



Monitoring course progress - international and local students

International Student Requirements

As an international student you must be enrolled on a full-time basis for the full duration of your student visa. You are also expected to complete your course by the end date specified on the Confirmation of Enrolment (CoE) that you receive before commencing the course, this means that:

- you must enrol in 20 credit points per semester equivalent to a full-time load;
- you can reduce your study load only in special circumstances and only in consultation with the Registrar;
- you will only be allowed to defer or take leave from your program in special circumstances.

According to Australian Government regulations, AIM will extend your CoE (which will enable you to apply for an extension of your student visa) only in certain circumstances where approved leave has been granted or where your final completion date for the course has been extended.

If you are concerned that you will not be able to complete your course by the stipulated end date on your CoE, you must consult your Head of Department well before the course end date stipulated on your CoE so that appropriate steps can be taken and an intervention strategy may be implemented.

If you do not abide by these requirements you may not be able to extend your student visa to complete your course.

Monitoring of local and international student course progress

a) What does satisfactory progress mean:

Satisfactory progress means that you achieve a grade pass for all enrolled units of study per semester.

b) Process for assessing satisfactory course progress

To achieve satisfactory course progress you are expected to attend all scheduled classes as advised and submit all required assignments and attend all exams as scheduled and achieve at minimum pass levels for those.

c) Process to determine the point at which a student has failed to meet satisfactory course progress

If you fail the same unit consecutively three times or fail more than three units in a single semester your course progress will be regarded as unsatisfactory.

Satisfactory course progress is determined at the end of each semester by the Examination Review Committee (ERC). The ERC determines the results for all students at the end of each semester. If you have not achieved satisfactory course progress the ERC will forward a recommendation to the AIM Discipline and Appeals Committee (D&AC) to consider your lack of progress. The D&AC will inform you in writing what the consequences to your candidature due to the lack of progress are, such as a probationary status imposed on your candidature (see table below).

Procedure for notifying students that they have failed to meet satisfactory course progress requirements

The condition of probation is applied to students who, after reasonable counselling, have persistently failed to make progress in their studies. The condition of probation is to be applied in two stages detailed in the table below. A student will be informed in writing if any of the conditions stated below will be imposed on his/her candidature and will be given a period of 20 working days to lodge an appeal and show cause as to why the condition should not be imposed. This process will be at no cost to you as a student and a student will also remain an enrolled during the appeal process.

International Students

Where an international student has been suspended from his/her studies and chooses not to appeal the decision made by the D&AC within a 20 working days period, withdraws from the process, or the process is completed and results in a decision supporting AIM, then AIM is required to notify the Secretary of DEEWR through PRIMS that the student is not achieving satisfactory progress as soon as practicable.

Probation

Stage	Conditions	Restrictions
1	A student who has failed the same unit consecutively three times or has failed more than three units in a single semester.	Student allowed to register in no more than 20 credit points and must pass all units to return to normal enrolment status.
2	A student has failed units while on probation Stage 1.	Student restricted to register a reduced unit load. Completion of units will allow student to return to Probation Stage 1.

Students on probation cannot be listed on the Dean's Honour Roll.

Suspension

If a student fails a unit of study while on probationary Stage 2 the candidature of the student may be suspended for up to three semesters. Suspension of candidature means that the student is not permitted to register for any unit for an award course in any of AIM's departments.

If the decision has been made by the D&AC that a student will be put on a probationary status or a suspension then the student must be informed in writing within 10 working days. The student will also be advised that he/she is allowed to appeal the decision within 20 working days and show cause as to why the condition should not be applied.

The imposition of probation or suspension must be completed before the census date of the following semester. The student will remain enrolled until the final outcome of an appeal process.

Procedure

- Suspensions and probations are determined after the Examination Review Committee (ERC) has reviewed results after each semester and recommends students in that category to the Discipline and Appeals Committee.
- The Registrar will arrange for a Discipline and Appeals Committee (D&AC) after the ERC meeting has taken place and will table the recommendations made by the ERC.
- If the D&AC makes the decision that a student should be placed on a probationary or suspension period, the Registrar will advise the student in writing, not later than 10 working days after the decision has been made. The student will be informed that he/she has the right to appeal the decision within 20 working days.
- Students will be advised that they will have to show cause as to why they should not be placed on a probationary status or be permitted to continue with their studies. A response from students can be made either in writing via letter or email.

Procedure identifying and notifying students being identified at risk of failing their course

If your department identifies you as a student at risk of failing to achieve satisfactory course progress at an early stage you might be a student who:

- a) failed to attend 2 or more lessons or classes in a semester, such as Ensemble which has attendance requirements or individual lessons
- b) failed to submit an assignment for a unit of study when required.
- c) failed to achieve a grade of pass for an assignment.
- d) failed up to 2 units in a semester or 2 units in consecutive semesters

Early intervention strategies will include teaching staff reporting to the Heads of Department on your unsatisfactory progress. If you are being identified as a student-at-risk you will be asked to attend an interview to counsel you and to discuss any issues which might prevent you from achieving satisfactory progress in your units of study. The counseling session is designed to assist you with finding ways of improving your academic performance. Your Head of Department or Coordinator will assist you with identifying those issues and advise on a course of action on how to find solutions and achieve positive outcomes.

Head of Departments report to the Dean of AIM on a weekly basis and report on students-at-risk and recommend actions to be taken to assist you.

All Students-at-risk are offered support through activities to help improve your academic performance. These include:

- Academic counseling
- English workshops
- Personal counselling

While AIM is committed to assist you with your studies and achieve your goals, it is your responsibility to address your academic performance. Failure to undertake the recommended activities as advised by your department may lead to refusal to grant an extension to your student visa to complete your course.