

Health Education and Training Institute Higher Education Progression and Unsatisfactory Academic Progress Policy

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Summary	This policy covers matters relating to identifying and dealing with poor performance, including "at risk" students; multiple failures; conditional enrolment, suspension or exclusion for unsatisfactory academic performance and appeals; maximum length of enrolment; and requirements that must be met in order for students to progress.
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Review date	June 2020
Risk Assessment	As per Attachment 1 to this document.

Document History

Version	Issued	Status	Author	Reason for Change
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v0.2	13 January 2016	Draft	Geoff Murphy	Consolidation of feedback
v0.3	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.4	27 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v0.6	15 February 2016	Draft	Mark Wilbourn	Incorporating slight amendment from Academic Board 15 February 2016 clause 1 – remove the words ‘of a range’ (prior to support services)
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v1.1	24 August 2017	Draft	Valerie Rhodes	Amendment of notification and appeals.
v1.2	10 October 2017	Draft	Mark Wilbourn	Clause 6, 11, 13 and 14.
v1.2	10 October 2017	Draft	Valerie Rhodes	As endorsed by the Teaching and Learning Committee
v1.2	19 October 2017	Draft	Valerie Rhodes	As supported by the Health Education and Training Institute Academic Board
v2.0	1 November 2017	Final	Valerie Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

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Policy Statement

Health Education and Training Institute (HETI) Higher Education has a duty to maintain the quality, integrity and reputation of its courses while providing reasonable support to individual students as they progress through their studies. This duty is supported by having clearly specified measures in place to identify and manage poor performance, identify "at risk" students; manage multiple failures; impose conditional enrolment, suspension or exclusion sanctions for unsatisfactory academic performance; specify maximum length of enrolment; and requirements that must be met in order for students to progress, including fair and impartial appeal provisions.

Aims and Objectives

1. The aim of the policy is to identify poorly performing students, so that steps may be initiated to address that poor performance. Students may avail themselves of support services, including learning support. Where poor performance persists, students face sanctions, including exclusion from HETI Higher Education courses.
2. At the same time, HETI Higher Education recognises that there can be extenuating circumstances for poor performance, and students who are sanctioned have a right of appeal that may lead to the sanctions being removed or modified

Overview

3. HETI Higher Education is also subject to a number of NSW Health legislative requirements, policy requirements and codes of behaviour which cover a wide range of matters including work health and safety, anti-discrimination, equal opportunity, and equity. Some of these relate to matters described in this document. Nothing in this document is intended to override or be inconsistent with such NSW Health policies and procedures.

Definitions

4. For the purpose of this policy:
 - a. **At Risk:** HETI Higher Education will identify students who, because of poor academic performance, are, if performance does not improve, faced with sanctions, such as placement on conditional enrolment, or exclusion. Students who are identified as "at risk" are contacted regarding their situation, and advised to seek assistance.
 - b. **Conditional Enrolment for Unsatisfactory Academic Performance:** is a sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of units that a student may enrol in; the load must not exceed 10 credit points per session.
 - c. **Suspension for Unsatisfactory Academic Performance:** is the barring of a student from course participation at HETI Higher Education for a specified period of time. At the conclusion of a period of suspension, the student has automatic right of resumption of study in their original course or a course deemed to be equivalent by HETI Higher Education. During a period of suspension, a student's enrolment will cease and the student will not be entitled to have access to HETI Higher Education course resources. A student who is suspended from HETI Education shall not be granted advanced standing for units completed at another university during the period of suspension, and may not take units at other universities under arrangements for concurrent or cross-institutional enrolment.
 - d. **Exclusion for Unsatisfactory Academic Performance:** an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at HETI Higher Education during the period of exclusion, which will not exceed 24 months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course or to HETI Higher Education and must apply for re-admission. Students cannot be granted advanced standing from a previously abandoned course at HETI Higher Education to another current course at HETI Higher Education while on exclusion. Students who have been excluded may apply for re-admission to their original course of study or for admission to the course deemed by HETI Higher Education to be equivalent after the period of exclusion has expired. Students will be required to apply formally for re-admission through the normal channels. (Refer: Enrolment Policy "Enrolments

