



## **Kent Institute of Business and Technology Intervention Strategy with regard to students who fail to pass 50% of the subjects undertaken per semester.**

According to the Department of Immigration and Citizenship (DIAC) new regulation which takes effect from 1<sup>st</sup> July 2007, students must pass a minimum of 50% of the subjects undertaken per semester. According to DIAC, this means half a year of academic studies or about 4-5 subjects undertaken at Kent Institute depending on which semester.

To ensure students are given every opportunity to get over the 50% threshold, the school has drawn up an intervention strategy so that students will be aware of the process.

### **Reassessment policy**

1) At the end of each study block, the college will contact all those students who failed a subject in that block within 3 work days after the end of the block. Students will be asked to see the Course Coordinator for a counselling session and to discuss the reasons for the poor performance. The student will be given the opportunity for reassessment within a period of two weeks after the counselling session. A reassessment fee of \$100 will apply.

2) Students will be required to see the teacher in charge to arrange a time and place to do the reassessment. Students are allowed two opportunities to pass the failed subject. To ensure fairness, students will be given the opportunity to access the teacher in charge who will offer support and additional resources as required to prepare them for the reassessment.

3) If the student does not pass the subject on the second attempt, it will be recorded as a fail. Students will have to redo the subject at the student's own expense when the subject is being offered the next time round.

### **Appeal Policy**

1) Should a student pass less than 50% of the subjects undertaken within the 6 months of study or two semesters in the school's timetable/academic calendar, the student will be informed via mail and given 20 working days to explain why they should not be reported to DIAC.

A valid appeal will normally fall within the following circumstances:

- the student believes that the assessment was unfair and/or
- the student feels that the process was inappropriate or unfair and/or
- due to other compassionate grounds.



2) Before making an appeal, the student should discuss the matter with the department concerned in an attempt to reach a decision. Should the student not be satisfied with the outcome, the student must lodge a formal Assessment Appeal Form (available from the administration office) within 7 days of the initial discussion and addressed to the student service manager of Kent Institute of Business and Technology. The manager will attempt to resolve the matter with the student. Should the matter not be resolved, the school will appoint an independent party in an attempt to resolve the matter. The decision of the independent party will be final.

3) If the procedure 1 and 2 are exhausted, then the student will be reported to DIAC.

### **Reporting students to DIAC**

At the end of the each six monthly period the performance of each student will be reviewed. Those students who have not successfully completed 50% of the total subjects taken during the semester will be reported to DIAC (subject to possible appeals).

1) Once the student is reported to DIAC, the student's visa will be revoked by that department unless the student can provide evidence to DIAC that:

- The student reported is the wrong student
- The student complains that the Immigration law is unfair
- The student has exceptional/narrow compassionate but valid grounds such as students family bereavement or hospitalisation (medical certificate from the GP does not count).

2) Once the student's visa is revoked by DIAC, the student has 28 days to leave the country.

Authorised by:  
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