Student Academic Handbook
(Higher Education)

Details:

1. This version is relevant for higher education students only.
2. This addresses general information relevant to the School of Health and Life Sciences

For specific program information, please refer to Course Finder or the School of Health and Life Sciences webpage.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Federation University legislation</td>
<td>5</td>
</tr>
<tr>
<td>Communication and important dates</td>
<td>5</td>
</tr>
<tr>
<td>Course description</td>
<td>5</td>
</tr>
<tr>
<td>Class attendance</td>
<td>6</td>
</tr>
<tr>
<td>Student Services and Correspondence</td>
<td>6</td>
</tr>
<tr>
<td>University correspondence</td>
<td>6</td>
</tr>
<tr>
<td>Enrolment amendment</td>
<td>6</td>
</tr>
<tr>
<td>Assisted with computer related issues</td>
<td>6</td>
</tr>
<tr>
<td>Counselling service</td>
<td>6</td>
</tr>
<tr>
<td>Student Grievance Procedure</td>
<td>6</td>
</tr>
<tr>
<td>Student Learning Skills</td>
<td>7</td>
</tr>
<tr>
<td>Student Support services</td>
<td>7</td>
</tr>
<tr>
<td>Library services</td>
<td>7</td>
</tr>
<tr>
<td>Printing services</td>
<td>7</td>
</tr>
<tr>
<td>Student identification (ID) cards</td>
<td>7</td>
</tr>
<tr>
<td>Examination Conduct</td>
<td>8</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>8</td>
</tr>
<tr>
<td>Withdrawal from a Program</td>
<td>8</td>
</tr>
<tr>
<td>Leave from Studies</td>
<td>8</td>
</tr>
<tr>
<td>Outcomes of an application for “Leave from Studies”</td>
<td>9</td>
</tr>
<tr>
<td>Application for Credit</td>
<td>9</td>
</tr>
<tr>
<td>Cross Institutional Studies</td>
<td>9</td>
</tr>
<tr>
<td>Student Feedback</td>
<td>10</td>
</tr>
<tr>
<td>Online Student Feedback – eVALUate</td>
<td>10</td>
</tr>
<tr>
<td>Learning assessment tasks (assignments)</td>
<td>10</td>
</tr>
<tr>
<td>Online submission of assessment tasks</td>
<td>10</td>
</tr>
<tr>
<td>Hardcopy assessment of assessment tasks</td>
<td>11</td>
</tr>
</tbody>
</table>
How are assessment graded and what do they mean? .................................................................11
Requests for assessment extension of time.................................................................................. 12
Late submission penalties for assessment ....................................................................................12
Access to student grades..............................................................................................................12
Privacy and freedom of information Privacy .................................................................................12
Freedom of information ..............................................................................................................13
Student representatives on the committee ...................................................................................13
School Board and School committees..........................................................................................13
School of Health and Life Sciences Programs Committee ...........................................................13
Plagiarism ........................................................................................................................................13
Turnitin: online assistance for detection of improper referencing................................................13
Academic Progress: Satisfactory versus unsatisfactory ..................................................................14
Academic Progress Committee (APC.) ..........................................................................................15
FAQ regarding Show Cause .........................................................................................................16
Appeals to Academic Progress Committee ...................................................................................16
Special Consideration (including Deferral of an Examination) ....................................................16
What is Special Consideration? ......................................................................................................16
Examples that may be considered as reasons for Special Consideration .......................................17
How to apply for a Special Consideration ....................................................................................17
Deferment of an Examination ......................................................................................................18
How to apply for a Deferment ........................................................................................................18
When to apply for Special Consideration and when to apply for Deferment.................................18
Appeals ............................................................................................................................................19
Test & Thesis Libraries – for Psychology Students ......................................................................19
Special equipment protocols ..........................................................................................................19
Human Movement Activity Laboratories (HMAL) .........................................................................19
General safety information for students ........................................................................................19
Injury Reporting ..........................................................19
General Emergency Instructions ......................................19
Building Evacuation Instructions ......................................20
Hazard Reporting ..........................................................20
First Aid ........................................................................20
Ergonomics ....................................................................20
Graduation .....................................................................20
Eligibility .......................................................................21
Applying to Graduate .....................................................21
Glossary ........................................................................22
Course Finder ..................................................................23
Program Information .........................................................23
Introduction
Welcome to the School of Health and Life Sciences, Federation University. The School delivers a wide variety of programs from many discipline groups but all programs operate under the same regulations. This booklet provides essential information about the Schools’ 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 Science). Additional student resources can be found located at the School of Health and Life Sciences (Student Resources) tab from the School of Health and Life Sciences 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 University handbook.

