

AFTRS

**STUDENT  
HANDBOOK  
2017**



# CONTENTS

- AFTRS Values
  - Code of Conduct
  - Teaching at AFTRS
  - Principal Dates
1. Admission
    - 1.1 Merit Selection
    - 1.2 Appeals
    - 1.3 Waitlists
  2. Enrolment and Orientation
    - 2.1 Enrolment
    - 2.2 Payment of Fees
    - 2.3 FEE-HELP
    - 2.4 Re-crediting FEE-HELP Balances or Refunding Upfront Payments
      - 2.4.1 Withdrawing Before Earliest Census Date
      - 2.4.2 Withdrawing After Earliest Census Date
      - 2.4.3 Application for Refund or Credit
    - 2.5 Orientation
    - 2.6 Student ID Cards
    - 2.7 Student Records
    - 2.8 Privacy
    - 2.9 Communication
    - 2.10 Semester Dates
  3. Attendance
    - 3.1 Attendance
      - 3.1.1 Extended Absences
  4. Equipment Access
    - 4.1 Student Access to Equipment – Course Related Practice
    - 4.2 Loss and Damage of School Equipment
  5. Assessment
    - 5.1 Assessment
      - 5.1.1 Submission of Assignments
      - 5.1.2 Marking Scheme
      - 5.1.3 Extension Requests
      - 5.1.4 Late Submission Penalties
      - 5.1.5 Weighted Average Mark
  6. Copyright
    - 6.1 Using Copyright Material in your Work
    - 6.2 AFTRS Copyright Policy for Student Work
    - 6.3 Student Film Distribution
    - 6.4 Use of the AFTRS Logo
  7. Progression
    - 7.1 Failing an Assignment
      - 7.1.1 Late/Non-Submission of Work
    - 7.2 Course Progression Rules
      - 7.2.1 Diplomas and Advanced Diplomas
      - 7.2.2 Bachelor of Arts
      - 7.2.3 Postgraduate Courses
    - 7.3 At Risk and Show Cause
    - 7.4 Exclusion
  8. Academic Appeals

- 8.1 Investigation of Appeals against Assessment Results
- 8.2 Academic Appeals Committee
- 9. Academic Integrity and Misconduct
  - 9.1 Academic Integrity
  - 9.2 Academic Misconduct
    - 9.2.1 Investigations of Academic Misconduct
    - 9.2.2 Penalties for Academic Misconduct
  - 9.3 Misconduct
    - 9.3.1 Misconduct Investigation
    - 9.3.2 Misconduct Appeals
    - 9.3.2 Misconduct Outcomes
- 10. Course Transition Arrangements
  - 10.1 Course Transition Arrangements
  - 10.2 Credit Granted
- 11. Tuition Assurance Exemption
- 12. Enrolment Status
  - 12.1 Withdrawal
  - 12.2 Special Consideration
  - 12.3 Leave of Absence
    - 12.3.1 Sub-Degree Programs
    - 12.3.2 Bachelor of Arts
    - 12.3.3 Postgraduate Programs
- 13. Complaints
  - 13.1 General Principals
  - 13.2 Exclusions to this Policy
  - 13.3 Procedures for Lodging a Complaint
  - 13.4 Stage 1: Informal Procedure for Resolution of a Complaint
  - 13.5 Stage 2: Formal Procedure for Resolution of a Complaint
  - 13.6 Stage 3: External Procedures for the Resolution of a Complaint
  - 13.7 Documents
  - 13.8 Record Keeping
  - 13.9 Communication Regarding these Procedures
- 14. Graduation
  - 14.1 Exit Clearance
  - 14.2 Graduation
  - 14.3 Testamurs and Transcripts

# VALUES

## WE STRIVE FOR **MASTERY**

We know that mastering this craft is a life-long endeavour. There is always more to learn.

## WE ENCOURAGE **DARING**

Nothing great ever came from playing it safe. We are bold. We take risks.

## WE BELIEVE IN **MERITOCRACY**

Talent always gets a fair go here, wherever it comes from.

## WE PRACTICE **GENEROSITY**

We're open to the world and each other. The stories we share nurture our culture.

## WE WORK **TOGETHER**

We are in this together, working to create a whole that's bigger than ourselves.

# STUDENT CODE OF CONDUCT

**AFTRS expects the conduct of students to be marked by an open-minded pursuit of excellence, driven by a desire to improve, committed to collaboration and diversity and guided by a respect for the ideas and rights of others.**

To create a dynamic learning environment where all students are challenged and supported to grow, AFTRS expects that students will:

- behave honestly and with integrity, and act with care and diligence;
- treat everyone with respect and courtesy, embracing equality, diversity and inclusion;
- actively engage in learning (on campus and online) in a positive and respectful manner by attending all scheduled sessions, completing coursework in good time (including assessments) and maintaining communication between themselves and the school;
- respect the collaborative nature of the learning environment;
- acknowledge the ideas, materials, concepts, processes and practices of others they have used, or developed, in their own work;
- comply with all applicable policies, rules and procedures.

The following may be considered acts of misconduct. This list should not be considered exhaustive:

- behavior that is threatening, violent, coercive or discriminative, bullying, or disorderly and is deemed to be harassment or victimisation – wherever it may take place;
- actions that cause disruption to the learning experience of other students or to the activities of the School;
- conduct that causes, or potentially causes, harm to people or property;
- providing information to or about AFTRS that is false or misleading or failing to maintain confidentiality with regard to your dealings with the School;
- misuse of AFTRS resources as defined by relevant policies;
- use of AFTRS name, reputation, or resources for private gain or for the benefit of a third party, without prior authorisation.

If a student is in breach of this Code of Conduct, AFTRS published misconduct processes will apply.

# TEACHING AT AFTRS

AFTRS believes that through a process of reflective practice and learning, students will be able to achieve an understanding of the key concepts of storytelling for the screen and for broadcast through the creative application of the latest industry approaches.

An approach of student-centred experiential learning forms the foundation of the School's approach to career-focused education. Students learn through a cycle of experience, observation, conceptualisation and experimentation whilst being led, encouraged and informed by industry practitioner teachers. Teachers should act as experts in their subject, but also as guides or facilitators and where appropriate as co-creators with the student.

Finally, AFTRS believes that filmmaking education should be an authentic experience for our students, and one that encourages them to be creative and innovative practitioners within the context of current industry practice.

# PRINCIPAL DATES

<b>Semester 1 Classes Commence:</b>	Master of Screen Arts - Year 2	Monday 13 February
	Master of Arts Screen: Business and Leadership	Friday 24 February
	Core Radio Skills, Diplomas, Advanced Diplomas, Graduate Certificates, Graduate Diploma in Radio, Master of Arts Screen – Year 1, Master of Screen Arts and Business, Bachelor of Arts – Years 1 & 2	Monday 27 February
	Bachelor of Arts – Year 2	Monday 13 March
<b>Semester 1 Census Dates</b>	Dates vary, see the 2017 Schedule of Fees	
<b>Easter Break</b>	Friday 14 to Monday 17 April	
<b>Anzac Day</b>	Tuesday 25 April	
<b>Queen's Birthday</b>	Monday 12 June	
<b>Semester 1 Ends</b>	Master of Screen Arts - Year 2	Sunday 4 June
	Diplomas, Advanced Diplomas, Graduate Certificates, Graduate Diploma in Radio, Master of Arts Screen – Year 1, Master of Screen Arts and Business, Master of Arts Screen: Business and Leadership, Bachelor of Arts – Years 1 & 2	Sunday 18 June
	Bachelor of Arts – Year 2	Sunday 2 July
<b>Mid-Year Break</b>	Diplomas, Advanced Diplomas, Graduate Certificates, Graduate Diploma in Radio, Master of Arts Screen – Year 1, Master of Screen Arts and Business, Master of Arts Screen: Business and Leadership, Bachelor of Arts – Years 1 & 2	Monday 19 June to Sunday 16 July
	Bachelor of Arts – Year 2	Monday 3 July to Sunday 30 July
<b>Exit Clearance Date</b>	Master of Screen Arts - Year 2	Sunday 11 June
	Diplomas, Advanced Diplomas, Graduate Certificates, Graduate Diploma in Radio, Master of Arts Screen – Year 1, Master of Screen Arts and Business, Master of Arts Screen: Business and Leadership, Bachelor of Arts – Years 1 & 2	Sunday 25 June
<b>Moodle and Email Access Ends for Completing Students</b>	Sunday 30 July	
<b>Semester 2 Classes Commence</b>	Core Radio Skills, Diplomas, Advanced Diploma, Graduate Certificates, Graduate Diploma in Radio, Master of Arts Screen – Year 1, Master of Screen Arts and Business, Master of Arts Screen: Business and Leadership, Bachelor of Arts – Years 1 & 2	Monday 17 July
	Bachelor of Arts – Year 2	Monday 31 July
<b>Census Dates</b>	Dates vary, see the 2017 Schedule of Fees	
<b>Labour Day</b>	Monday 2 October	
<b>Semester 2 Ends</b>	Diplomas, Advanced Diploma, Graduate Certificates, Graduate Diploma in Radio, Master of Arts, Master of Screen Arts and Business, Master of Arts Screen: Business and Leadership, Bachelor	Sunday 5 November

