

## ACADEMIC PROGRESS PROCEDURE

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\* Unless otherwise indicated, this Procedure will still apply beyond the review date.

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## 1. PURPOSE

1.1 In the interests of students, to maintain a high standard of learning and teaching in courses, and to meet external regulatory requirements, Adelaide Institute of Higher Education (AIHE):

- monitors the academic performance and academic progress of all students throughout their course;
- identifies students whose academic performance and academic progress are less than satisfactory so that they may be offered appropriate learning support, resources and assistance; and
- may exclude a student from their course where a student continues to make unsatisfactory academic progress despite being offered learning support.

1.2 In support of this, the Academic Progress Procedure:

- establishes mandatory procedures for the monitoring and management of student's academic performance and academic progress;
- sets limits on the maximum time in which a student must complete their course and on the number of times a student may repeat a failed subject;
- identifies the basis for providing students who have unsatisfactory academic performance and academic progress with knowledge of and access to appropriate learning support, resources and assistance; and
- sets out the mandatory steps to be followed where the Head of School decides to recommend that a student who has demonstrated ongoing unsatisfactory academic progress is excluded.

## 2. SCOPE

2.1 The Academic Progress Procedure applies to all students and staff at AIHE, and to all coursework courses offered by AIHE.

## 3. MAXIMUM TIME FOR COMPLETION

3.1 A student must complete their course within the maximum time for completion of their course.

3.1.1 For undergraduate and postgraduate coursework courses the maximum time for completion is  $2n + 2$  years (where  $n$  = normal full-time duration of the course in years) or part-time equivalent.

3.1.2 The Head of School may specify a shorter or longer time limit in the course rules for a particular course, subject to the approval of the Academic Board.

### 3.2 Calculating the maximum completion time

3.2.1 The maximum time for completion will be calculated from the first day of the first study period in which the student is enrolled in the course. All absences (both approved and unapproved) and any study for credit towards a course (at AIHE or another higher education provider) will be included in the calculation.

3.2.2 If a student is granted credit towards their course, the normal full-time duration of their course used in the maximum time calculation will be reduced on a pro rata basis, to the nearest semester. For example, if a student is admitted to a three (3)-year undergraduate course with one (1) year of credit, the maximum time for completion will be six (6) years (i.e.  $2 \times 2$  years + 2 years) rather than eight (8) years (i.e.  $2 \times 3$  years + 2 years).

(See the Credit and RPL Procedure for information on the recognition of prior learning for credit.)

### **3.3 Implications of not completing within the maximum time**

3.3.1 A student who is at risk of not completing their course within the remaining time will be notified and encouraged to seek advice from the Head of School and develop an action plan for completing their course within the time limit.

3.3.2 A student who fails to complete their course within the maximum timeframe for their course will not be permitted to re-enrol until they have met with the Head of School and agreed a timeline of up to one additional year for completion. Where the Head of School determines that there are exceptional circumstances they may approve a longer period.

3.3.3 A student who is unable to reach an agreement with the Head of School on a timeline for completion, who does not meet the agreed timeline for completion, or who has not been granted an extension by the Head of School will have their enrolment in the course cancelled.

3.3.4 Students will have the right to appeal cancellation of their enrolment to the Student Appeals Committee.

3.3.5 A student who has had their enrolment cancelled cannot apply for admission to the same award. However, such students can apply for admission to another award and receive credit or an exemption for prior learning in accordance with the Credit and RPL Procedure.

## **4. MONITORING STUDENT ACADEMIC PERFORMANCE AND ACADEMIC PROGRESS**

4.1 Students' academic performance in acquiring and demonstrating subject learning outcomes will be monitored throughout each study period.

4.1.1 Throughout the study period, in each subject, lecturers will monitor students' academic performance with a view to intervening informally and helping the student succeed in the subject.

4.1.2 Lecturers will monitor attendance, submission or completion of assessment tasks, performance in assessment tasks and participation in other activities designed to enhance learning to identify students who may require assistance.

4.1.3 Assistance will be offered to relevant students during the study period with a view to avoiding them being classified as 'At risk of unsatisfactory academic progress' (refer Section 7).

