AFTRS
Australian Film Television and Radio School

Student Progression Procedure

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1. Purpose

1.1 This document sets the procedure to manage student enrolment and progression, from their course commencement to their course completion, and including the related student and faculty tools that manage progression.

1.2 It ensures that AFTRS meets its regulatory obligations related to student enrolment and progression, including the *Higher Education Support Act 2003* (HESA), the Higher Education Standards Framework (Threshold Standards) 2011, the National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018.

1.3 AFTRS will, in compliance with the HESA and TEQSA Standards, ensure that students are:

1.1.1 treated fairly[1] whilst undertaking their course, and

1.1.2 provided with equivalent opportunities for academic success by any means appropriate for their circumstances[2], and

1.1.3 subject to informed and consistent decision-making (by AFTRS) that is open, transparent, and based on merit[3].

2. Scope

2.1 This procedure applies to:

- Current students and prospective students that are, or who may be, enrolled in award courses.
- Staff that teach, assess and/or participate in the delivery of learning to enrolled students.
- Staff that manage, determine and/or approve student outcomes.
- Staff that consider and make determinations related to enrolment matters.

3. Requirements for Continued Enrolment

3.1 It is a requirement for students to adhere to the *Progression Rules* and to remain in *good standing* whilst undertaking their course.

3.2 It is a requirement for students to meet the requirements of their individual subjects to progress through their course.

3.3 All records made in relation to progression decisions must be kept.

Known Risk Factors

3.4 *Known risk factors* are actions, inaction, or behaviours of a student that carry a potential for detrimental impact on meeting requirements for continued enrolment. In relation to this procedure, these include, but are not limited to;

- Late assessment submission, non-submission and non-attempt.
- A pattern of non-attendance without justification.
- A pattern of disengagement with learning, staff and/or peers.
- A pattern of disengagement with systems, administrative processes and/or communications.
- Non-payment of tuition fees, non-tuition fees.

3.5 AFTRS takes the view that identifying risk factors early is a preventative measure to help support the student through the progression of their course.

3.6 The persistence of a known risk factor may eventuate in failing to meet a requirement; therefore these factors form the grounds to undertake action in order to support the student.

Progression Rules

3.7 The progression rules identify the mandatory academic requirements for students to remain enrolled in their course. The progression rules require that students must:

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[1] HESA (2003), Subdivision 19-D, ss. (19-30) (a)
[2] Threshold Standards (2021), ss. 2.2 (1)
[3] HESA (2003), ss. 19-35 (4) (b)

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3.7.1 not fail the same subject twice, and
3.7.2 comply with any conditions on their enrolment, and
3.7.3 not exceed the candidature period[4].

3.8 If a student does not meet one or more progression rules, they may be excluded from the course.

3.9 When a decision is made to exclude a student from the course, they will have the opportunity to show cause for continued enrolment.

See also:
Show Cause

Good Standing

3.10 Good standing sets the learning and participation expectations that students must meet whilst they undertake their course. To be in good standing, is to:

3.10.1 communicate and plan for circumstances affecting attendance or engagement, and
3.10.2 engage with administrative processes (e.g. forms, systems, and communications), and
3.10.3 complete mandatory student requirements.

3.11 In practice, good standing is when all of the below requirements have been met:

3.11.1 engagement with all relevant course activities (including Learning Management System)
3.11.2 academic progression (successful completion of all enrolled subjects)
3.11.3 timely submission of all assessments
3.11.4 minimum attendance threshold of 80%
3.11.5 relevant permissions completed
3.11.6 all required learning modules completed
3.11.7 timely response to all official school communications
3.11.8 adherence to the student Code of Conduct and AFTRS Values

Subject & Assessment

3.12 To complete a subject, students must attempt each assessment task and achieve a total subject mark of 50% or above.

3.13 An attempt must:

3.13.1 include all components as stated in the assessment brief, and
3.13.2 be made via the submission method stated in the assessment brief, and
3.13.3 be made in the correct format/s as stated in the assessment brief.

