

Policy number	P16	Version	9
Approved by ABG on	1 February 2024	Scheduled review date	February 2029

1. Purpose

The purpose of this policy is to provide clarity for National Institute of Organisation Dynamics Australia (NIODA) students about course duration, how students move through courses, and grounds for exclusion.

2. Scope

This policy applies to all NIODA students enrolled in the Graduate Certificate of Leadership and Management (Organisation Dynamics) (GCLM(OD)), the Graduate Diploma of Leadership and Management (Organisation Dynamics) (GDLM(OD)) and the Master of Leadership and Management (Organisation Dynamics) (MLM(OD)).

3. Progression

The Graduate Certificate of Leadership and Management (Organisation Dynamics) is a one-year, part-time, post graduate course. The progression through this course is via MLM1, MLM2, MLM3, and MLM4 or MLM8.

The Graduate Diploma of Leadership and Management (Organisation Dynamics) is a two-year, part-time, post graduate course. The progression through this course is Year 1: MLM1, MLM2, MLM3, and MLM4 or MLM8, Year 2: MLM5, MLM6, MLM7, and MLM4 or MLM8 (whichever not undertaken in Year 1).

The Master of Leadership and Management (Organisation Dynamics) is a three-year, part-time, post graduate course. The progression through this course is Year 1: MLM1, MLM2, MLM3, MLM4 or MLM8, Year 2: MLM5, MLM6, MLM7, MLM4 or MLM8 (whichever not undertaken in Year 1), Year 3: MLM9 and MLM10.

Progression through each of the three courses is via a trajectory of successful completion of subjects. Enrolment in each semester's subjects is reliant on successful completion of the previous semester's subject/s. At this juncture there are no electives offered in the course so all subjects are compulsory.

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

or

in circumstances when a student is unable to enroll in a subject or subjects, they can progress to the following semester or year level and 'carry' that subject or subjects for later completion if approved by the Dean or delegate.

All subjects must be completed prior to enrolment in MLM9 or MLM10 unless discussed with, and approved by the Dean.

Whilst each student must complete the year/s of study relevant to their selected degree (inclusive of credit transfer arrangements) to graduate, this may take some students longer than others.

4. Periods of Candidature

Graduate Certificate of Leadership and Management (Organisation Dynamics)

The standard duration of the course is one year.

The maximum period of candidature is four years (three and a half years for mid-year Year One entry students), which allows for one year normal duration of part time enrolment, one year (two semesters) deferral*, one year (two semesters) Leave of Absence*, and repeating the 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.

The Graduate Diploma of Leadership and Management (Organisation Dynamics)

The standard duration of the course is two years.

The maximum period of candidature is six years (five and a half years for mid-year Year One entry students), which allows for two years normal duration of part time enrolment, one year (two semesters) deferral*, one year (two semesters) 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.

Master of Leadership and Management (Organisation Dynamics)

The standard 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 (two semesters) deferral*, one year (two semesters) 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.

4.1 Extension beyond course duration time frame

For all courses 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 Master's Course Lead, 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 Student Services Lead, 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 retrospectively. Students are notified in writing of the outcome of their request by the Student Services Lead.

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

*See Eligibility, Admissions and Enrolment Policy

5. Exit Points

Students who withdraw from the Master of Leadership and Management (Organisation Dynamics) after the successful completion of first year are entitled to graduate with a Graduate Certificate of Leadership and Management (Organisation Dynamics).

Students who withdraw from the Master of Leadership and Management (Organisation Dynamics) after the

successful completion of first and second year are entitled to graduate with a Graduate Diploma of Leadership and Management (Organisation Dynamics).

Students who withdraw from the Graduate Diploma of Leadership and Management (Organisation Dynamics) after the successful completion of first year are entitled to graduate with a Graduate Certificate of Leadership and Management (Organisation Dynamics).

6. Unsatisfactory Progress

Students are required to satisfactorily complete all assessment pieces for each subject. When 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 has one opportunity to repeat the whole subject in a subsequent semester where it is offered.

When it is clear that a student is at risk of failing a subject or subjects for either the first or second time, staff have a responsibility to ensure that the student is informed of the student advisory facilities provided by NIODA. Staff must also table the issue for discussion in the Students at Risk item of the next Master's Course Committee meeting.

A student who fails a subject for the second time is excluded from further re-enrolments in the course. In this instance the student can appeal against exclusion from the course through application, in writing via the Student Services Lead, to the Master's Leadership Team. This team will convene an Academic Progress subcommittee where the student has the opportunity to present their case. The student must provide documented evidence (e.g. medical evidence) that shows the 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 the student.

7. 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 requires a new application and compliance with all the usual application procedures. On re-admittance into the course the course fees charged are those advertised at the time of re-application and enrolment.

8. Grievances

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

9. Related Documents

Candidate and Student Grievance Policy

LM(OD) Assessment Policy

Credit Transfer Policy

Recognition of Prior Learning

LM(OD) Eligibility, Admissions and Enrolment Policy