

# 2026 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 52 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 are 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.

A handwritten signature in black ink, appearing to be 'Nell Greenwood'.

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 do not be afraid to ask questions!

## 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.'*<sup>1</sup>

As an AFTRS student there is an expectation you understand and promote a culture of integrity in the ways you learn and engage with each other and your studies. You are responsible for ensuring the integrity of your academic and creative work in the following ways– as a student you 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 yourself about the expectations of the course, subjects and all assessments and the tools which You are required to use (Moodle, Turnitin, etc.)

- take advantage of the support offered to develop a comprehensive understanding of proper referencing, citation and copyright, including instances where generative AI is used
- proactively seek assistance as required

Where you intentionally or unintentionally work in opposition to upholding Academic Integrity, please be aware you may be committing Academic misconduct.

As an AFTRS student you need to complete the Academic Integrity module - a course that will give you the practical skills to complete your assessments in a way that is academically and professionally appropriate and ethical. This includes how to acknowledge the original creators of your source materials and give them proper credit. You should complete this module as part of your Orientation.

See also – [15.2 Academic Misconduct](#)

The [Academic Integrity Module](#) is accessible via Moodle (login required)

More information<sup>†</sup> [TEQSA: What is Academic Integrity?](#)

## 1.1 Orientation Week

Orientation Week (O-Week) will take place at the beginning of Semester 1 for all students commencing at AFTRS in 2026.

Participation in O-Week is compulsory as it introduces you to the fundamental knowledge you will need to navigate your course. You will 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 will also be required to complete mandatory 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 2026 Key Dates](#)

<sup>†</sup> 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>

## 1.2 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 annually. Each year-group on a degree program at AFTRS 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 of Council

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

The elected Student Member of Council provides the Council with the insight of an AFTRS student from their experience.

The Student Member of Council is also an ex-officio member of the Academic Board, the Academic Standards and Quality Committee (ASQC) and the Student Representative Committee (SRC).

## 1.2.3 Student Curriculum Partners

Student Curriculum Partners is a voluntary group set up to ensure you have an opportunity to have a voice in providing timely 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 enrol until you complete your course requirements and exit AFTRS 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](mailto: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.

As a student you can access the Student Hub through the Moodle Dashboard once you have set up your AFTRS student credentials. If you are a New Student there is a dedicated "New Student Hub," with access provided within the course offer letter.

More Information – [AFTRS Student Hub](#)

## 2.2 The Academic Year

The academic year is 32 weeks in duration, and this contains two 17-week semesters.

Most students will undertake their study in the 'standard semester' that is outlined in the AFTRS Fees Schedule for Domestic and International Students; however, the *Bachelor in Arts Screen: Production* year 2 and 3 will, start and end in different weeks than the standard semester.

Each subject you are enrolled in will have its own study period with a start date, a census date, and end date. The learning and assessments for each subject will be scheduled within its' study period, which must be within a semester.

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

## 2.2.1 Administration Date

The administration date is the first Friday of each standard semester. This date is used to standardise a number of administrative processes including:

- Upfront invoice due dates
- Release of results from the previous semester (unless released earlier)
- Final date to request enrolment into new subject (if your course allows it)

Other processes may refer to the administration date as required.

## 2.3 Systems and Communication

### 2.3.1 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 student email on a regular basis to ensure lines of communication are kept open between you and AFTRS.

### 2.3.2 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, e.g., 'firstname.surname@student.aftrs.edu.au'. You can contact the Student Centre to request an update to your 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. You must use the student email address that contains your student number, e.g., 'studentnumber@student.aftrs.edu.au'

### 2.3.3 Paradigm – the Student Management System

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

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

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

Access – [Paradigm Student Management System](#)

## 2.3.4 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 assessment 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. You can access Moodle on a tablet or smartphone using a browser; however, the content may not always display well on a small screen. 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](#)

## 2.4 Name and Identity

### 2.4.1 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. Your legal name is used to identify you against your Unique Student Identifier (USI). This will be the name printed on formal correspondence in reference to you, including on academic transcripts and Testamur. AFTRS cannot use stage names or pseudonyms in place of legal names.

More information<sup>†</sup> – [Unique Student Identifier \(USI\)](#)

#### 2.4.1.1 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 you to inform us when your legal name is not in alignment with your preferred or cultural names so it may be reflected in all circumstances that our systems allow. e.g., class lists, informal correspondence, and other personal communications.

