

Student Academic Handbook (Higher Education)

Information for Students

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School of Nursing & Healthcare Professions

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Document Overview:

Details:

1. This version is relevant for higher education students only.
2. This addresses general information relevant to the School of Nursing and Healthcare Professions

For specific program information, please refer to Course Finder or access discipline information from the School of Nursing and Healthcare Professions webpage.

Introduction

Welcome to the School of Nursing and Healthcare Professions, Federation University. The School delivers a variety of programs that operate under the same regulations. This booklet provides essential information about the School's procedures related to academic progress in all programs. The booklet provides further information about the University Statutes and Regulations. It is your responsibility to be aware of the regulations that affect you and your studies and it is always worth asking questions. If there is anything you don't understand about this handbook or any aspect of your program, please contact your Course Coordinator(s) and/or the Program Coordinator. A Course Coordinator is responsible for the running of each individual course. The Program Coordinator is responsible for the overall program (i.e. Bachelor of Nursing). Additional student resources can be found located at the [School of Nursing and Healthcare Professions \(Student Resources\)](#) tab from the School website.

Federation University legislation

Federation University is a self-accrediting University formed by an Act of Parliament. All of our actions are regulated by legislation and this controls how we work. Students should be familiar with Academic Statutes and Regulations relating to their studies. These are the formal rules that regulate what we do. Information can be found via the [Legislation](#) link on the Federation University website.

School Board and School committees

The School of Nursing and Healthcare Professions School Board and several committees include an elected student representative. The responsibilities of the student representative include communicating the concerns or suggestions of the group in relation to program matters. Students wishing to be considered for this role should contact their Program Coordinator and also watch their emails for Calls for Nominations for these positions. All Committees reports to the School Board to ensure all policies and procedures are correctly followed

Important dates

Important dates can be reviewed online. The [academic calendar](#) can be located on the University website.

Student Identification (ID) cards

The Student Identification (ID) card functions as both a library borrowing card and a general identity card. All students receive an ID card upon enrolment. Replacement ID cards are available from the Library and Student Administration counters for the cost of \$10 each. Student ID cards are also required prior to sitting examinations and must be taken into exam venue (i.e. Open Space, Exam Hall etc.). All students must present their student ID card at the commencement of the examination process. If students do not present with their ID card or equivalent, they may not be eligible to take part in the examination process. All students are provided with an initial student ID card at no cost. You can order your first ID card online using FedUni's [CaptureMe Portal](#).

Once you have uploaded your photo, your ID card will be ready to collect from your nominated campus location from 2pm on the following business day.

Alternatively, you can visit Student HQ at your campus to have your photo taken and ID card printed on the spot.

Course descriptions

Before classes commence, the Course Descriptions will be made available to you to support your study throughout the semester via the course Moodle shell. This document is an informal contract between the student and the Course Coordinator. The assessment tasks, due dates, assessment weighting and other pertinent information cannot be altered during the semester between the student and the Course Coordinator (unless by mutual agreement). It is the responsibility of the student to download each course description that pertains to their courses from the course online system. Each course should have a Moodle specific shell (or equivalent) to suit the requirements of the course taught within the School of Nursing and Healthcare Professions. [Moodle](#) is a 'Learning Management System' used as a platform to enhance learning and teaching via online delivery.

The following information regarding learning tasks and assessment should be adequately described in the course description:

- a brief statement of the purpose of the assessment task
- the criteria associated with completing the assessment task
- the criteria associated with grading the assessment task and the weighting of each criteria (where relevant)
- an indication of the approximate amount of time students should devote to each assessment task;
- due dates and estimated dates for return of work of the assessment task
- provision details of student feedback associated with the assessment task
- an indication of the weighting of the assessment task within the entire course

Class attendance

Attending all scheduled classes is strongly recommended. These can be made up of tutorials and labs. Some courses have prescribed attendance requirements and these must be adhered to for satisfactory completion of the course (for example practical classes, professional practices etc.). Course descriptions provide information on attendance and students need to be fully aware of compulsory attendance for certain courses (for example practicum class etc.). A lack of student attendance for a compulsory attendance class may lead to obtaining a fail grade for that course. Students must contact Course Coordinators if they are unable to attend a compulsory class at their earliest convenience (i.e. prior to the class commencement).

University correspondence

The School of Nursing and Healthcare Professions uses email to communicate with students. Please be aware that all students must continually check their University email account for important official University information (at a minimum twice weekly).

You can set up a forwarding rule to redirect email from the FedUni webmail account to your personal email account to make certain that no email is overlooked. Go to <https://libanswers.federation.edu.au/loader.php?fid=7783&type=1&key=2258cc33a33427f4776e08f49ac875a5> for instructions.

It is important that current contact details (including email and postal addresses) are recorded in student records so that University correspondence is received promptly. Students must ensure that their contact details are up to date online using MyStudent Centre. If you change your name or address or any relevant contact details it is imperative to alert the university.

It is important that students read all information sent to them by the University, via both postal mail and email. Not reading a request or instruction is not a legitimate reason for inaction.

Enrolment amendment

Students wishing to alter the courses in which they are enrolled must amend their enrolment online using [MyStudent Centre](#). There are strict deadlines for submitting changes to enrolment. Please refer to Important Dates to remember before attempting to amend enrolment. Students should seek academic counselling from their Program Coordinator or Student HQ prior to modifying their enrolment.

First year transition / mentor program (Undergraduate Programs)

Transition

Federation University Australia has positioned itself as a university responsive to student learning needs. Structures within the University are designed to support student progression: these include Teaching and Learning frameworks, the Student Learning Support Centre, Counselling and Support Services.

As the demand for Higher Education places increases, for many families the enrolment of a student will be their first experience of Higher Education. Federation University Australia is committed to ensure these students are supported during their first year. Student Services, Student Residence, the Student Association, year level coordinators and approachable staff all work to achieve a successful transition to:

- improve the quality of both social and learning experiences for all students enrolled into the first year at FedUni;
- foster a research culture in schools and sections designed to document, evaluate and communicate the transition experiences for first year students mediated by initiatives in teaching, learning, curriculum development and assessment;
- establish a coordinated and centrally supported university-wide approach to the issue of transition for first year students.

