



## ACADEMIC PROGRESS POLICY

### Purpose

This policy provides a framework for the identification of students whose progress is unsatisfactory, identifying interventions for those being in need of support and consequences for continued unsatisfactory progress. This includes the cancellation of Course registration and Show Cause opportunities.

### Scope

This policy applies to all AIB coursework. Details on academic progress of Research are provided in the [Higher Research Degree Policy](#) and [Procedure](#).

### Definitions

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

**Risk Level** means the level of satisfactory or unsatisfactory progress demonstrated by a student. AIB identifies Risk Levels 0-3, where level 0 is a demonstration of satisfactory progress and levels 1-3 are when unsatisfactory progress has been demonstrated and specific interventions will apply in line with the Academic Progress Policy and Procedure.

### Policy

#### 1. Principles

- 1.1 AIB is committed to upholding high academic standards for all students and ensures all Subject and Course learning outcomes, and graduate qualities are met.
- 1.2 AIB provides high quality support in accordance with Student Support Policy and Procedure to encourage students to make satisfactory progress (Risk Level 0 as shown in [Appendix A](#)) throughout their Course.
- 1.3 AIB sets clear expectations and accountabilities for both AIB Staff and students in working together to achieve successful student academic outcomes.
- 1.4 AIB is committed to apply its academic progress processes fairly and impartially for each student.
- 1.5 AIB ensures that processes related to academic progression are consistent, transparent and accessible to all students.

## **2. AIB Responsibilities**

- 2.1 AIB will take responsibility for monitoring students' ongoing Course progress and introducing preventative actions in line with the AIB Retention and Progression Strategy.
- 2.2 AIB will provide a suitable intervention and offer further support in accordance with Student Support Policy and Procedure to students as required so that they can take steps to improve their performance.
- 2.3 AIB will acknowledge that student's individual circumstances may affect their ability to study or demonstrate satisfactory progress and will ensure that suitable support services are made available.
- 2.4 AIB will manage the academic progress process in accordance with the Academic Progress Procedure. When continued unsatisfactory progress is demonstrated as per criteria presented in [Appendix A](#) and all interventions have been exhausted, AIB will determine appropriate consequences for a student. This may include, but is not limited to, an exclusion from a Course for a period of time or cancellation of Course registration; an opportunity to Show Cause will be provided in such circumstances.

## **3. Student Responsibilities**

- 3.1 It is the responsibility of each student to demonstrate satisfactory Subject and Course progress and complete the Course within the registration period outlined in section 4.3(b).
- 3.2 It also the responsibility of each student to understand and ensure that:
  - (a) they will comply with the process and any conditions, requirements or actions imposed as a result of this policy;
  - (b) where academic progress is not maintained, the interventions and associated actions as outlined in the Academic Progress Procedure will be initiated;
  - (c) 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 to retake the Subjects, notwithstanding, the normal fees in credit and refund rules will apply as per Student Refund Policy and Procedure;
  - (d) they will read and act upon all AIB notifications and correspondence including any advice from the Academic staff;
  - (e) they must ensure AIB has their current contact details at all times by ensuring updated details are provided within 3 days of change and accordingly claims of not receiving any AIB letter or email will not be accepted.

## **4. Review of Students' Academic Progress**

Students' academic progress may range from satisfactory to unsatisfactory during the duration of their Course, and various risk levels with appropriate interventions will apply. Overview of students' academic progress is presented in [Appendix A](#) and interventions for risk levels 1-3 are outlined in the Academic Progress Procedure.

There are three categories of students who demonstrate unsatisfactory progress:

#### **4.1 Students who show signs of inactivity or poor progress**

- (a) 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.
- (b) Satisfactory progress can be demonstrated by engaging in the study, accessing learning materials, submitting assessments and successfully undertaking and completing first and/or second Subject in the Course.

#### **4.2 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 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 and WNF.
- (b) 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 postgraduate 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.
- (c) Students who are formally 'at risk' are not eligible for concurrent enrolment. Where a student is already enrolled in concurrent Subjects, AIB reserves the right to de-enrol the student from one or both Subjects for the purpose of assisting the student to improve academic performance.
- (d) Satisfactory progress can be demonstrated when students successfully undertake and complete a Subject(s) which they previously failed multiple times and/or have maintained a minimum pass rate of 50%. If satisfactory progress has been demonstrated, they cease to be formally 'at risk'.

