

Course Rules Progression and Completion Policy and Procedures

Purpose

This Policy explains the requirements for progressing through a Sydney International School of Technology and Commerce (SISTC) course to graduation, the consequences for students who do not meet these requirements, and the measures available to students who wish to appeal against decisions related to progression. This Policy is an integral part of SISTC's approach to dealing with students at risk.

Scope

All domestic and international students of SISTC.

Definitions

Conditional enrolment: an enrolment status for a given academic year that means that a student has to make satisfactory academic progress in order for this status to then be an unconditional enrolment.

Progression: unconditional enrolment in a subsequent academic year.

Suspension: the prohibition on a student from re-enrolling for a specified period.

Students at risk: students who are at particular risk of unsatisfactory academic progress.

Exclusion: the permanent prohibition on a student from re-enrolling at the College for a prescribed time period.

Policy Statement

1. PROGRESSION

In order to re-enrol in the second or subsequent year of a course, students must have:

- Passed at least 50% of credits points in which they enrolled in the previous academic year;
- not have failed any unit for a third time in previous years.

2. GRADUATION

To be eligible for graduation, students must have completed their courses and have completed them within the maximum duration of enrolment. The maximum duration of enrolment for a domestic student will normally be twice the full-time completion time: six years for a 240-point undergraduate degree; and two years for an 80-point diploma degree. The maximum duration of enrolment for an international student will normally be as stated on the student's Confirmation of

Enrolment (CoE). The maximum time to complete the course for an International Student may be affected by the COVID-19 Pandemic (or similar). Extensions of time to complete a course will be approved by the Academic Registrar.

Students who fail to re-enrol and who are not on an approved Leave of Absence before course completion will have their enrolment cancelled and will be issued a statement of academic achievement.

3. UNSATISFACTORY PROGRESS

A student who has failed:

- more than 50% of credits points in which they enrolled in a given academic year will be placed on conditional enrolment for the following academic year;
- a unit for the third time will be placed on conditional enrolment for the following academic year;
- to achieve at least 50% of credits points in which they enrolled in an academic year, and fail to achieve at least 50% of credits points in the next academic year, will either have their enrolment suspended for a period of twelve months or be excluded from the College for a period of twelve months.

After a period of Exclusion or Suspension a student may re-apply for admission by lodging a submission to the Academic Registrar and determination will be made under the *Admissions and Enrolment Policy and Procedures*.

The Chief Academic Officer (Dean) may decide that circumstances other than those described above may constitute Unsatisfactory Progress. Such decisions will be reported to the Academic Board.

The *SISTC Student Support Policy* outlines the proactive actions that will be taken by SISTC to assist all students to achieve satisfactory progression.

4. DEFERMENT OF ENROLMENT: LEAVE OF ABSENCE

SISTC acknowledges that students encounter unpredictable life events that may affect progression. All students may apply for Leave of Absence if there are compassionate or compelling circumstances, outside of the control of the student. Students can also take Leave of Absence if there are no units they can study in the relevant study period and this is considered to be a compelling circumstance.

The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* ("the National Code 2018") Part D, Standard 9 allows international students, where compassionate or compelling circumstances exist, to defer the commencement of studies, to take leave from studies or to temporarily suspend their studies during their programs. This must be completed through a formal agreement with SISTC. Students must be advised that deferring, taking leave from studies or temporarily suspending their studies during their programs may affect their student visa.

5. CANCELLATION OR SUSPENSION OF ENROLMENT FOR OTHER REASONS

5.1 Disciplinary Reasons

SISTC may also seek to cancel or suspend the student's enrolment for disciplinary reasons.

5.2 Non-Serious Attempt (exclusion at the end of Trimester)

At the discretion of the Dean, and in consultation with the Registrar; Chief Executive Officer or Delegate; Associate Dean, Academic Program; and Associate Dean, Learning and Teaching, a student may have their enrolment cancelled if they have not, over the course of a trimester, made a serious effort to engage in their studies across a number of School-related activities. The cancellation of enrolment will be confirmed at the end of a given trimester after the confirmation of grades. This would normally be as a result of a student being awarded a Fail Discontinued (FD) grade across all units within a given trimester. A Fail Discontinued grade is awarded to a student that has not made a serious attempt at engaging with a unit. This may comprise the following actions of the student: a) not attended classes; b) not submitted an assessment task; c) not engaged or responded to correspondence issued by the School; d) not accessed the Learning Management System; and/or e) not paid tuition fees.