	of Arts – Years 1 & 2	
	Bachelor of Arts – Year 2	Sunday 19 November
<b>Exit Clearance Date</b>	Sunday 12 November	
<b>Moodle and Email Access Ends for Completing Students</b>	Sunday 17 December	



# 1. ADMISSION

## 1.1 MERIT SELECTION

Admission to all AFTRS award courses is determined on the basis of competitive merit selection process, which may require the completion of application tasks, meeting specified education levels and complying with any other regulatory requirements.

Applicants to AFTRS introductory programs may enrol directly, given the submission of certified proof of citizenship/residency and subject to course minimum and capped numbers.

Entry to AFTRS award and introductory courses is open to Australian and New Zealand citizens, Australian permanent residents, and holders of Australian Permanent Humanitarian Visas only. All applicants are required to submit a certified copy of their proof of residency/citizenship on application.

## 1.2 APPLICANT TERMS AND CONDITIONS

Applicants are expected to behave appropriately in their interactions with the School and treat fellow applicants, current students, and AFTRS staff with courtesy.

You are required to accept Terms and Conditions when you submit your application, including a declaration that your application is not misleading and that the work you have submitted is your own. AFTRS may use TurnItIn to check the originality of submissions.

If you are found to have violated the Applicant Terms and Conditions, penalties will apply. If application misconduct is discovered after enrolment, the School reserves the right to exclude you from your course of study or revoke your qualification.

## 1.3 APPEALS

Decisions of the Admissions Committee can only be appealed on the grounds of procedural error or undeclared conflict of interest. The outcome of the administrative review is determined by the AFTRS Chief Operations Officer.

## 1.3 WAITLISTS

If you are found to meet course entry requirements but are unsuccessful in gaining a first-round offer for a course, you may be placed on a waitlist for that program. Places will be offered to applicants on the waitlist as they become available, according to the ranking established by the course Selection Panel.

## 1.4 DEFERRAL

If you have been offered a place in the Bachelor of Arts Screen – Production or the Graduate Diploma in Radio, you can defer the commencement of your study by one year if you have a compelling reason why you cannot take up your offer immediately. Offers for other award courses at AFTRS cannot be deferred.

## 2. ENROLMENT AND ORIENTATION

### 2.1 ENROLMENT

You must accept your offer of a place by the due date outlined in your letter of offer to ensure enrolment.

If you are under 18, you must have a parent or guardian complete, sign, and return the Parent/Guardian Consent Form to enrol.

You are a student at AFTRS from the time you enrol until you complete your course requirements and exit the School one week following the end of classes; withdraw from your course; or are excluded from a course of study.

You can accept your offer and enrol online via the MyAFTRS portal.

If your course is longer than one semester, you will be re-enrolled by the Student Centre on the successful completion of each semester.

If you do not pay the fee and enrol by the specified dates, you will forfeit your place at AFTRS.

As an enrolled student in an award course, you are eligible to nominate yourself as a candidate for election as the student member of AFTRS Council and included on a list for the purposes of voting in that election. You are also eligible to vote in the election of course representatives to the Student Representative Committee and to nominate yourself as a candidate in that election.

### 2.2 PAYMENT OF FEES

Course of Study fees apply to all Degree and all Sub-Degree courses. The current schedule of fees can be found on the AFTRS website.

You must pay the full fee set by AFTRS for a course of study. The fees must be paid by the specified date as advised in the letter of offer and the How to Enrol page of the AFTRS website:

- Fees are payable upfront on a per semester basis; or
- Eligible students may borrow the full course fee through FEE-HELP.

If you are experiencing financial difficulties you may apply to the Head of Student Services to pay your fees in instalments (if electing to pay fees upfront).

### 2.3 FEE-HELP

FEE-HELP is the Australian Government's student loan scheme that assists students to pay course fees, up to a lifetime limit, for eligible courses at approved higher education providers. The loan is repaid through the tax system once a graduate's income reaches the minimum threshold for compulsory repayment.

You are eligible for the FEE-HELP loan scheme if you are:

- an Australian citizen; or
- a permanent humanitarian visa holder resident in Australia for the relevant time.

If you are a New Zealand citizen who are Special Category Visa (SCV) holders and meet the requisite criteria you may be eligible for FEE-HELP. You need to meet the long-term residency requirements which are:

- first entered Australia as a dependent child aged under 18 years of age;

- have been ordinarily resident in Australia for the previous 10 years (that is, you have been physically present in Australia for at least eight out of the past 10 years) and 18 months out of the last two years at the time of application for the loan; and
- are otherwise eligible for the loan.

You are not eligible for the FEE–HELP loan scheme if you are:

- a New Zealand citizen (other than NZ citizens with a SCV); or
- a permanent resident (other than permanent humanitarian visa holder resident in Australia for the relevant time).

In 2017, a loan fee of 25% (or as varied by legislation) applies to FEE–HELP loans for undergraduate courses of study. The FEE–HELP limit does not include the loan fee.

This is a guide only. For more information please refer to the FEE–HELP information booklet available from Student Centre. Up to date information on all matters concerning FEE–HELP can be found on the Study Assist website.

Disclaimer: AFTRS has made every attempt to ensure the information provided here about FEE–HELP is as accurate as possible as of 13 January 2017. However, this information may change. To the extent permitted by law, AFTRS gives no guarantee and accepts no responsibility for the information's accuracy, reliability, currency or completeness. Individuals are responsible for evaluating the information provided for their own purposes, and for confirming the currency of the FEE–HELP information on this page by referring to the Australian Government's Study Assist website.

## **2.4 RE-CREDITING FEE–HELP BALANCES OR REFUNDING UPFRONT PAYMENTS**

The AFTRS' policy on re-crediting FEE–HELP balances or upfront payments is in accordance with the requirements of the Higher Education Support Act 2003 (HESA) and the FEE–HELP Guidelines.

### **2.4.1 Withdrawing Before Earliest Census Date**

If you have paid your fees upfront and you withdraw before the earliest subject census date in a given semester, you will receive a refund of the full amount of the tuition fee you have paid for that semester.

If you have obtained FEE-HELP and you withdraw before the earliest subject census date in a given semester, your FEE-HELP debt will be reduced by the full amount of the tuition fee for that semester.

### **2.4.2 Withdrawing After Earliest Census Date**

If you withdraw from a course after the earliest subject census date in a given semester, you can apply in certain circumstances to have some or all of:

- your FEE–HELP balance re-credited; or
- your upfront payment refunded.

If you withdraw after a subject's census date but have successfully completed the subject, you cannot be re-credited with your FEE–HELP amount for that subject or receive a refund of any upfront fees.

### **2.4.3 Application for Refund or Credit**

You must apply to AFTRS to have your FEE–HELP re-credited or upfront fee refunded, in writing within 12 months of your withdrawal date.

You may only apply for a re-credit for a FEE–HELP balance or a refund of fees in special circumstances that are:

- beyond your control; or
- did not make their full impact on you until on, or after, the census date; or
- made it impractical for you to complete the requirements of the semester.

