National Academy of Professional Studies (NAPS) Student Progression and Exclusion Policy

Related Documents	SS015 Student Selection and Admission Policy and Procedure
	SS001 Student Grievance and Academic Appeals Policy
	R004 Complaints and Assessment Appeal Register
	SS000 Student Handbook
	HR028 Employee Handbook
	SS014 Student Progression and Exclusion Procedure
	SS013F Student Course Progress Interview Form
	National Code of Practice for Providers of Education and Training to Overseas Students 2018
HE Standards Framework 2015	HESF Domain 1: Student participation and attainment
	1.3 Orientation and Progression
	1.5 Qualifications and Certification
	2.2 Diversity and Equity
	2.4 Student Grievances and Complaints
	5.2 Academic and Research Integrity
	6.2 Corporate Monitoring and Accountability
	6.3 Academic Governance
	7.2 Information for Prospective and Current Students
	7.3 Information Management

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1. Rationale

This Policy and the related Procedures provide the rules for meeting course progression requirements at NAPS. They outline the process and define the grounds for exclusion related to a student's lack of satisfactory course progress. This Policy has been developed to express the Academy's commitment to high academic standards and to providing a supportive student-centred learning environment which maximises the potential for its students to succeed in their studies.

2. Principles

The key principle informing this Policy is that in order to be successful in their course enrolment, students need to demonstrate the level of commitment, understanding, knowledge and skill expected by the level of academic achievement suitable to the level of the qualification. While students are ultimately responsible for their own academic success and accountable for meeting the individual obligations of their own learning, NAPS undertakes to do all it can to create a culture in which students are known, are highly engaged and provided with a range of support mechanisms that are designed to enhance student achievement of learning outcomes. As an Academy dedicated to the highest professional students, NAPS will also work to create an organisational culture and learning climate in which every member of our community is dedicated to achieving the highest professional values.

3. Overview and Application

This Policy applies to all students at the Academy enrolled in a course. This Policy does not apply to students doing non-award units/courses, stand-alone units or to students who are merely auditing a particular unit.

4. Requirements.

It is a requirement by the Academy that each student's academic progress and achievement are monitored to ensure that students who are identified as being "at risk" can be assisted or counselled to able them to complete their courses successfully.

The following academic progression rules are provided to facilitate the progression of students studying at NAPS.

4.1 Time Required

It is a requirement that students complete their course of studies within the prescribed number of terms for the course as outlined below. The duration of each course is calculated from the date that a student commenced their first unit of study.

Course Duration:

- Bachelor of Business (Accounting) - 6 trimesters full-time;
- Bachelor of Business (Islamic Business) - 6 trimesters full-time.

Part-time study normally involves two units per trimester and then it would take 12 trimesters to complete the course. Summer trimesters are optional.

International students must complete their course within the time indicated on the Confirmation of Enrolment (CoE) and in accordance with each student's visa restrictions.

The maximum time which can be taken by any student is 10 years, subject to approval.

4.2 Satisfactory Course Progress

To achieve satisfactory course progression, it is essential for a student to meet minimum academic standards.

NAPS requires its students to achieve a minimum grade of 50% in each unit and a minimum attendance of 70%.

A student is deemed not to have met the requisite standards if the student fails:

- a particular unit of study more than once; or

- 50% or more of the units of study attempted in a study period; or

- to enrol after an approved break from study; or

- to maintain sufficient progress so as to enable the student to complete all award requirements with the published maximum course durations or, for international students, within the Confirmation of Enrolment (CoE) timeframe.

Where a student is awarded a supplementary or deferred exam, or where a student's results are yet to be finalised, the student will be subject to the provisions of this policy until all their grades are finalised and they are deemed to have made satisfactory course progress.

The relevant school Dean or delegate monitors the academic performance of students against the minimum academic standards at the end of each term. Students who believe that their personal circumstances may impact on their ability to meet the Academy's requirements of satisfactory course progress are advised to seek advice from their course convenor and take remedial action as early as possible.

4.3 Students Identified as Not Achieving Satisfactory Course Progress

Where the Academy identifies a student as not achieving satisfactory course progress, the Academy will notify the student and offer counselling. Further information can be found in the Student Progression and Exclusion Procedure.

4.4 Continued Failure to Meet Minimum Academic Standards

If a student is unable to meet minimum academic standards in the next study period notwithstanding additional support being provided by the Academy, the student will be issued with a notification outlining the Academy's intention to exclude them from the Academy.

4.5 Appeals

Students may appeal against a decision made under this policy and the associated procedure in accordance with procedures provided in the SS001 Student Grievance and Academic Appeals Policy and Procedure. Any appeal lodged must also be listed in the NAPS R004 Complaints and Assessment Appeal Register.

5. Relevant Legislation

This policy is compliant with the National Code of Practice for Providers of Education and Training to Overseas Students and relevant national legislation aimed at supporting the integrity of the Australian Government's immigration policies. In addition, the Policy and the associated Procedures comply with the following Higher Education Standards Framework standards: 1. 1.3 (Orientation and Progression), which specifies that:

> "Successful transition into courses of study is achieved through orientation programs that are tailored to the needs of student cohorts and include specific consideration for international students adjusting to living and studying in Australia. Specific strategies support transition, including:
>
> a. assessing the needs and preparedness of individual students and cohorts
>
> b. undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and providing access to informed advice and timely referral to academic or other support
>
> c. Methods of assessment or monitoring that determine the progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes. Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study."

6. Policy Review

To improve the effectiveness of its operations, NAPS may make changes to this policy from time to time. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the Registrar.

7. Further Assistance

Any staff member who requires assistance in understanding this policy contact NAPS Registrar.

8. Additional Resources

TEQSA Guidance Note, Student Wellbeing and Safety, Version 1.2, 8 January 2018:
https://www.teqsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety.

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