4.1.4 It is a student's responsibility to address their academic performance.

4.2 At the end of each Semester the Academic Support Officer will evaluate students' academic progress in their course of enrolment in collaboration with the Head of School using criteria established by this Procedure.

4.3 Where a student has not met the minimum requirements for academic progress, they will be:

- deemed to have demonstrated unsatisfactory academic progress;
- provided with timely advice and feedback to help them improve their academic performance; and
- contacted in writing by the Academic Support Officer on behalf of the Head of School.

## **5. REPEATED FAILS IN A SUBJECT**

5.1 A student who fails a subject twice must seek academic advice from the Head of School regarding their suitability for the course and prior to enrolling for the next study period.

5.2 A student who fails the same subject for a third time will be discontinued from that course unless they successfully appeal to the Student Appeals Committee.

## **6. EXEMPTIONS AND VARIATIONS TO ACADEMIC PROGRESS REQUIREMENTS**

6.1 A student may apply for an exemption from, or variation to, academic progress requirements when unexpected or extenuating circumstances have impacted their academic performance or their ability to progress satisfactorily.

6.2 An international student must complete their course in the time stated on their Confirmation of Enrolment (COE). To do this, they must enrol in a full-time study load (20 credit points per semester). An international student may apply for a study underload when: unexpected or extenuating circumstances have impacted their academic performance or their ability to progress satisfactorily, or course structure, progression rules or subject availability prevent a standard enrolment load.

6.3 Subject to approval by the Head of School:

- a student may be granted an extension to the maximum time for completion, as specified for the student's course, of up to one year;
- a student may be granted permission to exceed the maximum study load in a semester; and
- an international student may be granted permission to enrol in a study underload.

6.4 Where an international student is granted permission to enrol in a study underload, changes will be made to their CoE and AIHE will advise the relevant Australian Government agencies.

## **7. MANAGING UNSATISFACTORY ACADEMIC PROGRESS**

7.1 There are two key stages in the management of unsatisfactory academic progress:

- Stage 1 – At risk of unsatisfactory academic progress (Student At Risk); and
- Stage 2 – Established unsatisfactory academic progress.

7.2 A student who has demonstrated unsatisfactory academic progress in a semester or study period for the first time will be deemed to be at risk of unsatisfactory academic progress and will be described as a 'Student At Risk'.

7.2.1 Academic Board will approve the criteria by which students may be considered to have unsatisfactory academic progress.

7.2.2 Unsatisfactory academic progress for all students includes the following:

- has failed 50% or more of enrolled course load in a semester or teaching period;
- has failed to comply with conditions prescribed in an academic performance improvement plan;
- has failed a subject in a course where the course rule contains a provision that failure in a subject on more than one occasion may constitute evidence of unsatisfactory academic progress; and

- has demonstrated that progress through a course will not allow completion of the course in the maximum time allowed for that course.

7.2.3 Unsatisfactory academic progress for international students also includes:

- has demonstrated that progress through a course will not allow completion of the course in the expected duration for that course (as stated in the eCOE) and has not shown compelling circumstances to explain the lack of academic progress; and
- has failed to meet academic progress requirements prescribed in the *ESOS Act 2000* or other regulations that affect eligibility for an Australian student visa.

7.3 A student who is found to have made continued unsatisfactory academic progress for a second semester or teaching period in the same course will be deemed to have established an unacceptable level of academic progress ('Unacceptable Academic Progress') and will be invited to 'show cause' as to why they should be allowed to continue in their course.

## **8. STEPS TO MANAGE STAGE 1 – STUDENTS AT RISK**

### **8.1 STEP 1 - Notifying the student they are at risk of unsatisfactory academic progress**

8.1.1 Within ten (10) working days of finalisation of results the Academic Support Officer will contact each student identified as a Student At Risk to:

- advise the student that they have been identified as a Student At Risk, explain the grounds for their identification, and the implications of this for their continuation in the course; and
- invite the student to confirm whether they wish to accept the opportunity for an academic advice interview.

