

# 2024 STUDENT HAND BOOK

The Australian Film, Television and Radio School (AFTRS) is located on the unceded lands of the Gadigal and Bidjigal peoples.

AFTRS is committed to learning and deepening our understanding of responsibility to Country, and as a school, committed to building a sense of community that respects First Nations principles of belonging.

AFTRS acknowledges First Nations storytelling practices and principles are thousands of years old and that AFTRS values a practice- based approach to teaching and learning and seeks to embed First Nations values within the school through its alignment with First Nations' practices and principles.

## **Graduates of AFTRS are...**

**Storytellers** who possess the courage and integrity to embrace and reflect Australian perspectives

**Practitioners** skilled for the screen and audio industries

**Creators** who can effectively communicate ideas, problem-solve and collaborate inclusively

**Cultural leaders** able to apply positionality and ethics in their practice

## **Our Values**

**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, recognising 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.

# Being a Student at AFTRS

Welcome new students, and welcome back continuing students for another year at AFTRS.

For 50 years AFTRS has worked hand-in-hand with the Australian screen and broadcast industries to provide learners across Australia with the highest level of creative education. Our commitment to you is that your education here at AFTRS will equip you with a set of graduate capabilities that you will take out into your careers upon graduation.

The School has a proud community of alumni, staff, students and industry partners who are committed to the School's purpose and the pursuit of excellence in telling Australian screen and audio stories. So, while you're here, take the time to enjoy and learn from this community – come along to the masterclasses, screenings and events – and please think about putting up your hand and getting involved in building this community. There are a range of ways that you can do this: from joining the Student Representative Council, to becoming a Student Curriculum Partner or running for AFTRS Student Council Member.

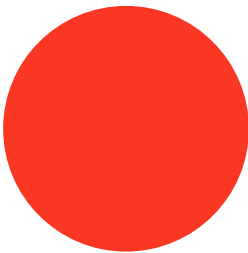
Here at AFTRS, we embody five values in all that we do. These values were chosen by our staff to reflect the principles that we hold dear as a School. We are deeply committed to the School being a supportive and safe creative space for everyone. Please do take the time to familiarise yourself with our policies, procedures and other supporting material available to you on the Student Hub. And please reach out to Student Centre or any other staff if you need help. Our staff are here to support you on this next very exciting stage of your learning journeys.

We look forward to a great year with you.



Dr. Nell Greenwood  
Chief Executive Officer

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# About This Document

The Student Handbook is the primary resource for students to seek guidance, information and referrals related to being an AFTRS student, and a student in the Australian education system generally.

*Chapter 1* addresses the student experience– what you need to know about AFTRS, where to find what you need, how you seek support– it is about *you* and *your* journey at AFTRS.

*Chapter 2* delves into the higher education landscape– how you make important decisions with agency, where you can learn more about your relationships with government departments, and the responsibilities that you have in relation to assessment, engagement and course progression.

*Appendix A* provides important information for all students about how to submit forms, gather and supply evidence, and complete legal declarations to support various administrative applications that you may need to make whilst at AFTRS.

Throughout this document there are references to internal and external resources. These symbols refer to the types of recourses you may access.

Symbol	Meaning
→	A contact number, email or other referral
↗	A link to an online resource. AFTRS takes best measures to ensure that hyperlinks to external websites are current. AFTRS refers to external sources for advice only.
↘	A cross-reference to a section of this document with additional supporting information that may be relevant

# 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

# 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 (including communication with the Student Centre)
- 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.

# Chapter 1:

## Your

## AFTRS

## Student

## Experience

# 1. Teaching and Learning 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!

## 1.1 Academic Integrity

Academic integrity is *'the expectation that teachers, students, researchers and all members of the academic community act with: honesty, trust, fairness, respect and responsibility.'*<sup>1</sup>

AFTRS students are expected to understand and promote a culture of integrity in the ways that they learn and engage with each other and their studies. All students are responsible for ensuring the integrity of their academic and creative work in the following ways— students are expected to:

- 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 their work from being used by others without credit
- inform themselves about the expectations of the course, subjects and all assessments and the tools which they are required to use (Moodle, Turnitin, etc.)
- take advantage of the support offered to develop a comprehensive understanding of proper referencing, citation and copyright, including instances where generative AI is used
- proactively seek assistance as required

When a student intentionally or unintentionally works in opposition to upholding Academic Integrity, they may be committing Academic Misconduct.

New students are required to undertake an e-learning module on Academic Integrity as part of Orientation.

See also ➤ [15.2 Academic Misconduct](#)

Access the learning (login required) ➤ [Moodle Course](#)

More information (external link) ➤ [What is Academic Integrity?](#)

<sup>1</sup>Tertiary Education Standards and Quality Authority (2022), 'What is Academic Integrity' (<https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity>)

## 1.2 Orientation Week

Orientation (O-Week) will take place at the beginning of Semester 1 and the days may vary by course. Participation in Orientation is compulsory as it introduces you to your course, your 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. As a new AFTRS student, you may be required to complete preliminary e-learning modules as part of your orientation and continued enrolment in your course.

You will receive an email from Student Centre prior to O-Week with instructions and a timetable of O-week activities.

More information ➔ [AFTRS 2024 Key Dates](#)

## 1.3 Student Participation at AFTRS

### 1.3.1 Student Surveys

As a student, you will have opportunities to provide feedback about your learning experience. Student surveys are issued at the completion of each subject and as part of the cycle of continuous improvement these surveys help AFTRS understand what you valued most about your subjects and what we can improve.

### 1.3.2 Student Representative Committee

The AFTRS Student Representative Committee (SRC) is a committee that is run by the student body, to represent the School's students. The SRC is responsible for providing student feedback to AFTRS staff about their experiences, the quality and standards of AFTRS' courses, teaching and resourcing, and other non-academic issues or extra-curricular activities.

The SRC comprises multiple members with all member positions nominated each year. Each year group on a degree program at the School will be represented by one representative — a total of seven elected positions, plus the ex-officio member, who is the student member of the AFTRS Council.

All students are eligible to nominate themselves for the SRC. The election is held early in the first semester.

The SRC meet regularly during the year with the SRC setting the schedule and its meetings are formally minuted for inclusion in AFTRS Executive Meetings and Academic Governance Committees.

### 1.3.3 Student Member on Council

There is one student member of the AFTRS Council, elected by AFTRS Students annually. Students may nominate other students or themselves, and a student may be elected as the Student Member on Council for consecutive years.

The elected student member of the AFTRS Council provides the Council with the insight of an AFTRS student from their experience. The student member of the AFTRS Council is also a member of the Academic Board and the Academic Standards and Quality Committee (ASQC) and is the ex-officio member of the Student Representative Committee (SRC).

### 1.3.4 Student Curriculum Partners

Student Curriculum Partners (SCP) are made up of student representatives.

While the School employs experts in screen education, we recognise that students are experts in the student experience and are a valuable resource.

The SCP allows students to actively partner and collaborate with the School in continually improving AFTRS courses. This includes setting the agenda for discussion, digging deeper into feedback, and suggesting innovative solutions to curriculum and delivery questions.

Students who want to participate and become a student curriculum partner can do this by nominating themselves to their Program Convenor.

## 1.4 Engagement with Challenging Course Content

The AFTRS Charter of Conduct 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.

During your time at AFTRS you will be asked to engage with material and activities that may be challenging.

All elements of your course are chosen because they have a lesson your lecturer wants to draw out. Learning is about developing new skills and knowledge by being challenged at an appropriate level and a key part of this process is to notice your own reactions and to use these to enhance your own self-awareness.

Your lecturers will endeavour to provide content 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. If you need to leave the class immediately, please do so, and follow up with your lecturer at a later time. The Head of Student Centre, 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.

See also ➔ [5. Support](#)



# 2. From Enrolment to Graduation - *What you need to know*

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, withdraw from your course, or have your enrolment cancelled. All students will be issued with a student number that will be used to identify you for your current and any future study at AFTRS.

## 2.1 Student Centre

The AFTRS Student Centre is available to all students for help, advice and information. You can visit the Student Centre on campus, call during business hours, or email. The Student Centre can support you throughout your studies with academic, wellbeing or administrative matters.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Contact → **Student Centre: (02) 9805 6444**

## 2.2 The Student Hub

The Student Hub contains essential information you need to support your time at AFTRS. This includes information about the Student Centre, Student Support, Teaching and Learning, what to do in an emergency as well as information about the building and access to facilities and gear.

Students can access the Student Hub through the Moodle Dashboard once you have set up your AFTRS student credentials. New Students have a dedicated 'New Student Hub', with access provided within the course offer letter.

More Information → [AFTRS Student Hub](#)

## 2.3 Grievances and Complaints

Enrolled students may access the *AFTRS Grievances & Complaints (From Students) Handling Policy and Procedure*.

This policy and procedure manages the raising of grievances, the triage of grievances through mediation, and– as a last resort– the escalation of grievances into a formal complaint.

View the Policy and Procedure → [Student Policies and Forms](#)

## 2.4 Overseas Student Responsibilities

Students who are studying at AFTRS on a student visa have responsibilities related to their visa conditions. As a person on a student visa, you are obligated to make yourself aware of these responsibilities and ensure you do not breach your visa conditions, as set by the Department of Home Affairs.

Student visa holders who cancel their enrolment, fail to attend class or fail to meet satisfactory course progress may be in breach of their visa conditions.

AFTRS is obligated to report instances where a student's attendance, engagement and/or progress falls below an acceptable standard. In the circumstances that AFTRS must make a report, we will first notify you of our intentions, with the reasons, and with your options to access our appeals services. The Department of Home Affairs may cancel your visa should you be reported as having breached any of your visa conditions.

If your student visa expires before you complete your course of study, you are required to apply for a new visa.

Students should contact the Student Centre to discuss matters related to their visa, and the conditions of enrolment that may apply to them.

More information (external link) → [Dept. Home Affairs](#)  
See also:

→ [5.5 Support for Overseas Onshore Students and Students Based Outside of Sydney](#),

→ [8.2.2 Overseas Onshore Students On-Campus Attendance Requirements](#)

→ [10.4.1.2 Overseas Students Right to Appeal](#)

## 2.5 Systems and Communication

### 2.5.1 Student Email

You will be issued with an AFTRS student email account that will be considered your primary student email whilst at AFTRS. 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. It is expected that you will monitor your email on a regular basis to ensure that lines of communication are kept open between you and AFTRS.

