



Student Enrolment, Progression and Exclusion Policy

| | |
|--|---|
| Policy Category | Academic |
| Policy Code | ACA-HE-07 |
| Policy owner | Principal Executive Officer (PEO) |
| Responsible Officer | Principal Executive Officer (PEO) |
| Approving authority | Academic Board |
| Contact Officer | Registrar |
| Approval date | 29 November 2023 |
| Commencement date | 30 November 2023 |
| Review date | 3 years |
| Version | 2023.1 |
| Related Documents | Advanced Standing Policy Advanced Standing Procedure National Code of Practice for Providers of Education and Training to Overseas Students 2018 Student Admission Policy Student Admission Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure International Student Deferment, Suspension and Cancellation of Study Policy International Student Deferment, Suspension and Cancellation of Study Procedure |
| HESF (Threshold Standards) 2021 | 1.3.1; 1.3.2; 1.3.3; 1.3.4; 1.3.5; 1.3.6; 7.2.2 |

1. Purpose

This Policy and the associated Procedure detail the rules for meeting enrolment and course progression requirements at the Australian Institute of Higher Education Pty Ltd ('the Institute'), outline the process and define the grounds for exclusion due to unsatisfactory course progression.

2. Principles

The key principles informing this Policy are to:

- Provide the framework and guiding principles for the enrolment of commencing and continuing students at the Institute; and
- Set out the Institute's obligations and expectations for the management and review of academic progress.

3. Context

This Policy has been developed to express the Institute's commitment to providing a supportive student-centred learning environment which maximises the potential for its students to succeed in their studies.

Enrolment is the process by which a student selects and registers for their selected units to study in a course for that year, semester or block through the AIH student management system (SMS). The status of a student's academic progress and other factors may impact on a student's eligibility to enrol or remain enrolled in a course or courses. The Institute requires that the academic achievement of each student is monitored so that students who are assessed as being "at risk" can be provided with advice and support to ensure successful course completion where possible.

Academic progress is the process by which a student advances in their program of study by incrementally meeting the academic and administrative requirements for the program. Maintaining satisfactory academic progression is essential as it signifies that a student is achieving the learning outcomes for each stage of their course and is on track to complete the course. A student's progress through a course may be advanced if they have been granted credit for prior learning.

4. Scope

This Policy applies to all students at the Institute enrolled in a course.

Clauses related to course progression apply to students in award courses only.

5. Definitions

See the AIH Glossary of Terms for definitions.

6. Policy Details

Requirements for enrolment and satisfactory academic progress that apply to the Institute include:

- compulsory study periods;
- a maximum time in which a student must complete their course;
- a minimum and maximum study load; and
- limits on the number of times a student may repeat a failed subject.

Students are required to maintain continuous enrolment in their course, unless they have taken approved leave or are on suspension.

Course-specific academic progress and enrolment requirements may be determined by the Dean and approved in accordance with the course proposal approval process. These requirements may include conditions imposed by accreditation bodies or organisations that provide professional placements.

International students studying in Australia on a student visa must comply with the academic progression and enrolment conditions of their visa.

6.1 Maximum Time for Completion

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.

A student must complete their course within the maximum time for completion of their

course.

- For undergraduate and postgraduate coursework courses, the maximum time for completion is $2n + 1$ year (where n = normal full-time duration of the course in years) or part-time equivalent.
- The Dean may specify a shorter or longer time limit in the course rules for a particular course, subject to the approval of the Academic Board.
- All absences (both approved and unapproved) and any study for credit towards a course (at the Institute or another higher education provider) will be included in the calculation.
- If a student is granted credit towards their course, the normal full-time duration of their course used in the maximum time calculation will be reduced on a pro rata basis. For example, if a student is admitted to a three (3) year undergraduate course with one (1) year of credit, the maximum time for completion will be five (5) years (i.e. 2×2 years + 1 year)

Course durations listed above are the maximum time approved for a student studying without visa restrictions. Student visa holders must maintain a full-time study load and complete their course within the time indicated on the Confirmation of Enrolment (CoE) and in accordance with their visa conditions.

6.2 Block Delivery Model

The Institute offers a Block Delivery Model framework to provide students with the ability to study one unit at a time within a four-week period or block.

The Institute's Academic Calendar comprises of eight (8) compulsory study blocks which are numbered from 1 to 8 and two (2) additional non-compulsory Winter and Summer study blocks. Blocks 1 to 4 constitute Semester 1, and Blocks 5 to 8 constitute Semester 2, with both semesters being compulsory study periods.