3.14 Attempts are made when a student submits a valid and complete task by the due date.

3.15 Failure to meet the requirements above may result in subject failure, and the requirement to re-take that subject.

See also: Guidelines for Managing Assessment

[4] The candidature period is the maximum duration to complete a course.

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4. Enrolment Management

Admission

4.1 The Admissions Procedure establishes the process to manage applicants and offer holders[5] prior to their enrolment into a course.

4.2 These processes are designed to ensure that commencing students are able to undertake their course and successfully meet the requirements for continued enrolment.

4.3 It assures this through the use of:

- 4.3.1 application tasks, interviews and selection panels that assess an applicant's merit, and
- 4.3.2 course eligibility requirements that assess an applicant's basis for admission, and
- 4.3.3 English Language Proficiency requirements that assess international applicants under the requirements of the ESOS Act (2021), and
- 4.3.4 inherent requirements that identify the essential skills, abilities and knowledge needed to achieve the learning outcomes of each course.

See also: Admissions Procedure

Commencement

4.4 Course enrolment will occur after an offer holder completes the course enrolment form and becomes a student.

4.5 By completing their course enrolment, students provide consent for AFTRS to undertake subject enrolment on their behalf, each semester, in accordance with their course rules and/or study plans.

4.6 When course enrolment is completed, the course of study commencement date is set, and this contributes to AFTRS reportable data.

Subject Enrolment

4.7 Subject enrolment is undertaken on a per-semester basis.

4.8 Progression into new subjects may occur prior to the determination of outcomes from currently enrolled subjects, and where outcomes later impact progression, a student may be unenrolled from those new subjects before the semester commences.

4.9 AFTRS will manage enrolment on a student's behalf when:

- 4.9.1 they are enrolled in a fixed course, or
- 4.9.2 a course rule specifies that subjects must be undertaken in sequence, or
- 4.9.3 they have a progression agreement.

4.10 Where there are multiple subjects to choose from, options will be presented prior to semester.

4.11 Where available, students in flexible courses may be presented with self-enrolment options within the Student Management System.

Academic Governance Panels

4.12 The *Assessment Panel* determines that students meet the subject and assessment requirements.

4.13 The *Grade Review Panel* determines that students continue to meet the progression rules.

4.14 After a panel determines that a requirement has not been met, the appropriate faculty response is undertaken, this includes:

- Failure of an assessment triggers a failure notification for that task, and it provides final attempt opportunity, if available (opportunities may have been exhausted prior to the panel).
- Failure of a subject for the first time triggers a failure notification for that subject, and it enacts a progression agreement, if required.
- Failure of a subject for a second time triggers a notice to show cause for continued enrolment.

[5] When an applicant is made an offer to study, but has not yet enrolled, they become an offer holder.

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Assessment Panels

4.15 Assessment Panels confirm the results of each assessment task, in each subject.

4.16 The panel will determine outcomes based on facts that are known at the time of the panel, including

- confirming passing outcomes
- confirming fail outcomes
- awarding academic penalties
- issuing final attempt opportunities (after fail by quality or an invalid attempt)

4.17 The panel will publish assessment results and feedback for students to view in the Learning Management System.

See also: Assessment Panel Terms of Reference

Grade Review Panels

4.18 The Grade Review Panel confirms subject outcomes at the end of each semester.

4.19 The panel will determine outcomes based on facts that are known at the time of the panel, including

- publishing grade outcomes (F, P, C, D, and HD)
- confirming and publishing extraordinary grade outcomes (CP, AF, WF and WZ)
- identifying incomplete subjects
- confirming the completion of course requirements

4.20 The panel will publish subject outcomes in the Student Management System.

4.21 The minutes of the Grade Review Panel will be submitted to the next ASQC meeting.

4.22 Confirmed course completions will be submitted to the ASQC for approval at specified meetings.

See also: Grade Review Panel Terms of Reference

Course Completion

4.23 A student has completed their course requirements when they have:

4.23.1 received a passing grade for all required subjects in their course, thereby demonstrating that they have met the course learning outcomes; and

4.23.2 achieved the requisite credits points for their course; and

4.23.3 been determined as completed by the Academic Board or delegate.

