

Academic Progression Procedure

1. Purpose and Scope

- 1.1 The Academic Progression Procedure gives effect to the Academic Progression Policy by specifying processes for decisions relating to student enrolment and progression and ensuring course rules are followed.
- 1.2 This procedure also specifies processes for early identification of the need for additional student support, determination that a student has failed to make satisfactory progress, implementation of intervention strategies, and decisions relating to student expulsion and enrolment.
- 1.3 This procedure also sets out the processes that AIAT uses to ensure that student cohort performance and associated needs are understood and monitored and that adequate support is offered throughout their studies.
- 1.4 This procedure applies to all domestic and international students and all academic and non-academic staff involved in academic progression processes and decisions.

2. Definition

Refer to *Glossary of Terms*.

Co-requisite subject: subject that must be enrolled in at the same time, or passed prior to, enrolment in a following subject.

Pre-requisite subjects: subjects that must be passed prior to enrolling in a following subject

3. Procedure

Progression

- 3.1 Subjects may have pre- and/or co-requisites which ensure students' progress through a course with the required background knowledge and skills to be successful and to practice technical or other skills safely.
 - 3.1.1 Pre- and co-requisites are enforced, and students may not enrol in a subject unless all pre- and/or co-requisites are met.
 - 3.1.2 Students may seek a pre- and/or co-requisite waiver from the Course Director where they can provide evidence that they have met the pre- and/or co-requisites by some other means. The onus is on students to provide detailed evidence of how their skills and knowledge met the pre- and/or co-requisites. Waivers will not be granted for previously attempting but failing a pre- and/or co-requisite subject or to maintain a full-time study load.

- 3.2 If a student fails a subject at the end of a teaching period, they must repeat the subject within the next two intakes for that subject. This is to ensure a proper sequence of subjects and pre-requisites.

At Academic Risk Students

- 3.3 Academic progression is monitored throughout a student's enrolment at AIAT. There are four stages used for identifying students who are not meeting academic progression requirements and determining consequences.
- 3.3.1 A student is "at risk" of losing their good academic standing if they do not successfully progress through their course. Students' progress is assessed at the end of each study period and poor academic performance will result in the student being deemed at risk of unsatisfactory academic progress and may receive a notice of academic caution (stage 2), academic probation (stage 3) or preclusion (stage 4). Failure of a student to comply with a Learning Contract at any stage of the at academic risk process may result in the student being moved to Stage 4.
- 3.4 Stage 1. **Student Monitoring** During the first half of each study period, the Subject Coordinators and Course Director and other relevant academic staff, monitor student progress to identify students at risk of disengagement and underperformance. The process includes the following monitoring by Subject Coordinators over the first half of the study period:
- a. engagement activities being initial engagement of the student through in-class attendance and/or login for online study
 - b. first assessment monitoring
 - c. ongoing assessment monitoring
- 3.4.2 The criteria for identifying early warning signs of students requiring additional support include:
- a. poor performance in early assessments;
 - b. late or no submission of assessments;
 - c. low attendance or participation in lectures and tutorials;
 - d. English language difficulties; and
 - e. low usage of the Learning Management System.
- 3.4.3 In week 6 of the study period, Subject Coordinators provide details of students displaying warning signs of underperformance to the Course Director who collates all information and identifies students deemed to require additional support. These students are advised in writing by the Student Services Office that they may be at risk of performing unsatisfactorily in the current study period, of the possible implications for academic progress (and visa status if applicable), and recommends academic and personal support services. Students are referred to the Student Support and Welfare Policy for information on available support.
- 3.4.4 Student Services Office is advised of all student at academic risk and maintains records of support provided to students.

3.4.5 Any student who has demonstrated poor academic performance at the end of the study period, with failure to progress in their subjects of study will be deemed “at academic risk” and directed to specific stage depending on the severity of the “at academic risk” status.

3.5 Stage 2. **Academic Caution** If at the end of the study period a student has: failed 50% or more of the study load in the current enrolment; or failed or withdrawn from the same subject two times; the student will be identified and notified in writing by the Student Services Office that their academic status has changed to “Academic Caution”. This will be recorded in the Student Management System and the Director, Learning and Teaching will be advised to contact the student in regard to this.

3.5.1 The Director, Learning and Teaching advises the student in writing of:

- a. their being at risk of failing to make satisfactory academic progress;
- b. the requirement to engage with an intervention strategy; and
- c. the requirement to attend an interview to discuss the proposed intervention strategy.
- d. their access to support services including academic consultations with the relevant subject staff members and/or Course Director.

3.5.2 Where students are deemed to be at risk of failing to make satisfactory academic progress, they will be requested to engage with an intervention strategy for the duration of the following study period and until they are deemed not to be at academic risk. An intervention strategy will be determined by the Director, Learning and Teaching after the interview with the student, and reviewing the student’s engagement with additional support available during the previous study period, and may consist of a combination of:

- a. provision of learning resources and tools;
- b. academic or language skills sessions;
- c. counselling;
- d. additional tutoring;
- e. mentoring;
- f. peer support or mentoring;
- g. referral to support services;
- h. class attendance requirements;
- i. reduced study load;
- j. changes to study plan; and
- k. leave of absence or deferral.