We also encourage you to inform us of your preferred pronouns. You may also update this information in the Student Management System.

### 2.4.1.2 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 you provide AFTRS at enrolment must be the same name 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<sup>†</sup> – [Australian Taxation Office \(ATO\)](#)

### 2.4.1.3 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 along with evidence that you have updated your legal name via the Unique Student Identifier (USI) portal.

More information – [Confirming a student's USI name](#)

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

### 2.4.2 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 outside 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 the 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.

### 2.4.3 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 AFTRS 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 AFTRS, you are encouraged to contact the Student Centre and have a confidential conversation.

## 2.4.4 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](mailto:privacyofficer@aftrs.edu.au)

## 2.5 Exiting Your Course and Graduation

### 2.5.1 Graduation Process and Access to AFTRS Resources

You are regarded as having completed your course once AFTRS has determined that you have successfully completed all course requirements within the prescribed times. 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.

If you are completing you will be given an exit date, when access to AFTRS systems and AFTRS ends. This date will be communicated to you if you are completing in your 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.

### 2.5.2 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, and/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 you have completed your subjects, and you are scheduled to graduate.

### 2.5.3 Graduation

You will be notified and receive an invitation to your graduation ceremony only after confirmation that you have met all course requirements or are eligible for an alternative exit qualification.

More information - [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 AFTRS building 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 0424 053 323
- EQ security contact (02) 8117 6718 (24 hours)

## 3.3 The AFTRS Library

The AFTRS library access hours are Monday – Friday 10:00am – 6:00pm.

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](mailto:library@aftrs.edu.au)

## 3.4 First Aid

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

If you are injured or ill during core business hours and require first aid, please initially seek the assistance of 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 are levels G, 1 and 2 and can be accessed from the main foyer. An 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 when 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 the 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 want to use the AFTRS building as a venue to arrange a Student Event. You must first contact the Student Representative Committee via email for support/ guidance in organising the event.

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

Contact –

[studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)  
[studentrepresentativecommittee@aftrs.edu.au](mailto:studentrepresentativecommittee@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. If you would like to express interest, please contact the Student Centre.

Lockers and keys are issued by Student Centre 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.

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

## 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 2026

# 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 you as a student, staff, visitors, and contractors are treated with dignity, courtesy, and respect. Support is available if you experience or witness sexual harassment.

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

## 4.2 Additional Policies and Procedures

As a student you can access on the AFTRS website a range of dedicated policies and procedures that underpin the establishment and promotion of AFTRS as a Safe Environment.

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

More information –

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

## 5.1 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. You can also speak in person or online with a Student Engagement Manager.

Book an appointment– [Student Engagement Managers](#)  
Contact – [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

## 5.2 Learning Access Plan

A Learning Access Plan is a document that provides details of reasonable adjustments that enables you to activate support to assist with a disability and/or medical condition. This is in accordance with the requirements of the Disability Discrimination Act (1992) and Disability Standards of Education (2005). There may be a requirement for sharing 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. You are encouraged to book 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 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](mailto: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 and Production Teams who can support its implementation. Learning Access plans are reviewed annually and can be in place temporarily or for the duration of your course and can be adjusted as needed.

More information – [Student policies and forms](#)

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

## 5.3 Carer Support Plan

A Carer Support Plan is a document that provides details of educational adjustments and/or supports to assist if you are a Carer. AFTRS recognises that if you are student who is a Carers you may require additional support as you balance 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. You are encouraged to book 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](mailto: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 and Production Teams who can support in its implementation. The Carer registration must be renewed every 12 months.

## 5.4 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](#)

## 5.5 Safe Conversation Officers

The Safe Conversation Officer (SCO) network provides points of contact to all students so you can feel safe disclosing 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 trained in Mental Health First Aid provide another layer of support across AFTRS and complement the work of the Student Centre.

SCOs provide:

- confidential, non-judgmental listening and support
- information and referrals, including pathways for feedback and 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 decide 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.

## 5.6 Scholarships & Financial Support

### 5.6.1 Scholarships

To inspire creativity and innovation, we want to work with students from diverse backgrounds. To achieve this, we offer a range of scholarships that recognise excellence and assist with the costs associated with higher education. Education is a worthwhile investment in your future, and there are a variety of options to help you reach your study goal.

