

Course Progress Policy and Procedures

This policy applies to all students undertaking SIBT Certificate, Diploma and Advanced Diploma programs and outlines acceptable levels of performance and progress. SIBT continually monitors students' course progress throughout each semester. Each unit outline specifies in detail the academic requirements for the unit. For the purpose of this policy document only, free support units are not counted as enrolled units.

Process for assessing satisfactory course progress

Students who are or who have previously been on a CON3 and who do not pass at least 50% of enrolled units will be deemed to have failed to achieve satisfactory course progress and may be excluded from study at SIBT (EXCC).

At the end of each semester SIBT will identify students who have not passed at least 50% of enrolled units and will commence its intervention strategy to assist these students. Such students will be placed on a progressive three step conditional enrolment. The terms of intervention will vary according to the step on which the student is currently placed.

Students who do not pass at least 50% of enrolled units in any trimester will be placed on a Condition 1 (CON1 – first warning).

Students who are or who have previously been on a CON1 and who do not pass at least 50% of enrolled units will be placed on a Condition 2 (CON2 – second warning).

Students who are or who have previously been on a CON2 and who do not pass at least 50% of enrolled units will be placed on a Condition 3 (CON3 – final warning). All students placed on a CON3 will effectively remain on a CON3 until the completion of their studies at SIBT or they are excluded.

Procedure for Intervention

In week 9 of each semester SIBT will provide a warning via the student portal to students whose academic performance is such that the student is at risk of not meeting the requirements of a specific unit.

Students who do not pass at least 50% of enrolled units in a semester will be placed on a conditional enrolment for the subsequent semester. Students will be notified via the Student Portal at the time of enrolment. Student Advisers are available to assist any students on a conditional enrolment and you are encouraged to use this service by making an appointment at the SIBT office.

Students on a 'CON1' enrolment will be restricted to a 'standard track' enrolment (STDT), that is, will only be permitted to enrol in a maximum of 3 units during the semester. In addition they must enrol in a study skills course (SS100).

Students who have been placed on a 'CON2 or 'CON3' enrolment are also restricted to a 'standard track' enrolment (STDT) and are required to attend an interview with an Student Adviser within the first four weeks of the semester. During the course of the interview students are given the opportunity to outline any exceptional or compassionate circumstances that have contributed to their poor course progress. A copy of the interview will be held in the Condition folder and should a student eventually be excluded from SIBT a copy will then be placed on their student file.

Strategies to assist students to achieve satisfactory progress

The Student Adviser will discuss strategies that are deemed appropriate for individual students including:

- Attendance at the Study Skills Course
- Attendance at the relevant help tutorial
- Attendance at the Numeracy Centre
- Interview with the Learning Support Adviser
- Attendance at English Conversation classes
- Consultation hours with respective lecturers and tutors
- Lunchtime workshops

- Limited enrolment load in subsequent semester
- Academic and welfare guidance

Exclusion

Where a student on a 'CON3' enrolment does not pass at least 50% of enrolled units in a semester he/she will be assessed as not achieving satisfactory course progress and advised through the portal and in writing that SIBT intends to exclude him/her from his/her course and, in the case of overseas students, report him/her to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR). Such advice will inform the student that he/she is able to access SIBT's Academic Grievance Procedures within 20 working days (see [https://portal.sibt.nsw.edu.au/ Policies/Academic grievance procedures](https://portal.sibt.nsw.edu.au/Policies/Academic%20grievance%20procedures)).

Where the student has chosen to access the Academic Grievance Procedures within the 20 working day period and the process results in a decision supporting the student, they will be permitted to continue their enrolment at SIBT.

Where the student has chosen not to access the Academic Grievance Procedures within the 20 working day period, withdraws from the process, or the process is completed and results in the student being excluded, SIBT will advise the student in writing of the final decision to exclude, including details of the reasons. In the case of an overseas student SIBT will notify DEEWR of the student not achieving satisfactory course progress and will generate a Section 20 Notice through PRISMS, send a copy to the student and place a copy on the student's file. The student will have 28 days from the date of the notification to make an appointment to see an officer at the Department of Immigration and Citizenship (DIAC).

Readmission after Exclusion

A student who is excluded may apply, after one year, for readmission to SIBT at least four weeks prior to the commencement of the semester in which the student seeks to resume study. A student who has previously been excluded from SIBT may also apply for admission into a new program of study.

The application for readmission by a student who has been excluded will be assessed by the Principal. The Principal will consider factors such as changed circumstances, academic and/or vocational performance since exclusion, and maturity and motivation in order to be satisfied that the student has a reasonable chance of succeeding in the program.

An application for readmission following exclusion is not automatically approved. Where an application for readmission following exclusion is not approved by the Principal the decision is final.

Where a student is readmitted the student will be placed on a 'CON3' enrolment and is subject to the SIBT course progress criteria.