



Policy and Procedures –

Student Progression and Exclusion

PENDING APPROVE

1. Overview

The Institute of International Studies (“TIIS”) has designed this *Policy and Procedures* to detail the rules for meeting course progression requirements and to define the grounds for exclusion of a student due to lack of satisfactory progress.

TIIS 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 whenever possible.

2. Maximum Candidature

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.

2.1 Years to Complete

The number of years allowed to complete the requirements of a course is limited to what is listed in the table below. The time elapsed will be calculated from the date that the student commenced their first study period less any suspended trimesters. TIIS will send students a courtesy reminder after one (1) year of inactivity to remind students of the maximum period of candidature. The Dean will make adjustments in completion times for those students who move between full and part-time modes and/or officially suspend their studies for one or at the most two trimesters.

Course	Years
Graduate Certificate of Professional Accounting (4-subject)	1.00 years (max duration for full-time mode) 1.67 years (max duration for part-time mode)
Master of Professional Accounting (12 subjects)	3 years (max duration for full-time mode) 5 years (max duration for part-time mode)
Master of Professional Accounting Advanced (16 subjects)	4.00 years (max duration for full-time mode) 6.67 years (max duration for part-time mode)

2.2 Applications for an Extension of Time

Students who fail to complete within the prescribed period and who can reasonably be expected to meet the course requirements within two (2) additional study periods 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 Dean at least one (1) study period prior to the expiry of the student’s prescribed period of maximum candidature. The application must include reasons for the student’s inability to complete the qualification in the prescribed time period. The Dean will provide a written response to the student within twenty (20) working days outlining their decision and informing the student of their right to appeal the decision.

2.3 Students who Fail to Complete 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 and a statement noting that the maximum period of candidature has been exceeded will appear on the final record of results 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 twenty working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

3. Prerequisite and Corequisite Units

A prerequisite is a unit that student must complete before being allowed to enrol in the subsequent units of the course. A corequisite is a unit which must be completed at the same time, or prior to enrolment in the subsequent units. The prerequisites and corequisites exist to ensure that students will have established the level of understanding and knowledge of the topics in the subsequent units of the course/qualification.

The following four subjects are classified as the prerequisites for TIIS's Master of Professional Accounting. That is to say, students must complete the following 4 subjects before they can enrol in the subsequent units of the course/qualification.

1. MPA501 Accounting Principles
2. MPA502 Business and Company Law
3. MPA503 Economics for Business
4. MPA504 Business Finance

Students are not allowed to enrol in a unit which is the equivalent of a unit that the student has already studied. That is to say, student cannot enrol in a unit that they have already completed (passed).

Students will not be able to enrol subsequent units until the final grades for the prerequisite units are finalised. It also means that students cannot re-enrol in a unit that has an unresolved grade until the grade for the unit is finalized.

Normal course progression rules require that a student who has not passed a prerequisite for entry to a particular unit cannot be enrolled in that unit. However, where a student believes that this rule may adversely affect their course progress, the student may seek a review of this rule by writing to the Dean. The Dean will assess the student's academic record and, if the Dean believes the student has a reasonable chance of success, they may allow the student to repeat the prerequisite unit concurrently with the unit/s for which it is a prerequisite.

4. Requirement to Attain Minimum Academic Standards

Students are required to attain the following minimum academic standards in order to be deemed to be maintaining satisfactory academic progress in a course:

- a. not more than one failure in a particular unit; and/or
- b. not fail 50% or more of the units attempted in a study period.

The Dean monitors the academic performance of each student against the minimum academic standards at the end of each study period. Where a student has failed to meet the minimum academic standards, the Dean will deem that student as being 'at risk'.

At the unit level, Academic staff will monitor the progress of students by identifying those who are failing or underperforming in prescribed assessment events. In the first instance, staff will counsel students on their performance. Depending on the outcomes from this informal session, staff may recommend students seek learning support or personal advice from the student counsellor. Staff may also refer students deemed to be 'at risk' directly to the Dean.

4.1 Students Deemed ‘at risk’

During the first third of each teaching period, the program coordinator will request all subject lecturers to advise the details of students failing to engage with learning in the subject. The program coordinator will write to each of these students expressing initial concern regarding their academic progression and request they take action to rectify those concerns or contact student services if they require assistance in formulating a learning support plan.

Where a student does not take sufficient action to rectify the initial concerns regarding their academic progression, the student will be deemed “at risk” and the program coordinator will send a 2nd letter of concern to arrange an appointment for an academic counselling session. During the academic counselling session, the counsellor and student will determine what additional support will be provided to the student and an intervention strategy will be put in place. This may include, but is not limited to, the student:

- a. entering into a learning contract;
- b. attending academic skills workshops;
- c. attending tutorial or study groups;
- d. receiving individual case management;
- e. attending counselling;
- f. receiving assistance with personal issues which are influencing progress;
- g. receiving mentoring; or
- h. a combination of the above and a reduction in course load.

