Academic Progress - Student Retention and Success Guideline

Section 1 - Purpose / Objectives

(1) See Academic Progress - Student Retention & Success Policy. These guidelines will be implemented at the discretion of the Colleges.

Section 2 - Scope / Application

(2) This Guideline applies to:

a. All students of Victoria University enrolled in coursework programs.

(3) This Guideline does not apply to:

a. Students enrolled in higher degrees by research programs.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) See Academic Progress - Student Retention and Success Policy

Section 5 - Procedures

(6) Nil

Section 6 - Guidelines

Part A - Students making very good progress

(7) Students who are making very good progress with their studies will be recognised by the University and acknowledged wherever possible.

(8) Students achieving very good results may be encouraged to consider leadership, mentoring, co-curricular and other student experience programs to enhance their studies and build on their academic success.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Part B - Students at risk of not making satisfactory progress

(9) As an integral part of any teaching role, all teaching staff must be alert to students who are at risk of not making satisfactory progress, and offer assistance.

(10) Early indications that a student may be at risk and/or in need of support include, but are not limited to:

a. Self-identification by the student
b. Concern expressed to staff by the student's peers
c. Non-attendance at scheduled classes and other teaching activities
d. Failure to submit or participate in assessment tasks
e. Failure of first and other early assessment task(s)
f. Failure to log on to VU Collaborate

Academic support

(11) Where students are identified as being in need of academic support, staff should take reasonable steps to offer support and advice including, where appropriate:

a. Encouraging students to use online and other self-access study resources;
b. Providing detailed, constructive and timely feedback on assessment tasks where less than satisfactory work has been submitted;
c. Providing information about, and referral to, the University's Academic Support and Development Services
d. Inviting them to meet with their Teacher, Education Manager, Unit Coordinator, or First Year Champion / Year Level Course Co-ordinator.

Personal support

(12) Where students identify a need for personal or social supports, staff should refer students to the appropriate services available through the University, including:

a. Health and welfare services
b. Financial advice
c. Housing and accommodation
d. Counselling
e. Disability support services
f. Complaint resolution
g. Student Advocacy

(13) Staff in other roles, such as in student services, may also identify students who are showing signs of difficulty with their study or University life in general. These staff will refer students to their teachers or other support services as appropriate. Where possible, a record will be made of such referrals in the relevant system.

(14) Students studying at offshore and other partner locations may receive support services via VU's partner institutions.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Status and Details

Status	Historic
Effective Date	13th January 2016
Review Date	13th September 2018
Approval Authority	Vice-Chancellor
Approval Date	13th January 2016
Expiry Date	21st August 2017
Responsible Officer	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.