CEO’S WELCOME

The Australian, Film, Television and Radio School has been supporting and developing creative talent for the Australian screen arts and broadcast industries since 1972. We passionately believe in the development of the creative potential of individuals and the rich rewards this brings at a personal creative level, as well as the greater benefits it brings our society in social and economic terms.

Our School is an exciting and dynamic place to learn, to challenge and to grow. We expect the highest creative and education standards of our students. Throughout the year, whether you are a Foundation Diploma, Graduate Certificate, Graduate Diploma or a Masters Degree student, you will experience an environment that places the highest value on the exploration of new ideas, an environment that encourages you to take creative risks. Your teachers are highly experienced industry practitioners and your fellow students share your creative aspirations and dreams. You will learn and collaborate and network with each other, and build professional relationships, which will continue into the future.

AFTRS’ close relationship with industry provides you with great creative opportunities and experiences. Through its collaboration with industry organisations and associations, the School provides you with unique opportunities to directly connect with industry through internships, attachments and mentoring relationships. The School’s Public Program includes REEL Sundays where you can spend a free Sunday afternoon watching classic films from the masters, or attend Friday on My Mind, giving you the chance to hear first-hand from leading creative practitioners who share their insights into their creative practice and will, no doubt, inspire you in yours.

At the School we have the privilege of learning and working in a wonderful building that provides ample spaces for meeting, learning, collaborating and socialising. Students have access to first class facilities, equipment and technologies. You are entrusted and encouraged to use these resources in support of your creative journey and in a manner that demonstrates your professional approach.

As CEO, I am very proud to lead and to be a part of this unique organization. With all the staff, I am delighted that you have chosen to come here to AFTRS.

You are our next generation of storytellers.

Have a wonderful thought provoking and creatively challenging 2014.

Sandra Levy
Chief Executive Officer
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STUDENT WORK: COPYRIGHT AND DISTRIBUTION POLICY

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<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Monday 17 – Friday 21 February</td>
</tr>
<tr>
<td>Commencement of Semester 1</td>
<td>Monday 24 February</td>
</tr>
<tr>
<td>Semester 1 Census Date</td>
<td>Monday 31 March</td>
</tr>
<tr>
<td>Easter Holidays</td>
<td>Friday 18 – Monday 21 April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Friday 25 April</td>
</tr>
<tr>
<td>End of Semester 1</td>
<td>Friday 13 June</td>
</tr>
<tr>
<td>Exit Clearances for Semester 1 courses only</td>
<td>Friday 20 June</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 9 June</td>
</tr>
<tr>
<td><strong>MID YEAR BREAK</strong></td>
<td><strong>MONDAY 16 JUNE–FRIDAY 11 JULY</strong></td>
</tr>
<tr>
<td><strong>MID YEAR BREAK FOR FOUNDATION DIPLOMA STUDENTS</strong></td>
<td><strong>MONDAY 23 JUNE–FRIDAY 4 JULY</strong></td>
</tr>
<tr>
<td>Commencement of Semester 2 (Foundation Diploma)</td>
<td>Monday 7 July</td>
</tr>
<tr>
<td>Commencement of Semester 2</td>
<td>Monday 14 July</td>
</tr>
<tr>
<td>Semester 2 Census Date</td>
<td>Sunday 31 August</td>
</tr>
<tr>
<td>Labour Day (NSW and SA)</td>
<td>Monday 6 October</td>
</tr>
<tr>
<td>End of Semester 2</td>
<td>Friday 31 October</td>
</tr>
<tr>
<td>Exit Clearances for Students</td>
<td>Friday 7 November</td>
</tr>
<tr>
<td>Graduation</td>
<td>Friday 5 December (TBC)</td>
</tr>
<tr>
<td><strong>GRADUATE DIPLOMA IN RADIO</strong></td>
<td></td>
</tr>
<tr>
<td>Show Radio On-Air Broadcast</td>
<td>Thursday 10-Wednesday 23 April</td>
</tr>
<tr>
<td>2RS On-Air Broadcast</td>
<td>Monday 2-Thursday 12 June</td>
</tr>
<tr>
<td>AFTRS FM On-Air Broadcast</td>
<td>Monday 25 August-Friday 5 September</td>
</tr>
<tr>
<td>NextFM On-Air Broadcast</td>
<td>Monday 13-Thursday 23 October</td>
</tr>
<tr>
<td>Work Attachment</td>
<td>Monday 27 October-Friday 31 October</td>
</tr>
</tbody>
</table>
INTRODUCTION
THE AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

The Australian Film, Television and Radio School (AFTRS) provides higher education of creative talent in the screen arts and broadcast sector. For over 40 years it has been producing nationally and internationally recognised graduates who have made a major contribution to all forms and through all distribution platforms of Australian screen content and to broadcasting.

