

# Student Academic Progress Policy and Procedure

## 1. Purpose

The purpose of this policy is to provide a formal statement of principles for monitoring and management of students' academic progress and to establish procedures that systematically monitor, record and assesses students' progression. Given MIT's commitment to early intervention and the organisation's comprehensive student support ethos, MIT is committed to proactively provide support to students who are at risk of not meeting academic progression requirements.

## 2. Scope

This policy and procedure applies only to the Institute's Higher Education coursework programs.

## 3. Definitions

Term	Definition
<b>Academic Registrar</b>	Academic Registrar means the person holding the position of Group General Manager within the Institute.
<b>Academic Support Advisors</b>	Staff members of the Institute, such as: Heads of Schools, course coordinators, academic managers, student counsellors and student advisors, who are qualified to advise students on matters that could affect their progression.
<b>Conditional Enrolment</b>	Enrolment under a specified set of conditions including, but not limited to: stipulations such as passing a certain percentage of units, enrolling in a reduced number of units, attending study assist programs, attending English programs or other appropriate activities that will assist with student academic progression.
<b>Confirmation of Enrolment (CoE)</b>	means a document, provided electronically, which is issued by the Institute to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular course of the Institute.
<b>Course Progress Review Committee (CPRC)</b>	is the Committee established under clause 4.3.

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Page 1 of 13



Term	Definition
<b>InSPIRE program</b>	is the Improving Student Performance through Intervention and Risk Evaluation program, designed by the Institute to provide early intervention and assist individual learning and development. The  InSPIRE Guidelines are annexed to this policy and procedure.
<b>international student</b>	means an overseas student or person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
<b>Intervention Plan</b>	A plan of action determined by the Institute to assist a student to achieve and improve satisfactory academic performance, including (but is not limited to) the InSPIRE program.
<b>Maximum Period of Study</b>	Twice the time taken to normally complete an award plus one year when undertaking full-time study.
<b>Progression Requirements</b>	The measure of advancement, through accrual of credit, in a course towards the completion of a course as specified by the Academic Board and defined in the course structure, available on the Institute website.
<b>Satisfactory academic performance</b>	An enrolled student has maintained satisfactory academic progress in a trimester when he or she completes the academic requirements of their course at a satisfactory level by: <ul style="list-style-type: none"><li>• passing more than 50 percent of the credit points in which the student is enrolled in the trimester;</li><li>• maintaining a rate of academic progress that enables them to complete their course within the maximum period of study defined by the Academic Board; and</li><li>• satisfying the requirements of any compulsory placements in their course.</li></ul> For international students see additional requirements in clause 4.4.
<b>School</b>	The relevant School of Business or the School of Information Technology and Engineering.
<b>Show Cause</b>	Students may be asked to provide a satisfactory explanation with justification for why he/she should not be excluded from the course, under clause 6.5.

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Page 2 of 13

Term	Definition
<b>Student at Risk</b>	This term refers to students who sometimes experience difficulties during their studies and may worry about failing and how this could potentially impact on their academic progress in the course. It includes those who have already demonstrated unsatisfactory academic performance. Students may be classified at risk during a trimester, under clause 6.2 of this procedure.
<b>Student Counsellor</b>	Means a person holding a position as Student Counsellor within the Institute.
<b>Trimester</b>	One of three divisions of an academic year.
<b>Unsatisfactory Academic Performance</b>	<p>The criteria of unsatisfactory academic performance, as defined by Academic Board, is where an enrolled student:</p> <ul style="list-style-type: none"> <li>• fails 50 percent or more of the credit points in which the student is enrolled in a trimester; or</li> <li>• will not be able to complete their course within the maximum period of study defined by the Academic Board.</li> </ul> <p>For international students see additional requirements in clause 4.4.</p>

## 4. Policy Statement

- 4.1. Academic progress is the process by which students are able to advance in their course of study having fulfilled all academic requirements as defined in the relevant course structure.
- 4.2. The Institute manages academic progress in a way that acknowledges the circumstances that may affect a student's ability to advance in their course of study.
- 4.3. The Institute supports students to fulfill the requirements of their course by:
  - identifying students at risk of not making satisfactory progress through their study;
  - supporting students at risk through specific strategies and academic advice;
  - providing early intervention strategies, such as the InSPIRE program, to assist students to resolve progression difficulties;
  - working with students to formulate an intervention plan; and
  - continuously monitoring the academic progress of students at risk.

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Page **3** of **13**

MIT will identify and monitor the academic progress of students placed under conditional enrolment (which involves an intervention plan) by:

- monitoring the adherence of students at risk to their intervention plan; and
- monitoring the academic progress of students who are on intervention.

MIT will identify and monitor the academic progress of students deemed to be "at risk" by:

- monitoring the academic progress of students who are deemed to be at risk, or are either subject to intervention or conditionally enrolled.

