

# PATHWAY PROGRAMS (DLI) PROCEDURE

## Section 1 - Preamble

- (1) This Procedure is effective from 18 June 2025.
- (2) This Procedure is pursuant to the Pathway Programs (DLI) Policy and includes:
  - a. Schedule A – Pathway Programs (DLI) Grading Scale
  - b. Schedule B – Pathway Programs (DLI) Entry Requirements

## Section 2 - Purpose

- (3) This Procedure sets out how Deakin University Lancaster University Indonesia (DLI) will deliver the approved pathway programs, encompassing guidance on admission, recognition of prior learning, assessment, grading, academic integrity, academic progress, completion, staff qualifications and grievance and complaint resolution.

## Section 3 - Scope

- (4) This Procedure applies to all students studying Pathway Programs of DLI and staff teaching into the DLI Pathway Programs.
- (5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All academic policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 4 - Procedure

### Admissions

- (6) Entry requirements for the Pathway Programs are set by agreement of Deakin University and Lancaster University to meet or exceed the Australian Foundation Program Standards.
- (7) Approved entry requirements for Pathway Programs are specified in Appendix B: Pathway Programs (DLI) Entry Requirements.
- (8) Entry requirements include:
  - a. **Academic and English requirements:** All applicants must meet academic entry requirements and English language entry requirements. Approved entry requirements are published on the DLI website in accordance with the Student Communication and

Information (DLI) Procedure. International equivalences are approved by the Joint Management Committee.

- (9) **Mature Age:** Applicants older than 21 years may be admitted to the program on the basis of demonstrable work experience. The DLI Academic Manager – Pathways will assess evidence provided to determine suitability.
- (10) All applications will be assessed fairly, objectively and on their merits.
- (11) All applications must include translated and certified copies of all documents. Documents may be certified by DLI staff members or Navitas-contracted education agents.
- (12) Applicants with a disability are encouraged to indicate their disability status on their application and may be asked to provide further details in order for DLI to assess their special study requirements.
- (13) All applicants will be advised in writing of the outcome of their application. Successful applicants will be provided with a Letter of Offer (also known as a written agreement), which must be signed prior to commencement. Students under 18 years of age must have their parent or legal guardian sign the Letter of Offer. The Younger Students (DLI) Policy details arrangements to ensure these students have appropriate support.
- (14) Applicants are permitted to defer their commencement twice to a following trimester.
- (15) Applicants may withdraw their acceptance of the DLI offer at any time. Please refer to the Fees and Charges (DLI) Policy for more information about financial penalties that may apply.
- (16) Applicants who have been excluded from DLI, owing to unsatisfactory academic progress, may apply for re-admission to DLI after the completion of the exclusion period, usually 12 months following the conclusion of any appeals. Applicants applying for re-admission after exclusion will be required to provide evidence of their activities during the period of exclusion, together with a statement of intent. Applications will be assessed by the DLI Academic Manager - Pathways to determine suitability.

### **Recognition of Prior Learning**

- (17) Applicants may apply to obtain recognition of prior learning (RPL) for the DLI Foundation Studies Program. Applicants are encouraged to submit their evidence for assessment at least one month prior to the commencement of their studies.
- (18) Applications will be considered for equivalent modules that have been successfully completed. Modules that have been awarded a low pass grade, concessional pass, or equivalent will not be considered.
- (19) The DLI Foundation Studies Program sets a minimum threshold of 50% of the required modules to be studied at DLI.
- (20) The DLI Academic Manager - Pathways will consider and determine applications for RPL.

### **Academic Integrity**

- (21) Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research even in the event of adversity or challenges faced. Academic integrity is critical in protecting the credibility of DLI's Pathway Programs and an individual's achievement of same. DLI is committed to promoting and maintaining the highest standards of integrity in teaching, learning and research.

- (22) DLI will educate students about the expected conventions for academic work, the appropriate use and acknowledgement of all forms of intellectual material.
- (23) Where a student behaves in a manner that undermines or attempts to undermine the purpose of the assessment task, misrepresents their engagement with their academic work, gains or attempts to gain unfair advantage over others, or compromises the capacity of DLI to validly determine their level of achievement of the learning outcomes, the student will usually be considered to have breached academic integrity standards. Some examples of a breach of academic integrity include:
- a. *Plagiarism* – direct copying without clearly identifying the origin of the work by referencing.
  - b. *Collusion* – unauthorised collaboration with another person, either internal or external to DLI. Contract cheating (such as purchasing an essay from another person) is considered to be a form of collusion.
- (24) *Contract Cheating* – dishonest conduct in assessment, such as unauthorised notes in an exam, use of generative artificial intelligence (e.g. ChatGPT) where it is not authorised as an element of the assessment task, or contributing little or nothing to a group task and claiming equal contribution.
- a. *Fabrication of research or data* – presenting copied or fabricated data as if it were the result of lab work or field trips or other investigatory work.
  - b. *Misrepresentation* – providing an untrue statement or not disclosing information where there is a duty to disclose, such as falsifying a testamur or falsifying a doctor's certificate.
- (25) Where a DLI staff member suspects a student has engaged in a possible breach of academic integrity requirements, they will report this to the Academic Manager – Pathways for investigation. The student receiving an allegation of a breach will be provided with 5 working days to respond. The Academic Manager – Pathways will determine whether to dismiss the allegation or impose a penalty commensurate with the finding. Where a breach has been confirmed, the DLI Academic Manager – Pathways may impose one or more of the following outcomes:
- a. Written warning;
  - b. Requirement to participate in educative activities;
  - c. Resubmission opportunity with possible grading condition (such as maximum 50.0% achievement for the assessment item);
  - d. Assessment item mark reduction, or mark of zero;
  - e. Fail grade for the module;
  - f. Exclusion from the Foundation Studies Program (usually only applied in cases of very serious activity).
- (26) A student who has been found to have breached academic integrity standards may request a formal review and appeal of the decision in accordance with clauses 46-48.