### 4.3 Students failing to complete the Course within the registration period

- (a) Each Course has a specified 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) Registration period for a Course starts on a day the student enrolls in the AIB first Subject of the Course and is called Course Commencement Date. Registration periods for AIB GCM, GDM and MBA Courses are outlined below:

AIB Course	Registration Period
GCM	16 months
GDM	36 months
MBA	48 months (for Course commencements from Term 5, 2019; 36 months for Course commencements prior to Term 5, 2019)

- (c) If a student is undertaking a Course through the nested award pathway, the registration period for the highest Course will apply to the student. For example, if a student is undertaking MBA through a GCM admission pathway, the registration period for MBA will apply to that student.
- (d) Registration extension requests for GCM, GDM and MBA Courses will be considered by the Teaching and Learning Committee or the delegate in accordance with the Academic Progress Procedure.

#### **Responsibility:**

Academic Dean

#### **Related Policies and Procedure:**

Academic Progress Procedure  
Academic Integrity Policy and Procedure  
Assessment Policy and Procedure  
Higher Research Degrees Policy and Procedure  
Student Grievance Handling Policy and Procedure  
Student Support Policy and Procedure  
Withdrawal and Deferral Policy and Procedure  
AIB Retention and Progression Strategy

#### **Legislative References:**

*Higher Education Standards Framework (Threshold Standards) 2015*  
*Higher Education Support Act 2003 (HESA Act)*

**External References:**

AIB acknowledges the Swinburne University of Technology, Griffith University and Monash University in the development of this Policy.

Swinburne University of Technology, *Academic Progress Policy*, viewed 1 May 2020,

<https://www.swinburne.edu.au/about/leadership-governance/policies-regulations/policies/academic-progress/>

Griffith University, *Academic Standing Policy*, viewed 1 May 2020,

<https://policies.griffith.edu.au/pdf/Academic%20Standing%20Policy.pdf>

Monash University, *Student Academic Progress Policy*, viewed 1 May 2020

[https://www.monash.edu/\\_data/assets/pdf\\_file/0010/2047933/Student-Academic-Progress-Policy.pdf](https://www.monash.edu/_data/assets/pdf_file/0010/2047933/Student-Academic-Progress-Policy.pdf)

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## Appendix A: Overview of Students' Academic Progress

Academic progress levels	Criteria
Risk Level 0	<ul style="list-style-type: none"> <li>➤ Satisfactory progress demonstrated through engagement in the study by accessing learning materials, submitting assessments and successfully undertaking and completing first and/or second Subject in the Course, <b>and/or</b></li> <li>➤ Satisfactory progress demonstrated through passing the Subject(s) previously failed multiple times, <b>and/or</b></li> <li>➤ Satisfactory progress demonstrated through maintaining minimum pass rate of 50%, <b>and/or</b></li> <li>➤ Satisfactory progress demonstrated through completing the Course within the registration period.</li> </ul>
Risk Level 1	<ul style="list-style-type: none"> <li>➤ Showing signs of inactivity or poor progress</li> </ul>
Risk Level 2	<ul style="list-style-type: none"> <li>➤ Showing signs of continuing inactivity or poor progress, <b>and/or</b></li> <li>➤ Formally 'at risk' for failing the same Subject(s) twice, <b>and/or</b></li> <li>➤ Formally 'at risk' non compliance with minimum pass rate of 50%, <b>and/or</b></li> <li>➤ Exceeding the Course registration period.</li> </ul>
Risk Level 3	<ul style="list-style-type: none"> <li>➤ Showing signs of further continuing inactivity or poor progress, <b>and/or</b></li> <li>➤ Formally 'at risk' for failing the same Subjects a third or subsequent time, <b>and/or</b></li> <li>➤ Formally 'at risk' for further continuing non compliance with minimum pass rate of 50%, <b>and/or</b></li> <li>➤ Exceeding the Course registration period where extension has previously been granted</li> </ul>