A variety of financial support options, which you may be able to access include AFTRS Scholarships, AFTRS Special Finance Assistance and Government support: FEE-HELP, Youth Allowance, Austudy and AuStudy.

Scholarship payments are based on the number of enrolled units per semester. Scholarships that are awarded for the duration of the course are paid to you in instalments by semester, following the applicable census dates.

You can find out more about what Scholarships you may be eligible for on the AFTRS website.

The scholarship opening and closing dates will be communicated via email and the student newsletter for current students.

More information – [AFTRS Scholarships and Financial Support](#)

### 5.6.2 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. Students are encouraged to first [book an appointment with a Student Engagement Manager](#) to explore and talk through the current circumstances.

If you would then like to apply for Financial Support, the Student Centre can provide a [Financial Support application form](#) which can be completed and returned with supporting documentation to [StudentEngagementManager@aftrs.edu.au](mailto: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.

If you are a continuing student, scholarship opening and closing dates will be communicated via email. If you are an existing student other scholarships may be offered, please check the AFTRS website for details.

More information –

[AFTRS Scholarships and Financial Support](#)  
[Student Engagement Manager Booking link](#)

## 5.7 Support for International Students

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

### 5.7.1 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<sup>†</sup> –

[Study Australia](#)  
[Studies in Australia](#)  
[Insider Guides](#)

### 5.7.2 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.

## 5.8 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 regarding communication that best meets your requirements. Support may be available outside of 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*

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

## 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).

Technology Service Desk 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 AFTRS. 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 that 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 Jerzy Toeplitz Library supports your studies with a wide range of resources:

- Print and media collection with essential books, DVDs, and Blu-rays to support your studies
- Streaming platforms with films, TV shows, and documentaries
- eBooks, journals, and magazines via subscriptions and the AFTRS catalogue
- Specialist databases for film, TV, radio, and emerging media
- Research and industry websites for academic and professional insights
- Curated viewing and reading lists linked to your course areas
- Library displays and events highlighting industry themes, creative works, and useful resources

As an AFTRS student, you automatically have full library access, including borrowing privileges and support from knowledgeable library staff.

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. You as a student hold the underlying copyright in your productions with AFTRS only holding the copyright of the artefact created whilst at AFTRS.

View the policy the [Copyright and Distribution Policy - Student Policies and Forms](#).

## 6.5 Additional Policies and Procedures

You can find a range of dedicated policies and procedures for equipment, technology and production on our website.

These policies include:

- *Social Media Policy*
- *ICT Acceptable Use Policy*
- *Student Access to Equipment and Facilities 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 that you can withdraw from a subject and not incur a financial debt for that subject
- it is the last date that you may change your payment intention for any enrolled subjects (from FEE-HELP to Upfront, or vice-versa)
- if you have been awarded a scholarship, payments will be made the week following applicable census dates.

## 7.2 Payment of Tuition Fees

Tuition fees (hereafter, 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 changed by contacting Student Centre.

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

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

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

## 7.3 FEE-HELP

If you are eligible you may defer your fees through FEE-HELP, which is part of the Australian Government’s Higher Education Loan Program (HELP). A student’s 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)

If you intend to pay your 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 administration date, or the date identified on an invoice, whichever date is later. Payment of upfront fees can be made via Credit Card in Paradigm or via bank deposit.

Upfront invoices will be issued in the Paradigm Student Management System after subject enrolment has been undertaken, prior to each semester.

All subjects must have been paid for in full before the associated census date unless an approved payment plan is in place. If you have not paid your fees by the due date, you will be contacted to discuss the circumstances of non-payment and any options that may be available to you. If you have not paid by the census date, you may be excluded from the course by the Chief Financial Officer.

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

Access – [Paradigm Portal](#)

See also: 2.2.1, The Administration Date

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

## 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 or 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. Delivery refers to the way subjects are delivered to you (face to face, fully online or multimodal), whilst study refers to the way that a course may be undertaken (full-time or part-time).

## 8.1 Mode of Study

The mode of study may change throughout your enrolment and AFTRS may be required to report your mode of study to government departments including Services Australia. Mode of study is calculated by totaling the Equivalent Full-Time Student Load (EFTSL) for all enrolled subjects in a year.

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<sup>†</sup>– [Services Australia](#)

### 8.1.1 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. Modes of delivery for subjects may change from year to year.

