

2022 STUDENT HAND BOOK

AFTRS

Contents

4	Congratulations & Welcome!	14	7. ASSESSMENT
4	AFTRS Charter of Conduct	14	7.1 Submission of Assessments
4	Engagement With Course Content	15	7.2 Grading Scheme
4	Student Code of Conduct	16	7.3 Extension Requests
5	Teaching at AFTRS	16	7.3.1 Extension Request Guidance
5	1. ENROLMENT & FEES	16	7.4 Late Submission and Late Penalties
5	1.1 Enrolment	16	7.5 Failing an Assessment
5	1.1.2 MASB: Subject Selection	16	7.6 Weighted Average Mark (Wam) & Grade Point Average (Gpa)
5	1.1.3 Bachelor of Arts Screen: Production–Electives	17	8. ACADEMIC APPEALS
5	1.2 Maximum Time to Complete	17	8.1 Grounds for Appeal and Documentation
5	1.3 Student Records	17	8.2 Investigation of Appeals
5	1.3.1 Change of Name	17	8.3 Academic Appeals Committee
5	1.4 Communication	17	9. ACADEMIC INTEGRITY & MISCONDUCT
6	1.5 Criminal History Disclosure	17	9.1 Academic Integrity
6	1.6 Payment of Fees	18	9.2 Academic Misconduct
6	1.7 Fee-Help	18	9.2.1 Investigation of Academic Misconduct
6	1.8 Re-Crediting Fee–Help Balances or Refunding Upfront Payments	18	9.2.2 Penalties for Academic Misconduct
7	1.8.1 Withdrawing Before Earliest Census Date	19	9.3 Behavioural Misconduct
7	1.8.2 Withdrawing After Earliest Census Date	19	9.3.1 Misconduct Investigation
7	1.8.3 Application For Refund or Credit	19	9.3.2 Misconduct Appeals
7	1.8.4 International Student Fees	19	9.3.2 Misconduct Outcomes
7	1.9 Privacy	20	10. TUITION ASSURANCE EXEMPTION
7	2. ORIENTATION	20	11. ENROLMENT STATUS
7	2.1 Orientation	20	11.1 Enrolled
8	2.2 Student Id Cards	20	11.2 Conditional Enrolment
8	2.2.1 Student Lockers	20	11.3 Leave of Absence
8	2.3 Personal Safety, Sexual Assault And Harassment	20	11.4 Faculty Initiated Leave of Absence
8	2.3.1 Student Rights And Responsibilities	21	11.5 Returning From Leave of Absence Student
8	2.3.2 What Is Sexual Harassment?	21	11.6 Withdrawn
8	2.3.3 What Happens When I Tell Someone?	21	11.7 Faculty Initiated Withdrawal
9	2.4 Safe Conversation Officers	21	12. REASONABLE ADJUSTMENT & LEARNING ACCESS PLAN
9	2.5 AFTRS Counselling	21	12.1 Learning Access Plan
9	2.6 Social Media Guidelines	21	12.2 Carer Support Plan
10	3. ATTENDANCE	21	12.3 Special Consideration
10	3.1 Attendance	22	12.3.1 Circumstances For Eligibility
10	3.2 Leave For Industry Experience	22	12.3.2 Possible Study Adjustments
10	4. EQUIPMENT ACCESS	22	12.4 Special Financial Assistance
11	5. COPYRIGHT	22	12.5 Variation to Study Load
11	5.1 AFTRS Copyright Policy for Student Project Work	23	12.6 Fitness to Study
11	5.2 Using Copyright Material In Student Project Work	23	12.7 Medical Certificates And Other Supporting Documentation
11	5.3 Student Film Distribution	23	12.7.1 Students Affected by Medical Circumstances or Hardship
12	5.4 Use of the AFTRS Logo, Credits	23	12.7.2 Students Affected by Other Circumstances
12	5.5 Further Development of Student Work	23	12.8 Transfer
12	5.6 Student Showreels and Websites		
12	6. PROGRESSION		
12	6.1 Course Progression Rules		
13	6.1.2 Non-Submission		
13	6.1.3 Failing A Subject: 2nd Attempt		
13	6.2 At Risk		
13	6.3 Show Cause		
13	6.4 Exclusion		
14	6.5 Investigation of Appeals Against Exclusion		
14	6.6 Early Exit & Alternate Qualification		
14	6.7 Offer of Alternate Qualification		

24	13. COMPLAINTS
24	13.1 General Principles
24	13.2 Exclusions to This Policy
24	13.3 Procedures for Lodging A Complaint
24	13.4 Stage 1: Informal Procedure For Resolution of a Complaint
24	13.5 Stage 2: Formal Procedure For Resolution of a Complaint
25	13.7 Documents
25	13.8 Record Keeping
25	13.9 Communication Regarding These Procedures
25	14. EXITING YOUR COURSE & GRADUATION
25	14.1. Graduand Period & Access to Aftrs Resources
25	14.2 Exit Clearance
25	14.3 Graduation
26	14.4 Testamurs and Academic Transcripts
26	15. BUILDING INFORMATION
26	15.1 Hours of Operation and Access
26	15.2 On-Site Security
26	15.3 Smoking
26	15.4 Emergency Evacuation
26	15.5 First Aid
26	15.6 Lifts
26	16. GLOSSARY OF TERMS

Our Values:

Excellence

Courage

Community

Creativity

Generosity

EXCELLENCE:

We are leaders in our fields and strive to adapt in the face of an ever-changing Industry.

COURAGE:

We are curious, resilient and embrace challenge and the unfamiliar with open-hearted perseverance

COMMUNITY:

We work together with respect, responsibility and reciprocity, recognizing that our strength comes from inclusivity and shared accountability.

CREATIVITY:

We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation.

GENEROSITY:

We share our skills and knowledge and are equipped and honoured to help tell each other's stories.

Congratulations & Welcome!

Being offered a place at AFTRS is a massive achievement. Congratulations! You have been selected by a panel of academic and industry experts, based on the quality of your application, competing against many other talented storytellers from across Australia and overseas to claim your place here. If you have been offered a place, you undoubtedly deserve it, so take a moment to congratulate yourself.

This handbook sets out:

- Our expectations of you as a learner
- What you can expect from the School and our staff
- Supports that are available to you, should you need them
- The policies, procedures and guidelines that will shape your experience at AFTRS

AFTRS Charter of Conduct

The AFTRS Charter of Conduct guides everything we do at AFTRS, from the decisions we make to the conversations we have and the behaviours we display. It is a commitment that our school is a safe creative space to work in and we ask that all AFTRS staff and students sign up to it. It extends to our sets, locations, our classrooms and includes all interactions, including in person, phone calls, texts and online.

It is a living document that will evolve and progress to meet the needs of the School, its staff, and students.

WE BELIEVE:

- Our creativity is strengthened by contribution from people of all walks of Australian life.
- Everyone should have the opportunity to develop and contribute their skills.
- It is all of our responsibilities to ensure these opportunities exist, and to remove obstacles to participation.
- Leadership in creative practice requires ongoing learning.
- Without the knowledge that we are safe, we cannot be bold or daring.

WE COMMIT TO:

- Sharing our knowledge generously.
- Ensuring a diversity of content and ideas in our teaching, work and films.
- Fostering a culture that supports the pursuit of creative excellence free from any physical or psychological harm.
- Working in ways that support participation, including to:
- Communicate clear processes for addressing problems.
- Appoint support officers.
- Maintain confidentiality where required.
- Ensure consequences for breaches of the Charter.
- Maintain a zero-tolerance approach to behaviour that is discriminatory, bullying or harassment.

Engagement with Course Content

The AFTRS Charter pledges to ensure a diversity of content and ideas in our teaching, work, and creative outcomes, while at the same time ensuring that our school is a safe creative space to work in. Learning is about developing new skills and knowledge by being challenged at an appropriate level. During your time at AFTRS you will be asked to engage with material and activities that are challenging. All elements of your course are chosen because they have a lesson your lecturer wants to draw out.

A key part of learning and growing is to notice your own reactions and to use these to enhance your own self-awareness.

Your lecturers will endeavour to provide trigger warnings for certain topics. For audio-visual material we will follow guidelines set in the Australian Classification framework.

Sensitivity to different topics varies from person to person. Only you can know when certain material is going to cross the line from being challenging to being unsafe for you – and we will support your decision. Be aware that monitoring the impact of course content is the joint responsibility of you and your course lecturers. If you need to leave during class or choose not to attend that class because you know the material you will be exposed to will cause distress, please let your lecturer know and they will help negotiate an alternative way for you to approach the topic.

Topics may arise unexpectedly in class discussion. Again, if you need to leave the class, please let your lecturer know. The Student Engagement Managers and AFTRS Counsellor can support you to find strategies to deal with challenging topics or to remove yourself safely from the discussion.

Where possible AFTRS will record lectures and provide records of other learning materials. If you have been unable to attend classes in real time, you must engage with these materials in your own time. Depending on the room you're in, you may be recorded as part of the lecture capture process (both visual and audio, taken in the room immediately prior to the lecture and throughout). Please be mindful that the lecture recording is in progress and that your conversation may be picked up. Please also exercise courtesy when asking questions or taking part in discussions throughout a recorded session, both out of respect for your peers in the space at the time, and for anyone who might be catching up on the recording later.

Student Code of Conduct

AFTRS expects the conduct of all students to be marked by an open-minded pursuit of excellence, driven by a genuine desire to learn and improve, committed to inclusion and collaboration and guided by an over-arching respect for the ideas and rights of others.

AFTRS expects that you 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 yourself and the School.
- Respect the collaborative nature of the learning environment.

- Acknowledge the ideas, materials, concepts, processes and practices of others you have used, or developed, in your own work.
- Comply with all applicable policies, rules and procedures.

If you are found to be in breach of the Code of Conduct, misconduct processes will apply.

Teaching at AFTRS

AFTRS believes that a student-centred and experiential approach to education best enables learning.

AFTRS courses are career-focused and industry relevant. You will gain an understanding of the key concepts of storytelling for screen and broadcast through the creative application of the latest industry approaches. You will engage in structured, authentic experiences that encourage you to be a creative, innovative practitioner. You will be guided, encouraged, and mentored by lecturers who are also experienced industry practitioners.

Teaching at AFTRS is guided by the principle that reflective practice is the key to developing both professional skills and an individual creative voice. You will learn through a cycle of experience, observation, conceptualisation, and experimentation supported by ongoing reflection.

Most of all, we encourage you to make the most of your time at AFTRS. Make connections (these will last you a lifetime), seek support when you need it and don't be afraid to ask questions!

1. Enrolment & Fees

○ 1.1 ENROLMENT

Please ensure that you accept your offer of a place and complete enrolment by the due date outlined in your letter of offer to ensure your place in the course.

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 on your course's exit date (see Section 14); go on a leave of absence; withdraw from your course; or are excluded from a course of study.

You can enrol in your course online once you have accepted your offer of a place in the course. You must pay the fees and enrol by the specified dates, otherwise you will lose your place at AFTRS.

You will be re-enrolled for each semester on the successful completion of course work from the previous semester.

○ 1.1.2 MASB: SUBJECT SELECTION

If you are enrolled in the Master of Arts Screen: Business, you can select your study load at the beginning of your first semester, and you may vary it at the end of each semester. Please visit the AFTRS website to find which subjects are available each semester. The website also details the simplest path to completing your degree. Examples of standard study plans and standard study loads are also available on the website.

