

Policy and Procedures –

# Student Progression and Exclusion

APPROVED

## 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
Bachelor of Business (24 subjects)	6 years (max duration for full-time mode) 9 years (max duration for part-time mode)
Bachelor of Information Technology (24 subjects)	6 years (max duration for full-time mode) 9 years (max duration for part-time mode)
Graduate Certificate in Business Administration (4 subjects)	1 year (max duration for full-time mode) 1 year 4 months years (max duration for part-time mode)
Graduate Certificate of Professional Accounting (4-subject)	1 year (max duration for full-time mode) 1 year 4 months (max duration for part-time mode)
Graduate Diploma of Financial Planning (8 subjects)	2 years (max duration for full-time mode) 3 years (max duration for part-time mode)
Master of Business Administration (16 subjects)	4 years (max duration for full-time mode) 6 years (max duration for part-time mode)
Master of Professional Accounting (12 subjects)	3 years (max duration for full-time mode) 4 years 4 months (max duration for part-time mode)
Master of Professional Accounting Advanced (16 subjects)	4 years (max duration for full-time mode) 6 years (max duration for part-time mode)

### 2.2 Applications for an Extension of Time

TIIS monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student’s CoE.

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.

#### *Allowable extensions of course duration 8.16*

*The registered provider must not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:*

*8.16.1 there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or*

*8.16.2 the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or*

*8.16.3 an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).*

### **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 Subjects**

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

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

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

Normal course progression rules require that a student who has not passed a prerequisite for entry to a particular subject cannot be enrolled in that subject. 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 subject concurrently with the subject/s for which it is a prerequisite.

#### **4. Requirement to Attain Minimum Academic Standards**

TIIS considers that satisfactory attendance in all scheduled subject learning activities and attempting all assessment item, whether progressive or final, is a critical component for successful study at TIIS. In addition to participation expectations, students are required to attain the following minimum academic standards to be deemed to be maintaining satisfactory academic progress in a course:

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

Lecturers in all subjects will maintain attendance records and students participation and progress throughout their program will be continuously monitored in accordance with TIIS's Student's Course Progress and Intervention Procedure.

At the subject level, Academic staff will monitor the progress of students by identifying to the Program Coordinator, those students who are not satisfactorily participating in scheduled learning activities or maybe at risk of breaching the progression policy. The Program Coordinator will send these students a 1<sup>st</sup> warning letter inviting them to attend a counselling session as outlined in the Student Course Progress and Intervention Procedure.

##### **4.1 Students Deemed 'at risk'**

In accordance with the Student Course Progress and Intervention Procedure where a student does not respond to the Program Coordinator's 1<sup>st</sup> warning letter, or continues to fail to meet satisfactory academic progress, the Program Coordinator will refer these students to the Dean. The Dean, or delegate, will contact each student who is deemed to be 'at risk' with a 2<sup>nd</sup> warning letter and invite the student to attend 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 (including agreeing to attendance at learning activities);
- 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.

See *Student Support Policy* for details on how students are supported while enrolled at TIIS.

## 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 will advise the CEO to issue an Intention to Report letter and request that the student provide a written statement within 20 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 CEO shall consider the written statement and may:

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

The CEO will provide a written statement to the student within 20 working days of his/her decision and informing the student of their right to appeal the decision.

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.

National code 2018 6.12 requires that TIIS must support the overseas student in adjusting to study and life in Australia by providing English language and study assistance programs.

Information about English language support services to assist students to enhance their academic literacy and English language proficiency skills is provided at Orientation Day 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 and referral with academic literacy and English language proficiency at any time.

## 6. Study Load

Students at TIIS may not enrol in more than 4 subjects in any given trimester or 2 subjects 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 in at least 8 subjects in a teaching year. Any reduction or increase of study load must be approved by the Dean or 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 Program Coordinator 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 a 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 subjects/trimester) for international students.

Following an intervention strategy being put in place, if a 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 student will also be advised that they have a right to appeal the decision within 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 subjects after week 2 of each block or week 4 of each trimester except under exceptional circumstances supported with evidence.

