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## Handbook 2010 – General Information (Part 2)

### EXAMINATION POLICY AND PROCEDURES - STUDENTS

#### 1 Purpose and Rationale

The purpose of this Policy and Procedures is to maintain coordinated, consistent examination practices across Australian Catholic University. Academic staff members of the University are responsible for setting appropriate assessment that will foster learning and a significant amount of assessment is conducted through formal examinations. Units may have a combination of School-based and centrally-organised examination assessment. Assessment information should be incorporated in unit outlines. For information relating to general principles of and responsibility for assessment, refer to the Assessment Policy and Assessment Procedures.

#### 2 Scope and Definitions

This Policy and Procedures apply to all central and School-based examinations at Australian Catholic University. The definitions in the Academic Regulations apply in this policy.

#### 3 Timing of Examinations

##### 3.1 Standard study periods

An official three-week central examination period will be held at the end of the first and second semesters.

##### 3.2 Non-standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant School.

##### 3.3 Deferred examination periods

The deferred central examination period will be scheduled not fewer than three weeks after the end of the central examination periods in the first and second semesters.

##### 3.4 Examination sessions

Examinations may be held within the period 8am to 8pm Monday to Friday (including on public holidays) and 8am to 5pm Saturdays, throughout the examination periods.

#### 4 Student Availability for Examinations

Students are required to be available to undertake examinations throughout the periods designated for central examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for School-based examinations.

#### 5 Location of Examinations

5.1 Subject to Sections 5.2 and 5.3 students will sit examinations at the campus at which they attend classes for the unit being examined.

##### 5.2 Distance, online and off-campus units

Students enrolled in a unit offered in distance or online mode or at a location other than an ACU campus will sit examinations at the established examination centre closest to their semester address. For students studying in online mode, examinations may also be conducted online. Students will be notified of the location of the examination venue in writing by the relevant School for distance, off-campus and relevant online units or by ACUonline for online units with examinations conducted online.

##### 5.3 Variation of examination venue

5.3.1 A student who seeks to sit an examination at a venue other than that which would normally apply must make written application to the Academic Registrar at least six weeks before the commencement of the examination period. If special arrangements are required to enable a student to sit the examination at an alternative venue, the student may be required to pay a prescribed fee.

5.3.2 In exceptional cases, where students who are remote from the University on practical experience are required to undertake an examination during the practical experience (eg isolated locations, interstate or overseas), provision may, with the approval of the Head of School on the recommendation of the Course Coordinator, be made by the School for students to undertake a School-based examination *in situ*, with appropriate supervision arranged locally. To enable this to occur, the student must make written application for an *in situ* examination to the Head of School at least six weeks prior to the commencement of the examination period (refer also to Section 5.2).

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### **6 Examination Adjustments for Students with Disabilities, Medical Conditions or Other Exceptional Circumstances**

#### **6.1 Permanent disability and/or chronic medical condition**

Adjustments to the examination conditions for students with a permanent disability and/or chronic medical condition will be incorporated in Education Inclusion Plans developed by the Equity and Disability Unit and approved by the Head of School.

#### **6.2 Unexpected temporary disability or medical condition**

If a student has an unexpected temporary disability or medical condition, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted (electronically or in hard copy) to a Disability Adviser who may identify and approve any adjustments to the examination arrangements. Where the University cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the deferred examination period.

#### **6.3 Other exceptional circumstances**

If a student can demonstrate other exceptional circumstances which he/she considers warrant an examination adjustment, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted electronically or in hard copy<sup>1</sup> to the Manager, Timetabling, Examinations and Results who may identify and approve any adjustments to the examination arrangements. Where the University cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the deferred examination period.

#### **6.4 Notification of examination adjustment requirements**

6.4.1 Students with a disability and/or medical condition should consult a Disability Adviser to register for examination adjustments as early as possible and preferably at the time of enrolment.

6.4.2 The Equity and Disability Unit will provide Student Administration with a list of all examination adjustment requirements not later than close of business on the Friday of lecture week 9.

6.4.3 Where examination adjustments are not advised to Student Administration by the above date, the following action may be taken:

- (a) the student may be required to sit their examination/s during the deferred examination period; or
- (b) the Equity and Disability Unit may liaise with the relevant School/s regarding the provision of a School-based examination/s outside the central examination period; or
- (c) the Equity and Disability Unit may liaise with the School/s regarding alternative assessment/s in lieu of an examination/s.

#### **6.5 Notification of examination adjustment requirements**

The student will be advised in writing (electronically and in hard copy) of the decision on any application for an examination adjustment, with advice of such approval also being provided to the relevant School.

### **7 Examination Room Procedures**

#### **7.1 Powers of supervisors**

Supervisors will have responsibility for the conduct of examinations. A supervisor has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. A supervisor need not enter into debate with a candidate for any direction given to the candidate.

A supervisor may require any person present in the examination room to:

- (a) provide a Student Card or other evidence to confirm his/her identity and eligibility to be in the examination room;
- (b) show that the person does not have in his/her possession any unauthorised material as specified in the Academic Honesty Policy;

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<sup>1</sup> A hard copy application may be submitted through the Student Centre or posted to the Manager, Timetabling, Examinations and Results, PO Box 456, Virginia 4014.

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- (c) answer any question relating to that person's behaviour while in the examination room;
- (d) leave an examination room if a supervisor considers that a candidate's behaviour, dress or appearance is such as to disturb or distract any other candidate;
- (e) surrender any material, which the supervisor considers to be unauthorised; and/or
- (f) comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

### 7.2 Entry to examination room

A person other than a supervisor or other authorised person<sup>2</sup> may not, except with the permission of a supervisor, enter or remain in an examination room during an examination or during the period of 45 minutes immediately preceding or immediately following an examination session.

A candidate, on entering an examination room, must proceed without delay to the place to which the candidate is directed by a supervisor or by notice or other means and will not leave that place except with the permission or by the direction of a supervisor.

A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

### 7.3 Conduct of candidates

A candidate must comply with the Academic Regulations, the Academic Honesty Policy and Statute 10 Student Conduct and Discipline.

### 7.4 Starting time

Times listed on the timetable are the times when students are allowed to commence reading or, if there is no provision for reading time, commence the examination.

### 7.5 Reading time

7.5.1 The reading time available to candidates prior to the commencement of writing the examination will be either ten minutes or nil. Candidates must not commence writing until the supervisor has given permission.

7.5.2 Writing on or marking examination material is not permitted during reading time.

### 7.6 Late arrival

Candidates who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will not be allowed additional time. Candidates who arrive more than 30 minutes after the examination start time will not be permitted to undertake the examination.

### 7.7 Identification

Candidates will produce their Student Card on demand at each examination. It must be displayed prominently on the desk during the examination. If the student does not have a Student Card in their possession, an alternative photographic identification, such as a driver's licence or passport, may be used. If the student has no photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Failure to provide suitable identification during an examination may result in suspension of access to unit results and academic transcripts until identification requirements are met.

### 7.8 Attendance form

Candidates will complete an attendance form at every examination and will adhere to the instructions for collection of the form as provided by the supervisor.

### 7.9 Early departure from examination rooms

Except in the circumstance provided for in Section 8, a candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 10 minutes of an examination.

Candidates who wish to leave the examination room prior to the scheduled finish time (and

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<sup>2</sup> An authorised person in this circumstance would normally be limited to a Lecturer-in-Charge or nominee or a member of staff of Student Administration. Authorised visitors should acknowledge the supervisor's need to maintain examination integrity and must follow the supervisor's directions.

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within the times specified above) will adhere to instructions provided by the supervisor.

### 7.10 Conclusion of examination

At the conclusion of the examination all candidates must remain seated until their papers are collected by a supervisor or until the supervisor has given them permission to leave the examination room.

### 7.11 Where nominated materials may be taken into an examination room

Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Lecturer-in-Charge and such materials will be listed on the examination paper cover sheet. The supervisor or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

Where an examination is designated 'open book' there will be no restrictions on the materials which may be taken into an examination.

### 7.12 Use of dictionaries in examinations

English language dictionaries are not acceptable in an examination room.

A student may take an English/foreign language dictionary<sup>3</sup> (bilingual dictionary) (direct word to word translation only and in printed, not electronic, format) into an examination in any unit. The dictionary must not contain any notations or any additional material and must be presented to the supervisor for inspection. Students will be refused permission to use dictionaries that contain notations or additional materials.

### 7.13 Use of personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer-in-Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities.

Any approved electronic device brought into an examination room will be inspected by the supervisor and/or authorised staff member.

A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

### 7.14 Mobile telephones

Mobile telephones are not permitted in any examination room.

## 8 Illness During Examination

- 8.1 If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination<sup>4</sup>.
- 8.2 If the candidate cannot continue with the examination, the supervisor will note this and report the matter to Student Administration.
- 8.3 The Academic Registrar or nominee will determine, in consultation with the Head of School, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation<sup>5</sup>.

<sup>3</sup> Lecturers-in-Charge should be aware that bilingual dictionaries normally include the meaning of words in the foreign language.

<sup>4</sup> In this circumstance the student may submit an application for special consideration (refer to Assessment Policy and Assessment Procedures.)

<sup>5</sup> The student will submit a deferred examination application (see Section 12).

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### 9 Interruption to Examinations

- 9.1 Where an examination is impacted by an unexpected interruption (eg power failure, computer/software malfunction, earthquake, bomb threat, fire alarm etc) the supervisor will implement appropriate action.
- 9.2 Minor disruptions to an examination (for a period of 15 minutes or less) will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.
- 9.3 The Academic Registrar or nominee will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.
- 9.4 In the event of an evacuation of an examination venue, the Dean or nominee will determine which of the following outcomes will apply:
- (a) the examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday;
  - (b) students' examination scripts may be marked and an adjusted examination result determined;
  - (c) an alternative assessment item may be set with a suitable due date for submission;
  - (d) as well as the outcome in paragraph (b), an additional assessable item may be set with a suitable due date for submission.

### 10 Breach of Procedures

#### 10.1 Expulsion from examination room

A supervisor may immediately expel from the examination room any candidate who commits an infringement of this Policy and Procedures.

#### 10.2 Report and investigation

A supervisor will report any breach of this Policy to Student Administration, which will refer it to the Head of School responsible for the course unit. Any such allegation will be investigated and resolved in accordance with the Academic Honesty Policy or Statute 10 Student Conduct and Discipline.

### 11 Materials Left Outside Examination Room

The University accepts no responsibility for the security of any materials left outside an examination room.

### 12 Deferred Examinations

#### 12.1 Application for central deferred examination

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with Student Administration, not later than five working days after the day of the examination, an Application for Deferred Examination form with Professional Authority (see Section 12.3).

#### 12.2 Application for School-based deferred examination

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with the Lecturer-in-Charge, not later than five working days after the day of the examination, an Application for Special Consideration form with Professional Authority.

#### 12.3 Evidence in support of application for deferred examination

Any application for a deferred examination must be supported by original appropriate documentary evidence (Professional Authority). The authenticity of documentary evidence may be confirmed with the named provider.

#### 12.4 Determination of application for a deferred central examination

The Academic Registrar or nominee will determine the outcome of an application for a deferred central examination. Student Administration will notify a student of the outcome of their deferred examination application in writing not less than one week prior to the commencement of the deferred examination period. Where the application is approved, the written notification will include the details of the examination day, date, time and location. In cases where an

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application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

### **12.5 Determination of application for a School-based deferred examination**

The Lecturer-in-Charge will determine the outcome of an application for a School-based deferred examination. The School will notify the student of the outcome of their deferred examination application in writing not less than one week prior to the examination date determined by the Lecturer-in-Charge. Where the application is approved, the written notification will include the details of the examination day, date, time and location. In cases where an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

### **12.6 Failure to attend deferred examination**

A student who, through illness or other exceptional cause beyond the candidate's control, fails to attend a deferred examination may apply for alternative assessment. The application should normally be lodged directly with the Course Coordinator no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.

### **12.7 Limit on number of deferrals**

An examination or alternative assessment may be deferred no more than twice (after the original scheduled examination). If the student is again unable to undertake the examination or assessment, further deferral will not be granted and the Course Coordinator will be required to provide a final result for the unit. If the student is able to provide evidence of continuing exceptional circumstances, the Course Coordinator, after consultation with the student, may recommend to the Head of School that:

- (a) the student's enrolment in the relevant unit be cancelled without academic penalty (but with financial liability); or
- (b) other assessment accommodation(s) be made, having regard to the circumstances of the case.

## **13. Supplementary Assessment**

Supplementary assessment will be managed by the School.

### **APPENDIX A**

#### **RELATED DOCUMENTS AND LINKS**

- **Academic Honesty Policy**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **Academic Regulations**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **Assessment Policy**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **Assessment Procedures**  
<http://www.acu.edu.au/38271> [Policy 6.19]
- **Statute 10 Student Conduct and Discipline**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]

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### ACADEMIC HONESTY POLICY

#### PART A – Preliminary

##### 1. Commitment to Academic Honesty

Academic honesty is a fundamental principle of the University as an institution devoted to the pursuit of excellence in teaching, research and service, and to respecting the value and dignity of each person. Conduct which breaches academic honesty attacks the integrity of learning and scholarship, contravenes academic values of respect for knowledge, scholarship and scholars, and represents a form of fraud.

##### 2. Definitions

The following words have the following meanings in this document:

**Academic dishonesty:** behaviour which has the effect of or is designed or calculated to provide a misleading basis for admission, assessment or academic progression or any academic advantage or advancement to which the person is not entitled, and includes any conduct which constitutes a breach of the Assessment Policy.

**Assessment:** evaluation of a student's performance by written or oral examinations, assignments, presentations, thesis or other means notified in Unit Outlines. It includes, but is not limited to:

- (a) written tests and assignments;
- (b) practical work, including field or clinical work;
- (c) oral or aural examinations and tests;
- (d) any other tasks required to be completed by a student, the results of which are wholly or partly used for assessment; and
- (e) assessment conducted in any format or medium including, without limitation, paper-based, online, digital or electronic medium.

**Collusion:** occurs where a student works with others, without permission, or beyond the scope of permission granted intending to produce work which is then presented by individual students, himself or herself included, as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion can be a form of plagiarism.

**Course:** a program of study leading to an accredited higher education award of the University.

**Examination:** a central or School examination, defined as such in the Unit Outline. A central examination will be conducted within the formal examination period; a School examination will be conducted outside class time, and may be conducted in the formal examination period or at some other time during the relevant study period.

**Groupwork:** a formally established assessment task to be conducted by a number of students in common, resulting in a single piece of work for assessment or a number of associated pieces of work.

**Lecturer-in-Charge:** the person, nominated by the Head of School, and designated as having responsibility for coordinating the preparation of Unit Outlines and for coordinating results in accordance with School guidelines.

**Legitimate co-operation:** any constructive educational practice that aims to facilitate optimal learning outcomes through interaction between students.

**Non-award course:** a program of study leading to an award other than an accredited higher education award.

**Plagiarism:** occurs when a student presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person or persons, without acknowledgement, of the kind commonly required in academic practice, of the source.

**Recycling:** the submission for assessment of one's own work, or of work which is substantially the same, where:

- (a) the work has previously been counted towards the satisfactory completion of another unit of study credited towards another qualification; and
- (b) the Lecturer-in-Charge has not granted prior written consent for the student to reuse the work.

**Student:** includes

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- (a) a person who is enrolled in a program or unit of study or research offered by or at the University;
- (b) a student of another university or other education provider who is granted temporary or ongoing rights of access to a campus or site of the University for study or research purposes;
- (c) a person who was a student at the time of any alleged breach of academic honesty.

**Unit:** a particular subject area within a course, which has a specified number of credit points.

### 3. Related Documents

This policy should be read in conjunction with the following:

- (a) Academic Regulations
- (b) Assessment Policy
- (c) Statute 10 Student Conduct and Discipline
- (d) Research and Professional Doctorate Degree Regulations.

## PART B - Elements of Academic Honesty

### 4. Legitimate Co-operation

4.1 In some units students may legitimately co-operate and collaborate on a project, sharing materials or data collected and discussing the interpretation of such material. Examples of legitimate co-operation and collaboration include:

- (a) informal study/discussion groups;
- (b) discussion of general themes and concepts;
- (c) interpretation of assessment criteria; or
- (d) strengthening and development of academic writing and/or study skills through peer assistance.

4.2 In some cases legitimate co-operation and collaboration may extend to researching and writing of joint projects, written works or other assessable works. However, while recognising the educational value of interaction between students, normally production of the assessable work would be the independent responsibility of each student.

### 5. Forms of Academic Dishonesty

Academic dishonesty may take a number of forms. These include but are not limited to:

- (a) cheating;
- (b) plagiarism;
- (c) collusion;
- (d) recycling;
- (e) impersonating another student;
- (f) claiming credit for groupwork in circumstances when the student has not actively participated in or contributed to such work;
- (g) use of forged, false, falsified, inaccurate or incomplete documentation or data or a document taken from another source and representing it to be the work of the student;
- (h) in research, any of the above behaviour related to proposing, conducting or reporting research.

### 6. Cheating in an Examination or other Assessment Task

6.1 A student must not:

- (a) enter an examination room except as a candidate for an examination conducted in that room and then only in accordance with directions of a Supervisor or Lecturer-in-Charge or notice posted in the examination room;
- (b) cheat or attempt to cheat in any examination or other assessment task;
- (c) directly or indirectly assist any other student to cheat;
- (d) communicate with another student or give assistance to, or receive any communication or assistance from, any other student during an examination or other relevant assessment task;
- (e) read and/or copy or attempt to read and/or copy another student's work or other materials during an examination or other relevant assessment task;

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- (f) do anything to assist or enable or attempt to assist or enable another student to read and/or copy work or other materials during an examination or other relevant assessment task;
- (g) bring into an examination room or conceal any textbook, dictionary, calculator, computer, palm pilot, notes, manuscript, bag, mobile phone or other materials or device or means of special assistance, except those items specifically authorised for the examination by the Lecturer-in-Charge of the unit (note: valuable items, such as small purses and wallets, may be brought into the examination room but must be left on the floor adjacent to the student's desk for the duration of the examination; the Supervisor may inspect any such items);
- (h) use any electronic device (whether authorised device or not) to receive data from, or send data to, or to communicate in any way with, any other person or electronic device during an examination;
- (i) consult with another person outside the examination room during the conduct of the examination;
- (j) improperly obtain prior knowledge of an examination paper or other assessment task and use that knowledge in an examination or other relevant assessment task;
- (k) write an examination paper outside the examination room, except with the permission of the Lecturer-in-Charge;
- (l) impersonate another person or procure impersonation in connection with any examination or other assessment task.

### 6.2 A student must not:

- (a) cause a disturbance, annoyance to or interference with any other student;
- (b) remove any worked script or examination stationery from the examination room;
- (c) smoke in an examination room;
- (d) eat or drink in an examination room, unless specifically approved on medical grounds;
- (e) re-enter the examination room after leaving it, unless under supervision approved by the Supervisor during the full period of absence;
- (f) disobey any reasonable direction issued by a Supervisor, lecturer or other authorised person or set forth on an examination paper, writing book or any notice;
- (g) refuse or fail to answer any reasonable question asked of the student by a Supervisor.

## 7. Plagiarism

- 7.1 Plagiarism fundamentally breaches the principle of academic honesty. It may take many forms and, whether intentional or unintentional, it is unacceptable in academic work.
- 7.2 Materials plagiarised may include any printed, electronic or audio-visual material (including computer-based material), drawings, designs, experimental results or conclusions, statistical data, computer programs or other creative work.
- 7.3 Examples of plagiarism, whether by individuals or in groupwork, include the following:
  - (a) an assessment task that is copied almost entirely from another source such as a published article, text, internet source or another student's work (or draft work);
  - (b) an assessment task that is constructed of segments drawn from one or a number of sources without attribution of the source, linked by comments produced by the student;
  - (c) summarising another person's work without acknowledgement of the source;
  - (d) failure to acknowledge indebtedness to books, articles and other sources such as the internet. Students should make it clear when they are using a direct quotation from another work. They should also indicate, by the appropriate method of footnoting or referencing, if they have used an idea or an argument which is heavily dependent on the work of another person;
  - (e) citing sources (eg texts) which the student has not read, without acknowledging the 'secondary' source from which knowledge of them has been obtained;
  - (f) in an assessment task where there was legitimate co-operation and collaborative preparatory work, submitting substantially the same final version of any material as another student; or
  - (g) in groupwork, where the group plagiarises from another group or from other sources, or

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- (h) in group work, where a student claims credit for the work of the group but has not actively participated in or contributed to such work.

### 8. Collusion

- 8.1 If individually assessable work is required to be submitted, any legitimate co-operation and collaboration should be acknowledged and the formulation of ideas and conclusions in the paper must be the independent work of each student. Any other circumstances in which a student allows another student to copy their work for the purposes of assessment, or where students work together to submit identical work or work with large components of commonality, amounts to collusion.
- 8.2 Encouraging or assisting another person to commit plagiarism is a form of collusion and may attract the same penalties which apply to plagiarism.
- 8.3 Collusion does not apply to assessment tasks submitted in accordance with groupwork guidelines provided in the Unit Outline.

### 9. Recycling

A student may not, without the prior written approval of the Lecturer-in-Charge of the unit, submit for assessment work which is the same or substantially the same as work being submitted, or which has previously been counted towards the completion of another unit undertaken for credit towards any qualification, whether at this University or elsewhere. Where the Lecturer-in-Charge of the unit approves the resubmitting of work, the source of the work must be acknowledged. The same principles and procedures apply to recycling as apply to plagiarism.

### 10. Impersonation

A student must personally undertake all work and assessment and other requirements for a unit and course. A student must not allow or procure impersonation of himself/herself in relation to any assessment task, unit or course requirement.

### 11. Use of Forged, False, Falsified or Incomplete Documents

A student must not create or use, in connection with any activity within or connected with their application for, enrolment or re-enrolment, assessment or progression in a unit or course, or for any other purpose, forged, false or falsified documentation or data, or create or use documentation or data which the student knows to be inaccurate or incomplete.

### 12. Academic Dishonesty in Research

Academic dishonesty in research includes any behaviour described in sections 6 to 11 above in relation to proposing, conducting or reporting research, and further includes:

- (a) fabricating data;
- (b) intentionally omitting reference to relevant published works of others for the purpose of implying personal discovery of new information or original analysis of data;
- (c) attributing work to others who have not in fact contributed to the research;
- (d) intentionally or negligently stating or presenting a relevant or significant falsehood or omitting information or data so as to distort what is presented;
- (e) making use of any information in breach of any duty of confidentiality associated therewith; or
- (f) intentionally and without authorisation taking or damaging any research-related property of another person or body.

This may include, but is not limited to, apparatus, reagents, biological materials, writings, manuscripts, data, hardware, software or any other substance or device used or produced in the conduct of research.

## PART C – Dealing with Alleged Breaches of Academic Honesty

### 13. Principles for Dealing with an Alleged Breach of Academic Honesty

Any case of alleged breach of academic honesty will be dealt with by procedures which ensure:

- (a) equity;
- (b) consistency;
- (c) procedural fairness;
- (d) timely resolution of the case; and
- (e) achievement of appropriate and effective outcomes.

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In any case in which a Lecturer-in-Charge, Course Coordinator, Head of School, Dean or other University officer has an oral communication with a student regarding a matter under this Policy, that officer will make a written note of such communication and retain it within the appropriate file(s).

### 14. Academic Assessment of Work which Includes Evidence of Academic Dishonesty

- 14.1 In determining the result which a student should receive in a unit, the Head of School or Lecturer-in-Charge may consider not only the results of all work submitted for assessment but also the student's compliance with University requirements for academic honesty.

### 15. Responsibility for Dealing with Matters of Academic Dishonesty

- 15.1 Any breach of University standards of academic honesty will be dealt with in accordance with this Policy or with Statute 10 Student Conduct and Discipline.
- 15.2 Failure to comply with the University's standards for academic honesty may lead to failure in the assessment task or failure overall in the unit or in imposition of a penalty in accordance with this policy or with Statute 10 Student Conduct and Discipline.

### 16. Identification of Academic Dishonesty

- 16.1 Where a Lecturer-in-Charge detects or is made aware of the possible occurrence of academic dishonesty, the Lecturer-in-Charge will arrange a consultation with the student and may then refer the matter to the Head of School for further action.
- 16.2 If the Lecturer-in-Charge believes that the student acted without the intention to deceive, or was otherwise not acting dishonestly, the Lecturer-in-Charge may:
- (a) counsel the student by explaining referencing guidelines, providing a copy of this policy and referring the student to services available for assistance; and
  - (b) if appropriate, issue a written warning about the consequences of breaching University policy on academic honesty.
- A copy of any warning should be:
- (a) signed and dated by both the student and the Lecturer-in-Charge;
  - (b) retained by both the student and the Lecturer-in-Charge; and
  - (c) forwarded by the Lecturer-in-Charge to the Head of School for filing.
- 16.3 If the Lecturer-in-Charge believes that the student acted with the intention to deceive, or was otherwise acting dishonestly, the Lecturer-in-Charge will immediately refer the matter to the Head of School. In doing so the Lecturer-in-Charge will provide a report on investigations undertaken and all relevant materials, viz:
- (a) the examination paper or work submitted by the student for assessment; and
  - (b) evidence of the basis on which the allegation is based, for example:
    - (i) the Supervisor's report and any associated evidence;
    - (ii) reference to and preferably copies of other resources which are considered to have been plagiarised; (a printout from any internet site is appropriate, in case that site is subsequently changed); or
    - (iii) evidence of collusion or recycling.
- 16.4 Where any member of staff other than a Lecturer-in-Charge detects or is made aware of the possible occurrence of academic dishonesty, the staff member will report the matter to the staff member's supervisor who may refer the matter to the relevant Head of School for consideration under Section 18 of this Policy or may take action under Statute 10 Student Conduct and Discipline.

### 17. Hold on Results while any Allegation of Academic Dishonesty is Investigated

In any case in which an allegation of academic dishonesty is referred to the Head of School or Pro-Vice-Chancellor (Academic), the student cannot withdraw from the unit and no result can be finalised for the unit until the investigations under this Policy are completed, the decision is communicated to the student, and the time for appeal has elapsed.

### 18. Consideration of any Allegation of Academic Dishonesty

- 18.1 The Head of School will, within 10 working days of receipt of any allegation of academic dishonesty, initiate such investigations as considered appropriate.

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- 18.2 If the Head of School considers that the evidence does not support the allegation, the student and the Lecturer-in-Charge or other complainant will be advised accordingly and no further action will be taken.
- 18.3 If the Head of School considers that the allegation has substance, he/she will notify the student in writing of the nature of the allegation/s and provide the student with a copy of this policy and with the opportunity to prepare and submit a written response to the Head. Unless otherwise specified in the particular case, the student's response should be lodged within five working days of notification by the Head.
- 18.4 The Head of School may also request the student to attend for interview or provide the student with the opportunity to request an interview to discuss the allegation. At any such interview, the student may, with prior written notice to the Head of School, be accompanied by another person, other than a legal representative, who will act in the role of a neutral observer; such other person will not act in the role of advocate or spokesperson on behalf of the student, except with the specific prior permission of the Head.
- 18.5 The Head of School will make a decision on the matter within 20 working days of the date of notification of the allegation to the student.