after Suspension and Exclusion"). Previous enrolment in a course of study at HETI Institute Higher Education does not guarantee acceptance of an application for re-admission. A student re-admitted under this clause will be subject to the rules for the course (or the course deemed by HETI Higher Education to be equivalent) that were current at the time of re-admission. During a period of exclusion, a student's enrolment will cease and the student will not be entitled to have access to HETI Higher Education educational resources except with the written permission of the Director, Education and Training. A student who is excluded from HETI Higher Education shall not be granted advanced standing for units completed at another university during the period of exclusion, and may not take units at other universities under arrangements for concurrent or cross-institutional enrolment.

Procedures

Progression Rules

5. This policy applies to all students formally enrolled at HETI Higher Education in higher education awards.
6. Student academic performance is assessed by the Framework Coordinator following results processing at the end of each semester. Students making satisfactory progress and students at risk will be identified; those considered to be at risk will be discussed at the Teaching and Learning Committee. The Teaching and Learning Committee approves all student progression.
7. Student academic performance may also be assessed at other times. In these situations, HETI Higher Education may retrospectively impose sanctions on the student. The Teaching and Learning Committee has the authority to determine whether sanctions will be applied retrospectively, to, for example, take account of late grades that have not been finalised at the end of the semester.
8. The Progression Rules, against which students are assessed, are as follows:
 - a. students are required to complete all the requirements for current units of study before commencing any additional units of study;

- b. students enrolled in a particular course will normally be expected to complete that course in the format as described by HETI Higher Education providing they make satisfactory progress;
 - c. in order to progress from graduate certificate to graduate diploma students must attain the prerequisite number of credit points (i.e. 40);
 - d. in order to progress from graduate diploma to masters students must attain the prerequisite number of credit points (i.e. 80).
9. The assessment of academic performance will apply HETI Education Progression Rules, and the following outcomes are possible:
 - a. the student has satisfied the progression rules, their academic progress is satisfactory, and they are in "good standing"; or
 - b. the student has not satisfied the progression rules and is "at risk" of being placed on conditional enrolment or excluded for unsatisfactory academic performance; or
 - c. a student designated as "at risk" has not satisfied the progression rules and is placed on conditional enrolment or excluded for continued unsatisfactory academic performance (see "Conditional Enrolment and Exclusion for Unsatisfactory Academic Performance" below); or
 - d. a student has exceeded the maximum length of enrolment and is excluded (see "Maximum Length of Enrolment" below).

At Risk Students

10. Students who, because of poor academic performance, are deemed to be at risk by HETI Higher Education.
11. At risk students are students who:
 - a. demonstrate inconsistent academic performance in a unit of study by, for example, non-submission or repeated need for resubmission of work, or repeated requests for extensions to assessment submission deadlines; and/or

- b. fail 50% or more of the units attempted in a semester; and/or
 - c. fail the same or equivalent unit twice; and/or
 - d. fail a mandatory program component.
12. It is the student's responsibility to recognise they are at risk and to respond accordingly.
13. In the first instance of a student being identified as potentially "at risk" the Unit Coordinator is required to email the student, offering assistance and additional support as required. The Unit Coordinator will consult with the Framework Coordinator and, if required, commence development of a risk management plan for the student.
14. If the student is identified as being "at risk" the student will receive formal notification from the Unit Coordinator advising their academic progress is not satisfactory, the reasons, and that their student record will indicate their "at risk" status.
15. The consequence of being "at risk" is that students face sanctions if poor academic performance continues.
16. The Unit Coordinator will refer students whose progress is considered to be unsatisfactory or at risk to the Teaching and Learning Committee. The Unit Coordinator will develop a risk management plan with the student. The role of the Teaching and Learning Committee is to review and approve the risk management plans developed to assist the identified students to progress through the program of study.
17. The Unit Coordinator will communicate the plan to the student and monitor progress against the stated goals.
18. If the student is deemed to be making progress towards the goals the Unit Coordinator can:
- a. allow the student to continue in the program of study; or
 - b. allow the student to continue in the program of study with specified conditions of enrolment.

19. If it is determined that the student continues to make unsatisfactory progress then the student may be subject to the sanctions set out in this policy.

