



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.

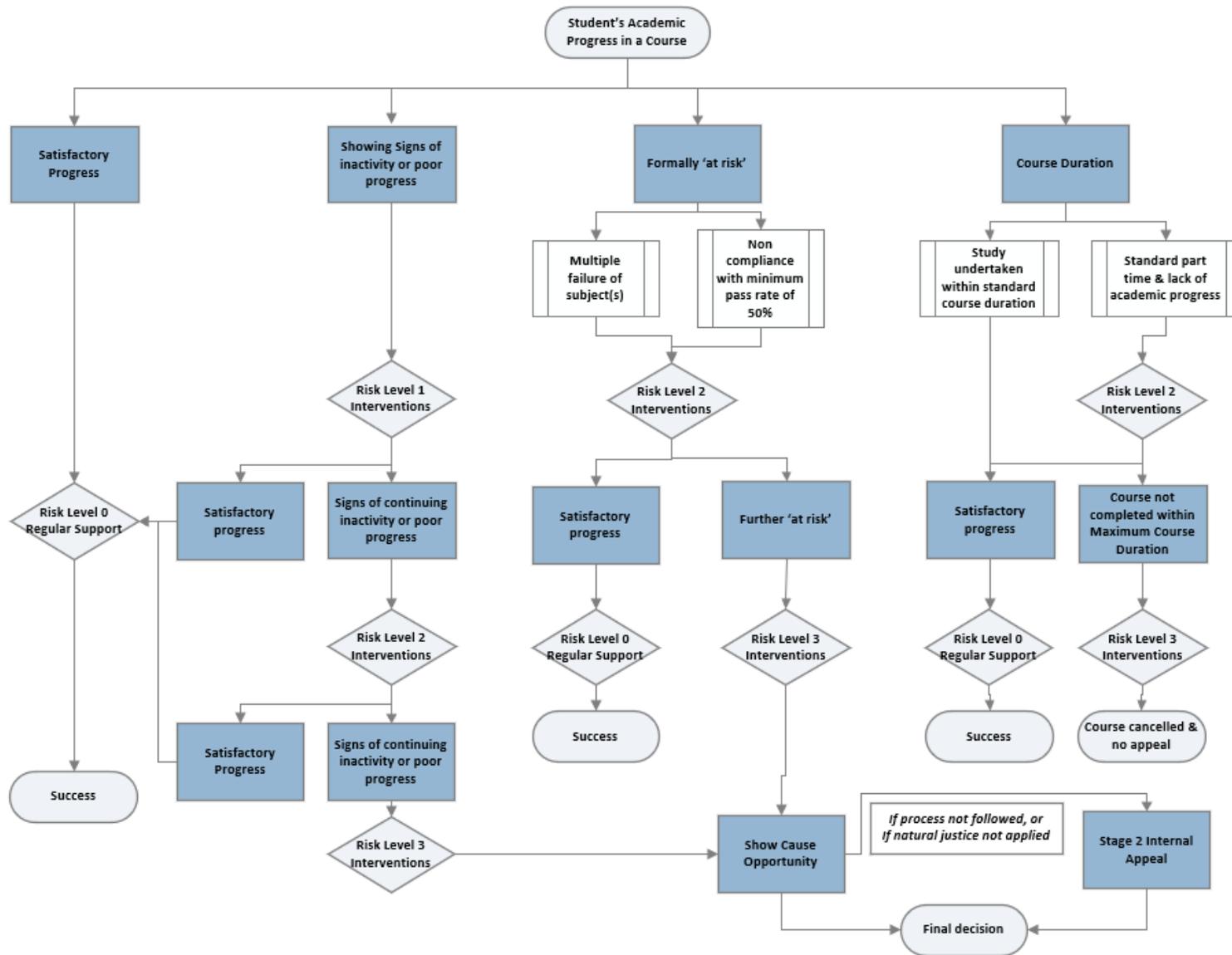
Show Cause Letter means the letter or email described in section 7.

Show Cause Response means the letter or email described in section 7.

Procedure

1. Overview of Students' Academic Progress

Below flow chart demonstrates how students' academic progress in a Course may vary and impact their studies. It also provides high level overview of various satisfactory and unsatisfactory study patterns. Details of the process and how AIB identifies and monitors unsatisfactory progress, and how AIB will intervene for various categories of unsatisfactory progress are outlined in the following sections.



2. Students' Academic Progress Risk Levels

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 the table below. Interventions for Risk Levels 1-3 are outlined in the Academic Progress Procedure.

