

ACADEMIC PROGRESSION AND INTERVENTION POLICY AND PROCEDURE

Responsible Officer	Executive Dean of Academic Affairs
Approved by	Academic Board
Approved	20 November 2020
Commenced	20 November 2020
Review by	September 2023
Relevant Legislation and Policies	<ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 • Education Services for Overseas Students (ESOS) Regulations 2001 • Higher Education Standards Framework (HESF) 2015 • Higher Education Support Act (HESA) 2003 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) • National Standards for Foundation Programs • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Responsible Organisational Unit	Academic Affairs

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1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

AIM is committed to ensuring that all students are supported throughout their course of study to assist them to achieve the qualification for which they have enrolled and to ensure students comply with government legislation regarding academic progress.

Students will be advised of the Institute’s intervention strategies and their obligations in relation to these strategies during orientation. A copy of all the relevant policies and procedures are available on Sharepoint.

1.2 Application

This policy and procedure applies to the delivery of all accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever accredited AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Purpose

The purpose of this policy is to detail the process for monitoring and applying interventions relating to the students’ academic progression.

1.4 Principles

Students:

- Should progress through their course in accordance with legislative requirements;
- Are identified if they are:
 - a. not making satisfactory course progress through unsatisfactory academic performance and/or
 - b. ‘at risk’ of not making satisfactory course progress
- May be put on academic support or suspended from their studies or have their studies deferred as per the *Deferring, Suspending, Withdrawing, Cancelling Student Enrolment Policy and Procedure*
- Enrolment may be extended where it is clear that the student will not complete their course within the expected duration, as specified on the student’s eCoE, as a result of compassionate or compelling circumstances; or
- Should be advised of their academic progress and provided with an appropriate range of support
- Will be reported to the relevant government department if there is a breach of legislative requirements.

1.5 Scope

This policy and procedure applies to all students studying an AIM Foundation Program or Higher Education course.

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1.6 Coverage

This policy and procedure applies to all AIM Foundation Programs and Higher Education courses offered at the Sydney and Melbourne campuses.

1.7 Special Conditions or Exceptions

N/A

2. Procedures

2.1 Student Requirements

2.1.1 Academic Progression

Academic progression is the process by which a student is able to advance in their course of study through progressively meeting the academic and administrative requirements for the course.

All Students must:

- achieve a grade pass for all enrolled units of study per Study Period
- maintain a minimum average class attendance of 80% at all times. (See Section E *Attendance in the Assessment Policy and Procedure*.)

International Students must:

- be registered into CRICOS approved courses;
- only be registered as full time students and must be engaged in full time study for the entire duration of their course;
- maintain an enrolment program that will allow them to complete their course within the specified/eCoE (electronic Confirmation of Enrolment) timeframes

Domestic FEE-HELP Students

- Students on FEE-HELP enrolled at AIM after 1st January 2018 will need to ensure they pass at least 50% of their total attempted units across their course of study in order to remain eligible for FEE HELP.
- For more information see [Study Assist](#).

2.1.2 Academic Study Load

The Institute defines a full-time study load for:

- Undergraduate students:
 - Bachelor of Music/Bachelor of Entertainment Management/Bachelor of Performance/Diploma of Music: 40 credit point (CP) per year. Normally 14 CP in Study Periods 1 and 2 and 12 CP in Study Period 3
- Graduate Studies:
 - Master of Music: 40 credit points (CP) per year (20 credit points per Study Period).
 - Master of Arts and Entertainment Management: 36 credit points per year (12 CP per Study Period)

2.1.2.1 Requests to increase a study load must be made by completing the *Fast Track Mode Application*. Students on Fast Track Mode who fail a unit, except in exceptional and extenuating circumstances will be required to revert back to a standard pattern of study

2.1.3 Unsatisfactory Academic Progress

When a student has not met academic progression requirements at the end of the study period, they will be identified as a 'Student at Risk' and be placed on an intervention strategy of Academic Support.

