

2025 STUDENT HAND BOOK

AFTRS

Australian Film Television
and Radio School

Acknowledgement of Country

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' First Nations Strategic Plan (FNSP) 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



Being a student at AFTRS

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

For 51 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.

AFTRS 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 Committee, to becoming a Student Curriculum Partner or running for AFTRS Student Member of Council.

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

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, recognizing that our strength comes from inclusivity and shared accountability

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

Generosity: We share our skills and knowledge and are equipped and honored to help tell each other's stories

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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 behaviors 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 contribute to a collaborative environment that reflects the AFTRS Values. It extends to our sets and locations, our classrooms, and 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:
 - Communicating clear processes for addressing problems
 - Appointing support officers
 - Maintaining confidentiality where required
 - Ensuring consequences for breaches of the Charter
 - Maintaining 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
- In the instance of a breach of the Code of Conduct, appropriate misconduct processes will be followed.

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!

- 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: Upholding Academic Integrity](#)

More information† [TEQSA: What is Academic Integrity?](#)

1.0 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.'*[†]

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.)

[†] Tertiary Education Quality and Standards Authority (TEQSA), 'What is Academic Integrity?', 13 October 2022, <https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic>

1.1 Orientation Week

Orientation Week (O-Week) will take place at the beginning of Semester 1 for all students commencing at AFTRS in 2025. Participation in O-Week is compulsory as it introduces you to the fundamental knowledge you'll need to navigate your course. You'll get to know your cohort, the broader AFTRS community and the school environment including our facilities, staff and resources. O-Week is an opportunity to meet your peers and begin to form connections that will enhance your experience at AFTRS and into your careers.

If you have studied at AFTRS previously, it is a requirement that you attend O-Week for your new course of study.

As a new student at AFTRS, you may also 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 the Student Centre prior to O-Week with a checklist, instructions and a timetable of O-week activities.

More information– [AFTRS 2025 Key Dates](#)

1.2 AFTRS Student Voice

1.2.1 Student Representative Committee

The AFTRS Student Representative Committee (SRC) is a committee that is elected and run by the student body, as representatives of AFTRS 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. It serves to provide a student voice and communication between students and staff, working in collaboration to improve the overall student experience.

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 of each academic year.

The SRC meets regularly during the year with the SRC setting the schedule. Each meeting is formally minuted for inclusion and discussion in AFTRS Executive Meetings and Academic Governance Committees.

1.2.2 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).

1.2.3 Student Curriculum Partners

Student Curriculum Partners is a group set up to ensure you have an opportunity to have a voice in providing feedback on curriculum and other course-related matters. The meetings are hosted by the Program Convenor for each course. Invitations to Student Curriculum Partners are sent by the Program Convenor and attendance is on an opt-in/out basis according to how you would like to engage.

2. Enrolment to Graduation – *What you need to know*

You are a student at AFTRS from the time you enroll until you complete your course requirements and exit the School on your course's exit date, withdraw from your course, or through other processes that impact enrolment states. 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.

2.0 Student Centre

The AFTRS Student Centre is available to all students for help, advice and information. You can visit the Student Centre on the ground floor of the AFTRS Campus. You may also wish to call us on 02 9805 6444 between 9am and 5pm Monday to Friday, or email studentinfo@aftrs.edu.au and we will respond as soon as possible. The Student Centre can support you throughout your studies with academic, wellbeing, administrative matters and information.

2.1 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](#)

2.2 Systems and Communication

2.2.1 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 email account. You can find instructions for setting up your AFTRS email on your personal device on the Student Hub. It is expected you will monitor your email on a regular basis to ensure lines of communication are kept open between you and AFTRS.

2.2.1.1 Email Alias

AFTRS may create a courtesy email 'alias' which is based on the legal name and/or the preferred name that is provided at enrolment. Students should contact the 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.

2.2.2 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 – [Paradigm Student Management System](#)

2.2.3 Moodle – the Learning Management System

The Learning Management System is called Moodle. Moodle delivers and 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 your AFTRS student email address e.g. 20241234@student.aftrs.edu.au, not the email alias 'firstname.surname@student.aftrs.edu.au'.

Access– [Moodle Learning Management System](#)

2.3 Name and Identity

2.3.1 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[†] – [Unique Student Identifier \(USI\)](#)

2.3.1.1 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 also encourage students to inform us of their preferred pronouns. You may also update this information in the Student Management System.

2.3.1.2 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 created 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[†] – [Australian Taxation Office \(ATO\)](#)

2.3.1.3 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 name, you must provide certified evidence of your legal name change to the Student Centre.

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

2.3.2 Student ID Cards

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

2.3.3 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 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.

2.3.4 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

2.4 Exiting Your Course and Graduation

2.4.1 Graduand 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. This is a formal process that may occur at any time between the end of your final semester and the weeks leading up to the Graduation Ceremony.

Students completing will be given an exit date, when access to AFTRS systems and the school ends. This date

will be communicated to completing students in their final year.