Communication and important dates
To enable communication with students, the School of Health and Life Sciences makes use of student email. Please be aware that all students must continually check their University email account for important official University information (at a minimum twice weekly). Important dates can be reviewed online. The academic calendar can be located on the University website.

Course description
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 Health and Life Sciences. Moodle is a ‘Learning Management System’ used as a platform to enhance learning and teaching via online delivery. Additional University wide student resources to support Moodle use can be found at the following link: Getting Started and Student IT Help.

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 (lectures, tutorials, lectorials (lecture and tutorial within one time slot) is strongly recommended. 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).

Student Services and Correspondence
Listed below are administrative procedures students may need to complete if changing any of the details of their study program. Many of these processes are completed online using MyStudent Centre. Hard copy forms required for some of the procedures detailed below are available from Student Support Services or online at School of Health and Life Sciences (Student Resources).

University correspondence
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 update their contact details 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.

Assistance with computer related issues
The Service Desk provides students with computer assistance. It provides an assortment of information sheets, which are designed to answer most frequently asked questions. These are available in hard copy from the Service Desk. Full details regarding the IT services accessible to students are available online at the Student IT Help link or by telephone: +613 5327 9999. Students can use their Federation student ID card to access 24hr computer labs. University Partner Providers will provide access to computer labs at times specified for each location of delivery of programs. The University provides computing facilities (including computer labs) for all students. The University provides you with an email address and this is the only email address that will be used to contact you. If you choose to use a different email account, it is your responsibility to forward all emails sent to your student email address to your alternative email address.

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
Printing Services provide a range of high quality printing, binding and consultancy services, at commercially competitive prices, to University staff, students and the wider community. Print Services are located in demountable portable four (N4) adjacent to the H Building at the Mt Helen Campus. Students studying at Partner Provider Locations will be referred to a Partner Provider printing service.

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.

See below for more information about ID card collection points:

- Gippsland – Student Administration (Building 1S Room 203)
- Horsham – Main reception
- Mt Helen – Student Administration (T building opposite the Library)
- SMB – Student Administration (D Building, Lydiard St)
- Berwick - Student Administration (Ground Floor, Building 930)
Off-campus/online - ID cards will be posted to students directly

Partner students – your Student ID card will be sent directly to the relevant partner for distribution

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

**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:

a) 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
b) 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 Health and Life Sciences (Student Resources).

Application for Credit
In certain circumstances, students may be eligible to apply for credit. Please refer to the following policies, procedures, guidelines and forms regarding the acceptable process within the School of Health and Life Sciences. Additional resources can also be found on the School of Health and Life Sciences (Student Resources) website.

All students:

- Credit Regulations
- Application for Credit (HE)
- RPL and Credit Transfer Policy

International Students:

- Program Credit (International Student)
- Admissions and Application for International Students

Cross Institutional Studies
Cross Institutional Studies may be accepted into programs (where relevant).

- “Inbound or incoming cross-institutional enrolment is when a student is enrolled in one or more Federation course but are enrolled in a program at another university (referred to as their ‘home’ university)”
• “Cross-institutional (outbound) study means that you may gain approval to study courses at another institution (host institution) and credit that study towards your award at Federation University (home institution)"

• “Cross-institutional enrolment needs some preparation as you need to discuss your situation with your School to gain approval and then apply to the other institution before their closing dates”

Direct quotes from link below.
For further information regarding Cross Institutional Studies, and please refer to the following university guidelines: In coming and Outbound Cross Institutional Studies.

