

STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY

PURPOSE

This document sets out the policy by which CG Spectrum Institute (CGSI) 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. The policy is in accordance with the Higher Education Standards Framework (HES Standards) 2021 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, (National Code).

SCOPE

This policy applies to all students enrolled in CGSI'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 subjects attempted in a session;
- a student who attempts a subject 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/sessions from the date of their first enrolment (students may undertake two or three sessions per year). A time limit is placed on course completion to ensure that the qualification awarded reflects contemporary knowledge and skills:

- For the Diploma of Business, the maximum part time candidature is two years;
- For the Associate Degree in Business, the maximum part time candidature is four years;
- For the Bachelor of Business (Management) and Bachelor of Business (Accounting), the maximum part time candidature is six years
- For the Graduate Certificate, the maximum part-time candidature is three years;
- For the Graduate Diploma, the maximum part-time candidature is four years.

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

Compassionate and compelling circumstances mean events that:

- are beyond the control of the student;

- occurred before the student was formally advised by the Academic Director 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 policy.

The Academic Director is responsible for the application of this policy, in particular for:

- assuring the results recorded for each student at the end of each session;
- monitoring the academic performance of students against the minimum academic standards at the end of each session;
- 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 **Academic Director** 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 CGSI's grades and accredited higher education courses is paramount.
2. CGSI 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 CGSI 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 CGSI's higher education courses.
5. Students who do not maintain CGSI's 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 candidature period will be provided with a final opportunity to present their case for being permitted to continue with their course to the Academic Director.
7. Students who are permitted to extend their period of enrolment must maintain satisfactory academic progress or be excluded from the course.
8. The Academic Director will monitor student progression on a session basis, and will assure the academic results recorded for each student in each session, 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*;
 - are comparable with those of other providers as a result of CGSIs' benchmarking activities.
10. Students who have an outstanding debt to CGSI 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
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

Document:	Student Progression Exclusion and Graduation Policy	
Approved by:	Academic Board	Date: 24 February 2020
Version: V2.1	Replaces Version: V2.0	Next Review: 2022
V2.0	CRICOS minor edits 24/06/2021	
V1.2	Minor edits and logo	