Student Guide to Policies

This Guide provides you with a summary of information you need to know in order to study successfully at UC. The Guide summarises key policies and procedures and has links to where you can find the detailed documentation. It is important to note that it is the responsibility of students to familiarise themselves with relevant policies and procedures.

This guide is supplementary to information included in the unit outlines, which provide information specific to the units in which you are enrolled including the content, delivery and assessment of the units.

We hope you find this Student Guide to Policies useful and that it helps make your study at the University of Canberra both enjoyable and rewarding.

Professor Michele Fleming
Dean of Students

Notes

- Additional useful information for students is available on the Current Student webpage.

- Many administrative matters require the completion of the relevant forms which can be found on the Student Forms webpage.

- The University of Canberra’s Policy Database contains all Academic Policies and Procedures.

- University of Canberra Statutes and Rules are the legislation under which all decisions of the University operate.
# Table of Contents

1. Statutes and Rules ........................................................................................................... 1
2. Student responsibilities .................................................................................................. 1
3. Graduate Attributes ....................................................................................................... 1
   3.1. Coursework courses .................................................................................................. 1
   3.2. Research programs .................................................................................................... 1
4. Enrolment ......................................................................................................................... 2
5. Student address and contact details ............................................................................... 4
6. Student email .................................................................................................................... 4
7. Fees and charges ............................................................................................................. 5
   7.1. Student Services and Amenities Fee (SSAF) ......................................................... 5
   7.2. Commonwealth Supported students ......................................................................... 5
   7.3. International students ............................................................................................... 6
8. Key dates (including census dates) ................................................................................ 7
9. Unit Outlines .................................................................................................................. 7
10. Assessment ..................................................................................................................... 7
   10.1. Submission of Assignments ....................................................................................... 8
   10.2. Extensions for assignment submission ................................................................... 8
   10.3. Moderation in cases where results may lead to failure of the unit ....................... 8
   10.4. Descriptors for grades ............................................................................................ 8
   10.5. Feedback on assessment ......................................................................................... 9
   10.6. Examinations ......................................................................................................... 9
   10.7. Supplementary assessment (including examinations) ........................................... 9
   10.8. Illness during the examination period ................................................................... 10
   10.9. Deferred examinations ........................................................................................... 10
   10.10. Release of Unit Results ......................................................................................... 10
11. Measures of Academic Achievement ......................................................................... 11
12. Academic progress ....................................................................................................... 11
13. Credit ............................................................................................................................. 13
14. InterFace ......................................................................................................................... 13
15. Grievance resolution .................................................................................................... 13
16. Student conduct and behaviour .................................................................................. 14
   16.1. Student academic integrity .................................................................................... 14
17. Sexual harassment ......................................................................................................... 16
18. Tobacco-free campus .................................................................................................. 16
19. Off-Campus Learning Activities ................................................................................. 16
   19.1. Studying Abroad And Exchange ......................................................................... 16
   19.2. Work Integrated Learning (WIL) ......................................................................... 16
20. Risk management and insurance cover for students .................................................. 17
21. Disability ....................................................................................................................... 18
22. Higher degrees by research policy ............................................................................... 19
23. Copyright ....................................................................................................................... 19
1. Statutes and Rules

Students enrolled at the University of Canberra are subject to its Statutes and Rules, which together with the University of Canberra Act 1989 constitute the legislation governing the University. The University operates through this legislation and makes decisions empowered by it. Key matters which affect students are contained in this legislation such as academic progress, conduct, admissions, the nature and types of degrees offered and course fees.

2. Student responsibilities

The University of Canberra is committed to providing a great student experience, appropriate to the age, stage, background and circumstances of its diverse student population. In order to achieve this goal there is a need for active and reciprocal engagement by all members of the University community. The Student Charter sets out the rights and responsibilities of all students, what students can expect from the University of Canberra and what is expected of students as members of the University community.

