



## **Higher Education Handbook**

### **Supplement**

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## Enrolment Matters

### Full-time, part-time study

- International students

International student visa regulations require that international students study full-time, which means students must normally be enrolled in four subjects. If an international student is considered to be struggling with a full study load, the student may be advised to study a reduced study load of 3 subjects as an intervention strategy to improve the student's chances of success. A student may request to study 5 subjects if it is the student's final semester and if the student's academic performance is considered to be good (i.e. has not failed any subjects in the preceding semester).

For the November (summer) semester, students can elect to study 1 to 4 subjects, as it is an optional semester.

- Domestic students

Domestic students can elect to study full-time (3 or 4 subjects) or part-time - a minimum of two subjects per semester.

### Enrolment and variations of enrolment

- Key Dates and Academic Calendar

Students must be aware of the KEY DATES and the Academic Calendar relevant to their studies. Students must organize their finance and travel schedules to enable them to enrol during the nominated Enrolment Week. Late enrolments or re-enrolments will not be accepted two weeks after the commencement of Enrolment Week.

If a student cannot enrol or re-enrol within the nominated Enrolment period, the student must apply for leave and obtain permission for late enrolment.

Students who wish to make changes to their enrolment (add, change or drop subjects) must do so within the nominated Enrolment period.

When considering withdrawal from any subject (or from the whole program), the student must take note of the Census date (refer to KEY DATES) for any implications of financial penalties or any academic consequences.

- International students' Confirmation of Enrolment

International students must complete their programs within the term of their Confirmation of Enrolment (COE) as the Department of Immigration and Border Protection (DIBP) may be unlikely to grant an extension to their visas. Should the student have to extend their COE, they must also apply to DIBP for a visa extension.

## Recognition of Prior Learning or Credit Transfer

- An application for credit

An application for credit is made when a prospective student wishes to have previous studies counted towards the completion of an award program. When credits are approved, the student will receive advanced standing in their award program (and reduces the total number of subjects that the student must complete in their program). To apply for credit, the student must submit an Application for Credit form and provide all required supporting information. The outcome of the application for credit will be notified in writing.

- Implications on student's study plan

Students must apply for credit prior to their first enrolment because these credits will affect the subjects the student's study plan. If students apply for credit after their first enrolment, no additional credits will be awarded should students be awarded credits for subjects that they have already studied. It is the student's responsibility to apply for credits prior to their first enrolment.

Credits are not normally granted for more than 50% of the program.

## Leave from studies

- Compelling circumstances

Students with a compelling need to take a break from studies are able to request for leave by submitting a Leave from Studies application form. If approved, a leave of study means student can spend either one or two semesters (maximum) away from their program without losing their place in that program. If a student fails to re-enrol without an approved leave of study, they will be considered to have to "failed to re-enrol" and will be reported to DIBP accordingly.

Approval for Leave from Studies will be granted on compelling or compassionate circumstances, supported by genuine and verifiable evidence. In all cases, supporting documentation must be provided by the student. Any leave from studies may affect the length of the student's studies and may also require an extension to his/her COE and student visa.

- Implications of Leave from Studies

If the application for leave is submitted and approved after the Census date, the student is still liable for the fees in full for that semester and no refund will be considered. If the application for leave is submitted and approved before the Census date, the student can apply for refund of any tuition fees paid, according to Academies Australasia Polytechnic Refund Policy.

Students who are absent from their studies for more than one year will have to re-apply for a place in their program.

## **Academic Performance and Assessments**

### **Attendance in class**

There is a strong correlation between attendance and academic performance. All students are strongly encouraged to attend all classes, lectures and tutorials. Attendance will be monitored as part of Academies Australasia Polytechnic's intervention strategy and will be taken into consideration in applications for special consideration.