The School has staff available who provide support and understanding to all new commencing students:

Mentor program

Federation University Australia has recognised the importance of providing additional support to students during their first year at university. The Mentor Program was established so students who have already experienced life at university can provide first hand support to new students.

At FedUni we believe that first year students have a better first year experience because the Mentor Program:

- provides a network for students from the first week;
- informs students of the support structures at FedUni;
- creates awareness of transition issues experienced in the first year at university;
- provides positive role models for new students and a framework for constructive interaction between new students, mentors and staff;
- orientates new students to the University, including the 'lingo' and academic expectations;
- enables new students to embrace the challenges and opportunities that university offers.

Student Services

IT Support

The [Service Desk](#) provides students with IT assistance. It provides an assortment of information sheets, which are designed to answer most frequently asked questions.

Full details regarding the IT services accessible to students are available online at the Student IT Help link or by telephone: +613 5327 9999.

24 Hour Study Spaces

You may need your student ID card to access these spaces.

Mt Helen

Located in rooms F302, F303, F304 and F305, these spaces are primarily computer labs but also hold vending machines, a kitchenette, printing facilities, and an open collaborative space.

Gippsland

Located in rooms 1E-213 and 1E-214, these spaces are primarily computer labs.

Berwick

Located in room #G96, Building 903, this space is primarily a computer lab. Students have automatic access to this space via their Student ID cards between 6am - 10pm.

After 10pm access is available by calling security on 03 5122 8555, or by entering the external door near the security office to gain access from the main desk.

Counselling service

The Counselling Service aims to help students fulfil their academic, individual and social goals through professional counselling. Counselling is free and confidential. For details see the [Counselling Service](#). Students studying at Partner Provider Locations have access to counselling service at their location and should enquire with the relevant staff at their location.

Student Grievance Procedure

If a student is dissatisfied with a particular component of their enrolment and progression through their study at the University, they may explore the option of dealing with their issue within the Student Grievance Policy and Procedure guidelines. For more information refer to the link: [Student Grievance Policy](#). This site contains information to the procedure and the relevant forms. For information on grievances, contact the University Grievance Officer by email to grievanceofficer@federation.edu.au or by phone to (03) 5327 9504.

Student Learning Skills

The University supports students' transition to independent learning. Assistance is available to students for managing all types of academic tasks such as reading and researching, essay preparation, group projects and exam preparation and much more. Details of Learning and Study resources are also available on the Federation University website. Partner Provider Locations have access to a learning skills advisor at locations of study. The University's [General Guide for Presentation of Academic Work](#) must be used for assignments when citing references and preparing bibliographies. Lecturers will advise which sections of the guide are most relevant to specific assignments. Individual course descriptions will also state which referencing style is acceptable for each discipline or course. If you have any concerns, please speak to the Course Coordinator.

Student Support services

Student Support Services are services offered by the University to students and potential students who are experiencing negative circumstances affecting their studies. For further information see [Student Support Services](#). Students studying at Partner Provider Locations have access to local and equivalent Student Support Personnel. See also the section on “Special Consideration” within this handbook.

Library services

The University Library offers an integrated library service across all campuses. See [Library](#) website. Libraries are located at the Mt Helen, SMB, Horsham, Stawell, Gippsland and Berwick campuses.

Printing services

You can send multiple documents to the printer into a queue and then print them all at once after logging into the printer with your student card. Printing Costs: 10c per side for B&W (20c for duplex) & 40c for colour (80c duplex).

You need to add ‘print credit’ to your student account before printing any documents on campus printers. This can be done through a desktop app (called ‘add print credit’) on all Fed Uni computers on campus, or at fmp.federation.edu.au. You will need to add in a credit or debit card details to pay.

Examination Conduct

The University Handbook outlines the procedure and conduct for examinations under [Statute 5.3 The Schedule Part 1](#)

Section 8:

- (1) It is the duty of students to ascertain the dates and times at which they are required to attend for the performance of any component of assessment for which formal examinations are required.*
- (2) Absence or lateness due to misreading a timetable or a similar error does not of itself entitle a student to any further examination or special consideration.*
- (3) A student may only apply to a Dean or his/her nominee to defer an examination in exceptional circumstances. Such application must be made by means of a completed Special Consideration Application form and be supported by appropriate evidence, including a Health Care Professional Certification in the University’s standard form if deferral is sought on medical grounds, giving sufficient specific detailed information to allow the application to be assessed and relating to the reason for the deferral at least three days before the examination. A student may not normally apply to have an examination deferred more than once in a particular course in a given teaching period.*

Withdrawal from a Course

Students seeking to withdraw from an individual course for any reason must complete an Enrolment Amendment form this document must be submitted to the Student Headquarters. If you still do not wish to continue in your course, you need to ensure that you withdraw your enrolment as soon as possible before Census date. Failure to complete and submit the form prior to Census date will mean that you are liable for all fees and charges incurred. A Program Coordinator will be able to provide advice regarding the impact withdrawal from individual courses will have on your program study plan.

Withdrawal from a Program

Withdrawal from program form is used by students who wish to discontinue all studies at Federation University or from one of its partner providers. The consequence of submitting a Withdrawal from All Studies Form (HE) form is that a student must re-apply for admission to a Federation University program should they wish to do so at a future date. This document must be submitted to the Student Headquarters. Failure to complete and submit the form prior to Census date will mean that you are liable for all fees and charges incurred. It is strongly recommended that you speak to the Program Coordinator prior to completing this form to discuss study options.

Leave from Studies

Students seeking to interrupt their studies for any reason must complete an Application for Leave from Studies. This document must be submitted to the Student HQ or Program Coordinator for processing and confirmation.

The Federation University [Regulation 5.2 - Entry Quotas, Admissions and Enrolment Section 17:](#)

(1) A higher education student who wishes to interrupt his or her course must take application to the Student Headquarters for leave from studies and specify the purpose and the period of time, not being in excess of twelve months, for which the leave is required.

(2) The Student Headquarters may approve the application made under sub-section (1) subject to any conditions Academic Board thinks fit.

(3) Notwithstanding anything to the contrary in this or any other Statute, in special circumstances a higher education student may seek approval from the Vice Chancellor for leave from study.