- Face to Face Mode: Where all contact hours are completed in person.
- Fully Online Mode: Where all contact hours are completed fully online.
- Multi-modal: Where contact hours are completed through a mandatory combination of face-to-face and online delivery.

# 9. Course Progression and Completion

Course progression is based on your adherence to the progression rules. Enrolment into new subjects will be undertaken prior to each semester except where there is evidence that there are barriers to your progression that must be resolved.

AFTRS will make all reasonable efforts to identify and help to resolve progression barriers as soon as they become known.

Subject results will be published in the Paradigm Student Management System on or before the next semester's administration date (that is, the first Friday of each standard semester). Where AFTRS has identified that your subject results may impact your progression, we may contact you prior to this date to support your progression.

## 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 for each subject.
- If your course has a mandatory full-time requirement, you must pass each subject as described in the Subject Outlines
- You may only undertake a core subject twice.
- You must not exceed the maximum period of candidature
- You must comply with any enrolment conditions imposed by following misconduct or show cause proceedings

## 9.3 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 studying 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, AFTRS will endeavour to work with you to explore any available option/s.

## 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

### 9.5.1 Course Transfer (internal)

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.

### 9.5.2. International Student Transfer

AFTRS is subject to restrictions related to international student transfers as set by the Education Services for Overseas Students Act (ESOS), 2000.

View the [Transfer Policy – International Students policy – \*Student Policies and Forms\*](#)

## 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

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 may be 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 used to identify and provide support to you if you are at risk of not successfully completing an enrolled subject/s or course. Academic staff or student-facing support staff may proactively identify you as requiring additional support based on factors including non-submission of assessments, attendance, engagement, performance and outcomes, conduct, behaviour and/ or any other aspects generally related to *Good Standing*.

An at-risk notification (sent via email) will include:

- The risk/s that have been identified, and
- The reasons you have been placed at risk, and
- Actions that you can take to mitigate the risk, and/or
- A request to meet with staff to discuss the risk

### 10.1.2 What are the Impacts?

The intention of the process is to mitigate risks before they can have a detrimental impact on your enrolment. You are encouraged to have agency in identifying and advocating for appropriate support.

If you are identified as being at risk you may be requested to attend a meeting with the Student Centre and/or your Discipline Lead/Program Convenor (depending on circumstances) or provided with written instructions/next steps to support you returning to good standing.

A meeting is an opportunity to explore what academic and non-academic support options are available. Once support options have been agreed upon, 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.

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

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

## 10.2 Show Cause

### 10.2 What is Show Cause?

Show Cause is the process through which AFTRS requests you to provide an explanation for poor performance or lack of engagement in your course. The

show cause process is usually commenced following an at-risk process that has not resulted in you returning to good standing.

The show cause process is managed by the Director of Teaching and Learning, who will:

- confirm whether there are grounds to issue a show cause,
- issue a notice to show cause for continued enrolment,
- review your responses to a notice (including relevant supporting documentation provided),
- determine the outcome of a notice, and
- identify supports or other actions that may assist you to return to good standing

Determinations are made in writing and copies of all correspondence are saved to your student record.

A show cause notice (sent via email) will include:

- The grounds for the notice (why it is being issued), and a deadline for you to respond
- A request for supporting documentation to support your Show Cause response
- A summary of steps that AFTRS has taken prior to the notice (to mitigate the risks and provide support), and
- A list of actions for you to undertake to remain enrolled (if your response is accepted)

If you have received a notice to show cause you must respond within the timeframe stated within the notice. You should provide supporting documentation if it supports your response to the Show Cause notice. This can be provided confidentially to the Student Centre.

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

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

### 10.2.2 Outcome of a Show Cause Notice

If your explanation supported by documentation is accepted, 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 of 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 AFTRS
- attendance and engagement in class
- collaboration expectations
- engagement with specific learning support activities

- compliance with the student Code of Conduct
- the due date for any outstanding assessment submission/s

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. Such decisions will be made by the Director, Teaching & Learning, following advice from your Program Convenor.