### **Submission of assessment tasks**

All assessments must be accompanied by a signed cover sheet. This cover sheet is a declaration of original work on behalf of the student who has signed on the cover sheet. Each subject's course description will outline the deadlines for assessment tasks and the corresponding consequences of late submission. Students are expected to comply with these requirements. Late submissions (after the due dates) must be accompanied by an approved Special Consideration and any submission later than one week from the due date will not be accepted unless supported by compelling circumstances.

Students are advised to keep a copy of their assignments as evidence and for re-submission should the original be mislaid.

### **Presentation of academic work**

The Guide for the Presentation of Academic Work must be used for assignments when citing references and preparing bibliographies. Some subjects may apply penalties for incorrect referencing. Students can access the Guide to the Presentation of Academic Work from AMIe (Academies Australasia Polytechnic's Moodle site).

### **Plagiarism and Cheating**

- Plagiarism

Failure to acknowledge someone else's work and representing that work as your own is known as plagiarism and is considered to be intellectual dishonesty. This is a serious academic offence. Plagiarism is a matter for disciplinary action by Academies Australasia Polytechnic's Student Discipline Committee.

If a student is charged for plagiarism and that charge is upheld, the penalties will range from forfeiting any credit obtained for that task (getting zero marks for that assessment task) to forfeiting any credit for the whole subject (getting zero marks for the whole subject).

If a student is found guilty of plagiarism three times, the student will be referred to the Head of Academic Team and may be excluded from the program.

- Cheating

If a student copies another student's work and submit the same content under his/her own name or bring unlawful material into the exams, the student will be charged for cheating and if found guilty, will get zero marks for that particular assessment task.

If a student is found guilty of cheating for the second time, the student will get zero marks for the whole of that particular subject. If a student is found guilty of cheating for the third time, the student will be referred to the Head of Academic Team and may be excluded from the program.

### **Application for Special Consideration**

If a student is severely unwell or adversely affected by compelling circumstances and is unable to submit an assessment task or attend any tests or exams, the student should submit an application for Special Consideration.

All special consideration applications must be accompanied by genuine, verifiable evidence.

- Application for deferred tests or exams

To be eligible for a deferred test or exam, the student must provide compelling reasons for his/her absence such as medical opinion explicitly stating that the student was unable to attend the test or exam or legal obligations (e.g. to attend court or DIBP meeting), within three days of that particular assessment.

If approved, the student will be allowed to take a deferred test or deferred exam at a later scheduled date. If the student does not present himself/herself at the deferred test or deferred exam, no further special consideration will be accepted.

### **Final Subject Re-Assessment - last subject to complete the program**

If a student has passed all the requirements of the program but has failed in only one subject left of his/her program, the student can apply for a Special Consideration for a Final Subject Re-Assessment.

The Final Subject Re-Assessment can be granted if the student:

- i. Achieved F1 (Fail – Level 1) for the subject i.e. final grade of 40-49
- ii. has not been found guilty of plagiarism or cheating or any other student misconduct

- iii. has not defaulted in the payment of tuition fees
- iv. has not been blacklisted by the Library for violation of Library Rules
- v. has satisfactorily completed all the required assessment of the Final Subject

The Final Subject Re-Assessment will be conducted as a deferred examination and if the student passes the Final Subject Re-Assessment, he/she will be eligible to graduate. No further special consideration application regarding this Final Subject Re-Assessment will be accepted.

## **Unsatisfactory academic performance**

Unsatisfactory academic performance means the student has failed in 50% or more of the subjects undertaken during any one semester and/or the student has failed a particular subject more than two times.

- International students

Academic progress of international students will be monitored closely as part of ESOS requirement. Any student who is identified as being at risk of failing any subject during a semester will be highlighted to Academies Australasia Polytechnic's Academic Support team by the lecturer. The student will be contacted to present himself/herself to the Program Coordinator for additional support or counselling as part of an intervention strategy.

- All students with Unsatisfactory Academic Performance

Unsatisfactory academic performance can result in restriction in the number of subjects which can be studied in a subsequent semester (as part of an intervention strategy) or exclusion from the program if the student's academic performance does not improve despite the intervention strategies applied.