#### 4.4. Student Visa holder

Student visa holders must comply with student visa conditions. This includes condition 8202: meeting course requirements, which requires a student to maintain satisfactory progress in their course. Where a student fails to maintain satisfactory progress in their course, the Institute must notify Immigration/the relevant government department. Failing to maintain satisfactory progress can also lead to the suspension or termination of a student's enrolment, which can have serious implications on their student visa.

- Suspension and termination of enrolment

Where a student's enrolment is temporarily suspended due to unsatisfactory academic progress, the Institute must notify the Immigration/the relevant government department. The student will usually be permitted to remain in Australia during their suspension, however they may need to renew their student visa to ensure it will still be valid for the duration of their course.

- Termination of enrolment

Where a student's enrolment is terminated due to unsatisfactory academic progress, the Institute must notify the Immigration/the relevant government department. Immigration/the relevant government department may then cancel the student's visa and they may not be granted another temporary visa for a period of three years.

(Also see MIT *Enrolment Policy and Procedure* for suspension and termination of enrolment) <https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MIT-Enrolment-Policy-and-procedure>

The expected duration of study specified in an international student's CoE must not exceed the CRICOS registered course duration. The Institute may extend an international student's enrolment and CoE if:

- where a student fails a unit in their last semester the student's enrolment may be extended to enable completion of the course;
- there are compassionate or compelling circumstances beyond the control of the student, which have an impact upon the student's course progress, and there is evidence to support this assessment; or
- the Institute has implemented an intervention strategy for the student because the student is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student's enrolment has occurred under the Enrolment Policy and Procedure (deferring, suspending or cancelling overseas student enrolment);
- a student is delayed in completing their compulsory internship after they have finished their coursework because of exceptional, compassionate or compelling circumstances. *The duration of the extension of the student's enrolment to complete their internship is restricted to a maximum of 6 months from the date the student completes their coursework.*

Where the Institute extends the duration of an overseas student's enrolment through the issuing of a new CoE and the student's visa will expire prior to completion of the course, the student will need to apply to the relevant Government department for a new Student visa (subclass 500) to complete their study.

When it is determined that compelling grounds exist copies of the documentary evidence provided to support the claim must be kept on the student's file.

4.5. There will be a Course Progress Review Committee (CPRC), who shall report to the Teaching and Learning Committee (a sub-committee of Academic Board) and the Executive Management Committee of the Institute, and is comprised of:

- a senior academic, who shall be Chair of CPRC, appointed by the Executive Dean
- the chair of the InSPIRE team;
- two academic staff, one from each School;
- one administrative officer from Academic Services, who shall act as secretary (non- voting).

Wherever possible membership of the CPRC will ensure gender representation. A quorum of the CPRC is two.

## 5. Responsibility

### 5.1. Responsibilities for academic progress

#### 5.1.1. THE STUDENTS

Students are responsible for their own academic progress and are expected to maintain satisfactory academic progress. Students who have been identified as either fulfilling the criteria for unsatisfactory academic performance, or who are at risk of fulfilling the criteria for unsatisfactory academic performance, are expected to take steps to improve their performance including seeking feedback from academic and administrative staff, using available academic and other support services and participating fully in the development and implementation of an intervention plan.

#### 5.1.2. THE SCHOOLS

The staff within the Schools are responsible for providing a supportive learning environment that will enable students to improve their academic performance. Each School that offers a unit or course is responsible for monitoring the academic progress of all students enrolled in that unit or course in accordance with this policy.

#### 5.1.3. COURSE PROGRESS REVIEW COMMITTEE (CPRC)

CPRC will be responsible for implementing procedures to identify students who have failed to meet progression requirements during the trimester and after the ratification of results each trimester. CPRC will also be responsible for determining if compelling circumstances exist that would result in the extension of a student's course duration.

#### 5.1.4. RESPONSIBILITY FOR MONITORING ACADEMIC PROGRESS DURING THE TRIMESTER

The School, including the relevant academic staff, will be responsible during each trimester for the continual monitoring of the academic performance of students in the units they teach; and will report the results of the monitoring process to CPRC or nominee.

CPRC will generate each student's progression report at the end of each trimester from student management systems to review academic/course progress and detect students whose performance in the trimester has been unsatisfactory. Such students are deemed to be "at risk". Those identified as at risk, depending on the level of at risk, will be:

- provided with academic and other support services to enable them to develop specific skills that will assist them to improve their academic performance;

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Page 6 of 13

- may have conditions imposed on their continued enrolment;
- receive direct communication indicating their level of risk and the action required from them to maintain satisfactory course/academic progress.