“Leave from Studies” is available to assist students experiencing considerable difficulties with their studies and is not intended for trivial matters. Students are advised to discuss an application for “Leave from Studies” with the relevant program coordinator. Any supporting documentary evidence should be attached to the application. As a general rule, the Student Headquarters and Assessment Committee will not approve “Leave from Studies” for students who have failed courses. A student applying for “Leave from Studies” should continue to attend classes and complete assessments until his or her application is approved by the Student Headquarters and Assessment Committee.

Outcomes of an application for Leave from Studies

Each student is notified in writing of the outcome of his/her application. Possible outcomes are: leave from Studies is approved for 6 to 12 months, according to the option nominated by student on the application form and/or the program’s courses sequencing, or leave from studies is not approved and:

i) the student continues with his or her studies as nominated in the application form; or ii) the student withdraws from the program as nominated in the application form.

For programs that have a specified attendance requirement, leave from class for short periods of time (i.e. weeks) requires submission of appropriate documentation and approval prior to leave being taken. A specific attendance requirement is always documented in the specific course description. “Short Term Leave Application” forms are available from the student resources website [School of Nursing and Healthcare Professions \(Student Resources\)](#).

Application for Credit

Credit Search can help you determine whether you might be eligible for credit. Please note that the search results are indicative only, and should only be used as a guide to help you plan your studies. A formal decision will be made once you have submitted your application to study at FedUni, and a formal application for credit/advanced standing.

NB: You may still be eligible for credit even if your Country, Previous Institution or Program/Course is not listed.

To apply for credit/advanced standing, please download and submit the [Application for Credit Transfer \(pdf, 246kb\) form](#).

Student Feedback

Student feedback is an important component of ensuring teaching quality assurance. Feedback regarding the courses and programs offered by the School of Nursing and Healthcare Professions is possible via several mechanisms. Students should generally raise concerns with staff in the following order (unless it is not appropriate): Course Coordinator; Program Coordinator; Deputy Dean, Dean (as the last resort). Feedback will be accepted in the following forms of communications: via email, letter and personal discussion. All matters are kept confidential. Feedback may relate to the following areas:

1. Related to courses - discussion and/or correspondence with course coordinator.
2. Related to programs - discussion and/or correspondence with program coordinator.
3. Discussion and/or correspondence with student representative of School Board or the Student Senate.
4. Appointments and or correspondence with the Dean of School.
5. Completion of the online evaluation of teaching and courses surveys (held at the end of the teaching semester). These surveys are completely anonymous.

Online Student Feedback – eVALUate

EVALUate is Federation University's online survey tool for collecting Student Evaluation of Learning and Teaching for the actual teachers and the courses. EVALUate is accessed via the Federation University Student Survey Dashboard System using Federation Student user names and passwords. EVALUate will be **automatically switched on** during week 10 of each semester and will remain open for a two week period. Students will be notified via an invitation email sent to their Federation student email Address. Students will logon to the Federation Student Survey Dashboard using their **Federation Student Username**, and **Password**. They are then able to complete the eVALUate Course Survey and eVALUate Teaching Survey.

Learning assessment tasks (assignments)

Assessment tasks (assignments) are to be submitted online or in hard copy.

Online submission of assessment tasks

If your assessment tasks need to be submitted electronically, for example online submission via Moodle (Federation University preferred Learning Management System), specific instructions will be given to you in the Course Description if this is required. Also refer to the "Course Description" and "Plagiarism" section within this student handbook. Further support for online submission can be found on the [Student Online Support](#) website.

Hardcopy assessment of assessment tasks

If your assignment submission is via hardcopy, then it is important you understand the process. Access an assignment coversheet and locate the assignment box collection points. Details of these should be within the course description for each individual course. All assignments, unless the course coordinator gives other instructions, must be lodged in the assignment box by 4 p.m. on the due date. Students must complete the Assignment Coversheet Form and attach it to their assignment. This form is the only official evidence that an assignment has been submitted. Students must keep a copy of each submitted assignment.

Assignments are to be collected from the lecturer unless otherwise directed by the Course Coordinator. If you have any specific enquiries, contact your Course Coordinator.

How are assessments graded and what do they mean?

Assessment tasks are graded based on criteria. A summation of the criteria allows for an assessment task to be graded. These grades are presented as a percentage of the entire assessment task weighting. Generally, the final assessable task/examination will not be returned to the student until after grade ratification is complete. Seek further clarification from your Course Coordinator. Final results are published as per the Federation University Academic Calendar. Results are confidential and you and appropriate Federation staff will be the only one able to see these results. If you fail a course it is strongly recommended that you meet with your Program Coordinator as you may be required to amend your enrolment using the online [MyStudent Centre](#) System.

The [Grade Point System](#) allows you to calculate your grade point average over your entire program. It is a measure of how well you are performing academically and can be used in determining if you are eligible to be admitted into an Honours Degree or similar at the conclusion of your program.

Grade	Definition	Mark Range	Grade Point
HD	High Distinction	80-100%	<u>7 points</u>
D	Distinction	70-79%	6 points
C	Credit	60-69%	5 points
P	Pass	50-59%	4 points
S	Ungraded Pass	-	-
MF	Marginal Fail	40-49%	3 points
MN	Fail Level 1 (Pre 2009)	40-49%	3 points
F	Fail	0-39%	1.5 points
NN	Fail Level 2 (Pre 2009)	0-39%	1.5 points
XF	Non-assessed fail	-	-
UN	Ungraded Fail	-	-
AD	Assessment deferred: up to 3	-	-
TD	Assessment deferred: from 3 - 12	-	-
ZN	Supplementary assessment to be completed within 3 months	-	-
W	Withdrawn without academic penalty	-	-

O	Ongoing	-	-
TC	Transfer Credit	-	-
LW	Late Withdrawal – Academic penalty will apply	-	1.5 points

Requests for assessment extension of time

Assignments must be submitted by the specified time. Late submission of work does incur a penalty (See “Late submission penalties” section in this handbook). Students may wish to apply for an Assignment Extension which is available online at the School of Nursing and Healthcare Professions (Student Resources) tab. Lodge the application no later than three University working days after the approved submission of the assessment. The recommended method for lodging the application and supporting documentation is in the following ways:

- On-Campus: Submit the application form and supporting documentation, in person, to Student HQ on their campus
- Online: Submit the application and supporting documentation via email to the Student HQ special consideration email address.
- Partner Provider students: Submit the application and supporting documentation to their Partner Administration Office.

