Foundation Access Studies (FAST)

Student Handbook
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**Disclaimer**

All information contained within this booklet is true and correct at the time of printing. It must be understood that some of this information will be subject to change, without notice, in order for the FAST Program to remain compliant with policy changes and governance edicts within the Federation University, as well as any and all statutory authorities as deemed appropriate by the Director.
Congratulations and welcome to Federation University and the Foundation Access Studies (FAST) Program.

The FAST teaching team welcome you to the world of higher education. The FAST program will allow you to sample learning in higher education, with the aim of enabling you to gain skills to qualify you for entry to a tertiary degree program at Federation University. By the end of the FAST Program you will have the skills needed to enter a degree program with confidence. We look forward to working with you to enhance your skills and attain success in FAST.

Federation University encourages students to take responsibility for their learning. It provides quality teaching and support services which are designed to support student learning and encourage students to engage in inquiry.

The FAST program is a full-time study program offered at Federation University’s Ballarat (Mt Helen), Gippsland (Churchill) and Berwick campuses; you can also study the program online. Classes are held over a 12 week period. There will be a two week break from studies mid-semester, one week’s SWOT Vac. and a two week exam period.

We hope that you will find FAST rewarding and challenging, and the learning environment supportive. We ask you to contribute to this supportive environment by working towards your individual goals with a tolerant, respectful and collaborative attitude. This means we expect you to work as a team member, balancing your own learning goals with respect for the needs of other students and staff.

FAST presents an intense full-time workload and consistent effort is needed to successfully complete all tasks. Accordingly, we require students to attend all classes. Good planning and time-management skills are essential. You will need to plan your time carefully and organise yourself to meet deadlines and assessment requirements.

The program coordinators for each campus this semester are; Pam Williams (Berwick), Carmelina Manzo (Gippsland, Churchill), Michelle Briede (Ballarat, Mt Helen). These staff members are your contacts for your study within the FAST program. You will also get to know a contact person for each of the courses you are studying this semester as you commence the program.

We trust that your time in the program will be both academically and personally rewarding, and we look forward to getting to know you better.

Best wishes for a successful semester,

FAST Program Team
Pam, Carmelina, and Michelle
The Federation University Guarantee

The FAST program is offered by Federation University Australia as an alternative entry to tertiary study, and success (a passing grade) in all FAST courses indicates that a student has demonstrated the necessary skills to be successful in a university-level program. As a result, a place will be made available in a degree level program at Federation University Australia.

However, while the University accepts that success in the FAST program indicates that a student has achieved the necessary skills to enter tertiary study, a student may not be suited to every degree program offered at the University. Each program has its own selection process and requirements. This means that a successful FAST graduate cannot be guaranteed a place in the program of his or her choice, but Federation University does guarantee her or him a place in a Federation University Australia degree program.

In FAST you will acquire skills that university students need to complete quality work on time. FAST also introduces the policies and processes of Federation University Australia, so that FAST students are familiar with many aspects of programs and of lecturers’ requirements and expectations by the time they enrol in a degree level program. This can prove to be a valuable advantage for students.

Program Structure

The FAST program is made up of four courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASTP1011</td>
<td>Introduction to Tertiary Studies</td>
</tr>
<tr>
<td>FASTP1015</td>
<td>Academic Writing</td>
</tr>
<tr>
<td>ATSGC1369</td>
<td>Understanding University Learning</td>
</tr>
<tr>
<td>FASTP1013</td>
<td>Mathematics and Introductory Statistics [OR]</td>
</tr>
<tr>
<td>FASTP1203</td>
<td>Technical Mathematics</td>
</tr>
</tbody>
</table>

Students must pass all four courses to successfully pass the FAST program.

Teaching Methods

Learning experiences in the FAST program include lectures, tutorials, workshops and online activities. Assessment tasks include essays, reports, presentations, online quizzes, tests and exams. Learning and assessment tasks in FAST have been designed to help you adjust to what you will encounter in undergraduate degree programs. Tertiary students are expected to devote a considerable amount of time to independent study, so it is important for you to organise your time to allow for this.