AFTRS’ education is built on a unique curriculum that is comprised of the specialist disciplines of the screen arts and broadcast sector and taught by teachers drawn from industry. It is distinctive in its quality, links with industry and development of creativity, capacity for problem-solving, critical thinking and enquiry. Students are merit selected through a competitive process and are expected to work to the highest standard.

The School’s reputation enables it to enjoy select partnerships with prestigious international institutions. Its students and its graduates compete and are selected to exhibit in the most prestigious global and national film festivals, and its staff participates in prestigious national cultural and academic events. The School is a member of CILECT (International Association of Film and Television Schools) and in 2012 and 2013 it has been named by the Hollywood Reporter as one of the top 25 film schools in the world.
VISION

The Australian Film Television and Radio School exists to enrich the screen arts and broadcast culture through education and training, research and the dissemination of ideas.

GUIDING PRINCIPLES

AFTRS encourages:

CREATIVITY
By providing opportunities for the exploration of artistic expression, ideas, innovation and risk-taking.

ENTERPRISE
By fostering career sustainability, collaboration and resourcefulness.

AFTRS activities are conducted in the spirit of:

EXCELLENCE
Aspiring to the highest standards of creative excellence.

DIVERSITY
Nurturing and valuing difference and originality.

RESPECT
Encouraging mutual respect in all collaborations.
In keeping with its guiding principles, each member of our School community, students and staff, seek to:

- Listen attentively to others
- Be approachable
- Act with dignity
- Remain calm, and
- Treat people the way you would like to be treated yourself.

In this context, it is expected students and staff will behave honestly, with integrity and without discrimination; will act with care and diligence and treat everyone with courtesy and without coercion, bullying or harassment of any kind; and will not harass, discriminate nor victimise others on the basis of disability.

Please read the AFTRS Code of Conduct.
EDUCATION EXPERIENCE

AFTRS’ specialist, practice-oriented learning and teaching philosophy provides its students with an educational experience that is distinctive in its quality with its focus on the development of creativity, critical thinking and capacity for problem-solving, and its delivery through collaborative practice.

At AFTRS you will develop your individual and dynamic creative method of practice through which you express your creative vision. The School's curriculum is informed by advanced knowledge of current industry thinking and practice. You will learn through ‘hands-on’ experiences using problem based and case-based approaches. You will be challenged creatively. You will need to engage in self-directed learning, and critical thinking to reflect, synthesise and act on your learning.

AFTRS’ students are at the centre of School life. You have ready access to teachers and enjoy excellent resources. AFTRS expects you to be highly motivated to achieve the highest standards of creative and academic achievement in your course. This includes full commitment to all aspects of your chosen course of study, from creative exploration in workshop exercises, to the discipline of analysing and articulating your knowledge and ideas in written form.

In accepting a place in an award course, you are agreeing to participate fully and apply yourself completely to the rich learning opportunities AFTRS offers. You are generally required to attend the School five days a week from 9am-5pm. You need to be aware that with a demanding schedule, it can be difficult to maintain regular part-time work. You are responsible for managing your progress through your course of study and to do so, you need to be familiar with the rules, policies and procedures contained within this document and all other relevant policies and procedures in the AFTRS website.
AFTRS has identified four overarching attributes that an AFTRS graduate will reflect and practice in their chosen work in the screen arts and broadcast sector, no matter the course of study they have completed at the School.

THE AFTRS GRADUATE ATTRIBUTES ARE:

CREATIVE
- An AFTRS graduate will have the capacity to generate new ideas through invention, synthesis and responsiveness to the ideas of others.

COLLABORATIVE
- An AFTRS graduate will be committed to the benefits of team work to realise creative visions.

SKILLED
- An AFTRS graduate will be accomplished and effective in the execution of their work.

PROBLEM-SOLVING
- An AFTRS graduate will have the capacity to initiate activities and achieve outcomes based on their knowledge and understanding of the screen arts and broadcast sector.
COURSE OF STUDY RULES
COURSE OF STUDY RULES

1. ADMISSIONS

1.1 The allocation of places in an AFTRS degree course is competitive and is based on merit selection. Applicants who meet the selection criteria specified for each course may be offered a place in that course.

1.2 Applications to degree courses are open to Australian and New Zealand citizens, Australian permanent residents, and holders of Australian permanent humanitarian visas only.

1.3 Students are offered a place in their chosen course of study on the basis of:

• skills and knowledge (deemed to be equivalent to the (Australian Qualifications Framework (AQF) level below that to which they are applying, which may include a formal qualification and/or industry experience);

• the quality of application tasks and a creative portfolio submitted on application.

