

ACADEMIC POLICY - STUDENT PROGRESSION, EXCLUSION AND GRADUATION

<p>1. Policy Statement</p>	<p>SAE Institute Pty Ltd trading as SAE upholds the principle that all students will be supported with fair and flexible progression pathways to assist them achieve satisfactory course progression. SAE has fair and transparent procedures to monitor student progression, process cases of exclusion and graduation of successful students.</p>
<p>2. Purpose</p>	<p>To detail the processes by which the academic progress of each student is monitored so that students can be provided with advice and support to ensure successful course completion whenever possible, to define the grounds for exclusion related to lack of progress or misconduct, and to detail confirmation of student course completion and eligibility to graduate.</p>
<p>3. Scope</p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p>4. Associated Policies and Procedures</p>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • Student Grievance, Complaints and Appeals Policy • Students At Risk Procedure • International Student Policy • Student Discipline Rule • Code of Conduct
<p>5. Associated Documents</p>	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> • Students At Risk Guideline
<p>6. Policy</p>	<p>6.1 Introduction</p> <p>It is the responsibility of each Unit/Course Coordinator to monitor the progress of students in the relevant unit of study, and the responsibility of the Campus Academic Coordinator to monitor the progress of students in their enrolled course.</p> <p>Each Unit/Course Coordinator and Campus Academic Coordinator is responsible for ensuring that the requirements for each unit and course of study are satisfactorily completed, that students who may be at risk of failure or deemed in need of assistance are identified, counselled and supported whenever possible, and that accurate records of student progression, achievement and completion are maintained and transmitted as required.</p> <p>6.2 Maximum Candidature</p> <p>The maximum period of candidature for a bachelor degree program is as follows:</p> <ul style="list-style-type: none"> • Full-Time: Seven calendar years • Part-Time: Seven calendar years <p>The maximum period of candidature takes into account the importance of the currency of knowledge in completing the award and ensures the fair treatment of all students regardless of the number of credit points they are required to complete.</p> <p>SAE will only extend the maximum period of candidature for a student's study where it is clear that the student will not complete the course within the nominal duration set for the course, as the result of:</p>

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- a. Compassionate or compelling circumstances such as illness where a medical certificate states the student was unable to attend classes or where SAE was unable to offer a pre-requisite unit)
- b. SAE implementing its intervention strategy for students who are deemed at risk of not meeting satisfactory progress requirements, or
- c. A suspension or exclusion has been enforced, or
- d. Deferment of study has been granted.

International students should refer to the International Student Policy for further details regarding extensions to durations of study.

In exceptional circumstances the Campus Academic Coordinator may seek approval from the National Academic Coordinator to vary the period of candidature if necessary, taking into account the currency of the program content, periods of approved deferment of studies or other individual mitigating circumstances.

6.3 Course Progress Requirements

All Domestic and International students are required to maintain satisfactory course progress. Students do not meet SAE course progress requirements if they:

- Exceed the maximum period of candidature;
- Fail a core unit twice;
- Fail all units in a given period of study, while under academic probation;
- Fail to comply with an enrolment condition imposed by SAE or the rules of any course of study;
- Fail more than 50% of enrolled credit points in the course in the preceding two active trimesters of enrolment;
- Are in breach of any other rule or policy with provision for exclusion.

Conditions relating to international students are further governed by the ESOS Act and the requirements of the National Code.

Under the direction of the Campus Academic Coordinator, the Unit/Course Coordinator monitors the progress of each domestic and international student against the course progression requirements. At the end of each period of study, progression is reviewed to ensure that the student is in a position to complete the course within the expected course duration, and for international students, as specified on the student's electronic Confirmation of Enrolment (eCoE).

After the publication of results for each period of study, the Unit/Course Coordinator will report a student that has failed to meet the course progression requirements (as outlined above), to the Campus Academic Coordinator who will deem that student as being "At Risk".

6.4 Students deemed 'At Risk'

SAE has systematic approaches for ensuring student progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to:

- Lecturers monitoring student performance during lectures and tutorials;
- Routine attendance audits;
- End of trimester examiners committees that review student grade outcomes and progression issues.

