



**Higher Education**

**Study Guide**

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## About this Higher Education Study Guide

This Higher Education Study Guide is designed to provide Higher Education students with a quick overview of academic and administrative policies and procedures at Academies Australasia Polytechnic (AAPoly).

The Higher Education Study Guide is divided into six sections:

Section 1 — Trimester System and Key Events and Dates

Section 2 — Enrolment

Section 3 – Social Media Code of Conduct

Section 4 — Academic Study Matters

Section 5 – Completion and Graduation

Section 6 — AAPoly Policies

Students should also refer to the AAPoly's student policies which are published in the AAPoly's website ([www.aapoly.edu.au](http://www.aapoly.edu.au)) under "Student Policies". If you have further queries on any of the information provided in this Higher Education Study Guide, please contact Melbourne campus (Bourke Street) at +61 3 8610 4100.

## SECTION 1

### Trimester System

AAPoly runs three semesters in a year. Each semester has 12 teaching weeks. First semester starts in March and completes in June. Second semester starts in July and finishes in October. The third semester is the summer semester which runs from November to February of the following year. The actual dates of each semester will be published on the website (<http://www.aapoly.edu.au/enrolment-info>). Students should enrol in a full study load of four subjects in semester one and two. Summer semester is an optional semester. This means that students can elect to study one to four subjects or have a holiday, returning in the following March semester.

### Key Activities and Dates

#### 1. Enrolment Week

Students must be aware of the KEY DATES and the Academic Calendar relevant to their studies. Updated Academic Calendar is made available on the website every semester.

Students must organise their finance and travel schedules to enable them to enrol during the nominated Enrolment Week. Late enrolments will not be accepted two weeks after the commencement of Enrolment Week.

After the two weeks' period, late enrolments must be approved by Academic Dean and the student may be placed on an intervention strategy due to late commencement of studies. If a student fails to enrol or has not been granted late enrolment permission, the student's enrolment (or Confirmation of Enrolment – eCoE) will be cancelled.

## 2. Orientation Date

It is compulsory for students to attend the Orientation program as valuable information that assists in their successful transition to tertiary studies is covered in the sessions. Students have the opportunities for positive interactions with fellow new students, existing students, faculty staff members, non-academic staff and Student Services team.

## 3. Census Date

Students have up to the end of Week 3 (from Course Commencement) to make any changes to the subjects that they want to enrol in. Subject amendments must be approved by an Academic Staff. Students may need to pay additional fees if their original enrolment is for fewer subjects i.e. if a student added a subject.

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

The following table shows the key activities. A more detail Academic Calendar is available on the AAPoly website.

Key activities	Period	Comments
Enrolment week	One week before semester commence	Actual date will be provided on the AAPoly website
Orientation day	First week of the semester	Actual date will be provided on the AAPoly website
Commencement of semester	Semester One – March to June Semester Two – July to October Semester Three – November to February	Actual commencement and end dates will be provided on the AAPoly website
Census day	End of week 4 of the semester	Withdraw from a subject without financial penalty but withdrawal from the program/course is subjected

		to financial penalty
Subject evaluation	Week 9 to Week 12 of the Semester	A link will be made available on the LMS
Examination	Starts on week 13 of the Semester	Actual dates will be made known to students  Timetable is also published on the website
Publication of results	Two weeks after the end of examination period.	Actual date will be made know to students
Conferrals	April, August and November	
Formal Graduation Ceremony	First week of October	Actual date will be announced in March

## SECTION 2

### Enrolment

#### 1. Full-time and Part-time Study

##### International students

International student visa regulations require that international students study full-time. This means that students must normally be enrolled in four subjects per semester. If an international student is considered to be not achieving satisfactory course, the student may be advised to study a reduced study load of three subjects as an intervention strategy to improve the student's chances of success. Part-time study is studying less than three subjects in a semester and international students are not allowed to study part-time.

Summer semester is an optional semester. This means that students can elect to study one to four subjects or have a holiday, returning in the following March semester.

##### *Confirmation of Enrolment (CoE)*

International students must complete their courses within the duration specified in their CoE. AAPoly may extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, an extension CoE may be issued to students when the extension of studies is approved under limited circumstances. Student is likely to apply for visa extension in such circumstances, unless the current visa duration can cover the extended study period. .

## **Domestic students**

Domestic students can elect to study full-time or part-time. A full time student can take three or four subjects per semester. A part time student can study one subject per semester but has to complete the course within eight years.

## **2. Recognition of Prior Learning or Credit Transfer**

If the student has attained a recognized Australian qualification and the subjects/units attempted can be mapped to the subjects of another course (at least 80% equivalent), the academic credits from these subjects can be “transferred” to another course because they are considered to be equivalent.

If the student attained knowledge and skills through work experience and can provide evidence of skills and knowledge attained through work, such credits would be considered as recognition of prior learning (RPL).

