

2012

STUDYING AT THE  
UNIVERSITY OF CANBERRA



UNIVERSITY OF  
CANBERRA  
AUSTRALIA'S CAPITAL UNIVERSITY



# STUDENT GUIDE TO POLICIES

## STUDENT GUIDE TO POLICIES

This Guide provides you with a summary of information you need to know in order to successfully undertake study 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 should be read in conjunction with the Guide to Student Services at the University of Canberra which is available on the Student Administration site at:

**<http://www.canberra.edu.au/student-services>**

The two Guides supplement information in 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 the Student Guide to Policies useful and that it will help make your study at the University of Canberra both enjoyable and rewarding.



**Professor Carole Kayrooz**

Deputy Vice-Chancellor (Education)

### NOTES

- This is an annual publication. See the Academic Policy and Review (APR) online newsletter for information on new policies or revised policies published during the year: **<http://www.canberra.edu.au/aprg/newsletter>**
- Additional useful information for students is available on the Student Administration web site: **<http://www.canberra.edu.au/student-services>** and on the Student Equity and Support Unit web site: **<http://www.canberra.edu.au/seasu>**
- All UC academic policies and procedures can be located by searching by title or keyword in the UC Policy Database at: **<https://guard.canberra.edu.au/policy/>**
- The UC Virtual Handbook is online at: **<http://www.canberra.edu.au/handbook>**

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# 1. ENROLMENT

## NEW STUDENTS

If you are starting a new course, you will receive enrolment information along with your offer of a place. This information will contain instructions on how to complete your enrolment as follows:

- discussing a study program with the Course Convenor;
- enrolling in appropriate units for each applicable teaching period;
- registering in relevant tutorials and laboratory sessions;
- completing details related to the Higher Education Loan Program (HELP) (for Commonwealth Supported places);
- paying fees;
- acquiring a University student identification card.

## CONTINUING STUDENTS

If you are qualified for re-enrolment in your course in the following academic year, you will receive information on re-enrolment towards the end of Semester 2 of the current academic year. This information will contain instructions on how to complete your re-enrolment.

Students not qualified 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);
- students who have voluntarily withdrawn from their course;
- students who have been excluded; and
- students whose course completion has been certified.

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

You should register units for Semesters 1 and 2 unless applying for an intermission or course completing after Semester 1. Further information is available on the Student Administration web site at: <http://www.canberra.edu.au/student-services/re-enrolment>

In 2010, the University of Canberra introduced a new Academic Calendar. The new Calendar has a 13-7-13 teaching pattern and incorporates an intensive Winter Term of seven weeks.

Further information on principal dates is at:

<http://www.canberra.edu.au/academic-calendar/principal-dates>

Please note: It is not compulsory to enrol in the Winter Term.

## STUDENT RESPONSIBILITY

### a) 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.

### b) Enrolment

It is your responsibility to ensure that you are correctly enrolled in each unit and that the units are correct for your course of study. You should confirm your unit enrolment details via the MyUC student portal before the end of Week 1 of each teaching period.

### c) Student email

The University of Canberra provides all students with a student email address. This address is generally in the form of: studentID@uni.canberra.edu.au (e.g. u123456@uni.canberra.edu.au.) Students are reminded that the University will use this address to contact all students. Students should also use this address to contact the University so that staff can verify that a message is from a University of Canberra student. In addition, students are asked to check their email regularly, at least once a fortnight. The University will not be responsible for any adverse impact that arises from a student not accessing information sent to a student email address.

Students can check their personal details held by Student Administration using the MyUC studnet portal.

# 2. FEES AND CHARGES

## STUDENT SERVICES AND AMENITIES FEE

Recently introduced legislation allows universities to charge all students an annual Student Services and Amenities Fee from 2012. 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. The maximum fee for 2012 is \$263 for full-time students with a lower fee to be set for part-time students.

