

Academic Progression Policy

Policy Category	Academic		
Policy Owner	Dean		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI students, IGI staff		
Related Documents	Academic Progression Procedure Admissions Policy Assessment Policy Benchmarking Policy Evaluation Policy Grading Policy Student Code of Conduct		
Version	Authorised by	Approval Date	Effective date
1.1	Academic Board	10 Oct 2023	10 Oct 2023

1. Purpose

The Academic Progression Policy specifies the principles underpinning monitoring student academic progress at IGI. This Policy provides a framework for managing unsatisfactory academic progress, including early identification, intervention, ongoing support and exclusion.

The requirements for academic progression have been set and approved by IGI governing bodies to maintain the integrity of the Institute'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. This Policy should be read in conjunction with the Academic Progression Procedure.

2. Definitions

Definitions	
Academic Progression	The measure of a student's advancement toward the completion of a course
Assessment	A process to determine a student's achievement of identified learning outcomes may include a range of written, oral, practice, or demonstration.
Compassionate or compelling circumstances	Circumstances beyond the control of the student which will have an impact on the student's progress or wellbeing
Course	A course comprising units of study, which, when successfully completed, results in awarding a qualification, such as a bachelor's degree.
Domestic Students	Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas, including Humanitarian Visas).

Definitions	
Overseas Student/ International Student	A student who is not a domestic student and may hold a student visa is protected by the Education Services for Overseas Students Act 2000.
Satisfactory progress	A student's progress towards successfully completing the academic requirements of the course in which they are enrolled within the set duration.
Unit	The separate unit of study and other units make up a course.

3. Scope

This Policy applies to all domestic and international students and all staff involved in academic progress processes and decisions.

4. Policy Statement

- 4.1. IGI is committed to all students making satisfactory progress in their chosen course of study and meeting course completion requirements for graduation from the Institute.
- 4.2. Students are expected to actively engage with their studies by being aware of their specific course of study requirements, attending and participating in all learning and teaching activities, and completing assessments according to communicated rules and instructions.
- 4.3. Students are expected to complete a minimum number of units per calendar year and complete the course within the maximum duration as indicated in the course requirements and rules.
- 4.4. An extension of the maximum duration of the course may only be granted in the presence of compassionate or compelling circumstances and with evidence that the student can complete the course within a reasonable period.
- 4.5. IGI monitors the academic performance of individual students and cohorts each term to inform decisions on and strategies for improving academic progress.

5. Principles

IGI is committed to the following principles that underpin this policy:

- 5.1. Students are informed about the requirement to achieve satisfactory progress before the commencement of study.
- 5.2. Admission processes are designed to ensure that students admitted to a course have the required knowledge and skills to succeed in their studies.
- 5.3. Student academic progress is monitored and documented throughout their time at IGI, individually and at a cohort level, to inform strategies for equal opportunities to succeed in their studies.
- 5.4. Monitoring student performance, including retention, progression, and completion rates, results in reviewing IGI's operations and implementing institutional improvements.
- 5.5. IGI courses are designed to support a progressive and coherent achievement of learning outcomes.
- 5.6. Students receive early feedback to ensure they can discuss academic issues with academic staff, access appropriate support services as needed, and are given every chance of success in their studies.
- 5.7. Student support services address the student's personal and academic development and any special needs they may have.
- 5.8. Intervention strategies are implemented when a student is deemed at risk of failing to make satisfactory academic progress.

- 5.9. Failure to demonstrate satisfactory progress will result in exclusion from the course and, for international students, reporting to government authorities.
- 5.10. Students have access to effective, transparent, and fair processes for resolving academic progress issues, including avenues of appeal against significant decisions.

6. Roles and Responsibilities

- 6.1. The Academic Board:
 - Approves the Academic Progression Policy and procedure;
 - Approves academic progression requirements and standards;
 - Receives reports about individual and cohort student performance and
 - May delegate its powers with regard to academic progression by the Delegations of Authority Schedule.
- 6.2. The Learning, Teaching and Student Outcomes Committee is responsible for the following:
 - Monitoring and reviewing academic progression processes to ensure that the Institute complies with legislative, regulatory and policy requirements;
 - Monitoring the provision of support to students;
 - Monitoring the maintenance of academic standards in academic progression decisions and
 - Ensuring that monitoring activities' results inform the review of institutional requirements and processes for courses, admission, progression, teaching, assessments, and support services.
- 6.3. The Academic Progression Committee is responsible for:
 - Monitoring student academic progression.
 - Making determinations on individual academic progression, including intervention strategies.
 - Reviewing emerging issues or adverse trends in student cohort performance for referral to the Learning, Teaching and Student Outcomes Committee.
- 6.4. The Dean (or delegated officer) is the owner of this Policy and is responsible for coordinating the implementation of the Policy.
- 6.5. Course Coordinators are responsible for:
 - The collection and analysis of student performance data; and
 - Reporting to the Academic Progression Committee on student and cohort academic progression and emerging issues.

7. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- TEQSA Guidance Note: Monitoring and Analysis of Student Performance

8. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All