4.24 The Academic Board delegate the Academic Quality and Standards Committee (ASQC) with the authority to approve course completions (including alternative exit qualifications).

4.25 The date at which the ASQC approve the course completion of a student becomes the formal date at which a student has completed their course requirements.

Alternative Exit Qualifications

4.26 Students may be eligible to exit a course with an award at a lower AQF level.

4.27 To be eligible, a student must have:

4.27.1 been enrolled in a course with an approved alternative exit qualification; and

4.27.2 had a course withdrawal application approved by AFTRS; and

4.27.3 completed (or withdrawn from) any enrolled subjects; and

4.27.4 achieved the requisite credits points for an alternative exit qualification.

4.28 Each approved alternate exit qualification is identified in the relevant course guides.

4.29 Alternative exit qualifications will be offered to eligible students during the withdrawal process.

4.30 The offer must be accepted by the student within 3 months of withdrawal from the course.

4.31 An alternative exit is exit-only unless it is explicitly stated otherwise.

AFTRS Grading Scheme

Grade Code	Grade Category	GPA Value	Grade Description	Mark Range	Academic Records
HD	High Distinction	4.0	Outstanding performance	85-100	Visible
D	Distinction	3.5	Superior performance	75-84	Visible
C	Credit	3.0	Good performance	65-74	Visible
P	Pass	1.5	Acceptable level of performance	50-64	Visible
F	Fail	0.5	Unsatisfactory performance	0-49	Visible
AF	Absent Fail	0.5	Student has abandoned subject after the census date	0	Visible
CG	Credit Granted	-	Recognition of prior learning	-	Visible
CP	Conceded Pass	1.0	Pass granted upon re-consideration of borderline fail	49	Visible
NGF	Non-Graded Fail	-	Fail for a subject that was not awarded a specific grade	-	Visible
NGP	Non-Graded Pass	-	Pass for a subject which was not awarded a specific grade	-	Visible
WF	Withdrawn Fail	0.5	Student withdrew from subject after the final date allowed for withdrawal	0	Visible
WZ	Withdrawn No Penalty	-	Withdrawn from a subject after census date under conditions permitted for withdrawal	-	-

See also: AFTRS Grading Scheme (for historical grading schemes)

5. Enrolment Actions

Study Load Variations

5.1 In flexible courses, a student is able to proactively vary their study load by:

- Withdrawal from subjects before the census date has passed.
- Withdrawal from subjects after the census date has passed.
- Enrolment into additional subjects (no later than one week since the commencement of that subject's study period).

5.2 In fixed courses, a student may request to vary their study load on the grounds of extenuating circumstances.

5.2.1 This request may be made in discussion with a Student Engagement Manager (SEM), and
5.2.2 the SEM will discuss the matter with the student, gather evidence, and escalate the request to the Program Convenor, then
5.2.3 a progression agreement will be enacted to formalise the approved request.

See also: ***Error! Reference source not found.***

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Subject Withdrawal

5.3 For subject withdrawal prior to the census date:

5.3.1 The request must be made prior to 11.59PM on the census date, and
5.3.2 subject withdrawal prior to a census date will not incur financial or academic penalties.

5.4 For subject withdrawal after a census date (late withdrawal):

5.4.1 the subject will receive an academic penalty (WF grade), and
5.4.2 the student will remain liable for any tuition fees that have been incurred[6].

5.5 Students cannot withdraw from a subject when:

5.5.1 they have met the submission requirements of a subject (but the outcome has not been determined by the Grade Review Panel), or
5.5.2 the study period has ended.