Until the exit date, you may still have access to AFTRS email and Office 365 as well as the Library, facilities and equipment booking. Access to Moodle and other services may cease at the end of your teaching period or as communicated to you by Student Centre.

2.4.2 Exit Tasks

Before your Exit Date, you must:

- pay any monies owing to AFTRS
- return all resources borrowed including Library items and any IT and Tech Store equipment, or pay fines
- return your Student ID pass and your locker key to the Student Centre
- download and store all file components on your projects that you want to keep from any AFTRS devices or cloud storage locations

Completing the exit tasks by the exit date is mandatory.

Prior to formal completion and graduation, if required, the Student Centre can issue you with a confirmation of completion letter and you may generate a statement of results in the Student Management System - this will show that you have completed your subjects, and that you are scheduled to graduate.

2.4.3 Graduation

You will be notified and receive an invitation to your graduation ceremony only after confirmation that you have met course requirement.

Link Academic Qualifications - <https://www.aftrs.edu.au/alumni/academic-qualifications/>

3. Building Information

3.1 Hours of Operation and Access

Monday–Friday: The building is accessible via the front entrance from 8:00am–9:00pm. These are considered AFTRS’ core staffed hours.

Saturday–Sunday: Access is between 8.30am–5.30pm

Please note 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. Please also note that:

- the School is closed on public holidays
- the main student entrance is via the Entertainment Quarter
- the rear door on level 1 is a Staff-only entrance/exit
- the rear dock vehicle entry is opened on request
- you 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.

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

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

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](#)

[Ask the AFTRS Library](#)

Contact 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 (02) 9805 6580 or Security on (02) 9805 6577. 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 at various accessible locations on Campus. If you cannot find help, ask an AFTRS staff member to help with finding first aid assistance or call Reception.

If you are injured or ill at AFTRS outside normal hours, please contact Security on (02) 9805 6577

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 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 teaching rooms.

The goods lift (located in the rear dock) provides access to office areas and teaching rooms on levels G, 1 and 2. No ID access card is required.

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, learning, production and/or broadcast activities, as an AFTRS student you must not be affected by alcohol or

any other illicit substances. If you are observed to be adversely affected by alcohol and/or another substance you will be asked to leave that activity. If this occurs it may be recommended you speak with Student Centre who can explore with you options for support. Where the behaviour is unsafe, impacts on the wellbeing or the ability of staff and other students to meet their course requirements, or there are repeated occurrences, this may be considered Behavioural Misconduct and a breach of the student code of conduct.

View the guidelines – [Drug and Alcohol Usage Guidelines](#) and Section 15 [Academic Misconduct and Behavioural Misconduct](#)

3.8 Student Events

As an AFTRS student you may like to use the School as a venue to arrange a Student Event. You must first contact the Student Representative Committee for support/guidance in organising the event.

Events must be endorsed by the AFTRS Student Centre and may be escalated to AFTRS Executive for approval along with a risk assessment,

Contact – studentinfo@aftrs.edu.au

3.9 Lockers

As an award course student, you may be assigned a locker on a first-come, first-served basis, pending availability. The Student Centre will inform you when lockers are available.

Lockers can be found outside the large studios on the ground floor and near the editing suites on Level 1. Separate lockers are available in the Masters' areas if you are a Masters student. 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. AFTRS does have accessibility parking at the rear of the AFTRS building. Please contact the Student Centre to explore what arrangements can be supported.

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 January 2025

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. Support is available for students who experience or witness sexual harassment.

More information [Sexual Harassment Prevention and Response \(Students\) Policy and Procedure](#)

4.2 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](#)
- [Bullying and Harassment \(Students\) Policy and Procedure](#)
- [Diversity and Inclusion Policy](#)
- [Mental Health and Wellbeing Policy and Procedure](#)
- [Risk Management Policy and Guidelines](#)

View all policies – [Student Policies and Forms](#)

5. Wellbeing and Support

AFTRS is committed to providing a supportive and inclusive environment for all students. AFTRS acknowledges there are situations and circumstances whether permanent, temporary, or fluctuating that may impact attendance and/or engagement with course requirements including assessments, production or broadcast activities. The Support for Student policy outlines a combination of progression, wellbeing, and information functions that holistically support students to successfully complete their studies.

More information –

[Support For Students Policy](#)
[Student Policies and Forms](#)

5.0 Accessibility

All students, including those with a disability, chronic illness or medical condition and people who are deaf or hard of hearing have the right to safe and accessible environments and conditions that foster creativity, study, and growth. AFTRS is committed to providing curriculum, classrooms, work areas, public areas, online environments such as Moodle and Library Search, and other tools and resources are accessible.

If you would like to explore access at AFTRS, please contact the Student Centre via email studentinfo@aftrs.edu.au. You can also speak in person or online with a Student Engagement Manager.

