



Document: Student Progression, Exclusion and Graduation Policy and Procedure

Approved by: Academic Board

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1.0 Overview

Wentworth Institute of Higher Education (WIN Higher Education) has designed this policy to detail the rules for meeting course completion requirements, to define the grounds for exclusion related to lack of satisfactory progress, and to detail confirmation of student course completion and eligibility to graduate.

WIN Higher Education also requires that the academic progress of each student is monitored so that students who are determined to be 'at risk' can be provided with advice and support to ensure successful course completion whenever possible.

2.0 Maximum candidature

Students must meet the requirements of a course within a prescribed number of years from the date of first enrolment. The rationale for placing a timeframe on course completion is to ensure that the qualification awarded reflects currency of knowledge and skill.

2.1 Years to complete

The number of years allowed to complete the requirements of a course is listed in the table below. The time elapsed will be calculated from the date that the student commenced their first semester of study.

Courses	Full time		Part time	
	Min	Max	Min	Max
Undergraduate Level				
Undergraduate Certificate (Based on 4 subjects)	1 Semester	1 Year	1 Year	2 Years
Diploma (packaged course) (Based on 8 subjects)?	1 Year	2 Years	2 Years	4 Years
Bachelor (Based on 24 subjects)	3 Years	6 Years	6 Years	8 Years
Postgraduate Level				
Graduate Certificate (Based on 4 subjects)	1 Semester	1 Year	1 Year	2 Years
Graduate Diploma (Based on 8 subjects)	1 Year	2 Years	2 Years	4 Years
Master (Based on 16 subjects)	2 Years	4 Years	4 Years	8 Years

Note: International students are required to undertake full time studies unless application for Reduce Study Load is approved.

2.2 Applications for an extension of time

Students who fail to complete within the prescribed period and who can reasonably be expected to meet the course requirements in accordance with the above completion table may apply for an extension of time. Each application will be considered on its merits and with reference to the student's academic progression to date.

Applications for an extension of time to complete the course must:

- be made in writing to the Registrar at least one semester prior to the expiry of the student's prescribed period of maximum candidature.
- include reasons for the student's inability to complete the qualification in the prescribed time period.

The Registrar will provide a written response to the student within twenty working days outlining the decision and informing the student of their right to appeal the decision.

2.3 Students who fail to complete within the time limit

Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated and a statement noting that the maximum period of candidature has been exceeded will appear on the final academic transcript issued to the student. The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

2.4 Leave of Absence and Deferral

New students, upon accepting their offer, may request for deferral of their enrolment up to one semester or up to one year only. This request will be reviewed based on extenuating circumstances.

Continuing students may apply for leave of absence or deferral up to a maximum of two semesters or one year. Additional request for leave of absence or deferral may be requested based on ongoing extenuating circumstances.

3.0 Requirement to maintain minimum academic standards

Students are required to maintain satisfactory academic standards in their course. Satisfactory academic standard means:

- No more than one failure in a particular subject of study; and
- Must not fail more than 50% of the subjects / credit points attempted or enrolled in a semester.

The Academic Support Manager will monitor and provide a report to the Assessment Review Committee on the academic performance or progression of each student against the minimum academic standards at the end of each semester. Where a student has failed to meet the minimum academic standards or progression, the Assessment Review Committee will deem that student as being 'at risk'.

The Academic Support Manager will notify the students 'at risk' and will require meeting with the Registrar as part of intervention.

3.1 Students deemed 'at risk'

The Academic Support Manager, in consultation with the Registrar, will contact each student who is deemed to be 'at risk' and arrange an appointment with the Registrar to discuss intervention strategies. The student will also be advised of the possibility that conditions may be placed on their enrolment.

During the intervention strategy meeting, the Registrar and the student will determine what additional support will be provided to the student. This may include, but not limited to, the student:

- attending academic and study skills programs;
- attending tutorial or study groups;
- receiving academic advice from the Course Director or the Lecturer;
- attending counselling including those related to personal or family issues affecting the student's academic progression;
- receiving mentoring from academics or Student Support Officer; or
- a combination of the above and a reduction in study load (reduced study load).

After the meeting, the Registrar will notify the student of what was discussed and the agreed intervention strategies which will serve as official record of discussion for the student. A record of intervention strategies will also be sent to the Academic Support Manager. This will be placed on the student's file.

3.2 Students who continue to fail to meet minimum academic standards

If a student continues to fail to meet minimum academic standards after an intervention strategy has been put in place, the student will be placed on Exclusion. The Academic Support Officer, in consultation with Registrar, will notify the student of exclusion and will request that the student provide a written statement within twenty working days to appeal against exclusion.

The student must outline reasons why they should be permitted to continue their enrolment in the course. A student who does not submit a written statement by the due date shall have their enrolment terminated. The Registrar shall consider the written statement and may:

- terminate the student's enrolment; or
- permit the student to continue with or without specific conditions.

The Registrar will provide a written statement to the student within twenty working days outlining their decision and informing the student of their right to appeal the decision.