These circumstances may include medical, family/personal, employment or be course related.

AFTRS will consider the application within 28 days of its receipt and will notify you of its decision and the reasons for making that decision.

If you are not satisfied with the decision you may apply to AFTRS for a review of the decision stating the reasons for a re-consideration. You must do so within 28 days from the day you received the notice of the decision.

AFTRS will advise you of its decision within 45 days of receiving your application for reconsideration.

You may make an application to the Administrative Appeals Tribunal (AAT) for a review of AFTRS' decision to refuse to re-credit

## **2.5 ORIENTATION**

In 2017, Orientation will take place in the week beginning Monday February 20. Participation in Orientation is compulsory: there are on-campus sessions as well as sessions for online students. You will receive information about these activities via email.

## **2.6 STUDENT ID CARDS**

Your Student ID Card is a multi-purpose card used as a means of identification for AFTRS purposes including secure building access, printing and borrowing from the Library.

You are required to wear your ID card at all times. If you cannot present your card, you can obtain a temporary visitor pass from the Information Desk. If you have lost your card, please report it to Student Centre as soon as possible.

## **2.7 STUDENT RECORDS**

Your student record is maintained within the MyAFTRS Portal. You are entitled to view your own record upon request to the Student Centre. You may also request copies of any documents in your file.

Your student record is a confidential record.

Your personal information is available only to relevant AFTRS' staff and will not be distributed other than in accordance with AFTRS' Privacy Policy and any Student Collection Statement without your consent, unless required or authorised by law.

It is your responsibility to ensure that all your personal and contact details are accurate and remain up to date.

## **2.8 PRIVACY**

AFTRS may collect, use, disclose and hold your personal information in order to receive and process your application and enrolment, to teach and communicate with you, for course monitoring, evaluation and surveys, for student support, for record-keeping and reporting, and for certain other purposes including enabling you to be placed on AFTRS' electoral rolls. Your

personal information may include your name, postal and email addresses, telephone numbers, date of birth, education and academic records, production credits, work experience and health information.

AFTRS respects your privacy, and deals with your personal information according to the Privacy Act 1988 and AFTRS Privacy Policy. Complaints about privacy may be sent to AFTRS' Privacy Officer at [privacyofficer@aftrs.edu.au](mailto:privacyofficer@aftrs.edu.au). You may also complain to the Australian Information Commissioner. However, the Information Commissioner will commonly not investigate a complaint if the person has not first raised it with AFTRS.

## **2.9 COMMUNICATION**

You will be issued with an AFTRS student email account. While you are enrolled in your course, all primary communication will be sent to that account. You are required to monitor this email on an ongoing basis, and respond when required to do so in the timeframe specified.

Refer to the Orientation Guide for details on how to access this account.

## **2.10 SEMESTER DATES**

Semester start dates are staggered by course and program year – refer to 2017 Principal Dates for more information.

# 3. ATTENDANCE

## 3.1 ATTENDANCE

Regular in-class or online attendance is an essential part of practice-based learning. If you are unable to attend a session as timetabled, please notify the Student Centre or your teacher in advance.

Attendance is compulsory and will be monitored on an ongoing basis. You are required to attend all timetabled sessions including lectures, inductions, workshops, seminars and tutorials. If your course of study includes online study, regular engagement and participation through Moodle is required.

Sustained unauthorised absence from any course, including persistent lateness or failure to engage in online activities, will be considered grounds for inclusion on the At Risk register, and if absences continue this may be considered grounds for exclusion from your course of study (see Section 9: At Risk and Show Cause). You will be notified by email to your AFTRS email about any issues with your attendance or engagement.

All timetabled teaching sessions commence promptly at the time they are scheduled to begin. If you arrive more than 15 minutes late for class, you may be recorded as absent and in some circumstances may not be permitted to participate in class activities. Attempts to falsify attendance records will be treated as misconduct. Ongoing absence from class without notice may affect the ability of other students to achieve their learning outcomes and will be considered misconduct.

Records of attendance will be used as evidence of the development of professional standards of conduct and considered when determining offers for industry placements for students where applicable.

### 3.1.1 Extended Absences

Absences of up to a third of the duration of your subject or course may be permitted in exceptional circumstances.

Extended absences required due to illness or misadventure are subject to Special Consideration procedures and will only be granted on submission of a medical certificate or other form of appropriate evidence (See Section 12.2 Special Consideration).

If you wish to take an extended absence from your course for reasons other than illness or misadventure (such as work or travel commitments), you must apply for approval from the Director of Award Courses or delegate using the Absence Request Form, providing details of how you plan to catch up with course material and assessments scheduled during your absence.

If you are unable to attend classes for a period of time longer than one third of the learning and teaching activities in subject or course in a semester, you may be advised to withdraw from the program or take a leave of absence – depending on the course.

# 4. EQUIPMENT ACCESS

AFTRS has a wide range of equipment and facilities for use of students in their studies. Award course students are able to access equipment and facilities throughout the duration of their course for coursework related activities.

The allocation of AFTRS resources is determined on the basis of course requirements, and access is granted subject to successful completion of the Permissions Scheme and ongoing compliance with relevant policies and health and safety requirements.

## 4.1 STUDENT ACCESS TO EQUIPMENT – COURSE RELATED PRACTICE

In addition to the use of equipment required for course work, you are also permitted to borrow equipment for the purposes of course related practice. However, equipment availability is limited and priority will always be given to students requesting equipment for required course work and assignments.

To access equipment for course related practice, your proposed use must be:

- directly related to your coursework;
- conducted in your own time;
- have no commercial benefit;
- largely self-sufficient;
- low risk practice;
- include only AFTRS students (you can include some assistance from friends or actors/extras as appropriate); and
- compliant with all AFTRS WHS Policies, Fraud Control Policy and Access & Equity Policy.

For further information about the guidelines for access to equipment refer to the Student Access to Equipment Facilities Policy and Procedure on the AFTRS website.

## 4.2 LOSS AND DAMAGE OF SCHOOL EQUIPMENT

You are liable for any loss or damage of school equipment that has been loaned to you. Any incident such as theft, loss or damage to equipment must be reported as soon as practical to the Technical Store or Service Desk as appropriate.

You are required to acknowledge that you agree to these terms and accept responsibility for the equipment loaned on collecting each item. At AFTRS' sole discretion, you will be invoiced for any costs associated with repair or replacement of equipment lost, stolen or damaged while in your care.

# 5. ASSESSMENT

## 5.1 ASSESSMENT

Assessment is an ongoing process, which occurs both formally and informally. It aims to help you learn more effectively to achieve the learning outcomes of a subject and identify areas of misunderstanding and learning difficulties as soon as possible.

Assignments are aligned with subject content to assist your teachers in determining your progress in achieving the intended learning outcomes of the course.

The details of all assignments are contained in your Subject or Course Outlines along with the due date and the marking criteria. Marking criteria are provided to help you understand what is required from each assignment and clarify what is required to achieve each grade level

### 5.1.1 Submission of Assignments

Assignments must be submitted through Moodle or otherwise as indicated in the Subject or Course Outline, by the specified due date.

All written assignments must be formatted in accordance with the AFTRS' written assessment formatting guidelines and must be submitted with a signed AFTRS' cover sheet when requested.

Assignments will be marked and formal feedback provided within three weeks of submission. Additional oral feedback from lecturers may be available on request.

Assignment marks and formal feedback are available in Moodle for the duration of the semester of delivery. Your subject marks are stored as part of your permanent student record and can be viewed on your MyAFTRS portal while you are enrolled and accessed from the Student Centre after graduation by request.

### 5.1.2 Marking Scheme

Assessment results are recorded as grades on a student record. The codes are as follows:

GUIDELINE	CODE	GRADE
High Distinction	HD	85–100%
Distinction	D	75–84%
Credit	C	65-74%
Pass	P	50-64%
Fail	F	0-49%
Non-Graded Pass	NGP	Participation and professional conduct
Conceded Pass	CP	A performance below that normally required for a pass. May be granted provided that the overall course performance is considered to warrant such a concession. This will be recorded as 49% for purposes of calculating WAM.