Late penalties currently vary between disciplines within the School of Nursing and Healthcare Professions. Ensure to check the exact requirements within your discipline at the beginning of the course. These details should be clearly stipulated in the course descriptions and/or discipline information.

Late submission penalties for assessment

Late submission penalties vary within disciplines. Each course description should have a clear statement regarding late submission penalties. Where a statement is not listed, then the following applies:

- 1 day late: 10% of total assessment grade will be deducted prior to marking the students work (i.e. for an assessment task worth 100 marks, 10 marks are deducted prior to marking).
- 2 days late: 20% of total assessment grade will be deducted prior to marking the students work (i.e. for an assessment task worth 100 marks, 20 marks are deducted prior to marking).
- 3 days late: The student work will not be marked by the assessor.

Access to student grades

Assessment results will be made available to students throughout the semester. Generally all student work should be returned to students within a 4 week turn-around from the due date (this depends on the course and should be negotiated with the Course Coordinator and the student). This may involve access to grades via a forum post, Moodle grades or other means acceptable to both the Course Coordinator and the students.

Generally, the final assessable task/examination will not be returned to the student until after grade ratification is complete. Grade ratification involves looking at the student progression over the semester and ensuring all grades are valid and reliable. Final results for each course can be viewed online via your [MyStudent Centre](#) login-in.

Privacy and freedom of information privacy

Student privacy is now protected by law. See [Student Privacy](#). The University cannot disclose personal information to anyone without specific permission. However, a few exceptions exist, where the University is obligated to provide personal information to certain government bodies;

For examples:

- Department of Education, Employment and Workplace Relations
- Department of Immigration and Citizenship
- or to protect the health and/or safety of someone
- Or if it is believed that unlawful activity is occurring and/or the law requires it (i.e. following a subpoena investigation from the Police).

Freedom of information

The Federation University falls within the jurisdiction of the Victorian Freedom of Information Act (1982). The Act:

- requires information concerning documents held by the University to be made available to the public;
- enables a member of the public to obtain access to documents held by the university; and
- Enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading.

Note: A "member of the public" includes staff and students of the University. For further information go to: <http://www.federation.edu.au/staff/governance/legal/legal-compliance/freedom-of-information>

Plagiarism

Failure to acknowledge the use of somebody else's work is known as plagiarism and is considered to be intellectual dishonesty. The School of Nursing and Healthcare Professions wants to work with you to ensure you do not plagiarize. Tools are available to help you learn about correct referencing and academic writing. The School of Nursing and Healthcare Professions has a strong commitment to you learning these skills but will also take action if you fail to follow the rules. Details on plagiarism can be found in the University Regulations on Student Discipline Regulation 6.1. Failure to acknowledge the use of another piece of work is plagiarism. Giving sources for direct quotes, with quotation marks, or rewording the quote is not enough. Students who engage in plagiarism will be subject to academic penalty / disciplinary action.

For full details on the University's policy, what constitutes plagiarism and penalties for plagiarism please refer to the Avoiding Plagiarism website and the General Guide for the Presentation of Academic Work.

Turnitin: online assistance for detection of improper referencing

Turnitin is available to students and staff to improve academic literacy and integrity by detecting accidental or deliberate use of another person's work without referencing/citation.

- As part of the general teaching and assessment process - where it is appropriate to the course and assessment task.
- For students to self-assess and improve their work regardless of whether it is required for assessment in your Course. This service may be accessed through a generic Turnitin and Academic Literacy Information course.
- Referencing learning material. Also refer to the Preventing Plagiarism online support. (Reference: Turnitin CLIPP July 2013). For further information see this online student resource.

Academic Progress: Satisfactory versus unsatisfactory

Satisfactory academic progress is demonstrated by the successful completion of all required assessments in each semester of the program as nominated in the curriculum document for that program. Students who progress through the program without interruption will complete in the prescribed timeframe. However, in some cases, students may have interrupted progress due to a number of reasons including personal circumstances and/or poor academic performance. Unsatisfactory completion of any course in your program will normally result in an extension of the timeframe to complete your program.

Unsatisfactory academic progress is the term used when a student has demonstrated failure to satisfactorily complete a portion of their studies. This can fall into a number of categories including the following conditions:

1. Failure in 50% or more of the required courses in any one semester of the program as designated in the curriculum document, or
2. Failure of a second attempt of previously failed course(s), or
3. Failure to meet the required conditions set at a previous Show Cause outcome

The Federation University [Statute 5.5 Unsatisfactory Progress](#)

Section 1:

- (1) *When a student who is enrolled in a course and does not meet the progression rules as prescribed in the course regulations or guidelines, prior to or on the date of publication of the final results of assessment under Statute 5.3-Assessment, the student will be notified by an authorized officer of the appropriate discipline in writing that he or she has made unsatisfactory progress and the outcome of the unsatisfactory progress.*
- (2) *The outcome of the unsatisfactory progress may be –*
 - a) *an exclusion from the program; or*
 - b) *suspension from the program for a specified period; or*
 - c) *restriction as to the enrolment –*
 - i. *in a particular course or courses in any subsequent teaching period; or*
 - ii. *in the program subject to specified conditions; or*
 - d) *permitted to continue in the program without conditions.*
- (3) *A student may appeal against the outcome of the unsatisfactory progress under sub-sections 1(2)(a) or 1(2)(b) which must be lodged in writing to the Dean within 20 working days of being notified of the outcome. The Dean shall consider the appeal within 10 working days and may either:*
 - a) *dismiss the appeal; or*
 - b) *uphold the appeal and reverse or amend the outcome of the unsatisfactory progress and must as soon as practicable notify the decision to the student in writing together with reasons for the decision.*
- (4) *A student may appeal against the outcome of the unsatisfactory progress under sub-section 1(2)(c) which must be lodged in writing to the Dean within the timeline specified by the appropriate School in the formal notification under sub-section 1(1) which shall not exceed 20 working days. The Dean in considering the appeal may either:*
 - a) *dismiss the appeal; or*
 - b) *uphold the appeal and reverse or amend the outcome of the unsatisfactory progress and must as soon as practicable notify the decision to the student in writing together with reasons for the decision.*