For the MASB program, the approved study patterns are two subjects per semester for part-time students, and four subjects per semester for full-time students.

○ 1.1.3 BACHELOR OF ARTS: SCREEN PRODUCTION–ELECTIVES

If you are enrolled in the Bachelor of Arts: Screen Production, you will be provided with the opportunity to enrol in three elective subjects in year 3. There are minimum and maximum capacity numbers for each elective, based on available resources and the best fit of capacity numbers across all elective subjects.

AFTRS reserves the right to re-assign a student into a different elective and students will be chosen based on their attendance throughout the course (i.e., students with the lowest attendance will be re-assigned first). Absences due to approved special consideration or medical certificates will be exempt.

○ 1.2 MAXIMUM TIME TO COMPLETE

You must complete your program of study no later than the published maximum time to complete that program.

For courses starting in 2022 they are as follows:

- Bachelor: 6 years
- Master of Arts Screen Full-Time: 4 years
- Master of Arts Screen: Business Full-Time: 2 years
- Master of Arts Screen: Business Part-Time: 4 years
- Graduate Diploma Radio and Podcasting Full-Time: 2 years
- Graduate Diploma Radio and Podcasting Part-Time: 4 years

○ 1.3 STUDENT RECORDS

Your student record is kept within the [Paradigm Portal](#) and you can access your subject marks and grades via the portal at the end of each semester. You can request copies of any documents in your student record from the Student Centre. Your student record is a confidential record.

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

You can update your personal and contact details via the [Paradigm Portal](#). It is your responsibility and a condition of your enrolment to ensure they are correct and remain up to date. Once you have graduated you can update your details by contacting the Student Centre.

○ 1.3.1 CHANGE OF NAME

Your student record and all official certificate documentation, including your testamur and your academic transcript, are in your legal name provided by you at enrolment.

All official AFTRS documentation will be in your legal name. If you wish to change your name, you will need to provide certified proof of your legal name change to the Student Centre. Unfortunately, we are unable to make changes without this. Once you graduate, any replacement official document will be in your legal name at the time of Graduation regardless of whether you have legally changed your name since leaving AFTRS.

○ 1.4 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 can find instructions for setting up your AFTRS email on your personal device on the [Student Hub](#). Please check this email on an ongoing basis and respond to any

request for information as soon as you can to ensure that lines of communication are kept open between you and AFTRS.

If you are requested to meet with AFTRS staff, please ensure you attend at the time mutually agreed to. You are encouraged to bring a support person with you if required.

○ 1.5 CRIMINAL HISTORY DISCLOSURE

All commencing students must disclose any previous criminal convictions (excluding any spent convictions).

Disclosing previous criminal convictions does not prevent you from studying at AFTRS. This information is used to assist in the School's ongoing Work Health and Safety obligations to other staff and students. Depending on your circumstances, you may be

required to agree to additional conditions of enrolment set up in consultation with you and any relevant support professionals.

You must also notify the Student Centre if you are charged with any indictable offence with a maximum penalty of more than two years imprisonment while enrolled at AFTRS.

If you are unsure about whether you need to disclose a conviction or have questions about how this information will be used by the School, you are encouraged to contact the Student Engagement Managers for a confidential conversation.

○ 1.6 PAYMENT OF FEES

Course fees apply to all award courses. The current schedule of fees can be found on the AFTRS website: [↗ Fees page](#).

The tuition fees outlined in your letter of offer are the indicative course tuition fees, expressed as both a total course cost and per annum cost. They are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.

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 on the [↗ Fees page](#) of the AFTRS website:

- Fees are payable upfront on a per semester basis; or
- Eligible students may defer payment of the full course fee through FEE-HELP (see section 1.7 below)

If you are experiencing financial difficulties, you may apply to the Student Centre to pay your fees in instalments (if choosing to pay fees upfront).

If you do not pay your fees by the specified date, you may be excluded from your course by the Chief Financial Officer who oversees finance for the school.

Specific rules relate to enrolment and the payment of fees for international students – refer to the Fees Policy on the

[↗ Student Policies and Forms page](#) on the AFTRS website for more information

○ 1.7 FEE-HELP

FEE-HELP is the Australian Government's student loan scheme that helps 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 your 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 and a Special Category Visa (SCV) holder 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 2022, a loan fee of 20% (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 on all matters concerning FEE-HELP refer to 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 January 2022. However, this information may change. To the extent allowed 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](#).

○ 1.8 RE-CREDITING FEE-HELP BALANCES OR REFUNDING UPFRONT PAYMENTS

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 2017.

Particular circumstances are outlined below; however, you should consult the Fees Policy on the [↗ Student Policies and Forms page](#) on AFTRS website.

○ 1.8.1 WITHDRAWING BEFORE EARLIEST CENSUS DATE

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

○ 1.8.2 WITHDRAWING AFTER EARLIEST CENSUS DATE

If you withdraw from a course after the earliest subject census date in each 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.

○ 1.8.3 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 could be course related.

The following provides guidance for medical condition and employment circumstances (refer to Section 12.7 Medical Certificates and Other Supporting Documentation for more detailed information):

- You must provide documentary evidence supporting your application that may include clinical diagnoses and treatments relating to the timeframe and special circumstances outlined in the application. A personal statement (even a statutory declaration or affidavit sworn on oath or affirmed) is NOT medical evidence.
- For work related circumstances you must show that relocating for work purposes (for example, interstate, a remote location or overseas), or having to undertake or perform duties that is beyond your normal role such that it would be "unusual, uncommon or abnormal"; and/or undertaking mandatory higher duties or extended hours, i.e., where one's job would be in jeopardy had one refused to take on these added functions.

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

If you are not satisfied with the decision you may appeal to AFTRS for a review by the CEO 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 inform 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.

○ 1.8.4 INTERNATIONAL STUDENT FEES

If you are an international student and you withdraw from the course before or on the census date, you will receive a refund for fees paid less an administrative fee as specified in the International Students Fees Schedule on the [7 Fees page of AFTRS website](#). The administrative fee will not be applied if you are unable to commence study on the grounds that the course is no longer being offered, that you are unable to obtain a student visa, or that you have experienced significant illness or misadventure.

In the event of significant illness or a misadventure that prevents you from continuing to study, you may be granted a full or partial refund of fees on application. No refunds will be available in the event your student visa is cancelled.

For more information on re-credits and refunds, you should consult the Fees Policy on the

[7 Student Policies and Forms page](#) on the AFTRS website.

○ 1.9 PRIVACY

AFTRS may collect, use, disclose and hold your personal information 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 7_privacyofficer@aftrs.edu.au. You may also complain to the Australian Information Commissioner. However, the Information Commissioner will commonly not investigate a complaint if you have not first raised it with AFTRS.

2. Orientation

○ 2.1 ORIENTATION

In 2022, Orientation (O-Week) will take place in the week beginning Monday February 28 2022. Dates vary by course. Participation in Orientation is compulsory as it introduces you to your course, your learning cohort and to the School. If you have studied at AFTRS previously you will still need to attend Orientation for your new course of study.

O-Week is an opportunity to meet your peers and begin to form friendships that will last beyond AFTRS and into your careers, as well as get a better understanding of the requirements of your course and AFTRS.

Unfortunately, we cannot have large groups of students on campus due to current social distancing guidelines, so we have built a schedule of online and on campus sessions and activities that will allow you to meet and interact with your lecturers and peers while introducing you to AFTRS and your course in a COVID-safe way.

We will deliver on-campus collaborative and “hands on” inductions in the building in smaller groups during O-Week, bringing you together with people who will be in your learning group. If you can't be in the building for those – don't panic, you are not alone. We will schedule your inductions to happen when you next come to AFTRS.

You will receive an email from Student Centre the week before O-Week matching you with a buddy. Your buddy will be someone from your learning group – and you are encouraged to touch base and have a coffee (virtually or in person) before O-Week starts. You will receive more matches via email as O-Week progresses to ensure that you get an opportunity to make those important new connections. Whilst it may feel slightly forced, engaging with colleagues online and in the virtual world will be a key skill when you enter the Industry, so use this opportunity to get used to meeting and getting to know people in different ways.

○ 2.2 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 must always wear your ID card. If you cannot present your card, you can get a temporary visitor pass from Reception. If you have lost your card, please report it to Student Centre as soon as possible to receive a replacement. You will receive a Student Card during Orientation and you will receive one replacement card (if needed) free of charge during the duration of your course. Further replacement cards will be charged at \$10 per card. You may also be charged for a damaged Student ID card.

○ 2.2.1 STUDENT LOCKERS

Lockers are available to all award course students on a first-come, first-served basis. To be assigned a locker please speak to the Student Centre team. The lockers can be found outside the large studios on the ground floor and near the editing suites on Level 1.

Separate lockers are available for Masters students in the Masters' area.

Lockers and keys are issued by Reception and will be yours for the duration of your course. Lost or non-returned locker keys will incur a fee of \$50.

○ 2.3 PERSONAL SAFETY, SEXUAL ASSAULT AND HARASSMENT

All members of the AFTRS community have a responsibility to create a working and learning environment free from sexual harassment, where all students, staff, visitors and contractors are treated with dignity, courtesy and respect. This applies to any form of contact or communication that is relevant to AFTRS activities, whether occurring on campus or by telephone, social networking sites, or through another means.

○ 2.3.1 STUDENT RIGHTS AND RESPONSIBILITIES

As a student at AFTRS, you have the right to study in an environment free of sexual harassment, including the right:

To expect that AFTRS will work to create an environment free of sexual harassment. This includes but is not limited to providing training and awareness raising programs for both staff and students

To be treated with compassion and dignity if you do experience sexual harassment

To be provided with any relevant support services to assist in the aftermath of sexual harassment

To expect AFTRS to act on complaints in a timely, fair and appropriate manner

To not be victimised for making disclosures or complaints of sexual harassment, and that any acts of victimisation or retaliation will be investigated and dealt with properly.

As a student at AFTRS, you also have a responsibility to:

- Follow the AFTRS sexual harassment policy and code of conduct
- Report incidences of sexual harassment that you witness
- Offer support to anyone who is being harassed and advise them on where to seek help and support
- Maintain confidentiality of information provided during the investigation of a complaint.

○ 2.3.2 WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, intimidated, or unsafe.

Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working or learning environment.

Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If an interaction is consensual, it is not sexual harassment. Behaviour can become sexual harassment if the interaction becomes non-consensual or unwelcomed.

○ 2.3.3 WHAT HAPPENS WHEN I TELL SOMEONE?

AFTRS aims to provide effective procedures for complaints, where both disclosures and formal reports are treated in a sensitive, fair, timely and confidential manner.

You can make a disclosure of sexual harassment via the [Confidential online Form Submission], by speaking with Student Centre, the AFTRS counsellor, or Safe Conversation Officers (see section 2.4 below). When you make a disclosure, you will be offered support including free and confidential counselling, access to appropriate Special Consideration [see section 12.3], and the ongoing support of Student Centre. You will be provided with a Student Safety card, which has key contact phone numbers that you can use when you feel that your safety is compromised or when required.