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

5.1 Learning Access Plan

A Learning Access Plan is a document that provides details of reasonable adjustments and/or support to assist students with a disability and/or medical condition. This is in accordance with requirements of the Disability Discrimination Act (1992) and Disability Standards of Education (2005). There may be a requirement for sharing of personal circumstances if you are seeking reasonable adjustments, however, this will be discussed with you first.

Learning Access Plans are managed by Student Engagement Managers who work in the Student Centre. Students are encouraged to book in a conversation with a Student Engagement Manager to explore the process of setting up a plan. A student can nominate a support person to be present in any discussions which can occur either in person or online.

In this conversation, a Student Engagement Manager may explore the adjustments that would best support you to meet your enrolled course requirements. If you would like to set up a Learning Access Plan, a Student Engagement Manager can provide an [Access Form](#), and information on providing [Supporting Documentation from](#)

a Health Practitioner. Any shared information is used only in discussion with you and the Student Centre for the purpose of co-developing the Learning Access Plan.

The completed Access Form and Supporting Documentation from a Health Practitioner can be sent via email to StudentEngagementManager@aftrs.edu.au. Once this documentation is received, you will meet with the Student Engagement Manager to co-develop any reasonable adjustments and supports. The Learning Access Plan and any reasonable adjustments are approved by the Head of Student Centre. Once approved, the Learning Access Plan will be shared with your Course Team who can support in its implementation. Learning Access plans are reviewed annually and can be in place for the duration of your course.

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

5.2 Carer Support Plan

A Carer Support Plan is a document that provides details of educational adjustments and/or supports to assist students who are Carers. AFTRS recognises students who are Carers may require additional support as they balance their caring responsibility with study commitments. If, as outlined in the Carers Recognition Act 2010, you are responsible for providing personal care to another individual due to disability, medical condition, including terminal or chronic illness, mental illness or who is frail and aged, you may be eligible for a Carer Support Plan.

Carer Support Plans are managed by Student Engagement Managers who work in the Student Centre. Students are encouraged to book in a conversation with a Student Engagement Manager to explore the process of setting up a plan. You can nominate a support person to be present in any discussions which can occur either in person or online.

In this conversation, a Student Engagement Manager may explore your caring role and how this may impact meeting your enrolled course requirements. Any information disclosed is used only in discussion with you and the Student Centre for the purpose of co-developing the Carer Support Plan.

If you would like to register as a Carer, a Student Engagement Manager can provide a [Carer Registration Form](#) for you to complete. This form asks for information on your current caring responsibilities, with a section to be completed by the Health Practitioner for the person being cared for. The completed form can be sent via email to StudentEngagementManager@aftrs.edu.au

You can register as a Carer at any time during your studies. When you are registered as a Carer, you will work with a Student Engagement Manager to co-develop educational adjustments and any other supports. The Carer Support Plan and any educational adjustments are approved by the Head of Student Centre. Once approved, the Carer Support Plan will be shared with your Course Team who can support in its implementation. The Carer registration must be renewed every 12 months.

5.3 Counselling Support

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 an AFTRS Student Counsellor, and you can easily book sessions online. A 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](#)

5.4 Safe Conversation Officers

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

SCOs provide:

- confidential, non-judgmental listening and support
- information and referrals
- an opportunity to chat with staff who are trained
- advocacy on your behalf if required. (for example, they can act as a first responder to complaints)
- information to Student Centre on developing issues if you give permission to disclose this

SCOs are available during core business hours: Monday to Friday 9:00am–5:00pm. You may access them by calling, contacting them online or by email:

- 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.

5.5 Financial Support

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 financial support. Financial support grants are available for essential living and study expenses up to a maximum amount of \$2,000.

The following criteria applies without exception:

- you will not be provided with financial support for repayment of debts or loans or FEE-HELP

Financial Support applications are managed by Student Engagement Managers who work in the Student Centre. Students are encouraged to book an appointment with a Student Engagement Manager to explore and talk through the current circumstances.

If you would like to apply for Financial Support, please email a completed Financial Support application form with supporting documentation to StudentEngagementManager@aftrs.edu.au : Documentation is required to support details provided in the application form. This may include bank statements and rental agreements.

Applications are assessed on a case-by-case basis with details of your financial situation kept strictly confidential. Applications are approved or declined within 10 working days from receipt by the Student Centre. You will be advised in writing of the outcome of the application. Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds. AFTRS' decision is final.

Students are also able to apply for Equity Scholarships. AFTRS Equity Scholarships are awarded twice a year to assist students experiencing exceptional, real and enduring financial need with the costs associated with higher education and living expenses.

AFTRS Equity Scholarship funds are provided by The Kenneth Myer Fellowship Trust and the AFTRS Executive Fund. Refer to the [Scholarship Guidelines](#) for more information.

Other scholarships may be offered to existing students, please check the [Scholarship page](#) of our website for details.

5.6 Support for International Students

There is support available if you are seeking any information or advice for adapting to living in Australia.

5.6.1 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[†] –

<https://www.studyaustralia.gov.au/>

<https://www.studiesinaustralia.com/>

<https://insiderguides.com.au/>

5.6.2 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.

