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International Student Handbook

IIBIT- Sydney

Registered Provider Number 00103D
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Disclaimer

This Handbook gives general information on academic processes and procedures that were correct at the time of printing and relevant only to international students studying at the IIBIT Sydney campus. The University of Ballarat reserves the right to restructure or discontinue any course or studies within any course and to alter any procedure, regulation or fee at any time without notice.

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CONTENTS

WELCOME TO THE UNIVERSITY OF BALLARAT AT IIBIT- SYDNEY	6
STUDENT CONTACT DETAILS	7
ENROLMENT	8
Courses.....	8
Unit Selection	8
Full Time Studies.....	8
Attendance	9
Study Plan.....	9
Variation of Enrolment - Withdrawal or Addition of Units	9
Recognition of Prior Learning (RPL) and Exemptions Based on Credit.....	9
Deferment or Leave from Studies	10
Fees Payment & Refund Terms.....	10
OTHER ACADEMIC MATTERS	11
Award.....	11
Results.....	11
Plagiarism	11
Cheating	11
Cancellation of Enrolment.....	11
Unit Descriptions & Assessments	12
Assessment Grades	12
Final Examinations	13
Examination Policy.....	13
Deferred/Supplementary Examinations	13
Special Consideration.....	14

Appeal a Final Grade	14
IIBIT, SYDNEY CAMPUS	16
2009 Key Dates	16
IIBIT Code of Student Conduct.....	18
Mobile Phones.....	18
Smoking.....	18
Attendance	18
Student Identification on Campus	18
Fees	19
Student Support Services	19
Student contact Details.....	19
Deferral or Suspension of Studies (Intermission/Leave of Absence).....	19
Disability Support.....	20
Accommodation.....	20
Counselling Service	20
Student Visa Extension/Permission to Work	21
Prayer Room	21
Common Room	21
Library	21
Computer Laboratories	21
Photocopying and Printing Facilities	21
UNIVERSITY OF BALLARAT STUDENT CHARTER.....	22
University of Ballarat Appeals Process.....	25
UNIVERSITY OF BALLARAT STUDENT DISPUTE RESOLUTION.....	25
EQUAL OPPORTUNITY / DISCRIMINATION / HARASSMENT.....	26
APPENDIX 1: PLAGIARISM	28
University of Ballarat Policy	28
Purpose	28
Scope.....	28

Definitions	28
Policy Statement.....	29
University Responsibilities	29
School Responsibilities	29
Staff Responsibilities	29
Student Responsibilities.....	30
Penalties.....	30
Appeals.....	30
Responsibility	30
Legislative Context.....	30
APPENDIX 2: ASSESSMENT PRACTICES IN AUSTRALIAN UNIVERSITIES	33
Advice for students unfamiliar with assessment practices in Australian higher education	33
Who should use this guide?.....	33
Typical Australian university assessment.....	33
What is assessment?	33
How important is assessment?.....	33
What should I do first?.....	34
Five particular assessment challenges for international students.....	34
1. Unintentional cheating	34
2. Tutorial participation	35
3. Group work	36
4. Communicating in Australian English	36
5. Oral presentations	36
How will you know how well you are doing?	37
University of Ballarat Academic Expectations	37
IIBIT, SYDNEY - ADDRESS.....	37



WELCOME TO THE UNIVERSITY OF BALLARAT AT IIBIT- SYDNEY

We are pleased to welcome you to study at University of Ballarat at IIBIT Sydney. This Handbook provides academic and administrative information to support and help you enjoy your studies and your time in Australia.

IIBIT staff are your first point of contact for enquires ranging from enrolment procedures to English language and academic assistance, visa conditions and other help and advice. If you have any difficulties at all, staff are here to help overcome them.

Your lecturers are well qualified in their field and can advise on academic matters and information relating to the units they teach such as assignments and exam preparation.

There is also a University of Ballarat based course coordinator for each unit. They are responsible for the creation of the unit materials, the moderation of all assessment tasks, the resolution of issues brought to their attention by IIBIT lecturers, and the finalisation of unit grades.

As a student of University of Ballarat at IIBIT you also have responsibilities. These include advising IIBIT staff of your Australian address within 7 days of arrival in Australia and advising staff of any changes to your address and contact details during your stay. You also need to understand your visa conditions.

We look forward to helping ensure you have every chance at success in your studies, and hope that you enjoy your time with University of Ballarat at IIBIT while in Australia.

STUDENT CONTACT DETAILS

It is **essential** that the University has your up to date contact details at all times. This will enable the University to provide important information such as enrolment and examination details. You **must** update any change in your contact details, especially your current Australian residential address, nominated email address and contact telephone number, in my Student Centre online by visiting in www.ballarat.edu.au.

Under Australian Immigration law, where a student fails to satisfy course requirements relating to attendance or academic performance, the University is required to send a notice informing the student of this to the student's last known residential address. If this address is not up to date, your visa could be cancelled without your knowledge. Such cancellation may not be revoked if it has occurred where you have failed to keep the University informed of any change of your address.

Within 2 weeks of receiving advice of your change of address, the University will update the address on the Department of Immigration and Citizenship (DIAC) computer database system. You should note that under Australian Immigration law, the University may give information about students to Commonwealth and State authorities.

ENROLMENT

Enrolment means officially becoming a University of Ballarat student. You are required to formally register by completing a University of Ballarat online enrolment checklist and have your details entered on the University student information system (my Student Center). Once enrolled, you will receive a Confirmation of Enrolment (CoE) and an official University of Ballarat Student Identification Card which you can use for a variety of academic and concession purposes. Once enrolled you are allowed to attend classes, access computer laboratories and libraries.

Courses

Students are advised that they can only enrol in University of Ballarat courses which are currently registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Unit Selection

Enrolment is held at the beginning of each semester. During enrolment, you must select the subject/units to be studied. You will receive academic advice from University staff about your choice of units. Please check the pre-requisite units before the enrolment date in order to speed up your unit selection. Once enrolled, you are allowed to attend classes, access computer laboratories and libraries.

Full Time Studies

Under Australian immigration law, international students are required to study full time. A normal load for a full time University of Ballarat student is 120 credit points of study in one academic year or 60 credit points per semester. This usually equates to four x 15 credit point units per semester.

In some situations, it may not be possible to enrol in a normal full time load for a particular course. With this in mind, the University of Ballarat defines a “full time student” under [Statute 9.1](#), which states “*a full time student*” means a student enrolled for three quarters or more of the work of a course normally undertaken by students enrolled full time in that course”.

Only in exceptional circumstances may international students be enrolled in less than 100% of a normal full time load. This must be approved in advance, or at the time of enrolment, by the Head of School (or the Head’s nominee, e.g. Academic Coordinator or Course Coordinator) and by International Student Programs.

“Exceptional circumstances” include:

- You are in your final semester of an award and completing remaining units
- On the basis of ill health as recommended in writing by a professional medical practitioner
- On the basis of advice in writing from an academic staff member, international student adviser, or counsellor where a student’s long term academic progress is deemed to require a reduced load for either one or two semesters.
- In situations where RPL or credit transfers prevent enrolling in a full time load.

Attendance

Attendance is an important element of your success in your studies, and regular attendance at all lectures and tutorials is expected. For international students, full time enrolment and attendance is also a requirement of the Department of Immigration and Citizenship (DIAC) to maintain a valid student visa.

If you are unable to attend classes for an extended period, a written explanation with supporting documentation must be submitted to the University's International Student Programs office. (e.g. in case of sickness, a medical certificate must be provided; in case of bereavement a copy of the death certificate is required).

Students, who fail to meet attendance requirements as specified in Unit Descriptions, may be asked to show cause why they should not be excluded from their course. International students should be aware that the University is obliged to report to the Australian Government any students who do not regularly attend classes or who are not making satisfactory progress in their studies. Such students may be asked by the Government to leave the country.

