

## Student Progression, Exclusion and Graduation Policy

<b>Purpose</b>	This Policy provides guidance in regard to AITC's approach to student Progression, Exclusion and Graduation.
<b>Location</b>	The policy is maintained on owncloud
<b>Responsible executive</b>	Academic Dean
<b>Responsible office</b>	Academic Dean's Office
<b>Contact officer</b>	TBA
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<b>Related documents</b>	AITC Student Admissions Policy AITC Academic Credit and Recognition of Prior Learning (RPL) Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Overseas Student Transfer Policy and Procedure AITC Academic Integrity Policy
<b>Authority</b>	Approved by Academic Board

### 1. Purpose

This Policy provides guidance in regard to AITC's approach to student Progression, Exclusion and Graduation.

### 2. Scope

This policy is applicable to all students of the Australian Institute of Technology and Commerce (AITC).

- 2.1. It is the responsibility of each academic staff member to monitor student progress in the relevant unit of study, and the responsibility of the Course Coordinators to monitor the progress of students in their enrolled course.
- 2.2. Lecturers and the Course Coordinators are responsible for ensuring that the requirements for each unit and course of study are satisfactorily, and that accurate records of student progression, achievement and completion are maintained and communicated as required.
- 2.3. Admissions policies, requirements and procedures are to be documented, applied fairly and consistently and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to successfully participate in their intended study, and, that any limitations that may impede their progression and completion are identified.
- 2.4. Successful transition into courses of study is to be 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.

### 3. Definitions

**Students** mean domestic (onshore) and international (offshore) candidates.

**International Students** mean international offshore candidates.

### 4. Procedures

#### 4.1. Maximum Candidature

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

- |      |                       |         |
|------|-----------------------|---------|
| I.   | Graduate Certificate: | 2 years |
| II.  | Graduate Diploma:     | 3 years |
| III. | Masters:              | 4 Years |

#### 4.2. International Student Progression

All international students are required to make satisfactory academic progress during their studies at AITC. Conditions related to international students are further governed by the *ESOS Act* and the requirements of the *National Code 2018*. As outlined below in Sections 4.3 and 4.4, timelines for identification and implementation of early intervention and intervention strategies are based on performance metrics as expressed by attendance (see Section 4.3.3), early assessment (see Section 4.3.5), or by satisfactory completion of units (4.4.1).

AITC must not extend the duration of enrolment if the overseas student is unable to complete the course within the expected duration. Allowable exceptions provided by the National Code 2018 include:

- there are compassionate or compelling circumstances, as assessed by the Institute on the basis of demonstrable evidence, or
- the Institute 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
- 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).

AITC is to advise students to contact Immigration when the duration of a student's enrolment is extended to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

#### 4.3. Early Intervention

4.3.1. A full-time student is classified as potentially at risk of inadequate course progress (Academic Risk) when it is noted by the Course Coordinators (see 4.3.2) and lecturers that a student is not:

- 4.3.1.1. Engaging regularly in learning activities; or
- 4.3.1.2. Performing adequately in assessment tasks.

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

- 4.3.2.1. Academic skills sessions;
- 4.3.2.2. Language support sessions;
- 4.3.2.3. Extra tutorial groups;
- 4.3.2.4. Counselling;

- 4.3.2.5. Seek mentoring; or
- 4.3.2.6. Combination of the above.

### **Measures and Processes to assist with the identification of early signs of students being at risk**

#### **4.3.3. Attendance Performance**

4.3.3.1. AITC does not impose a mandatory attendance requirement, however expects students to attend all of their scheduled lectures, as regular attendance strongly supports satisfactory course progression. AITC subsequently monitors attendance to assist with the identification of students showing early signs of being at risk as follows:

- i. From Week 1, for each unit of study, Lecturers keep attendance records of students enrolled in AITC courses. Attendance records are kept by individual lecturers using AITC's Learning Management System. Students will receive weekly Attendance Reports on Friday of each week during a semester period, outlining their attendances rates across any units they are enrolled in.
- ii. At the end of Week 5, AITC's Student Support Team reviews the attendance records across all units on offer in the relevant semester, to identify students who have attended less than 80% of all scheduled lectures in any of their enrolled units to that date. AITC will send attendance warnings to an international student whose attendance in a particular unit is below 80% following the conclusion of Week 5 of the relevant teaching period, to notify the student of their potential risk of inadequate course progression and a reminder to attend all scheduled lectures. Warnings will be sent to the student's AITC email address.
- iii. At the end of Week 8, AITC again reviews the attendance records across all units on offer in the relevant semester, to identify students who have attended less than 80% of all scheduled classes in any of their enrolled units to that date. AITC will send attendance warnings to an international student whose attendance in a particular unit is below 80% following the conclusion of Week 8 of the relevant teaching period, to notify the student of their potential risk of inadequate course progression and a reminder to attend all scheduled lectures. If at this time, a student already received a second Warning Letter at the conclusion of Week 5, the student may be required to attend a meeting with the Academic Dean and/or Student Support Staff to discuss their attendance. Warnings will be sent to the student's AITC email address and

