

Student Progression, Exclusion and Graduation Policy

Purpose	This policy provides guidance in regard to AITC's approach to student Progression, Exclusion and Graduation.
Location	The policy is maintained on ownCloud
Responsible executive	Academic Dean
Responsible office	Academic Dean's Office
Contact officer	TBA
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Related documents	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 Student Academic Integrity Policy
Authority	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 met, 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 tailored to the needs of student cohorts, with particular consideration for international students adjusting to living and studying in Australia.

3. Definitions

Applicants include domestic (onshore) and international (offshore) candidates.

4. Procedures

4.1 Maximum Candidature

4.1.1 Graduate Certificate: 2 years

4.1.2 Graduate Diploma: 3 years

4.1.3 Master's: 4 years

4.2 International Student Progression

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

4.2.1 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.

4.2.2 Students will be advised of the requirements to achieve satisfactory progress or attendance before they commence the course via the Moodle LMS in each study period.

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:

- a) Engaging regularly in learning activities.
- b) Performing adequately in assessment tasks.

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

- a) Academic skills sessions.
- b) Language support sessions.
- c) Extra tutorial groups.
- d) Counselling.
- e) Mentoring sessions.
- f) Combination of the above.

4.4 Intervention Strategy

- 4.4.1 AITC will do their utmost to assist international students in their studies. However, if, at the end of a semester students have not achieved satisfactory progress after early intervention i.e., (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 reference to 4.4.1 the intervention strategy will include the following:
- a) Students will be contacted by email or phone and asked to attend an interview with the Course Coordinators.
 - b) During the interview, students will be counselled as to their suitability or otherwise for the course.
 - c) If a decision is made to allow the student to continue studying at AITC, then students will enter into a formal Learning Contract with the Course Coordinators.
 - d) 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 in the student's file.
- 4.4.3 If there is no observed improvement in academic results in the following Semester, students will receive a notice of Intention to Report as soon as practicable which will include information on their right to access an appeals process within 20 working days through AITC's student grievance and mediation process.
- 4.4.4 AITC will report the unsatisfactory course progress in PRISMS in accordance with the ESOS Act, where:
- a) The internal and external complaints processes have been completed and the decision/recommendation supports AITC, or
 - b) The student chooses not to access internal or external complaints and appeals process, or
 - c) Student withdraws from the internal or external appeals process by notifying AITC in writing.
- 4.4.5 A written report will be kept of the procedures undertaken with the student and their outcomes.

5. Unit Retake

- 5.1 A retake is available to students who achieve a mark of 40 to 49% in a unit. Students may take a maximum of two (2) retakes for a single unit and five (5) retakes in total for 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:
- a) Participate in an intensive schedule of study.

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- b) Resubmit an assignment.
 - c) Submit a replacement assignment on a different topic.
 - d) Sit for an examination in the inter-semester break but prior to the commencement of the next semester.
- 52 AITC acknowledges that, for various reasons, a student may fail to meet the required standards (grades) 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 Services Office.
- 53 Students wishing to retake a subject should apply in writing to the Course Coordinators. The application will be reviewed by the Course Coordinators and the Registrar and a determination will be made. If necessary, the student may be required 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:
- a) Which unit's assessment (tests, assignments, examinations) must be retaken.
 - b) The timetable for reassessment.
 - c) The additional fee implications.
- 54 Students wishing to accept retake options must:
- a) Inform the Course Coordinators in writing, of their intention.
 - b) Complete, sign and forward to the Course Coordinators any additional registration documentation as requested.
 - c) Forward payment as requested.
- 55 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).
- 6. Exclusion (Full Time Course Load)**
- 6.1 The Course Coordinators will monitor and record the academic progress of each student and implement remedial support for those students identified as needing assistance to achieve satisfactory progression (Please refer to the Intervention Strategy above).
- 6.2 Following the Intervention Strategy (see Item 4.4.2), if a student continues to fail to meet satisfactory progression requirements, procedures may be implemented to consider whether the student should be excluded from their course of study.

- 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 6.4 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 policy with provision for exclusion.
- 6.4 Initial exclusion will be for a period of at least one year. Students who are excluded for a second time may face exclusion for a period of up to five years.
- 6.5 Students may apply for special permission to attempt a core unit for the third time. Applications must be made in writing to the Academic Dean and accompanied by evidence. Evidence may include medical certificates or a special letter of consideration from the Course Coordinators or the Registrar.

7. Grounds for Issuing a 'Warning' to Students

Where the Course Coordinators, in consultation with the Academic Dean, determines that grounds for exclusion exist, or are likely to exist, a Warning letter from the Student Services Office will 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, 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.

8. Publication of Results

The Course Coordinator is responsible for publishing 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 will be displayed or published using student identification numbers only.

9. Graduation

- 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 the Academic Board confirms the graduate 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.
- 9.2 Students who are in debt to AITC will not have their final grade officially communicated to them nor will 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 will apply to the Student Service Office by the prescribed date to attend the relevant graduation ceremony.
- 9.3 Graduands who are unable to attend a graduation ceremony will have the appropriate award conferred by AITC 'in absentia'.

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- 94 Approved academic dress will be worn by graduates at the graduation ceremonies. Graduates of AITC will be entitled to become members of the Alumni Association and to display the award conferred.
- 95 At all times graduation and certification of awards is to be compliant with the requirements listed in Appendix A (page 7) of this policy.

Appendix A

(AQF Qualifications Issuance Policy, Australian Qualifications Framework Council 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 and 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 must either be 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) which accurately states:
 - 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.
 - 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.
 - 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).
 - 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 accurately state, in addition to the requirements for all certification documentation:
 - 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.
 - 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 format that complies 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 must be provided with 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.