

ACADEMIC PROGRESS PROCEDURE

Governing Policy

[Academic Progress Policy](#)

Purpose

This procedure outlines the process for operationalising the Academic Progress Policy.

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 demonstration of satisfactory progress and levels 1-3 are when unsatisfactory progress has been demonstrated and specific interventions will apply in line with Academic Progress Policy and Procedure.

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

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

Procedure

1. Monitoring of students' academic progress

- 1.1 The academic progress of students in a Subject is monitored both during and after each study period to ensure students are making satisfactory progress.
- 1.2 Students showing signs of poor and/or unsatisfactory progress in a Course at Risk Levels 1, 2 or 3 are reviewed to identify appropriate support and interventions outlined in section 2 below.
- 1.3 A flowchart outlining various scenarios of students' academic progress in a Course is presented in [Appendix A](#).

2. Interventions for students with poor and/or unsatisfactory progress

2.1 Risk Level 1 Interventions

2.1.1. 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 4.1(a) of the Academic Progress Policy, to offer one or

more of student support services outlined in the Student Support Policy and Procedure.

2.2 Risk Level 2 Interventions

2.2.1 Students who show signs of continuing inactivity or poor progress

- (a) If the student continues to show signs of inactivity or poor progress, the student may be advised in writing that:
 - (i) modification to the student's enrolment (with or without conditions) has been made, such as reduction in study load, and
 - (ii) they are strongly encouraged to seek academic or non-academic support outlined in the Student Support Policy and Procedure, as appropriate, and
 - (iii) that if no satisfactory progress is demonstrated, Risk Level 3 interventions outlined in section 2.3.1 may apply.

2.2.2 Students who are formally 'at risk' for multiple failure of a Subject

- (a) If a student fails any Subject for a second time, 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 and Procedure, as appropriate, and
 - (iii) they may be required to reduce study load, and
 - (iv) if they fail again, Risk Level 3 interventions outlined in section 2.3.2 may apply.

2.2.3 Students who are formally 'at risk' for 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, 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 Procedure, 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 2.2.2 on multiple failure of a Subject.

2.2.4 Students who exceed the Course registration period

- (a) Students may request for an extension of their registration period by submitting in writing to AIB outlining reasons for not completing the Course within the required time and attach relevant documentary evidence to support their request.
- (b) A one-year registration extension may be considered with or without conditions for the first exceeding year.
- (c) If the student does not complete the Course within granted extension period, further requests may be submitted to AIB as per section 2.3.4 below.

2.3 Risk Level 3 Interventions

2.3.1 Students who show signs of continuing inactivity or poor progress

- (a) If poor progress or inactivity continues, despite interventions at Risk Levels 1 and 2, the Academic Dean 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) require the student to undertake or exit with a lower level Course; or
 - (ii) exclude the student from the Course; or
 - (iii) cancel student's enrolment and registration with AIB.

2.3.2 Students who are formally 'at risk' for multiple failures of a Subject

- (a) If the student fails the Subject a third or subsequent time unless otherwise determined by the Academic Dean, the Academic Dean 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, exclude 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) cancel student's enrolment and registration with AIB.

2.3.3 Students who are formally 'at risk' for non-compliance with minimum pass rate

- (a) If the student continues to not maintain minimum pass rate of 50% by failing a further Subject attempt after Risk Level 2 interventions, 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) exclude 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) cancel student's enrolment and registration with AIB.

2.3.4 Students who exceed the Course registration period where extension has previously been granted

- (a) If the student does not complete the Course within granted registration extension period, further request(s) in writing must be submitted to AIB outlining:
 - (i) reasons for not completing the Course within the required time;
 - (ii) how the student's circumstances have changed to support their successful progression. Relevant supporting documentation must be provided 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; 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) cancel student's enrolment and registration with AIB.

3. Show Cause Process

- 3.1 If the Academic Dean or nominee decides to modify, exclude or cancel a student's registration or enrolment in accordance with Risk Level 3 Interventions, 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.
- 3.2 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, exclude or cancel 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 cancel the student's registration or enrolment, and should attach relevant evidence.
- 3.4 The Academic Dean will review the student's Show Cause Response and determine if the decision to modify, exclude or cancel a student's registration or enrolment, will be set aside (with or without conditions) or will apply, and the Academic Dean will advise the student by email or letter within 10 business days of the date of receipt of the Show Cause Response.
- 3.5 Students have the right to lodge an appeal when they think that the applicable policy/procedure was not followed and/or natural justice had not been applied, in which case they should follow the Stage 2 – Internal Appeal of the Student Grievance Handling Policy and Procedure.

4. Exclusion for unsatisfactory progress

- 4.1. If pursuant to section 3.4 above the Academic Dean determines to exclude a student from a Course, their enrolment is cancelled and they are barred from any enrolment at AIB during the period of exclusion, which will be for not less than 6 months.
- 4.2. 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 in writing by emailing quality@aib.edu.au to request for re-admittance 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) The requests for re-admission will be reviewed by the Examination Committee or the delegate.
 - (c) AIB reserves the right to deny re-admission to the Course based on previous unsatisfactory academic progress.
 - (d) Subject fees for the Course (or the Course deemed by AIB to be equivalent) current at the time of re-admission will apply.
 - (e) 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.
 - (f) 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.
 - (g) 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 within 10 business days outlining any rules, terms and conditions of their re-admission.
 - (h) If a re-admitted student does not meet the conditions of re-admission, the Academic Dean may at 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.
 - (i) Students have the right to lodge an internal appeal when they think that the applicable policy/procedure was not followed and/or natural justice had not been applied, and/or new extenuating evidence is available, in which case they should follow the Stage 2 – Internal Appeal of the Student Grievance Handling Policy and Procedure.

Related Forms:

Internal Appeal Form

Responsibility:

Academic Dean

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Appendix A: Flow Chart of Students' Academic Progress

