

**Policy and Procedure**

Name:	Student Progression and Support Policy
Approved by:	The Dean of AIM Business School
Date Approved:	3.07.2017
Approved by:	Head of Compliance, Partners
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Implementation Owner	The Dean and the Director of Student Engagement
Maintenance Owner	Compliance
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## **SECTION 1 – INTRODUCTION**

### **PURPOSE**

The purpose of this policy and procedure sets out the manner in which AIM Business School will monitor and record a student's progress.

### **SCOPE**

This policy applies to all students attending AIM Business School across all courses delivered by AIM Business School.

## SECTION 2 – POLICY AND PROCEDURE

### PRINCIPLES

This policy describes how AIM Business School is managing risks associated with systematically monitoring students' course progress and attendance, notifying and counselling students who are at risk of failing to meet the course progress requirements.

### PROGRESSION

1. All students will receive a course start and end date in the unit outline, indicating the time required to complete the course:

Course	standard	Part-time
Masters of Business Administration (MBA)	18 months	3 years
Graduate Diploma in Management	12 months	2 years
Graduate Certificate in Management	8 months	18 months

2. All students are expected to complete all learning and assessment as defined in the unit outline.
3. Students must complete all assessments outlined in the unit outline and will be provided with assessment feedback. Students are advised of the outcome of their assessment and the need for re-assessment if applicable.
4. Progression is recorded at the end of each study period by the unit result a student receives. Failure to achieve a pass grade of 50% (or higher) is when a student is considered at risk.
5. If a learner has not achieved a pass (or higher) in 50% of the units within any study period, they will be deemed as 'at risk'.
6. Students who are deemed at risk and in turn at risk of not completing their course, will trigger the intervention strategy set out in paragraph 8.
7. Student support and the facilitator are responsible for monitoring a learner's progression each study period throughout the course. The three key points to measure at risk students are:
  - 7.1 pre-census review: Prior to the census date, Student Support will work with the facilitator to identify students at risk. If a student is showing early indications of unsatisfactory academic progress, such as: lack of class participation or online activity, non-completion or low assessment result, contact will be made with the student to advise of their risk factors and offering interventions;
  - 7.2 study period at risk identification: If a facilitator identifies a student as at risk of unsatisfactory academic progress at any point during the study period, the facilitator will contact student support who will arrange for the student to make contact with the Dean and agree an academic progression plan; and

- 7.3 end of student period review: At the end of each study period, after the review of unit results has been conducted, students considered at risk of unsatisfactory academic progress will be referred to the Dean for the development of an academic progression plan.
8. If a student's progress is deemed unsatisfactory, they will be notified in writing and the most appropriate intervention strategy is initiated.
9. The intervention strategies within the Academic Support Strategy may include:
  - 9.1 attending tutorial or study groups;
  - 9.2 receiving individual case management;
  - 9.3 counselling or support meetings with a Counsellor from EAP Access;
  - 9.4 receiving assistance with personal issues which are influencing progress;
  - 9.5 being placed in a suitable, alternative subject within the course or a suitable, alternative course;
  - 9.6 advising of opportunities for the learner to be reassessed for assessment tasks in units or subjects; and/or
  - 9.7 a combination of the above and a reduction in course load.
10. All students are advised that they may access the AIM Business School Academic or Non-Academic Grievances Policy within 20 working days of receiving a written at risk notification identified in section 7 of this policy.

## SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

### DEFINITIONS

Word/Term	Definition
At risk	To be considered unlikely to pass the enrolled course, or meet the minimum attendance requirements of 80%
Appeal	Formal, written request by a learner to have a matter heard and/or reconsidered after receiving an unfavourable decision
Course Progress	The measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill based competencies
Study Period	Scheduled course contact hours within a semester
Unsatisfactory Progress	Not successfully completing or demonstrating competency in at least 50% of the course requirements for that study period

### SUPPORTING DOCUMENTATION

Document name	Document type	Location
Notice of Intent to Report	Letter	<i>G:\Compliance\Policies &amp; Procedures</i>

## SECTION 5 – CHANGE HISTORY

### CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	14.06.2017	The Dean	Head of Compliance, Partners	Initial document – first draft
V2.0	19.06.2017	The Dean	Head of Compliance, Partners	Changes made to reflect ABS internal review and new policy format
V3.0	30.06.2017	The Dean	Head of Compliance, Partners	Changes made to reflect Dean, ABS review