A disclosure is not a formal report and is not investigated as one. A person who makes a disclosure may choose not to make a formal report. Formal reports are made, investigated and determined following the Complaints process outlined in Section 13.

AFTRS will treat all disclosures and reports seriously and sensitively. Some forms of sexual harassment are also a criminal offence and should be reported to the police. This includes sexual assault, physical assault and molestation, indecent exposure, stalking and obscene communications. Referring a matter to the police does not prevent AFTRS from dealing with a matter through an internal complaint procedure.

Collection and storage of information about individual disclosures and reports of sexual assault and sexual harassment is confidentially maintained.

○ 2.4 SAFE CONVERSATION OFFICERS

The Safe Conversation Officer (SCO) network provides points of contact to all students so you can feel safe to disclose any issues that arise for you during your time with us or if you need someone to have a conversation with. The Safe Conversation Officer team are fully trained to support you and provide another layer of support across AFTRS and compliments the work of the Student Centre.

SCOs provide:

- Confidential, non-judgmental listening and support.
- Information and referrals.
- An opportunity to chat with staff who are trained.
- Advocacy on your behalf if required. For example, they can act as a first responder to complaints.
- Information to Student Centre on developing issues if you give permission to disclose this.

SCOs are available during business hours, normally Monday to Friday 9am–5pm. If you are a part-time student or online you can access them by calling, contacting them online or by email. You can find the list of current SCOs [↗ here](#).

PRODUCTION PERIODS

SCOs will be available when you are out on location, however this will only be during school core hours. You can discuss an issue with the SCOs over the phone or call in to see them once you are back at the School within school core hours.

- If it is an emergency or you need support, follow the normal procedures in terms of escalating the issue. Phone numbers are on call sheets, so please use them.
- The Head of Production is your go-to person if you have serious issues or incidents on location.

SCOs are committed to maintaining your privacy and confidentiality. They will ask you if they can disclose your information but there may be instances where they need to disclose information as follows:

- The incident is misconduct under the Student Code of Conduct and may need to be dealt with under Misconduct guidelines.
- The incident is serious and AFTRS may make a decision on further action.
- The incident may cause harm to you or other students.

The SCO will ask your permission to disclose the information you give them, and you can request to remain anonymous. In that instance they will discuss this with the Director, People & Culture who will act. All material will be dealt with sensitively and confidentially.

○ 2.5 AFTRS COUNSELLING

Free and confidential counselling is available to you to help with managing any personal issues that could affect your studies. If you are experiencing difficulties that are impacting on your ability to take part in the course, AFTRS provides this service free of charge for all students. You can self-refer to see the AFTRS Student Counsellor, and you can easily book sessions online. The Counsellor may refer you to specialist services, with your permission, where appropriate.

Counsellors can help you with a wide range of issues including:

- Assisting with personal issues affecting your studies
- Adjusting to change (new culture, higher education, new city, learning expectations)

- Managing stress, anxiety and depression
- Learning about motivation, time management and exam stress
- Support following a crisis or trauma
- Managing a personal or family crisis

You can book an appointment with our in-house Counsellor, here:

[↗ https://aftrs.libcal.com/appointments/counselling/counsellor](https://aftrs.libcal.com/appointments/counselling/counsellor)

[↗ https://www.aftrs.edu.au/students/current-students/student-support/](https://www.aftrs.edu.au/students/current-students/student-support/)

○ 2.6 SOCIAL MEDIA GUIDELINES

Social media is a key part of our social and professional lives. It enhances the student experience, but it should be used with care and consideration for others. You are expected to treat others with respect and courtesy, upholding the same standard of behaviour online as you would uphold on campus, regardless of whether the activity takes place “officially” on an electronic communication platform used as an official part of course delivery, or “unofficially” on one used informally by students.

Official use constitutes the use of social media when done under the banner of AFTRS, for the purposes of your learning, whether this is through AFTRS supported technology, in an AFTRS web supported environment or through an external vendor/ external site. Please ensure that you engage with these platforms in a professional manner. Any inappropriate usage of these platforms will be investigated by the Director, People & Culture, and you may be subject to disciplinary proceedings.

Unofficial use constitutes the personal use of social media outside the realms of AFTRS and not for the purpose of your learning. In these cases, please ensure that your personal posts or comments do not reveal confidential or sensitive information about any AFTRS staff or students without their express permission. If such instances were reported, you may be held accountable for any comments that breach AFTRS policies, in particular, the AFTRS Charter, the Bullying and Harassment policy and the Code of Conduct.

You are reminded that it is illegal to harass, menace, defame, libel, vilify or discriminate against any person: such behaviour is also a violation of the Student Code of Conduct and published misconduct processes will apply.

In both work and study at AFTRS, all staff and students are encouraged to express their opinions and ideas. We remind you that you are expected to do this in a way that is appropriate, respectful and relevant to the topic being discussed. Please consider the impact of your online interactions.

Core to our school values, as well as our Charter and Code of Conduct, is that we act with respect and generosity. Negative and/or personal derogatory comments on social media can be harmful – even if harm is unintended. Online attacks can cause real and deep emotional and psychological distress. Comments that would be considered inappropriate in normal conversation are no different in the online or social media environment. And in the online space, it can be harder to gauge the day someone is having, or the lived experiences people are bringing to the conversation. Please always pause and think about what you want to say before responding or commenting. Consider all your posts and comments through the lens of the AFTRS Charter, Code of Conduct and Bullying & Harassment Policy.

You are reminded that social media is a public space and there are potential risks when sharing information. Take care when tagging the School in your own messages or posts. If you are unhappy with AFTRS, your course or a particular activity or group, lodging a complaint is more effectively done through proper formal channels.

Be mindful about the tone you use as well as cultural differences in your comments.

3. Attendance

○ 3.1 ATTENDANCE

Regular in-class or online attendance, as well as ongoing engagement in learning activities, is an essential part of practice-based learning, and central to engaging in respectful collaborative practice.

Attendance and ongoing engagement with online activities is compulsory and will be monitored on an ongoing basis. We understand that attendance is not always possible for reasons outside of your control. Because of that, you must attend a minimum of 80% of all timetabled sessions for each subject, including lectures, inductions, workshops, seminars and tutorials, or engagement with 80% of online learning activities (course dependant) before being deemed At Risk (see section 6.2).

If your course of study includes online study, regular engagement and participation through Moodle is required and will be monitored too.

Where your attendance falls below 80% without reasonable communication from you or identification of an existing arrangement, we may arrange a meeting to discuss what may be preventing you from attending class.

Sustained unauthorised absence from any course, including persistent lateness or failure to engage in online activities, will be considered grounds for being identified as At Risk. If absences continue this may be considered grounds for exclusion from your course of study (refer to Section 6). You will be notified by email to your AFTRS email about any issues with your attendance or engagement.

All timetabled teaching sessions begin promptly at the scheduled time. If you arrive more than 15 minutes late for class, you may be recorded as absent and/or not be permitted to participate in the class. Ongoing absence from class without notice may affect the ability of other students to achieve their learning outcomes and will be considered misconduct.

We are committed to supporting all students and you can ask for support and assistance when required.

If you are attending medical / health appointments, you must advise your subject leader / tutor / Student Centre for the missed session at least the day prior to their appointment.

If you have a medical certificate or other form of documentation that certifies the reasons for your absence, please send it to the Student Centre.

If you miss three consecutive sessions / days, you may have to provide evidence as to your absence, such as a medical certificate.

You can contact the Student Centre on studentinfo@aftrs.edu.au.

○ 3.2 LEAVE FOR INDUSTRY EXPERIENCE

In some circumstances, you may be approved to be absent from studies for longer than 20% of total course time if you are pursuing significant professional opportunities. Applications must be received at least one week prior to the planned absence, by submission of a Leave for Industry Experience Request form to your

Course Leader. This form is available from the Student Centre or on [AFTRS website](#).

You may only apply for one approved leave period per semester and your application must show how the proposed opportunity meets the following two professional practice eligibility criteria:

- The proposed activity is a unique opportunity that can only be undertaken during semester dates.
- The proposed activity is with established industry professionals.

Leave will not be approved for students intending to undertake work on other student productions (regardless of course level) or to work on independent creative projects that could be scheduled at another time.

To have leave approved, you must provide details of how you plan to meet assessment requirements while away from the School (by the due date via the submission method specified in your Course Outline). Extensions to assessment dates will be authorised for students only in exceptional circumstances and will be assessed on a case-by-case basis.

In most circumstances, the maximum approved leave period will be no more than four weeks in any one semester and the Convenor will consider your academic performance to date when making their determination. The decision of the Convenor will be final.

Leave for Industry Experience is not available to international students.

If you undertake leave for approved industry experience any additional absences during that semester (excluding documented medical leave and absence due to compelling or compassionate circumstances) may be subject to additional scrutiny.

If you are unable to attend classes for a period 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 and your academic performance to date.

4. Equipment Access

You can access AFTRS equipment and resources based on your level of permission achieved through training on the course. You can book via the Equipment Booking System to:

- Complete assessments or other tasks given by a lecturer (Course Work)
- Develop your technical skills and gain confidence in using equipment (Course Related Practice)

Course Related Practice encompasses all student-initiated work done outside the classroom.

When you borrow AFTRS equipment via the Equipment Booking System you will be asked to identify the reason for borrowing and the subject or course your proposed usage relates to. If you identify the reason for borrowing equipment as Course Related Practice, this request will be sent to the relevant Convenor, Subject Leader, Head of Discipline or Lecturer for approval.

AFTRS equipment is provided for education purposes only. AFTRS will own copyright of any work produced (refer to Section 5 for more information).

The maximum loan period for Course Related Practice is two days.

If you require equipment for a longer period, for example, due to work commitments, this will need to

be approved by your Convenor, Subject Leader, Head of Discipline or Lecturer.

To access equipment for Course Related Practice, your proposed use must:

- Directly relate to your course or subject or relate to your Learning Plan negotiated with your Convenor, Subject Leader, Head of Discipline or Lecturer.
- Be conducted in your own time.
- Have no commercial benefit or benefit to a third party.
- Be largely self-sufficient.
- Demonstrate that the activity conducted is deemed low risk in a Risk Assessment.
- Ensure equipment is only operated by AFTRS students.
- Be 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 Student Policies and Forms page on the [AFTRS website](#).

For further information on Course Related Practice and how to book refer to 'How to Book Equipment for Course Related Practice' found on [Moodle](#).

5. Copyright

Copyright is a legal right that allows the person or organisation that 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.

○ 5.1 AFTRS COPYRIGHT POLICY FOR STUDENT PROJECT WORK

By enrolling in a course, you agree to AFTRS' Copyright and Distribution Policy that covers your Student Project Work and agree to follow any related procedures and guidelines.

AFTRS policy position on copyright is:

- AFTRS owns the copyright in your student work where the School has provided funds, facilities, equipment or staff supervision to enable you to create films and sound recordings (Student Project Work).
- AFTRS will sometimes consider requests to assign part of the copyright back to you, where this supports or enhances course learning outcomes, for example, where entrepreneurship is a Graduate Capability in a Master's degree course. AFTRS may impose terms for such assignment.
- AFTRS does not own your scripts, scores, lyrics, essays or any other work that is not Student Project Work. However, as a student of AFTRS, you permit AFTRS to use your work for AFTRS' educational, promotional, library, reporting and archival purposes and to meet AFTRS' obligations as an Australian government statutory authority, such as by providing examples of student works to overseas embassies.
- AFTRS does not own any work produced by students in any non-Award courses.

