

Australian Guild of Music Education

AGME Student Progression Policy

Governing authority	Academic Board
Responsible officer	Program Director
Date of approval	8 February 2018
Date of effect	8 February 2018
Version	V1.1
Review date	22 March 2019

1. Purpose

This policy provides a framework for monitoring students' satisfactory and unsatisfactory progression in AGME's accredited Bachelor of Music course. The policy outlines the process for mechanisms for maintaining the integrity of the course, for intervening with students who demonstrate unsatisfactory progress, and for intervening with students who may exceed the maximum candidature of the course.

2. Scope

This policy applies to academic staff and students in AGME's higher education community.

3. Objectives

The following objectives underpin this policy:

- To provide a consistent, clear and documented process for monitoring course progression requirements in the Bachelor of Music;
- To identify students at risk of exceeding the maximum candidature for the course, and to ensure the currency of students' disciplinary knowledge and the integrity of the course; and
- To intervene with students showing unsatisfactory progress and who are therefore at risk of not completing the course;

4. Implementation

The Academic Board is responsible for overseeing and monitoring student progress throughout the Bachelor of Music.

The Student Progress Committee is responsible for oversight of processes for identifying and intervening with students who do not meet course progression requirements, and students at

risk of not completing the course within the maximum course candidature period.

Unit Coordinators are responsible for managing student progress within units.

5. Monitoring Student Progress

AGME is committed to monitoring student progress and ensuring that students who are at risk of unsatisfactory progress are identified, monitored and offered support.

The following mechanisms are used by AGME to monitor course progression:

- clearly outlining Course Progression Rules for students in Orientation sessions and in unit outlines (refer to Appendix one);
- identifying and monitoring students regarding their unsatisfactory progress measured against Course Progression Rules;
- ensuring decision-making about student progress is transparent and fair; and
- providing mechanisms for monitoring and intervening with students at risk of not completing the course within maximum course candidature.

The Student Progress Committee is responsible for:

1. tracking students' progress through the course;
2. monitoring and intervening with students at risk of not completing the course within maximum course candidature;
3. making procedurally fair decisions;
4. monitoring and intervening with students demonstrating unsatisfactory course progression, including
 - recommending actions to increase their chances of academic success,
 - applying restrictions or conditions to enrolment or subject selection,
 - suspending enrolment for a finite period of time, or
 - terminating enrolment in the course;
5. reporting on course progression to the Academic Board and Higher Education Committee, including suggestions for policy review.

6. Course Progression Rules

The following course progression requirements have been approved by the Academic Board: Students will be deemed to have made unsatisfactory course progression when:

- they fail 50% of their enrolled units in a semester period;
- they withdraw from all enrolled units in a semester period after the census date;
- they fail the same assessment or unit a second time;
- they withdraw from a unit they have previously failed; and/or
- a student fails to meet a condition which has been imposed as part of an earlier academic progress review process;

Students are responsible for making satisfactory academic progress in the course and must maintain a satisfactory academic standard to be allowed to continue in their studies.

Students are not permitted to enrol in Performance 201 until all subjects in Year One of the course have been passed.

Students are not permitted to enrol in their specialisation subject in the third year of the course until all subjects in Year Two of the course have been passed.

Students who are contacted by the Student Progress Committee as a result of unsatisfactory

course progression will be invited to submit a written response to the committee to show cause why:

- their unsatisfactory progress should not be recorded on their academic record; or
- they should not be placed on restricted enrolment; or
- they should not be suspended from the course of study; or
- their enrolment should not be terminated.

7. Course Withdrawals and Leave

Students may apply to withdraw from the course or to take a period of leave (also known as deferment) if they are in good standing (that is, not in breach of the progress rules) by completing the course withdrawal declaration form before the relevant census date. Students can re-enrol in the following semester (either at the commencement of a year or mid-year) in the next relevant intake permitted under the usual course progression rules. The maximum period of course leave is 12 months.

The Program Director is responsible for approving applications for withdrawal or deferment from the course.

8. Definitions

Students at risk of unsatisfactory course progress

Students who are not progressing through the course of study as required, and therefore at risk of not completing the course.

Course

A course consisting of units of study or other defined work requirements, the completion of which makes the student eligible for the granting of the Award of Bachelor of Music or other formal record of achievement by AGME.

Restricted enrolment

A student is not usually permitted to enroll in designated subjects until prerequisite subjects have been completed satisfactorily.

Suspension

A student's enrolment in the course is suspended for a designated period of time.

Termination

The cancellation of a student's enrolment in the course. The student may re-apply for entry into a course after a period of twelve (12) months.

Natural Justice

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

- 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.
- 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 will not be considered by the decision-maker.
- The decision-maker will not be biased or appear to be biased (by a reasonable and informed bystander), or have a vested interest or personal involvement in the matter being considered.
- 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).

Unit

A unit of study, unit of competency, or other similar component of the course that has an allocated identification code and is given a result which appears in a student's record.

Unsatisfactory Progress

Where a student fails to meet defined required minimum standards for progression in a *course* or fails to comply with a valid conditional enrolment agreement or other requirement, progress may be deemed to be unsatisfactory.

9. Related policies and procedures

- Students at Risk Policy
- Assessment Moderation and Academic Appeals Policy

10. Review

Review: three years from commencement or as considered necessary.

Appendix One: Unsatisfactory Course Progression

Students will be deemed to have made unsatisfactory course progression when:

- they fail 50% of their enrolled units in a semester period;
- they withdraw from all enrolled units in a semester period after the census date;
- they fail the same assessment or unit a second time;
- they withdraw from a unit they have previously failed;
- the student fails to meet a condition which has been imposed as part of an earlier academic progress review process;
- their grade point average falls below a pass grade;
- they continue to not meet AGME's attendance requirements after student at risk arrangements have been put in place;
- they will not complete the course within the maximum specified candidature.