6. APPEALS

A student may appeal against a decision of conditional enrolment, suspension, or cancellation using the procedures set out in the *SISTC Review of Grades and Academic Appeals Policy*

Procedures

1. STUDENTS UNDER CONDITIONAL ENROLMENT

The student's status as being under conditional enrolment will be noted on their student record. Conditional enrolment status will be deleted at the end of the academic year if progress has been satisfactory.

The student will be required to meet with the Associate Dean, Academic Programs before the beginning of the academic session to agree on a Program of Support and Supervision.

The Program of Support and Supervision may include a reduced unit load, access to specialised resources, mentoring, and other measures designed to maximise the student's chance of success.

2. DOMESTIC STUDENTS: LEAVE OF ABSENCE

Domestic students who wish to take leave from studies during a trimester must apply using the *Amend Course Enrolment Status Form* (Appendix A) prior to taking leave unless circumstances, out of the control of the student, prevent this from occurring.

Returning students who wish to enrol or commence classes after the last date allowed for the trimester must apply for *Leave of Absence* and have the leave approved prior to commencement of the trimester unless circumstances, out of the control of the student, prevent this from occurring. The Academic Registrar will inform students of the last date to enrol for the trimester.

When assessing a *Leave of Absence* application SISTC must consider the number of classes the student will miss during the leave from studies period and how it will affect the student's results at the end of the trimester.

A copy of these forms will be held in the student's file.

3. INTERNATIONAL STUDENTS: LEAVE OF ABSENCE

International students who wish to take *Leave of Absence* during a trimester e.g. leave to return to home country for two weeks, must apply for *Leave of Absence* using the Amend Course Enrolment Status Form prior to taking such leave, unless circumstances out of the control of the student prevents this from occurring.

Short term *Leave of Absence* is leave that will normally not affect the length of a student's visa. Returning students who wish to enrol or commence classes after the last date allowed for the trimester must apply for *Leave of Absence* and have the leave approved prior to commencement of the trimester unless circumstances, out of the control of the student, prevent this from occurring. The Academic Registrar will inform students of the last date to enrol for the trimester.

International students should check with Department of Home Affairs before applying for *Leave of Absence*. In most cases students will be required to go back to their home country while on *Leave of Absence*. Student's leave will be assessed per trimester. Leave approved, especially for more than one trimester, may not be recognised by the Department of Home Affairs and it may act to cancel the student's visa.

When assessing a *Leave of Absence* application SISTC must consider the number of classes the student will miss during the *Leave of Absence* period and how it will affect the student's results at the end of the trimester.

A copy of these forms will be held in the student's file. If applicable SISTC will record leave on the student's Conditions of Enrolment (CoE) via the *Provider Registration and International Student Management System (PRISMS)*.

4. SUSPENSION OF ENROLMENT FOR DISCIPLINE REASONS

Written notification advising student of the decision to suspend them from their studies for discipline reasons must include 20 working days for the student to access the provisions of the *SISTC Student Complaints, Appeals and Grievances Policy*.

Suspension may impact on international student's visa and is reported via *PRISMS* to The Department of Home Affairs.

5. CANCELLATION OF ENROLMENT FOR DISCIPLINE REASONS

Students must be advised in writing of the decision to cancel due for discipline reasons. This communication must provide the students with 20 business days to access the provisions of the *SISTC Student Complaints, Appeals and Grievances Policy*.

Cancellation of Enrolment may impact on an international student's visa and is reported via *PRISMS* to the Department of Home Affairs.

6. CANCELLATION OF ENROLMENT FOR A NON-SERIOUS ATTEMPT AT STUDIES

Students must be advised in writing of the decision to cancel due to a non-serious attempt at studies. This communication must provide the students with 20 business days to access the provisions of the *SISTC Student Complaints, Appeals and Grievances Policy*.

Cancellation of Enrolment may impact on an international student's visa and is reported via *PRISMS* to the Department of Home Affairs.

7. WITHDRAWAL FROM ALL STUDIES

A student wishing to withdraw from all studies must give notice in writing using the *Amend Course Enrolment Status Form for Withdrawal from All Studies*.

International students should check with the Department of Home Affairs before *Withdrawing from All Studies*. An international student's withdrawal will be recorded in *PRISMS*.