5.7 Access to Support for Students Based Outside of Sydney

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. Email correspondence is recommended if you are a living and studying in time zones that may make live communication more challenging. This will assist AFTRS in providing options around communication that best meets your requirements. Support may be available outside core business hours at the discretion of individual staff members availability.

6. Equipment, Technology and Production

6.1 Equipment Access

To access equipment and facilities you must complete *Permissions*. To complete your permissions, you must pass the following online inductions:

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

Other permissions you may need depend on the equipment/facilities available in your course. Once you have completed your enrolment, you can view your course's Equipment and Facilities section in the Production Centre in Moodle.

AFTRS equipment is provided for educational purposes only.

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. Course-Related Practice requests are subject to approval from the relevant Program Convenor, Discipline Lead, or Lecturer. 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. Course Related Practice is available during semester dates only, apart from exceptional circumstances with approval from a Program Convenor.

To borrow 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 Access to Equipment and Facilities Policy](#)

Access the learning (student login required) – [How to Book Equipment for Course Related Practice](#)

6.1.1 AFTRS' Production Studios

AFTRS is one of the most well-equipped film, television and radio schools in the world. 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 are available to help you grow your technical and creative knowledge and skills.

If your course has production and/or broadcast requirements you will be provided with detailed guidelines, procedures and other requirements. You can speak with your Program Convenor for more information.

AFTRS' Production Manuals provide detailed information about the production experience. These are accessible via Moodle.

6.2 Security and Access

6.2.1 Software

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

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

6.2.2 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, you are encouraged to set strong, unique passwords on all accounts, enable Multi-Factor Authentication where possible and never share your login credentials with anyone.

AFTRS endeavours to ensure the security of systems by enforcing strong controls. We also strongly encourage you as an AFTRS student to stay vigilant against attacks such as phishing emails and malware. You have a responsibility to contact the Technology Service Desk immediately if you suspect a Cyber Security or other breach has occurred.

6.2.3 Notification of Travel

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

To ensure minimal disruption to access, you are encouraged to inform the service desk when you intend to travel overseas (only if you expect to use AFTRS services whilst overseas). If your 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.

6.3 Technology in Learning

6.3.1 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.

6.3.2 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 the lecture recording is in progress and that your conversations may be picked up.

Please also exercise courtesy when asking questions or taking part in discussions throughout a recorded session. This is out of respect for your peers in the space at the time, and for anyone who might be catching up on the recording later.

6.3.3 Borrowing and streaming from the AFTRS Library

The AFTRS Library has a large range of online resources you can access, these include:

- 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 Copyright

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 or podcasts.

By enrolling in a course, you agree to AFTRS' Copyright and Distribution Policy, that covers Production and Broadcast-based activities and your Student Project Work, and agree to follow any related procedures and guidelines. AFTRS expects that as a student you read and understand your responsibilities and rights related to Copyright. If you are unsure about any aspects of the Copyright and Distribution Policy, please consult your Program Convenor, or other relevant staff member as soon as reasonably practicable.

AFTRS holds the copyright on all student productions/work where AFTRS has provided resources, equipment, budget or insurance cover. Students hold the underlying copyright in their productions with AFTRS only holding the copyright of the artefact created whilst at AFTRS.

View the policy – [Copyright and Distribution Policy](#)

6.5 Additional Policies and Procedures

AFTRS students can find a range of dedicated policies and procedures for 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 you as 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 you as a student may change your payment intention

7.2 Payment of Tuition Fees

Tuition fees (here after, referred to as “fees”) are charged for each subject on a per-semester basis. You become liable for a subject fee after the census date passes for that subject.

The two payment methods are upfront payment or FEE-HELP payment. You will select one of the two payment methods when you enrol in a course. This choice becomes your default payment method unless it is changes by contacting the Student Centre.

You should refer to AFTRS Fees Policy for detailed information about tuition fees.

More information – [Fees Schedule for Domestic and International Students](#)

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

7.3 FEE-HELP

Eligible students may defer their fees through FEE-HELP, which is part of the Australian Government’s Higher Education Loan Program (HELP). A students’ eligibility for FEE-HELP is determined by the Australian Government, in the Higher Education Support Act 2003.

You must complete an electronic Commonwealth Assistance Form (eCAF) prior to the census date/s for any subjects for which you intend to defer fees.

FEE-HELP loans are determined on a per-subject basis. You are responsible for ensuring you have a sufficient HELP loan balance to cover the full cost of your course fees.

Undergraduate courses attract a loan fee that will be applied to each subject’s loan. The undergraduate loan fee is set by the Australian Government, and may be varied, by legislation

More information†– [Study Assist](#)

7.3.1 Commonwealth Assistance Notice (CAN)

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 your personal email address, as provided on the Paradigm Student Portal.

7.4 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 Student Portal, whichever date is later. As outlined on the invoice, payment of upfront fees can be made via Credit Card in Paradigm or via bank deposit.

