Yalbalinga
Aboriginal Education Unit

Residential Information 2004

A Guide for Students
Attending Residential Programs.
WHAT AM I ENTITLED TO?

Any students who reside out of Sydney metropolitan area or take at least one and a half hours each way of travel are entitled to:

- Travel / Accommodation/ Meal allowance

If you are not sure about what you are entitled to you can speak to:
Marge Campbell (Admin Officer) (02) 9701 4259

NOTE:
Attendance at lectures is a crucial part of and a requirement for the completion of the course. Students who are traveling and receiving allowance, travel and accommodation must remember these are paid by DEST to the University and for which the University is accountable. If for some reason you cannot attend a lecture it is necessary for you to discuss your absence with the lecturer or course co-ordinator and provide written explanation / medical certificate to Yalbinga.

THINGS YOU MUST DO

If you feel that you are entitled to travel, accommodation and meal allowance, here are a list of things you must do before being able to claim entitlements.

1. Students need to be enrolled.
2. All Students need to pay Students Fees of $45 per semester.
3. Register with ABSTUDY

These three tasks need to be completed before students attend any residential.

If you have any problems please contact:
Danielle 02 9701 4258 or Marge 02 9701 4259
**STUDENT FEES**

In Semester 2 this year a new system will be introduced. At the first residential for each semester when you receive your meals allowance you will also receive a fees invoice (it will not be sent to you in the mail). A representative from ACU finance will accept your fees payment and you will be issued with a receipt as your proof of enrolment. Students who live in Sydney and who do not receive a meals allowance can also pay fees on-the-spot. If you have already paid your fees through the bank, you are required to show us proof of payment.

**TRAVEL**

All Students who travel to Residential Programs will travel by Plane, Train, Coach or Car. We ask all students to give correct information well ahead of Residentials. If you are sick and not attending the residential you need to contact Yalbalinga by phone and obtain a Medical Certificate, which must be received by Yalbalinga.

_Frequently asked Questions about travel :_

1. **Who books my travel ?**
   Marge Campbell is the Residential Officer at Yalbalinga. Marge will book all your travel, accommodation and also organise your meal allowance.

2. **Can I make changes ?**
   You must notify Marge as soon as possible as she is the only approved person to change your travel.

3. **What happens if I can’t attend Residential?**
   Notify Marge or Danielle. If you are sick and cannot attend Residential please send in a Medical Certificate to Yalbalinga as soon as possible. If you have a personal problem you need to discuss this with Yalbalinga Staff or your Course Coordinator.
FORMS OF TRAVEL

AIR: Students who are traveling by air will be traveling with Qantas or Hazelton Airways. The minimum check in time for departure from a domestic terminal is 45 minutes. You must show identification when checking in. Students who are bringing Children should be aware that Qantas charge children 2-12 years of age at children's prices. We do not pay for children's travel.

RAIL: Students who travel by train must collect their ticket at the train station 45 minutes before departure. You must present your ID Card. If you make any changes after bookings have been finalised you will incur a $5 charge payable to Country Link at time of change.

COACH: Students traveling by Coach must collect their ticket from the Coach Terminal or Driver, at least 30 minutes before travel. You will also need to present your student ID Card.

When arriving at Central Station you can catch a Taxi or walk to your accommodation. A taxi will cost you about $5-10. You could also catch a bus along Broadway.

CAR: Students may choose to travel by personal vehicle to the Residential. Students need to keep original receipts of all fuel purchase to be reimbursed. Students will receive a letter in the Post with times and Bookings numbers around one week prior to Residentials.

YALBALINGA BUS SERVICE

For some Residentials, a free 22 seater bus service will be provided to pick up and drop off students. It will pick up students in the morning around 8:00am from outside your accommodation venue. The bus will drop off students in the afternoon when all classes are finished, normally around 4:30—5:00 pm. Signs will be posted around Yalbalinga about bus service details.

Other ways to get from Uni Lodge to University are by bus (no.483 which takes you direct to Uni), 461 to Strathfield station or Train to Strathfield from Central station. From Strathfield station you can walk to Uni along Albert Rd or catch the 483 to University.
ACCOMMODATION

Accommodation is usually provided at either the Uni-Lodge Hotel (Broadway) or Town and Country Motel (Strathfield), however we are trialling a couple of new venues this year. Accommodation is for University students only. Any alterations to accommodation arrangements are made by Marge Campbell.

