International Students - VET Course Progression Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') recognises the importance of students effectively progressing through their training and assessment and connecting them with appropriate assistance and support to complete their vocational education and training (VET) course.

(2) The University strives to foster a learning environment that enables VET students to achieve their full potential by actively engaging in their learning. The University also emphasises early intervention to support students facing challenges in meeting academic progress, ensuring compliance with legislative requirements.

Section 2 - Purpose

(3) This procedure outlines how the University monitors course attendance and progress for international VET students and takes action to support and manage student progression.

Section 3 - Scope

(4) This procedure applies to all VET students on an international student visa and to employees of the University or a third-party provider, including VET lecturers, who monitor, review, and support the progression of international VET students.

(5) Progression for domestic VET students is managed under the VET Domestic Student Progression Procedure.

Section 4 - Procedure

Course progress and engagement

(6) CDU Global ensures students are informed about training, assessment and support services before they enrol or enter into an agreement to study at the University. This is achieved through pre-enrolment processes, ensuring students enrol in a suitable course.

(7) Students are advised of the availability of their VET lecturers and other staff to support their progress through the course during the initial onboarding.

(8) Students are expected to actively engage and achieve satisfactory academic progress. This is achieved by:

a. submitting and completing all assessments on time; and
b. completing all VET unit requirements within the prescribed study period.

(9) A student is considered to have made satisfactory progress when they have passed more than 50% of the units of

competency in each study period.

(10) If a student does not make satisfactory progress, i.e. has failed 50% or more of their units of competency in a study period, they are at risk of:

a. being required to enrol less than full-time;
b. not meeting the University's course progression requirements;
c. being excluded from their course for a period of time; and/or
d. breaching their student visa conditions.

(11) Students who provide evidence of compassionate or compelling circumstances that prevent them from completing assessments or other unit requirements may request a temporary break from studies, as outlined under Course intermission in the Enrolment Policy.

(12) Any impact to extend the duration of studies will be considered in line with the International Student on a Student Visa Policy.

Monitoring course progress

(13) International student course progression is continually monitored and assessed by the University in accordance with Standard 8 of the National Code. International students will be made aware of this procedure upon offer and at class onboarding.

(14) VET lecturers are primarily responsible for identifying students at risk of non-completion. They will use several measures to determine whether a student is at risk of unsatisfactory course progress, including:

a. recording student attendance/non-attendance in an attendance record such as eRollbook;
b. assessing competency-based assessments and recording results;
c. storing evidence of assessment, assessment outcomes and feedback in accordance with the VET Assessment System Policy and Procedure;
d. discussing any concerns directly with the student and assisting where necessary to help prevent the student from falling behind in their course progress;
e. liaising with their VET Team Leader regarding student performance and progress, reporting any concerns as soon as they are evident and before the student reaches the point of being at risk; and
f. regularly reviewing Graduation Selection Reports (GSRs) or practical performance of individuals.

(15) The VET lecturer should act if a student is absent for a period of time without notification to the VET lecturer.

(16) The VET lecturer must identify students who are failing to achieve satisfactory course progress and advise the VET Team Leader. If an international student has failed to achieve satisfactory course progression, the VET Team Leader will issue a Course Progress Warning Letter using the international student’s official University email address and notify CDU Global.

(17) The Course Progress Warning Letter will require the international student to meet with the VET Team Leader to discuss their course progress and if necessary, activate a Learning Management Plan for the next study period.

Communication with students

(18) Where the VET lecturer determines that a student is at risk of unsatisfactory progress, they must contact the student directly by phone or email to discuss their course progress, offer support and establish a plan to support course completion.

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Discussion and outcomes

(19) Where necessary, the VET Team Leader will develop a learning management plan in consultation with the student and CDU Global. The learning management plan will:

a. outline the strategies to be adopted and the support services that the student can access to assist in improving their academic performance; and
b. specify a review date which is appropriate to the course structure but which must not exceed one study period.

(20) In developing the learning management plan, the VET Team Leader should consider any circumstances that may have contributed to the student becoming at risk, as this will help to determine the appropriate strategies to be implemented.