Study Plan

During your enrolment, you should receive a Study Plan from your school outlining your course of study and the sequence of units you have selected. The Study Plan will be monitored every semester and may be varied during the course of your studies. It is intended to ensure your progress through your course meets the University's requirements, also to allow you to successfully complete your course within the time frame and under the conditions of your student visa.

Variation of Enrolment - Withdrawal or Addition of Units

Withdrawal from a unit is permitted only under exceptional circumstances where special permission is obtained from your Course Coordinator. (Remember you need to check if there may be financial consequences)

An enrolment variation form must be completed for the purpose of amending your enrolment to permit study of less than four units each semester and/or to withdraw from/add a unit.

Recognition of Prior Learning (RPL) and Exemptions Based on Credit

The University of Ballarat recognises studies completed previously with recognised educational institutions and encourages students to apply for Recognition of Prior Learning.

If you wish to apply for RPL or exemption, you can do so at any time during your enrolment as long as you are not receiving any training in the unit for which RPL is sought. Applications for RPL from a student who arrives more than one week after the commencement of a semester will not normally be considered.

Applications must include full details of the subjects previously studied including detailed syllabuses, a description of the assessment and grading system and an official original academic transcript (or certified copy) detailing your performance in the subject(s) concerned at the time of applying. If necessary, you must provide translations into English by an approved translator.

Applications for RPL or exemption must be submitted to your Course Coordinator. The University's decision on the granting, or refusal to grant RPL or exemption, will be final and will be conveyed to you in writing. Your Study Plan will be amended if necessary in light of any RPL granted.

If you receive RPL for any unit you will receive a full refund (or credit towards another unit) of any fees paid for the unit concerned.

Deferment or Leave from Studies

Deferment: All commencing students who have been given a formal written offer by the University of Ballarat and who have not yet enrolled will have the option to defer this offer for one teaching period (6 months) to a maximum of two teaching periods (12 months). Students who enrol in the University may apply to take leave from studies at any time.

For more information on deferring, please see the following link:

http://policy.ballarat.edu.au/university/general/deferment_and_leave_from_studies/

Leave: Students may apply for leave from their studies under limited circumstances (compassionate or compelling circumstances).

These could include:

- Illness, where a medical certificate states that you were unable to attend classes
- The death of a close family member such as a parent or grandparent (where possible a copy of a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel and where this has impacted on your studies
- A traumatic experience which could include Involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime and this has impacted on your studies (supported by police and psychologist's reports)
- Where the university was unable to offer pre-requisite unit
- Inability to begin study on the course commencement date due to delay in receiving a student visa

You must seek advice from **Student Services** about the impact of taking leave on your study and visa requirements before taking any action.

Where deferral or leave is approved, any fee refund will be determined in accordance with the normal refund policy of the University of Ballarat.

Fees Payment & Refund Terms

You are covered by the University of Ballarat Fees Payment and Refund Terms Agreement. A refund of tuition fees will be granted only in accordance with the University's Fees Payment & Refund terms. Please refer to the following website for further details:

http://policy.ballarat.edu.au/esos/standard_3

OTHER ACADEMIC MATTERS

Award

If you are enrolled in a Degree or Graduate Diploma course, on successful completion you will be awarded the relevant University of Ballarat testamur.

Results

Student results will be published at the end of the semester. You can access an online transcript of your results by logging into [my student centre](#).

<https://mysc.ballarat.edu.au>

Plagiarism

Plagiarism is a serious offence. The University of Ballarat's Statute 6.1 (Student Discipline) and Regulation 6.1.1 (Plagiarism) make it clear that plagiarism is a breach of student discipline and may incur a range of penalties. The following is a summary of possible penalties under Regulation 6.1.1:

- For a first offence, a zero mark will be given for the assessment task.
- For a second offence, a 'fail' grade will be given for the unit(s) involved.
- Any subsequent offence will be referred to the Student Discipline Committee.
- In cases of collusion, normally all students involved will be penalised equally. An exception can be made if a student demonstrates that the work is their own entirely, and that they took reasonable care to safeguard against the work being copied by others.

In any case of plagiarism, the University will keep a record of the offence.

The University's policy on student plagiarism can be accessed at:

http://policy.ballarat.edu.au/university/student_plagiarism

**A more detailed explanation of the University policy on plagiarism and definitions of plagiarism can be found in Appendix 2 of this Handbook.*

Cheating

Cheating constitutes serious academic misconduct and a breach of discipline and will be dealt with under Regulation 6.1, paragraph 2(1)(f). Specifically, it is defined as when a student “*engages in cheating or displays an intention to gain an unfair advantage in the assessment of or entry to a unit or course (except instances of plagiarism)*”. See Regulation 6.1 on page 9 of this Handbook.

Cancellation of Enrolment

The University of Ballarat may cancel the enrolment of any student under the following circumstances:

1. The student gained admission to the University by misrepresentation, by falsifying documents or other means of falsification.
2. Failure to fulfil course requirements:
 - Unsatisfactory attendance (as prescribed in the relevant Unit Description)
 - Unsatisfactory academic performance (as defined in Statute 5.5 Unsatisfactory Progress and in the relevant Course Handbook issued by the School). No refund applies
3. Failure to pay the required fees.

Unit Descriptions & Assessments

Students will find that assessment processes and procedures used in Australian universities are very different from what they may be accustomed to. Assessment is considered to be part of the learning process and the form of assessment will vary for each subject studied. Details of assessment tasks and processes are included in all University of Ballarat Unit Descriptions. Assessable tasks may include some or all of the following:

- Examination
- Test
- Assignment (e.g. Essay/Report)
- Tutorials
- Seminars (individual or group)
- Class participation
- Group work
- Laboratory work

**A more detailed discussion of assessment types is included in Appendix 3 of this Handbook and you are advised to read this thoroughly.*

It is your responsibility to read thoroughly the information prescribed in the Unit Descriptions. Extension to the timelines given for assessable tasks will only be granted under certain circumstances such as medical or other relevant circumstances or as defined in the Unit Description. Proof of exceptional circumstances (such as a medical certificate providing sufficient specific detailed information) must be provided at the time of the request for the extension.

Students are referred to Statute 5.3, Regulation 5.3 (Assessment), Regulation 5.3.2 (Assessment), Statute 5.4 (Exclusion for Reasons of Unfitness) and Statute 5.5, Regulation 5.5 (Unsatisfactory Progress). These Statutes and Regulations can be found at <http://www.ballarat.edu.au/vco/legal/legislation>. You should familiarise yourself with these Statutes and Regulations and any specific course requirements as listed in the relevant Unit Descriptions or School/Course Handbooks.

Assessment Grades

<u>Grade</u>	<u>Meaning</u>	<u>Percentage</u>
HD	Higher Distinction	80-100
D	Distinction	70-79
C	Credit	60-69
P	Pass	50-59
MF	Fail Level 1	40-49
F	Fail Level 2	0-39
ZN	Supplementary Assessment Pending	-
XF	Not Assessed	-
AD	Assessment Deferred Up to 3 months	-
TD	Assessment Deferred from 3-12 months	-
W	Withdrawn Without Academic Penalty	-

Accurate at time of printing – please refer to Statute 5.3 The Schedule Part II for up to date information

Information on the grading system used for undergraduate and postgraduate degrees, certificates and diplomas can be found at **Statute 5.3, The Schedule: Part II**. Any variation to the percentages prescribed in this Schedule must be specifically stated (and explained) in the Unit Description.

Final Examinations

Examinations are held at the end of each semester. Not all subjects will have examinations (refer to your School/Course Handbook and Unit Descriptions). Failure to attend a final examination without satisfactory explanation will result in an automatic failure in that particular unit.

It is your responsibility to ensure that you are aware of exactly when your exams are scheduled.