## 10.3 Cancellation of Course Enrolment

Under exceptional circumstances your 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 course enrolment due to academic or wellbeing reasons, and only after attempts to contact you 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 your 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 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 enrolment 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 AFTRS on the grounds that:

- equal opportunity principles were not applied; or
- there were factors outside of your control which contributed to the circumstances of the exclusions, and 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 is 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*

As a Domestic student you will be informed in writing after the faculty has determined your enrolment is to be cancelled. You may lodge an appeal to AFTRS within five days of being notified of the decision to cancel your enrolment.

#### *10.3.4.2 International Students Right to Appeal*

As an international student you 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.

As an international student you have the right to access AFTRS internal appeals and complaints policies within 20 days of receiving the written intent from AFTRS.

In the event as an international student your course enrolment is cancelled, your 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](mailto:studentinfo@aftrs.edu.au)

(02) 9805 6444

## 10.4 Faculty-Initiated Leave of Absence

In some circumstances, the faculty may decide to alter your enrolment in a course or specific subjects when it is in your best interests, 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 to attempts from the Student Centre to re-enrol you before the conclusion of the period of absence, cancellation of your course enrolment by faculty-initiated withdrawal will occur.

If you are placed on a faculty-initiated leave of absence you are subject to the same conditions as for 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 you request to alter your 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.

If your course allows it, you may apply for a VTSL to enrol into new subjects after the study period has commenced until the administration date or the end of that subject's first week, whichever is later. It is your responsibility to ensure you have completed any work that was missed prior to your enrolment into that subject.

You may apply for a VTSL to withdraw from your subjects at any time, noting that there may be academic or financial penalties if you withdraw after a census date has passed.

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

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

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

See also: 2.2.1, The Administration Date

## 11.2 Semesters without subject enrolment

In courses that do not have a mandatory mode of study, you may choose not to enrol in any subjects for a single semester 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 inform the Student Centre of this decision via email [[studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)].

General rules for semesters without subject enrolment:

- 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

You 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.

If you are an international student that withdraws from one or more subjects before a census date you 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 you as 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 you withdraw from one or more subject/s after a census date has passed, you 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.

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 you if you encounter unexpected, exceptional, or other extenuating circumstances that will impact your 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, you do not have access to AFTRS systems, and you 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 documentation 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

To be eligible you 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

You 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 your formal return to study in line with the agreed leave of absence.

#### 11.5.2.2 Returning from a Leave of Absence

If you have taken an approved Leave of Absence you 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 you are cancelling your enrolment in a course of study. Once cancelled, your 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

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

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

## 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 you and encouraged you to ask for support and assistance when required.

General principles of attendance and engagement at AFTRS:

- you 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
- All timetabled teaching sessions begin promptly at the scheduled time.
- you are expected to proactively communicate with your Course Lecturer or Discipline Lead and Student Centre if your attendance will be impacted (i.e., late arrival, unable to attend due to illness or a medical appointment). If you arrive more than 15 minutes late you may be recorded as absent.
- you are expected to proactively engage with AFTRS support services if you require reasonable adjustments in relation to attendance and engagement

AFTRS response to attendance and engagement issues:

- if you are not meeting the 80% attendance and/or engagement threshold without reasonable explanation or communication from you, you may -be notified by the Program Convenor through your student email.
- 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 you are determined to be at risk
- if persistent unexplained absences or engagement issues continue after AFTRS has identified you as at risk, this may be considered grounds for a request to Show Cause for continued enrolment.

You are encouraged to seek advice from a Student Engagement Manager to explore additional support or where you have ongoing circumstances affecting your attendance and engagement.

### 12.1.1 Notice and Evidence for Absences

If you are attending a medical/health appointment, you are expected to advise the Lecturer and Student Centre if the confirmed appointment will impact attendance and follow up to explore options for possible access for any learning missed.

If you have seen a health practitioner, it is recommended you request a medical certificate or other form of documentation that certifies the reasons for an absence. This can be provided to the Student Centre and kept on file. If you miss three consecutive sessions/ days, you may be asked to provide evidence for the absence, such as a medical certificate.

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

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

### 12.1.2 Attendance and Engagement for International Onshore Students

As an international onshore student, you must maintain satisfactory attendance and engagement with your course as a condition of your student visa. Failure to maintain this may result in faculty-initiated intervention, and subsequently, reporting to the Department of Home Affairs if the circumstances are not sufficiently explained or resolved.