Semester	Upfront Administration Date
1	30 January
2	30 June

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

If you are a domestic student experiencing financial difficulties and are ineligible to defer payment of your fees through FEE-HELP, you may apply to the Student Centre to pay your fees upfront in instalments.

Access – [Paradigm Portal](#)

7.5 Re-crediting FEE-HELP Balances or Refunding Upfront Payments

If you have not successfully completed a subject, you may be eligible for a re-credit of your HELP balance of a refund of upfront fees.

An application for re-credit or refund of fees must be submitted by you with supporting evidence before AFTRS can determine the outcome of any request for a re-credit HELP balance or refund of upfront fees.

AFTRS will consider an application using the eligibility criteria stated in the HESA Act. For more information, refer to AFTRS Fees Policy and the application form, or contact the Student Centre to discuss your options.

Access the form and view the Policy – [Student Policies and Forms](#)

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

7.6 Incidental Fees

AFTRS may charge you for a good or service related to the provision of your 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 some cases, you will be issued a sales invoice for an incidental fee when you 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.

8. Course 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 completed within that year. At AFTRS a standard full-time study load is 1.0000 EFTSL.

A subject or course's *mode of delivery* refer to the ways that a student attends and participates in learning activities for a subject and for a course overall. 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 your enrolment and, at times, AFTRS may be required to report your 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 you to vary your mode of study each semester

More information[†] – [Services Australia](#)

781.1 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.

8.2 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.

- Face to Face Mode: The delivery of teaching face-to-face and in person. This includes non-campus-based teaching that occurs offsite.
- Fully Online 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.
- 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.

8.2.1 Subjects with Multiple Modes of Delivery

Subjects may be offered with one or more different modes of delivery. If you have an option to choose the mode of delivery from several options it is expected that you 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 *face to face* and *fully online*. If you select face to face mode, you are expected to attend all face-to-face learning activities and cannot choose to switch to the fully online mode without approval after the mode selection is made.

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

More information – [Fees Schedule for Domestic and International Students](#)

8.2.2 International Onshore Students and Modes of Delivery

International students studying onshore must not complete more than 1/3 of their course by fully online mode. You must enrol in at least one face to face subject in each semester you are enrolled in a course unless it is your 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.

Your 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 your responsibility to ensure you can complete the course requirements within the candidature period.

If you are 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

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

9.2.1 Non-Progression

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

9.3 Fitness to Study

AFTRS acknowledges safety, health and wellbeing play an important role in your learning and teaching experiences when navigating toward the successful completion of your course requirements. AFTRS is committed to the safety and wellbeing of all students and the broader school community. This commitment includes a duty of care to respond where appropriate to your Fitness to Study.

Fitness to Study is a process related to your ability to function independently and safely as a student at AFTRS. This includes attendance and engagement with enrolled course requirements, the wider AFTRS community, and where appropriate to access support. AFTRS provides access to academic and non-academic support, including educational and reasonable adjustments, pastoral care, counselling and referral services, which you are encouraged to investigate and request throughout your time studying at AFTRS.

AFTRS can engage in a Fitness to Study process with you where the following circumstances have been observed:

- Your health, wellbeing, or behaviour adversely impacts your ability to engage with, meet, or progress with course requirements;
- Your health, wellbeing, or behaviour adversely impacts other student/s or AFTRS community to engage in a safe learning environment;
- Required adjustment/s or facilities cannot reasonably be provided.

This process is led from the principles of mutual respect and procedural fairness for you and any others who may be involved.

If you are asked to engage with the Fitness to Study process you will be notified in writing by the Director of Teaching and Learning. You will be provided with circumstances and/or behaviours that have been observed as adversely impacting your ability to safely attend and engage with their course requirements. You may also be required to attend an external and independent medical assessment to determine if you are fit to continue study at this time.

As a student required to engage in this process you have a right to reply to matters raised. You can nominate a support person to be present in any discussions which can occur either in person or online. You may also seek support from the Student Centre or from an AFTRS Counsellor as you navigate through the Fitness to Study process.

If the outcome of the process is that you are unfit to study at this time, you will be placed on a required Leave of Absence. The Student Centre can work with you on a learning access plan to support a return to study.

9.4 Subject Enrolment

9.4.1 Core Subjects

For courses that include mandatory core subjects, you will be automatically enrolled at the appropriate stage of your 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 with 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 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 you applied is not permitted. An exception applies where AFTRS may suspend a course and, as part of course transitional and closure arrangements, offer a transfer of enrolment to another course for affected students.

9.6 Alternative Exit

If you are unable to continue or choose not to continue with your studies, you may be eligible to exit the course with the award for a lesser qualification, such as an Advanced Diploma, Graduate Diploma, or Graduate Certificate. Your entitlement to this exit point will be course dependent and requires you have achieved specific credits of study.

Each Course Guide identifies if this option is available. Not all award courses have an approved alternative exit qualification.