The fee will be indexed annually. Eligible students will be able to defer the payment through the SA-HELP loan scheme (similar to FEE-HELP and HECS-HELP). Further information about the fee and payment options will be available once the details of the Commonwealth Government scheme are finalised. Updated information will be provided at

<http://www.canberra.edu.au/student-services/fees/student-services-and-amenities-fee>

## COMMONWEALTH SUPPORTED STUDENTS

There are four types of HELP loans:

- 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. This loan replaces the previous HECS arrangements.
- FEE-HELP – This loan assists eligible fee paying students to pay their tuition fees, up to a maximum lifetime limit. The FEE-HELP limit in 2012 is \$112,134 for medicine, dentistry and veterinary science students (as defined by the Higher Education Support Act 2003) and \$89,706 for all other students. Undergraduate FEE-HELP loans are subject to an administrative loan fee. These loans are only available to Australian citizens and holders of Permanent Humanitarian Visas.
- OS-HELP – The Overseas Higher Education Loan Program is a cash loan designed to assist students with travel and living expenses whilst undertaking a period of study overseas. The maximum OS-HELP loan amount for 2011 that a student can receive in any given six month period is \$5,611.
- 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.

More information about the various HELP schemes is available on the Department of Education, Employment and Workplace Relations (DEEWR) web site at: <http://www.goingtouni.gov.au/>

## CENSUS DATES

The census date is the last day to withdraw from units without incurring a HECS-HELP debt, a tuition fee liability or a WD result. The census date for each teaching period is on the Student Administration website at: <http://www.canberra.edu.au/student-services/fees>

## INTERNATIONAL STUDENTS

International student fees are made up of:

- Tuition fees
- Overseas Student Health Cover 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;
- airport reception and orientation.

The tuition fee for each course is set according to the level of study and the broad field of study. Fees are reviewed annually and published in the *University of Canberra Fee Schedule*. The Fee Schedule shows the indicative annual fee for the selected course of study (see <http://www.canberra.edu.au/student-services/fees/international-fees>).

The total tuition fee for an individual student will hold for the normal length of time to complete the course on a full-time basis. The length of time for course completion is registered for each course on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

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.

The Australian Government requires international students to complete their studies within the time specified on their Confirmation of Enrolment (CoE). To complete within this time frame the student is normally required to undertake a full time load. Full time study at the University of Canberra is 24 credit points per annum. Tuition fees are normally calculated on the basis of a full-time load.

Note: The University is required to advise the Department of Immigration and Citizenship (DIAC) of changes to a student's study program. Such changes may result in changes to the student's entitlement to stay in Australia.

## 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 the course. Alternatively, students can arrange their own cover directly with OSHC.

Further information is available on the International Future Students site at: <http://www.canberra.edu.au/int-future-students>

### 3. INSURANCE COVER FOR STUDENTS

The University maintains insurance policies to protect itself against a variety of risks and exposure. The policies cover matters such as public liability, personal accident and injury, and property loss or damage. Students are covered for travel, field trips and internships and placements, related to their studies, which are formally approved by the University. When involved University activities generally, students also have some limited personal accident and injury cover.

The University does not provide insurance to cover private belongings including those located in the residences. It is up to individuals to make their own arrangements for insurance cover.

Privately-owned motor vehicles which use car parks and roads in the University grounds are NOT covered by the University as these are public facilities controlled by the ACT Government. Owners and drivers using these facilities do so at their own risk.

For more information about insurance cover provided by the University contact [insurance@canberra.edu.au](mailto:insurance@canberra.edu.au)

### 4. ACADEMIC PROGRESS

The University has in place policies and systems to monitor, assist and manage students' academic progress throughout their enrolment. Appropriate actions will be taken from the time a student fails one unit in a teaching period up to (if efforts to support the student are unsuccessful) the student's exclusion from the course. Early identification and attention are intended to address difficulties as soon as possible and bring students back on track.