Grading scheme

All FAST courses and assessment tasks are graded using the following scheme:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80–100%</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>70–79%</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>60–69%</td>
<td>Credit (C)</td>
</tr>
<tr>
<td>50–59%</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>40–49%</td>
<td>Marginal Fail (MF)</td>
</tr>
<tr>
<td>0–39%</td>
<td>Fail (F)</td>
</tr>
</tbody>
</table>
Student Services

Campus Maps
You can find copies of maps for all campuses on the university website. For details of your campus see the following page: federation.edu.au/about-us/our-campuses

IT Support
Basic information about Passwords, Wi-Fi and Student email can be found on the IT Help page: federation.edu.au/current-students/assistance-support-and-services/information-technology-it-help

Log in to FedUni’s online systems
To access the university’s online systems you will need a login (your student ID) and password. Your password for your first login is the first letter of your given name (not your family name), a full stop, and your full date of birth. Example: John Smith, born 14 August 1980. Password: j.14081980

Before accessing any FedUni systems you will need to change your first password to your own personalised password. This can be done via the Password self-service page.

Connect to Fed Uni Wi-Fi (eduroam)
Wi-Fi is accessible for all students in all student and public areas such as lecture theatres, classrooms, tutorial rooms and cafes. Instructions for setting up your device(s) to connect with our Wi-Fi can be found on the Wireless (Wi-Fi) access help page: federation.edu.au/current-students/assistance-support-and-services/information-technology-it-help

FedUni Microsoft Office 365 Offer
All FedUni students are eligible to download and install a free copy of Microsoft Office 365. This is available for Windows and Mac computers, and other mobile tablets and devices. To access this offer, simply sign into your Student Webmail account from any computer connected to the internet. Click on Office 365 in the top left corner and click select Download. Office 365 provides students access to the following Microsoft applications: OneDrive (1TB storage), Outlook calendar, Outlook email, and MS Word, MS PowerPoint, MS Excel.

Student email
Access to your student email is provided via Microsoft Office 365. You can log in to Office 365 and access your inbox via the Access my student email help page.

My Student Centre (mySC)
MySC is an online system which allows you to manage your administrative needs whilst studying at Federation University Australia (FedUni). You can use mySC to enrol, view your grades, pay your fees, amend your contact details, and for confirmation of enrolment.

Moodle
Moodle is the university’s Learning Management System. You can find information about each of your courses on Moodle, including teacher information, learning activities and assessment details. Most courses require you to submit assignments on Moodle. If you have any trouble with Moodle, you should contact your lecturer, tutor or IT Help.
Academic Facilities

Academic support
In addition to the teaching and learning materials within the FAST Program, Federation University also has a range of further student and academic study supports available for all students. These include a range of services that can be helpful for many aspects during your time at university:

- **Student academic and study support** includes FedReady, Student mentors, Peer assisted study sessions (PASS), ASK service, writing space, online tutoring, and learning skills advisors (LSA’s) federation.edu.au/future-students/study-at-feduni/student-support/sass
- **Online assignment, writing and referencing guides** federation.edu.au/current-students/learning-and-study/online-help-with/guides-to-your-assessments

Student support services
The university provides a range of services and advice to assist and support the needs of all students.

- **Student connect** includes counselling, disability support, Aboriginal Education Centre, health services, careers information, financial support, scholarships and the student advisory service federation.edu.au/about-us/our-university/portfolios/student-support-and-services/student-connect

University libraries
As a FAST student you have access to all the Federation University libraries on all campuses (Mt Helen, SMB, Berwick and Gippsland). The library has a range of physical and digital resources for students to borrow, computers for student use, and library skills classes on a range of useful topics. Visit the website for more information: federation.edu.au/library

Computer laboratories
There are a range of computer labs available around each campus for student use, including in the library. There are also a number of 24-hour labs available. For more information see the website: federation.edu.au/library/student-resources/student-commons

Student Responsibilities

Managing enrollment
Students use the online administration system my Student Centre (mySC) to view and update personal details, accept offer/s, enrol in classes, view and download results, and pay student fees.