Examination Policy

Students are referred to Statute 5.3, The Schedule: Part 1, (5.7 to 5.16). Any deviation from this Schedule must be stated in the relevant Unit Description.

Students may only bring exam materials as specified in the relevant unit description into the examination room. Under no circumstances are students allowed to store and retrieve textual information. Except where otherwise advised (e.g. in English Language exams), *dictionaries, writing paper, and pencil cases* can be brought into the exam room. For more information on bringing a dictionary into examinations, please see: http://policy.ballarat.edu.au/university/general/students_from_a_non_english_speaking_background

Mobile phones or pagers are not allowed in the examination room.

Students must bring their current **Student ID card** to examinations and show it to the Exam Supervisor before commencing the exam. Students who do not bring their ID cards will not be permitted to attend the examination.

Most examinations will be of 2-3 hours duration and will have 10 minutes reading time at the commencement of the examination.

No student will be admitted to an examination after 30 minutes from the time of commencement of the examination.

Deferred/Supplementary Examinations

Deferred or supplementary examinations based on non-academic grounds are granted only on the basis of documented illness or other exceptional circumstances beyond the control of the student, for example, bereavement.

Students should make application for a deferral of an examination when they have prior knowledge that they will be unable to attend an examination (e.g. as a result of a serious and disabling illness). Applications should normally be made at least three days before the examination and should be accompanied with appropriate evidence giving sufficient specific detailed information relating to the deferral to allow the application to be assessed.

For full details of the Legislation please go to the following web link

<http://www.ballarat.edu.au/vco/legal/legislation/>

Supplementary examinations based on academic grounds are at the discretion of the individual School. Individual School policies on supplementary examinations can be found in School Handbooks and in the relevant Unit Description. Students are reminded that supplementary examinations are not a right and are only granted in exceptional circumstances.

If you wish to apply for a supplementary exam based on non-academic grounds, you must apply in writing to the Course Co-ordinator **within 3 working days of the completion of the examination** and provide evidence of a doctor's certificate in the case of illness, or a Student Counsellor's recommendation in the case of other exceptional circumstances.

Supplementary examinations granted on academic grounds will only be approved in accordance with the relevant School policy. The student will be notified in writing after the examination results have been ratified by the relevant Schools' Course Committee.

Special Consideration

Students who are unwell on the day of an assessment are still expected to submit the assessment or attend the examination. However, students can request assessors take into consideration their illness when assessing the assessment by making an application for special consideration. Such an application should be accompanied by appropriate evidence giving **sufficient specific detailed information** to allow the application to be assessed and should be made **no later than 3 days after the date of the assessment**. Evidence should indicate that the student was, to a substantial degree, adversely affected by illness or another cause during the performance of the assessment.

If you are physically unable to submit an assessment or attend an examination (and could not request a deferment as you had no prior warning of this inability before the date of the assessment), then you can make an application for special consideration. However, if the University believes that the reasons given by you should not have prevented you from submitting an assessment or attending an examination, your application may be rejected and you may fail the assessment.

In the case of serious illness, loss or bereavement, hardship or trauma, you may be granted special consideration. If you believe you are eligible to apply for special consideration, you must follow the guidelines below:

- Any application for special consideration must be supported by appropriate evidence and the circumstances must be significant.
- Application for special consideration should be made to the Head of School through the Course Coordinator not later than three days after the date of the examination or submission of the assessment.
- In cases of absence from a scheduled examination or lateness in submitting an assignment, special consideration will only be considered for students that have been prevented by **serious** or **disabling** illness or other **significant** cause for all or part of an assessment. If a student is aware that they will be unable to attend an examination prior to the date of the examination, application should be made for a deferral at least 3 days before the examination.
- Any Medical Certificate or other evidence must include sufficient, specific detailed information to allow the application to be assessed. A medical certificate that only states 'medical condition' would not satisfy this criteria.
- The special consideration application must be provided on the appropriate form, which can be obtained through your Course Coordinator or International Student Programs Office, or online at: http://policy.ballarat.edu.au/university/special_consideration

Appeal a Final Grade

A student may appeal against an assessment grade in an assessable task in accordance with the guidelines outlined in the relevant School Handbook and the Unit Description. An appeal against a final grade in a unit can only be undertaken in accordance with relevant University Legislation as outlined in Regulation 5.3 (Assessment).

- Students can appeal against a final grade in a unit to the Head of School within 7 days after the publication of results and must be based on one of the grounds listed in *Regulation 5.3 – Assessment* found at the web link below:

http://www.ballarat.edu.au/vco/legal/legislation/Legislation_pdf/Chapter5/r5%273assessment.pdf

- Students can appeal the decision of the Head of School to the Appeals Committee within 7 days, but an appeal must be based on one of the grounds listed in sub-section 4(2) of *Regulation 2.2 – Appeals Committee*:

http://www.ballarat.edu.au/vco/legal/legislation/Legislation_pdf/Chapter2/r22appeals.pdf

Appeals received outside the timeframe established in the Regulation will not be considered unless special circumstances are established.

Timelines and information provided are accurate at time of printing. Please refer to the relevant legislation at www.ballarat.edu.au/vco/legal/legislation for any amendments

Students should refer to the University's *Higher Education Handbook 2009* and the relevant unit description or School Handbook for possible outcome(s) of receiving a MF or F grade for University units.

IIBIT, SYDNEY CAMPUS

The University of Ballarat and IIBIT are working in partnership with the goal of providing you with a high quality educational experience; relevant and internationally recognised educational qualifications at undergraduate and postgraduate level in the fields of Business Management and Information Technology and personalised learning support at IIBIT.

IIBIT has an innovative three-Teaching Period system in one academic year which means that students have options with regards to the pace and duration of study. Depending upon individual student circumstances, a variety of options are available:

1. The conventional two Teaching Period academic year;
 2. Three full Teaching Periods in one calendar year;
 3. Other options are possible, by arrangement, in individually approved circumstances, at the discretion of the Academic Coordinator, provided that Australian immigration regulations are observed.
- Subjects Offered

Many subjects are offered in all Teaching Periods while some are offered based on demand. The subjects available in the upcoming Teaching Period will be announced one month prior to the commencement of the Teaching Period. Information about subject availability by Teaching Period can be found from the relevant schools. The principal enrolment periods and assessment dates for these Teaching Periods are located in the following section.

2009 Key Dates

March Semester

TERM 2009-1	Term Dates: 23 March - 27 June 2009 Teaching Period: 23 March - 12 June 2009
Enrolment / Orientation	16 - 20 March 2009
Lectures Commence	23 March 2009
Last day to enrol (Commencing students)	27 March 2009
Last day to change course	27 March 2009
Last day to enrol (Returning students)	3 April 2009
Last day to add a unit	3 April 2009
Last day to withdraw without financial penalty from a Unit (V Grade)	13 April 2009
Last day to withdraw without academic penalty (W Grade)	29 May 2009
SWOT Vac	13 - 16 June 2009
Exams	17 - 27 June 2009
Marking and Moderation	29 June - 7 July 2009
Results processing (Progressive)	29 June - 8 July 2009
Results ratified	9 July 2009
Results published	10 July 2009

July Semester

TERM 2009-3	
Term Dates: 20 July - 24 October 2009	
Teaching Period: 20 July - 9 October 2009	
Enrolment / Orientation	13 - 17 July 2009
Lectures Commence	20 July 2009
Last day to enrol (Commending students)	24 July 2009
Last day to change course	24 July 2009
Last day to enrol (Returning students)	31 July 2009
Last day to add a unit	31 July 2009
Last day to withdraw without financial penalty from a Unit (V Grade)	10 August 2009
Last day to withdraw without academic penalty (W Grade)	25 September 2009
SWOT Vac	10 - 13 October 2009
Exams	14 - 21 October 2009
Marking and Moderation	26 October - 3 November 2009
Results processing (Progressive)	26 October - 4 November 2009
Results ratified	5 November 2009
Results published	6 November 2009

November (Summer) Semester

Term 2010-0	
Term Dates: 16 November 2009 - 27 February 2010	
Teaching Period: 16 November 2009 - 12 February 2010	
Enrolment / Orientation	9 - 13 November 2009
Lectures Commence	16 November 2009
Last day to enrol (Commending students)	20 November 2009
Last day to change course	20 November 2009
Last day to enrol (Returning students)	27 November 2009
Last day to add a unit	27 November 2009
Last day to withdraw without financial penalty from a Unit (V Grade)	7 December 2009
Last day to withdraw without academic penalty (W Grade)	22 January 2010
SWOT Vac	13 - 16 February 2010
Exams	17 - 27 February 2010
Marking and Moderation	1 - 8 March 2010
Results processing (Progressive)	1 - 10 March 2010
Results ratified	11 March 2010
Results published	12 March 2010

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IIBIT Code of Student Conduct

The Code of Student Conduct at IIBIT endeavours to maintain an environment most conducive to a friendly, productive and safe working relationship between students and staff.

