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Related Documents	<i>Academic Integrity Policy and Protocols</i> <i>Academic Progression Policy and Procedures</i> <i>Attendance Policy (Online and On-campus Learning)</i> <i>Benchmarking Policy and Procedures</i> <i>Course Development, Approval and Review Policy</i> <i>Information Management Security Policy</i> <i>Quality Assurance Framework</i> <i>Student Grievance, Resolution Policy and Procedures</i> <i>Student Support Policy</i> <i>Student and Academic Staff Feedback Policy</i> <i>Students at Risk Policy and Procedures</i>

1. Purpose

Analytics Institute of Australia (AIA) collects a range of data including information relating to student attendance, grades, student performance such as progression, outcomes including completion, feedback including complaints and breaches of academic integrity.

This Policy outlines the management of this data for all the courses offered by AIA, to ensure that there is sufficient oversight of its collection, timing, accuracy, consistency, and use.

2. Scope

This policy applies to all student related data collected by AIA. It does not apply to operational or business-related data, other than insofar as the IT frameworks for each overlap or interact.

3. Principles

- AIA collects student data for the purposes of quality assurance and to ensure positive student outcomes. The monitoring of student data is used to inform the AIA's academic operations including admission requirements, assessment, curriculum, and course reviews.
- The collection and analysis of data also enables the monitoring and mitigation of academic risk and identification of at-risk students through analysis of individual student performance data.

Responsibilities

- The Registrar has overall responsibility for ensuring that all record management requirements are met with regards to student performance data.

- b) This includes accurately reporting data to the Tertiary Education Quality and Standards Agency (TEQSA) and the Commonwealth government when required, including to meet the requirements of the ESOS Framework for international students.
- c) The Registrar also has the responsibility of providing detailed performance data by student and summary statistics to Course and Unit Convenors for their reference and use.
- d) Course and Unit Convenors will use the student performance data for the management of academic at risk students, and to monitor subject pass rates, trimester progression and course completion for their respective courses and units, and to provide analysis and recommendations about the data in regular reports to the Learning and Teaching Committee (LTC), Course Advisory Committee (CAC) and Academic Board.
- e) The data is also used by Course Convenors, the LTC and the Academic Board to monitor key quality indicators such as course commencements, progression, grade distribution and completions, and to identify strategies to mitigate academic risk through more detailed cohort analysis.
- f) Course Convenors use the data to provide an update to the LTC, CAC and Academic Board each trimester that includes data and analysis about student feedback on units, courses, and recommendations for improvement.
- g) The CAC arranges for external benchmarking of the key student performance data as detailed in the Benchmarking Policy and reports benchmarking findings to the Academic Board.
- h) Student Support reports details of all formal student grievances and Academic Integrity and other cases of misconduct to both the Academic Board and the Board of Directors on an annual basis

Performance Monitoring and Analysis Framework

To align with its course review process and quality assurance framework, AIA has a cyclical five yearly performance monitoring and analysis framework to analyse student's performance by course and cohort for the following key indicators:

- Attrition rates
- Progress rates
- Completion rates
- Grade distributions
- Student satisfaction
- Graduate success

The framework also involves:

- Course Convenors mid and end trimester Student Performance and Monitoring report to the LTC and Academic Board.
- End trimester reporting on student performance to the Board of Directors through the Academic Board Chair (also Board Member).

- Annual monitoring of course outcomes, student and staff feedback;
- A two yearly internal Interim Review of each course and its constituent units to make ongoing enhancements to the current course curriculum to ensure it meets regulatory requirements, is supported by current and relevant resources, is aligned to sector benchmarks, is designed appropriately to foster positive student outcomes and progression and is responsive to staff and student feedback.
- A five yearly review of each course focused on a range of criteria including the effectiveness of course aims, structure, units of study, learning objectives, assessment activities, resources, study modes and delivery methods with reference to the AQF level for the course;
- Identification of any gaps in student performance and development and implementation of improvement strategies and external benchmarking outcomes.

Procedures for Management and Reporting of Student Performance Data

a) The quality indicators below are monitored, analysed and reported by Course Convenors through the LTC to the Academic Board, and improvement strategies and measures to address academic risk are implemented under the direction of Academic Board, and reported through to the Board of Directors

1. Students at Risk through Early Assessment and Attendance

As detailed in the *Student at Risk Policy and Procedures* individual student performance data is monitored by Course and Unit Convenors, and where required, these students are placed on a remediation and intervention strategy.

2. Attrition/ Progression/ Completion Rates

For courses and cohorts the attrition rates, progression rates and completion rates are collated by the Registrar's office.

3. Grade Distribution

Course Convenors are provided updates of the final grades for each unit in a trimester by Office of the Registrar.

4. Student Surveys and Feedback

As detailed in the *Student and Academic Staff Feedback Policy*, a range of feedback mechanisms including surveys, focus groups, informal comments and other participatory activities are employed to obtain student feedback. Student grievance data is collated and maintained by the Registrar's office.

5. Academic Integrity

Records of course and cohort wise academic integrity and misconduct cases will be maintained by the Registrar's Office.

6. Graduate Success/ Destination

The graduates in full-time study, full-time/ part-time work are maintained by the Registrar's Office.

b) Release of Marks and Grades

Course Convenors are provided updates of the final grades and Trimester performance by the Registrar.

c) Individual Performance monitoring

Students' unit and trimester performance is monitored at regular intervals as detailed in the *Academic Progression Policy and Procedures* and *Student at Risk Policy and Procedures* for each course by the respective Course Convenors.

4. Responsibilities

The Registrar and the Academic Dean are responsible for maintenance and implementation of this Policy

5. Legislation and Associated Documents

Several sections of the Higher Education Standards Framework set out requirements for collecting, monitoring and reporting on student performance data, key standard are: 2.2.3, 5.3.3, 5.3.4, 5.3.5, 6.3.2

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 also sets out monitoring and reporting requirements.

Version history

Version	Approved by	Approval Date	Details
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