## 5.2. Other Responsibilities

- 5.2.1. The Academic Board is responsible for the scheduled review of this policy and procedure.
- 5.2.2. The Academic Registrar is responsible for the operational implementation of this policy and procedure and for reporting to the Academic Board at least once a year as to the origins, numbers and outcomes of students who have unsatisfactory academic performance, and of appeals against exclusion for unsatisfactory academic performance.

## 6. Procedure

### 6.1. Progression

- 6.1.1. The Academic Board determines the criteria for unsatisfactory academic performance, as detailed in this policy and procedure.
- 6.1.2. The Institute will monitor academic progress for each student against progression requirements, using reports generated by its student records management systems on progression rate and progress towards completion; and any other progression requirements specific to each School and course structure.
- 6.1.3. A student who fails a unit more than once must seek academic advice from the Centre of Learning and the School prior to further enrolment for the next trimester.

### 6.2. Triggers for identifying students at risk of not meeting Progression Requirements

- 6.2.1. The Institute will identify students at risk of not meeting the Institute's progression requirements by using early-intervention strategies. A range of intervention strategies are available for students thus identified, including counselling, academic and English language assistance.
- 6.2.2. At the end of each trimester, the Institute will identify students who meet the criteria for unsatisfactory academic performance.

### 6.3. Three stages of unsatisfactory academic performance

- 6.3.1. At the end of each trimester, the Institute will generate a progression report of students who satisfy the criteria for unsatisfactory academic performance, and a progression profile for each student identified in the report.
- 6.3.2. The report will classify students identified as being "at risk" into three stages.
- If a student appears in the progression report for the first time, he/she is classified as being in Stage 1 - student at risk ("Stage 1").
  - If a student who is already in Stage 1 appears in the progression report for the second consecutive time, he/she is classified as being Stage 2 ("Stage 2") and will be asked to "show cause" why they should not be excluded from their course. The outcome of a show cause hearing can be either a conditional enrolment or exclusion.
  - If a student is classified as being Stage 2 and is subject to conditional enrolment, and appears in a consecutive progression report, he/she is classified as being Final Stage for exclusion ("Final Stage").
- 6.3.3. Students classified as Stage 1 or Stage 2 who have attained satisfactory academic performance in either Trimester 1 or 2 will have their classification reduced by 1.
- 6.3.4. In Trimester 3, the CPRC will take the number of units in which the student was enrolled into account when determining how to treat a student. Normally the status of a student with an enrolment of just one unit will not be changed, regardless of performance.

### 6.4. Stage 1 – Student at Risk

- 6.4.1. The Institute will communicate to each student on Stage 1:
- that he/she is classified as Stage 1, having satisfied the criteria of unsatisfactory academic performance.
  - that he/she must meet (specified) academic support advisors.
  - that their performance will be monitored and if it does not improve that the student will be classified as Stage 2.
  - the requirements the student needs to meet to have satisfactory academic performance.
  - the availability of study help programs to assist the student in improving their academic performance.





- 6.4.2. A student who is classified as being in Stage 1 may seek an informal review of the classification with CPRC within 10 working days of the date of the notification. CPRC will review the classification of Stage 1 within 10 working days of the date of the student's request to review is received. CPRC will make such enquiries and determinations as it thinks fit. CPRC will exercise academic judgment, taking account of the student's overall performance in the course and other relevant issues.
- 6.4.3. The Institute will offer students at Stage 1 advice and assistance through academic support advisors.
- 6.4.4. At the meeting with the academic support advisor(s), the student and the advisor(s) will formulate an intervention plan to assist the student to improve their academic performance.
- 6.4.5. The objectives of the intervention plan are to provide advice and information to enable the student access to appropriate learning resources and assistance and other support, to assist the student to improve their academic performance in the next trimester, and to identify actions that will help the student make satisfactory progress in future trimesters. The plan will act as an action plan for the student and a clarification of the expectations of the relevant School.
- 6.4.6. The appropriate intervention plan will vary according to:
- the needs of individual students,
  - the nature of the course delivery format or location, and
  - the range of services available;
  - and may include enrolment in a reduced number of units, within the minimum rate of accrual of credit under course progression requirements, compulsory attendance at study assist programs or other appropriate assistance.
- 6.4.7. All communication with the student including the intervention plan will be added to their progression profile.

## 6.5.Stage 2 – Being asked to Show Cause

Students classified as Stage 2 are those who the Institute considers a very high risk of being unable to successfully complete their academic program.

6.5.1. The Institute will communicate to each student classified as Stage 2:

- that he/she is being considered for exclusion from their course; and
- to show cause, that is, to provide a satisfactory explanation with justification, for why he/she should not be excluded from the course.

Students will be asked to provide documentary evidence for any circumstances beyond their reasonable control that may have affected their progression.

- a student must provide their response to the show cause notification within 10 working days of the date of the notification.

