

# Academic Progression Policy

## 1. Purpose and Scope

- 1.1 The Academic Progression Policy specifies the principles underpinning the monitoring of student academic progress at AIAT. This policy provides a framework for the management of unsatisfactory academic progress, including early identification, intervention, ongoing support and preclusion.
- 1.2 The Policy ensures maintaining integrity of AIAT's academic standards while ensuring that all students have equal opportunities to succeed in their studies and graduate from their award within the maximum allowed time.
- 1.3 This policy applies to all domestic and international undergraduate and postgraduate coursework students, regardless of mode of study, and all academic and non-academic staff involved in academic progress processes and decisions.

## 2. Definitions

Refer to *Glossary of Terms*.

## 3. Policy Statement

- 3.1 This Policy establishes the definition, criteria and process used to determine satisfactory academic progress and upholds the principle that early identification provides students with an opportunity to overcome any academic or personal obstacles. AIAT is committed to all students making satisfactory progress in their chosen course of study and meeting course completion requirements for graduation from AIAT.
- 3.2 Students are expected to complete a minimum number of subjects per calendar year and complete the course within the maximum duration as indicated in the course requirements and rules. An extension of the maximum duration of the course may only be granted on the grounds of compassionate or compelling circumstances and with evidence that the student has the capacity to complete the course within a reasonable period. Progression requirements that apply to all coursework programs include limits on the number of times a student may repeat a failed course.
- 3.3 Students are required to maintain enrolment in at least one subject in each standard study period in the course to which they have been admitted, unless they have taken approved leave or are on suspension. International students must comply with ESOS enrolment requirements.
- 3.4 Course-specific progression and enrolment requirements are determined by the Course Development Committee and approved in accordance with the course proposal approval process. These requirements may include conditions imposed by accreditation bodies or

organisations that provide practicum or professional placements. International students studying in Australia on a student visa must also comply with the progression and enrolment conditions of their visa. AIAT is required to monitor and report students who do not meet certain conditions to the Australian Government in accordance with the Education Services for Overseas Students (ESOS) Act and National Code and the International Student Transfer Between Registered Providers and PRISMS Reporting Procedure.

#### 4. Policy Principles

- 4.1 Academic progression and enrolment requirements and key dates will be clearly communicated to students before they commence in their course or enrol in a subject.
- 4.2 An award will only be conferred when a student has completed all academic requirements for the course and has cleared any debt owing to AIAT.
- 4.3 AIAT has systems in place to monitor student progress and support students who are not meeting academic progression requirements. Students receive early feedback to ensure that they can discuss academic issues with academic staff, can access appropriate support services as needed, and are given every chance of success in their studies.
- 4.4 Intervention strategies are implemented at any time that a student is deemed as being at risk of failing to make satisfactory academic progress.
- 4.5 If a student fails to meet academic progression or enrolment requirements AIAT may suspend or preclude that student from a course or subject or impose conditions on their enrolment. For international students, AIAT will report this to government authorities. Students will have the right to appeal this decision as per the Student Appeal Procedure.

#### 5. Roles and responsibilities

- 5.1 The Academic Board:
  - 5.1.1 approves academic progression requirements and standards; and
  - 5.1.2 receives reports about individual and cohort student performance.
- 5.2 The Learning and Teaching Committee is responsible for:
  - 5.2.1 monitoring and reviewing academic progression processes to ensure that the Institute complies with legislative, regulatory and policy requirements;
  - 5.2.2 monitoring the provision of support to students;
  - 5.2.3 monitoring the maintenance of academic standards in academic progression decisions; and
  - 5.2.4 ensuring that the result of monitoring activities informs the review of institutional requirements and processes for courses, admission, progression, teaching, assessments, and support services.
- 5.3 The Academic Monitoring and Progression Committee (AMPC) is responsible for:

- 5.3.1 monitoring student academic progression;
  - 5.3.2 making determinations on individual academic progression, including intervention strategies; and
  - 5.3.3 reviewing emerging issues or adverse trends in student cohort and performance for referral to the Learning and Teaching Committee
- 5.4 Director, Learning and Teaching is responsible for reporting to the AMPC on the implementation of Learning Contracts.
- 5.5 Course Directors are responsible for:
- 5.5.1 the collection and analysis of student performance data; and
  - 5.5.2 reporting to the AMPC and Learning and Teaching Committee on student and cohort academic progression and emerging issues.
- 5.6 Academic and non-academic staff are responsible for monitoring student progression and identify students who require support to ensure satisfactory progression.
- 5.7 Students are responsible for:
- 5.7.1 meeting course academic progression and overall enrolment requirements; and
  - 5.7.2 providing evidence if seeking exemption from pre and co requisite rules.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Academic Progression Policy
Policy Reference No.	POL – 17
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.3.2b, 1.3.2c, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.5.1, 1.5.3
Related Documents	Academic Progression Procedure Enrolments, Leave of Absence and Withdrawal Policy Student Code of Conduct Student Complaints and Appeals Policy Student Appeals Procedure
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Deakin University (2018) Academic Progress Policy

	IJET (2021) Academic Progression Policy UNSW (2021) Academic Progression Policy
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

## 6. Document Version Control

Document No	POL – 17	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	HESF updates and removal of legislation
Created Date	March 2022		