Mandating compulsory study blocks enables students to effectively plan their academic schedules and supports course progression. Non-compulsory study blocks provide students with the opportunity to repeat any failed units, maintain academic progression, or complete the course in a shorter duration.

Upon commencing their course, all students are required to enrol in units in each of the compulsory study blocks (1 to 8) to maintain their enrolment with the Institute, unless they have an approved leave of absence or suspension, or there is no requisite unit offered for a student's course.

6.3 Study Loads

- 6.3.1 A standard full-time study load is defined as 80 credit points per calendar year. The minimum study load allowed is 10 credit points per compulsory Block.
- 6.3.2 International students are required to maintain full-time study and enrol in all compulsory Blocks.
- 6.3.3 A full-time study load for commencing students will be applied on a pro rata basis in the first calendar year should a student commence after Block 1. For example, if a student commenced their course in Block 3, then 60 credit points in the first calendar year is deemed to be a full-time study load.
- 6.3.4 The structure of award courses and the calculation of student tuition fees and the student services and amenities fee are based on the principle that 80 credit units represents a standard equivalent full-time student load (1.0 EFTSL).
- 6.3.5 Where a student enrolls in a combination of subjects that amounts to more than 10 credit points in any Block, this corresponds to an overload.
- 6.3.6 A student who wishes to enrol in more than 10 credit points in a single Block must seek approval from the Dean. In their request, the student must indicate the subjects in which they seek enrolment and the reasons for wishing to take the overload.
- 6.3.7 In assessing a request for an overload, the Dean will:
- determine whether the overload will unduly prejudice the student's chances of successfully completing the subjects to be studied during the period of overload; and
 - consider the reasons submitted by the student, the student's previous academic record, and any other relevant matters.
- 6.3.8 Students must pay any fees and charges associated with the additional load.

6.4 Satisfactory Course Progress

All students are required to meet minimum academic standards in order to achieve satisfactory course progression. Students do not meet minimum academic standards if they, during their course engagement;

- fail to maintain sufficient progress so as to enable the student to complete all award requirements within the prescribed maximum course durations or, for international students, within the Confirmation of Enrolment (CoE) timeframe; or
- fail a particular unit of study for a second or third time; or
- fail 50% or more of four (4) consecutive units of study attempted; or
- fail to enrol after an approved study break.

Students who are awarded a supplementary or deferred assessment, or who have any un-finalised grades, will be subject to the provisions of this policy until all their grades are finalised and they are seen to have made satisfactory course progress.

Students' academic performance is assessed against the minimum academic standards by the Board of Examiners. Results are collated and checked before results are released.

If any unforeseen circumstances may arise, causing students to fall behind in their academic progression. In such cases, it may become necessary for students to enrol in additional units in the non-compulsory Winter Block or Summer Block, as determined

by the academic calendar.

Enrolling in the Winter Block or Summer Block allows students to enrol in units required to progress in their course, as not all units are offered in each Study Period.

Students who believe their personal circumstances may impact on their ability to meet the Institute's expectations of satisfactory course progress are advised to seek advice from Students Services, the Academic Success Team, or Academic Success Manager and discuss what action and support they require.

6.5 Students Identified as Not Achieving Satisfactory Course Progress & deemed "At Risk"

If a student is found to not be making satisfactory course progress, the student will be placed on Academic Probation in the next Block with unit enrolments. The Institute identifies students as "at risk" of unsatisfactory course progression in various ways.

6.5.1 Deemed 'At Risk'

Identification of Students at Risk are classified in the following categories:

- history of unsatisfactory academic progression in previous academic institutions;
- failing a particular unit of study for a second or third time;
- failing 50% or more of four (4) consecutive units of study attempted ;
- failing to enrol after an approved study break;
- failing to maintain sufficient progress so as to enable the student to complete all award requirements within the prescribed maximum course durations or, for international students, within the Confirmation of Enrolment (CoE) timeframe.

6.5.2 Early Identification & Intervention Strategies

Students may also be identified as requiring additional support without being deemed 'at risk'. Academic staff may identify students throughout the study period who:

- have not been attending scheduled unit sessions regularly;
- not submitting or failing the first assessment task in a scheduled unit;
- not performing adequately in assessment tasks;
- not logging into or not engaging with the Learning Management System (Moodle).

The Institute will communicate with and offer academic counselling to any student identified as not achieving satisfactory course progress, through the Academic Success Team. Further information can be found in the **Student Enrolment, Progression and Exclusion Procedure**.

6.6 Students Who Continue to Fail to Meet Minimum Academic Standards

If a student does not make satisfactory course progress after being identified as 'at risk', the student will be issued with a notification outlining the Institute's intention to exclude the student from the Institute.

