



AGME Student Progression Policy

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| Governing authority | Academic Board |
| Responsible officer | Academic Director |
| Date of approval | 8 February 2018 |
| Date of effect | 8 February 2018 |
| Review date | February 2021 |

1. Purpose

This policy provides a framework for monitoring student progression in AGME's accredited Bachelor of Music course. The policy outlines the process for ensuring mechanisms are in place for monitoring student progression, 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;
- To identify students at risk of exceeding the maximum candidature for the Bachelor of Music course, to ensure the currency of students' disciplinary knowledge and the integrity of the course.

4. Implementation

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

The Academic Director is responsible for oversight of processes for identifying and intervening with students at risk of non-completion, and failure to complete the course within the maximum course candidature period.

The Unit Co-ordinators are responsible for managing student progress.

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 requirements for students in Orientation sessions and in unit outlines;



- identifying and monitoring students regarding unsatisfactory progress;
- 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 Academic Director 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. reporting on course progression to the Academic Board and Higher Education Committee, including suggestions for policy review.

Students are responsible for making satisfactory academic progress in the course.

7. Course Withdrawals and Leave

Students may apply to withdraw from the course or to take a period of leave 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.

8. Definitions

Students at risk

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.

Exclusion

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:

- 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 will not be considered by the decision-maker.
- c) 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.
- 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).



Course Progression Rules

The course progression requirements approved by the 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. Review

Review: three years from commencement.