3. Graduate Attributes

3.1. Coursework courses

The Graduate Attributes Policy outlines the University’s approach to support graduates of the University’s coursework programs (undergraduate and postgraduate) to acquire the knowledge, skills and attitudes needed to succeed in their profession and more broadly, across a wide range of professional contexts. There are three core Graduate Attributes: Professionalism, Global citizenship and Life-long learning. The development of these skills and attributes takes place in all courses in ways that reflect the level of the course and the particular discipline or professional field.

3.2. Research courses

In addition to the academic requirements of courses, candidates in higher degree by research courses are expected to acquire a range of generic skills and attributes. The University promotes the developing of advanced skills in inquiry, communication and organisation in its research students through their research education program. This includes the ability to reflect critically and take a creative approach to issues in
and beyond their field of research expertise. It also includes understanding and applying ethical practices personally and professionally.

For further information refer to the Higher Degree by Research Generic Skills and Attributes Statement.

4. Enrolment

Information on enrolment is available on the Enrolment Information webpage on the University of Canberra website.

New students

Along with your offer of a place, you will have received a link to orientation information which will assist you to:

- attend a course advice session or discuss a study program with the relevant faculty contact;
- enrol in appropriate units for each applicable teaching period;
- register in relevant tutorials, seminars, workshops and laboratory sessions;
- complete your details related to the Higher Education Loan Program (HELP) (for eligible students in Commonwealth Supported Places and fee-paying places. More information about eligibility is available on the Department of Education website);
- download a statement of account to pay your fees; and
- get your University of Canberra student identification card.

Continuing students

Students continuing their course in the following academic year can access information on re-enrolment on the MyUC Student Portal towards the end of Semester 2 of the current academic year.

Students who do not qualify for re-enrolment are those:
- undertaking studies in non-award courses including cross-institutional study (unless the original offer of a place provided specific permission for re-enrolment in a future teaching period);
- who have voluntarily withdrawn from their course;
- who have been discontinued from their course due to non enrolment for the previous 12 months without an approved intermission.
• who have been excluded; or
• whose course completion has been certified.

A student falling into one of these groups who wishes to pursue further study at the University will need to seek re-admission.

**Enrolment in units**

University of Canberra is encouraging students to enrol for the whole year from Semester 1, 2017. Students are able to enrol online through the MyUC student portal up until the end of Week 1 of the relevant teaching period. Students are able to amend their enrolment up until the census date of each teaching period with relevant approvals and payment of applicable late enrolment fees.

Students are responsible for ensuring they are correctly enrolled in each unit and that the units are correct for their course of study. Students should confirm their unit enrolment details via the MyUC student portal before the end of week 1 of each teaching period.

Full time students are advised to enrol into 12 credit points per semester or 6 credit points in Winter term only. Any student wishing to over-enrol for a teaching period should seek approvals as required by their Faculty.

**International students**

International students are required to complete their course of study within the time specified on their Confirmation of Enrolment (CoE). This usually requires students to complete 24 credit points per year; and students should plan their study accordingly.

Students wishing to enrol in less than 12 credit points in either Semester 1 or Semester 2 need to apply for a study load variation by completing the [Application for Study Load Variation](mailto:applicationforstudyloadvariation@canberra.edu.au) and submitting it to [international.compliance@canberra.edu.au](mailto:international.compliance@canberra.edu.au).

Further information on enrolment at the University of Canberra can be found in the University’s [Enrolment Policy](mailto:enrolmentpolicy@canberra.edu.au).
5. Student address and contact details

It is your responsibility to provide accurate information about your address and contact details by updating your details in the MyUC student portal or notifying Student Administration as soon as changes occur. The University does not accept responsibility if students do not receive information as a result of their failure to maintain the accuracy of their personal records.

You can check your personal details held by the University by logging onto your MyUC student portal.

International students

International student visa regulations require international students to notify the University of their current Australian residence, mailing address and contact numbers within 7 days of arrival. Changes to these must be updated within 7 days of the change.

6. Student email

The University of Canberra provides all students with a student email address. This address is in the form of: studentID@uni.canberra.edu.au (e.g. u123456@uni.canberra.edu.au).

The University will use this address to contact students in relation to University matters and is to be used by students when contacting the University so that staff can verify that a message is from a University of Canberra student.