3.5.3 An intervention strategy identifies the issues limiting the capacity of students at risk of making satisfactory progress and seeks to provide appropriate advice and support to students over the following study period. The process is documented in a Learning Contract which is agreed to and signed by the Director, Learning and Teaching and the student. It specifies the activities the student must undertake to fulfill the contract, including frequency of meetings with staff members, requirements for submission of work, attendance and engaging with online study

- materials. A copy is kept in the student file, provided to the Course Director, relevant Subject Coordinators and Student Services Office. All staff involved with the student will report to the Student Services Office and Director, Learning and Teaching if the student deviates from Learning Contract requirements.
- 3.5.4 The intervention strategy, initial interview, further counselling sessions, and attendance at support sessions are monitored and recorded in the student file by the Student Services Office.
- 3.5.5 The Director, Learning and Teaching will inform the Academic Monitoring and Progression Committee (AMPC) of all students who are in the 'Academic Caution' stage each study period.
- 3.5.6 If the student's progress is assessed, at the end of the study period, by the Director, Learning and Teaching, together with the Course Director, as satisfactory the student will revert from 'Academic Caution' to Stage 1 and AMPC will be advised for approval of removal of the intervention strategies.
- 3.6 **Stage 3. Conditional Enrolment** Students who have an academic status of "Academic Caution" will be monitored throughout the study period and assessed at the end of the study period. If the "cautioned" student has: failed 50% or more of study load in the current enrolment period; or failed the same subject two (2) or more times the student may have their academic status changed to Conditional Enrolment or move directly to Stage 4 Preclusion. The AMPC will seek information from the Student Support and Welfare Officer in regard to the student's compliance with their Learning Contract in order to determine the action to be taken. If they have not fulfilled the agreed conditions, they may be precluded from their course (see Stage 4).
- 3.6.1 If the student has complied with their Learning Contract, they will be notified in writing that their academic status has changed from "Academic Caution" to "Conditional Enrolment".
- 3.6.2 The notification of "Conditional Enrolment" by Student Services Office will outline the conditions. If offered, the student must accept Conditional enrolment for a period of up to a maximum of twelve (12) months which may include but are not restricted to: reduced study load during the period of Conditional enrolment, required consultations with Student Support and Welfare Officer, required consultations with the Director, Learning and Teaching and the relevant Course Director for assistance with study planning.
- 3.6.3 The student is to agree to these conditions, sign the Learning Contract, or submit an appeal as per the Student Appeals Procedure.
- 3.6.4 Monitoring the Conditional Enrolment Learning Contract will be undertaken by the Student Support and Welfare Officer and any breaches will be reported to the Director, Learning and Teaching who will meet with the student to discuss breaches. If the student cannot provide adequate explanation of the breaches, the Director, Learning and Teaching will report to the AMPC who may decide to move to preclusion prior to completion of conditional enrolment period.
- 3.6.5 At the end of study period, the Director, Learning and Teaching and Course Director review the student progress and if have achieved satisfactory results,

passing all attempted subjects, the student returns to Stage 1 status and the AMPC is informed.

3.7 Stage 4. **Preclusion** Failure and/or breach of the Conditional enrolment conditions set out in the “Conditional Enrolment” notification letter and Learning Contract will result in the student being precluded from AIAT. A student who fails the same subject for the third time will be precluded from the course, irrespective of other results.

3.7.1 Upon decision by the AMPC, the Student Services Office advises the student in writing that:

- a. the AMPC has recommended that they be precluded from the course;
- b. they may request a review of the AMPC’s decision within 20 working days in accordance with the Student Appeals Procedure; and
- c. include a copy of the Student Complaints and Appeals Policy and Student Appeals Procedure.

3.7.2 If a student elects not to have the decision reviewed within 20 days in accordance with the Student Appeals Procedure, the preclusion will take effect.

3.7.3 Preclusion for international students is managed under the Cancelled Enrolment section of the Enrolment Policy and Procedure.

3.7.4 The preclusion period is at least two years and the student may only apply for re-enrolment after that period. Students seeking to re-enrol must reapply in accordance with the Enrolments, Leave of Absence and Withdrawal Policy and must provide evidence that the circumstances prohibiting their academic progress have been resolved.

3.7.5 If the student wishes to re-enrol following preclusion, a letter outlining reasons for return with inclusion of any changes in student’s circumstances that will ensure their academic success is to be forwarded to the Director, Learning and Teaching who will present the letter and accompanying evidence to the AMPC for a decision. If their application is approved their academic status will be set as “cautioned”.

3.8 Director, Learning and Teaching is responsible for reporting to the AMPC on the implementation of Learning Contracts, based on the Student Support and Welfare Officer’s and academic staff’s feedback.

3.9 The AMPC reviews progress with the implementation of student support and intervention strategies, Learning Contracts and approves the completion or termination of either.

Completion

3.10 To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within the time specified in the Rules for the course. The maximum duration of a course is indicated in the course rules and in the student’s Acceptance of Offer.

