Student Progression, Exclusion and Graduation Policy

Policy Owner	Academic Dean
Approving Authority	Academic Board
Implementation Responsibility	Academic Dean
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1. Purpose

This policy describes principles, rules and guidance for Sydney Polytechnic Institute (SPI) in regard to Student Progression, Exclusion and Graduation.

2. Scope

This policy applies to all students at SPI.

3. Definitions

Applicants include domestic and international students.

4. Principles

4.1 Academic staff members are responsible for the continuous monitoring of the progress of the students assigned to their units. Course coordinators are responsible for the continuous monitoring of the progress of the students assigned to their courses.

4.2 Lecturers and course coordinators are responsible for assessing the achievement of unit and course requirements, respectively. Additionally, lecturers and course coordinators are responsible for the maintenance of accurate records regarding student progress, achievements and completion of course requirements. All academic staff are responsible for the clear and timely communication of relevant information pertaining to their assigned units or courses to their students.

4.3 The documentation of admissions policies, course/unit requirements and procedures must be fair and consistent. Such policies, requirements and procedures must be designed to ensure that all students are sufficiently prepared to participate in their studies in regard to their academic knowledge and English proficiency. Any limitations or barriers to academic progression must be identified and addressed promptly.

5. Procedures

5.1 Maximum Candidature

Students shall complete the course within the expected duration of the enrolment, SPI will not extend the duration of enrolment unless:

5.1.1 An intervention strategy has been implemented or is in the process of implementing for students who are at risk of not meeting the course progress requirements. or

5.1.2 An approved deferral or suspension of the student's enrolment has occurred under SPI *Student Deferral, Suspension and Cancellation Policy* and Standard 9 of the National Code (Deferral, suspending or cancelling the overseas student's enrolment). or

5.1.3 Approval by SPI following the assessment of student application in regard to compassionate or compelling circumstances with demonstrable evidence.

SPI will advise students to contact immigration to seek advice on any potential impacts on their visa where any extension of the duration of student enrolment is approved.

The maximum period of candidature for a program at the Institute is as follows:

I.	3-year Bachelors:	6 years
II.	4-year Bachelors:	8 years
lll.	Graduate Certificate:	2 years
IV.	Graduate Diploma:	3 years
V.	Masters:	4 Years

5.2 Monitoring

5.2.1 The Academic Board shall be responsible for establishing benchmarks for student retention, progression and completion, and monitoring SPI performance against these benchmarks.

5.2.2 The Registrar shall provide a report to the academic board within three months of the completion of each primary trimester that summarises semester data and 3-year trends for each SPI course with regard to student retention; student progression; and student completion.

5.3 Student Progression

All enrolled or admitted students must meet the academic requirements and standards of progress expected from their courses and enrolment at SPI. Further specific details regarding requirements for international or overseas students can be found in the *ESOS Act* and *National Code 2018*.

Students will be informed of the requirements to achieve satisfactory course progress (including academic integrity) at the level they are studying and attendance via orientation for new students and via the SPI Learning Management System prior to the commencement of each study period for enrolled students.

Early Intervention

5.3.1 A full-time student is classified as potentially at risk of inadequate course progress (Academic Risk) when it is noted by the Course Coordinators (see Item 5.3.2) and lecturers that a student is not:

l. Regularly engaging in learning activities (including a case that a student presents for more than 5 consecutive days without approval, or fails to meet the attendance requirements of 80 per cent); or

ll. Adequately performing assessment tasks.

5.3.2 The Course Coordinators will be notified of this academic risk situation by the relevant teaching staff and this will be discussed in regular Academic Management meetings. A

written notice of the early intervention will be issued to students within 5 working days once the academic risk (see Item 5.3.1) is identified:

I. inform students of the identified Academic Risk, and specify processes for recording, monitoring and assessing course progress;
II. draw student's attention to the outcome of the unsatisfactory academic progress in the two (2) consecutive study periods, for example, risk of exclusion, cancellation of CoE;
III. inform students of the possibility of reporting the student's unsatisfactory academic progress;
IV. advise students to consult the Course Coordinators regarding academic performance.

The Course Coordinators will then counsel identified students to attend either:

I. Academic skills sessions;
II. Language support sessions;
III. Extra tutorial groups;
IV. Counselling;
V. Seek mentoring; or
VI. Combination of the above.