Even though AFTRS owns the copyright in a Student Project Work, you are always permitted to use up to 3 minutes or 10% (whichever is the lesser) to promote yourself on your websites and showreels. This permission is subject to:

- each excerpt including a copyright notice referring to AFTRS as the copyright owner; (AFTRS logo not permitted)
- you are responsible for clearing all material and doing anything else necessary to use excerpts of the Student Project Work in this way without contravening applicable laws or third-party rights; and
- you respect the moral rights of all authors who hold moral rights in the Student Project Work.

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.

○ 5.2 USING COPYRIGHT MATERIAL IN STUDENT PROJECT 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 dealing' exceptions for parody or satire or reporting news. In each case, the use of the copyright material must be fair, and the specified conditions attached to the exception must be followed.

Even though you may be able to rely on free exceptions in the Copyright Act to include copyright material in your Student Project Work submitted 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 available at the [Australian Copyright Council's website](#).

○ 5.3 STUDENT FILM DISTRIBUTION

AFTRS may distribute Student Project Work as it deems appropriate.

A selection committee reviews Student Project Work and determines which works will be actively distributed by the School (refer to Copyright and Distribution policy on [AFTRS website](#) for more information).

If you wish to apply for permission to Self-Distribute, you must contact the AFTRS Sales and Distribution Manager 4 weeks prior to starting to distribute the material. When contacting the Sales & Distribution Manager, the request must be in writing, detailing the work and the distribution plans. If AFTRS gives you a licence to Self-Distribute your Student Project Work, you are responsible for all Chain of Title clearances and for all fees and other charges incurred to distribute the Production and you will be required to indemnify AFTRS in this regard. Whether it is AFTRS or you that distributes your Student Project Work, any prizes awarded by a festival or competition are given to you and not held by AFTRS.

You are not permitted to distribute Student Project 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 work ineligible for distribution. You should also be aware of the rights of co-creators when making distribution decisions, whether AFTRS owns copyright.

○ 5.4 USE OF THE AFTRS LOGO, CREDITS

The AFTRS logo must not be displayed without AFTRS' prior written consent.

Only Student Project Work selected for Active Distribution and self-distributed Student Project Work selected for Festivals will display the logo, which will be activated by the School on completion of work. The AFTRS logo must not be displayed on any other works without AFTRS permission.

You must acknowledge AFTRS in the credits of Student Project Work on a separate line in the form: the student and staff of AFTRS. While we acknowledge that your work may have been supported and influenced by AFTRS staff members, you are not permitted to thank any individual AFTRS staff members.

○ 5.5 FURTHER DEVELOPMENT OF STUDENT WORK

AFTRS strongly encourages you to continue to develop your Student Project Work once you have graduated for future development and production. If you wish to do so, you may need a licence or assignment of the copyright in your Student Project Work in which case you should contact the Head of Producing and Production, giving details of your plans. The Head of Producing and Production will advise you in writing if your request is approved and the terms of any approval.

AFTRS encourages you to continue to further develop student scripts, lyrics, compositions, essays and any other work that is not Student Project Work once you finish your studies and graduate. You must acknowledge that the work was developed with the support of the Australian Film, Television and Radio School in all materials submitted to competitions, investors and commissioning or funding agencies and on the completed project.

○ 5.6 STUDENT SHOWREELS AND WEBSITES

Even though AFTRS owns copyright in a Student Project Work, you are entitled to request High Quality copies of your Student Project Work for inclusion in showreels and websites to promote and advertise yourself if you limit the use to private or domestic viewing; copy or otherwise permitted to use up to 3 minutes or 10% (whichever is the lesser) and include a copyright notice referring to AFTRS as the Copyright Owner.

This permission is subject to:

- each excerpt including a copyright notice referring to AFTRS as the copyright owner
- you being responsible for clearing all material and doing anything else necessary to use excerpts of the Student Project Work in this way without contravening applicable laws or third party rights; and
- you respecting the moral rights of all authors who hold moral rights in the Student Project Work.

You may privately screen your entire Student Project Work to potential employers and to anyone else interested in your creative work in a private screening capacity.

6. Progression

AFTRS enrolls all students in award courses on a per semester basis. In some courses, you will be able to choose subjects from select list of offerings; once semester starts changes cannot be made.

You will be deemed to have completed a semester and be eligible to progress to the next semester (or graduate, if in your final semester) once AFTRS has determined that you have successfully completed all requirements including passing all subjects in an enrolled semester, according to the course progression rules. This process occurs after the semester has concluded. You will be notified of successful completion of a unit or your course through the release of your grades in the [Paradigm Portal](#).

Different assessment submission arrangements may apply if you have registered a medical condition and qualify for reasonable adjustments, or if you have been granted special consideration – please contact the Student Centre for more information.

If you are an international student, please be aware that meeting course progression requirements is a condition of holding a valid student visa, and that student progression is monitored and subject to Department of Home Affairs reporting requirements.

○ 6.1 COURSE PROGRESSION RULES

You must attempt (submit) all assessments and pass each subject as described in your Subject Outlines. Progressing from one semester to the next (or graduation if you are in your final semester) is dependent on passing all subjects you are enrolled into in each semester. If you fail a subject, you will be determined to be At Risk and you will have to repeat it the next time it is offered (or in the case of electives, select another elective to make up the required Credit Points). If you are failing a subject see section below. 6.1.3.

You may not be able to enrol in other subjects until the outstanding subject is passed.

You will be formally informed by the school of your progression status. If you are offered the chance to retake the subject an individual study plan will be created for you with a new end date for course of study generated. In exceptional circumstances, you may be allowed to progress with a revised study plan approved by the Director or delegate. This may require you to take reduced or increased study load in a particular semester.

A student may only attempt a subject twice. After the second attempt you may be offered an alternate subject to enrol into if available. If not available, you will be unable complete your course of study; in such cases you may be awarded a degree at lower qualification if you have met the requisite subjects / credit points.

Assessment and subject fail notifications are sent by the Subject Leader. You will be offered ongoing learning support to assist your studies and may be required to attend specific and appropriate learning skills training.

Retaking a failed subject or undertaking an alternate subject incurs a fee as outlined in the Fees Schedule.

○ 6.1.2 NON-SUBMISSION

If you do not submit the assessment by the end of the standard submission period, you will receive a mark of zero for that assessment. You may be given the opportunity to submit the original assessment task order to receive a conceded pass for that assessment. You must successfully complete all other assessments for that subject to pass the subject. You will only be granted a conceded pass once for each subject, at the discretion of the Convenor.

Not submitting assessment tasks is considered to be evidence of non-engagement. Should you not submit an assessment before the end of the standard submission period (up to 5 days from the original due date), you will be included on the At-Risk Register. If you do not submit your work after a secondary deadline is granted, you will be asked to show cause as to why you should not be excluded from your course of study.

○ 6.1.3 FAILING A SUBJECT: 2ND ATTEMPT

If you are failing a subject, you will be given the opportunity to resubmit a revised or submit an alternate assessment task to pass and be granted a capped subject grade. This work must be submitted through Moodle where a personalised and revised deadline will be displayed and communicated to you by email to your AFTRS account.

This will be stipulated to you in your letter outlining the need for resubmission. If you do not attempt the resubmission by the due date, you will fail the subject and may be excluded from your course of study.

○ 6.2 AT RISK

Being identified as At Risk is a process by which the School has identified that you may need additional support so that you are better able to engage with your course and/or achieve passing grades in your assessments.

If you are not engaging in your subject or course, not submitting your assessments, or if you are failing assessments, you will be identified as being at risk of failure. If you have been identified as at risk of failure, you will be contacted, notified of the situation, and advised to seek assistance.

If identified as at risk, you will be requested to attend a meeting with a Student Engagement Manager to develop strategies to address the relevant issues and improve your academic performance. Progress against these strategies will need to be achieved within a defined timeframe. At Risk is the first formal stage in managing academic underperformance. The School maintains a register of students At Risk to track the support required and provided.

Your status on the At-Risk register will be monitored by the Student Engagement Managers until you are deemed no longer At Risk.

If you continue to demonstrate poor performance, you may have to attend a meeting with the Director, Teaching & Learning or their delegate to map out strategies to improve performance.

○ 6.3 SHOW CAUSE

Show cause is a process where the School asks you to provide explanation as to poor performance or lack of engagement. It is the second stage in a process determining exclusion from a course of study. The first stage being identified as at risk, should your poor performance continue. The Head of Curriculum or delegate will write to you on behalf of the Director, Teaching & Learning to require you to provide a justification as to why you should not be excluded from your course of study. Typically, you will be requested to provide

a comprehensive explanation as to why your poor performance has occurred and how you intend to address the issues raised.

Assistance is available from the Student Centre in formulating your response and there is a template available to assist you. You will need to respond to a request to show cause within the timeframe stated. Failure to respond in a timely manner or at all may lead to exclusion. You will receive the School's decision relating to your submission within 14 days from the Director, Teaching and Learning or Head of Curriculum (as primary delegate).

If you can provide a satisfactory explanation, you may have to undertake remedial or alternative work to demonstrate achievement against the learning outcomes of your course and / or subject. You will also be given conditions regarding your continued enrolment in the course that may include expectations regarding your:

- communication standards,
- attendance in class,
- collaboration expectations, and
- participation in specific learning support activities.

You will remain on the At-Risk register for at least one semester following the show cause or until you are no longer identified as at risk.

Failure to adhere to the conditions of a show cause acceptance letter may risk exclusion. If, following acceptance of an earlier show cause, your performance or engagement becomes at risk you will be notified of this. Failure to correct the issue or improve performance will go straight to exclusion.

If you are unable to show cause as to your poor performance or do not satisfactorily complete the remedial or alternative work in the prescribed time, you may be excluded from your course by the Director, Teaching & Learning or their delegate.

○ 6.4 EXCLUSION

Exclusion is where your enrolment in your course of study is discontinued, and you are not able to enrol in any other course of study at AFTRS for a specific period of time; set out to you in your exclusion letter.

The following provides a list of reasons for exclusion from a course of study:

- You may be excluded from the course you are enrolled in, by the Director, Teaching & Learning, if you do not meet course requirements in relation to attendance, assessment or progression. The standards for these are set out in this Handbook.
- You may be excluded by the CEO or their delegate if you are found to have committed misconduct (refer to Section 9 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, People & Culture. This would be considered a breach of the Student Code of Conduct.
- You may be excluded by the Chief Financial Officer if you do not pay your fees.

This list should not be considered exhaustive, and the Student Code of Conduct should be referred to if required.

If you are in the first year of your course, you can apply for re-admission to commence the first year again only after 12 months have passed from date of exclusion. Merit selection processes will apply.

If you are in the second or third year of your course, AFTRS will notify you of specific conditions regarding your enrolment progress as appropriate to the circumstances surrounding the exclusion.

AFTRS will make a determination on the issuance of any awards you may qualify for in the event of exclusion.

If you would like to apply for any future course, you will have to demonstrate that you have taken action during the period of exclusion which will improve the likelihood of your success in a course.

Any decision made by AFTRS regarding exclusion and re-admission will be made in accordance with AFTRS policies.