### 2.5.2 Email Alias

AFTRS creates a courtesy email 'alias' which is based on the legal name and/or the preferred name that is provided at enrolment. Student should contact Student Centre to request an update to their preferred name. The Student Centre will liaise with the Service Desk to update your email alias accordingly.

This alias cannot be used to log in to AFTRS systems and students must use the student email address that contains their student number for all log in requirements.

## 2.5.3 Paradigm – the Student Management System

The Student Management system is called *Paradigm*. This is where your student record is kept, and where you can view your subject outcomes and course progression information, as well as tuition fee details. You can request copies of any documents in your student record from the Student Centre. Your student record is a confidential record.

You can update your personal and contact details in Paradigm, and it is your responsibility to ensure they are correct and remain up to date throughout your enrolment. The details you provide will be used by the school to contact you during, and after, your course.

Your personal information is available only to relevant AFTRS' staff and will not be distributed to other persons without your consent, unless required or authorised by law.

Access (login required) ➔ [Paradigm Student Management System](#)

## 2.5.4 Moodle – the Learning Management System

The Learning Management System is called *Moodle*. Moodle supports your learning at AFTRS through delivery of course information, resources and assessments tasks. It is where you submit assessments and where you receive feedback and grades.

For the best experience we recommend using a desktop computer or laptop, however, you can still access Moodle on tablet or smartphone using a browser. The Moodle Mobile App is not available for AFTRS.

The Moodle Guidebook for Students can be accessed in Moodle via the Support menu on the top navigation bar. The Moodle courses for your enrolled subjects can be found via the My Courses page, which is also located on the top navigation bar.

Login to Moodle using from your AFTRS student email address e.g. 20241234@student.aftrs.edu.au, not the email alias 'firstname.surname@student.aftrs.edu.au'.

Access (login required) ➔ [Moodle Learning Management System](#)

# 2.6 Name and Identity

## 2.6.1 Legal Name

As a registered Higher Education Provider, AFTRS requires students to enrol with their legal name, that is, the name that is used on Commonwealth Government documentation such as birth certificates, passports, and marriage certificates.

A student's legal name is used to identify students against their Unique Student Identifier (USI) and it will be the name printed on formal correspondence in reference to a student, including on academic transcripts and testamurs.

AFTRS cannot use stage names or pseudonyms in place of legal names.

More information (external link) ➔ [Unique Student Identifier \(USI\)](#)

## 2.6.2 Pronouns, Preferred names, and Cultural Names

AFTRS supports students to self-identify and be recognised with respect. Noting that AFTRS must record a legal name in our Student Management System and in formal correspondence about enrolment, we encourage students to inform us when their legal name is not in alignment with their preferred or cultural names so that it may be reflected in all circumstances that our systems allow. e.g. Class lists, informal correspondence, and other personal communications.

We encourage students to inform us of their preferred pronouns. You may also update this information in the Student Management System. Intentional or unintentional misuse of names, pronouns or a person's identity by students, staff or other persons will be taken seriously.

## 2.6.3 Your Identity and Government Departments

AFTRS uses your legal identification to link your student records with other government systems- this is a requirement of all Australian registered Higher Education Providers. The legal name that you provide AFTRS at enrolment must be the same name that was provided to the Australian Department of Education when you create your Unique Student Identified (USI), and the Australian Taxation Office when you created your Tax File Number (TFN). The name in these systems should be the same name- exactly as it appears on your birth certificate and Passport.

More information (external link) ➔ [Australian Taxation Office \(ATO\)](#)

## 2.6.4 Change of Name

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

If you wish to change your legal name, you must provide certified evidence of your legal name change to the Student Centre. If you wish to add a preferred name, you may make this request to the Student Centre.

Access the form ➔ [Student Policies and Forms](#)

## 2.6.5 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 will receive your Student Card during Orientation or as required if you are based out of Sydney.

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 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.

You may request that your Student ID is updated to state your preferred identity.

## 2.6.6 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 Centre and have a confidential conversation.

## 2.6.7 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. 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.

Contact → [privacyofficer@aftrs.edu.au](mailto:privacyofficer@aftrs.edu.au)

## 2.7 Academic Records

AFTRS may, by legislative instrument, make a determination specifying degrees, diplomas, or certificates. The Australian Qualification Framework (AQF) is the policy for regulated qualifications in the Australian education and training system.

A number of different academic records are available to students throughout their enrolment. These documents contain different information, and each may be required or used for different reasons.

All academic records are printed in your legal name—this is the name provided and validated at the time of course enrolment or the name formally updated on AFTRS systems through a change of name process.

See also ↗ [2.6.1 Legal Name](#)

More information (external link) ↗ [Australian Qualifications Framework](#)

## 2.7.1 Statement of Results

A Statement of Results is an unofficial record of your results. All enrolled students can generate a statement of results through their Paradigm portal, accurate at the date of generation. A statement of results provides an overview of your course and subject results accurate at the time it is generated. It is not a legal document.

If you require confirmation of your course completion prior to the graduation ceremony at which you will be formally awarded your Testamur and Academic Transcript you can generate and print a Statement of Results.

## 2.7.2 Statement of Attainment

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results—AFTRS refers to this record as a Statement of Attainment.

Students that are entitled to a Statement of Attainment will receive this once a request to withdraw from your course has been completed, and the outcomes of any enrolled subjects are confirmed. AFTRS does not issue electronic Academic Transcripts.

## 2.7.3 Academic Transcript

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive a record of their results—AFTRS refers to this formal record as the Academic Transcript.

You will be issued an physical Academic Transcript at your Graduation. AFTRS does not issue electronic Academic Transcripts.

## 2.7.4 Testamur

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive a testamur.

A testamur is a legal document issued by the authority of AFTRS Council under the AFTRS' Common Seal. The provision of testamurs is subject to the AQF Issuance Policy. AFTRS does not issue electronic Testamurs.

More information (external link) ↗ [Australian Qualifications Framework Policies](#)

## 2.8 Exiting Your Course and Graduation

### 2.8.1 Graduation Process and 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.

Once deemed complete, a student will enter the Graduation Period, this is the time between the end of your course (the completion of classes and the submission of final assessment) and the exit date. The exit date is set prior to the graduation ceremony.

During the Graduand Period and until the exit date, 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.

AFTRS holds one Graduation Ceremony annually, in the first half of each year. Graduands will be informed of the date of their Graduation Ceremony by the Student Centre.

Where a student completes their course requirements after the conclusion of Semester 1, they will have their Award conferred in December and they will be invited to the Graduation Ceremony occurring in the following year.

### 2.8.2 Exit Clearance

The School requires you to complete your exit clearance during of the Graduand Period. You must complete the exit clearance process prior to graduation.

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, or pay fines
- 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

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.

## 3. Building Information

### 3.1 Hours of Operation and Access

Mon–Fri: The building is accessible via the front entrance from 8am–9pm. These are considered AFTRS' core staffed hours.

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

Please note that opening times may vary throughout the year. If you are unsure, please confirm the current hours with the AFTRS reception and/or the on-site security. Students should also note that:

- the School is closed on public holidays
- the main student entrance is via the Entertainment Quarter (EQ)
- the rear door on level 1 is a Staff-only entrance/exit
- the rear dock vehicle entry is opened on request
- a student may liaise with security to arrange access via the rear door to take deliveries, drop off items, or another approved reason
- clearance from the Head of Facilities must be sought for any building access outside operational hours

More information ➔ [Our Campus](#)

### 3.2 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.

Contact ➔ [AFTRS security: \(02\) 9805 6577](#)

Contact ➔ [EQ security: \(02\) 8117 6718](#)

### 3.3 The AFTRS Library

The AFTRS library access hours are Monday – Friday 10am – 6pm.

You can contact the AFTRS Library:

- by emailing the library directly
- by using the online query form; “Ask the AFTRS Library”
- by using the online chat function on the library website
- by visiting and speaking with the Librarian during open hours

More information ➔ [AFTRS Library](#)

More information ➔ [Ask the AFTRS Library](#)

Contact ➔ [library@aftrs.edu.au](mailto:library@aftrs.edu.au)

### 3.4 First Aid

In the event of a medical emergency please call 000 before taking further action.

If you are injured or ill during core business hours and require first aid, please initially seek the assistance of Security or Reception on extension 900 or Security on 577. You may also contact an AFTRS First Aid Officer. Security Officers at AFTRS all have First Aid training.

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.

If you are injured or ill at AFTRS outside normal hours, please contact Security.

## 3.5 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 on the on AFTRS website.

More information ➔ [Safety and Security](#)

## 3.6 Lifts

- The primary lift services levels G, 1 and 2. It is located in the main foyer, and 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 lift (located in the rear dock) has been modified for passenger use and may be used by persons with accessibility requirements.

## 3.7 Smoking, Vaping, Alcohol and Other Substances

Smoking and vaping are not permitted in any AFTRS building, on its balconies, or within 10 metres of any entrance. There is a designated smoking area at the rear of the building, accessed from the main entrance only. Smoking and vaping inside the building are not permitted under any circumstances.

AFTRS is both a Higher Education Provider and a venue where events may occasionally be hosted. There are occasions that AFTRS will allow the responsible service of alcohol on campus in compliance with the Liquor Act 2007.

Whilst on or off campus and participating in any teaching and learning activities, AFTRS students must not be under the influence of alcohol or any other illicit substances. In the event that a student is found to be adversely affected by alcohol and/or another substance during teaching and learning activities they will be asked to leave that activity. Reoccurring offences will be considered a breach of the code of conduct.

View the guidelines ➔ [Student Policies and Forms](#)

## 3.8 Student Events

AFTRS Students are permitted to use the School as a venue to arrange a Student Event. Students must contact the AFTRS Events Team for support/guidance in organising the event.

Events must be approved by the AFTRS Events Team or the Director, Teaching and Learning, and the student event manager must submit an approved Risk Assessment.

Contact ➔ [events@aftrs.edu.au](mailto:events@aftrs.edu.au)

## 3.9 Lockers

Lockers may be assigned to award course students on a first-come, first-served basis, pending availability. The Student Centre will inform students when lockers are available.

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. Returning your assigned locker key is a part of the exit clearance process of your course.

