



Academic Improvement Plan (AIP) Form

The Academic Improvement Plan (AIP) is designed to help you reflect on your academic progress and identify individual strategies to improve your academic performance.

AIP submissions may be completed:

- collaboratively with your Progression Officer during an appointment, or
- independently and submitted online via progression.management@usq.edu.au

Part A – Student Details

Student Name		Student Number	
Degree			
Academic Stage		Current <u>GPA</u>	
Number of Course Completed		Number of Course Remaining	
Is this AIP for the current Semester or a future Semester?		Progression Officer (if applicable)	

Part B – Reflection

Take a few minutes to reflect on the barriers that have impacted on you progressing through your studies.

<p>Career / Program Selection</p> <p>Heavy Enrolment load No academic goals or future career plan Uncertain about program choice Unsure about major choice Unclear about career goals University may not be the place for me</p> <p>Other _____</p>	<p>Study Skills</p> <p>Academic writing (including paraphrasing, analysis and critical thinking and structure) Attention difficulties Difficulties adjusting to university Ineffective notetaking Learning disability Low motivation Managing weekly course content Procrastination Referencing Time management skills Understanding assessment tasks Understanding course material Unprepared for exams Unsure how to study (strategies) Other _____</p>
<p>Personal</p> <p>Difficulties balancing work, life, and study Family challenges Financial difficulties Housing / living arrangements Medical condition Other obligations (eg sport) Relationship issues Other _____</p>	

Please provide a summary of how your identified barriers have impacted your ability to successfully complete your studies.

Part C – Rate your current studies

If enrolled, reflect on how you are feeling about successfully completing the courses you are studying by rating each course.

Course Code	Rate 1 to 5 1. very concerned about completing 3. some concerns about completing 5. confident about completing	Reason for your rating?	Have you attempted this course previously?
Eg ACC1101	3. some concerns	Handed first assignment in 5 days late. Worth 30%	Yes OR No



Part D - Strategies for Improvement

This section may be completed collaboratively with your Progression Officer during your appointment.

Based on the self-reflection exercise in Part B, think about a plan of action for getting next teaching period off to a successful start.

UniSQ has many [support services](#) and [study support](#) available to help you achieve your goals.

Identified barrier	What strategy can I put in place to help with this in the future?	What resources am I going to use to help me?	When am I going to do this?
<i>Eg. Understanding assessment tasks</i>	<i>Eg. Seek support on how to break down my assignment task</i>	<i>Eg. Learning Advisors</i>	<i>Eg. As soon as I get my written assignment</i>

Despite the barriers you have identified, describe an academic success which you are proud of (optional):

Eg. Submitted my first assignment on time and received good mark.

Part E – Confirmation of Agreement to AIP

I have completed the Academic Improvement Plan

Independently

Collaboratively with a Progression Officer

By signing below, I:

- Attest that the above information is accurate and a reflection of my intentions
- Acknowledge the importance of an Academic Improvement Plan

Type Name or Signature*	Date:
-------------------------	-------

* signature not required if sent from Umail.

USQ collects, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a USQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party, we endeavour to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer (privacy@usq.edu.au).

