Student Academic Progression and Completion Policy

Version	Approved by	Approval date	Review date
01.1	Board of Directors	24 October 2025	September 2026

Administrators Responsible	Registrar, Dean / Assistant Deans
Purpose	The International School of Global Leaders (ISGL) establishes this policy to provide a framework for student progression, course completion, and academic standards. This policy applies to all accredited degree courses offered by ISGL.

1. Guiding Principles

a. Aligned with the Higher Education Standards Framework (Threshold Standards), the ESOS Act, ESOS Regulations and National Code, this policy ensures equitable and consistent application, enabling students to achieve their learning outcomes effectively.

b. The policy aims to:
   i. Ensure academic progression each semester/term;
   ii. Identify and support students-at-risk;
   iii. Highlight the significance of satisfactory progression, especially for international students, and its potential consequences.

2. Time to Complete a Course

Course	Years / Months
Master of Cyber Security	2 years full-time or 4 years part-time*
Graduate Diploma in Cyber Security	1 year full-time or 2 years part-time*
Graduate Certificate in Cyber Security	6 months full-time or 1 year part-time*

part-time only available to domestic students.

a. While the Master of Cyber Security course is 2 years in duration, normally the maximum time to complete the course is estimated to be 4 years.

b. **Application for Extension:**
   i. Students who are unable to complete their course within the designated timeframe but demonstrate the potential to fulfill course requirements within an additional two semesters may request an extension of time.
   ii. The process for assessing, notifying and reporting extensions of enrolment for international students, and the implications for visa status, are detailed in the ISGL Unsatisfactory Progress, Suspension and Cancellation Policy.

c. **Eligibility and Application Process:**
   i. Eligibility for an extension is contingent upon the student's reasonable expectation of meeting all course requirements within the extended timeframe.
   ii. Students must submit their request for an extension in writing to the Dean. This request is expected to be made at least one semester before the end of their originally prescribed completion period unless otherwise there is a compelling reason (for example health reasons).

d. **Content of Application:**
   i. The application must clearly state the reasons behind the student's inability to complete the course within the standard timeframe.
   ii. It should include any relevant documentation or evidence that supports the student's case for an extension.

e. **Review and Decision Process:**
- i. Each application will be evaluated based on its individual merits, with particular consideration given to the student's academic history and performance up to the point of application.
- ii. The Dean will issue a written response to the student within 20 business days of receiving the request. This response will detail the decision, including any conditions attached to the extension, if granted.

f. **Right to Review:**
- i. In the event of a denial, the student will be informed of their right to request a review of the decision, as outlined in the Student Grievance and Mediation Policy and Procedures. Information on the review process and relevant deadlines will be provided in accordance with that policy.
- ii. For appeals relating to suspension or cancellation of enrolment due to unsatisfactory progress, refer to the ISGL Unsatisfactory Progress, Suspension and Cancellation Policy.

3. **Minimum Academic Standards for Satisfactory Progress**
- a. To maintain satisfactory academic progress at ISGL, students must:
  - i. Achieve a minimum score of 50% in each unit attempted within a semester.
  - ii. Pass at least 2/3 of the units they have enrolled in each semester. This ensures that students are keeping up with the course. The 'Assessment and Grading Policy and Procedure' outlines the framework used for the assessment structure, grading, feedback provision employed and academic integrity expectations.
- b. The Program Administration team systematically evaluates each student's performance against these standards throughout the semester.
- c. In cases where grades from a previous term are pending, students may advance to the next term conditionally. After the release of these grades, students who don't meet the progression standards will have the chance to re-take exams in subjects where they scored below the pass grade. They must fulfill the criteria for the previous term to proceed to the subsequent term.
- d. If a student fails to meet the necessary qualifications for a term, the Dean and Registrar can collaboratively allow the student to advance to the following term under probation. The Registrar is responsible for sending out notification letters and securing student acknowledgment for each case of probationary advancement.
- e. The Dean is expected to regularly update the Academic Board on these matters.
- f. For detailed procedures regarding consequences of unsatisfactory progress, including suspension or cancellation of enrolment, refer to the ISGL Unsatisfactory Progress, Suspension and Cancellation Policy.

4. **Processes for Recording and Assessing Course Progress**
- a. Recording Course Progress

  ISGL maintains systematic records of student course progress through the following mechanisms:
  - i. **Learning Management System (LMS)**
    Real-time tracking of student academic performance through:
    - Grades for all assessments including assignments, examinations, and quizzes
    - Submission dates and completion status of assessment tasks
    - Student engagement metrics including participation in online forums and learning activities.
  - ii. **Attendance Management System**
    Integrated tracking of:
    - Class session attendance
    - Participation in class discussions, group work, and collaborative activities
    - Engagement levels across all scheduled learning activities.
  - iii. **Student Database**
    Centralised recording of:
    - Unit enrolment status
    - Unit completion and results
    - Deferrals and withdrawals
    - Overall course progression status.
  - iv. **Formal Progress Reports**:
    Quarterly documentation including:
    - Summary of Grade Analysis tracking student performance across all grade categories (High Distinction, Distinction, Credit, Pass, Fail, Incomplete) for each unit