## 3.10 Parking

There is no allocated parking for students at the rear of the AFTRS building. Illegal parking at the rear of the building may be subject to penalties. Students with accessibility requirements may make arrangements for parking by speaking with Student Centre.

Validated parking is available at the Entertainment Quarter Wilsons car park at a reduced rate of \$10 per day\*. Car parking can be validated at the AFTRS reception by providing your registration details.

\*Correct as at December 2023



# 4. Safe Environment

## 4.1 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.

See also [↗ Student Code of Conduct](#)

### 4.1.1 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 promote and continually 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
- be treated with compassion and dignity if you do experience sexual harassment
- be provided with any relevant support services to assist in the aftermath of sexual harassment
- expect AFTRS to act on complaints in a timely, fair and appropriate manner
- 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

## 4.2 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.

## 4.3 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 a confidential online form, by speaking with Student Centre, the AFTRS counsellor or Safe Conversation Officers.

When you make a disclosure, you will be offered support including free and confidential counselling, access to appropriate Special Consideration, 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 AFTRS Complaints process.

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.

More information [↗ Student Support](#)

## 4.4 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

Book an appointment [↗ AFTRS Counsellor](#)

## 4.5 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 core business hours: Monday to Friday 9am–5pm. You can access them by calling, contacting them online or by email. They are also available when you are based away from the Sydney Campus, or out on location.

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 whilst engaged in a Production activity

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 and Culture who will act. All material will be dealt with sensitively and confidentially.

## 4.6 Additional Policies and Procedures

AFTRS students can find a range of dedicated policies and procedures that underpin the establishment and promotion of AFTRS as a Safe Environment on our website.

These policies include:

- Aboriginal and Torres Strait Islander Policy
- Access and Equity Policy
- Diversity and Inclusion Policy
- Mental Health and Wellbeing Policy and Procedure
- Risk Management Policy and Guidelines

View the policies ↗ [Student Policies and Forms](#)

# 5. Support

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, including those with a disability, chronic illness or medical condition and people who are d/Deaf or hard of hearing. Whether the individuals' circumstances are permanent, temporary, episodic, or fluctuating, AFTRS is committed to providing safe environments and conditions for creativity, study, and growth.

AFTRS students have the right to request support, including learning access plans and reasonable adjustments to study, and they are encouraged to do so. AFTRS is committed to working with individuals to ensure that their course is free from barriers to participation. Speaking with a Student Engagement Manager is the first stage in assessing what support is available. There may be a requirement for disclosure of personal circumstances 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. Additional support– Appendix A: Supporting Documentation and Evidence

Book an appointment ↗ [Student Engagement Managers](#)  
Additional support ↘ [Appendix A: Supporting Documentation and Evidence](#)

## 5.1 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 Centre. You can nominate a support person to assist you in negotiating reasonable adjustments. Approval for Reasonable Adjustments are approved by the Head of Student Centre.

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

## 5.2 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 the Student Centre 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 Centre. You can nominate a support person to assist you in negotiating reasonable adjustments. The Carer registration must be renewed every 12 months.

## 5.3 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.

You will need to make an appointment with the Student Centre 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.

Access the form ↗ [Student Policies and Forms](#)

## 5.4 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 the Student Centre on a learning access plan to support your return to study.

See also ↘ [10.5 Faculty-Initiated Leave of Absence](#)

## 5.5 Support for Overseas Onshore Students and Students Based Outside of Sydney

All students, regardless of where they study, are welcome to speak with Student Centre to get started when seeking any information, support or advice for adapting to live in Australia whilst you are studying at AFTRS.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Contact → [Student Centre: \(02\) 9805 6444](tel:0298056444)

### 5.5.1 Access to Support for Offshore and Non-Sydney-Based Students

Students studying at AFTRS from outside of Sydney have the same rights to access to the Student Centre, Program Convenors, Tutors and other staff. AFTRS operates on Australian Eastern Standard Time (AEST), and Australian Eastern Daylight Time (AEDT) from the first Sunday in October until the first Sunday in April. Support may be available outside of core business hours at the discretion of individual staff members availability.

Email correspondence is initially recommended for students living and studying in time zones that may make live-communication more challenging, however, AFTRS staff will endeavour to arrange communication that best meets your requirements once initial communications have identified your needs to our staff.

### 5.5.2 Living in Australia

Information is available online about living and studying in Australia; please note that these are external websites that contain advice and information that is not directly affiliated with or endorsed by AFTRS.

AFTRS periodically reviews these links, and endeavours to offer up-to-date and relevant information to all applicants.

More information (external links):

↗ [Study Australia](#)

↗ [Studies In Australia](#)

↗ [Insider Guides](#)

### 5.5.3 Working in Australia on a Student Visa

Employees in Australia are protected with legal rights and support services. Student Centre can assist you in finding the right person to speak with about your legal and employment rights.



# 6. Equipment, Technology and Production

## 6.1 Equipment Access

To access equipment and facilities students must complete their permissions. To complete the permissions, you must pass the following online inductions:

- WHS & Regulatory Framework Course
- Studio Induction
- Lighting and Electrical Safety Induction

The other permissions you need will depend on the equipment/facilities that are available in that in your course. Once you have completed your enrolment, you can view the equipment and facilities that can be accessed in your course by visiting the Equipment and Facilities section of the Production Centre in Moodle.

You can book Equipment via Web Checkout 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 Web Checkout 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 Program Convenor, Discipline Lead or Lecturer for approval.

AFTRS equipment is provided for education purposes only. AFTRS will own copyright of any work produced.

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

If you require equipment for a longer period this will need to be approved by your Program Convenor, Discipline Lead 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 Program Convenor, Discipline Lead 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 and Equity Policy

View the policy [↗ Student Policies and Forms](#)  
Access the learning (login required) [↗ How to Book Equipment for Course Related Practice](#)

## 6.2 AFTRS Productions

AFTRS is one of the most well-equipped film, television and radio schools in the world, with five studios, three recording studios, three radio and podcasting studios, a theatre, 25 edit suites, props and staging facilities, and a full range of equipment and technical expertise available to help students grow their technical and creative knowledge and skills. AFTRS' *Production Code of Practices* provide detailed information about your Production expectations and requirements.

Access the *Production Code of Practice* (login required) [↗ Production Centre \(Moodle\)](#)

## 6.3 Security and Access

### 6.3.1 Software

All AFTRS students are provided with access to Microsoft 365 and Zoom to support their learning. Students can access these services with Single Sign On (SSO) using their AFTRS student login credentials. The Microsoft Authenticator App is also required. Adobe Creative Cloud is also provided on a course-by-course basis. Students can login to both services with their student email address (not their alias).

Service Desk can assist with all software requests, including updates or requests for additional permissions and applications.

Access (login required) [↗ AFTRS Service Desk Contact](#) → extension 456 or (02) 9805 6456

### 6.3.2 Cybersecurity

AFTRS employs an array of technologies and procedures to safeguard the digital assets and information at the School. To assist in maintaining a secure environment, all AFTRS students are encouraged to set strong, unique passwords on all accounts, enable Multi-Factor Authentication where possible and never share your login credentials with anyone.

Whilst AFTRS endeavours to ensure the security of systems by enforcing strong controls, we also strongly encourage AFTRS students to stay vigilant against attacks such as phishing emails and malware and all students have a responsibility to contact the Technology Service Desk immediately if they suspect a Cybersecurity or breach has occurred.

### 6.3.3 Notification of Travel

The location at which a student attempts to log in to an AFTRS service may impact access. For example, when an unfamiliar device or location is used to access an AFTRS service this login attempt is flagged with the AFTRS Technology team who are required to follow up.

To ensure that minimal disruption to their access, students are encouraged to inform the service desk when they intend to travel overseas (if they expect to use AFTRS services whilst overseas). If a student's account is flagged with unusual login activity it may result in that account becoming locked until the Technology team can verify the validity of the login attempt.

Access (login required) [↗ AFTRS Service Desk](#)

## 6.4 Technology in Learning

### 6.4.1 Online Learning Materials

Where a subject contains online learning, all required links will be provided via Moodle. You must engage in your online learning with your AFTRS credentials only, and must not use personal account log-ins. For example, if using Zoom or Adobe Creative Cloud apps you must be identifiable and conduct your work with the student credentials provided to you, based on your course enrolment.

See also ➤ [8.2 Mode of Delivery](#)

### 6.4.2 Courtesy During Recording in Class

AFTRS may record lectures and provide recording of other learning materials. Whilst engaged in learning activities either on campus or online, 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 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.

### 6.4.3 Borrowing and Streaming from the AFTRS Library

The AFTRS Library has a large range of online resources that can be used by AFTRS students while they are at home

All AFTRS students have access to:

- streaming services for feature films, television series and documentaries
- subscriptions to services that provide ebooks
- ebooks in the AFTRS Library catalogue
- specialist film, television and emerging media databases
- Alumni podcasts and a range of other podcasts from around the world.
- specialist research websites for film, television and radio
- interactive lists of recommended viewing and reading resources related to specific areas of film, television, radio and new media.

Access ➤ [AFTRS Library Online](#)

### 6.4.4 Copyright

AFTRS expects that students in Production-based courses read and understand their responsibilities and rights related to Copyright. If a student is unsure about any aspects of the Copyright and Distribution Policy, they should consult their Program Convenors, or other relevant staff member as soon as reasonably practicable.

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

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.

View the policy ➤ [Student Policies and Forms](#)

## 6.5 Additional Policies and Procedures

AFTRS students can find a range of dedicated policies and procedures that export equipment, technology and production on our website.

These policies include:

- Social Media Policy
- Student Access to Equipment and Facilities Policy
- ICT Acceptable Use Policy

View the policies ➤ [Student Policies and Forms](#)

# Chapter 2: Navigating Higher Education Study at AFTRS

## 7. Fees and Payments

### 7.1 Census Dates

A provider sets a census date for each subject it provides, or proposes to provide, during a year. The census date is important for a number of reasons, including:

- it is the last date before which a student can withdraw from a subject and not incur a financial debt in respect of that subject
- it is the last date before which a student may change their payment intention

See also:

↗ [11.1 Subject Withdrawal – on or before a census date](#)

↗ [11.2 Subject Withdrawal– after a census date](#)

### 7.2 Payment of Tuition Fees

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

All students must pay the full tuition fee, set by AFTRS, for a course of study.