Progression checking will involve:

- (a) Students' progress checked each teaching period to identify students at risk of not making satisfactory academic progress - students who fail a unit will be alerted, informed about support services available to them and urged to seek assistance.
- (b) Students' progress formally assessed against academic progress criteria at the end of the year. Students identified as failing to make good progress will be placed on academic probation with conditions on continuation in a course. The criteria for failing to make good progress are as follows:
  - (i) fail 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) fail the same unit, or equivalent unit, for a second time; and /or

- (iii) fail to follow either the approved Course Requirements or an approved course variation.

- (c) Students who fail to meet their conditions of continuation may be excluded. Students will be given the opportunity to provide a statement of reasons as to why they should not be excluded from their course of study. A student who provides a statement of reasons will be notified of the final decision in relation to their academic standing. Any subsequent appeals must be made in accordance with the *Student Grievance Resolution Policy*. See [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3014](https://guard.canberra.edu.au/policy/policy.php?pol_id=3014)

To resume studies in the course an Application for Admission form must be submitted directly to the University after the period of exclusion has expired.

The *Academic Progress for Undergraduate Courses and Coursework Postgraduate Programs Policy* is at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2893](https://guard.canberra.edu.au/policy/policy.php?pol_id=2893)

The *Student Support and Early Intervention Policy* at

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3221](https://guard.canberra.edu.au/policy/policy.php?pol_id=3221) sets out strategies to support the academic progress of students in coursework courses up to the point that students become subject to the UC policy on academic progress.

### 5. ASSESSMENT

*UC Assessment Responsibilities for Students and Unit Convenors* details the reciprocal responsibilities of students and Unit Convenors in relation to assessment tasks.

It is online at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2900](https://guard.canberra.edu.au/policy/policy.php?pol_id=2900)

The *Assessment Policy* and *Assessment Procedures* set out detailed principles and processes in relation to assessment at UC. The *Assessment Policy* is online at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2900](https://guard.canberra.edu.au/policy/policy.php?pol_id=2900)

The *Assessment Procedures* are online at

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3243](https://guard.canberra.edu.au/policy/policy.php?pol_id=3243)

#### ADVICE ON ASSESSMENT

You are responsible for contacting your Unit Convenor for advice if you are unclear about assessment tasks or procedures. Tutors will also be happy to provide advice.

#### ASSIGNMENT COVERSHEET

You are required to attach a coversheet provided by your Unit Convenor to all your written assignments. An example of the coversheet is online at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2900](https://guard.canberra.edu.au/policy/policy.php?pol_id=2900)

You are advised to keep copies of assessment items you have submitted unless there is a clear reason for not doing so.

## MODERATION IN CASES WHERE RESULTS MAY LEAD TO FAILURE OF THE UNIT

Academic staff moderate the setting and marking of assessment tasks in order to maintain agreed standards in the assessment of student work through a valid, consistent and transparent process. When the work of a student is awarded a mark or grade that leads to a fail grade in a unit, the work must be reassessed by a colleague in the discipline.

### 5.1 DESCRIPTORS FOR GRADES

For final assessment in the unit, the result will be one of the following grades: HD, DI, CR, P, UP or Fail. The following descriptors are used as a guide to determination of grades.

DESIGNATED GRADE	VERBAL DESCRIPTION
High Distinction (HD)	Work of outstanding quality on the learning outcomes of the unit, which may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction (DI)	Work of superior quality on the learning outcomes of the unit, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit (CR)	Work of good quality showing more than satisfactory achievement on the learning outcomes of the unit, or work of superior quality on a majority of the learning outcomes of the unit.
Pass (P)	Work showing a satisfactory achievement of the learning outcomes of the unit.
Ungraded Pass (UP)	Work showing achievement of the learning outcomes of the unit to a satisfactory level or better.
Fail (NW, NX, NC, or NN)*	Work showing an unsatisfactory achievement of one or more learning outcomes of the unit, and not qualifying for the grade of pass.

\*NW Fail result based on written notification of withdrawal from a unit after due date.

NX Fail result based on failure to reach a pass grade in a unit having completed all the unit assessment requirements.

NC Fail result based on failure to complete one or more of the assessment requirements for the unit.

NN Fail result based on non-participation in a unit.

The following table represents the relationship between letter and numerical grades at the University of Canberra for both individual assessment items and the final result for the unit:

GRADE	LETTER GRADE	NUMERICAL GRADE
High Distinction	HD	85%-100%
Distinction	DI	75%-84%
Credit	CR	65%-74%
Pass	P	50%-64%
Ungraded Pass	UP (Ungraded pass) for units assessed on a Pass/Fail basis only	50%-100%
Fail	N	0%-49%

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.

### 5.2 FEEDBACK

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. It is crucial for students to receive feedback from academic staff on what they have learnt and what standard of performance they have achieved. Further information on feedback can be found in the *Assessment Policy*, Section 4 at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2900](https://guard.canberra.edu.au/policy/policy.php?pol_id=2900) and Assessment Procedures, Section 4 at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3243](https://guard.canberra.edu.au/policy/policy.php?pol_id=3243)

Students are encouraged to provide feedback on the units in which they are enrolled as this enables the University to improve its courses and units. All students have an opportunity to provide anonymous feedback on units at the end of the teaching period via the Unit Satisfaction Survey accessed through the MyUC student portal. Your lecturer or tutor may also invite you to provide more detailed feedback through an anonymous questionnaire administered through the University's Teaching and Learning Centre (TLC).

### 5.3 EXTENSIONS FOR ASSIGNMENT SUBMISSION

Students can apply for an extension to the due date for submission of an assignment on the grounds of illness or other unavoidable and verifiable personal circumstances. The unit convener will decide whether to grant an extension and the length of the extension.

The maximum time for an extension is the Friday of the first week of the next teaching period following the granting of the extension. A further extension is only permitted under certain circumstances. Students granted an extension will be given a withheld (WH) result until the issuing of a final result. WH results unresolved by the deadline will be converted to fail grades.

Students granted an extension should note that the extension may result in delays in receiving feedback on assignments, and/or to the award of grades, and/or course completion, and/or graduation. Students considering requesting lengthy extensions are advised instead to withdraw from the unit. Such students may apply to the Registrar for withdrawal without penalty and remission of fees.

Note that documentary evidence may be requested if you are seeking assignment extensions (or if you miss mandatory classes).

For further information, see the following:

- *Assessment Procedures* Section 3 at:  
[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3243](https://guard.canberra.edu.au/policy/policy.php?pol_id=3243)
- *Withheld Results Procedures* at:  
[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2895](https://guard.canberra.edu.au/policy/policy.php?pol_id=2895)

## 5.4 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 semester 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 semester.

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

All units (unless exempted) will offer students supplementary assessment. The unit outline will state if a unit is exempted from offering supplementary assessment. Supplementary assessment will only be assessed on a pass/fail basis in the supplementary assessment task and in the unit.

A student who believes they are eligible to undertake supplementary assessment should consult the unit convener of the failed unit for confirmation of eligibility. Application forms to undertake supplementary assessment are available from the unit convener, who will submit the forms to Student Administration for confirmation of eligibility.

The Timetabling and Examinations Office schedules and manages supplementary examinations. Students granted a supplementary examination should note that the additional opportunity to pass a final unit will delay the finalisation of grades, course completion and graduation. For further information, see the *Supplementary Assessment Policy* at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2901](https://guard.canberra.edu.au/policy/policy.php?pol_id=2901)

## 5.5 EXAMINATIONS

Information on examinations is in the *Examination Policy* at  
[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2904](https://guard.canberra.edu.au/policy/policy.php?pol_id=2904)

and available on the Student Administration web site at:

<http://www.canberra.edu.au/student-services/examinations>

The *Examination Policy* principally 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.

## 5.6 DEFERRED EXAMINATIONS

A deferred examination enables eligible students to complete a final exam at a later time because of illness or other unavoidable and compelling circumstances. A Request for Deferred Examination form can be downloaded from the Student Administration web site. Forms must be submitted to the Student Centre 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).

The Timetabling and Examinations Office schedules and manages deferred examinations. Students granted a deferred examination should note that the deferral may delay the finalisation of grades, course completion and graduation. Students sitting deferred examinations will be given an interim grade DX until the issuing of a final result. For further information on deferred examinations, including grounds for a deferred exam and examples of required documentary evidence see the *Deferred Examinations Policy* at  
[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3176](https://guard.canberra.edu.au/policy/policy.php?pol_id=3176)

## 5.7 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.

The student should obtain a medical or counselling certificate which advises that the circumstances would have affected their performance. The certificate does not need to specify the nature of the circumstances. The certificate should include the scheduled

date of the exam. It should indicate, where possible, when the student will be able to sit the examination. Once this supporting documentation is obtained, students should apply for a deferred examination (see section 5.6).

## 6. GRIEVANCE RESOLUTION

The University has established a set of procedures for dealing with student grievances. The steps involved in grievance resolution are set out in the *Student Grievance Resolution Policy* at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3014](https://guard.canberra.edu.au/policy/policy.php?pol_id=3014)

If you have a grievance, you should take the steps outlined in the policy as follows:

### ACADEMIC MATTERS

#### STEP 1: INFORMAL RESOLUTION

For academic matters, there is a two-stage informal process.

Stage 1: Students are encouraged, in the first instance, to attempt to resolve the matter informally with the individual closest to the source of the grievance. This may mean writing to the staff member whose action or decision has led to the grievance or speaking to the staff member face-to-face.

Stage 2: If the grievance is not resolved to the student's satisfaction then, as part of the informal resolution stage, the student should normally approach the relevant Course Convenor and/or Discipline Head in an effort to resolve the matter with the staff member concerned.

#### STEP 2: FORMAL RESOLUTION:

If the matter remains unresolved, you may refer the matter, in writing to the relevant Faculty Dean. Students attending the University of Canberra English Language Institute (UCELI) should write to the Director, UCELI. Students attending the University of Canberra College (UCC) should write to the Academic Director, UCC.

A formal grievance form is available at:

<http://www.canberra.edu.au/seasu/grievance-resolution/form>

#### STEP 3: APPEAL

If the matter still remains unresolved you may appeal to the Student Appeals Committee.

## ADMINISTRATIVE MATTERS

### STEP 1: FORMAL RESOLUTION

For administrative matters, students with a grievance should approach the head of the relevant administrative unit in writing with their grievance. Examples of heads of administrative units are provided in the policy document.

### STEP 2: APPEAL

If the matter still remains unresolved you may appeal to the Student Appeals Committee.

Information and advice about this policy is available from the Office of the Dean of Students. Further information, including details of support services, is available at:

<http://www.canberra.edu.au/seasu/grievance-resolution>

## 7. STUDENT CONDUCT AND BEHAVIOUR

Students are subject to the Statutes and Rules of the University and to the lawful directions of its officers. A student may be excluded from the University if the Student Conduct Committee is satisfied that there has been a breach of the *Student Conduct Rules*. Copies of the *Statutes and Rules* are at:

<http://www.canberra.edu.au/university/governance/legislation>

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

## 8. 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) submitting for an assessment item any work previously submitted for an assessment item relating to that unit (except with the approval of the University staff member who administers the unit of study);
- c) assisting another student to commit an act of academic dishonesty.

## RESPONSIBILITY OF THE UNIVERSITY

The University has an obligation to:

- a) set in place policies and procedures relating to academic integrity;
- b) provide training for staff to minimise opportunities for academic dishonesty, and to help staff deal with any instances;
- c) provide advice for students to avoid plagiarism;
- d) provide students accused of academic misconduct proper opportunity to answer allegations;
- e) provide and advertise a process for students to appeal decisions involving academic misconduct;
- f) maintain records of established academic misconduct in a Student Academic Misconduct Register.

## RESPONSIBILITY OF STUDENTS

Students have a responsibility to:

- a) read, understand and respect the policy and rules concerning academic integrity;
- b) familiarise themselves with the conventions of referencing in their discipline;
- c) familiarise themselves with conduct and materials permitted in examinations;
- d) avoid all acts which could be considered instances of academic dishonesty.

The Academic Integrity Module (AIM) is an online resource that students can use to familiarise themselves with values and practices in relation to academic integrity, including conventions and examples of APA and Harvard referencing systems. Email the Academic Skills Centre for more information at [asc@canberra.edu.au](mailto:asc@canberra.edu.au)

## PENALTIES

If a Unit Convenor decides that plagiarism may have occurred, the matter will be referred in writing to the Associate Dean (Education) in the Faculty. On the basis of the information provided, the Associate Dean (Education) will decide whether a Summary Inquiry will be conducted or no further action will be taken. If a Summary Inquiry finds the student has committed an offence, penalties include:

- failing the student in the assessment item;
- requiring additional assessment towards a unit; and
- recommending to the delegated Faculty body that the student be failed in the relevant unit.

Alternatively, in more serious cases, the matter may be referred to the Student Conduct Committee if the seriousness of the offence warrants a Committee Inquiry. A Committee Inquiry may result in the student being fined, suspended or excluded from the University. Further details can be found in the *Student Conduct Rules 2009*. The Students' Association is available to advise students who are concerned with possible breaches of the rules.

The *Student Academic Integrity Policy* is available at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3175](https://guard.canberra.edu.au/policy/policy.php?pol_id=3175)

## 9. COPYRIGHT

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

The Commonwealth *Copyright Act 1968* 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 at <http://www.canberra.edu.au/copyright/guide>

'Fair dealing' provisions under the Act allow a student to use copyright material without the permission of the copyright owner in the following circumstances:

### (a) *Print materials*

For the purpose of study or research, an enrolled student may make a single copy of:

- one chapter or up to 10 percent (whichever is the greater) of a book
- the whole of only one article from each issue of a periodical publication.

### (b) *Digital copying*

Digital copying by individuals is broadly restricted to that allowed under the 'fair dealing' provisions of the Act.

### (c) *Criticism or review*

'Fair dealing' for the purpose of criticism or review is also allowed. This form of use allows reviewers to make a fair use of copyright material provided they acknowledge the work. (See Section 8 on student academic integrity.)

### (d) *Other circumstances*

The University is party to a number of agreements which allow copying and communication of specific material in certain circumstances. Information on these is included in the University's Copyright Guide.

Further information can be obtained from the Copyright Officer,

T (02) 6206 8751

E [Maria.Storti@canberra.edu.au](mailto:Maria.Storti@canberra.edu.au)

## 10. INTELLECTUAL PROPERTY

The University's *Policy on Intellectual Property* sets out the rights and obligations of the University, its staff and its students regarding intellectual property. The policy seeks to strike an equitable and workable balance between the rights of originators and the interests of the University.

## OWNERSHIP

Enrolled students of the University own the intellectual property created by them in pursuit of their studies. However the University may assert an interest where:

- generation of the property has involved substantial use of institutional resources and/or services beyond that which is ordinarily provided to students; or
- generation of the property has resulted from use of pre-existing intellectual property owned by the University; or
- the property forms part of intellectual property generated by a team of staff and students of which the student is directly or indirectly a member; or
- the property has been generated as the result of project-specific funding provided by or obtained by the University.

Where the University asserts an interest under this section ownership will be negotiated on a case-by-case basis in accord with the principles of the policy.

Where the University makes a claim to ownership of intellectual property generated by students the University will ensure:

- that the claim will not be allowed to interfere with the assessment of the student's academic performance; and
- that the student is treated in accord with the provisions of the policy.

The University normally would not consider assisting a student to patent an invention or protect intellectual property created by the student. The student would be required to assign the intellectual property rights to the University in return for any assistance. This would be in exchange for a proportion of the returns expected from commercialisation of the property.

The Students' Association acts as a source of independent advice for students on intellectual property matters. Students are advised to seek such independent advice before they agree to undertake activities that may spawn intellectual property.

Students are asked to note the information in the University's *Policy on Intellectual Property* at: [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2962](https://guard.canberra.edu.au/policy/policy.php?pol_id=2962)

## 11. PRIVACY

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. Any information the University collects about you is treated by the University according to strict guidelines. This includes personal details, details of your academic progress, and personal welfare information.

Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave the University, the University may approach you to seek financial or other support.

The University will not disclose personal information about you unless required by legal or academic obligation. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University. They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments.
- We release statistical information to Department of Education, Employment and Workplace Relations (DEEWR) as noted on your Government Statistics form.
- We disclose the personal information given in your Application for Admission to DEEWR. DEEWR use this information to allocate a Commonwealth Higher Education Student Support Number (CHESSN) to you.
- We tell the Australian Taxation Office (ATO) about your HELP liabilities.
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards.
- We may publish the award of a prize or scholarship.
- Your data may be included in aggregate socio-economic data by the University for planning purposes.
- If you are an overseas student or permanent resident we give required information to the following agencies:
  - Department of Immigration and Citizenship
  - the Australian Agency for International Development (AusAID)
  - DEEWR.

A further explanation of exactly what information may be passed to Government bodies or agencies can be obtained from Student Administration.

See the online Personal Information Digest for details of the personal information held by the University and conditions on access, communication and storage:

<http://www.canberra.edu.au/privacy/personal-information-digest>

## 12. GENERIC SKILLS COURSEWORK COURSES

Graduates of UC undergraduate and postgraduate coursework programs are expected to acquire a range of generic skills and attributes, as well as the academic requirements of courses. The University promotes the developing of professional skills as well as those of analysis, communication and creativity. The development of these skills and attributes will take place in all courses in ways that reflect the level of the course and the particular discipline or professional field. Further information is in *Generic Skills and Attributes of University of Canberra Coursework Courses* at [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3030](https://guard.canberra.edu.au/policy/policy.php?pol_id=3030)

## 13. GENERIC SKILLS RESEARCH PROGRAMS

In addition to the academic requirements of courses, candidates in higher degree by research programs 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. Further information is in *Generic Skills and Attributes of University of Canberra Graduates from Higher Degree by Research Programs* at: [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3033](https://guard.canberra.edu.au/policy/policy.php?pol_id=3033)

## 14. GRADE POINT AVERAGE POLICY

The grade point average (GPA) is an indicator to assist in determining the academic merit of individual students at the University of Canberra. 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. Further information is at: [https://guard.canberra.edu.au/policy/policy.php?pol\\_id=2905](https://guard.canberra.edu.au/policy/policy.php?pol_id=2905)

## 15. DIPLOMAS POLICY

A diploma is a higher education sub-degree, completion of which requires at least 24 credit points (one year full-time equivalent) of study. Diplomas provide students with knowledge and skills directly applicable to the workplace and a pathway to associate degree or bachelor degree courses in the same or related academic areas. A Diplomas Policy will take effect from January 2012 and will be available in the UC Policy Database.

## 16. ASSOCIATE DEGREES POLICY

An associate degree is a 48 credit point post year 12 qualification, which is two years fulltime (or equivalent) in duration. Associate degrees are typically articulated with bachelor degree programs although they may stand alone. The *Associate degrees policy* provides information on the course structure, admission process and credit limitations in relation to associate degrees courses. Further information is at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3202](https://guard.canberra.edu.au/policy/policy.php?pol_id=3202)

## 17. UNDERGRADUATE COURSES POLICY

The *Policy on undergraduate courses leading to bachelor degrees* provides information on the framework for undergraduate awards. This includes details on general course requirements, course components and combined courses. The policy is at

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3027](https://guard.canberra.edu.au/policy/policy.php?pol_id=3027)

Information about specific courses is at <http://www.canberra.edu.au/courses>

## 18. HONOURS POLICY

The procedures for honours degrees and degrees with honours contain information on types of honours programs, and the relationship between honours programs and other courses. This information is at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3031](https://guard.canberra.edu.au/policy/policy.php?pol_id=3031)

## 19. POSTGRADUATE COURSEWORK POLICY

The *Policy and Procedures for Courses Leading to Postgraduate Coursework Degrees* contains information on requirements for graduate certificates, graduate diplomas and masters by coursework. The policy and procedures are at

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3029](https://guard.canberra.edu.au/policy/policy.php?pol_id=3029)

## 20. HIGHER DEGREES BY RESEARCH POLICY

The 'Gold Book' covers degrees and programs at the University of Canberra that meet the DEEWR definition of a "higher degree research course" (a course for which at least two-thirds of the student load is required as research work and not more than one-third as coursework). It 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 programs. This information is at: <http://www.canberra.edu.au/research/policies/goldbook>

## 21. CREDIT

The *Credit Policy* provides information on credit based on credentialled or uncredentialled learning towards University of Canberra undergraduate and postgraduate coursework courses. Credentialled 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 in the following documents:

- a) for postgraduate coursework courses, in the *Policy and Procedures for Courses Leading to Postgraduate Coursework Degrees*;
- b) for higher degrees by research, in the *Higher Degrees by Research: Policy and Procedures*, commonly known as the Gold Book.

The *Credit Policy* is at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3169](https://guard.canberra.edu.au/policy/policy.php?pol_id=3169)

## 22. SEXUAL HARASSMENT

Sexual harassment, as described in the *Sex Discrimination Act 1984*, is a form of sexual discrimination which is illegal and formally opposed by the University. The University has procedures for dealing with complaints of sexual harassment. These procedures take account of the sensitive nature and unequal power structure which can characterise sexual harassment, and the consequent fears of victims about making complaints.

In the first instance, students should contact the Student Equity and Access Office (ph 6206 3972, email: [studentequity@canberra.edu.au](mailto:studentequity@canberra.edu.au)) for any complaints of sexual harassment by a University staff member or fellow student.

## 23. TOBACCO-FREE CAMPUS

All employees and students are entitled to a smoke-free workplace and environment. Smoking is prohibited at all times and without exception in all University buildings and vehicles. All University campus properties are tobacco-free except for clearly identified designated outdoor smoking areas. Campus properties which are tobacco-free include:

- workplaces, lecture halls, access corridors and campus vehicles
- residences
- eating and hospitality areas
- toilets and change rooms
- outdoor areas including car parks and sports fields, and
- outdoor walkways and entrances used to access and exit buildings.

Smoking is only permitted in designated outdoor areas which are clearly identified.

The Tobacco on Campus Policy is at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3240](https://guard.canberra.edu.au/policy/policy.php?pol_id=3240)

Further information on a tobacco free campus is at:

<http://www.canberra.edu.au/hr/health-safety/ohs-risk-mngt/tobacco-free-campus>

## 24. 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 Statutes and Rules are online at:

<http://www.canberra.edu.au/university/governance/legislation>

## 25. STUDENT RESPONSIBILITIES

Student and staff responsibilities in relation to the student experience are set out in the *Student Charter*. This document is online at:

[https://guard.canberra.edu.au/policy/policy.php?pol\\_id=3239](https://guard.canberra.edu.au/policy/policy.php?pol_id=3239)