- (5) *If a student appears in person before a Dean the student*
- a) *will normally not be entitled to any representation, including representation by a lawyer. However, in exceptional circumstances, the Dean may determine to allow representation on such terms as the Dean thinks fit; and*
 - b) *may be accompanied by an observer, who is not a lawyer, however the observer may not speak unless invited to do so by the Dean.*
- (6) *The Dean must advise Academic Board, at the subsequent meeting held by Academic Board, of any decision made under paragraph 1(2)(a) and if appealed upheld under paragraph 1(4)(a).*
- (7) *A student may appeal against a decision by the Dean under subsections 1(3) and 1(4) to the Appeals Committee. An appeal must be in writing specifying the grounds of appeal in accordance with Regulation 2.2 Appeals Committee and must be lodged within 10 days of the student being notified of the Dean's decision.*
- (8) *A student shall be regarded as having received notification at the time when the notification would have been received in the ordinary course of the post.*

Academic Progress Committee (APC)

All documented material relating to student progress including results is presented to this committee. Recommendations about student progression in the Program are made following:

- consultation of the relevant course coordinator/s.
- consideration of a student's overall individual performance in enrolled courses and
- regard for any specific circumstances that may have affected learning during that semester of study.

The Academic Progress Committee meets at the conclusion of each semester. The Committee provides advice and recommendations about student results and progress to the School of Nursing and Healthcare Professions Programs and Assessment Committee. In circumstances where the Academic Progress Committee finds that a student is to be suspended, excluded or their enrolment restricted, students will be sent formal notification. The notification will be mailed to students' preferred mailing address and delivered via their University email account. The email will be considered to have been received within 24 hours of it having been sent. The notification will be sent following the deliberation of the Academic Progress Committee, which will take place shortly after the ratification of results for each teaching period.

The outcome of the unsatisfactory progress may be:

1. an exclusion from the program; or
2. suspension from the program for a specified period; or
3. restriction of enrolment
 - a) in a particular course or courses in any subsequent teaching period; or
 - b) in the program subject to special conditions
4. permitted to continue in the program without conditions

Following Academic Progress Committee consideration, students will be sent a formal outcome letter detailing any conditions applied to their enrolment and the consequences of their unsatisfactory progress. A student may choose to attend a Show Cause meeting to challenge this outcome.

Appeals to Academic Progress Committee

A student may appeal against either the exclusion or suspension from their program, this appeal must be lodged in writing to the Executive Dean within 20 working days of being notified of the outcome. A student may also appeal a restricted program and this must be lodged in writing to the Executive Dean within 10 working days of being notified of the outcome.

FAQ regarding Show Cause

I have received a letter regarding my academic progress – what is the role of the Academic Progress Committee?

When results are published, students whose academic performance has been poor are reviewed at an 'Academic Progress Meeting'. The Academic Progress Committee will consider each student individually, and will determine a course of action for each student. A student who has performed poorly academically may be excluded from the program; suspended for a period of time (6-24 months); or be placed on restricted enrolment.

What is exclusion?

A student who is excluded from the program (due to poor academic performance) loses their place in the program. If they wish to return to study in the same course, they must apply for admission via the standard method of applying for selection. (A student may appeal their exclusion – see the Federation University Handbook for further information).

What is suspension?

When a student receives a suspension from studies, the student is not able to continue their program until the end of the period of suspension. However, their place in the program will be held, and they may return to studies at the conclusion of the suspension period. The student will need to meet with their Program Coordinator prior to recommencing study. They might be placed on restricted enrolment upon return to studies. (A student may appeal their suspension – see the Federation University Handbook for further information).

What is restricted enrolment?

When a student is placed on a restricted enrolment, they are not permitted to carry a full academic load. Their enrolment will be restricted, and they will be given a maximum number of credit points that they may enrol in; or they may be advised to enrol only in failed courses. A student placed on restricted enrolment will be required to meet with their Program Coordinator to determine their enrolment.

What about over-enrolment?

Over-enrolment of up to 15 Credit Points may be permitted when a student has achieved at least a Credit average in the semester prior, when carrying a full academic load. Permission to over-enrol will not be given without a Credit average.

Why does the Academic Progress Committee restrict the enrolment of some students?

The Academic Progress Committee restricts student enrolment to provide a student with the best opportunity to continue studies successfully. When a student has performed poorly, the Committee may believe that the likelihood of success will be increased if the student has a lower academic load.

Special Consideration (including Deferral of an Examination)

What is Special Consideration?

From time to time, events occur which may affect your ability to study and complete the tasks we request of you. It is very important you let us know when you cannot fulfil the requirements of the Course Description. You must inform us, via this formal process when you cannot meet the requirement of the course or program. Students wishing to apply for special consideration for their studies must submit various pieces of documentation in support of their application. See the [Special Consideration](#) application form for details. The Federation University is governed by a range of regulations and statute. The full regulation and statute listing can be found [here](#).

Special consideration is described in [Status 5.3 \(Schedule Part 1\)](#)

Section 5:

- (1) *Applications for special consideration may be made on any of the following grounds:*
 - a) *that the student's work at any time during the academic year has to a substantial degree been hampered by illness or other cause;*
 - b) *that the student has been prevented by a serious or disabling illness or other significant cause from preparing or presenting for all or part of a component of assessment; or*
 - c) *that the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.*
- (2) *Subject to sub-section 5(3), an application for special consideration should be directed to the appropriate Program Coordinator or Student HQ no later than three days after the date of submission of the component of assessment.*
- (3) *Every application for special consideration must be made in writing by means of a completed Special Consideration Application form and be supported by a Health Care Professional Certification in the University's standard form where special consideration is sought on medical grounds, or other appropriate evidence, unless it has not been reasonably practical for a student to make application within the time specified. Any Health Care Professional Certification or other evidence must include sufficient specific detailed information to allow the application to be assessed.*
- (4) *A decision made in relation to an application under sub-section (2) and (3) shall be notified to the applicant in writing within five working days of the decision being made.*

Examples that may be considered as reasons for Special Consideration

These include:

