



Student Progression and Exclusion Policy

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| Related Documents | Advanced Standing Policy Advanced Standing Procedure National Code of Practice for Providers of Education and Training to Overseas Students 2018 Student Admission Policy Student Admission Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure |

1. Purpose

This Policy and the associated Procedure 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. Principles

The key principle informing this Policy is that in order to be successful in their course enrolment, students need to demonstrate the level of understanding, knowledge and skill expected by and suitable for the level of academic achievement and qualification.

3. Context

This Policy has been developed to express the Institute's commitment to providing a supportive student-centred learning environment which maximises the potential for its students to succeed in their studies.

4. Scope

This Policy applies to all students at the Institute enrolled in a course.
This Policy does not apply to non-award students.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

The Institute requires that the academic achievement of each student is monitored so that students who are assessed as being “at risk” can be provided with advice and support to ensure successful course completion where possible.

The following academic progression rules are provided to facilitate the progression of students studying at the Institute.

Students admitted to the Institute with an “at risk” status due to unsatisfactory progression or their admission pathway are addressed in the **Student At Risk / Early Intervention** policy and procedure.

6.1 Years to Complete

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.

The number of years allowed for completion of requirements is outlined in the table below for each Institute course. The time elapsed will be calculated from the date that the student commenced their first unit of study.

| Course Name | Maximum Course Duration |
|--|-------------------------|
| Bachelor of Business | 6 years |
| Bachelor of Accounting | 6 years |
| Bachelor of Business Information Systems | 6 years |
| Associate Degree of Business Information Systems | 4 years |
| Diploma of Business Information Systems | 2 years |
| Graduate Certificate of Business Information Systems | 1 year |
| Graduate Diploma of Business Information Systems | 2 years |
| Master of Business Information Systems | 4 years |

** Course durations listed in the above table are the maximum time approved for a student studying without visa restrictions. International students must complete their course within the time indicated on the Confirmation of Enrolment (CoE) and in accordance with visa restrictions.*

6.1.1 Block Delivery Model

The institute offers a Block Delivery Model framework to provide students with the ability to study one unit at a time within a three-week block, which would help with their progression. Studying one unit at a time allows students to concentrate all their efforts on material relating to one area with no competing priorities. This delivery mode does not change the course duration.

6.2 Satisfactory Course Progress

All students are required to meet minimum academic standards in order to achieve satisfactory course progression. Students do not meet minimum academic standards in a course if they:

- fail a particular unit of study more than once; or
- fail 50% or more of the units of study attempted in a study period; or
- fail to enrol after an approved study break; or
- fail to maintain sufficient progress so as to enable the student to complete all award requirements within the prescribed maximum course durations or, for international students, within the Confirmation of Enrolment (CoE) timeframe.

Students who are awarded a supplementary or deferred exam, or who have any un-finalised grades, will be

subject to the provisions of this policy until all their grades are finalised and they are seen to have made satisfactory course progress.

Students' academic performance is assessed against the minimum academic standards at the end of each study period by the Board of Examiners. Results are collated and checked before results are released.

Students who believe their personal circumstances may impact on their ability to meet the Institute's expectations of satisfactory course progress are advised to seek advice from Students Services, the Academic Success Team, or Academic Success Manager and discuss what action and support they require.

6.3 Students Identified as Not Achieving Satisfactory Course Progress & deemed "at risk"

If a student is found to not be making satisfactory course progress, the student will be placed on **Academic Probation** in the next enrolled study period. The Institute identifies students as "at risk" of course progression in various ways.

6.3.1 Deemed 'At Risk'

Identification of Students at Risk are classified in the following categories:

- from an admissions pathway that has been identified as sending students more likely to be "at risk" of progression;
- history of unsatisfactory academic progression in previous academic institutions;
- failing a particular unit of study more than once;
- failing 50% or more of the units of study attempted in a study period;
- failed to enrol after an approved study break;
- failed to maintain sufficient progress so as to enable the student to complete all award requirements within the prescribed maximum course durations or, for international students, within the Confirmation of Enrolment (CoE) timeframe.

6.3.2 Early Identification & Intervention Strategies

Students can also be considered to be "at risk" through early intervention identification.

6.3.2.1 Pathways

Students can be identified by Pathways through Admissions. Students are identified and notified through the Letter of Offer.

6.3.2.2 Academic Identification

Academics may identify students throughout the study period who:

- have not been attending workshop classes regularly;
- not submitting or achieving a fail mark in the low-risk early assessment task in a unit(s) of study;
- not performing adequately in assessment tasks;
- not logging into or not engaging with the Learning Management System (Moodle).

The Institute will communicate with and offer academic counselling to any student identified as not achieving satisfactory course progress, through the Academic Success Team. Further information can be found in the **Student Progression and Exclusion Procedure**.

6.4 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 notification outlining the Institute's intention to exclude the student from the Institute.

6.5 Appeals

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

7. Legislation

The ***National Code of Practice for Providers of Education and Training to Overseas Students 2018*** is designed to support the integrity of the Australian Government's migration laws by requiring international students to complete their course within its expected duration (i.e. the standard number of study periods for a student undertaking a full-time load, or the registered course duration). International student visas include a condition that requires the student to progress through their course satisfactorily. Satisfactory course progress for the purposes of this Policy is defined as meeting the minimum academic standards as defined in section 6.2.

In addition, this Policy and the associated Procedure comply with the following Higher Education Standards Framework standards:

1. 1.3 (Orientation and Progression), which specifies that:

"Successful transition into courses of study is achieved through orientation programs that are tailored to the needs of student cohorts and include specific consideration for international students adjusting to living and studying in Australia. Specific strategies support transition, including:

- a. assessing the needs and preparedness of individual students and cohorts
- b. undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
- c. providing access to informed advice and timely referral to academic or other support.

Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes.

Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study."

2. 7.2 (Information for Prospective and Current Students), which specifies that:

"2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:

- c. information to outline the obligations of students and their liabilities to the higher education provider including expected standards of behaviour, financial obligations to the higher education provider, critical deadlines, policies for deferral, change of preference/enrolment and leave of absence, particular obligations of international students, disciplinary procedures, misconduct and grounds for suspension or exclusion."

8. Version Control

This Policy has been endorsed by the Australian Institute of Higher Education Board of Directors as at September 2020 and is reviewed every 3 years. The Policy 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 | Revised and edited content Renamed section on International Students to 'Relevant Legislation' Restructured document; added table at beginning | 22 February 2017 | 6 March 2017 |
| 2017-2 | Registrar | Updated to reflect change in the National Code. | 15 December 2017 | 16 December 2017 |
| 2018.1 | Registrar | Updated course progress rules. | 19 February 2018 | 19 February 2018 |
| 2019.1 | Principal | Update the Title of Policy Owner and Responsible Officer to Principal and updated Section 6.0 | 18 November 2019 | 19 November 2019 |
| 2020.1 | Chief Executive Officer | Update for Postgraduate courses Update the Title of Policy Owner and Responsible Officer to Chief Executive Officer | 24 April 2020 | 24 April 2020 |
| 2020.2 | Academic Success Manager/Chief Executive Officer | Updated course progress support details, formatting and proofed for student comprehension | 24 September 2020 | 25 September 2020 |