Tuition fees are payable in two ways:

- upfront payment on a per-semester basis; or
- deferred payment through FEE-HELP

Specific rules relate to enrolment and the payment of fees for overseas students – refer to the Fees Policy for more information.

More information ↗ [AFTRS Fees Schedule](#)

View the policy ↗ [Student Policies and Forms](#)

### 7.3 Upfront Payments

Upfront tuition fee payments are due by the upfront administration date or two weeks after an invoice has been issued through the Paradigm, whichever date is later. Payment of upfront fees can be made in the Paradigm Portal.

Semester	Upfront Administration Date
1	30 January
2	30 June

All subjects must have been paid in full for before their associated census date unless an approved payment plan is in place. If a student does not pay their fees by the specified date, they may be excluded from the course by the Chief Financial Officer.

Access (login required) ↗ [Paradigm Portal](#)

#### 7.3.1 Instalment Plan

Domestic students that are experiencing financial difficulties and are ineligible to defer payment of your fees through FEE-HELP may apply to the Student Centre to pay your fees upfront in instalments. Overseas students are not eligible to enter into a payment instalment plan.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Contact → Student Centre: (02) 9805 6444

## 7.4 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.

Students are eligible for the FEE-HELP loan scheme if they are:

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

If a student is a New Zealand citizen and a Special Category Visa (SCV) holder and meet the requisite criteria, they may be eligible for FEE-HELP.

These students 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
- Students are not eligible for the FEE-HELP loan scheme if they are:
  - a New Zealand citizen (other than New Zealand citizens with a Special Category Visa); or
  - a permanent resident (other than a permanent, or eligible former, humanitarian visa holder resident in Australia for the relevant time)

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.

Disclaimer: AFTRS has made every attempt to ensure the information provided here about FEE-HELP is as accurate as possible as of September 2023. 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 Study Assist website.

More information (external link) [↗ Study Assist](#)

### 7.4.1 Commonwealth Assistance Notice

All students who intend to pay their tuition fees through FEE-HELP will receive a Commonwealth Assistance Notice (CAN) from AFTRS. The CAN contains the information set out in the Administration Guidelines for each higher education subject, and AFTRS must provide a CAN to all eligible students within 28 days of the earliest census date indicated on the CAN for that semester.

The CAN will be sent to a students' personal email address, as provided on the Paradigm Student Portal.

## 7.5 Incidental Fees

AFTRS may charge a student for a good or service related to the provision of their course in certain circumstances. This may include food, transport and accommodation costs associated with the provision of field trips that form part of the course.

In these cases, students will be issued a sales invoice for the incidental fee when they enrol in any subject that includes an incidental fee. Payment will be required by a date stated on the sales invoice and failure to make payment or arrange a payment plan may result in exclusion from the subject.

## 7.6 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 Act)*.

In certain circumstances a student can apply to have some or all of:

- the FEE-HELP balance re-credited for one or more subjects
- the upfront payment refunded for one or more subjects

A re-credit or refund of fees form must be formally submitted to the AFTRS Student Centre in order to be considered. This application must include supporting evidence.

It is recommended that applicants contact the Student Centre to clarify key information about this process before submitting this application, including:

- the dates of the subject withdrawal/s or unsuccessful completion/s (fail grade), and the eligibility period for each of those subject/s; and
- the types of evidence that must accompany an application to demonstrate how a student meets the Special Circumstances criteria

A subject that has been successfully completed (awarded a passing grade) is not eligible for a refund or recredit of fees.

Access the form [↗ Student Policies and Forms](#)  
Additional support [↘ Appendix A: Supporting Documentation and Evidence](#)

### 7.6.1 Special Circumstances Assessment

An applicant seeking a recredit or refund must demonstrate that they meet the special circumstances criteria by showing that the circumstances which affected them were:

- beyond their control; and
- did not make their full impact on the student until on, or after, the census date; and
- made it not practicable for the student to complete the requirements of the semester

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

More information (external link) [↗ Special Circumstances](#)  
Additional support [↘ Appendix A: Supporting Documentation and Evidence](#)

## 7.6.2 Outcome of an Application for a Refund or Re-credit of Fees

AFTRS will provide all applicants with a written response that states its decision. This response will include the reasons for making that decision.

Successful applicants will have a refund processed and/or their FEE-HELP loan/s remitted. Unsuccessful applicants will remain liable for the fees that were incurred.

If an applicant is not satisfied with the initial decision, they may appeal to AFTRS for a review by the CEO by stating the reasons for a re-consideration of the decision.

If, after the CEO has reconsidered the decision, they are dissatisfied with the outcome, they may apply to the Administrative Appeals Tribunal (AAT) for a Review of Decision.

More information (external link) ➤ [Administrative Appeals Tribunal](#)

## 7.6.3 Timeframes for Application, Outcome and Appeals

- i. The initial application must be submitted in writing within 12 months of the subject/s withdrawal date. If there was no formal withdrawal, the application must be submitted within 12 months of the subject/s original completion date.
- ii. AFTRS will consider the application and provide a notice of decision within 28 days of its receipt.
- iii. Appeal of the initial decision must be made in writing to the CEO within 28 days from the day the applicant received the notice of the decision.
- iv. AFTRS will inform the applicant of its decision within 45 days of receiving the request for reconsideration.
- v. An application to the Administrative Appeals Tribunal (AAT) for a Review of AFTRS decision not to issue a re-credit of fees must be lodged at the AAT within 28 days of receiving the notice of the CEO's reconsideration decision.

# 8. Courses and Subject Modes

The term '*mode*' is used to describe two important concepts: *delivery* and *study*.

A student's *mode of study* is determined by the total Equivalent Full-Time Student Load (EFTSL) for their enrolled and completed subjects within each semester.

Each subject has an associated EFTSL value which represents a fraction of the total possible EFTSL that a student can be enrolled in or complete within that year. At AFTRS a standard full-time study load is 1.0000 EFTSL

A subject or course's *mode of delivery* refers to the way that a student attends and participates in learning activities for a subject or a course. All courses and all subjects have one or more modes of delivery. The modes of delivery for each course are determined by the cumulative modes of delivery for the subjects within that course.

## 8.1 Mode of Study

The mode of study may change throughout a student's enrolment and, at times, AFTRS may be required reported a student's mode of study to government departments including Services Australia.

The two modes of study are:

- Full-time: 75% or more of the course's EFTSL for the current semester
- Part-time: less than 75% of the course's EFTSL for the current semester

Some courses have a mandatory full-time mode of study, whereas other courses allow students to vary their mode of study each semester.

More information (external link) ➤ [Services Australia](#)

## 8.2 Courses with a Mandatory Full-Time Mode of Study

The AFTRS courses that have a mandatory full-time mode of study are designed to be completed with consecutive, year-to-year enrolment. AFTRS considers the number of students within each year of these courses carefully, and therefore, changes to enrolment patterns within these courses are by exception only. Generally, these courses are full-time only.

See also:

➤ [11.4.2.1 Leave of Absence in Courses with a Mandatory Full-time Mode of Study](#)

➤ [9.1 Maximum Time to Complete \(Candidature Period\)](#)



## 8.3 Mode of Delivery

All courses and subjects have one or more modes of delivery. The modes of delivery for each course are determined by the cumulative modes of delivery for the subjects within that course. Modes of delivery for subjects may change from year to year.

### 8.3.1 Internal Mode

The delivery of teaching face-to-face and in person. This includes non-campus-based teaching that occurs offsite.

### 8.3.2 External Mode

The delivery of teaching fully online. This learning may occur in the form of live and/or pre-recorded online sessions and lectures, correspondence, online quizzes, pre-prepared learning materials (for example; practical activities including reading, viewing or listening material), or any other learning that takes place using the Learning Management System, Moodle.

### 8.3.3 Multi modal

The delivery of teaching using both face-to-face and online learning. All face-to-face and online learning activities must be engaged with, and the student cannot elect to participate in only one or the other.

## 8.4 Subjects with Multiple Modes of Delivery

Subjects may be offered with one or more different modes of delivery. When the student has an option to choose the mode of delivery from several options it is expected that the student will complete the subject wholly through that selected mode and meet all requirements of that selected mode only.

For example, a subject may be offered as both internal and external. If a student selects internal mode, they are expected to attend all face-to-face learning activities and cannot choose to switch to the external mode without approval after the mode selection is made.

The Fees Schedule identifies when a subject is available through multiple modes.

More information ➤ [AFTRS Fees Schedule](#)

## 8.5 Overseas Onshore Students On-Campus Attendance Requirements

Overseas students studying onshore must not complete more than 1/3 of their course online and must enrol in at least one internal subject in each semester that they are enrolled in a course unless it is their final semester.

# 9. Course Progression and Completion

All students are required to maintain satisfactory progress through their course. AFTRS enrolls students in award courses on a per-semester basis and according to their course structure. This process occurs after the semester has concluded and before the commencement of the following semester.

Students final subject outcomes are published in the Student Management System after each semester. The date of publication may vary from semester to semester.

## 9.1 Maximum Time to Complete (Candidature Period)

All students must complete their course of study within the candidature period. It is the responsibility of each student to ensure that they can complete the course requirements within the candidature period.

For students beginning a course after January 2023, the candidature periods are as follows:

- Bachelor of Arts Screen: Production: 6 years
- Graduate Diploma Radio and Podcasting: 6 years
- Master of Arts Screen: 4 years
- Master of Arts Screen: Business: 6 years

## 9.2 Progression Rules

- A student must attempt (submit) all assessments and pass each subject as described in the Subject Outlines
- A student may only attempt a subject twice:
  - student undertaking a core subject for the second time will automatically be placed on the At Risk register
  - if a student fails a subject twice, they may be allowed to enrol in another subject (if the course structure/rules allow – e.g. in the case of electives) in order to achieve the required credit points to complete a course of study
- A student must not exceed the maximum period of candidature
- A student must comply with any enrolment conditions imposed by following misconduct or show cause proceedings

When AFTRS has concern that a student may not be meeting the progression rules the At Risk process may begin.

See also ➤ [10.1 At Risk](#)

## 9.3 Non-Progression

Non-progression will occur if a student fails to meet one or more of the Progression Rules. Non-progression may result in a student being asked to Show Cause for continued enrolment or another faculty-initiated action including Leave of Absence or Exclusion.