**Uni Lodge Hotel**
Cnr Bay St and Broadway
Broadway NSW 2007
(02) 9338 5000

**Rydges Camperdown**
9 Missenden Rd
Camperdown
(02) 9516 1522

**Town and Country Motel**
Liverpool Rd,
Enfield NSW 2135
(02) 9642 0444

**Oakford City West**
22-23 Missenden Rd
Camperdown, 2050
(02) 9557 6100

Remember you represent Australia Catholic University and Yalbalinga. Please demonstrate responsible behaviour at all times whilst attending Residentials.

**UNPAID ACCOUNTS:** Accounts rendered at places of accommodation (eg phone, meals) must be paid prior to departure. **There will not be any travel booked for the next Residential until the account has been paid.**

**FOOD SHOPPING:** Across the road from the Uni Lodge is the Broadway shopping centre including a supermarket and many food outlets. Town and Country Motel provide meals or Enfield, Strathfield or Burwood Shopping outlets are close by.
MEALS ALLOWANCE

Students for whom travel has been arranged who are enrolled, have paid fees and registered with ABSTUDY will receive a meal allowance. This is an amount of money for breakfast, lunch and dinner throughout the week. The money is usually given out on the Monday of Residential between 11.00 am and 1.00 pm in one of the conference rooms at the Universities front office. You need to sign your Name on receiving the money and this must be witnessed.

HOW IS IT WORKED OUT?

It is calculated by these approximate costs:

Breakfast $ 17 / Lunch $ 19/ Dinner $ 34 for the length of time you are at Residential. These are Subject to change are may be altered according to Budget constraints.

This allowance is paid to you by DEST so that you attend all lectures. If you are absent for any part of the days you are attending a Residential without an explanation you will be required to re-pay the monies for the absent time. This will usually occur as a deduction from your next allowance.

Please Budget your meal allowance for the week, as Yalbalinga does not issue monies outside of your entitlements.

CHILDREN ON CAMPUS

ACU has recently put in place a children on campus policy. If you are wanting to bring children to University you must consult with the lecturer and Yalbalinga staff prior to residential. Also if children are attending a Residential with you they must be under adult supervision at all times. Yalbalinga staff will not supervise children.
TUTOR SERVICE

If you require a tutor please contact the ATAS coordinator Don Cruttenden on (02) 9701 4261. As most students live away from Sydney it is usually up to the student to find a tutor. Tutors must have a University qualification. We also endeavor to get a tutor(s) available during residential.

INDIGENOUS WEEK

This is usually held on campus in July each year and we try to combine it with a residential. Keep a look out for events on campus. In previous years we have had flag raisings, Art exhibitions, dancing, film viewings and guest speakers.

WEB SITE & LOGO

A website for ACU Indigenous services and a logo for Yalbalinga have been designed and can be found at www.acu.edu.au/indigenous. We would appreciate your comments.

YALBALINGA HOUSE KEEPING

Coffee / Tea:
Please feel free to help yourself to coffee, tea and biscuits. Please keep the sink, lounge and computer areas clean and tidy.

Office Space:
Please keep out of the office area of Yalbalinga unless you have business you need to attend to.

Telephone:
You must ask a staff member if you want to use a phone in Yalbalinga. Phone calls in Yalbalinga office are to be used for urgent calls only and should not be made to Mobile phones.

Student Common Room:
There is a student common room near the library with a pool and table tennis tables for everyone to use.
# IMPORTANT NUMBERS

## Yalbalinga Contacts

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ken Ralph</td>
<td>Director</td>
<td>02 9701 4260</td>
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<tr>
<td>Don Cruttenden</td>
<td>Senior Administration Officer</td>
<td>02 9701 4261</td>
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<td>Marge Campbell</td>
<td>Administration Officer</td>
<td>02 9701 4259</td>
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<tr>
<td>Danielle Dent</td>
<td>Administration Assistant</td>
<td>02 9701 4258</td>
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<td></td>
<td>Student Support Officer</td>
<td>02 9701 4272</td>
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<td>Yalbalinga Fax:</td>
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<td>02 9701 4189</td>
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<td>Student Rep. Council (SRC)</td>
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<td>02 9701 4265</td>
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<td>ACU Reception</td>
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<td>02 9701 4000</td>
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<tr>
<td>Alison O’Day</td>
<td>Primary Course Coordinator</td>
<td>02 9701 4164</td>
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<tr>
<td>Pat Cavanagh</td>
<td>Secondary Course Coordinator</td>
<td>02 9701 4153</td>
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<td>Sue Whisker</td>
<td>Primary Prac Coordinator</td>
<td>02 9701 4327</td>
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<td>Qantas/Hazelton Airlines</td>
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<td>Country Link</td>
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<td>Uni-Lodge- accommodation</td>
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<td>02 93 38 5000</td>
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<td>Town &amp; Country accommodation</td>
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<td>02 9642 0444</td>
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<td>Rydges - accommodation</td>
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<td>02 9516 1522</td>
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ACU