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2.1.3.1 If a student is concerned about their academic progress, they are encouraged to speak to their Lecturer in the first instance. The Lecturer may advise the student to contact the Associate Head of Learning and Teaching and/or an Academic Advisor or Student Wellbeing Officer for more support

2.1.3.2 For international students who do not meet course requirements, the Institute is required to notify the Department of Home Affairs (DoHA).

2.2 Monitoring Course Progress

2.2.1 Assessing satisfactory course progress

To achieve satisfactory course progress, the student is expected to attend all scheduled classes as advised, submit all required assessments, attend all exams as scheduled and achieve a minimum pass level in each of their component units.

2.2.2 Monitoring, review and intervention

The monitoring, review and identification of appropriate intervention in regard to student progress will take place in three broad areas:

a. Ongoing Monitoring

- During each study period (especially during weeks 1-4 and weeks 7-10) Lecturers will monitor the engagement and progress of students in their class, ensuring early formative assessment to gauge if any particular intervention strategies are required to ensure a student's success. The Lecturer holds primary responsibility for student learning.
- If a student is showing signs of unsatisfactory academic progress (such as lack of attendance, lack of participation or activity, low scores in an assessment) that the Lecturer has been unsuccessful in resolving, the student should be referred to the Associate Head(s) of Learning and Teaching for the particular unit(s) identified and to an Academic Adviser
- The Associate Head of Learning and Teaching will meet with the student to provide academic counselling and assess specific academic support requirements. A summary note of this meeting should be recorded on the student's file
- If the student requires academic mentoring and/or support workshops, they will be referred by the Associate Head of Learning and Teaching to Academic Advisers to ensure that appropriate support services are provided.

b. Mid-Study Period Review

A mid-study period Progress Review Committee will meet by no later than Week 7 of each Study Period

- Associate Heads of Learning and Teaching review assessment completed by Week 6 to identify students who are potentially at academic risk and will refer to Academic Advisers for academic mentoring and/or support workshops and will notify the Head of Student Experience and Success
- Compulsory academic mentoring is undertaken by nominated Academic Advisers to support student learning experience and ensure academic success wherever possible
- The provision of academic support will be monitored by the Head of Student Experience and Success (or Delegate) to ensure best possible educational outcomes.

c. Determining satisfactory course progress at the end of each study period

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Satisfactory course progress is determined at the end of each study period by the Academic Progression, Scholarships and Awards Subcommittee (APSAS). If the student has not achieved satisfactory course progress, the APSAS will consider the student's lack of progress. Unsatisfactory course progress includes:

- Failure in one or more units of study and/or failure of a unit being taken for the second time
- If a student passes less than 50% of their registered units in a single study period

In both cases, their course progress will be regarded as unsatisfactory and the student will be placed on Academic Support

The Student Experience and Success Department will inform the student in writing they are a 'Student at Risk' and will be placed in an Academic Support intervention strategy

2.3 Academic Intervention Strategy

2.3.1 Notifying the Student of Unsatisfactory Progress

- After each Academic Progression, Scholarships and Awards Subcommittee (APSAS), those students who have been identified as a 'Student at Risk' will be sent a *Letter* by the Student Experience and Success Department.
- The letter will advise the student they will be placed on Academic Support for not meeting course progress and as part of the academic support will be required to work with an Academic Adviser and attend compulsory Academic Support Workshops in the following Study Period.
- The letter will be placed on the student's file

2.3.2 International Students

If for any circumstances an eCoE extension is required in order for the international student to complete all course requirements, these circumstances must be identified and the information placed on the student's file. A student's eCOE can only be extended if:

- there are compassionate or compelling circumstances
- the student has complied with the intervention strategies (eg: compulsory Academic Support Workshops) imposed on them
- there was an approved deferral or suspension of enrolment

2.4 Unsatisfactory Course Progress and Academic Reporting

2.4.1 Students will be deemed to have failed to meet satisfactory course progress requirements when one or more of the following criteria are met:

- I. The student has failed to attend the compulsory Academic Support Workshops.
- II. The student has failed to maintain an enrolment program within the specified/ eCoE timeframes
- III. The student has failed one or more units whilst on Academic Support
- IV. A student receives a 'NA Fail' (Non-attendance) for all registered units in a single study period they will automatically be issued with a 'Show Cause' even if they are not currently on Academic Support

2.4.2 All students formally identified as failing to meet satisfactory course requirements will have their candidature reviewed by the APSAS. The APSAS will consider whether their candidature should continue or whether there are grounds for their withdrawal and cancellation of enrolment.