## Assessment

- (27) Assessment is the process of forming a judgement about the quality and extent of student achievement or performance, and therefore, a judgement about the learning itself.

- (28) Assessment tasks will be clearly communicated to students in the approved Module Outline, including the specifics of type of task, weighting, mode of submission, and any hurdle requirements. Each module will provide a balance between formative and summative assessment, and progressively build students' knowledge and skills. Assessment will be designed to confirm that learning outcomes specified in each module are achieved at the appropriate level.
- (29) Academic staff will usually provide feedback to students within 10 working days of the due date (for work submitted by the due date for the assessment item).
- (30) A student may submit a request for an Extension or special consideration, on the grounds of serious illness, accident, disability, bereavement or other exceptional circumstances. Applications must be accompanied by valid supporting documentation. The Module Coordinator may grant an Extension within the trimester. Extensions beyond the trimester must be escalated to the Academic Manager – Pathways. Students with a disability, studying on a Learning Access Plan (LAP), will have appropriate accommodations articulated within the LAP and should not need to request additional special consideration for the effect(s) mitigated by said LAP.
- (31) Where the Academic Manager – Pathways approves a special consideration application, the following outcomes are available: removal of a late submission penalty; opportunity to undertake a deferred exam; or, supplementary assignment.
- (32) Results for each assessment item, and the final overall percentage for the module, will be recorded within the learning management system.

### **Grading**

- (33) Students will achieve an overall cumulative percentage grade for each module they attempt. The Grading Scale is included at Schedule A – Pathway Programs (DLI) Grading Scale.
- (34) Following approval of final grades, students are notified via the learning management system.

### **Academic Progress**

- (35) DLI encourages students in Pathways Programs to take responsibility for their learning and take advantage of academic and wellbeing support to give them the best chance of success.
- (36) Where a student achieves an overall failing grade for a module, they must reattempt the module in a future trimester, in order to successfully complete the program.
- (37) Academic progress review is intended to monitor students' academic performance during their studies, assess when they become at risk of failing to maintain satisfactory academic progress, implement academic probation and intervention strategies to support the maintenance of satisfactory academic progress, and where satisfactory academic progress is not achieved, enact exclusion processes.
- (38) A student will be deemed to be eligible for exclusion where they have failed 50% or more across the modules attempted in two trimesters.
- (39) Should a student disagree with an exclusion decision of the Board of Examiners, they may lodge an appeal to the Pathways Appeals and Complaints (DLI) Committee.
- (40) The compulsory support program implemented during periods of academic probation may be customised to suit an individual student's needs. Common features include: interview with academic or support staff member; discussion about the contributing factors for their poor

performance; goal identified for attendance; reduction in study load; skills workshops such as time management, note taking, assignment planning, etc; pairing with a peer mentor; personal counselling referral; and follow-up meetings with support staff.

### **Completion**

- (41) The Joint Management Committee has ultimate authority to grant a completion of the Foundation Studies Program, and to make decisions on assessment, grading and student performance. It may elect to delegate this authority to appropriate committees.
- (42) All students who have satisfied the requirements of the Foundation Studies Program will be issued with an Academic Transcript, which lists all modules attempted and the percentages awarded. They will also be issued with a Certificate of Completion.
- (43) To satisfy completion requirements of the Foundation Studies Program students, will be required to achieve 50.0% or higher in all required weighted modules within the program. Students will be required to re-enrol until successful in any modules in which they have achieved less than 50.0%.
- (44) The Joint Management Committee reserves the right to rescind or revoke a completion on the basis that the person obtained the completion as a result of an administrative error, fraud, or under any other circumstances such that, had the JMC been aware of those circumstances at the time of the granting, it would not have granted the completion.

### **Staff Qualifications**

- (45) Teaching staff delivering the Foundation Studies Program will hold the following qualifications:
  - a. 3 year Bachelor degree in an area relevant to the subject being taught, and
  - b. either a formal qualification in education, or at least two years of experience teaching senior secondary, vocational education, or higher education.
- (46) Teaching staff delivering the communications modules within the Foundation Studies Program will hold the following qualifications:
  - a. 3 year Bachelor degree (any field);
  - b. An English language teaching qualification;
  - c. At least two years of teaching experience in English as a Second Language (ESL)/ English as Foreign Language (EFL).
- (47) Staff qualifications for other Pathway Programs will be approved by the Joint Management Committee.