1.6 Students may also be required to attend an interview in support of their application.

1.7 Recognition of prior learning at a tertiary level or through workplace experience will be considered upon application.

1.8 Students are deemed to be an enrolled student at AFTRS from the time of enrolment until they complete, withdraw, or are excluded from a course of study. By agreeing to the terms and conditions in the enrolment form students are agreeing to adhere to the rules, policies and procedures contained within course of study rules and AFTRS website.

1.9 A request to submit a late application may be considered through a formal written request to the Student Centre at studentinfo@aftrs.edu.au. The outcome of any such request will be advised in writing within three working days of AFTRS receipt of the request.

1.10 AFTRS does not permit deferral of a course. If a student is unable to accept the offer of a place into their specified degree course the student must apply again in the next application round.

2. ENROLMENT AND CONFIRMATION OF STUDENT STATUS

2.1 A student must accept their offer of a place at AFTRS to ensure enrolment.

2.2 Student status is confirmed when a student signs an enrolment form and pays the relevant course of study fee.

2.3 If a student does not pay the course fees and enrol by the specified date, a student will forfeit his or her place at AFTRS.

2.4 Students are deemed to be an enrolled student at AFTRS from the time of enrolment until they complete, withdraw, or are excluded from a course of study. By agreeing to the terms and conditions in the enrolment form students are agreeing to adhere to the rules, policies and procedures contained within course of study rules and AFTRS website.

2.5 If a student is under 18, they must have a parent or guardian complete, sign and return the Parent/Guardian Consent Form.

2.6 If a student requires written confirmation of student status please contact the Student Centre at studentinfo@aftrs.edu.au or (02) 9805 6444.

2.7 Students that are enrolled in an award course are entitled to be included on a voting list for the purposes of voting for student membership on the AFTRS Council.

2.8 Courses finish on Friday 31 October, 2014. Students are required to complete the exit process one week later by Friday 7 November, 2014.

2.9 Confirmation of Graduand Status – for the period when students are deemed to have completed all course requirements for a course, and they have completed the exit process and are awaiting the conferral of a degree, students are graduands of the School.

3. COMPULSORY ORIENTATION

The academic year commences with Orientation week Monday 17 February 2014. Students are asked to attend Orientation to receive their ID cards, IT Information and Student Packs which contain Syllabus documents and other relevant information. The finalised schedule will be forwarded to you via email closer to the time.

4. RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) involves the assessment of the skills and knowledge achieved through prior industry or academic experience. Students can apply for exemption/s from course subjects via RPL. Fees will not be reduced for any subject that has gained RPL.

4.1 Applications for RPL must be made prior to commencement of any subject.
4.2 To apply for RPL, a student must complete the RPL Application form which is available from the Student Centre and the AFTRS website. Supporting documents must be attached.

4.3 Academic experience with equivalent levels of skills and knowledge to the appropriate level of the Australian Qualifications Framework (AQF) must be demonstrated for the subjects that are being claimed for exemption.

4.4 Evidence must include:
   • academic transcript/s of previous tertiary study;
   • subject descriptions;
   • a description of the relevant institution’s grading criteria;
   • a testamur (if a student is a graduate from the course);

4.5 Students will be advised of the outcome of their application for RPL in writing by the Student Centre Manager.

4.6 Students wishing to dispute this decision must advise the Director of Education in writing. Appeal will be forwarded to the Academic Appeals Committee.

5. CENSUS DATES
The Census Date is the date at which a student can withdraw from a course without incurring a debt for that semester. At AFTRS the Census Dates are 31 March 2014 for 1st Semester and 31 August 2014 for 2nd Semester.

6. PAYMENT OF FEES
Course of Study fees apply to all degree courses. The current schedule of fees can be found on the AFTRS website.

Students must pay the full fee set by AFTRS for a course of study. The fees must be paid by the specified dates 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.

6.1 Students experiencing financial difficulties may apply to the Student Centre Manager to pay their fees in instalments (if electing to fees upfront).

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

A student is eligible for the FEE-HELP loan scheme if he or she is:
   • an Australian citizen; or
   • a holder of an Australian permanent humanitarian visa.

A student is not eligible for the FEE-HELP loan scheme if he or she is:
   • a New Zealand citizen; or
   • a Permanent resident (other than a holder of an Australian permanent humanitarian visa).

A loan fee of 25% (or as varied by legislation) applies to FEE-HELP loans for undergraduate courses (Foundation Diploma) of study. The FEE-HELP limit does not include the loan fee.

This is a guide only. For more information on FEE-HELP please refer to the FEE-HELP information booklet provided to all eligible students. This booklet is also available from Student Centre.

Up to date information on all matters concerning FEE-HELP can be found on the Study Assist website.