Student Feedback
Student feedback is an important component of ensuring teaching quality assurance. Feedback regarding the courses and programs offered by the School of Health and Life Sciences 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 or Deputy 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 School Dean.

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Mark Range</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>80-100%</td>
<td>7 points</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>70-79%</td>
<td>6 points</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>60-69%</td>
<td>5 points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-59%</td>
<td>4 points</td>
</tr>
<tr>
<td>S</td>
<td>Ungraded Pass</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MF</td>
<td>Marginal Fail</td>
<td>40-49%</td>
<td>3 points</td>
</tr>
<tr>
<td>MN</td>
<td>Fail Level 1 (Pre 2009)</td>
<td>40-49%</td>
<td>3 points</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-39%</td>
<td>1.5 points</td>
</tr>
<tr>
<td>NN</td>
<td>Fail Level 2 (Pre 2009)</td>
<td>0-39%</td>
<td>1.5 points</td>
</tr>
<tr>
<td>XF</td>
<td>Non-assessed fail</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UN</td>
<td>Ungraded Fail</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>AD</td>
<td>Assessment deferred: up to 3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TD</td>
<td>Assessment deferred: from 3 - 12</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ZN</td>
<td>Supplementary assessment to be completed within 3 months</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn without academic penalty</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>O</td>
<td>Ongoing</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LW</td>
<td>Late Withdrawal – Academic penalty will apply</td>
<td>-</td>
<td>1.5 points</td>
</tr>
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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 Health and Life Sciences (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 within the School of Health and Life Sciences. Ensure to check the exact requirements within your program at the beginning of your study. These details should be clearly stipulated in the course descriptions and/or program information.

Late submission penalties for assessment

Late submission penalties vary depending on the program. 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 MyStudent Centre.

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

Student representatives on the committee
School Board and School committees
The School of Health and Life Sciences, 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

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 Health and Life Sciences 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 Health and Life Sciences 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 Preventing Plagiarism website and the General Guide to Writing and Study Skills.

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.
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. Unsuccessful 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 Health and Life Sciences School Board 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.
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.

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 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 Dean within 10 working days of being notified of the outcome.

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 Health and Life Sciences (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 Health and Life Sciences (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 Health and Life Sciences (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 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 Health and Life Sciences (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. Specific information regarding plagiarism procedures within our School, please refer to the following website: http://federation.edu.au/schools/school-of-health-and-life-sciences/student-resources/forms,-guidelines-higher-ed

Test & Thesis Libraries – for Psychology Students
Mr. Alan Penhall, Technical Officer, operates the test and thesis libraries for Psychology students. You will be provided with specific times at which Mr Penhall will operate the libraries for borrowing and returning. The process of borrowing and returning will be explained to you. You can contact Mr. Penhall at a.penhall@federation.edu.au or by telephone on 5237 9609. Any student responsible for the late return of a test or test manual may incur a penalty by losing marks for the piece of assessment for which the test or test manual was used. The penalty will be the loss of five (5) marks for the first day overdue and a further one (1) mark for each day thereafter.

Special equipment protocols
Human Movement Activity Laboratories (HMAL)
The following arrangements have been put in place to manage the ordering, packing and return of Human Movement Activity Laboratories (HMAL) equipment. The Equipment Request Form is available from the School of Health and Life Sciences website or all HMSS Moodle sites. Complete the form and: e-mail to HMSS.equipment@federation.edu.au no later than 3.30pm on the working day prior to the equipment being required e.g. e-mail request by Friday 3.30pm for Monday classes.
OR
Drop the form into the HMSS Storeroom during opening hours 3:30-5:30pm weekdays or slide under the door.
Equipment orders are to be collected and returned by students and or teaching staff. Students using equipment in venues other than the brown gym will need to meet their lecturer at the store 10 minutes before class to collect equipment.