## 9.4 Subject Enrolment

### 9.4.1 Core Subjects

For courses that include mandatory core subjects, students will be automatically enrolled at the appropriate stage of their course progression.

Where a course allows for decisions between multiple core subjects, there will be an opportunity to select subjects prior to the commencement of each semester.

### 9.4.2 Elective Subjects

For courses that includes electives, there will be an opportunity to select subjects prior to the commencement of each semester.

There are minimum and maximum capacity numbers for each elective, based on available resources and the best spread of numbers across all elective subjects. AFTRS cannot guarantee that all electives will be offered each semester. AFTRS reserves the right to re-assign a student into a different elective if minimum or maximum numbers are not reached.

## 9.5 Transfer

Transfer of enrolment to a separate course and/or stream from which a student 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.

## 9.6 Alternative Exit Qualifications

If a student is unable to continue or chooses not to continue with their studies, they may be eligible to exit the course with the award for a lesser qualification, such as an Advanced Diploma, Graduate Diploma, or Graduate Certificate. Not all award courses have an approved alternative exit qualification.

A students' entitlement will be course dependent and requires that they have achieved specific credits of study. Each Course Guide identifies the if this option is available.

### 9.6.1 Offer of Alternative Exit Qualification

If a student does not complete required subjects and/or credit points to achieve the degree award for the course in which they are enrolled, but have met the subject/credit points for a nested award (an award of a lower qualification), they will be offered that award following the completion of the semester. This offer must be accepted by the student within 3 months of withdrawal from the course. A student taking an alternative exit will be invited to the next available Graduation Ceremony.

The alternative exit qualification is exit only and a student cannot choose to re-enter that course after accepting the offer for an alternative exit qualification. The standard criteria of the AFTRS Exit Clearance process will apply.

## 9.7 Good Standing

The continued enrolment of all students is contingent on their ongoing good standing. For AFTRS, good standing includes the following factors:

- academic progression (successful completion of all enrolled subjects)
- timely submission of all assessments
- minimum attendance threshold of 80%
- no ongoing misconduct proceedings
- relevant permissions completed
- timely response to all official school communications
- adherence to the student Code of Conduct and AFTRS Values

If a student has been identified as not meeting the requirements of good standing, they are considered At Risk and a meeting with their Program Convenor will be arranged to discuss their circumstances and explore options that enable them to return to a good standing status.

See also ➤ [10.1 At Risk](#)

# 10. Faculty-Initiated Enrolment Actions

## 10.1 At Risk

### 10.1.1 What is At Risk?

Students who are identified as “At Risk” have been identified by the School as needing additional support. These students will be contacted, notified of their situation and advised to seek assistance. AFTRS staff may identify a student as At Risk based on factors including attendance, engagement, performance and outcomes, conduct, behaviour and/or any other aspects generally related to a student being out of Good Standing.

An ‘At Risk Register’ is maintained by the School to track the support that is required and provided to students. The At Risk Register is not considered a permanent record that contributes to a student’s overall standing at AFTRS, but rather, it is a support mechanism for AFTRS staff to proactively recognise and respond to each student’s needs.

### 10.1.2 What are the Impacts?

Students identified as At Risk may be requested to attend a meeting with Student Engagement Manager and/or their Discipline Lead/Program Convenor (depending on circumstances) to develop strategies to address the relevant issues and improve academic performance. Further check-ins and/or reviews of the student’s circumstances may be determined as part of the At Risk response.

If, after faculty intervention, a student continues to demonstrate that they are not improving their Standing, they may be required to attend a meeting with the Director, Teaching and Learning or their delegate to map out strategies to improve performance and engagement.

*At Risk notifications may relate to:*

- ↘ [9.2 Progression Rules](#)
- ↘ [9.7 Good Standing](#)
- ↘ [12.1 Attendance and Engagement in Learning Activities](#)
- ↘ [13.3 Academic Penalties](#)
- ↘ [15.2 Academic Misconduct](#)
- ↘ [15.3 Behavioural Misconduct](#)

## 10.2 Show Cause

### 10.2.1 What is Show Cause?

Show Cause is the formal process following one of more serious issues related to a student’s Good Standing. A notice to show cause will always be preceded by an At-Risk notification.

The show cause process is managed by the Head of Curriculum as the delegate of the Director, Teaching and Learning. They review all student submissions (including relevant evidence) for why they should not have their course enrolment cancelled. Determinations are made in writing and copies of all correspondence are saved to the Student’s record.

- A student that receives a notice to show cause must respond within the time frame stated within the notice.
- The student may provide supporting evidence if it supports their response to the Show Cause notice.
- Upon receiving the student’s response, AFTRS’ decision will be provided within 5 business days.

Assistance is available from the Student Centre in formulating a response to a show cause. A templated response is also provided by the Head of Curriculum.

See also ↘ [9.7 Good Standing](#)  
Additional support ↘ [Appendix A: Supporting Documentation and Evidence](#)

### 10.2.2 Outcome of a Show Cause Notice

If a student can provide a satisfactory explanation, AFTRS will respond with a Show Cause Acceptance Letter. The letter may provide further requirements for the student including, but not limited to, the submission of any outstanding work or the undertaking of remedial or alternative work that demonstrates achievement against the learning outcomes of the subject.

The student may also be given conditions regarding their continued enrolment in the course which may form part of a learning contract. This learning contract may also include expectations regarding:

- timely communication with the School
- attendance and engagement in class
- collaboration expectations
- engagement with specific learning support activities
- compliance with the Student Code of Conduct

Failure to adhere to the conditions of a Show Cause acceptance letter may risk exclusion.

Students will only be asked to Show Cause once during their enrolment in a course. If, following AFTRS’ acceptance of an earlier notice to show cause, a student’s performance or engagement becomes At Risk again, the student will be notified of this. Failure to correct the issue or improve performance in this situation will escalate directly to exclusion.

See also ↘ [Student Code of Conduct](#)



## 10.3 Cancellation of Course Enrolment

Under exceptional circumstances a student's course enrolment may be cancelled by AFTRS. AFTRS will make all reasonable attempts to rectify the situation prior to the decision to cancel a student's course enrolment. Cancellation of course enrolment is a last resort action taken only once no other alternatives are available

### 10.3.1 Faculty-Initiated Withdrawal

A Faculty-Initiated Withdrawal is the cancellation of a student's course enrolment due to academic or wellbeing reasons, and only after attempts to contact a student and remedy the situation have been unsuccessful.

A student's enrolment may be cancelled through a faculty-initiated withdrawal by the Director, Teaching and Learning:

- if a student has not meet course requirements in relation to attendance, assessment or progression; or
- if a student's wellbeing is deemed to be significantly impacted by their enrolment in the course, as determined by the student's Fitness to Study
- if a student has ceased communication with AFTRS regarding their returning from an approved leave of absence

An academic-based faculty-initiated withdrawal will only occur after consultation with the relevant Program Convenor. If the circumstances are related to the student's wellbeing, joint agreement will be sought from the Head of Student Centre as delegate of the Director, People and Culture.

See also [↗ 5.4 Fitness to Study](#)

### 10.3.2 Exclusion

Exclusion is the cancellation of a student's course enrolment due to sustained performance issues, behaviour and/or conduct issues, or a failure to pay fees that have been incurred.

A student's enrolment may be cancelled through exclusion:

- by the CEO or their delegate if they are found to have committed misconduct
- by the Chief Financial Officer if they do not pay course tuition fees
- by the Director, Teaching and Learning if they do demonstrate significant disregard to course requirements to the degree that may be considered a breach of the Student Code of Conduct
- by the Director, People and Culture if their behaviour is found to be a consistent disruption to the learning experience of other students. This would be considered a breach of the Student Code of Conduct

## 10.4 Impacts and Conditions of Course Enrolment Cancellation

If a student that had their enrolment cancelled intends to apply for any future course (once any re-admittance time restrictions had passed), they must demonstrate that they have taken action during the period of cancellation which will improve the likelihood of successful completion upon re-enrolment into the same or another course.

- A student with a cancelled course enrolment that has successfully completed 24 credit points or less may only re-apply for an AFTRS award course after 12 months have passed from date of cancellation. Merit selection processes will apply, and re-admittance is not guaranteed.
- A student with a cancelled course enrolment that has successfully completed more than 24 credit points will have specific conditions regarding their enrolment progress determined as appropriate to the circumstances of cancellation.
- A student with a cancelled course enrolment that has not successfully completed any credit points may reapply for a course without penalty, however, they must reapply as a new applicant.

AFTRS will make a determination on the issuance of any alternative exit qualifications a student may qualify for in the event of course cancellation.

Any decision made by AFTRS regarding cancellation and re-admission will be made in accordance with AFTRS policies. A student that has had their enrolment cancelled more than once from an AFTRS course is not eligible to reapply for admission.

### 10.4.1 Right to Appeal

Students may appeal against a decision relating to cancellation from a course of study by lodging an appeal to the School on the grounds that:

- equal opportunity principles were not applied; or
- there were factors outside the student's control which contributed to and the circumstances of the exclusions, and that those factors are unlikely to operate in the future

An authorised senior staff member other than the person that approved the cancellation will assess the appeal. Documentary evidence should be supplied with the application where relevant. If the senior staff member believes further investigation is called for, they may convene the Academic Appeals Committee.

Course cancellation that is based on academic circumstances and determined by the Director, Teaching and Learning is not eligible for further appeal. Prior to cancellation under these circumstances, students must have been provided reasonable opportunity to exercise their right to appeal to each of the Academic processes that lead to the cancellation decision, including academic appeals, At-Risk notifications, and/or the Show Cause notice.

See also [↗ 14. Academic Appeals](#)

#### 10.4.1.1 Domestic Students Right to Appeal

Domestic students will be informed in writing after the faculty has determined that their enrolment is to be cancelled. They may lodge an appeal to the School within five days of being notified of the decision to cancel their enrolment.

#### 10.4.1.2 Overseas Students Right to Appeal

Overseas students will be informed in writing prior to any cancellation actions occurring. This written notice will state the reasons that the action is being considered, and the rights that the student has in response.

Overseas students have the right to access AFTRS internal appeals and complaints policies within 20 days of receiving the written intent from AFTRS.