### 19. Action which may be taken by the Head of School

- 19.1 Taking into account the outcome of the investigation, the student's level of experience, reasons for or circumstances relating to the breach of standards of academic honesty and/or other instance of such breach by the student, the Head of School may:
- (a) dismiss the case with no further action, other than counselling the student;
  - (b) issue a written warning to the student;
  - (c) require the student to resubmit the work for assessment or to undertake additional and/or remedial work in substitution for the work submitted;
  - (d) require the student to undertake another form of assessment in lieu of the assessment work in question;
  - (e) apply a fail grade to the work, or part thereof, submitted for assessment;
  - (f) impose a maximum grade for the unit (eg a maximum grade of Pass) and/or downgrade the final grade overall in the unit;
  - (g) apply a fail grade overall in the unit; or
  - (h) refuse, cancel or annul credit for any unit;
  - (i) refer the matter to the Pro-Vice-Chancellor (Academic) if the Head of School considers that awarding a fail grade in the unit is insufficient to deal with the matter.
- (Note: The Head of School will access the confidential Breaches of Academic Honesty file and any information it contains regarding the student's previous history of academic dishonesty only after determining that the student is guilty of a breach in the current investigation.)
- 19.2 If a student has been found guilty of academic dishonesty on more than one occasion, the Head of School will refer the matter to the Pro-Vice-Chancellor (Academic) who may:
- (a) terminate the student's enrolment in the course and exclude the student from the University for a period of up to three semesters from the date of termination; or
  - (b) impose some lesser academic penalty.

### 20. Notification and Recording of Decision

- 20.1 The Head of School will advise the student in writing of:
- (a) the process undertaken during the investigation;
  - (b) the decision reached;
  - (c) the reasons for the decision; and
  - (d) available avenues of appeal.

A copy of the advice to the student will be provided to the Dean, any other relevant Head of School (eg Head of School responsible for the course in which the student is enrolled, if different), Course Coordinator, Lecturer-in-Charge and Student Administration.

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- 20.2 The report will be filed on a confidential file on Breaches of Academic Honesty maintained in the Student Administration office on the relevant campus, with limited access. A cross reference will also be included on the personal student file.

### 21. Action by Pro-Vice-Chancellor (Academic)

- 21.1 In the event of an allegation of academic dishonesty being referred by a Head of School to the Pro-Vice-Chancellor (Academic), the Pro-Vice-Chancellor will undertake such further investigation of the case as is considered appropriate.

- 21.2 Following consideration of the case the Pro-Vice-Chancellor (Academic) may:

- (a) dismiss the case;
- (b) refer the matter to a Discipline Committee under Statute 10 Student Conduct and Discipline;
- (c) terminate the student's enrolment in the course and exclude the student from the University for a period of up to three standard study periods from the date of termination; or
- (d) impose some lesser academic penalty.

- 21.3 Following determination of the case, the Pro-Vice-Chancellor will advise the student in writing of:

- (a) the process undertaken during the investigation;
- (b) the decision reached;
- (c) the reasons for the decision; and
- (d) available avenues of appeal.

A copy of the advice to the student will be provided to the Dean, the Head of School, Course Coordinator, Lecturer-in-Charge and Student Administration.

- 21.4 The report will be filed on a confidential file on Breaches of Academic Honesty maintained in the Student Administration office on the relevant campus, with limited access. A cross reference will also be included on the personal student file.

- 21.5 Where a student's enrolment has been terminated or the student has been excluded under this Policy, the following provisions apply:

- (a) where the exclusion or suspension does not exceed two weeks, the student may resume studies after the expiry of the nominated period of exclusion;
- (b) where the exclusion exceeds two weeks, the student may not resume studies, after the expiry of the nominated period of exclusion, without first obtaining the approval of the Course Coordinator;
- (c) where the period of exclusion is greater than one standard study period, in order to be considered for re-enrolment, the person must first submit an application for readmission which will be determined by the relevant Faculty Dean;
- (d) if the student subsequently re-enrols, no credit may be granted for any studies or other learning or practical experience undertaken at this University or elsewhere during the period of exclusion or suspension.

### 22. Avenues of Appeal<sup>6</sup>

- 22.1 A student may appeal:

to the Dean against the decision of a Head of School, other than a decision to refer the matter to the Pro-Vice-Chancellor (Academic) under Section 19.1(i);  
to the Pro-Vice-Chancellor (Academic) against the decision of a Dean; or  
to the University Appeals Committee against the decision of the Pro-Vice-Chancellor (Academic).

- 22.2 Any such appeal will be handled in accordance with the Student Appeals Policy.

## PART D – Code of Practice for Academic Honesty

### 23. Introduction

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<sup>6</sup> See Policy on Review by the University Visitor of Unresolved Appeals or Complaints by Students.

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This Code of Practice sets out the general responsibilities of the University, Faculties, Schools, individual academic staff and students to ensure that academic honesty is fostered as a core value of the University.

### 24. Responsibility of University

The University will:

- (a) ensure that its policies and procedures on academic honesty are publicised and accessible to academic staff and students;
- (b) ensure that its policies and procedures on academic honesty are implemented, applied consistently across all Faculties, and their implementation monitored;
- (c) promote best practice in the detection of academic dishonesty; and
- (d) ensure equity of all processes pertaining to academic honesty.

### 25. Responsibilities of Faculties

25.1 Each Faculty will:

- (a) develop strategies to ensure the implementation of the Academic Honesty Policy;
- (b) establish and maintain appropriate procedures to oversee and monitor School and Faculty implementation of University policy, and Faculty and School procedures on academic honesty.

25.2 Once per year, each Faculty will prepare a report to the Faculty Board on:

- (a) School strategies for promoting academic honesty;
- (b) the number of cases of academic dishonesty which have been handled in the relevant reporting period; and
- (c) the manner in which breaches of academic honesty have been dealt with by Schools within the Faculty.

25.3 A report from each Faculty Board will be submitted to Academic Board annually.

### 26. Responsibilities of Schools

Each School will:

- (a) inform students of their requirements by providing style guides for the presentation of assignments and other assessment tasks. These must specify the styles of writing appropriate for different tasks and the form/s of referencing required for each task;
- (b) ensure that all academic staff are aware of the need to introduce and reinforce student understanding of the professional and academic skills required at all course levels;
- (c) ensure that all academic staff are aware of, and provide advice to students regarding, the available sources of assistance for students seeking to develop their skills in academic writing and, in particular, preparation and presentation of assignments and other assessment tasks;
- (d) incorporate material into first year courses that will assist students to understand the meaning and practical application of academic honesty;
- (e) ensure that relevant School publications (printed and electronic) include statements which:
  - (i) make it clear that plagiarism, collusion, recycling and other forms of academic dishonesty are unacceptable;
  - (ii) provide clear guidelines outlining what constitutes legitimate co-operation and collaboration, where it is encouraged and where it is prohibited;
  - (iii) provide clear guidelines on groupwork, especially concerning assessment and division of tasks among group members and monitoring of groupwork by academic staff, to ensure fair assessment;
- (f) implement appropriate security practices for submission and return of assessment tasks; and
- (g) maintain a register of warnings issued regarding academic dishonesty.

### 27. Responsibilities of Academic Staff

Academic staff will:

- (a) ensure that they are familiar with current University policies and Faculty and School procedures with respect to academic honesty, and apply them consistently;
- (b) design a realistic assessment regime, preferably one which is coordinated across the course to prevent undue workload pressure on students at key times of the academic year;

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- (c) clearly explain in Unit Outlines academic expectations, writing protocols and referencing styles appropriate to the particular academic discipline and to required assessment tasks;
- (d) provide feedback to and be available for consultation with students, identifying gaps in knowledge and learning skills, and referring students to appropriate sources of assistance to improve these skills;
- (e) provide appropriate conditions for groupwork and make clear to students the distinction between groupwork, levels of legitimate co-operation and collaboration, and requirements for individual work;
- (f) be aware of and responsive to different cultural backgrounds of students, especially in relation to the use of the work of others and to writing skills; and
- (g) provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic honesty standards.

### 28. Rights of Students

Students have a right to:

- (a) have access to University policies and Faculty and School procedures with regard to academic honesty;
- (b) be provided with clear guidelines on academic writing and referencing styles required in each School/discipline;
- (c) be provided with clear information on assessment requirements in each Unit Outline, especially concerning aspects involving individual and/or collective assessment;
- (d) be provided with clear guidelines relating to all aspects of groupwork, its operation, monitoring and assessment;
- (e) be provided with clear guidelines on the level of co-operation and collaboration permitted within each assessment component;
- (f) expect consistent application of academic honesty policies and practices at University, Faculty and School levels;
- (g) receive feedback which assists them to review their work;
- (h) receive early notification or fair warning in any case in which an academic believes a student or group of students may be at risk of breaching the University's standards of academic honesty; and
- (i) participate in appropriate learning experiences which are offered in order to improve their competency in writing and study skills, understanding of the requirements of group work, and development of personal attributes, in particular, ethical behaviour.

### 29. Responsibilities of Students

Students have a responsibility to:

- (a) become familiar with University policies and procedures which govern the conduct of students within the University and to conduct themselves in a manner which is consistent with those policies and procedures;
- (b) understand and act in accordance with the University's published principles of academic honesty in the preparation, conduct and submission of assessment tasks;
- (c) seek clarification, if necessary, to ensure they clearly understand assessment conditions and requirements, and appropriate writing, referencing and assessment practice in their units and course(s);
- (d) submit only work which is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others; for example:
  - (i) state clearly in the appropriate form where they found any material on which they have based their work, using the referencing system described in the Unit Outline;
  - (ii) acknowledge the people whose thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed, or summarised, even if they put these into their own words, data or designs;
  - (iii) avoid excessive copying of passages or works of another author, even where the source is acknowledged. The student should use another form of words to show that the student has thought about the material and understood it, but state clearly where they found the ideas;

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- (e) seek assistance from appropriate sources to remedy any identified deficiencies in their academic skills;
- (f) avoid lending or sharing original work to or with others for any reason; and
- (g) retain materials which would demonstrate evidence of their authorship of assessable work, eg record of library borrowings, addresses of internet sites accessed, notes compiled, drafts of an assessment task.

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### POLICY ON ELITE ATHLETE SUPPORT

#### 1. Preamble

Consistent with its Mission, Australian Catholic University recognises the dignity of each individual, supports the holistic development of students and provides appropriate levels of support for students in recognition of their diverse backgrounds and career aspirations. It is committed to helping all students to achieve their academic and personal potential. In particular, this Policy reflects its commitment to assist students, who are elite athletes, to combine their academic and elite sporting aspirations successfully at the highest level.

In support of elite athletes, the University collaborates with the Australian Institute of Sport and other national or state bodies representing elite athletes in various sporting endeavours and, at a local level, with Athlete Career and Education (ACE) Advisors nominated by those bodies.

#### 2. Definitions

**Elite athlete:** someone who has been identified as such by the Australian Institute of Sport, a State Institute (or Academy) of Sport or a relevant national association such as the AFL Players Association, the Australian Cricketers Association or the Rugby Union Players Association. In the case of minority sports, the Elite Athlete Coordinator (EAC) will make a judgment based on the advice of the Australian Sports Commission through the National ACE Manager.

**Elite Athlete Coordinator (EAC):** a member of academic staff designated as such by the Faculties.

**Elite Athlete Program (EAP):** a mechanism through which support and flexible study options for elite athletes, registered as members of the EAP, can be facilitated.

#### 3. Role of the Elite Athlete Coordinator

The role of the EAC is to:

- (a) advise on applications for admission via the Elite Athlete Scheme;
- (b) provide elite athletes with advice and guidance on course planning and other academic matters;
- (c) assist in the negotiation of flexibility for elite athletes in meeting academic requirements;
- (d) advocate for elite athletes within their School and the wider University;
- (e) work closely with Course Coordinators in negotiating and implementing cross-institutional study and/or credit transfer arrangements;
- (f) liaise with local ACE Advisors to ensure the best possible balance between academic and sporting demands and the total welfare of the elite athletes.

#### 4. Course Entry

Elite athletes may apply for any course through the standard admission processes. In addition, the University will consider admitting a limited number of elite athletes who have outstanding sporting or appropriate recreational/vocational performance but do not meet normal entry criteria. Applicants in this category should contact the Student Centre.

#### 5. Registration in the Elite Athlete Program

A student who wishes to be registered under the EAP must apply in a timely manner, usually at the beginning of his/her first semester at Australian Catholic University or the first semester in which he/she meets the criteria for recognition as an elite athlete.

Such a student must submit to the University's EAC, the EAP application form, accompanied by a training and competitive program duly endorsed by the ACE Advisor of the relevant national sporting body.

The EAP will consult with the relevant Course Coordinator and will advise the student and the Course Coordinator, in writing, of the outcome of the application for EAP registration.

#### 6. Flexible Study Options

6.1 It is recognised that elite athletes must meet competing needs in reconciling their training and competition calendars with the University academic calendar and course requirements. Some adjustments or modifications may be approved, consistent with the Academic Regulations and the student achieving all requirements for the degree (or other qualification), and subject to the principle of equity for all students within the EAP.

Where, for reasons outside the athlete's control and that could not, in the opinion of the EAC, have been reasonably anticipated, timely accommodations are not negotiated by an

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elite athlete, every effort will be made to implement a flexible study option, although a successful outcome cannot be guaranteed.

### **6.2 Enrolment-related Needs**

A student who has been registered under the EAP will seek endorsement of his/her enrolment (and any variation of enrolment) by the EAC prior to its submission to the Course Coordinator for approval. The EAC will be in close contact with the relevant ACE Advisor concerning the athlete's anticipated training and competitive program. This process will facilitate the:

- (a) tailoring of the student's academic program to match with his/her sporting commitments (this frequently may involve a reduced workload);
- (b) matching of lecture, tutorial, practical and laboratory timetables with sporting commitments (this may involve unit selection having regard to unit timetabling as well as course requirements);
- (c) extension of the duration of the degree (or other qualification) within the current maximum time limit (ten years);
- (d) taking of periods of leave of absence at times of intensive sporting commitments;
- (e) completion of units at other campuses of the University, offering of units to elite athletes from other universities or facilitation of cross-institutional enrolment at other universities where these methods facilitate a more flexible and appropriate program for the athletes concerned;
- (f) use of non-standard study periods, online and distance education delivery, where relevant, to achieve more flexible and timely delivery of the program;
- (g) recognition of appropriate credit achieved at interstate and overseas universities consistent with University policy.

### **6.3 Course-related Needs**

Consistent with current practice and commitment to web-enhanced teaching, elite athletes may have the facility to access class information and lecture notes and to negotiate some unit requirements directly with lecturers.

### **6.4 Assessment-related Needs**

Students who are registered in the EAP may, with the support of the EAC and approval of the relevant Course Coordinator:

- (a) negotiate assessment deadlines to accommodate their travel-related sporting commitments;
- (b) sit examinations externally where appropriate examination conditions have been established.

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### **POLICY ON QUALITY LEARNING AND TEACHING**

#### **Introduction**

Australian Catholic University shares with universities worldwide a commitment to high-quality learning and teaching, research and community engagement. It is aware that a key factor in its reputation as a higher education institution is its ability to excel in learning and teaching and to produce quality graduates. As part of its Mission the University declares its commitment to the centrality of learning and teaching. This Policy document articulates the broad principles underlying learning and teaching in the Catholic tradition at Australian Catholic University. These are that:

- learning and teaching attends to spiritual, moral, values and ethical perspectives – a key dimension within the University's curriculum. This includes attention to equity, developing awareness of multicultural and Indigenous issues, and sensitivity to social justice;
- academic staff and students are empowered to engage in learning and teaching which:
  - . meets professional accreditation needs;
  - . is critical, well informed, up-to-date with knowledge and research in the substantive disciplines, and innovative; and
  - . makes appropriate use of information and communications technologies;
- course and unit documentation, learning experiences and resources are systematically developed and used to support quality learning and teaching practice; and
- learning and teaching processes and outcomes are monitored and evaluated to maintain the focus on excellence, relevance and quality.

These principles provide the foundation for the University's Learning and Teaching Plan. The Plan formally commits the University to the maintenance and ongoing development of quality learning and teaching.

Staff are expected to abide by the University's Code of Ethics in Teaching, which articulates the principles of scholarly competence and engagement. It also provides the framework for scholarly respect for students, colleagues and the University, to shape relationships and interactions in which academic staff and students engage in learning and teaching.

Responsibility for monitoring the quality of learning and teaching resides in the Faculties. Within the framework of the University's Learning and Teaching Plan, each Faculty has a derivative Learning and Teaching Plan, which is updated annually and in which the procedures for ensuring quality in learning and teaching are described in detail, with the enhancement of learning the primary outcome of quality teaching.

#### **Understanding Quality Teaching**

In one sense, effective teaching is very easy to identify: it is what leads to effective student-centred learning. It is not as easy, however, to specify what particular approaches and techniques will produce this desired result. The literature on effective teaching in higher education stresses that there is no straightforward formula, no single way of helping people to learn. Students testify that they have learned well in a variety of contexts, from a variety of teaching styles, ranging from the charismatic brilliant lecturer to the non-interventionist, supportive facilitator.

It is possible, however, to articulate broad, general principles as a guide to staff and students. In recent years, considerable work has formed the formulation of such principles at a national level and very useful sets of guidelines have been published. These include the Universities Australia's *Universities and their Students: Principles for the Provision of Education by Australian Universities (2005)*, the DETYA document *Benchmarking: A manual for Australian universities* (McKinnon, Walker and Davis, 2000, Chapter 6) and Chalmers and Thomson's project on quality indicators<sup>7</sup>.

In order to maximise the potential of the learning experience for all students at Australian Catholic University, members of the Faculties responsible for course delivery are encouraged to achieve the following characteristics of effective teaching.

#### **Effective Teaching**

- is conducted in the context of, and with reference to, the goals and objectives of the University, and its Faculties and Schools;

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<sup>7</sup> Chalmers, D. and Thomson, K. (2008) *Snapshot of Teaching and Learning Practice in Australian Higher Education Institutions*. Carrick Institute for Learning and Teaching in Higher Education project report. Sydney: Australian Learning and Teaching Council.

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is focused on learning outcomes for students, in the form of knowledge, understanding and skills and aims to develop the attitudes and values of mature adult learners;

- proceeds from an understanding of students' knowledge, capabilities and backgrounds;
- is coherent in the integration of objectives with teaching procedures and assessment;
- ensures the clear communication to students of expectations, requirements and ways in which they can achieve their potential;
- engages students as active participants in the learning process, while acknowledging that all learning must involve a complex interplay of active and receptive processes, the constructing of meaning for oneself, and learning with and from others;
- encourages questioning and criticism of accepted views and theories;
- is based on an awareness of the limited and provisional nature of knowledge in all fields;
- is linked with the latest research and scholarship in ways that allow students to see how understanding evolves, and is subject to challenge and revision;
- attempts to excite students about innovative developments in their discipline areas;
- promotes the development of co-operative learning among students and lecturers;
- provides opportunity for improved information literacy;
- makes use of a wide range of teaching strategies, including the use of various information and communication technologies;
- encourages students to develop independent learning skills by providing appropriate tasks to develop analytical and critical thinking skills;
- respects students' views and responses;
- is grounded in a concern for the welfare and progress of individual students;
- assists students to form broad conceptual understandings of areas of knowledge;
- encompasses an inclusive curriculum, being open to a range of perspectives from groups of different cultural backgrounds, and is committed to facilitating learning climates which are supportive of all students;
- is sensitive to the particular needs of students with disabilities;
- encourages awareness of Mission focus including ethical dimensions of issues and problems;
- takes into account feedback from students about their learning and the perceived effectiveness of teaching strategies, obtained regularly through a range of formal and informal evaluations;
- draws on and contributes to engagement with the community.

The University's Learning and Teaching Centre focuses on supporting staff in many of the areas listed above. It also responds to expressions of need identified by academic staff either formally through the Academic Staff Performance and Review Planning Program or informally as a result of individual staff requests.

### **Understanding Quality Learning**

While the learning promoted by all universities is focused primarily in the areas of knowledge and understanding, and cognitive skills, Australian Catholic University focuses particularly on learning leading to the holistic development of its students and staff. Effective teaching can enhance many aspects of learning, including physical, aesthetic, intellectual and personal dimensions. However, an individual's beliefs, dispositions, attitudes and values all influence personal learning and effective personal learning depends upon an open-minded response from the learner.

To stress the importance of promoting holistic learning, a "Learning Paradigm" is embedded in the University's Strategic Plan:

This reflects the 'student-centred learning' approach increasingly used across the sector. Hence, the University promotes and facilitates learning that:

- is autonomous and self-motivated;
- is characterised by the individual taking satisfaction in the mastering of content and skills;
- realises the development of a sense of the academic disciplines;
- proceeds from the learner striving to grasp the "meaning" of what is being learnt, both for the wellbeing of the individual and the community;
- can be fostered by cooperation and respectful interaction with others;
- has a lifelong orientation for the enhancement of the individual and society;

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- is open to educational contributions through the use of the Internet and of various information and communication technologies;
- is critical, looking beneath the surface level of information for the meaning and significance of what is being studied;
- includes the development of an historical perspective of knowledge;
- leads to the application and integration of knowledge;
- seeks awareness of any pertinent spiritual, moral, ethical and justice issues related to the material being studied;
- values individuality and personal interests, moderated by a sense of responsibility and commitment to the ideals of community.

### **Support for Learning and Teaching**

Effective learning and teaching at Australian Catholic University is encouraged by a range of strategies, which have been endorsed by Academic Board for the support of quality learning and teaching. These strategies include the establishment of dedicated units and organisational structures, policies and procedures, programs and professional learning opportunities, and grants and reward schemes. Examples of these are:

- Academic Skills Unit
- Academic staff mentoring
- Academic Staff Performance and Review Planning Program
- ACUonline
- Australian Catholic University Awards for Excellence in Postgraduate Research Supervision
- Australian Catholic university Citations
- Australian Catholic University Excellence in Teaching Awards
- Australian Catholic University Teaching Development Grants
- Australian Learning and Teaching Council (ALTC) Awards for Australian University Teaching
- ALTC projects
- Contribution to learning and teaching as an essential criterion for probation and promotion
- Course, unit and teaching evaluation policies and practices
- First Year Experience Program
- Graduate Certificate in Higher Education
- Involvement by staff in research and conferences
- Learning and Teaching Centre
- The Library's information literacy program
- Online induction unit on Teaching and Learning at Australian Catholic University
- Orientation workshops for new full-time, fractional and sessional academic staff
- Outside Studies Program
- Promotion of the nexus between learning and teaching, and research
- Regular professional learning for staff in learning and teaching, including online learning and teaching, across all campuses
- Review of all courses at least five-yearly
- Seminars by recipients of ALTC and Australian Catholic University teaching awards and grants
- University flexible Learning and Teaching Committee, which reports to the University Learning and Teaching Committee
- University Learning and Teaching Committee, which reports to Academic Board
- University's Learning and Teaching Plan.

**GUIDELINES FOR POSTGRADUATE COURSEWORK PROGRAMS  
(other than Professional Doctorates)**

These Guidelines provide the basis for structuring postgraduate coursework courses (other than professional doctorates). New courses or course review proposals, which recommend a structure which does not comply with the Guidelines, need to provide specific justification in that regard.

**1. Entry Requirements**

**1.1 Minimum entry requirements**

The minimum entry requirements for postgraduate coursework programs will be as follows:

- (a) *Graduate Certificate/Postgraduate Certificate*<sup>8</sup>
  - (i) A three year Bachelor degree;
- (b) *Graduate Diploma/Postgraduate Diploma*<sup>7</sup>
  - (i) A three year Bachelor degree; or
  - (ii) A Graduate/Postgraduate Certificate in the discipline;
- (c) *Master by Coursework*
  - (i) A four year Bachelor degree (or equivalent); or
  - (ii) A three year Bachelor degree in a related discipline.

**1.2 Special entry**

Special or non-graduate entry into postgraduate programs is accepted only where there are clear criteria or conditions for entry. Unless a strong case for exceptional circumstances can be made, non-graduate entry would normally be at the Graduate Certificate level.

Students who do not qualify for direct entry to a Master's program may progress step-wise through a suite of postgraduate programs, eg Graduate/Postgraduate Certificate, Graduate/Postgraduate Diploma courses.

**1.3 Non-discipline based entry**

Normal entrance for Master's degree applicants who lack a base in the same or a related discipline would be through the Graduate Certificate and Graduate Diploma programs.

Where a prospective student has insufficient grounding in the discipline, the Course Coordinator may approve that the student undertake appropriate preparatory study, eg short pre-term programs, or advanced undergraduate courses or graduate courses at the Graduate Certificate or Graduate Diploma level, prior to undertaking the Master's degree.

**2. Credit Points and Length of Course**

Any postgraduate coursework program should comply with the following schema:

Graduate Award	Minimum Total CP	Min duration of FT study	Comments
Graduate/Postgraduate Certificate	40 cp	One Semester	
Graduate/Postgraduate Diploma	80 cp	Two Semesters	Includes Graduate Certificate where the Graduate Diploma builds directly upon it
Master's degree for those entering with a three year Bachelor degree	160 cp	Four Semesters	Includes Graduate Certificate and Graduate Diploma where the Master's program builds directly upon them
Master's degree that is a continuance in the same or an equivalent discipline for those entering with at least a four year Bachelor award	80 cp	Two Semesters	

<sup>8</sup> Refer to Guidelines for Nomenclature of Awards at <http://www.acu.edu.au/policies/> – Manual of Administrative Policies and Procedures – 4.5

**3. Exit Provisions**

Where an articulated suite of programs exists, a candidate who enrolled directly into a higher level program but does not complete the program requirements may be awarded a lesser qualification if the requirements for such award are fulfilled.

**4. Research Component of Postgraduate Coursework Programs**

Section 4 of these Guidelines applies to those postgraduate coursework programs (other than professional doctorates) which have a research component. It is acknowledged that not all postgraduate coursework programs include a research component.

**4.1 Description of research component**

If there is a research component in a postgraduate coursework program, it will be named as follows:

- (a) *Research Project*: for work with a value of less than 40 cp;
- (b) *Thesis*: for work with a value of 40 cp or more.

**4.2 Length of research component of a postgraduate coursework program**

*Research Project Report* not more than 20,000 words

*Thesis* (equal to or greater than 40 cp) not more than 50,000 words

**4.3 Characteristics of research component of postgraduate coursework program**

*Research Project Report*

- demonstrates an understanding of the research process and scholarly conventions in the discipline;
- provides an ordered exposition of knowledge gained through the candidate's own efforts;
- involves research which is more limited in scope than a Thesis in that it should –
  - (a) limit attention to a few main questions;
  - (b) keep data collection to a minimum;
  - (c) be able to be conducted in situations which are easily accessible to the candidate;
- involves a literature review which should place the study in its research context and be critical without claiming to be exhaustive;
- may include speculation based on the findings, instead of aiming at generalisations grounded on the findings;
- demonstrates the candidate's ability to present the outcome of the study in a disciplined way that conforms to the scholarly conventions of the discipline;
- should be presented in succinct formal English.

