

E4 - Exclusion from Unit and Course Policy

1. PURPOSE

This policy provides a guideline for the disciplinary action undertaken under circumstances in which it is deemed necessary to exclude a student of BBI from a unit or course.

2. BACKGROUND

BBI is committed to quality learning and teaching, as reflected in its primarily educational mission. The quality of academic work is dependent upon an environment of honesty and mutual respect, which BBI is committed to maintaining with the aid of the following policy.

3. SCOPE

This policy applies to all students studying with BBI in both award and non-award courses.

This policy applies to all instances of both academic and non-academic misconduct as outlined in BBI's Academic Integrity Policy and Student Code of Conduct.

4. DEFINITIONS

Academic Misconduct – the contravention, whether intentional or unintentional, of the standards of academic integrity and honesty in academic work or the intentional causation of disadvantage to another student in any way.

Non-Academic Misconduct – the contravention, whether intentional or unintentional, of BBI's standards of respect, integrity, and tolerance, or the causation of damage or disadvantage to BBI or another student as outlined in BBI's Student Code of Conduct.

5. POLICY

BBI is committed to ensuring a high quality learning environment based upon sound academic principles and ethical standards. A high standard of academic and personal integrity is essential to this environment.

BBI will maintain registers of misconduct by students – both academic misconduct and conduct that contravenes BBI's Student Code of Conduct. These registers will record all allegations, investigations, and consequences of misconduct. A student's involvement in any misconduct will be maintained permanently on this register and may be disclosed upon request to any other university or institution into which the student seeks entry.

Exclusion from a course may be enacted for the following reasons:

- Failure to meet minimum progression requirements;

- Persistent academic misconduct;
- Serious breach of BBI's student code of conduct;
- Failure to respond to BBI's enquiries regarding failure of a core unit or more than 50% of units in a course;
- Failure to complete a course within the prescribed maximum time limit;
- Failure to return after a deferral or leave of absence;
- Failure to clear a financial debt to BBI.

Failure to meet minimum progression requirements:

Any student who ceases to study without explanation, or who does not enrol into at least two units every 12 months without explanation may have their course enrolment cancelled. Should the student wish to recommence their studies they will be required to reapply for admission to their course.

Where a student fails to meet minimum progression requirements due to failure of a core unit twice, the student's case will be brought before the Academic Board. The student may be placed upon an academic care plan and allowed to attempt the unit one more time. If the student fails to meet the requirements of the academic care plan or fails the unit for a third time they may be excluded from their course.

Academic Misconduct:

Students who engage in persistent academic misconduct or who are, after investigation, found to have been in serious breach of BBI's Academic Integrity Policy, will have their course enrolment terminated and will not be permitted to reapply for entry to BBI. These students are reminded that a record of all academic misconduct is kept by BBI and is available to other Higher Education Institutions upon request.

Breach of BBI's Student Code of Conduct:

Students who, after investigation, are found to be in serious breach of BBI's Student Code of Conduct may be excluded from their course either permanently or for the period of one year (12 months or three consecutive trimesters) from the date of the exclusion. Should these students wish to recommence their studies once the period of temporary exclusion is concluded they will be required to reapply for admission to their course. Students who have been permanently excluded from their course will not be permitted re-entry to BBI.

Failure to respond to BBI's enquiries regarding failure of a core unit or more than 50% of units in a course:

Students who fail a core unit or 50% or more of their units and do not respond to BBI's request for explanation may be excluded from their course for the period of one year (12 months or three consecutive trimesters). Should these students wish to recommence their studies once the period of temporary exclusion is concluded, they will be required to reapply for admission to their course.

Failure to complete a course within the prescribed maximum time limit:

Students who fail to complete all requirements of their course within the prescribed maximum time limit may have their course enrolment terminated. Students who have their enrolment terminated and wish to continue their studies will be required to reapply for admission to their course, under which circumstances the course may have changed and they may be required to complete further studies in order to satisfactorily meet the requirements of that course.

Failure to return after a deferral or leave of absence:

Students who fail to return to their studies after a period of deferral or leave of absence may have their course enrolment terminated. Students wishing to continue their studies will be required to reapply for admission to their course under which circumstances the course may have changed and they may be required to complete further studies in order to satisfactorily meet the requirements of that course.

Failure to clear a financial debt to The Institute:

Students who have an outstanding financial debt to BBI may be excluded from their course until such time as the debt is paid in full. Such measures may involve exclusion from a unit in progress, for which the student will remain financially liable. Should BBI incur any fees during the process of debt collection these fees will also be covered by the student as part of their financial obligation to BBI.

If the student remains excluded from their course for the period of two trimesters or more they may be required to reapply for admission to their course. In the event that the student persistently incurs outstanding debts to BBI (defined as three or more outstanding debts throughout the lifetime of their course of study), BBI may permanently exclude the student from their course and the student will not be permitted to reapply for entry to BBI.

Students who have successfully completed all requirements of a course but have an outstanding debt to BBI will not be permitted to graduate until such time as the debt and all associated costs have been paid in full.

Exclusion from a unit may be enacted for the following reasons:

- Academic misconduct;
- Failure to clear a financial debt to BBI;
- Breach of BBI's student code of conduct;

Academic misconduct:

Students who engage in academic misconduct or who are, after investigation, found to have been in breach of BBI's Academic Misconduct Policy, may have their unit enrolment terminated and will remain liable for any and all fees incurred during their unit enrolment.