Credit Granted	CG	Credit granted in the BA where a student has previously completed the History of Film subject (2015 intake only), or subjects considered equivalent under course transition arrangements (2016 intake only).
----------------	----	--

### 5.1.3 Extension Requests

If you need an extension for up to five days after your assignment's due date, you may apply to your Subject or Course Lecturer for an extension by completing an electronic Request for an Extension form on Moodle. This must be requested at least two working days prior to the due date. If you require a longer extension, you will be required to supply evidence relating to the circumstances that have prevented you from submitting on time - contact the Student Centre for details.

### 5.1.4 Late Submission Penalties

If you do not have approval for an extension, and you submit your assignment after the due date, a ten per cent (10%) penalty applies per day for the first five days after the due date (including Saturdays and Sundays). Assignments submitted after this period will not be accepted and will receive a zero mark.

If you have been granted an extension, and submit your assignment after the revised due date, the same penalties will apply.

If you have been granted Special Consideration, your Course Leader/Lecturer will discuss with you the best path to proceed in regards to submitting assignments. The intent of this discussion is to provide the opportunity to accommodate the impact of the relevant life event, and to allow you to be assessed within a context of ensuring academic achievement.

Late penalties do not apply to assignment resubmissions: these must be submitted by the specified due date or a mark of zero will be recorded.

### 5.1.5 Weighted Average Mark

Weighted Average Mark is to be used by the School for purposes such as articulation into AFTRS postgraduate programs.

For students in the Bachelor of Arts, Weighted Average Mark (WAM) is loaded towards grades received in later years of study: marks received in first year are not included in the calculation, marks received in second year are weighted by credit point at 40% of total WAM, with marks received in third year weighted by credit point at the remaining 60% of the total.

Fail grades and conceded passes are included in this calculation as a mark of 49%, and non-graded passes are not included.

## 6. COPYRIGHT

Copyright is a legal right that allows the person or organisation which owns it to control certain uses of particular kinds of material, generally for a limited time. Material protected by copyright includes the following: articles and books, song lyrics, music, audio-recordings, photographs, drawings, artworks on movie posters, and audio-visual material such as films.

### 6.1 AFTRS Copyright Policy for Student Work

By enrolling in your course, you are agreeing to AFTRS' Copyright and Distribution Policy that covers student work, and you agree to follow any related procedures and guidelines.

AFTRS policy position on Copyright is:

- AFTRS owns student work where the School has provided funds, facilities, equipment or staff supervision to enable you to create films and sound recordings.
- AFTRS will sometimes share copyright ownership with you, where this supports or enhances course learning outcomes. For example, where entrepreneurship is a Graduate Capability in a Master's degree course.
- AFTRS never owns your ideas or concepts. AFTRS also never owns your treatments, screenplays, musical scores, lyrics, artwork, set or costume designs or other material incorporated into films or sound recordings.
- Where AFTRS owns a film or sound recording, AFTRS always permits the student who created it to use up to 3 minutes or 10% (whichever is the least) to promote themselves on their websites and showreels.
- Even if you own your films and sound recordings created as part of an AFTRS course of study, you are required to permit AFTRS to use these films and sound recordings for AFTRS' educational, promotional, library, reporting and archival purposes and to meet AFTRS' obligations as an Australian government statutory authority.
- This policy does not apply to films and sound recordings that you make in your own time using your own equipment: you own this work.

### 6.2 Using Copyright Material in your Work

If you intend to use copyright material in your work you need to seek permission from the copyright owner to use it, unless:

- copyright has expired; or
- you are using less than a substantial part of the material. A substantial part is an important, distinctive or vital part of the material, not necessarily a large part;
- the copyright owner has already given permission; or
- there are specific exceptions in the Copyright Act 1968 that allow its use.

As a student, you are likely to rely on the specific exceptions that permit free fair dealings with copyright material for the purposes of research or study, or criticism or review. You may also rely on the (free) fair dealing exceptions for parody or satire or reporting news. In each case, your use of the copyright material must be fair and the specified conditions attached to the particular exception must be complied with.

Even though you may be able to rely on free exceptions in the Copyright Act to include copyright material in student projects you will submit for assessment, permissions may need to be obtained from copyright owners to enable the projects to be distributed outside the School.

These are general guidelines. For more information, you can explore the resources for students on copyright on Moodle and the resources at the Australian Copyright Council's website at <http://www.copyright.org.au>.

### **6.3 Student Film Distribution**

AFTRS may distribute the student films that it owns as appropriate.

Student films are considered to be assessment tasks, and as such, they are not eligible for distribution until after the conclusion of the relevant semester's assessment period.

When AFTRS distributes a student work, any prizes awarded are given to the appropriate student.

If AFTRS chooses not to actively distribute a student film, AFTRS will allow a student (usually the producer or writer/director or both) to do so. Contact the Sales and Distribution Manager for more information.

You may not distribute student work that AFTRS owns without the approval of the School. This includes circulation on social media, even if access to the content is partially restricted, as this could make your work ineligible for distribution elsewhere. Refer to the Student Social Media Guidelines for more information. You should also be aware of the rights of your co-creators when making distribution decisions, whether or not AFTRS owns copyright.

### **6.4 Use of the AFTRS Logo**

You are required to acknowledge the School in the credits of any complete film or sound recording you create while studying at AFTRS.

The AFTRS logo may only be attached to films that the school has selected for distribution.

## 7. PROGRESSION

You must attempt all assignment tasks for each subject you are enrolled in a semester as defined in your Subject and Course Outlines in order to progress through your course. You must pass all subjects in your course as specified in your Course Outline in order to complete your program and graduate.

Different assignment submission arrangements may apply for students who have registered a medical condition and qualify for reasonable adjustments or who have been granted Special Consideration – contact the Student Centre for more information. These will be recorded in an agreed learning plan and your due dates in Moodle will reflect the revised submission dates.

Under Special Consideration, students who have failed or failed to submit an assignment due to illness or misadventure are provided with an individual learning plan and supported in achieving the required learning outcomes for their course of study (refer to Section 14.2 for more information).

### 7.1 FAILING AN ASSIGNMENT

If you receive a mark of below 50% in any assignment you will be offered support, in the form of feedback from your Course Leader/Lecturer on the relevant work, as well as consultation with an Education Specialist to address the required skills. Failing an assignment is considered evidence that you are at risk of not progressing through your course of study, and you will be included on the At Risk register.

If it is determined that you failed the assignment due to a fundamental misunderstanding about assessment task requirements, but you have demonstrated evidence of having met the required learning outcomes for that subject, your Course Leader/Lecturer may offer you the chance to resubmit the assignment for a conceded pass grade.

If you fail an assignment due to academic misconduct where the offence is determined to be minor, in the first instance you will be given the opportunity to resubmit for a conceded pass for that assignment and support will be provided to assist you in developing required academic referencing skills. If you are found to have committed academic misconduct with the intention to deceive, or if you are found to have committed repeated plagiarism offences, you will be asked to Show Cause as why you should not be excluded from your course of study (see Section 12: Academic Integrity).

You will not be permitted to resubmit your assignment for a conceded pass if you have failed due to the application of a late penalty or non-submission, see Section 7.2 below for details.

#### 7.1.1 Late/Non-Submission of Work

For every assessment there is a period in which late submissions are accepted. On the first day of the late period you will be notified that your submission is late and reminded of the late penalties (refer to Section 6.4: Late Submission Penalties for information). If you have received an extension or Special Consideration for an assignment the new date will be confirmed with you at the point of approval and will be reflected in the individual due date displayed in Moodle for that subject. Normal late penalties will apply if you submit after the revised due date.

If you have completed an assignment successfully but have received a fail grade due to late penalties, and the application of these penalties has prevented you from achieving a passing grade for the subject overall, you may have a conceded pass recorded at the discretion of your Course Leader/Lecturer, if they determine that you have demonstrated the required learning outcomes for the subject.

If you fail to submit the assignment by the end of the late submission period, you will receive a mark of zero and will not be permitted to resubmit. Failing to submit assignments is considered to be evidence of non-engagement: should you not submit an assignment before the end of the late submission period you will be included on the At Risk Register asked to show cause why you should not be excluded from study.

