

STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY

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Contacts	policy@imc.edu.au		
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1. PURPOSE

Maintaining high academic standards and graduate outcomes is a priority at the Australian National Institute of Management and Commerce (the Institute or IMC). A student’s academic achievement is expected to meet the required minimum standards, and that progress through a course will be satisfactory.

This policy outlines the principles by which each student's academic progress is 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 a validated lack of progress and details confirmation of student course completion and graduation eligibility. The policy ensures that decisions about academic progression, exclusion and graduation are fair and based on consistent and transparent principles and processes.

2. SCOPE

This policy applies to all students and all institute staff responsible for managing student academic progress, student support, and maintaining academic standards.

3. DEFINITIONS

Academic risk means a status when students have not maintained satisfactory academic progress and are at risk of facing sanctions and / or not completing their course within prescribed time frames if performance does not improve.

Census date means the last day students can withdraw from a course without academic penalty.

Co-requisite Unit means a unit that must be taken in the same semester as a related unit. Co-requisite units contain complementary associated knowledge which is essential for success in both units.

Department of Home Affairs (DHA) means the Commonwealth Government Department responsible for issuing visas to overseas students.

Domestic student means a student who is one of the following:

- An Australian citizen (including Australian citizens with dual citizenship)
- A New Zealand citizen (including New Zealand citizens with dual citizenship)
- An Australian permanent resident; or
- An Australian humanitarian visa holder

Exceptional Circumstances mean

- personal circumstances that are out of the control of the student and
- that the student could not reasonably have prevented or accommodated, and
- they must have had a significant and demonstrably negative effect on the student's ability to study and / or undertake assessment.

The timing of the circumstances must be relevant to the affected assessments and / or periods of study.

To substantiate a claim of exceptional circumstances, all the elements outlined above must be met. Personal circumstances such as holidays, regular work schedules, or special events will not be considered exceptional circumstances.

Examples of exceptional circumstances will include, but not be limited to:

Medical

- An unexpected illness or an accident causing injury
- A reoccurrence of a chronic illness

Compassionate

Hardship or trauma, such as:

- A death or serious illness/injury of a close family member
- A severe disruption to domestic arrangements
- Being a victim of crime

Other circumstances

- Bona fide religious observance
- Aboriginal cultural practices
- Community service, in the form of jury duty or an unforeseen call to the State Emergency Services or Rural Fire Service.
- A summons to appear in court
- A vehicle accident on the day of the exam or the deadline for submission,

- Unexpected employment circumstances, such as a move interstate at short notice.

All exceptional circumstances must be evidenced by adequate and relevant documentation.

Exceptional Circumstances in this Policy have the same meaning as in AP007 Assessment Policy (Coursework) and AP020 Examination Policy.

Education Services for Overseas Students Act (ESOS) means the legislative framework of requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. The ESOS Act also provides tuition fee protection for international students.

Exclusion or Cancellation means the outcome of the process by which a student's enrolment is cancelled. A student may not re-enrol during the period of exclusion.

Graduation means the formal conferral of an award following the completion of all course requirements.

International student means any student who is not a domestic student.

Intervention means the process by which a student is identified as potentially at risk of not maintaining satisfactory academic progress. It involves counselling and supporting students to improve their academic performance and standards.

Leave of absence means a period that allows students to take a temporary break from studies once they have completed one or more semesters of their enrolled course. A leave of absence allows a student to interrupt her or his studies for a compelling reason, for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus.

Pre-requisite Unit means a unit that must be successfully completed before a student is permitted to enrol in a subsequent or related unit. Making a unit a pre-requisite to another unit ensures that the student has the foundation knowledge and skills to advance to subsequent related units.

Satisfactory academic progress means the minimum level of progress required to maintain academic standards for successful completion of a unit and / or course. A student who does not meet 50% of course requirements will be nominated as having yet to make satisfactory progress.

Student visa means a temporary visa allowing an international student to study at an Australian educational institution for a specified length of time.