All students are expected to conduct themselves with integrity in their dealings with others and to help maintain the high standards upon which the Institute prides itself. The use of abusive or intimidating language, threatening behaviour, and the misuse or misappropriation of Institute property will not be tolerated under any circumstances, and may result in suspension or dismissal.

All students are expected to respect the privacy of others and are therefore advised that actions such as taping or photographing others without their permission is in fact very unethical and illegal in some cases. Anyone found committing these inappropriate acts will be asked to explain their conduct and could be reported to the authorities. All students must respect the rights of others and are expected not to infringe on these rights. Confrontations or inappropriate behaviour towards others will be reported to the Clients Services Manager and any student involved will be held accountable. If a student is found to have been at fault, the situation will be dealt with by a committee appointed by IIBIT and action will be taken according to the gravity of the behaviour. Students are required to produce their Student Identification Card whenever so requested by any member of staff.

Students are expected to observe the following rules of behaviour:

Mobile Phones

Mobile Phones must be switched off during lectures, tutorials and laboratory sessions and while in the Library.

Smoking

Smoking is not permitted in the Institute's building by Australian Government regulation. It is also the policy of IIBIT to maintain a clean and smoke - free environment. Smoking is not allowed in any part of the campus, this includes the front entrance of the building. Students who wish to smoke may do so outside the campus and should ensure that cigarette butts are disposed of properly. Smoking is prohibited in the immediate entrance area of the building, and if any student is found littering their cigarette butts, this may incur a very large fine by the city council.

Attendance

Attendance is an important element of successful studies, and regular attendance at all lectures and tutorials is expected. For international students full time enrolment and attendance of minimum 80% is also a requirement of the Department of Immigration, & Citizenship (DIAC) to maintain a valid student visa. The attendance of each student is monitored at IIBIT. Students who are unable to attend classes for an extended period must provide a written explanation with supporting documentation to the IIBIT office. (eg., in case of sickness, a medical certificate must be provided; in case of bereavement a copy of the death certificate is required). Students who fail to meet attendance requirements will be asked to show cause why they should not be excluded. International students should be aware that IIBIT is obliged to report to the Australian Government any students who do not attend classes or who are not making satisfactory progress in their studies. Such students may be asked by the Government to leave the country.

Student Identification on Campus

All IIBIT students will be issued with an ID card when they enrol. This card must be carried at all times whilst on campus. Failure to do so will result in not obtaining access to the campus. Students must apply for these cards during their enrolments. The ID cards will be made available to all students within one week of application. In most cases the student will receive

the ID card on the day they apply. If students lose their ID card or damage it, they **MUST** report to: HELP DESK at Level 4 or Service Desk at Level 1 at 209 Castlereagh Street, Sydney

Fees

Fees must be paid by the due date prior to the commencement of relevant Teaching Period. Details are posted at the end of the preceding Teaching Period, outlining the important dates of the following Teaching Period, including when fees are due. It is the obligation of each student to contact IIBIT, if the re enrolment letters are not received by week 10 of the Teaching Period.

Students with exceptional /serious grounds for inability to make payment by the due date must see the student fees office at Service Desk at Level 1, 209 Castlereagh Street, Sydney, Sydney with valid documents supporting the grounds for consideration, one week prior to the due date. No student will be allowed to enrol if fees are not paid by the due date, unless there are exceptional circumstances that are substantiated by written evidence and submitted seven days before the fee due date. Students with any overdue fees or fines by the examination start date will not be allowed to sit for exams or re-enrol.

Student Support Services

IIBIT is proud of its personalised, friendly service, making our students feel comfortable in a pleasant and caring atmosphere. Various student services are available for students to ensure that students perform to the best of their ability. For information of any services and/or assistance required all students should report to Service desk at Level 1, 209 Castlereagh Street.

Student contact Details

It is important that IIBIT has the current residential address and telephone number for each student. This will enable the Institute to provide important information such as enrolment and examination details. Students must advise IIBIT of any change in their contact details (i.e. Australian residential address and telephone number) in writing on a Change of Address form, available from the Student Services at: Level 2, 209 Castlereagh Street, Sydney.

For International students, under Australian law, where a student fails to satisfy course requirements relating to attendance or academic performance, the University is required to send a notice informing the student of this to the student's last known residential address. If this address is not up to date, then the visa could be cancelled without the student's knowledge. Such cancellation may not be revoked if it has occurred where the student has failed to keep the University through IIBIT informed of any change of address. Within seven days of receiving advice of a student's change of address IIBIT will update the address on the Department of Immigration and Citizenships' computer database system. Students should note that under Australian law, information about them might be made available to Commonwealth and State authorities.

Deferral or Suspension of Studies (Intermission/Leave of Absence)

Students are not permitted to take a period of deferral, intermission/leave of absence, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. If approval for leave is granted, generally the student is required to:

- Leave Australia within 28 days;
- Remain off shore for the duration of the leave; and
- Return no earlier than 28 days prior to the commencement of their next Teaching Period.

On medical or compassionate grounds (e.g., death of a member of the family) –subject to visa requirements, for academic reasons the maximum period of intermission/leave of absence will be one week, provided the student applies by writing in advance and includes written evidence

from an independent authority of the basis for their request. If the student needs to be absent for longer than one week then they must defer their enrolment to a subsequent Teaching Period. Deferral will have visa and fee implications. The student must seek advice about these implications before taking any action. In the event, where deferral is granted the student may need to reapply again to get student visa.

A short intermission/leave of absence of one week does not affect the student's financial obligations with respect to their course. If the student obtains a short intermission/leave of absence then they are not entitled to any remission of course fees. If a student defers or suspends their studies on any other grounds and without approval this will be considered as not complying with the student visa conditions and IIBIT is legally bound to report to DIAC such students as not complying to student visa requirements. This can result in cancellation of the student's visa. Where deferral occurs, any fee refund will be determined in accordance with the normal refund terms of the University. This is calculated from the Teaching Period that the student is deferring from.

