

Inability to Complete Required Components of Professional Qualification Policy

Approving authority	Academic Committee
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Document URL	http://policies.griffith.edu.au/pdf/Inability to Complete Required Components of Professional Qualification Policy.pdf
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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

[Academic Transcripts Policy](#)

[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 academic integrity and 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 academic integrity and professional 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).
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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 adjustment¹ of the student's circumstances without compromising the academic integrity of the program, the health and safety of the student and the welfare of others, the duty of care of the University, 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.

Students enrolled in a professional program, who in undertaking learning activities display a disability or health condition that impairs their capacity to undertake a professional practice component, may be deemed in the opinion of a responsible academic staff member after consultation with the Disabilities Service or the Health Service to be *unfit to practice* at that time.

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 appear on the student's unofficial 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.

¹ The University's Students with Disabilities Policy states that the University will make adjustments in relation to a course or program to assist a student with a disability to participate in the course or program providing such adjustments do not compromise the academic integrity or the essential nature of the academic 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 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 they 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.