of ANU English Entry Score

The ANU English entry requirement is based on the average of the best three (3) English courses undertaken from English Core Skills and Applied English completed over the last two terms of study; i.e. Terms 3 and 4 for Foundation Studies (Standard) and Terms 2 and 3 for Foundation Studies (Rapid) students.

- Students must achieve a minimum average grade of 65% in English courses in the final two terms of their studies to meet the English entry requirements for ANU, except for the ANU College of Law where the minimum required English grade is 85%.
- Foundation Studies (Extended, Standard and Rapid) students must achieve a minimum grade of 50% in English courses in Semester 1 (= Term 1 and Term 2).

For more information on the ANU English entry requirements, refer to *ANU English Language Requirements for Admission Policy*: https://policies.anu.edu.au/ppl/document/anup_000408

Note: The most recent English result will be used as evidence of English language proficiency.

See Appendix A for the outline of requirements for academic progression and completion in the Foundation Studies (Quadmaster) programs.

See Appendix B for an overview of the ANU College Grading Scale.

Academic Progression: Foundation Studies (Extended) – Preliminary Program

A student who achieves a minimum grade of 50% in each academic course⁶ and a minimum grade of 55% in the Foundation English course within the preliminary 5-week program is eligible to progress to the next term of study⁷.

Students must attempt all assessment tasks. If a student is unable to complete all assessment tasks by the conclusion of the preliminary 5-week period due to medical or compassionate circumstances, they will be awarded the interim result of RP ('Result Pending'). This is a temporary grade only and must be finalised by the submission and grading of all assessment tasks before the start of the following term.

⁶ 'Mathematics in Society', 'Social Psychology of Leisure', 'Australian Landscape', and 'Foundation English'.

⁷ Upon completion of the preliminary 5-week program, the Foundation Standard progression rules apply.

English Hurdle Requirements: Foundation Studies (Extended) – Preliminary Program

A student who fails Foundation English (inclusive of any supplementary assessment) within the preliminary 5-week program may progress to the next term of study by either:

- a) Completing a term (= 10 weeks) of Academic English Preparation (AEP) level 4 in order to re-join the Foundation Studies (Standard) program at the next available entry point, provided that the progression requirements of the AEP course⁸ are met.
- OR**
- b) Achieving an Academic IELTS overall score of 6.0 with a minimum of 5.5 in each band before the commencement of the next term of study.

Academic Progression: Foundation Studies (Standard, Rapid and Extended)

For students to satisfactorily pass a course, they are required to a) attempt all assessment tasks, b) meet the requirements of all course hurdle assessment tasks (e.g. the final exam or a major assessment task⁹ of a course), and c) achieve a minimum grade of 50%¹⁰ (see Appendix C for the requisite grade requirements of programs).

'Satisfactory' Course Progress Requirements

Students who do not attempt all assessment tasks in a course will be offered the opportunity to attempt the task(s) over the course of the following term. The interim result of 'RP' will be awarded until all assessment tasks are attempted and graded. Students who do not attempt all assessment tasks in a course within the prescribed period receive a grade of NCN (non-completion), with no numerical grade recorded for the course¹¹.

If a student fails two (2) or more courses (up to but no more than 50% of their study load) in their first semester of study (Term 1 and/or Term 2) but have a GPA (across all academic and English courses) higher than 55%, they will receive academic counselling, but will be allowed to continue their studies and progress to the final semester (i.e. the final two terms) of study. Students who fail a course will not be allowed to repeat the failed course; instead, they will be allowed to undertake a substitute course to make up for their failed course.¹²

Students with a GPA (across all academic and English courses) lower than 55%, and more than four (4) courses with NCN and/or final grades below 50% are not eligible to progress to the final semester of their study and will be considered for exclusion from the Program. These students will be reported on PRISMS for unsatisfactory course progress in accordance with *ANU College Academic Intervention and Support Policy and Procedure*.

Students who fail six (6) courses or fail more than 50% of their courses by the end of Term 3 (Standard) or Term 2 (Rapid) will not be eligible to progress to the final term of study. These students will be considered for exclusion from the Program and reported on PRISMS for unsatisfactory course progress in accordance with *ANU College Academic Intervention and Support Policy and Procedure*.