6.7 Appeals

Students may appeal against a decision made under this Policy and the associated

Procedure. Appeals must be made as prescribed in the appeals process outlined in the **Student Complaint and Appeal Policy and associated Procedure**.

7. Legislation

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 is designed to support the integrity of the Australian Government's migration laws by requiring international students to complete their course within its expected duration (i.e. the standard number of study periods for a student undertaking a full-time load, or the registered course duration). International student visas include a condition that requires the student to progress through their course satisfactorily. Satisfactory course progress for the purposes of this Policy is defined as meeting the minimum academic standards as defined in section 6.2.

In addition, this Policy and the associated Procedure comply with the following Higher Education Standards Framework standards:

1.3 (Orientation and Progression), which specifies that:

"1. Successful transition into courses of study is 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.

2. Specific strategies support transition, including:

- a) assessing the needs and preparedness of individual students and cohorts
- b) undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
- c) providing access to informed advice and timely referral to academic or other support.

3. Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes.

4. Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study.

5. Trends in rates of retention, progression and completion of student cohorts through courses of study are monitored to enable review and improvement.

6. Students have equivalent opportunities for successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study."

1. 7.2 (Information for Prospective and Current Students), which specifies that:

"2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:

- a. information to assist in decisions about courses or units of study, including the course

design, prerequisites, assumed knowledge, when and where courses/units are offered, application dates, arrangements for recognition of prior learning, standing credit transfer arrangements, pathways to employment and eligibility for registration to practice where applicable

b. information to assist in planning for and participation in educational and other activities, including contact points, advice about orientation and induction, delivery arrangements, technical requirements for access to IT systems for online activities, timetables, access to learning resources, avenues to participate in decision making and opportunities to participate in student representative bodies

c. information to outline the obligations of students and their liabilities to the higher education provider including expected standards of behaviour, financial obligations to the higher education provider, critical deadlines, policies for deferral, change of preference/enrolment and leave of absence, particular obligations of international students, disciplinary procedures, misconduct and grounds for suspension or exclusion

d. information to give access to current academic governance policies and requirements including admission, recognition of prior learning, transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment

e. information to facilitate access to services and support including the types of services available such as educational resources including English language support, personal support services, cultural support and ancillary services, hours of availability, how to access services and emergency contact details where applicable

f. information to assist in resolution of grievances, including an explanation of processes for resolution of grievances and complaints and internal and external appeals processes, guidance on how to participate in the processes and sources of assistance including advocacy, and

g. information to assist international students studying in Australia if applicable, including indicative costs of living and studying in Australia, accommodation options, arrangements for health care and, where applicable, schooling obligations related to school-aged dependents (including the possibility that school fees may be incurred).

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at November 2023 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au/> under 'Policies and Procedures'.

| Change and Version Control | | | | |
|-----------------------------------|--------------------|--|-----------------------|------------------------|
| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 2016-2 | Registrar | Updated template. | 14 July 2016 | 15 July 2016 |
| 2017-1 | Ms. McCoy | Revised and edited content Renamed section on International Students to 'Relevant Legislation' Restructured document; added table at beginning | 22 February 2017 | 6 March 2017 |
| 2017-2 | Registrar | Updated to reflect change in the National Code. | 15 December 2017 | 16 December 2017 |

| | | | | |
|--------|--|--|-------------------|-------------------|
| 2018.1 | Registrar | Updated course progress rules. | 19 February 2018 | 19 February 2018 |
| 2019.1 | Principal | Update the Title of Policy Owner and Responsible Officer to Principal and updated Section 6.0 | 18 November 2019 | 19 November 2019 |
| 2020.1 | Chief Executive Officer | Update for Postgraduate courses Update the Title of Policy Owner and Responsible Officer to Chief Executive Officer | 24 April 2020 | 24 April 2020 |
| 2020.2 | Academic Success Manager/Chief Executive Officer | Updated course progress support details, formatting and proofed for student comprehension | 24 September 2020 | 25 September 2020 |
| 2021.1 | Registrar | Updated policy owner and responsible officer to CEO/Principal | 14 April 2021 | 15 April 2021 |
| 2022.1 | Registrar | Updated to reflect change in processes and Block Model delivery. Updated Higher Education Standards Framework [Threshold Standard] 2021 | 25 May 2022 | 26 May 2022 |
| 2023.1 | Principal Executive Officer | Further updates for the block model to reflect mandatory study periods, full-time study requirements and maximum time for course completion. | 29 November 2023 | 30 November 2023 |