2.4.3 Students with unsatisfactory course progress may be required to forfeit any scholarship payments they are entitled to. Students who have their scholarship discontinued as a result of unsatisfactory course progress may re-apply for a scholarship once they return to satisfactory course progress.

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2.4.4. Procedure for Notifying Students

- I. Students at Risk are determined by the Head of Student Experience and Success (HSES) after the Academic Progression, Scholarships and Awards Subcommittee (APSAS) meeting has reviewed results at the end of each Study Period.
- II. After the APSAS meeting has taken place the HSES will assess student's results and table a list of students who will be notified as a Student at Risk and requiring Academic Support
- III. If in the APSAS meeting the decision is made that a student should be notified as 'At Risk', the HSES or their nominee will advise the student in writing no later than 5 working days after the decision has been made.
- IV. The student will be offered the opportunity to appeal the decisions made by the APSAS within 20 working days.

2.4.5. International Students

International students will be informed that maintaining satisfactory academic progress is a condition of holding a student visa and that the Institute has an obligation to notify the Department of Education, Skills and Employment (DESE) and the Department of Home Affairs (DoHA) of students who have made unsatisfactory academic progress, which could result in the cancellation of their student visa.

2.5.4.1 International students who are deemed by the APSAS to have Unsatisfactory Course Progress will be sent a *Notice of Intention to Report* which will inform the student of the intention to cancel their eCOE by the Academic Administration Manager. Students will consequently be reported to the DoHA.

2.5.4.2 If an international student continues to fail any of their current units after receiving Academic Support, then their enrolment will be terminated.

2.5.4.3 Students will be advised they are entitled to access the *Appeals Policy and Procedure* and make an appeal against any decision made. The student has 20 working days in which to make the appeal.

2.5.4.4 If the student chooses not to appeal the decision within 20 working days, withdraws from the process, or the process is completed and results in a decision supporting AIM's decision, the Academic Administration Manager will notify the DESE and DoHA via PRISMS and advise that the student is not achieving satisfactory progress.

Please Note: Students in this situation are required to attend the Institute until notified by DoHA.

2.5.5 Domestic Students

All domestic students who are deemed by the APSAS to have Unsatisfactory Course Progress will be sent a *Notice of Intention to Withdraw Enrolment* by the Academic Administration Manager.

Students who are notified of AIM's intention to suspend or cancel their enrolment will be informed in writing about AIM's appeals process.

Students are entitled to access the Institutes *Appeals Policy and Procedure* and make an appeal against any decision made. The student has 20 working days in which to make the appeal.

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3. Accountabilities

3.1 Responsible Officer:

- a. **Executive Dean of Academic Affairs:** Policy Owner

3.2 Contact Officers:

- a. **Academic Progression, Scholarships and Awards Subcommittee: (APSAS):** monitors results and identifies students at risk based on their results
- b. **Head of Student Experience and Success (or Delegate):** responsible for identifying and notifying Students at Risk, monitoring academic support and support workshops
- c. **Lecturer:** monitors student attendance, participation and progress
- d. **Associate Head of Learning and Teaching:** reviews results post Week 6 assessments; provides academic counselling, refers students to Academic Advisers
- e. **Student Experience and Success Department:** responsible for issuing warning letters; maintaining student files
- f. **Academic Administration Manager:** responsible for reporting International Students who are formally identified as failing to meet satisfactory course requirements to the Department of Home Affairs (DoHA)

4. Supporting Information

4.1 Legislative Compliance

This Policy & Procedure supports AIM's compliance with the following legislation:

- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students \(ESOS\) Regulations 2001](#)
- [Higher Education Standards Framework \(HESF\) 2015](#)
- [Higher Education Support Act \(HESA\) 2003](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#)
- [National Standards for Foundation Programs](#)
- [Tertiary Education Quality and Standards Agency \(TEQSA\) Act 2011](#)

4.2 Supporting Documents

- *Academic Warning Letter*
- *Assessment Policy & Procedure*
- *Notice of Intention to Withdraw Enrolment (Letter)*
- *Notice of Intention to Report (Letter)*

4.3 Related Documents

- *Appeals Application Form*
- *Appeals Policy and Procedure*
- *Deferring, Suspending, Withdrawing, Cancelling Student Enrolment Policy and Procedure*

4.4 Superseded Documents

- Probation and Suspension Policy

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5. Definitions and Acronyms

Term/Acronym	Definition
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a course of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
Academic Support	The status to allow the Institute to monitor and evaluate a student's academic progress
Compassionate or Compelling (Exceptional) Circumstances	<p>Are generally those circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing and could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student is unable to attend classes • bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided) • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or • a traumatic experience which could include: <ul style="list-style-type: none"> ○ involvement in, or witnessing of a serious accident; or ○ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports) • where the registered provider was unable to. Offer a pre-requisite; or • inability to begin studying on the course commencement state due to a delay in receiving a student visa
Domestic student	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
Intervention strategy	A plan of action adopted in an attempt to address and reduce the causes of academic failure of a student identified as academically at risk.
Progression	The progress made by a student towards completion of their course.
Show Cause	The student to 'explain why' they shouldn't be reported to DoHA and/or have their enrolment cancelled
Student at Risk	A student who fails the same unit consecutively three times, or fails more than three units in a single study period.

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6. Approval and Review Details

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
1.2	DAA (Interim approval granted) 07/12/2017	13/12/2017	14/12/2017	New Policy
1.3	DAA (Interim approval granted) 19/03/2018	07/06/2018	21/06/2018	Updates include: <ul style="list-style-type: none"> Graduate Studies Credit points to 40 Credit Points per year; DIBP to DoHA; New format
1.4	DAA (Interim approval granted) 08/05/2018	07/06/2018	21/06/2018	Updates include: <ul style="list-style-type: none"> Students on a <i>Fast Track Mode</i> who fail a unit will be required to revert back to a standard pattern of study. 'student has failed one or more units whilst on Probation' under Unsatisfactory Course Progress and Academic reporting Updated responsibilities 'Registrar' to 'Student Services Manager' Reference to Exam Review Committee Student has '20' working days to appeal
1.5	07 December 2018	06 December 2018	13 December 2018	Updates include: <ul style="list-style-type: none"> Mid-study review process Responsibilities Included: <ul style="list-style-type: none"> Ongoing review Academic Study Load (for MAEM and courses in development) Definition of 'Student at Risk'
1.6				Updates to: <ul style="list-style-type: none"> Monitoring Course Progress Academic Intervention Strategy Responsibilities
1.7		06 June 2019	20 June 2019	Updates to: <ul style="list-style-type: none"> Monitoring Course Progress (Section 3) Unsatisfactory Course Progress and Academic Reporting (Non-attendance and Show Cause) Replace ERC with APAC

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Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
2.0		12 September 2019	26 September 2019	<ul style="list-style-type: none"> • Updated responsibilities • Reordering of text • Updated in regard to revised policies
2.1	N/A	20 November 2020	04 December 2020	<p>Updated:</p> <ul style="list-style-type: none"> • New format • Responsibilities • Government Departments • Reference to new policies • 10 working days (to appeal) to 20 working days • Grammatical Errors • Added Flowchart • Replace Program Leader with Associate Head of Learning & Teaching • Replace Academic Progression and Awards Committee (APAC) with Academic Progression, Scholarships and Awards Subcommittee (APSAS)

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7. Flowchart – Showing process and decision points