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

## 8. Appeals

A student may appeal against a decision made under TIIS *Grievances Policy and Procedures*. 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
1.3	Dean	20 October 2021	Minor changes
1.4	Academic Board	03 March 2022	Minor changes
1.5	Academic Board	09 March	Intervention procedure transferred ownership from EMC to Dean and included as appendix in this policy
1.6	Academic Board (Chair)	18 May 2022	Minor changes

Document owner: Dean

## **10. Appendix A**

### **10.1 Student Progression and Exclusion Procedure**

#### **10.1.1.1 Step 1: 1<sup>st</sup> warning Letter from the Program Coordinator**

The Student Progression and Exclusion Policy is explained to students during each Orientation Program. Students are informed that TIIS considers satisfactory attendance at learning activities and completion of all assessment events, whether progressive or final, are a necessary component of successful study at TIIS.

An assessment of course progress is made by the Program Coordinator progressively during each study period. Lecturers in all subjects are required to record attendance at all scheduled learning activities and are required to identify and report students to the Program Coordinator who they determine are not adequately participating in learning activities or are not satisfactorily progressing with their studies and maybe at risk of breaching the Student Progression and Exclusion policy. A student that has attended less than 50% of scheduled learning activities (without formal approval based on extenuating circumstances such as illness or injury) will be deemed not to have adequately participated in learning activities.

The Program Coordinator will contact students who are considered at risk of breaching the Student Progression policy based on the advice from lecturers regarding their progress during the first one-third of the subject. These students will be sent their “first warning letter” with an invitation to attend an academic advising session with the Program Coordinator to discuss concerns regarding their progression, offer to formulate a learning support plan and to be advised of TIIS’s prerogative to implement an Intervention Strategy if deemed necessary.

#### Intervention Strategy

During the academic counselling session, the Program Coordinator and student may determine what additional support will be provided to the student and may agree that an intervention strategy will be put in place. This intervention strategy may include, but is not limited to, the student:

- a. entering into a learning contract that may include compulsory learning activity expectations;
- b. attending academic skills workshops;
- c. attending additional 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
- i. 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 continued enrolment.

#### **10.1.1.2 Step 2: 2<sup>nd</sup> warning letter from the Dean**

Any student that receives a 1<sup>st</sup> warning letter and either:

1. continues to fail to attend less than 50% of the scheduled learning activities that occur after the first counselling session; or
2. fails to respond to the 1<sup>st</sup> warning letter; or
3. fails to meet any of the agreed terms of the intervention strategy



will be identified by the Program Coordinator to the Dean or his/her delegate. The dean, or delegate, will issue the student with a “second 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.

The Dean shall consider the written statement from the student and may:

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

### **10.1.1.3 Step 3: Intention to Cancel by the CEO**

According to Section 4 of Student Progression and Exclusion Policy, students are required to Attain Minimum Academic Standards at all times while enrolled at TIIS.

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

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

The Dean will provide a list of students to the CEO recommending Cancellation of Enrolment and COEs (international students) of students, on the grounds of unsatisfactory performance, in the following circumstances:

1. A student does not submit a written statement by the due date following the 2<sup>nd</sup> Warning Letter from the Dean; or.
2. A student who has been 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.

The CEO will notify the student in writing of their intention to cancel the enrolment of the student for not achieving satisfactory course progression and inform them of their right to access an appeal in accordance with TIIS’s Students Grievances Handling Policy within 20 working days from date of the letter.

- The students must lodge a formal appeal in accordance with TIIS’s Students Grievances Handling Policy within 20 working days and providing sufficient detail (and appropriate evidence) regarding any circumstances surrounding their failure to attain minimum academic standards.
- If the student is **successful** in their appeal of the original decision to cancel their enrolment and/or COE, TIIS will retain the student’s enrolment with implement an on-going intervention strategy to support the student to maintain academic progress to the satisfactory completion of studies at TIIS.
- If the student is **unsuccessful** in their appeal of the original decision to cancel the enrolment and COE , the CEO will action the cancellation of students’ enrolment and/or COE advise the relevant authorities by recording through the PRISMS system that the student is deemed not to have achieved satisfactory course progress.
- If a student chooses not to access the complaints and appeals process within the 20-working day period, the CEO will action the cancellation of students’ enrolment and/or COE and advise (through the PRISMS system) that the student is deemed not to have achieved satisfactory course progress. TIIS will maintain the student’s enrolment throughout the period of the complaints and appeals process.