



# Australian Graduate School of Leadership

## Policy register

<b>Policy name</b>	Student Progression, Exclusion and Graduation		
<b>Version</b>	1.0	<b>Status</b>	Approved by Board of Directors
<b>Communication</b>	To all staff, students and prospective students	<b>Date</b>	21 January 2013

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Related Policies	<ul style="list-style-type: none"><li>• Academic Credit and Recognition of Prior Learning</li><li>• Assessment</li><li>• Doctoral Supervision</li><li>• Grading</li><li>• Research and Research Management</li><li>• Special Consideration</li></ul>
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### 1. Preamble

This policy deals with the progression, exclusion and graduation of students in awards offered by AGSL.

### 2. Scope

The policy applies to all students enrolled for an award offered by AGSL.

### 3. Definitions

Term	Definition
Award	A degree, diploma or certificate (including Graduate Diplomas and Graduate Certificates) offered by AGSL
Completing a subject	A student completes a subject by – <ul style="list-style-type: none"><li>• taking part in the online work of the subject</li><li>• attempting the project work of the subject, or other work of the subject as specified by the Academic Board and gaining a passing mark or grade in that project or other work</li><li>• sitting for the test in the subject and gaining a passing mark or</li></ul>

	<p>grade in that test</p> <ul style="list-style-type: none"> <li>• being awarded a passing grade in the subject (see Grading policy)</li> </ul>
Course	A program of studies leading to an award
Satisfactory progress	Satisfactory progress cannot be defined in all cases in advance, but a student who has been awarded a failing grade (see the Grading policy) in a subject more than once has not made satisfactory progress in that subject. A student who has been awarded a failing grade in more than one subject has not made satisfactory progress in the course in which the student is enrolled.

## 4. Principles

### *Progression*

Students progress to completion of the requirements for the award for which they are enrolled by completing subjects, and, to the extent that they complete the subjects in which they are enrolled, they have completed the requirements for the award. AGSL expects students to cumulatively pass rather than fail or withdraw from the majority of subjects in which they enrol.

### *Exclusion*

Students are required to make satisfactory progress:

- in each subject in which they are enrolled, and
- towards completing the requirements for the course leading to the award for which they are enrolled within the maximum timeframe permitted.

A student who does not make satisfactory progression in a subject or in a course leading to an award may be excluded from that subject or from that course.

### *Satisfactory Progress*

In order to make satisfactory progress, students are normally required to successfully complete two subjects per session full time or one subject each session part time, excluding sessions of approved leave of absence and excluding project or research subjects that are designed to span several sessions.

## *Graduation*

The Academic Board shall recommend to the Board of Directors that an award be conferred when a student has:

- completing the subject requirements for the award, including all the core subjects and such optional subjects as may be necessary, and
- completing any additional requirements specified by the Academic Board.

The Academic Board shall recommend to the Board of Directors that a coursework and dissertation award be conferred when a student has:

- completing the subject requirements for the award, including all the core subjects and such optional subjects as may be necessary
- presenting a dissertation that, in the opinion of the examiners and the Academic Board, satisfies the requirements for the award, and
- any additional requirements specified by the Academic Board.

The Board of Directors confers the award.

## *Maximum Time*

Students enrolled on a full-time basis must normally complete the course within a maximum number of sessions equal to the number of subjects in the course or, for students enrolled on a part-time basis, in a number of sessions equal to twice the number of subjects in the course. This requirement may be varied for a course that contains research or project subject(s) to account for research or projects that span several sessions, in which case the maximum time to complete the course is specified in the course outline and the course information document. The Executive Dean may approve a longer course duration where circumstances warrant.

## *Leave of Absence*

Sessions of approved leave of absence shall not be counted as sessions of enrolment when calculating the maximum time available for a student to complete a course. A student may take up to two sessions of leave of absence per four calendar years. The Executive Dean may approve more sessions of leave of absence where circumstances warrant.

## *Failure to Enrol*

A student who fails to enrol in a session will be placed on leave of absence for that session, unless their two sessions per four calendar years of leave of absence have

already been extinguished, in which case the student's enrolment in the course will be cancelled.

## **5. Doctoral Students**

### *Maximum Time – Doctorate*

Students enrolled in a doctoral course will normally be expected to complete the course within a maximum four years full time or eight years part-time from the start date of the first session in which they enrolled. The Executive Dean may approve longer course duration where circumstances warrant.

### *Probationary Period*

Admission to candidature for a doctoral degree shall initially be on a probationary basis unless otherwise determined by the Academic Board. The probationary period shall normally last for one year full time or two years part time. The Executive Dean shall, in consultation with the Academic Board, specify the conditions of the probation period in appropriate course information literature or on the course application form. Upon completion of the probation period, the Executive Dean, in consultation with the Academic Board and subject lecturers, will determine that:

- the candidature is to be confirmed; or
- the candidature is to be terminated.

If the candidature is confirmed, the period of candidature will normally be deemed to have begun from the date of commencement of study.

If the candidature is terminated due to unsatisfactory progress, the candidate shall be provided with clear reasons as to why the recommendation to terminate the candidature was reached.

