

IEFT STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY

PURPOSE

This document sets out the policy by which IEFT assesses whether students have met course completion requirements; defines the grounds for exclusion of students due to lack of progress; and details the rules for confirmation of students' course completion and eligibility to graduate.

SCOPE

This policy applies to all students enrolled in IEFT's accredited higher education courses.

DEFINITIONS

The requirements for students to maintain **Minimum Academic Standards** mean:

- a student must pass 50% or more of the units of study attempted in a semester;
- a student who attempts a unit of study more than once is required to pass at the second attempt.

Maximum candidature means students shall complete their higher education course within a prescribed number of years/semesters from the date of their first enrolment (students may undertake two semesters per year). A time limit is placed on course completion to ensure that the qualification awarded reflects contemporary knowledge and skills:

- For the Graduate Certificate, the maximum part-time candidature is four years;
- For the Graduate Diploma, the maximum part-time candidature is five years.

Application for an extension of time means a formal application for an extension of time to complete a qualification. The application is based on compelling and compassionate circumstances.

RESPONSIBILITIES

The Academic Board is responsible for monitoring the implementation of this policy.

The Dean (Emotionally Focused Therapy) is responsible for the application of this policy, in particular for:

- assuring the results recorded for each student at the end of each semester;
- monitoring the academic performance of students against the minimum academic standards at the end of each semester;
- formally notifying students who fail to meet the minimum academic standards that they must provide a written statement outlining why they should be permitted to continue their enrolment;
- providing early advice to students at risk of exceeding the maximum course candidature;
- verifying that students have satisfactorily completed all course and institutional requirements and are eligible to graduate.

The **Dean (Emotionally Focused Therapy)** will provide guidance and advice to students who have failed to meet minimum academic standards, or who are at risk of non-completion, and determine:

- what additional support each student requires;
- whether students who have failed to complete their course within the maximum candidature will be excluded from the course.

POLICY

1. The integrity of IEFT's grades and accredited higher education courses is paramount.
2. IEFT is committed to ensuring that student assessment, and course progression, exclusion and graduation processes, are objective, transparent and consistent.
3. The assurance of academic standards is a high priority for IEFT and is the responsibility of all staff.

4. All students will be provided with the necessary academic advice and welfare support to give them every opportunity to successfully complete their course without compromising the integrity of IEFT's higher education courses.
5. Students who experience difficulty with maintaining minimum academic standards will be placed on an intervention strategy (refer to *Students at Risk Policy*).
6. Students who fail to complete their course within the maximum course candidature period will be provided with a final opportunity to present their case for being permitted to continue with their course to the Dean (Emotionally Focused Therapy).
7. Students who fail to complete within the maximum course candidature and who are permitted to extend their studies must maintain satisfactory academic progress. Inability to do so will result in exclusion from the course.
8. The Dean (Emotionally Focused Therapy) will monitor student progression on a semester basis, and will assure the academic results recorded for each student in each semester, through an audit of individual results against Assessment Reports (refer to *Student Assessment Policy and Procedure*).
9. The Teaching and Learning Committee will ensure that the assessment of each cohort of students recommended for award of a qualification:
 - have been subjected to a process of rigorous scrutiny throughout the course as a result of the *Moderation of Assessment Policy* and Assessment Committee review processes;
 - are comparable with those of other providers as a result of IEFTs' benchmarking activities.
10. Students who have an outstanding debt to IEFT or a current misconduct complaint, will not be permitted to graduate until such debts have been paid or misconduct complaints concluded.

RELATED

Student Progression Exclusion and Graduation Procedure
Graduation and Conferral Policy
Graduation and Conferral Procedure
Moderation of Assessment Policy
Quality Assurance Framework
Quality Assurance Procedure
Course Design Development and Approval Policy
Course Design Development and Approval Procedure
Course Evaluation and Review Policy
Course Evaluation and Review Procedure
Benchmarking Policy
Benchmarking Procedure
Student Assessment Policy
Student Assessment Procedure
Students at Risk Policy
Students at Risk Procedure

Version Control

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