

Student Progression, Exclusion and Graduation Procedure

Policy Category	Procedure		
Review	3 years from the date of approval		
Policy Code	AP027P		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.10	Provost	12 October 2023	12 October 2023

1. PURPOSE

The maintenance of high academic standards and graduate outcomes is a priority at the Australian National Institute of Management and Commerce (the Institute). It is expected that a student's academic achievement will meet the required minimum standards, and that progress through a course will be satisfactory.

This procedure details the processes by which the academic progress of each student is monitored so that students can be provided with advice and support to facilitate their successful course completion. It also provides the procedure for exclusion of a student related to a validated lack of progress.

Decisions related to academic progression, exclusion and graduation are fair and based on consistent and transparent principles and processes.

This Procedure should be read together with Student Progression, Exclusion and Graduation Policy (AP027).

2. PROCEDURES

2.1 Intervention Strategy

Where an intervention strategy is required the following procedure will be followed:

- (i) A warning letter will be sent to the student by email.
- (ii) The student will be contacted by email and phone and asked to attend an interview with the Dean or his/her delegate.
- (iii) At the interview the student will be counselled as to the suitability or otherwise of the student continuing her or his course, advised of the risks faced by, and the options available to, her or him and the availability of course advice and support services.
- (iv) The interview will outline the required steps that are to be taken to improve the student's performance at the Institute. A record of the interview will be placed on the student's file.

- (v) If the decision is made to permit the student to continue to study at the Institute, he or she will provide a study plan to be considered by the Dean or her or his delegate. The study plan must be approved by the Dean.
- (vi) An international student will be advised that if he or she continues to make unsatisfactory academic progress in the following semester, this will be reported to the DHA, and in consequence, the student's visa may be affected.

2.2 Exclusion

Where a student has met the conditions for exclusion, Academic and Student Support Officers will prepare and send a notice of intention to cancel or suspend the student's enrolment together with information on any available appeals process.

The student is entitled to make an appeal from the decision to exclude through IMC's internal complaints and appeals process within 20 working days.

For any exclusion, a detailed written record will be kept of the procedures followed in relation to the exclusion and the outcomes.

RELATED DOCUMENTS

- i. Assessment Policy and Procedure (Coursework)
- ii. Student Complaints and Appeals Policy and Procedures
- iii. Scholarship Terms and Conditions
- iv. Code of Conduct for Students
- v. International Students Enrolment Amendments and Variations Procedures
- vi. Student Academic Integrity Policy
- vii. Student Selection and Admissions Policy
- viii. Intervention Strategies, Procedures and Guidance Note

VERSION CONTROL

Historical Version	Approved by	Approval Date
2023.10	Academic Board	12 October 2023
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