Conditional Enrolment or Exclusion

Conditional Enrolment

20. If a student has not previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any 12 month period, the student will be placed on conditional enrolment for the following 12 months and must enrol for a reduced academic load during that time.

Exclusion

Passing Less than 50% of the Credit Points

21. If a student has previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any 12 month period, the student will be excluded from HETI Higher Education for the following 12 months.

Multiple Failure of Units

22. A student who fails the same unit, or a unit deemed equivalent by HETI Higher Education, on three separate occasions, will be excluded from study at HETI Higher Education for a period of 12 months.

Implications of Leave of Absence

23. A student who has been placed on conditional enrolment or excluded but has approved leave of absence will be placed on conditional enrolment, or excluded, at the conclusion of their period of leave of absence.
24. Periods of approved Leave of Absence are not counted for the purpose of this policy. However students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the due

date will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

Maximum Length of Enrolment

25. Failure to complete a course within a reasonable time can be an indicator that a student needs to review their circumstances which may be preventing them from performing adequately.
26. Students are expected to complete their course of study within the following timeframe:
 - a. Graduate Certificate: 1 - 2 years
 - b. Graduate Diploma: 2 - 4 years
 - c. Masters Program: 3 - 6 years
27. Any alteration to the above timeframes must be approved by the HETI Higher Education Academic Board.
28. Students who fail to complete their course of study within the specified timeframe will be excluded.
29. Students will be excluded for a period of two years if, at the end of an academic year, the student has failed to complete their course in the prescribed maximum time.

Appeals - General Provisions

30. Students have a right to appeal against a decision that places them on conditional enrolment, suspension or excludes them from their course of study for unsatisfactory academic performance. The notification sent to the student advising them of their placement on conditional enrolment, suspension or exclusion will inform them of the deadline for the submission of an appeal which is 15 working days from the date of notification.

31. Appeals lodged outside the timeframe stated in the notification will not be considered.
32. In the first instance an appeal must be in writing to the Framework Coordinator and clearly state the grounds for the appeal. The student will not have an automatic right to appear in person or before a hearing of the appeal. Appeals should therefore include appropriate documentation (statements from counsellors, medical certificates, etc.) to substantiate the appellant's grounds for appeal. The Framework Coordinator has 10 working days from the date of receipt to make a determination on the appeal.
33. If the student is dissatisfied with the outcome of their appeal, the student must appeal in writing within 10 working days of the date of notification to the Chair HETI Higher Education Academic Board against being placed on conditional enrolment, suspension or exclusion for unsatisfactory academic progression.
34. On behalf of the HETI Higher Education Academic Board, the Chair Teaching and Learning Committee will convene an Appeals Panel to consider appeals that have been received by the due date.
35. The Appeals Panel will consist of the academic membership of the Teaching and Learning Committee, including the Chair, and those members who have not had any previous involvement in the determination of unsatisfactory progress of the student concerned. The panel must consist of at least three academic staff to make a determination.
36. The Appeals Panel may determine an appeal by:
 - a. upholding the appeal and removing the period of exclusion or suspension;
 - b. upholding the appeal and removing the period of conditional enrolment;
 - c. upholding the appeal and reducing the period of exclusion or suspension;
 - d. upholding the appeal and reducing the period of conditional enrolment;
 - e. upholding the appeal and replacing the period of exclusion with a period of suspension, or conditional enrolment;

- f. upholding the appeal and replacing the period of suspension with a period of conditional enrolment;
 - g. dismissing the appeal; or
 - h. varying a penalty that has been imposed.
37. The determination of the Appeals Panel will be final and must be reported to the HETI Higher Education Academic Board.
38. The Chair Teaching and Learning Committee must advise the student in writing of the outcome of their appeal within 5 working days of the determination.

Related Documents

- Health Education and Training Institute Higher Education Enrolment Policy
- Health Education and Training Institute Higher Education Fees Policy
- Health Education and Training Institute Higher Education Student Support (Rights and Responsibilities) Policy

Acknowledgement:

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	Identification of risks – what might happen & how?	
	1.	
	2.	
4.2	Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
	Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	