

# STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY

## Document data

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## 1 Purpose

This policy details the processes by which the academic progress of each student is to be monitored so that students can be provided with advice and support to facilitate their successful course completion. It also defines the grounds for exclusion related to validate lack of progress or misconduct and details confirmation of student course completion and eligibility to graduate.

## 2 Scope

All students of TOP Education Institute

2.1 It is the responsibility of each academic staff member to monitor progress of students in the relevant unit of study, and the responsibility of the Directors of Programs to monitor the progress of students in their enrolled course.

2.2 Lecturers and the Directors of Programs are responsible for ensuring that the requirements for each unit and course of study are satisfactorily completed. This includes safeguarding that student who may be considered to be at risk of failure or deemed to be in need of assistance are identified, counselled and supported whenever possible, and that accurate records of student progression, achievement and completion are maintained and communicated as required.

2, 3 The Directors of Programs and the Administration & Finance Manager will conduct weekly Academic Management meetings where the monitoring of satisfactory progress of students will be a standing item so that an early intervention strategy can be implemented.

## 3 Definitions

Applicant includes domestic (onshore) and international (offshore).

## 4 Procedures

### 4.1 Maximum Candidature

4.4.1 The normal maximum period of candidature for a program is as follows:

- (i) Diploma: 2 years
- (ii) Associate Degree: 4 years
- (iii) Bachelor Degree: 6 years

#### 4.2 International Student Progression

All international students are required to make satisfactory academic progress during the course of their studies at TOP Education Institute. Conditions related to international students are further governed by the *ESOS Act* and the requirements of the *National Code 2007*.

#### 4.3 Early Intervention

4.3.1 A fulltime student is classified as potentially at risk of inadequate course progress (Academic Risk) when it is noted by the Directors of Programs that a student is:

- (i) not attending lectures and/or tutorials; or
- (ii) not performing adequately in assessment tasks.

4.3.2 The Directors of Programs will be notified of this academic risk situation through lecturers and tutors and this will be discussed in the weekly Academic Management meeting. The Directors of Programs will then counsel identified students to either:

- (i) attend the academic skills sessions
- (ii) attend the language support sessions;
- (iii) attend extra tutorial groups;
- (iv) attend counselling;
- (v) seek mentoring; or
- (vi) a combination of the above.

#### 4.4 Intervention Strategy

4.4.1 The Institute will provide every assistance to international students to assist them with their studies. However, if at the end of a semester students have not achieved satisfactory progress after early intervention (that is, students have not achieved a minimum pass rate of 50% of the course requirements), TOP Education will implement an intervention strategy.

4.4.2 In an intervention strategy the following things will happen:

- (i) students will be contacted by email or phone and asked to attend an interview with the Directors of Programs.
- (ii) at the interview students will be counselled as to the suitability or otherwise of the student to the course.
- (iii) if the decision is made to permit the student to continue to study at TOP Education then students will enter into a formal learning contract with the Directors of Programs.
- (iv) the learning contract will outline the required steps that are to be taken to improve the student's performance at TOP Education. This learning contract will be signed by one of the Directors of Programs and the student and a copy placed on the student's file.
- (v) the student will be advised that if they continue to make unsatisfactory course progress in the following Semester then they will be reported to the Department of Immigration (DIAC) and in consequence their Visa may be cancelled.

4.4.3 If there is no observed improvement in academic results the following Semester TOP Education will report the student to the Department of Immigration (DIAC) as stipulated by the National Code 2007. The student will receive a notice of intention to report which includes information on accessing an appeals process.

4.4.4 Appeals. If the student believes that they have been treated unfairly, the student is entitled

to make an appeal through the Institute's complaints and appeals process. The student will be given a maximum of 20 working days in which to do this.

4.4.5 A written report will be kept of the procedures undertaken with the student and their outcomes.

#### 4.5 Unit Retake

4.5.1 A retake is available to those students who achieve a mark of 35 to 49% in a unit. The retake can consist of one or more of the following:

- Participate in an intensive schedule of study
- Resubmit an assignment
- Submit a replacement assignment on a different topic
- Sit for an examination in the inter semester break but prior to the commencement of the next semester.