In circumstances where you are found to have not participated sufficiently in a group work assignment, you may be awarded a lower mark for the task at the discretion of your lecturer.

If you fail to attempt part of a multiple part assignment, the material that you have submitted will be considered to be your complete assessment attempt, and any tasks missing will receive a mark of zero.

## **7.2 COURSE PROGRESSION RULES**

Rules relating to academic progression vary according to course requirements and level. Some programs require students to pass every subject in which they enrol, while others allow students to fail and make up credit points within certain parameters: refer to specific progression requirements below.

### **7.2.1 Diplomas and Advanced Diplomas**

As sub-degree programs at AFTRS are designed to provide intensive, discipline-specific professional training, you are required to complete every subject you are enrolled in on first attempt in order to complete your qualification.

Progression in sub-degree programs is conditional on passing every subject in each semester. Under exceptional circumstances, if you have successfully completed one semester of a two-semester course but are unable to continue due to serious illness or misadventure, you may apply to return to complete your program during the second semester of the following year, subject to availability and the approval of the Director of Award Courses or delegate.

If you fail a subject you will be determined to be At Risk of failure and will be given the opportunity to resubmit one or more assignment(s) in order to receive a conceded pass for the subject (unless you have otherwise demonstrated that you have met required learning outcomes and been granted a conceded pass by your Course Leader as specified in Section 7.1: Failing an Assignment). Failure to acknowledge the opportunity to resubmit within the timeframe outlined in the fail notification will result in a fail being recorded for that subject and may result in you being unable to progress and be excluded from the School.

Resubmissions are to be delivered through Moodle where a personalised and revised deadline will be displayed. The period for re-submission will not be longer than 14 calendar days. If you do not attempt the resubmission by the due date you will fail the subject and may be excluded from the School.

Alternately, if resubmission of the original assessment task is not possible, an additional final assignment may be offered at the discretion of the Director of Award Courses or their delegate. This final assessment will be applied on a case-by-case basis.

### **7.2.2 Bachelor of Arts**

You are permitted to progress in the Bachelor of Arts if you have failed up to two subjects per semester, to a maximum of 18 failed credit points over the duration of the course, on condition that you enrol in, and successfully complete, supplementary seminar subjects offered during semester breaks to make up failed credit points. Seminar subjects will require you to complete a substantial assessment task to demonstrate that you have met the required learning outcomes

of the failed subject, under appropriate supervision. Seminar subjects are marked on a pass/fail basis.

If you have failed one or more subjects and have credit points outstanding, your progression is classified as conditional, and your enrolment in supplementary seminar subjects and progression between academic years of the program is subject to the approval of the Director of Award Courses or delegate. The progress you have made towards completing failed subjects will be considered in making this determination.

If you have any credit points outstanding you will remain on the At Risk Register and be provided with academic support until the conclusion of the semester following your last recorded fail grade. If you do not make progress towards completing required credit points in a timely manner, you will be asked to show cause why you should not be excluded from your course study.

Seminar subjects are not offered after the mid-semester break in year three. You must complete all credit points outstanding in order to progress into the final semester of the Bachelor program. Students who fail to meet the requirements of subjects in the second semester of year three due to serious illness or misadventure will be permitted to take a leave of absence and complete course requirements in the following year.

The scheduling of seminar subjects is subject to staff and resource availability.

### **7.2.3 Postgraduate Courses**

Due to the specific requirements of AFTRS postgraduate programs, you are required to successfully complete every subject in each semester in order to progress through postgraduate courses. If you are unable to complete assessment requirements of a subject due to circumstances outside of your control, all efforts will be made to set alternate assessment tasks to allow you to demonstrate that you have achieved necessary learning outcomes, as set out under Special Consideration policy (see Section 12.2).

If you fail a subject you will be determined to be at risk of failure and have the opportunity to re-submit one or more assignment(s) in order to receive a conceded pass for the subject and continue in your course. Failure to acknowledge the opportunity to re-submit within the timeframe outlined in the fail notification will result in a fail being recorded for that subject and may result in you being unable to progress and be excluded from the School.

Re-submissions are to be delivered through Moodle where a personalised and revised deadline will be displayed. The period for re-submission will not be longer than 14 calendar days. If you do not attempt the resubmission by the due date you will fail the subject and may be excluded from the School.

Alternately, if re-submission of the originally set assessment is not possible, an additional assignment may be offered at the discretion of the Director of Award Courses or their delegate. This final assessment will be applied on a case-by-case basis.

### **7.3 AT RISK AND SHOW CAUSE**

The At Risk Register is maintained as part of a formal process by which the School offers identified students additional support that may help them better able to engage with their courses and / or achieve passing grades in their assessments. If you are not attending or engaging in your subject or course, not submitting your assignments, or if you are failing assessments, you will be identified as being at risk of failure. Students who are identified as at risk of failure are contacted, advised of the situation they are in, and advised to seek assistance.

You will be requested to attend a meeting with your Course Leader/Lecturer to develop strategies to address the relevant issues and/or improve your academic performance. Progress against these strategies will need to be achieved within a defined time frame.

If you continue to demonstrate poor performance you may be required to attend a meeting with the Director of Award Courses or their delegate to map out strategies to improve performance. At this stage your name will be included on the At Risk Register. If your performance improves you will then be removed from the register.

Should your poor performance continue, the Director of Award Courses or delegate will write to require you to 'show cause'. In this letter you need to show good cause why you should not be excluded from your course of study – this typically requires you to provide a comprehensive explanation as to why your poor performance has occurred. A Show Cause Template is available to assist you in formulating your response. You will receive the School's decision relating to your submission within 14 days.

In circumstances where there is evidence you have completely failed to engage in your course of study, you may be required to show cause prior to receiving a notification that you have been placed on the At Risk Register, and, if permitted to continue in your course of study, you will remain on the At Risk Register until your performance improves.

If you are able to provide an explanation satisfactory to AFTRS you may be required to undertake remedial or alternative work set to demonstrate achievement against the learning outcomes of your course and / or subject.

If you are unable to show cause as to your poor performance or you fail to satisfactorily complete the remedial or alternative work in the prescribed time, you may be excluded from your course by the Director of Award Courses or their delegate.

#### **7.4 EXCLUSION**

You may be excluded from the award course you are enrolled in, by the Director of Award Courses if you fail to meet course requirements. Your course requirements are contained within your Subject/Course Outline.

You may be excluded by the CEO or their delegate if you are found to have committed misconduct (refer to Section 9.3. Misconduct for information regarding what constitutes misconduct).

You may be excluded if your behaviour is found to be a consistent disruption to the learning experience of other students by the Director of Award Courses.

You may be excluded by the Chief Operating Officer if you do not pay your fees.

If you have been excluded you can apply for readmission in competition with other applicants only after 12 months have passed. In these circumstances, you will be required to demonstrate that you have taken action during the period of exclusion which will improve the likelihood of your success in a course.

If you have been excluded more than once from an AFTRS course, you are not eligible to reapply for admission.

AFTRS' decision in relation to exclusion is final.

## 8. ACADEMIC APPEALS

You may appeal a decision related to academic assessment, or exclusion for not meeting the course requirements.

### 8.1 INVESTIGATION OF APPEALS AGAINST ASSESSMENT RESULTS

Appeals against an assessment result must be lodged with the Director of Award Courses within five days of the results being posted online on the grounds that:

- assessment requirements were varied without consultation or in an unreasonable way;
- assessment requirements were applied in a discriminatory way; or
- due regard was not paid to evidence of illness or misadventure advised during the semester that purports to explain poor performance in the subject.

Appeals against a decision relating to assessment must be made in writing stating the grounds for the appeal. Documentary evidence should be supplied with the application where relevant.

On receipt of the appeal against assessment, the Director of Award Courses will investigate your claim including:

- seeking a written response from the relevant Course Leader or Lecturer to be provided within five working days;
- reviewing any information on discussions that may have been conducted between you, teaching staff and/or the Student Centre;
- receiving a copy of the assessed work that is the subject of the appeal and the details of the criteria used to assess the student's work;
- any other information relevant to the appeal.