In the event that an Overseas student has their course enrolment cancelled, the student's Confirmation of Enrolment will also be cancelled. This will subsequently impact the validity of a student visa that was approved based on that Confirmation of Enrolment.

Students should contact the Student Centre for more information.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Contact → [Student Centre– \(02\) 9805 6444](tel:(02)98056444)

## 10.5 Faculty-Initiated Leave of Absence

In some circumstances, the faculty may decide to alter a student's enrolment in a course or specific subjects when it is in the best interests of that student, or due to abandonment of course.

In these circumstances the decision will be made by the Director, Teaching and Learning in consultation with the Program Convenor, Head of Student Centre and Head of Curriculum.

Should the student fail to respond to the notice of a faculty-initiated leave of absence within the period of absence, and in response to attempts from the Student Centre to re-enrol before the conclusion of the period of absence, cancellation of course enrolment by faculty-initiated withdrawal will occur.

Students that are placed on a faculty-initiated leave of absences are subject to the same conditions as a general leave of absence.

See also ↘ [11.4 Leave of Absence](#)

# 11. Student-Initiated Enrolment Actions

## 11.1 Subject Withdrawal – *on or before a census date*

Students may withdraw from a subject by completing the variation to study load form.

If a FEE-HELP paying student withdraws from one or more subjects before their census dates, no FEE-HELP loan will be created for those subjects. If upfront fees have been paid and the student withdraws from one or more subjects before the census dates, they will receive a refund of the full amount of the tuition fee paid for those subjects.

Overseas students that withdraw from one or more subjects before a census date are liable for an administrative fee. This administrative fee will not be applied if the student is:

- unable to commence study on the grounds that the course is no longer being offered,
- unable to obtain a student visa, or
- has experienced significant illness or misadventure.

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

See also:

↘ [7.1 Census Dates](#)

↘ [7.4 FEE-HELP](#)

## 11.2 Subject Withdrawal– *after a census date*

If a student withdraws from one or more subject/s after a census date has passed that student will be liable for all financial and academic penalties incurred for those subject/s.

Students may withdraw from a subject by completing the Variation to Study Load form. A student will be considered enrolled in the subject until any withdrawal requests are approved by the Program Convenor. By submitting a variation to study load form after one or more census dates have passed, students are acknowledging that they understand the academic and financial penalties that they are liable for.

See also:

↘ [7.1 Census Dates](#)

↘ [7.4 FEE-HELP](#)

↘ [7.6 Re-crediting FEE-HELP Balances or Refunding Upfront Payments](#)

## 11.3 Variation to Study Load

A variation to study load (VTSL) is when a student alters their subject enrolment after a semester has commenced by enrolling in additional subjects or withdrawing from enrolled subjects.

In courses with a mandatory full-time mode of study, students may only apply for a VTSL where there are compassionate or compelling circumstances that are supported with appropriate documentation. Students must arrange a meeting with their Program Convener and a Student Engagement Manager to discuss their options.

When a student withdraws from one or more subjects, they are reducing their study load. A reduced study load may impact a student's eligibility for scholarships, internships, government assistance such as Youth Allowance, Austudy, Abstudy and travel concessions. It is the student's responsibility to seek advice and disclose any variations in study load to Centrelink and any other relevant bodies.

Access the form [↗ Variation to Study Load](#)

Book an appointment [↗ Student Engagement Managers](#)

Additional support [↘ Appendix A: Supporting Documentation and Evidence](#)

### 11.3.1 Semesters without subject enrolment

In courses that do not have a mandatory mode of study, a student may choose *not to enrol* in subjects without applying for a variation to study load or a leave of absence. This decision must be taken prior to a semester commencing and the students must proactively inform AFTRS of this decision. Once a semester has commenced, a student can only withdraw from all enrolled subjects by completing the variation to study load form.

General rules for semesters without subject enrolment:

- there is no limit to the number of non-consecutive semesters without subject enrolment within the course's candidature period
- two consecutive semesters without subject enrolment are considered a leave of absence and must be applied for by the standard process
- when a student chooses to take a leave of absence after a semester without subject enrolment, the total leave of absence time period will retroactively include the initial semester without subject enrolment within its duration (for example; a student cannot take one semester without subject enrolment in addition to a further two semesters on a leave of absence– the maximum consecutive period of time that a study can take off from study is two semesters)
- If a student fails to proactively re-enrol after a semester without subject enrolment, they may be subject to a faculty-initiated leave of absence, which will also include the initial semester without subject enrolment within its duration
- It is the responsibility of each student to make enrolment decisions within the course rules and that they familiarise themselves with the candidature period, their course progression and completion requirements, and AFTRS' leave of absence conditions.

See also [↘ 9.1 Maximum Time to Complete \(Candidature Period\)](#)

## 11.4 Leave of Absence

A leave of absence (LOA) is a period of time-off from studying that is granted to support students who encounter unexpected, exceptional or other extenuating circumstances that will impact their capacity to meet course progression requirements. Whilst on an approved LOA, a student's status is suspended– this means the person is not an enrolled AFTRS student and they do not participate in teaching and learning activities, have access to AFTRS systems, and will not receive non-essential communications from AFTRS.

LOA requests require the approval of the relevant Program Convenor and the Director, Teaching and Learning or delegate.

General rules for leave of absence:

- students must provide evidence to support their application and the circumstances affecting
- only one leave of absence will be approved during a student's candidature period, regardless of its' duration
- the standard duration is two semesters, or 12 months
- a period of one semester, or 6 months, may be approved
- standard rules apply for subject withdrawals and census dates

Students are encouraged to seek advice from a Student Engagement Manager before making decisions about taking an LOA.

Book an appointment [↗ Student Engagement Managers](#)

### 11.4.1 Eligibility for a Leave of Absence

A student must:

- be a domestic student
- have not previously taken a leave of absence
- have completed a minimum of 6 credit points (one semester of course enrolment)

Students who have not yet completed at least one semester will only be approved for a leave of absence in exceptional circumstances.

### 11.4.2 Conditions of a Leave of Absence

Students are responsible for any academic or financial penalties resulting from an LOA resulting in subject withdrawals after a census date.

Approval for an LOA may be contingent the expectation AFTRS internal planning and scheduling decisions. AFTRS reserves the right to not run a course or discipline stream despite a student who had initially enrolled in that stream having taken a leave of absence. In that event, the student will be notified at the earliest possible stage to discuss their options.

AFTRS will not knowingly approve a leave of absence for a student when there is a known scheduling conflict that may occur upon the students return.

AFTRS reserves the right to set specific conditions on a case-by-case basis when approving an LOA.

#### 11.4.2.1 Leave of Absence in Courses with a Mandatory Full-time Mode of Study

A Leave of Absence is only granted in exceptional circumstances in courses with mandatory full-time study modes. This is due to the consecutive nature of AFTRS delivery across multiple years within certain courses, with required cohort numbers year-on-year.

For course-specific requirements consult the Course Guide and the Program Convenor. An applicant's existing commitments to other peers and/or productions may be considered when an application is being assessed.

In order to return to a course and be able to succeed in that course, a student may be invited to audit subjects and/or course materials prior to their formal return to study in line with the agreed leave of absence.

#### 11.4.2.2 Returning from a Leave of Absence

Students who have taken an approved Leave of Absence are expected to contact the student centre within the time frame agreed in the conditions of your LOA.

The Student Centre may contact students that are on a Leave of Absence prior to the period of leave ending to discuss their intention to return. Whilst a student is on a Leave of Absence, staff may correspond with students on their personal email address. It is the student's responsibility to keep the Student Centre informed if any of their contact details change during this period.

## 11.5 Course Withdrawal

Withdrawal from a course means that a student has cancelled their enrolment in a course of study. This cancelled enrolment cannot be reinstated, and should a student re-apply for the same course they will be required to enrol in a new iteration. Any previously subject completions under the former course must be completed again.

Students that are considering withdrawing from their course are advised to discuss their intention with their Program Convenor, Discipline Lead or lecturer, and/or the Student Centre.

To withdraw from their course a student must complete a Withdrawal from Course form, available from the Student Centre. In circumstances where the student is unable to complete the withdrawal process themselves, they may be withdrawn from the course by the School, following consultation and with the approval of the Head of Student Centre, or delegate.

Where a course withdrawal includes subject withdrawals, the date of withdrawal will apply to the course and all impacted subjects.

Access the form [↗ Student Policies and Forms](#)

# 12. Attendance and Engagement

## 12.1 Attendance and Engagement in Learning Activities

Regular attendance and ongoing engagement in learning activities is an essential part of practice-based learning. This is central to engaging in respectful collaborative practice. AFTRS is committed to supporting all students and they should ask for support and assistance when required.

### 12.1.1 General Principles of Attendance and Engagement at AFTRS

- Students are expected to attend and/or engage with a minimum of 80% of all timetabled sessions for each subject
- Regular engagement and participation through Moodle is required and will be monitored
- If a student arrives more than 15 minutes late for class, they may be recorded as absent and/or not be permitted to participate in the class. All timetabled teaching sessions begin promptly at the scheduled time.
- Students are expected to proactively communicate with AFTRS when they cannot attend class
- Students are expected to proactively engage with AFTRS support services where they require reasonable adjustments in relation to attendance and engagement

### 12.1.2 Faculty Response to Attendance and Engagement Concerns

- i. Failure to meet the general principles of attendance and engagement without reasonable explanation will prompt faculty intervention.
- ii. Students will be notified by the Tutor, Subject Lead, Discipline Lead, or a Program Convenor through their student email about any issues with attendance or engagement where AFTRS has not received reasonable communication from the student.
- iii. A meeting may be arranged to discuss to circumstances affecting class attendance and/or engagement.
- iv. The outcome of a meeting may be that the student is placed At Risk.
- v. Persistent absences or engagement issues continue after AFTRS has placed a student At Risk this may be considered grounds for a request to Show Cause for continued enrolment.

Students are encouraged to seek advice from a Student Engagement Manager when they need additional support or where they have ongoing circumstances affecting their attendance and engagement.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Book an appointment [↗ Student Engagement Managers](#)

## 12.2 Notice and Evidence for Absences

If a student becomes unwell and/or otherwise unable to attend a class they are expected to email the tutor for that subject and the Student Centre via the *studentinfo* email.

If a student is attending medical/health appointments, they are expected to advise the Subject Leader/ Tutor and Student Centre for the missed session at least the day prior to their appointment.

