



# Guide to Academic Progression at Macquarie University International College

This document is to help MUIC students understand their academic progression requirements, and to help students understand the appeal process if they have been issued a Notice of Academic Pause. This should be read in conjunction with the [MUIC Academic Progression Policy](#) / [Procedure](#).

## STAGES OF ACADEMIC PROGRESSION

The university wants students to succeed. There are measures in place to check in with you if you are at risk of not meeting progression requirements.

The Minimum Rate of Progress for MUIC students is **passing 50 percent or more units attempted** after you receive 4 final grades.

Progression Level	When it is used:	What does this level mean?
At Risk Monitoring	<p>Used to identify you early if you are at risk of not meeting the progression requirements. This could include:</p> <ul style="list-style-type: none"> <li>• Not submitting your assignments</li> <li>• Not participating in classes</li> <li>• Not completing homework tasks</li> <li>• Receiving low grades in your assessments</li> </ul> <p>You could also be classed as 'At Risk' if:</p> <ul style="list-style-type: none"> <li>• You are attempting a unit for the second (or subsequent) time</li> <li>• You are enrolling in a unit combination that is difficult to complete together</li> <li>• Your results from earlier units indicate that you may have difficulties in the current unit.</li> </ul>	<p>You may need to meet with a Student Adviser from MUIC to discuss an appropriate Intervention Strategy.</p> <p>Your Intervention Strategy could include:</p> <ul style="list-style-type: none"> <li>• A welfare check,</li> <li>• Suggestions of academic or personal <a href="#">support options</a>,</li> <li>• Review of key policies and responsibilities,</li> <li>• Changes to your enrolment or class registration</li> </ul> <p>If you receive an invitation to meet with a Student Adviser it is strongly recommended that you attend the appointment and follow the Intervention Strategy put in place for you.</p>
Academic Caution (ARMI Phase 1)	<p>Used when:</p> <ul style="list-style-type: none"> <li>• You received 1 or more fail grades during the term, and</li> <li>• You are currently meeting MRP (i.e. based on all units you have attempted, you have passed at least 50%).</li> </ul>	<p>You will receive an email reminding you of your progression requirements. Be sure to read through the support information carefully and use the services suggested for you.</p>

Monitored Enrolment (ARMI Phase 2)	<p>Used when:</p> <ul style="list-style-type: none"> <li>You received 1 or more fail grades during the term, and</li> <li>You are <i>not</i> meeting MRP (i.e. based on all units you have attempted, you have not passed at least 50%)</li> </ul>	<p>Strategies will be recommended to assist you with your studies. Your participation in these strategies will be monitored.</p> <p>At the end of this term your progression level will be reassessed:</p> <ul style="list-style-type: none"> <li>If you receive no fail grades, and have met MRP, the university will stop monitoring you, unless your status changes in the future.</li> <li>If you receive no fail grades, but have not met MRP, you will stay on Monitored Enrolment; continue participating in your strategies to improve your standing for next term.</li> <li>If you receive 1 or more Fail grade your standing will drop to Assessment of Progression (ARMI Phase 3).</li> </ul>
Assessment of Progression (ARMI Phase 3)	<p>Used when:</p> <ul style="list-style-type: none"> <li>You fail any units when your Academic Standing is Monitored Enrolment.</li> </ul>	<p>At this stage MUIC will reassess your academic progress to check:</p> <ul style="list-style-type: none"> <li>Whether you have improved in your studies</li> <li>Whether you have participated in the intervention strategies</li> <li>Whether you are participating in class, doing well in your assignments, have good feedback from your teachers, etc.</li> </ul> <p>The university may:</p> <ul style="list-style-type: none"> <li>Move you back to Academic Caution OR Monitored Enrolment (depending on your MRP status), or</li> <li>Recommend that you are placed on an Academic Pause</li> </ul>
Academic Pause (ARMI Phase 4)	<p>Used when:</p> <ul style="list-style-type: none"> <li>You have not improved your studies, or made good progress in your program, and the university has recommended an Academic Pause under the Assessment of Progression stage.</li> </ul>	<p>You will not be able to study for 2 terms.</p> <p>You are able to appeal this decision within 20 working days of receiving the Notice of Academic Pause. See section below for further information about appealing this decision.</p> <p>At the end of the 2 term pause, you will be moved back to Academic Caution OR Monitored enrolment (depending on your MRP status).</p>

It is strongly recommended that you participate in any intervention strategy offered by the university. These strategies may help you improve your studies, and your participation will be taken into consideration during any appeal process.

### APPEALING A NOTICE OF ACADEMIC PAUSE:

If you have been issued a Notice of Academic Pause, you have **20 working days** to appeal this decision. You must submit your appeal to the Program Manager, via email to [muic.governance@mq.edu.au](mailto:muic.governance@mq.edu.au).

Your appeal should include:

- The reasons you were not able to meet the Minimum Rate of Progress, and
- Include any supporting documentation for your situation (in English or with an official NAATI accredited translation).

### Reasons you are not able to meet the MRP

Think carefully about why you did not meet the MRP. Your circumstances may be academic in nature (trouble with specific units or unit content, with a specific type of assessment, with learning environment, with English levels etc) or personal in nature (factors outside of your studies, unstable environment, mental or physical health difficulties –

circumstances supported by a relevant health professional). You should review your intervention strategies, what the recommendations were, whether you engaged with these strategies and what worked or did not work for you.

It is also recommended to discuss what you will do differently if the university permitted you to continue studying. You can view the [Support Webpage](#) to familiarise yourself with the different ways you can get help on campus.

### Feedback and support with your appeal

If you would like feedback on your appeal, complete the [Student CARE MQ Referral form](#) select “Advocacy support” as the reason for referral, and attach your draft appeal (with evidence) to your submission.

### MAXIMUM TIME TO COMPLETE

In addition to the stages of progression, all students must complete their program within the Maximum Time to Complete.

Course Name	Maximum Time to Complete
Intensive Program	1 Year
Standard Foundation Program	18 Months
Diploma	18 Months
Undergraduate Certificate	1 Year

If you do not complete your program in the Maximum Time to Complete, you will be unable to enrol in further terms, unless an Application for an Extension of Time is successful. See below for further information about applying for an Extension of Time.

### SUBMITTING AN APPLICATION FOR AN EXTENSION OF TIME

If you believe that you will not complete your program within the Maximum Time to Complete, you may lodge an application for extension of time. Your application should be sent to the Director, MUIC via [muic.governance@mq.edu.au](mailto:muic.governance@mq.edu.au).

To be eligible for an Extension of Time, you must have experienced Compassionate or Compelling circumstances which are beyond your control and which have impacted upon your progress or wellbeing. Examples of Compassionate/Compelling Circumstances include:

- Serious illness or injury
- Bereavement of close family members (such as parents or grandparents)
- Major political upheaval or natural disaster in home country requiring emergency travel
- Traumatic experience (such as involvement in, or witnessing a serious accident or crime)

An application should include:

1. Why you have not been able to complete your program during the maximum time allowed, and
2. What you are doing (or what you have already done) to improve your circumstances, and
3. How you are now fit to complete your course.

You should lodge an Application for Extension of Time **at least 2 weeks before the term you wish to enrol in**. No applications will be considered if your Maximum Time to Complete lapsed more than 1 month prior.

### Feedback and support with your application

If you would like feedback on your application for extension of time, complete the [Student CARE MQ Referral form](#) select “Advocacy support” as the reason for referral, and attach your draft application (with evidence) to your submission.



*This guide was prepared for you by the  
Student Advocacy & Support Service.*

*The information is correct as of May 2021.*



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