Student Code of Conduct &
Academic Regulations

The following information is taken from the universities code of conduct and academic regulations. Further information can be found in the ACU Handbbook 2004 or at the following website addresses:

Student Code of Conduct

Academic Regulations

Please take time to read the information provided.
PREAMBLE
The following Student Code of Conduct has been formulated in the context of the University’s commitment to Christian values and principles, and in particular its respect for the dignity of each human person.

If problems relating to student conduct arise it is expected that they will be dealt with from the beginning in a spirit of truthfulness, understanding and reconciliation. It is to be hoped that most problems will be resolved through consultation and reflection, and that recourse to the formal Student Code of Conduct will be necessary only as a last resort.

1. STUDENT CONDUCT

Students must observe the following code of conduct:

1.1 Students are to conduct themselves with due regard to the rights and welfare of students and staff and members of the public.

1.2 Students must not conduct themselves in a manner detrimental to the reputation or to the orderly functioning of the University and its activities.

1.3 Students must not wilfully damage or use without authority the property of the University or any other property used by the University or its students or staff.

1.4 Students must observe all Rules and Regulations concerning their conduct that are made from time to time by the University.

2. BREACH OF THE STUDENT CODE OF CONDUCT

2.1 Any member of the University may report a student to the Designated Officer for an alleged breach of the Student Code of Conduct. The Designated Officer at State level will be appointed by the Senior University Officer of the State / Territory (currently Pro-Vice-Chancellor: New South Wales, Queensland, Victoria; Rector: ACT).

2.2 On receiving a report of alleged breach of the Student Code of Conduct the Designated Officer will, after due consideration:

   2.2.1 decide that no action is required,
   or
   2.2.2 refer the matter directly to the Discipline Committee.
If it is decided that no action be taken the Designated Officer will communicate the decision in writing to the member making the original allegation, with a copy to the Senior University Officer.
5. **ASSESSMENT**

5.1 **Assessment Procedures and Requirements**

5.1.1 *Designation of Lecturer-in-Charge*

There will be a Lecturer-in-Charge, nominated by the Head of School, for each unit offered by that School. The Lecturer-in-Charge of the unit is responsible for coordinating the preparation of Unit Outlines and for coordinating results in accordance with School guidelines.

5.1.2 Assessment may include a range of methods such as formal end of semester examination, continuous assessment throughout the semester, written assignments, essays, theses, practical assessments and field trips/projects. Students will be advised at the commencement of their studies as to what methods will be used.

5.1.3 *Completion of unit requirements*

To complete the requirements for a unit a student must:

(a) comply with all University statutes and rules;

(b) pay all relevant fees and charges;

(c) complete all unit requirements as prescribed in the Unit Outline; and

(d) gain a grade of Pass Conceded or higher in accordance with Regulation 5.3.

*Examples of unit requirements include –*

* attending classes (eg lectures, tutorials, laboratory and practical classes)*
* undertaking and submitting research and assignment work for assessment*
* undertaking projects and/or group work*
* undertaking examinations*
* undertaking field work, industrial and/or practical placements or volunteer experience*
* undertaking police checks or submitting declarations such as ‘prohibited person declarations’*
* obtaining a current first aid or CPR certificate*
* undergoing required immunisation.*

5.1.4 **Unit Outline**

By the end of the first lecture week the Lecturer-in-Charge of the unit is to make a Unit Outline available to each student enrolled in that unit. The Unit Outline includes details of unit objectives, assessment tasks, percentage of marks allocated to assessment tasks, dates for the submission of assessment, and any special requirements of that unit.

5.1.5 **Attendance requirements**

Attendance at scheduled lectures and classes is expected. It is compulsory to attend classes so designated in Unit Outlines.

5.1.6 **Allocation of grades**

Grades in a unit are assigned by the Lecturer-in-Charge, and must be ratified by the Head of School or nominee prior to submission to Student Administration; if the Head of School or nominee is unable to ratify a grade the Head is entitled to seek the opinion of a second expert examiner in consultation with the Lecturer-in-Charge. A student’s grade in a unit may be changed only within six months of the original allocation of final grade and then only with the approval of the relevant Head of School, or as provided under Regulation 7.