8. RE-CREDITING FEE-HELP BALANCES OR REFUNDING UPFRONT PAYMENTS POLICY AND PROCEDURES

The AFTRS policy on Re-crediting FEE-HELP Balances or Upfront Payments is developed in accordance with the requirements of the Higher Education Support Act 2003 (HESA) and the FEE-HELP Guidelines.

8.1 A student who paid the fees upfront and withdraws before the 1st Semester Census Date, they will receive a refund of the full amount of the course of study fee. If a student withdraws in 2nd Semester and before the 2nd Semester Census Date, they will receive a refund of the 2nd Semester fee only.

8.2 A student who withdraws from a course after the Census Date a student can apply in certain circumstances to have:
   • FEE-HELP balance re-credited (to an amount equal to the amount of assistance received for the semester in which a student withdrew); or
   • Upfront payment refunded.
8.3 A student who withdraws after the Census Date but has successfully completed the semester cannot be re-credited with their FEE-HELP amount for that semester or receive a refund of any upfront fees.

8.4 A student may only apply for a re-credit for a FEE-HELP balance or a refund of fees in special circumstances. They are:

- Beyond a student’s control; or
- Did not make their full impact on a student until on, or after, the Census Date; or
- Made it impractical for a student to complete the requirements of the semester.

8.5 Circumstances may include medical, family/personal, employment or be course related.

8.6 A student must apply to AFTRS in writing within 12 months of the withdrawal date.

8.7 AFTRS will consider the application within 28 days of its receipt. AFTRS will also notify a student of its decision and the reasons for making that decision.

8.8 If a student is not satisfied with the decision he or she may apply to AFTRS for a review of the decision stating the reasons for a re-consideration. A student must do so within 28 days from the day the notice of the decision was received.

8.9 AFTRS will advise a student of its decision within 45 days of receiving the application for reconsideration.

8.10 A student may make an application to the Administrative Appeals Tribunal (AAT) for a review of a provider’s decision to refuse to re-credit.

9. STUDENT ATTENDANCE

There are two semesters to the AFTRS academic year. Semester 1 commences on 17 February 2014 with Orientation week. Classes commence the following week on 24 February and end on 13 June, 2014. Mid-year break is from 16 June to 11 July, 2014. Semester 2 commences 14 July, 2014 and end 31 October 2014.

9.1 Students are expected to observe the standards of Professional Conduct in relation to all coursework including attendance of all timetabled classes. Professional Conduct includes:

- punctuality and reliability;
- high standard of preparation;
- positive attitude;
- effective and polite communication;
- high level of integrity and ethical behaviour;
- self-discipline and accountability for one’s actions;
- demonstrated respect for, and courtesy towards, others;
- adherence to meeting and collaboration protocols; and
- adherence to on-set and on-air guidelines.

9.2 Medical certificates need to be provided for non-attendance of more than three consecutive days through illness.

9.3 Students that are consistently late or absent without a satisfactory reason will be referred to the Director of Division and may be deemed “at risk” of failure due to absence.

10. STUDENT ASSESSMENT

Assessment is the process by which evaluative judgments are made in respect of the quality of students’ learning achievements against expected standards (learning outcomes and graduate attributes). Assessment serves a range of purposes including:

- Supporting the development of student learning;
- Measuring and certifying the level of student learning achievement;
- Monitoring student learning as a measure of educational effectiveness.

10.1 All assessment results are recorded as grades on a student record. The codes for the undergraduate and postgraduate programs are as follows:

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Code</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>85–100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>75–84%</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>65–74%</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50–64%</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0–49%</td>
</tr>
<tr>
<td>Non-Graded Pass</td>
<td>NGP</td>
<td>Recognition of Prior Learning</td>
</tr>
<tr>
<td>Credit Granted</td>
<td>CG</td>
<td>Recognition of Prior Learning</td>
</tr>
</tbody>
</table>

10.2 All assignments must be submitted by the due date as detailed in the subject outline for each subject that is undertaken.

10.3 The AFTRS Late Submission of Assessment Policy outlines the penalty for late submission. For all assignments handed in after the due date and without an agreed extension, a two per cent (2%) penalty applies for the first day of the missed deadline.
10.4 The 2% penalty will be applied for the next thirteen calendar days (including Saturdays and Sundays).

10.5 Assignments submitted after 14 calendar days (two weeks) will receive a zero mark.

10.6 A request for an extension for up to one week (seven days) to submit an assignment may be requested from a Head of Discipline. This must be requested at least two working days prior to due date.

10.7 To request an extension of more than one week (seven days) for the submission of an assignment, a completed Request for Extension form must be submitted to the Head of Discipline.

10.8 All written assignments must be submitted with a signed AFTRS cover sheet. The cover sheet is part of AFTRS plagiarism and academic integrity strategy. Copies are available at the Student Centre and Library.