- Student Course Progression and Analysis Report recording enrolled students, attrition, deferral, progression, and completion rates for each intake
- Individual student academic transcripts.

b. Assessing Course Progress

ISGL assesses student course progress through the following systematic processes:

i. **Continuous Assessment**
Ongoing evaluation of student performance through:

- Formative assessments throughout the teaching period
- Summative assessments at the conclusion of each unit
- Regular monitoring of assessment submission and completion rates.

ii. **Periodic Academic Reviews**
Formal review points conducted:

- Mid-semester review of academic performance and engagement levels by Programme Coordinators and Faculty
- End-of-semester comprehensive assessment of student results against minimum academic standards
- Analysis of individual student progression against course requirements.

iii. **Early Identification Process**
Proactive monitoring to identify students requiring intervention through:

- Automated alerts from the LMS and attendance software for students showing signs of academic difficulty
- Review of indicators including low grades, poor attendance, reduced LMS engagement, or late submission of assignments
- Maintenance of a Student-at-Risk (SAR) Register documenting risk indicators, dates identified, actions taken, responsible staff, follow-up dates, and outcomes.

iv. **Cohort Performance Analysis**
Regular analysis of aggregate performance data to:

- Identify trends, successes, and areas requiring improvement
- Inform curriculum and teaching practice enhancements
- Monitor overall course effectiveness and student outcomes.

c. Responsibility for Recording and Assessment
    i. The Program Administration team is responsible for maintaining accurate and up-to-date records of student course progress in all relevant systems.
    ii. Faculty members are responsible for timely entry of assessment results and feedback into the LMS.
    iii. The Registrar oversees the integrity and accuracy of all student academic records.
    iv. Programme Coordinators conduct periodic reviews and analysis of student progression data.
    v. The Dean reviews aggregated progression data and reports to the Academic Board on student progression matters.

d. Data Security and Privacy

All student course progress records are maintained in accordance with the Privacy Act 1988 and ISGL's Privacy Policy, ensuring confidentiality and appropriate access controls.

e. Student Access to Progress Records

Students have access to their course progress records through:
    i. The LMS for assessment results, feedback, and grades
    ii. The student portal for official academic transcripts and enrolment records
    iii. Formal progress reports provided at the end of each semester.

f. For detailed operational procedures supporting the above recording and assessment processes, refer to the 'Processes to Monitor, Review and Improve Student Progress' document.

5. **Identification of 'At-Risk' Students**

a. If a student fails to meet these minimum standards, the Assistant Dean/Dean will classify the student as 'at risk' (discussed in the Student at Risk Policy)

b. This triggers additional support measures to assist the student in improving their academic standing.

c. Where a student continues to be at risk or fails to meet satisfactory progress despite intervention, the processes for notification, appeals, and potential exclusion are set out in the ISGL Unsatisfactory Progress, Suspension and Cancellation Policy.

6. **Student at Risk Indicators**

   a. Indicators suggesting a student may be at risk of not completing their course include, but are not limited to:

      i. **Poor Attendance**: Non-mandatory attendance notwithstanding, poor class participation necessitates intervention by the Program Administration team.

      ii. **Extensions for Assessment Tasks**: Requests for extensions of assessment tasks, if needed due to personal challenges impacting academic performance, should be formally submitted in writing to the Program Administration Office. The relevant faculty members will then review these requests.

      iii. **Deferral of a Unit**: Recorded in the student database, unit deferral may signal potential difficulties in course completion.

      iv. **Failing Formative Assessments**: Inadequate performance in formative assessments will be addressed by the Program Administration team, with an emphasis on available support services.

      v. **Academic Misconduct**: Incidents of academic misconduct, indicative of struggles with course standards, will be recorded and managed as per the Student Academic Integrity Policy.

7. **Support and Intervention Measures**

   a. For students identified as 'at risk', ISGL provides tailored support, which may include mandatory counseling sessions, academic skill development workshops, one-on-one mentoring, and special study groups.

   b. Continuous monitoring and support aim to assist at-risk students in overcoming their challenges and achieving academic success.

8. **Assistance for Fulfilling Graduation Criteria:**

   a. Various options will be available for students to improve F grades, such as:

      i. Requesting a reassessment of final exam scores.

      ii. Taking re-examination.

      iii. Engaging in Independent Studies, adhering to the protocols specified in the Assessment and Grading Policy and Procedure.

      iv. Re-enrollment in the specific course unit, if feasible.

   b. Should a student be unable to meet graduation standards via these methods, they will be deemed ineligible for graduation.

Related Documents

a. Assessment and Grading Policy and Procedure
b. Deferral Policy
c. Student-At-Risk Policy
d. Student Grievance and Mediation Policy and Procedures
e. Academic Integrity Policy and Procedures
f. Student Misconduct Policy and Procedures
g. Confirmation of Entitlement (CoE) Issuance, Suspension, Cancellation and Monitoring Procedures
h. Processes to Monitor, Review and Improve Student Progress

Version	Approved Date	Approved By	Changes Made
01.1	24 October 2025	Board of Directors	− Included point 'ii' in 2.b. − Included point 'ii' in 2.f. − Included point 'f' in 3 − Included point 'c' in 4