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## Student Progression, Exclusion and Graduation Policy

Purpose	Sets out the Institute's approach to student progression, exclusion and graduation.
Location	The policy is maintained on owncloud (original: Pydio)- <a href="http://cloud.ee.edu.au/owncloud">http://cloud.ee.edu.au/owncloud</a>
Responsible executive	Principal
Responsible office	Principal's Office
Contact officer	TBA
Effective date	30 November 2016
Review date	30 November 2018
Modification history	Jun 2013 (V1), Nov 2016 (V2)
Related documents	No related policies or plans
Authority	Approved by Council

### 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 confirmed lack of progress or misconduct. It further details of the process of confirmation of student course completion and eligibility to graduate.

### 2 Scope

All students of Elite Education Institute.

- 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 completed. This includes safeguarding that students, 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 Admissions policies, requirements and procedures are to be documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
- 2.4 The Course Coordinators 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.
- 2.5 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

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

## 4 Procedures

### 4.1 Maximum Candidature

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

- I. Diploma: 3 years
- II. Bachelor Degree: 8 years

### 4.2 International Student Progression

All international students are required to make satisfactory academic progress during the course of their studies at Elite 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 full-time student is classified as potentially at risk of inadequate course progress (Academic Risk) when it is noted by the Course Coordinators that a student is not:

- I. Attending lectures and/or tutorials; or
- II. 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:

- III. Academic skills sessions;
- IV. Language support sessions;
- V. Extra tutorial groups;
- VI. Counselling;
- VII. Seek mentoring; or
- VIII. Combination of the above.

### 4.4 Intervention Strategy

4.4.1 The Institute 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 (that is, students have not achieved a minimum pass rate of 50% of the course requirements), Elite Education will implement an intervention strategy.

4.4.2 In an intervention strategy the following will happen:

- I. Students will be contacted by email or phone and asked to attend an interview with the Course



Coordinators.

- II. At the interviewed students will be counselled as to their suitability or otherwise for the course.
  - III. If a decision is made to allow the student to continue studying at the Institute, then students will enter into a formal Learning Contract with the Course Coordinators.
  - IV. The learning contract will outline the required steps that are to be taken to improve the student's performance at the Institute. This Learning Contract will be signed by the Course Coordinators 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 and Border Protection (DIBP) and in consequence, their Visa may be cancelled.
- 4.4.3 If there is no observed improvement in academic results in the following Semester, the Institute will report the student to the Department of Immigration and Border Protection (DIBP) 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 If the student believes that they have been treated unfairly, s/he is entitled to make an Appeal through the Institute's student grievance and mediation 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 30 to 49% in a unit. 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.

Elite Education Institute 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 2007*. International students are to be directed to specific guidance on the options available to them from the Student Service Office.

- 4.5.2 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 Student Service 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:
- I. Which unit's assessment (tests, assignments, examinations) must be retaken;
  - II. The timetable for reassessment; and



- III. The additional fee implications.

#### 4.5.3 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 Immigration and Border Protection (DIBP).

## 4.6 Exclusion

4.6.1 The Course Coordinators 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 above).

4.6.2 Following the Intervention Strategy, 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.

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 Student Service Manager.

## 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.

## 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 Student Service and Administration Manager 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 the Institute's Council that a student be admitted to the award of a prescribed qualification. The Institute's Council will approve a list of students who are eligible to be awarded a qualification and to graduate.
- 4.9.2 Students who are in debt to Elite 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 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 Elite Education Institute 'in absentia'.

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

- 4.9.4 At all times graduation and certification of awards is to be compliant with the requirements listed in Appendix A of this policy.



## Appendix A

### 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 of 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:
  - 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 particular 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 particular 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.