10.9 All written assignments must be formatted in accordance with the AFTRS written assessment formatting guidelines.

11. SPECIAL CONSIDERATION
Special Consideration recognises hardship or exceptional circumstances that may affect or has affected a student’s progress through a course of study. Exceptional circumstances include:

- Acute illness;
- Loss or bereavement; or
- Hardship.

11.1 A student may apply for Special Consideration if exceptional circumstances are likely to prevent a student from completing 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;
- Statutory declaration from a student and/or relevant people.

11.2 Special Consideration forms can be obtained from the Student Centre and on the AFTRS website.

11.3 Applications for Special Consideration are to be lodged with the Student Centre Manager.

11.4 Your Head of Discipline will consult with the Convenor and make a recommendation to the Director of Education who will determine whether your application is approved, or not.

If granted Special Consideration, you will still be required to demonstrate achievement of learning outcomes for the course. You may be required to meet one of the following options.

- Submit an assignment with an extension that takes into account your circumstances.
- Complete an alternative assignment of equivalent value.

11.5 Special Consideration cannot be applied for retrospectively if the subject has been completed.

12. WITHDRAWAL
Students considering withdrawing from a course for any reason are encouraged to discuss the matter with their Head of Discipline and Course Convenor.

12.1 In order to withdraw from a course, a student must complete a Withdrawal from Study Form. This form is available from the Student Centre and the AFTRS website.

12.2 Approval of the application to withdraw will be granted by the Course Convenor.

12.3 A student that withdraws from a program will be required to complete the standard student exit clearance process.

13. LEAVE OF ABSENCE

2014 Leave of Absence: Graduate Certificate and Graduate Diploma.

Leave of Absence will be unavailable to students in the Graduate Certificate and Graduate Diploma in 2014 as these courses may not run in 2015.

In the event of a student being faced with circumstances of urgent necessity, please refer to the Special Consideration policy.

Foundation Diploma and Masters Courses

Students are expected to complete their degree course within the time specified in the syllabus document. However, a leave of absence within this period may be available where it can be demonstrated there is an opportunity that may benefit a student’s career.

The student may submit their application to the Convenor of their course who will recommend it, or not, for approval by the Director of Education.

Leave of Absence will only be granted once during the course of study.

14. ACADEMIC PROGRESS: ‘AT RISK’ AND ‘SHOW CAUSE’

As entry to AFTRS is based on merit selection, a high standard of performance is expected. Students are responsible for maintaining satisfactory progress for the duration of a course, through consistent attendance and completion of all course requirements.
Failure to complete a course requirement may result in a student being identified as ‘at risk’ of failure. There are three stages in the ‘at risk’ process:

**Stage 1:** Identification of ‘at risk’ status.
- A student who is deemed to be ‘at risk’ will be required to meet with their Head of Department and Course Convenor to discuss the student’s progress and develop strategies to improve academic achievement.

**Stage 2:** Inclusion on ‘at risk’ register.
- A student that continues to demonstrate poor performance will be required to meet the Course Convenor and the Director of Education or Education delegate (Teaching and Learning), to discuss strategies to improve academic achievement;
- The student will be included on the AFTRS ‘at risk’ register maintained by the Division of Education (Teaching and Learning);
- If academic achievement improves, the student will be removed from the register, on the advice of the Course Convenor and Education delegate (Teaching and Learning).

**Stage 3:** Continuation of poor performance including failure to complete or pass alternative assignments.
- Should poor performance continue on the part of the student the Course Convenor will advise the Director of Education.
- A student will be advised in writing by the Director of Education and asked to ‘show cause’ i.e. provide a comprehensive explanation as to why their poor performance is continuing;
- If a student’s appeal to show cause is successful they may be required to undertake additional work;
- If a student fails to complete the additional work in the prescribed time it will result in failing the subject or being excluded from the course as appropriate.
- The grounds for exclusion include failure to satisfactorily complete the prescribed course subjects for a current period of enrolment or failure to complete any remedial or alternative work set by the Head of Discipline.

**15. PLAGIARISM POLICY**

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

Ethical practice involves 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. It may, in the broadest sense, include: copying or paraphrasing without due acknowledgment material from any source including textual, visual, auditory, numeric and haptic; using another person’s ideas without due acknowledgment; resubmission of earlier work; and/or misrepresenting collaborative endeavours as individual work. If any form of student plagiarism is found to have occurred, a range of actions may be taken.

The AFTRS Plagiarism Policy applies to all staff and students at the School. Please be familiar with the full policy which can be read on the [AFTRS’ website](#).

**16. COURSE COMPLETION AND EXIT REQUIREMENTS**

Final coursework dates are:
- Semester 1: Friday 13 June, 2014.
- Semester 2: Friday 31 October, 2014.

