

PROGRESSION AND EXCLUSION POLICY

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| Policy number | 34 | Version | 5 |
| Approved by ABG on | 9 November 2017 | Scheduled review date | November 2019 |

1. Purpose

The Purpose of this Policy is to provide clarity for students about the Master of Leadership and Management (Organisation Dynamics) program: its duration, how students move through the three years of the program and any grounds for exclusion for the program.

2. Scope

This policy applies to all NIODA students.

3. Progression

The Master of Leadership and Management (Organisation Dynamics) is a three-year post graduate course offered in part time mode only. Progression through the course is via a linear trajectory of successful completion of subjects beginning in Semester one, Year one and concluding at the end of Semester two, Year three. Two subjects are offered in each of the first four semesters and one subject in each of the following two semesters. Enrolment in each semester's subjects is reliant on successful completion of the previous semester's subject/s. There are no electives offered in the course.

Variants to this progression are where a student receives recognition of prior learning and/or credit transfer for equivalent study. See Recognition of Prior Learning (RPL) and Credit Transfer Policies.

Whilst each student must complete the three years of study (inclusive of credit transfer arrangements) this may take some students longer than others.

4. Periods of Candidature

The normal duration of the course is three years.

The maximum period of candidature is eight years (seven and a half years for Mid-year Year one entry students), which allows for three years normal duration of part time enrolment, one year deferral*, one year Leave of Absence*, and repeating each year once as a result of subject failures. That is, in the event of failing a subject, the student has the right to repeat the subject once.

Candidature is not extended beyond the maximum course duration timeframes or beyond maximum time of leave of absence entitlements (see above) unless there are exceptional or unforeseen circumstances. These unforeseen circumstances would include significant illness or bereavement and when, after consultation with the Director of Academic Programs, a break is seen as necessary for the student's optimal learning.

In such circumstances a formal request for an extension to the course duration and/or maximum time of leave of absence entitlements must be submitted to the Director of Academic Programs, along with supporting medical and/or other formal documentation. This request should be made prior to the expiry of maximum candidature dates and leave of absence entitlements dates and cannot be submitted

PROGRESSION AND EXCLUSION POLICY

retrospectively. Students will be notified in writing of the outcome of their request by the Director of Academic Programs.

See RPL and Credit Transfer Policies on the NIODA website (www.nioda.org.au/policies).

*See Eligibility, Admissions and Enrolment Policy

5. Unsatisfactory Progress

Students are required to satisfactorily complete all assessment pieces for each subject. Where an assessment piece is graded a fail (after moderation procedures occur) students have one opportunity to resubmit the piece. Resubmissions can only be graded as pass (50%) or fail. Where a student elects to not resubmit an assessment piece or where the resubmission is graded a fail (after moderation procedures occur) the student will have one opportunity to repeat the whole subject in a subsequent semester.

When it is clear that students are at risk of failing a subject or subjects for either the first or second time staff have a responsibility to ensure that students are informed of student advisory facilities in the Institute and that the Director of Academic Programs is aware of this possibility.

Students who fail a subject for the second time will be excluded from further re-enrolments in the course.

In this instance students can appeal against exclusion from the course through application to the Education Committee. The Education Committee will convene an Academic Progress subcommittee where the student will have the opportunity to present their case. The student must provide documented evidence (e.g. medical evidence) that shows subject failure was outside of their control.

Where evidence is accepted the Academic Progress subcommittee must be convinced that the student is likely to succeed in a third attempt at a subject. To enable this, the committee must consider what support NIODA can offer.

6. Lapsed Course Participation

Course participation lapses when a student is not enrolled in the course or has not received approval for deferral or leave of absence from the course. Further engagement with the course will require a new application and compliance with all the usual application procedures. On re-admittance into the course the course fees charged will be those advertised at the time of re-application and enrolment.

7. Grievances

Further and final appeal about progression and exclusion issues can be made to the NIODA Academic Board of Governance as per NIODA Student Grievance Policy. The policy is published on the NIODA website (www.nioda.org.au/policies).

8. Related Documents

Student Grievance Policy

Assessment Policy

Credit Transfer Policy

Recognition of Prior Learning

PROGRESSION AND EXCLUSION POLICY

Eligibility, Admissions and Enrolment Policy