

ACADEMIC PROGRESS POLICY

Purpose

This policy provides a framework for the identification of students whose progress is unsatisfactory, to provide an intervention to encourage them to take steps to improve their performance, including obtaining/seeking learning support and counselling to assist them complete their course within the expected duration. The principles guiding the development of these details are that AIB encourages and supports students to obtain satisfactory progress throughout their course and AIB takes responsibility for intervening and offering further support as required.

Scope

This policy applies to all AIB coursework students.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Academic Director means the AIB Academic Director (or nominee)

Show Cause Letter means the letter or email described in section 3

Show Cause Response means the letter or email described in section 3

Details

1. Identifying students who are making unsatisfactory progress

- (a) AIB shall regularly and systematically review its students to determine if any students are making unsatisfactory progress.
- (b) There are three categories of students who make unsatisfactory progress:

1.1 Students who show signs of early inactivity or poor progress

Students who show signs of inactivity or poor progress before they formally become 'at risk', include but are not limited to students who do not access the student learning portal or learning materials in a timely manner or who request multiple medical/compassionate (MC) grades.

1.2 Students who are formally 'at risk'

- (a) A student will be deemed formally "at risk" if the student:
 - (i) has failed any subject for a second time; or

- (ii) has not maintain a minimum pass rate of 50% of subjects undertaken after attempting 4 subjects.
- (b) An 'academic at risk' student is an 'at risk' student who enrolled in any subject within the last 6 months and for whom fail grades do not include "Withdraw Fail" and "Did Not Sit" grades.
- (c) A 'non-academic at risk' student is an 'at risk' student who enrolled in any subject within the last 6 months and for whom fail grades only include "Withdraw Fail" and "Did Not Sit" grades.

1.3 Students who exceed the course registration period

Students exceed their course registration period if they do not complete their course within its registration period and who are unsuccessful in extending their course registration.

2. Interventions for students making unsatisfactory progress

2.1 Interventions for students who show signs of early inactivity or poor progress

- (a) AIB shall intervene with students who show signs of early inactivity or poor progress, as described in section 1.1 above, to offer one or more of student support services outlined in the Student Support policy or offer a reduction in study load.
- (b) If despite the intervention described in section 2.1(a) above, the student continues to make unsatisfactory progress, the Academic Director may issue the student with a Show Cause Letter in order to:
 - (i) require the student to undertake a lower level course, or
 - (ii) exclude the student from the course, or
 - (iii) terminate student's enrolment and registration with AIB.

2.2 Interventions for students who are formally 'at risk'

2.2.1 Multiple failure of a subject

- (a) If a student fails any subject for a second time unless otherwise determined by the Academic Director, the student will be sent a letter or email by AIB advising them that they are considered "at risk" in accordance with this policy and will be offered academic support.
- (b) If the student fails the subject a third time unless otherwise determined by the Academic Director, the Academic Director will issue the student with a Show Cause Letter in order to exclude the student.

2.2.2. Non-compliance with minimum pass rate

- (a) If a student does not maintain a minimum pass rate of 50% of subjects undertaken after attempting 4 subjects, the following provisions apply:
 - (i) Unless otherwise determined by the Academic Director, the student will be sent a letter or email by AIB advising them that they are considered

“at risk” in accordance with this policy and will be offered academic support.

- (ii) Such students will not be entitled to enrol or undertake any new subjects until they have obtained the minimum pass rate of 50% of subjects they have undertaken. Therefore, such students are required to re-enrol (or re-sit, if available) in those subjects that they have failed and to achieve the minimum pass rate of 50% of subjects undertaken, before they are entitled to undertake new subjects. This is subject to the restrictions referred to Section 1 on multiple failure of a subject.

2.3. Students who exceed the course registration period

- (a) Students may request for an extension of their registration period. Written requests must be submitted to AIB outlining reasons for not completing the course within the required time and attach relevant documentary evidence to support their request.
- (b) As a result of reviewing any request for extension of the registration period, AIB may:
 - (i) allow the extension with or without conditions,
 - (ii) require the student to undertake a lower level course, or
 - (iii) terminate student’s enrolment and registration with AIB.

3. Show Cause

- 3.1 If the Academic Director decides to modify, exclude or terminate a student’s registration or enrolment as described in section 2.1(b) or 2.2.1(b), the student will be sent a letter or email by AIB (“Show Cause Letter”) advising them of that decision unless the student is successful in a ‘show cause’ application.
- 3.2 In making a show cause application, the student must submit an email or letter (“Show Cause Response”) to AIB at quality@aib.edu.au within 10 business days of the date of the Show Cause Letter, and if a Show Cause Response is not received by AIB within this timeframe, the decision to modify, exclude or terminate the student’s registration or enrolment, will apply.
- 3.3 The Show Cause Response must describe the factors which led to the student’s unsatisfactory progress, provide reasons why AIB should not make the decision to modify, exclude or terminate the student’s registration or enrolment, and should attach relevant evidence.
- 3.4 The Academic Director will review the student’s Show Cause Response and determine if the decision to modify, exclude or terminate a student’s registration or enrolment, will be set aside (with or without conditions) or will apply, and the Academic Director will advise the student by email or letter within 10 business days of the date of receipt of the Show Cause Response.