Intermission[7]

5.6 Intermission is a single semester in which:

5.6.1 a student has chosen *not* to enrol in any subjects for one semester, prior to the commencement of that semester, or
5.6.2 a student that has commenced a semester then withdraws from all enrolled subjects before the census date has passed.

5.7 Flexible courses may have intermitted students.
5.8 An intermission request must be made for one semester at a time.
5.9 Students may undertake a maximum of two consecutive intermissions.
5.10 Students may intermit any number of non-consecutive semesters
5.11 The student will be given the enrolment status of 'intermitted' in the Student Management System.
5.12 Intermission is considered as 'enrolled' and contributes to the candidature period.
5.13 When a student withdraws from all subjects after a census date, this is not considered an intermission.

Leave of Absence (LOA)

5.14 A leave of absence (LOA) is a formal period of leave that is approved when:

5.14.1 a student encounters extenuating circumstances that impact their capacity to study, or
5.14.2 a student has ceased communication with AFTRS but has not breached the progression rules, or
5.14.3 the faculty determines (via Show Cause of Fitness to Study) that it is in the best interests of the student to undertake leave prior to continuing their studies.

5.15 Whilst on an LOA, a student is not considered 'enrolled', and they do not:

- accrue time as an 'enrolled student' for the purposes of the candidature period, or
- participate in teaching and learning activities, or
- have access to AFTRS systems, or
- receive non-essential communications from AFTRS.

5.16 An LOA is approved for a maximum two consecutive semesters.
5.17 More than one LOA during a student's candidature period may only be considered by exception. To be eligible for an LOA, a student must have completed a minimum of 6 credit points.
5.18 A progression agreement will be developed with the approval of an LOA.

See also: ***Error! Reference source not found.***

[6] Tuition fees are incurred when a student is enrolled in a subject after the census date.
[7] Formerly referred to as 'semesters without subjects'

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Course Withdrawal & Cancellation

5.19 A student may withdraw from their course.

5.20 AFTRS may *exclude* or *withdraw* a student from their course, per the Academic Delegations Schedule.

5.20.1 *Exclusion* occurs after misconduct, non-progression or the non-payment of tuition fees.

5.20.2 *Faculty-initiated withdrawal* occurs after the determination that a student has failed to meet the terms of an agreement or failed to meet progression rules, and that it is in the best interests of the student to be withdrawn.

5.21 Prior to updating a student's course status from *Enrolled*, all enrolled subject outcomes must be determined:

5.21.1 Incomplete subjects will be withdrawn (see *above*).

5.21.2 Completed subjects that have not had their outcomes determined at a Grade Review Panel will delay the processing of the course withdrawal until after that panel.

5.22 The withdrawn student cannot resume study in that course (unless by re-application).

5.23 A person that has been *withdrawn* by the faculty may reapply to the same or another course.

5.24 A person that has been *excluded* by the faculty may be ineligible to reapply to a new course, based on the circumstances of their exclusion.

5.25 All evidence of decisions and actions must be kept.

International Students

5.26 Where an international student requires any enrolment variation that would delay their expected course end date, their *Confirmation of Enrolment*[8] (CoE) must be formally altered and re-approved.

5.27 International students will only be eligible to have their enrolment varied by exception.

5.28 On approval of a variation, AFTRS must:

5.28.1 inform the student in writing that it will alter their course enrolment from a specified date, and

5.28.2 allow the student to make an appeal or complaint within 20 days to accept or appeal this action, and

5.28.3 determine that the student's wellbeing will not be impacted by the alteration, and

5.28.4 amend the Confirmation of Enrolment in the PRISMS system.

5.29 The student is responsible for liaising with the Department of Home Affairs to understand the impacts to their current or future visa arrangements. AFTRS cannot guarantee the outcome of a revised or new visa application.