9.6.1 Offer of Alternative Exit Qualification

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

The Alternative Exit qualification is exit only and not related to any alternative re-entry entrance requirements that may exist in the future. For more information contact the Student Centre.

Awarding an alternative exit qualification requires endorsement from AFTRS Academic Board and conferral from the AFTRS Council. This occurs twice a year.

The standard criteria of the AFTRS Exit Clearance process will apply to all alternative exit qualifications.

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 you are identified as not meeting the requirements of good standing, you are considered At Risk and a meeting with your Program Convenor will be arranged to discuss your circumstances and explore options that enable you to return to a good standing status.

See also – [Section 10.1 At Risk](#)

10. Faculty-Initiated Enrolment Actions

10.1 At Risk

10.1.1 What is At Risk?

The at-risk process is the primary mechanism used to identify and respond to a student that is at risk of not successfully completing an enrolled subject/s. Academic staff or student facing-support staff may proactively identify you as requiring additional support based on factors including attendance, engagement, performance and outcomes, conduct, behaviour and/ or any other aspects generally related to *Good Standing*.

10.1.2 What are the Impacts?

If you are identified as being at risk you will be notified via email and may be requested to attend a meeting with Student Engagement Manager and/or your Discipline Lead/Program Convenor (depending on circumstances). You are encouraged to have agency in identifying and advocating for appropriate support. This meeting is an opportunity to explore what academic and non-academic support options are available. Once support options have been implemented, you will be monitored and proactively supported until you can demonstrate a return to good standing. Once this occurs, you will no longer be considered at risk. If the risk is not mitigated, and when intervention strategies are exhausted, a faculty-initiated leave of absence, withdrawal, or, as a last resort, exclusion may occur. These mechanisms are only used where it is in your best interest to do so.

For more information refer to Identification of at-risk students and at-risk support and response in [Support for Student's Policy](#)

See also – [Section 9.7: Good Standing](#)

10.2 Show Cause

10.2.1 What is Show Cause?

Show Cause is the process when the School requests students to provide an explanation for poor performance or lack of engagement in their course. The show cause process is usually commenced following an at-risk process that does not result in a student returning to good standing.

The show cause process is managed by the Director of Teaching and Learning, who reviews 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.

If you have received a notice to show cause you must respond within the timeframe stated within the notice. You

may provide supporting documentation if it supports your response to the Show Cause notice.

Assistance is available from the Student Centre in formulating a response to a show cause notice. Upon receiving your response, you will receive an email within 5 business days from the Director of Teaching and Learning with AFTRS' decision.

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

10.2.2 Outcome of a Show Cause Notice

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

You may also be given conditions regarding your 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

You will only be asked to Show Cause once during your enrolment in a course. If, following AFTRS' acceptance of an earlier notice to show cause, your performance or engagement becomes at risk again, you will be notified of this. Failure to correct the issue or improve performance in this situation may escalate directly to exclusion.

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 work with you to rectify the situation prior to the decision to cancel your 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.

Your enrolment may be cancelled through a faculty-initiated withdrawal by the Director, Teaching and Learning:

- if you have not met course requirements in relation to attendance, assessment or progression; or
- if your wellbeing is deemed to be significantly impacted by your enrolment in the course,

as determined through the Fitness to Study process; or

- if you have ceased communication with AFTRS regarding 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 – [Section 9.3: 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.

Your enrolment may be cancelled through exclusion:

- by the CEO or their delegate if you are found to have committed misconduct
- by the Chief Financial Officer if you do not pay course tuition fees
- by the Director, Teaching and Learning if you 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 your 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

10.3.3 Impacts and Conditions of Course Enrolment Cancellation

If you have had your enrolment cancelled and intend to apply for any future course (once any readmittance time restrictions had passed), you must demonstrate you have taken action during the period of cancellation to improve the likelihood of successful completion upon re-enrolment into the same or another course.

- If you have a cancelled course enrolment and have successfully completed 24 credit points or less you may only re-apply for an AFTRS award course after 12 months have passed from the date of cancellation. Standard selection processes will apply, and re-admittance is not guaranteed.
- If you have a cancelled course enrolment but have successfully completed more than 24 credit points you will be given specific conditions regarding your enrolment progress, determined as appropriate to the circumstances of cancellation.
- If you have a cancelled course enrolment but have not successfully completed any credit points you may reapply for a course without penalty; however, you must reapply as a new applicant.

AFTRS will make a determination on the issuance of any alternative exit qualifications you 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. If you have had your enrolment cancelled more than once from an AFTRS course, you are not eligible to reapply for admission.

10.3.4 Right to Appeal

You 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 of your 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 based on academic circumstances and determined by the Director, Teaching and Learning are not eligible for further appeal. Prior to cancellation under these circumstances, you must have been provided reasonable opportunity to exercise your 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 – [Section 14: Academic Appeals](#)

10.3.4.1 Domestic Students Right to Appeal

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

10.3.4.2 International Students Right to Appeal

International 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 you have in response.

International 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 an international 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.