4. PRINCIPLES

Monitoring Student Progress

- 4.1 The Academic and Student Services Team is responsible for monitoring the progress of students enrolled in courses at IMC and providing an annual report to the Deputy President (Education) or delegate.
- 4.2 It is the responsibility of academic staff to monitor student academic progress and provide timely formative feedback to students in the relevant unit of study.
- 4.3 It is the responsibility of the unit lecturer, discipline coordinator and Deputy President (Education) or delegate to ensure compliance with the Institute's Teaching and Learning Plans, which provide for specific monitoring of students' academic progress and mechanisms for identifying students at risk in each unit of study.
- 4.4 Unit Lecturers and the Academic Administration team are responsible for ensuring that the requirements for each unit and course of study are satisfactorily completed. This responsibility includes ensuring that students who may be at risk of failure or are deemed to need assistance are identified, counselled and supported whenever possible and that accurate records of student progression, achievement and completion are maintained and communicated as required.
- 4.5 Each student's academic course progress is monitored, recorded, and assessed for each subject/ level in which they are enrolled. This is recorded via the Student Management System (SMS), and relevant notes, etc., are kept on student files.
- 4.6 Information regarding student academic support services, including academic skills sessions and language support sessions, will be made available on the Institute's Learning Management System and in unit outlines.
- 4.7 All students must follow the course rules to complete the course they are enrolled in. This includes meeting all prerequisite and co-requisite unit requirements. In exceptional circumstances, the Deputy President (Education) or delegate may allow students to enrol in a unit without the necessary pre-requisite or co-requisite requirements being met.
- 4.8 Any changes to the rules relating to pre-requisite or co-requisite units must be proposed by the Deputy President (Education) or delegate and approved by the Academic Board.

Minimum Period of Candidature

- 4.9 To graduate with an award, the minimum period of candidature in the award course is as follows.
 - For undergraduate courses, a student is normally required to complete a minimum of one-third of their study at the Institute. For a three-year degree of 144 credit points, a student is normally required to complete 48 credit points at the Institute
 - In postgraduate courses, a student is typically required to complete a minimum of one-half of their study at the Institute

- 4.10 Units completed on a non-award basis at the Institute are considered to be studied at the Institute to determine minimum period of candidature.
- 4.11 The application of recognised prior learning (RPL) to an award course of study, pursuant to the Institute's Recognition of Prior Learning Policy AP016, that reduces the period of candidature below the minimum threshold will not itself prevent graduation with that award.

Maximum Candidature

- 4.12 The normal maximum period of candidature for a course is as follows:
- Doctoral Degree of 3-4 years: 12 years
 - Master's Degree of 2 years duration or less: 6 years;
 - Graduate Diploma: 4 years;
 - Graduate Certificate: 3 years;
 - Bachelor's Degree (including Associate Degree): 10 years;
 - Undergraduate Diploma: 3 years.

The time period is calculated from the date when study first commences. Completion of a course within the maximum candidature period ensures that the qualification is based on current knowledge and skills.

- 4.13 Students are only permitted leave of absence during the course through a formal agreement with the Institute in exceptional circumstances.

Leave of absence will normally only be granted for a maximum of:

- One term from a course with a one-year or one-and-a-half-year full-time duration;
- Two terms from a course with two or more years' full-time duration.

International Student Progression

- 4.14 International student course progress must be monitored to ensure they are on track to complete within the duration of their CoE. They are required to make satisfactory academic progress during their studies at the Institute. Conditions related to international students are further governed by ESOS legislation and the requirements of the National Code 2018.
- 4.15 Student Administration monitors international student course progress via study load according to the *Student Study Load Policy and Procedure*.
- 4.16 The unit lecturer must monitor each international student's progress. Students at risk are counselled and, where appropriate, placed on an intervention strategy.
- 4.17 The administration will make any enrolment amendments and variations in accordance with the Institute's *International Students Enrolment Amendments and Variations Procedures*.

Early Intervention

- 4.18 A student is classified as potentially at academic risk when it is noted by the unit lecturer that a student is:
- not attending lectures and / or tutorials regularly; and / or
 - not performing adequately in assessment tasks; and / or
 - has difficulty communicating effectively in written or spoken English in face-to-face or via electronic communication
- 4.19 The Academic Support Team will be notified by lecturers and tutors of students potentially at academic risk. All possible means of contact with these students will be made. The staff in the Academic Support Team will then counsel identified students to do one or more of the following.
- attend academic skills sessions
 - attend language support sessions
 - attend extra tutorial groups
 - attend one-to-one support
 - attend counselling
 - seek mentoring

Intervention Strategy

- 4.20 The Institute will provide extensive assistance to students with their studies. However, if a student has not achieved satisfactory academic progress after early intervention at the end of a term, the student will be placed on an intervention strategy.

The process for early intervention and the intervention strategy is outlined in the *Intervention Strategies, Procedures, and Guidance Note*.

