

Progression and Exclusion Policy

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1. Purpose

Leaders Institute (Leaders) defines standard and maximum durations for all award courses. Unless there are exceptional circumstances beyond a student's control, all students are expected to maintain satisfactory academic progress in their studies. Where a student is at risk of failing to make satisfactory academic progress, Leaders is committed to providing appropriate academic support. Where a student is unable or unwilling to respond to support, a period of suspension or exclusion allows a student a period of reflection and/or learning skills acquisition. This policy sets out Leaders Institute's approach to progression and exclusion.

2. Principles

- 2.1. Leaders is committed to the preservation of academic standards and quality graduate outcomes for all its award courses.
- 2.2. Leaders recognises its obligations in relation to international students and complies with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code), Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment) and Standard 10 (Complaints and appeals).¹
- 2.3. Students are expected to maintain a satisfactory level of academic performance in order to be permitted to continue to progress through their chosen course.
 - 2.3.1. Satisfactory academic progress is deemed to be completing successfully at least 50 per cent of the units in which a student is enrolled in any trimester.
 - 2.3.2. In addition, a student who has failed the same unit three times will be deemed to not have made satisfactory academic progress.
- 2.4. Students who do not maintain satisfactory academic progress will be identified and offered advice and support and may be required to show cause why they should be permitted to continue in their course.
 - 2.4.1. Unsatisfactory academic progress may have consequences for students, including conditional enrolment or a period of suspension or exclusion from a course.
 - 2.4.1.1. During a period of suspension or exclusion, a student is not eligible to access resources or premises of Leaders Institute.
 - 2.4.1.2. The maximum period of suspension shall be one year.
 - 2.4.1.3. The maximum period of exclusion shall be two years.
 - 2.4.2. Leaders will adhere to principles of due process when making decisions about academic progress, including providing students with clear, timely information about any unsatisfactory progress.
- 2.5. A student who is subject to conditional enrolment or a period of suspension or exclusion has the right to access the Student Grievance and Appeals Policy.
 - 2.5.1. An appeal must be made in writing within 10 working days of the original decision.

3. Scope

- 3.1. This policy applies to all students enrolled in award courses at Leaders.
- 3.2. The Academic Dean and Program Directors are responsible for implementation of this policy.
- 3.3. The Registrar is responsible for actioning any decision to suspend or exclude a student.

¹ See *Deferment, Suspension and Cancellation (International Students) Policy*.

4. Definitions

At risk	An attribute of student performance that indicates a high likelihood that the student will not meet the requirement for satisfactory academic progress. At risk indicators include not meeting an 80 per cent attendance record in scheduled classes, failing the 'reasonable attempt' standard with respect to one or more assessment items, and failing to engage with online learning resources.
Conditional enrolment	Limits on enrolment that may be expressed in terms of the total number of units of enrolment permitted in a teaching period and/or a requirement that a minimum number of units be passed in a teaching period.
Exclusion	Withdrawing a student's right to enrol in units for a specified period up to two years. At the conclusion of a period of exclusion, a student must apply to resume their enrolment. During a period of exclusion, the student is not eligible to access resources or premises of Leaders Institute.
Satisfactory academic progress	An academic standard measured by achievement of passing grades in at least 50 per cent of units in a teaching period for which a student is enrolled.
Show cause	A statement by a student that responds to a Leaders Institute invitation to explain their unsatisfactory progress and demonstrate why they should not be subject to a period of suspension or exclusion.
Suspension	Withdrawing a student's right to enrol in units for a specified period. At the conclusion of a period of suspension, a student has an automatic right to resume their enrolment. During a period of suspension, a student is not eligible to access resources or premises of Leaders Institute.
Unsatisfactory academic progress	Failing to maintain a pass rate of at least 50 per cent of units in a teaching period for which the student is enrolled OR failing the same unit three times.

5. Roles and Responsibilities

- 5.1. Academic Dean
- 5.2. Program Directors

6. Related Law/Regulation and Policies

- 6.1. Law/Regulation
 - Education Services for Overseas Students Act 2000 (Cth)*
 - National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- 6.2. Policies
 - Deferment, Suspension and Cancellation (International Students) Policy
 - Student Assessment Policy
 - Student Grievance and Appeals Policy
 - Student Learning Support Policy

