



Academic Improvement Plan

The Academic Improvement Plan (AIP) is designed to help you reflect on your academic progress and create a personalised action plan to improve your studies.

Student Details

Student Name

Student Number

**Academic
Progression Stage
(If known)**

Reflection 1

Career/Program

Take a few minutes to reflect on your circumstances and past studies.

Can you identify any areas in your career, program choice, or enrolment that have presented barriers to study?

Please select all that apply:

<input type="checkbox"/>	Enrolment planning and/or study load
<input type="checkbox"/>	Program and/or major choice
<input type="checkbox"/>	Career plan and options for your field of study
<input type="checkbox"/>	Employability skills
<input type="checkbox"/>	University may not be the place for me
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Other

Self-reflection can be a powerful tool for growth and development. By taking the time to reflect, you can gain valuable insights and identify opportunities for improvement.



Reflection 2

Personal

Have any of the following personal circumstances affected your study?

Please select all that apply:

<input type="checkbox"/>	Cultural connections
<input type="checkbox"/>	Difficulties balancing work, life, and study
<input type="checkbox"/>	Disability and/or accessibility impacts
<input type="checkbox"/>	Employment commitments
<input type="checkbox"/>	Family challenges
<input type="checkbox"/>	Financial difficulties
<input type="checkbox"/>	Housing/living arrangements
<input type="checkbox"/>	Medical condition (long or short term)
<input type="checkbox"/>	Other obligations (e.g., sport)
<input type="checkbox"/>	Relationship issues
<input type="checkbox"/>	Self-care and emotional wellbeing
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Other

Reflection 3

Study Skills

Identify the study skills you could improve to help you succeed in your studies.

Please select all that apply:

<input type="checkbox"/>	Academic writing
<input type="checkbox"/>	Attention difficulties
<input type="checkbox"/>	Difficulties adjusting to University
<input type="checkbox"/>	Effective notetaking
<input type="checkbox"/>	Learning disability
<input type="checkbox"/>	Low motivation
<input type="checkbox"/>	Managing weekly course content
<input type="checkbox"/>	Procrastination
<input type="checkbox"/>	Mathematics and/or numeracy skills
<input type="checkbox"/>	Referencing
<input type="checkbox"/>	Time management skills
<input type="checkbox"/>	Understanding assessments, exams and/or course material
<input type="checkbox"/>	Study strategies and/or online study
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Other

Reflection 4

Self-Reflection

After reflecting, please provide a summary of how the identified barriers have affected your ability to complete your studies.

Have you contacted UniSQ for Support?

☐

Yes

☐

No

Describe an academic success which you are proud of.

Reflection 5

Enrolment reflection

Using the rating system, 1 (Very concerned), 3 (Somewhat concerned), 5 (Confident), reflect on how you feel about successfully completing the courses you are currently studying.

Course Code	Confidence	Reasons
	<div><div></div><div></div><div></div><div></div><div></div></div> <div>12345</div>	
	<div><div></div><div></div><div></div><div></div><div></div></div> <div>12345</div>	
	<div><div></div><div></div><div></div><div></div><div></div></div> <div>12345</div>	
	<div><div></div><div></div><div></div><div></div><div></div></div> <div>12345</div>	

Reflect on your past enrolment load and consider if reducing your study load or taking a leave of absence may be of benefit. Sometimes this can help you refresh and refocus on your future studies.

International students: To ensure you meet your visa conditions, please ensure you view the requirements for reducing your study load and taking a leave of absence before applying.



Develop your Action Plan

Start by selecting two or three areas for improvement. Then, decide what action you will take and how you will measure your success.

Your goals should be SMART (specific, measurable, attainable, relevant and time based).

You may like to take some time to view the various support services and study supports available to help you achieve your goals. All achievements are a step in the right direction, and don't forget to reward yourself even for the small wins!

Example:

Area for Improvement: Time management Plan of Action and Resources I can utilise:

- *Develop a personalised schedule/wall calendar*

How will I measure success:

- *I'm submitting all assessments by the deadline*



Area of Improvement 1

Please include your Area for improvement, Plan of action (and resources you can utilise), and how you will measure your success.

Area of Improvement 2

Please include your Area for improvement, Plan of action (and resources you can utilise), and how you will measure your success.

Area of Improvement 3

Please include your Area for improvement, Plan of action (and resources you can utilise), and how you will measure your success.

Confirmation of Commitment

By completing your Academic Improvement Plan you have demonstrated a commitment to growth and improvement.

Did you receive assistance from a UniSQ Staff member to complete your Academic Improvement Plan?

☐ Yes ☐ No

By submitting my AIP:

- I attest that the information provided is accurate and a reflection of my intentions
- I acknowledge the importance of an Academic Improvement Plan

☐ Yes ☐ No

Date

UniSQ is collecting the personal information on this Form for university purposes to update your student record. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a UniSQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on UniSQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the UniSQ Privacy Officer rti-privacy@unisq.edu.au.