

STUDENT PROGRESSION, EXCLUSION AND GRADUATION PROCEDURE

Category	Procedure		
Review	3 years from the date of approval		
Code	AP027P		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Review Date
2024.10	Deputy President (Education)	10 October 2024	10 October 2027

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 procedure details how 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 provides the procedure for excluding a student related to a validated lack of progress.

Academic progression, exclusion, and graduation decisions are fair and based on consistent and transparent principles and processes.

This Procedure should be read with Student Progression, Exclusion and Graduation Policy (AP027).

2. PROCEDURES

2.1 Academic Progression Monitoring

Satisfactory academic progression refers to the minimum achievement required to complete a unit or course. Typically, students are considered to be making satisfactory progress if they meet 50% of the course requirements. Students' progress towards meeting the course or program requirements is assessed based on their Academic Risk Level and Category.

As reported by lecturers, students identified as potentially “at risk” are assigned a risk level from one to four during their study of units each term. This assessment determines the early intervention strategies implemented by the Institute according to the Intervention Strategies, Procedures, and Guidance Note.

Student Administration conducts data analysis after each term’s results are released to monitor every student's academic progress and classify students who have failed units into four categories. Students not making satisfactory progress, if they failed in 50% or greater of the units in one term, are deemed to be at risk of not successfully completing their program of study within the expected duration. Based on the identified category, appropriate intervention strategies are applied according to Intervention Strategies, Procedures, and Guidance Note.

2.2 Intervention Strategy

Where an intervention strategy is required, the following procedure will be followed:

- (i) A warning letter indicating the student's "conditional academic status" and the potential discontinuation of their studies will be sent to them by email.
- (ii) The student will be allowed to appeal within 20 working days, as outlined in the *Student Complaints and Appeals Policy and Procedures*. They must provide a written response explaining the reasons for their unsatisfactory progress and why they believe they should continue their studies. They must also submit relevant evidence along with a proposed study plan.
- (iii) The explanation and evidence provided will be assessed and reviewed by the Academic Administration Office and Senior Student Services Manager. They will consider various factors, including the student's academic history, compelling and compassionate reasons, and the proposed measures to improve performance to determine whether the student may continue their studies.
- (iv) Based on the assessment, an interview may be conducted. At the interview, the student will be counselled as to the suitability or otherwise of continuing their course, advised of the risks faced by and the options available to them, and informed of the availability of course advice and support services. The interview will outline the steps required to improve the student’s performance at the Institute. A record of the interview will be placed on the student’s file.
- (v) If the student is allowed to continue, the study plan must be approved by the Deputy President (Education) or their delegate.
- (vi) An international student will be advised that if they continue to make unsatisfactory academic progress in the following term, the Department of Home Affairs will be notified, which may result in the cancellation of their CoE and could affect their visa status.
- (vii) If the decision is made not to allow the student to continue their studies, or the student fails to submit any appeal or explanation, the student’s enrolment will be cancelled with notification, and appropriate steps for exclusion will be taken according to the Institute’s policies.

The process will be conducted in accordance with the *Intervention Strategies, Procedures, and Guidance Note*.

2.3 Exclusion

Students will be notified of the intention to discontinue their enrolment in writing. They will have 20 working days to appeal the decision per the *Student Complaints and Appeals Policy and Procedures*. Failure by the student to appeal within 20 working days will result in automatic exclusion, and the student will be notified of this outcome in writing.

After the 20 working days appeal period has passed, the Student Administration will prepare and send a Notice of Exclusion to the student.

If an international student is excluded, the Institute will report that international student to the DHA as stipulated by the National Code 2018 according to *International Students Enrolment Amendments and Variations Procedures*.

For any exclusion, a detailed written record will be kept of the procedures followed and the outcomes.

2.4 Graduation

Completion Eligibility Verification

The Institute involving Student Administration, Admission, Finance and other teams will assess students' eligibility for completion based on academic requirements and fulfilment of all obligations (e.g., fees, fines, documentation records, and Unique Student Identifier).

The Deputy President (Management) or delegate is responsible for reviewing the records of student progression, achievement, and completion to ensure they are comprehensive and accurate. The Deputy President (Management) or delegate must ensure that a student has satisfactorily completed all course requirements before recommending to the President that the student is eligible to be admitted to the award of a prescribed qualification.

After verification, a Completion Letter will be emailed to eligible students. This letter confirms course completion but is not an invitation to the graduation ceremony.

Conferral

Award students who complete all the requirements of their enrolled course will have the relevant award conferred by the appropriate governing body of the Institute. The list of students approved by the President will be presented to the appropriate governing body of the Institute and sought approval of the list of students who are eligible to be awarded a qualification and to graduate.

Graduation Ceremony

Eligible students will receive an invitation to attend the graduation ceremony. The invitation will include a registration link to confirm attendance. Graduates must complete registration, select their academic dress size, and finalise the academic dress hiring process.

Graduates can receive their testamur on the day of the ceremony. Graduates who cannot attend the ceremony will have their award conferred by the Institute in absentia and may contact Student Services

to arrange the collection of their testamur. The academic transcript, which serves as the official document listing the units completed by the student, can be requested from Student Services after the results have been released.

Alumni

All graduates will be automatically added to the alumni list and will regularly receive the alumni newsletter as well as invitations to participate in various events.

3. RELATED DOCUMENTS

- i. Student Progression, Exclusion and Graduation Policy
- 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

4. VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.10	Deputy President (Education)	10 October 2024
2023.10	Academic Board	12 October 2023
2020.10	Academic Board	26 October 2020
2020.07	Academic Board	27 July 2020
2018.11	Academic Board	26 November 2018
2016.08	Academic Board	15 August 2016
2015.10	Academic Board	22 October 2015
2013.12	Academic Board	19 December 2013
2009.04	Academic Board	2 April 2009

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.