TOP Education Institute accepts that, for a variety of circumstances, a student may fail to meet the standards and attain the grades in order to pass a unit. Options to repeat the unit of study are available for all subjects, the format of which will vary according to the nature of the unit and the marks obtained by students on previous attempts. Options available to international students may be constrained by the *ESOS ACT* and the requirements of the *National Code 2007*. International students are to be directed to specific guidance on the options available to them from the Director of Business Programs.

4.5.2 Students wishing to retake a subject should apply in writing to the Director of Business Programs. The application will be assessed by the Director of Business Programs and the Administration, HR & Finance Manager and a determination made as to the retake options available. If necessary, the student may be requested to attend an interview. Applicants will be informed, in writing, by the Institute as to the outcome of their application. Should the application be successful, applicants will be additionally informed of:

- Which unit's assessment (tests, assignments, examinations) must be retaken;
- The timetable for reassessment;
- The additional fee implications.

4.5.3 Students wishing to accept retake options should:

- Inform the Director of Business Programs, in writing, of their intention;
- Complete, sign and forward to the Director of Business Programs any additional registration documentation as requested;
- Forward payment as requested.

International students are themselves required to ensure that they have satisfied any additional student visa requirements as stipulated by the Department of Immigration and Citizenship (DIAC).

#### 4.6 Exclusion

4.6.1 The Directors of Programs will monitor the academic progress of each student and implement remedial support for those students deemed in need of assistance to achieve satisfactory progression (Please refer to the Intervention Strategy).

4.6.2 Following the intervention strategy, if students continue to fail to meet satisfactory progression requirements, procedures may be implemented to consider whether the student should be excluded from their course of study.

4.6.3 A student may be excluded from a course of study if they:

- Exceed the maximum period of candidature;
- Fail a core unit twice;\* See 4.6.5 below.
- Fail more than 50% of the course in two consecutive semesters and after the intervention strategy has been utilised;
- Are in breach of any other rule of policy with provision for exclusion.

4.6.4 Initial exclusion shall be for a period of at least one year. Students who are excluded for a second time may be excluded for a period of up to five years.

4.6.5 \* Students may apply for special permission to attempt a core unit for the third time. Applications should be made in writing to the Director of Business Programs and accompanied by evidence. Evidence could be in the form of Medical Certificates or a special letter of consideration from the Relevant Director(s) of other Program(s), or the Student Service Manager.

#### **4.7 Grounds for Issuing a 'Warning' to Students**

Where the Director of Business Programs in consultation with Academic Board considers that grounds for exclusion exist, or are likely to exist, a warning letter from the Provost shall be sent to the student advising them of this situation. Students failing to make satisfactory academic progress are to be advised of the risks of exclusion that they face, the options available to them and the availability of course advice and support services (see intervention strategy). Such information is to be included in any 'warning' letters.

#### **4.8 Publication of Results**

The Administration & Finance Manager and the Directors of Programs are responsible for publication of the official examination timetable, authorising the release of official result statements, and authorising academic records. Results in individual assessments and grades awarded in a subject shall be displayed or published using student identification numbers only.

#### **4.9 Graduation**

4.9.1 It is the responsibility of the Provost, with the assistance of Directors of Programs and the Administration & Finance Manager to ensure that records of student progression, achievement and completion are verified to be accurate and duly recorded that a student has satisfactorily completed all course requirements before recommending to the Institute Council that a student be eligible to be admitted to the award of a prescribed qualification. The Institute Council will approve a list of students who are eligible to be awarded a qualification and to graduate.

4.9.2 Students who have a financial debt to TOP Education Institute shall not have their final grade officially communicated to them nor shall they be permitted to graduate until such debts have been paid or arrangements for payment have been approved by the Administration & Finance Manager.

Students who are eligible to graduate shall apply to the Administration section by the prescribed date to attend the relevant graduation ceremony.

4.9.3 Graduands who are unable to attend a graduation ceremony shall have the appropriate award conferred by TOP Education Institute 'in absentia'.

Approved academic dress shall be worn by graduands at the graduation ceremonies. Graduates of TOP Education Institute will be entitled to become members of the Alumni Association and to display the award conferred.

#### **4.10 Scholarship and Awards**

4.10.1 The Institute has introduced a scholarship and awards scheme to recognise and encourage academic excellence. These scholarships and awards will be presented at Graduation and will follow the criterion set out in the Scholarship and Awards Policy.

### **5 Related Documents**

- i. Student Assessment Policy
- ii. Assessment Appeals Process