Exclusion

- 4.21 The Academic and Student Support Officers will monitor each student's academic progress and implement remedial support for those students deemed in need of assistance to achieve satisfactory progression (refer to the Intervention Strategy).
- 4.22 A student may be excluded from a course for unsatisfactory academic progress, as a penalty for misconduct, or for breaching any other Institute policy. This exclusion can be either permanently or for a specific period. When exclusion is applied, the student's enrolment will be cancelled. International students should seek advice from the Department of Home Affairs on the impact of exclusion on their visa.
- 4.23 Unsatisfactory academic progress that may lead to exclusion includes.
- exceeding the maximum period of candidature

- having attempted all assessment tasks, failing more than 50% of the course in two consecutive terms
 - fails more than 50% of the course in a term without attending any classes and / or attempting any assessments
 - fails a core unit twice
- 4.24 Students who identified based on the above as having unsatisfactory academic progress and are not progressing satisfactorily in their course of study will be issued a warning letter regarding their "conditional academic status" and the potential discontinuation of their studies.
- 4.25 Students have the right to appeal this decision through IMC's internal complaints and appeals process within 20 working days, as outlined in the Student Complaints and Appeals Policy and Procedures, to provide a cause or explanation as to why their enrolment should continue.
- 4.26 The Institute will consider all written documentation supplied by the student when determining whether enrolment should continue and, if so, what (if any) conditions should be imposed. Students who fail to submit an appeal with evidence will be excluded, depending on this policy.
- 4.27 If an international student is excluded, the Institute will report that international student to the DHA as stipulated by the National Code 2018.
- 4.28 Initial exclusion shall be for at least one year. Students who are excluded for a second time may be excluded for up to five years. Students wishing to continue study after the period of exclusion must reapply to IMC following the Student Selection and Admission Policy guidelines.
- 4.29 Students may apply for special permission to attempt a core unit for the third time. Applications must be made in writing to the Deputy President (Education) or delegate and accompanied by supporting evidence as to why the student is likely to pass the core unit if permitted to enrol.

Graduation

- 4.30 The Institute ensures that all graduation requirements adhere to the academic standards established by the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards).
- 4.31 The Institute upholds the integrity of AQF qualifications through stringent academic quality assurance processes. These processes include the thorough verification that all students have satisfied the requisite academic criteria, including completing all required units and courses, before being considered eligible for graduation.
- 4.32 The issuance of AQF qualifications is formally approved by the appropriate governing body of the Institute, following a recommendation from the President.

- 4.33 The Institute holds one graduation ceremony in Australia each year. Eligible students are invited to participate in the ceremony. Students who wish to attend must confirm their attendance with Student Services by the prescribed date. Graduates must wear approved academic dress at graduation ceremonies.
- 4.34 Graduates who cannot attend a graduation ceremony will have the appropriate award conferred by the Institute in absentia.
- 4.35 Graduates who have completed the entire course of study leading to an AQF qualification are entitled to receive a testamur and an academic transcript. Students who have completed only a portion of the requirements for an AQF qualification are entitled solely to an academic transcript.
- 4.36 The Institute ensures that all certification documentation is issued in accordance with the AQF Qualifications Issuance Policy and the Higher Education Standards Framework (Threshold Standards) 2021.
- 4.37 Students who have a financial debt to the Institute will have their final grades withheld and will be permitted to graduate once the debt has been paid or the Accounting Department has approved payment arrangements.
- 4.38 Graduates of the Institute will be entitled to become members of the Alumni Association.
- 4.39 The Institute has introduced a scholarship and awards scheme to recognise and encourage academic excellence. These scholarships and awards will be presented at Graduation and will follow the criteria set out in the Scholarship and Awards Guideline.

5. RELATED DOCUMENTS

- i. Student Progression, Exclusion and Graduation Procedure
- ii. Assessment Policy and Procedure (Coursework)
- iii. Student Complaints and Appeals Policy and Procedures
- iv. Scholarship Terms and Conditions
- v. Code of Conduct for Students
- vi. International Students Enrolment Amendments and Variations Procedures
- vii. Student Academic Integrity Policy
- viii. Student Selection and Admissions Policy
- ix. Intervention Strategies, Procedures and Guidance Note

6. VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.10	Academic Board	10 October 2024
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The Deputy President (Education) oversees the implementation and compliance of this policy. Please contact the Deputy President's office for any enquiries or clarifications related to this policy.