



**POLICY: STUDENT RETENTION AND PROGRESSION POLICY**

<b>POLICY NUMBER:</b>	AC032	<b>VERSION:</b>	7.1
<b>DATE ADOPTED:</b>	6 / 2 /19	<b>DATE LAST REVIEWED:</b>	30 May 2022
<b>DATE OF NEXT REVIEW</b>	30 May 2024	<b>REVIEW FREQUENCY:</b>	Two years
<b>AUTHORISED BY</b>	Principal Executive Officer	<b>REVIEWED BY:</b>	Principal Executive Officer Deputy Principal
<b>APPROVED BY:</b>			
<b>RESPONSIBLE FOR REVIEW</b>	Deputy Principal		
<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 2021: 1.3.2 (b,c), 1.3.3 to 1.3.6

**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 as reported to the Deputy Principal by the academic teacher
  - (iv) Unsatisfactory preparation for class (e.g. not completing homework) as reported to the Deputy Principal by the academic teacher
- 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.
- 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. A supplementary assessment will be offered to a student who meets the following criteria, where the Academic Management team 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 as indicated by obtaining a pass mark in major mid-trimester assessments, 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).
  - (iii) They have obtained 50% and above in continuous assessment and failed to meet the exam hurdle of 40%. In this case, an exam mark within the range 32%-39% will qualify for a SUP exam.

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

- (iv) 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.
- (v) 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.



- (vi) Where the unit is the last unit the student needs to complete in order to meet the requirements of their course, and the attempt of the failed unit was not a third attempt.
- f. 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.
- g. 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%.
- h. 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.
- i. 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.
- j. 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	Version No	Revised By	Approved By
AC032	Student Retention and Progression Policy	Added the phrase "Students who pass the supplementary exam will receive a unit total mark of 50%" to Section 3g(iii)	17/01/2022	7.1	Anna Bortignon	BOE
AC032	Student Retention and Progression Policy	Amended the wording of Sections 3a(iii) and 3a(iv)	22/03/2022	7.1	Dr Tshepiso Makara	
AC032	Student Retention and Progression Policy	<b>Regulation</b> section: -Amended the HESF publication date from 2015 to 2021. -Updated the relevant Standard number from "1.3.4" to "1.3.2 (b, c), 1.3.3 to 1.3.6"  <b>Footer</b> section: Amended the policy version number from 2.1 to 7.1	28/03/2022	7.1	Dr Bernadette Kajcsa	
AC032	Student Retention and Progression Policy	Amended criteria e(i, iii and vi)	10/06/2022	7.1	Dr Tshepiso Makara	BOE (meeting 1/2022)

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