

ACADEMIC PROGRESS POLICY

Purpose

This policy provides a framework for the identification of students whose progress is unsatisfactory, identifying interventions for those being in need of support and consequences for continued unsatisfactory progress, including Show Cause requirements and cancellation of Course registration and Show Cause opportunities.

Scope

This policy applies to all AIB coursework. Details on academic progress processes for Higher Degrees by Research and Research Pathway Courses are provided in the [Higher Degrees by Research Policy](#) and [Procedure](#).

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 a demonstration of satisfactory progress and levels 1-3 are when unsatisfactory progress has been demonstrated and specific interventions will apply in line with the Academic Progress Policy and Procedure.

Policy

1. Principles

- 1.1. AIB is committed to upholding high academic standards for all students and ensures all Subject and Course learning outcomes, and graduate qualities are met.
- 1.2. AIB provides high quality support in accordance with Support for Students Policy and Procedure to encourage students to make satisfactory progress (Risk Level 0 as shown in section 2 of the Academic Progress Procedure) throughout their Course.
- 1.3. AIB sets clear expectations and accountabilities for both AIB Staff and students in working together to achieve successful student academic outcomes.
- 1.4. AIB ensures that appropriate Risk Levels 0-3 associated with students' academic progression are established and outlined in the Academic Progress Procedure.

- 1.5. Academic Board approves the standard full time and part time, and Maximum Course Durations which are outlined in the Academic Progress Procedure.
- 1.6. AIB is committed to apply its academic progress processes fairly and impartially for each student.
- 1.7. AIB ensures that processes related to academic progression are consistent, transparent, and accessible to all students.

2. AIB Responsibilities

- 2.1. AIB will take responsibility for monitoring students' ongoing Course progress and introducing preventative actions in line with the AIB Retention and Progression Strategy.
- 2.2. AIB's assessment framework ensures that students receive timely, constructive feedback designed to support the achievement of learning outcomes. The framework also provides opportunities for students to monitor and evaluate their own progress within individual Subjects and across their Course. This approach is consistent with the *Higher Education Standards Framework (Threshold Standards)* – Standard 1.3: Orientation and Progression.
- 2.3. AIB will provide suitable and timely intervention and offer further support to students as required, in accordance with Support for Students Policy and Procedure so that they can take steps to improve their performance.
- 2.4. AIB will acknowledge that student's individual circumstances may affect their ability to study or demonstrate satisfactory progress and will ensure that suitable support services are made available.
- 2.5. AIB will manage the academic progress process in accordance with the Academic Progress Procedure. When continued unsatisfactory progress is demonstrated as per criteria presented in section 2 of the Academic Progress Procedure and all interventions have been exhausted, AIB will determine appropriate consequences for a student. This may include, but is not limited to, an exclusion from a Course for a period of time or cancellation of Course registration; appropriate appeal or show cause opportunity will be communicated in such circumstances.

3. Student Responsibilities

- 3.1. It is the responsibility of each student to demonstrate satisfactory academic progress within the Subject and the Course. It may be necessary for students to accordingly seek or accept offers of additional support in order to achieve the required academic standard.
- 3.2. Students are expected to complete the Course within the Standard Full time and/or Standard Part Time duration and no greater than the Maximum Course Duration outlined in section 3 of the Academic Progress Procedure.
- 3.3. It is also the responsibility of each student to ensure that:

- (a) they will comply with the process and any conditions, requirements or actions imposed as a result of this policy;
- (b) they understand that where academic progress is not maintained, the interventions and associated actions as outlined in the Academic Progress Procedure will be initiated;
- (c) as a result of any interventions, students' enrolments in Subject and/or the duration of their Course may change and accordingly there may be additional fees to retake the Subjects, notwithstanding, the normal fees in credit and refund rules will apply as per Student Refund Policy and Procedure;
- (d) they will read and act upon all AIB notifications and correspondence including any advice from the Academic staff;
- (e) AIB has their current contact details at all times by ensuring updated details are provided within 3 days of change and accordingly claims of not receiving any AIB letter or email will not be accepted.

Responsibility:

Academic Dean

Related Policies and Procedure:

[Academic Progress Procedure](#)

Academic Integrity [Policy](#) and [Procedure](#)

Assessment [Policy](#) and [Procedure](#)

Higher Degrees by Research [Policy](#) and [Procedure](#)

Student Complaints, Grievances and Appeals [Policy](#) and [Procedure](#)

Student Refund [Policy](#) and [Procedure](#)

Special Circumstances Applications [Procedure](#)

Support for Students [Policy](#) and [Procedure](#)

Withdrawal and Deferral [Policy](#) and [Procedure](#)

AIB Retention and Progression Strategy (internal)

Legislative References:

Higher Education Standards Framework (Threshold Standards) 2021

Higher Education Support Act 2003 (HESA Act)

Higher Education Provider Guidelines 2023

External References:

AIB acknowledges the Swinburne University of Technology, Griffith University and Monash University in the development of this Policy.

Swinburne University of Technology, *Academic Progress Policy*, viewed 7 July 2025,

<https://www.swinburne.edu.au/about/policies-regulations/academic-progress/>

Griffith University, *Academic Progress Procedure*, viewed 7 July 2025,

<https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Academic%20Progress%20Procedure.pdf>

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