4. Exclusion for unsatisfactory progress

4.1 If pursuant to section 3.4 above the Academic Director determines to exclude a student from a course, their enrolment is cancelled and they are precluded from any enrolment at AIB during the period of exclusion, which will be for not less than 6 months.

On expiry of a period of exclusion:

- (a) The student does not have an automatic right of re-admission to the course. The student must apply for re-admission to their original course of study or to the course deemed by AIB to be its equivalent, if the original course is not offered, and pay the current application/registration fee.
- (b) A re-admitted student will be subject to the rules, terms and conditions and the fees for the course (or the course deemed by AIB to be equivalent) that are current at the time of re-admission.
- (c) A re-admitted student who has undertaken another course at AIB during the period of exclusion shall not be granted academic credit in relation to subjects in the AIB course from which they have been excluded.
- (d) A re-admitted student shall not be granted academic credit for subjects completed at another university or accredited institution of higher education during the period of exclusion.
- (e) Subject to the above, a re-admitted student shall be permitted to continue with their course (which may be subject to conditions). In undertaking subjects for which they have received an at risk letter for multiple failure of a subject, they must re-enrol (or re-sit, if available) in those subjects. If they have received an at risk letter for not being in compliance with the minimum pass rate of 50%, they must first undertake and pass sufficient subjects they have previously undertaken and not passed and achieve the minimum pass rate of 50% before continuing with new subjects.
- (f) If a re-admitted student fails for a further time any subject for which they have already received an exclusion letter and at risk letter for multiple failure of a subject, the Academic Director may in their discretion provide the student with a letter or email advising that they are expelled and therefore their registration is at an end and they will not be allowed to continue or be re-admitted to the course. Students should therefore make every effort to pass subjects after re-admission and make full use of student support and counselling services.

5. Appeals

Students have the right to lodge an appeal, in which case they should follow the appeal procedure in the Academic and Non-Academic Grievance Handling Policy and Procedure.

6. Student Responsibilities

It is each student's responsibility to understand and ensure that:

- (a) they must maintain satisfactory course progress and if not, the abovementioned interventions and associated actions will take place
- (b) as a result of any interventions, students' enrolments in subject and/or the duration of their course may change (and for any International Onshore Students, this may affect their student visa) and accordingly there may be additional fees, however, the normal fees in credit and refund rules will apply
- (c) they must provide AIB with their most up to date contact details at all times and accordingly claims of not receiving any AIB letter or email will not be accepted;
- (d) they will read and act upon all AIB notifications and correspondence (written and electronic).
- (e) they will comply with the process and any conditions or requirements imposed as a result of this policy.

7. Compliance with the ESOS Act

7.1 Duration of study

- (a) AIB will monitor the progress of each of its International Onshore Students to ensure that they are in a position to complete their course within the expected duration as specified in their CoE. AIB will ensure that International Onshore Students do not undertake more than 25% of the course by distance or online learning (and that in each compulsory study period, as determined by AIB, International Onshore Students must study at least one subject that is not online or distance learning).
- (b) AIB will monitor the International Onshore Students by observing whether students are adhering to their approved timetable or whether they are not attending classes and/or they are failing subjects. The below course progress provisions detail some steps that may be taken to ensure that students get back on track with their study to complete within the required course duration. Students may also be able to take re-sits, if available, to catch up.
- (c) Normally, the expected duration of study specified in the International Onshore Student's CoE must not exceed the CRICOS registered course duration. However, AIB may extend the duration of an International Onshore Student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as a result of:
 - (i) compassionate or compelling circumstances (as determined by AIB in its absolute discretion);
 - (ii) AIB's implementation of its intervention strategy for students who are at risk of not meeting satisfactory course progress; or
 - (iii) a deferment or suspension of study approved by AIB where a student has demonstrated compassionate or compelling circumstances (Please refer to AIB's ***Deferring, Suspending or Cancelling International Student's Enrolment Policy***).

- (d) Where there is a variation in an International Onshore Student’s course load which may affect their expected duration of study, AIB shall record this variation and the reasons for it on the student’s file. AIB must correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation(s) by extending their expected duration of study.

7.2 Course progress

- (a) AIB complies with the provisions in the ESOS Act relevant to monitoring course/academic progress by virtue of this Academic Progress policy and procedure.
- (b) AIB monitors, records and assesses the progress of each student, including International Onshore Students as set out in Sections 1 and 2 of this policy. Any written communications sent to International Onshore Students in accordance with Section 2 above will include written advice of consequences where students do not meet their Student Visa conditions regarding satisfactory academic progress. They will also be advised on how to access AIB’s student support services.
- (c) If an International Onshore Student is deemed to have failed to meet satisfactory progress:
 - (i) AIB shall inform the student of its intention to report the student and that the student has 25 business days to access the complaints and appeals process.
 - (ii) If the student has not accessed the complaint and appeals process within the stipulated timeframe, withdraws from the process or the process is completed and results in a decision supporting AIB, AIB shall as soon as practicable inform the Secretary of DEEWR via PRISMS of the student not achieving satisfactory progress. There are certain requirements to “maintain the student’s enrolment” (i.e. not make a report via PRISMS) if an appeal is underway – refer to the Academic and Non-Academic Grievance Handling Policy for more information.

Related Forms:

Nil

Responsibility:

Academic Director

Related Policies:

Student Support

Academic and Non-Academic Grievance Handling

Deferring, Suspending or Cancelling International Student’s Enrolment

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