



Melbourne College of Divinity

Established by the Melbourne College of Divinity Act (Victoria) 1910
www.mcd.edu.au

Coursework Student Intervention Policy

MCD takes seriously the responsibility for monitoring the progress of students during their enrolment, and for implementing appropriate intervention strategies when and if such measures become necessary. Further information about the monitoring of student progress in MCD coursework degrees can be found in the MCD Coursework Course Progress Policy document.

Each coursework student is enrolled through a Recognised Teaching Institution (RTI) of the MCD, and the coursework coordinator of that RTI is responsible for the academic progress of that student. All coursework coordinators are required to monitor their students' progress throughout enrolment.

Coursework students can be susceptible to various difficulties during enrolment, including but not limited to illness, financial stress, English language problems and insufficient study skills.

Ongoing feedback is vital for providing students with structured support, and in identifying any study problems before they become insurmountable. Attendance of international students must be monitored, in addition to their course progress.

If a coursework coordinator becomes aware of these or any other problems and has reason to believe that such problems will pose ongoing difficulties for the student, the coursework coordinator should immediately advise the Registrar in writing. The Registrar may recommend to the Coursework Studies Committee that the student's enrolment be continued conditional upon the implementation of an Intervention Strategy which includes one or more of the following:

- A schedule of additional meetings with the coursework coordinator.
- A completion plan showing the expected completion date for the course, and a description or mapping of remaining studies to semesters, showing how the student will achieve completion by the expected completion date. For international students, if the completion plan indicates a delayed completion date, the MCD must report to DEEWR the implementation of the Intervention Strategy for this student. MCD must also issue a new CoE with the revised completion date.
- A listing of measures to be taken to improve outcomes, such as allocating more time to study, improving study efficiency, seeking assistance from teachers, etc.
- In the case of insufficient English language proficiency, enrolment in a language course, the successful completion of which is essential for continuing enrolment.
- Referral to the Academic Skills Unit at the University of Melbourne, or other relevant counselling or learning and language support services.
- Leave of Absence.

- Evidence of ongoing support for the student and the monitoring mechanism used to ensure future progress of the student.

The Academic Board is responsible for stipulating whether any requirements, in addition to those determined by regulation, are to be met by the student for the purposes of demonstrating satisfactory progress, determining the requirements and how they will be applied.

Coursework coordinators are responsible for notifying the students in writing of any and all measures to be implemented. Letters to international students must include notice of the intention of MCD to report the student to DEEWR. Such letters constitute an 'early warning notice' and are deemed to be an indicator of unsatisfactory progress.

An 'At Risk' flag will be placed on students' records, when coursework coordinators notify the Registrar of concerns about students' progress,

Enrolment may be terminated during probationary or confirmed enrolment, at any time by the Academic Board on the recommendation of the Coursework Studies Committee, if the progress of the student is unsatisfactory.

Students should be familiar with the relevant regulation governing their degree, and with the following documents:

- Coursework Course Progress Policy
- Academic Conduct Policy
- Academic Grievance Policy.