These students are reminded that a record of all academic misconduct is kept by BBI and available to other Higher Education Institutions upon request. In the event that the student clears their debt to BBI immediately upon termination of their unit enrolment they may have their unit access reinstated at the discretion of the Student Administration Manager and / or Academic Dean.

Breach of BBI's student code of conduct:

Students who, after investigation, are found to be in breach of BBI's Student Code of Conduct may have their unit enrolment terminated and will remain liable for any and all fees incurred during their unit enrolment.

Failure to clear a financial debt to BBI:

Students who have an outstanding financial debt to BBI (including unit fees and library fines) will be excluded from their unit until such time as the debt is paid in full. Should BBI incur any fees during the process of debt collection these fees will also be covered by the student as part of their financial obligation to BBI. Should the debt remain outstanding for a period that extends past the close of the trimester in which the debt was incurred, the student may be excluded from their course and BBI will begin the process of debt recovery. The student will be liable for the cost of any such recovery action.

Appeals

Students have the right to appeal any decision which may have an impact upon their candidature as per BBI's Student Grievance Policy Non-Academic and Academic Grievance Policy.

Students are advised to write to the Student Administration Manager including an explanation of the situation, the steps the student has already undertaken to improve the situation, and a detailed plan regarding further actions to be taken by the student.

Appeals must be submitted to the Student Administration Manager no later than two weeks from the date on which the student is notified of the decision to exclude them from their unit or course. Once this two week period has elapsed, if BBI has not received an appeal from the student, the decision to exclude the student from their unit or course will remain final.

Students who successfully appeal against an exclusion will remain on academic caution and an Academic Care Plan will be prepared for the remainder of their studies. If the student fails to comply with the measures outlined in their Academic Care Plan they may be excluded from their unit or course.

6. PROCEDURE

BBI considers prevention to be the primary method of combatting all instances of student misconduct. All staff are encouraged to promote BBI's values of respect and integrity at all times as an example for students.

BBI is dedicated to fostering an environment of curiosity, integrity, and safety, in which students can feel comfortable approaching their lecturers, tutors, or other appropriate BBI staff regarding any concerns they may have. Students are encouraged to contact their lecturer or tutor as soon as they feel the need to discuss their coursework or have concerns about their progress, or to contact Student Administration should they wish to discuss any matter that may affect their studies.

BBI aims to prevent situations in which students may be excluded from their studies in the following ways:

- a. Students are advised at the time of both course and unit enrolment about the existence of this policy;
- b. This policy is available on the BBI website and links to the same are made available in all unit outlines;
- c. Students are provided with information regarding their progress at all stages of their study;
- d. Students are made aware of all support services available to them upon course enrolment, and regularly via communications to their student email account;

Notification and Resolution of Misconduct:

Allegations of misconduct will be referred to the Course or Unit Coordinator (in the event of academic misconduct) or Student Administration Manager (in the event of non-academic misconduct) as soon as possible but no later than three weeks from discovery of the incident.

- a. The Course or Unit Coordinator or Student Administration Manager determines whether there is sufficient evidence of misconduct. Where there is, the Course Coordinator or Student Administration Manager determines whether it is a minor or major instance of misconduct. In the event of a straightforward instance, such as overdue fees, the student will immediately have access to their unit and other BBI resources restricted until such time as the matter is resolved.
- b. The Course or Unit Coordinator or Student Administration Manager will keep a detailed record of all correspondence with the student (including telephone and email correspondence) and the results of any investigation.
- c. Upon detection of any instance under which a student may be excluded from their studies they will be notified immediately by BBI via their student email address and given the opportunity to respond.
- d. During investigations BBI will consider the following factors:
 - a. The nature and severity of the incident;
 - b. The frequency of incidents related to the student (for example, if this was the first incident or one of many);
 - c. The impact that the incident may have had upon other students, staff, or BBI.
- e. If the student fails to respond to BBI's enquiries, BBI will continue with any investigation and the process required to exclude the student from their unit or course.
- f. Upon exclusion, if the student has not responded to BBI's requests for explanation, BBI will notify the student of the outcome of the investigation by both email and mail.
- g. When notifying the student of the outcome of the investigation the student will be given two weeks in which to appeal the exclusion.

- h. In the event that there is insufficient evidence to continue with an exclusion the Course or Unit Coordinator or Student Administration Manager may consider placing the student on an Academic Care plan.
- i. In the event that the student successfully appeals their exclusion from a unit or course the Course or Unit Coordinator or Student Administration Manager may place the student on an academic caution and an academic care plan.
- j. BBI will maintain a detailed record of the results of all investigations.

The Academic Board receives reports after each trimester regarding cases of misconduct, and determines whether the current misconduct prevention systems are sufficient, or whether further intervention is required.

7. KEY RELATED DOCUMENTS

- Unit Design and Development Policy and Procedures
- Course of Study Design and Development Policy
- Academic Standards Sub-committee – Terms of Reference
- Moderation of Grades and Assessment Policy and Procedures
- Records Management Policy
- Staff Code of Conduct Policy – under construction
- Student Code of Conduct Policy – under construction
- Student at Risk Policy and Procedures
- Assessment Policy
- Fraud Detection and Prevention Policy
- Academic Grievance Policy
- Student Grievance Policy – Non-Academic
- Fees, Payments and Tuition Assurance Policy

9 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Director Student Engagement and Services / Student Registrar / Course and Unit Coordinators
Approval Authority / Authorities	Executive Team/Academic Board
Date Approved	07/12/2016
Date of Commencement	07/12/2016 (Operational as at approval of ET)
Date for Review	24 months from date of commencement
Amendment History	N/A
Key Stakeholders	Students / Staff