8.1.2 The notification will be in writing via the official AIHE student email account and evidence of the notification must be placed on the student file.

### **8.2 STEP 2 - Academic Performance Improvement Plan (APIP) and academic advice interview**

8.2.1 The purpose of the academic advice interview is to provide the student with:

- an opportunity to identify barriers to satisfactory academic progress, contribute to their APIP, and assist in identifying the actions and strategies they should use to improve their academic performance in later teaching periods; and
- identification of services available to support the needs of the student.

8.2.2 The interview will be conducted before the start of the next study period if possible and the APIP will be placed on the student file.

### **8.3 STEP 3 - Student At Risk chooses not to participate in an academic interview**

8.3.1 If a student chooses not to participate in an academic advice interview, the Head of School will subsequently create an APIP without input from the student and send a copy to the student.

8.3.2 This should be done normally at least five (5) working days before the last date to add subjects in the next study period to provide the student with an opportunity to amend their enrolment where that is necessary. Where it is not possible for the APIP to be sent to

the student in this timeframe, it must be provided within the first two (2) weeks of the next study period.

8.3.3 The APIP must be sent to the student via the official AIHE student email account (supplementary forms of communication may be used) and must be placed on the student file.

## **9. STEPS TO MANAGE STAGE 2 – REQUIREMENT TO SHOW CAUSE**

### **9.1 STEP 1 - Notifying the student of the requirement to show cause**

9.1.1 Within ten (10) working days of finalisation of results the Academic Support Officer will contact each student identified as making unsatisfactory academic progress and invite them to 'show cause' why they should not be excluded from their course.

9.1.2 The notification will be in writing via the official AIHE student email account and evidence of the notification must be placed on the student file.

### **9.2 STEP 2 - The show cause submission**

9.2.1 The student is to provide the written submission within ten (10) working days of the date the invitation to 'show cause' was sent.

9.2.2 The submission should explain and disclose all relevant issues and special circumstances that have impacted on the student's academic progress and provide evidence that the student's future academic progress will be satisfactory.

9.2.3 Wherever possible, the show cause submission must be supported by relevant independent documentation. All documentation must be in English.

### **9.3 STEP 3 - Consideration of show cause submissions**

9.3.1 The Teaching and Learning Committee (T&L Committee), whose deliberations and records in relation to academic progress are confidential, will consider all timely submissions. In considering each submission the T&L Committee must:

- exercise academic judgement; and,
- consider the student's overall academic progress in the course and any other relevant issues; and,
- consider any individual unforeseen or exceptional circumstances; and
- comply with the AIHE Privacy Policy.

#### **9.3.2 Successful show cause submissions**

Where the T&L Committee determines that the student has made a valid case to be allowed to continue in the course (or where no submission has been lodged but the Head of School believes there are valid grounds for the student to continue in the course), the Head of School must manage the student in accordance with the provisions for a Student At Risk identified above, and make a new academic intervention.

9.3.3 AIHE will report international students who do not meet academic progress requirements for their course. AIHE will give the international student a written notice of its intention to report and will advise the international student of their right to access AIHE's internal student grievance, complaints and appeals process within 20 working days.

9.3.4 AIHE will maintain the international student's enrolment by only reporting a breach of academic progress in the Provider Registration and International Student Management System (PRISMS) if:

- the internal and external complaints processes have been completed and the breach has been upheld;
- the international student has chosen not to access the internal complaints and appeals process within the 20 working day period;
- the international student has chosen not to access the external complaints and appeals process; or
- the international student withdraws from the internal or external appeals process by notifying AIHE in writing.

9.3.5 AIHE will extend the international student's enrolment if:

- AIHE has assessed that there are compassionate or compelling circumstances contributing to the international student's unsatisfactory academic progress; or
- AIHE has implemented, or is in the process of implementing, an intervention strategy for the international student who is at risk of not meeting course academic progress requirements.

#### 9.3.6 Unsuccessful show cause submissions

Where the T&L Committee determines that the student's 'show cause' submission has been unsuccessful it must notify the student via the student email account. This notice must:

- address each of the issues and items of evidence presented by the student in their submission, and
- state the reasons these were insufficient to warrant continuation in the course.

