Australian Guild of Music Education

Students at Risk Policy

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 student support and for systematically intervening with students at risk to offer timely support. The policy outlines the process for ensuring mechanisms are in place for early intervention with students at risk.

2. Scope

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

3. Objective

The objective of this policy is to provide a fair, reasonable and student-focused process for monitoring and intervening with students at risk in AGME's Bachelor of Music course.

4. Implementation

The Academic Board is responsible for overseeing that strategies to identify and support students at risk are implemented and effective

The Academic Director is responsible for oversight of processes to identify and intervene with students at risk of academic failure.

AGME academic staff are responsible for identifying and monitoring students at risk and referring students at risk to the Director (Academic) for intervention.

5. Monitoring Student Progress

AGME is committed to monitoring student progress and ensuring that students at risk of unsatisfactory progress in the course 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 who demonstrate unsatisfactory progress;
- Ensuring decision-making about student progress is transparent and fair; and
- Providing mechanisms for monitoring 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. 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.

8. Identifying students at risk of academic failure

AGME is committed to ensuring that students at risk of academic failure are identified, monitored and offered support.

The following mechanisms are used by AGME to ensure timely identification of at-risk students:
- Ensuring that students admitted into the course have the capacity to succeed in higher education;
- Providing information on the support services available to enrolled students and academic integrity in Orientation sessions;
- Using formative and summative assessment to identify at-risk students in the early stages of the course;
- Providing constructive feedback on assessments as how to improve performance in future assessment tasks.

Students are responsible for their own learning and for seeking supports necessary to succeed in their enrolled subjects, including:
- Undertaking good study habits to achieve course and unit learning outcomes;
- Meeting attendance requirements;
- Attending performance venues as required;
- Following assessment criteria specified in unit outlines when completing assessment tasks;
- Submitting assessment by due dates;
- Attending examinations; and
- Notifying academic staff and seeking help if special circumstances arise.

7. Monitoring Students at Risk

The Academic Director will meet with students identified as being at-risk of to discuss any circumstances and resolution. At this stage the Academic Director may recommend extra support or direct the student to additional learning resources.

The Academic Director monitors the following indicators for students at risk:
- attendance requirements;
- pass grades in core units and professional experience;
- whether students submitted all assessment items; and

The Academic Director reports to Academic Board on identified students at risk, and the Academic Board makes recommendations for academic and welfare support.

8. Interventions and Support

Students identified as at-risk of academic failure will be invited by the Academic Director to an interview. The interview may result in the following actions:

- Granting extensions to assessments based on individual circumstance;
- Requiring the student to undertake make-up or supplementary learning;
- Referring students requiring support with English language or literacy skills to specialist academic support with an individual staff member;
- Referring students to an individual staff member to provide additional or supplementary support services;
- Referring students in need of personal or non-academic support to a counsellor or external services; and
- Placing students on a contract with agreed milestones and support measures.

If at-risk students continue to fail or otherwise make unsatisfactory progress in the next semester after interventions and support services have been put in place, the Academic Director will formally contact students and ask them to respond in writing to show cause as to why:

- Their unsatisfactory progress should not be recorded on their academic record;
- They should not be placed on probation; and
- They should not be excluded from their course of study.

9. Definitions

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

Assessment
A process used to determine a student's achievement of expected unit learning outcomes, which may include a range of written, oral and practical methods. It also includes gathering information from multiple and diverse sources in order to develop a clear understanding of what students know, understand, and can apply as a result of educational experiences. It culminates when assessment results are used to improve student learning.

Assessment criteria
Specific student learning outcomes that are expected to be demonstrated in an assessment task.

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.

Learning outcomes
Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a student has acquired and demonstrated as a result of learning in the course or unit.

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 shall not be considered by the decision-maker.

c) The decision-maker shall not be biased or appear to be biased (by a reasonable and informed bystander) nor 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).

Assessment Criteria
A clearly articulated description of the level of attainment that acts as a stable reference point or recognised measure for the purposes of reaching a decision on the quality of a student's work.

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.

10. Review

The Academic Board will review this policy every three years or sooner if necessary.