



Australian Guild of Music Education

Academic Appeals Policy

Governing authority	Academic Board
Responsible officer	Program Director
Date of approval	March 2019
Date of effect	March 2019
Version No.	V1
Review date	January 2022

1. Purpose

This policy provides a fair and equitable framework for academic appeals in AGME's accredited higher education course.

2. Scope

This policy applies to all AGME higher education students and staff. This policy outlines the principles and process for student appeals against academic decisions in relation to assessment and course progression.

3. Objectives

AGME provides students enrolled in the Bachelor of Music course with transparent decision-making processes and avenues of appeal based on the principles of procedural fairness. Students are able to make academic appeals in relation to assessment and course progression decisions.

4. Implementation

All academic teaching staff are responsible for implementing this policy with academic leadership provided by the Program Director, with oversight by the Academic Board and the Student Progress Committee.

5. Policy

AGME's appeal processes are based on principles of natural justice, and are applied fairly and equitably.

5.1 Assessment grade appeals

Students who lodge an academic appeal against assessment results will not be subject to discrimination at any stage of the process, and confidentiality will be maintained.

Students are encouraged to consider whether to apply for Special Consideration rather than lodging an assessment grade appeal.

There are two stages in appeals against assessment decisions:

Stage one

1. The student is to complete the appeal form (available on the AGME website) and provide supporting evidence for the appeal within a reasonable time frame of receiving the marked assignment.
2. The Student Progress Committee will, upon submission of the appeal to the Program Director, review all evidence and decide whether to accept the appeal.
3. If the appeal is not accepted, the Program Director will notify the student in writing of the reasons for the Committee's decision in a timely manner.
4. If the appeal is accepted, the Committee will appoint a second assessor to mark the submitted assessment based on the assessment criteria specified in the unit outline.
5. The Student Progress Committee will consider the assessment feedback and mark awarded by both the first and the second assessor and come to a decision about the appeal.
6. The Program Director will contact the student in a timely manner with the outcome of the appeal and the reasons for the Committee's decision.

Stage two

1. If the student is dissatisfied with the outcome of stage one of the appeals process, the student may submit an appeal against the Student Progress Committee's decision via an application to the Appeals Committee, which may comprise member/s of the Academic Board, the Board of Examiners, the Higher Education Committee or other AGME academic staff as appropriate. Members of the Student Progress Committee are not eligible to serve on the Appeals Committee.
2. The Chair of the Appeals Committee will notify the student of the Committee's decision and reasons for the decision within two weeks of the application.

5.2 Breach of progression rules appeals

Students found to be in breach of one or more progression rules by the Student Progress Committee will be notified by the Program Director. The Program Director will provide students with information on the specific progression rules that have been breached and the consequences.

Students who lodge an academic appeal against a finding of breach of progression rules by the Student Progress Committee will not be subject to discrimination at any stage of the process, and confidentiality will be maintained.

If a student in breach of progression rules wishes to make an appeal against a decision made by the Student Progress Committee:

1. The student is to complete the appeal form (available on the AGME website) and provide supporting evidence for the appeal within a reasonable time frame of receiving the Committee's decision.
2. The appeal documentation will be considered by an ad-hoc Appeals Committee which may comprise member/s of the Academic Board, the Board of Examiners, the Higher Education or other AGME staff as appropriate.

Members of the Student Progress Committee are not eligible to serve on the Appeals Committee.

3. The Chair of the Appeals Committee will notify the student of the Committee's decision and reasons for the decision within two weeks of the application.

6. Definitions

Assessment

A process used to determine a student's achievement of expected learning outcomes and may include a range of written, oral and practical methods. It also includes gathering information from multiple and diverse sources in order to develop a clear understanding of what students know, understand, and can do with their knowledge as a result of educational experiences; and it culminates when assessment results are used to improve student learning.

Assessment criteria

A clearly articulated description of the level of attainment that acts as a stable reference point or recognised measure for the purposes of reaching a decision on the quality of a student's submitted assessment.

Course

A course or other set of units, *units* of study/competency or other defined work requirements, the completion of which makes the student eligible for the granting of an Award or other formal record of achievement by the Guild.

Natural Justice

The principles of *natural justice* that decision makers under this policy must follow are broadly summarised as follows:

- a) All parties to the matter(s) in dispute have a right to be heard before a decision is made, including the right to respond to any statements or evidence that may prejudice their case.
- b) All relevant submissions, information and evidence to be considered by the decision-maker will be disclosed to all parties prior to the hearing. Matters that are not relevant shall not be considered by the decision-maker.
- c) The decision-maker shall not be biased or appear to be biased (by a reasonable and informed bystander) nor have a vested interest or personal involvement in the matter being considered.
- d) There will be no undue delay in responding to complaints or appeals and all parties to such matters under this policy shall have the right to a representative of their choice, other than a currently practicing solicitor or barrister (except in extraordinary circumstances at a hearing with the prior leave of the Chair of Academic Board).

Special Consideration

Special consideration provisions in these procedures may allow a student to apply for supplementary assessment or some other form of consideration including a conceded pass in situations where it can be demonstrated that assessment has been adversely affected by some situation or circumstance beyond the student's control.

Unit

A *unit* of study, unit of competency, module or other similar component of a *course* that has an allocated identification code and is given a result which appears in a

student's record.

7. Related policies and procedures

- Student Support Policy
- Student Handbook
- Student Progression Policy
- Assessment and Moderation Policy

8. Review

This policy will be reviewed every three years by the Academic Board or as considered necessary.