(21) Strategies to best address the issues should be discussed with consideration of the student's capacity to meet workload and attendance requirements. Additional learning or personal support may assist the student in re-engaging with their studies. Refer to the International Student on a Student Visa Policy and the Support for Students Policy for more information.

(22) In certain circumstances students may be eligible for an extension of their Confirmation of Enrolment (CoE). Refer to the International Students - Monitoring Course Progression Procedure for more information.

(23) It is the international student's responsibility to follow through on any assistance offered and to maintain contact with the nominated staff member/s identified to provide assistance and the VET Team Leader (or delegate).

(24) The outcomes of the discussion must be documented and kept as a record of contact.

Course progression review

(25) The VET Team Leader will monitor the course progress of a student with a learning management plan for the remainder of the next study period, and review results at its end. The Exclusion Notice will advise the student of:

a. the duration of the exclusion;
b. the rationale for the decision;
c. the University's obligation to report the student's exclusion to the relevant government authority and to seek advice regarding impacts to their student visa; and
d. their option to seek an appeal of the decision.

(26) An international student who demonstrates competency in more than fifty percent (50%) of the units of competency undertaken between the creation of the learning management plan and the review date will no longer be considered at risk and the VET Team Leader may cancel the learning management plan.

Exclusion

(27) An international student who is deemed to have unsatisfactory course progress following the review date will be reported to the Deputy Chief Executive, who will issue an Exclusion Notice and notify CDU Global.

(28) Students will have twenty (20) working days following the issue of the Exclusion Notice to lodge a formal appeal. Failure to do so will result in their enrolment being discontinued.

a. Cancellation of a student's enrolment and reporting to the relevant government department will not take place until the expiry of the twenty (20) working day appeal period, or if an appeal is lodged, until after the appeal has been finalised, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

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(29) An international student whose enrolment has been cancelled may be in breach of the conditions of their student visa and the Education Services for Overseas Students Act 2000.

(30) If the student has successfully completed one or more units in their course before ceasing participation, the student will be issued a Statement of Attainment. See the VET Student Completion Procedure and the Conferral and Certification Policy for more information.

(31) An international student who has been excluded cannot enrol in a course at the same or a higher level for the period of exclusion.

Re-admission

(32) An international student who wishes to resume their course after the period of exclusion must re-apply in accordance with the Admissions Policy. The application will be considered in relation to the entry requirements and the overall demand for places in that course.

Reporting and records

(33) VET lecturers must maintain accurate records of the student's participation and academic progress, including assessment results, work submitted, attendance, online learning participation data and any interventions provided.

(34) Contact or attempted contact with the student must be documented and placed on the student file (including copies of emails, notes of a telephone conversation or a message left for the student).

(35) CDU Global will report any changes to an international student's enrolment, or any non-compliance matter, in accordance with the International Students - Monitoring Course Progression Procedure.

Complaints and appeals

(36) An international student can access the University's complaints and appeals process in accordance with the Complaints Policy - Students.

(37) Cancellation of a student's enrolment will not take place until the expiry of the twenty (20) working day complaint period, or if an appeal is lodged, until after the appeal has been finalised.

(38) Student Appeals Committee decisions are final and there are no further avenues of recourse within the University.

Section 5 - Non-compliance

(39) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(40) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(41) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	26th June 2026
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Approval Authority	Academic Board
Approval Date	17th June 2026
Expiry Date	Not Applicable
Responsible Executive	Adam Lam Director CDU Global
Implementation Officer	Marissa Briston Associate Director International Operations and Partnerships
Enquiries Contact	Marissa Briston Associate Director International Operations and Partnerships CDU Global

Glossary Terms and Definitions

"Confirmation of Enrolment (CoE)" - Defined by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 as a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called 'governance documents' and are often referred to as 'policy' or 'University policy'.

"VET lecturer" - an employee of the University or a third-party partner who is a trainer and/or assessor for vocational education and training (VET) units of competency. VET lecturers include VET Team Leaders and higher education lecturers training or assessing in VET units.

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