Academic progress levels	Criteria
Risk Level 0	<ul style="list-style-type: none"> ➤ 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, and/or ➤ Satisfactory progress demonstrated through passing the Subject(s) previously failed multiple times, and/or ➤ Satisfactory progress demonstrated through maintaining minimum pass rate of 50%, and/or ➤ Satisfactory progress demonstrated through completing the Course within the Standard Full Time and/or Part Time Course duration.
Risk Level 1	<ul style="list-style-type: none"> ➤ Showing signs of inactivity or poor progress
Risk Level 2	<ul style="list-style-type: none"> ➤ Showing signs of continuing inactivity or poor progress, and/or ➤ Formally 'at risk' for failing the same Subject(s) twice, and/or ➤ Formally 'at risk' non-compliance with minimum pass rate of 50%, and/or ➤ Exceeding the Standard Part Time Course duration with demonstrated lack of academic progress.
Risk Level 3	<ul style="list-style-type: none"> ➤ Showing signs of further continuing inactivity or poor progress, and/or ➤ Formally 'at risk' for failing the same Subjects a third or subsequent time, and/or ➤ Formally 'at risk' for further continuing non-compliance with minimum pass rate of 50%, and/or ➤ Not completing the Course within the Maximum Course Duration.

3. Academic Progress within the Standard and the Maximum Course Durations

3.1. Each Course has a specified Standard Full Time and Part Time duration as well as Maximum Course Duration within which students are expected to complete the Course.

3.2. Maximum Course Duration for a Course starts on a day the student enrolls in the AIB first Subject of the Course and is called Course Commencement Date. Maximum Course durations for AIB GCM, GCRM, GDM and MMgt, MBA Courses are outlined below:

AIB Course	Standard Full Time Duration	Standard Part Time Duration	Maximum Course Duration
GCM, GCRM	6 months (3 terms, it is possible to	8 months (4 terms)	10 years*

AIB Course	Standard Full Time Duration	Standard Part Time Duration	Maximum Course Duration
	complete the GCM in 6 months by students eligible to study concurrent subjects)		
GDM	12 months (6 terms, some concurrent study will be required)	16 months (8 terms)	10 years*
MBA, MMgt	18 months (9 terms, some concurrent study will be required)	24 months (12 terms)	10 years*

**Duration of courses is not cumulative.*

If a student is undertaking a Course through the nested award pathway, the course duration for the highest Course will apply to the student. For example, if a student is undertaking MBA through a GCM admission pathway, the standard course duration for MBA will apply to that student.

PhD and DBA research course durations are detailed in the course briefs.

4. Identifying unsatisfactory academic progress

There are four 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 and/or engage with the student learning portal or learning materials in a timely manner or
 - (ii) who request multiple medical/compassionate (MC) grades or
 - (iii) who withdraw four or more times from the Subjects 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, participating in and/or viewing webinars, 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) 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.
 - (c) 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 who exceed the Standard Part Time and/or Maximum Course duration.
- (a) Academic Progress of students who exceed the Standard Part Time duration will be monitored and appropriate interventions will occur where lack of academic progress is demonstrated.
 - (b) Students who do not complete the Course within the Maximum Course Duration are considered to not have met the Course requirements and therefore their Course enrolment will be cancelled and they will no longer be able to study the Course.

5. Monitoring of students' academic progress

- 5.1. The academic progress of students in a Subject is monitored both during and after each study period to ensure students are making satisfactory progress.
- 5.2. Students identified under one of the categories listed in section 4 above are reviewed to identify appropriate support and interventions outlined in section 6 below.
- 5.3. A flowchart outlining various scenarios of students' academic progress in a Course is presented in section 1 above.

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

6.1. Risk Level 1 Interventions

- (a) Students who show signs of inactivity or poor progress:
 - (i) AIB shall intervene with students who show signs of inactivity or poor progress, as described in section 4.1 above, to offer one or more of student support services outlined in the Student Support Policy and Procedure.