6. Progression Management

Assessment Management

6.1 AFTRS offers a number of support mechanisms to enable students to manage their assessment deadlines and delivery.

6.2 These mechanisms should be proactively initiated by students.

6.3 AFTRS offers the following options:

6.3.1 *Standard Extension*:

- Relating to a known circumstance
- A short extension
- No evidence required to be submitted
- Must be applied for before the original assessment due date.

[8] A formal document managed by AFTRS on behalf of the Department of Home Affairs, through the PRISMS system.

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6.3.2 *Special Consideration*:

- Relating to an unforeseen circumstance
- A longer extension
- Evidence is required to be submitted
- Must be applied for before the original assessment due date.

6.3.3 *Extenuating circumstances*:

- Relating to an unforeseen circumstance
- Initiated after notification of a failure
- Evidence is required to be submitted
- For circumstances whereby a student could not have reasonably applied before the deadline.

See also: Guidelines for Managing Assessment

Agreements

6.4 AFTRS may require that a student enter into an agreement as a condition of their course enrolment if they are no longer considered in good standing.

6.5 Agreements that cover a duration longer than 12 months require annual review.

6.6 Failure to meet the terms of an agreement may result in the cancellation of course enrolment by exclusion or withdrawal, issuance of a show cause, or the undertaking of a fitness to study assessment.

6.7 When a decision is made to cancel a student's course enrolment, they will have the opportunity to show cause for continued enrolment.

6.8 If a student does not sign the agreement by the set due date, AFTRS will move forward with a faculty-initiated action (LOA, or withdrawal).

Progression Agreement

6.9 A Progression Agreement is a customised, short-term study plan that enables a student to progress when:

6.9.1 the course rules prohibit standard progression after subject failure or withdrawal, or

6.9.2 they have taken a period of leave, or

6.9.3 when their success in subject/s requires an alteration to study periods and/or assessment requirements, or

6.9.4 when a course status is undergoing a status change and students agree to undertake a study plan that facilitates their exit from the course (by completion, alternative exit, or course transfer)

6.10 The student must agree to adhere to this agreement as a condition of their enrolment.

6.11 When a progression agreement is complete and the student has more subjects to undertake, AFTRS will develop a study plan with the student to guide the remainder of their course enrolment.

Learning Agreement

6.12 A Learning Agreement is a set of conditions that a student must meet for their continued enrolment in the course and to return to good standing.

6.13 Each agreement will articulate the relevant supports provided by AFTRS to increase the likelihood of success for that agreement.

6.14 A Learning Agreement is initiated by AFTRS and it may be enacted after:

6.14.1 A student is determined as *not in good standing* after evidence that a known risk factor has had ongoing impact for a student after the issuance of an at-risk notification, or

6.14.2 the outcome of show cause is "accepted", and that extenuating circumstances that have been identified require ongoing monitoring to ensure that the student can return to good standing.

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6.15 The Agreement is co-designed with the student, and it will consider:

- the risk factors that have been identified or that have had an impact on the student,
- the wellbeing, health and learning needs of the student,
- AFTRS' ability to facilitate and support the plan, and if relevant
- any Learning Access Plans, Carer Support Plans, or other support plans that may be in place.

6.16 The student must agree to and sign this agreement.

6.17 When a learning agreement has been adhered to, the student will return to good standing.

See also: Good Standing

At-Risk Notifications

6.18 At-risk notifications are sent when a *known risk factor* that AFTRS has identified to a student is not mitigated, and it has then had a measurable impact on that student.

6.19 The notifications do not present requirements for a student; they are instructional tools to set expectations about what they should do to manage the risk that is affecting them, and how that risk may impact their course enrolment if it is not managed.

6.20 At-risk notifications may inform AFTRS decisions related to student progression and the development of agreements with students.

6.21 AFTRS will track at-risk notifications through a Risk Register that is managed by Teaching & Learning and Student Centre delegates

6.22 Where a risk is mitigated or does not eventuate after an at-risk notification, the student will return to good standing.