Updating contact information
If you change your address or contact details (phone or email), you must update this information on My Student Centre (mysc.federation.edu.au). The university may contact you via the address on My Student Centre, so it is important that your information is always up to date.

Checking email
Your lecturers and tutors will use email to notify you of important information about your courses, therefore it is important that you check your email regularly (i.e. at least once a week). You can access your email via federation.edu.au/office365.
Important dates
The university’s academic calendar includes crucial dates that you need to be aware of when it comes to enrolment and attendance. Please access these here: federation.edu.au/current-students/essential-info/administration/important-dates

Communication
Please ensure that you:
- Communicate with staff members in a professional and courteous manner.
- Reply to staff communication within 2 business days (if response is required).
- Regularly check Moodle shells for up-to-date information about your courses.
- Ensure you are familiar with the Course Description documents for each course, which includes important dates and essential course information.
- Contact staff by email if any significant concerns arise.

Learning materials
Students are expected to come to classes prepared. During the FAST program you will collect many articles, handouts and notes. The following stationery items are recommended to help you stay organised:

<table>
<thead>
<tr>
<th>Item</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop computer or tablet, with Microsoft Office software installed</td>
<td>Accessing Moodle and email, taking notes, completing learning activities and written assignments</td>
</tr>
<tr>
<td>Binder/folder or document wallets</td>
<td>Storing and organising handouts</td>
</tr>
<tr>
<td>Loose paper or notebook, pens, pencils, highlighters</td>
<td>Taking notes</td>
</tr>
</tbody>
</table>

Attendance
FAST students are expected to attend all timetabled classes (on campus and online). Please notify the Tutor as soon as you know they will be late or absent from class, including a plan outlining how you will make up the content missed in class. If illness or another extenuating situation prevents you from attending classes for a week or more, please contact your Campus Coordinator and the Tutor of affected classes. We understand that there may be some circumstances that make it difficult to come to class:
- Acceptable reasons for being absent from or late to class might include: illness (a medical certificate is required), accident (e.g. car accident), unavoidable public transport delays, or a family emergency. It is recommended to obtain documentation or evidence to support any absence, such a certificate from a medical practitioner.
- Students are expected to be punctual. Teachers often give important instructions about the lesson or up-coming assignments/exams in the first fifteen minutes of class-time and therefore wish to begin class on time. Being punctual is a sign of respect and courtesy. The attendance register will be marked at the beginning of each class.
- Tests and major assessments are often held in the middle and end of semester. You should not make travel or holiday arrangements that would cause you to miss these vital assessable tasks. Activities such as paid or volunteer work, and family and social activities should be planned around your hours of study. Work for assessment tasks will need to be undertaken outside of class time. It is your responsibility to organise your time so that you can complete all the course requirements.
Independent study

Independent study and research skills are an important part of the transition to studying at university. Along with active participation during the 13 hours of face-to-face classes for full-time students (6-7 hours of face-to-face classes for part-time students), you are encouraged to do a **minimum of 13 hours of independent study per week for full time students** (and 6-7 hours for part-time students) to complete assigned weekly learning tasks and required assessment tasks. See course description documents for more specific time allowances for individual tasks as these will vary depending on the course expectations and content.

**Online students** are required to undertake **equivalent overall time commitment** per course. Due to fewer contact hours this means a **higher percentage of independent study**. This may include (but is not limited to): regular access to Moodle, completing assigned readings, engagement with the online materials, preparing for and attending online classes and consultation times, completion of online activities and contributing to online forums/discussions.

Changes to study

There are many reasons why you might feel like making changes to your study arrangements. This may including your mode of study (changing to part-time or online study), taking leave from studies, transferring programs or withdrawing from study. Before you make any changes, it is important that you know all the options available to you. It is recommended that students discuss any changes to their study with their Campus Coordinator.