Once in receipt of this information, the Director of Award Courses or delegate assesses the appeal within 10 working days and may recommend that a change of mark or final result is warranted.

If so the Director of Award Courses will advise you, the relevant faculty member, and the Student Centre who will change the mark.

If the Director of Award Courses believes further investigation is warranted s/he may convene an Academic Appeals Committee.

### 8.2 ACADEMIC APPEALS COMMITTEE

The purpose of the Academic Appeals Committee is to ensure that due process has been followed, not to reassess academic judgment. The Academic Appeals Committee will be comprised of the Director of Award Courses (Chair), Head of Teaching and Learning and one other delegate appointed by the Director of Award Courses.

Appeals against a decision relating to exclusion from a course of study for failure to meet academic requirements must be lodged with the Director of Award Courses within five days of being notified of the decision on the grounds that:

- equal opportunity principles were not applied; or
- there were factors outside the student's control which contributed to failure to meet the required academic standards to date and that those factors are unlikely to operate in the future.



Appeals against a decision relating to exclusion for failure to meet course requirements must be made in writing. Documentary evidence should be supplied with the application where relevant.

If the Director believes further investigation is warranted s/he may convene the Academic Appeals Committee.

The Academic Appeals Committee will hear an appeal made under this policy within ten working days of the receipt of that appeal from the Director of Award Courses.

All documentation submitted to the Academic Appeals Committee will be made available to you and all other parties to the appeal at least two working days before the date set down for the hearing or as they become available.

The Academic Appeals Committee may seek written evidence or hold interviews with relevant parties at its discretion. This would generally include you (the appellant), the relevant Course Leader/Lecturer and the Head of Student Services.

If you are required to appear before the committee, you are entitled to have a support person at the meeting. Please advise the Chair of the Committee if a support person will be in attendance.

The Academic Appeals Committee will make its decision within five working days of the hearing and will inform you of its decision within two working days of the decision being made. The decision will be in writing and will be sent to the last email address provided by you and held by the Student Centre.

The decision of AFTRS will be final.

# 9. ACADEMIC INTEGRITY AND MISCONDUCT

## 9.1 ACADEMIC INTEGRITY

With the opportunity to study at AFTRS comes the responsibility to work at a high level of academic integrity at all times. You are responsible for ensuring the academic integrity of your academic and creative work in the following ways:

- engage in all educational activities with honesty and fairness;
- collaborate respectfully;
- produce and submit original work specifically for a particular assessment;
- acknowledge the work of others in your assignments;
- seek permission to use the work of others where appropriate;
- take reasonable steps to prevent your work from being used by others without credit;
- inform yourself about the expectations of your course, subjects and all assignments and the tools which you are required to use (Moodle - learning management system, Turnitin, etc.);
- take advantage of the support offered to develop a comprehensive understanding of appropriate referencing, citation and copyright;
- proactively seek assistance as required.

## 9.2 ACADEMIC MISCONDUCT

AFTRS expects you to engage in your studies to the highest standard, based upon the principles of academic integrity, honesty, and a respect for knowledge and ethical practices.

This requires acknowledging the ideas, materials, concepts, processes and practices of others that have been used, borrowed or developed through the use of appropriate citation and referencing conventions. When this is not practised it is plagiarism, i.e. the presentation of another's ideas or work as one's own. If you are unsure about what constitutes plagiarism, or if you need advice on how to correctly cite sources you have referenced, contact the Library or Education Unit for assistance.

Plagiarism is a form of misconduct with distinct penalties.

Plagiarism includes:

- Submitting, as one's own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgement.
- Quoting or paraphrasing material from a source without acknowledgement.
- Using visual material without permission or acknowledgement.
- Preparing a correctly cited and referenced assessment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- The outsourcing of production work to others and submitting it as one's own without acknowledgement.

Plagiarism and copyright infringement are separate offences: while some acts of plagiarism also constitute copyright infringement plagiarism is an offence against the rights of an author and a violation of the Student Code of Conduct, whereas copyright infringement is a crime. You cannot avoid infringing copyright by crediting the author or owner of the material.

Other forms of prohibited academic misconduct include: deception, including the falsification of

attendance records; exam misconduct, such as copying and the use of prohibited materials; the fabrication or undisclosed manipulation of research results; and sabotage. Some types of academic dishonesty, such as collusion, may not be offences in other contexts, but constitute misconduct when they occur during the completion of assessment tasks and penalties will apply.

If you are unsure about how to acknowledge the work of others, what tasks you are permitted to complete collaboratively, or what constitutes academic misconduct, please contact your lecturer or the Head of Teaching and Learning.

### **9.2.1 Investigation of Academic Misconduct**

You are required to confirm that all assignments are your work upon submission. The school uses Turnitin to help with checking the originality of submissions.

AFTRS has adopted an educative approach to academic misconduct. If the offence is minor, you will be issued with a verbal warning by the Course Leader/Lecturer, and given support to understand what constitutes academic misconduct and how to prevent it in future. Minor penalties may apply – see Section 12.2 below.

When a Course Leader/Lecturer suspects an instance of academic misconduct they will report the matter to the Head of Teaching and Learning, identifying the grounds of the allegation. The Course Leader/Lecturer will discuss the matter with the Head of Teaching and Learning to determine the level of the alleged conduct (not a violation, minor, moderate or serious).

If the conduct is found to be moderate or serious, the Head of Teaching and Learning or their delegate, will write to you outlining the allegations and ask you to respond to the allegations in writing. You may be required to attend a meeting with your Course Leader/Lecturer. You will also be placed on the At Risk Register.

If the response indicates that the plagiarism is serious, the matter will be directed to the Director of Award Courses, who will either call for further investigation through the Misconduct Policy or determine the penalty.

The results of this process will be recorded and kept on file.

### **9.2.2 Penalties for Academic Misconduct**

The level of intent to deceive and the extent of the academic misconduct will be the principal criteria for determining penalties. Minor infractions may arise from a failure to understand academic referencing techniques and similar issues. In these cases, you will be given the chance to learn and be supported in that learning. A deliberate intention to deceive and gain unwarranted advantage will attract severe penalties.

The following penalties may be imposed if you are found guilty of academic misconduct:

- A reduced mark for the assessment task
- A requirement to undertake specific workshops and obtain academic support in order to learn more about plagiarism prevention
- Placement on academic probation through registration on the At Risk register
- A requirement to undertake an additional assessment task in that subject that will be capped 50% mark
- A mark of 0% for the assessment task
- A 'fail' grade for the subject
- Exclusion

## **9.3 MISCONDUCT**

Any behaviour that violates the Student Code of Conduct is taken seriously. If you are found in breach of the Student Code of Conduct, or of other applicable AFTRS' policies or rules, you may have committed misconduct.

AFTRS may terminate your enrolment at any time for misconduct.

Misconduct includes (but is not restricted to) conduct involving:

- wilful behaviour leading to harm, or potential harm, to person(s) including bullying, discrimination or harassment, or to property within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
- theft or vandalism within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
- disorderly conduct within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
- online behaviour involving staff or students that breaches the Student Code of Conduct, even if it occurs on communication platforms that are not administered by AFTRS;
- violence or threatened violence within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
- being found guilty of criminal offences affecting AFTRS;
- plagiarism.

Should an issue of misconduct arise, you will be given the opportunity to discuss the matter informally in the first instance with your Course Leader or the Head of Teaching and Learning.

### **9.3.1 Misconduct investigation**

Where it is believed you have committed misconduct and the matter is not resolved in your initial discussion with your Course Leader or the Head of Teaching and Learning, the allegation may be referred to the Director of Award Courses. The Director may convene a Misconduct Committee, depending on the nature and seriousness of the allegation. The committee will include the Director of Award Courses (Chair), the relevant Lecturer and the Head of Teaching and Learning, or their delegates as necessary.

The committee's function is to investigate allegations of a student's misconduct and make recommendations to the CEO, or delegate. The person who has initiated the misconduct process will not be a member of the committee.

If you are required to appear before the committee in relation to your alleged misconduct, you are entitled to have a support person at the hearing. You must advise the Chair if a support person will be attending.

