

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 adjust the 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. (Part-time mode is not applicable for overseas students)

Course Type	Years
Four (4) subject course	1 year (max duration for full-time mode) 1 year 4 months years (max duration for part-time mode)
Twenty-four (24) subject course	6 years (max duration for full-time mode) 9 years (max duration for part-time mode)
Eight (8) subject course	2 years (max duration for full-time mode) 3 years (max duration for part-time mode)
Twelve (12) subject course	3 years (max duration for full-time mode) 4 years 4 months (max duration for part-time mode)
Sixteen (16) subject course	4 years (max duration for full-time mode) 6 years (max duration for part-time mode)

\*Part-time option is not available for overseas students

### 2.2 Applications for an Extension of Time

TIIS monitors the progress of each enrolled student.

Students who fail to complete within the prescribed period but 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 for an extension of time will be considered on its merits and with reference to the student's academic performance to date. Applications must be made in writing to the Dean at least one (1) study period before the expiry of the prescribed period of maximum candidature. The

application must include clear justifications for the student's inability to complete the qualification within the prescribed timeframe.

For overseas students, this aligns with the National Code 2018, which allows extensions under the following conditions:

- a) Compassionate or compelling circumstances: These circumstances must be demonstrably evidenced and assessed by TIIS (National Code 2018, Standard 8.16.1).
- b) Implemented intervention strategies: TIIS may grant an extension if it has implemented or is implementing an intervention strategy for the student due to their risk of not meeting course progress requirements (National Code 2018, Standard 8.16.2).
- c) Approved deferral or suspension: An extension may be granted if the student's enrolment was previously deferred or suspended under Standard 9 of the National Code 2018 (Deferring, suspending, or cancelling the overseas student's enrolment).

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. For overseas student, this timeframe adheres to the National Code 2018's requirement for providers to respond to student appeals within 20 working days (National Code 2018, Standard 10.4).

For each overseas student, to ensure they are on track to complete their course within the expected duration specified on their Confirmation of Enrolment (CoE). The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) states that, under Standard 8 (Progress monitoring and intervention), providers must implement intervention strategies for students at risk of not meeting course progress requirements (National Code 2018, Standard 8.10). TIIS implements these strategies proactively to support students and help them succeed in their studies.

### **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. For overseas student, this action aligns with the National Code 2018's requirement for providers to cancel the enrolment of overseas students who fail to complete their course within the maximum period of candidature (National Code 2018, Standard 9.7).

A statement noting that the maximum period of candidature has been exceeded will appear on the final record of results issued to the student. For overseas student, this ensures transparency and adherence to the National Code 2018's requirement for providers to record relevant information on an overseas student's record of results (National Code 2018, Standard 7.8).

The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty (20) working days from receiving notification of the decision to appeal the decision. For overseas student, this adheres to the National Code 2018's requirement for providers to inform students of their appeal rights in writing (National Code 2018, Standard 10.2).

## **3. Prerequisite and Corequisite Subjects**

A prerequisite is a subject that a student must complete before being allowed to enrol in the subsequent subjects of the course. A corequisite is a subject that 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 required level of understanding and knowledge of the topics in the subsequent subjects of the course/qualification.

Students are not permitted to enrol in a subject which is the equivalent of a subject that the student has already studied. Students 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 finalised.

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 items, 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 fail more than once 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 meet with the Dean and/or 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 and/or meet with the Dean by the due date may have their enrolment terminated.

At the meeting with the Dean, the affected student's case will be considered and may:

- a. terminate the student's enrolment; or
- b. permit the student to continue with or without specific conditions and a learning contract (Student Contract for Academic Progression) will be created.

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 who wish to undertake further study will not be permitted to apply for any course at TIIS.

## **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.

In accordance with National Code 2018 Standard 6.1.2, TIIS actively supports overseas students in their adjustment to both academic life and daily living in Australia. This includes providing access to English language and study assistance programs tailored to their individual needs.