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

If you are an international student, exclusion will mean that your enrolment with AFTRS will be cancelled, your Confirmation of Enrolment will be cancelled with the Department of Home Affairs, and this will affect the validity of your student visa. AFTRS' decision in relation to exclusion is final.

○ 6.5 INVESTIGATION OF APPEALS AGAINST EXCLUSION

Appeals against a decision relating to exclusion from a course of study must be lodged with the Director, Teaching & Learning 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.

Documentary evidence should be supplied with the application where relevant. If the Director believes further investigation is called for, they may convene the Academic Appeals Committee.

○ 6.6 EARLY EXIT & ALTERNATE QUALIFICATION

If you are unable or if you choose not to continue with your studies, you may be eligible to exit the course with the award for a lesser qualification, such as an Advanced Diploma and Graduate Diploma. Not all award courses have an approved exit award. Your entitlement will be course dependant and require you have achieved specific credits of study. Please contact the Student Centre for more information.

○ 6.7 OFFER OF ALTERNATE QUALIFICATION

If you do not complete required subjects and/or credit points to achieve the degree award for the course in which you enrolled but have met the subject/credit points for a nested award (an award of a lower qualification), you will be offered that award following the completion of the semester. Depending on the circumstance, this offer will be sent to you in a letter from the Director of Teaching & Learning, a delegate or from Student Centre.

All alternative qualification degrees require endorsement from AFTRS Academic Board and conferral from the AFTRS Council. This occurs twice a year.

Once approved, Student Centre will issue a testamur as per the Australian Qualifications Framework Issuance Policy, and an Academic Transcript issued in the legal name as provided by student at enrolment, and these will be mailed out via Registered Post.

The criteria of the AFTRS Exit Clearance process will apply to any Alternative Exit applications. You will not be able to graduate or receive your Academic Transcript or Testamur until all outstanding debts and equipment loans have been repaid and returned.

7. Assessment

Assessment aims to help you learn more effectively and to achieve the learning outcomes of a subject by providing opportunities to put into practice what you have learned and to receive feedback.

Assessments provide you with an opportunity to think about and explore important concepts relating to your creative practice. They also assist your lecturers in determining your progress in achieving the intended learning outcomes of the course. Passing assessments enables you to progress through your course of study.

The details of all assessments are contained in your Semester Outlines along with the due date, marking criteria, and a marking rubric. Marking criteria detail what is required from each assessment and marking rubrics clarify what is required to achieve each grade level from Fail through to High Distinction. Where practical, exemplars may be provided.

You are expected and required to submit work that is your own (or your teams'), to acknowledge the ideas and work of others correctly, and not submit work for assessment that has been submitted for another subject or another course of study.

Assessment due dates are published at the start of each semester. Please take time to carefully review this and plan out your work, ensuring that you meet all of the elements set out in each task.

○ 7.1 SUBMISSION OF ASSESSMENTS

All assessments must be submitted through Moodle by the specified due date, unless otherwise indicated in the Subject Outline. Failure to submit as indicated will be treated as a non-submission and will be recorded as a fail for that assessment.

All written assessments must be formatted to include your name, your student number, subject name and assessment task. Submission through the Moodle portal will require you to confirm that the work submitted is your work, or that of you and your team, alone.

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

Assessment marks and formal feedback are available in Moodle for the duration of the semester of delivery. You are encouraged to keep copies of your feedback for review post-course or in later semesters, as this will help guide you in future assessments and activities. At the end of each semester, your subject marks are stored as part of your permanent student record and can be viewed on the [Paradigm Portal](#) while you are enrolled. Once you have graduated, you can access your subject marks if needed from the Student Centre by request.

○ 7.2 GRADING SCHEME

Assessment results are recorded as grades on your student record.

The codes are as follows:

CODE	CATEGORY	GPA VALUE	DESCRIPTION	SHOW IN TRANSCRIPTION
HD	High Distinction	4	85-100%	Y
D	Distinction	3.5	75-84%	Y
C	Credit	3	65-74%	Y
P	Pass	1.5	50-64%	Y
F	Fail	.5	0-49%	Y
NGP	Non-Graded Pass	Pass for a Pass / Fail Subject		Y
NGF	Non-Graded Fail	Fail for a Pass / Fail Subject		Y
CP	Conceded Pass	1	Pass granted upon re-consideration of borderline fail. Requires approval of Director and supporting evidence.	y
W	Withdrawn before census date	Not included	Student withdrew from subject before the final date allowed for withdrawal without academic or financial consequence.	N
WF	Withdrawn Fail	.5	Student withdrew from subject after the final date allowed for withdrawal. Subject will mark will be zero.	Y
WZ	Withdrawn No Penalty	Not included	Withdrawn from a subject before census date or, if after census date, under conditions permitted for withdrawal. Student does not incur academic or financial consequences.	N
R	Result Withheld	Not included	Temporary status used for circumstances where the student has been granted a deferred assessment or the result is not available; must be accompanied with advice on circumstance and time of completion.	N
AF	Absent Fail	.5	Leads to abandoned course, following faculty initiated withdrawal at course level.	Y
CG	Credit Granted			

All assessments are marked against the marking criteria and rubric which can be found in your Semester Outline. You are strongly encouraged to review the marking criteria and rubrics for your assessments at the start of semester and before you start working on your assessment. They will guide you in what is required to achieve the best possible marks. You may appeal an assessment result (refer to Section 8 for more information).

In circumstances where you are found to have not sufficiently participated in a group work assessment, you may be awarded a lower mark than the mark awarded to others in the group for the task, at the discretion of your lecturer. This will be made clear to you in your feedback, and you will have the right of appeal as set out in Section 8.

○ 7.3 EXTENSION REQUESTS

If you need an extension for up to five days after your assessment's due date, you may apply to your Subject Leader for an extension by completing an electronic [Request for an Extension](#) form via Moodle. This must be submitted at least two working days prior to the due date.

If you are granted an extension and find you cannot meet the new submission date you should communicate this to your Subject Leader/HOD.

If you need a longer or additional extension, you may need to submit a [Special Consideration](#) form and to supply evidence relating to the circumstances that have prevented you from submitting on time - contact the Student Centre for details.

○ 7.3.1 EXTENSION REQUEST GUIDANCE

You can make a request for an extension on one of three grounds, as follows:

- Medical / health; you will need to supply a letter from a health professional note to support this submission.
- Other unforeseen circumstances (e.g., family or personal circumstances, unavoidable commitments).
- You have a Learning Access Plan which grants extensions upon request.

Please note:

- Your course is designed to have appropriate and scaffolded levels of challenge intended to help you grow and develop industry ready skills including self-management of time and workloads. Production and broadcast planning or activity is not considered an acceptable reason for an extension.
- Normal work-related commitments will not be considered as a valid reason for the late submission of assessments.
- Should a circumstance arise, a student may request consideration if advanced notice is given along with reasons why exception to the rule should be granted. Appeals should be in writing to the Convenor.
- Computer failure will not be considered a valid reason for the late submission of assessment without valid and supporting evidence.
- Personal travel that impacts your attendance or assessment submission is not considered a valid reason to grant an assessment extension as you are expected to be available during semester.

○ 7.4 LATE SUBMISSION AND LATE PENALTIES

For every assessment there is a period in which late submissions are accepted, with penalty. If you do not have approval for an extension, and you submit your assessment after the due date, a penalty of 5 marks will be deducted per day from the total possible mark for that task, for up to five days (totalling 25 marks). This includes Saturdays and Sundays. Assessments submitted after this 5-day period will not be accepted and will receive a zero mark.

If you have received an extension or special consideration for an assessment 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.

Non-submission of work will prevent you from being able to progress in your course of study (refer to Section 6 for more detailed information) and may result in exclusion. It may be treated as non-engagement, and you may be placed on the At-Risk Register or asked to show cause.

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

If you have been granted special consideration, your Course/Subject Leader, Head of Discipline or lecturer will discuss with you the best path to proceed in regard to submitting assessments.

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 assessment re-submissions; these must be submitted by the specified due date otherwise a mark of zero will be recorded.

○ 7.5 FAILING AN ASSESSMENT

If you receive a mark below 50% in any assessment, you have failed that assessment. Failing an assessment does not mean you automatically fail a subject. Subject scores are often the combination of several assessments. Refer to your Semester Outline for specific weightings for each assessment.

You will be given feedback to understand why you have failed this task.

If your failed assessment results in failing a subject, you may be given options to submit work to achieve a capped mark of 50 for the subject (refer to specific rules in Section 6 for more detail on how failing a subject will impact your progression).

○ 7.6 WEIGHTED AVERAGE MARK (WAM) & GRADE POINT AVERAGE (GPA)

AFTRS recognises the importance of providing students the ability to report on WAM and GPA calculations as they are nationally, and internationally recognised measures used to determine academic performance. WAM and GPA are often used by other institutions to determine entrance into honours and post-graduate levels courses, for scholarships and prizes.

You will be able to see your GPA and WAM on all completed units in the [Paradigm Portal](#), on the unofficial Statement of Results available on Paradigm and on your Academic Transcript.

8. Academic Appeals

You can appeal decisions related to academic assessment, exclusion from a course of study or failure to meet academic requirements.

○ 8.1 GROUNDS FOR APPEAL AND DOCUMENTATION

Appeals against an assessment result must be lodged with your Convenor within five days of the results being posted online.

Appeals will be allowed on the following grounds:

- assessment requirements were varied without prior warning 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 helps to explain poor performance in the subject.

Documentary evidence should be supplied where relevant.

If the Convenor believes further investigation is called for, they may convene the Academic Appeals Committee.

○ 8.2 INVESTIGATION OF APPEALS

On receipt of an appeal, the Director, Teaching & Learning will request a preliminary report from a delegate to investigate your claim, and seek input from the relevant Convenor, Subject Leader, Head of Discipline or lecturer (to be provided within five working days where appropriate), and:

- review any information on discussions that may have been conducted between you, teaching staff and/or the Student Centre.
- receive a copy of the assessed work that is the subject of the appeal and the details of the criteria used to assess your work.
- any other information relevant to the appeal.

Once in receipt of this information, the Director, Teaching & Learning will assess the appeal within 10 working days.

For assessment, the potential outcomes are:

- Recommend a change of mark,
- the work is remarked, or
- final result previously awarded is warranted.

Please note that the final mark may be higher or lower than the original.

If the mark is to be changed or re-marked, the Director, Teaching & Learning will advise you, and a qualified faculty member will conduct re-marking. The Director may consider appointing an independent marker depending on the circumstances. Once re-marked, the Student Centre will change the mark on your student record if that is recommended.

If the Director, Teaching & Learning believes further investigation is needed, they may convene an Academic Appeals Committee.

The decision of the Director, Teaching & Learning is final.

○ 8.3 ACADEMIC APPEALS COMMITTEE

The purpose of the Academic Appeals Committee is to ensure that due process has been followed, not to re-assess academic judgment. The Academic Appeals Committee is made up of the Director, Teaching & Learning (Chair), Head of Curriculum and one other delegate appointed by the Director, Teaching & Learning.

The Academic Appeals Committee will hear an appeal made under this policy within 10 working days of receipt.

All documentation submitted to the Academic Appeals Committee will be made available to you and all other relevant 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 Convenor, Subject Leader, Head of Discipline or lecturer and the Head of Curriculum.