As an international student you will be informed in writing prior to any faculty-initiated actions occurring. This written notice will state the reasons the action is being considered. You 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 later. 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 if they are pursuing significant professional opportunities. To apply, you are required to submit a completed Industry Experience Form and any supporting documentation, via email to the Program Convenor, at least one week prior to the planned absence.

You 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 if you are intending to undertake work on other AFTRS student productions (regardless of course level) or to work on creative projects external to AFTRS that has an impact on your attendance and engagement with AFTRS course requirements.

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

The maximum approved leave period will be no more than two 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 if you are an international onshore student, or first year undergraduate student.

You are expected to take responsibility for your attendance and engagement over the duration of your course. This includes any additional impacts to attendance or engagement separate to approved Industry Leave.

If you require support, it is recommended you contact the Student Centre to explore what options may be available.

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

# 13. Assessment

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

As part of upholding Academic Integrity in your learning, you 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 your own (or your 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 your 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 you are unsure of any of the above, you should consult your Discipline Lead, Program Convenor, or other relevant staff member before the assessment due date.

## 13.1 Alternative Assessments

If you believe you require an alternative assessment – for example, submission in a different format to what is stated in your Subject Outlines – you should speak with Student Centre in the first instance. They can discuss your needs, and this may result in the initiation of a Learning Access Plan that would enable such supports. Student Centre will discuss your learning needs with your Program Convenor and/or Discipline Lead, and an alternative can be negotiated and approved.

## 13.2 Issuance and Setting of Assessments

All assessment instructions, submission requirements and deadlines are made available to you 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.

## 13.3 Submission of Assessments

All assessments must:

- include your 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 your own work, or that of a team

AFTRS will:

- mark all assessments and provide formal feedback to you within three weeks of submission
- provide assessment and subject fail notifications by email to you, if applicable
- 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, you may be required to submit large files and/or other material as part of an assessment. It is expected you will be familiar with your own technology and/or utilising AFTRS facilities, as well as allowing an appropriate amount of time, when uploading assessment submissions.

You are responsible for ensuring that the correct files/submissions are uploaded in the appropriate submission portal. 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.

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

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

## 13.4 Extensions

AFTRS acknowledges there may be times when you require support with assessment requirements or deadlines.

If you require support, you may apply for the following:

Standard Extension:

- 3 days to an assessment deadline (Master of Arts Screen only)
- 7 days to an assessment deadline (all courses)
- Only one-standard extension can be applied for per assessment. If you require additional time for an assessment deadline you must apply for a Special Consideration.

Special Consideration: an additional number of days (greater than the standard extension that is available to your course) to an assessment deadline.

AFTRS encourages you to seek support and recommends you understand 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.

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

### 13.4.1 Standard Extension Application Guidance

Standard 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
- you have 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

### 13.4.2 Submission

To apply, you must complete an electronic extension request form on Moodle. Applications are required at least two working days prior to the original due date. A standard extension application submitted via Moodle

will not be accepted within two business days of an assessment deadline.

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

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

Approved extensions 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](#)

## 13.5 Special Consideration Application Guidance

Special Consideration is available if you require an extension on an assessment due date greater than a standard extension. These applications require supporting documentation and are endorsed by a Student Engagement Manager and approved by your Program Convenor.

Special Consideration may be granted due to circumstances beyond your 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 you are 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

### 13.5.1 Submission

To apply, you must submit a completed and signed Application for Special Consideration form with supporting documentation via email to [StudentEngagementManager@aftrs.edu.au](mailto:StudentEngagementManager@aftrs.edu.au) prior to the due date of the assessment.

Applications submitted after an approved due date will not be accepted.

If your circumstances are also impacting your attendance, engagement or more than one assessment deadline, it is recommended that you meet with a Student Engagement Manager to discuss your application before you submit it.

The process for approving a Special Consideration may require consultation with a Student's Program Convenor and for that reason, it may take time to result in an approval, and approval is not guaranteed. You are strongly encouraged to submit your applications as soon as you become aware of any circumstance that may meet the grounds for a Special Consideration.

To ensure no late penalties are incurred whilst a student is seeking a Special Consideration, you may also wish to apply for a standard extension in Moodle in addition to a Special Consideration.

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](#)

### 13.5.2 Revision to an Agreement

A revision to a 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 you to meet the progression rules.

You can make this request, 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 you. The Head of Student Centre will escalate the request to the Director, Teaching and Learning for their consideration.