#### **4.3.4. Circumstances Impacting Attendance**

4.3.4.1. Students who experience circumstances that impact their ability to attend class should seek assistance from a Student Support Officer at the time the circumstances arise. This will allow support strategies to be discussed and implemented to reduce the impact on the student's course progression. If a student has a pre-existing condition or circumstance, it is recommended that they discuss this with a Student Support Officer at the Institute at the beginning of their studies to discuss the support strategies and services the Institute may offer. Students who have missed an assessment or test due to serious and unavoidable circumstances can request special consideration under the AITC Adjustment Policy.

#### **4.3.5. Early assessment performance**

4.3.5.1. AITC also uses early assessment performance to identify students at risk of inadequate course progression, as required by National Code Standards 8.4 and 8.8

4.3.5.2. Monitoring of student assessment to assist with the early identification of students who show early signs of being at risk is undertaken in the first instance by teaching staff assessing students' progression and occurs following the completion of the first assessment task in a unit. Students are also encouraged to discuss any circumstances that may impact their performance on an assessment task with their unit teacher. In determining outcomes, teaching staff identify students who:

- satisfactorily complete all courses/units/modules; or
- do not satisfactorily complete all courses/units/modules.

4.3.5.3. Upon the identification as outlined in Item 4.3.5.2 above, early intervention strategies will be initiated by the Course Coordinator (or delegate) following analysis of the assessment task results commencing at the first assessment task in any unit studied by the student. Students showing potential signs of lack of progression following the completion of the first assessment task in a unit receive the following support from the Course Coordinator (or delegate):

- Student receives a 'counselling' email. This provides advice on where to seek support and assistance to aid future success.

#### **4.4. Intervention Strategy**

4.4.1. AITC will do their utmost to assist all students in 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), AITC will implement a further intervention strategy.

4.4.2. In regard to 4.4.1 the intervention strategy will include the following:

- iv. Students will be contacted by email or phone and asked to attend an interview with the Course Coordinators.
- v. At the interviewed students will be counselled as to their suitability or otherwise for the course.
- vi. If a decision is made to allow the student to continue studying at AITC, then students
  - a. will enter into a formal Learning Contract with the Course Coordinators.
  - b. The learning contract will outline the required steps that are to be taken to improve the student's performance at AITC. This Learning Contract will be signed by the Course Coordinators and the student and a copy placed on the student's file.

4.4.3. AITC will monitor the student's performance throughout the following Semester and take the following actions:

- i. If AITC identifies a breach to the Learning Contract Conditions during the Semester, the student will receive a notice of Intention to Report following the release of the Semester results, which includes information on their right to access an appeals process within 20 working days through AITC's student grievance and mediation process.
- ii. If, at the end of the Semester, there is no observed improvement in academic results in the following Semester (that is, the student failed to achieve a minimum pass rate of 50% of their enrolled units for the second time), the student will receive a notice of Intention to Report following the release of the Semester results, which includes information on their right to access an appeals process within 20 working days through AITC's student grievance and mediation process.
- iii. If, at the end of the Semester, the student made satisfactory course progress (that is, the student achieved to pass a min. of 50% of their enrolled units), AITC will continue to monitor the student's performance in accordance with its Early Intervention and Intervention procedures in the following Semester.

4.4.4. AITC will report the unsatisfactory course progress in PRISMS in accordance with ESOS Act, where:

- i. the internal and external complaints processes have been completed and the decision/recommendation supports AITC, or
- ii. student choose not to access internal nor external complaints and appeals process, or
- iii. student withdraws from the internal or external appeals processes by notifying AITC in writing.

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 40 to 49% in a unit. Students can take a maximum of two retakes in one Unit and five in a Course. The retake can consist of one or more of the following (it will be decided by the unit coordinator) whether this will require the student to:

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

4.5.2. AITC accepts that, for a variety of circumstances, a student may fail to meet the required standards (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 2018. International students are to be directed to specific guidance on the options available to them from the Student Service Office.

4.5.3. Students wishing to retake a subject should apply in writing to the Course Coordinators. The application will be assessed by the Course Coordinators and the Registrar 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 AITC as to the outcome of their application. Should the application be successful, applicants will be additionally informed of:

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

4.5.4. Students wishing to accept retake options should:

- i Inform the Course Coordinators, in writing, of their intention;
- ii Complete, sign and forward to the Course Coordinators any additional registration documentation as requested; and
- iii 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 Home Affairs (DHA).