Students are responsible for checking their University email frequently (minimum weekly). The University will not be responsible for any adverse impact that arises from a student not accessing information sent to a student email address.

Information about student email and how to forward your student emails automatically to another account can be found on the MyUC portal under Study Tools.

Further information is available in the University's Enrolment Policy.
7. Fees and charges

7.1. Student Services and Amenities Fee (SSAF)

Legislation was introduced in 2010 that allows universities to charge all students an annual Student Services and Amenities Fee. This fee will be used for student services which may include food, sports and recreation, childcare, counselling, legal, health, housing and employment as well as independent student representation structures.

Eligible students will be able to defer the payment through the SA-HELP loan scheme (similar to FEE-HELP and HECS-HELP). Updated information is provided on the University’s Fees and Contributions website.

7.2. Commonwealth Supported students

There are four types of HELP loans:

a) HECS-HELP
This loan assists eligible Commonwealth Supported students to pay their Student Contribution. If eligible for HECS-HELP, you may defer all or part of your Student Contribution amount.

b) FEE-HELP
This loan assists eligible fee paying students to pay their tuition fees, up to a maximum lifetime limit (as defined by the Higher Education Support Act 2003).

c) OS-HELP
The Overseas Higher Education Loan Program is a cash loan designed to assist eligible higher education students, who are based in Australia, with travel and living expenses whilst undertaking a period of study overseas.

d) SA-HELP
This loan assists eligible students to pay their Student Services and Amenities Fee. If eligible for SA-HELP, you may defer your Student Services and Amenities Fee.
Please note: For any course with a census date after the 1st January 2017, there is no longer a discount for upfront payment of student contribution amounts.

More information about the various HELP schemes and eligibility is available on the [Department of Education](https://www.de.education.gov.au) website.

**7.3. International students**

Tuition fees are normally calculated on the basis of a fulltime load (24 credit points per year). The Australian Government requires international students to complete their studies within the time specified on their Confirmation of Enrolment (CoE).

International student fees are made up of:
- Tuition fees;
- Student Services and Amenities Fee (SSAF);
- Overseas Student Health Cover (OSHC) payment.

**Tuition fees**

Tuition fees cover the cost of providing:
- the course of study;
- access to the University Library, computer centres and other campus facilities and services;
- an Orientation Week Service;
- collection at Canberra airport, bus station or train station for students studying in the ACT.

The tuition fee for each course is set according to the level of study and the broad field of study. The total tuition fee for an individual student will hold for the normal length of time to complete the course on a fulltime basis. The actual tuition fee charged each teaching period may differ depending on the number and weighting of study units in which a student is enrolled.

Fees are reviewed annually and published in the University of Canberra [Fee Schedule](https://www.canberra.edu.au). The Fee Schedule shows the indicative annual fee for the selected course of study.
Further information is available in the International Student Fee Policy.

**Overseas Student Health Cover (OSHC) payment**

The Australian Government requires that international students be covered by medical insurance (OSHC) for the duration of their study and their stay in Australia. The University provides a service whereby OSHC can be paid together with the relevant tuition fees when students accept their place in a course. The University’s preferred OSHC provider is Allianz Global Assistance. Alternatively, students can arrange their own cover directly with an OSHC provider of their choice.

**8. Key dates (including census dates)**

The University of Canberra Academic Calendar has three teaching periods constituting a 13-7-13 week teaching pattern. This pattern incorporates an intensive Winter Term of seven weeks.

Further information on Key dates is available on the University of Canberra website. Note: It is not compulsory to enrol in the Winter Term.

The census date is the last day to withdraw from units without incurring a HELP debt, a tuition fee liability or a WD result. It is also the last day to add units with convener approval – a late enrolment fee may apply. A specified census date applies to each teaching period and can be found on the Fees and Contributions webpage.

**9. Unit Outlines**

The Unit Outline Procedures describe the compilation, formatting and publication of unit outline information at the University of Canberra. These procedures present the minimum requirements for unit information, including unit particulars, content, teaching methods, assessment information and important policy information.