If a student misses three consecutive sessions/ days, they may be asked to provide evidence for the absence, such as a medical certificate, or another form of documentation that certifies the reasons for an absence. This must be provided to the Student Centre.

Contact → [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

Additional support ↘ [Appendix A: Supporting Documentation and Evidence](#)

## 12.3 Attendance and Engagement for Overseas Onshore Students

Overseas onshore students must maintain satisfactory attendance and engagement with their course as a condition of their student visa. Failure to maintain this may result in faculty-initiated intervention, and subsequently, reporting to the Department of Home Affairs in the event that the circumstances are not sufficiently explained or resolved.

Overseas students will be informed in writing prior to any faculty-initiated actions occurring. This written notice will state the reasons that the action is being considered. Overseas students have the right to access AFTRS internal appeals and complaints policies within 20 days of receiving written intent from AFTRS.

## 12.4 Leave for Industry Experience

Students may be approved to be absent from studies for longer than 20% of total course time if they 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 Form to the Program Convenor.

A student may only apply for one approved leave period per semester. The application must show how the proposed opportunity meets the following two professional practice eligibility criteria:

- the activity is a unique opportunity that can only be undertaken during specific semester dates
- the 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.

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

The maximum approved leave period will be no more than four weeks in any one semester and the Program Convenor will consider your standing when making their determination. The decision of the Program Convenor will be final.

Leave for Industry Experience is not available to overseas onshore students, or first year undergraduate students.

If students 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.

Access the form ↗ [Student Policies and Forms](#)



# 13. Assessment

Assessment aims to help students to consolidate their learning and to achieve the learning outcomes of a subject by providing opportunities to put into practice what they have learned and to receive feedback.

As part of upholding Academic Integrity in their learning, AFTRS Students are expected to:

- i. Read and understand;
  - o the details of each assessment in the relevant Subject Outline
  - o the individual marking criteria and rubric for each assessment
  - o the AFTRS grading scheme that applies to all assessments
  - o the due date for each assessment
- ii. Attempt each assessment by submitting;
  - o original work that is their own (or their team's), and acknowledging the ideas and work of others correctly
  - o completed work on or before the due date
  - o all required components for an assessment
  - o the correct versions of their work (i.e. the final version of a file rather than a draft version)
  - o files in the specified format
  - o work that has not previously been submitted for another subject or another course
- iii. Understand the penalties for;
  - o the submission of late work
  - o non-submission of work
  - o the submission of low-quality work (work that results in a mark of less than 50% before penalties are applied)
  - o breaches of academic Integrity and misconduct
- iv. Understand the processes and timeframes related to;
  - o applying for an extension
  - o applying for special consideration
  - o appealing an assessment grade

If a student is unsure of any of the above, they must consult their lecturer, Program Convenors, or other relevant staff member as soon as reasonably practicable.

## 13.4.1 Issuance and Setting of Assessments

All assessment instructions, submission requirements and deadlines are made available to students in the subject outlines and on Moodle. If a student has questions regarding the issuance and/or expectations of one or more assessments, they should contact their Subject Leader.

## 13.4.2 Submission of Assessments

All assessments must:

- include a student's name and student number, the subject name and the assessment task
- be submitted as per the requirements detailed in the subject outline
- be submitted by the due date, or an approved alternative due date
- be the students own work, or that of a team

AFTRS will:

- mark all assessments and formal feedback provided to students within three weeks of submission
- provide assessment and subject fail notifications by email to the student
- provide additional oral feedback or mentoring sessions by request of the student
- make assessment marks and formal feedback available in Moodle for the duration of the semester of delivery. Students will receive a notification in Moodle when individual assessment marks are published.

Due to the nature of AFTRS assessments, students may be required to submit large files and/or other material as part of an assessment. It is expected that students provision for this by familiarising themselves with their own technology and/or utilising AFTRS facilities, as well as allowing an appropriate amount of time, when make assessment submissions.

Students are responsible for ensuring that the correct files/submissions are uploaded in the appropriate submission portal. In the event of technical difficulties when making an assessment submission, students must immediately email the submission directly to the appropriate staff member to demonstrate an attempt to submit by the due date– further to this the student must inform their Subject Leader if, due to file size or other limitations, a file still cannot be provided at this time. Non-submission due to technical issues will result in standard penalties when attempts have not been made to provide the submission by alternate means or make reasonable attempts to contact staff.

Students are encouraged to keep copies of their feedback for review post-course or in later semesters.

In circumstances where a student is found to have not sufficiently participated in a group work assessment, they may be awarded a lower mark than the mark awarded to others in the group for the task, at the discretion of the lecturer. This will be made clear in the assessment feedback, and students will have the right of appeal.

## 13.1 Grading Scheme

Assessment results are recorded as grades on your student record. Both assessments and subjects are awarded grades– an assessment will be given a grade code that correlates with a numeric value, whereas subjects will be given grade codes that indicate the status of a subject enrolment.

More Information ➔ [AFTRS Grading Scheme](#)

## 13.2 Weighted Average Mark (WAM) and 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 Student Management System, on the unofficial Statement of Results available on Paradigm and on your official academic transcript.

Access (login required) ➤ [Paradigm Student Management System](#)

## 13.3 Academic Penalties

Where students fails or does not submit an assessment, they will be offered ongoing learning support to assist their studies and may be required to attend specific and appropriate learning skills training.

See also ➤ [10.1 At Risk](#)

### 13.3.1 Failing an Assessment by Quality of Work

A mark below 50% in any assessment (before potential late penalties) is considered failed by quality of work. A student is able to fail an assessment due to poor quality of work, but still pass the subject overall pending the calculation of grades at end of semester.

Students that fail an assessment by quality will generally be invited to submit a second attempt of the original task, however, repeat offences may instead be considered more seriously and AFTRS reserves the right withhold this resubmission opportunity.

If a student is invited to submit a second attempt of the original task that will be marked up to a maximum capped mark of 50 for any work of passing quality. They will be encouraged to seek mentoring to help better understand the content and receive feedback on their resubmission. Their resubmission is due 5 calendar days from the fail notification being received. Details of this option are presented within the fail notification sent by the relevant Discipline Lead upon release of grades.

Alternatively, students may choose to accept the original failing grade, and would not be required to submit another attempt. Non-response to a fail notification where the assessment is failed by quality will be taken as acceptance of the fail grade.

### 13.3.2 Late Submissions up to 10 days

For every assessment there is a period in which late submissions are still accepted, with penalty.

For submissions after the original due date or an approved alternative due date;

- a penalty of 5 marks per day will be deducted from the original mark awarded for that task, for up to five days (totalling 25 marks). This includes Saturdays and Sundays.
- a penalty mark of zero and a fail grade will be awarded after the initial 5-day period, up to the tenth day from the due date.

All assessment tasks must be submitted for a student to remain in compliance with the Progression Rules. If a task is failed by late or non-submission penalty, the student has still met the progression rules by submitting the work.

See also ➤ [9. Course Progression and Completion](#)

### 13.3.3 Non-Submission of work

When a student does not submit any work after 10 days from the due date they are considered to have failed by non-submission.

In this situation the student is issued with a Show Cause notification. The Show Cause notification will contain the requirements for a student to remain enrolled within the course, including submission of the outstanding work and a return to Good Standing.

See also:

➤ [9. Course Progression and Completion](#)

➤ [9.7 Good Standing](#)

➤ [10.2 Show Cause](#)

## 13.4 Extension Requests

Extensions will not be granted after the original due date has passed.

A standard extension of 5 days may be granted by the Subject Leader by completing an electronic Request for an Extension form on Moodle. This must be submitted at least two working days prior to the due date. Applications submitted less than two working days prior to the due date will not be accepted.

Once an extension is granted, If the new due date is not met the standard penalties will apply from the date of the approved alternate due date.

Approved alternative due dates may result in feedback later than the standard three-week period.

Make a request (login required) ➤ [Standard Extensions](#)

### 13.4.1 Extension Request Guidance

Standard 5-day extension requests may be granted on one of three grounds, as follows:

- general unforeseen circumstances (e.g. family or personal circumstances, unavoidable commitments); or
- medical / health; (in the event of repeated requests for an extension on these grounds, the Program Convenor may request additional supporting evidence); or
- a student has a Learning Access Plan which grants extensions upon request

The following are not considered acceptable reasons for an extension:

- issues with the management of time and study workloads, including course-based production and broadcast planning or activity
- the undertaking of voluntary production roles for other cohorts and/or courses
- standard employment-related commitments
- technological and/or computer failure without valid and supporting evidence
- personal travel arrangements

A student may apply for both a standard extension and Special Consideration for the same assessment.

Additional support ➤ [Appendix A: Supporting Documentation and Evidence](#)

See also ➤ [13.5 Special Consideration](#)

## 13.5 Special Consideration

Special Consideration is available where a student requires an extension that is greater than 5 days due to special circumstances beyond your control such as illness, misadventure or other factors. Application must be made prior to the due date of the assessment.

Students must submit a Special Consideration Form with evidence relating to the circumstances present. The application must be submitted to a Student Engagement Manager as soon as reasonably practicable once the circumstances preventing submission by the due date are known to the student. Once endorsed by a Student Engagement Manager, the Program Convenor will consider the request.

The process for approving a Special Consideration may take time to result in an approval, and approval is not guaranteed. To ensure that no late penalties are incurred whilst a student is seeking a Special Consideration, students may apply for a standard 5-day extension in Moodle in addition to applying for Special Consideration. The two processes are not mutually exclusive, nor does application for an extension impact application for Special Considerations negatively.

Access the form ↗ [Student Policies and Forms](#)  
Book an appointment ↗ [Student Engagement Managers](#)  
Additional support ↘ [Appendix A: Supporting Documentation and Evidence](#)

### 13.5.1 Circumstances for Special Consideration 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 the student is still capable of completing the assessment task
- balancing workload or work commitments
- poor time management
- public transport delays
- personal events such as weddings or birthdays or travel plans
- impacts of events which occurred an unreasonable length of time in the past

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.

See also ↘ [15.2 Academic Misconduct](#)

### 13.5.2 Revisions to an Special Circumstances Agreement

A revision to an agreed Special Consideration may be approved at the discretion of the Director, Teaching and Learning. A revision may include further extension or other arrangements to allow the student to meet the progression rules.