### *Conditions of the Probationary Period*

The Executive Dean shall determine the conditions of a doctoral candidate's probationary period and the timeframe within which the conditions must be satisfied (which shall be no longer than one year full time or two years part time). The conditions shall depend on the background of the candidate and the course requirements. The conditions of the probationary period may include any, all or none of the following components:

- a) participation in an induction session
- b) completion of specified coursework subjects

- c) completion of a literature review or synopsis
- d) undertaking a presentation
- e) submitting a research proposal
- f) any other additional activities specified by the Executive Dean and approved by the Academic Board.

### *Progress Reports*

The progress of doctoral students shall be reviewed at least annually from commencement of the thesis, research or portfolio component of the course by the Executive Dean. The Executive Dean shall then make a recommendation to the Academic Board with justification that the student's candidature be continued, be terminated, that the student be excluded for a period, or any other action deemed appropriate. The Academic Board will then either confirm the Executive Dean's recommendation be upheld or recommend another course of action with regard to the candidature.

## **6. Procedures**

### *Progression*

The Registrar will send to each student enrolled for an award a statement of their assessment results in each of the subjects in which they are enrolled after the Academic Board has determined the results in respect of each session. The statement will record the progress that students have made towards completing the requirements for the award.

### *Exclusion*

After the Academic Board has determined the assessment results of students in respect of each session the Registrar will review the results and send to any student who has not *prima facie* made satisfactory progress –

- in any subject in which they are enrolled or
- towards completing the requirements for the course leading to the award for which they are enrolled

a notice inviting the student to show cause by a specified date why they should not be excluded from:

- any subject in which they have received a failing grade at more than one attempt, or
- the course, or

- both.

A student who does not respond within 21 days to the invitation to show cause is to be excluded from the subject or the course or both.

The cause shown by a student who responds to the invitation to show cause is to be considered by the Executive Dean.

The Executive Dean is to determine whether or not the student has shown good cause and may:

- exclude from a subject or the course concerned, or both, a student who has not shown good cause
- permit a student who has shown good cause to re-enrol in a subject or in a course, with or without conditions.

### *Period of exclusion*

The normal period of exclusion is two years but the Academic Board may exclude a student for a shorter period.

### *Exclusion appeals*

A student who, having shown cause, is excluded from a subject or a course or both may appeal against that exclusion to the Academic Board. There is no provision for a student who has not shown cause to appeal against their exclusion.

Appeals against exclusions must be submitted in writing to the Registrar by the student no later than 21 days after being notified of the decision to exclude them.

After considering the appeal submitted by a student the Academic Board may either uphold the appeal, in full or in part, or confirm the earlier decision.

An excluded student who does not appeal their exclusion or whose exclusion appeal is unsuccessful shall have their enrolment in the subject or the course cancelled 21 days after being sent confirmation of their exclusion or, where the student did not appeal, 21 days after the date that the appeal was due.

### *Grounds for Exclusion Appeals*

Student may lodge an appeal against exclusion on any grounds, including:

- That the Progression, Exclusion and Graduation policy has been incorrectly or unfairly applied;

- That there were factors outside the student's control that contributed to the student's failure to meet the required academic standards and these factors are unlikely to affect the student in future;
- That there was a conflict of interest that led to the exclusion decision.

A student may also appeal against the length of the exclusion period or the severity of any penalty imposed under this policy where their exclusion appeal is unsuccessful.

### *Re-enrolment after exclusion*

A student who wishes to resume their studies after the end of their period of exclusion may apply to re-enrol –

- in the subject from which they were excluded, as part of their course in a session
- in the course from which they were excluded, in accordance with the process for re-enrolling after an absence.

An application to re-enrol in a course after a period of exclusion will be assessed with the pool of applications to enrol in that course. The application to re-enrol should include evidence that the circumstances in effect at the time of the exclusion no longer apply or that the student has taken action during the period of exclusion to increase the likelihood that they will make satisfactory progress in the course if their enrolment is reinstated.

### *Study While Excluded*

Any study undertaken by a student whilst under exclusion from a course will not contribute to fulfilling the requirements of the course from which they are excluded.

### *Exclusion and Transcripts*

A student whose enrolment is cancelled under this policy shall have the subject(s) for the session in which the exclusion or termination of enrolment was effected (and for any subsequent sessions) deleted from their transcript.

### *Exclusion and Fees*

A student whose enrolment is cancelled under this policy shall have their financial liability for the subjects in the session in which the exclusion or termination of enrolment was effected rescinded. A student who has already paid fees to enrol in

subjects where the financial liability is rescinded under this policy shall have those fees refunded.

### *Graduation*

After the Academic Board has determined the assessment results of students in respect of each session the Registrar will review the results and send to any student who has prima facie satisfied the requirements for the award concerned an application to graduate. Upon receipt of the completed application, the Registrar is to prepare a report for the Academic Board and the Board of Directors certifying the names of students eligible to graduate. The Academic Board may then recommend the conferring of the award concerned on the student or students, and the Board of Directors may confer the award.

## **7. Responsibilities**

The Executive Dean and the Registrar are responsible for the application of this policy.