



<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0521.01</b>
Title:	<b>Programme Programme Entry, Continuation and Exclusion</b>	
Classification:	<b>Customers</b>	
Chief Executive Approval:	Effective Date: <b>3 September 2010</b>	Review Date: <b>as required</b>
Previous Policy No:	<b>n/a</b>	Status: <b>Current</b>
Contact Authority:	<b>Te Kaihāpai</b>	

## Purpose

To outline policy and delegations relating to the entry, continuation and exclusion of students to Otago Polytechnic programmes.

## Policy and Procedures

1. Selection and entry to programmes
  - 1.1. Students are eligible to be admitted to programmes where they meet all published entry criteria and/or selection requirements, provided that students may be refused entry if:
    - they do not meet the published entry criteria.
    - in the Polytechnic's view, they are unlikely to be successful in meeting the course outcomes (see Section 2 Progression) or have been excluded (see Section 4 Exclusions).
    - they have criminal convictions that would exclude them from meeting the requirements of an external registration or licensing body or meeting the requirements of work placements.
    - they do not meet immigration and visa requirements.
  - 1.2. Heads of School have delegated authority to manage student entry into programmes according to the entry criteria in the approved programme documents.
2. Progression
  - 2.1 Students may be refused further enrolment in a programme or course of study if they do not make satisfactory progress; and may be refused entry to a higher level programme if they do not demonstrate success within a lower level programme.
  - 2.2 Principles for Determining Unsatisfactory Progress which may lead to cancellation of enrolment include the following:
    - 2.2.1 A student who does not make sufficient progress in the first semester of a programme (including regular attendance and participation, handing in scheduled assessments and passing sufficient assessments to successfully complete the course).
    - 2.2.2 A student who does not pass at least half of the credits in which the student was enrolled within one academic year.
    - 2.2.3 A student who enrolled in the same course on three occasions and has failed that course unless the programme document stipulates variance.
    - 2.2.4 A student who has not met specified attendance requirements.
  - 2.3 The Head of School manages student progress; cancellation of enrolment and exclusion requires approval from the Chief Executive or Director: Quality.
3. Temporary Suspensions
  - 3.1 If a student's performance or participation in any off-site excursion,



practical, or work experience is, at the absolute discretion of the Polytechnic, unsatisfactory for whatever reason, the Polytechnic may temporarily remove that student's attendance at the off-site excursion, practical, or work experience, and the Polytechnic's relevant procedures will be instigated. Other reasons for temporary suspensions are detailed in 'Rights and Responsibilities of Students at Otago Polytechnic'.

#### 4 Exclusions

4.1 Students may be refused entry to a programme or course if they have previously been refused entry or excluded from an Otago Polytechnic programme, or have been refused entry to a programme by another education provider, or have been excluded or expelled by any other education provider for any reason.

4.1.1 Any student who has been deemed by Otago Polytechnic to have made unsatisfactory academic progress may be excluded from that course and/or programme and not permitted to re-enrol without the prior permission of the Polytechnic.

4.1.2 Any excluded student who wishes to apply for permission to re-enrol shall lodge a written application with the Polytechnic before the official enrolment date in the course and/or programme for which s/he seeks admission.

4.1.3 The Polytechnic shall make the decision on whether any particular student who has been excluded may be permitted to re-enrol and may impose conditions on the re-enrolment to help ensure the student has a reasonable chance of success in the course or programme.

4.1.4 When applying for re-enrolment, the student will need to satisfy the Polytechnic that, as a result of study or other activity in the intervening period, there is a reasonable chance of success in subsequent study.

4.2 All exclusions must be authorised by the Chief Executive or Director: Quality.

#### **Referral Documents**

AP0600 Academic Appeal Process for Students  
AP0602 Student Discipline  
AP0603 Resolution of Student Complaints  
MP0303 Authorities and Delegations from Chief Executive  
Rights and Responsibilities of Students at Otago Polytechnic

#### **Delegation of Procedures**

Heads of School are delegated the authority to manage processes for selection and entry. Only the Chief Executive and the Director: Quality have the authority in regards to exclusions.