**10. Assessment**

The Assessment Policy and Assessment Procedure outline information relating to the assessment of student learning for all coursework courses. Information is presented on all types of assessment, irrespective of mode of delivery or assessment method. The detailed principles and processes in relation to assessment at the
University and the reciprocal responsibilities between students and Unit Conveners in relation to assessment tasks are outlined in this policy.

10.1. Submission of Assignments

All assessment items are to be submitted electronically via the unit Moodle site, unless otherwise approved by your faculty’s Associate Dean (Education). Students should refer to the Unit Outline for specific details regarding submission of assessment items. Students are advised to keep copies of assessment items they have submitted unless there is a clear reason for not doing so.

10.2. Extensions for assignment submission

Students must complete an Assignment Extension Form in order to request an extension. Extensions will only be granted in special circumstances as outlined on the form. Please submit the form to your Unit Convener unless instructed otherwise in your unit outline.

10.3. Moderation in cases where results may lead to failure of the unit

Academic staff moderate the setting and marking of assessment tasks to ensure agreed standards in the assessment of student work are maintained through a valid, consistent and transparent process. Where an assessment item is awarded a mark or grade that leads to a fail grade in a unit, that assessment item must be reassessed as outlined by the moderation process.

10.4. Descriptors for grades

The University uses a range of descriptors to grade student performance in individual assessment items and for final results for units.

The translation of grades for the series of individual assessment items into the final grade for the unit is defined by the conditions in the unit outline.

Further information on the grade descriptors used by the University and the corresponding range of marks is available at Section 3.15. Marking/Grading of the Assessment Procedure.
10.5. Feedback on assessment

Feedback is information returned to students on their progress in their course or unit. The information can be quantified in the form of marks or grades, and/or in qualitative form such as comments and suggestions. Further information on feedback can be found in Section 3.2 of the Assessment Policy and section 3.17 of the Assessment Procedure.

10.6. Examinations

Information on examinations is in Section 3 of the Assessment Procedure. This section covers final exams and includes details on exam timetables, permitted materials and exam conduct. Information is also given on intra-semester and intra-term exams.

10.7. Supplementary assessment (including examinations)

Supplementary assessment, including supplementary examinations, is a form of assessment designed to give eligible students a second chance to pass a final unit of study. To be eligible to undertake supplementary assessment in a unit, a student must:

- be enrolled in their final teaching period of study;
- have failed a single unit, with a final mark between 45-49% in the unit; and
- have passed all other units undertaken in that teaching period.

The failed unit must be the final unit required to complete the academic requirements of their course.

Supplementary assessment will only be assessed on a pass/fail basis in the supplementary assessment task and in the unit.

All units (unless exempted) will offer students supplementary assessment as detailed in Section 3.11 of the Assessment Procedure. The unit outline will state if a unit is exempted from offering supplementary assessment.

A student who believes they are eligible to undertake supplementary assessment should consult the Unit Convener of the failed unit for confirmation.
of eligibility. For further information, see the Section 3.11 Supplementary Assessment in the Assessment Procedure.

10.8. **Illness during the examination period**

Students who are unwell or disadvantaged by other unavoidable and compelling circumstances at the scheduled time of an exam are advised not to take the exam. A student who has been unable to sit an exam should obtain supporting documentation which will substantiate their circumstances and then apply for a deferred examination. See Section 3.12 of the Assessment Procedure.

10.9. **Deferred examinations**

A deferred examination enables eligible students to complete a final exam at a later time because of exceptional circumstances. A Request for Deferred Examination can be accessed from the Deferred Examination website. Requests must be submitted within three working days of the missed examination. Applications lodged after the due submission date may be considered only if circumstances made it impossible for the application to be lodged before, or immediately after, the original examination (for example, where an ongoing serious illness exists).

Students sitting deferred examinations will be given an interim grade (DX) until the final result is issued.

Students will only be permitted one deferral per examination. Failure to attend the deferred exam will result in a fail grade being awarded for the examination unless evidence can be provided of acceptable grounds for non-attendance. Where acceptable grounds for non-attendance can be provided, a student may then apply for Late Withdrawal without Penalty from the unit.