- 3.11 Course structures may change during this time in which case students will need to transition into the revised course structure without disadvantage. Refer to the Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Policy and Procedure.
- 3.12 Transition of courses within the institution, at the student's choice, will not, in general, alter the maximum amount of time that the student has to complete the course to which they transitioned from the time of initial enrolment.
- 3.13 AIAT will provide timely support to the student who is identified as being at risk of not completing their course within the time limit, to assist them to review their circumstances to ensure they complete their course within the maximum time limit.
- 3.14 Students wishing to apply for an extension of the maximum duration of a course, must submit a Special Consideration Form to the Chair, Academic Monitoring and Progression Committee (AMPC) at least one study period prior to the expiry of the maximum duration, including:
 - 3.14.1 a description of the compelling or compassionate circumstances, or other valid grounds for the extension;
 - 3.14.2 evidence of exceptional circumstances; and
 - 3.14.3 an explanation of how they will be able to complete the course within the extension.
- 3.15 The application will be considered on the basis of the evidence provided, the student's study record, and the stated ability to complete the course within the extension.
- 3.16 The maximum extension of the duration for completing a course is one year on a full-time study load basis.
- 3.17 The Chair, AMPC will inform the student of their decision within 10 working days of receiving the application for extension, including the reason for the decision and the student's options for appealing the decision. The Director, Learning and Teaching and relevant Course Director will also be informed.
- 3.18 International students will be required to apply for a new student visa, where an extension is granted, a new confirmation of enrolment issued and the student's visa expires before the end of the extended duration of enrolment.
- 3.19 A student who fails to complete their course within the maximum period (including any extension of time granted by the AMPC) may have their enrolment cancelled. The student's academic transcript will include a statement indicating that they have exceeded the maximum duration for completing the course. Refer Enrolment, Leave of Absence and Withdrawal Policy and Procedure for details in regard to cancelling enrolment for domestic and international students.
 - 3.19.1 A student who is identified for cancellation of enrolment because of exceeding the maximum duration within which they can complete their course may apply to the AMPC through the Chair, AMPC to seek an extension of enrolment.

- 3.19.2 An extension of a student's enrolment duration will be granted in the following circumstances:
- a. there are compelling or compassionate circumstances;
 - b. an intervention strategy for the student has been, or is being, implemented;
or
 - c. a deferral or leave of absence of the student's enrolment has been approved by AIAT.
- 3.19.3 Compelling or compassionate circumstances include:
- a. serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - b. bereavement of close family members such as parents or grandparents;
 - c. major political or economic upheaval or natural disaster in an international student's home country requiring emergency travel and this has impacted on the student's studies;
 - d. a traumatic experience, which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student; and
 - e. where AIAT is unable to offer a prerequisite subject, or the student has failed a prerequisite and therefore faces a shortage of relevant subject for which they are eligible to enrol.

4. Roles and responsibilities

- 4.1 The Academic Board:
- 4.1.1 approves academic progression requirements and standards; and
 - 4.1.2 receives reports about individual and cohort student performance.
- 4.2 The Learning and Teaching Committee is responsible for:
- 4.2.1 monitoring and reviewing academic progression processes to ensure that the Institute complies with legislative, regulatory and policy requirements;
 - 4.2.2 monitoring the provision of support to students;
 - 4.2.3 monitoring the maintenance of academic standards in academic progression decisions; and
 - 4.2.4 ensuring that the result of monitoring activities informs the review of institutional requirements and processes for courses, admission, progression, teaching, assessments, and support services.
- 4.3 The Academic Monitoring and Progression Committee (AMPC) is responsible for:
- 4.3.1 monitoring student academic progression;
 - 4.3.2 making determinations on individual academic progression, including intervention strategies; and
 - 4.3.3 reviewing emerging issues or adverse trends in student cohort performance for referral to the Learning and Teaching Committee.

- 4.4 Director, Learning and Teaching is responsible for reporting to the AMPC on the implementation of Learning Contracts.
- 4.5 Course Directors are responsible for:
- 4.5.1 the collection and analysis of student performance data; and
 - 4.5.2 providing a report on individual and student cohort performance, progression and completion to the AMPC each study period.
- 4.6 Academic and non-academic staff are responsible for monitoring student progression and identify students who require support to ensure satisfactory progression.
- 4.7 Students are responsible for:
- 4.7.1 meeting program academic progression and overall enrolment requirements; and
 - 4.7.2 providing evidence if seeking exemption from pre and co requisite rules.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Academic Progression Procedure
Procedure Reference No.	PROC – 17
Procedure Approval	Board of Directors
Procedure 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 Policy Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Policy and Procedure Enrolments, Leave of Absence and Withdrawal Policy Enrolments, Leave of Absence and Withdrawal Procedure Student Appeals Procedure Student Complaints and Appeals Policy Student Welfare and Support Policy
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: Australian College of Natural Medicine (2020) Academic Progression Policy – HE

	Charles Darwin University (2020) Higher Education Students - Academic Progression Procedures
Date of approval	31 March 2022
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Policy Category	Academic

6. Document Version Control

Document No	PROC - 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		