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. 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 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.

Overseas 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.

Overseas 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 CoE.

The Program Coordinator will monitor overseas 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.

The Dean may extend the duration of an overseas 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 CoE, 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 Overseas 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 learning.

Addition or reduction of subjects is not permitted after week 4 of each trimester except under exceptional circumstances supported with evidence. Students can request permission from the Dean to enrol in additional subjects or reduce the number of subjects by submitting a special Reduce/Increase Study Load.

## 8. Appeals

A student may appeal against a decision made under TIIS *Policy and Procedures – Student Grievance Handling*. 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. Student Progression, Monitoring, and Exclusion Procedure

There are two intervention strategies:

- a. Monitoring and motivational: student engagement
- b. Monitoring and academic performance: attendance and completion of assessment items

Refer to Appendix A for the student progression, monitoring, and exclusion flowchart.

### 9.1 First engagement drive – week 3

Students who have zero cumulative attendance for any enrolled subject will be contacted by phone by the Academic Registrar to discuss reasons for their lack of engagement. Students who were not able to be contacted will be sent an email requesting an explanation as well as an offer of support.

### 9.2 First academic progress drive – week 5

A “first” warning letter is issued to a student who has:

- a. 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
- b. subject assessment score less than 50%

The Program Coordinator will issue a “first” warning letter with an invitation to attend an academic advising session to discuss concerns regarding their progression and provide advice on TIIS’s prerogative to implement an intervention strategy if deemed necessary.

### **Academic Advising for Student Success Support**

During the academic advising 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 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 that the conditions may be placed on their continued enrolment.

### **9.3 Second engagement drive – week 7**

Students who have less than 20% cumulative attendance across all enrolled subjects **AND** submitted less than 20% assessments up to and including week 6 for all enrolled subjects, will be issued an intention to cancel enrolment for disengagement.

### **9.4 Second academic progress drive – week 9**

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

- a. continues to fail to attend less than 50% of the scheduled learning activities that occur after the first academic advising session; or
- b. fails to respond to the 1<sup>st</sup> warning letter; or
- c. fails to meet any of the agreed terms of the student contract for academic progression;

will be identified by the Program Coordinator to the Dean or delegate. The Dean, or delegate, will issue the student with a “second warning letter”, requesting that the student provide a written statement or discuss with the Dean, 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/or meeting notes and may:

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

### **9.5 Third academic progress drive – after the Board of Examiners’ meeting**

According to Section 4 of Student Progression and Exclusion Policy, students are required to always attain Minimum Academic Standards 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 fail more than once 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 intention to cancel of enrolment and/or COEs (overseas students), on the grounds of unsatisfactory performance, in the following circumstances:

- a. A student does not submit a written statement by the due date following the 2<sup>nd</sup> Warning Letter from the Dean; or
- b. 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 or fails to maintain minimum academic standards.

The Academic Registrar will notify the student in writing of TIIS' intention to cancel enrolment or COEs 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. Students are strongly advised to meet with the Dean within 20 working days from the date of the letter.

- The students must lodge a formal appeal in accordance with TIIS's Students Grievances Handling Policy and/or meet with the Dean within 20 working days, 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 COEs (for overseas students), the Academic Registrar will retain the student's enrolment and 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 COEs (for overseas students), the Academic Registrar will action the cancellation of students' enrolment and/or COEs and 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 Academic Registrar 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.

## 10. 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 2022	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
1.7	Academic Board (Chair)	19 December 2022	Minor changes
1.8	Academic Board	7 December 2023	(1) Updated the progression and exclusion process, moved the procedure from Appendix A to main body of this policy; (2) added a flowchart to demonstrate the progression and exclusion process as Appendix A, and (3) minor editing/corrected inconsistencies.

Document owner: Dean

Approved

## Appendix A: Student Progression, Monitoring, and Exclusion Procedure

