



# Student Progression and Exclusion Procedure

<b>Policy supported</b>	Student Progression and Exclusion Policy
<b>Procedure Code</b>	ACA-HE-07
<b>Procedure owner</b>	Executive Dean
<b>Responsible Officer</b>	Executive Dean
<b>Approving authority</b>	Academic Board
<b>Contact Officer</b>	Registrar
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<b>Related Documents</b>	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 Procedure supports the ***Student Progression and Exclusion Policy***. In conjunction they 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. Scope

This Procedure applies to all students at the Institute

## 3. Definitions

See the ***AIH Glossary of Terms*** for definitions.

## 4. Actions and Responsibilities

### 4.1 Progression Rules

#### 4.1.1 Applications for an extension of time

Students who are likely to fail to complete the course within the prescribed period and who can reasonably be expected to meet the course requirements within two additional terms of study may

apply for an extension of time. Each application will be considered on its merits and with reference to the student's academic performance to date.

Applications for an extension of time to complete the course must be made in writing to the Executive Dean at least one term prior to the expiry of the student's prescribed period of maximum candidature. The application must include reasons for his/her inability to complete the qualification in the prescribed time period. The Executive Dean will provide a written response to the student within 20 working days outlining his/her decision and informing the student of their right to appeal the decision.

#### **4.1.2 Students who fail to complete the course within the time limit**

Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated. A statement noting that the maximum period of candidature has been exceeded will appear on the final academic transcript issued to the student. The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have 20 working days from receiving notification of the decision to terminate their enrolment in which to appeal the decision.

## **4.2 Satisfactory Course Progress**

### **4.2.1 Students deemed "at risk"**

Students who do not meet the minimum academic standards will be deemed to be "at risk". Students will be notified in writing (via email or letter) that they have been identified "at risk" and requested to arrange a meeting with a member of staff for academic counselling. All students found to not be making satisfactory course progress will be placed on Academic Probation and will be required to go on a Learning Contract.

During the academic counselling session, the counsellor and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- attending academic skills programs;
- receiving individual case management;
- receiving referral to appropriate medical services or a qualified counsellor;
- receiving assistance with personal issues which are influencing his/her progress;
- receiving mentoring; or
- a reduction in study load or a revised study pattern.

A record of the academic counselling session and any additional support to be provided will be signed by the counsellor and the student and placed on the student's file.

### **4.2.2 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 letter sent via email outlining the Australian Institute of Higher Education ('the Institute')'s intention to exclude the student from the Institute. Students will be given 20 working days from the issuing of the notice to appeal the decision as per the ***Student Complaint and Appeal Procedure***.

A student who does not submit an appeal within 20 working days will have their enrolment terminated.

The Chair of the Appeals Committee will review all appeals submitted and may:

- terminate the student's enrolment; or
- permit the student to continue without conditions; or
- permit the student to continue the course with specific conditions.

A student who is permitted to continue his/her enrolment in the course, but with conditions imposed, who again fails to attain the minimum academic standards or breaches the conditions imposed, will have his/her enrolment terminated.

### 4.2.3 Consequences of termination of enrolment

Students whose enrolment is terminated due to exceeding the maximum period of candidature, and who wish to undertake further study, will need to apply to the Institute for admission in line with the **Student Admission Policy**. A student whose enrolment is terminated due to failure to meet minimum academic standards and who applies for admission to return to study at the Institute in the future may only be admitted at the discretion of the Executive Dean.

## 4.3 Academic Literacy and English Language Proficiency

Academic literacy and English language proficiency are important factors in a student being able to satisfactorily progress through their course. 'Academic Literacy' refers to the capacity of a student to undertake formal study and to understand and communicate discipline-specific knowledge. 'English language proficiency' refers to the student's ability to understand and communicate knowledge effectively in both written and spoken English.

Higher Education Providers are responsible for ensuring their students are sufficiently competent in the English language to participate effectively in their studies.