## 9.4 STEP 4 - Recommendation for exclusion

9.4.1 A Head of School, on the advice of the T&L Committee, may decide to exclude a student who has established Unacceptable Academic Progress and where the student has either failed to provide a 'show cause' submission or where, in the opinion of the T&L Committee, their submission does not demonstrate that they will achieve satisfactory academic progress.

9.4.2 It is not mandatory that a student who has established Unacceptable Academic Progress be excluded. The T&L Committee is expected to exercise academic judgement, taking account of the student's overall academic progress in the course and other relevant issues.

9.4.3 Where the T&L Committee determines that a student's enrolment in a course should be cancelled because of established Unacceptable Academic Progress, it will make a formal recommendation to the Head of School. The recommendation must identify the period of exclusion as twelve (12) months.

9.4.4 Where the recommendation is supported by the Head of School, they (or their nominee) must notify the Academic Board of the decision to exclude. The notification must include:

- student name and number;
- a copy of the T&L Committee decision to recommend exclusion including the reasons for the decision, the duration of the exclusion, and any conditions for readmission to the course;
- a copy of any AIPs; and
- copies of all correspondence relating to the student's academic progress.

## **10. NOTIFICATION OF EXCLUSION**

10.1 The Head of School will advise the student (normally via student email) of AIHE's intention to exclude them and inform them that they are entitled to appeal the decision to the Student Appeals Committee.

10.1.1 Any appeal application must be lodged no later than 20 working days from the date the notification of exclusion was sent.

10.1.2 The notification to international students studying in Australia will state that AIHE is required to report them to the relevant Australian Government agencies for unsatisfactory academic progress and that they waive their right to an external review process if they fail to lodge an internal appeal.

10.2 The date this notice is sent will be the 'effective date' of commencement of the period of exclusion.

10.3 If no appeal is lodged at the expiry of 20 working days after this notification has been sent, the Head of School will arrange for the student's enrolment to be cancelled as of the 'effective date'.

## **11. EFFECT OF EXCLUSION**

11.1 A student who has been excluded from his/her course may not be readmitted to that course for a period of twelve (12) months from the 'effective date' of exclusion.

11.1.1 Readmission is not automatically granted and the student must apply for readmission into the course in the normal way.

11.1.2 Where a course entry application deadline falls before the expiry of the twelve (12) month period of exclusion (for the course to which the exclusion applies) the student is entitled to lodge an application.

11.1.3 If accepted for readmission, the student may recommence in the study period immediately after the exclusion period expires, or the next available study period.

11.2 Unless otherwise prohibited, a student who has been excluded on the grounds of established Unacceptable Academic Progress in a specific course may apply for admission to other AIHE courses during their period of exclusion, provided they meet the normal application and entry requirements. If, however, a student is admitted to another course, the exclusion from the original course will remain in effect.

11.3 A student who has been excluded is not an enrolled student of AIHE during their period of exclusion unless they are subsequently admitted to another course and complete the enrolment process.

11.4 AIHE will report the exclusion of international students studying in Australia to the relevant Australian Government agencies, unless the exclusion is overturned on appeal or review.

## **12. APPEALS AGAINST DECISIONS IN RELATION TO UNSATISFACTORY ACADEMIC PROGRESS AND UNACCEPTABLE ACADEMIC PROGRESS**

12.1 Students with a current enrolment (including those on an approved period of leave of absence) are entitled to appeal the decision to classify them as a Student at Risk or to exclude them for established Unacceptable Academic Progress.



12.2 Students may appeal admission decisions by writing to the Academic Board within twenty (20) days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the Student Grievances, Complaints and Appeals Policy.

### 13. DEFINITIONS

13.1 See the AIHE Glossary of Terms for definitions.

#### Document Control

Version #	Date	Key changes
1.0	30/1/2018	Draft procedure considered by Academic Board
1.1	20/2/2018	Procedure approved by General Manager
1.2	15/04/2019	Minor formatting
1.3	10/06/2020	Reviewed; added postgraduate courses to 3.1.1
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