16.1 The final date for students to exit the school is Friday 7 November, 2014.
16.2 Students must pass all subjects of study to be eligible for graduation.
16.3 Students need to have repaid debts and returned all equipment, unless the CEO grants approval based on exceptional circumstances.
16.4 Students must return their Student Identification Card and their locker keys.
16.5 It is necessary to complete the Student Exit Clearance process by the due date.
16.6 Once the exit process has been completed, a student is a graduand of AFTRS.
16.7 Access to AFTRS facilities and equipment will cease once a student has completed the exit process.

**17. GRADUATION, TESTAMURS AND TRANSCRIPTS**

On graduation a student will receive a testamur and a transcript of their course of study, the subjects they have undertaken and their grades. Student requiring a replacement testamur or transcript should contact the Student Centre. A fee of $40 will be payable for a replacement testamur and $20 will be payable for a replacement transcript.
18. ACADEMIC APPEALS
The role of the Academic Appeals Committee is to ensure that due process has been followed, not to reassess the academic quality of the work.

18.1 A student may appeal to the Academic Appeals Committee against a decision related to academic assessment or exclusion.

18.2 The Committee will include the relevant Director of Division, the Director of Education (Chair), the Head, Teaching and Learning, and a Course Convenor not directly involved in teaching the student, or their delegate.

18.3 Appeals against an assessment result may be lodged with Head, Teaching and Learning 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.

18.4 A student may appeal against a decision excluding them from a course of study for failure to meet academic requirements 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.

18.5 Appeals against a decision relating to exclusion must be lodged with the Head, Teaching and Learning within five days of being notified of the decision. Documentary evidence should be supplied with the application where relevant.

18.6 On receipt of the appeal the Head, Teaching and Learning will seek a written response from the relevant Head of Discipline to be provided within two working days.

18.7 The Academic Appeals Committee will hear an appeal made under these rules within five working days of the receipt of that appeal by the Head, Teaching and Learning.

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

18.9 The Academic Appeals Committee may seek written evidence or hold interviews with relevant parties at its discretion.

18.10 If a student is required to appear before the Committee, they 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.

18.11 The Academic Appeals Committee will inform a student of its decision within two working days of the decision being made. A statement of reasons for the decision will be given in writing.

18.12 AFTRS decision is final.

19. MISCONDUCT
AFTRS regards student misconduct as a serious matter.

19.1 If a student is found in breach of the AFTRS Code of Conduct or of other AFTRS policies or rules, the student may be considered to have committed misconduct.

19.2 Misconduct includes (but is not restricted to) conduct involving either dishonesty or harm (or a real fear of possibility of harm) to other person(s) or property within AFTRS premises or during an activity which forms part of an AFTRS course of study.

19.3 Where it is believed that a student has committed misconduct, the student may be referred to a Misconduct Committee (the Committee). It is expected that students read and be familiar with the School’s Code of Conduct.

20. EXCLUSION
A student may be excluded from the award course they are enrolled in, if the student fails to meet course requirements, or if they have been found to have committed misconduct within AFTRS premises or during an activity which forms part of an AFTRS course.

20.1 Offences that are considered to be misconduct include:
   • misuse of AFTRS property;
   • drunk or disorderly conduct;
   • negligent behaviour resulting in harm to persons or property;
   • violence or threatened violence; or
   • serious breach of copyright and/or plagiarism.
20.2 AFTRS may also exclude students if their behaviour is found to be a consistent disruption to the learning experience of other students.

20.3 If a student has been excluded from AFTRS they may apply for readmission in competition with other applicants.

20.4 In these circumstances, students will be required to demonstrate that they have taken action during the period of exclusion which will improve the likelihood of success in a course.

21. ACADEMIC STUDENT GRIEVANCE: POLICY AND PROCEDURE

Academic grievance is a complaint about unfair treatment in relation to the delivery of academic services. Usually this would not include complaints of misconduct, discrimination or harassment which have separate identified procedures. A student may lodge a complaint about academic matters using the Academic Student Grievance Policy.

The intent of the Academic Student Grievance Policy and Procedure is to deal effectively, equitably and efficiently with student complaints in regard to academic matters. The Academic Student Grievance: Policy and Procedure was reviewed and approved by the AFTRS Council.

22. NON-ACADEMIC STUDENT GRIEVANCE: POLICY AND PROCEDURE

A non-academic student grievance is generally a complaint about unfair treatment in relation to the delivery of administrative or support services. Usually this would not include complaints of misconduct, discrimination or harassment which have separate identified procedures. Current or potential students in an AFTRS course may lodge a complaint about non-academic matters using the Non-Academic Student Grievance Policy.