A request to alter a Special Consideration must be made before any revised due dates set by that agreement have passed. If you have not made a submission by an agreed revised due date, we cannot guarantee that a request for a revision of the Special Consideration will be accepted.

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

### 13.5.3 Outcomes of an Agreement

The Special Consideration process aims to support you to meet the progression rules through a revised submission date or another arrangement. Once this

arrangement has been fulfilled, generally by your 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.

## 13.6 Progression Agreements

By exception only, and where there is supporting evidence, AFTRS may enter into an agreement with you to alter the requirements of a study period, assessment/s, and/or learning activities.

You cannot request a Progression Agreement, rather, AFTRS may present one to you when extenuating circumstances become known.

Generally, a Progression Agreement will be used to support you, if due to significant circumstances out of your control, you cannot meet the requirements of the semester within the original study period.

The terms of a Progression Agreement will be provided in writing, and you must accept these terms prior to that agreement coming into effect.

The agreement must be endorsed by the Program Convenor and approved by the Director, Teaching and Learning.

## 13.7 Academic Penalties

If you fail an assessment, you will be offered ongoing learning support to assist your studies and you may be required to attend specific and appropriate learning skills training.

### 13.7.1 Failing an Assessment by Quality of Work

A mark below 50% in any assessment (before potential late penalties) is considered a failure by quality of work. You are 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.

If you fail an assessment by quality, you will receive an email from your 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 at the original task.

If you are invited to submit a second attempt at the original task, that submission will be marked at a maximum capped mark of 50. You are encouraged to seek mentoring to help better understand the content and receive feedback your resubmission.

A resubmission to Moodle is due 5 calendar days from the fail notification being sent via email.

To accept a resubmission opportunity, you must simply make the submission before the due date indicated in the email.

Alternatively, you may choose to accept the fail grade rather than submit another attempt (since you have met the progression rules by making an attempt). Non-response to a fail notification where the assessment is failed by quality will be taken as acceptance of the fail grade.

### 13.7.2 Late Submissions up to 10 days

For every assessment there is a 10-day period in which late submissions are still accepted, with penalty. Days 1 to 5 after a due date are considered the 'late penalty period', and days 6 to 10 are considered the 'non-submission period'. This period will include Saturdays and Sundays.

Late Penalty Period:

For submissions made after the due date and up to the end of the fourth day (before midnight):

- a penalty of 5 marks per day will be deducted from the original mark
- a maximum penalty of 25 marks may be applied
- where the application of late penalties would reduce a mark below 50, it will instead be reduced to 50 and considered a pass<sup>1</sup> you will have met the progression rules (since you made the attempt)

Non-submission period

For submissions made more than 5 days and up to the end of the ninth day (before midnight): you are considered as having not made a submission within a reasonable period

- a penalty mark of zero and a fail grade will be awarded.
- you will have met the progression rules (since you made the attempt)

## 13.8 Non-Submission of work

If you do not submit any work after 10 days from the due date, you are considered to have failed by non-submission and will be identified as at risk. In this situation, you may be issued a Show Cause notification to your student email. The Show Cause notification will contain the requirements for you to remain enrolled in the course, including submission of the outstanding work and a return to Good Standing.

## 13.9 Weighted Average Mark (WAM) and Grade Point Average (GPA)

AFTRS recognises the importance of providing you 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.

### 13.9.1 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](#)

<sup>1</sup> The late penalty 'floor' of 50 will apply to new subject enrolments and assessments from 2026 onwards and will not be grandfathered for complete or incomplete subjects or assessments from 2025 or earlier. It will not be retroactively applied or used as justification to revise any marks that have been published prior to 2026.

# 14. Academic Appeals

You 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

An appeal is an administrative process to ensure that we have fairly applied standards, upheld requirements and made judgements. An appeal must be supported with objective evidence that substantiates any claims that are made.

Appeals against an assessment or subject outcome must be lodged via email to the Program Convenor within five (5) days of the results being published in Moodle (assessments) or Paradigm (subjects). Your appeal email must identify one or more of the grounds below, with supporting evidence.

