



## ACADEMIC PROGRESS, ENROLMENT AND GRADUATION POLICY

<b>Approving Authority</b>	Academic Board	<b>Approval Date of Last Revision</b>	21 Mar 2019
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<b>Governing Authority</b>			
<b>Responsible Officer</b>	Head of School		
<b>Related Documents</b>	Academic Progress Procedure Conferral and Graduation Procedure Enrolment and Withdrawal Procedure Admissions Policy (and related Procedure) Assessment Policy (and related Procedure) Credit and RPL Policy (and related Procedure) Equity and Diversity Policy (and related Procedure) Records Management Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	30/1/2018	Draft policy considered by Academic Board
1.1	20/2/2018	Policy approved by Academic Board
1.2	21/3/2019	Provision for students to access academic transcript prior to completion of award

## **1. PURPOSE**

1.1 The Academic Progress, Enrolment and Graduation Policy:

- sets out Adelaide Institute of Higher Education's (AIHE's) obligations and expectations for the management and review of academic progress;
- provides the framework and guiding principles for the enrolment of commencing and continuing students at AIHE; and
- provides clear guidance on AIHE requirements and responsibilities for conferral of awards, graduation ceremonies, and documentation of students' achievement and results.

## **2. SCOPE**

2.1 The Academic Progress, Enrolment and Graduation Policy applies to all prospective and current students and staff at AIHE, and to all courses, subjects and awards offered by AIHE.

## **3. POLICY STATEMENT**

3.1 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 progress 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.

3.2 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 study period through the AIHE student information management system (SIMS). 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.

3.3 Conferral is the process of awarding a degree once it has been confirmed that a student has met all the requirements of their award. The student is then eligible to become a graduate of AIHE.

## **4. REQUIREMENTS FOR ACADEMIC PROGRESS, ENROLMENT AND GRADUATION**

4.1 Requirements for satisfactory academic progress that apply to AIHE coursework programs include:

- 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.

4.2 Students are required to maintain continuous enrolment in the program to which they have been admitted, unless they have taken approved leave or are on suspension.

4.3 Course-specific academic progress and enrolment requirements may be determined by the Head of School 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.

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

4.5 AIHE is required to monitor and report international students studying in Australia on a student visa who do not meet certain conditions to the Federal Government in accordance with the *Education Services for Overseas Students (ESOS) Act* and *National Code*.

4.6 Council will only confer an award currently approved by Academic Board, where a program of study leads to the conferral of that award and all the requirements of the course have been fulfilled. If Council confers an award, AIHE will issue a testamur for the degree or other award.

## **5. ACADEMIC PROGRESS, ENROLMENT AND GRADUATION PRINCIPLES**

5.1 AIHE will clearly communicate in writing and in clear and plain English, requirements of academic progress, enrolment and graduation and key dates to students before they commence in their program or enrol in a course.

5.2 To be enrolled at AIHE, students agree to be bound by the policies and procedures of AIHE and agree to pay all fees, levies and charges directly arising from their enrolment.

5.3 It is the responsibility of the student to meet academic progress and overall enrolment requirements for their program of study.

5.4 AIHE will have systems in place to monitor student progress and will support students to meet subject requirements, learning outcomes and academic progress requirements.

5.5 Students can defer commencement of their course or temporarily suspend their enrolment once they have commenced studies in certain compassionate and compelling circumstances. Deferment, suspension or cancellation of enrolment may affect an international student's visa.

5.6 AIHE will take reasonable action to ensure a student who is admitted to an award course is able to enrol in subjects that will enable the student to complete the requirements of the course.

5.6.1 Where a course is altered or cancelled, AIHE will allow students to complete their course under the course rule that applied when they were first enrolled, or determine other arrangements for the completion of the course on the condition that such arrangements do not unreasonably disadvantage those students affected by the alteration or cancellation of the course in question.

5.7 AIHE may amend a student's enrolment or program of study in certain circumstances, to meet AIHE and/or legal compliance requirements.

5.8 An enrolled student remains enrolled until:

- the student notifies AIHE that they have withdrawn from the course;
- the student is deemed by AIHE to have withdrawn in accordance with sub-clauses 5.8.1-5.8.3 of this Policy;
- the student is precluded from completing their studies or suspended from AIHE; or
- the student has completed their program of study.

5.8.1 A commencing student is deemed to have withdrawn from their course if they do not enrol or they withdraw without penalty in their first study period, except where they have been granted a leave of absence.

5.8.2 A continuing student is deemed to have withdrawn from their course if they are not enrolled at any census date for two successive academic years.

5.8.3 Any student who takes a leave of absence without following the processes prescribed by this Policy (and described in the Enrolment and Withdrawal Procedure) is deemed to have withdrawn from their program.

5.9 A student who has passed a subject cannot re-enrol in the same or an equivalent subject in the same course. Students who do this will have their subject enrolment cancelled and receive a refund for fees or charges incurred.

5.10 Students are entitled to apply for leave from study. A period of leave will not normally exceed a total of 12 months.

5.11 Students may withdraw from a course or subject without penalty prior to the published deadline. Withdrawal after this date will impact the grade assigned to a subject and the student's academic progress status, and will result in a financial liability to the student.

5.12 If a student fails to meet academic progress or enrolment requirements AIHE may suspend or exclude that student from a course, or impose conditions on their enrolment. Students will have the right to appeal this decision.

5.13 An award will only be conferred when a student has completed all academic progress requirements for their course and has cleared any debt owing to AIHE. Students will not have completed requirements for an award until all grades are finalised.

5.14 An academic transcript is issued to a student at the conferral of an award and, for a fee, upon request even when the units completed do not lead to the award or a qualification. Staff are authorised to issue an academic transcript to students who have successfully complete one or more units of study. Students may at anytime, access a record of their past results and print an unofficial record in the student system.

5.15 Council may revoke an award if:

- the award has been conferred as the result of an administrative error;
- it is satisfied that the relevant award has been obtained by a person as a result of fraud; or
- the Student Misconduct Board, or other relevant person, after hearing a charge under the Student Code of Conduct policy makes a recommendation to Council that an award should be revoked.

## **6. ROLES AND RESPONSIBILITIES**

6.1 Council may:

- confer any award currently approved by the Academic Board; and
- revoke an award when it has been identified that a student or former student has been admitted to an award wrongly, by reason, for example, of fraud, administrative error, or a material breach of AIHE policy or procedures.

6.2 Academic Board:

- will approve the criteria by which students may be considered to have unsatisfactory academic performance;
- may upon confirmation by the General Manager recommend students for graduation to Council for approval;
- will decide on applications for posthumous awards.

6.3 The Head of School:

- is responsible for making decisions in relation to applications for study overload, enrolment in non-award study, incoming and outgoing cross-institutional study, and inbound and outbound study abroad;
- may approve re-admission of a student into their award course where their enrolment has lapsed;
- will monitor progress and take appropriate action where unsatisfactory academic progress has been identified for a student;
- may exclude a coursework student for failure to progress;
- will determine that the requirements for a degree have been satisfied for coursework students;
- will recommend students for graduation to Academic Board, including posthumous awards.

6.4 Teaching and Learning Committee will meet and consider show cause submissions in relation to unsatisfactory academic progress and make determinations whether a student is allowed to continue in the course.

6.5 The General Manager is responsible for:

- managing administrative actions in relation to academic progress, enrolment and graduations, including correction to enrolments and issuance of academic transcripts to students who have successfully completed one or more units of study;
- setting dates and determining venues for graduation ceremonies; and
- confirming through a process that students have completed the requirements for the conferral of their award and coordinating the approval by Council on the advice of Academic Board.

## 7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.