The Head of Teaching and Learning will provide the Secretariat function for the committee.

The Chair will provide a written report including recommendations to the CEO, or delegate within five working days of the committee meeting. The report will identify those responsible for implementing the recommendations. The CEO, or delegate, may request further discussion or information before making a decision. The CEO, or delegate, will convey their decision to the Chair of the Committee and to you within five working days of receipt of the report. The decision will be in writing and will be sent to your AFTRS' email address.

### **9.3.2 Misconduct appeals**

You may appeal against a decision made by the CEO, or their delegate, arising from a misconduct investigation, but only on the basis that due process was not carried out. Appeals must be lodged in writing with the CEO or their delegate within 10 working days of you receiving notice of their decision.

The Misconduct Appeals Committee will consist of the CEO or their Delegate, a member of the AFTRS' Council, a Course Leader, and the student member of Council. The Appeals Committee will elect its own Chair.

The Secretariat function for this committee will be the same as for the Misconduct Committee that is, the Head of Teaching and Learning.

A person directly involved in the situation relating to the misconduct may not sit on the committee.

The committee will determine whether due process was carried out. The committee will make its decision within 20 working days of the lodgement of the appeal.

The Chair will inform you of the committee's decision in writing within 10 working days of the decision being reached. The decision will be sent to your AFTRS email address.

### **9.3.3 Misconduct Outcomes**

If misconduct is proven a penalty may be imposed. These may include (and are not limited to) the following:

- A ban from accessing school resources for a set period of time (Tech store / Library etc)
- Suspension from program
- A mark of 0% for the assessment task
- A 'fail' grade for the subject
- Exclusion

When considering the penalty the following may be considered:

- Any previous findings of misconduct and the penalty/ies imposed
- The year or level of study of the student
- Any intention behind the conduct, and the level and effect of that intention
- Any external circumstances that may have contributed to the conducted
- The impact a potential penalty will have on your ability to complete your program of study

For penalties relating to plagiarism see Section 9.2.2 for more details.

# 10. COURSE TRANSITION ARRANGEMENTS

## TRANSITION ARRANGEMENTS IN 2016-2018 FOR FOUNDATION DIPLOMA AND BACHELOR OF ARTS (SCREEN)

### 10.1 Degree and Sub-Degree Program: Application and Enrolment for Foundation Diploma Graduates

2009–2014 Foundation Diploma graduates wishing to undertake the Bachelor of Arts Screen: Production or a Sub-Degree course will have automatic entry into Year 1 of the BA or a course in the Sub-Degree program for the period 2015-2018, inclusive.

After 2018, Foundation Diploma graduates will be required to submit a formal application and comply with the standard requirements at the time, including any merit selection requirements.

### 10.2 Credit Granted

As part of course transition arrangements, students who successfully completed year one of the Bachelor of Arts (Screen) in 2016 will receive a Credit Granted (CG) for all first year subjects of the Bachelor of Arts Screen: Production. For students who have been granted a leave of absence from the Bachelor of Arts (Screen) and choose to return to the Bachelor of Arts Screen: Production course, their progress in the previously delivered course will be mapped against the requirements of the new course, with credit granted as appropriate.

Due to the discontinuation of the Bachelor of Arts (Screen), 2014 Foundation Diploma graduates will no longer be granted credit for History of Film.

# 11. TUITION ASSURANCE EXEMPTION

AFTRS has been granted a Ministerial exemption from the tuition assurance requirement of the Higher Education Support Act 2003 (HESA). For further information, please refer to AFTRS' Tuition Assurance Exemption.

## 12. ENROLMENT STATUS

### 12.1 WITHDRAWAL

If you are thinking of withdrawing from your course, take a moment to discuss your concerns with the Director of Award Courses, your Course Leader/Lecturer, or the Student Centre.

If you wish to withdraw from your course, you must complete a Withdrawal from Study Form. This form is available from the Student Centre or the AFTRS website.

In circumstances where you are unable to complete the withdrawal process, you may be withdrawn from your course by the School, following consultation with you and with the approval of the Director of Award Courses.

If you withdraw from your course after your census date, you are unable to obtain a refund or re-credit of your full fee for the semester unless there are exceptional circumstances.

If you withdraw from your course, you will be required to complete the standard student exit clearance process.

### 12.2 SPECIAL CONSIDERATION

Special Consideration recognises hardship or exceptional circumstances that may affect or has affected your progress through a course of study. Exceptional circumstances include:

- acute illness;
- loss or bereavement; or
- hardship.

You may apply for Special Consideration if exceptional circumstances are likely to prevent you from meeting the course requirements. Evidence to support an application for Special Consideration must be supplied. This may include:

- medical certificate and/or letter from a medical professional;
- death notice or certificate; or
- statutory declaration from you and/or relevant people.

Applications for Special Consideration are to be lodged with the Head of Student Services who will facilitate approval from the Director of Award Courses or their delegate and communication to the Course Leader/Lecturer. Where necessary, alternative coursework may be authorised by the Director of Award Courses who advises the Head of Student Services.

### 12.3 LEAVE OF ABSENCE

Rules relating to taking a leave of absence vary by course, see below. Leave of absence approvals are made at the discretion of the Director of Award Courses or delegate.

#### 12.3.1 Sub-Degree Programs

If you are undertaking an Introductory, Diploma, or Advanced Diploma course and faced with urgent circumstances, please refer to the Special Consideration policy.

Leave of absence is only available under exceptional circumstances for students in Advanced Diploma programs, if you have successfully completed your first semester of study but are unable to continue due to serious illness, misadventure, or other unforeseen circumstances. You will only be permitted to return to complete your study in circumstances where the same course (or a substantially similar course at the same AQF level) will be delivered in the following year and



resources will be available for you to resume your place during the second semester.

### **12.3.1 Bachelor of Arts**

You are expected to progress through your program with your cohort. However, a leave of absence may be approved in exceptional circumstances where you have made satisfactory progress in the course to date. Applications must be made through the Student Centre and must be made by the relevant census date each semester.

In certain circumstances a student may be automatically placed on a leave of absence, following consultation.

Leave of absence will only be granted once during a course of study.

If you are resuming your course after a leave of absence, you must advise the Student Centre of the proposed date you intend to resume your studies.

### **12.3.2 Postgraduate Programs**

**Graduate Certificate Programs:** Due to the intensive delivery pattern of Graduate Certificate programs, leave of absence is not available. Students facing urgent circumstances impacting their study should notify their Course Leader and refer to the Special Consideration policy.

**Graduate Diploma in Radio:** For students in the Graduate Diploma in Radio, leave of absence is only available under exceptional circumstances, if you have successfully completed your first semester of study but are unable to continue due to serious illness or misadventure. Resuming your place in the course in the following year will be subject to resource availability. Students seeking a leave of absence should first discuss their circumstances with the Program Leader - Radio.

**Master of Arts Screen:** Students in Masters level programs seeking a leave of absence should consult with their Course Leader in the first instance: the possibility of accommodating a leave of absence request will depend on your academic progress to date and project work requirements.

# 13. COMPLAINTS

If you have a problem or concern about which you wish to make a complaint, you can seek advice from the Head of Student Services, who can help you assess your issue and refer you to the correct person to handle it.

The intent of the AFTRS Student Complaint Policy and Procedure is to deal effectively, equitably and efficiently with student complaints.

## 13.1 GENERAL PRINCIPLES

- Every effort will be made to deal with complaints at the local level and in the least formal way that is appropriate, involving as few people as possible.
- Confidentiality will be preserved as far as is possible whilst ensuring thorough investigation of the issue and the development of an action plan, as appropriate.
- Delays in raising a concern may make resolving the problem difficult or impossible.
- Complaints will be dealt with as quickly as possible whilst ensuring thoroughness of process.
- Complaints lodged in writing will be acknowledged within seven days and an anticipated timeframe for resolution will be outlined.
- Any harassment or discrimination against you as a result of lodging a complaint may result in a charge of misconduct against the perpetrator.
- Complaints may be informal or formal and may be lodged internally or with an appropriate external body.
- Both you (the complainant) and the respondent may be accompanied by a third party or involve a representative in any part of the internal process. Permission must be sought from the CEO or their delegate to involve a legal representative.
- You may access the internal procedures set out in this policy free of charge.
- AFTRS will not accept responsibility for costs incurred as a result of the involvement of any third party requested by the complainant but will consider any reasonable request for assistance.
- The reasons and a full explanation in writing for any internal decision made and actions taken in response to a complaint will be provided to both the complainant and the respondent if requested.