Disability Support

Under Australian legislation and University of Ballarat policy, students with disabilities are to be provided with reasonable adjustments to enable them to study on the same basis as other students. Under law and policy, the definition of disability is very broad, including short term and long term physical disability (includes mobility impairments, paraplegia), intellectual disability (includes autism, acquired or organic brain injury), psychiatric disability (includes depression, mood disorders, schizophrenia, phobias, panic attacks), sensory disability (includes hearing impairment, deafness, blindness, vision impairments, loss of smell, loss of touch sensation), neurological disability (includes epilepsy), learning disability (includes dyslexia, a disorder or malfunction which results in a person learning differently from a person without the disorder or malfunction), physical disfigurement (includes birthmarks, scars), medical conditions (includes asthma, diabetes, chronic fatigue, allergies), the presence in the body of organisms causing disease (includes hepatitis, TB, AIDS). Adjustments for students with disabilities might take the form of:

- Assistance with application and/or enrolment procedures
- Orientation to campus
- Assistance with access requirements
- Provision of adaptive study materials and equipment
- Provision of direct learning support
- negotiating alternative learning and assessment tasks
- Provision of information and support to other University staff
- Negotiating alternative arrangements for examinations
- Information about and referral to community support services

For a student to be provided with reasonable adjustments, the student will be required to provide evidence of their disability, and the impact it has upon their studies to arrange appropriate adjustments, students with disabilities should discuss their needs with the student counsellor at IIBIT. Students can also seek information and guidance from the University of Ballarat's Disability Liaison Officer on 03 53279757 or disability@ballarat.edu.au.

Accommodation

IIBIT can provide assistance finding both short term and long-term accommodation. Students who require assistance with accommodation should see the Student Service Officer at Level 2, 209 Castlereagh Street, Sydney.

Counselling Service

IIBIT provides counselling services to students who are experiencing either personal or academic problems. This service is free and confidential and is available on an appointment basis. Please arrange an appointment with the relevant course coordinator for academic problems.

Student Visa Extension/Permission to Work

Students who need to extend their visa and who need to obtain permission to work should contact the Student Services Office. Overseas Student Health Cover (OSHC) is an Australian Government requirement that all international students take out OSHC card from front desk after their enrolment. This is a basic medical and hospital insurance scheme and is renewable quarterly, half yearly or yearly. OSHC covers 85% of doctor's consultancy fee and 100% hospital cover. For more information contact Student Service Officer or visit the BUPA site/office on www.overseasstudenthealth.com. Students must renew their OSHC insurance when it expires to keep within the visa requirements.

Prayer Room

A quiet prayer room has been set-aside for students on Level 3, 209 Castlereagh Street, Sydney.

Common Room

The Common room facilities are available at:

Location1: Level 5, 209 Castlereagh Street, Sydney 2000 and

Location2: Level 3, 841 George Street, Sydney 2000

Library

The library collection includes books, journals, audio-visual materials as well as other resources and provides workspace for students. The IIBIT library holds a limited number of copies of all prescribed texts and readings, including up to date copies of handbooks of professional organisations such as computing and accounting bodies.

Students can also use the University of Ballarat Library catalogue to request library materials for delivery to their home institution. Students require a University of Ballarat ID card in order to request books. More information regarding the Partner Institute Loans Scheme is available at: www.ballarat.edu.au/library/about/borrowing/partner.php

Computer Laboratories

IIBIT has up to date, well-equipped computer laboratories with Internet, email, scanner and printing facilities for student use. Please note that these laboratories are to be used strictly for the purpose of learning only. If a student is found to be misusing computer laboratories, (such as for playing games, downloading or listening to music, Internet chat etc.), penalties will incur. Information and rules regarding the use of computer laboratories, including opening hours, are available on the noticeboards or in the laboratories. These rules must be strictly observed.

Photocopying and Printing Facilities

Photocopying and Printing Facilities are available. All IIBIT students can use their student ID card to access these facilities.

UNIVERSITY OF BALLARAT STUDENT CHARTER

University legislation, under the University of Ballarat Act (1993), governs the manner in which the University is managed and operated. Students and staff are expected to act within the parameters set by the relevant Statute or Regulation. Detailed information on the Statutes and Regulations of the University, are available at the University website (www.ballarat.edu.au/vco/legal/legislation) and in the University's *Higher Education Handbook 2009* available online. (www.ballarat.edu.au/aasp/student/handbooks/)

Areas not covered by legislation are governed by University policy. Policies are available for download from <http://policy.ballarat.edu.au> and you should be familiar with these policies.

STATUTE 6.1-STUDENT DISCIPLINE

1. In this Statute:
"Vice-Chancellor" means Vice-Chancellor or Deputy Vice-Chancellor.
2. A student commits a breach of discipline if the student engages in actions prejudicial to the good order and discipline of the University including, but not limited to, any other action prescribed as a breach of discipline in the Regulations.
3. Any member of the University may report a student for an alleged breach of discipline by making a written complaint, within twelve months of the alleged breach, to the student's Head of School or to the Vice-Chancellor.
4. (1) On receipt of a written complaint the Head of School or Vice-Chancellor shall fix a time, date and place for a hearing with the student, in accordance with paragraph 4(2)[a] below, and may make such enquiries as they think fit.

(2) The Head of School or the Vice-Chancellor shall not determine a complaint unless he or she is satisfied-

[a] that the student has been given seven days prior notice in writing of the place, date and time of the hearing which notice shall include a brief statement of the complaint. The Head of School or Vice-Chancellor may conduct the hearing by any means of communication including teleconference and videoconference;
[b] that the student has been given the opportunity to present a submission in answer to the complaint.
- (3) If the complaint relates to sexual, sex-based, racial or disability harassment, the matter shall be dealt with in accordance with University Policy.

(4) The Head of School may refer a complaint to the Vice-Chancellor for determination at any time.
5. The Head of School or Vice-Chancellor will normally determine the outcome of a complaint within 7 days of the hearing under paragraph 4(2)[a] and may make such order as is prescribed in the Regulations and which in his or her opinion is appropriate.
6. Notwithstanding any provision of the Statutes or Regulations, if the Vice-Chancellor has a reasonable expectation that a student may cause any person on campus physical harm, the Vice-Chancellor may exclude the student from the campus or a defined part of the campus or from activities of the University for any period the Vice-Chancellor thinks fit.
7. (1) The Council may at any time make Regulations, not inconsistent with this Statute, prescribing all matters which by this Statute are required or permitted to be prescribed, or which are necessary or convenient to be prescribed for carrying out or giving effect to this Statute and by later Regulation revoke or amend any such Regulations.

(2) Regulations made under this Statute shall be promulgated by being exhibited on the official notice boards of the University and after being promulgated shall remain exhibited for at least fourteen days during which time the University is operating.

REGULATION 6.1-STUDENT DISCIPLINE

Interpretation

1. In this Regulation:
“Appeals Committee” means the relevant Appeals Committee established under Regulation 2.2;
- “Student Discipline Committee” means the Student Committee established under Statute 2.4;
- “Vice-Chancellor” means Vice-Chancellor or Deputy Vice-Chancellor.

Breach of Discipline

2. (1) A student shall commit a breach of discipline if the student within or outside the campus:
 - [a] brings the University into disrepute;
 - [b] fails to comply with a requirement or direction prescribed or given in relation to the conduct of assessment;
 - [c] wilfully or recklessly engages in conduct which involves interference with the property of the University;
 - [d] obstructs or interferes with the use of any premises, facilities or equipment of the University;
 - [e] gains access to, or enters, a computer system or part of a computer system of the University without lawful authority to do so;
 - [f] engages in cheating or displays an intention to gain an unfair advantage in the assessment of or entry to a unit or course (except instances of plagiarism);
 - [g] engages in illegal or offensive use of the University internet, email or network.
- (2) A student shall commit a breach of discipline if the student within the campus or on premises used by the University:
 - [a] interferes with the orderly conduct of any teaching group, assessment, examination or ceremony of the University or any meeting of the Council or a board, committee or any other body convened on University business, or any other activity, function or program held at the University (“the premises”);
 - [b] engages in conduct which involves unauthorised or unjustified interference with the property of any person;
 - [c] wilfully, recklessly or negligently engages in conduct which causes or is calculated to cause bodily injury to any person;
 - [d] attacks, bullies, harasses, unlawfully vilifies, victimises, threatens or intimidates any person or attempts to attack, bully, harass, unlawfully vilify, victimise, threaten or intimidate any person.
- (3)
 - [a] In the instance of a complaint under paragraph 2(2)[a] and where the interference is seriously disrupting the orderly conduct of the activity, the Vice-Chancellor or nominee(s) may require a student to leave or be removed from the premises for such period as the Vice-Chancellor or nominee(s) thinks appropriate.
 - [b] Where a student is required to leave or be removed from the premises a written report by the person, who under paragraph [a] required the student to leave or be removed, will be delivered to the relevant Head of School within one working day from the time of the interference.
 - [c] The Head of School may make such enquiries and such determinations in relation to the report as the Head of School deems necessary.