5.3.3 Measures and Processes to assist with the identification of early signs of students being at risk

Attendance Performance

5.3.3.1 SPI does not impose a mandatory attendance requirement, however, SPI expects students to attend at least 80% of their scheduled seminars as regular attendance strongly supports satisfactory course progression. SPI subsequently monitors attendance to assist with the identification of students showing early signs of being at risk as follows:

i. From Week 1, for each unit of study, Lecturers keep attendance records of students enrolled in SPI courses. Attendance records are kept by individual lecturers using SPI's Learning Management System. Students will receive weekly Attendance Reports on Friday of each week, outlining their attendance across all units they are enrolled in.

ii. At the end of Week 4, SPI's Student Support Team reviews the attendance records across all units on offer in a particular teaching period, to identify students who have attended less than 80% of all scheduled classes in any of their enrolled units to that date. SPI will send attendance warning letters to international students whose attendance in a particular unit is below 80% following the conclusion of Week 4 of the relevant teaching period, to notify the student of their potential risk of not meeting attendance requirements and inadequate course progression. The warning letters will be sent to the student's Institute email address, and may include information on available support services.

iii. At the end of Week 8, SPI again reviews the attendance records across

all units on offer in a particular teaching period, to identify students who have attended less than 80% of all scheduled classes in any of their enrolled units to that date. SPI will send attendance warning letters to international students whose attendance in a particular unit is below 80% following the conclusion of Week 8 of the relevant teaching period, to notify the student of their potential risk to attendance requirements and inadequate course progression. The warnings will be sent to the student's Institute email address. If at this time, a student receives a **second Warning Letter**, the student may be required to attend a meeting with Academic Dean and/or Student Support Staff to discuss their attendance and explore available support options.

5.3.3.2 Circumstances Impacting Attendance

Students who experience circumstances that impact their ability to attend class should seek assistance from a Student Support Officer at the time the circumstances arise. This will allow support strategies to be discussed and implemented to reduce the impact on the student's course progression. If a student has a pre-existing condition or circumstance it is recommended that they discuss this with a Student Support Officer at the Institute at the beginning of their studies to discuss the support strategies and services the Institute may offer. Students who have missed an assessment or test due to serious and unavoidable circumstances can request special consideration under Special Consideration.

5.3.3.3 Early assessment performance

SPI also uses early assessment performance to identify students at risk of inadequate course progression, as required by National Code Standards 8.4 and 8.8.

Monitoring of student assessment is undertaken in the first instance by teaching staff assessing students' progression and occurs following the completion of each assessment task. Students are also encouraged to discuss any circumstances that may impact their performance on an assessment task with their unit teacher.

Teaching staff shall monitor student progression after each assessment task. A student is identified as 'at risk' if they:

- Have not submitted the first assessment by the due date or approved extension date. Or
- Have not achieved a pass grade for the first assessment.

The 'at risk' students will be notified in writing and requested to schedule a meeting with the Course Coordinator (or the delegate) to discuss the support and assistance required and to develop a study and support plan to aid future success.

Students who remain 'at risk' in the Week 8 review, will be required to attend a second meeting with the Course Coordinator (or the delegate) to review the study and support plan and determine whether adjustments are needed.

Intervention Strategy

5.3.4 If a student has not achieved satisfactory progress following the early intervention, that is, the student fails to achieve a minimum pass rate of 50% of their enrolled units at the end of a study period, SPI will implement a further intervention strategy.

5.3.5 The intervention strategy will include the following:

I. Students will be notified through email or phone that they are required to attend an interview with the Course Coordinators.

II. At the interview, students will be counselled as to their suitability or otherwise for the course. And the processes for determining the point at which the student has failed to meet satisfactory course progress will be specified.

III. The student will be required to enter a **formal Learning Contract** with the Course Coordinators.

IV. The Learning Contract will outline the required steps that are to be taken to improve the student's performance at SPI. This Learning Contract will be signed by the Course Coordinators and the student and a copy will be placed on the student's file.

5.3.6 SPI will monitor the student's performance throughout the following study period, if SPI identifies a breach of the Learning Contract Conditions during the study period, the student will receive a notice of Intention to Report following the release of the study period results, which includes information on their right to access an appeals process within 20 working days through SPI's student grievance and mediation process.

