

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Student Progression, Exclusion and Course Completion Policy</b>
Document Type	Policy
Administering Entity	Registrar, Assistant Registrars, Course Directors/Deputy Directors (Deans/ Assistant Deans)
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## 1. Purpose and Scope

- a. This Policy provides the broad framework for the rules of progression and course completion requirements for all the accredited degree courses offered by S P Jain School of Global Management (S P Jain).

## 2. Guiding Principles

- a. This policy is consistent with the Higher Education Standards Framework (Threshold Standards) 2015, Education Services for Overseas Students (ESOS Act 2000), Education Services for Overseas Students Regulations 2019 (ESOS Regulations 2019) and National Code 2018.
- b. The Policy will be applied fairly and consistently so that students will not be disadvantaged in achieving the expected learning outcomes for their course of study or qualification.
- c. The objectives of the Policy are to provide broad guidelines so as to:
  - i. ensure that students have the necessary academic progression at the end of each term/semester (study period) in their course of study;
  - ii. enable identification of students at risk who are not able to progress satisfactorily to enable informed advice and timely referral to academic or other support, and
  - iii. Inform students (in particular, international students) of the importance of achieving satisfactory course progression and the possible consequences of unsatisfactory course progress.

### **3. Progression guidelines**

- a. The progression guidelines at course level will specify for each term/semester the qualifying Grade/ Cumulative Grade Point Average (GPA/CGPA) and / or permitted maximum number of D grades and/or F grades which will enable a student to progress to the next term.
- b. In instances where the results of the previous term have not been released the student will be allowed to progress to the next term on a conditional basis. Once the grades for the previous term are declared, students who fail to meet the requirements for progression will be provided will opportunities to re-test in the subjects where they have obtained a grade lower than C. Students will need to meet the criteria for the previous term before they are permitted to continue to the next term.
- c. In instances where the student has not achieved the qualifying criteria for a term, the Course Director (Dean) of the course and the Registrar may jointly permit the student to progress to the next term on a probationary basis.

The Registrar will issue letters and obtain student acceptance in all instances of probationary progress.

- d. Course Directors (Deans) will provide update in their reports to the Academic Board.
- e. Student performance will be monitored, and students considered to be 'at risk' of not progressing will be identified and supported as detailed in the Student at Risk Policy.
- f. In instances described in 3 b and 3 c above, the student must achieve the requirement for the specific term/semester for which they have been conditionally progressed prior to being permitted to progress to the next term/semester.

For example, if a student is conditionally progressed from Semester 1 to Semester 2 then she /he must complete the qualifying criteria for Semester 1 during study period or holiday break of Semester 2, before he or she can progress to Semester 3.

### **4. Unsatisfactory Course Progress Reporting**

- a. It is noted that for international students studying in Australia, S P Jain is required by Australian regulations to systematically and closely monitor student course progress. International students whose progress is not assessed as satisfactory by the School, after implementing the foregoing at risk identification and remediation processes, will be reported to the Department of Education and the Department of Home Affairs

through their Provider Registration and International Student Management System (PRISMS) as detailed in 4 c and 4 d .

- b. Such a report to the authorities can lead to cancellation of the student's visa, thereby invalidating the student's right to stay in Australia as also detailed in the PRISMS and Confirmation of Entitlement (CoE) Issuance, Suspension, Cancellation and Monitoring Procedures.
- c. If the School assesses that the international student studying in Sydney as not meeting course progress requirements, it will give the international student a written notice as soon as practicable:
  - i. notifying the international student of the intention to report the overseas student for unsatisfactory course progress;
  - ii. the reasons for the intention to report, and
  - iii. advise the international student of his/her right to access the School's complaints and appeals process as detailed in the Student Grievance and Mediation Policy and Procedures, within 20 working days.
- d. The School will only report such unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:
  - i. the School's complaints processes have been completed and the decision or recommendation supports the School's decision, or
  - ii. the student has chosen not to access the internal complaints and appeals process within the 20 working days period, or
  - iii. the student has chosen not to access the external complaints and appeals process, or
  - iv. the student has withdrawn from the internal or external appeals processes by notifying the registered provider in writing.

## **5. Cancellation or Suspension**

- a. A student's enrolment to the course may be cancelled or suspended including, but not limited to, on the basis of:
  - i. non-academic student misconduct by the student as detailed in the Student Misconduct Policy and Procedures;
  - ii. breach of academic integrity and academic misconduct as detailed in the Academic Integrity Policy and Procedures;
  - iii. the student's failure to pay an amount he or she was required to pay to undertake or continue the course as stated in the student offer-acceptance letter agreement; and/or

- iv. a breach by an international student in Australia of the course progress requirements.
- b. Before initiating a suspension or cancellation of an international student enrolment the School will inform the student of that intention and the reasons for doing so, as also their right to appeal within 20 working days and through the internal complaints and appeals process as detailed in the Student Grievance and Mediation Policy and Procedures.
- c. The suspension or cancellation of the international student's enrolment will take effect only after the internal appeals process is completed, unless the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

## **6. Completion Requirements**

- a. The completion requirements for each course will be specified with details as below:
  - i. Required minimum cumulative grade point average (CGPA) at the end of last term / semester; and
  - ii. Permitted maximum Ds and Fs in a term /semester and for the overall course duration; and
  - iii. Where applicable the requirements for successful completion of an internship (Work Integrated Learning).

## **7. Support for Completion requirements**

- a. Students will be provided with opportunities to clear their F grades including:
  - i. Revaluation of their final exams
  - ii. Retests
  - iii. Independent Studies as per independent study guidelines detailed in the Assessment Validation, Grading and Moderation Policy and Procedures
  - iv. Where possible re- enrolment in the unit of study
- b. If a student still fails to meet the graduate requirements through these various avenues, then they are not eligible to graduate.

## **8. Deferrals**

- a. The Deferral Policy details the grounds, guidelines and procedures for deferral requests by students.

## **9. Appeals**

- a. Students who are dissatisfied with any decisions may lodge an appeal against that decision pursuant to the School's 'Student Grievance and Mediation Policy and Procedures'.

## **10. Related Documents**

- a. Student Grievance and Mediation Policy and Procedures
- b. Course Level Progression and Completion Policies
- c. Students at Risk Policy
- d. Assessment Validation, Grading and Moderation Policy and Procedures
- e. Deferral Policy
- f. Student Misconduct Policy and Procedures
- g. Academic Integrity Policy and Procedures
- h. PRISMS and Confirmation of Entitlement (CoE) Issuance, Suspension, Cancellation and Monitoring Procedures