Action by Head of School or Vice-Chancellor

3. The Head of School or Vice-Chancellor may negotiate a future behavioural agreement with the student or refer the student to counselling or mediation.

4. On determining the outcome of a complaint made under Statute 6.1 the Head of School or Vice-Chancellor may-
- (1) dismiss the complaint; or
 - (2) refer the complaint to the Student Discipline Committee under Statute 2.4-The Student Discipline Committee; or
 - (3) if the student is found to have breached discipline, impose one or more of the following penalties as appropriate:
 - [a] a reprimand;
 - [b] a fine of not more than \$250;
 - [c] exclusion of the student from a defined part of the campus or from activities of the University for any period it thinks fit; and/or
 - (4) if the student is found to have breached discipline, and the conduct of the complaint resulted in the loss or destruction of or damage to any property –
 - [a] assess the amount of money required to replace or repair the property lost, destroyed or damaged; and
 - [b] order the student to pay by way of compensation an amount of money, not exceeding the amount assessed, or
 - (5) in the instance of a complaint under paragraph 2(1)[f] proven to the satisfaction of the Head of School or Vice-Chancellor –
 - [a] apply a forfeiture of any credit that the student might have obtained in the assessable task or unit to which the student’s breach of discipline relates; and/or
 - [b] require the student to be re-assessed in the relevant assessable task or unit.

Appeals

5. (1) A student may appeal to the Student Discipline Committee against the finding, penalty or order imposed by the Head of School or Vice-Chancellor under sub-sections 4(3) and 4(4).
 - (2) An appeal must be lodged in writing with the Secretary to the Student Discipline Committee within 7 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
 - [a] new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
 - [b] irregularity of procedure in the recommending and/or the making of the decision appealed against; which must be stated by the student in the notice of appeal. The Chair of the Student Discipline Committee may in exceptional circumstances extend the period for lodgement of an appeal.
6. (1) A student may appeal to the Appeals Committee against a decision made under paragraph 4(5)[a].
 - (2) An appeal must be lodged in writing with the Secretary to the Appeals Committee within 7 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:
 - [a] new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
 - [b] irregularity of procedure in the recommending and/or the making of the decision appealed against; which must be stated by the appellant in the notice of appeal. The Chair of the Appeals Committee may in exceptional circumstances extend the period for lodgement of an appeal.

Made 9/8/95 Promulgated 10/10/95

Amendment 1 Made 13/09/00 Promulgated 29/09/00

Amendment 2 Made 11/09/02 Promulgated 01/10/02

Amendment 3 Made 15/06/05 Promulgated 07/10/05

Legislation was correct at time of printing. For any amendments, check:

www.ballarat.edu.au/vco/legal/legislation

University of Ballarat Appeals Process

The University of Ballarat appeals process can be accessed by referencing the appeals committee regulation 2.2 which was amended on 25/10//07 and promulgated on 23-11-07 which can be accessed at:

<http://policy.ballarat.edu.au/university/appealscomplaints>

UNIVERSITY OF BALLARAT STUDENT DISPUTE RESOLUTION

Sometimes students have concerns and it is desirable for any dispute or disagreement to be resolved at its source using an informal process.

An informal process could include one or more of the following suggestions:

- Discuss the matter with the lecturer, tutor, student or other staff member concerned;
- If the parties cannot reach an agreement discuss the matter with the Course Coordinator (at the Site where the student is studying) to see if the Coordinator can resolve the problem/issue.
- The Course Coordinator may refer the matter to the Head of School at the University of Ballarat – Mt Helen Campus, who may take action/s to resolve the problem/matter/dispute.
- Consideration under the relevant Statutes and Regulations of the University may be appropriate.
- A student has a right of appeal to the Victorian Ombudsman on any final administrative decision made by the University. Normally the Ombudsman will want to know if the student has first tried to rely on internal procedures.

Note: the University of Ballarat's Legislation (Statutes and Regulations) and the University's Policies and Procedures apply to all University of Ballarat students: some of these provide a process for resolving specific complaints. *Please refer to the relevant legislation at www.ballarat.edu.au/vco/legal/legislation for legislation and any amendments.*

Alternative Procedures to Resolve Disputes

If a student has tried to resolve a matter and resolution is still not possible, students and staff may be assisted by following one of the Procedures below.

The University of Ballarat's Policies and Procedures apply to all University of Ballarat students: some of these provide a process for resolving specific complaints.

Student Grievance Procedure

In cases of dispute over an academic or administrative decision affecting a student which has or is likely to have an unreasonable negative impact on the student's academic performance, students and staff can contact a Student Grievance Officer within their School (or the University Grievance Officer) to establish whether or not the concern is within the scope of the Student Grievance Policy and Student Grievance Procedure.

Information is available on the University of Ballarat's Student Grievance Information webpage:

http://policy.ballarat.edu.au/university/student_grievance

or you may contact the University Grievance Officer for confidential guidance on the process at s.baird@ballarat.edu.au

The Student Grievance Policy and the Student Grievance Procedure can be accessed at: http://policy.ballarat.edu.au/university/student_grievance. Students are always advised to check the Procedure on the website for the most up to date version.

International Students should note Section E of the Student Grievance Procedure provides them with the right to have an Advocate of their choosing in the Informal and Formal Procedure. Contact the University Grievance Officer or International Student Programs for further details.

Equal Opportunity, Discrimination and Harassment,

If the complaint is one of harassment or discrimination on a sexual basis or on the basis of race, gender, religion, age, disability, sexual orientation, carer responsibility, pregnancy or breastfeeding, additional information is available under the **Equal Opportunity/Discrimination/Harassment** section of this Handbook .

Students may also consider other applicable Policies, Procedures and Guidelines that are available at the link <http://policy.ballarat.edu.au>

For example:

- **Bullying Prevention and Management**
- **Managing Disruptive Behaviour Guidelines**
- **Policy for Use of Computing and Communication Facilities**

Role of the Ombudsman

You have the right to complain to the Victorian Ombudsman about administrative actions and decisions of the University of Ballarat. If you have not already followed the steps laid out in the relevant university procedures, the Ombudsman may ask you to do so before accepting your complaint. For further information, see:

<http://www.ballarat.edu.au/vco/legal/Ombudsman.shtml>

or visit: <http://www.ombudsman.vic.gov.au>

EQUAL OPPORTUNITY / DISCRIMINATION / HARASSMENT

The University of Ballarat (UB) is committed to providing a learning environment that values diversity, offers equality of opportunity to all students and staff, and is free from harassment and discrimination. It recognises that harassment and discrimination may have the effect of creating an intimidating, hostile and offensive study and work environment.

UB students can expect that:

- They are not treated unfairly because of their sex, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious belief or activity, political belief or activity;
- They are not harassed (made to feel intimidated, offended or humiliated) because of any of the above grounds;
- They are not subjected to sexual harassment;
- They receive appropriate flexibility e.g. because of a disability, or for family or cultural responsibilities;
- Concerns regarding discriminatory treatment or harassment are dealt with promptly, fairly and impartially.

Students are also expected to make sure that their own behaviours do not result in other students or staff feeling intimidated, humiliated or offended.