This request must be made, with additional supporting evidence, to the Student Centre as soon as reasonably practicable once the circumstances preventing submission by the alternative due date are known to the student. The Head of Student Centre will escalate the request to the Director, Teaching and Learning for their consideration.

Additional support ↘ [Appendix A: Supporting Documentation and Evidence](#)

### 13.5.3 Outcomes of an Agreement

The Special Consideration process aims to support students to meet the progression rules through an alternative submission or another arrangement. Once this arrangement has been fulfilled, generally by the student's submission of the task/s, the Special Circumstance arrangement ceases to be active.

Any future arrangements for different assessments must be applied for as per the standard process, even if the reasons for the application are the same as those approved in a previous application.

If the initial or a revised agreement within the Special Consideration arrangement is not met the standard progression process (including late penalties) will apply from the date of the approved alternate due date.



# 14. Academic Appeals

Students have the right to appeal decisions related to academic assessment, exclusion from a course of study or failure to meet academic requirements.

## 14.1 Grounds for Appeal

Appeals against an assessment result must be lodged with the Program Convenor within five calendar days of the results being published on Moodle. Appeals must be made via email to the Program Convenor.

Appeals will be allowed on the following grounds:

- an alleged error and/or oversight in marking process
- assessment requirements were varied without prior warning or in an unreasonable way
- assessment requirements were applied in a discriminatory way
- 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 must be supplied where relevant. If the Program Convenor believes further investigation is called for, they may convene the Academic Appeals Committee.

In some instances, the Program Convenor will be able to resolve the matter at course level. If the matter is complex and requires more serious consideration, it will be escalated to the Head of Curriculum for investigation.

*Additional support* ➤ [Appendix A: Supporting Documentation and Evidence](#)

## 14.2 Investigation of Appeals

If escalated, the Head of Curriculum will request a preliminary report from a delegate to investigate the claim, and seek input from the relevant Program Convenor and/or Discipline Lead (to be provided within five working days where appropriate), and:

- review any information on discussions that may have been conducted between the student, 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 the work
- any other information relevant to the appeal

Once in receipt of this information, the Head of Curriculum will assess the appeal within 10 working days.

For assessment, the potential outcomes are:

- recommend a change of mark
- the work is re-marked
- result originally awarded is warranted/supported

If re-marked, the final mark may be higher or lower than the original.

If the mark is to be changed or re-marked, the Head of Curriculum will advise the student, and a qualified faculty member will conduct re-marking. The Head of Curriculum may consider appointing an independent marker depending on the circumstances. Once re-marked, the Head of Curriculum will change the mark on the student's record if that is recommended.

If the Head of Curriculum believes further investigation is needed, they may convene an Academic Appeals Committee.

The decision of the Head of Curriculum is final.

## 14.3 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 and Learning (Chair), Head of Curriculum and the Program Convenor.

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 the appellant 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 the appellant, the relevant Program Convenor, Discipline Lead, lecturer and the Head of Curriculum.

If the appellant is required to appear before the committee, they are encouraged to bring a support person to the meeting. The appellant 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 the appellant 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 the appellant 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.

# 15. Academic Misconduct and Behavioural Misconduct

## 15.1 Misconduct

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

## 15.2 Academic Misconduct

Academic misconduct can generally be understood as actions that breach Academic Integrity; intentionally or unintentionally. This may include plagiarism, cheating, paying for academic services, the use of artificial intelligence, or any other methods of falsifying and or fabricating knowledge and data.

It is expected that AFTRS students acknowledge 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 students present another's ideas or work as their own, it is plagiarism. If students are unsure about what constitutes plagiarism, or if they need advice on how to correctly cite sources that they have referenced, please contact staff in the Library for assistance.

Plagiarism includes:

- submitting, as one's own, an assessment that another person has completed
- downloading information, text, computer code, artwork, AI-generated content, graphics or other material from the internet and presenting it as one's own without acknowledgement of the original author
- 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 their 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

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. In instances where teaching staff may suspect a student has submitted work that is not entirely their own (which extends to AI-generated content) the school may use plagiarism detection software to verify the authenticity of the work submitted.

If a student is 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 Program Convenor
- what constitutes academic misconduct, speak to the Research Librarian, your lecturer or Program Convenor

### 15.2.1 Investigation of Academic Misconduct

When a Program Convenor, Discipline Lead 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 reporting staff member will discuss the matter with the Head of Curriculum to determine the level of the alleged conduct (scaled as 'not a violation', 'minor', 'moderate' or 'serious').

The results of this process will be recorded and kept on file in the Student Management System. If the conduct is found to be moderate or serious, the Head of Curriculum or their delegate will write to the student outlining the allegations and ask them to respond to the allegations in writing. The student may have to attend a meeting with the Head of Curriculum, Program Convenor or Discipline Lead. The student will 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 and Learning, who will either call for further investigation through the Misconduct Policy or determine the penalty.

### 15.2.2 Penalties for Academic Misconduct

AFTRS has adopted an educative approach to academic misconduct. If the offence is minor, the student will be issued with a verbal warning by the staff member who made the report, and they will be given support to understand what constitutes academic misconduct and how to prevent it in future. Minor penalties may apply.

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, the student 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 a student is 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 re-submit the assessment task for a potential capped assessment mark at 50%
- a mark of 0% for the assessment task
- a conceded pass for the subject
- a 'fail' grade for the subject
- exclusion

Repeat instances of academic misconduct will not be tolerated and may result in exclusion.

## 15.3 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 Program Convenor or the Director, Teaching and Learning.

See also [↘ Student Code of Conduct](#)

## 15.4 Misconduct Investigation

Where it is believed a student has committed academic or behavioural misconduct and the matter is not resolved in the initial discussion with the Program Convenor or the Director, Teaching and Learning, the allegation may be referred to the Director, People and Culture. They may convene a Misconduct Committee, depending on the nature and seriousness of the allegation. The committee will include the Director, People and Culture (Chair), a relevant Program Convenor and the Director, Teaching and Learning, or their delegates, as necessary.

The Committee's function is to investigate allegations of a student's misconduct and make recommendations to the CEO, or delegate. The person who has started the misconduct process will not be a member of the committee. The Head of Curriculum will provide the Secretariat function for the committee.

If the student is required to appear before the committee in relation to your alleged misconduct, they are encouraged to bring a support person to the hearing. They must advise the Chair prior to the meeting if a support person will be attending.

The Chair will provide a written report including recommendations to the Director, Teaching and Learning, or delegate within five working days of the committee meeting. The report will identify those responsible for implementing the recommendations. The Director, Teaching and Learning, or delegate, may request further discussion or information before making a decision. They will convey their decision to the Chair of the Committee and the student within five working days of receipt of the report.

The decision will be in writing and will be sent to the student's AFTRS' email address.

### 15.4.1 Misconduct Appeals

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

The Misconduct Appeals Committee may consist of the Director, Teaching and Learning or their Delegate, a member of the AFTRS' Council, a Program 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 the student 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. This decision is considered final and no further correspondence will be entered into.

### 15.4.2 Misconduct Outcomes

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

- exclusion
- 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

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

If a student is found in breach of the Student Code of Conduct a second time, they will be automatically excluded from your course.

## 16. 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

# Appendix A:

## Supporting Documentation and Evidence

A number of AFTRS processes will include the submission of formal applications with specific evidence to support the nature of that application. These processes may include, but are not limited to;

- applications for extensions
- applications for refund or re-credit of fees
- applications for special consideration
- documentation to explain attendance or engagement inconsistencies
- requests for changes of name

When supporting evidence is in a language other than English it must be accompanied by an English translation by a NAATI approved service or person.

For all applications, any third-party evidence (i.e. correspondence from a third party and about the student) must clearly indicate:

- the student's full name (of the name of the impacted person/s with relation to the student)
- details and duration of the circumstances to which the document is evidence for
- an overview of the impact on the student's ability to study
- a physical signature and phone number of an appropriate representative
- date the statement was created

Where a student is required to submit supporting evidence to support a medical, legal or professional claim, the documents must be certifiable and legally-binding. A personal statement (even a statutory declaration or affidavit sworn on oath or affirmed) is not considered acceptable evidence in these circumstances.

Where a student is affected by employment-related circumstances, applicants must demonstrate how the circumstances are beyond the 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.

*More information (external link) [↗ National Accreditation Authority for Translators and Interpreters \(NAATI\)](#)*

## Medical and Health Circumstances (including Familial and Carer-based)

A student may be affected by their own, or another person's, medical and/or health circumstances, (including familial or carer-based responsibilities).

In these cases, the student must submit formal evidence clearly stating the nature of the circumstance (personal, familial, carer-based). This evidence must be written by a medical professional and reference the student themselves, and how the circumstance is directly impacting their ability to study.

AFTRS will not accept evidence pertaining to familial or carer-based circumstances where the explicit impact on the student themselves is not evident.

For Special Consideration and Learning Access Plans that are based on medical circumstances, AFTRS requires both the Registration and Medicare Provider numbers to authenticate the registration of the health practitioner. If either number is missing, then the Special Consideration form cannot be accepted.

*More information (external link) [↗ The Australian Health Practitioner Regulation Agency \(AHPRA\)](#)*

In some circumstances AFTRS may also request professional or official evidence including, but not limited to:

- a formal letter from a funeral director (accompanied by an obituary or funeral notice)
- death certificates
- copies of medical certificate or hospital admission documents (for persons other than the student)
- travel itineraries and/or tickets (where the student must travel to support another person)

## Hardship and Other Non-Medical Circumstances

Where the student has been affected by circumstances that are not medical, AFTRS may request professional or official evidence including, but not limited to:

- police report for incidents
- formal letter from a minister of religion (e.g., priest, rabbi, imam)
- formal letter from a counsellor
- copies of a summons, subpoena, court order, or notice of selection for jury duty
- copies of fines and infringement notices

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 the student 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).

These circumstances may include:

- financial hardship
- employment-based circumstances
- housing and/or living arrangements

*More information (external link) [↗ NSW Statutory Declaration Form.](#)*

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Australian Film Television and  
Radio School

The Entertainment Quarter  
Moore Park  
Sydney NSW 2021

[info@aftrs.edu.au](mailto:info@aftrs.edu.au)

1300 223 877

[aftrs.edu.au](http://aftrs.edu.au)



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