*Thesis*

- demonstrates possession of advanced knowledge in a specialised field;
- shows evidence of an original investigation and testing of hypotheses;
- shows an ability to make critical use of published work and source materials as well as an appreciation of the relationship between the topic and the wider field of knowledge;
- demonstrates competence in independent work or experimentation and an understanding of the techniques and/or approaches which are appropriate to the research questions;
- involves research the scope of which need not be a new line of development but which shows that the candidate has mastered research and synthetical skills in producing a contribution to knowledge;
- demonstrates the contribution to knowledge by drawing generalisations or further hypotheses for testing that are well grounded in the findings;
- should be presented in succinct formal English.

**5. Supervision and Examination of Research Component of a Postgraduate Coursework Program**

**5.1 Supervision**

The research component will be taken under the guidance of a supervisor appointed by the School Committee on the recommendation of the relevant Head of School.

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### 5.2 Submission of Research Project Report/Thesis

On completion of the course of study and research, a candidate will submit a written report in the form of a Research Project Report or Thesis, based on work carried out during the period of study and research.

### 5.3 Appointment of Examiners

5.3.1 Examiners will be appointed by the School Committee on the advice of the Head of School, after consultation with the supervisor.

5.3.2 For a Thesis, the Committee will appoint two examiners, At least one examiner must be external to Australian Catholic University. A candidate's supervisor may not be appointed to be an examiner for a Thesis.

5.3.3 For a Research Project Report, the Committee will appoint one examiner. The examiner may be an academic staff member of Australian Catholic University and may be the candidate's supervisor.

### 5.4 Examination of Research Project Report/Thesis

5.4.1 The examiners will examine the Research Project Report/Thesis and make separate reports which will be submitted for consideration to the relevant School Committee. Each examiner's report will include a recommendation:

- (a) that the student has met the Research Project Report/Thesis requirements and has passed outright; or
- (b) that the student has passed the Research Project Report/Thesis requirements, subject to minor changes, as recommended in the examiner's reports, being made to the satisfaction of the Head of School acting on the advice of the supervisor; or
- (c) that the student be permitted to revise and re-submit the Research Project Report/Thesis within an appropriate time frame of no more than two semesters, as determined by the School Committee, in consultation with the supervisor and in accordance with the Academic Regulations; or
- (d) that the student has failed to meet the Research Project Report/Thesis requirements and has failed outright.

5.4.2 Examiners will also be requested to provide a grade for the Research Project Report/Thesis in accordance with the following:

Grade	Numerical marks	Explanation
HD	85-100	The Research Project Report/Thesis demonstrates a level of competence which would lead the examiner to recommend that the candidate is competent to proceed to doctoral studies
DI	75-84	With some strengthening of present competence, remedying of particular deficiencies and close supervision, the candidate could proceed with reasonable confidence to doctoral studies
CR	65-74	The Research Project Report/Thesis presented is a sufficiently competent piece of work but indicates that the candidate is unlikely to be able to complete doctoral studies. The grade to be awarded depends on a judgement about the relative level of the Report/Thesis.
PA	50-64	
NN	Less than 50	The Research Project Report/Thesis should not be passed.

These grades are awarded on the basis of the Research Project Report/Thesis as submitted for examination and not on the basis of a version produced after revisions have been made in the light of examiners' comments.

### 5.5 Resolution of Differences in Assessment of a Thesis

5.5.1 In the case of a serious difference of opinion between Thesis examiners, ie more than one grade apart, the Head of School will refer the issue to a designated School sub-committee. The sub-committee will be given copies of the Thesis and the examiners' reports and may:

- (a) seek consultation with and/or between the examiners to resolve the issue;
- (b) not re-examine the Thesis but make a recommendation to the School based upon the advice found within the conflicting examiners' reports;

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- (c) ask the candidate to re-submit the Thesis within two semesters only to the examiner that required re-submission; or
- (d) appoint an adjudicator, external to the sub-committee, who will be given a copy of the Thesis and the examiners' reports. The adjudicator's report will be provided to the sub-committee for it to make a final recommendation to the School Committee.

5.5.2 In the case where one of the examiners has recommended a fail outright and this issue cannot be resolved amongst the examiners outright, the Committee must seek adjudication.

### **5.6 Revision and Resubmission**

A candidate may be permitted to re-submit their Research Project Report/Thesis no more than twice.

A candidate who has been deemed to have failed to meet the Research Project Report/Thesis requirements by the examiner(s) and has failed outright shall not be permitted to re-submit the Research Project Report/Thesis for further examination.

### **5.7 Award of Degree**

The School Committee, or for Faculty-wide Masters' programs the relevant Faculty Committee, will receive the reports of the examiner(s) and, following successful completion of any requirements, will recommend the candidate to the Faculty Board as a graduand.

### **5.8 Report to the University Research and Research Training Management Committee**

Following Faculty Board approval, the outcome of the examination of a Thesis will also be reported to the University Research Committee.

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### POLICY ON HONOURS PROGRAM

#### 1. Scope

This policy applies to 80 credit point Honours (Fourth Year Honours) programs undertaken after completion of an appropriate undergraduate Bachelor's degree and to Honours (Embedded Honours) programs embedded in the final year of the equivalent of at least the fourth year of study at Bachelor level<sup>9</sup>.

#### 2. Purpose of Honours Programs

2.1 The main purpose of Honours programs, irrespective of discipline, is to allow students to build upon the knowledge gained in the Pass degree and to develop research techniques for further study at higher degree level. However, recognising that many Honours graduates do not subsequently undertake research degrees, there will also be opportunity for the development of attributes associated with research practice that have wider application. Within this broader context of introducing students to research and research practice, Faculties will formulate and explicitly state the aims and objectives of their Honours programs. The content of the program, and the assessment processes, will clearly reflect those objectives.

2.2 Faculties will identify in course proposals the particular purposes and character which distinguish their Honours programs from their other undergraduate and postgraduate coursework programs.

#### 3. Consistency with the University's Mission

Any Honours program will be consistent with the Mission of Australian Catholic University.

#### 4. Entry Pathways

4.1 In order to qualify for entry to an Honours program a student must satisfy the requirements set out in the Schedule to the Admission Rules.

4.2 Enrolment in an Honours program may be subject to the Faculty/ies through the relevant School(s) being able to provide appropriate resources and staff to supervise the program of study and research.

#### 5. Nature of Program

5.1 The Honours program will require:

- (a) for Fourth Year Honours programs: completion of 80 credit points in academic studies (one-year full-time equivalent);
- (b) for Embedded Honours programs: completion of 40 credit points in academic studies as prescribed (in addition to satisfying the requirements of the Pass degree).

Where part-time enrolment in an Honours program is available, Faculties will identify provisions for the completion of Honours on a part-time basis.

5.2 Normally, Honours programs will contain a mix of advanced theory, professional training (where appropriate), research training and a research project leading to a thesis (in some fields, for example the performing arts, an alternative form of presentation may be appropriate). The research project leading to a thesis will be between 30 and 50 credit points.

5.3 Honours programs will include components involving the development of both written and oral communication skills<sup>10</sup>.

#### 6. Characteristics of Learning Outcomes

Characteristics of learning outcomes in Honours programs include:

- (a) a knowledge and application of research skills, methodology and technology and a capacity to conduct independent, self-directed research as well as to contribute effectively to research teams;
- (b) advanced conceptual and critical analysis skills and further development and consolidation of cumulative, sequential specialist/discipline knowledge or initial engagement with a new area of knowledge at the cutting edge of research;

<sup>9</sup> This Policy also applies to the Postgraduate Diploma in Psychology thesis.

<sup>10</sup> For example, students will be required to present a seminar on their research project.

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- (c) a capacity to identify critically problems requiring research and to develop appropriate solutions/methodology to collect, analyse and interpret data; and
- (d) a capacity to complete, to a high standard, a thesis with a significant component of research, as a basis for higher degree research and professional practice.

### 7. Supervision

- 7.1 Normally the academic staff involved in supervising Honours students will be active researchers or at least have a sound background in research. The principal supervisor will be an Australian Catholic University academic staff member. A co-supervisor may also be appointed.
- 7.2 Where appropriate, involvement in supervision by qualified non-academics, for example from industry, will be encouraged. In some instances it may be appropriate to appoint an external contributor as co-supervisor.
- 7.3 The University will provide opportunities for supervisor training and development, and all supervisors will operate in accordance with the University Guidelines on Good Practice in Honours Supervision (Appendix A).
- 7.4 University Guidelines on the Responsibilities of Honours Students (Appendix B) will be provided to all Honours students.

### 8. Thesis

- 8.1 Honours theses will normally be between 10,000 and 15,000 words in length, with a maximum of 18,000 words.
- 8.2 The Honours thesis may take the form of a thesis manuscript or be in a format which incorporates a component for a refereed journal publication, as outlined in the Guidelines for Theses in Appendix C<sup>11</sup>, which also provides guidelines regarding word length for this alternative format.
- 8.3 Honours theses will be submitted by the third Monday in October<sup>12</sup> to enable Honours results to be finalised in line with the date (in early December) for same published by Universities Australia.
- 8.4 Two bound copies and one electronic copy of the thesis must be submitted for examination.

### 9. Assessment

- 9.1 Assessment in Honours programs will be conducted in accordance with the *University's Assessment Policy* ([http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]).
- 9.2 Faculties will develop explicit criteria for the assessment of each Honours program. Such criteria will include expected standards of performance for each Honours classification. These criteria will address but not be limited to:
  - (a) clarity of the aims and the demonstrated significance of the study;
  - (b) breadth and depth of the survey of relevant literature and evidence of appropriate critical understandings;
  - (c) design and use of appropriate methodology to provide relevant insights and/or data;
  - (d) demonstration of critical analysis and perceptive scholarship to draw conclusions;
  - (e) evidence of creative ability and potential for future research;
  - (f) accuracy and clarity of the presentation of the thesis.All students and examiners will be provided with a clear statement of the criteria and standards.
- 9.3 Schools will provide regular and systematic feedback to students on all elements of their performance in the Honours program as it proceeds.

<sup>11</sup> These matters relate to formatting of the thesis only. Assessment occurs in accordance with Section 9.

<sup>12</sup> See also Academic Regulations re extension of submission date for Honours thesis.

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9.4 Schools will maintain written records of the criteria used for grading Honours students' performance to facilitate comparability from year to year. Written records of the considerations taken into account in reaching final grades for students will be maintained.

### 9.5 Examination of Thesis

9.5.1 Every Honours thesis will be examined by two examiners, normally including one internal and one external examiner<sup>13</sup>.

9.5.2 In the case of a thesis in a format which incorporates a component for journal submission examiners will weight the grading of the thesis as follows:

- (a) (i) literature review: 30%;
- (ii) journal submission component: 50%;
- (iii) expanded methods section or discussion of methodology: 20%;

or

- (b) (i) literature review: 50%;
- (ii) journal submission component: 50%.

9.5.3 The examiners will examine the Honours thesis and make separate reports which will be submitted for consideration to the Head of School.

9.5.4 Each examiner's report will include a recommendation that the student:

- (a) has met the Honours thesis requirement and has passed outright;
- (b) has passed the Honours thesis requirements, subject to minor changes, as recommended in the examiners' reports, being made to the satisfaction of the Head of School acting on the advice of the supervisor;
- (c) be permitted to revise and resubmit the Honours thesis within an appropriate timeframe of no more than one semester full-time or equivalent part-time, as determined by the Head of School, in consultation with the supervisor and in accordance with the Academic Regulations<sup>14</sup>; or
- (d) has failed to meet the Honours thesis requirements and has failed outright.

9.5.5 Examiners will also be requested to provide both a grade and numerical marks for the Honours thesis in accordance with the following:

Grade	Numerical marks	Explanation
HD	85-100	Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; relevant literature referenced; marked evidence of creative ability and high level of intellectual work. The thesis suggests excellent potential for future research work.
DI	75-84	Work of good quality showing strong grasp of subject matter and appreciation of dominant issues, though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; evidence of creative ability; solid intellectual work. The thesis suggests good potential for future research work.
CR	65-74	Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments clearly developed and supported by references; some evidence of creative ability; well prepared and presented. The thesis suggests limited potential for future research work.

<sup>13</sup> Assessment is undertaken irrespective of the format adopted for the thesis, and is in no way contingent on publication in any journal.

<sup>14</sup> Any student who is permitted to resubmit a thesis will not be awarded a class of honours higher than Third Class, and will not be permitted to submit the thesis for a third time.

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PA	50-64	Adequate, but lacking breadth and depth; work generally has gaps; frequently work of this grade takes a simple factual approach and does not attempt to interpret the findings; at the lower end, indicates a need for considerable effort to achieve improvement. The thesis suggests little potential for future research work.
NN	0-49	Unsatisfactory; this grade characterises work that shows a lack of understanding of the topic and inadequacy in degree of relevance and/or completeness. The thesis does not suggest any potential for future research work.

The above grades and marks are awarded on the basis of the Honours thesis as submitted for examination and not on the basis of a version produced after revisions have been made in the light of examiners' comments.

9.5.6 In the case of examiners awarding the Honours thesis results that are more than 15 marks apart, the Head of School will refer the matter to the relevant School committee. The committee will be given copies of the thesis and of the examiners' reports and may:

- seek consultation with and/or between the examiners;
- not re-examine the thesis but make a recommendation to the Head of School based on the advice found within the conflicting examiners' reports;
- recommend to the Head of School that the candidate be required to re-submit the thesis within an appropriate timeframe determined by the School committee, in consultation with the supervisor and in accordance with the Academic Regulations, only to the examiner assigning the lower marks; or
- appoint an adjudicator, external to the committee, who will be given a copy of the thesis and the examiners' reports. The adjudicator will not act as an examiner but will provide advice based on the conflicting examiners' reports. The adjudicator's report will be given to the School committee which will make a final recommendation to the Head of School.

9.5.7 The grade of the Honours thesis will be calculated on the basis of the average of the marks awarded by the examiners.

### 10. Calculation of Honours Grade

10.1 The final Honours grade will be:

- calculated as the average of the marks obtained by the student in all units comprising the Honours program, weighted by the credit point value of each unit; and
- awarded in accordance with the table of Grading Codes contained in the Academic Regulations.

10.2 Where a student has been granted credit towards the Honours program on the basis of studies undertaken at another University or other institution, marks gained in those studies will be included in the calculation of the final Honours grade only if:

- specified credit for individual units was granted under the relevant course rules; and
- the marks allocated in the respective units are available at the time of calculation of the final Honours program grade.

### 11. Appeals

Any appeal will be dealt with in accordance with the Academic Regulations. ([http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]).

### 12. Documents and Related Policies

#### - Academic Honesty Policy

[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]

#### - Academic Regulations

[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]

#### - Assessment Policy

[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]

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- **Cultural Diversity Policy**  
<http://www.acu.edu.au/38271> [Policy 1.2]
- **Intellectual Property Policy**  
<http://www.acu.edu.au/38271> [Policy 9.1]
- **Language and Literacy Policy**  
<http://www.acu.edu.au/38271> [Policy 6.3]
- **Mission Statement**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **Policy on Course Approval, Amendment and Review – Accredited Higher Education Courses**  
<http://www.acu.edu.au/38271> [Policy 12.1]
- **Principles of Inclusive Curriculum**  
<http://www.acu.edu.au/38271> [Policy 6.32]
- **Policy on Integrity of Courses**  
<http://www.acu.edu.au/38271> [Policy 6.4]
- **Definition of Internationalisation**  
<http://www.acu.edu.au/38271> [Policy 6.33]
- **Policy on Quality Learning and Teaching**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **Policy on Recognition of Prior Learning**  
<http://www.acu.edu.au/38271> [Policy 6.2]
- **Statute 10 Student Conduct and Discipline**  
[http://www.acu.edu.au/about\\_acu/publications/handbooks/](http://www.acu.edu.au/about_acu/publications/handbooks/) [current Handbook]
- **University Code of Conduct for Research**  
<http://www.acu.edu.au/39247>

### 13. References

- *Guidelines for Honours Degrees* - Australian Qualifications Framework;
- *Fourth Year Honours Programs - Guidelines for Good Practice* - Australian Vice-Chancellors' Committee; and
- *Policy on Honours Programs* - Flinders University.

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### APPENDIX A

#### Guidelines on Good Practice in Honours Supervision

The responsibilities of supervisors of students enrolled in the research component of an Honours program include:

1. verifying that the student is correctly enrolled;
2. planning an appropriate research topic with the student, which should include:
  - (i) evaluating the feasibility of the proposed research topic;
  - (ii) discussing the value of the research;
  - (iii) ensuring that the scope of the research is appropriate to the degree;
  - (iv) ensuring that adequate resources and funding will exist to support the project;
  - (v) ensuring that he or she has the necessary knowledge/expertise to supervise the student effectively in the area chosen;
3. becoming well acquainted with the student's academic background so that if the student needs additional skills and/or knowledge to undertake the proposed research project, the student can be informed how these might be acquired, or alternative courses of action can be discussed;
4. at the start of the research project, discussing with the student an agreed method of working and schedule of meetings;
5. informing the student about any planned extended leave (or retirement) during the student's enrolment and the arrangements made to provide effective supervision during such an absence;
6. maintaining close and regular contact with the student throughout the research project and structuring supervision sessions so that it is relatively easy for the student to ask questions and exchange ideas;
7. giving guidance to the student on the appropriate conceptual framework and research methods/techniques to adopt for the research project, and suggesting appropriate library and other information resources relevant to the field of research;
8. assisting the student to develop a research plan that sets out timelines for completing stages of the research project;
9. monitoring the student's performance and progress against the agreed timetable and assisting the student to develop solutions to problems as they are identified;
10. ensuring that inadequate progress or work below the standard generally expected for an Honours degree is brought to the student's attention;
11. ensuring that, where relevant, Honours students inform themselves of State and Commonwealth legislative requirements regarding ethics approval<sup>15</sup>;
12. ensuring that Honours students are aware of scholarships and prizes offered by the University at the postgraduate level, in anticipation of enrolment in a higher degree;
13. ensuring the student is aware of facilities, resources and technical assistance available in the School(s) and Faculty/ies to support his or her research;
14. ensuring the student's project has appropriate ethical and/or biosafety approval (if applicable), and that the student is aware at the start of the project of any confidentiality agreements or other issues of intellectual property;
15. ensuring the student's research is conducted in accordance with the University's occupational health and safety requirements<sup>16</sup>;
16. encouraging the student to participate in research training opportunities provided in the Honours program, which may include attendance at seminars or other activities;

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<sup>15</sup> More information regarding ethics approval can be obtained by contacting Research Services  
[http://www.acu.edu.au/about\\_acu/research/](http://www.acu.edu.au/about_acu/research/)

<sup>16</sup> See National OH&S Policy Statement and OH&S Roles and Responsibilities Policy  
[http://www.acu.edu.au/staff/services/preod/working\\_@\\_acu/policies\\_and\\_procedures/health\\_safety\\_and\\_wellbeing](http://www.acu.edu.au/staff/services/preod/working_@_acu/policies_and_procedures/health_safety_and_wellbeing)  
To obtain further information in relation to ACU's OHS Policies and Procedures, see the PREOD website  
[http://www.acu.edu.au/staff/services/preod/working\\_@\\_acu/policies\\_and\\_procedures/health\\_safety\\_and\\_wellbeing](http://www.acu.edu.au/staff/services/preod/working_@_acu/policies_and_procedures/health_safety_and_wellbeing)

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17. encouraging the student to submit written work, including drafts of the thesis, on an agreed schedule so that his or her progress can be assessed at regular intervals. In each instance, a turnaround time for any submitted work should be established;
18. providing constructive and critical comment on the content and the drafts of the Honours thesis, including providing advice on the presentation of the thesis or final research product;
19. ensuring the student is aware of the requirements of the examination process, including submission dates;
20. discussing with the student, in the first instance, any difficulties with the supervision relationship and, if the concerns are not resolved satisfactorily, seeking advice from the Honours course coordinator. Should the supervisory relationship breakdown, the supervisor should immediately inform the Honours course coordinator.

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### APPENDIX B

#### Guidelines on the Responsibilities of Students Enrolled in the Research Component of an Honours Program

The responsibilities of students enrolled in the research component of an Honours program include:

1. becoming familiar and complying with the course rules governing the degree, and the University's student-related policies and procedures, including the Policy on Honours Programs, the University Code of Conduct for Research (<http://www.acu.edu.au/39247>) and the Intellectual Property Policy (<http://www.acu.edu.au/39247>);
2. ensuring accurate and timely enrolment;
3. planning, with the supervisor, an appropriate research project within the time limits defined by the research component of the Honours degree;
4. discussing with the supervisor an agreed method of working and schedule of meetings;
5. drawing to the attention of the supervisor any problems or difficulties being experienced with the research and thesis writing and sharing responsibility for seeking solutions;
6. maintaining the progress of the work in accordance with the stages and timelines agreed with the supervisor;
7. meeting with the supervisor at regular intervals and discussing the progress towards, and impediments to, maintaining the agreed timetable;
8. participating in research training opportunities provided in the Honours program, which may include attendance and presentations at seminars;
9. becoming familiar with, and adopting, safe working practices relevant to the field of research;
10. becoming familiar with, and adhering to, the ethical practices appropriate to the field of research;
11. becoming familiar with, and adopting, appropriate research practices relevant to the field of research for the retention and storage of research records and data;
12. becoming familiar and complying with the requirements of the University's Intellectual Property Policy;
13. accepting responsibility for preparing the Honours thesis for examination, including the standard of presentation;
14. discussing with the supervisor, in the first instance, any difficulties with the supervision relationship and, if the concerns are not resolved satisfactorily, seeking advice from the Honours course coordinator.

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### APPENDIX C

#### Guidelines for Honours Theses

##### 1. Format of Thesis

A thesis may take the form of a manuscript (traditional style thesis) or be in a format which incorporates a component for a refereed journal publication<sup>17, 18</sup>. The length of the thesis for both formats should be in accordance with Section 8.1 of the Policy on Honours Programs.

##### 2. Contents of Thesis

2.1 Typical structure – a thesis manuscript (traditional style thesis) will normally be structured as follows:

- (a) Preliminary information
  - (i) Title page
  - (ii) Author declaration
  - (iii) Abstract of no more than 500 words
  - (iv) Table of contents
  - (v) List of all illustrations and diagrams
- (b) Body of the thesis
  - (i) Review of the literature: systematic or narrative review, depending on the nature of the thesis
  - (ii) Main text
- (c) Appendices

2.2 Typical structure – a thesis which incorporates a component for a refereed journal publication will normally be presented in three major parts as follows:<sup>19</sup>

- (a) Preliminary information
  - (i) Title page
  - (ii) Author declaration
  - (iii) Acknowledgements
  - (iv) Abstract of 150-250 words
  - (v) Table of contents
  - (vi) List of all illustrations and diagrams
- (b) Body of the thesis
  - (i) Review of the literature: systematic or narrative review, depending on the nature of the thesis
  - (ii) Main text (in the case of a journal article, the style may be influenced by the guidelines of the intended journal)
  - (iii) If in journal submission format under 9.5.2 (a) (iii), an expanded methods section or discussion of methodology
- (c) Appendices

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<sup>17</sup> The adoption of a format where the completed project is written as a journal article is in line with the philosophy that research is not complete until the results have been published.

<sup>18</sup> It is recognised that the journal article may be jointly authored; in such cases, the Honours candidate would be required to be a significant contributor to the article. Names of any co-author(s) are not required within the thesis, except as part of the acknowledgements [see Section 2.2 (a) (ii)].

<sup>19</sup> The length of the journal article will depend on the requirements of the specific journal but may be of the order of 2,500 – 4,000 words. A literature review will normally be 3,000 – 4,000 words. [Adapted from *Research methods in physical activity* (Thomas and Nelson, 2001).] The default guide for referencing and style will be that of the journal to which the paper will be submitted.

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### STATUTE 10 STUDENT CONDUCT AND DISCIPLINE

#### PART 1 - Preliminary

##### 10.1 Introduction

As articulated in its Mission Statement<sup>20</sup>, Australian Catholic University shares with universities world-wide a commitment to quality in teaching, research, and community engagement. It aspires to be a community characterised by free inquiry and academic integrity. In all its endeavours, it is guided by a fundamental concern for justice and equity, and for the dignity of all human beings.

The dignity of the human person will be the foundation and criterion for mutual relationships in the life of the University. It is expected that this will be expressed by a responsible commitment on the part of all students and staff to justice, equity and concern for mutual well-being, actively informed by a sensitivity to individual circumstances, individual and collective responsibility, and situations of injustice.

The Mission Statement and the above principles underpin this Statute which recognises the reciprocal relationship between individual and community rights and responsibilities. Students on all campuses must behave in a way that –

- (a) allows reasonable freedom to others to pursue their studies, research, duties, community engagement and other lawful activities in the University or on a campus or site and to participate in the life of the University;
- (b) recognises the University objective of pursuit of academic excellence and that academic standards and proper procedures are essential in achieving that objective;
- (c) promotes the proper use of University facilities and information and the property of the University and of other persons and/or organisations on its campuses and on sites at which it conducts its activities or at other legitimate activities organised by the University's Student Associations.

##### 10.2 Objects

The objects of this Statute are to –

- (a) promote the principle of mutual respect by informing students of behaviour which the University community considers appropriate;
- (b) discourage behaviour which the University community considers inappropriate;
- (c) implement procedurally fair practices for dealing with possible cases of misconduct;
- (d) provide for the imposition and enforcement of penalties for proven misconduct.

##### 10.3 Interpretation

In this Statute:

**Academic staff** means any member of University staff employed as an academic; it includes casual and sessional staff as well as contract and permanent staff, in accordance with the relevant provisions of an Enterprise Agreement.

**Allegation notice** means the notice the University gives to a student to commence formal misconduct proceedings.

**Assessment** means evaluation of a student's performance by written or oral examinations, assignments, presentations, theses or other means notified in Unit Outlines.

**Associate Vice-Chancellor** means any person holding such an academic leadership and management position so designated in the Australian Catholic University.

**Australian Catholic University or University** means Australian Catholic University Limited (ABN 15050192660).

**Campus or site** includes -

- (a) any land which for the time being is the property of the University or in its possession or under its control or on which it is conducting its lawful business, together with any structure whether permanent or temporary on that land;
- (b) any place or premises at which research, workshops, camps, field excursions, examinations or any other study, research or community engagement related activity controlled or supervised

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<sup>20</sup> Extracted from "Mission Statement (1998)".

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by the University, or at which legitimate activities organised by the University's Student Associations, are conducted;

- (c) any place or premises at which clinical, professional, practical, volunteer work, vocational placements or other activities forming part of a course or unit offered by the University take place; and
- (d) any other place or premises deemed by the Senate to be a University campus or site.

**Campus Dean** means any person holding such an academic leadership and management position so designated in the Australian Catholic University.

**Campus service** means any activity in aid of the University or a student of a kind which is declared by an Associate Vice-Chancellor or Campus Dean or nominee to be a campus service for the purposes of this Statute.

**Class** includes any lecture, tutorial, seminar, laboratory, practical, field or other teaching, learning or assessment activity, regardless of the medium in which it is conducted (eg face-to-face, on-line, distance).

**Computing and network facilities** includes, but is not limited to, computers, computer systems, email and other communications networks, websites and information facilities, together with associated software, files and data storage and retrieval. It includes on-line teaching resources.