Appeals will be allowed on the following grounds:

- an alleged error and/or oversight in marking process or the assignment of grades
- assessment or subject requirements were varied without prior warning or in an unreasonable way
- assessment or subject 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 an assessment or subject

Documentary evidence must be supplied where relevant. If the Program Convenor believes further investigation is called for, they may convene an 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 you, teaching staff and/or the Student Centre
- receive a copy of the assessed work that is the subject of the appeal, and the details of the criteria used to assess 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 you, and an alternative 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 reassess 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 of 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, relevant lecturer and the Head of Curriculum.

If the appellant is required to meet with 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 you engage in your 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 as an AFTRS student you 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 practiced, and you present another's ideas or work as your own, it is considered plagiarism. If you are unsure about what constitutes plagiarism, or if you need advice on how to correctly cite sources that you have referenced, please contact staff in the Library for assistance. If you are an incoming student you are expected to complete the Academic Integrity module within your first weeks of commencement. You will be automatically enrolled into this module and can find it on your Moodle dashboard.

Plagiarism includes:

- submitting, as your 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 your 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 your own without acknowledgement

Contract cheating involves a request to someone else to produce all or part of an assessment task and submitting

that work as your own without crediting the author. 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 you have submitted work that is not entirely your own (which extends to AI-generated content) AFTRS may use plagiarism detection software to verify the authenticity of the work submitted.

### *Generative AI*

Technology has long empowered human creative expression, and as a student you will engage with a multitude of technological tools across the ideation, iteration and realisation phases of your work. In some instances, the 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 you are unsure about:

- how to acknowledge the work of others, speak to the Research Librarian
- what tasks you are permitted to complete collaboratively, speak to your lecturer or Program Convenor
- what constitutes academic misconduct, speak to the Research Librarian, your Discipline Lead 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 you outlining the allegations and ask you to attend a meeting with the Head of Curriculum, Program Convenor or Discipline Lead to discuss the matter. You will also be placed on the at-risk Register.

If the response indicates that the plagiarism is serious, the matter will be directed to the Director, Teaching 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, you will be issued with a verbal warning by the staff member who made the report, and you 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, you will be given the chance to learn and be supported in that learning. A deliberate intention to deceive and gain an unfair advantage will attract severe penalties.

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

- a reduced mark for the assessment task
- Undertake the Academic Integrity Moodle module (if not already completed at the commencement of study)
- 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 of 50%
- a mark of 0% for the assessment task but ability to progress overall
- 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 AFTRS

- conduct that causes, or potentially causes, harm to people or property which may include a breach of AFTRS Charter of Conduct
- providing information to or about AFTRS that is false or misleading or failing to maintain confidentiality regarding your dealings with AFTRS
- 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 & 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 & Learning, the allegation may be referred to the Director, People & Culture. They may convene a Misconduct Committee, depending on the nature and seriousness of the allegation. The committee will include the Director, People & Culture (Chair), a relevant Program Convenor and the Director, Teaching & Learning, or their delegates, as necessary.

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

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

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

The Chair will provide a written report including recommendations to the Director, Teaching & Learning, or delegate within five working days of the committee meeting. The report will identify those responsible for implementing the recommendations. The Director, Teaching & Learning, or delegate, may request further discussion or information before deciding. 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

As a student you may appeal against a decision arising from a misconduct investigation made by the Director, Teaching & 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 & 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 & Learning or their Delegate, a member of the AFTRS' Council and/or a Program Convenor. 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 lodgment 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 student 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 you are found in breach of the Student Code of Conduct a second time, you 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 [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 as a student you 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:

- 17.1 its funding is secure
- 17.2 it is extremely unlikely 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
- 17.3 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 include the submission of formal applications with specific evidence to support the nature of that application. These processes may include:

- applications for standard extensions
- applications for special consideration
- documentation to explain attendance or engagement inconsistencies
- applications for refund or re-credit of fees/applications for scholarships
- 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 a 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 you are 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 you are 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 your job would be in jeopardy had you refused to take on these added functions.

More information<sup>†</sup> – [National Accreditation Authority for Translators and Interpreters \(NAATI\)](#)

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

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

In these cases, you 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 you, and how the circumstance is directly impacting your ability to study.

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

For any application 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 documentation cannot be accepted.

More information<sup>†</sup> – [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 you have 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, you may submit a statutory declaration.

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

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

More information<sup>†</sup> –

[NSW Statutory Declaration Form](#)

[QLD Statutory Declaration form](#)

[VIC Statutory Declaration form](#)

[ACT Statutory Declaration form](#)

[WA Statutory Declaration form](#)