



Exclusion From a Course or Unit Policy and Procedure

1. Preliminaries

The purpose of this policy is to describe the exclusion of an Australian Guild of Education ('AGE') student for non-compliance based on academic misconduct or academic progress, related to either a course of study or a unit.

2. Definitions

Terms not defined in this document may be in the AGE glossary.

Terms and definitions

- **PRISMS:** Provider Registration and International Student Management System

3. Policy Statement

Exclusion from a Course

3.1 Unsatisfactory Course Progression

A student who has been identified as making unsatisfactory course progression under the terms of the *Course Progression Policy and Procedure* within their:

- a. Provisional Entry Qualifying Period (equivalent to one term); and/or
- b. after the implementation of an Academic Progress Intervention Strategy may be excluded from their course of study.

3.2 Academic Misconduct

A student who is a candidate in an AGE course who has been involved in academic misconduct on two (2) or more instances during their period of candidature may be permanently expelled from AGE, in line with the *Student Academic Integrity and Honesty Policy*. The offending student's candidature is cancelled and s/he is not eligible to enrol in any AGE course for a period of two (2) academic years.

3.3 Where the Student is a Graduate

Where AGE has admitted a student to a degree (or other award of AGE) and academic misconduct occurring within the student's candidature is substantially alleged and eventually substantiated:

- a. the student concerned is recorded as "failed" in any relevant unit or other component of the course of study from which he or she graduated;
- b. conferral of the degree is rescinded;
- c. the student's name is deleted from AGE's Register of Graduates; and

- d. the student is required to return the AGE testamur and final academic transcript to AGE.

3.4 Notification

- a. Where the penalty of exclusion from enrolment, either for a specified period or permanently, is determined, the Academic Director or delegate notifies the Registry. It is the Registry Department's responsibility to notify the student, together with the student's rights of appeal and the appellate processes involved.
- b. The Registry Department also has responsibility for ensuring that the student's record is appropriately notated, and the determination enforced.

3.5 Exclusion from a Higher Education (HE) Unit

- a. A student who is admitted into a HE course may only take a unit twice. That is, they cannot re-enrol in a subject which they have already twice failed. At this point, the student is excluded from further study in that unit.
- b. If the unit is an elective unit and not a core requirement to the degree structure, the student may be allowed to remain a candidate if they are making satisfactory course progression overall (see the *Course Progression Policy and Procedure*).
- c. If the unit is a core requirement to the course structure, the student may be excluded from the course overall.
- d. The student may appeal to the Registrar in writing to 'show cause' why they should be allowed to enrol in a unit for a third time. The Registrar will either:
- confirm the student's exclusion from the unit, or
 - permit their re-enrolment in the unit for the third and final time.

4. Responsibilities

Records management

- 4.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised AGE recordkeeping system.

5. Procedures

5.1 The student will be notified of AGE's intention to cancel their candidature through an Exclusion Letter. This will include a 'Notice of Intent to Report', if they are an international student.

5.2 Upon receipt of this notification students have twenty (20) working days to access AGE's grievance resolution procedures in accordance with the *Student Grievance Handling Policy and Procedure*, and in writing 'show cause' why they should not be excluded from the course and have their candidature cancelled.

5.3 Appeals are referred to the Registrar for hearing and determination. A student may appeal on the following grounds:

- failure to record or calculate a student's marks accurately.
- compassionate or compelling circumstances; or
- intervention strategies have not been implemented appropriately by AGE.

5.4 If a student accesses the appeals process, the Registrar will either:

- a. **Confirm the student's exclusion** (student's appeal unsuccessful) – the student is to be informed in writing that their candidature has been terminated and the reasons why. In the case of exclusion of an international student:
- AGE will not report any cancellation of the international student's enrolment (via PRISMS) within the twenty (20) working days students are given to access the grievance procedure or until the internal review process is completed.
 - Once the appeals process is finalised and the student is deemed as having failed to maintain satisfactory course progress, AGE will report this via PRISMS as soon as practicable.

Students who are excluded for reasons of unsatisfactory course progress are not eligible to enrol in any AGE course at an equivalent or higher level for a period of two (2) academic years.