Information is available on Equity and Equal Opportunity webpage at:

<http://www.ballarat.edu.au/aasp/equity/>

The University's Valuing Diversity/Equal Opportunity Policy and Procedure on Sexual, Sex-based, Racial and Disability Harassment are available at:

http://policy.ballarat.edu.au/university/equal_opportunity

If you have harassment or discrimination concerns, your contact for information at University of Ballarat Mount Helen campus is Manager, Equity and Equal Opportunity for confidential information and support on: (03) 5327 9357 or b.webb@ballarat.edu.au

APPENDIX 1: PLAGIARISM



University of Ballarat Policy

Student Plagiarism



Purpose

To provide a systemic approach to the treatment of plagiarism in academic work at the University of Ballarat.

The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised.

Scope

This policy applies to all University of Ballarat students.

Definitions

Plagiarism:

is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons.

Intentional Plagiarism:

is plagiarism associated with intent to deceive.

Unintentional Plagiarism:

is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).

Collusion:

is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.

Cooperative Learning:

is the informal process of students interacting to enhance their learning outcomes and is encouraged.

Groupwork:

is the authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.

Policy Statement

Plagiarism, either intentional or unintentional is a practice which runs counter to the University of Ballarat's values of effort and excellence and integrity. There is an expectation that students will prepare and submit work which is their own and which acknowledges the work of others.

University Responsibilities

- Make accessible to staff and students the legislation, policy and procedures of the University concerning plagiarism;
- Establish processes to support the consistent implementation of University policy relating to plagiarism;
- Provide processes for students to appeal decisions arising from plagiarism; and
- Provide student support through the provision of information on acceptable referencing techniques.

School Responsibilities

- Ensure the legislation, policy and procedures of the University concerning plagiarism are known and implemented within the School;
- Support the use of appropriate referencing techniques;
- Provide information to students on acceptable referencing practice; and
- Maintain confidential records of previous breaches.

Staff Responsibilities

- Know and consistently implement the legislation, policy and procedures of the University concerning plagiarism;
- Provide information to students about referencing requirements that are relevant to the discipline area;
- Provide examples to students of appropriate referencing techniques and practice;
- Ensure that students understand the difference between cooperative learning, groupwork and collusion;
- Be vigilant in the detection of plagiarism;
- Be aware of, and respect, the practices of other cultures / cultural backgrounds;
- Provide transparent and consistent feedback to students about issues relating to referencing; and
- Staff should set a good example through their own practice.

Student Responsibilities

- Understand and comply with the legislation, policy and procedures of the University concerning plagiarism and seek help if unclear about their requirements;
- Be familiar with, and apply, the referencing practices acceptable to the School;
- Ensure that all sources of information are appropriately acknowledged; and
- Take all reasonable precautions to ensure work cannot be copied.

Penalties

- The process for hearing a complaint concerning plagiarism and the penalties that may apply are described in Statute 6.1 – Student Discipline, Regulation 6.1.1 Plagiarism

Appeals

- Appeals against any penalty imposed can be lodged with the Appeals Committee in accordance with Statute 6.1 – Student Discipline, Regulation 6.1.1 Plagiarism

Responsibility

The Academic Board and associated Committees, Portfolios, Schools and Departments.

Legislative Context

- Statute 6.1 – Student Discipline
- Regulation 6.1.1 - Plagiarism

The above policy can also be found in:

http://policy.ballarat.edu.au/university/student_plagiarism

What Is Plagiarism?

(The following excerpt comes from James, R., McInnis, C. and Devlin, M. (2002) *Assessing Learning in Australian Universities*.)

Plagiarism in higher education can take many forms. Some of the more common forms are listed below, however it should be noted that definitions of plagiarism vary somewhat across the disciplines in accordance with differences in knowledge, authorship conventions and traditions.

Common forms of plagiarism:

- Cheating in an exam either by copying from other students or using unauthorised notes or other aids.
- Submitting, as one's own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgment.
- Quoting or paraphrasing material from a source without acknowledgment.
- Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.

There are also forms of plagiarism that relate directly to student participation in group work and include:

- Copying from other members while working in a group.
- Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.

All plagiarism is not equal

There is much that universities can do and are doing to reduce plagiarism. In order to evaluate the different approaches and strategies being used, a consideration of three dimensions of plagiarism is useful. These dimensions are:

- the student's *intent* to cheat,
- the *extent* of the plagiarism an individual student has committed and
- the response that might be made by the university to deal with each case of plagiarism that occurs.

In addition, or conversely, there may be other *unintentional* reasons that students plagiarise including:

1. their limited or incorrect understanding of what, exactly, plagiarism encompasses
2. their incorrect understanding of citation and referencing conventions
3. their limited skill base in:
 - summarising
 - paraphrasing
 - critical analysis
 - argumentation
 - managing contributions to group work
 - time management
 - workload and stress management.

There is a potentially complex combination of factors that might contribute to plagiarism by a student. It might be safely assumed that some students 'copy and paste' and participate in other forms of plagiarism deliberately because they are lazy, sneaky and/or competitive. It might also be assumed that some students plagiarise deliberately in desperation because they are under pressure from their academic workload requirements, or simply run out of time. However, a proportion of the incidence of plagiarism in higher education is also attributable to misunderstanding and ignorance among students about why they should avoid plagiarism and how they can do so.

Consider the following:

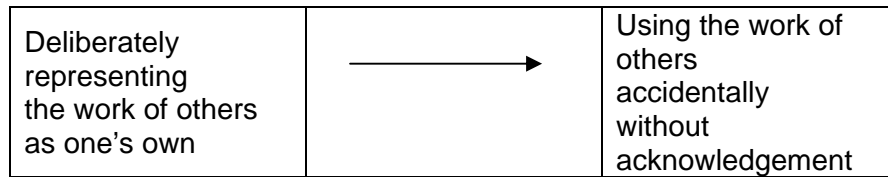


Figure 1. Intent to cheat continuum

One useful reminder, should detection of plagiarism occur, is:

**Don't assume plagiarism is necessarily intentional.
"If you read something and put it in your own words, is that plagiarism?"**

WHEN IS IT PLAGIARISM?

Here are six ways to use sources. Number one is plagiarism; Number six is not. Where do you cross the line?

- 1) Copying a paragraph exactly from a source without any acknowledgment.
- 2) Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym; acknowledgment in the bibliography.
- 3) Cutting and pasting a paragraph by using sentences of the original but omitting one or two and putting one or two in a different order, no quotation marks; with an in-text acknowledgment and a bibliographical acknowledgment.
- 4) Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole with in-text acknowledgments and a bibliographical acknowledgment.
- 5) Paraphrasing a paragraph by rewriting with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; citing source in bibliography.
- 6) Quoting a paragraph by placing it in block format with the source cited in text and in bibliography.

(Carroll, 2000, based on an exercise in Swales and Feak, 1994).

APPENDIX 2: ASSESSMENT PRACTICES IN AUSTRALIAN UNIVERSITIES

This advice on assessment practices was prepared by the Centre for the Study of Higher Education. The excerpt reproduced below has been taken from James, R., McInnis, C. and Devlin, M. (2002) *Assessing Learning in Australian Universities*. This section was prepared by Marcia Devlin.

The project is called **Assessing Learning in Australian Universities: Ideas, strategies and resources for quality in student assessment** and can be accessed at the following website: www.cshe.unimelb.edu.au/assessinglearning

Advice for students unfamiliar with assessment practices in Australian higher education

Who should use this guide?

This guide provides a brief overview of the practices of assessment of learning in Australian universities. The information, suggestions and advice that follow will be especially useful if you are an international student who has little or no experience of the Australian university system. It will also be useful if you have had experience of assessment methods that are very different from Australian university practices, either at high school or university in another country.

Typical Australian university assessment

What is assessment?

Most subjects (sometimes called 'units of study' or 'courses') will have a number of assessment tasks (often called 'assessments') that you will undertake across the semester. Assessment tasks vary widely and may include essays; reports; written assignments; oral presentations; examinations; performances and/or artistic work; as well as class participation and contributions to group work with fellow students.

