



**POLICY: STUDENT MONITORING, RETENTION AND PROGRESSION POLICY**

<b>POLICY NUMBER:</b>	AC032	<b>VERSION:</b>	7.4
<b>DATE ADOPTED:</b>	6 February 2019	<b>DATE LAST REVIEWED:</b>	25 September 2025
<b>DATE OF NEXT REVIEW:</b>	25 September 2027	<b>REVIEW FREQUENCY:</b>	Two years
<b>AUTHORISED BY:</b>	Principal Executive Officer	<b>REVIEWED BY:</b>	Academic Manager
<b>RESPONSIBLE FOR REVIEW:</b>	Principal/Academic Manager		
<b>DOCUMENT MANAGEMENT</b>	U:/Policies and Procedures		
<b>AIM:</b>	This policy outlines how IIBT identifies and supports students who are at-risk of failing to achieve satisfactory academic progress in Higher Education Courses. It also outlines the parameters for satisfactory academic progress in Higher Education Courses.		

**1. REGULATION**

HESF 2015: 1.3.4

**2. POLICY INFORMATION:**

IIBT is committed to:

- a. Identifying, supporting, and monitoring students' academic progress to help all students achieve satisfactory academic progress.
- b. Ensuring that there are clear parameters for academic progression.

**3. PROCEDURES:**

- a. IIBT will identify students who are at risk of unsatisfactory academic performance in each unit in Weeks 4 and 9 of each study period. In each unit, students will be identified as 'at-risk' if they meet one or more of the following:
  - (i) Attendance is below 80%
  - (ii) Achievement in any assessment is below 50%
  - (iii) Unsatisfactory participation in class
  - (iv) Unsatisfactory preparation for class (e.g., not completing homework)



- b. IIBT will implement individualised support/intervention strategies for students identified as at-risk. Support/intervention strategies will consist of a combination of the following:
- (i) Interviews with students to:
    - Determine causes of a low attendance/unsatisfactory academic performance.
    - Reemphasise their study commitment requirements for each unit.
  - (ii) Refer students to relevant support services to assist with personal issues.
  - (iii) Refer students to receive further support from Academic Teachers, including additional individualised study programs.
  - (iv) Reduce students' study loads (this is considered a final option)

*Students' mitigating circumstances (e.g., extended sick leave) will be acknowledged when developing the individualised support/intervention strategies.*

- c. Indicators of unsatisfactory academic progress at IIBT include:
- (i) Failing 50% or more of units in any study period. Students who fall within this category will be classified as high-risk for the next study period and will have an individualised support/intervention strategy applied to them from the beginning of the next study period in which they are enrolled.
  - (ii) Failing 50% or more of units across more than one study period. Students who fall within this category are at risk of termination from their course.
  - (iii) Failing to achieve the minimum 40% examination mark in one or more units in any study period.
- d. A student who has been terminated from their course can be considered for re-admission to the same course if they are able to supply evidence of their commitment to deal with the issues that affected their academic performance.
- e. Completion of the course within the expected duration of the CoE
- (i) Overseas students who are enrolled in CRICOS courses must complete their course within the expected duration of their CoE, and the duration of the course must not exceed the course duration registered in CRICOS.
  - (ii) The Institute may only extend the duration of the course where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as result of:



- Compassionate of compelling circumstances
- The institute having implemented its intervention strategy for students who are at risk of not meeting the satisfactory course progress
- An approved deferment or suspension having been granted by the institute

(iii) All course variations affecting the course finish date will be reported to DHA through PRISMS and the supporting documents are kept in the student's file.

f. A supplementary assessment will be offered to a student who has achieved a mark of **45%–47%** in a unit, where the Academic Management team, in accordance with the guidelines below, decides that a further opportunity to demonstrate achievement of the unit's Learning Outcomes is warranted:

(i) They have met a significant proportion of the Learning Outcomes for the unit and achieved a minimum of 40% in the exam, such that a further opportunity to demonstrate that they can achieve a pass in their area of weakness would allow them to progress.

OR

(ii) Their final result was a consequence of failure in a single item of assessment, especially where that item is weighted heavily (e.g., they pass continuous assessment items but fail the exam).

*OTHER CONSIDERATIONS WHEN e(i) AND e(ii) ARE INCONCLUSIVE*

(iii) Where the student has demonstrated a commitment to the unit, e.g., by attending classes regularly or consistently engaging with the unit, and by submitting assignments on time.

(iv) Where their performance in this unit is at odds with their previous academic record, and/or the Academic Management team is aware of reasons that may explain their poor performance.

(v) Where the unit is the last unit, the student needs to complete in order to meet the requirements of their course.

g. Students will not be offered a supplementary exam if:

(i) They have met an insufficient proportion of the Learning Outcomes for the unit; or marginally failed most or all assessment items; or have failed a significant piece of assessment that has Learning Outcomes necessary to the student's achievement of the Learning Outcomes in subsequent units.

(ii) They did not engage with the unit and/or failed to submit multiple items of assessment.



- h. In permitting supplementary exams, the Academic Management team will exercise discretion such that:
  - (i) Students under similar circumstances are treated similarly (i.e., that there is no extraneous bias).
  - (ii) The decision reached is based solely on the student's demonstrated achievement of the unit Learning Outcomes (as reflected in their assessment), and not on grounds related to the academic's preference or circumstances.
  - (iii) Students who pass the supplementary exam will receive a unit total mark of 50%.
- i. Students will be permitted to re-enrol in a failed unit up to a **maximum of three times**. Students who fail a unit three times will not be permitted to re-enrol in the unit, which will result in their termination from their course.
- j. Item 8 can be waived at the discretion of the Academic Management team
  - (i) Where the student has demonstrated a commitment to the unit e.g., by attending classes regularly or consistently engaging with the unit and by submitting assignments on time.

AND

  - (ii) Where their performance in this unit is at odds with their academic record, and/or the Academic Management team is aware of reasons that may explain their poor performance in the unit.
- k. In permitting re-enrolment in units beyond the maximum indicated at item 8, the Academic Management team will exercise discretion such that:
  - (i) Students under similar circumstances are treated similarly (i.e., that there is no extraneous bias).
  - (ii) The decision reached is based solely on the student's demonstrated achievement of the unit Learning Outcomes (as reflected in their assessment), and not on grounds related to the academic's preference or circumstances.



DOCUMENT CONTROL REGISTER						
Document ID	Document Description	Description of Changes	Date of Revision	Revision No.	Revised By	Approved By
AC032	Student Retention and Progression Policy	SUP exam eligibility information	11/04/2022	7.2	Academic Management	DP, PEO
AC032	Student Retention and Progression Policy	Policy name change: added Monitoring	11/04/2024	7.3	Academic Dean	PEO
AC032	Student Retention and Progression Policy	Expected duration of study specified in the CoE information	25/09/25	7.4	Deputy Principal	PEO