- Medical reasons e.g. recent hospital admission; serious injury; debilitating illness; severe anxiety or depression (refer to "Guidelines to assist the Health Care Professional" attached to the Health Care Professional Certification for more examples that may lead to severe, moderate or minor disadvantage to students);
- Loss or bereavement e.g. death of a close family member, or close friend; family or relationship breakdown; or
- Hardship/trauma e.g. recent victim of crime; sudden loss of income or employment or severe disruption to domestic arrangements;

How to apply for a Special Consideration

1. Complete the Application for [Special Consideration](#) form available from the School of Nursing and Healthcare Professions (Student Resources) website. The application should indicate your reasons and for how long your studies have been affected and the relevant courses and assessable tasks. Read all the Special Consideration information on the website the policy and procedure titled Guidelines for Student Applying for Special Consideration
2. You will need to provide **sufficient specific detailed information and attach all relevant supporting documentary evidence** (e.g. Police report, death notice or certificate, Statutory Declaration etc.) with your application to enable the application to be assessed.
3. **In the case of a medical condition**, you should submit the Health Care Professional Certification available from the School of Nursing and Healthcare Professions (Student Resources) website completed by an appropriately qualified health care professional and attach this to your Application for Special Consideration form. This documentation should apply only to your circumstances, and its impact upon your current studies. Backdated documentation will not be accepted.
4. Your completed application and supporting documentation should be submitted directly to Student HQ.
5. You must submit this application no later than three days after the due date of the specific piece of assessment or the examination for which you are seeking Special Consideration.
6. If it is impossible for you to submit the application within the three day time limit, you or your representative must contact Student HQ or your Program Coordinator within three days or you will risk failing the course.

Deferment of an Examination

An application for deferment of an examination can only be made in exceptional circumstances (see: Sub-section 8(3) of Statute 5.3 The Schedule Part 1 and must be made using the Application for Special Consideration - Deferred examination form available from the [School of Nursing and Healthcare Professions \(Student Resources\)](#) website. Students should make application for a deferral of an examination when they have prior knowledge that they will be unable to attend an examination (e.g. as result of a serious and disabling illness).

How to apply for a Deferment

1. Complete the Application for [Higher Education Special Consideration – Deferred examination](#). The Application should indicate the exceptional circumstances why you are applying for a deferment.
2. You will need to provide sufficient specific detailed information and attach all relevant supporting documentary evidence (e.g. Police report, death notice or certificate, Statutory Declaration etc.) with your application to enable the application to be assessed.
3. In the case of a medical condition, you should submit the [Health Care Professional Certification](#) available from the School of Nursing and Healthcare Professions (Student Resources) website completed by an appropriately qualified health care professional and attach this to your Application for Special Consideration form.
4. Your completed application and supporting documentation should be submitted directly to Student HQ.
5. You must submit this application no later than five working days before the examination.

When to apply for Special Consideration and when to apply for Deferment

Special Consideration should be sought when:

1. You attend an examination or submit an assessment but you believe your performance has been hampered by illness or other cause;
2. You were prevented from attending an examination or submitting an assessment as a result of a severe illness or other cause.

Deferral of an examination should be sought when:

1. You are aware you will be unable to attend an examination

Appeals

A student has the right to appeal against a grade, exclusion or suspension, or a claim of plagiarism.

As well as having the right to appeal within the University, a student has the right to pursue external appeal processes. All appeals must comply with the relevant Statutes and Regulations.

Special equipment protocols

Equipment/Laboratory.

All students should abide by the safety regulations (as given in the first page of the practical manual and or course descriptor) in relation to the practical activities undertaken in the Clinical Simulation Environment. Before each of the practical sessions, students should engage in the prescribed pre-reading and understand the preventative measures that are identified through the completion of the HIRAC forms available in the laboratory. It is mandatory by the Federation University regulations that all students in the simulated learning environments must wear appropriate professional attire that is consistent with the expectations of professional appearance within the clinical setting i.e. no long sleeves, or excessive jewellery. Only enclosed footwear is to be worn in the simulation environment and long hair should be tied back or covered. Although it is a simulated environment students must engage in appropriate safety procedures when handling and disposing of equipment and simulated bodily fluids. Failure to comply with these requirements will mean that the student cannot enter the simulated environment to participate in the simulated learning session, attracting 'zero' mark for that session.

General safety information for students

Injury Reporting

The Federation University Injury Reporting system is detailed on the [Risk, Health and Safety](#) website with further detail in the Injury and Emergency Management section. The Injury Report form can be located within the Injury and Emergency Management section. Page 1 of the Injury Report form must be submitted within one working day of the injury occurring, and the fully completed Page 2 within five working days. The original hard copy must be sent with all required signatures and investigation notes. If you have any concerns about completing an Injury Report form, please contact us so we can work with you to ensure the form is correctly completed.

Students from certain disciplines are exposed to a number of procedures that are classified as HIRAC (Hazard Identification, Risk Assessment and Control Procedure). These procedures have HIRAC guidelines regarding specific actions, substances etc. Ensure to familiarize yourself with the HIRACS relevant in your discipline and course related study. If you are unsure, please contact your course coordinator. For further information, please see [HIRAC guidelines](#).

General Emergency Instructions

If first at the scene of an emergency, remember the three key steps - AAA:

- **Assess** the situation for immediate dangers to your safety and take appropriate steps.
 - **Alert** (a) personnel around you, (b) the Federation University Emergency Phone Number *6911 Mt Helen and Number 333 Gippsland (internal calls) or (03) 5327 6911 Mt Helen and (03) 5122 6999 Gippsland (external calls/mobile phone), and (c) the Area Warden (if applicable).
 - **Assist** any person in immediate danger if safe to do so.
- Contain or combat the emergency only if safe to do so.
 - Evacuate to a safe location (if necessary).
 - Notify your lecturer, teacher or other Federation staff member as appropriate.

Note: When you call the Federation Emergency Phone Number, the operator will take details to enable direction of emergency services to the incident and then connect you to the '000' operator. If you call '000' directly, you will need to take responsibility for directing the emergency services. For non-emergency security assistance, call 5327 9088 Mt Helen and 5122 6662 Gippsland.

Hint: Store these numbers in your mobile phone now!