Once identified, a student deemed to be 'At Risk' will receive notification to attend a progression meeting with the Campus Academic Coordinator or nominee. The student's individual needs will be assessed and a personalised study plan will be developed through consultation between the Campus Academic Coordinator or nominee and the student. The personalised study plan will outline an intervention strategy designed to support the student with their progression.

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The Student At Risk procedure outlines further details regarding the monitoring and recording of students at risk, as well as the support and intervention strategies that are made available to students that have been identified as being at risk.

6.5 Academic Probation

Students, who fail to meet course progression requirements whilst being classed as an 'At Risk' student, may be placed on Academic Probation by the Campus Academic Coordinator.

Students will normally need to attend a meeting to discuss and evaluate their course progress. A student will be informed in writing when they are placed on Academic Probation and the details of the academic probation will be recorded on the student's record to ensure all relevant staff can access this information.

A student placed on Academic Probation must satisfactorily fulfil the conditions imposed on them to continue their enrolment with SAE.

While on Academic Probation, a student is required to meet all conditions of the probation as outlined in the written notification, which may include but is not limited to:

- Maintaining satisfactory unit attendance;
- Attending regular scheduled meetings with an academic supervisor;
- Attending regular scheduled meetings with the Student Services Advisor (SSA);
- Successful completion of coursework.

The probationary period must be clearly stipulated in the written notification, but shall normally be no more than three consecutive trimesters of study. Where a student satisfies all conditions of probation they will be advised in writing when the probation is revoked.

Where a student fails to meet the conditions of their Academic Probation, they may be excluded from SAE.

Full details of support/intervention strategies available for students on Academic Probation are outlined in the 'Students At Risk' procedure.

6.6 Unit Retakes

SAE accepts that, for a variety of circumstances, a student may fail to meet the grades required to pass a course. Retake options are available for all units, the format of which will vary according to the nature of the unit and the marks attained by students on previous attempts.

Retake options available to international students may be constrained by the ESOS Act and the requirements of the National Code. International students should seek specific guidance on the options available to them from the Campus Academic Coordinator.

International students will need to ensure that they have met any additional student visa requirements as stipulated by the relevant Department of the Australian Government (Department of Immigration and Citizenship: DIAC).

6.7 Exclusion

The Campus Academic Coordinator in liaison with the Unit/Course Coordinator will monitor the academic progression of each student and implement remedial support for those students deemed in need of assistance to achieve satisfactory progression.

Following such remedial support, where students fail to meet satisfactory progression requirements, procedures may be implemented to assess whether the student should be excluded from their course of study.

Initial exclusion from a course shall normally be for a period of at least one year. Students who are excluded for a second time may be excluded for a period of up to 5 years.

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6.8 Conditional Enrolment (Academic Probation)

Applicants seeking admission under Alternative Entry provisions are required to undertake an interview with the Campus Academic Coordinator or nominee. Where deemed necessary, the student may be placed on Academic Probation for the first study period which will be classed as a Conditional Enrolment. Details of the probation conditions will be outlined in a Personalised Study Plan.

Conditions for Academic Probation will be removed on conclusion of the first trimester subject to satisfactory fulfilment of all probation requirements and successful course progression.

A student who fails to meet the probation requirements of their Conditional Enrolment may be excluded.

Full details of support/intervention strategies available for students on Academic Probation are outlined in the 'Students At Risk' procedure.

6.9 Grounds for Issuing a Warning to Students

Where the Campus Academic Coordinator considers that grounds for exclusion exist, or are likely to exist, a warning letter should be sent to the student.

Where the Campus Academic Coordinator becomes aware that a student is unlikely to complete the course of study within the maximum period of candidature, unless an enrolment condition is imposed, the student should be advised of this prior to the imposition of an enrolment condition.

Students who do not appear to be making satisfactory academic progress should be advised of the risks they face of exclusion, the avenues open to them and the availability of course advice and support services. Such information should also be included in any 'warning' letters.

