



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](#).

Show Cause Letter means the letter or email described in section 5

Show Cause Response means the letter or email described in section 5

Details

1. Identifying students who are making unsatisfactory progress

(a) AIB shall review academic progress of students after each study period to ensure students are making satisfactory progress.

(b) There are three categories of students who make unsatisfactory progress:

1.1 Students who show signs of inactivity or poor progress

Students who show signs of inactivity or poor progress before they formally become 'at risk' on the basis of poor progress, include but are not limited to students:

- (i) who do not access the student learning portal or learning materials in a timely manner, or
- (ii) who request multiple medical/compassionate (MC) grades, or
- (iii) who withdraw multiple times from the same subject, or
- (iv) who do not successfully complete their first and/or second subject in the course.

1.2 Students who are formally 'at risk'

A student will be deemed formally 'at risk' if the student:

- (i) has failed any subject for a second time or subsequent time (i.e. received a Fail, DNS or WF grade); or
- (ii) has not maintained a minimum pass rate of 50% of subjects officially enrolled in (i.e. post census date enrolment) after attempting a minimum of 4 subjects, excluding subjects with MC.

2. Interventions for students making unsatisfactory progress

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

- (a) AIB shall intervene with students who show signs of 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 providing the student with an opportunity to submit a Show Cause Response and outlining the intention to:
 - (i) modify the student's enrolment (with or without conditions), or
 - (ii) reduce the student's study load, or
 - (iii) require the student to undertake or exit with a lower level course, or
 - (iv) preclude the student from the course, or
 - (v) 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:
 - (i) they are considered "at risk" in accordance with this policy, and
 - (ii) they are strongly encouraged to seek academic or non-academic support outlined in the Student Support policy, as appropriate, and
 - (iii) they may be required to reduce study load, and
 - (iv) if they fail again, any of the interventions outlined in section 2.2.1 (b) may apply.
- (b) If the student fails the subject a third or subsequent time unless otherwise determined by the Academic Director, the Academic Director will issue the student with a Show Cause Letter providing the student with an opportunity to submit a Show Cause Response and outlining the intention to:
 - (i) modify the student's enrolment (with or without conditions), or
 - (ii) if it is a core subject, preclude the student from further study for a period of no less than 6 months, or
 - (iii) require the student to undertake or exit with a lower level course, or
 - (iv) terminate student's enrolment and registration with AIB.

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 a minimum of 4 subjects, unless otherwise determined by the Academic Director, the student will be sent a letter or email by AIB advising them that:
- (i) they are considered “at risk” in accordance with this policy, and
 - (ii) they are strongly encouraged to seek academic support and/or relevant support services as outlined in the Student Support Policy, and
 - (iii) they may not be entitled to undertake any new subjects subject to meeting AIB specified conditions. Specifically, students may be required to:
 - re-enrol 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, and/or
 - change the selection of subjects or specialisation with the opportunity to undertake alternate subjects, and/or
 - reduce study load.
 - (iv) This is subject to the restrictions referred to in section 2.2.1 on multiple failure of a subject.
- (b) If the student continues to not maintain minimum pass rate of 50% by failing a further subject attempt after the interventions outlined in section 2.2.2 (a), unless otherwise determined by the Academic Director, a Show Cause Letter will be issued providing the student an opportunity to submit a Show Cause Response and outlining the intention to:
- (i) modify the student’s enrolment (with or without conditions), or
 - (ii) preclude the student from further study for a period of no less than 6 months.
 - (iii) require the student to undertake or exit with a lower level course, or
 - (iv) terminate student’s enrolment and registration with AIB.
- (c) FEE HELP students must maintain a minimum pass rate of 50% of subjects undertaken after attempting 8 or more subjects as part of the course of study leading to a bachelor degree or higher qualification, or 4 or more subjects as part of a sub-bachelor qualification in order to be eligible for FEE HELP assistance. In accordance with Higher Education Support Act 2003, if FEE HELP students do not maintain this pass rate, they will need to pay their tuition fees upfront to continue in the course unless they apply in writing to AIB for an exemption from that condition and AIB is satisfied that special circumstances apply. This requirement is effective for FEE HELP students who commenced the course after January 2018.

3. Students who undertake concurrent subjects

- 3.1 Students who are formally ‘at risk’ as identified in section 1.2 are not eligible for concurrent enrolment.

3.2 Where a student is already enrolled in concurrent subjects, AIB may de-enrol the student from one or both subjects in accordance with interventions outlined in section 2.2.

4. Students who exceed the course registration period

- (a) Each course has a maximum course registration period during which students are expected to complete the course. Students who do not complete the course within the approved registration period are considered to have exceeded the course registration period.
- (b) Students may request for an extension of their registration period by submitting an email or letter to AIB outlining reasons for not completing the course within the required time and attach relevant documentary evidence to support their request.
- (c) As a result of reviewing any request for extension of the registration period, AIB may:
 - (i) allow the extension with or without conditions, or
 - (ii) modify the student's extension with or without conditions, or
 - (iii) require the student to undertake or exit with a lower level course, or
 - (iv) terminate student's enrolment and registration with AIB.

5. Show Cause

- 5.1 If the Academic Director decides to modify, preclude 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 and providing the student with the opportunity to respond and appeal for leniency.
- 5.2 A student is encouraged to respond, which must be in the form of 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, preclude or terminate the student's registration or enrolment, will apply.
- 5.3 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, preclude or terminate the student's registration or enrolment, and should attach relevant evidence.
- 5.4 The Academic Director will review the student's Show Cause Response and determine if the decision to modify, preclude 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.

6. Preclusion for unsatisfactory progress

- 6.1 If pursuant to section 5.4 above the Academic Director determines to preclude a student from a course, their enrolment is cancelled and they are barred from any enrolment at AIB during the period of preclusion, which will be for not less than 6 months.
- 6.2 On expiry of a period of preclusion:

- (a) The student does not have an automatic right of re-admission to the course. The student must apply in writing to be re-admitted 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) AIB reserves the right to deny re-admission to the course based on previous unsatisfactory academic progress.
- (c) Subject fees for the course (or the course deemed by AIB to be equivalent) current at the time of re-admission will apply.
- (d) 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.
- (e) 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.
- (f) Subject to the above, a re-admitted student may be permitted to continue with their course and the student will normally be subject to conditions. Re-admission conditions may include, but are not limited to, passing the next subject or compulsory enrolment in a particular subject, completion of academic support module, discussion with academic staff, referral to EAP. A re-admitted student will receive a letter outlining any rules, terms and conditions of their re-admission.
- (g) If a re-admitted student does not meet the conditions of re-admission, the Academic Director may in their discretion provide the student with a letter or email advising about termination of their enrolment 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 academic support services.

7. 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.

8. Student Responsibilities

8.1 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 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.

Related Forms:

Nil

Responsibility:

Academic Director

Related Policies:

Student Support

Academic and Non-Academic Grievance Handling

Withdrawal and Deferral Policy

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