If, at the end of the teaching period, the student made satisfactory course progress (that is, the student achieved to pass a minimum of 50% of their enrolled units), SPI will continue to monitor the student's performance in accordance with its Early Intervention and Intervention procedures in the following teaching period.

5.3.7 If there is no observed improvement in course progress in the following study period (that is, the student failed to achieve a minimum pass rate of 50% of their enrolled units for the second time), within 5 working days from the date of release of final exam results, the student will receive a written notice of the intention to report, including:

I. SPI intends to report student's unsatisfactory academic progress or attendance, attached with reasons for this intention;

II. Advise students of their rights on accessing an appeal process through SPI's grievance mediation process within 20 working days, in accordance with SPI *Student Complaint and Grievance Resolution Policy and Procedure* and *Standard 10 Complaints and appeals of the National Code 2018*.

5.3.8 For International students, SPI will report the unsatisfactory course progress or attendance to relevant regulatory agencies and record the information in PRISMS in accordance with section 19(2) of the ESOS Act if:

I. a complaint and grievance processes, both internal and external to SPI and including any appeals made, have been completed and the outcome favours SPI;

II. an international or overseas student decides not to pursue internal or external avenues for complaint or appeals within 20 working days;

III. an international or overseas student withdraws from any internal or external appeals or complaint processes with written notification submitted to SPI.

5.3.9 The procedures and processes undertaken with the student will be documented in a written report, including any outcomes reached and recorded in the student's file in the Student Management System.

Exclusion

5.3.10 Students may be excluded from a course or courses of study if one or more of the following conditions occurred:

I. The maximum period of candidature is exceeded;
II. A core unit is failed twice;
III. The student has failed more than 50% of the units in their course for two consecutive study periods and following engagement with intervention strategies; or;
IV. The student has breached policies that stipulate exclusion from studies as a consequence.

5.3.11 For students who have no prior record of exclusion, information on exclusion will be recorded in the student's file; a period of up to one year may be applied. For students who have had one recorded exclusion, a period of up to five years may be applied.

5.3.12 The Course Coordinators, in consultation with the Academic Dean, will issue a written statement to inform students of the decision to exclude them within 5 working days of the decision being made; and advise students of their rights on accessing an appeal process through SPI's grievance mediation process within 20 working days.

5.3.13 If a student has failed a core unit twice and wishes to reattempt it for the third time, the student may apply for special permission. Applications are to be addressed to the Academic Dean in writing including documentation to support the application. The document should demonstrate that any prior issues pertaining to previous unsuccessful performance in the unit have been resolved or addressed. Accepted documentary evidence includes medical certificates or letters of consideration from the relevant course coordinators, the Registrar or other related professional reports.

Grounds for Issuing a 'Warning' to Students

5.3.14 Where the Course Coordinators, in consultation with the Academic Dean, consider that grounds for exclusion exist, or are likely to exist, a Warning letter from the Student Service Office shall be sent to the student advising them of this situation. Students failing to make satisfactory academic progress will be advised of the risks of exclusion that they face, the options available to them and the availability of course advice and support services (see Intervention Strategy). Such information is to be included in any 'Warning' letters.

5.3.15 Where the student has been assessed as not meeting course progress or attendance requirements, SPI must provide a written notice to the student as soon as practicable which

- notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance;
- informs the overseas student of the reasons for the intention to report;

- advises the overseas student of their right to access the registered provider's complaints and appeals process.

5.4 Publication of Results

It is the responsibility of the Registrar to ensure the publishing of finalised examination timetables, official result statements and authorising the publication of academic records. Any results or information pertaining to an individual student's assessments or grades must identify them by their SPI student number only.

5.5 Graduation

5.5.1 The Academic Dean and Registrar are responsible for the verification and recording of student progress, academic achievements and satisfactory completion of all course requirements. Following this, the student will be recommended to the Academic Board for further review regarding their eligibility for graduation. If the Academic Board endorses that the student has satisfied all graduation criteria, the student will be forwarded to the Governing Council to be awarded their qualification. The Governing Council is responsible for the approval of students who are eligible for the awarding of their desired qualification and graduation.