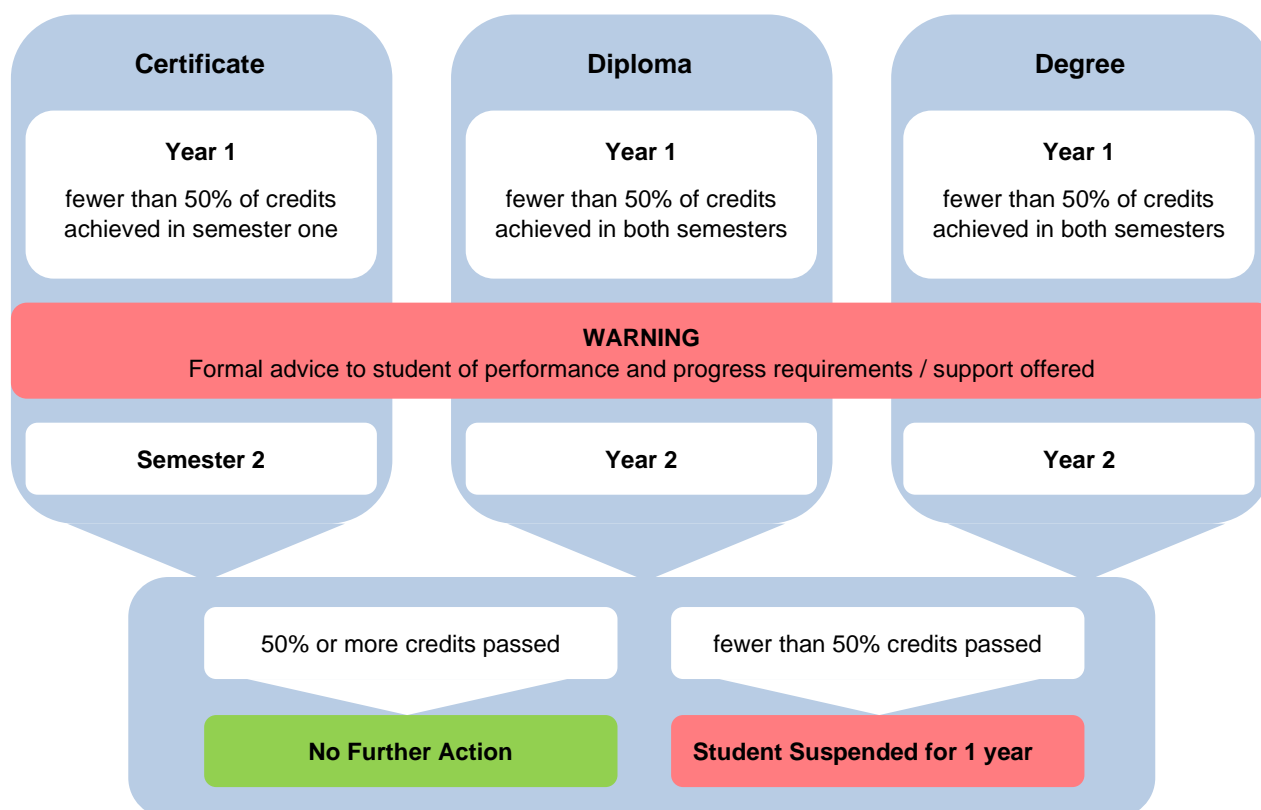
**Approved by Chief Executive**

**Date: 3 September 2010**



## Stages of Academic Progress

This flowchart shows the processes that should be followed from the Programme Entry, Continuation and Exclusion policy.



### Notes:

1. If at any stage in the above process the student passes half or more of their credits enrolled for in either that semester for certificate students, or the year for all other students these exclusion procedures no longer apply.
2. Student suspension for 1 year is only applicable in the event that performance does not meet the required standard and there are no extenuating circumstances.
3. All exclusions under the policy must be with the approval of the Chief Executive or Director: Quality.
4. A register of exclusions will be managed by the Director: Quality office and will be noted on the Student Management System.
5. All students who do not achieve at least 50% of the credits they are enrolled in will in the first instance be referred to student services for further support and assistance.
6. All student results must be entered within policy timeframes. For students who are "at risk" results must be processed and entered in sufficient time for a decision to be made prior to the start of semester.
7. All students whose results in any course are of concern should be advised of support services that are available by Lecturers, Programme Managers or Head of Schools.