



Student Progression and Exclusion Policy

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Contact Officer	Registrar
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Related Documents	Advanced Standing Policy Advanced Standing Procedure National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 Student Admission Policy Student Admission Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure

1. Purpose

This Policy and the associated Procedure detail the rules for meeting course progression requirements at the Australian Institute of Higher Education Pty Ltd ('the Institute'), outline the process and define the grounds for exclusion related to lack of satisfactory course progress.

2. Principles

The key principle informing this Policy is that in order to be successful in their course enrolment, students need to demonstrate the level of understanding, knowledge and skill expected by the level of academic achievement suitable to the level of the qualification.

3. Context

This Policy has been developed to express the Institute's commitment to providing a supportive student-centred learning environment which maximises the potential for its students to succeed in their studies.

4. Scope

This Policy applies to all students at the Institute enrolled in a course.

This Policy does not apply to non-award students

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

The Institute requires that the academic achievement of each student is monitored so that students who are determined to be “at risk” can be provided with advice and support to ensure successful course completion where possible.

The following academic progression rules are provided to facilitate the progression of students studying at the Institute.

6.1 Years to Complete

Students must meet the requirements of a course within a prescribed number of years from the date of first enrolment. The rationale for placing a timeframe on course completion is to ensure that the qualification awarded reflects currency of knowledge and skill.

The number of years allowed for completion of requirements is outlined in the table below for each Institute course. The time elapsed will be calculated from the date that the student commenced their first unit of study.

Course Name	Maximum Course Duration
Bachelor of Business	6 years
Bachelor of Accounting	6 years
Bachelor of Business Information Systems	6 years
Associate Degree of Business Information Systems	4 years
Diploma of Business Information Systems	2 years

** Course durations listed in the above table are the maximum time approved for a student studying without visa restrictions. International students must complete their course within the time indicated on the Confirmation of Enrolment (CoE) and in accordance with visa restrictions.*

6.2 Satisfactory Course Progress

All students are required to attain minimum academic standards in order to achieve satisfactory course progression. Students do not meet minimum academic standards in a course if they:

- fail a particular unit of study more than once; or
- fail 50% or more of the units of study attempted in a study period; or
- fail to enrol after an approved study break

The Executive Dean monitors the academic performance of students against the minimum academic standards at the end of each study period.

6.3 Students Identified as Not Achieving Satisfactory Course Progress

The Institute will provide appropriate communication and offer counselling to any student identified as not achieving satisfactory course progress. Further information can be found in the ***Student Progression and Exclusion Procedure***.

6.4 Students Who Continue to Fail to Meet Minimum Academic Standards

If a student continues to fail to meet minimum academic standards in the next study period after additional support has been provided, the student will be issued with a notification outlining the Institute's intention to exclude the student from the Institute.

6.5 Appeals

Students may appeal against a decision made under this Policy and the associated Procedure. Appeals must be made as prescribed in the appeals process outlined in the ***Student Complaint and Appeal Policy*** and associated Procedure.

7. Legislation

The ***National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*** is designed to support the integrity of the Australian Government's migration laws by requiring international students to complete their course within its expected duration (i.e. the standard number of study periods for a student undertaking a full-time load, or the registered course duration). International student visas include a condition that requires the student to progress through their course satisfactorily. Satisfactory course progress for the purposes of this Policy is defined as meeting the minimum academic standards as defined in section 6.2.

In addition, this Policy and the associated Procedure comply with the following Higher Education Standards Framework standards:

1. 1.3 (Orientation and Progression), which specifies that:

"Successful transition into courses of study is achieved through orientation programs that are tailored to the needs of student cohorts and include specific consideration for international students adjusting to living and studying in Australia. Specific strategies support transition, including:

- a. assessing the needs and preparedness of individual students and cohorts
- b. undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
- c. providing access to informed advice and timely referral to academic or other support.

Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes.

Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study."

2. 7.2 (Information for Prospective and Current Students), which specifies that:

"2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:

- c. information to outline the obligations of students and their liabilities to the higher education provider including expected standards of behaviour, financial obligations to the higher education provider, critical deadlines, policies for deferral, change of preference/enrolment and leave of absence, particular obligations of international students, disciplinary procedures, misconduct and grounds for suspension or exclusion."

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	14 July 2016	15 July 2016
2017-1	Ms. McCoy	Revised and edited content Renamed section on International Students to 'Relevant Legislation' Restructured document; added table at beginning	22 February 2017	6 March 2017