⁸ Achieving a minimum score of 60% in each macro skill.

⁹ A major assessment task is an assessment task with a weighting of 30% or higher.

¹⁰ Except for the English courses where a minimum average grade of 65% (calculated based on the average of top three English courses undertaken in the final two terms) is required to meet the English entry requirements of the ANU.

¹¹ Students with a grade of NCN will be allowed to continue their studies if they so choose, but will be advised that they will not be eligible to progress to ANU as having not satisfied all the requirements of their nominated degree. All decisions relating to a student's admission to their nominated degree are the responsibility of ANU Admissions.

¹² All decisions relating to eligibility for extending enrolment duration and/or under-loading or over-loading option are the responsibility of the Head of Program (Foundation Studies) and/or at the discretion of the Head of College and will be made a) in line with Standard 8 of the National Code 2018 and b) in accordance with relevant ANU College policies and procedures.

Supplementary Assessment and Discretionary Completion: Foundation Studies (Quadmester)¹³

Course Supplementary

A student is eligible to undertake a course supplementary task if:

- They achieve an overall course result of 45-49%¹⁴. If a student passes a supplementary assessment task, they receive a course grade of 50 or equivalent¹⁵.
- They receive an overall course result below 45%¹⁶ but are found by the Head of Program to have experienced medical or other compassionate circumstances that have affected their performance. If a student passes a supplementary assessment, they receive a course grade of 50¹⁷ or equivalent.

If a student fails a course supplementary assessment task, they are given their original failing grade.

If a student does not undertake a course supplementary task, they are given a grade of NCN.

Hurdle Task Supplementary

A student is eligible to undertake a hurdle task supplementary if:

- They achieve a grade of 45-49%¹⁸ in a hurdle assessment task. If a student passes a hurdle supplementary assessment task, they receive a maximum grade of 50 or equivalent¹⁹ for the hurdle task (to be added to their results to determine an overall grade).
- They receive a grade below 45% in a hurdle assessment task but are found by the Head of Program to have experienced medical or other compassionate circumstances that have affected their performance. If a student passes a hurdle supplementary assessment task, they receive a maximum grade of 50% for the hurdle task (to be added to their results to determine an overall grade).

If a student fails the hurdle task supplementary, they are given their original failing grade.

If a student does not undertake a hurdle task or a hurdle task supplementary, they are given a grade of NCN.

If a student is unable to undertake a hurdle task or a hurdle task supplementary due to medical or compassionate circumstances, they will be awarded the interim result of RP ('Result Pending') until the hurdle task or the hurdle task supplementary is undertaken.

The number of supplementary hurdle task that a student may be offered per term will be limited to two, unless determined otherwise by the Head of Program (Foundation Studies).

¹³ All grades obtained through a supplementary assessment and/or examination are denoted by an asterisk (e.g. 50*).

¹⁴ Where the pass grade for the course is 50. In courses where there is a higher required mark, students should be within 5% of the requisite mark (for example, in English courses, where the minimum requisite mark is 65), students should have an overall grade of 60-64 to be eligible for a supplementary assessment task.

¹⁵ In courses where there is a higher required mark, for example, in third and fourth term English courses, where the minimum requisite mark is 65, students who undertake a supplementary and pass would receive a grade of 65. NB: The requisite mark for the first and second term English courses is 50.

¹⁶ See point 18.

¹⁷ See point 19.

¹⁸ See point 18.

¹⁹ See point 19.

Special Consideration

Students may receive special consideration for failing to submit an assessment task and attempt a supplementary task and/or examination if their performance in a task has been affected by illness or other circumstances beyond their control. Applications for special consideration need to be made in writing to the Head of Program within five (5) working days of the assessment's due date. All applications for special consideration must be accompanied by the Deferred Assessment Task Application Form with relevant supporting documentation²⁰ provided within 10 working days of the assessment's due date.