Any student identified by their lecturer as requiring further development of their academic literacy and English language proficiency skills may be required to undertake an academic literacy and English language assessment.

Following the assessment, the Executive Dean may put in place an intervention strategy to assist the student to enhance their academic literacy and English language proficiency skills. This may include:

- attending academic skills workshops; and/or
- attending tutorial or study groups; and/or
- receiving one-on-one support and coaching services.

Students may self-refer to student support for assistance with academic literacy and English language proficiency at any time.

## 4.4 Failing a Prerequisite Unit of Study

Course progression rules require that a student who has, in a previous term, failed the prerequisite for entry to a unit of study cannot be enrolled in that unit of study. However, where a student believes that this rule may adversely affect their course progress, he/she may seek a review of this rule by writing to the Executive Dean. The Executive Dean or a nominated delegate will assess the student's academic record and if the Executive Dean or delegate believes the student has a fair chance of success, he/she may allow the student to repeat the prerequisite unit of study concurrently with the unit of study for which it is a prerequisite, or may decide to waive the prerequisite.

## 4.5 International Students

Where the Executive Dean has assessed an international student as not achieving satisfactory course progress as detailed in this Procedure, he/she or a nominated delegate will notify the student via email of the Executive Dean's intention to report him/her to the Department of Immigration and Border Protection (DIBP) through PRISMS. The email will advise the student that he/she is able to appeal the decision under the provisions of this Procedure and that the student has 20 working days in which to do so.

If the student chooses not to appeal or the student's appeal is unsuccessful, the Institute will notify DIBP through PRISMS as soon as possible that the student is not achieving satisfactory course progress. During the period for lodging an appeal and during the period the appeal is being considered, the student has a right to continue his/her studies in the course. After all complaint and appeals processes are finalised, the student's enrolment will be formally terminated and the student will be reported to DIBP via PRISMS. The student will be provided with a copy of the Section 20 notice generated by PRISMS.

## 4.6 Extension of Confirmation of Enrolment (CoE)

An extension of the student's CoE may only be granted where it is clear that the student will not complete the course within the expected duration, as specified on the CoE, if:

- there are compassionate, compelling or extenuating circumstances as defined in **Standard 13** of the **National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007**
- not completing is a result of a revised enrolment pattern due to the implementation of an Institute intervention strategy for a student who was 'at risk' of not making satisfactory academic progress in the course, or
- an approved deferment or suspension of study has been granted.

Should the variation affect the student's duration on their CoE, a new CoE will be issued via PRISMS and this will be recorded as such.

## 4.7 Overloading on Units and Cross Institutional Study

### 4.7.1 Undertaking more than 4 units per study period

Students who wish to undertake more than 4 units per study period need to attain at least a credit in each, as well as in all the 4 units undertaken in the study period prior. This does not mean a credit average when totalling all the marks obtained for the 4 units.

Exceptions to the above may be made by the Executive Dean or nominated delegate. This may include a situation where a student requires more than 4 units in his/her final study period in order to graduate.

### 4.7.2 Cross Institutional study

Cross institutional study is where a student undertakes units at another higher education institution, and receives advanced standing for the unit at the Institute. A student may only undertake cross institutional study with the prior written consent of the Executive Dean or nominated delegate.

The Executive Dean or nominated delegate will deny the request for cross institutional study if:

- the unit is offered during the study period when the unit is required
- the unit is not of relevance and benefit to the student's course
- the student needs to graduate but the need for Cross-Institutional study arose due to a failure in the unit, and the unit will be offered in the next study period
- there is no substantial equivalence as outlined in the Institute's **Advanced Standing Policy**
- the student has already been granted the maximum amount of advanced standing as outlined in the Institute's **Advanced Standing Policy**.

## 4.8 Appeals

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

## 5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at February 2017 and is reviewed every 3 years. The Procedure 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	Restructured document; added table at beginning	22 February 2017	6 March 2017