If you are required to appear before the committee, you are encouraged to bring a support person to the meeting. You will need to advise the Chair of the Committee prior to the meeting 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.

Any decision made by the Academic Appeals Committee must be made in accordance with AFTRS policies.

The decision of AFTRS will be final.

9. Academic Integrity & Misconduct

○ 9.1 ACADEMIC INTEGRITY

The opportunity to study at AFTRS comes with the responsibility to always work at a high level of academic integrity. 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 assessments.
- 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 assessments 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 proper 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 using proper citation and referencing conventions. When this is not practised, and you present another's ideas or work as your own, it is plagiarism.

If you are unsure about what constitutes plagiarism, or if you need advice on how to correctly cite sources you have referenced, please contact staff in the Library for assistance.

➤ AFTRS Library

Plagiarism is a form of misconduct with distinct penalties. Plagiarism includes:

- Submitting, as one's own, an assessment 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.
- Outsourcing production work to others and submitting it as one's own without acknowledgement.

Contract cheating involves a request to someone else to produce all or part of an assessment task and submitting that work as your own with the intention to deceive. It includes:

- requests to current and past students.
- arrangements made through a third party, such as through an essay service or website.
- paid or unpaid services.
- requests made on your behalf.

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, while 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, examination 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, speak to the Research Librarian,
- what tasks you are permitted to complete collaboratively, speak to your lecturer or Convenor,
- what constitutes academic misconduct, speak to the Research Librarian, your lecturer or Convenor.

○ 9.2.1 INVESTIGATION OF ACADEMIC MISCONDUCT

You are required to confirm that all assessments are your work as you submit them. The School uses an application called Turnitin to help with checking the originality of submissions.

When a Convenor, Subject Leader, Head of Discipline or lecturer suspects an instance of academic misconduct, they will report the matter to the Head of Curriculum, identifying the grounds of the allegation. The Convenor, Subject Leader, Head of Discipline or lecturer will discuss the matter with the Head of Curriculum to determine the level of the alleged conduct (not a violation, minor, moderate or serious).

AFTRS has adopted an educative approach to academic misconduct. If the offence is minor, you will be issued with a verbal warning by the Convenor, Subject Leader, Head of Discipline or lecturer, and given support to understand what constitutes academic misconduct and how to prevent it in future. Minor penalties may apply (refer to Section 9.2.2 below).

If the conduct is found to be moderate or serious, the Head of Curriculum or their delegate, will write to you outlining the allegations and ask you to respond to the allegations in writing. You may have to attend a meeting with your Convenor, Subject Leader, Head of Discipline or 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, Teaching & Learning, 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 principal criteria for determining penalties will be the level of intent to deceive and the extent of the academic misconduct. 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 an unfair advantage will attract severe penalties.

The following penalties may be imposed if you are found to have engaged in academic misconduct:

- A reduced mark for the assessment task.
- A requirement to undertake specific workshops and obtain learning support to learn more about plagiarism prevention.
- Placement on the At-Risk Register for a specified period of time.
- A requirement to undertake an additional assessment task in that subject with a potential capped mark at 50%.
- A mark of 0% for the assessment task.
- A conceded pass for the subject.
- A 'fail' grade for the subject.
- Exclusion.

○ 9.3 BEHAVIOURAL MISCONDUCT

Any behaviour that violates the Student Code of Conduct is taken seriously. The following may be considered acts of misconduct:

- Behaviour that is threatening, violent, coercive, or discriminatory, 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 which may include a breach of AFTRS Charter.
- Providing information to or about AFTRS that is false or misleading or failing to maintain confidentiality regarding your dealings with the School.
- 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.
- Misuse, theft, or vandalism of AFTRS resources as defined by relevant policies.
- Plagiarism or related conduct that compromises the academic integrity of an AFTRS course of study.
- Use of AFTRS name, reputation, or resources for private gain or for the benefit of a third party, without prior authorisation.

If you are found in breach of the Student Code of Conduct, or of other applicable AFTRS' policies or rules, this constitutes misconduct and AFTRS may terminate your enrolment.

Should an issue of misconduct arise, you will be given the opportunity to discuss the matter informally in the first instance with your Convenor or the Director, Teaching & 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 Convenor or the Director, Teaching & Learning, the allegation may be referred to the Director, People & Culture. The Director may convene a Misconduct Committee, depending on the nature and seriousness of the allegation. The committee will include the Director, People & Culture (Chair), the relevant Lecturer and the Director, Teaching & 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 started 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 encouraged to bring a support person to the hearing. You must advise the Chair prior to the meeting if a support person will be attending.

The Head of Curriculum 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 arising from a misconduct investigation made by the CEO or their delegate, 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 Convenor, and the student member of Council. The Appeals Committee will elect its own Chair.

The Head of Curriculum will conduct the secretariat function.

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.

○ 9.3.2 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 earlier findings of misconduct and penalties 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 conduct.
- The impact a potential penalty will have on your ability to complete your program of study.

For penalties relating to plagiarism please refer to Section 9.2

10. Tuition Assurance Exemption

Tuition assurance is a requirement of the Higher Education Support Act 2003 (HESA Act) for all Higher Education Providers which means students can access alternative courses of study and or be financially compensated if the Higher Education Provider ceases being able to provide a course of study.

AFTRS has been granted a ministerial exemption from these requirements on the basis that:

- Its funding is secure.
- It is extremely unlikely that AFTRS will be in a position where it will be unable to deliver a course of study due to its established position as a federally funded government institution.
- The specialised nature of AFTRS courses of study and the unique production model offered is not available at any other institution in Australia.

11. Enrolment Status

These are the agreed enrolment statuses that can be assigned to you and are recorded in the Student Management System

○ 11.1 ENROLLED

You are considered to be enrolled in a course of study when you are undertaking the required subjects for the course in each semester. You will be enrolled on a full-time or part-time basis as determined by your course. Variation to study mode (full-time / part-time) including alterations to study plans may be considered in exceptional circumstances and approved only by the Director, Teaching & Learning or delegate.

○ 11.2 CONDITIONAL ENROLMENT

You may be given a conditional enrolment with the proviso of meeting specific requirements by census date. This would typically be for students who are working through conditions of a Show Cause or Special Consideration, or as determined by the Director, Teaching & Learning or delegate.

○ 11.3 LEAVE OF ABSENCE

A Leave of Absence is a period of time-off from studying, where you are not enrolled in any subject but are granted the right to return to study at a future date. You are expected to progress through your program with your cohort. However, a leave of absence may be approved in exceptional circumstances, a leave of absence is also contingent on course or discipline streams running in the following year. AFTRS reserves the right to not run a course or discipline stream. In that event, you will be notified at the earliest possible stage to discuss your options.

If you are a new student, in your first semester of study, a leave of absence may be approved if you are applying to withdraw prior to the first census date for your course. If approved, you will return to re-start your course again in the following year.

If you are a student who has already completed one or more semesters of your course, a leave of absence may be approved if you have made satisfactory progress in the course to date. You must have completed and passed all subjects in the semester preceding the semester(s) you wish to be absent for. Applications may be denied if there are any incomplete or failed subjects. If this

is the case, you will be asked to complete work prior to a leave application being approved.

In general, Leave of Absence must be applied for prior to the census date in a semester. Under specific circumstances, usually in relation to medical or other personal matters, Leave of Absence post-census date can be requested. In this instance, AFTRS would request documentary evidence to substantiate any claim.

Leave of Absence can only be granted for a period of one year due to the structured delivery of most courses. During the period of a Leave of Absence, your student status is suspended completely. That means during the period of absence you are not an AFTRS student.

If you are thinking about or are applying for a leave of absence, you should discuss your circumstances with a Student Engagement Manager and your Convenor by the relevant census date each semester. Following this, you will be provided with a Leave of Absence form to be completed and submitted to Student Centre. It must provide comprehensive details as to why you are seeking a Leave of Absence.

All Leave of Absence requests require the approval of the relevant Convenor and the Director, Teaching & Learning or delegate.

Leave of Absence is only available to domestic students. Rules relating to taking a leave of absence vary by course, please see below for your course. If you have questions about Leave of Absence, please contact the Student Centre.

GRADUATE DIPLOMA IN RADIO:

If you are enrolled in the full-time stream of the Graduate Diploma in Radio & Podcasting, leave of absence is only available under exceptional circumstances. Resuming your place in the course in the following year will be subject to resource availability.

MASTER OF ARTS SCREEN:

A Leave of Absence is only granted in exceptional circumstances as you are expected to progress with your cohort. You will be expected to have completed and passed all subjects in the semester preceding the semester(s) you want to be absent for.

If you are taking a leave of absence and returning to start the Capstone subjects, specific conditions apply. Capstone Rules including those regarding funding will be enforced as per the new cohort. Existing funding or other production arrangements will cease once leave of absence is approved.

If you are taking a Leave of Absence, and are already involved in a Capstone project, you may be invited to attend specific pitching sessions during the Semester before your return, at the discretion of the Convenor and Director, Teaching & Learning.

MASTER OF ARTS SCREEN: BUSINESS:

Enrolment patterns can vary for Master of Screen Business students. A leave of absence may be granted for one semester, or one year (2 semesters) depending on your circumstances and course progression.

○ 11.4 FACULTY INITIATED LEAVE OF ABSENCE

In some circumstances, a student may be automatically placed on a Faculty-Initiated Leave of Absence, following consultation where both the Director, People & Culture and the Director, Teaching & Learning consider it to be in the best interests of the student to take time away from the course.

○ 11.5 RETURNING FROM LEAVE OF ABSENCE STUDENT

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 at least 2 months prior to end of your leave. The Student Centre may also be in contact regarding your intention to return and will correspond with you on your personal email address. It is your responsibility to keep the Student Centre informed if any of your contact details change during this period.

○ 11.6 WITHDRAWN

Withdrawn means that a student has cancelled their enrolment in a course of study and will not be eligible to re-enter a course of study after withdrawing.

If you are thinking of withdrawing from your course, take a moment to discuss your concerns with the Director, People & Culture, Director, Teaching & Learning, your Convenor, Subject Leader, Head of Discipline or lecturer, or the Student Centre.

If you wish to withdraw from your course, you will need to complete a Withdrawal from Course form which will be provided to you by the Student Centre.

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, People & Culture.

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 have to complete the standard student exit clearance process.

If you have completed one or more accredited units whilst at AFTRS, you are entitled to a formal Statement of Attainment outlining your completed subjects. Alternatively, you may be eligible for an Alternative Exit Qualification. Please contact the Student Centre for further information and to action a request.

○ 11.7 FACULTY INITIATED WITHDRAWAL

In exceptional circumstances, Faculty may initiate your withdrawal from a course of study. This is generally a last resort and is often actioned in relation to concerns for the welfare of the student being withdrawn or concerns for other students in the course. This can only be done by the Director, Teaching & Learning or delegate, following consultation with the Convenor, Student Engagement Managers, and following reasonable attempts to contact you or your representative.

12. Reasonable Adjustment & Learning Access Plan

AFTRS is committed to providing an effective and supportive learning environment for all students, including those with disability or medical condition that impacts on an ability to study.

AFTRS is committed to ensuring that all curriculum, classrooms, work areas, public areas, online environments such as Moodle and Library Search, and other tools and resources are accessible for any individual with disabilities.

