

# Russo Business School Academic Progression Policy

## Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to the academic progression of all students of Russo Business School.

## Definitions and Abbreviations

**Academic progression** is evaluated on the basis of a student's Grade Point Average (GPA). Academic performance is maintained while a GPA is equal to or greater than 3.0 on a 7.0 scale.

An **Australian Applicant** is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

An **International Applicant** is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

A **course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#) and which leads to the conferral of an award. For example, Diploma of Business.

A **subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#). A subject may form part of a course.

**ACPET** - Australian Council for Private Education and Training

**ASTAS** - Australian Student Tuition Assurance Scheme

**CRICOS** – Commonwealth Register of Institutions and Courses for Overseas Students

**ESOS** - Education Services for Overseas Students

**DIBP** – Department of Immigration and Border Protection

**TPS** – Tuition Protection Service

## Policy

Russo Business School has in place 'effective mechanisms to identify and support students who are at risk of not progressing academically. This policy covers students undertaking undergraduate and postgraduate programs.

Students who are on a Student Visa are required, pursuant to condition 8202 which attaches to visas of all primary student visa holders, to maintain satisfactory academic progression performance in accordance with the requirements of Russo Business School.

Students must acquaint themselves with the relevant Award requirements for their course, including the most up-to-date Subject Outlines for the subjects they are enrolled in and any requirements relevant to the specific subject or course.

A student must make a genuine attempt to progress academically and is expected to at least achieve minimum academic standards in each teaching period, associated with attendance, course, subject and assessment requirements and by taking responsibility for their own academic progress.

Students who believe that their personal circumstances may impact on their ability to meet expectations of satisfactory academic progress, are advised to seek advice and take action as early as possible.

Throughout each study period, the Academic Program Manager will monitor each student's academic performance, by referring to the Russo Business School Academic Progression Flow Chart. Such monitoring may result in a student being placed on Probation.

For the purpose of assessing exclusion, the Executive Dean, Russo Business School will review the final grades of any students whose grade point average for the current study period is below 3.0.

Any student who has failed to meet academic requirements (that is, maintaining a grade point average of 3.0 or above) for two or more consecutive study periods, relevant to the course of study, will be automatically excluded from progressing and continuing in the course.

The period of exclusion is to be determined by the Executive Dean. Students are to be aware that such exclusion must be reported to DIBP, however, a student may appeal their exclusion prior to such reporting.

A student must continue to study during the appeals process.

Students who have been excluded from progressing will be prevented from re-enrolling in a subsequent study period.

### **Appeals**

Students who have been placed on probation or have received notification of an intention to exclude have the right to appeal against the decision according to the *Student Complaints and Appeals Policy and Procedures*.

### **Reporting of unsatisfactory performance**

Where the student has been excluded, the notification of exclusion will outline Russo Business School's intention to report the student to DIBP for failure to achieve Russo Business School's academic progression requirements.