#### **4.6. Exclusion**

4.6.1. The Course Coordinators will monitor and record 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 above).

- 4.6.2. Following completion of the steps outlined in the Learning Contract, as part of an Intervention Strategy (see Item 4.4.2), if a student continues to fail to meet satisfactory progression requirements, the student shall be excluded from their course of study.
- 4.6.3. A student may be excluded from a course of study if they:
  - i Exceed the maximum period of candidature;
  - ii Fail a core unit twice; (See 4.6.5 below).
  - iii Fail more than 50% of the course in two consecutive semesters and after the intervention strategy has been utilised; or
  - iv Are in breach of any other 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 Academic Dean and accompanied by evidence. Evidence could be in the form of Medical Certificates or a special letter of consideration from the Course Coordinators or the Registrar.

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

Where the Course Coordinators, in consultation with the Academic Dean, considers that grounds for exclusion exist, or are likely to exist, a Warning letter from the Student Service Office shall be sent to the student advising them of this situation. Students failing to make satisfactory academic progress will 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.

Where the student has been assessed as not meeting course progress or attendance requirements, AITC must provide a written notice to the student as soon as practicable which

- notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance
- informs the overseas student of the reasons for the intention to report
- advises the overseas student of their right to access the registered provider's complaints and appeals process.

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

The Course Coordinator is 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 Academic Dean and the Registrar to ensure that records of student progression, achievement and completion are verified to be accurate and duly recorded and that a student has satisfactorily completed all course requirements before recommending to the Academic Board that they are eligible to graduate. Once Academic Board confirms the graduand has satisfied all graduation criteria, it will recommend to AITC's Council that a student be admitted to the award of a prescribed qualification. AITC's Council will approve a list of students who are eligible to be awarded a qualification and to graduate.



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- 4.9.2. Students who are in debt to AITC 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 Account Manager. Students who are eligible to graduate shall apply to the Student Service Office 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 AITC 'in absentia'.
  - 4.9.4. Approved academic dress shall be worn by graduands at the graduation ceremonies. Graduates of AITC will be entitled to become members of the Alumni Association and to display the award conferred.
  - 4.9.5. At all times graduation and certification of awards is to be compliant with the requirements listed in **Appendix A** of this policy.

## Appendix A

(AQF Qualifications Issuance Policy, Australian Qualifications Framework Council [www.aqf.edu.au](http://www.aqf.edu.au))

### Qualifications and Certification

1. Qualifications, other than higher doctoral or honorary qualifications, are awarded only if a course of study leads to the award of that qualification and all the requirements of the course of study have been fulfilled.
2. Higher doctoral qualifications require significant, sustained original contributions to a field of research over and above the requirements of a doctoral degree and are awarded in accordance with the higher education provider's specific policies and academic governance requirements for the award of Higher Doctoral Degrees.
3. When an Australian Higher Education Qualification is offered, the course of study leading to the qualification is either self-accredited under authority to self-accredit or accredited by TEQSA and the learning outcomes for the qualification are consistent with the level classification for that qualification in the *Australian Qualifications Framework*.
4. Awardees of qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly:
  - a. the name of the registered higher education provider issuing the documentation
  - b. the full name of the person to whom the documentation applies
  - c. the date of issue
  - d. the name and office of the person authorised by the higher education provider to issue the documentation, and
  - e. if the qualification is recognised in the Australian Qualifications Framework, the testamur and/or the graduation statement is certified with either the logo of the Australian Qualifications Framework or the words, 'This qualification is recognised within the Australian Qualifications Framework'.
5. All certification documentation issued by the higher education provider is:
  - a. unambiguously issued by the registered higher education provider
  - b. readily distinguishable from other certification documents issued by the higher education provider
  - c. protected against fraudulent issue
  - d. traceable and authenticable
  - e. designed to prevent unauthorised reproduction, and
  - f. replaceable by the higher education provider through an authorised and verifiable process.
6. Testamurs state correctly, in addition to the requirements for all certification documentation:
  - a. the full title of the qualification awarded, including the field or discipline of study
  - b. any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study), and
  - c. if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of another language to develop proficiency in that language.
7. Records of results state correctly, in addition to the requirements for all certification documentation:



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- a. the full name of all courses and units of study undertaken and when they were undertaken and completed
  - b. credit granted through recognition of prior learning
  - c. the weighting of units within courses of study
  - d. the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall
  - e. where grades are issued, an explanation of the grading system used
  - f. where a course of study includes a significant focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus, and
  - g. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.
8. Graduation statements contain, in relation to a course of study and the qualification awarded, the information contained in a record of results, presented in a form that conforms with the requirements for an Australian Higher Education Graduation Statement.
  9. Qualifications that do not align with a qualification that is recognised in the *Australian Qualifications Framework* are not described using the nomenclature of the *Australian Qualifications Framework* or implied to be a qualification recognised in the *Australian Qualifications Framework* or an equivalent qualification.
  10. Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken.
  11. Any documentation issued with the award of an honorary qualification unambiguously identifies the qualification as an honorary qualification.