Inability to Complete Required Components of Professional Qualification Policy

<table>
<thead>
<tr>
<th>Approving authority</th>
<th>Academic Committee</th>
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<tbody>
<tr>
<td>Approval date</td>
<td>15 September 2016 (4/2016 meeting)</td>
</tr>
<tr>
<td>Advisor</td>
<td>Academic Registrar, Academic Administration <a href="mailto:academic-registrar@griffith.edu.au">academic-registrar@griffith.edu.au</a></td>
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<tr>
<td>Next scheduled review</td>
<td>2019</td>
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<td>TRIM document</td>
<td>2016/7006058</td>
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Description

This policy deals with the situation where a student is prevented from undertaking or completing the required component of a professional qualification by factors of a non-academic nature. The policy prescribes the processes which should be used to address the situation with due regard to the professional integrity and standing of the program, duty of care, and the rights of the student.

Related documents

- Student Review and Appeals Policy
- Student Review and Appeals Procedures
- Role Statement Program Director
- Students with Disabilities Policy

[Required Professional Practice Components] [Policy Scope] [Definitions] [Restricting a Student from Undertaking or Completing a Required Professional Practice Component] [Termination of Student's Enrolment] [Review and Appeal]

1. REQUIRED PROFESSIONAL PRACTICE COMPONENTS

Many programs contain professional practice components which are essential components of the qualification and which are usually conducted in a specific external setting. The activities and outcomes are rigorously prescribed and are not able to be significantly modified without affecting the professional standing of the program, which may involve accreditation by professional bodies.

2. POLICY SCOPE

This policy deals with the situation where a student is prevented from undertaking or completing the required component by factors of a non-academic nature. The policy prescribes the processes which should be used to address the situation with due regard to the professional integrity and standing of the program, duty of care, and the rights of the student. The policy seeks to facilitate an appropriate outcome for the student.
3. DEFINITIONS

3.1 ‘required professional practice component’ is a compulsory element of a degree which is undertaken by students performing prescribed activities in a professional or industrial setting, such as practice teaching, clinical practice or internship.

3.2 ‘responsible academic staff member’ is the Program Director who may act on the recommendation of the professional practice coordinator, or other academic staff member deemed appropriate by the Dean (Learning and Teaching).

4. RESTRICTING A STUDENT FROM UNDERTAKING OR COMPLETING A REQUIRED PROFESSIONAL PRACTICE COMPONENT

Where, in the opinion of the responsible academic staff member, a student should be prevented from undertaking or completing a required professional practice component, the responsible academic staff member may restrict the student from undertaking or continuing the professional practice. The basis for the decision may include, but is not restricted to, legal, health and safety, and professional conduct matters.

In taking such a decision, the responsible staff member should be of the view that it is not possible to make a reasonable accommodation\(^1\) of the student's circumstances without compromising the professional standing of the program, the duty of care of the University for the community, or the relationship between the University and the agency involved in providing the professional practice.

If the responsible academic staff member decides to restrict the student from undertaking or continuing a professional practice activity, they will advise the student in writing. The student's enrolment in the professional practice course is terminated as an administrative withdrawal without academic or financial penalty.

5. TERMINATION OF STUDENT'S ENROLMENT IN THE PROGRAM

Where the circumstances are such that the restriction against the student undertaking professional practice is long term and broadly applicable to the professional practice components of the program, such that the student is unable to complete the requirements of the program, the responsible academic staff member may determine that the student's enrolment in the program will be terminated with a notation that the administrative withdrawal is for professional practice reasons. This notation will not appear on the student's academic transcript.

The responsible academic staff member will advise the student in writing of the termination of their enrolment in the program.

Where the student's enrolment in the program is terminated and the student is in good academic standing in the program, every effort will be made to facilitate the transfer of the student to another program where the restriction on professional practice is not a barrier to completing the degree requirements, with maximum credit for the study the student has completed in the professional program.

6. REVIEW AND APPEAL

A student who is restricted from undertaking or continuing a professional practice activity and/or has their enrolment in the professional program terminated may apply for review of this decision to the Dean (Learning & Teaching) within 10 working days of notification of the decision. The application for

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\(^1\) The University's Students with Disabilities Policy states that the University will attempt to modify existing academic programs to accommodate the range of disabilities students may have, providing such modification does not compromise the academic standard or the essential nature of the academic program.
review is to be made using the Review of Decision Form in accordance with the University’s Student Review and Appeals Policy and Student Review and Appeals Procedures.

If the student is dissatisfied with the outcome of the review he or she may lodge an appeal within 10 working days of notification of the decision. Under the Student Review and Appeals Policy and the Student Review and Appeals Procedures, the appeal must be in writing using a new Review of Decision Form and be lodged with the Secretary of the University Appeals Committee in accordance with the instructions in the Student Review and Appeals Procedures, and be accompanied by supporting documentation where relevant.