Applications for credit must be submitted in writing using an approved form, and with all current and verifiable evidence of learning which relates to the learning outcomes of the course component/s for which credit is sought. A student seeking credit transfer towards the course should submit a credit transfer application before course commencement. When credits are approved, the student will receive advanced standing in their award program (and reduced the number of subjects that the student must complete in their program).

If the student submits documentation and applies for credit transfer during enrolment or after course commencement, the student’s study plan may have to be adjusted when the credits are formalised. There is no guarantee that it will be assessed in time for the student to withdraw from the subject(s) and avoid liability for fee. 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.

Students are informed in writing the outcome of AAPoly’s assessment on Credit Transfer and/or RPL.

AAPoly will consider prior qualification(s) in an application for academic credit transfer or RPL if the prior qualification(s) submitted for review is/are less than five years old.

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

## **3. Leave from Studies**

Students with a compelling need to take a break from studies can submit an application for Leave from Studies to the Student Services Department by completing the Leave from Studies form. Additional documentation to support the application must be submitted with the form.

Students who do not have compassionate or compelling circumstances to take a break from studies will have to withdraw from the course and re-apply when they are ready to return to

study. Students notify AAPoly of their intention to withdraw by using a Withdrawal of Enrolment form.

Students will be informed of the decision in writing.

Failure to re-enrol within the appropriate time period (according to published deadlines) will be considered as a notification of withdrawal from the student.

Students must be advised that deferring, taking leave from studies or temporarily suspending their studies during their program may affect their student visa. Students should check with DIBP before applying for leave or withdrawing from all studies.

## SECTION 3

### Social Media Code of Conduct

Social media is online media designed to allow information to be shared, disseminated and created using accessible and scalable publishing techniques. AAPoly acknowledges the significant role that social media holds. Students may participate in social media to learn, advocate and share information and ideas. It can be a prominent channel of communication to remain active and increase engagements with one another in academic or social contexts. Where the use of social media has connection with AAPoly, students are advised to comply with the following guidelines.

- I. Use of social media will be deemed as having connection with AAPoly if the social media account is set up using AAPoly information technology systems or equipment; used as an official AAPoly social media channel and/or there is clear, indisputable affiliation between the content, a staff member or a student with AAPoly on the site.
- II. Students' personal use of social media accounts via AAPoly's internet must be in accordance with AAPoly's information technology and privacy policy.
- III. Students who use social media sites in personal and private contexts are responsible for the content of comments and posts on these sites.
- IV. In accordance with the Student Code of Conduct, AAPoly students must not, when using media or social media sites for private or academic purposes, bring AAPoly into disrepute.
- V. AAPoly students are advised to refrain from media or social media activities that can damage the good standing of AAPoly and themselves, in society as well as in relation to relevant authorities such as the Department of Immigration and Border Protection (DIBP).
- VI. Students are advised to exercise judgement and check the accuracy of news they read in the media. Creating or circulating hoaxes or hate speeches can lead to



detrimental effects to the people or organisations implicated in the deviation of truth

Students who do not comply with the expectations set out in the policy may face disciplinary actions which, in serious cases, may result in exclusion from AAPoly. AAPoly applies a zero tolerance approach to harmful misconduct including (but not limited to) sexual harassment or abuse, physical or verbal bullying and violence.

## **Non Academic Misconduct**

All allegations of non-academic misconduct will be investigated by the Chief of Student Discipline Committee (CSDC). The outcome of the disciplinary action will be imposed by the CSDC (Non-academic) and may include more than one penalty action depending upon the severity of the incident. Penalty actions may include local disciplinary; temporary exclusion from AAPoly for a period up to two years; or permanently exclusion from AAPoly. The student may appeal against the decision of the original inquiry and/or against the severity of the penalty imposed by the CSDC. Refer to the Student Non-Academic Misconduct policy and procedure for more details.

## **Complaints and Appeal Process**

A student who wishes to make a complaint or appeal will complete the Complaints and Appeals Form and submit it to AAPoly reception. Where possible and appropriate, the complaints or appeals shall be dealt with locally at the level at which the issue of the complaint or appeal occurs. If the complaint or appeal cannot be resolved at the local level, the student will have access to the AAPoly internal appeal process. If the matter cannot be resolved through the AAPoly internal appeal process, the student will have access to a final hearing by an independent external person or organization. Throughout these processes, the student's enrolment at AAPoly will remain active. No student will be disadvantaged for having made a complaint or appeal. Refer to the AAPoly Student Complaints and Appeals policy and procedure for more details: <http://www.aapoly.edu.au/student-policies>.

## **SECTION 4**

### **Academic Study Matters**

#### **1. 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 AAPoly's intervention strategy and will be taken into consideration in applications for special consideration.

## 2. Submission of Assessment Tasks

All assessments must be submitted electronically unless otherwise advised by the lecturers. When you submit work electronically, students will be asked to agree to the assessment declaration of original work.

