

## **POLICY TITLE:** Student Progress and Exclusion

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### **Purpose**

To ensure all students and staff follow the Photography Studies College (Melbourne) (the College) policy, principles and procedures related to student progress throughout the student life-cycle.

### **Policy**

Students enrolled in College courses are subject to satisfactory course progress and completion requirements. Unsatisfactory progress may result in exclusion processes. This Policy and Procedure sets out the principles and processes to be followed in order to monitor the progress of all students and in dealing with students who might be categorised as not meeting academic progression requirements and that may ultimately lead to possible exclusion.

The College attends to the needs of students regarding their academic progress by:

- ï Ensuring students are fully aware of academic progression requirements
- ï Identifying and alerting students not meeting these requirements
- ï Identifying and alerting students who may be deemed 'At Risk' with regard to their progress in certain subjects/units
- ï Providing assistance to students in order to address issues affecting progression

### **Procedures**

#### **Key Principles**

##### **Satisfactory Progress**

- ï Students are required to complete all subjects/units in a particular year level in order to be eligible to progress to the following year level.
- ï Under exceptional circumstances students may be permitted to proceed without successful completion of all subjects/units provided they (i) have completed the necessary pre-requisites for the subjects/units about to be undertaken and (ii) that they will repeat any failed subjects/units.
- ï Being permitted to proceed to the next year of the course does not in itself imply or infer that subjects/units have been completed or passed.

##### **'At Risk' Status**

A student may be deemed "At Risk":

- ï By a teacher if they have poor academic performance in a subject/unit or subjects/units.
- ï They have unsatisfactory attendance.
- ï Persistent breaches of academic integrity

- i Confirmed misbehaviour, unacceptable behaviour and/or breach of responsible behaviour.

A student who has a status of “At Risk” for a study period is required to attend a student progress meeting with the subject teacher and the VET Training Manager (for VET students) or the Higher Education Course Director (for Bachelor or Master students) about their academic progress.

During the student progress meeting, academic staff may specify a study program that the student is required to undertake and may recommend other action that the student may take to improve their performance. Where a study program is specified, the details are to be advised to the student in writing and placed on the student’s file.

## **Exclusion**

- i Where a student is deemed ‘At Risk’ and has then failed to successfully complete the prescribed study / training plan as advised at the student progress meeting the student may be notified to show cause as to why they should not be excluded from the course.
- i The notification will give a due date for a response, being 14 days from the date of the notification.
- i This response will be considered by VET Training Manager (for VET students) or the Higher Education Course Director (for Bachelor and Master students) and a decision about the student’s ability to continue will be determined.
- i If no response is received, the student may be excluded from the course.
- i The student has a right to appeal this decision in line with the *Grievance Handling Policy & Procedure (for Academic and Non-Academic matters)*.
- i Where a student’s appeal against exclusion is upheld, the student may resume their enrolment in the course.
- i An application for re-admission after exclusion will be assessed by the VET Training Manager (for VET students) or the Higher Education Course Director (for Bachelor and Masters students).

A detailed outline of the requirements that pertain to the implementation of this Policy in relation to international students is provided in the Student Progress and Exclusion and Monitoring, Notifying and Reporting of International Students Procedure.

## **Definitions**

### **Academic Integrity**

Academic integrity refers to honesty and trust in all aspects of academic work. It includes the way students and staff write assignments and papers, and conduct themselves during examinations and in any research activities they may undertake.

### **At Risk**

At Risk status means a student’s poor progress in a subject, or a series of subjects/units, is placing them in danger of failing that subject/unit (or subjects/units) and not being able to progress further.

### **Exclusion**

Exclusion means that the student is not permitted to remain enrolled in the course. However, the student may re-apply for admission to the VET Training Manager (for VET students) or the Higher Education Course Director (for Bachelor and Masters students) after a period of 12 months after the relevant study period for which the exclusion was enforced.

### Study period

This refers to a single cycle of the period of study in which a subject is taken.

### Show Cause

Where a student is asked to “show cause”, it means that Photography Studies College (Melbourne) requires a student to provide a written justification as to why they should not be excluded from the course.

### Unsatisfactory attendance

Unsatisfactory attendance refers to consecutive non-attendance of subjects/units sessions which would impede or prevent students from satisfactory completion.

This also includes attendance that falls below the required 80% attendance threshold for a particular subject/unit overall.

## Related Documentation

### Policies

Fair Treatment and Equal Benefits and Opportunity  
Grievance Handling Policy and Procedure (for Academic and Non Academic matters)  
Assessment  
Course Completion and Graduation  
Monitoring, Notifying & Reporting of International Students  
Student Conduct  
Academic Integrity  
Support for Students

### Procedures, Forms & Documents

‘At Risk’ Letter  
Student Progress and Exclusion and Monitoring, Notifying and Reporting of International Students Procedure

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