**Counselling** means counselling through the University's Student Services or other organisation agreed between the student and the decision-maker.

**Dean** means the Deans as defined in Section 1.1.1 of Statute 1 and the Dean of Students.

**Decision-maker** means a Designated Officer, Discipline Committee or Discipline Appeals Committee.

**Designated Officer** means a person designated as such, for the purpose of this Statute, by the relevant Associate Vice-Chancellor or Campus Dean. A Designated Officer will normally be appointed for a term of not less than two years.

**Exclusion**, except where the context indicates otherwise, means denial of access to all or specified University premises, facilities, activities, services, courses, units, lectures, tutorials, examinations or aspects of University life; and "excluding" and "exclude" have corresponding meanings.

**Harassment** means behaviour that is not wanted and not asked for and that a reasonable person would have anticipated could cause offence, intimidation or humiliation.

**Head of School** means a Head of School as defined in Section 1.1.1 of Statute 1 or the Head of an academic Institute.

**Legal practitioner** means a person admitted to legal practice according to the law of the relevant State or Territory.

**Librarian** means the Director of Libraries and/or the Library Manager responsible for any campus library.

**Manager** means a person who is the head of an organisational unit as defined by the University structures, as determined from time to time.

**Member of the public** means any person who is neither a member of staff nor a student.

**Member of staff** means any person employed or engaged by the University and any person assigned to the University or appointed in an honorary capacity.

**Misconduct** includes, but is not limited to, conduct or behaviour by a student that –

- (a) impairs the reasonable freedom of others to pursue their studies, research, duties, community engagement or other lawful activities in the University or on a campus or site or to participate in the life of the University;
- (b) hinders the pursuit of academic excellence by circumvention of academic standards and proper procedures in relation to teaching and learning, assessment or research;
- (c) interferes with, causes damage to or loss of, or obstructs the use of, any facilities, information or property owned or controlled by the University or owned or controlled by any person or organisation while such property or facilities is or are lawfully on any campus or site;

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- (d) misrepresents any matter pertaining to the student and/or his/her status or studies within the University;
- (e) amounts to, causes or contributes to a breach of the policies, regulations, rules or procedures of the University or of a body where the student is undertaking research, field, clinical, practical or professional experience, education, assessment or community engagement;
- (f) constitutes a failure to comply with a lawful direction given by a person authorised by the University to ensure the safety of any person, the preservation of any property or the maintenance of good order within the University or under this Statute or any other University policy, regulation, rule or procedure;
- (g) encourages, persuades or incites any other person to engage in conduct or behaviour constituting misconduct;
- (h) is disorderly or detrimental to the interests or good repute of the University;
- (i) impairs the orderly functioning of the University and/or its activities; or
- (j) hinders actions initiated under this Statute or adversely affects persons in any way associated with the conduct of investigations, determination of cases or imposition or implementation of penalties under this Statute.

The term includes conduct of an individual student or of a group of persons which includes a student.

**Mission** means the Mission as set out in the Mission Statement of Australian Catholic University as endorsed by the Senate.

**Officer** has the same meaning as "member of staff".

**Penalty points** means the quantum of a penalty imposed under this Statute. The Pro-Vice-Chancellor (Administration and Resources) will each year determine and publish the quantum of penalty points in terms of fines and campus service<sup>21</sup>.

**Procedural fairness** means practices that are impartially applied, and free from bias, prejudice or injustice in line with established processes or conventions and the Mission.

**Pro-Vice-Chancellor** means a person appointed as Pro-Vice-Chancellor under clause 23 of the Constitution.

**Pro-Vice-Chancellor (Administration and Resources)** means the senior administrative officer of Australian Catholic University.

**Relevant Associate Vice-Chancellor or Campus Dean** means the Associate Vice-Chancellor or Campus Dean with responsibility for the campus upon which events which are the subject of consideration under this Statute have occurred.

**Senate** means the Senate of Australian Catholic University.

**Student** includes –

- (a) a person who is enrolled in any course, unit or non-award study offered by or at the University;
- (b) a student of another university or other education provider who is granted temporary or on-going rights of access to a campus or site of the University;
- (c) a person who has deferred enrolment in a course or unit;
- (d) a person who has applied for admission to undertake study offered by or at the University;
- (e) a person who was previously enrolled in any course, unit or non-award study offered by or at the University and is interacting with the University in relation to his or her status as a student.

**Student Association** means an Australian Catholic University Student Association and includes any campus Student Association established under a constitution approved by the Vice-Chancellor.

**Support person** means a person appointed by a student to accompany the student in any hearing. The support person may not be a person who was involved in, associated with, or alleged to have been involved in or associated with the alleged misconduct.

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<sup>21</sup> In 2006, one penalty point is equivalent to \$50 or 2 hours campus service. These figures are subject to periodic review.

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**Suspension** means the cancellation of a student's enrolment at the University for a specified period and associated entitlement to enter or remain upon any campus or site or participate in any University-related activity; and "suspend" has a corresponding meaning.

**Vice-Chancellor** means the Vice-Chancellor appointed from time to time under clause 21 of the Constitution.

Statutes 1.1.2, 1.1.3 and 1.1.4 do not apply to this Statute.

### 10.4 Application<sup>22</sup>

10.4.1 This Statute applies to all students of the University. The University may deal with misconduct under this Statute if the person was a student at the time of the alleged misconduct and may proceed as if the person had continued to be a student, even if the person ceases to be a student before proceedings are instituted or finalised.

10.4.2 In any case where a student is in a gathering or group of students and/or other persons and the group engages in conduct that would constitute misconduct if engaged in by a student (called 'group conduct'), the student is taken to have engaged in each act of misconduct constituting the group conduct, if he/she did not take all reasonable steps to dissociate from the gathering or group as soon as practicable after he/she became aware of the group conduct.

This Statute applies to conduct occurring or allegedly occurring after 31 December 2005.

### PART 2 – Dealing with Alleged Misconduct

#### 10.5 Situation of serious risk requiring urgent redress

10.5.1 The Vice-Chancellor or nominee may suspend a student on considering it necessary to avert a substantial risk of –

- (a) injury to a person; or
- (b) serious damage to property; or
- (c) serious detriment to the interests or good repute of the University; or
- (d) serious disruption of a University activity.

10.5.2 Before imposing the suspension, the Vice-Chancellor or nominee must make a reasonable effort (having regard to the seriousness and urgency of the risk) to provide the student with an opportunity to explain why the suspension is not warranted.

10.5.3 A suspension takes effect immediately and the student must comply with such a decision.

10.5.4 The Vice-Chancellor or nominee must, within twenty-four hours, provide a written allegation notice to the student –

- (a) setting out the terms of the decision;
- (b) setting out in summary form the reason for the decision; and
- (c) advising the student of the provisions of this Statute.

10.5.5 Where the Vice-Chancellor or nominee has taken action to suspend a student under this Section, he/she must refer the matter to the Discipline Committee immediately. The Vice-Chancellor may, after investigation, institute other measures he/she considers necessary having regard to the circumstances of the student and the University.

10.5.6 A suspension ends if, ten working days after the allegation notice is given, the Discipline Committee has not held its first meeting.

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<sup>22</sup> This Statute should be read in conjunction with the following:

Academic Regulations  
Academic Honesty Policy  
Assessment Policy  
Computer, Internet and Telephone Acceptable Use  
Cultural Diversity Policy  
Intellectual Property Policy  
Privacy Policy  
Research and Professional Doctorate Degree Regulations  
Policy on Quality Teaching and Learning  
Sexual Harassment Policy  
Staff Code of Conduct

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10.5.7 If the Discipline Committee has held its first meeting as required, the suspension continues until the proceedings are finalised or it is lifted by the Vice-Chancellor or nominee, the Discipline Committee or the Discipline Appeals Committee.

10.5.8 The Vice-Chancellor or nominee must lift the suspension if satisfied that the risk that necessitated it has passed.

10.5.9 The Vice-Chancellor must provide a written report to the next meeting of Senate, setting out in summary form the terms of and reason for any action under this Section<sup>23</sup>.

### 10.6 Breach of academic honesty

Any alleged breach of academic honesty falling within the Academic Honesty Policy must be dealt with in accordance with that Policy.

### 10.7 Reporting alleged misconduct

10.7.1 A person may report possible student misconduct (other than that covered by Sections 10.5 or 10.6) to an authorised officer (refer to Section 10.7.2). Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

10.7.2 The officers to whom any alleged act of misconduct may be reported are as follows:

**Academic staff** for any act or behaviour which causes serious disruption to any teaching, learning, research or assessment activity.

**Head of School** for any matter relating to the teaching, learning, assessment, research, community engagement or other activities conducted by the School or relating to the facilities of the School.

#### Dean of Faculty

(a) for any matter relating to the teaching, learning, assessment, research, community engagement or other activities conducted by the Faculty or relating to the facilities of the Faculty; and

(b) for any matter within the power of a Head of School, if the student is pursuing a course administered by the Faculty.

**Pro-Vice-Chancellor (Students, Learning and Teaching)** for any matter arising in, or in connection with, the University's Student Services or Student Association activities.

**Librarian** for any matter arising in, or in connection with, the University's library facilities or services.

**Director, Information Technology** for any matter arising in, or in connection with, the University's computing and network facilities or services.

**Academic Registrar** for any matter arising in, or in connection with, any Student Centre or Student Administration office, facilities or services.

**Manager of a residential facility** for any matter arising in, or in connection with, that residential facility.

**Associate Vice-Chancellor or Campus Dean** for any matter occurring on a campus or site for which he/she has responsibility.

**Designated Officer:** for any matter occurring on a campus or site for which he/she has been designated to undertake that role.

**Pro-Vice-Chancellor (Administration and Resources)** for any matter.

**Vice-Chancellor** for any matter.

### 10.8 Action by officer on receipt of report of alleged misconduct

On receipt of any such report, the officer concerned will take action as follows:

(a) in the case of any conduct which requires immediate action (eg to avoid disruption of any lawful activity), the officer may take summary action to ensure that the conduct ceases. Such summary action may include (but is not limited to) excluding the student, requiring them to leave the class, examination, facility, premises, campus or site forthwith, provided that the period of such exclusion must not exceed -

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<sup>23</sup> Note: The report to Senate would normally not include the names of the parties.

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- (i) the duration of the class, examination or other activity during which any disruption occurred; or
  - (ii) in any other case, a period of 24 hours;
- (b) the exercise of any such authority must be reported to the Designated Officer within two working days of its exercise;
- (c) in any other case, the officer will refer the matter to the Designated Officer.

### 10.9 Action by Designated Officer

10.9.1 The Designated Officer (on his/her own initiative or in response to a report) may –

- (i) make preliminary investigations to decide whether action should be taken against a student for alleged misconduct; in such preliminary investigations it may be appropriate for the Designated Officer to make contact with the student and/or others, in particular to ascertain whether there are any ameliorating circumstances or factors or whether remedial or supportive actions rather than procedures related to dealing with misconduct should be initiated;
- (d) undertake investigations and determine the matter himself/herself or may refer the matter to a Discipline Committee. Where the matter is referred to the Designated Officer by the Pro-Vice-Chancellor (Academic) under the Academic Honesty Policy, the Designated Officer will refer the matter to a Discipline Committee; and/or
- (e) refer the matter to the Police or other appropriate agency external to the University.

10.9.2 If the Designated Officer considers it necessary or appropriate to progress the matter, he/she will, within ten working days of the allegation being brought to his/her attention -

- (i) provide a written allegation notice to the student, setting out the alleged misconduct;
- (f) advise the student whether it is intended that the Designated Officer investigate the alleged misconduct or refer the matter to a Discipline Committee;
- (g) give the student the opportunity to respond to the allegation of misconduct, providing the date by which any such response must be submitted; such date must be no less than five working days after receipt or deemed receipt of the allegation notice by the student; and
- (h) provide the student with a copy of this Statute.

### 10.10 Response by student

10.10.1 The student must respond within the prescribed time and must indicate whether he/she admits or denies the alleged misconduct.

10.10.2 If the student does not respond within the prescribed time, the Designated Officer must proceed to consider and determine the matter or refer it to a Discipline Committee for consideration and determination.

10.10.3 If the student responds within the prescribed time and the Designated Officer considers that the response provides grounds for discontinuing action against the student, he/she will advise the student in writing accordingly and no further action will be taken and no record of the matter will be recorded on the student's file.

10.10.4 If the student responds within the prescribed time and the Designated Officer considers that further investigation is required, he/she must proceed to consider and determine the matter or refer it to the Discipline Committee for consideration and determination.

### 10.11 Advice to person who made original allegation

If the Designated Officer decides that no action be taken, he/she will communicate the decision in writing to the person making the original allegation, with a copy to the relevant Associate Vice-Chancellor or Campus Dean.

### 10.12 Procedural fairness and conduct of proceedings

10.12.1 When dealing with any case of alleged misconduct, the decision-maker must ensure procedural fairness subject to the provisions of Section 10.12.2 and, as applicable, section 10.14 and 10.21, and observe the general principles in Section 10.1 and the objects of this Statute in Section 10.2.

10.12.2 The decision-maker will –

- (i) conduct any hearings as expeditiously as possible, consistent with the need to act fairly;

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- (i) determine the matter on the basis of evidence adduced by the parties or in their presence, act fairly, and proceed in the way that is appropriate, without being bound by legal technicalities or the laws of evidence;
- (j) give the student a copy of, or an opportunity to inspect, all relevant evidence in relation to the alleged misconduct;
- (k) give the student a reasonable opportunity to respond to the allegation in writing and to appear before the decision-maker to answer the allegation;
- (l) give the student at least five working days' written notice of the date, time and place of any hearing;
- (m) permit the student to be accompanied by a support person;
- (n) permit the student and any support person whom the student appoints to be present throughout the hearing, except when members of a Committee wish to confer privately among themselves or to consider their decision;
- (o) conduct any hearing in closed session;
- (p) decide, to the decision-maker's reasonable satisfaction, whether the student has committed misconduct and if so, given all the circumstances of the case, whether one or more of the penalties allowed should be imposed. The decision of the majority of Committee members present and voting (in the case of the Discipline Committee or Discipline Appeals Committee) will apply.

10.12.3 Failure of the student to appear at the notified time will not prevent the decision-maker from proceeding to investigate and determine the allegation or appeal.

10.12.4 The decision-maker has complete authority to keep order in any proceedings, including the authority to order the removal of any person, including a student and/or his/her support person.

10.12.5 When two or more students are alleged to have committed misconduct arising out of the same occurrence or series of occurrences, the decision-maker will decide whether their cases or appeals are to be heard separately or together.

10.12.6 A written record of all proceedings will be maintained. Such record will contain a summary of the matters considered or obtained by the decision-maker and other minutes of its proceedings necessary to show the way in which it conducted the inquiry.

### **10.13 Discipline Committee**

10.13.1 Each year there will be a Discipline Committee constituted for each campus.

10.13.2 The Discipline Committee will comprise –

- (i) the Designated Officer (chairperson);
- (q) two members of staff selected by the Designated Officer from a panel of staff approved by the relevant Associate Vice-Chancellor or Campus Dean for the purpose; and
- (r) two students selected by the Designated Officer from a panel of students nominated by the executive of the local Student Association and approved by the relevant associate Vice-Chancellor or Campus Dean for the purpose. Where there is more than one local Student Association in a State or Territory, both Associations will nominate students for inclusion on the panel.

10.13.3 If the Designated Officer considers that, because of his/her preliminary enquiries, he/she is unable to hear the matter without bias, he/she may request the relevant Associate Vice-Chancellor or Campus Dean to appoint another person in his/her stead. In appointing a substitute member, the relevant Associate Vice-Chancellor or Campus Dean will also nominate the chairperson of the Committee.

10.13.4 A quorum of the Committee is three members, consisting of the chairperson and at least one member of staff.

10.13.5 The chairperson has a deliberative vote and, if required, a casting vote.

10.13.6 The relevant Associate Vice-Chancellor or Campus Dean may appoint a person to act as secretary to the Discipline Committee. The secretary will provide the Committee with administrative support but does not vote.

### **10.14 Conduct of proceedings by Designated Officer or Discipline Committee**

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10.14.1 Subject to this Section, the provisions of Section 10.12 will apply to all hearings conducted by the Designated Officer and/or any Discipline Committee.

10.14.2 A support person accompanying a student at any hearing by a Designated Officer or Discipline Committee may not be a former or current legal practitioner or a person with a law degree.

10.14.3 A support person has no right to be heard except with the permission of the Designated Officer or Discipline Committee.

10.14.4 The University may not have legal representation at any hearing by the Designated Officer or Discipline Committee.

10.14.5 A decision about the allegation must be made within twenty working days of receipt or deemed receipt of the allegation notice by the student.

### **10.15 Penalties which may be imposed by Designated Officer or Discipline Committee**

10.15.1 If the student admits the alleged misconduct or is found to have committed the alleged misconduct, one or more of the penalties listed below may be imposed.

10.15.2 One or more of the following penalties may be imposed by the Designated Officer -

- (i) require the student to apologise formally to another party;
- (ii) reprimand the student, including the ability to direct that any reprimand be recorded on the student's file and/or student record;
- (iii) fine the student not more than 5 penalty points;
- (iv) impose a campus service order of not more than 5 penalty points.

10.15.3 One or more of the following penalties may be imposed by a Discipline Committee -

- (i) require the student to apologise formally to another party;
- (ii) reprimand the student, including the ability to direct that any reprimand be recorded on the student's file and/or student record;
- (iii) fine the student not more than 15 penalty points;
- (iv) impose a campus service order of not more than 15 penalty points;
- (s) require the student to pay compensation for damage to any person, or to property or facilities of the University, normally to a value of not more than 15 penalty points;
- (t) fine the student an amount equal to the amount determined by the Committee to be the reimbursement of costs arising from unauthorised use by the student of any service or facility provided by the University, normally to a value of not more than 15 penalty points;
- (u) require the student to refrain from having any or any specified contact with any particular student(s) or member(s) of staff for such period of time as deemed necessary or appropriate;
- (v) in any case relating to examination or assessment, award a fail grade for or annul all or part of the student's result for the study period concerned;
- (w) impose a maximum grade which the student may gain for the unit in relation to which the misconduct occurred and/or downgrade the final grade overall in the unit;
- (x) require the student to do further work or repeat work in any unit;
- (y) refuse or cancel credit for any unit;
- (z) suspend the student from the University for any nominated period of time;
- (aa) suspend the student's right to use a vehicle (motorised or non-motorised) on any campus or site for any nominated period of time;
- (bb) exclude the student either permanently or for such period and on such terms and conditions as are deemed appropriate from one or more of –
  - (i) the University, a Faculty or School;
  - (ii) specified areas of a campus or site;
  - (iii) a course, unit or non-award study; or
  - (iv) use of any or nominated University facilities;
- (cc) where the student has intentionally submitted forged, false or falsified evidence of academic standing for the purpose of admission or re-enrolment, terminate the student's enrolment.

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Without limiting the range of penalties available, penalties which are academic in nature (namely penalties (h) to (k)) should normally be imposed only for misconduct under the Academic Honesty Policy.

In addition to or in lieu of the penalties above, the Committee may recommend that the student consult a counsellor, medical practitioner or specialist.

### **10.16 Notification of decision and, where relevant, of any penalty imposed**

10.16.1 The Designated Officer (or his/her substitute where applicable) must, within five working days of the decision being made, advise the student in writing of -

- (a) the process undertaken;
- (b) the decision reached;
- (c) the reasons for the decision;
- (d) any penalty imposed, the time within which any payment is to be made and/or remedial action taken by the student, and any conditions thereon;
- (e) the right to appeal under Part 3 of this Statute.

10.16.2 A copy of the notification to the student will be provided to the Pro-Vice-Chancellor (Administration and Resources), the relevant Faculty Dean and the relevant Associate Vice-Chancellor or Campus Dean.

### **PART 3 – Appeals**

#### **10.17 Procedure for lodging appeal**

10.17.1 The student may appeal a decision of the Designated Officer or of a Discipline Committee under this Statute or, under the Academic Honesty Policy, a decision of the Pro-Vice-Chancellor (Academic) only.

10.17.2 The only grounds on which a student may appeal are that –

- (i) there was failure to comply with procedural fairness by reason of which the student has not received a fair hearing;
- (ii) there is new evidence relating to mitigating circumstances affecting the student's misconduct;
- (iii) the decision was manifestly wrong; or
- (iv) the penalty imposed was manifestly excessive, inappropriate or not available in the circumstances.

10.17.3 To lodge an appeal the student must -

- (a) give written notice of appeal to the relevant Associate Vice-Chancellor or Campus Dean within twenty working days of the date on which the student received or is deemed to have received written notice of the decision;
- (b) specify whether the appeal relates to the finding of misconduct or to the penalty imposed or to both the finding and the penalty;
- (c) set out the grounds of appeal under Section 10.17.2 and the substance of the matters forming the basis of the appeal;
- (d) provide an address to which notices or documents connected with the appeal may be posted or left for the student; and
- (e) indicate whether the student intends to be accompanied, at any appeals hearing, by a support person who is a former or current legal practitioner or who holds a law degree.

#### **10.18 Action by Pro-Vice-Chancellor**

10.18.1 The relevant Associate Vice-Chancellor or Campus Dean must review the student's appeal and may

- (i) following appropriate investigation, uphold the appeal in toto;
- (ii) if Sections 10.17.2 and/or 10.17.3 are not satisfied, decline to progress the appeal;
- (iii) if he/she considers that the appeal is frivolous or vexatious, decline to progress the appeal; or
- (iv) give notice of the appeal to the chairperson of the Discipline Appeals Committee.

10.18.2 The relevant Associate Vice-Chancellor or Campus Dean must notify the student of his/her decision under this Section.

#### **10.19 Deferral of penalty during appeal**

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10.19.1 Unless the relevant Associate Vice-Chancellor or Campus Dean, in his/her absolute discretion, determines otherwise, the lodgement of a notice of appeal operates as a deferral of any penalty imposed.

10.19.2 Any deferral of penalty concludes when the appeal has been determined or on written notice from the student that the student's appeal is withdrawn, whichever is the earlier.

### **10.20 Discipline Appeals Committee**

10.20.1 The Discipline Appeals Committee comprises four persons as follows –

- (i) at least two members of staff;
- (dd) one student; and
- (ee) one other person (who may also be a member of staff)

all appointed by the relevant Associate Vice-Chancellor or Campus Dean who must designate one member as chairperson of the Committee.

10.20.2 Membership of the Discipline Appeals Committee may not include the Designated Officer, any person who was a member of the Discipline Committee which made the decision appealed against, or any person who lodged a report which led to investigation of the alleged misconduct.

10.20.3 A quorum of the Committee is three members.

10.20.4 The chairperson has a deliberative vote and, if required, a casting vote.

10.20.5 The relevant Associate Vice-Chancellor or Campus Dean may appoint a person to act as secretary to the Discipline Appeals Committee. The secretary will provide the Committee with administrative support but does not vote.

### **10.21 Conduct of Discipline Appeals Committee**

10.21.1 Subject to this Section, the provisions of Section 10.12, will apply to all hearings conducted by the Discipline Appeals Committee.

10.21.2 The Discipline Appeals Committee must convene to determine the appeal within twenty working days after receipt by the relevant Associate Vice-Chancellor or Campus Dean of the notice of appeal.

10.21.3 If the appeal is against a finding of misconduct, it is the responsibility of the student to demonstrate that that finding is incorrect. If the appeal is against the severity of a penalty imposed, the Discipline Appeals Committee will confine its deliberations to the question of penalty.

10.21.4 The support person appointed by the student in relation to an appeal may be a former or current legal practitioner or a person who holds a law degree or another person, being willing to act, whom the student appoints. The support person may, subject to the agreement of the chairperson and the student, act as an advocate on the student's behalf and address the Committee.

10.21.5 A hearing conducted by the Discipline Appeals Committee is not a re-hearing. The student or support person may only present submissions, and only to the extent that they are relevant to the ground or grounds in Section 10.17.2 relied upon by the student. However, if the student relies upon the ground in Section 10.17.2(b), the student or support person may also call and examine witnesses and present new material to the Committee.

10.21.6 The Vice-Chancellor or relevant Associate Vice-Chancellor or Campus Dean may appoint a former or current legal practitioner or a person who holds a law degree or a member of the staff of the University to represent the University at the hearing. A person so appointed may call and examine witnesses, if the student relies upon the ground in Section 10.17.2(b), present submissions and address the Committee at the conclusion of the evidence.

### **10.22 Powers of Discipline Appeals Committee**

10.22.1 The Discipline Appeals Committee may –

- (i) confirm or vary the decision appealed;
- (ii) confirm or vary the penalty appealed; or
- (iii) uphold the appeal.

10.22.2 If the Discipline Appeals Committee dismisses the whole or any part of the decision appealed, it must confirm or vary any penalty imposed or substitute another penalty. In imposing a penalty, it may exercise the same powers as those available to the Discipline Committee under Section 10.15.3 above.

### **10.23 Notification of decision of the Discipline Appeals Committee**

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10.23.1 The Discipline Appeals Committee must provide a written report to the relevant Associate Vice-Chancellor or Campus Dean who, within five working days of finalisation of the appeal by the Discipline Appeals Committee, must notify the student of –

- (i) the process undertaken;
- (ii) the decision reached on the appeal;
- (iii) the reasons for the decision; and
- (d) any penalty imposed and any conditions thereon.

10.23.2 The decision of the Discipline Appeals Committee is final and there is no avenue of appeal against that decision to any other body within the University.

10.23.3 A copy of the notification to the student will be provided to the Pro-Vice-Chancellor (Administration and Resources) and the relevant Faculty Dean.

### **PART 4 – Implementation and Enforcement of Penalties**

#### **10.24 Fines**

10.24.1 A fine imposed under this Statute must be paid within ten working days of receipt or deemed receipt by the student of notification of its imposition.

10.24.2 Any such fine will be paid into the general funds of the University.

10.24.3 An extension of time for payment may, in their absolute discretion, be granted by the decision-maker or by the Pro-Vice-Chancellor (Administration and Resources).

#### **10.25 Application for campus service order in lieu of fine**

10.25.1 A student ordered by the Designated Officer or a Discipline Committee to pay a fine may, within the time prescribed for its payment under Section 10.24, apply to the relevant Associate Vice-Chancellor or Campus Dean to undertake campus service rather than pay the fine.

10.25.2 The relevant Associate Vice-Chancellor or Campus Dean or nominee will, in his/her absolute discretion, determine the application.

#### **10.26 Campus service orders**

10.26.1 If the relevant Associate Vice-Chancellor or Campus Dean approves the substitution of campus service for a fine, the campus service order must be for a period that equates with the value of the fine.

10.26.2 A campus service order -

- (i) will be in writing and will advise the student of the number of hours, nature and conditions of the campus service, and the places and times at which it is to be performed; and
- (ii) is not complied with until the relevant Associate Vice-Chancellor or Campus Dean considers that the work required has been satisfactorily completed.

10.26.3 A student who has been granted a campus service order in lieu of a fine under Section 10.25 may not appeal the nature or duration of the campus service ordered.

