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## Course Progression Policy and Procedure

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### 1 Preliminaries

#### Commencement

1.1 This policy and procedure commences on 17 January 2024.

#### Purpose

1.2 This policy and procedure outlines how the Australian Guild of Education (“AGE”) will describe the satisfactory course progression of AGE students at the course or unit level.

#### Application

1.3 This policy and procedure applies to all AGE courses and units.

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### 2 Definitions

The following definitions apply in this document:

**Census Date** means the last date a student can withdraw from a unit without penalty, withdraw from a course without penalty, or apply for a leave of absence without remaining liable to pay for the unit, and without it appearing on the student’s academic transcript and statements.

**Engagement:** as defined in clause 4.5 of this policy.

**GPA (Grade Point Average)** means the addition of the value of each grade (HD-7, D-6, C-5, P-4, F-0) for each unit undertaken divided by the number of units taken.

**Satisfactory progress:** At the unit level is as defined in clause 3.1 of this policy; at the course level is as defined in clauses 3.3 and 3.6 of this policy.

**PRISMS:** Means the Provider Registration and International Student Management System database that is owned and maintained by the government and allows for the issuance of Confirmations of Enrolment, reporting on changes in course enrolments and facilitating the monitoring of student visa conditions.

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## 3 Policy Statement

### Unit Level

3.1 Course progress at the unit level is assessed by the unit lecturer. A student is deemed to be making satisfactory progress at the unit (subject) level when:

- a. Prior to the Census Date, they have logged onto their Learning Management System (LMS) enrolled unit page, accessed all relevant learning materials and resources and/or attended all classes.
- b. after the Census Date:
  - i. They achieve a passing grade or above; and
  - ii. They maintain 80% attendance for all classes.

3.2 AGE reserves the right to cancel a student's enrolment if the criteria in clauses a and b are not met or maintained.

### Course Level

3.3 Coursework students are expected to make satisfactory academic progress for each term of their enrolment. Satisfactory progress includes:

- a. successful completion of 50% or more of attempted units per teaching period (except for students currently on an Academic Progress Intervention Strategy who are required to successfully complete all attempted units);
- b. 80% attendance for all classes in each unit;
- c. following the course sequence, including the pre-requisites, and any other requirements as outlined in the course guidelines.

3.4 Where a student achieves a GPA under 1.99 in any teaching period, the academic status is noted as a serious fail and may result in academic dismissal.

3.5 Where a student achieves a GPA between 2.00 and 3.99 in any term, an intervention strategy will be implemented. If a student achieves this range for two consecutive teaching periods or three teaching periods in total, this may result in the student's enrolment being cancelled.

3.6 Where a student has achieved a GPA between 4.00 to 7.00 in any teaching period, this is deemed as satisfactory academic progress.

3.7 A student at risk of failing to make satisfactory course progress will be placed on an Academic Progress Intervention Strategy when:

- a. they fail 50% or more of attempted units per teaching period;
- b. they have not maintained 80% attendance for each class in each unit in the teaching period; and

- c. the student displays other academic and/or pastoral concerns which are affecting studies (that is, prolonged or regular extension requests and not attending required Academic Progress Intervention Strategy prescribed sessions).

3.8 A student may have their enrolment cancelled by AGE if they continue to make unsatisfactory course progress when:

- a. they are currently on an Academic Progress Intervention Strategy and they fail to meet the conditions of that Academic Progress Intervention Strategy; and/or
- b. they fail a unit on their second attempt.

3.9 It is a student's responsibility to understand and meet all the requirements of their course as stated in Student's Course Handbook or course guidelines. To qualify for admission to a pass a degree, the student must complete all the requirements of the course within the prescribed timeframe.

3.10 A student who wishes to lodge an appeal concerning any matter affecting their course progression is advised to follow the process outlined in the *Student Grievance Handling Policy and Procedure*.

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## 4 Procedure

### Monitoring Attendance

4.1 Lecturers for each unit will write to students whose projected attendance is below the 80% attendance threshold based on their record of attendance and lack of approval for low attendance. Lecturers are required to keep records of the advice and assistance provided to students in this category.

4.2 Lecturers may allow a student to progress where a student's attendance has fallen below the 80% threshold but is at least 70% of the projected attendance for the unit, and the student has met and received approval from the lecturer regarding the circumstances for low attendance.

4.3 If a student's attendance falls below 80% of the projected attendance for the unit without approval, the student is informed by Student Services that they have failed the unit.

### Monitoring Student Engagement

4.4 AGE will assess students to determine their course progress or engagement prior to Census Date to make sure they are validly enrolled.

4.5 Engagement is defined as a student logging onto their LMS enrolled unit page, accessing the e-textbook or having a hard copy of the textbook and/or attendance and participation in class (including if the student frequently walks out of the class, uses their mobile phone or does not bring resources such as pens, paper, calculators and other materials needed to engage in classroom activities).

4.6 If a student does not show engagement prior to Census Date and AGE (either academic or administrative staff) cannot contact the student, their enrolment will be automatically cancelled.