The intent of the Non-Academic Student Grievance Policy is to deal effectively, equitably and efficiently with student complaints. The Non-Academic Student Grievance: Policy and Procedures was reviewed and approved by the AFTRS Council.

23. STUDENT PRIVACY

AFTRS may collect, use, disclose and hold a student’s personal information in order to receive and process their application and enrolment, to teach and communicate with them, for record-keeping and reporting, and for certain other purposes. A student’s personal information may include their name, postal and email addresses, telephone numbers, date of birth, education and academic records, production credits, work experience and health information.

AFTRS respects the privacy of its students, and deals with their personal information according to the Privacy Act 1988. Complaints about privacy may be sent to AFTRS Privacy Officer at privacyofficer@aftrs.edu.au. Students who believe there has been an interference with their privacy may also complain to the Privacy Commissioner.

24. ATTACHMENTS AND INTERNSHIPS

AFTRS will only approve internships that are structured to meet the course requirements. Internship must be approved by the relevant Division Director and the Director of Education.

24.1 A Head of Discipline may consider recommending a current student for an internship where an internship can be structured to meet the aims and learning outcomes of a subject within a course of study.

24.2 The Head of Discipline will negotiate with the organisation to an agreed set of criteria to ensure that a student has achieved the learning outcomes and course requirements during the internship.

24.3 The organisation will be required to provide feedback to an intern and the Head of discipline at the end of the internship based on the pre-agreed criteria.

24.4 AFTRS will not offer a student to fill a role which would otherwise be a paid position.

24.5 AFTRS endorses Fairwork Australia’s Guidelines on Internships, Vocational Placements and Unpaid Work. See the AFTRS Student Internship Guidelines for information pertaining to the types of internships that may become available, and requests that have no education benefit to students will not be considered.

25. TUITION ASSURANCE EXEMPTION

AFTRS has been granted a Ministerial exemption from tuition assurance requirement of the Higher Education Support Act 2003 (HESA). For further information please refer to AFTRS’ Tuition Assurance Exemption.
STUDENT WORK: COPYRIGHT AND DISTRIBUTION POLICY

1. PREAMBLE - BACKGROUND AND PURPOSE
This Policy sets out:
- who owns copyright in the films and other work created by award course students while they are studying at AFTRS;
- how AFTRS may distribute student films and other work, and use them in other ways; and
- a student’s right to be involved in the distribution of their student work, to develop it further, and to use it for promotion.

2. POLICY SCOPE
This Policy applies to all AFTRS’ award course students.

3. POLICY STATEMENT
3.1 AFTRS’ ownership
- AFTRS owns the copyright in the films, other projects, workshop materials and other audio-visual and audio work created by award course students that are assessable (Student Work).
- AFTRS acknowledges that individual student producers, directors and scriptwriters retain moral rights in their Student Work even though it is owned by AFTRS. AFTRS respects creators’ moral rights.

3.2 AFTRS’ distribution
In general, whoever owns the copyright in a work has the right to control how it may be used.
As the copyright owner of Student Work, AFTRS has the right to distribute it. AFTRS may do so itself or may license Student Work to another distributor or sales agent.
AFTRS and its licensees may submit Student Work to festivals and markets and for awards, or may distribute it in other ways, such as by arranging for it to be shown on free-to-air or subscription television or by making sales to educational institutions. When acting as a distributor, AFTRS and its licensees may use the names, images and biographies of the students associated with the Student Work, to advertise and promote AFTRS, the students and their work.
AFTRS is keen to work with graduates in order to find the most appropriate festivals, awards, and other sales and distribution opportunities for their Student Work, and AFTRS’ Sales and Distribution Manager will consider graduate suggestions. AFTRS will determine the distribution strategy (if any) for each Student Work taking into account its genre, content, timing, quality and any consultation undertaken with the graduate.
If, after discussions with AFTRS’ Sales and Distribution Manager, a graduate would like to apply to distribute their Student Work, the graduate will need to seek permission by contacting the Head of Business Affairs, giving details of their plans. The Head of Business Affairs will advise them in writing if their request is approved and the terms of any approval.

3.3 Graduate website and showreel use
Even though AFTRS owns the copyright in a Student Work, the graduate who created it is always permitted to use up to 3 minutes or 10% (whichever is the least) to promote themselves on their websites and showreels. This permission is subject to:
- each excerpt including a copyright notice referring to AFTRS as the copyright owner;
- the graduate being responsible for clearing all material that has not been cleared, and doing anything else necessary to use excerpts of the Student Work in this way without contravening applicable law; and
- the graduate respecting the moral rights of all authors who hold moral rights in the Student Work.
Graduates may also privately screen their entire Student Work to potential employers and to anyone else interested in their creative work.