#### **10.27 Consequences of exclusion or suspension**

Where a student has been excluded or his/her enrolment has been suspended under this Statute, the following provisions apply:

- (i) where the exclusion or suspension does not exceed two weeks, the student may resume studies after the expiry of the nominated period of exclusion or suspension;
- (ff) where the exclusion or suspension exceeds two weeks, the student may not resume studies, after the expiry of the nominated period of exclusion or suspension, without first obtaining the approval of the Course Coordinator;
- (gg) where the period of exclusion or suspension is greater than one standard study period, in order to be considered for re-enrolment, the person must first submit an application for readmission which will be determined by the relevant Faculty Dean;
- (hh) if the student subsequently re-enrols, no credit may be granted for any studies or other learning or practical experience undertaken at this University or elsewhere during the period of exclusion or suspension.

### **PART 5 – General**

#### **10.28 Confidentiality**

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Any person or committee who exercises any power or carries out any function under this Statute must treat the subject matter in strict confidence, except as necessary for the discharge of that person's responsibilities or as otherwise required by law.

### 10.29 Extension of time limits

10.29.1 The Vice-Chancellor or Pro-Vice-Chancellor (Administration and Resources), may in his/her discretion extend any of the time limits prescribed for the taking of any actions or steps referred to in this Statute for such period and on such terms, if any, as he/she considers appropriate.

10.29.2 The Designated Officer, the chairperson of the Discipline Committee or the chairperson of the Discipline Appeals Committee, as appropriate, may agree in writing with the student at any time to extend the time limits referred to in this Statute or to reschedule the date, time and place for a hearing, with consequential adjustment to the associated timelines.

### 10.30 Consequences of issue of allegation notice

If a student has been given an allegation notice, the University may withhold –

- (a) any assessment results or final grades;
  - (b) the outcome of any application for credit;
  - (c) approval for the student to graduate or receive any statement indicating eligibility to graduate or to receive a diploma or certificate of the University
- until the proceedings (including any appeal) are finalised.

### 10.31 Notice

10.31.1 A notice to a student is sufficient if it is in writing and is -

- (i) given to the student in person;
- (ii) posted by registered post or delivered by courier to the student -
  - (i) at the semester address shown on the student's most recent enrolment, if posted during a semester;
  - (ii) at the home address shown on the student's most recent enrolment, if posted during a vacation; or
  - (iii) at the student's residential or business address last known to the person or body giving the notice; or
- (c) transmitted by facsimile to a number provided by the student as being identified with the relevant address.

10.31.2 Any notice is deemed to have been received –

- (i) if sent by registered post to an address within Australia, on the third working day after it was sent;
- (ii) if sent by registered post to an address outside Australia, on the seventh working day after it was sent;
- (iii) if delivered by courier, on the date recorded in the courier's records as the date of delivery;
- (iv) if sent by facsimile, no later than 48 hours from the date and time at which it was sent.

10.31.3 By agreement with the student, the University may use email as a means of communication. In such circumstances any notice sent by email is deemed to have been received no later than 48 hours from the date and time at which it was sent.

### 10.32 Undischarged penalties

10.32.1 While any penalty imposed under this Statute remains outstanding, unfulfilled or unpaid, or while a student is suspended or excluded from any campus or site, the student is not entitled, without the written consent of the Vice-Chancellor or Pro-Vice-Chancellor (Administration and Resources), to –

- (i) enrol;
- (ii) receive any results of assessment;
- (iii) receive or be granted credit for any course or unit; or
- (iv) graduate or receive any statement indicating eligibility to graduate or receive a diploma or certificate of the University.

10.32.2 While a student is suspended he/she must not, without the prior written consent of the Vice-Chancellor or Pro-Vice-Chancellor (Administration and Resources) –

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- (i) attend any class;
- (ii) sit any examination;
- (iii) submit any work for assessment;
- (iv) gain any credit;
- (v) access the whole or nominated parts of any campus or site or any of the University's library, computing and network or other facilities or services;
- (vi) be reimbursed any fees paid, or be relieved of responsibility to pay any fees payable, by the student in relation to any such period; or
- (vii) be re-enrolled.

### **10.33 Maintenance of records**

10.33.1 The Pro-Vice-Chancellor (Administration and Resources), must keep a record of all findings of misconduct and the penalties imposed under this Statute. These records will form part of the University's disciplinary records and part of the student's file which may be made available –

- (i) to persons within the University if, in the opinion of the Pro-Vice-Chancellor (Administration and Resources), they have a legitimate need to know; and
- (ii) to persons outside the University in response to –
  - (iv) a written request by the Police if they are investigating the conduct in question or a related matter;
  - (v) a court order or subpoena; or
  - (vi) a request by another higher education provider or affiliated residential facility of such a provider if, in the opinion of the Pro-Vice-Chancellor (Administration and Resources), they have a legitimate need to know.

10.33.2 Where the student is found guilty of the alleged misconduct, the following documentation will be maintained on the student's file:

- (a) a copy of the allegation notice sent to the student;
- (b) a copy of the student's response (if any);
- (c) a copy of the notice of decision forwarded to the student;
- (d) a copy of any student appeal;
- (e) a copy of the notice of decision on any appeal.

If the student is found not guilty, either on the initial hearing or on appeal, no documentation regarding the matter will be placed on the individual student's file.

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### STUDENT APPEALS POLICY

#### PART A – Policy

##### 1. Objectives

In line with its Mission, the University aims to promote and maintain a supportive learning environment within which students can optimise their personal, academic and professional development. The aim of the Student Appeals Policy is to provide fair and equitable processes which enable students' academic and administrative concerns to be addressed as quickly as possible and at a level as close to the source of the decision-making as possible.

##### 2. Principles

The Student Appeals Policy is based on the following principles:

- (a) All actions under this policy are to be based on values that are consistent with the University Mission and to be underpinned by principles of mutual respect and procedural fairness for and by all students, staff and others who may be involved.
- (b) A person or committee handling an appeal will:
  - (i) deal with the matter as expeditiously as possible, consistent with the need to act fairly;
  - (ii) determine the matter on the basis of evidence adduced by the student and/or the University, act fairly, and proceed in the way that is appropriate;
  - (iii) give the student a copy of, or an opportunity to inspect, all documentation relevant to the subject matter of the appeal;
  - (iv) give the student a reasonable opportunity to make a case in writing and/or to appear before that person or committee;
  - (v) give the student at least five working days' written notice of the date, time and place of any meeting or hearing regarding the appeal;
  - (vi) permit the student and any support person whom the student appoints under Section 12 to be present at any meeting regarding the appeal, except when members of a committee wish to confer privately among themselves and/or to consider their decision;
  - (vii) normally conduct meeting(s) or hearing(s) in closed session and treat the appeal in strict confidence, except as necessary for the discharge of that person's or committee's responsibilities or as otherwise required by law.
- (c) Students will adhere to all relevant University statutes, rules, regulations, policies and standards of conduct.<sup>24</sup>
- (d) The University will take all reasonable steps to prevent students suffering any disadvantage (including through victimisation) as a result of lodging an application for review or appeal.

##### 3. Scope of the policy

- 3.1 This policy will apply to applications for clarification or review and appeals against academic and administrative decisions, including decisions on the following:
  - (a) admission to a program under the Admissions Policy;
  - (b) exclusion from admission to a program under the Academic Regulations;
  - (c) exclusion from enrolment or re-enrolment under the Academic Regulations;
  - (d) an assessment decision, including a grade or Honours classification, in a unit or course under the Academic Regulations or Assessment Policy;
  - (e) granting of credit under the Academic Regulations;
  - (f) recognition of prior learning under the Policy on Recognition of Prior Learning;
  - (g) termination of enrolment for unsatisfactory academic progress under the Academic Regulations;
  - (h) program completion under the relevant program rules;
  - (i) conduct which is deemed to be a breach of the Academic Honesty Policy;
  - (j) conduct which is deemed to be a breach of the Examination Policy and Procedures – Students (to the extent specified in that policy);
  - (k) conduct which is deemed to be a breach of the Intellectual Property Policy;

<sup>24</sup> See Statute 10 Student Conduct and Discipline.

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- (l) conduct which is deemed to be a breach of the Computer and Internet Acceptable Use Policy;
- (m) any penalty imposed under any of the above regulations, rules or policies;
- (n) administrative decisions on matters such as:
  - (i) re-credit of Student Learning Entitlement;
  - (ii) administration of the Commonwealth Government's Higher Education Loan Program;
  - (iii) award of Commonwealth Scholarships;
  - (iv) enrolment decisions;
  - (v) matters relating to financial liability;
  - (vi) imposition of a fine or late fee;
  - (vii) notification of cancellation of Confirmation of Enrolment (COE) to the Department of Immigration and Citizenship (DIAC);
  - (viii) refusal to grant a letter of release to an international student up to the end of six months in his/her principal course.

3.2 The following are **specifically excluded** from the scope of this policy as they are covered by the nominated policies and processes:

Subject of concern or complaint	Relevant policy
Allegations of Sexual harassment	Discrimination and Harassment Policy
Allegations of Discrimination	Discrimination and Harassment Policy
Allegations of Bullying	Discrimination and Harassment Policy, Bullying in the Working or Learning Environment Statement or Occupational Health and Safety Policy
Matters relating to higher degree research and professional doctorate studies	Research and Professional Doctorate Degree Regulations

3.3 Any matter dealt with under this policy may not also be addressed under the Student Complaint Management Policy.

## 4. University appeals committee

### 4.1 Composition

There will be a University Appeals Committee which will comprise:

- (a) two persons who may be members of Senate (other than staff or student members) appointed by the Vice-Chancellor, who will also appoint one of those persons as chair of the Committee;
- (b) the Pro-Vice-Chancellor (Administration and Resources) or nominee;
- (c) one member of academic staff appointed by the Pro-Vice-Chancellor (Academic) or nominee;
- (d) one student appointed by the Pro-Vice-Chancellor (Students, Learning and Teaching).<sup>25</sup>

A University Appeals Committee will not include:

- (a) the Dean of the Faculty or Head of School responsible for any program or unit for which the student has applied (in the case of an appeal against an admission decision) or in which the student has been or seeks to be enrolled or re-enrolled;
- (b) the Director or other senior officer responsible for any organisational unit providing services of the type to which the appeal relates;
- (c) in the case of any decision made or purported to have been made on health grounds, a person who has treated the appellant for the condition in question;
- (d) any person who has given advice to the student in relation to the subject matter of the appeal.

### 4.2 Quorum

The quorum for a meeting of a University Appeals Committee will be three persons including the student member.

<sup>25</sup> Normally a postgraduate student will be appointed in relation to an appeal by a postgraduate student, and an undergraduate student will be appointed in relation to an appeal by an undergraduate student.

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### 4.3 Matters which may be referred to a University Appeals Committee

Any matter within the scope of this policy, as listed in Section 3.1, may be referred to a University Appeals Committee.

## PART B – Procedures

### 5. Preliminary dialogue

A student who is concerned with any academic or administrative decision or who believes an error has been made should consult with the officer who made the relevant decision,<sup>26</sup> to be provided with any further information and/or to gain an understanding of the basis for the decision. Such consultation should normally be initiated by the student within 20 working days of being notified of the relevant decision.

### 6. Progression of applications for review or appeals

#### 6.1 Stages of review or appeal

If a student wishes to pursue a matter following preliminary dialogue under Section 5 (above), he/she may, sequentially, submit:

- (a) a formal application for clarification under Section 15;
- (b) an application for review under Section 16;
- (c) an appeal under Sections 17 to 19.

#### 6.2 Progression through stages of review or appeal

A student must exhaust any lower level of review or appeal before proceeding to the next higher level.

#### 6.3 Timing

Any application for clarification or review or any appeal must be lodged by the student within 20 working days of undertaking any preliminary dialogue under Section 5 or within 20 working days of notification of any decision in respect of which the application for clarification or review or appeal is lodged.

#### **6.4 Review of decision not to recredit or remit Student Learning Entitlement**

**6.4.1 A student who wishes to apply for review of a decision not to re-credit or remit Student Learning Entitlement under the Higher Education Support Act 2003 must lodge the relevant form within 20 working days from the day he/she first received notice of the decision.**

**6.4.2 The student must specify the grounds for his/her application for review, which must fall within the allowable grounds under the Higher Education Support Act 2003.**

**6.4.3 The review will be conducted by a staff member who occupies a position that is senior to that occupied by the original decision maker. That staff member will notify the student of –**

- (a) the process undertaken to consider the application for review;**
- (b) the decision on the application for review;**
- (c) the reason(s) for that decision;**

**6.4.4 A student who is dissatisfied with that decision may appeal to the Administrative Appeals Tribunal. Any such appeal must be made within 20 working days from the date that the student receives advice of the decision under Section 6.4.3.**

### 7. New evidence or new grounds for appeal

It is the responsibility of the student to state his/her grounds for review or appeal fully and to provide copies<sup>27</sup> of all relevant evidence from the first stage of any application for review or appeal. No new evidence, or grounds for appeal founded on such evidence, may be submitted at any later stage of the review or appeal process, unless:

- (a) there has been a major change in circumstance following the lodging of the initial appeal which, in the view of the officer or committee handling the appeal, justifies the subsequent, exceptional submission of the evidence; and

<sup>26</sup> This would normally be: the Lecturer-in-Charge, in the case of a matter regarding a unit; the Course Coordinator in the case of a matter relating to a course; the Manager or Head of an administrative or support unit in the case of a decision within that officer's area of responsibility.

<sup>27</sup> Normally, certified copies of original documents should be submitted.

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- (b) the associated information or evidence has a significant bearing on the appeal and that information or evidence was not reasonably available at the time the appeal was first lodged.

Where such a major change in circumstance has arisen and the officer or committee dealing with the appeal determines that it and the associated information or evidence should be taken into consideration, the matter will normally be referred back to the level of the officer who undertook the initial review, for further consideration.

### 8. Formal communications

8.1 Any formal application for clarification or review or any appeal must:

- (a) be in writing on the prescribed form;
- (b) be dated and signed by the student;
- (c) provide the student number and contact details of the student;
- (d) provide details of the subject matter of the application for clarification or review or appeal and, in particular, details of the decision on which clarification or review is sought or against which the appeal is made;
- (e) provide details of the published University regulation, rule or policy which the student considers has not been observed;
- (f) set out the grounds for the application or appeal;
- (g) include copies of any supporting information or evidence on which the student relies.

8.2 The timelines and associated provisions relating to formal communications contained in the Academic Regulations will apply to communications under this policy.

### 9. Non-attendance by student

Failure of the student and/or the student's support person to appear for discussion of any request for clarification or review or any appeal or to appear before any University officer or committee, at the time notified to him/her, will not prevent the relevant officer or committee from proceeding to investigate and determine the matter.

### 10. Applications for review or appeals involving allegations concerning a staff member

In any case where a student's application for review or appeal includes specific allegations against the conduct of a member of staff which might be in contravention of the Staff Code of Conduct, the University will determine whether the matter will be considered under this Policy, the Student Complaint Management Policy, the relevant Academic Regulations or the relevant Human Relations Policy.

### 11. Grounds for review or appeal

11.1 An application for review or an appeal will relate to the manner or extent to which a published University regulation(s), rule(s) or policy(ies) was observed in relation to the subject matter of any application for review or appeal raised by the student or any penalty imposed. The grounds for any such application for review or appeal will be limited to:

- (a) alleged failure by a staff member or any other person to execute responsibilities under the relevant published University regulation, rule or policy;
- (b) other failure to adhere to the relevant published University regulation, rule or policy;
- (c) any penalty imposed in implementation of the relevant University regulation, rule or policy.

11.2 Failure by the student to make available to any stage of a review or appeal all relevant material reasonably available at the time is not adequate grounds for appeal against the decision on that application or appeal.

11.3 A judgment regarding academic merit of any work or any grade assigned, where such judgment must be based on reassessment of content, does not fall within the jurisdiction of any person or committee dealing with an application for review or appeal under this policy. However, a person and/or committee may refer the matter for independent re-assessment of the content by an internal and/or external expert if appropriate.

11.4 Matters relating to the development or substance of any published University regulation, rule or policy are not open to an application for review or appeal under this policy.

### 12. Support and/or representation during the review or appeal process

In any discussions or interviews in which a student participates during any clarification, review or appeal process under this policy, the student may, at his/her discretion, be accompanied by one other person

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other than a person with a qualification in law. Such other person may act in the role of neutral observer/support person but this person does not have the right to advocate on behalf of the student.

### 13. Consideration of application for clarification or review or any appeal

Action will be initiated in response to any application for clarification or review or any appeal within ten working days of receipt of the application or appeal by the responsible officer.

### 14. Notification of decision on application for clarification or review or any appeal

#### 14.1 Notification to student

The student will be notified of the decision on any application for clarification or review or any level of appeal under this policy normally within 20 working days of the student's lodgement of the application for clarification or review or appeal at that level.

The student will be notified of:

- (a) the process undertaken to consider the application or appeal;
- (b) the decision on the application or appeal;
- (c) the reason(s) for that decision and any associated recommendation(s);
- (d) any penalty imposed and any conditions thereon;
- (e) the avenue of appeal available to the student.

In any case in which the matter has been referred to a Faculty or Directorate Appeals Committee or the University Appeals Committee on the relevant campus, the student will be provided with a copy of the report of that Committee.

In the case of an international student whose enrolment has been terminated, the student will also be notified of the possible implications of the decision on the student's visa<sup>28</sup>.

#### 14.2 Record of decision and advice to student

A copy of the decision on any application for clarification or review or any appeal will be provided to the relevant Pro-Vice-Chancellor(s), Dean, Head of School, Course Coordinator, the Academic Registrar, other Director and/or such other officer(s) as may need to take action as a result of the decision.

### 15. Formal application for clarification

#### 15.1 Application for clarification

A student who remains dissatisfied with a decision following preliminary dialogue under Section 5 and who wishes to obtain formal clarification about any academic or administrative decision affecting him/her as a student should normally raise the matter in writing with the officer<sup>29</sup> who made the decision.

#### 15.2 Timing of application for clarification

Any such application for clarification should be submitted within 20 working days of notification of the decision to the student or publication of relevant information on **Student Connect**, whichever is the later.

#### 15.3 Provision of clarification

The staff member to whose decision the request for clarification relates will review the matter and provide the student with clarification of the decision in accordance with Section 14.

### 16. Review of a decision

#### 16.1 Avenue for review

A student may apply to the senior officer responsible for the relevant organisational unit<sup>30</sup> for review of a decision within the scope of this policy.

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<sup>28</sup> It is the responsibility of the student to comply with all visa conditions and to notify the Department of Immigration and Citizenship (or its successor) of any change in their enrolment status.

<sup>29</sup> This would normally be: the Lecturer-in-Charge, in the case of a matter regarding a unit; the Course Coordinator in the case of a matter relating to a course; the Manager or Head of an administrative or support unit in the case of a decision within that officer's area of responsibility.

<sup>30</sup> For example, Head of School, Division Head, Assistant Director or Manager of an administrative or academic support unit or other Directorate.

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### 16.2 Timing of application for review

The application for review must be in writing and be received by the relevant senior officer within 20 working days of notification of the decision to the student or publication of relevant information on **Student Connect**, or receipt by the student of any clarification under Section 15, whichever is the later.

### 16.3 Conduct of review

16.3.1 The senior officer responsible for dealing with the review, or his/her nominee, will conduct the review. If that officer had previously been involved in the decision to which the appeal relates, the material will be referred to another staff member or other appropriate person nominated by that officer's supervisor.

16.3.2 The relevant senior officer or nominee may:

- (a) interview staff involved in the decision-making;
- (b) interview the student, whether at the initiative of the officer or in response to the student's written application for review;
- (b) seek advice from other relevant staff and/or access advice and/or expertise from such other person(s) as he/she deems appropriate.

### 16.4 Determination and notification of decision on review

Following such investigation, the senior officer or nominee will:

- (a) determine the outcome of the review; and
- (b) advise the student in accordance with Section 14.

## 17. Appeal to dean or director

### 17.1 Avenue of appeal

An appeal against a decision of a Head of School under Section 16 may be made to the relevant Dean.

An appeal against a decision under Section 16 of the senior officer responsible for an administrative organisational unit may be made to the relevant Director.

### 17.2 Timing of appeal

The appeal must be in writing, addressed to and received by the relevant Dean or Director within 20 working days of receipt by the student of notification of the decision on the review.

### 17.3 Action by Dean or Director

If the Dean or Director considers that the ground(s) of a student's appeal does/do not relate to the matters set out in Section 11.1 (a) to (c), he/she may dismiss the appeal and will notify the student accordingly.

If the Dean or Director considers that the ground(s) of a student's appeal does/do relate to matters set out in Section 11.1 (a) to (c):

- (a) if he/she considers that the appeal should be upheld without referral to a Faculty/Administration Appeals Committee, he/she may determine the appeal;
- (b) if he/she does not consider the case or make any such determination, he/she will establish a Faculty/ Administration Appeals Committee;
- (c) in either case he/she will notify the student accordingly.

### 17.4 Faculty/Administration Appeals Committee

The Faculty/Administration Appeals Committee will comprise four members of staff and one student. Any person who has had any previous involvement in the matter will not be appointed to the Committee.

The Committee will be convened as soon as possible to hear the appeal. The Committee will have access to all documentation used in the review process and may conduct such investigation as it deems appropriate. The student may seek or be invited to appear in person before the Committee to address the issues identified in the written appeal.

### 17.5 Report of Faculty/Administration Appeals Committee

The Faculty/Administration Appeals Committee will provide a report to the Dean or Director. The report will specify:

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- (a) the process undertaken during the appeal;
- (b) the decision on the appeal; and
- (c) the reasons for the above decision and any associated recommendation(s).

### **17.6 Determination and notification of decision on review**

Following such investigation, the Dean or Director will:

- (a) determine the appeal; and
- (b) advise the student of the decision on the appeal in accordance with Section 14.

## **18. Appeal to Pro-Vice-Chancellor (Academic), Pro-Vice-Chancellor (Students, Learning and Teaching) or Pro-Vice-Chancellor (Administration and Resources)**

### **18.1 Avenue of appeal**

An appeal against a decision of a Dean or Director may be made to the relevant Pro-Vice-Chancellor.

### **18.2 Timing of appeal**

The appeal must be submitted in writing to the relevant Pro-Vice-Chancellor within 20 working days of receipt by the student of the decision on the appeal.

### **18.3 Determination of appeal**

The Pro-Vice-Chancellor will deal with the appeal in such manner as he/she considers appropriate. This may include referring the matter to a University Appeals Committee.

### **18.4 Notification of decision on appeal**

The Pro-Vice-Chancellor will advise the student of the decision on the appeal in accordance with Section 14.

## **19. Appeal to university appeals committee**

### **19.1 Avenue of appeal**

An appeal against a decision of a Pro-Vice-Chancellor (under Section 18) may be made to the University Appeals Committee.

### **19.2 Timing of appeal**

The appeal must be submitted in writing to the Pro-Vice-Chancellor (Administration and Resources) within 20 working days of receipt by the student of the decision on the appeal under Section 18.

### **19.3 Powers and procedures of a University Appeals Committee**

19.3.1 A University Appeals Committee will:

- (a) be convened and conduct such investigations as it deems appropriate as expeditiously as possible, consistent with the need to act fairly;
- (b) proceed in a way that is appropriate to the circumstances of the case;
- (c) have access to all documentation used in the review and appeal processes and determine either to deal with the matter or to make some other recommendation(s) to the University;
- (d) in the event that it decides to deal with the matter, consider the information/documentation used in the review and appeal processes, together with evidence presented by the University and/or the student (excluding any new evidence, in which case Section 7 applies);
- (e) permit the student to seek, in writing, additional time of no more than five working days to prepare his/her submission to the Committee.

19.3.2 A University Appeals Committee may:

- (a) confirm or vary the decision appealed;
- (b) confirm or vary any penalty appealed; or
- (c) uphold the appeal; and/or
- (d) recommend other action as appropriate to the University.

The decision of a University Appeals Committee is final and there is no avenue of appeal against the decision to any other person or body within the University.

19.3.3 *Notification of decision on appeal*

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The Pro-Vice-Chancellor (Administration and Resources) will advise the student in writing of the decision on the appeal.

### **20. Withdrawal of application for review or appeal**

At any time during the process a student may withdraw an application for review or appeal, by notice in writing to the relevant officer. Upon such withdrawal, consideration of the review or appeal will normally be discontinued.

### **21. Malicious or vexatious complaints**

In any case in which an application for review or appeal is found to be frivolous, vexatious or malicious, action may be taken under Statute 10 Student Conduct and Discipline.

### **22. Student status**

Unless the Vice-Chancellor otherwise directs, a student who has applied for a review or submitted an appeal under this policy may continue in his/her program of study until the decision on the review or appeal is notified to the student.

### **23. Reimbursement of fees, student contribution and re-credit of student learning entitlement**

If a student's enrolment in a program or unit is cancelled or the student withdraws from a program or unit following unsuccessful appeal at any level, the student may be relieved of liability for any fees or student contribution amounts payable, or use of Student Learning Entitlement, in respect of that enrolment.

### **24. External avenues of appeal**

24.1 While students are encouraged to resolve any concerns or complaints they may have arising from their status as a student of the University, nothing in this policy derogates from the right of a student to access any other complaint or appeal mechanism available to him/her as legislated in the relevant State or Territory. If any external process is initiated, the internal appeal process will be terminated.

24.2 Following exhaustion of internal complaint management processes, in the case of subject matters for which there is no specific external independent arbiter, a student can appeal to the University Visitor, who is an independent arbiter, external to the University<sup>31</sup>.

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<sup>31</sup> See the Policy on Review by the University Visitor of Unresolved Appeals or Complaints by Students ([http://www.acu.edu.au/about\\_acu/publications/handbooks/handbook\\_2010/general\\_information/policy\\_on\\_review\\_by\\_the\\_university\\_visitor](http://www.acu.edu.au/about_acu/publications/handbooks/handbook_2010/general_information/policy_on_review_by_the_university_visitor)).

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### STUDENT COMPLAINT MANAGEMENT POLICY

#### 1. Objectives

In line with its Mission, the University aims to promote and maintain a supportive learning environment within which students can optimise their personal, academic and professional development. The aim of the Student Complaint Management Policy is to provide fair and equitable processes which enable student concerns to be addressed as quickly as possible and at a level as close to the source as possible.

#### 2. Principles

The Student Complaint Management Policy is based on the following principles:

- 2.1 All actions under this policy are to be based on values that are consistent with the University Mission and to be underpinned by principles of mutual respect, natural justice and procedural fairness for and by all students, staff and others who may be involved.
- 2.2 All parties to a complaint have the right to be:
  - (i) heard;
  - (ii) treated without bias or pre-judgement;
  - (iii) informed of any complaint made which relates to them;
  - (iv) provided with an opportunity to respond to any complaint pertaining to them;
  - (v) informed about the status of any complaint which has been formally raised and to which they are a party or in which they are named.
- 2.3 A person or committee handling a complaint will:
  - (i) deal with the matter as expeditiously as possible, consistent with the need to act fairly;
  - (ii) determine the matter on the basis of evidence adduced by the student, the respondent and/or the University, act fairly, and proceed in the way that is appropriate;
  - (iii) give all relevant parties a copy of, or an opportunity to inspect, all documentation relevant to the subject matter of the complaint;
  - (iv) give the parties a reasonable opportunity to make a case or response in writing and/or to appear before that person or committee;
  - (v) give the parties at least five working days' written notice of the date, time and place of any meeting or hearing regarding the complaint;
  - (vi) permit a student and any support person whom a student appoints under Section 5 to be present at any meeting or hearing regarding the complaint, except during interviews with the respondent or witnesses and when members of a committee wish to confer privately among themselves or to consider their decision;
  - (vii) conduct any meeting in closed session and treat the complaint in strict confidence, except as necessary for the discharge of that person's or committee's responsibilities or as otherwise required by law.
- 2.4 Students and staff will adhere to all relevant University statutes, rules, regulations, policies and standards of conduct.
- 2.5 The University will take all reasonable steps to prevent students suffering any disadvantage (including through victimisation) as a result of lodging a complaint.