When considering the special consideration application, the Head of Program may take into account the student's performance in other assessment tasks in the course. The student will be advised in writing of:

- a) the decision regarding their application for special consideration within five (5) working days of the receipt of the completed special consideration application; and
- b) the right to appeal the decision in accordance with the *Study Group's Student Complaints and Appeals Policy and Procedure*.

Academic Progression: ELICOS

Academic English Preparation (AEP)

A student who achieves a minimum overall grade of 60% with a minimum of 60% in each macro skill is eligible:

- a) to progress to the next level of AEP or program of study.
- b) for a Certificate of Completion.

Successful completion of AEP 3 allows students to progress to AEP 4 or Foundation Studies (Extended).

Successful completion of AEP 4 allows students to progress to Foundation Studies (Standard), Foundation Studies (Rapid), or ANU Access English²¹.

Supplementary Assessment: AEP

A supplementary task will be offered to a student who:

- Has attempted all assessment tasks and meets all the progression and/or completion requirements of the course but achieves between 55% and 59% in ONLY one macro skill.

Students who undertake a supplementary assessment task and pass (i.e. achieving a minimum of 60%) would receive a grade of 60*²².

If a student fails or does not undertake the supplementary assessment task, they are given their original failing grade.

All decisions relating to eligibility for supplementary assessment are the responsibility of the Course Coordinator and/or the Head of Program (ELICOS). All decisions relating to the timing of supplementary assessments will be made and published by the Course Coordinator and/or Head of Program (ELICOS).

²⁰ Include (but are not limited to) a death certificate, a medical certificate, a letter obtained from a medical practitioner/counsellor/psychologist or a police report.

²¹ Provided that the academic entry requirements for ANU Diploma programs are already met.

²² The asterisk denotes that the grade was obtained through a supplementary assessment and/or examination.

Students enrolled in AEP may be eligible to repeat a failed course provided that the terms of their student visa enable them to do so.

All decisions relating to allowing failed students to repeat a course are the responsibility of the Head of Program (ELICOS). Students who fail a course twice will not be allowed to repeat and will be considered for exclusion from the program.²³

A student who fails a course is also eligible to attempt IELTS (or other recognised tests) to gain entry to either a higher level of AEP, another course/program of study at ANU College or the University by meeting the published English entry requirements of each course or program of study.

For more information on the ANU English entry requirements, refer to *ANU English Language Requirements for Admission Policy*: https://policies.anu.edu.au/ppl/document/anup_000408

Note: The most recent English result will be used as evidence of English language proficiency.

ANU Access English

A student who achieves a minimum grade of 60% in ANU Access English is eligible:

- a) to progress to ANU, having met the English entry requirements of the University²⁴.
- b) for a Certificate of Completion.

Supplementary Assessment: Access

No supplementary tasks are offered in ANU Access English.

Students enrolled in ANU Access English may be eligible to repeat the course provided that the terms of their student visa and the terms and conditions of their ANU offer enable them to do so.

All decisions relating to allowing failed students to re-enrol in and repeat the course are at the discretion of University and are guided by ANU policy.²⁵

See Appendix C for a more detailed outline of requirements for academic progression and completion in the ELICOS program.

Special Consideration

Students may receive special consideration for failing to submit an assessment task and attempt a supplementary task and/or examination if their performance in a task has been affected by illness or other circumstances beyond their control. Applications for special consideration need to be made in writing to the Head of Program within five (5) working days of the assessment's due date. All applications for special consideration must be accompanied by the Deferred Assessment Task Application Form with relevant supporting documentation²⁶ provided within 10 working days of the assessment's due date.

When considering the special consideration application, the Head of Program may take into account the student's performance in other assessment tasks in the course. The student will be advised in writing of:

²³ Students are to be advised that they are eligible to attempt IELTS (or other accepted tests) to enter their next course and/or program of study.

²⁴ Except for any ANU program having higher English language requirements (for example, ANU Law programs).

²⁵ Students will be advised that they are eligible to attempt IELTS (or other accepted tests) to meet the English entry requirements of their nominated ANU Degree.

