

Academic Progression Policy

Policy Category	Academic	
Responsible Officer	Academic Dean	
Review Date	August 2025	
Related documents	Academic Progression Procedure Assessment Policy Course Development Policy Enrolment Policy Monitoring Academic Progress Procedures Students At Risk Policy Students At Risk Procedure Student Support Framework	
Version	Authorised by	Approval Date
1.6	Academic Board	15/09/23

1. Context

This Policy supports the Australian Institute of Business Intelligence’s (the ‘Institute’) 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, and the *Monitoring Academic Progress - Procedures*.

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.

Non-tuition fees: fees charged by AIBI HE Institute that are not for tuition, such as reassessment of study outcomes, deferral, late payment of fees.

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*.

Teaching and Learning Committee (TLC): The Teaching and Learning Committee of Academic Board is a key governance committee which oversees and reports to the Academic Board regarding teaching and learning at the Institute.

Tuition fees: fees received by AIBI HE Institute that are directly related to the provision of a course that AIBI HE Institute is providing, or offering to provide, to a student. These fees can be received either directly or indirectly from a commencing student or continuing student or from another person who pays the money on behalf of a commencing student or continuing student.

3. Scope

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

This policy should be read in conjunction with the Monitoring Academic Progress - Procedures

4. Policy Statement

This policy sets out the principles and the steps the Institute will take, as operationalised in the Monitoring Academic Progress - Procedures, when a student's academic progress shows cause for concern or indicates they are at risk of or are making unsatisfactory academic progress.

5. Policy Principles

The key principles informing this Policy are:

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

5.1 The Institute will monitor student academic progress systematically, with an emphasis on early intervention. The Monitoring Academic Progress (MAP) and Exclusion - Procedure's detail three stages:

MAP Stage 1 - Early intervention

MAP Stage 2 - Monitored enrolment status

MAP Stage 3 - Consideration for exclusion.

5.2 The Institute recognises that it is important to identify and advise students whose performance might benefit from a range of intervention strategies. Students are expected to seek assistance proactively when needed from the relevant support service as early as possible and it is intended that both the student and the Institute will work together to ensure appropriately specified support.

5.3 In the event that a student does not achieve a satisfactory level of academic progress, the Institute may set conditions on the student's continued enrolment, or the student may be excluded from continuing their studies.

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

5.5 Students identified in MAP Stage 3 will be given the opportunity to 'show cause' why they should not be excluded.

5.6 A student who is excluded may appeal an exclusion decision.

5.7 The Institute 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.

5.8 In the case of international students, 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 as good practice for all students.

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 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 8 years (refer to the *Course Development Policy*, which can be accessed from the Institute's website).
- a Course Outline approved by Academic Board 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. 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. The Institute 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 Dean.

6.3. Overseas students

To meet student visa conditions, overseas students are required to make satisfactory academic progress during their studies at the Institute. 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 8 of this Policy.

6.4. 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 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, the Institute 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).

6.5. Re-submission or resitting an examination (Deferred Examination)

Students are given the opportunity to lodge a request for a re-submission of an assessment task or a deferred examination, if they experience exceptional circumstances that negatively impacts on their performance or ability to complete assessment tasks by the due date - *please refer to section 13 Special Consideration of the Assessment Policy.*

An *Application for Assessment Special Consideration* for an extension to an assessment due date or deferral of an examination must be submitted **prior to the assessment due date or examination date or within three (3) working days after the assessment or examination date**, unless the evidence of the circumstances provided by the student indicate this would not have been possible.

6.6. Supplementary Examination

Students are given the opportunity to re-sit a final examination or resubmit a well-identified assessment task for any subject that they studied during a term and for which they received an incomplete grade - *please refer to section 14 Supplementary Assessment of the Assessment Policy.*

Students are invited to attend a deferred supplementary session, organised during the second week of the term immediately following the term in which they received one or more incomplete grades. This invitation will not carry any additional non-tuition fee, however, to take part in this deferred supplementary session, students will need to satisfy the following eligibility criteria:

- Submission of at least 75% of all assessment tasks for a subject
- Record a final mark from 40% to 49%

Note: A grade of "Pass" only will be awarded to a student who successfully completes a supplementary assessment or examination irrespective of their total score.

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 the Institute'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, the Institute 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	20/9/2017	Lincoln Aleck	Changes applied after the AB meeting on the 14 September 2017	All
0.6	12/4/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
0.7	24/4/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18.	6
1.0	9/05/2018	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 courses, Re-	1, 5, 9

			submission or resitting an examination Organisations in the acknowledgements	
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