For further information on deferred examinations, including grounds for a deferred exam and examples of required documentary evidence see Section 3.12 of the Assessment Procedure.

10.10. **Release of Unit Results**

Information on when unit results will be released following the end of a teaching period is available on the Examination and Results webpage.
Students who wish to discuss their final grade should note that the Unit Convener will be available on the next working day following the release of results.

Further information can be found under feedback in Section 3.17 of the Assessment Procedure.

11. Measures of Academic Achievement

The Measures of Academic Achievement Policy provides information on grade point averages (GPA) and weighted average marks (WAM).

The GPA is an indicator to assist in determining the academic performance of individual students at UC. The GPA, which appears on transcripts, is automatically calculated based on units undertaken in the period since the student enrolled in their course of study. Other GPAs can also be manually calculated to assist with activities such as eligibility for entry to an honours program or the awarding of a prize or scholarship, according to the criteria specified as part of those activities.

12. Academic progress

The Academic Progress Rules and the Early Intervention and Student Support Policy outline the University’s rules and procedures to monitor, support and manage students’ academic progress throughout their enrolment at the University.

In accordance with these rules, the University determines the appropriate action to be taken in relation to poor academic progress from the time a student fails one unit in a teaching period to a student’s suspension from their course of study (should efforts to support the student be unsuccessful).

Early identification and attention are intended to address difficulties as soon as possible and assist students to get back on track. The Early Intervention and Student Support Policy sets out strategies to support the academic progress of students in coursework courses up to the point that students become subject to the formal processes outlined in the Academic Progress Rules.

Academic Progress is managed as follows:
a) Students’ progress is checked each progression period to identify students at risk of not making satisfactory academic progress; students who fail a unit will be alerted, informed about the University’s support services available to them, and urged to seek assistance.

b) Students’ progress may be formally assessed against academic progress criteria at the end of each progression period. A student will be identified as failing to make good academic progress where they have:
   i. failed more than 50 per cent of the total credit point value of the units in which they are enrolled in the annual progression review period; and/or
   ii. failed the same unit, or equivalent unit, for a second time; and /or
   iii. failed to follow the approved Course Requirements (or an approved course variation).

Students failing to make good progress are placed on academic probation and their continuation in their course will be subject to specified conditions.

Suspension from course of study

Coursework students who fail to meet the conditions for continuation in their course may be suspended. On the first occasion a student fails to meet the conditions of academic probation, they will be suspended from their course of study for a period of 12 months but are able to apply for admission to undertake a different course of study during the suspension period. On the second occasion of suspension for poor academic progress, a student will not be permitted to undertake any study at the University for a period of 12 months.

A student will be given the opportunity to submit a Statement of Reasons as to why they should not be suspended from continuing their studies prior to a decision to suspend the student is finalised. Students, who fail to submit a Statement of Reasons in the required timeframe, may seek permission to submit a late Statement of Reasons as per the terms of Academic Progress Rules. This request will be considered by the Dean of Students or nominee.

For international students, the University must report any unsatisfactory progress which results in cancellation of a Confirmation of Enrolment (CoE) to the Department of Immigration and Border Protection (DIBP).
Appealing a suspension from your course of study

A student may make an appeal against the University’s decision to suspend them from continuing their studies through the appeals processes outlined in the Student Grievance Resolution Policy.

A student’s enrolment will be maintained by the University while the appeal process is underway. This does not necessarily mean that the student will be allowed to attend class.

For international students, the student will not have their CoE cancelled (and subsequently be reported to DIBP) whilst the appeal process is underway. An international student’s enrolment will be maintained until one external appeal is completed in cases of unsatisfactory course progress or the timeframes specified in the Student Grievance Resolution Policy have expired.

Returning to study following suspension for poor academic progress

Students wishing to resume their studies after a period of suspension for poor academic progress must apply for admission through the University’s standard application procedures.