5.1.7 **Factors affecting performance**

If a student believes that personal circumstances are likely to affect performance in an assessment task in a unit the student is responsible for notifying the Lecturer-in-Charge and Course-Co-ordinator before the due date for submission of an assessment task. Alternatively, students may discuss their concerns with the appropriate Head of School, prior to the submission date for an assessment task.
5.1.8 **Extension for an assignment**

A student may apply to the Lecturer-in-Charge for an extension to the submission date of an assignment. Requests for extension shall be made on or before the due date for submission, and must demonstrate exceptional circumstances which warrant the granting of an extension.

Assignments submitted after the due or extended date will incur a 10% penalty of the maximum marks available for that assignment. Assignments received more than three calendar days after the due or extended date will not be allocated a mark.

5.2 **Termination of Enrolment**

5.2.1 **Warning and counselling of students at risk**

A student who has failed more than 30% but less than 50% of the credit points for which the student enrolled in any semester will be warned that further failure may lead to liability for termination of his/her enrolment. Such a student will also be encouraged to undertake academic counselling before continuing in the course.

5.2.2 **Requirement to show cause why enrolment should not be terminated**

A student will be required to show cause why his/her enrolment should not be terminated if the student has failed 50% or more of the credit points for which the student enrolled over any two consecutive semesters.

A student in an Honours program will be required to show cause if the student has achieved less than a Pass in any individual coursework unit in the Honours program.

5.2.3 **Timing of submission showing cause why enrolment should not be terminated**

Any submission from a student showing cause why his/her enrolment should not be terminated must be in writing and be submitted within 10 working days from the date of notification of the requirement to show cause.

5.2.4 **Consideration of show cause submission**

The submission from a student showing cause why his/her enrolment should not be terminated will be considered by the relevant Course Co-ordinator who may determine:

a. that the cause shown is of sufficient merit to warrant the student’s continuation in the course;
b. that the cause shown is of sufficient merit to warrant the student’s continuation in the course, subject to specified provisos; or
c. that the cause shown is not of sufficient merit to warrant the student’s continuation in the course.

The student will be advised of the decision of the Course Co-ordinator within 20 working days from the date of notification of the requirement for the student to show cause.

5.2.5 **Termination of enrolment**

A student’s enrolment in a course of study is terminated, unless otherwise determined by the Head of School, if the student:

a. has failed any unit on three occasions;
b. has failed the same clinical or teaching practicum (or other assessable professional practical experience unit) on two occasions or failed two separate clinical, teaching or counselling practicum units;
c. having previously been allowed to re-enrol for cause shown, subsequently has failed any unit; or
d. has exceeded the maximum time for completion of the course.

5.2.6 **Effective date of termination**

Any termination of enrolment under this Regulation will take effect from the end of the semester during which the student became liable for such termination.

5.2.7 **Request for review of termination**
A student may apply for review of any termination of enrolment under the provisions of Regulation 7.

5.2.8 Application for re-admission to same course

Any subsequent application for re-admission to the same course will not be considered until at least three semesters have elapsed from the date of termination. Re-admission is subject to approval by the Head of School.

5.2.9 Application for admission to different course

A student whose enrolment in a course has been terminated may subsequently apply for admission to another course.

5.2.10 Application for re-enrolment in units failed

A student who has failed a unit on three occasions may not enrol in units in that discipline until at least three semesters have elapsed from the date of termination; re-enrolment in such units is subject to the approval of the Head(s) of School(s) concerned.

5.4 Plagiarism, Collusion and Recycling

5.4.1 Definition

Plagiarism occurs when a student presents as their own work the thoughts, ideas, findings or work of another person or persons, without due acknowledgement of the source.

Collusion occurs where a student works with others, without permission, to produce work which is then presented by individual students as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion is a form of plagiarism.

Recycling means 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.

Note: Examples of plagiarism, collusion and recycling are contained in the Academic Honesty Policy which is available at [http://www.acu.edu.au/course_areas/Handbooks](http://www.acu.edu.au/course_areas/Handbooks)

5.4.2 Investigation and resolution of any allegation of plagiarism, collusion or recycling

Any allegation of plagiarism, collusion or recycling will be investigated and resolved in accordance with the Academic Honesty Policy.

5.4.3 Consequences of exclusion

In the event that a student is excluded for breach of the Academic Honesty Policy any subsequent application for re-enrolment will not be considered until at least three semesters have elapsed from the date of exclusion. Re-enrolment is subject to approval by the relevant Head of School.