#### 3. Definitions

"Complainant" means the student who has initiated the complaint.

"Respondent" means a person or organisational unit against whom a complaint has been raised under this policy.

"Appropriate confidentiality" refers to situations when a senior officer of the University may disclose to another person as much information as is necessary for the explicit purposes of clarification or assistance to enable the complaints process to be facilitated.

#### 4. Scope of the policy

- 4.1 This policy will apply to management of complaints arising between parties including:
  - (a) student:student
  - (b) student:staff member

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(c) student:external agency - such as those agencies cooperating with the University in its professional experience or community engagement placements (eg clinical, school, business placements) provided that the student should first have exhausted avenues of resolution under any applicable complaint or complaint handling procedure of the cooperating agency.

4.2 This policy applies in cases other than those addressed in other specific University policies or regulations (eg. the Student Appeals Policy, Research and Professional Doctorate Degree Regulations, Discrimination and Harassment Policy) or in legislation applicable within the relevant jurisdiction.

4.3 Not every concern or complaint can or will be answered to each student's satisfaction. Further, there will be occasions when the University, in implementing its policies and procedures, legitimately will not provide the response or outcome sought by the student.

### 5. Support and/or representation during the complaint process

In any discussions or interviews in which a student participates during any complaint process under this policy, whether as a complainant or respondent, the student may, at his or her discretion, be accompanied by one other person, other than a legal representative. Such other person may act in the role of neutral observer but does not have the right to advocate on behalf of the student.

### 6. Informal dialogue regarding a complaint

A student who has any concern that comes within the ambit of this policy is strongly encouraged to attempt to resolve that concern informally and as close to the source of the concern as possible.

### 7. Formal communications

The timelines and associated provisions relating to formal communications contained in the Academic Regulations will apply to communications under this policy.

### 8. Formal complaint

8.1 A student who has been unable to resolve a complaint to his/her satisfaction through informal dialogue under Section 6 may submit a formal complaint.

8.2 Any formal complaint must:

- (a) be in writing;
- (b) be dated and signed by the student;
- (c) provide the student identity number and contact details of the student;
- (d) provide details of the subject matter of the complaint and, in particular, specific details of the matter in relation to which the complaint is made; this will include matters such as the names of any other party/ies, the time, date, place, the subject matter of the complaint and details of witnesses, if relevant;
- (e) provide sufficient information to enable any other party/ies to respond;
- (f) indicate the steps taken to date, including advice sought and/or provided, and any action taken by the student subsequent to obtaining such advice;
- (g) include any supporting information or evidence on which the student relies; and
- (h) indicate what the student considers to be a satisfactory solution of his/her complaint.

8.3 In lodging a formal complaint, a student is responsible for ensuring that the matter raised has substance and is genuine and the student must participate in the process in an appropriate manner and honour any agreement reached or decision made by the University to resolve the complaint.

8.4 It is the responsibility of a student to state his/her grounds for complaint fully and to provide all relevant evidence from the first stage of any complaint. New grounds or new evidence should not be introduced at any later stage of the complaint process, unless:

- (a) there has been a major change in circumstance following the lodging of the initial complaint; and
- (b) the associated information or evidence has a significant bearing on the complaint and was not reasonably available at the time the complaint was first lodged.

Where such a major change in circumstance has arisen and the person/committee dealing with the complaint determines that it should be taken into consideration, the matter will normally be referred back to the level of the officer who undertook the initial review, for further consideration.

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8.5 Failure of the student and/or the student's support person to appear for discussion of any complaint, at the time notified to him/her, will not prevent the matter being considered by the person with whom the complaint has been lodged.

### 9. Progression of complaint

9.1 A student must exhaust any lower level of complaint management before proceeding to the next higher level. Any complaint directed to an officer at a level other than in accordance with this Policy will be re-directed to the appropriate officer or officer at the appropriate level.

9.2 A student whose complaint relates to:

- (a) an academic matter (including a matter arising in connection with a professional experience or community engagement placement); or
- (b) a non-academic matter within the jurisdiction of or related to a School or Faculty; may progress the complaint through the following levels:
  - (i) Head of the relevant School;
  - (ii) Faculty Dean;
  - (iii) Pro-Vice-Chancellor (Academic).

9.3 A student whose complaint relates to a matter within the jurisdiction of or related to any organisational unit other than a School or Faculty may progress the complaint through the following levels:

- (a) to the manager responsible for the relevant organisational unit (eg the Manager of the relevant Section);
- (b) to the Director of the relevant Directorate; or
- (c) to the relevant Pro-Vice-Chancellor.

9.4 A student whose complaint relates to another student may address the complaint to the Pro-Vice-Chancellor (Students, Learning and Teaching).

9.5 In the event that the student is dissatisfied with the outcome of an investigation and/or the resolution proposed by the relevant Pro-Vice-Chancellor, he/she may lodge an appeal with the University Appeals Committee<sup>32</sup>.

9.6 In any case where a complaint includes specific complaints against the conduct of a member of staff which might be in contravention of the Staff Code of Conduct the University will determine whether the complaint will be dealt with in accordance with this Policy, the Student Appeals Policy or the relevant Human Relations Policy.

### 10. Investigation and/or review of formal complaint

10.1 A complaint should normally be lodged within 20 working days of the occurrence of the subject matter of the complaint or of notification of the matter which is the subject of the complaint.

10.2 The officer responsible for dealing with a complaint will initiate action within 10 working days<sup>33</sup> of receipt of the complaint.

10.3 If the responsible officer considers that the ground(s) of a student's complaint does/do not relate to matters set out in Section 4, he/she will notify the student accordingly.

If the responsible officer considers that the ground(s) of a student's complaint does/do relate to matters set out in Section 4, he/she will normally conduct an investigation into and/or a review of the issues raised.

10.4 If the responsible officer had previously been involved in the decision to which the complaint relates, the complaint will be referred to another staff member nominated by that officer's supervisor.

10.5 The relevant officer will normally:

- (c) interview the student who has lodged the complaint;
- (d) interview any relevant staff, students or other persons;

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<sup>32</sup> See Student Appeals Policy.

<sup>33</sup> Under the ESOS Act and National Code, in the case of an international student the responsible officer must respond to the student within 10 working days and advise that the matter is being investigated.

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(c) seek advice from other relevant staff and/or students, and/or access advice and/or expertise from such other person(s) as he/she deems appropriate.

10.6 Following such investigation, the officer will advise the student of the outcome of the investigation, including any recommendation(s) for administrative action to be considered and/or taken by the University and the proposed resolution of the complaint if applicable.

### 11. Notification of outcome of complaint

11.1 The student will be notified, in writing, of the outcome of the investigation and/or the proposal for resolution of his/her complaint under this policy normally within 20 working days of the student's lodgement of the complaint with the relevant officer. A further time period may be required in cases where that officer is required to investigate any counter-complaint lodged.

The student will be notified of:

- (f) the process undertaken to consider the complaint;
- (g) the outcome of any investigation, including any recommendation(s) for administrative action that the University will consider;
- (h) the proposed resolution of the complaint; and
- (i) the reason(s) for that proposal.

11.2 A copy or summary of the outcome of the investigation and/or any proposal for resolution of any complaint will be provided to the relevant Pro-Vice-Chancellor(s), Dean, Head of School, Course Coordinator, Academic Registrar, other Director and/or such other officer(s) as may need to take action as a result of the decision.

### 12. Withdrawal of complaint

At any time during the process a student may withdraw a complaint, by notice in writing to the relevant officer. Upon such withdrawal, consideration of the complaint will normally be discontinued.

### 13. Malicious or vexatious complaints

In any case in which a complaint is found to be frivolous, vexatious or malicious, action may be taken under Statute 10 Student Conduct and Discipline.

### 14. Other avenues of complaint

14.1 Any matter dealt with under this policy may not also be addressed under the Student Appeals Policy.

14.2 While students are encouraged to resolve any concerns or complaints they may have arising from their status as a student of the University, nothing in this policy derogates from the right of a student to access any other complaint mechanism available to him/her as legislated in the relevant State or Territory. If any external process is initiated, the internal complaint process may be terminated.

14.3 Following exhaustion of internal complaint management processes, in the case of subject matters for which there is no specific external independent arbiter, a student can appeal to the University Visitor, who is an independent arbiter, external to the University<sup>34</sup>.

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<sup>34</sup> See the Policy on Review by the University Visitor of Unresolved Appeals or Complaints by Students ([http://www.acu.edu.au/about\\_acu/publications/handbooks/handbook\\_2010/general\\_information/policy\\_on\\_review\\_by\\_the\\_university\\_visitor](http://www.acu.edu.au/about_acu/publications/handbooks/handbook_2010/general_information/policy_on_review_by_the_university_visitor)).

**POLICY ON REVIEW BY THE UNIVERSITY VISITOR OF UNRESOLVED APPEALS OR COMPLAINTS BY STUDENTS**

**1. Avenues for handling appeals and complaints**

- 1.1 The University has enacted the Student Appeals Policy and the Student Complaint Management Policy to provide avenues for handling appeals and complaints lodged by students. A student must exhaust all avenues of appeal or complaint under such of those policies as is relevant before seeking to take action under this policy.
- 1.2 Both the Student Appeals Policy and the Student Complaint Management Policy state that nothing in either of those policies removes the right of a student to access any other complaint mechanism available to him/her as legislated in the relevant State or Territory.

*Examples of such complaints, and the external body to which they could be referred, include, among others, those relating to:*

- (a) *unlawful discrimination - which could be referred to the appropriate state or federal equal opportunity commission;*
- (b) *privacy - which could be referred to the Federal Privacy Commissioner;*
- (c) *administrative decisions under the Higher Education Support Act 2003 - which could be referred to the Administrative Appeals Tribunal.*

**2. Lodgement of appeal or complaint with visitor**

- 2.1 In any case in which a student has exhausted all internal avenues of appeal/complaint and there is no external body with jurisdiction in relation to the matter, the student may lodge with the Visitor an appeal/complaint in relation to a matter which has not been resolved to his/her satisfaction.
- 2.2 Any such appeal/complaint must be lodged in writing, addressed to:  
The Visitor  
Australian Catholic University  
PO Box 968  
North Sydney NSW 2059
- 2.3 The appeal/complaint must:
  - (a) be lodged within 40 working days<sup>35</sup> of notification of the final decision<sup>36</sup> which is the subject of the appeal/complaint;
  - (b) include a clear statement of the nature and grounds of the appeal/complaint;
  - (c) be accompanied by all supporting documentation on which the student relied when pursuing the matter under the Student Appeals Policy or the Student Complaint Management Policy.
- 2.4 No new evidence, or grounds for appeal/complaint founded on such evidence, may be submitted at the stage of appeal to the Visitor, unless:
  - (a) there has been a major change in circumstance following the lodging of the initial appeal or complaint; and
  - (b) the associated information or evidence has a significant bearing on the appeal or complaint and was not reasonably available at the time the appeal or complaint was first lodged.

Where such a major change in circumstance has arisen and the Visitor determines that it should be taken into consideration, the matter will normally be referred back to the level of the relevant Dean or Director, for further consideration. If the matter is then resolved to the satisfaction of the student within 20 working days of such referral, the Dean/Director will notify the Visitor who will confirm the conclusion of the matter with the student and report to the Vice-Chancellor accordingly. If the matter is not resolved to the satisfaction of the student within that timeframe, the Dean/Director will notify the Visitor who will proceed to deal with the case.

**3 Review of appeal or complaint by visitor**

- 3.1 Upon receipt of any appeal/complaint the Visitor will undertake a preliminary assessment to determine:

<sup>35</sup> The National Code requires that an international student must lodge any such appeal within 20 working days of notification of the decision.

<sup>36</sup> Final decision under the Student Appeals Policy or Student Complaint Management Policy.

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- (a) whether there is any external body with jurisdiction in relation to the subject of the appeal/complaint; and
- (b) whether the appeal/complaint is sufficiently serious to warrant a review by the Visitor.

The Visitor may seek independent advice when making such assessment. Where practicable<sup>37</sup>, such preliminary assessment will be undertaken within 10 working days of receipt of the appeal/complaint.

- 3.2 If, following such preliminary assessment, the Visitor considers that the appeal/complaint does not satisfy the criteria in Section 3.1, he/she will notify the student lodging the appeal/complaint that the Visitor is unable to review the matter and may direct the student to any relevant external body.
- 3.3 If the Visitor considers that the appeal/complaint does satisfy the criteria in Section 3.1, he/she will review the appeal/complaint documentation lodged with him/her and will undertake such investigation as he/she deems appropriate, having regard to the principles of natural justice, to ensure that the decision-making process is fair and equitable. Such investigation may, at the discretion of the Visitor, include a request for written submissions and/or interviews with relevant persons, including the student lodging the appeal/complaint. In any such interview in which a student participates, the student may, at his/her discretion, be accompanied by one other person other than a legal representative. Such other person may act in the role of neutral observer/support person but this person does not have the right to advocate on behalf of the student.
- 3.4 The Visitor will normally advise the Vice-Chancellor of receipt of an appeal/complaint and provide the Vice-Chancellor with a copy of relevant documentation and the opportunity to respond to the appeal/complaint. If any other party is named in the appeal/complaint, the Visitor will provide that person with relevant details and the opportunity to respond.
- 3.5 If, at any time during the Visitor's review of the appeal/complaint, the student who lodged the appeal/complaint becomes aware of an external avenue for its resolution, and that external process is initiated by him/her, the Visitor's review of the appeal/complaint may be terminated by the Visitor.

#### 4. Notification of decision

- 4.1 The Visitor will normally determine the matter within 30 working days of receipt of the appeal/complaint.
- 4.2 The student will be advised in writing of:
  - (a) the process undertaken to consider the appeal/complaint;
  - (b) the decision reached;
  - (c) the reasons for the decision.
- 4.3 The Visitor will provide the Vice-Chancellor with a report and/or recommendations regarding the specific appeal/complaint and/or relevant University practices or procedures.
- 4.4 Where any other person has been named in the appeal/complaint, at the discretion of the Visitor such other person may be advised regarding such elements of the decision as deemed necessary or appropriate in accordance with the principles of natural justice.
- 4.5 A copy of the notification to the student and the report to the Vice-Chancellor will be held on a confidential file. The Vice-Chancellor may provide a copy of the advice or excerpt therefrom to the relevant Pro-Vice-Chancellor(s), Dean, Head of School, Course Coordinator, the Academic Registrar, other Director and/or such other officer(s) as may need to take action as a result of the decision.

#### 5. General

- 5.1 Unless the Vice-Chancellor otherwise directs, a student who has lodged an appeal or complaint with the University Visitor under this policy may continue in his/her program of study until the decision of the Visitor is notified to the student.
- 5.2 The Visitor is the final avenue of review in respect of such appeals and complaints. However, nothing in this policy removes the right of a student to access any other appeal/complaint mechanism or legal right available to him/her as legislated in the relevant State or Territory.
- 5.3 No charge or fee applies in respect of lodgement of any appeal/complaint addressed to the Visitor.

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<sup>37</sup> Under the ESOS Act and National Code, in the case of an international student the Visitor must respond to the student within 10 working days and advise that the matter is being investigated.

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### **PRIVACY STATEMENT**

Australian Catholic University is committed to ensuring the privacy of all information it collects. Information supplied to the University will only be used for the administrative and educational purposes of this institution.

Australian Catholic University is a registered company and therefore, like other companies operating in Australia, it is bound by the National Privacy Principles as set out in the Privacy Amendment (Private Sector) Act 2000. In keeping with this legislation, this Privacy Statement sets out the University's practice in the collection, use and disclosure of personal information.

#### **Information collected**

The University collects a substantial volume of personal information concerning staff, students and other persons. This information is only collected where necessary. Legitimate reasons for collecting personal information include administrative need, legislative requirements or research investigations.

The type of personal information collected by the University will depend upon the reason for its collection. This inevitably involves a diverse range of information but may include residence and contact details, date of birth, next of kin, driver's licence, pre-existing injuries, criminal checks, student enrolment and academic performance, qualifications, information concerning persons who apply to the University for appointment or admission, and information collected from or concerning human research subjects.

Where reasonably possible, the University will only collect information from the individual to whom it relates. Frequently this will be collected from official University forms but it may also be collected from email, letters or other forms of communication.

The University also holds personal information about individuals that it generates in the course of its operational activities, such as staff salaries and wages, examination results and library loan records.

#### **Use and disclosure of information collected**

Personal information is only collected where it is necessary to carry out a particular function or administrative activity.

Personal information collected for a particular purpose will not be used for any other purpose, unless that secondary purpose is both related to the primary purpose of collection and the individual would reasonably expect the organisation to use or disclose the information for that secondary purpose. For example, a student would reasonably expect the information collected by Student Administration during the enrolment process to then be forwarded to the University Library in order to provide the student with borrowing privileges.

The University is required to provide annual statistical information on its staff and student population to the Commonwealth Government Department of Education Science and Training. Enrolment information collected by the University is issued in these reports for planning purposes and to project future trends. However the reports consist only of aggregated statistical data and no personal information is used, disclosed or distributed.

Personal information will only be disclosed to third parties with the written consent of the student or staff member concerned, unless otherwise prescribed by law.

The University is authorised to use or disclose personal information if it reasonably believes that such disclosure is necessary to lessen or prevent a serious and imminent threat to the life or health of the individual or any other person.

The University is also authorised to disclose personal information to appropriate law enforcement agencies to assist in the prevention, detection, investigation, prosecution or punishment of criminal activities.

#### **Access to information collected**

Upon written request the University will provide individuals with access to personal information held about them. This enables them to ensure that information is accurate, relevant, up-to-date, complete and not misleading.

If the University denies a request for access, a reason will be provided. Access may be denied if such access would be unlawful, frivolous or vexatious; infringe on the privacy of other individuals; pose a serious and imminent threat to the life or health of any individual; interfere with existing or anticipated legal proceedings; or other valid reasons for exclusion in line with relevant legislation.

#### **Security of information collected**

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The University is committed to maintaining a secure environment for all personal information collected, used or disclosed. The University will take all reasonable precautions to protect data from loss, misuse, unauthorised access or disclosure, alteration or destruction.

Personal information is retained no longer than is necessary. Once operational needs have been satisfied, personal information will only be retained for the minimum period specified by legislation and then disposed of in a lawful and secure manner.

Paper-based records containing personal information are filed in secure environments. Rooms holding personal information can be locked so as to prevent unauthorised access to the records. Furthermore, the University stores personal information in secure containers such as filing cabinets, safes or compactuses as an added safeguard against unauthorised access.

Personal information collected via the University's website will be done by sufficiently secure means. Further details on the University's web privacy are available from the Australian Catholic University Web Privacy Statement.

Access to either paper-based or computerised records will only be granted to University staff where there is a demonstrated need for this access in accordance with that staff member's duties or responsibilities. No other staff or external organisations will be entitled to access this information.

However, the University will provide access to information to a law enforcement agency or other government agency if such access is legally warranted in the course of an official investigation.

### **Anonymity and identifiers**

Wherever legal and practical, individuals have the opportunity to deal with the University anonymously. This practice is best suited to the distribution of generic advice as individual circumstances are frequently required in order to respond effectively to more detailed and complex questions or issues.

Staff and students of the University are allocated staff and student numbers respectively. These identifiers are unique to the University and are only used for University business. Certain sections of the University may be required to use external identifiers as reference when dealing with external agencies. Such instances would occur with research grants, insurance claims or superannuation membership. However these external identifiers are only used when dealing with the relevant external agency. The University does not use external identifiers for its own business operations.

### **Transborder data flows**

The University has links with other education institutions throughout the world, often involving staff or student exchange. The University will only disclose personal information to these institutions, or any other individual or organisation outside Australia, with the consent of the individual concerned or if the foreign country is subject to a comparable information privacy scheme.

### **Sensitive information**

Some of the information collected by the University is classed as sensitive information. This would include information on health, disabilities, racial or ethnic origin, religious beliefs or criminal background. Sensitive information is only collected to satisfy legislative requirements or to meet special needs.

### **Contact**

For further information about this privacy statement or the practices of the University, please contact: the Privacy Officer, telephone (02) 9739 2947, e-mail [joanne.wheatley@acu.edu.au](mailto:joanne.wheatley@acu.edu.au).

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### **COMPUTER, INTERNET AND TELEPHONE ACCEPTABLE USE**

This policy is designed to guide members of the University community (including students, staff and religious members of the University) and contractors in the acceptable use of telephone, computer and information systems and networks (including local and hard drives, Internet, email and other electronic technologies) ('**ACU IT Facilities**') provided by Australian Catholic University.

This policy is intended to be read in conjunction with other relevant policies which includes but are not limited to the University Telecommunications Usage Policy; Electronic Messaging (Email) Policy; AARNet Access Policy; the respective codes of conduct relating to staff and students; the policy on Discrimination and Harassment and the applicable grievance management policies for staff and students.

#### **User acceptance**

Use of the ACU IT Facilities, including telephones and computers (including the internet, and email) indicates agreement to comply with, and understanding of, this policy.

#### **Guiding Principles**

The ACU IT Facilities, and in particular Internet, computer and telephone facilities, are important resources that the University makes available to staff and students with the understanding that they are used for research, teaching and community services in agreement with the University mission and mandate. It is therefore the responsibility of the user to make appropriate use of these facilities. Whatever the usage, the University expects the user to show that the use of these facilities is fully compatible with this guiding principle. In case of doubt it is for the user to prove that the facilities are being used properly.

Subject to the above understanding, the University community is encouraged to make innovative and creative use of information technologies in support of education and research and will generally be provided with Internet access.

Access to information representing a multitude of views on current and historical issues is allowed for the information and enlightenment of the University community. Consistent with other University policies, this policy is intended to respect the rights of individuals and articulate the obligations of academic freedom.

The University recognises that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorised use of commercial products.

The University cannot guarantee the protection of individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may traverse or be recipients of material they find offensive.

Those who use telephones email and/or make information about themselves available on the Internet should be aware that invasions of privacy may sometimes occur and the University cannot protect users from technological abuse. Users are reminded that email should not be used to send sensitive and confidential information unless appropriate security measures, including encryption, have been taken.

The ACU IT Facilities are limited and should be used wisely and carefully with consideration for the rights of others. These facilities offer powerful tools for communication amongst members of the community and of communities outside the University. When used appropriately, these tools can enhance dialogue and understanding. When used unlawfully or inappropriately, however, these tools may infringe on the beliefs or rights of others.

#### **Responsibilities**

Access to and use of the ACU IT Facilities is a privilege provided (and which may be removed) at ACU's discretion that carries associated responsibilities including the following.

#### **Use**

1. ACU IT Facilities are to be used only for University-related research, instruction, learning, and dissemination of scholarly information, administrative and business-related activities unless otherwise determined by the University. In addition, such use must be conducted in a manner that is lawful and respectful to others.
2. The University, as a matter of discretion, permits minimal use of its telephone facilities to make and receive personal calls, and some use of its internet and email facilities to send and receive personal messages, provided that such use is minimal and kept to a reasonable level and does not adversely impact on personal work productivity. See attached Guidelines on Limited personal use of ACU IT Facilities. The University may cease to allow such personal use at any time.

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3. Users may not attempt to modify ACU's Facilities - including its computer system and network facilities or attempt to crash systems. They must not tamper with any software protection or restrictions placed on computer applications or files.
4. Users may not encroach on others' use of the ACU IT Facilities, including computer resources by using them inappropriately. Such activities would include, but are not limited to:
  - party-political activities;
  - tying up computer resources for game playing;
  - wagering or betting or other trivial applications;
  - sending harassing or frivolous messages, such as chain letters, junk mail and other types of broadcast material, either locally or over the Internet;
  - knowingly accessing or sending sexually explicit, pornographic or otherwise offensive material;
  - using without thought, excessive amounts of storage;
  - intentionally introducing any computer viruses or other rogue programs to Australian Catholic University hardware or software or physically damaging systems.

Under no circumstances will the University tolerate misuse of the ACU IT Facilities for harassment including but not limited to unlawful harassment such as sexual harassment. Further details of what constitutes harassment may be found in the University's policy on Discrimination and Harassment. If a person using any of the ACU IT Facilities believes that she/he has been harassed as a result of an electronically transmitted message (or otherwise) it is important that the message (or applicable material) not be erased. Rather, the message should be saved and the origin, date, time and location of the message should be written down and the procedure followed in the applicable University grievance management policy.

5. Users must not purport to express views on behalf of the University without official authorisation to do so, or to cause another person to reasonably misconstrue that a personal view represents the official position of the University.
6. Users must remember that information distributed through the ACU IT Facilities is a form of publishing, and many of the same standards apply. The Director University Relations has responsibility for ensuring that University standards for publishing information about the University are met.
7. The use of the ACU IT Facilities for commercial purposes is expressly forbidden unless it is for the authorised commercial activities of the University.

### Security

8. Users are not permitted to gain access to the Internet other than through an authorised account registered in their name. Users must not supply false or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence of another user in revealing an account name or password does not constitute authorised use. Users should not attempt to subvert the restrictions associated with their computer accounts.
9. Users are responsible for all use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
10. Staff members must not use non-University supplied or owned (personal) electronic devices to store or manipulate electronic data that is the sole property of the University unless authorised by a relevant Executive Team member.

### Legal framework

11. Users are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable University policies. ACU IT Facilities, equipment and software may not be used to violate copyright or the terms of any licence agreement. No one may inspect, modify, distribute or copy proprietary data, directories, programs, files, disks or other software without proper authorisation.
12. Staff are reminded that the University is the owner of copyright over, among other things, all email messages created by its employees as part of their employment.
13. All members of the University community are bound by federal and state laws relating to harassment, copyright, breach of confidence, defamation, privacy, anti-discrimination, personal information and other statutes relating to electronic media.

### **Administration and Implementation**

#### **Surveillance, Logging and monitoring of ACU IT Facilities (other than telephones)**

14. The University conducts surveillance of the ACU IT Facilities (other than the content of telephone calls). As part of this, all actions performed using the ACU IT Facilities (except for the content of telephone calls) can be logged and may be monitored by the University, or by another person on the University's behalf, on an ongoing basis. You should expect this surveillance to be continuous and ongoing. This includes document creation and deletion, file management, email and other electronic communications which are sent or received, both internally and externally, and internet activity (including the sites visited, the content of those sites and the time spent at each site). The University considers that such surveillance is appropriate to allow it to, among other things, enforce its policies to prevent the use of proprietary software or copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks and data either at the University or elsewhere and to protect the University against any untoward consequences.
15. The University may restrict the use of the ACU IT Facilities (including computers, Internet, email and other network systems) where it believes it is appropriate to do so, for example if they are non-work related or wasteful of electronic resources, such as broadcast or mass emailing. In addition the University may block access to internet sites if it considers it appropriate to do so. The University reserves the right to limit access to its networks through University-owned or other computers and to remove or limit access to material stored on University-owned computers. The University also reserves the right to limit the size of individual electronic mail items sent, the total volume of mail sent and the amount of electronic mail retained on central mail servers.