### **Grievance and Complaints Resolution**

- (48) In the first instance, students are encouraged to raise concerns informally with the original decision maker.
- (49) Students who are not satisfied with the outcome of an informal discussion may lodge a formal request for review to the DLI Academic Director – Pathways.
- (50) Students who are not satisfied with the outcome of a formal review related to an academic or non-academic matter may lodge an appeal to the Pathways Complaints and Appeals Committee.

## Section 5 - Definitions

(51) For the purpose of this Policy:

- a. **Academic integrity:** means upholding the principles of honesty and ethical conduct in the learning environment with respect for and acknowledgement of the work of other authors.
- b. **Academic progress:** a student's progress towards successful completion of the academic requirements of the program in which they are enrolled.
- c. **Australian Foundation Program Standards:** Australian [National Foundation Program Standards](#) 2021.
- d. **Hurdle Requirement:** Modules, or individual component tasks within modules, may include 'hurdle requirements'. These are conditions in addition to that of an overall mark, which must be met in order for students to pass a given module; failure to complete and/or pass a hurdle requirement will result in a fail grade for the module. Hurdle requirements must be clearly identified in the assessment structure information in the Module Outline.
- e. **Learning Access Plan:** A document co-designed between a student and the appropriately qualified DLI staff member to clarify the various disability support services to be enacted through a student's studies with DLI.
- f. **Mature Age Applicant:** An applicant aged 21 years and older, who does not meet academic requirements for a program but seeks to gain admittance into a DLI program upon demonstrable expertise and relevant work experience.
- g. **Pathways Complaints and Appeals Committee:** a committee established by the Joint Management Committee to hear and determine complaints and appeals by students enrolled in Pathways Programs.
- h. **Trimester:** A defined and formal period of study typically of 12 weeks duration which includes one non-teaching week and one examination week. DLI runs three formal trimesters annually.

### Associated documents

These associated documents are available on the DLI Policy page:

- Academic Integrity (DLI) Policy
- Appendix B: Pathway Programs (DLI) Entry Requirements
- Fees and Charges (DLI) Policy
- Pathway Programs (DLI) Policy
- Pathways Complaints and Appeals (DLI) Committee Terms of Reference
- Schedule A – Pathway Programs (DLI) Grading Scale
- Schedule B – Pathway Programs (DLI) Entry Requirements
- Student Communication and Information (DLI) Procedure
- Younger Students (DLI) Policy

| PROCEDURE DETAIL                      |  |
|---------------------------------------|--|
| <b>Name of procedure</b>              | Pathway Programs (DLI) Procedure   |
| <b>Overarching legislation</b>        | <p>Deakin is obliged by the <a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> (TEQSA Act) and <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> (HESF) to ensure that activities organised in Indonesia are of the same standards and quality as those in its country of origin.</p> <p>The DLI Foundation Studies Program will follow the same standards as set out in the <a href="#">Foundation Program Standards</a>, noting that:</p> <ul style="list-style-type: none"> <li>Foundation Program Standards and <a href="#">Education Services for Overseas Students Act 2000</a> (ESOS) are not valid in the Indonesian jurisdiction.</li> <li>the FSP delivered in DLI will not be registered under CRICOS as it will be delivered outside of AU and not in a 3rd party teaching arrangement.</li> </ul> |
| <b>Approved by</b>                    | Yayasan Governing Board  |
| <b>Approval date</b>                  | 18 June 2025   |
| <b>Date of effect</b>                 | upon promulgation  |
| <b>Version</b>                        | Version 1.0  |
| <b>Date of review</b>                 | Within 12 months of approval   |
| <b>DLI Approval</b>                   | Joint Management Committee<br>13 June 2025   |
| <b>Deakin University Approval</b>     | International Branch Campus Working Group under the delegated authority of the Academic Board<br>2 June 2025   |
| <b>Lancaster University Approval</b>  | Policy Approval Sub-Group of Senate<br>8 <sup>th</sup> April 2025<br>Meeting number 1 / AGENDA ITEM 6  |
| <b>Responsible Officer</b>            | Executive General Manager, University Partnerships Australasia, Navitas  |
| <b>Implementation Officer</b>         | DLI Academic Director - Pathways   |
| <b>Procedure superseded</b>           | New procedure  |
| <b>Summary</b>                        | This Procedure sets out how DLI will deliver the approved pathway programs, encompassing guidance on admission, recognition of prior learning, assessment, grading, academic integrity, academic progress, completion, staffing qualifications, complaints and appeals.  |
| <b>Key words for online searching</b> | Pathway Programs, Foundation Studies Program, ELICOS, Admissions, Recognition of Prior Learning, academic integrity, Assessment, extension, academic progress, completion, complaints, appeals   |
| <b>Category</b>                       | Academic   |
| <b>Target audience</b>                | Students and staff   |

| Version | Authored by                     | Brief Description of the changes                    | Date Approved | Effective Date |
|---------|---------------------------------|---|---------------|----------------|
| 1.0     | University Partners and Navitas | Pathways Programs (DLI) Procedure<br>New procedure. | June 2025     | June 2025      |