3.4 Further development of Student Work
AFTRS strongly encourages all graduates to continue to develop their Student Work. If a graduate wishes to do so, the graduate will need to seek permission by contacting the Head of Business Affairs, giving details of their plans. The Head of Business Affairs will advise the graduate in writing if their request is approved and the terms of any approval.
3.5 Student ownership and AFTRS’ rights

AFTRS does not own student scripts, scores, lyrics, essays or any assessable or non-assessable work that is not Student Work (as defined by paragraph 3.1). However, students permit AFTRS to use the work they own under this paragraph 3.5 for AFTRS’ educational, promotional, library, reporting and archival purposes and to meet AFTRS’ obligations as a Commonwealth statutory authority, such as by providing examples of student work to overseas embassies.
Each year students are privileged to be eligible for generous awards from a range of industry and philanthropic supporters, with whom AFTRS enjoys a strong relationship. These awards, which may change from year to year, are generally made at the annual Graduation. The following awards were made at the 2013 AFTRS Graduation ceremony.

**FOXTEL AWARD FOR EXCEPTIONAL NEW TALENT**
With a focus on television, the FOXTEL Award for Exceptional Talent supports emerging talent in the screen production landscape. All students in the Masters of Screen Arts, Graduate Diplomas or Graduate Certificates in Documentary, Screenwriting, and Directing are eligible to apply for this award of $20,900. The award supports an exceptional graduate in the first year following their graduation. FOXTEL works with the recipient to help them make contacts and gain experience, especially in the area of subscription television.

**THE KENNETH B. MYER AWARD FOR EXCEPTIONAL TALENT**
The Kenneth B. Myer Award for Exceptional Talent selects and supports emerging screen production talent in the screen production landscape. It provides up to $20,000 to an exceptional graduate in the first year following their graduation by supporting them in an attachment to a creative person or organisation in Australia or overseas. All graduating students are eligible.

**THE KENNETH B. MYER AWARD FOR PROJECT DEVELOPMENT**
The Kenneth B. Myer Award for Project Development aims to select and support emerging talent in the screen production landscape with a focus on creative development. The award provides $20,000 to support an exceptional graduate or a small team of graduates (up to three) in the first year following their graduation in the development of a single project with the guidance of a mentor. All students graduating are eligible.

**THE SHARK ISLAND FOUNDATION DOCUMENTARY PRIZE**
Ian Darling generously supports The Shark Island Foundation Documentary for the ‘Best Social Impact Documentary’. The prize of $5,000 is awarded annually to an outstanding AFTRS documentary project with strong potential for social impact through outreach and education. All students graduating are eligible.

**THE EUROPEAN UNION FILM AWARD**
The European Commission, in partnership with a member of state and a major film festival held in that member’s state, offers one or more travelling awards to an outstanding AFTRS graduate. This unique opportunity enables the winner to participate in one of the major international film festivals in Europe. All students graduating are eligible for the award.

**ASTRA GRADuate PROGRAM**
The ASTRA (Australian Subscription and Television Association) Graduate Program provides three-month contracts for graduates of AFTRS Foundation Diploma to work in subscription television. The program provides the opportunity for Foundation graduates to work in a variety of roles in the areas of production, marketing and programming.

**SHINE AUSTRALIA INTERNSHIP PROGRAM**
The Shine Australia Internship program provides one graduate of the AFTRS Foundation Diploma with a six-month placement that provides a great opportunity for an individual looking to break into the industry and forge a successful career. The program provides a variety of roles working in departments including Shine 360, Shine Development and Shine Casting and Publicity.

**SCREEN AUSTRALIA’S TALENT ESCALATOR PROGRAM**
Screen Australia’s Talent Escalator program provides an AFTRS graduate with a four-month Village Roadshow/The Gotham Group internship, based at its Los Angeles Studios. The award is offered to the most outstanding AFTRS Producing and Screen Business graduate and offers a wide range of experiences that will provide insight into the realities of working at a major production company and the business of packaging projects. Graduating Producing and Screen Business students are eligible for the award.

**SELWYN SPEIGHT AWARD FOR RADIO REPORTING**
The Selwyn Speight Award for Radio Reporting was established as a bequest from Selwyn Speight, a former ABC journalist. The purpose of the award is to encourage the pursuit of excellence in and the proper practice of radio reporting: The award of up to $11,000 is given to AFTRS students with the aptitude and enthusiasm to undertake news/journalistic careers.

**THE A.V. MYER INDIGENOUS AWARD**
Through a generous donation made by Mr Andrew Myer to the School in 2001, the A.V. Myer Indigenous Award provides up to two awards of $20,000 each to Indigenous students from both Open and award courses who demonstrate exceptional talent in their chosen discipline.