#### **Disciplinary action**

16. All users are expected to conduct themselves consistently with the obligations outlined in this policy and all other applicable University policies. Failure to comply with this policy or any form of misuse of the ACU IT Facilities may subject the user to disciplinary action. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action.

This policy does not preclude action being taken against members of the University (including staff and students) under Australian law generally.

#### **General**

17. The terms and prescribed conduct described in the policy are not intended to be exhaustive, nor do they anticipate every possible use of the ACU IT Facilities. Users are encouraged to act with caution and take into account the underlying principles intended by this policy. If users feel unsure of the appropriate action relating to the use of any of the ACU IT Facilities they should contact nominated supervisor in the first instance.

## Handbook 2010 – General Information (Part 2)

### SCHOLARSHIPS, BURSARIES, PRIZES AND AWARDS

Australian Catholic University Foundation and various benefactors fund a number of scholarships, bursaries, prizes and awards to support and recognise the achievements of students. Some are open to all enrolled students; others are restricted to students in particular courses or at particular campuses. For further information visit the website: [www.acu.edu.au](http://www.acu.edu.au) or contact the Foundation Office: [foundation@acu.edu.au](mailto:foundation@acu.edu.au)

#### General Rules Governing the Award of University Scholarships, Bursaries and Faculty Prizes

The following provisions apply to each of the awards listed in the schedules, except to the extent that they are inconsistent with the special provisions relating to the award.

#### 1. Definitions

##### 1.1 Prize

A **Prize** may be awarded to recognise a student's academic achievement in completing a particular unit or course, or for some other achievement, eg leadership and contribution to University life.

##### 1.2 Scholarship

A **Scholarship** may be awarded on basis of a variety of factors including any or all of: academic merit; financial need; originating location of student (eg regional Australia or a particular country); personal qualities such as leadership; special needs or circumstances (eg Indigenous background, mature-age student with disabilities). A Scholarship provides practical assistance to a student to undertake his/her studies by providing a meaningful financial amount and/or other relevant in-kind support. Unless otherwise stated in the rules for an individual scholarship, a scholarship will be open to Australian citizens, holders of a Permanent Humanitarian visa and international students.

##### 1.3 Bursary

A **Bursary** may be awarded on basis of a variety of factors but particularly financial need or other disadvantage; other factors which may be taken into account include any or all of: academic merit; originating location of student (eg regional Australia or a particular country); personal qualities such as leadership; special needs or circumstances (eg Indigenous background, mature-age student with disabilities). A Bursary provides practical assistance to a student to undertake his/her studies by providing a meaningful financial amount and/or other relevant in-kind support. Unless otherwise stated in the rules for an individual bursary, a bursary will be open to Australian citizens, holders of a Permanent Humanitarian visa and international students.

##### 1.4 Study Award

A **Study Award** is similar to a scholarship but with a monetary amount less than that of a scholarship. It is granted to a student to encourage or assist them to pursue their studies, rather than at the conclusion of their studies.

##### 1.5 Development Award

A **Development Award** is designed to assist a student or staff member enhance their skills and professional development with costs incidental to and arising out of their endeavours, other than tuition fees.

#### Selection processes

2. All scholarships and bursaries will be subject to application and assessment through open and accountable selection processes.
3. The minimum size of a selection committee for award of a scholarship or bursary will normally be three persons. Where a specific position is named in the membership of a selection committee, the incumbent of that position may nominate another person to act on the committee in his/her stead.
4. The chair of a selection committee will normally be the most senior officer on the committee.

#### Determinations regarding award of a University scholarship or bursary or Faculty prize

5. An award will not be made in any year if it is considered that there is no candidate of sufficient merit.
6. Scholarships, bursaries, prizes and awards are awarded at the discretion of the University and are subject to funding being available.

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7. Academic merit<sup>38</sup> will be a determining factor in the awarding of scholarships, prizes and awards.
8. Bursaries will normally be awarded on the basis of financial need. In the event of applicants being equally ranked in terms of financial need, academic merit (as above) will be a determining factor.
9. A student may hold more than one University scholarship or bursary (in addition to any Commonwealth Scholarship) concurrently, provided that the combined value of the University scholarship/bursary(s) does not exceed \$6,000 per annum<sup>39</sup>.
10. Where the award rules include a provision to the effect that 'one Scholarship/Bursary will be awarded each year' and an award is made 'for the length of the course', unless the rules otherwise specify, one 'new' award will be made each year, concurrent with the continuing award(s) to the recipient(s) to whom a Scholarship/Bursary was awarded commencing in the previous year(s).

### Duration or continuation of an award

11. Where an award is made "for the length of the course", the applicable period will be the standard duration of the course as specified in the course rules. That course must be the specific course defined in the individual award rules or the course in which the student was enrolled when the award was approved. Where an undergraduate student undertakes a dual degree or honours degree, the award will be for the standard duration of a single undergraduate pass degree only.
12. Where an award is made for a continuing period of more than one semester, the conditions for continuation of the award will include a requirement that the student remains enrolled<sup>40</sup> in the relevant course of study and gains a minimum grade of Pass in all units in which he/she was enrolled in the previous semester. Exceptional personal circumstances, supported by documentary evidence, may be taken into consideration if the student has not satisfied this requirement.
13. Where one of the eligibility criteria for an award relates to the recipient being enrolled at a specified campus, the award will normally be discontinued should the recipient discontinue his/her studies at that campus.
14. The recipient of an award made for a continuing period of more than one semester may apply to intermit the award if he/she interrupts his/her course of study. If the recipient of an award does not resume his/her course of study and take up the award within a period of no more than one academic year, the award will be withdrawn.
15. The rules for any individual award or the relevant selection committee may specify that, in the event that the recipient of an award withdraws from or fails to make satisfactory progress in his/her course of study, or fails to satisfy other requirements for continuation of the award, the balance of the award moneys otherwise payable to the recipient will either –
  - (a) Revert to the scholarship/bursary fund; or
  - (b) Be awarded to the next eligible applicant; in that case –
    - (i) the amount of the award available to that subsequent recipient will be the original value of the award less any amount already paid to the first recipient; and
    - (ii) the duration of the award will be the normal duration less any period of time during which it was held by the first recipient.

### Financial matters

16. Where there is a fund maintaining the award, the annual value of the award shall be no greater than 90 percent of the annual income from the fund to allow for capital growth for inflation.
17. Income from a fund not expended on the award which it maintains will be added to and become part of the fund.
18. Monies payable in any year to the recipient of an award will be paid at such times and in such amounts as the Academic Registrar deems appropriate in the circumstances of each case. Normally the value of an award will be paid in equal instalments, with one payment after the census date of each semester for the duration of the award.

<sup>38</sup> Academic merit will normally be assessed on performance in year 12, studies at ACU or in other prior studies; it may include demonstration of professional competence in professional experience and/or performance in community engagement activities.

<sup>39</sup> This figure excludes the value of any Commonwealth Scholarship or award by any organisation external to Australian Catholic University.

<sup>40</sup> The applicant must be enrolled in the course at the census date for the relevant study period.

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19. The duration of payments is specified on the basis of full-time enrolment in 40 credit points per semester. If the student undertakes a lesser load, payments will be made on a *pro rata* basis subject to the conditions of the award. Enrolment status is normally not relevant in the case of the award of Prizes.
20. Scholarship and bursary payments may affect students' eligibility for payments through Centrelink. Students should be alerted to the fact that it is the responsibility of the scholarship recipient to ascertain any such impacts.

### **General**

21. If the recipient of an award fails to comply with any of these rules or any rule relating to a particular award or with any condition imposed under these rules or the rules relating to a particular award, the award may be terminated and/or any further emoluments may be withheld or such other action may be taken as the University may deem necessary to enforce compliance with the rule or performance of the condition by the recipient.

### **Saving Clause**

22. Notwithstanding anything to the contrary contained in these Rules, the Pro-Vice-Chancellor (Academic) may, in any case deemed appropriate, vary, dispense with or suspend any requirement of or prescription in these Rules or in the Rules for individual scholarships or bursaries. Any such action will be reported to the Scholarships Committee as its next meeting.

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### Schedules to the Scholarship Rules

#### SCHEDULE A — Postgraduate Coursework Scholarships and Bursaries

##### Anne Lyons Memorial Travel Scholarship

(Established in 1994 as a tangible memorial to the life and contribution of Anne Lyons (nee Byrne), a scholar, wife and teacher who died of cancer in 1987 at the age of 42 and whose prevailing passion was the study and pursuit of social justice in Australia.)

1. The Scholarship will have a value of up to \$6,000.
2. The Scholarship will be open to any postgraduate student in the final year of study on any campus of the University. The Scholarship may be in the form of either a travelling fellowship for one semester to carry out relevant research into an area of social justice, or a visiting fellowship for a suitable local or overseas scholar to attend Australian Catholic University for one semester.
3. Applications should include –
  - (a) details of the applicant's research fellowship/placement in the area of social justice, including evidence that the applicant has been accepted into this placement;
  - (b) a budget estimate outlining airfares and accommodation expenses;
  - (c) a copy of the applicant's academic transcript; and
  - (d) two referees' reports, one academic from the Head of School or Course Coordinator and one personal.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Dean of each Faculty and the Director of the Australian Catholic University Foundation.

##### Archdiocese of Brisbane Theology Scholarship

(Established in 1997 by the Archdiocese of Brisbane to provide support and encouragement for postgraduate study in theology.)

1. The Scholarship will have a value of \$1,000.
2. The Scholarship will be open to students who are resident within the Archdiocese of Brisbane and who are undertaking study in theology in any postgraduate course at the Brisbane campus of the University.
3. Applications should include –
  - (a) a written statement of approximately 200 words providing an explanation of –
    - (i) how postgraduate study in theology will further the applicant's contribution to the community;
    - (ii) how the Scholarship could financially support the applicant's intended program of study;
  - (b) a copy of the applicant's academic transcript;
  - (c) a referee's report from the Course Coordinator or research supervisor;
  - (d) evidence of residence within the Archdiocese of Brisbane.
4. Up to three Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Assistant Head of the School of Theology located at the Brisbane campus, the Pro-Vice-Chancellor (Students, Learning and Teaching) and a representative of each of the Christian Brothers and the Sisters of Mercy in Queensland.

##### Bob and Margaret Frater Travel Scholarship

(Established by Bob and Margaret Frater to recognise and reward those teachers within Catholic primary schools who display leadership qualities and commitment and who will contribute to the continuing development and enhancement of the school system through participation in an international experience.)

1. The Scholarship will have a value of up to \$10,000.
2. The Scholarship will be open to persons who are enrolled in, or have completed, studies at Australian Catholic University (or one of its predecessor colleges) and who are working in the teaching profession in a New South Wales or Australian Capital Territory Catholic systemic primary school.
3. Applications should include –
  - (a) a proposal of approximately 1,200 words identifying a conference or other activity for which the applicant seeks support, and evidence of acceptance to participate in that event;
  - (b) a budget outline of estimated expenses relating to the applicant's attendance at their chosen conference or activity;

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- (c) demonstrated leadership in schools (particularly in the Catholic primary sector);
- (d) evidence of postgraduate study (either completed or currently being undertaken); and
- (e) demonstrated commitment to using his/her qualifications to work for the betterment of the educational community.

Shortlisted applicants will be required to attend an interview prior to a final decision being made.

4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of a representative of the Frater family, the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head, School of Educational Leadership, a representative from the Catholic Education Offices in New South Wales and Australian Capital Territory, and the Director, Australian Catholic University Foundation.

### **Council of Catholic School Parents (NSW) Indigenous Postgraduate Scholarship**

(Established in 2005 by the Council of Catholic School Parents (NSW) to encourage interest in the role of parents and the community in education.)

1. The Scholarship will have a value of up to \$1,000.
2. The Scholarship will be open to Indigenous students who are enrolled in any postgraduate course offered by the Faculty of Education at the Strathfield campus of the University.
3. Applications should include -
  - (a) evidence of Indigenous Australian background;
  - (b) evidence of academic merit; and
  - (c) evidence of the applicant's interest in or an understanding of the importance of parent and community involvement in education.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Head, School of Education (NSW), the Director, Yalbalanga Indigenous Education Unit and the Manager, Campus Ministry.

### **Michael Myers Theology Scholarship**

(Established in 1999 by a gift from Mr Allan Myers AO QC in honour of his brother Michael.)

1. Several Scholarships may be awarded each year to a total value of up to \$5,000.
2. The Scholarships will be open to students who are living in rural or regional Victoria and who are enrolled in any undergraduate or postgraduate theology course at or through the Ballarat campus of the University.
3. Applications should include -
  - (a) evidence of academic merit;
  - (b) evidence of the applicant's contribution to and/or leadership in service to the rural or regional Church community; and
  - (c) an explanation on how the Scholarship could financially support the applicant's intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need.
4. The Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Ballarat campus, the Head, School of Theology and one other staff member of the School of Theology having teaching responsibilities on the Ballarat campus.

### **Nano Nagle Scholarship**

(Established by the Presentation Sisters, Queensland Congregation, to commemorate and honour the work of their founder Nano Nagle.)

1. The Scholarship will have a value of \$1,250 per annum for the duration of the recipient's course.
2. The Scholarship will be open to commencing Indigenous students undertaking a postgraduate course at Brisbane campus of the University. Preference will be given to applicants pursuing studies in (first) Education or (second) Nursing disciplines.
3. Applications should include a written statement of approximately 200 words providing;
  - (a) evidence of ongoing contribution to and/or leadership in community service and support of Indigenous people;

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- (b) an explanation of how the intended program of study would potentially benefit Indigenous people;  
and
  - (c) an explanation on how the Scholarship could financially support his/her intended program of study.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Coordinator, Weemala Indigenous Education Unit, a nominee of the Heads of Schools which conduct postgraduate Education and Nursing courses at the Brisbane campus (McAuley at Banyo), a representative of the Presentation Sisters in Queensland and the Director, Australian Catholic University Foundation.

### **Pratt Foundation Bursary**

(Established in 2004 by a grant from the Pratt Foundation which was established by the philanthropists Richard and Jeanne Pratt.)

1. The Bursary will have a value of \$2,500.
2. The Bursary will be open to Indigenous students enrolled for any postgraduate course on any campus of the University.
3. Applications should include –
  - (a) a 200 word statement providing an explanation of:
    - (i) how the Bursary could financially support the applicant's intended program of study;
    - (ii) how his/her intended program of study could potentially advantage Indigenous communities;
  - (b) an academic reference from a Course Coordinator or research supervisor in support of the application;
  - (c) a reference from a person from the Indigenous community outlining the applicant's Indigenous heritage and/or involvement in the Indigenous community.
4. One Bursary may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), a member representing (on a rotational basis) the Coordinators of Indigenous Education Units, and the Director, Australian Catholic University Foundation.

### **Wexford Senate Bursary**

(Established by the Australian members of the Wexford Senate to support Indigenous students undertaking postgraduate study at the University. The specific goal is the development of skills of emerging leaders of Aboriginal and Torres Strait Islander communities through professional preparation at postgraduate level.)

1. The Bursary will have a value of \$3,000.
2. The Bursary will be open to Indigenous students enrolled for any postgraduate course on any campus of the University.
3. Applications should include –
  - (a) a 200 word statement providing an explanation of:
    - (i) how the Scholarship could financially support the applicant's intended program of study;
    - (ii) how the intended program of study could demonstrate and/or provide leadership in Indigenous communities;
  - (b) an academic reference from a Course Coordinator or research supervisor in support of the application;
  - (c) a reference from a person from the Indigenous community outlining the applicant's Indigenous heritage and/or involvement in the Indigenous community.
4. One Bursary may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), a member representing (on a rotational basis) the Coordinators of Indigenous Education Units, and the Director, Australian Catholic University Foundation.

## **SCHEDULE B — Undergraduate Scholarships and Bursaries**

### **Aloysius Morgan Scholarship**

(Established in 2008 by the Canberra Southern Cross Club in memory of Bishop Aloysius Morgan who had been Chaplain in the Australian Army from 1941, serving in Papua New Guinea and in the Vietnam War and

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who was instrumental in establishing a special network of military vicars around Australia and worldwide. He was the founding and long-serving Patron of the Canberra Southern Cross Club.)

1. The Scholarship will have a value of up to \$2,500 paid in two equal instalments.
2. The Scholarship will be open to students entering the first year of study in any undergraduate course at the Canberra campus of the University and who live in the Australian Capital Territory.
3. Applications should include -
  - (a) evidence of academic merit;
  - (b) a written statement of approximately 200 words providing an explanation of -
    - (i) how the Scholarship could financially support the applicant's intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need; and
    - (ii) the applicant's commitment to the ethos of Australian Catholic University; and
  - (c) evidence of being a resident of the Australian Capital Territory.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Canberra campus, the Manager, Campus Ministry and the Director, Institute of Child Protection Studies.

### **Anne Lyons Memorial Travel Scholarship**

(Established in 1994 as a tangible memorial to the life and contribution of Anne Lyons (nee Byrne), a scholar, wife and teacher who died of cancer in 1987 at the age of 42 and whose prevailing passion was the study and pursuit of social justice in Australia.)

1. The Scholarship will have a value of up to \$6,000.
2. The Scholarship will be open to any undergraduate student in the final year of study on any campus of the University.
3. Applications should include –
  - (a) details of the applicant's placement in the area of social justice, including evidence that the applicant has been accepted into this placement;
  - (b) a budget estimate outlining airfares and accommodation expenses;
  - (c) a copy of the applicant's academic transcript; and
  - (d) two referees' reports, one academic from the Head of School or Course Coordinator and one personal.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Dean of each Faculty and the Director of the Australian Catholic University Foundation.

### **Australian Catholic University Foundation – Social Work Rural Placement Scholarship**

(Established in 2006 to provide financial support for Social Work students, towards the costs of undertaking a rural placement.)

1. This Scholarship will have a value of up to \$1,100.
2. The Scholarship will be open to students currently enrolled in the Bachelor of Social Work at the Canberra campus of the University who wish to undertake a rural placement.
3. Applications should include –
  - (a) evidence of academic merit; and
  - (b) an explanation of how the Scholarship could financially support the applicant's intended program of study.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Canberra campus, the Head, School of Social Work and the Director, Australian Catholic University Foundation.

### **Ballarat Diocesan Schools Board Bishop's Scholarships**

(Established in 2006 and awarded annually by the Bishop of the Diocese of Ballarat and sponsored by the Ballarat Diocesan Schools Board for general excellence in Education and excellence in Religious Education.)

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1. Each Scholarship has a value of \$1,000.
2. The Scholarship will be open to students entering the second, third or fourth year of the Bachelor of Education (Primary) course at the Ballarat campus of the University and who live in the diocese of Ballarat.
3. Applications should include -
  - (a) evidence of academic merit based on overall performance in the course to date, with particular emphasis on the results of the previous year;
  - (b) (i) demonstrated interest in acquiring a sound theoretical understanding and the practical skills of teaching and learning and commitment to the teaching profession (for the Scholarship for Excellence in Education); or  
(ii) demonstrated interest in acquiring a sound theoretical understanding and the practical skills of teaching and learning in the field of religious education and commitment to the teaching of religious education (for the Scholarship for Excellence in Religious Education); and
  - (c) evidence of the applicant's involvement in the Catholic and wider community.
4. Six Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Ballarat campus, the Director, Catholic Education Office (Ballarat), the Head, School of Education (Vic) and the Head, School of Religious Education.

### **Cabrini Health Bursaries**

(Established by the Cabrinian Apostolic Planning Committee to assist students in financial need.)

1. Several Bursaries may be awarded each year to a total value of up to \$5,000.
2. The Bursaries will be open to students entering the second or third year of an undergraduate nursing or midwifery course offered by the School of Nursing and Midwifery (Vic) at the Melbourne campus of the University.
3. Applications should include -
  - (a) an explanation of how the Scholarship could financially support his/her intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need; and
  - (b) evidence of academic merit, based on overall performance in the course to date.
4. The Bursaries may be awarded each year on the recommendation of a Selection Committee consisting of the Associate Vice-Chancellor having responsibility for the Melbourne campus, the Pro-Vice-Chancellor (Students, Learning and Teaching), and the Head, School of Nursing and Midwifery (Vic).

### **Calvary John James Hospital Nursing Scholarship**

(Established in 2009 by Calvary John James Hospital to encourage and promote careers in nursing and to create opportunities for students who have experienced educational disadvantage.)

1. This Scholarship will have a value of \$2,500 per annum for the second and third year of the recipient's studies in the Bachelor of Nursing at the Canberra campus.
2. The Scholarship will be open to any Australian citizen or permanent resident of Australia enrolled as a full-time student and commencing the second year of the Bachelor of Nursing at the Canberra campus of the University, with priority given to students who can demonstrate educational disadvantage arising from geographic location, disability or chronic medical condition or financial, social or cultural factors.
3. Applications should include:
  - (a) evidence of the applicant's having achieved a minimum average of Credit either in the first year of the Bachelor of Nursing at Australian Catholic University or in the Canberra Institute of Technology (CIT) or other TAFE course for Enrolled Nurses;
  - (b) a written statement of approximately 200 words outlining:
    - (i) how the applicant's opportunities to pursue his/her studies have been affected by disadvantage due to disability or chronic medical condition, geographic location or financial, social or cultural factors; and
    - (ii) any community activities the applicant has undertaken which are consistent with the ethos of Australian Catholic University;
  - (c) evidence of the applicant's commitment to the nursing profession (eg a reference from an employer);

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- (d) evidence of the applicant's claim of educational disadvantage (eg a report from a qualified professional such as a medical practitioner or counsellor); and
  - (e) evidence of the applicant's contribution to and/or leadership in their commitment to the ethos of Australian Catholic University through community service, or a statement outlining the impact of the educational disadvantage described under (b)(ii) on the applicant's ability to participate in community service.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Canberra campus, the Head, School of Nursing (NSW and ACT) and a representative of the Australian Catholic University Foundation.

### **Canberra Southern Cross Club Scholarship**

(Established in 2008 by the Canberra Southern Cross Club to mark its long-standing commitment to providing assistance to young people and families in the ACT and its desire to support the mission of the University and its work.)

1. The Scholarship will have a value of up to \$2,500 paid in two equal instalments.
2. The Scholarship will be open to students entering the first year of study in any undergraduate course at the Canberra campus of the University and who live in the Australian Capital Territory.
3. Applications should include –
  - (a) evidence of academic merit;
  - (b) a written statement of approximately 200 words providing an explanation of –
    - (i) how the Scholarship could financially support the applicant's intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need; and
    - (ii) the applicant's commitment to the ethos of Australian Catholic University; and
  - (c) evidence of being a resident of the Australian Capital Territory.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Canberra campus, the Manager, Campus Ministry and the Director, Institute of Child Protection Studies.

### **Canon Australia Scholarship**

(Established in 2004 by Canon Australia Pty Ltd.)

1. The Scholarship will have a value of up to \$1,000.
2. The Scholarship will be open to an Australian student who is studying Japanese at the Strathfield campus of the University. Receipt of the Scholarship is subject to the student's participation in the University's Exchange Program or a Study Tour organised by the Japanese Studies Program.
3. Applications should include –
  - (a) evidence of academic merit;
  - (b) an explanation of how the Scholarship could financially support his/her intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need; and
  - (c) a statement of up to 1,200 words outlining clear objectives and short and long-term goals that would be assisted by participation in the Exchange Program or Study Tour to Japan.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Associate Vice-Chancellor having responsibility for the Sydney campuses, the Dean of Arts and Sciences and the Pro-Vice-Chancellor (Students, Learning and Teaching).

### **Catherine McAuley Scholarship**

(This is an endowed scholarship established in 2006 by the Sisters of Mercy in Queensland to honour Sister Catherine McAuley, founder of the Sisters of Mercy, and in recognition of the predecessor college McAuley College.)

1. The Scholarship will have a value of \$2,500 per annum for the length of the recipient's course.
2. The Scholarship will be open to commencing students enrolled in any undergraduate course (other than the Bachelor of Theology) at the Brisbane campus of the University. Preference will be given to

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applicants who are socially and economically disadvantaged, Indigenous students and students from rural and regional areas.

3. Applications should include –
  - (a) a 200 word statement providing:
    - (i) an explanation on how the Scholarship could financially support their intended program of study;
    - (ii) evidence of the applicant's contribution to and/or leadership in community service, through activities designed to create a more just, merciful and sustainable world;
  - (b) two referees' reports which address the above selection criteria.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Associate Vice-Chancellor having responsibility for the Brisbane campus, the Pro-Vice-Chancellor (Students, Learning and Teaching), a representative from the Sisters of Mercy in Queensland, and the Director, Australian Catholic University Foundation.

### **Council of Catholic School Parents (NSW) Scholarship**

(Established by the Council of Catholic School Parents (NSW) which has a continuing interest in the role, needs and challenges facing parents in the Catholic education system, particularly in New South Wales.)

1. The Scholarship will have a value of up to \$1,000.
2. The Scholarship will be open to final year students enrolled in an undergraduate course offered by the School of Education (NSW) at the Strathfield campus of the University and who are residents of New South Wales.
3. Applications should include –
  - (a) evidence of academic merit, with particular emphasis on the results of the previous year;
  - (b) demonstrated interest in the role of parents in the Catholic education system; and
  - (c) evidence of the applicant's contribution to and/or leadership in community service.
4. Six Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Head, School of Education (NSW), a representative from the Council of Catholic School Parents (NSW) and the Director, Australian Catholic University Foundation.

### **Doctor Henry Backhaus Scholarships**

(Sponsored by the Diocese of Sandhurst (Bendigo) to honour the memory of Dr Henry Backhaus, the first priest appointed to the Victorian goldfields.)

1. Several Scholarships may be awarded each year to a total value of up to \$5,000.
2. The Scholarship will be open to students enrolled in any year of an undergraduate course at the Ballarat campus of the University and who were from the Diocese of Sandhurst at the time of commencing the course.
3. Applications should include –
  - (a) evidence of academic merit;
  - (b) evidence of the applicant's contribution to and/or leadership in community service; and
  - (c) evidence of the applicant's involvement in and contribution to the Catholic community.
4. One or more Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Ballarat campus, and the Bishop of the Diocese of Sandhurst and one person having teaching responsibilities on the Ballarat campus, nominated jointly by the Deans of all the Faculties.

### **Dooleys Lidcombe Catholic Club Bursary**

(Established in 1995 and donated by Dooleys Lidcombe Catholic Club Ltd.)

1. Several Bursaries may be awarded each year to a total value of \$6,000.
2. The Bursaries will be open to students entering the second, third or fourth year of any undergraduate course at the Strathfield or North Sydney campus of the University.
3. Applications should include –
  - (a) an explanation on how the Scholarship could financially support the applicant's intended program of study;

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- (b) evidence of the successful completion of his/her first year of studies with outstanding academic achievement.
- 4. The Bursaries may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Heads of School which conduct undergraduate courses at the Strathfield and North Sydney campuses and the Director, Australian Catholic University Foundation.

