

A120 Academic Progression Policy

Policy Category	Academic	
Responsible Officer	Academic Dean	
Review Date	May 2025	
Related documents	Academic Progression Procedure Assessment Policy Enrolment Policy Students At Risk Policy Student Support Framework	
Version	Authorised by	Approval Date
1.7	Academic Board	20/08/24

1. Context

This Policy supports the Australian Institute of Business Intelligence's (AIBI HE) commitment to monitoring student academic progression and providing advice and support to facilitate academic progression and course completion. This Policy should be read in conjunction with the *Students At Risk Policy*, which further addresses support for students who are not making satisfactory academic progression.

2. Definitions

Academic progression: the level of academic achievement of a student towards completion of their course.

Assessment: a process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

FEE-HELP: a government loan scheme to assist eligible domestic students in deferring payment of all or part of their tuition fees.

Exclusion: the suspension of a student's enrolment for a period of time.

Overseas student: a student who is not a domestic student, and who may hold a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Course: a course of study, comprising subjects of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

Provider Registration International Student Management System (PRISMS): a secure database owned and maintained by the Department of Education and Training for the purposes of administering the *Education Services for Overseas Students Act 2000*.

3. Scope

This Policy applies to all enrolled domestic and overseas students of AIBI HE and the staff involved in the administration, assessment, and support of those students.

4. Policy Statement

This policy defines course progression requirements for students at AIBI HE. This policy should be read in conjunction with the *Students At Risk Policy* which outlines the assistance available to students who are at risk of not achieving satisfactory progression.

5. Policy Principles

The key principles informing this Policy are:

- provision of tools to evaluate academic progress;
- fair, consistent, and respectful treatment;
- provision of timely advice on their performance; and
- provision of support to facilitate academic progression.

6. Policy details

6.1. Minimum academic achievement

To maintain satisfactory academic progression, a student needs to meet the following minimum academic achievement in each trimester:

- achieve at least a pass grade in 50% of enrolled study load, including subjects withdrawn or discontinued;
- pass any compulsory course requirements, including all prerequisite subjects, as stipulated by the course rules;
- if repeating a failed subject, at least a pass grade is achieved in the second attempt; and
- maintain sufficient progress to enable completion of all course requirements within the maximum duration of allowed for the course;
- a Course Outline may require students to meet other criteria to demonstrate satisfactory academic progress specific to that course, such as criteria related to professional standards for accreditation.

6.2. Maximum length of enrolment

6.2.1 Maximum time for completion

To be eligible for an AIBI HE award students must complete all specified requirements within the following maximum timeframes:

- Bachelor three-year degree: 8 years.
- Bachelor four-year degree: 10 years.
- Master's degree: 6 years.

The maximum timeframes will be calculated from the date the student commenced their first study period.

Students may defer their study provided they complete all specified requirements within the maximum timeframes.

6.2.2 Extensions

Students who fail to complete their course within the maximum years may apply for an extension of time:

- The student must be able to complete the course within two consecutive study periods.
- The student must make an application in writing to the Academic Dean for an extension of time.
- The application must be made at least one study period before the student's maximum time for completion lapses.
- The application must include the reason(s) for the student's inability to complete the course in the maximum timeframe. Supporting documentation must be attached to the application.
- Each application for an extension of time will be considered on its own merits AND with reference to the students' academic performance.

6.2.3 Failure to complete within the time limit

Students who fail to complete within the specified time limit (including any extension of time granted) will have their enrolment terminated.

- A statement noting that the maximum time for completion has been exceeded will appear on the final record of results issued to the student.
- The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty (20) working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

6.3. Exclusion

Students who do not maintain satisfactory academic progression and cannot demonstrate acceptable cause will be excluded from their course for a minimum of 12 months (three terms of study) and they will have the right of appeal. AIBI HE may place conditions on exclusion that will need to be met prior to any future enrolment by the student. Students who wish to resume studying after the period of exclusion are to seek the endorsement of the Academic Dean.

Students may be excluded for not meeting the following academic standards:

- failure to pass a majority of subjects in two trimesters in a row;
- failure to pass a subject on the second attempt;
- failure to attend academic student support meetings;
- failure to adhere to a learning support strategy.

Exclusion terminates a student's enrolment at AIBI HE. A student who is excluded is not permitted to attend classes, access teaching resources, or undertake study in the program from which they were excluded, for a specified minimum period.

6.4. Overseas students

To meet student visa conditions, overseas students are required to make satisfactory academic progress during their studies at AIBI HE. Overseas students will be reported to Department of Education and Training and the Department of Home Affairs via PRISMS for academic non-progression, depending on the outcome of any review request or appeal lodged under section 7 of this Policy.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the 'National Code') requires the Institute to implement an intervention strategy for any student who is not meeting satisfactory progress requirements in their studies, and this approach is adopted by AIBI HE as good practice for all students.

6.5. Domestic Students Enrolled in a FEE-Help enabled course

For domestic students who are enrolled in a Commonwealth Supported Place or Australian full-fee place and are accessing a FEE-Help loan, there are Government eligibility criteria that they must meet to maintain Commonwealth support.