Progression and Exclusion Policy Guidelines and Procedures

Guidelines

1. Students who do not maintain satisfactory academic progress will be identified at the Examiners' Committee meeting at the end of each teaching period.
 - 1.1. Failure to maintain satisfactory academic progress will be classified as a level 1, level 2 or level 3 breach.
 - 1.1.1. A level 1 breach occurs when a student fails no more than 50 per cent of the units in which they are enrolled in a trimester and it is their first breach or when a student fails a unit for the third time and it is their first breach.
 - 1.1.2. A level 2 breach occurs when a student fails more than 50 percent but less than 75 per cent of the units in which they are enrolled in a trimester.
 - 1.1.3. A level 3 breach occurs when a student fails more than 75 per cent of the units in which they are enrolled in a trimester, or when they fail the same unit four or more times, or when the breach is subsequent to the student's first breach, or when a student does not meet the terms agreed to at a compulsory Academic Progress Review.
 - 1.2. A level 1 breach will normally be addressed by providing additional academic support and placing one or more conditions on enrolment.
 - 1.2.1. Where a student does not attend a compulsory Academic Progress Review meeting a period of suspension may be imposed.
 - 1.3. A level 2 breach will normally be addressed by providing additional academic support and placing one or more conditions on enrolment or by imposing a period of suspension.
 - 1.3.1. Where a student does not attend a compulsory Academic Progress Review meeting a period of suspension may be imposed.
 - 1.3.2. Before a period of suspension is imposed the student will be given an opportunity to show cause.
 - 1.4. A level 3 breach will normally be addressed by suspension or exclusion.
 - 1.4.1. Where a student does not attend a compulsory Academic Progress Review meeting a period of exclusion may be imposed.
 - 1.4.2. Before a period of suspension or exclusion is imposed the student will be given an opportunity to show cause.
2. Students have the right to appeal against a decision in relation to their academic progress by accessing the Student Grievance and Appeals policy.
 - 2.1. An appeal must be lodged within ten working days of the original decision and must be accompanied by supporting documentation.

Procedures

1. The relevant Program Director will contact, via their Leaders email address, students who have been identified at the Examiners' Committee meeting within 5 working days of the official release of results providing details of their breach and advising them of a compulsory Academic Progress Review meeting.
 - 1.1. The purpose of the Academic Progress Review meeting is to establish reasons for the student's breach and to develop a plan to improve academic progress.
 - 1.2. The Program Director will record the meeting details on the Academic Progress Intervention Agreement (see appendix 1) which will be signed by both the student and Program Director.
 - 1.3. If the student does not attend the compulsory Academic Progress Review meeting and does not provide evidence of extenuating circumstances beyond their control prior to the

meeting, a period of suspension or exclusion will be imposed as per the relevant paragraph in the Guidelines above.

- 1.4. If a student does not fulfil the terms of their Academic Progress Intervention Agreement, they shall be followed up by the Program Coordinator within five working days.
 - 1.4.1.A student who repeatedly defaults on the terms of the Academic Intervention Agreement will be reported to the Examiners' Committee meeting at the end of the teaching period.

Note – Policy reviewed against HESF (Threshold Standards) 2021 – Section 1.3 Orientation and Progression and Section 2.4 Student Grievances and Complaints.



Appendix 1: Academic Progress Intervention Form

Academic Progress Intervention Form

IMPORTANT INFORMATION

Leaders Institute shall use this form for students who are identified to be at risk of not meeting their specified course progress during the duration of their study.

1. PERSONAL INFORMATION

Family Name:	Given Names:
Student ID number:	Contact Number and Email:

Course of study:

2. PREVIOUS STUDIES

Institution name	Course (eg Bachelor of Agribusiness, Diploma of Business, etc)

3. BACKGROUND / SUPPORTING INFORMATION

List the 3 identified areas of concern that has impacted your studies that has led to this intervention

Concerns Identified

1.	
2.	
3.	

What would you do differently or what additional support would you need to help achieve your satisfactory course progress?	
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Will the identified strategies listed above impact your current study plan / pattern? Elaborate	
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Would you need to apply for a course load reduction to assist with being able to satisfactorily meet your academic requirements?	
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4. CURRENT SUPPORT OPTIONS

<input type="checkbox"/> Unit Coordinator Consultation
<input type="checkbox"/> Program Director Consultation
<input type="checkbox"/> Academic Dean Consultation
<input type="checkbox"/> Student Support Officer Consultation
<input type="checkbox"/> Counselling Services
<input type="checkbox"/> Other

5. DECLARATION

I understand that the support strategies and assistance offered above is part of the assistance offered by Leaders Institute to ensure that I can successfully meet my academic requirements satisfactorily. I hereby commit and accept responsibility to use these strategies for my learning. I understand that a copy of this form will be kept as part of my student records and may be used for future academic standing if required.

Student signature: _____ Date: _____

Program Director signature: _____ Date: _____

Revised Study Plan / Pattern			
Trimester	Unit Code	Unit Name	Additional Comments

PRIVACY STATEMENT

Leaders collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the Privacy and Personal Information Policy & Procedure: www.leaders.edu.au/policies-procedures

Office Use Only:

Revised Study Plan / Pattern Approved:

Date of Approval:

Name of Approver:

Signature: