

Studying at the University of Canberra: a Guide to Policies and Procedures

Student and Academic Services

University of Canberra

2008

Studying at the University of Canberra: A Guide to Policies and Procedures

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 and Academic Services site at <http://www.canberra.edu.au/student-services>

We hope you find this Guide useful and that it will help make your study at the University of Canberra both enjoyable and rewarding.

Professor Carole Kayrooz
Pro Vice-Chancellor (Education)

Notes

- *Additional useful information for students is available on the Student and Academic Services web site: <http://www.canberra.edu.au/student-services>*
- *All UC academic policies and procedures can be located by searching by title in the UC Policy Database at: <https://guard.canberra.edu.au/policy/>*
- *The UC Virtual Handbook is online at: <http://www.canberra.edu.au/handbook2008->*

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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 place. This information will contain instructions on how to complete enrolment as follows:

- discussing a study program with the course adviser
- registering in relevant tutorials and laboratory sessions
- completing details related to the Higher Education Loans Program (HELP)
- paying fees
- acquiring a University student identification card.

You must register units for both Semesters 1 and 2.

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 enrolment.

Students not qualified for re-enrolment are:

- those undertaking studies in non-award courses including cross institutional study (unless the original offer of place provided specific permission allowing re-enrolment in a future semester);
- students who have voluntarily withdrawn from their course;
- students who have been excluded; and
- students whose course completion has been certified.

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

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 on Online Student Information Service (OSIS) or notifying Student and Academic Services 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 OSIS before the end of Week 1.

c) Student email

The University of Canberra provides all students with a student email address. This address is generally in the form of initial.lastname@student.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 and Academic Services using OSIS.

2. Fees and charges

Commonwealth supported students

In 2002, the Australian Government conducted a review of Australia's higher education system. The reforms are outlined in the *Higher Education Support Act 2003* (HESA 2003). As the result of the reforms, the Government introduced the Higher Education Loan Program (HELP) to take effect from 1 January 2005. This program replaces the previous HECS, PELS, BOTPLS and OLDPS arrangements. There are three 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 of \$81,600 (indexed). Undergraduate FEE-HELP loans are subject to a 20% administrative loan fee. This loan scheme replaced PELS, BOTPLS and OLDPS. 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. \$5,299 (indexed) is the maximum loan amount that a student can receive in any given six month period.

Pre-2005 HECS students

Generally, you will be considered a pre-2005 HECS student if you:

- incurred a HECS debt or paid a HECS-upfront amount for your current course of study before 1 January 2005; and
- have not discontinued your enrolment without formal approval; and
- have not completed the requirements of your course or the requirements of another course you have transferred into at the same level.

As a pre-2005 HECS student the following changes apply to you:

- you become a Commonwealth supported student (previously known as a HECS-liable student);
- you consume your Student Learning Entitlement (SLE) from 1 January 2005;
- if eligible, you are able to access HECS-HELP assistance, including the discount rate of 20% for up-front payments of \$500 or more; and
- the increased thresholds for repayment of your HECS debt and 10% bonus for repayments.

If you are a pre-2005 HECS student and you are a New Zealand citizen or the holder of a permanent visa, your eligibility for HECS-HELP assistance is determined under the old HECS rules until the end of 2008. This means, if you previously deferred your HECS contribution, you are eligible for HECS-HELP assistance in 2005.

More information about these changes and how they affect you is available on the Department of Education, Employment and Workplace Relations (DEEWR) web site at: <http://www.goingtouni.gov.au/>

Further information is available on the Student and Academic Services web site 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 Centre 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 total tuition fee for the selected course of study and an indicative annual fee.

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 semester may differ depending on the number and weighting of study units in which a student is enrolled in each semester.

The Australian Government requires international students to study full time as a condition of their student visa. Full time study at the University of Canberra normally involves enrolment in a minimum of twelve (12) credit points each semester. 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 Multicultural Affairs (DIMA) 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. OSHC must be paid together with the relevant tuition fees when students accept their place in the course.

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, travel, field trips, work experience, personal injury, and property loss or damage.

The University does not provide insurance to cover privately-owned effects 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 carparks 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, see <http://www.canberra.edu.au/insurance/insurance-policies.html>

4. Academic progress, academic probation and exclusion

Circumstances may arise which adversely affect your academic progress such as injury, protracted illness or severe illness of a family member. If this happens, you should notify your Course Convenor in writing as soon as possible.

‘Academic probation’ is the imposing of conditions on continuation in a course. This results from a review having found the academic progress of a student not to be of an acceptable standard according to specific criteria. The criteria are as follows:

- d) passing fewer than half of the units attempted in a teaching period (note that a student who passes half of the units studied – e.g. two out of four units – is not placed on academic probation); and/or
- e) failing any unit for a second time; and/or
- f) failing to follow either (a) the approved Course Requirements or (b) an approved written course variation.

Failure to meet the conditions of probation will result in a student being excluded from their course of study for the period set out in the notice of exclusion. 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

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

The *Assessment Policy* sets out detailed principles and procedures in relation to assessment at UC. It is online at https://guard.canberra.edu.au/policy/policy.php?pol_id=2900

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

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. When a mark or grade is awarded that leads to a Fail in a unit, more than one member of academic staff should be involved in the decision.

5.1 Descriptors for grades

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, NS 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 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.
- NS Fail result based on failure to sit for a final examination (NS is an optional subcategory of NC).
- NN Fail result based on non-participation in a unit.

For further information on descriptors for grades see the *Assessment Policy*, Section 9 at: https://guard.canberra.edu.au/policy/policy.php?pol_id=2900

For final assessment in the unit, the result will be one of the following grades: HD, DI, CR, P, UP or Fail.

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:

<i>Grade</i>	<i>Letter grade</i>	<i>Numerical grade</i>
High Distinction	HD	85% -100%
Distinction	DI	75%-84%
Credit	CR	65%-74%
Pass	P	50%-64%
Ungraded Pass	UP (Ungraded pass) <i>for units assessed on a Pass/Fail</i>	50%-100%

<i>Grade</i>	<i>Letter grade</i>	<i>Numerical grade</i>
	<i>basis only</i>	
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, suggestions. It is crucial for students to receive feedback 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 8 at https://guard.canberra.edu.au/policy/policy.php?pol_id=2900

All students will have an opportunity to provide anonymous feedback on a unit in which they are enrolled at the end of the semester via the Unit Satisfaction Survey on OSIS. Your lecturer or tutor may also invite you to provide more detailed feedback through an anonymous questionnaire administered through the University's Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS).

5.3 Examinations

Information on examinations is in the *Examination Policy* at https://guard.canberra.edu.au/policy/policy.php?pol_id=2904 and available on the Student and Academic Services web site at: <http://www.canberra.edu.au/student-services/examinations>

This includes information on:

- exam timetables
- permitted materials
- exam misconduct
- deferred exams
- results/transcripts.

5.4 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 and Academic Services web site. These should be submitted to the Student Centre by the close of business on the first working day after the end of the Examination Period. Applicants will be notified of their eligibility.

Student and Academic Services schedules and manages deferred examinations. Students granted a deferred examination should note that the deferment will 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=2902

5.5 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.

A Request for Deferred Examination form is to be submitted to the Student Centre within three working days of the missed exam. Applications lodged after the due submission date will be considered only in exceptional circumstances.

5.6 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 Convenor 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 Academic Registrar for withdrawal without penalty and remission of fees.

For further information, see the following:

- *Assessment Policy* at:
https://guard.canberra.edu.au/policy/policy.php?pol_id=2900
- *Withheld Results Procedures* at:
https://guard.canberra.edu.au/policy/policy.php?pol_id=2895

5.7 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 semester of study;
- have failed a single unit, with a final mark between 45-49% in the unit;
- 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 Convenor of the failed unit for confirmation of eligibility. Application forms to undertake supplementary assessment are available from the Unit Convenor, who will submit the forms to Student and Academic Services for confirmation of eligibility.

The 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 Framework* at https://guard.canberra.edu.au/policy/policy.php?pol_id=2901

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

If you have a grievance, you should complete the informal steps as outlined in the policy. If the matter remains unresolved you may refer the matter to the Dean of Students, as follows:

Stage 1: Informal Resolution

Academic Matters

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

Step 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.

Step 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 nominated Faculty authority (previously the Head of School) to resolve the matter on their behalf, or to mediate the dispute with the staff member concerned.

Administrative Matters

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.

Stage 2: Formal Resolution:

If the matter remains unresolved, you may refer the matter, in writing (not via email) to the Dean of Students.

Alternatively a student with a grievance (not relating to a review of unit results) may have the matter dealt with by an independent dispute resolution service. The University will accept dispute resolution through the Conflict Resolution Service. The service is at the Conflict Resolution Service, Tenancy 8, Level 3, Griffin Centre, Genge St, Canberra City ACT 2601. Phone (02) 6162 4050 or Email: mediation@crs.org.au

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 academic integrity.

8. Academic integrity

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) the submission of an assignment previously submitted for another assessment task;
- 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.

Penalties

A nominated senior Faculty staff member will discuss an alleged case of misconduct informally with the student, where possible. A recommendation will be made regarding 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 2007*. The Students' Association is available to advise students who are concerned with possible breaches of the rules.

The *Academic Integrity Policy* is available at

https://guard.canberra.edu.au/policy/policy.php?pol_id=3003

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 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, telephone (02) 6201 2051, email: Greg.Jones@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: http://www.canberra.edu.au/uc/policies/acad/ip_plcy.html

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 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 by contacting Student and Academic Services.

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 and attributes: graduates of 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 particular discipline or professional field. Further information is in *Generic skills and*

Attributes of University of Canberra Graduates from Undergraduate and Postgraduate Coursework Courses at

https://guard.canberra.edu.au/policy/policy.php?pol_id=3030

13. Generic skills and attributes: graduates of 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

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

15. 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

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

16. Honours degrees and degrees with honours: guidelines and procedures

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

17. Postgraduate coursework courses: policy and procedures

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

18. Higher degrees by research: policy and procedures (the Gold Book)

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>

19. Credit

The *Policy and Procedures for the Granting of Credit* set out provisions for both external credit and internal credit (credit based on studies undertaken at the University). The provisions apply to all undergraduate and postgraduate courses offered by the University, unless otherwise indicated. The *Granting of Status Rules 1995* provide parameters for the granting of external credit (credit based on studies undertaken at an institution other than the University). 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 *Policy and Procedures for the Granting of Credit* is at:
https://guard.canberra.edu.au/policy/policy.php?pol_id=2999

20. Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is the accreditation of learning gained outside those awards normally offered in universities and TAFE. RPL applies specifically to learning gained from work experience, from non-credentialed courses and from life. You may apply for RPL-based admission to courses or RPL-based credit for units as specified by the University.

The online document *Advice on RPL for Applicants* details the RPL application process as well as current RPL provisions for UC courses and units. This information is at:

<http://www.canberra.edu.au/student-services/courses-and-units/rpl>

21. 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.

The Dean of Students (ph 6201 5653, email: deanofstudents@canberra.edu.au) should be contacted for any complaints of sexual harassment by a University staff member. The Dean of Faculty (or nominee) should be contacted for any complaints of sexual harassment by a student.

22. Smoke-free environment

The University of Canberra upholds the right of individuals to study and work in a smoke-free environment. The University maintains a smoke-free environment to protect the health and welfare of University staff, students and visitors. Smoking is not permitted in:

- University buildings and other structures owned or controlled by the University;
- in any part of a building or structure used by the University on a permanent, temporary or *ad hoc* basis;
- covered or open courtyards enclosed by a University building, except for the uncovered Hub courtyard;
- within five metres of entrances and exits to buildings;
- adjacent to air conditioning intakes;
- University vehicles and other means of transport, which are owned, controlled or in use by the University; and
- any other area of the campus designated as a non-smoking area by the University.

Exceptions will only be made to this policy for the purpose of research. The research must be endorsed by the appropriate University and government bodies. It must be at no risk to third parties and only involve volunteer staff and participants.

Smokers are responsible for disposing of their smokers' litter in a responsible and appropriate manner.

23. 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 Statute and Rules are online at:
<http://www.canberra.edu.au/university/governance/legislation>

24. Student responsibilities

The University's Academic Board and the Students' Association have agreed to the responsibilities set out in the *Guidelines on Institutional Responsibilities towards Students and Student Responsibilities*. This document is online at:
https://guard.canberra.edu.au/policy/policy.php?pol_id=3013