Please visit the university website for further information and forms: federation.edu.au/current-students/essential-info/administration/taking-leave-or-withdrawing-from-studies

Student feedback

Providing feedback is an important part of ensuring quality teaching and learning. Each semester students complete an eVALUate online survey to **provide feedback on their teachers and courses**. Please see the website for information on how and when you are able to access this survey via your Dashboard on Moodle. federation.edu.au/staff/business-and-communication/finance-at-feduni/seeq-services/evaluate

Assessment policies

A full version of the **assessment guidelines document** is available for students: federation.edu.au/schools/school-of-education/student-resources

Academic integrity

Academic integrity incorporates the values and behaviours of staff and students, including the creation, use and communication of information in an ethical, honest and responsible manner. Academic misconduct generally refers to a breach of academic integrity. Cheating, plagiarism, and fabrication or falsification of data are examples of such breaches (TESQA, 2017). Plagiarism includes the submission, without acknowledgment, of any information that is not the student's own, and includes copying, in whole or part, the work of others. Students must:

- only submit work they have created themselves,
- acknowledge information and sources used within their work,
- not allow other students to copy their work
The University takes all cases of plagiarism very seriously, and the penalties can be very severe. Please refer to the website for detailed information on what defines plagiarism, how to avoid committing plagiarism, and the process for handling suspected plagiarism: federation.edu.au/current-students/learning-and-study/online-help-with/plagiarism

Access the relevant university statute and regulations are:

- Statute 6.1 Student Discipline (pdf, 9kb)
- Regulation 6.1 Student Discipline (pdf, 36kb)
- Regulation 6.1.1 Plagiarism (pdf, 11kb)

**Referencing Style**

Referencing (also known as citing) is the process of acknowledging that you have used someone else’s ideas, theories, data or words in your writing. You do this by identifying the source. Acknowledging your sources helps to support your arguments and demonstrates that your ideas and conclusions are based on research, allowing your reader to locate and follow-up the information or idea. In the FAST program, the following referencing styles may be used (see individual Course Descriptions for details):

- APA
- Australian
- MLA
- Chicago
- Other (please specify)

For FAST courses, you are encouraged to practice the referencing style adopted by the discipline you wish to enter. Further information about referencing, referencing guides and supporting documents are available on the FedUni website: federation.edu.au/current-students/learning-and-study/online-help-with/referencing. The FedUni Library also has information at: federation.edu.au/library/guides/referencing

**Submission of assessment tasks**

All assessment tasks (other than oral presentations and in-class tests) must be submitted in Moodle by the due date. Your tutor will explain the full submission requirements for each assessment task. If you have a Learning Access Plan (LAP) please ensure you follow the agreed guidelines.

With the exception of in-class tests, you must keep a copy of your assignments (either digital or hard copy). If an assignment is lost, it is your responsibility to provide a replacement copy. Please see the information on individual assessment tasks for appropriate file formats of submissions.

**Marking and return of assignments**

Assessments submitted by the due date will be returned simultaneously to all students. You will receive an alpha grade (HD, D, C, P, MF, F, S or U) for each assessment task (see grading scheme p.4) and a numerical mark. Feedback/comments may also be provided, or can be requested by students.

- Any assessment task weighted 25% or more that receives a fail grade (less than 50%) will be marked by two members of the teaching team (double marked).

**Course completion**

In order to successfully pass a course a student should make a reasonable attempt at every assessment task, including hurdle tasks, and achieve at least 50% for the course overall.

- A supplementary assessment is available to any student who fails a course, but has submitted every assessment task, and achieves a grade of 45% or greater.
Resubmission
You may apply for the Course Coordinator’s permission to resubmit one failed assessment task per course. Resubmission will only be considered if:

- the original work was submitted by the due date, the assignment was a genuine attempt at the task and met the required word limit, and there is a genuine reason for resubmission.

**Important**: Any request should be received within one week of the result being released and, if approved, the resubmission should be received within one week of the approval being granted. The Course Coordinator will confirm the resubmission due date. A resubmitted assessment task will receive a pass (50%) or fail grade only.