Students should refer to the *SISTC Fees, Charges and Refund Policy* for information on whether a refund of fees will be applicable at the time of withdrawal.

Monitoring and Review

The *SISTC Compliance, Quality Assurance and Review Strategy and Plan* shows how *SISTC* continuously monitors the application of this Policy to achieve ongoing regulatory compliance and process improvement.

Relevant Legislation and Standards

Higher Education Standards Framework (Threshold Standards) 2021 Domain 1
National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("the National Code 2018") Part D, Standards 8 and 9

Key Related Documents

SISTC Compliance, Quality Assurance and Review Strategy and Plan
SISTC Admissions and Enrolment Policy and Procedures
SISTC Assessment Policy and Procedures
SISTC Fees, Charges and Refund Policy
SISTC Student Transition and Orientation Policy
SISTC Review of Grades and Academic Appeals Policy and Procedures
SISTC Student Support Policy

Notes

Responsible Officer	Chair, Academic Board
Approval Authority /Authorities	Academic Board
Date Approved	31 January 2019
Date of Commencement	
Date for Review	2023
Documents Superseded by this Policy	None
Amendment History	<p>V1.0 amended with SISTC name July 2020;</p> <p>V2.0 amended with the introduction of Fail Discontinued (FD) grade as a means to differentiate students who have not made an attempt to engage with their studies in a given trimester 24 November 2020.</p> <p>V2.1 provides for extensions and/or maximum completion times for students affected by the COVID-19 Pandemic or similar 5 February 2021.</p> <p>V2.2 amended with approved changes to the senior management structure 28 April 2021.</p> <p>V2.3 updated with the changes to the HESF 21 1 July 2021</p> <p>V2.4 updated with minor edits to align this policy with the other policies and plans, approved by the Academic Board 15 November 2021 and released to the website after receiving accreditation of the MIT 5 April 2022 and provision of CRICOS Course Codes 28 April 2022</p>

Appendix A

Application to Amend Course Enrolment Status

All SISTC students should use this form to apply for:

- Leave from Studies
- Withdrawal from all Studies

under the *SISTC Course Rules Progression and Completion Policy*. Please refer to this *Policy* prior to submitting this form. Detailed information on the reason for your request must be provided as an attachment to this Form.

Before you fill in this form:

Have you considered all your options and explored the assistance provided by SISTC to help you through your studies? Our support services are here to help with counselling, financial assistance, disability support, careers, international student support, health and a student advisory service. To remain active in your course you must be either enrolled or on approved leave from studies. Students are eligible for up to 12 months leave from studies during their program. Additional leave may be granted in extenuating circumstances. If you allow your enrolment to lapse, you will be required to re-apply for a place in the course. There is no guarantee that you will obtain a place if your enrolment has lapsed.

Enrolment Verification: Students must check their enrolment details prior to the Census Date in the relevant teaching period. The best time to amend your program status is prior to the teaching period census date, when you become financially liable for that trimester. Review the relevant census dates online via [\(link\)](#).

Form Submission

Please submit your completed Form and attachment to the Student Support Officer by email or in person

Surname/Family Name _____	Given Names: _____
SISTC Student ID# _____	Date of birth: _____
Course name: _____	Phone Number: _____
Are you an international student?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Leave from Studies	Withdrawal from Studies
<input type="checkbox"/> I would like the option of returning to study this course.	<input type="checkbox"/> I do not wish to have the option of returning to study this course
<input type="checkbox"/> I wish to apply for leave from studies at the beginning of next trimester OR as at DD/MM/YYYY For a period of <input type="checkbox"/> 1 trimester <input type="checkbox"/> 2 trimesters <input type="checkbox"/> other I wish to return to study in Trimester ____, 20__	<input type="checkbox"/> I have considered Leave from Studies and it is not the right option for me. <input type="checkbox"/> I wish to discontinue my studies in the above course effective from DD/MM/YYYY

Student Declaration

I declare that I have read the instructions and that information submitted on and with this form is complete and accurate in all respects.

International students: I understand SISTC will notify the Department of Home Affairs of the change to my study status.

Student Signature: _____

Date _____

Office Use Only

Leave Approved Not approved/reason _____

Withdrawal Noted Early exit confirmed from course _____

Student record updated

PRISMS record updated (if applicable)

Name: _____

Signed: _____

Date: _____