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 LMS (AAPoly's Moodle site).

### Academic misconducts

Academic misconducts include but are not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks.

Student academic misconduct is prohibited and any violations of the misconduct policy by students may result in academic penalties which include expulsion from AAPoly if the misconduct is considered severe and the offence repeated.

Students must assume responsibility for maintaining honesty in all assessments submitted for credit and in any other assessments designated by the lecturer of the course in question.

### Procedures

**For first offence:** A warning letter will be issued to the student stipulating that if the misconduct is repeated, further actions will be taken. Student penalties depending on the severity of the breach may be allowed to resubmit their task with no more than 50% of the mark being awarded if the student satisfies the task requirements or to resubmit the task on a new topic with no more than 50% of the mark being awarded.

**For second offence:** The student will receive a second warning letter from the Chief of Invigilation, Examination and Plagiarism and the student will be given zero marks for the assessment task.

**For third offence:** The student will receive the final warning letter and will fail the whole subject.

**More than third offence:** Student may be expelled from the Course, depending on the decision of the Student Discipline Committee.

If the student disagrees with the decision, student can appeal within 7 days of being notified about the penalty decision using the Academic Misconduct Appeal process.

### **Late submission**

Assignments that are submitted after the due date, without prior agreement from your Lecturer/Subject Facilitator will attract a penalty of 10% of the available marks per day. After 10 days, the assignment will still be marked, feedback given to students and the students receive zero marks in their overall result.

### **3. 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 no later than three (3) days after the due date of the assessment.

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

#### **Application for assessment task extension**

All assessment tasks should be submitted by the due date stipulated in the subject guide. If a student would like to request for a due date extension of an assessment task, the student must apply for Special Consideration, stipulating the reasons for extension.

#### **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). The Special Consideration application for deferred assessments must be submitted within three days from the specified deadline of the assessment. The Academic Dean will have the discretion to accept or reject an application for Special Consideration for a deferred 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.

### **4. Supplementary Assessment**

Supplementary assessment will only be granted once to those who have attempted all assessments of their subject and who have achieved a marginal fail. Students who committed plagiarism might not be eligible for any supplementary assessment in any unit within the course. The Academic Dean will have the discretion to reject or assign supplementary in particular situations.

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

If a student has passed all the requirements of the course but has failed in only one subject to complete the course, the student can apply for a Special Consideration for a final subject re-assessment. The Academic Dean will have the discretion to reject or assign re-assessments in particular situations.

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.

## **6. Unsatisfactory Academic Performance**

AAPoly is committed to enhancing students' learning experiences and supporting their academic progression towards the attainment of their study goals. Students' course progress is carefully monitored and documented to ensure compliance with the relevant regulatory requirements.

Unsatisfactory academic performance means the student has failed in 50% or more of his/her enrolled subjects per semester. The student is considered "at risk" of not being successful in his/her course of study.

"At risk" measures the probability of the student failing to complete their course within the planned period of study. The planned period of study for an international student is the period covered by the Confirmation of Enrolment registered at Department of Immigration and Border Protection. For domestic students, the planned period of study is the typical duration of the course as defined by the tertiary institution.

AAPoly provides for free a range of academic counselling, learning assistance or study support to students considered "at risk".

## **7. 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.

### **Grade appeal**

Students will be given feedback on all their assessment tasks by their lecturers. If there were 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 appeal 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.

### **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 the academic support team. Students will be informed of the exam paper review date once it is confirmed.

## **8. Assessment Grades**

<b>Grade</b>	<b>Meaning</b>	<b>Percentages</b>
HD	High Distinction	80-100
D	Distinction	70-79
C	Credit	60-69
P	Pass	50-59
F	Fail	0-49

## **SECTION 5**

### **Completion and Graduation**

#### **1. Completion Letter**

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.

#### **2. Conferrals 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 December. In April and December, the degrees will be conferred in absentia which mean that the testamurs will be despatched by registered mail or collected in person.

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

#### **3. Formal Graduation Ceremony**

AAPoly holds its formal graduation ceremony once a year, in the first week of October of each year. The exact date of the formal graduation ceremony will be announced in March of that particular year.

## Grade Point Average (GPA)

AAPoly applies a 4-point GPA scale based on the subject results.

Grade	Description	Grade Points	Percentage score
<b>HD</b>	High Distinction	4 points	80% - 100%
<b>D</b>	Distinction	3 points	70% - 79%
<b>C</b>	Credit	2 points	60% - 69%
<b>P</b>	Pass	1 point	50% - 59%
<b>F</b>	Fail	0 point	0% - 49%

To establish GPA, 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.

Student can request and complete GPA Calculation Statement through Student Services.

## SECTION 6

### Academies Australasia Polytechnic's Academic Policies

AAPoly's student policies are published in the AAPoly's website

<http://www.aapoly.edu.au/student-policies>