

# Support for Students Policy

|                 |                                  |               |                   |
|-----------------|----------------------------------|---------------|-------------------|
| Policy Category | Policy/guideline/procedure/rules |               |                   |
| Review          | 3 years from the Approval Date   |               |                   |
| Policy Code     | AP053                            |               |                   |
| Contacts        | policy@imc.edu.au                |               |                   |
| Version         | Approval Authority               | Approval Date | Commencement Date |
| 2024.04         | Deputy President<br>(Management) | 1 April 2024  | 1 April 2024      |

## 1. Purpose

The Australian National Institute of Management and Commerce (IMC) is committed to ensuring its students are provided with the support and resources required to assist them to be successful in their studies. This policy outlines how IMC will identify students who are at risk of not successfully completing their units of study and the support available to students to assist them with successfully completing their units of study, including IMC's processes for ensuring that students are aware of these support options.

This policy is published in accordance with IMC's obligations under the *Higher Education Support Act 2003* (Cth).

This policy should be read in conjunction with the guidelines and procedures sections of this policy and other relevant policies, including:

- a) [Assessment Policy](#)
- b) [Assessment Procedures](#)
- c) [Bullying Harassment and Discrimination Prevention Policy and Procedure](#)
- d) [Critical Incident Response](#)
- e) [Examination Policy](#)
- f) [Examination Procedures](#)
- g) [Examination Supervision Procedure](#)
- h) [Examination Supervision Policy](#)
- i) [International Students Enrolment Amendments and Variations Procedures](#)
- j) [Intervention Strategies, Procedures and Guidance Note](#)
- k) [Sexual Assault and Sexual Harassment Policy](#)
- l) [Student Academic Integrity Policy](#)
- m) [Student Academic Integrity Procedure](#)
- n) [Student Consultation Policy](#)
- o) [Student Complaints and Appeals Policy](#)
- p) [Student Complaints and Appeals Procedure](#)
- q) [Student Progression, Exclusion and Graduation Policy](#)
- r) [Student Progression, Exclusion and Graduation Procedures](#)
- s) [Student Selection and Admission Policy](#)
- t) [Student Selection and Admission Procedures](#)
- u) [Student Study Load Policy](#)

- v) Student Study Load Procedure
- w) Student Survey Policy
- x) Student Survey Procedures

## 2. Policy Statement

IMC will ensure that support is available to students to assist them with successfully completing their units and that students are made aware of these support services throughout their study.

### Students At Risk of Not Successfully Completing Units

- (1) IMC will undertake the intervention strategy to identify students who are at risk of not successfully completing their units of study in accordance with *GU011 Intervention Strategies, Procedures and Guidelines*.
- (2) IMC will communicate with students identified as at risk to ensure they are aware of support services available to assist them in successfully completing their units of study.

### Support Services Available to Students

- (3) IMC offers, either directly or through a third party, numerous support options for students to assist in the successful completion of their units of study, including:
  - a) Library services
  - b) Student wellbeing services, including but not limited to professional counselling services, career development, and student social activities.
  - c) Assessment guides
  - d) Academic literacy workshops
  - e) Academic English language support
  - f) Course advice and enrolment support
- (4) IMC will publish this *Support for Students Policy* as well as more information regarding support for students on its website and any other internal sites as deemed appropriate.

## 3. Version Control

| Historical Version | Approved by | Approval Date |
|--------------------|-------------|---------------|
| Nil                |             |               |