See also: Known Risk Factors

Show Cause

6.23 Providing an opportunity to show good cause for continued enrolment ("show cause") assures AFTRS that it is justified in undertaking a faculty-initiated course withdrawal or exclusion.

6.24 The opportunity to show cause will be issued to a student in the event they have not met progression requirements or are in breach of an agreement.

6.25 Show cause is facilitated by the issuance of a notification that a student will be excluded or withdrawn from a course- this notification will invite them to show cause for continued enrolment by a specified deadline.

6.26 This is the final opportunity to make a claim and provide supporting evidence demonstrating extenuating circumstances have impacted them.

6.27 In this scenario, extenuating circumstances are those that:

6.27.1 were beyond the student's control, and

6.27.2 made it impracticable for them to meet a requirement by its deadline, and

6.27.3 made it impracticable for them to inform AFTRS of those circumstances in advance of the deadline.

6.28 The notification is issued by the delegate identified within the Academic Delegations Schedule, per the reasons for the cancellation of that student's course enrolment.

6.29 The outcomes of a show cause are:

6.29.1 **Accepted**: the student demonstrates that extenuating circumstances have impacted them and they may progress in the course with an Agreement (immediately, or when they are able to do so after an LOA), or

6.29.2 **Not accepted**: the student has not demonstrated that any extenuating circumstances have impacted them, and cancellation of their course enrolment is justified.

6.30 Where a student does not submit a show cause by the deadline, the outcome will be "not accepted".

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7. Responsibilities

Compliance, monitoring, and review

7.1 The Head of Curriculum is responsible for ensuring teaching staff are aware of this procedure.

7.2 The Head of Curriculum, the Head of Student Centre and the Compliance Manager are responsible for informing staff of, and upholding, the requirements of this procedure by any practicable means.

7.3 The Director, Teaching and Learning and the Director, People and Culture are responsible for ensuring the procedure is implemented and monitored within their respective faculty remit.

7.4 The Director, Teaching and Learning, is responsible for ensuring the procedure:

- is periodically reviewed to evaluate its continuing effectiveness; and
- aligns with the Curriculum Policy Suite; and
- aligns with relevant legislation, government policy and/or AFTRS strategies.

7.5 The Academic Board and its delegate, the Academic Standards and Quality Committee, are responsible for ensuring this procedure effectively reflects current curriculum practice, and effectively fulfils its purposes.

Reporting

7.6 No additional reporting is required

Records management

7.7 All records relevant to administering this procedure will be maintained by the Policy and Governance Officer.

7.8 This procedure is considered a corporate document and required to be registered in the AFTRS Policy Register.

8. Definitions

8.1 Refer to the AFTRS Award Course Glossary

9. Related Legislation and Documents

- Academic Delegations Schedule
- *Australian Film, Television and Radio School Act 1973* (AFTRS Act)
- Australian Qualifications Framework (AQF)
- *Education Services for Overseas Students Act 2000* (ESOS Act)
- *Higher Education Provider Guidelines 2023* (HEPG)
- *Higher Education Support Act 2003* (HESA)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students (2018)
- *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act)

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10. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Director, Teaching and Learning
Contact Officer	Head of Curriculum & Compliance Manager
Distribution	Base Camp and AFTRS website Staff and Public facing
Next Review Date	***1/10/2027***

Approval and Amendment History	Details
Original Approval Authority and Date and relevant amendments details	**CEO, 14 October 2026** – new procedure replaces the former Academic Progression Procedure. Amendments include emphasis on proactive triaging of progression matters, greater student agency, and the introduction of more transparent progression and learning agreements, and more expansively addresses conduct/good standing factors in addition to academic progression.
Amendments History and Dates	N/A: new procedure (v1.0) replacing Academic Progression Procedure v.2, 14 November 2022 (rescinded)
Notes	This procedure replaces Academic Progression Procedure
Minor Amendment Approval and History	N/A

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