You do not have to disclose your disability or medical condition unless you choose to.

You can make a disclosure at any time. You can disclose your disability status to the Director, People & Culture or the Student Engagement Manager. Disclosures and requests can be made verbally in person or via the medical information received during enrolment.

If you have a disability or medical condition you are encouraged to identify yourself during the enrolment process and are welcome to contact the Student Centre at any time. There will be a certain level of disclosure needed if you are seeking reasonable adjustments, however this will be discussed with you first and the information will only be used to ensure suitable adjustments are offered and implemented.

You can find more about reasonable adjustment policy on [AFTRS website](#).

You can find the Medical Information form [here](#)

○ 12.1 LEARNING ACCESS PLAN

Reasonable adjustments are recorded in an agreed Learning Access Plan (LAP). Arriving at what is a reasonable adjustment for you involves discussion and agreement between you and the Student Engagement Manager. You can nominate a support person to assist you in negotiating reasonable adjustments. Approval for Reasonable Adjustments are approved by the Director, People & Culture.

LAPs are managed by the Student Engagement Managers and reviewed annually and are in place for the duration of your study at AFTRS.

○ 12.2 CARER SUPPORT PLAN

If you are responsible for providing personal care, support and assistance to another individual due to disability, medical condition, including terminal or chronic illness, mental illness or is frail and aged, you may be eligible for a Carer Support Plan with Student Centre. You can register as a Carer at any time during your studies if you can demonstrate that you are a Carer for another person as defined by the Carers Recognition Act 2010. If you are unsure about your eligibility, you can meet with a Student Engagement Manager for more information.

When you are registered as a Carer, you will work with a Student Engagement Manager to develop a Carer Support Plan. This support plan includes any required educational adjustments. Arriving at what is an appropriate adjustment for you involves discussion and agreement between yourself and the Student Engagement Manager. You can nominate a support person to assist you in negotiating reasonable adjustments. The Carer registration must be renewed every 12 months.

○ 12.3 SPECIAL CONSIDERATION

If your performance in an assessment task has been significantly affected by extenuating or special circumstances beyond your control such as illness, misadventure or other circumstances, special consideration is a process that is intended to provide equitable treatment for you. It is granted for a specific period only as outlined in the approved Special Consideration application; all other terms outlined in the approved form must be followed.

○ 12.3.1 CIRCUMSTANCES FOR ELIGIBILITY

Potential circumstances may include:

- Short term illness at least 5 days duration of moderate severity.
- Serious illness or psychological condition.
- Hardship or trauma.
- Loss or bereavement.
- Exceptional employment demands.
- The following circumstances will not be considered valid:
- Minor ailments or illness where you are still capable of completing the assessment task.
- Balancing workload or work commitments.
- Public transport delays.
- Personal events such as weddings or birthdays or travel plans.
- Events which occurred an unreasonable length of time in the past.

Late applications may be lodged only in exceptional circumstances. Such requests must be supported by documentary evidence for the late submission.

Knowingly making false or misleading claims of extenuating circumstances or altering or falsifying any documentary evidence (e.g., medical certificate, professional authority form, or other supporting documentation) may be considered an act of student misconduct.

If the terms of Special Consideration have elapsed, they will need to be reviewed and revised in conjunction with the Student Engagement Managers.

○ 12.3.2 POSSIBLE STUDY ADJUSTMENTS

The following may be possible study adjustments:

- An extension.
- Re-weighting of other assessment.
- Another assessment task.
- Supplementary work.

Applications for special consideration are to be lodged with the Student Engagement Manager who will facilitate approval from the Director, Teaching & Learning or their delegate and communication to the Convenor, Subject Leader, Head of Discipline or lecturer. You will need to provide alternate dates for assessments or details of other adjustments if required. Where necessary, alternative coursework may be authorised by the Director, Teaching & Learning.

Approved alterations to assessment requirements, either extension of due date or alternative tasks, are to be clearly defined in the Special Consideration form or an accompanying learning contract. Review of assessments tasks will be carried out under normal assessment and progression rules (refer to Section 6 and 7). Any requested variation to the agreed arrangements will need approval of the Director, Teaching & Learning or delegate.

If you are not able to meet the revised date to submit assessments, you must alert the Student Engagement Manager prior to the revised due date.

If you who have failed the assessment or did not submit an assessment due to illness or misadventure and are granted special consideration after submission you will be provided with support identified in a learning contract and the opportunity to complete the original or alternate assessment as deemed appropriate in a timely manner.

○ 12.4 SPECIAL FINANCIAL ASSISTANCE

If you are experiencing severe or sudden financial hardship that may affect your ability to continue in your course of study, you may apply for special financial assistance up to a maximum amount of \$1,000.

Depending on your circumstances, the financial support may be available as either:

- A grant that does not need to be repaid
- A personal loan with a schedule of repayments to be negotiated by AFTRS with you.

If a grant is made, it may need to be declared as income to the Australian Tax Office or to Centrelink as relevant. The following criteria apply without exception:

- You will not be provided with financial assistance for the purpose of paying rental bonds or rent.
- You will not be provided with assistance for repayment of debts or loans or FEE-HELP.

All applications are assessed on a case-by-case basis.

If you need special financial support complete the Special Financial Assistance form which you can download from [AFTRS website](#) or contact the Student Centre.

[AFTRS Student Policies and Forms](#)

You will need to make an appointment with a Student Engagement Manager to discuss your application. Support documents should be provided when you apply which may include bank statements and rental agreements. All details of your financial situation are strictly confidential.

Applications will be approved or declined within 10 working days from receipt by the Student Centre.

Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds.

You will be advised in writing as to whether your application is approved. AFTRS' decision is final.

○ 12.5 VARIATION TO STUDY LOAD

You may apply for an altered study load where there are compassionate or compelling circumstances that are supported with appropriate documentation.

If you are considering applying for a variation to study load, you should discuss your circumstances with a Student Engagement Manager and Convenor by the relevant census date each semester. Following this, you will be provided with a form to be completed and submitted to Student Centre. It must provide comprehensive details as to the reasons for requesting a variation to study load. While every effort will be made to accommodate reasonable requests, there may be limitations to the potential patterns of enrolment.

Your application will be reviewed by the relevant Convenor, the Director, Teaching & Learning. You should be aware of the time limits for completing course requirements. A reduced enrolment load may impact eligibility for scholarships, internships, government assistance such as Youth Allowance, Austudy, Abstudy and travel concessions. It is your responsibility to seek advice and disclose any variations in study load to Centrelink and any other relevant bodies.

MASTER OF ARTS SCREEN BUSINESS STUDENTS ONLY:

If you are in the MASB full time or part time course, you will be offered the opportunity to choose your subjects, or amend your existing study pattern, for the following semester. This selection is based on the available subjects each semester and you will be directed to confirm or amend by the Student Centre.

As an MASB student, if you wish to withdraw from a unit during a semester or alter your study load by adding or withdrawing from a unit for the subsequent semester, you will have to complete a variation to study load as outlined above.

○ 12.6 FITNESS TO STUDY

AFTRS is committed to ensuring a safe learning environment for all students. In a limited number of cases a student may be unable to suitably engage with their studies and the wider AFTRS community in a way that does not significantly compromise the health, wellbeing, learning or teaching of themselves or others.

Where we have reason to suspect that your health, wellbeing and/or behaviour is adversely impacting your performance or engagement, AFTRS maintains the right to engage in a Fitness to Study process with you. This may include requiring you to attend an external and independent medical assessment to determine your fitness to continue with your studies, considering your current state of health (mental and physical) and wellbeing.

Consideration of Fitness to Study is not a disciplinary process; it is not intended to punish any alleged breach of rules, but rather to support you if you are in difficulty. If you are deemed unfit to study, you will be placed on Leave of Absence and you will work with a Student Engagement Manager on a learning access plan to support your return to study.

○ 12.7 MEDICAL CERTIFICATES AND OTHER SUPPORTING DOCUMENTATION

Evidence to support applications for special consideration, re-crediting of fees, documenting attendance gaps etc. must be supplied when you apply for consideration. The following provides a guide to assist you submitting correct documentation

○ 12.7.1 STUDENTS AFFECTED BY MEDICAL CIRCUMSTANCES OR HARDSHIP

If you have been affected by illness or hardship, you must submit a medical certificate or a letter which must include the:

- nature of the illness or hardship.
- duration of the illness or hardship (start and end dates that cover the period outlined in the special consideration form).
- impact on your ability to attend classes or complete assessments.
- BOTH the Practitioner Registration Number AND the Medicare Provider Number. If either number is missing, then the letter cannot be accepted.

AFTRS requires BOTH these numbers to authenticate the registration of the health practitioner. If either number is missing, then the Special Consideration form cannot be accepted.

[↗ The Australian Health Practitioner Regulation Agency \(AHPRA\) Register of Practitioners](#) provides the Practitioner Registration Number to health practitioners.

- AFTRS does not accept medical certificates issued by practitioners following online, video or phone consultations. AFTRS will only accept medical certificates issued by medical practitioners at a face-to-face consultation at a medical practice.

- Exemptions may be made if you are living in an area currently impacted by COVID-19.

○ 12.7.2 STUDENTS AFFECTED BY OTHER CIRCUMSTANCES

If you have been affected by other circumstances (i.e., not based on medical or mental health grounds), you should provide a third party or independently verified document (e.g., a letter from a relevant authority) such as a:

- detailed police report for incidents.
- formal letter from a minister of religion (e.g., priest, rabbi, imam).
- formal letter from a counsellor.
- formal letter from a funeral director (accompanied by an obituary or funeral notice) or copy of medical certificate or hospital admission documents.
- copy of a summons, subpoena, court order, or notice of selection for jury duty.

This should be written on an official letterhead and must include the following details:

- your full name.
- details of your circumstances.
- impact on your ability to study.
- a physical signature and phone number of an appropriate representative.
- date the statement was created.

When supporting documentation is in a language other than English it must be accompanied by an English translation by a

[↗ NAATI-accredited translator](#) (opens an external site).

Where there are unexpected circumstances which cannot be confirmed by a professional or official body and there are no alternative independent means of supporting your circumstances, then you may submit a statutory declaration.

A statutory declaration is a written statement which a person declares to be true in the presence of an authorised witness (e.g., Justice of the Peace, lawyer, notary public).

It should include the following:

- your full name
- nature of the unexpected circumstances
- duration of the circumstances (start and end date)
- impact on your ability to attend classes or complete assessments
- details of any group work that might be affected.

You can download a NSW statutory declaration form [↗ here](#).

You may also need to provide any secondary documents that verify your circumstances and address the impact on your studies. Examples of appropriate supporting documents include a police report or a death certificate. If you need to travel interstate or overseas for a funeral, you will need to provide a travel itinerary or statutory declaration for the additional time you are away.

If unsure, please contact the Student Centre for assistance.

○ 12.8 TRANSFER

Transfer of enrolment to a separate course and/or stream from which you applied is not permitted. An exception applies where AFTRS may suspend a course and, as part of course transitional and closure arrangements, offer a transfer of enrolment to another course for affected students.

13. Complaints

The intent of the AFTRS Student Complaint Policy and Procedure is to deal effectively, equitably and efficiently with complaints from enrolled students. Parties who are not enrolled students should refer to the AFTRS Service Charter.

