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## 1 PRELIMINARIES

### Commencement

This policy and procedure commence on 2 May 2022.

### Purpose

This policy and procedure outline how the Polytechnic Institute Australia (“PIA”) will define satisfactory course progression of Polytechnic Institute Australia (‘PIA’) students at course or unit level.

### Application

This policy and procedures apply to all courses offered by the Institute.

## 2 DEFINITIONS

The following definitions apply in this document:

**Satisfactory Progress:** where a student receives a passing grade for 50% or more of the units in which they are enrolled in a semester.

**Unsatisfactory Progress:** A failing grade in more than 50% of the units in which they are enrolled in a semester; or Failure to meet any conditions imposed by the Dean as a result of the outcome of a previous semester.

## 3 POLICY

3.1 At each stage of their studies a student will be awarded an Academic Enrolment Status of either ‘Good Standing’, ‘Probation’, ‘Academic Suspension’, ‘Course Termination’ or ‘Specialisation Termination’.

3.2 A student is required to maintain satisfactory progress for the duration of their studies.

3.3 Good Standing



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- 3.3.1 On commencement of their studies, a student will be awarded an Academic Enrolment Status of 'Good standing' and will be permitted to enrol in a subsequent semester without condition.
- 3.3.2 Where a student receives passing grades for 50% or more of the units in which they are enrolled for a semester, they will retain the Academic Enrolment Status of 'Good standing' and will be permitted to enrol in a subsequent semester without condition.
- 3.4 Probation
- 3.4.1 The Academic Enrolment Status of Probation is awarded to a student who has:
- made Unsatisfactory Progress in a semester; or
  - resumed their studies after serving a period of Academic Suspension.
- 3.4.2 A Student with an Academic Enrolment Status of 'Probation' is permitted to enrol in a subsequent semester. The Dean may attach conditions to the enrolment at their discretion.
- 3.5 Academic Suspension
- 3.5.1 The Academic Enrolment Status of 'Academic Suspension' is awarded to a student who has made unsatisfactory progress in two consecutive semesters in which they were enrolled.
- 3.5.2 A Student with an Academic Enrolment Status of 'Academic Suspension' will not be permitted to enrol in a subsequent semester until they have served a suspension of at least one semester.
- 3.6 Specialisation Termination
- 3.6.1 The Academic Enrolment Status of 'Specialisation Termination' is awarded to a student who has failed a compulsory unit in a specialisation twice.
- 3.6.2 A student who is Specialisation Terminated may enrol in any other course or specialisation for which they are eligible.
- 3.7 Course Termination
- 3.7.1 The Academic Enrolment Status of 'Course Termination' is awarded to a student who has failed a compulsory unit in a course twice.
- 3.7.2 A student who is Course Terminated may enrol in any other course for which they are eligible.

## 4 RESPONSIBILITIES

### 4.1 The Registrar

The Registrar is responsible for:

- the operation of this policy;
- the determination of a student's academic status;
- the maintenance of the student records;
- recording changes to the academic status for a student;
- notifying the student of any change and the implications of that change.

### 4.2 The Dean

The Dean is responsible for the resolving application of this policy and determination of a student's academic status.

## 5 PROCEDURES

### 5.1 Monitoring Course Progress

5.1.1 As part of the end of semester determination and processing of student results, each student's academic status will be reviewed by the Board of Examiners.

#### 5.1.2 Changes to Academic Enrolment Status

At the end of a semester in which the student was enrolled, their Academic Enrolment Status may change in accordance with the following table.

Current Academic Enrolment Status	Semester Result	New Academic Enrolment Status	Procedures
Good standing	Satisfactory Progress	Good Standing	n/a
Good standing	Unsatisfactory Progress	Probation	5.3.1
Good standing	Failure in a compulsory unit for a specialisation for a second time	Specialisation Termination	5.3.4
Good standing	Failure in a compulsory unit for a course for a second time	Course Termination	5.3.4

Probation	Satisfactory Progress	Good Standing	5.3.2
Probation	Unsatisfactory Progress	Academic Suspension	5.3.5

5.1.3 Where a student's Academic Enrolment Status changes from:

#### 5.1.3.1 Good standing to Probation

- a) the student will be advised in writing of the change, the implications of the change and any conditions imposed by the Dean;



- b) be invited to discuss their situation with an academic advisor; and
  - c) be invited to enter into a Learning Contract for the subsequent semester in which they are enrolled.
- 5.1.3.2 Probation to Good standing
- a) the student will be advised in writing of the change and congratulated on the achievement; and
  - b) be invited to discuss the maintenance of that Academic Enrolment status with an academic advisor.
- 5.1.3.3 Good standing to Specialisation Termination
- a) the student will be advised in writing of a proposed change and that course termination action has commenced in accordance with the Student Deferment, Suspension and Cancellation of Study Policy.
  - b) Where a student elects to appeal the decision for Specialisation Termination under 5.4 below, they may enrol in units within their existing course, if available, until the appeal is determined. Normal rules of enrolment in units will apply.
  - c) A student who has been terminated from a specialisation may enrol in any other course or specialisation offered by the Institute for which they are eligible.
- 5.1.3.4 Good standing to Course Terminated
- a) the student will be advised in writing of a proposed change and that course termination action has commenced in accordance with the Student Deferment, Suspension and Cancellation of Study Policy.
  - b) Where a student elects to appeal the decision for course termination under 5.4 below, they may enrol in units within their existing course, if available, until the appeal is determined. Normal rules of enrolment in units will apply.
  - c) A student who has been terminated from a course may enrol in any other course offered by the Institute for which they are eligible.
- 5.1.3.5 Probation to Academic Suspension
- a) the student will be advised in writing of a proposed change, the implications of the change and invited to show cause why the change should not be confirmed.
  - b) Where a student responds to the invitation to show cause why a proposed change should not be confirmed within 5 business days:
    - I. The Dean may approve enrolment in the units compulsory unit for a third and final time;
    - II. The student's Academic Enrolment Status will remain at Probation; and



- III. The student will be advised of the decision in writing; and
  - IV. The student will be required to enter into a Learning Contract.
- c) Where a student responds to the invitation to show cause why a proposed change should not be confirmed within 5 business days
- I. The student's Academic Enrolment Status will change to Academic Suspension;
  - II. The student will be prevented from enrolling in the failed unit until the completion of the period of academic suspension.
  - III. Where a student had enrolled or their enrolment in that unit cancelled;
  - IV. The student will be advised of the decision in writing; and
  - V. The student will be invited to discuss their situation with an academic advisor.

## 5.2 Appeals Procedure

5.2.1 A student may lodge an appeal concerning any matter affecting their course progression or course attendance through the procedures set out in the referenced in the *Student Grievance Handling Policy and Procedure*.

5.2.2 Where the student has provided a successful appeal, the Discipline Head or Dean will decide whether an intervention strategy will be necessary for the student.

## 6 RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

- Student Grievance Handling Policy and Procedure.
- Exclusion from a Course or Unit Policy and Procedure
- Student at Risk and Early Intervention Policy and Procedure

### Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.3
	1.4
	1.5
	2.3
	2.4

## 7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au) for such feedback to be incorporated into a future review.



## 8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Academic Board
Administrator / (Responsible for Implementing)	Dean
Approval Date	12 July 2023
Next Review Date	12 July 2027

### Document History

Month and Year	Version	Amendments
May 2022	1.0	The policy created and endorsed by the Academic Board
July 2023	2.0	The policy was updated and approved by the Academic Board
May 2024	2.1	The formatting was completed, including the addition of the document history.