

Policy Name	STUDENT PROGRESSION AND EXCLUSION POLICY
Policy Number	A009_PO_HE (Academic)
Purpose	The purpose of this policy is to define the conditions under which course progression and non-progression is determined.
Scope	<p>This policy applies to all Whitehouse Institute of Design, Australia (Whitehouse) students in all accredited higher education courses, including:</p> <ul style="list-style-type: none"> • HELP Loan and non-HELP Loan students • local and overseas students.
Policy Statement	<p>Whitehouse is committed to maintaining a high academic standard and ensures that students maintain satisfactory levels of achievement in their academic study across all course areas.</p> <p>Formal progression assessment is undertaken at the end of each study period (or trimester). There are three progression periods in a given academic calendar year.</p> <p>Whitehouse recognises the correlation between attendance, participation and levels of academic success. All students are expected to attend and participate in all classes, however students are required to attend a minimum of 90% of scheduled classes.</p> <p>Students are informed about the course requirements, attendance and progression requirements at the start of each study period. Reviews of students' academic performance is conducted in a consistent and equitable manner. Students are required to successfully complete all subjects in the course in order to be awarded a qualification. Penalties of up to 10% of the total marks for any given subject apply for continued non-attendance.</p> <p>Whitehouse expects students to take responsibility for their own learning and are therefore encouraged to seek assistance as required.</p> <p>Whitehouse monitors all student attendance and academic performance and manages students who are identified as being 'Academically at Risk' by providing academic support and individual support services as required.</p> <p>Early intervention and support of students deemed academically at risk provides them with the best chance of success. Student course progress is assessed and reviewed periodically in accordance with identified progression points within each subject of a course.</p> <p>An Intervention Learning Plan (ILP) is implemented for each student whose performance is unsatisfactory and their academic progression is at risk, as defined by this Policy.</p> <p>Interventions are applied in a timely and consistent manner to ensure that all students have the best opportunity to succeed academically.</p> <p>Students deemed 'Academically at Risk' whose progression has not advanced may be deemed 'Ineligible for Assessment'. A student may not be excluded however before he or she has had a warning letter or a course review.</p> <p>Unsuccessful progression occurs in the following instances:</p> <ul style="list-style-type: none"> • a student fails 100% of subjects in a study period (or Trimester) • a student withdraws or defers without notice. For example, non-attendance for an extended period and/or non-submission of required assessment tasks. In this

situation a NO ATTEMPT or FAIL mark is recorded for all units of study undertaken during the study period

- a student informally withdraws or defers during a study period and then discontinues studies without following the correct changing enrolment process (i.e. non-completion of formal documentation).

International Students – Monitoring Progress, Attendance and Course Duration

Whitehouse complies with the TEQSA Framework, ESOS Act 2000 and its regulations.

All overseas students are informed of what the institute deems “satisfactory course progress” during their application, interview and at orientation.

Whitehouse monitors the academic progress of international students and reports those students who fail to meet the academic progress requirements as specified in the guidelines, Standard 8 of The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018).

Whitehouse institute monitors, assesses and documents an international student’s overall progress. This process enables Whitehouse (Student Administration) to ensure that all overseas students are well placed to complete the course within the expected duration of their Confirmation of Enrolment (CoE), and that they do not exceed the course’s CRICOS registered duration time.

In accordance with The National Code 2018, the Institute may initiate a suspension or cancellation if;

- There has been a breach of course progress or attendance as per Standard 8, The National Code 2018.
- There is evidence of misbehaviour as outlined in the Student Code of Conduct.
- The student has failed to pay the required tuition fee amount to the Institute as stated in the written agreement.

Whitehouse may initiate a suspension or cancellation due to unsatisfactory course progress if:

- The overseas student has been informed of the intention to suspend/cancel has been issued in writing.
- Advise the overseas student of their right to appeal the decision in accordance with Standard 10 of The National Code 2018, within 20 working days of receiving the letter of intent to cancel/suspend.

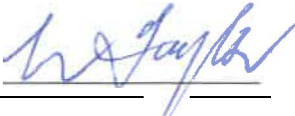
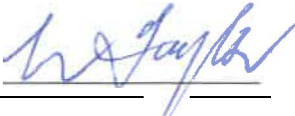
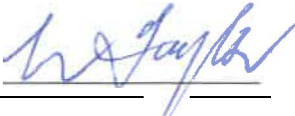
If the overseas student enrolment is cancelled/suspended, the Institute will take the appropriate reporting action required under Section 19 of the ESOS Act 2000.