## Monitoring Course Progress

4.7 Progress at the course level is monitored and reported by the Head of Subject. Following the Internal Monitoring of Grades at the end of each term, students are identified as:

- a. maintaining satisfactory course progress and no further action is required;
- b. being at risk of failing to maintain satisfactory course progress and an Academic Progress Intervention strategy is implemented. This is deemed an 'early warning notice' and is an indicator of a student being at risk of unsatisfactory progress; or
- c. not maintaining satisfactory progress and may be excluded from a unit or course in accordance with the *Deferment, Suspension and Cancellation of Study Policy and Procedure*.

4.8 Where analysis of course progress shows a concern of risks, consideration will be given to amendments to admission policies and improvements to teaching, learning and support strategies.

## Intervention Procedure

4.9 If, at any point in the teaching period, a student is identified as being at risk of failing to maintain satisfactory course progress, the AGE Registrar (Or equivalent officer) or Academic Director will notify the student in writing that they are being placed on an Academic Progress Intervention Strategy.

4.10 The Academic Progress Intervention Strategy is an 'early warning notice' sent to students identified as at risk and contains one or more of the following requirements:

- a. to meet with the Discipline Head to discuss the student's progress;
- b. to reduce the student's study load;
- c. to take a leave of absence;
- d. to obtain academic study skills and/or language assistance;
- e. to improve attendance;
- f. to be placed in a suitable alternative unit or course of study;
- g. to be referred to counselling sessions to receive assistance with personal issues that may be influencing the student's progress; and/or
- h. a combination of any of the above.

4.11 The student identified as at risk is also warned that they will need to improve their course progression to a satisfactory level to maintain their candidature. Failure to maintain satisfactory course progression may lead to the student being excluded from the course (and for international students being reported via PRISMS, depending on the outcome of any appeals process).

4.12 For international students, if their academic non-progress indicates a delayed completion date, AGE will access PRISMS to issue a new Confirmation of Enrolment (CoE) with a revised completion date. A copy is to be placed on the student file and provided to the student.

4.13 Students who are on an Academic Progress Intervention Strategy will have their academic progress reviewed at the subsequent term's Grade Ratification Committee meeting. At this meeting, students are identified as one of the following categories:

- a. Successful Implementation: Student has made satisfactory course progress.
  - i. The student is informed of their removal from the Academic Progress Intervention Strategy.
  - ii. The student is allowed to enrol as per normal.
- b. Unsuccessful Implementation: Student deemed not to be maintaining satisfactory course progress or has not met other requirements of the Academic Progress Intervention Strategy.
  - i. Student to be excluded from award and not allowed to re-enrol. See *Exclusion from Unit and Course Policy and Procedure*.

## Appeals Procedure

4.14 Any student who wishes to lodge an appeal concerning any matter affecting their course progression or course attendance is required to follow the procedure set out in the *StGrievance Handling Policy and Procedure*.

4.15 Where the student has provided a successful appeal, the Subject Head or Academic Director will decide whether an intervention strategy will be necessary for the student.

## Transfer of a Course of Study

4.16 Domestic students wanting to change their course of study must complete the *Variation of Enrolment Form*.

4.17 International students who have not completed at least six (6) months of their principal course must complete the online *Application for Release Form*.

4.18 All students must ensure they meet the admission criteria and that the change will not preclude them from progressing in their intended course of study.

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## 5 Procedures

5.1 Staff must maintain all records relevant to administering this policy and procedure in AGE's record-keeping system.

## 6 Related Legislation and Documents

### Institute Documents

6.1 The following documents are related to this policy and procedure:

- a. Application for Release Form
- b. Deferment, Suspension & Cancellation of Study Policy and Procedure
- c. Assessment and Grading Policy and Procedure
- d. Student Admissions Policy and Procedure
- e. Student at Risk and Early Intervention Policy and Procedure
- f. Grievance Handling Policy and Procedure
- g. Variation of Enrolment Form.

### Applicable External Standards and Codes

6.2 This policy and procedure complies with the following standards and codes:

Standards/Code	Standards/Clauses
<b>Higher Education Standards Framework (Threshold Standards) 2021</b> <a href="http://www.legislation.gov.au/Details/F2021L00488">www.legislation.gov.au/Details/F2021L00488</a>	Under <i>Standard 1 – Student Participation and Attainment</i> : ▶ Standard 1.3 Under <i>Standard 2 – Learning Environment</i> : ▶ Standard 2.2 Under <i>Standard 7 – Representation, Information and Information Management</i> : ▶ Standard 7.2
<b>National Code of Practice for Providers of Education and Training to Overseas Students 2018</b> <a href="http://www.legislation.gov.au/Details/F2017L01182">www.legislation.gov.au/Details/F2017L01182</a>	▶ Standard 8 – Overseas student visa requirements

## 7 Feedback

7.1 AGE staff and students may provide feedback about this document by emailing [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au) for such feedback to be incorporated into a future review.

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## 8 Document Control

Approval Review	Details
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