²⁶ Include (but are not limited to) a death certificate, a medical certificate, a letter obtained from a medical practitioner/counsellor/psychologist or a police report.

- a) the decision regarding their application for special consideration within five (5) working days of the receipt of the completed special consideration application; and
- b) the right to appeal the decision in accordance with the *Study Group's Student Complaints and Appeals Policy and Procedure*.

Roles and Responsibilities

All final decisions regarding a student's academic progression, together with any variation of a student's enrolment in any program or course, will be made by the relevant Head of Program. The Head of Program will take advice from Course Coordinators, the student's teachers, the Student Support Officers (Welfare and Academic) and any other member of staff who may be in a position to contribute to a determination in a case relating to academic progression.

Places at the Australian National University are strictly limited; therefore, meeting the minimum entry requirements (academic or English language) does not guarantee a place at ANU. All final decisions regarding a student's admission to their nominated degree are at the discretion of the University and are guided by ANU policy.

Supporting Documents

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018);

ANU College Academic Intervention and Support Policy and Procedure;

SGA Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy;

SGA Student Complaints and Appeals Policy and Procedure.

Approval and Review

Policy Name	Academic Progression and Completion
Policy Owner	Academic Director, ANU College
Version Number	4.2
Approval Authority	ANU-SGA Board of Studies
Date of Approval	1 April 2019
Date Commencing	16 April 2019

Document History

Commencing Date	Summary of Changes	Next Review Date
12 September 2018	v3.0 Minor administrative amendment to maintain currency with business and regulatory changes	September 2022
1 April 2019	v4.0 Change of title, review and amendment to maintain currency. Approval authority transitioned from Head of College, ANUC to ANU-SGA Board of Studies	April 2024
16 April 2019	v4.1 Minor amendment to maintain currency.	April 2024
15 January 2021	v4.2 Minor amendment to further clarify the progression requirements for the Foundation Extended 5-week Preliminary program. References to ANU Diplomas removed following the disestablishment of the programs as advised by ANU.	April 2024

Appendices

- A. Program-specific Rules – Foundation Studies (Quadmester)**
- B. ANU College Grading Scale – Foundation Studies (Quadmester)**
- C. Requisite Grade Requirements for Progression to ANU**
- D. Program-specific Rules – ELICOS**

APPENDIX A²⁷

Program-specific Rules – Foundation Studies (Quadmester)

Program	Courses to be completed	Courses counted in academic entry score	English hurdle requirements ²⁸
Foundation Studies Standard	20 courses over 4 terms	Academic entry score calculated from an average of the top 14 courses	The average of best 3 of the 4 English courses studied in the final two terms
Foundation Studies Rapid	18 courses over 3 terms	Academic entry score calculated from an average of the top 14 courses	The average of best 3 of the 4 English courses studied in the final two terms
Foundation Studies Extended	Preliminary 5 week program of four courses – to progress to Foundation Studies Quadmester courses 20 courses over 4 terms	A minimum grade of 50% in each of the four academic courses Academic entry score calculated from an average of the top 14 courses, excluding the first four preliminary courses	A minimum grade of 55% in the English course The average of best 3 of the 4 English courses studied in the final two terms

For more information on the ANU's Admissions Policy, refer:
https://policies.anu.edu.au/ppl/document/ANUP_008805

²⁷ The progression requirements for the Foundation Studies Quadmester programs (Extended, Standard and Rapid) were endorsed by the ANU Academic Board 04/2017.

²⁸ Foundation Studies students must achieve a minimum grade of 65% to meet the English entry requirement into ANU, except for the ANU College of Law where students need to achieve a minimum grade of 85%.

APPENDIX B

ANU College Grading Scale – Foundation Studies (Quadmester)

Grade	Score (%)	Description
HD	80 – 100	High Distinction
D	70 – 79	Distinction
CR	60 – 69	Credit
CR*	65	Achieved 65% in English by passing a supplementary examination
P	50 – 59	Pass
P*	50	Achieved 50% in Academic and English ²⁹ courses by passing a supplementary examination
P**	55	Achieved 55% in Foundation English by passing a supplementary examination
F	0 – 49	Fail
NCN	0	Not Completed/Fail
RP		Results Pending
DA		Deferred Assessment
WD		Withdrawn

²⁹ The grade of P* (50%) applies only to the English courses studied in Term 1 of the Foundation Studies (Rapid) and Term 1 and Term 2 of the Foundation Studies (Standard) and Foundation Studies (Extended) programs.

