

## IEFT STUDENT PROGRESSION, EXCLUSION AND GRADUATION PROCEDURE

### **PURPOSE**

This document details the procedure by which IEFT determines whether students have met course completion requirements; defines the procedure for exclusion of students due to lack of progress; and details the procedure 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 to maintain **Minimum Academic Standards** means:

- 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.

**Compassionate and compelling circumstances** means events that:

- are beyond the control of the student;
- occurred before the student was formally advised by the Dean (Emotionally Focused Therapy) that there was a risk of exceeding the maximum candidature for the enrolled course;
- have had a detrimental impact on the student's capacity to progress through the course;

Note: in the case of illness or injury, a medical certificate, police report or similar documentation is required.

### **RESPONSIBILITIES**

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

The **Dean (Emotionally Focused Therapy)** is responsible for:

- the application of this procedure;
- benchmarking a sample of student assessments against those of other higher education institutions;
- advising students of their eligibility to graduate;
- after the due process outlined in this procedure, excluding students who fail to maintain minimum academic standards and/or complete their course within the period of maximum candidature;
- verifying that a student has satisfactorily completed all course requirements before recommending to the Academic Board that a student be awarded a qualification;
- 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 consistently fail to meet the minimum academic standards that they must provide a written statement outlining why they should be permitted to continue their enrolment;
- advising students who have failed to meet minimum academic standards and determining what additional support each student requires; and
- providing early advice to students who are at risk of exceeding the maximum candidature.

## **PROCEDURE**

1. IEFT has policies and procedures in place to ensure that the qualifications it awards are positioned at a level commensurate with the AQF standards they purport to meet.
2. IEFT has policies and procedures in place to ensure that all students are provided with the best opportunity to successfully complete their course (refer to *Students at Risk Policy and Procedure*).
3. **Students who fail to meet minimum academic standards**
  - 3.1 A student who fails to meet minimum academic standards after additional support has been provided, will be formally required to provide a written statement to the Dean (Emotionally Focused Therapy) outlining the reasons why he / she (the student) should be permitted to continue his/her enrolment in the course.
  - 3.2 The written statement must be provided within 10 working days of the notification.
  - 3.3 The Dean (Emotionally Focused Therapy) will consider the statement and may decide:
    - that the student will be excluded from the course;
    - the student may continue without conditions, subject to a review at the end of the following semester; or
    - permit the student to continue the course with specific documented conditions.
  - 3.4 The Dean (Emotionally Focused Therapy) will notify the student in writing within five working days of the decision, and inform the student of the right to appeal the decision.
  - 3.5 A student who does not submit a written statement by the due date may be excluded from the course or have his/her enrolment terminated.
  - 3.6 A student who is permitted to continue enrolment in the course with conditions, who again fails to maintain minimum academic standards or breaches the conditions, will be excluded from the course.
4. **Students at risk of failing to complete with the maximum candidature**
  - 4.1 The Dean (Emotionally Focused Therapy) is responsible for monitoring the progression of individual students in their enrolled course.
  - 4.2 The Dean (Emotionally Focused Therapy) will formally notify students at risk of exceeding the maximum candidature no later than two semesters prior to a possible exclusion. The notification will be included in the student's record.
  - 4.3 An intervention plan will be developed (refer to *Students at Risk Policy and Procedure*).
5. **Applications for an extension of time beyond the maximum candidature**
  - 5.1 Students may formally apply to the Dean (Emotionally Focused Therapy) for an extension of time to complete their course when they can reasonably be expected to complete within two additional semesters of study.
  - 5.2 Applications must be submitted at least one semester prior to the expiry of the student's maximum candidature. The application is to include reasons for the student's inability to complete the qualification within the prescribed period.

- 5.3 Each application will be considered on its merits and with reference to the student's academic performance and the integrity of the course.
- 5.4 The Dean (Emotionally Focused Therapy) will provide a written response to the student within five working days outlining the decision, and informing the student of the right to appeal the decision.
- 6. Students who fail to complete within the maximum candidature**
- 6.1 Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will be excluded from the course and have their enrolment terminated.
- 6.2 A statement that the maximum period of candidature has been exceeded will appear on the Record of Results issued to the student.
- 6.3 Students will be advised in writing of the decision to exclude them from the course and terminate their enrolment, and will be informed of the right to appeal the decision.
- 7. Failing a core / pre-requisite unit of study**
- 7.1 A student who fails a core or pre-requisite unit of study twice may be excluded from the course.
- 7.2 When the student's academic performance in other units of study has been satisfactory, the student may appeal to the Dean (Emotionally Focused Therapy) for approval to repeat the subject.
- 7.3 The Dean (Emotionally Focused Therapy) will assess the student's academic performance and interview the student to make a decision.
- 7.4 Students will be advised in writing of the Dean's decision and will be informed of the right to appeal the decision.
- 8. Exclusion of students**
- 8.1 IEFT may exclude a student from a course for a minimum period of two semesters on the following grounds:
- the student has exceeded the maximum period of study for his or her course;
  - the student has failed a core unit twice;
  - the student has failed a compulsory practicum or placement;
  - the student has failed more than 50 per cent of her/his enrolled subjects in the course in each of the preceding two active semesters of enrolment;
  - the student has failed to comply with an agreed academic plan under the terms of the Students at Risk policy;
  - The Dean (Emotionally Focused Therapy) (or his/her delegate) has the authority to exclude students according to the processes outlined in procedure;
  - The Dean (Emotionally Focused Therapy) will formally advise the student of the exclusion and inform the student of her/his right to appeal the decision.
- 9. Excluded students applying for re-enrolment**
- 9.1 A student who has been excluded due to unsatisfactory academic progress may apply for re-enrolment, provided that two semesters have elapsed since the exclusion;
- 9.2 A student who applies for re-enrolment is required to make a presentation to the Dean (Emotionally Focused Therapy) outlining the basis for re-enrolment.
- 10. Termination of enrolment**
- A student who has been excluded due to unsatisfactory academic progress and who does not apply for re-enrolment after two semesters will have her/his enrolment terminated.

## 11. Graduation

- 11.1 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 the Minutes of the Assessment Committee (refer to the *Student Assessment Policy and Procedure*).
- 11.2 The Teaching and Learning Committee will ensure that the assessments of each cohort of students being 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 review processes;
  - are comparable with those of other providers as a result of IEFTs' benchmarking activities.
- 11.3 Students who have an outstanding debt to the Institution, or who are facing a student misconduct complaint, shall not be permitted to graduate until such debts have been paid or the misconduct complaint process has been completed.
- 11.4 The Dean (Emotionally Focused Therapy) (or his/her delegate) will advise students in writing of their eligibility to graduate. The student will nominate whether they will attend a graduation ceremony or graduate in absentia by signing and returning the appropriate form.
- 11.5 The Academic Board will confirm the list of graduands and refer the list to the Board of Directors for approval.

### **RELATED**

Student Progression Exclusion and Graduation Policy  
Quality Assurance Framework  
Quality Assurance Procedure  
Assessment Moderation Policy  
Assessment Moderation 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  
Graduation and Conferral Policy  
Graduation and Conferral Procedure  
Grievance Complaints and Appeals Policy  
Grievance Complaints and Appeals Procedure

### **Version Control**

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