A student is likely to be excluded from the program if the student failed in 50% or more of the subjects undertaken in three consecutive semesters.

## **Academic Review Committee**

This Committee will decide on any action to be taken regarding the academic performance of students which may include warnings, interventions, restrictions or exclusions. This Committee will receive written submissions from students who want to appeal any decisions taken against them.

## Right of Appeal

A student has the right to appeal in writing against any action taken against them including plagiarism, cheating, unsatisfactory academic performance or final grades of subjects studied.

Refer to Academies Australasia Polytechnic's Appeals Policy in the Student Handbook.

## Assessment Grades

Grade	Meaning	Percentages
HD	High Distinction	80-100
D	Distinction	70-79
C	Credit	60-69
P	Pass	50-59
F1	Fail – Level 1	40-49
F2	Fail – Level 2	0-39
XF	Not Assessed – no assessments attempted	
AD	Assessment Deferred – up to 3 months	
W	Withdrawn without Academic Penalty	
CP	Conceded Pass – awarded by Academic Review Committee	

## Exam Paper Review

Students are entitled to request a review of the marking of their own exams submissions. This request must be submitted within three days of the publication of exam results. The exam paper review will be scheduled by Academies Australasia's Academic Support team, attended by an appropriate academic staff.

## Grade Appeals

Students will be given feedback on all their assessment tasks by their lecturers. If there are any problems with the grades of any assessment tasks, these must be discussed with the lecturer(s) concerned in the first instance.

Students may wish to appeal against the final grades of any subject by submitting a Grade Appeal form within 7 days of the publication of results. Grade appeals will be considered under specific circumstances and must be supported by genuine, verifiable evidence. Refer to the specific circumstances for Appeals on the Grade Appeal form.

## Completion and Graduation

### Conferral schedule

Students who have satisfactorily completed all their program requirements are eligible to apply for completion and graduation. Students can receive their testamurs during conferrals which take place three times per year: April, August and November.

Students are responsible for applying to graduate by submitting their “Application to Graduate” forms to the Academies Australasia Polytechnic’s Academic Support, together with appropriate payments.

Academies Australasia Polytechnic will hold its formal graduation ceremony once a year, in November of each year. The exact date of the formal graduation ceremony will be announced in March of that particular year. In April and August, the degrees will be conferred in absentia which means that the testamurs will be despatched by registered mail.

- International students may apply for Completion Letters upon the publication of their final results while awaiting formal conferrals. International students will have to apply for a Completion Letter by submitting an Application for Completion Letter form.

### Grade Point Average

Students will receive a point’s allocation for subjects completed on the following basis:

Grade	Meaning	Percentages	GPA points
HD	High Distinction	80-100	7 points
D	Distinction	70-79	6 points
C	Credit	60-69	5 points
P	Pass	50-59	4 points
F1	Fail – Level 1	40-49	3 points
F2	Fail – Level 2	0-39	1.5 points
CP	Conceded Pass		3.5 points

To establish a Grade Point Average, add up the number of points which have been achieved for each subject studied and divide by the number of subjects attempted, including subjects failed.

## Academies Australasia Polytechnic's Academic Policies

The following academic policies are relevant to students studying both VET and Higher Education:

- Policy: Student Selection and Admission Policy
- Policy: Academic Credit and Recognition of Prior Learning
- Policy: International Student Transfer
- Policy: Student Assessment Policy
- Policy: Internal Articulation Arrangements
- Policy: Code of Conduct for Staff
- Policy: Academic Progression Support
- Policy: Student at Risk and Academic Support
- Policy: Academic Integrity, honesty and free intellectual inquiry
- Policy: Academic Standing, Progression and Exclusion
- Policy: Student Academic Conduct & Plagiarism
- Policy: Student Grievance
- Policy: Learning and Information Resources
- Policy: Quality Assurance Policy
- Policy: Course Development and Review

Academies Australasia Polytechnic's academic policies are published in the Academies Australasia Polytechnic's website.