6.10 Publication of Results

The Campus Academic Coordinator is responsible for publication of official examination timetables, authorising the release of official result statements, and authorising academic records. Results in individual assessments and grades awarded in a unit shall be displayed or published using student identification numbers only.

No student's grade or mark shall be lowered after it has been officially released except in the case of proven academic misconduct by the student or an administrative error, with final decision to be made by the National Academic Coordinator.

6.11 Credit Points and Award Eligibility

SAE has adopted a credit point system which is employed to numerically delineate the value of each unit of study for its Higher Education courses.

Completion of a Bachelor course requires successful attainment of 240 credit points. Each unit is valued at 10 credit points which equates to a workload of nine hours per week.

To be eligible for an SAE Higher Education award, each candidate must meet the following award eligibility requirements:

Higher Education Degree Award

- A student must achieve 240 credit points through the successful completion of course units approved for the award.

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	<p>To be eligible for an SAE VET award, each candidate must meet the following award eligibility requirements:</p> <p>VET Diploma and Certificate Awards A student must achieve competency in all competencies set for the relevant award, as defined by SAE and/or as outlined in the relevant Training Package or Accredited Course documentation approved by National Skills and Standards Council.</p> <p>6.12 Graduation</p> <p>It is the responsibility of the Campus Academic Coordinator to ensure that all records of student progression, academic achievement are accurate and complete.</p> <p>The Examiner's Committee is responsible for reviewing grade outcomes and ensuring that a student has satisfactorily completed all course requirements, before recommending conferment of award to the Academic Board through the National Academic Coordinator.</p> <p>The Academic Board or its delegated officer will endorse the conferment of award for students who are eligible to graduate.</p> <p>Students who have a debt with SAE shall not have their final grade in any course officially communicated to them, nor shall they be permitted to graduate until such debts have been paid in full, or arrangements for payment has been approved by the relevant Campus Manager.</p> <p>Graduands who have satisfied all requirements are eligible to attend the graduation ceremony at any of SAE approved campuses. Graduands who are unable to attend a graduation ceremony shall have the appropriate award conferred by SAE "in absentia".</p> <p>Approved academic dress shall be worn by graduands at the graduation ceremonies. Graduates of SAE will be entitled to become members of the Alumni Association, to display the award conferred, and to wear the academic dress of SAE at appropriate ceremonies to signify the award conferred.</p>																
<p>7. Records</p>	<table border="0"> <tr> <td>13 July</td> <td>2007 policy implemented (Approved Academic Board)</td> </tr> <tr> <td>9 September</td> <td>2009 policy update (Approved by Prof Z. Klich, chair Academic Board)</td> </tr> <tr> <td>22 February</td> <td>2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)</td> </tr> <tr> <td>28 February</td> <td>2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)</td> </tr> <tr> <td>12 June</td> <td>2012 policy update (Approved by Joseph Anthonyysz, CEO & Managing Director)</td> </tr> <tr> <td>26 July</td> <td>2012 policy update (Approved by Academic Board)</td> </tr> <tr> <td>22 October</td> <td>2012 policy update (Approved by Prof. Zbys Klich, Chair, Academic Board)</td> </tr> <tr> <td>5th April</td> <td>2013 policy updated by M. L'Estrange, Head of Student Services Approved by R. Marcellino, Director of Academic and Student Services</td> </tr> </table> <p>5th April 2014 policy to be reviewed</p>	13 July	2007 policy implemented (Approved Academic Board)	9 September	2009 policy update (Approved by Prof Z. Klich, chair Academic Board)	22 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)	28 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)	12 June	2012 policy update (Approved by Joseph Anthonyysz, CEO & Managing Director)	26 July	2012 policy update (Approved by Academic Board)	22 October	2012 policy update (Approved by Prof. Zbys Klich, Chair, Academic Board)	5th April	2013 policy updated by M. L'Estrange, Head of Student Services Approved by R. Marcellino, Director of Academic and Student Services
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