Building Evacuation Instructions

If you are instructed to evacuate a building or area, or if an evacuation alarm sounds:

- Make sure any equipment in use is safe to leave.
- Ensure others around you know to evacuate.
- Evacuate promptly from the building, closing doors behind you if practical.
- Assemble at the Designated Assembly Point.
- Report to the Area Warden (yellow helmet), do not smoke, and await further instructions.

Hazard Reporting

If you notice any situation with the potential to cause injury or illness, fix it if you can do so easily and safely. Otherwise, report it promptly to a lecturer, teacher or other Federation staff member. There is a Hazard/Near-Miss report form on the Risk, Hazard and Safety Department webpage.

First Aid

The names and phone numbers of University First Aiders are listed in the Local Emergency Instructions found near the entrance to each building and floor, and also on the RHS Department webpage. Injuries must be reported to the RHS Department within 24 hours. The Injury Report form can be found on the RHS Department webpage.

Ergonomics

General advice on working safely in an office or study environment can be found in Officewise, available on the WorkSafe Victoria website. This is particularly important to follow when working with computers for extended periods.

Graduation

Eligibility

Students who have satisfactorily completed program requirements are eligible to graduate. When final grades have been published, potential graduates will be identified, assessed and student records updated. During key periods, this process will be undertaken at regular intervals.

Action required: You must check your [‘unofficial transcript’](#) to confirm you have the correct amount of credit points displayed. Students will not be identified if credits or grades are missing.

Once assessed as eligible to graduate, the Graduation Office will email you to confirm your award and inclusion in the next graduation event. This email will provide further information about the graduation process and the Reed Graduation Services portal, which is used to collect attendance / non-attendance information.

Action required: You must update your contact details in MySC to include a current alternate email address. This alternate email address will be used to send you graduation information, and must be monitored; graduation information **will not** be sent to your student email.

Reed Graduation Services will email you directly when the online portal is open, inviting you to login and submit your graduation attendance / non-attendance details for the next graduation event.

If you do not want to attend a ceremony and require your testamur before the portal opens, please contact the graduation office via the [online contact request form](#), to make arrangements.

Please note: All graduation attendance or non-attendance details must be submitted via the Reed Graduation Services portal when opened for an event.

Ceremony Dates

- Graduation ceremonies are held during Semester 1 and then again during Semester 2.
- [Submit online request form](#) to the Graduation office to make arrangements for collection or postage of your testamur if you do not want to attend a graduation ceremony.
- There is no option to attend a ceremony after you have received your certificate/testamur.

Glossary

Academic Board - The Academic Board is the senior academic body within the University. In conjunction with Schools, the Academic Board has responsibility for approving, or recommending to Senate for approval, new or amended Programs and courses of study and policy relating to the admission and candidature of students.

Academic dishonesty - Academic dishonesty occurs when a student presents another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the examiner. It also includes engaging another person to complete an assessment, cheating in exams or fabricating data. (See also Plagiarism)

Academic Progress Committee - This is a Committee appointed by the School Programs Committee to determine cases where a student has failed 50% or more of the courses in any one teaching period, and/or failed a repeating course. The Committee will recommend a course of action to be taken which may involve restriction, suspension or exclusion of a student. The Committee will interview or receive written submissions from students who choose or are required to show because why action should not be taken against them relating to unsatisfactory academic performance.

Academic record - An academic record is the complete academic history of a student at the University. It includes: personal details; all courses of study and Programs taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in Program requirements. Access to a student's academic records is restricted to authorized University staff and is not released to a third party without the written authorization of the student.

Academic transcript - A printed statement setting out a student's academic record at the University.

Academic year - The current calendar year in which a student is enrolled.

Admission - Governed by the University's admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a Program at the University.

Advanced standing - (see Credit)

Appeals - Students may lodge an appeal against academic or disciplinary decisions.

Assessment - The process of measuring the performance of students in courses of study and Programs. Performance may be assessed by examinations, essays, assignments.

Award Program - (see Program)

Bachelor's degree - The highest undergraduate award offered at the University. A bachelor's degree Program normally requires three or four years of full-time study or the part-time equivalent.

Bursaries - Financial award made to a student, based primarily on need. (See also Scholarships.)

Cancellation - Where enrolment is cancelled for non-payment of fees.

Candidature - Candidature commences when a student is admitted to a Program of study leading to the award of a degree. There are maximum periods and in some cases minimum periods of candidature depending on the award Program and whether the candidate is a full-time or part-time student.

Census Date - Census Date is the date when your liabilities are incurred. The Federation University Australia is required to report legislated student information to the Department of Education as at Census Date. Refund of fees or waiver of HECS-HELP or FEE-HELP liability is not possible once the subject census date has passed.

Ceremony - (See Graduation ceremony)

Chancellor - The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

Combined degree - A combined degree is a single program with a single set of Program resolutions leading to the award of two degrees.

Commencement date - The date a student commences candidature.

Confirmation of Enrolment form (CoE) - This form is issued to each student after enrolment, showing the Program and the courses of study in which the student is enrolled, together with the credit point value of the courses of study. Until all fees are paid, it is issued provisionally.

Core course of study - A course of study that is compulsory for a particular Program or subject area.

Co requisite - A course of study which must be taken in the same teaching period or year as a given course of study (unless it has already been completed).

Course of study - Course of study or course means a stand-alone component of an award Program.

Credit - The recognition of previous studies successfully completed at this University, or another university or tertiary institution recognized by the Federation University Australia, as contributing to the requirements of the Program to which the applicant requesting such recognition has been admitted. Credit may be granted as specified credit or non-specified credit. (see also RPL)

Specified credit - The recognition of previously completed studies as directly equivalent to courses of study.

Non-specified credit - A "block credit" for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific course of study.

Credit Points - The value of the contribution each course of study provides towards meeting Program completion requirements.

CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students

Cross-institutional enrolment - An enrolment in courses of study at one university to count towards an award Program at another university.

DIBP – Department of Immigration and Border Protection (formerly DIAC - Department of Immigration and Citizenship)

Disciplinary action - Undertaken as the result of academic or other misconduct e.g. plagiarism, cheating, security infringement, criminal activity.