APPENDIX C

Requisite Grade Requirements for Progression to ANU

Program	Mark (%) – ANU Degree
ANU Access English	60 (overall) ³⁰
Academic English Preparation (AEP)	N/A
Foundation Standard and Rapid: Academic courses	50
Foundation Standard and Rapid: English courses (English Core Skills and Applied English)	65 ³¹

For more information on the ANU's Admissions Policy, refer:

https://policies.anu.edu.au/ppi/document/ANUP_008805.

³⁰ Only accepted for ANU programs requiring an overall Academic IELTS score of 6.5 (or equivalent). ANU Access English will not be accepted for any ANU program having higher English language requirements.

³¹ Average of the best three English courses undertaken in the last two terms of study

APPENDIX D

Program-specific Rules – ELICOS

Note: The following rules only outline the minimum English entry requirements a student must meet for consideration for admission to ANU. These rules have no bearing on whether or not a student meets the minimum academic and/or any other requirements for consideration for admission. More information on ANU English language entry requirements can be found on the ANU website:

https://policies.anu.edu.au/ppl/document/ANUP_000408

ANU Access English		
Completion	Discretionary Completion	No Completion
A student who achieves a minimum grade of 60 in ANU Access English is eligible to progress to ANU and for a Certificate of Completion.	<p>No supplementary tasks are offered in ANU Access English.</p> <p>Students enrolled in ANU Access English may be eligible to repeat the course provided that the terms of their student visa and the terms and conditions of their ANU offer enable them to do so.</p> <p>All decisions relating to allowing failed students to repeat the course are at the discretion of University and are guided by ANU policy.</p>	<p>A student who does not achieve an overall mark of 60% in ANU Access English will not meet the direct entry requirements for the Australian National University.</p> <p>A student who does not achieve the minimum result of 60% in the ANU Access English program but meets the entry requirements for a particular degree program at the ANU may attempt an IELTS test to meet English language entry requirements. Admission on this basis will be at the discretion of the relevant university admissions office.</p>
Academic English Preparation (AEP)		
Completion	Discretionary Completion	No Completion
<p>A student who achieves a minimum overall grade of 60% with a minimum of 60% in each macro skill is eligible:</p> <ol style="list-style-type: none"> to progress to the next level of AEP or program of study for a Certificate of Completion. <p>Successful completion of AEP 3 allows students to progress to</p>	<p>A supplementary task will be offered to a student who:</p> <ul style="list-style-type: none"> Has attempted all assessment tasks and meets all the completion requirements of the course but achieves between 55 and 59% in only one macro skill. <p>Successful completion of a</p>	<p>A student who does not achieve a minimum overall grade of 60% with a minimum of 60% in each macro skill is not eligible to progress to the next level or to the next pathway program.</p>

<p>AEP 4 and Foundation Studies (Extended).</p> <p>Successful completion of AEP 4 allows students to progress to Foundation Studies (Standard), Foundation Studies (Rapid), ANU Access English or ANU Diploma programs.</p>	<p>supplementary assessment (i.e. achieving a minimum of 60%) will contribute to the student's progression.</p> <p>No student will be eligible for supplementary tasks in more than one macro skill.</p> <p>All decisions relating to eligibility for supplementary assessment are the responsibility of the Course Coordinator and/or the Head of Program (ELICOS).</p> <p>All decisions relating to the timing of supplementary assessments will be made and published by the Course Coordinator and/or Head of Program (ELICOS).</p> <p>Students enrolled in AEP course may be eligible to repeat any of these courses provided that the terms of their student visa enable them to do so.</p> <p>All decisions relating to allowing failed students to repeat a level or course are the responsibility of the Head of Program (ELICOS).</p>	
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