5.5.2 If a student has any unpaid fees due to SPI, their graduation will not be approved and official grades will be withheld until the debts have been paid. If the student cannot repay their debts or have difficulties doing so, an alternate arrangement may be approved by the Finance Manager.

5.5.3 Students who are eligible to graduate shall apply to the Student Service Office by the prescribed date to attend the relevant graduation ceremony.

5.5.4 Graduands who cannot attend the graduation ceremony will have their qualification awarded by SPI 'in absentia'.

5.5.5 All graduands must wear the relevant SPI graduate attire during graduation ceremonies. Unless otherwise approved by the Registrar. Additionally, all graduates of SPI, unless notified otherwise, are eligible to join the Alumni Association as members and have their awards displayed.

5.5.6 At all times, graduation and certification of awards are to be compliant with the Higher Education Standards (Threshold Standards) 2021, *AQF Qualifications Issuance Policy,* and informed by the *Guidelines for the presentation of Australian Higher Education Graduation Statements*.

5.5.7 Students who completed one or more units of study that do not lead to an award of qualification have access to an authorised record of results for the units undertaken.

5.6 Testamur, Records of Results and Certification Documentation

5.6.1 In order to ensure integrity, the SPI Governing Council holds the sole authority to award qualifications on behalf of SPI to eligible students once approved by the Governing Council for awarding, as well as the authority to issue the certification documentation, including testamurs and Record of Results. As such, testamurs and/or statements of graduation must bear the signature of the SPI Governing Council Chairperson to indicate the Governing Council's approval of the issuing of the certification document.

5.6.2 To ensure the integrity, traceability, and authenticity of certification documents, testamurs, and transcripts, the following measures must be observed in the production and management process of the documents:

5.6.2.1 Certification documentation, including testamurs and transcripts, must be printed directly through the Student Management System by the Registrar acting on the authority of the Governing Council or an authorised delegate.

5.6.2.2 A unique certificate number must be printed on testamurs and any certified statements of attainment.

5.6.2.3 In order to maintain authenticity and prevent reproduction, all paper used for the purposes of printing certification documentation, including testamurs and transcripts, must feature a pre-designed template and be signed by authorised SPI personnel, and stamped with a pre-approved SPI seal.

5.6.2.4 Once signed and stamped, all certification documentation, including testamurs and transcripts, must be scanned and uploaded to the Student Management System by the Registrar or an authorised delegate.

5.6.2.5 No certification documentation, including testamurs and transcripts, are to be 8recognised as authentic unless the procedures above have been followed in the production and management of the document.

5.6.3 Replacement of certification documentation may occur pending an approved Replacement of Certification Documentation – Application Form and the payment of associated fees.

5.6.3.1 Completed replacement applications must be submitted to SPI Student Services and will only be released if payment is received and the evidence provided with the application is satisfactory.

5.6.4 Replacement of certification documentation must undergo the same process of production and management outlined in section 5.6.2 of this policy to ensure integrity, traceability, verifiability, and authenticity.

5.6.5 Replacement of certification documentation may only occur for the following reasons:

5.6.5.1 The original document has been stolen, damaged, or permanently lost; or

5.6.5.2 The original document no longer documents the graduate's formal name.

Notes

Related Legislation:

ESOS Act 2000
ESOS Act 2000 incorporating National Code 2018
Higher Education Standards Framework (Threshold Standards) 2021, 1.5.4; 1.5.5; 1.5.6; 1.5.8; 1.5.10; 8.4; 8.8; 8.13.2; 8.16 and 8.17

Related Documents:

SPI Academic Integrity Policy and Procedure
SPI Student Complaint and Grievance Resolution Policy and Procedure
SPI Student Admissions and Enrolment Policy
SPI Academic Credit and Recognition of Prior Learning Policy
SPI Student Deferral, Suspension and Cancellation Policy
SPI Overseas Student Transfer Policy and Procedure

Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Academic Board	25/08/2021	New Policy
1.1	Academic Board	29/01/2022	Section 5.6 inserted
1.2	Academic Board	23/09/2022	Sections 5.3.3, 5.3.14 and 5.3.15 inserted and amendments made to Section 5
1.3	Academic Board	14/8/2025	Section 5.3 reviewed for early intervention process
1.4	Academic Board	17/08/2026	Section 5.1 amended to specify the maximum period of candidature for Bachelor degrees.