The student will also be advised of the possibility that conditions may be placed on their enrolment.

A record of the academic counselling session will be signed by the academic counsellor and the student and placed on the student’s file.

4.2 Students who Continue to Fail to Meet Minimum Academic Standards

If a student continues to fail to meet minimum academic standards after an intervention strategy has been put in place, the Dean issue the third warning letter requesting that the student provide a written statement within 5 working days outlining reasons why they should be permitted to continue their enrolment in the course.

A student who does not submit a written statement by the due date may have their enrolment terminated. The Dean shall consider the written statement and may then recommend the following actions to be taken to the CEO:

- a. terminate the student’s enrolment; or
- b. permit the student to continue with or without specific conditions.

The CEO will issue a Notice of Intention to Report to the student informing the student of their right to appeal the decision within 20 working days of date of the notice.

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

4.3 Consequences of Termination of Enrolment

Students whose enrolment is terminated due to unsatisfactory academic progress or exceeding the maximum period of candidature and who wish to undertake further study will need to apply to TIIS for re-admission in line with the *Policy and Procedures – Student Selection and Admissions*.

5. Academic Literacy and English Language Proficiency

Academic literacy and proficiency in English are vital 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 communicate in and understand 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 studies¹. Furthermore, Provider registration Standard 6.5 requires an Institute to provide ongoing academic language and learning support for students.

Information about support services to assist students to enhance their academic literacy and English language proficiency skills will be provided at Orientation prior to the start of a student's first study period and via the website. Further, staff will identify at risk students during the first trimester and refer them to an appropriate academic skills workshop, study group or one-to-one coaching support. Students may also self-refer to student support for assistance with academic literacy and English language proficiency at any time.

6. Study Load

Students at TIIS may not enrol in more than 6 units in any given trimester or 3 units in any given block without permission from the Dean. This is to make sure that students can manage a workable study load.

However, students can request permission from the Dean to enrol in additional credit points by submitting a special Reduce/Increase Study Load Form.

International students must enrol at least 4 units in any given trimester or 2 units in any given block. Any reduction or increase of study load must be approved by the Dean or his delegate via submission of a special Reduce/Increase Study Load Form.

International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered CRICOS course duration) less any time for credit granted by TIIS. This period is noted on the student's eCoE.

The Dean will monitor international students' enrolment load and academic progress at the end of each compulsory study period to determine if the student has met the minimum academic standards and will be able to complete their studies within the registered course duration. Where necessary an intervention strategy will be put in place (as described in 3.1 above). The Dean may extend the duration of an international student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's eCoE, as the result of:

- a. compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student was unable to attend classes); and/or
- b. an intervention strategy being implemented for students who are at risk of not meeting minimum academic standards.

Where an international student has failed to meet minimum academic standards, the Dean may consider a reduction in their study load as part of the intervention strategy. All considerations for a reduction in study load due to failure to meet academic standards will be at the sole discretion of the Dean, normally the study load will not be reduced below the legal limit of 75 percent of a normal load (i.e., three units/trimester) for international students.

Following an intervention strategy being put in place, if an international student fails to meet the minimum academic standards in a second consecutive study period, the Dean will advise the student in writing of the intention to report the student for not achieving satisfactory academic progress. The

¹ Australian Universities Quality Agency (AUQA). (2009). Good practice principles for English language proficiency for international students in Australian universities. Report to the Department of Education, Employment and Workplace Relations, Canberra. p.3)

student will also be advised that they have a right to appeal the decision within twenty (20) working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all grievance and appeals processes are finalised, or, if the student has chosen not to access the appeals process within 20 working days, the student's enrolment will be formally terminated and TIIS will report the student through the Provider Registration and International Student Management System (PRISMS). Note: All actions taken in respect of the above, and all correspondence with and from students, will be maintained on the student's file.

7. Course Completion Rules

TIIS students must complete all course requirements before they are eligible to graduate. They must complete all the required subjects for the award of the qualification or credit granted through recognition of prior.

NO addition or reduction of units after week 2 of each block or week 4 of each trimester.

Students are not allowed to add units to their enrolment after week 2 of each block or week 4 of each trimester as they may miss too much unit material to fully understand the subject. Students can request permission from the Dean to enrol in additional unit or reducing unit by submitting a special Reduce/Increase Study Load Form.

8. Appeals

A student may appeal against a decision made under this *Policy and Procedures*. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten (10) working days of the student receiving written notification of the decision. The Dean will respond in writing to the appeal within twenty (20) working days and may confirm or vary the decision. The Teaching and Learning Committee will review all decisions of the Dean in relation to appeals.

If a student remains dissatisfied with the outcome of their appeal, they may refer to *Policy and Procedures – Student Grievance Handling*.

9. Version History

Version	Approved by	Approval date	Details
1.0	Academic Board	24 March 2016	
1.1	Board of Directors	16 June 2017	
1.2	Academic Board	24 March 2021	Minor changes
1.2	Academic Board	24 March 2021	Minor changes on 08 June 2021

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