



Higher Education Provisional Entry Policy

Effective Date: 2025.06.16

Last Reviewed: 2025.06.01

Version: v4.2 2026.10.02

1. Purpose

The purpose of this policy is to detail the qualifying period for Higher Education (HE) students granted provisional entry into a course of study at Alphacrucis University College (AC). Provisional entry does not apply to full time courses that are one semester in duration.

2. Scope

This policy applies to all Higher Education (HE) coursework courses with provisional entry allowances.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **International student:** is defined as an Overseas student per the Education Services for Overseas Students Act 2000 (ESOS Act).
- 3.2. **Offshore student:** An offshore student is a student who is studying at an overseas location and not in an Australian campus or at an Australian address.
- 3.3. **Overseas student:** An overseas student is not an Australian or New Zealand citizen or an Australian permanent resident or holder of an Australian permanent humanitarian visa. An overseas student is defined as a person who holds an Australian student visa, whether they are within or outside of Australia.
- 3.4. **PRISMS:** Provider Registration and International Student Management System
- 3.5. **Provisional Entry:** A conditional admission status granted to students who do not meet standard academic entry requirements but are admitted on the basis that they must demonstrate satisfactory academic performance during an initial Qualifying Period.
- 3.6. **Provisional Entry Qualifying Period:** The initial period of study during which a student admitted under Provisional Entry must demonstrate satisfactory academic performance to confirm their enrolment. Unless otherwise specified this is usually defined as the first semester for full-time students or the first four completed subjects for part-time students.
- 3.7. **Satisfactory Course Progress:** Academic performance that meets the minimum requirements for progression in a course, as outlined in the *Course Progression Policy*.

4. Policy Statement

- 4.1. The Provisional Entry Qualifying Period applies to students who are admitted on a Provisional Entry basis (see Admissions Policy). The Provisional Entry Qualifying Period is the student's first semester (if enrolled full-time) or first four completed subjects of study (if enrolled part-time) in their course.
- 4.2. In order to maintain their enrolment and candidature in their course, Provisional Entry students are required to maintain satisfactory course progress during their Qualifying Period (see Course Progression Policy).

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:



- 5.1. **Student Services Team:** The Student Services Team is responsible to ensure students admitted under provisional entry meet the criteria outlined in the Admissions Policy and are informed of their Provisional Entry status and obligations.
- 5.2. **International Student Officer:** International Student Officers are responsible for managing compliance related to international students under provisional entry, including timely updates to PRISMS when enrolment or progress changes occur.
- 5.3. **Program Director (or equivalent):** Program Directors (or equivalent) are responsible for monitoring provisional entry student performance during the Qualifying Period and determine whether conditions have been met for continued enrolment, in consultation with faculty or academic advisors.
- 5.4. **Registrar:** The Registrar is responsible for ensuring this policy is reviewed regularly and remains aligned with institutional and legislative requirements. The Registrar is also responsible for coordinating communication of policy revisions to stakeholders.

6. Procedures

- 6.1. Following the Internal Monitoring of Grades at the end of a student's Qualifying Period, students are to be identified as:
 - a. Maintaining satisfactory course progress - In this instance, the Provisional Entry Qualifying Period requirements are removed and the student's candidature is confirmed;
 - b. Identified as being at risk of failing to maintain satisfactory course progress. See Item 6.2 and 6.3 below for course of action taken in this instance.
- 6.2. If the student is identified as being at risk but has shown some evidence of progress within the subject assessments across the qualifying period, or other special circumstances apply, an Academic Student Intervention Strategy may be implemented (see Course Progression Policy). The Provisional Entry Qualifying Period status then continues for a subsequent semester. At the end of the subsequent semester's Internal Monitoring of Grades, the student is to be identified as:
 - a. maintaining satisfactory course progress - In this instance, the Provisional Entry Qualifying Period requirements are removed and the student's candidature is confirmed. The student is then allowed to enrol as per normal. If the student is an International Student, the resultant changes in course completion times are to be noted in PRISMS; or
 - b. not maintaining satisfactory course progress (see Course Progression Policy). Student is to be excluded from course (see Exclusion from Course or Subject Policy). If the student is an International Student, this exclusion is to be reported via PRISMS.
- 6.3. If the student is identified as being at risk and has not shown evidence of progress within the subject assessments across the semester, they may be deemed to have not met the conditions of the Provisional Entry Qualifying Period and the student's enrolment may be terminated. See 'Exclusion from Subject and Program Policy'. If the student is an International Student, this exclusion is to be reported via PRISMS.

7. Responsible for Implementation

- 7.1. Registrar.

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at ac.edu.au/ppm/:

- 8.1.1. Academic Integrity and Misconduct Policy;
- 8.1.2. Admissions Policy;
- 8.1.3. Course Progression Policy;



8.1.4. Exclusion from a Course or Subject Policy.

8.2. Relevant Standards and Legislation

8.2.1. Higher Education Standards Framework: 1.1;

8.2.2. Higher Education Support Amendment (2023);

8.2.3. National Code Standards 8 & 9.

9. Review and Revision

This policy will be reviewed by the Registrar on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Quality Assurance Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

10. History of Approval and Amendments

Policy owner	Registrar
Policy category	Admissions and Progression
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Quality Assurance Committee
Approval Date	2025.06.16
Last Review Date	2025.06.01
History of Policy Amendments	
V2 2024.09.18	linked the word “PRISMS” to the website (QAC meeting 240926 Agenda item 6.3.4)
V3 2024.10.21	The change of ownership from QAC chair to Registrar
V4 2025.06.16	Policy transferred to new policy template; definitions and roles & responsibilities added
V4.1 2025.12.08	Transferred to new policy template
V4.2. 2026.10.02	Reformatting changes

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

- N/A