You should contact the Student Centre for more information.

studentinfo@aftrs.edu.au
(02) 9805 6444

10.4 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 you 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 placed on a faculty-initiated leave of absence are subject to the same conditions as a general leave of absence.

See also – [Section 11.5: Leave of Absence](#)

11. Student-Initiated Enrolment Actions

11.1 Variation to Study Load

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

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

When you withdraw from one or more subjects, you reduce your study load. A reduced study load may impact your eligibility for scholarships, internships, government assistance such as Youth Allowance, Austudy, Abstudy and travel concessions. It is your responsibility to seek advice and disclose any variations in study load to Centrelink and any other relevant bodies.

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

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

11.2 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 you must proactively inform AFTRS Student Centre of this decision via email [studentinfo@aftrs.edu.au]. Once a semester has commenced, you 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 you choose 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; you 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 you fail to proactively re-enrol after a semester without subject enrolment, you 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 your responsibility to make enrolment decisions within the course rules and familiarise yourself with the candidature period, your course progression and completion requirements, and AFTRS' leave of absence conditions.

See also – [Section 9.1: Maximum Time to Complete \(Candidature Period\)](#)

See also – [Section 10.4: Faculty-initiated Leave of Absence](#)

11.3 Subject Withdrawal – on or before a census date

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

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

International 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 you are;

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

In the event of significant illness or misadventure that prevents an international 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 of a cancelled student visa.

11.4 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.

You may withdraw from a subject by completing the Variation to Study Load form. You 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, you are acknowledging you understand the academic and financial penalties that you are liable for.

See also – [Section 7.5: Re-crediting FEE-HELP Balances or Refunding Upfront Payments](#)

11.5 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, your status is suspended– this means you are not an enrolled AFTRS student and do not participate in teaching and learning activities, do not 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:

- you must provide evidence to support your circumstances provided in the application
- only one leave of absence will be approved during your 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

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

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

11.5.1 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). If you have not yet completed at least one semester you will only be approved for a leave of absence in exceptional circumstances

11.5.2 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 on 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, you will be notified at the earliest possible stage to discuss their options.

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

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

11.5.2.1 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.

To return to a course and be able to succeed in that course, you 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.

11.5.2.2 Returning from a Leave of Absence

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

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

11.6 Withdrawal (Course)

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

If you are considering withdrawing from your course please discuss your intention with your Program Convenor, Discipline Lead or lecturer, and/or the Student Centre.

To withdraw from your course you must complete a Withdrawal from Course form, available from the Student Centre. In circumstances where you are unable to complete the withdrawal process, following consultation and with the approval of the Head of Student Centre, or delegate, AFTRS may withdraw you from the course.

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 and relational practice. AFTRS is committed to supporting all students who are encouraged to ask for support and assistance when required.

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

AFTRS response to attendance and engagement issues:

- students will be notified by the Program Convenor through their student email about any issues with attendance or engagement where AFTRS has not received reasonable communication from the student
- failure to meet the 80% attendance and/or engagement threshold without reasonable explanation may prompt faculty intervention
- a meeting may be arranged to discuss circumstances affecting class attendance and/or engagement and any support required
- the outcome of a meeting may be that the student is determined to be at risk
- if persistent unexplained absences or engagement issues continue after AFTRS has identified 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

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

12.1.1 Notice and Evidence for Absences

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

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

Contact – studentinfo@aftrs.edu.au

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

12.1.2 Attendance and Engagement for International Onshore Students

International 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.

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

12.2 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 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 Program. 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 or Program Convenor 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 ways you can remove yourself safely from the discussion.

12.3 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. To apply, a student submits a completed Industry Experience Form and any supporting documentation, via email to the Program Convenor, at least one week prior to the planned absence.

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 AFTRS student productions (regardless of course level) or to work on creative projects external to AFTRS that impact a student's attendance and engagement with AFTRS course requirements.

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 international onshore students, or first year undergraduate students.

Students are expected to take responsibility for their attendance and engagement over the duration of their course. This includes any additional impacts to attendance or engagement separate to approved Industry Leave. If a student requires support, it is recommended they contact the Student Centre to explore what options may be available.

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:

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

13.1 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 you have questions regarding the issuance and/or expectations of one or more assessments, you should contact the relevant Discipline Lead.

13.2 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 provide formal feedback 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

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 making 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.

13.3 Extensions

AFTRS acknowledges there may be times when a student requires support with assessment requirements or deadlines.

If a student requires support, they may apply for the following:

- Standard Extension: up to 7 additional days to an assessment deadline
- Special Consideration: greater than the standard 7-day extension to an assessment deadline

AFTRS encourages students to seek support and recommends every student understands how to apply for an extension, including what supporting documentation may be required when exploring or applying for any of the three options listed above.

Students may make an appointment with a Student Engagement Manager in the Student Centre to discuss their current circumstances and what support may be available.

13.1.1 Standard Extension Application Guidance

Students can apply for up to 7-days extension per assessment.