Absence from quizzes, tests and examinations
If you are prevented from completing a quiz/test and have a legitimate reason (such as those listed as acceptable reasons for an extension), please contact your tutor/lecturer as soon as possible (preferably before) the scheduled quiz/test. If approved by the Course and/or Program Coordinators, arrangements can be made for you to fulfil the assessment requirements at an alternative time.

As with extensions, you must provide written evidence and an acceptable grounds for approval by the tutor/Course Coordinator.

If you are unable to sit a scheduled exam and you know in advance, or if you miss an exam on the day it is scheduled due to unexpected circumstances (e.g. illness), then you should contact your Course Coordinator as soon as possible. Often this may require you to apply for a deferred examination, via the Special Consideration process. See the Special Consideration section below for further information.

Late submissions
Assignments may be submitted after the due date, however a late penalty will be applied to assessment tasks submitted without an extension or Special Consideration.

- A five percent (5%) penalty of the value of the task applies per day for each day after the deadline (including weekends).
- No late assignments will be accepted after more than fourteen (14) days after the deadline.

For example. If a student received a 75/100, 5% of the value of the task would be 5 marks deducted from the awarded mark per day. If the student submitted one day late they would receive 70/100, two days late they would receive 65/100, and so forth.

Extensions
Sometimes there are reasons why you cannot submit an assignment on the day it is due. If you need an extension, you must email your tutor explaining your reasons before the assignment is due. They will respond, via email, to let you know if you have been granted your extension request.

Requests for an extension of between one (1) and two (2) weeks must be emailed to your tutor before the submission date of the assignment. You will need to provide reasons for your request and you may also need to provide a plan/draft of work you have completed so far. Your tutor will seek approval for your request from the Course Coordinator and communicate the Coordinator’s decision to you by email.

The maximum amount of time you can request for an extension is two (2) weeks.
Acceptable grounds for an extension

- illness (medical certificate or statutory declaration required)
- accident
- family emergency

Under certain circumstances extensions can be approved by the tutor and Course Coordinator for reasons other than those listed above. Please discuss your situation with your tutor.

Unacceptable grounds for requesting an extension

- non-university commitments (paid work, sporting or family events)
- computer breakdown
- a heavy workload and lack of organisation

Extensions of more than two weeks

- Longer extensions require an application for Special Consideration. Please see the Special Consideration section for details.
- To avoid delays in returning work to students who submitted on time, if you are granted an extension of more than two weeks you may be required to complete a different task (e.g. an alternative essay question). The Course Coordinator will advise you if this is required.

Special Consideration

Special consideration is an equity measure ensuring students are not disadvantaged by impacts of circumstances beyond their control. It is intended to support students with ongoing or major health issues, serious personal situations or where confidentiality issues are involved. It can apply to all courses in a semester or just one.

Applications for special consideration can be made on any of the following grounds:

- **Medical reasons**: e.g. hospital admission; serious injury; debilitating illness; severe anxiety or depression. Does not include minor inconvenience such as a cold.
- **Compassionate grounds**: e.g. death of a close family member or close friend; family or relationship breakdown.
- **Hardship/trauma**: e.g. victim of crime; sudden loss of income or employment; severe disruption of domestic arrangements.
- **Other**: includes service to emergency services such as CFA; military; or jury service.

Please note: circumstances within your control (e.g. holidays, social or family occasions, usual demands of employment, difficulties with English language), and minor ailments (e.g. headaches, colds, sleeplessness) are not accepted as grounds for special consideration.

Applications for Special Consideration must be lodged no later than three University working days after the approved submission date of the assessment task. You should follow these steps to apply:

1. Download the form from the website.
2. Complete the form. (If you are unsure about the information required, assistance is available. Visit Student HQ, seek advice from a FedUni counsellor, or ask your Course Coordinator).
3. Provide copies of any additional information required.
4. Sign the form, put it together with your supporting documentation, and submit it either in person to Student HQ at your home campus, or email it to: specialcon@federation.edu.

For more information see: federation.edu.au/current-students/essential-info/administration/special-consideration/