Domestic Student – You are a **domestic** student if:

- you are an Australian citizen
- you are a New Zealand citizen
- you are an Australian Permanent Resident
- you are the holder of an Australian permanent residency visa

eCoE - It is an electronic confirmation of enrolment which is generated by the University for a student through PRISMS. (see also PRISMS)

Equivalent full-time student course (EFTSU) - The equivalent full-time student course (EFTSU) is a measure of student load based on the workload for a student undertaking a full year of study in a particular Program. A student is then recorded as having generated one EFTSU.

Equivalent full-time student load (EFTSL) - The equivalent full-time student load (EFTSL) for a year. It is a measure, in respect of a Program of study, of the study load for a year of a student undertaking that Program of study on a full-time basis.

Enrolment

Commencing - An enrolment is classified as commencing if a student has enrolled in a particular degree for the first time.

Continuing - Students already in a Program at the University re-enrol each year or semester. Most continuing students are required to pre-enrol.

Enrolment variation - Students may vary their enrolment at the beginning of each teaching period.

ESOS Act (Cth) - The Commonwealth Educational Services for Overseas Students Act 2000 (ESOS Act) and associated legislation regulate all aspects of promoting Australian education and providing educational and training services to overseas students onshore in Australia. The ESOS Act establishes a legally enforceable National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2001 (the National Code) that provides for nationally consistent standards for the registration and conduct of education and training providers.

Examination - A set of questions or exercises evaluating on a given subject

Examination period - The time set each semester for the conduct of formal examinations.

Examiner - The person assessing either the written/oral examination, Program work assignments, presentations, etc of a student or group of students.

Exclusion - The School may ask a student whose academic progress is considered to be unsatisfactory to “show good cause” why the student should be allowed to re-enrol. If the student’s explanation is deemed unsatisfactory, the student may be excluded either from a course of study or from a Program or the school.

Exemption - Where granted, the student is allowed to complete a course of study without also completing all the prescribed components of Program work and/or assessment.

Expulsion - The ultimate penalty of disciplinary action. The student is expelled from the University and not allowed to be admitted or to re-enrol in any Program at the University. The student does not receive their results, nor allowed to graduate or receive a transcript or testamur.

External transcript - A certified statement of a student’s academic record printed on official University paper. It includes the student’s name, any credit granted, all Programs the student was enrolled in and the final Program result and all courses of study attempted within each Program together with the result.

Fee-paying students - Students who pay tuition fees to the University and are not liable for HECS,

Grade - The outcome for a course of study linked with a mark range.

Graduand - A student who has completed all the requirements for an award Program but has not yet graduated.

Graduate - A person who holds an award from a recognized tertiary institution.

Graduation - The formal conferring of awards either at a ceremony or in absentia.

Graduation ceremony - A ceremony where the Chancellor confers awards upon graduands.

In absentia - Latin for “in the absence of”. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them.

Internal transcript - A record of a student’s academic record for the University’s own internal use. It includes the student’s name, identification number, and address, all Programs in which the student was enrolled and the final Program result, and all courses of study attempted within each Program together with the course results.

International student - Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia is an international student. An international student is required to hold a visa that allows study in Australia.

International Student - Fee-paying - A private International Student who is liable to pay tuition fees for their studies with the University.

Load - The sum of the weights of all the courses of study in which a student is enrolled. The weight is determined by the proportion of a full year’s work represented by the course of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent full-time student courses (EFTSU).

Local Student - Either an Australian or New Zealand citizen or Australian permanent resident.

Orientation Week - “O” Week takes place in the week before lectures begin in semester 1. During O Week, students can join various clubs, societies and organizations and take part in activities provided by the FedUni Students’ Association.

Permanent home address - The address used for all official University correspondence with a student, both inside and outside of teaching time (e.g. during term breaks), unless the student provides a different address for use during teaching periods.

Plagiarism - Plagiarism is the presentation of the expressed thought or work of another person as though it is one’s own without properly acknowledging that person. The University’s Statute 6.1 Student Discipline and Regulation 6.1 make it clear that plagiarizing is a breach of student discipline and may incur a range of penalties.

Prerequisite - A course of study that is required to be successfully completed before another course of study can be attempted. Prerequisites can be mandatory or advisory.

PRISMS - Is the Provider Registration and International Students Management System. It is the electronic system which holds CRICOS and eCoE's. It is the approved form of reporting under the ESOS Act.

Prizes - Awarded in recognition of outstanding performance or academic achievement.

Program - An undertaking of study at the Federation University Australia.

Award Program - A formal Program of study that will see attainment of a recognized award.

Non-award Program - Studies undertaken by students who are not seeking an award from the University. (See also Cross-institutional enrolment).

Program leave - Students are permitted to apply for a period away from their Program without losing their place. Program leave is formally approved by the Undergraduate Programs Coordinator. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission.

Program rules - Rules which govern the allowable enrolment of a student in a Program. Program rules may be expressed in terms of types of courses of study taken, length of study, and credit points accumulated and also govern the requirements for the award of the Program eg. Minimum number of credit points.

Progress units - The value of the contribution each course of study provides towards meeting Program completion requirements.

Result - The official statement of a student's performance in each course of study attempted as recorded on the academic transcript, usually expressed as a mark and grade.

RPL - Recognition of Prior Learning.

Scholarships - Financial or other form of support made available to enable students to further their studies.

Special consideration - Where illness, or exceptional circumstances impact on a student's ability to complete an examination or other assessable task, special consideration may be granted.

Student Identity Card - All students who enrol are issued with an identification card. The card includes the student's name, a library borrower's bar code and a passport-style photo.

Summer School - A program of accelerated, intensive study running for approximately six weeks during January and February each year. All courses are full-fee paying.

Testamur - A certificate of award provided to a graduand, usually at a graduation ceremony.

Timetable - The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Undergraduate - A term used to describe both a Program leading to a bachelor's degree and a student enrolled in such a Program.

Vice-Chancellor - The Chief Executive Officer of the University responsible for its leadership and management.

Waiver - In a prescribed Program, the School may waive the prerequisite or co requisite requirement for a course of study or the Program rules for a particular student. Waivers do not involve a reduction in the number of credit points required for a Program.

Winter School - An intensive study program offered by the University during the mid-year break.