6.2. Risk Level 2 Interventions

- (a) Students who show signs of continuing inactivity or poor progress:
 - (i) If the student continues to show signs of inactivity or poor progress, the student may be advised in writing that:
 - A. modification to the student's enrolment (with or without conditions) has been made, such as reduction in study load and
 - B. they are strongly encouraged to seek academic or non-academic support outlined in the Student Support Policy and Procedure, as appropriate and
 - C. that if no satisfactory progress is demonstrated, Risk Level 3 interventions outlined in section 6.3.1 may apply.
- (b) Students who are formally 'at risk' for multiple failure of a Subject.
 - (i) If a student fails any Subject for a second time, the student will be sent a letter or email by AIB advising them that:

- A. they are considered 'at risk' in accordance with this policy and
 - B. they are strongly encouraged to seek academic or non-academic support outlined in the Student Support Policy and Procedure, as appropriate
 - C. they may be required to reduce study load and
 - D. if they fail again, Risk Level 3 interventions outlined in section 6.3.2 may apply.
- (ii) In alignment with the purpose of the Academic Progress Policy regarding interventions for those in need of support, where a student attempts variations of a subject that has the same or significantly similar learning outcomes, each enrolment will be considered an individual attempt of that subject. Therefore, multiple unsuccessful attempts of subjects with the same or similar learning outcomes will be counted as separate fails and may result in formal 'at risk' procedures being applied as per this section of the Academic Progress Procedures.
- (c) Students who are formally 'at risk' for non-compliance with minimum pass rate.
- (i) If a student does not maintain a minimum pass rate of 50% of Subjects undertaken after attempting a minimum of four (4) Subjects, the student will be sent a letter or email by AIB advising them that:
 - A. they are considered 'at risk' in accordance with this policy and
 - B. they are strongly encouraged to seek academic support and/or relevant support services as outlined in the Student Support Policy and Procedure, and
 - C. 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.
 - D. This is Subject to the restrictions referred to in section 6.2.2 on multiple failure of a Subject.
- (d) Students who exceed the Standard Part Time Course duration.
- (i) If a student does not complete the course within the Standard Part Time duration and they have demonstrated lack of academic progress, the student will be sent a letter of email by AIB requesting them to provide reasons for their lack of academic progress.
 - (ii) If the review of the information provided results in concerns of student's ability to successfully complete the Course, AIB may request further documentary evidence to support student's continuance in the Course.
 - (iii) The review outcome may be as follows:
 - A. The student will be allowed to continue with the Course with or without conditions or
 - B. The student will be issued the Show Cause Letter with the intention to cancel their course enrolment as outlined in section 7 of this procedure.

6.3. Risk Level 3 Interventions

- (a) Students who show signs of continuing inactivity or poor progress.

- (i) If poor progress or inactivity continues, despite interventions at Risk Levels 1 and 2, the Associate Dean, Teaching & Learning 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:
 - A. require the student to undertake or exit with a lower level Course or
 - B. exclude the student from the Course or
 - C. cancel student's enrolment and registration with AIB.
- (b) Students who are formally 'at risk' for multiple failures of a Subject.
 - (i) If the student fails the Subject a third or subsequent time unless otherwise determined, the Associate Dean, Teaching & Learning 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:
 - A. modify the student's enrolment (with or without conditions) or
 - B. if it is a core Subject, exclude the student from further study for a period of no less than 6 months or
 - C. require the student to undertake or exit with a lower level Course or
 - D. cancel student's enrolment and registration with AIB.
- (c) Students who are formally 'at risk' for non-compliance with minimum pass rate.
 - (i) If the student continues to not maintain minimum pass rate of 50% by failing a further Subject attempt after Risk Level 2 interventions, the Associate Dean, Teaching & Learning will issue the student with a Show Cause Letter providing the student an opportunity to submit a Show Cause Response and outlining the intention to:
 - A. modify the student's enrolment (with or without conditions) or
 - B. exclude the student from further study for a period of no less than 6 months or
 - C. require the student to undertake or exit with a lower level Course or
 - D. cancel student's enrolment and registration with AIB.
- (d) Students who exceed the Maximum Course Duration.
 - (i) If a student does not complete the course within the Maximum Course Duration, they will be issued with the official AIB letter from the Academic Dean advising they have not met the Course requirements and therefore their Course enrolment will be cancelled and they will be issued with their final official transcript of results. If the student is eligible for a lower level Course award, the student will be exited with that award.

7. Show Cause Process

- 7.1. If the Associate Dean, Teaching & Learning 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.
- 7.2. 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.
- 7.3. 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.

- 7.4. 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. The review of the Show Cause Response will be undertaken in line with the process outlined in Stage One – Grievance of the Student Complaints, Grievances and Appeals Policy and Procedure.
- 7.5. 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 Two – Internal Appeal Review of the Student Complaints, Grievances and Appeals Policy and Procedure.

8. Exclusion for unsatisfactory progress

- 8.1. If pursuant to section 7.4 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.
- 8.2. 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 Academic Grades 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 Two – Internal Appeal Review of the Student Complaints, Grievances and Appeals Policy and Procedure.

Related Forms and Documents:

Internal Appeal Review Form

Responsibility:

Academic Dean

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