- b. **Permit the student's re-enrolment for a subsequent term.** Students are to be placed on another Academic Progress Intervention Strategy that provides the student with ongoing support. At the Internal Monitoring of Grades at the end of this subsequent term's enrolment, the student is to be identified as either:

- c. **Maintaining satisfactory course progress**

In this case, the following steps apply:

- Academic Progress Intervention Strategy requirements are removed;
- the student is allowed to enrol as per normal; and
 - *if an international student*: resultant changes in course completion times are noted in PRISMS, and a new Confirmation of Enrolment (CoE) is issued.

- d. **Not maintaining satisfactory progress**

In this case, the student will be excluded from the course and receive written confirmation (see process above).

5.5 If a student does not access the appeals process within the twenty (20) working day period, or withdraws from the process, their course exclusion is to be confirmed in writing. For international students, notification is made via PRISMS, as soon as practicable.

6. Related Legislation and Documents

Internal Documents

- Course Progression Policy and Procedure
- Exclusion Letter
- Graduation and Awards Policy and Procedure
- Student Academic Integrity and Honesty Policy
- Student Admissions Policy and Procedure
- Student Grievance Handling Policy and Procedure

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021 www.legislation.gov.au/Details/F2021L00488	Under <i>Standard 1</i> <ul style="list-style-type: none"> • Standard 1.3 Under <i>Standard 2</i> <ul style="list-style-type: none"> • Standard 7.2
National Code of Practice for Providers of Education and Training to Overseas Students 2018 www.legislation.gov.au/Details/F2017L01182	<ul style="list-style-type: none"> • Standard 8

Higher Education Standards Framework

6.1 This policy and procedure complies with the HESF (Threshold Standards) 2020, Standard 1.3, which states:

- a. Successful transition into courses of study is achieved through orientation programs that are tailored to the needs of student cohorts and include specific consideration for international students adjusting to living and studying in Australia.
- b. Specific strategies support transition, including:
 - i. assessing the needs and preparedness of individual students and cohorts
 - ii. undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
 - iii. providing access to informed advice and timely referral to academic or other support.
 - iv. Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes.
 - v. Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study.
 - vi. Trends in rates of retention, progression, and completion of student cohorts through courses of study are monitored to enable review and improvement.
 - vii. Students have equivalent opportunities for successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study.

6.2 This policy and procedure also complies with the HESF (Threshold Standards) 2020, Standard 7.2, which states:

- a. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:
- b. information to give access to current academic governance policies and requirements including admission, recognition of prior learning, transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment.

National Code 2018

6.3 The National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8 states that:

- 8.1 The registered provider must monitor overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled.
- 8.2 The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.
- 8.3 The registered provider must monitor the progress of each overseas student to ensure the overseas student is able to complete the course within the expected duration specified on the overseas student's CoE.
- 8.4 The registered provider must have and implement documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.
- 8.5 The registered provider must clearly outline and inform the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.
- 8.8 The registered provider of a higher education course must have and implement a documented policy and process for monitoring and recording course progress for the overseas student, specifying:
 - 8.8.1 requirements for achieving satisfactory course progress, including policies that promote and uphold the academic integrity of the registered course, and processes to address misconduct and allegations of misconduct
 - 8.8.2 processes for recording and assessing course progress requirements
 - 8.8.3 processes to identify overseas students at risk of unsatisfactory course progress
 - 8.8.4 details of the registered provider's intervention strategy to assist overseas students at risk of not meeting course progress requirements in sufficient time for those overseas students to achieve satisfactory course progress
 - 8.8.5 processes for determining the point at which the overseas student has failed to meet satisfactory course progress.
- 8.13 Where the registered provider has assessed the overseas student as not meeting course progress or attendance requirements, the registered provider must give the overseas student a written notice as soon as practicable which:
 - 8.13.1 notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance
 - 8.13.2 informs the overseas student of the reasons for the intention to report
 - 8.13.3 advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- 8.14 The registered provider must only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - 8.14.1 the internal and external complaints processes have been completed and

- the decision or recommendation supports the registered provider, or
- 8.14.2 the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
- 8.14.3 the overseas student has chosen not to access the external complaints and appeals process, or
- 8.14.4 the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- 8.16 The registered provider must not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
- 8.16.1 there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
- 8.16.2 the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
- 8.16.3 an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- 8.17 If the registered provider extends the duration of the student's enrolment, the provider must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au

8. Document Control

Approval Review	Details
Governing authority	Academic Board
Responsible officer	Academic Director
Endorsed by	Board of Directors
Date of approval	7 March 2024
Date of effect	1 April 2024
Formatting Update	N.A.
Review date	1 April 2027
Version	V1 Est 2024