### **Dooleys Lidcombe Catholic Club Scholarships**

(Established in 1995 and donated by Dooleys Lidcombe Catholic Club Ltd.)

1. Several Scholarships may be awarded each year up to a total value of \$4,000.
2. The Scholarships will be open to students entering the second year of any undergraduate course at the Strathfield campus of the University.
3. Applications should include –
  - (a) an explanation on how the Scholarship could financially support the applicant's intended program of study;
  - (b) evidence of the successful completion of his/her first year of studies with outstanding academic achievement.
4. The Scholarships may be awarded on the recommendation of a Selection Committee consisting of the Heads of School which conduct undergraduate courses at the Strathfield campus and the Director, Australian Catholic University Foundation.

### **Elizabeth Ann McCall Scholarship**

(Established in 2006 by the McCall family to celebrate the life of Elizabeth Ann McCall who died tragically in 2006, aged 41.)

1. The Scholarship, paid in two instalments, will have a value of \$2,500.
2. The Scholarship will be open to commencing students enrolled in the Bachelor of Education at the Brisbane campus of the University.
3. Applications should include –
  - (a) evidence of academic merit (based on OP score or entry rank);
  - (b) a written statement of approximately 200 words outlining the applicant's involvement with, and commitment to, social justice issues; and
  - (c) at least one referee's report from the applicant's school Principal or other relevant person testifying to his/her involvement in social justice issues and activities (eg St Vincent de Paul or similar agency) and/or involvement in school-based activities having a social justice focus.
4. The Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head, School of Education (Qld) and the Director, Australian Catholic University Foundation.

### **Francis Carroll Scholarship**

(Established by public appeal in 2006, in honour of Archbishop Francis Carroll's contribution to the Archdiocese of Canberra and Goulburn, on the occasion of his retirement as Archbishop.)

1. The Scholarship will have a value of up to \$2,500.
2. The Scholarship will be open to commencing students who relocate from rural or regional areas of the Archdiocese of Canberra/Goulburn or the Diocese of Wagga Wagga to undertake an Education course at the Canberra campus of the University.
3. Applications should include –
  - (a) evidence of academic merit (based on UAI score or entry rank);
  - (b) evidence of the applicant's contribution to and/or leadership in community service;
  - (c) an explanation on how the Scholarship could financially support his/her intended program of study;
  - (d) evidence of rural or regional background; and
  - (e) one referee's report from the applicant's school Principal which addresses the above selection criteria.

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4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Canberra campus, the Head, School of Education (ACT) and the Director, Australian Catholic University Foundation.

### **George Alexander Foundation Bursaries**

(Established in 2007 by the George Alexander Foundation, founded by the late industrialist and philanthropist George Alexander AM, for the purpose of assisting students with expenses relating to the professional experience component of their course.)

1. Each Bursary will have a value of \$1,000. The Bursary will be provided to assist with professional experience placement costs associated with Education and Nursing courses at the Ballarat campus. Preference will be given to applicants undertaking rural or remote placements.
2. The Bursaries will be open to all students undertaking any year of an Education or Nursing course at the Ballarat campus of the University.
3. An applicant must provide an explanation on how the Bursary could financially support his/her intended completion of the professional experience requirements of the applicant's course. In the case of students undertaking rural or remote placements, this may include factors such as additional travel and accommodation costs, and/or loss of income from part-time work.
4. Ten Bursaries may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Ballarat campus, the Head, School of Education (Vic), the Head, School of Nursing and Midwifery (Vic) and the Director, Australian Catholic University Foundation.

### **George Alexander Foundation Scholarships**

(Established in 2007 by the George Alexander Foundation, founded by the late industrialist and philanthropist George Alexander AM, for the purpose of assisting outstanding rural students especially those experiencing economic disadvantage, to achieve their undergraduate educational goals at the Ballarat campus successfully.)

1. The Scholarship will have a value of \$10,000, spread over three years of the course as follows:

First year:	\$4,000
Second year:	\$3,000
Third year:	\$3,000.
2. The Scholarship will be open to commencing students from rural or regional areas of Victoria (including Ballarat) who undertake any undergraduate course at the Ballarat campus of the University.
3. Applications should include –
  - (a) evidence of academic achievements;
  - (b) evidence of social, economic or geographic disadvantage impacting on the applicant and his/her studies;
  - (c) evidence of the applicant's initiative and commitment in his/her academic, professional or personal life (for example part-time employment, positions of leadership, community involvement or voluntary work); and
  - (d) supporting signed and dated original references, comprising:
    - (i) (a) in the case of students undertaking Year 12 studies in the preceding year, an academic reference from the applicant's school principal or Year 12 Coordinator; or
    - (b) in the case of other applicants, an academic reference and a statement of the applicant's other achievements since Year 12;
    - (ii) a reference from the applicant's employer, volunteer coordinator or senior member of the community who is familiar with the applicant's community involvement and contributions.
4. Recipients will be required to:
  - (a) maintain a minimum grade point average of at least 5 (credit) in each academic year;
  - (b) maintain a full-time study load at the Ballarat campus; and
  - (c) provide an annual report on progress and learning to the George Alexander Foundation.

In the event of exceptional circumstances preventing a recipient from maintaining full-time study, the recipient should make written submission to the University Scholarships Office outlining the circumstances and the recipient's intentions with regard to resumption of full-time study.

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5. Five Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of representatives from the George Alexander Foundation, the Campus Dean having responsibility for the Ballarat campus, and the Director, Australian Catholic University Foundation.

### **Gleeson Family Scholarship**

(Established in 2006 by the family of Mr John (Jack) Gleeson AM, whose work in industry and telecommunications improved the lives of thousands of people, particularly those living in isolated and rural areas.)

1. The Scholarship will have a value of \$4,000 per annum for the duration of the recipient's course.
2. The Scholarship will be open to commencing students enrolled for any undergraduate course at the Brisbane campus of the University. Preference will be given to applicants who are socially and economically disadvantaged and those from rural and regional Queensland, particularly from the Catholic Diocese of Townsville.
3. Applications should include –
  - (a) evidence that a course at Australian Catholic University was the applicant's first TAC preference;
  - (b) evidence of academic merit (based on OP score or entry rank);
  - (c) an explanation of how the Scholarship could financially support the applicant's intended program of study or evidence of rural or regional background;
  - (d) a written statement of approximately 200 words or less demonstrating commitment to the Catholic community; and
  - (e) two referees' reports, one from the applicant's local parish Priest and one from his/her school Principal.
4. One Scholarship may be awarded each year on the recommendation of the Selection Committee consisting of the Associate Vice-Chancellor having responsibility for the Brisbane campus, the Pro-Vice-Chancellor (Students, Learning and Teaching) and the Director, Australian Catholic University Foundation.

### **John F Slowey Memorial Bursary**

(Established in 1995 to commemorate the life of Monsignor John F Slowey, whose leadership and vision contributed to the survival and development of Catholic education in New South Wales.)

1. The Bursary will have a value of up to \$2,000.
2. The Bursary will be open to students who are enrolled for any undergraduate course at the Strathfield campus of the University and who are economically disadvantaged.
3. Applications should include:
  - (d) an explanation on how the Bursary could financially support their intended program of study; and
  - (e) documentary evidence of the applicant's circumstances for the purpose of assessment of financial need.
4. One Bursary may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head of each School which conducts undergraduate courses at the Strathfield campus and the Director, Australian Catholic University Foundation.

### **John F Slowey Memorial Scholarship**

(Established in 1995 to commemorate the life of Monsignor John F Slowey, whose leadership and vision contributed to the survival and development of Catholic education in New South Wales.)

1. The Scholarship will have a value of up to \$2,000.
2. The Scholarship will be open to students entering the second or third year of any undergraduate course offered by the School of Education (NSW) at the Strathfield campus of the University.
3. Applications should include:
  - (a) evidence of academic merit; and
  - (b) evidence of the applicant's contribution to and/or leadership in community service.

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4. Two Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head, School of Education (NSW) and the Director, Australian Catholic University Foundation.

### **Michael Myers Theology Scholarship**

(Established in 1999 by a gift from Mr Allan Myers AO QC in honour of his brother Michael.)

1. Several Scholarships may be awarded each year to a total value of up to \$5,000.
2. The Scholarships will be open to students who are living in rural or regional Victoria and who are enrolled in any undergraduate or postgraduate theology course at or through the Ballarat campus of the University.
3. Applications should include -
  - (a) evidence of academic merit;
  - (b) evidence of the applicant's contribution to and/or leadership in service to the rural or regional Church community; and
  - (c) an explanation on how the Scholarship could financially support the applicant's intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need.
4. The Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean, Ballarat campus, the Head, School of Theology and one other staff member of the School of Theology having teaching responsibilities on the Ballarat campus.

### **Oxley Scholarship**

(Established in 2009 by Oxley Health Care Recruitment ("Oxley"), a leading nursing agency for placing professionals in nursing jobs in Australia, in recognition of the significant role that education plays in the development and continuance of core principles, and to encourage students to undertake nursing placements in rural or regional Queensland.)

1. The Scholarship will have a value of \$4,000, paid as a one off payment.
2. The Scholarship will be open to commencing students enrolled in the Bachelor of Nursing course at the Brisbane campus of the University.
3. Applications should include –
  - (a) a referee's report providing evidence of the applicant's experiencing socio-economic disadvantage;
  - (b) a statement declaring an intention to undertake their third year practical placement in a rural or regional area of Queensland;
  - (c) a written statement of approximately 200 words providing an explanation of:
    - (i) why the applicant believes a nurse placement in rural or regional Queensland would benefit the community and its health care system; and
    - (ii) how the Scholarship could financially support the applicant's intended program of study.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), Head, School of Nursing and Midwifery (Qld) and the Director, Australian Catholic University Foundation.

### **Philip Malouf Perpetual Scholarship**

(Established in 1995 by public appeal in memory of the late Philip Malouf who was a prominent and highly respected lawyer and businessman who passed away in 1993. The fund was initiated by his son Craig.)

1. The Scholarship will have a value of up to \$2,500.
2. The Scholarship will be open to students entering the second, third or fourth year of their undergraduate course on any campus of the University to enable the recipient to enrich his/her studies by a travel grant for the purpose of overseas professional experience.
3. Applications should include –
  - (a) evidence of Australian citizenship or permanent residency;
  - (b) a proposal indicating anticipated benefits of the Scholarship;
  - (c) details of the applicant's proposed overseas professional experience;
  - (d) a budget estimate outlining airfares and accommodation expenses;

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- (e) a copy of the applicant's academic transcript; and
  - (f) two referees' reports, one academic from the Head of School or Course Coordinator and one personal.
4. Two Scholarships may be awarded each year on the recommendation of a Selection Committee consisting of the Dean of each Faculty.

### **Richard Charles Carroll Scholarship**

(Established in 1998 as a tangible memorial to Richard Carroll, son of one of the founding members of the University Senate, who died in an accident at Luna Park in 1979, aged 13 years.)

1. The Scholarship will have a value of up to \$2,000.
2. The Scholarship will be open to students entering the second year of the Bachelor of Exercise Science course at the Strathfield campus of the University.
3. Applications should include –
  - (a) evidence of academic merit, with particular emphasis on the results of the previous year; and
  - (b) evidence of the applicant's contribution to and/or leadership in his/her commitment to the ethos of Australian Catholic University through community service.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head, School of Exercise Science and the Director, Australian Catholic University Foundation.

### **Sarah Frawley Memorial Travel Award**

(Established in 2002 by the Sarah Frawley Memorial Trust in memory of Sarah Frawley who was an Australian Catholic University teacher education student at the Melbourne campus. Sarah died in 2001, aged 19 years.)

1. The Travel Award will have a value of \$1,800. The Award is offered in alternate years.
2. The Travel Award will be open to students who are enrolled in the third year of the Bachelor of Education (Primary) course at the Melbourne or Ballarat campus of the University and who are interested in broadening their cultural experience with a field experience placement in an Indigenous school in the Northern Territory.
3. Applications should include –
  - (a) evidence of the applicant's interest in Indigenous culture and his/her desire to improve conditions for Indigenous children through education;
  - (b) evidence of academic merit, with particular emphasis on the results achieved in the previous academic year.
4. One Scholarship may be awarded every second year on the recommendation of a Selection Committee comprising members of the Sarah Frawley Memorial Trust Fund, who may also consult with the Head, School of Education (Vic).

### **Siloam Korean Presbyterian Church Scholarship**

(Sponsored by the Siloam Korean Presbyterian Church.)

1. The Scholarship, paid in two half-yearly instalments, will have a value of \$1,000.
2. The Scholarship will be open to students entering the second or third year of any undergraduate course at the Strathfield campus of the University who can display commitment to community service and social justice.
3. Applications should include –
  - (a) evidence of the applicant's contribution to and/or leadership in community service and social justice; and
  - (b) evidence of academic merit, with particular emphasis on the results of the previous year.
4. Two Scholarships may be awarded each year, on the recommendation of a Selection Committee consisting of the Associate Vice-Chancellor having responsibility for the Strathfield campus, the Manager, Campus Ministry and one member of the academic staff of each of the Faculties teaching on the Strathfield camps, nominated by the respective Deans.

### **Sister Assumption Neary Bursary**

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(Established in 2000 by St John of God Health Care (Ballarat) to celebrate the contribution of Sister Assumption Neary SJG who, in various roles, has provided health care in the Ballarat community since 1959.)

1. The Bursary will have a value of up to \$1,500.
2. The Bursary will be open to commencing students who enrol in the Bachelor of Nursing course at the Ballarat campus of the University who have special needs or experience financial disadvantage.
3. Applications should provide evidence of special need or disadvantage in one or more of the following areas: –
  - (a) being an Indigenous Australian, having a disability, or being of non-English speaking family background;
  - (b) coming from a rural or regional background (normal place of residence being more than 150 km from Ballarat);
  - (c) an explanation on how the Bursary could financially support the intended program of study and/or other evidence of the applicant's circumstances for the purpose of assessment of financial need.
4. One Bursary may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Ballarat campus, the Head, School of Nursing and Midwifery (Vic) and the Manager, Student Equity and Disability.

### **Sister Cecily Dunne Scholarship**

(Established in 2000 by St John of God Health Care (Ballarat) to honour the work of Sister Cecily Dunne SJG who was the principal nurse educator of the School of Nursing St John of God Hospital, Ballarat from 1971 until it closed in 1990.)

1. The Scholarship will have a value of up to \$1,000 and the recipient will be guaranteed an interview for a position in the graduate nurse program at St John of God Health Care, Ballarat.
2. The Scholarship will be open to students undertaking third year studies in the Bachelor of Nursing course at the Ballarat campus of the University.
3. Applications should include evidence of –
  - (a) academic merit, with particular emphasis on the results of the previous year; and
  - (b) the applicant's excellence in nursing practice.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Campus Dean having responsibility for the Ballarat campus, the Head, School of Nursing and Midwifery (Vic) and a representative from St John of God Health Care.

### **Society of St Vincent de Paul Indigenous Student Scholarship**

(Established in 2005 and sponsored by the Broken Bay Diocesan Council of the Society of St Vincent de Paul.)

1. The Scholarship will have a value of up \$2,000 per annum for the balance of the recipient's course.
2. The Scholarship will be open to Indigenous students who have successfully completed the first year of any undergraduate course at the Strathfield or North Sydney campus of the University.
3. Applications should include –
  - (a) evidence of academic merit, with particular emphasis on the results of the previous year;
  - (b) an explanation on how the Scholarship could financially support the applicant's intended program of study; and
  - (c) evidence of commitment by the applicant to using her/his qualifications to work for the betterment of the Indigenous community.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Director, Yalbalinga Indigenous Education Unit and the Director, Australian Catholic University Foundation.

### **Staff OptionS Scholarship**

(Established in 2008 by an annual donation of \$2,500 from Staff OptionS to recognise and reward a student who can demonstrate his/her commitment to and leadership in the area of disability care.)

1. The Scholarship will have a value of \$2,500.

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2. The Scholarship will be open to commencing students who reside in south-east Queensland and who are enrolled in the Associate Degree in Social Science (Disability Care) course at the Brisbane campus of the University.
3. Applications should include –
  - (a) evidence of the applicant's residential address in south-east Queensland;
  - (b) evidence of the applicant's previous qualifications (equal to or greater than Certificate 3 in Disability Care);
  - (c) evidence of the applicant's personal/professional experience in the area of disability care (a minimum of three years);
  - (d) a written statement of approximately 200 words that –
    - (i) demonstrates the applicant's ongoing commitment to and support for people with a disability;
    - (ii) explains how the applicant's study in disability care would benefit the community and the disability sector; and
    - (iii) explains how the Scholarship could financially support the applicant's program of study.
4. One Scholarship may be awarded each year on the recommendation of a Selection Committee consisting of the Pro-Vice-Chancellor (Students, Learning and Teaching), the Head, School of Arts and Sciences (Qld) and the Director, Australian Catholic University Foundation.

### **St Patrick's Cathedral Choral Scholarship**

(Established by the Archdiocese of Melbourne via the Burke Foundation to foster the study of music and participation in the liturgical music program of St Patrick's Cathedral, Melbourne.)

1. The Scholarship will have a value of \$2,500 per student for the Cathedral Choir and \$1,500 per student for the Cathedral Singers.
2. Students must be currently enrolled in an undergraduate or postgraduate music course at the Melbourne campus of the University on at least a half-time basis.
3. Recipients are required to participate in the liturgical music program of St Patrick's Cathedral, Melbourne, as members of the St Patrick's Cathedral Choir or the St Patrick's Cathedral Singers or both.
4. Selection is by successful audition conducted by the Head, School of Arts and Sciences (Vic) and the Directors of each of their Choirs or their nominees.

**Further Information** (not part of the Schedule to the Scholarship Rules)

### **Scholarships for which application is made through the Universities Admission Centre (NSW and ACT)**

#### **Australian Catholic University Equity Bursary**

(Established in 1998 to provide financial support to Australian undergraduate students and holders of permanent humanitarian visas.)

#### **Commonwealth Scholarships**

**DEEWR:** [http://www.backingaustraliasfuture.gov.au/guidelines/csg\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/csg_guide.htm)

**ACU:** [http://www.acu.edu.au/courses/scholarships\\_-and-\\_financial\\_aid/](http://www.acu.edu.au/courses/scholarships_-and-_financial_aid/)

#### **Dominican Sisters of Eastern Australia and the Solomon Islands Equity Bursary**

(Established in 2006 by the Dominican Sisters of Eastern Australia and the Solomon Islands to provide financial support to students enrolled in an undergraduate Education course who are socially and economically disadvantaged, or who hold a permanent humanitarian visa.)

### **Scholarships which are managed external to Australian Catholic University, but for which ACU students are eligible to apply**

#### **Elizabeth Hunt Scholarship (managed by the Catholic Education Office, Sale Diocese)**

(Open to students completing Year 12 studies in the Diocese of Sale and who intend undertaking an undergraduate Education degree at the Melbourne or Ballarat campus of the University. Applicants must have listed the relevant ACU course as their first preference with the Victorian Tertiary Admissions Centre. Applicants are short-listed in November each year, subject to Year 12 results and subsequent offer of a place in an undergraduate Education course at the University.)

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**James Carroll Scholarship (managed by Catholic Education Office, Sydney)**

(Open to students who are entering the second year of the Bachelor of Education (Primary) course at the Strathfield campus of the University.)

**Parramatta Partners Scholarship (managed by Catholic Education Office, Parramatta)**

(Open to commencing students in any undergraduate course offered by the School of Education (NSW) at the Strathfield campus of the University.)

**Technical and Applied Science Scholarship (managed by Catholic Education Offices, Parramatta and Sydney and Catholic Schools Office, Broken Bay)**

(Open to students entering the third year of the Bachelor of Teaching/Bachelor of Arts (Technology) course or the Graduate Diploma in Education (with Curriculum Studies in Technology) course at the Strathfield campus of the University.)

**AWARD OF UNIVERSITY MEDALS - RULES**

**1. Award in Recognition of Academic Excellence**

Each year Academic Board may award University Medals in recognition of the achievement of outstanding academic merit.

**2. Eligibility**

- 2.1 To be eligible for award of a University Medal a student must have qualified for a Bachelor's degree with first class honours and have shown outstanding academic merit throughout their work for the degree.
- 2.2 An award may be made to a candidate on qualifying for a second Bachelor's degree, provided that the candidate qualifies for such degree with first class honours and is otherwise eligible for the award.
- 2.3 Factors to be taken into account in determining outstanding academic merit include results achieved throughout the course, standard of the honours thesis, the length of time taken to complete the course, and other factors deemed relevant by the Faculty Board.
- 2.4 A student is rendered ineligible for the award of a University Medal if the student has been guilty of a breach of the Statute 10 Student Conduct and Discipline or of the Academic Honesty Policy.

**3. Recommendations by Faculty Board**

Recommendations for the award shall be made by the respective Faculty Boards. At any time a Faculty Board may recommend more than one student from a School within the Faculty for an award.

**4. Role of Academic Board**

The Academic Board shall consider each recommendation made to it by a Faculty Board and, if approved, shall advise Senate of the names of the recipients of the award. It shall be the duty of the Academic Board to maintain, as far as possible, a uniformity of practice in relation to recommendations.

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### AWARD OF UNIVERSITY MEDALS - GUIDELINES

#### 1. General

- 1.1 University Medals may be awarded in recognition of the achievement of outstanding academic merit by the best performing first class honours graduates of the relevant year.
- 1.2 The Academic Board will each year determine a minimum Medals Score and may limit the number of University Medals awarded in any one year.

#### 2. Criteria for Determination of Outstanding Academic Merit

- 2.1 Eligibility for the award of a University Medal is based on consideration of the academic achievement of students throughout their course of study leading to the award of the degree with first class honours. The major criterion to be taken into account in the assessment of outstanding academic merit is the Medals Score, calculated in accordance with clause 4 below.
- 2.2 A Faculty may put forward other factors which demonstrate outstanding academic merit, in support of a nomination.
- 2.3 A student who has failed<sup>41</sup> any unit will not be eligible for the award of a University Medal.

#### 3. Procedures

- 3.1 Deans will be advised of the minimum Medals Score determined by the Academic Board by the commencement of second semester of the relevant year.
- 3.2 The Faculty Boards, at the end of January each year, will advise the University Medals Committee of Academic Board of the names of those students of outstanding academic merit recommended for a University Medal and the rationale for their selection. The Committee will make recommendations for the award of University Medals to the February meeting of Academic Board.

#### 4. Medals Score

- 4.1 The Medals Score is the average of grades of result obtained by the student weighted by the credit point value of each unit, for units from the pass and honours course, selected as follows:
  - (a) all units comprising the final 80 cp of the pass degree and 80 cp from the honours year<sup>42</sup>; and
  - (b) the student's highest graded units having a total credit point value of 80 cp selected from the first 160 cp undertaken towards the pass degree<sup>43, 44</sup>.

Numerical equivalents of grades for this purpose are as listed below:

High Distinction.....	7	Pass Conceded.....	3
Distinction.....	6	Fail.....	1
Credit.....	5	Withdrawn Fail.....	1
Pass.....	4		

- 4.2 A student who completes the final honours year only at this University will be eligible for the award of a University Medal. In such a case, the results of the honours year only will be included in the calculation of the Medals Score.
- 4.3 In the case of a course within a dual degree, results in units counted towards the relevant honours degree only will be taken into consideration.
- 4.4 Where a student has undertaken extra units beyond the requirements of the honours degree, results in any units not so required will be excluded from the calculation of the Medals Score.

<sup>41</sup> whether a Fail (NN) or Fail Withdrawn (WN) grade is awarded

<sup>42</sup> In the case of on-course honours [eg Bachelor of Social Work (Hons)], all units in the final two years of the course are included in the calculation.

<sup>43</sup> In identification of the highest graded 80 cp or the first 160 cp, the interpretation most favourable to the student will be adopted. For example, there may be situations in which "the first 160 cp" may not be interpreted easily, as units taken in the semester in which 160 cp are completed may bring the total to more than 160 cp; in such a case, the interpretation most favourable to the student will be adopted in choosing the units making up the first 160 cp.

<sup>44</sup> Where a student has completed fewer than 80 cp under this paragraph, results in all units undertaken will be counted.

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4.5 Where the student has been granted credit towards the degree for studies while enrolled in another course at this University or at another institution, results gained in those studies will be included in the calculation of the Medals Score only if specified credit for individual units was granted under the relevant degree rules.

4.6 Results of PS (ungraded pass) will be excluded from the calculation of the Medals Score.

### 5. **Presentation of University Medals**

University Medals will be presented to students at the relevant graduation ceremony each year.

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### AWARD OF FACULTY MEDALS - RULES

#### 1. Award in recognition of academic excellence

Each Faculty may each year award Faculty Medals, in recognition of the achievement of academic excellence, as follows:

Faculty	Medal Level
Arts and Sciences	Pass Medal, for achievement at the undergraduate degree level
	Honours Medal, for achievement at the Honours degree level
Business	Pass Medal, for achievement at the undergraduate degree level
	Honours Medal, for achievement at the Honours degree level
Education	Pass Medal, for achievement at the undergraduate degree level
Health Sciences	Pass Medal, for achievement at the undergraduate degree level
	Honours Medal, for achievement at the Honours degree level
Theology and Philosophy	Pass Medal, for achievement at the undergraduate degree level
	Honours Medal, for achievement at the Honours degree level

#### 2. Eligibility for award of Faculty Medal

##### 2.1 Faculty Pass Medal

To be eligible for the award of a Faculty Pass Medal, a student must have qualified for a Bachelor's degree and have achieved a Medals Score of at least 6.00 across the undergraduate award, with a normal equivalent full-time duration as follows:

Faculty of Arts and Sciences	Two years (Bachelor of Social Work); three years, all other courses
Faculty of Business	Three years
Faculty of Education	Four years
Faculty of Health Sciences	Three years
Faculty of Theology and Philosophy	Three years

##### 2.2 Faculty Honours Medal

To be eligible for the award of a Faculty Honours Medal, a student must have qualified for the Bachelor's degree with First Class Honours and have achieved a Medals Score of at least 6.00 calculated in accordance with the Guidelines for the Award of University Medals.

##### 2.3 General eligibility criteria

2.3.1 A student is rendered ineligible for the award of a Faculty Medal if the student has been guilty of a breach of Statute 10 Student Conduct and Discipline or of the Academic Honesty Policy.

2.3.2 Where two eligible students for a Faculty Honours Medal cannot be separated on the basis of the Medals Score alone, the Examiners' Reports and a report from the Head of School, prepared with advice from the principal supervisor, as appropriate, will be used to determine the recipient.

2.3.3 Where two eligible students for a Faculty Pass Medal cannot be separated on the basis of the Medals Score alone, and the course includes professional experience, clinical placement, field experience or related units, reports from placement supervisors will be considered in determining the recipient.

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### 3. **Procedures**

The records of eligible students will be reviewed by the relevant Faculty Medals Committee which will make a recommendation to the Faculty Board no later than its February meeting each year.

In the event that the Faculty Board determines that there is no eligible candidate for any award, no award will be made in that year.