If students start a course or transfer into a new course, they must pass at least 50 per cent of the subjects they attempt (not including any subjects withdrawn before the census date). If they fail to meet this completion rate, AIBI HE is not permitted to allow the students to enrol in further subjects of study in their current course under government financial assistance.

A low completion rate is a fail rate of more than 50 per cent of the subjects of study they have attempted, after they have attempted eight or more units of study in a bachelor level or higher course (or four or more subjects in a higher education course lower than a bachelor course).

6.6. Intervention for At Risk students

AIBI HE recognises that there may be many factors which can affect a student's academic progress, especially for first year students making the transition to tertiary study. Early intervention reduces the risks to students of not achieving a satisfactory level of academic progress.

AIBI HE monitors the academic performance of each student against the minimum academic standards at the end of each study period. Where a student has failed to meet the minimum academic standards, they will be identified as At Risk and will be required to undertake student support and have their progression closely monitored through the *Monitoring Academic Progress (MAP)* programme.

- MAP Stage 1: Early Intervention requiring students to undertake a *Student Improvement Plan*.
- MAP Stage 2: Monitoring of students who are making unsatisfactory progress via a *Learning Support Plan*.
- MAP Stage 3: Consideration for exclusion.

For further information please see the *Students At Risk Policy*.

6.6.1 At Risk of making unsatisfactory academic progress (MAP Stage 1)

A student is at risk of making unsatisfactory academic progress if they:

- Fail a subject for the first time;
- Have low or nonattendance of classes.

Students identified in MAP Stage 1 are required to complete a self-assessment *Student Improvement Plan* where they identify any issues effecting their academic progression and provide solutions for improvement.

6.6.2 Making unsatisfactory academic progress (MAP Stage 2)

A student making unsatisfactory progress will be monitored under MAP Stage 2. The criteria for MAP 2 include one or more of the following:

- Failing 50% or more of their subjects in the previous trimester;
- Continued low or nonattendance of classes;
- Non engagement with the student learning management system;
- Non submission of assessments; and/or
- Previously been on MAP Stage 1 and shown no improvement.

Students identified as At Risk in MAP Stage 2 are required to enter into a *Learning Support Plan*. This is an agreement between the student and AIBI HE and outlines the support available to help the student and the responsibilities of the student.

6.6.3 Review of student academic performance

The Support Team will review student performance to identify those At Risk:

- during initial enrolment;
- during the trimester; and
- end of the trimester.

6.6.4 Support for At Risk Students

Students who are At Risk or making unsatisfactory academic progress and are on Learning Support Plan can access support which includes, but is not limited to:

- academic skills support;
- library skills support;
- English language support;
- personal counselling;
- additional academic instruction;
- individual disability access plan (creation or revision);
- advice on study pattern, or units for enrolment;
- reduction of student load;
- learning agreement;
- a combination of the above; or
- other strategy as deemed appropriate to the case.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from AIBI HE's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

8. References

Higher Education Standards Framework (Threshold Standards) 2021

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 6, 8, 9.

9. Acknowledgements

In developing this Policy, AIBI HE acknowledges:

- TEQSA's Glossary of Terms
- TEQSA Guidance Note: Diversity and Equity
- University of Sydney Academic Progression Policy
- Study Assist website.

Document History:

Version	Date	Author	Reason	Sections
0.1	8/6/2017	Leanne McCoy	Feedback from Academic Board meeting	All
0.2	29/6/2017	Leanne McCoy	Changes applied after the AB meeting on 15 th June 2017	All
0.3	03/08/17	Donna Mack	Changes applied after the AB meeting on the 20 th of June 2017	4.1, 5.2, 6.1 & 6.4
0.4	27/08/17	Donna Mack	Changes applied after the AB meeting on the 17 th of August 2017	1, 4, 6.2, 6.4 and 6.7
0.4	20/09/2017	Lincoln Aleck	Changes applied after the AB meeting on the 14 September 2017	All
0.6	12/04/2018	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
0.7	24/04/2018	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18.	6
1.0	09/05/2018	Stephen Andrews	Approved by Academic Board	All
1.1	17/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'	All
1.2	04/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher Education Standards Framework 2021	All
1.3	04/10/2022	Chaido Kiourkou	Added - Definitions of Non-tuition fees, Tuition fees, Fee-Help, TLC terms - Sections on academic progression for domestic students enrolled in Fee-Help enrolled programs, Re-submission or resitting an examination - Organisations in the acknowledgements	1, 5, 9
1.4	25/07/2023	Christophe Doche	Amended conditions Re-submission or resitting an examination.	6
1.5	23/08/2023	Ivan Negro	Added Policy Statement, section 4 Amended Section 5 and 6 Introduction of Monitoring Academic Progress (MAP) and Exclusion - Procedures	4, 5, 6

1.6	15/09/2023	Ivan Negro	Revised in response to the Academic Board feedback on 5/09/2023	6.5, 6.6
1.7	20/08/2024	Amon Broughton	Updated structure, addition of maximums for postgraduate awards, consolidation of at-risk section.	5.1, 6.1, 6.2.1, 6.6