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 or 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**

Students who have satisfactorily completed program requirements are eligible to graduate. Some people refer to the graduation ceremony as “walking across the stage” and it has a history that goes back many hundreds of years. It is a formal ceremony that allows you and your family to recognise your achievements. You need to apply to graduate but you are not compelled to attend the ceremony. Testamurs are awarded at specified times throughout the year. **Students must submit their Graduation Application Form to the Graduation Office by the specified date** (refer to "Applying to Graduate" section below).

Usually the Federation University holds its graduation ceremonies in Australia in May and December of each year. The exact date of graduation ceremonies is usually not determined until the January preceding the graduation. Strict timelines applying to the graduation process must be adhered to.
Eligibility
Students who have completed all program requirements are eligible to graduate and have their diploma or degree awarded either at a Graduation Ceremony or 'in absentia' (i.e. you don't attend a ceremony).

Applying to Graduate
It is the student's responsibility to apply to graduate when they believe they have completed the requirements of their program. For further details see the Apply to Graduate link on the Federation University website.

Applications received after the closing date will not be accepted - refer to important dates section for details.

Graduation without a ceremony (in absentia)
Students who are eligible to graduate but are unable to attend the designated ceremony can receive their award 'conferred in absentia' (without a ceremony) and their testamur is forwarded by mail. There are strict timelines that apply. Guidelines are available upon request from the Graduations Office on +613 5327 9012.
Glossary

- **Satisfactory academic progress** is demonstrated by the successful completion of all required courses in each semester of the program as nominated in the curriculum document.

- **Unsatisfactory academic progress** is demonstrated by failure to satisfactorily complete all required courses in each semester of the program as nominated in the curriculum document or outlined in a restricted program of studies.

- **Intentional Plagiarism** is plagiarism associated with intent to deceive.

- **Unintentional Plagiarism** is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others’ work (still a breach of the Plagiarism Policy).

- **Collusion** is the unauthorized act of a student presenting work, which is the outcome of directly working with others, as his or her own. Unintentional collusion is a variation of this act.

- **Cooperative Learning** is the informal process of students interacting to enhance their learning outcomes and is encouraged.

- **Group work** is the authorized act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.

- **Student “At Risk”** is a student who, for any reason, is considered as not, or potentially not, meeting program progression requirements.

- **Restricted Program** is a program of reduction in the number of courses of enrolment in a semester for those students who have failed to complete the required sequence of courses as per the curriculum document. The number of courses available for an enrolment on a restricted program is determined by the Discipline.

- **Student HQ** provides support to future and current students, in person, online or over the phone. It is one central location on each campus where students can visit to get any assistance they need relating to their studies at Federation University. Student HQ will assist you to get information on FedUni courses, details and help with applying and enrolling, changing your mind about what you’re studying, paying fees and graduation.
Course Finder

If you would like to find out specific information regarding your program, please refer to the following links:

The reference for this material is: Course Finder
- Bachelor of Health Sciences
- Bachelor of Sport Management
- Bachelor of Sport Management (Honours)
- Bachelor of Sport Management/Bachelor of Business
- Bachelor of Exercise and Sport Science
- Bachelor of Exercise and Sport Science (Honours)
- Bachelor of Psychological Science
- Bachelor of Psychological Science (Honours)
- Bachelor of Science
- Bachelor of Environmental and Conservation Science
- Bachelor of Biomedical Science
- Bachelor of Biotechnology
- Bachelor of Food and Nutritional Science
- Bachelor of Veterinary and Wildlife Science
- Graduate Diploma of Clinical Exercise Physiology
- Graduate Diploma of Psychology
- Master of Psychology (Clinical)

Program Information

If you would like to find out more information regarding your program structure, please refer to the following links:

The reference for this material is: School of Health and Life Sciences, Student resources
New Enrolments
Continuing Enrolments
Mid-year Enrolments