○ 13.1 GENERAL PRINCIPLES

- Every effort will be made to deal with complaints with the people involved and in the least formal way that is appropriate, involving as few people as possible.
- Confidentiality will be preserved as far as is practically possible whilst ensuring thorough investigation of the issue and the development of an action plan, as appropriate.
- Delays in raising a concern may make it difficult or not possible to resolve.
- 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 recrimination, 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 because 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 regarding academic misconduct and 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 and the responsible officer will be the Director, Teaching & Learning.
- Complaints of misconduct including discrimination or harassment will be handled through the Misconduct Policy and the responsible officer is the Director, People & Culture.

○ 13.3 PROCEDURES FOR LODGING A COMPLAINT

Initially complaints can be lodged with your Student Engagement Manager, Director, People & Culture, a student representative or the Director, Teaching & Learning. The Student Centre can advise you if your complaint is an academic or non-academic matter.

The Director, People & Culture 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 with the people involved. 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 Director, People & Culture who will refer you to the appropriate person, with a view to a resolution.
- Submit a written request for internal mediation to the Director, People & Culture who will facilitate the request. A written record of the internal mediation need not be kept however outcomes of the mediation may be recorded as required.

Mediation is a process in which a neutral third party helps people in conflict to discuss and negotiate a mutually agreeable outcome. The mediator facilitates communication, works to encourage understanding and use creative problem solving to reach agreement.

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 6 weeks 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 [7 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

Investigation reports and documents collated as part of an investigation are confidential and will not be shared. However, you will be provided with documentation outlining the allegations, findings and the outcomes of the investigation into the complaint 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 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. 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. Exiting Your Course & Graduation

○ 14.1. GRADUAND PERIOD & ACCESS TO AFTRS RESOURCES

You are regarded as having completed your course once AFTRS has determined that you have successfully completed all course requirements within the prescribed times. The time between the end of your course (the completion of classes and the submission of final assessment) and graduation is called the Graduand Period. In 2021, the Graduand Period for all students in their final year of study will be from the end of the courses to until the end of the day on:

Exit Date: 28 April 2022

During the Graduand period, you will still have access to AFTRS email and Office 365 as well as the Library, facilities and equipment booking. Access to Moodle and other services, as communicated to you by Student Centre, will cease once you have completed your course.

○ 14.2 EXIT CLEARANCE

The school requires you to complete your exit clearance by the end of the Graduand Period. The exit clearance process requires you to have:

- Paid all monies owing to AFTRS.
- Returned all resources borrowed including Library items and any IT and Tech Store equipment.
- Returned your Student ID pass and your locker key to the Student Centre.
- Saved and sent all file components on your projects that you want to keep.

You must complete the exit clearance process prior to graduation. Your 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. Missing items may incur a fine.

You will not be able to graduate or receive your academic transcript or testamur until all outstanding debts and equipment loans have been repaid and returned. Missing items may incur a fine.

○ 14.3 GRADUATION

You will be eligible to graduate from your course of study if you have completed all the course requirements and completed the Exit Clearance. You must complete the exit clearance process prior to graduation. Your 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.

You will be notified and receive an invitation to your graduation ceremony only after confirmation that you have met course requirements and your grades have been confirmed by the School.

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

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

○ 14.4 TESTAMURS AND ACADEMIC 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 Australian Qualifications Framework Issuance Policy. An academic transcript is an official record of the results received during an award course. Both testamurs and academic transcripts are secure documents that can only be issued under the authority of the Registrar and Chief Executive Officer.

Your testamur and academic transcript will be issued in your legal name as provided by you at enrolment and presented to you at Graduation. If you require confirmation of completion prior to Graduation, you can print a non-academic Statement of Results from Paradigm Student Portal or speak to the Student Centre regarding an interim transcript.

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 academic transcripts. Graduates who wish to order testamurs or transcripts should contact the Student Centre.

15. Building Information

○ 15.1 HOURS OF OPERATION AND ACCESS

Mon–Fri: The building is accessible via the front entrance from 8am–9pm.

Sat–Sun: Access is between 8.30am–5.30pm.

- The School is closed on public holidays.
- The rear dock vehicle entry is opened on request.
- Clearance from the Head of Facilities must be sought for entry outside these hours.

Please note that opening times may vary throughout the year. You may check the opening hours on the Student HUB.

○ 15.2 ON-SITE SECURITY

AFTRS has on-site security in the building during operational hours. The Entertainment Quarter (EQ) also has on-site security 24 hours a day which services the precinct.

If you have any concerns regarding your safety or that of others call:

- AFTRS security contact (02) 9805 6577
- EQ security contact (02) 8117 6718 (24 hours)

○ 15.3 SMOKING

Smoking is not permitted in any AFTRS building or within 10 metres of any entrance. There is a designated smoking area at the rear of the building.

○ 15.4 EMERGENCY EVACUATION

When the initial evacuation alarm sounds (beep...beep...beep) await further instructions from staff emergency wardens and prepare yourself for possible evacuation.

When the evacuate alarm sounds (Whoop...whoop...whoop) please leave by the nearest available exit. This tone will be accompanied by the words "Evacuate Now". Please proceed directly to the Meeting Point at the other side of the park in front of Brent Street Dance studios.

Information about emergency procedures is found physically around the building and can also be found [here](#).

○ 15.5 FIRST AID

If you are injured or ill during normal hours and require first aid, please seek the assistance of AFTRS First Aid Officers who have current certified qualifications.

The names of AFTRS First Aid Officers can be found on noticeboards, near photocopiers, and next to the first aid kits. If you cannot find help, ask your lecturer to help with finding first aid assistance or call Reception on extension 900 or Security on 577.

If you are injured or ill at AFTRS outside normal hours, please contact Security as all officers are trained in first aid.

○ 15.6 LIFTS

The lift, which is in the foyer, operates to Levels G, 1 and 2. ID access card is then required to enter office areas and lecture rooms.

The goods lift (near studios 4 and 5) will only operate with an ID access card.

The goods hoist is for goods only and should only be operated by those who have training on its operation.

16. Glossary of Terms

ACADEMIC MISCONDUCT: Any action or attempted action, including plagiarism, that may result in creating an unfair advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

ACADEMIC TRANSCRIPT: A document that is a formal record of your studies, which includes all subjects (attempted and completed) and your grade for each subject.

ACTIVE DISTRIBUTION: When AFTRS enters your film or sound recording into festivals and other distribution avenues. Any prizes awarded by a festival or competition are given to the appropriate student.

AT RISK: Students who are identified as at risk include those that are not attending or engaging with their subject or course, not submitting assessments, or failing assessments.

AT RISK REGISTER: Identified students placed on the register will be offered additional support that may help them better engage with their course and/or achieve passing grades for their assessments.

AWARD COURSE: A structured sequence of subjects which, when successfully completed, entitle the student to a qualification or an award.

CENSUS DATE: The date after which a student incurs a financial debt for the subject in which they are enrolled.

CONFLICT OF INTEREST: A situation in which a person can derive personal benefit from actions or decisions made in their official capacity.

COPYRIGHT: Legal right that allows the person or organisation who owns it to control certain uses of 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.

COURSE OUTLINE: Contains information about a course, including subject and assessment details.

COURSEWORK: Written or practical work done by a student during a course of study, usually assessed to count towards a final mark or grade.

CREDIT POINT: Value attached to each subject, which is used to measure study load. It is used in the calculation of an EFTSL.

DEFERRAL: Delaying the commencement of your study by one year if you have a compelling reason why you cannot take up your offer immediately.

EFTSL: Equivalent Full-Time Student Load. It is the measure of the study load, for a year, of a student undertaking a course on a full-time basis. A full-time study load is defined as 1 EFTSL for one year (or 0.5 EFTSL for one semester).

EQUAL OPPORTUNITY: All people will be treated equally and not disadvantaged by prejudices or bias.

EXCLUSION: Discontinuation from an award course for a specified period.

EXIT CLEARANCE: Process that begins one week after the last timetabled class when you have completed all course requirements up until end of the Graduation Period exit date, by when students are required to return all AFTRS owned facilities and equipment and pay any outstanding monies owed. Access to AFTRS facilities and equipment ceases on the exit date.

FEE-HELP: Australian Government loan program to help eligible fee- paying students to pay their tuition fees, up to a lifetime limit, for eligible courses at approved higher education providers. The loan is repaid through the Australian Government taxation system once a graduate's income reaches the minimum threshold for compulsory repayment.

INDUSTRY EXPERIENCE: Undertaking work with established industry professionals.

LEAVE OF ABSENCE: Period that a student takes leave from study, subject to approval by the Director, People & Culture or delegate.

MARKING RUBRIC: System to create and communicate consistent criteria for grading of an assessment task.

MARKING SCHEME: Predetermined system for grading assessment tasks.

MERIT SELECTION: Competitive selection based on the quality of applications, considering submitted application tasks, fulfilment of specified education levels and compliance with other regulatory requirements.

MISCONDUCT: Any behaviour that violates the Student Code of Conduct.

PROGRESSION: Meeting the requirements of your course on a semester-by-semester basis, including fulfilling attendance requirements and passing subjects.

SELF-DISTRIBUTION: A student can apply to AFTRS for permission to self-distribute their work to festivals, markets and awards, and online. Any successes the work has had must be reported to AFTRS. Any prizes awarded by a festival or competition are given to the appropriate student.

SHOW CAUSE: Written submission for why you should be allowed to continue in your course if you have not met progression requirements.

SPECIAL CONSIDERATION: An adjustment made to your current study or assessment plan to allow for exceptional circumstances. To apply for special consideration, students must complete a Special Consideration form and supply evidence demonstrating the circumstances that have prevented submission of work on time.

SPENT CONVICTION: The Commonwealth Spent Convictions Scheme allows an individual not to disclose certain criminal convictions after a sufficient period of good behaviour and prohibits unauthorised disclosure and use of this information.

SUBJECT OUTLINE: Contains information about a subject, including assessment details.

TESTAMUR: A legal document issued to graduates by the authority of AFTRS Council under the AFTRS Common Seal and provided to students at graduation. The provision of testamurs is subject to the Australian Qualifications Framework Issuance Policy.

TRANSCRIPT: An official record of the results received during an award course.

TUITION ASSURANCE: Requirement of the Higher Education Support Act 2003 (HESA) for all Higher Education Providers which means students can access alternative courses of study and/or be financially compensated if the Higher Education Provider ceases being able to provide a course of study. AFTRS has been granted exemption from this requirement.

TURNITIN: An online plagiarism checking tool used by AFTRS to check similarity ratings for students' submitted work.

WEIGHTED AVERAGE MARK (WAM): An average of your academic performance that considers the credit point value of the subjects that you have completed. At AFTRS 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, and marks received in third year are weighted by credit point at the remaining 60% of total WAM.

Australian Film Television
and Radio School

The Entertainment Quarter
Moore Park
Sydney NSW 2021

info@aftrs.edu.au
1300 223 877
aftrs.edu.au

Facebook	/aftrs
Instagram	@aftrs
Twitter	@aftrs
YouTube	/AFTRSShowcase



Australian Government

AFTRS

AFTRS would like to acknowledge the Traditional Owners, the Bidjigal people and 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.