Relevant Legislation

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [2016 Higher Education Support Act \(2003\)](#)
- [Australia Qualifications Framework \(AQF\)](#)
- [Education Services for Overseas Students Act 2000 \(ESOS\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- [Commonwealth Register of International Courses for Overseas Students \(CRICOS\)](#)

Key Related Documents	<ul style="list-style-type: none"> • Student Access and Equity Policy and Procedure • Student Support Services Policy and Procedure • Student Grievances and Complaints Resolution (Non-Academic) Policy and Procedure • Student Grievances and Appeals Resolution (Academic) Policy and Procedure • Cancellation, Refund and Changes to Courses Policy and Procedure and Procedure • Notice to submit assessment work • At risk letters to students – various templates • Student Consultation Form • Individual Learning Plan (ILP) Template • Notification of Intention to Cancel Student Enrolment • Formal Notification of Cancellation of Enrolment • Letter of Enrolment Release Form • Notification to Withdraw or Defer Studies Form • Incidental Fee Schedule
Definitions	<p>The following definitions apply for the purpose of this Policy.</p> <p>Course: Refers to the qualification study program, for example, the Bachelor of Design degree. On graduation students receive a Testamur.</p> <p>Subject: Refers to the individual components that make up the course structure (e.g. DC1 Design Contexts 1) and/or an aggregation of subjects delivered in a given trimester or Study Period (for example: Workshop; Illustration; Digital). On graduation a Transcript of Academic Record (list of subjects with results) accompanies the Testamur.</p> <p>A student's 'Academic Performance' is deemed 'Academically at Risk' if he/she:</p> <ul style="list-style-type: none"> • fails for the first time the first assessment submission in any subject in the course • fails to attend two consecutive/non-consecutive classes per subject, (at risk – warning), OR • continues to be absent from class after receiving a first warning letter (at risk – show cause) • has not submitted one or more assessments for a subject (at risk – warning) (refer to Assessment Policy and Procedure), OR • fails a subject in any Study Period (at risk – warning), OR • fails the same subject twice, (at risk – show cause), OR • fails 50% or more of the course at each progression period, (at risk – show cause), OR • fails to meet any conditions previously imposed on their enrolment by the Academic Director, (at risk – show cause), OR • exceeds the maximum period allowed for course completion. <p>Confirmation of Enrolment (CoE) Is a document that confirms a student's enrolment and states the enrolment start and end dates.</p>

	<p>Maximum time to Complete a Course</p> <p>Except where the Founder and Executive Director of Whitehouse determines otherwise, the maximum time for a student to complete a course will be calculated by doubling the years required on a normal full-time study load, plus one year. Exceeding the maximum time will not trigger an automatic exclusion but will act as a flag to the student to justify their continued enrolment. The Founder and Executive Director or delegate will negotiate with the student an agreed end date for completion</p> <p>Progression Period</p> <p>There are three progression periods, aligned to the three Trimesters (or Study Periods) in a given calendar year, six in total over the two years full-time study mode. At the end of each Trimester (or Study Period), students are assessed for progression to the next Trimester (or Study Period), based on their satisfactory academic performance in the subjects attempted in the current Study Period.</p>
Responsible Officer	<p>Founding and Executive Director</p> <p>Co-Executive Director</p> <p>Academic Director</p>
Approval Authority/ Authorities	Academic Board
Date Approved	01/06/2021
Date of Commencement	02/06/2021
Date for Review	01/06/2024
Documents superseded by this Procedure	<p>008-11 P Student Progression and Exclusion Policy</p> <p>008-11 D Student Progression and Exclusion Procedures</p>
Amendment History	<p>06/2021 Re-approval</p> <p>11/2019 Updated the policy statement section to align with the revised procedure. Some text formatting and syntax changes to highlight (where appropriate) what happens, rather than what will or may happen. Added definitions for course and subject. Updated current definitions relating to confirmation of enrolment; minimum time to complete a course, and updates relating to what constitutes “students at risk”; progression period aligned with the revised procedure.</p> <p>02/2019 Formatting, updating terminology and updating international students with reference to National Code 2018.</p> <p>05/2018 Re-branding – Header & Footer only</p>

	<p>10/2016 Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments</p> <p>01/2013 Changed formatting - included procedure and policy in one document Minor adjustments and inclusions to policy wording 19/09/2016</p> <p>19/09/2012 Approved. (p.16 of Board Papers)</p> <p>NOTES: The Student Progression and Exclusion Policy & Procedure (G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word and G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word) state that Date Approved was 9 Dec 2011 by the Academic Board but the Cancellation Policy (G:\ACADEMIC\POLICIES and PROCEDURES\Draft) states that it has been approved at 19 September 2012 by the Board of Governors</p>						
<p>Signed and dated for Whitehouse Pty Ltd</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; vertical-align: middle;">  <hr style="width: 100%;"/> </td> <td style="width: 33%; text-align: center; vertical-align: middle;"> <p>L.E. TAYLOR</p> <hr style="width: 100%;"/> </td> <td style="width: 33%; text-align: center; vertical-align: middle;"> <p>01/06/2021</p> <hr style="width: 100%;"/> </td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Name</td> <td style="text-align: center;">Date</td> </tr> </table>	 <hr style="width: 100%;"/>	<p>L.E. TAYLOR</p> <hr style="width: 100%;"/>	<p>01/06/2021</p> <hr style="width: 100%;"/>	Signature	Name	Date
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Signature	Name	Date					

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students