13. Credit

The Credit Procedure set out the requirements for credit to be granted based on credentialed or uncredentialled learning towards University of Canberra undergraduate and postgraduate coursework courses.

- Credentialed learning is learning based upon complete or incomplete formal studies in award courses at universities or TAFEs.
- Uncredentialled learning is learning from work experience, life experience or from non-award studies.

Additional provisions for credit that apply to postgraduate courses are available in:

- Postgraduate Coursework Procedure; and
- Higher Degrees by Research Policy.

14. InterFace

InterFace is a dynamic dashboard which allows students to track their academic progress and provide feedback on their units. Students are encouraged to provide
feedback on their units as it enables the University to reflect upon regular feedback and make improvements to units and courses. All feedback is anonymous. There is the option of providing daily, weekly or other feedback through the voting tools in the dashboard, the comments fields and the ISEQ questions.

InterFace is accessed through Moodle.

15. Grievance resolution

The Student Grievance Resolution Policy applies to student grievances relating to actions or decisions taken by University staff, including matters involving administration, learning and teaching and breaches of University policy. It also applies to appeals against unit results with respect to final grades, however, the University does not generally recognise grievances relating only to academic judgement.

The University’s procedures for dealing with student grievances as set out in the Student Grievance Resolution Policy and a summary is provided on the Student Grievances webpage.

16. Student conduct and behaviour

Appropriate standards of academic and non-academic behaviour are expected of students. The Student Conduct Rules provide details of prohibited behaviour, whether academic or non-academic, and the University’s processes for managing student misconduct.

If a student is accused of academic or non-academic misconduct (by a staff member, a student or another party) the University has processes for dealing with these matters. An overview of these processes and further information about student conduct is available on the Student Conduct webpage.

Students are particularly asked to note the section below on student academic integrity.

16.1. Student academic integrity

Student academic integrity based on the principles of ethical behaviour and a respect for knowledge, is fundamental to the academic environment at the University. Good
scholarship involves building on the work of others, but this use must be acknowledged and proper attribution made. Cheating, plagiarism and falsification of data are dishonest practices which contravene academic values. The University regards academic dishonesty as a serious offence and a penalty will be imposed on anyone found guilty of such conduct. The two main forms of academic dishonesty are plagiarism in assignments and misconduct in examinations.

‘Plagiarism’ means claiming and using the thoughts or writings or creative works of others without appropriate acknowledgment or attribution. It includes:

a. copying part or all of another student's assignment;
b. allowing another person to write some or all of an assignment;
c. copying paragraphs, sentences or parts of sentences directly from texts or the internet without enclosing them in quotation marks or otherwise showing them to be copied - even if the source is acknowledged, this is still plagiarism;
d. using concepts or developed ideas, even if paraphrased or summarised, from another person, from texts or the internet without acknowledging the source;
e. copying graphics, architectural plans, multimedia works or other forms of intellectual property without appropriate acknowledgment.

‘Misconduct in an examination’ includes the following forms of dishonesty:

a. using a substitute or acting as a substitute to undertake an examination;
b. using unauthorised materials or prohibited electronic devices, such as mobile phones, in an examination;
c. not complying with the University’s instructions for students for an examination.

Other forms of academic misconduct include:

a. the fabrication or falsification of data or results of laboratory, field, or other work;
b. assisting another person to commit an act of academic dishonesty.

An online tool ‘Avoiding Plagiarism’ is available to all students through Moodle.
17. Sexual harassment

Sexual harassment, as described in the *Sex Discrimination Act 1984*, is a form of sexual discrimination which is illegal. The University takes complaints seriously and has procedures for investigating complaints of sexual harassment and assault.

Information about reporting and support can be found at:

18. Tobacco-free campus

Tobacco use is prohibited in all University vehicles and on University controlled Premises or Land. This includes University approved fieldwork activities where other persons may be exposed to tobacco smoke.

For further information refer to the Tobacco Free University Policy.

19. Off-Campus Learning Activities

19.1. Studying Abroad and Exchange

The Study Abroad and Exchange Programs Policy cover the general principles surrounding UC students' international mobility programs. It applies to UC students undertaking these programs internationally for credit towards their UC award course, and to inbound students from overseas who enrol in exchange, study abroad or short-term programs at the University.