Standard 7-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
- undertaking 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

To apply, a student must complete an electronic Extension request form on Moodle. Applications are required at least two working days prior to the due date.

If there are exceptional circumstances that have impacted on a student's capacity to apply via Moodle two business days before the assessment due date, a student should contact the Student Centre directly as soon as reasonably practicable to explore what support options may be available.

Applications submitted after the due date will not be accepted via Moodle. These requests are managed by Subject Leaders of the Course Program Team.

If an alternative 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](#)

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

13.4 Special Consideration Application Guidance

Special Consideration is available where a student requires an extension on an assessment due date greater than 7 days.

Special Consideration may be granted due to circumstances beyond a student's control which 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
- Caring responsibilities
- misadventure

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

To apply, students must submit a completed and signed Application for Special Consideration form with supporting documentation via email to StudentEngagementManager@aftrs.edu.au prior to the due date of the assessment. If the current circumstances are also impacting attendance, engagement or more than one assessment deadline, it is recommended a student meet with a Student Engagement Manager. Applications submitted after an approved due date will not be accepted. Where exceptional circumstances have prevented you from applying for a standard extension or a special consideration, and/

or from submitting an assessment by the due date, you must contact a Student Engagement Manager and the Program Convenor to discuss a progression agreement. All agreements of this nature require additional evidence prior to approval.

The process for approving a Special Consideration may require consultation with a Student's Program Convenor and for that reason may take time to result in an approval, and approval is not guaranteed. To ensure no late penalties are incurred whilst a student is seeking a Special Consideration, students may apply for a standard 7-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.

Once endorsed by a Student Engagement Manager, the Program Convenor will consider the request.

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.

Access the form – [Student Policies and Forms](#)
Book an appointment – [Student Engagement Managers](#)
Additional support – [Appendix A: Supporting Documentation and Evidence](#)
See also – [Section 15 Academic Misconduct](#)

13.4.1 Revision to an 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](#)

13.4.2 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 Consideration 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.

13.5 Academic Penalties

Where students fail 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.

13.5.1 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. The overall subject mark remains pending until a calculation of grades at end of semester.

Students who fail an assessment by quality will receive an email from their relevant Discipline Lead upon release of grades, confirming the fail and providing further information. In this email notification you may receive an option to submit a second attempt of the original task. Repeat occurrences may be considered evidence that you are at risk and AFTRS reserves the right to withhold this resubmission opportunity. If you are invited to submit a second attempt of the original task that submission will be marked at a maximum capped mark of 50. Students are encouraged to seek mentoring to help better understand the content and receive feedback on their resubmission. A resubmission to Moodle is due 5 calendar days from the fail notification being received via email.

Alternatively, students may choose to accept the fail 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.

13.5.2 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.

13.5.3 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 and will be identified as at risk. In this situation the student may be issued with a Show Cause notification to their student email. The Show Cause notification will contain the requirements for a student to remain enrolled in the course, including submission of the outstanding work and a return to Good Standing.

13.6 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 for all completed units on your final academic transcript. If you require information prior to completing your course then please reach out to the Student Centre.

13.7 AFTRS 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](#)

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 via email to the Program Convenor within five days of the results being posted in Moodle.

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 unauthorised or uncredited use of generative 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 correct citation and referencing conventions. When this is not practised, and students present another's ideas or work as their own, it is considered 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. All incoming students are expected to complete the Academic Integrity module within their first weeks of commencement. Students will be automatically enrolled into this module and can find it on their Moodle dashboards.

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, 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.

Technology has long empowered human creative expression, and students will engage with a multitude of technological tools across the ideation, iteration and realisation phases of their work. In some instances use of AI is authorised and even encouraged, depending on the nature of the assessment task. In Subject Outlines, most assessment briefs will include an 'AI guidance' field that indicates the permissible use of generative AI for that task. Use of AI outside of the set parameters may result in an Academic Misconduct investigation. Generative AI should always be used as a tool within your process, not as a replacement for your process.

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
- Undertake the Academic Integrity Moodle module
- 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 victimization - 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.

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 Head of Curriculum will provide the Secretariat function for the committee.

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.

15.5 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.

15.6 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 Grievances and Complaints

16.1 Grievances

AFTRS uses the principles of a values-led, strengths-based approach. This allows grievances and complaints to be resolved by ensuring accountability and fairness and minimising adverse impacts to all involved parties.

AFTRS prioritises the safety, wellbeing and support of all students involved in grievances and complaints.

AFTRS Student Grievances & Complaints Policy is available to view on the AFTRS Website under [Students Policies and Forms](#)

16.2 National Student Ombudsman

The National Student Ombudsman is an independent and impartial function of the Commonwealth Ombudsman and has a free complaint-making escalation process that is effective and accessible for students.

More information may be found at <https://www.education.gov.au/national-student-ombudsman>

17. 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;

- 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

This is not an exhaustive list.

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†– [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, 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†– [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†– [NSW Statutory Declaration Form.](#)