A student who is permitted to continue their enrolment in the course, and with conditions imposed, who again fails to attain the minimum academic standards or breaches the conditions imposed, will have their enrolment terminated due to unsatisfactory academic progress.

3.3 Consequences of termination of enrolment

Students whose enrolment is terminated due to unsatisfactory academic progress or exceeding the maximum period of candidature cease to be a student of WIN Higher Education. Any access to WIN Higher Education facilities will be terminated.

However, a student may wish to apply for re-admission after one year and this is not automatic. Students must meet the admission requirements in line with the *Student Selection and Admissions*

Policy and Procedure. In addition, approval from the Registrar, in consultation with the Dean, is required.

4.0 Exclusion or Suspension due to Misconduct

The Academic Integrity Committee may recommend to the Dean that a student be excluded or suspended due to the severity of academic or non-academic misconduct. The Academic Integrity Committee will be required to submit a written recommendation to the Dean prior to applying this penalty.

Students whose enrolment is terminated due to misconduct, cease to be a student of WIN Higher Education. Any access to WIN Higher Education facilities will be terminated.

5.0 Failing a prerequisite subject of study

Under normal course progression, a student who has not passed a prerequisite for entry to a particular subject of study will not be allowed to enrol in that subject. However, where a student believes that this requirement may adversely affect their course progress, the student may seek a review of this requirement by writing to the Course Director. The Course Director, in consultation with the Dean, will assess the student's academic record. If the Course Director and the Dean believes the student has a fair chance of success, they may allow the student to repeat the prerequisite subject concurrently with the subject for which it is a prerequisite. The Course Director will notify the student of this decision.

6.0 International students

In accordance with student visa conditions, international students are required to always maintain a full-time study load in each semester during their course. The one exception to this requirement is when an international student has less than a full-time load in their final semester of study (usually due to failure in subjects in the previous semesters, taking subjects in Semester 3 (Summer), or RPL).

International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered course duration). The course duration is noted on the student's eCoE and study visa.

The Academic Support Manager will monitor the international students' academic progress at the end of each semester to determine if the student has met the minimum academic standards and will be able to complete their studies within the registered course duration. Where necessary an intervention strategy will be put in place (as described above under 3.1). The course duration may be extended where an intervention strategy has been implemented.

If after an intervention strategy has been put in place, and an international student further fails to meet the minimum academic standards in a succeeding semester/s, the Academic Support Manager, in consultation with the Registrar, will inform the student in writing of the intention to report the student for not achieving satisfactory academic progress.

The student will also be advised that they have a right to appeal the decision within twenty working days. During the period for lodging an appeal, and if the student lodges an appeal, the student has a right to continue their studies in the course while the appeal is being considered.

After all grievance and appeals processes are finalised, or if the student has chosen not to access the appeals process within twenty working days, the student's enrolment will be formally terminated and WIN Higher Education will report the student to Department of Education and Training via PRISMS for the visa condition breach.

6.1 Termination of enrolment due to non-enrolment

International students who fail to enrol in a particular semester will have their enrolment terminated unless there is a prior approval to defer by WIN Higher Education.

6.2 Termination of enrolment due to non-payment of fees

International students who fail to pay their fees including any agreed instalment payment plan will have their enrolment terminated.

7.0 Appeals

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Registrar within twenty working days of the student receiving written notification of the decision. The Registrar will normally respond in writing to the appeal within twenty working days and may confirm or vary the decision.

If a student remains dissatisfied with the outcome of their appeal, they may utilise WIN Higher Education's *Academic Grievance Handling Policy and Procedure for Students*.

8.0 Graduation

The Academic Support Manager will monitor student progress and verify that a student has satisfactorily completed all course requirements before recommending to the Assessment Review Committee that a student be awarded a qualification.

The Assessment Review Committee will compile a list of students who are eligible to graduate and table the list at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors, which is authorised to confer awards, will approve the issuing of the testamurs.

Students who have an outstanding debt to WIN Higher Education shall not be permitted to graduate until such debts have been paid.

The Academic Support Manager will advise the students in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia.

9.0 Publication

The Student Progression, Exclusion and Graduation Policy and Procedure will be published on WIN Higher Education website at www.win.edu.au.

10.0 Legal and Policy Framework

- Australian Qualifications Framework (AQF)
- Higher Education Standards Framework (Threshold Standards) 2015
- Tertiary Education Quality and Standards Agency Act 2011
- Education Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)

11.0 Related document

- Student Selection and Admissions Policy and Procedure
- Academic Integrity and Student Misconduct Policy
- Academic Grievance Handling Policy and Procedure for Students
- Credit and Recognition of Prior Learning (RPL)

Version/Date	Changes	Approval
V1.4/09.2015		Academic Board
V2/11.2022	Full review of the policy and procedure that includes section on leave of absence, deferral, exclusion due to misconduct, termination of enrolment due to non-enrolment and non-payment of fees.	Academic Board