6.5.2. CPRC will consider the progression profile of the student and the student's response to the show cause letter, and decide on one of the following two options:

- Option 1: The student to be placed on conditional enrolment for another trimester, remaining classified as Stage 2. CPRC will specify the conditions.
- Option 2: The student is excluded from the course for unsatisfactory academic performance

6.5.3. CPRC will communicate the decision to the student in writing.

6.5.4. The student has the right of appeal against a decision made under clause 6.5.2 in accordance with the Academic Appeals Policy and Procedure, and may withdraw from the appeals process at any time.

6.5.5. If the student does not appeal, they will be deemed to have accepted the conditional enrolment or exclusion (being a decision made under clause 6.5.2 Option 1 or 2).

## 6.6. Final Stage – Exclusion

- 6.6.1. A student will reach the Final Stage if they are classified Stage 2 and continue to have unsatisfactory academic performance.
- 6.6.2. CPRC will normally exclude students classified as Final Stage. However, it is not mandatory that a student at Final Stage be excluded. CPRC are expected to exercise academic judgment, taking account of the student's overall performance in the course and other relevant issues. In only very exceptional circumstances will a student who has reached Final Stage more than once not be excluded.
- 6.6.3. If a student in the Final Stage is not recommended for exclusion, they will remain Stage 2 with any conditional enrolment specified by CPRC.

## 6.7. Timing of exclusion recommendations

The Academic Registrar will identify a deadline for exclusion recommendations to be submitted by CPRC for each trimester.

## 6.8. Notification of exclusion

- 6.8.1. CPRC will advise the student (normally via student email and express post) of the Institute's decision to exclude them, for unsatisfactory academic performance and inform them that they are entitled to appeal the decision in accordance with the Academic Appeals Policy and Procedure including the deadline to submit an appeal. The notification to international students studying in Australia will state that the Institute is required to report them to:
- the Secretary of Department of Education, through PRISMS, and that they waive their right to an external review process if they fail to lodge an internal appeal; and
  - The relevant Government department, for unsatisfactory academic performance as this may affect the student's visa. The date the notice of decision to exclude is sent will be the 'effective date' of commencement of the period of exclusion.
- 6.8.2. If the student at the expiry of 20 working days lodges no appeal after the date of the notice of decision to exclude, the Academic Registrar (or nominee) will arrange for the student's enrolment to be cancelled as of the 'effective date'.

## 6.9. Effect of exclusion

- 6.9.1. A student who has been excluded from their course may not be readmitted to that course for a period of 12 months from the 'effective date' of exclusion. Readmission is not automatically granted. Normally readmission will only be granted if there has been a change in student circumstances that lead MIT to believe that there may be a change in level of student engagement. The student must apply for readmission into the course in the normal way. Where a course entry application deadline falls before the expiry of the 12-month period of exclusion (for the course to which the exclusion applies) the student is entitled to lodge an application. If accepted for readmission, the student may recommence in the trimester immediately after the exclusion period expires, or the next available Trimester. A student who is so readmitted will be classified as Stage 2, and will be subject to an intervention plan.
- 6.9.2. A student who has been excluded from a specific course may apply for admission to other Institute courses during their period of exclusion, provided they meet the normal application and entry requirements. If, however, a student is admitted to another course, the exclusion from the original course will remain in effect.
- 6.9.3. A student who has been excluded is not an enrolled student of the Institute during their period of exclusion unless they are subsequently admitted to another course and complete the enrolment process.
- 6.9.4. The Institute will report the exclusion of international students studying in Australia to the Secretary of Department of Education through PRISMS when:
- an appeal does not succeed following the expiration of relevant deadlines and/or completion of the Institute's internal and external appeal processes; or
  - the student chooses to withdraw from the internal and external appeal processes by notifying the Institute in writing.

## 6.10. Effect of exclusion on an Australian student visa

Australian student visa requirements may be breached where an international student studying in Australia has been excluded for unsatisfactory academic performance. The Education Services for Overseas Student Act 2000 (ESOS Act) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code) require that the Institute notify such students to the Secretary of Department of Education, through PRISMS, and to the relevant Government department, for unsatisfactory academic performance as this may affect their student visa.

### 6.11. Appeals

Student appeals will be handled in accordance with the Institute's Appeals Policy and Procedure.

### 6.12. New Students with Poor Prior Records

Where a new student has been admitted with 50% or more fails from another institution (s), the student will be subject to an intervention plan. The student will not be classified as at risk, but their performance will be closely monitored.

## 7. Implementation and Communication

This policy and procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- Staff professional development.

## Supporting Documents

Legislative Context:

ESOS Act 2000

MIT Policies and Procedures

Academic Appeals Policy and Procedure Equity and Diversity Policy and

Procedure InSPIRE Program Guidelines

Associated documents:

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code)

Department of Home Affairs/relevant Government department AQF (Australian Qualification Framework 2013)

TEQSA (Tertiary Education and Quality Standard Agency)