19.2. Work Integrated Learning (WIL)

The University encourages access to WIL programs for students enrolled in its courses as an integral part of their studies. The Work Integrated Learning Policy cover a wide variety of WIL arrangements including teaching professional experience, clinical placements, internships, industry, research and community projects, simulations and virtual work experiences.
20. Risk management and insurance cover for students

Managing risk is everyone’s responsibility
The University has policies and procedures in place to minimise the risk of personal injury and to reduce the risk of damage to property and assets. The safety and welfare of staff and students is of the highest importance, and all staff and students are expected to follow the established practices to minimise injury, damage and loss. These are particularly relevant in the higher risk areas such as laboratory and fieldwork, internships and student placements (especially overseas).

Overseas travel risk
To minimise the risks associated with travel abroad, the University provides pre-travel briefings and free of charge access to the services of an overseas assistance provider, International SOS (only when travelling for University-related purposes). Students can contact International SOS for pre-travel advice and for assistance in the event of any illness, injury or other difficulty, such as lost documents or baggage. For further information, please refer to the Insurance Coverage webpage.

Insurance cover for students
The University provides some protection (insurance) for students undertaking University-approved activities (e.g. research, study or representative sport) including Travel Insurance and Group Personal Accident Insurance (GPAI).

Note:
1. For International Students travelling to their home country on approved University travel, the Travel Insurance Policy provides limited cover. For further information, please refer to the Insurance Coverage webpage.

2. The GPAI policy provides cover in the event of an accidental bodily injury occurring within Australia whilst undertaking University approved activities. A benefit of the policy is medical expenses. However please note that it does not provide cover for any medical expenses that are covered by Medicare or the student’s private health insurance. It also does not cover the “Medicare Gap” which is the difference between the actual cost of the service or treatment and the amount paid by Medicare.
What's not covered?
With the exception of limited lost/damaged baggage cover provided by the Travel Insurance policy when on approved travel, the University does not provide insurance protection for personal belongings. This includes theft or damage to personal belongings located in the student residences or elsewhere on campus. It is the student’s own responsibility to make arrangements for insurance to cover these items.

Privately owned motor vehicles are not covered by University insurance, this includes students using their vehicles for field trips, placements, internships etc...

Students who are on a paid placement outside the University are not covered by the University’s insurance arrangements if they are injured during the placement. Note: Workers’ compensation insurance should be provided by the organisation providing the paid placement. We recommend that students confirm this with the organisation prior to commencing their paid placement.

Report early
Should loss or damage occur, students should report this to their Unit Convener, Research Supervisor or equivalent and complete the online Work Health and Safety Incident and Hazard form as soon as possible after the loss has occurred.

Further information
- For further details on travel insurance go to the Insurance website.
- For proof of insurance certificates and letters for unpaid approved internships, work experiences or placements; see your Faculty’s Student Placement Officer.
- For all other enquiries or claims contact insurance@canberra.edu.au

21. Disability
The Disability Policy outlines the University's principles to support students and staff members with a disability, and to comply with relevant legislation. The Disability Action Plan 2014-2017 describes key University goals and actions to ensure that students and staff members with a disability are fully included in the life of the University and that the University discharges its obligations under the relevant

22. Higher degrees by research policy

The [Higher Degrees by Research Policy](#) web page sets out policy and practice for the management and operation of research masters courses, professional doctorates and the PhD program, including requirements for candidates undertaking the program. This web page replaces the ‘Gold Book’.

23. Copyright

Students are asked to note the following information about the use of copyright material.

The [Copyright Act 1968 (Cth)](#) sets out all matters related to copyright ownership and usage. The Act applies to both students and staff of the University. It places legal obligations on students relating to the copying and communication of print, electronic and related material. Students can be held liable for any breach of the Act. Information on your copyright obligations and rights is included in the University’s [Copyright Guide](#). Another useful resources is the [Library Guide to Copyright](#).