## 13.2 EXCLUSIONS TO THIS POLICY

- Complaints of misconduct including discrimination or harassment will be handled through the Misconduct Policy.
- Issues of academic judgment including: outcome of assessments; decisions made about student's progress on a course; decisions about awards; admissions decisions; and disciplinary procedures will be made according to the Academic Appeals Policy.

## 13.3 PROCEDURES FOR LODGING A COMPLAINT

Initially complaints can be lodged with your teacher, Director of Award Courses, a student representative or the Head of Student Services. The Student Centre can advise you if your complaint is an academic or non-academic matter. The Head of Student Services will make an initial assessment to determine whether the complaint falls within the scope of this policy and determine who in the School is best placed to deal with the complaint and refer you

appropriately.

### **13.4 STAGE 1: INFORMAL PROCEDURE FOR RESOLUTION OF A COMPLAINT**

Initially attempts to resolve the complaint will be made at the local level. A decision about the complaint will be made within 14 days of the complaint being received by AFTRS.

The following procedures apply (in order until the matter is resolved).

- Informally discuss the issue/s to define the problem with the persons concerned, with a view to a resolution. At this stage, the complainant should not forward any written material.
- Informally discuss the problem with the Head of Student Services who will refer you to the appropriate person, with a view to a resolution.
- Submit a written request for internal mediation to the Head of Student Services who will facilitate the request and advise the Director of Award Courses. A written record of the internal mediation need not be kept.

If you are dissatisfied with the process or outcome you may refer the matter to the CEO or their delegate in writing, explaining the action and stating why you feel aggrieved. This action will conclude the informal procedure for the resolution of a grievance.

### **13.5 STAGE 2: FORMAL PROCEDURE FOR RESOLUTION OF A COMPLAINT**

If your preference is for formal resolution the matter is referred to the CEO or their delegate to investigate. Investigation by the CEO or their delegate will proceed as follows.

The CEO or their delegate will take a written record of the complaint from you. The written record will contain:

- your name;
- the name of the person(s) against whom the complaint is made;
- the date the complaint is made;
- the date(s) the matter resulting in the complaint took place;
- a brief description of the nature of the complaint; and
- a summary of follow up actions taken since stage 1, where relevant.

This written record will be the basis for further action. Further processing of the matter based on the written record may involve disciplinary or misconduct actions as appropriate.

As soon as possible after receiving your complaint, the CEO or their delegate will consider the matter. The CEO or their delegate may investigate in any manner they think fit. Any person may be requested to provide information or documents in relation to the complaint.

The CEO or their delegate may decide not to investigate the matter if:

- they reasonably believe the complaint is frivolous, vexatious or not made in good faith;
- there is a more appropriate person or authority to lodge the complaint with; or,
- they reasonably believe investigation is not warranted having regard to all the circumstances of the case, or you have referred the matter to a court or tribunal.

The CEO or their delegate will inform you in writing of the outcome of the investigation, related decisions and reasons for making the decisions.

The CEO or their delegate will deal with the complaint within a reasonable time, normally within 30 days of receipt of the complaint.

### **13.6 STAGE 3: EXTERNAL PROCEDURES FOR RESOLUTION OF A COMPLAINT**

If you are dissatisfied with the outcome of the complaint procedure you may pursue the matter by

referring it to the Chair of the AFTRS Council or their delegate. The complaint will be addressed within a reasonable time, usually 30 days. Externally, the options for resolution of a complaint may include the Commonwealth Ombudsman. The Ombudsman's website is:  
[www.ombudsman.gov.au](http://www.ombudsman.gov.au)

The complaint will be dealt with according to the procedure of the external organisation selected. If the appropriate organisation makes recommendations in relation to your complaint that relate to, and are received by, AFTRS, the AFTRS' CEO will take reasonable steps to implement them.

### **13.7 DOCUMENTS**

AFTRS will give copies of the relevant documents that it holds to the parties on a need-to-know basis, unless AFTRS is legally prevented from doing so.

The CEO or their delegate may also not give you copies of documents if it is believed to be harmful to your physical or mental wellbeing or that it might be prejudicial to another person. They will inform you of the reason.

You will be given copies of the decision and reasons by the CEO or their delegate.

### **13.8 RECORD KEEPING**

All documents relating to complaints will be kept strictly confidential and will not be accessible to anyone who is not directly involved in the complaint or the handling of the complaint.

Material relating to the outcome of the complaint will be placed in a separate file (not kept on the student or staff file) and stored in the Student Centre in accordance with AFTRS' policies.

Separate complaint files will only be accessible to authorised AFTRS' staff and, where appropriate, the person about whom the complaint has been made. Permission for others to access the files must be obtained from the CEO or their delegate.

Records in relation to a complaint may only be destroyed according to the Archives Act 1983 and any applicable AFTRS' Disposal Authority issued under that Act.

### **13.9 COMMUNICATION REGARDING THESE PROCEDURES**

You are entitled to use the complaint procedures set out in this policy, regardless of your place of residence or your mode of study. Applicable policies and procedures are available for students on the AFTRS website.

# 14. GRADUATION

## 14.1 EXIT CLEARANCE

You are regarded as having completed your course when you have completed all course requirements by the prescribed times. You must exit the School one week after the last timetabled class by completing the exit clearance process.

Exit dates in 2017 are as follows:

- Semester 1: Sunday 25 June 2017 (or, for MSA students only, Sunday 11 June 2017)
- Semester 2: Sunday 12 November 2017

Access to AFTRS facilities and equipment ceases on the exit date.

You need to have repaid all debts and returned all equipment, your Identification Card and your locker key by this date.

You will have access to your AFTRS email account and Moodle up until the following dates:

- Semester 1: Sunday 30 July 2017
- Semester 2: Sunday 17 December 2017

## 14.2 GRADUATION

When you have completed the requirements of your course and your grades have been confirmed by the School, you will be notified and receive an invitation to your graduation ceremony.

You will be notified if you have not completed course requirements.

You must complete the exit clearance process prior to graduation. Your degree academic transcript and testamur will be withheld if you have any equipment loans or debts to the school outstanding after the relevant exit clearance date for your course.

Once you have graduated, you are encouraged to keep in touch with the school and update your contact details regularly in order to receive notification of opportunities and alumni events.

## 14.3 TESTAMURS AND TRANSCRIPTS

A testamur is a legal document issued to graduates by the authority of AFTRS Council under the AFTRS' Common Seal. The provision of testamurs is subject to the AQF Issuance Policy. A transcript is an official record of the results received during an award course. Both testamurs and transcripts are secure documents that can only be issued under the authority of the AFTRS Chief Operating Officer.

Your testamur and transcript will be issued in your legal name as provided by you at enrolment. If you wish to have these documents issued under a different name, you are required to provide certified proof of your legal name change.

A replacement testamur may only be issued in circumstances where the original document has been lost, damaged or destroyed. You must supply either the original testamur or a statutory declaration stating that the original has been destroyed or lost if you wish to order a replacement.

Fees apply for the generation of replacement testamurs and additional transcripts. Graduates who wish to order testamurs or transcripts should contact the Student Centre.

AFTRS would like to acknowledge the Traditional Owners, the **Gadigal people** of the **Eora Nation**, on whose land we meet, work, study and teach. We pay our respects to Elders past and present, and extend our respect to Aboriginal and Torres Strait Islander people from all nations of this land.



**Australian Government**

**AFTRS**

**Australian Film Television and Radio School**

Building 130, The Entertainment Quarter, Moore Park NSW 2021

PO Box 2286, Strawberry Hills NSW 2012

1300 131 461 / [info@aftrs.edu.au](mailto:info@aftrs.edu.au) / [aftrs.edu.au](http://aftrs.edu.au)