Each assessment task you undertake is marked and graded by a member of staff, who may or may not be the principal lecturer in the subject. Usually, you will be informed of the grade you receive and you may also get some other feedback on your work. Your marks or grades for each assessment are then used to work out your final mark and grade for the subject. See the section 'How do you know how well you are doing?' for more information about feedback.

How important is assessment?

Assessment is the main way that your progress in your course is documented and it is a central part of university education in Australia. Each assessment task is worth a proportion or percentage of your final grade for a subject. It is usually the case that the higher the proportion or percentage, the more work required to complete the assessment successfully.

Each piece of assessment you are required to hand in will also have a 'due date', which is the last date it can be handed in. It is very important that you submit assessments on time, as there are usually penalties for lateness. If you have had personal or other problems that have affected your ability to complete assessments, you must let the person marking your work, or your tutor or lecturer, know about these as soon as possible. It is useful to have evidence of problems (for example, a doctor's certificate if you have been ill) to help you negotiate either more time to do the assessment, or an alternative assessment task.

What should I do first?

Find out what's required

It is important to start by spending some time carefully reading the assessment requirements for each subject. Ask your tutor or lecturer to explain anything that is not clear. Often, a number of assessment tasks from different subjects are due around the same time and you might find that there are periods in the semester when your workload is very heavy. Plan ahead and make sure you start your assignments and study for exams as early as possible. Don't wait for the lecturer or tutor to give you examples of examination questions and answers in advance – usually they will not do this and will be expecting you to find information for yourself.

Get help

Australian universities have services and resources to help local and international students improve various aspects of their study and learning. Ensure you learn how to use the library — university libraries usually run orientation and skills programs — and seek help from language and learning support services. Find out what language or learning services are available as soon as you can and make use of the on-line and print resources, workshops, group programs or individual appointments available. The sooner you access help, the sooner your learning will benefit.

Five particular assessment challenges for international students

There are five assessment-related challenges that many international students experience in Australian universities, particularly those familiar with different educational expectations and conventions. Each is explained below along with some suggestions for how to manage each challenge.

1. Unintentional cheating

One of the most common issues for international students in relation to assessment in Australian universities is unintentional cheating through what is called 'plagiarism'. Put simply, plagiarism is when a student uses the ideas, work or words of someone else, without properly acknowledging where these ideas, work or words came from. In Australian universities, to use the ideas of others without acknowledgment is considered to be cheating and universities view such action very seriously.

For a student with experience of different educational practices it is sometimes easy to 'cheat' without realising you are doing so. After all, in some educational settings, the more closely a student can replicate the work or words of a master or expert in a field, the better the student is considered to be. For example, a student in such a setting who can, in exam conditions, recite word-for-word the teachings of a particular scholar is likely to be well rewarded with high marks — this is not the case in Australia. Similarly, in such a setting, a student who can faithfully repeat the words and ideas of a scholar in their written assignments outside exams will also be well regarded and considered to be an excellent student — once again, this is usually not the case in Australia.

Australian university assessment practices value and reward students for using the words and ideas of scholars, but only if they are used in two particular ways. These two ways are outlined below.

'Quoting': Using the precise words of someone else to support your ideas

One of the ways students are encouraged to use the ideas of masters, experts and/or scholars in their field is to use the precise words of the scholar to support the student's own ideas or to emphasise a point the student is making. Sometimes when you wish to refer to the work of another person, it is best to use the precise words of that person. When you do this you are expected to acknowledge that someone else wrote the words you have used.

'Paraphrasing' or 'summarising': Reporting the ideas of someone else in your own words

At other times you may not wish to include the precise words used by another person but you do wish to report that person's ideas. So, a second way that Australian university students are encouraged to use the ideas of experts is to paraphrase or summarise the ideas of these scholars in the student's own words. For example, a student at an Australian university who can, in answer to a relevant exam question, write a summary of the ideas of a particular scholar in a way that clearly shows the student's understanding, of the ideas, is likely to be rewarded with high marks. When you paraphrase or summarise the main ideas you have learned from someone else in your own words, you are also expected to clearly acknowledge that someone else first wrote the ideas you have summarised.

How do I acknowledge I have used someone else's work or ideas?

In the case of quoting, paraphrasing and summarising, there are rules for how to acknowledge where the words and ideas you have used have come from; in other words, there are rules for how to acknowledge the original authorship. *It is essential to consult with your lecturers about the exact rules for acknowledgment of authorship required in your subjects.*

The rules for acknowledgment are referred to most often as the rules of 'Referencing' or 'Citation'. The rules are quite complex and they must be followed closely. Unfortunately, there are a number of different sets of rules that are used in different circumstances and this can create some confusion. However, the two main methods of acknowledging the ideas of others are:

- The Harvard or in-text system and
- The Cambridge or footnote or endnote system.

Your teachers should provide you with specific details of the particular method and rules they expect you to use. If they do not, you may ask them which method they would prefer you to use. If necessary, you can ask at your university library, learning/academic/study skills services or the international office for the rules of each method.

Why do I have to use these complicated methods and rules?

One of the central purposes of Australian higher education is to produce graduates who are independent thinkers, able to critically analyse information and ideas. This means that during your time at university in Australia you will be asked not just to become familiar with the ideas of scholars and experts but to examine these ideas closely and to decide how much or how little you agree with them. You will learn to form opinions about ideas and to communicate these opinions verbally and in writing. These opinions must be based on evidence and one common source of evidence is the ideas of others. You are likely to find yourself using the ideas of one scholar to analyse and perhaps criticise the ideas of another. This is considered excellent scholarly practice in Australia.

There are two reasons, then, why Australian university students are expected to acknowledge the source or origin of the words of scholars they use in their assessment tasks. The first is that you need to let readers know where you found your ideas so that they can check to see they are reliable and valid ideas for the point you are making. Secondly, you need to make it clear which ideas are yours and which are those of others. *It is essential for your success as a student in an Australian university that you learn how to correctly use the words and ideas of others in your own work.*

2. Tutorial participation

Part of your assessment and marks for a subject may come from participation in class or tutorials. Even if class participation is not assessed, it is likely you will be expected to participate in discussions.

Some international students find it difficult to participate in class discussions. Students from Non-English Speaking Backgrounds (NESB), for instance, may not be confident in their spoken language ability and may feel shy about speaking in public, especially in front of native speakers. If this is the case for you, remember that Australian staff and students are accustomed to hearing students from a wide range of backgrounds speaking in class. Try not to be nervous. Speak slowly and clearly and remember too that your English language ability will improve as you practise.

Other international students do not feel shy about speaking, but are unsure of the 'rules' of how to take turns in a group discussion or may feel hesitant to 'interrupt' another speaker. If this is the case for you, watch local students carefully to see how they show that they would like a turn or how they 'interrupt politely'. Copy what the successful contributors do. You will notice that they time their contribution carefully so that it comes just as someone else has finished speaking. You might notice that just before they speak, they raise one finger or their eyebrows, or take a breath, to indicate to the discussion leader and the other students that they would like a turn. They may even raise their hand. Start by practising 'polite interruptions' on your own or with friends, and then first try contributing in the class where you feel most comfortable. Once you have begun participating, you will find it gets easier.

3. Group work

Group work is very popular in some courses in Australian universities. Some international (and local) students find this type of assessment confusing at times but the simple suggestions below are likely to help you avoid confusion and problems:

- Try to choose a group where there are Australian students – they are likely to be more familiar with the requirements of group work and this will help you
- Read the assessment requirements very carefully – ask your tutor or lecturer if you are not sure exactly what you have to do
- Be sure to ask your group members questions if you are not sure about your role in the group – for example, "I'm very keen to be involved, what can I do?" or "How can I help get this assignment done?"
- Make sure you arrive on time to all group meetings and contribute fairly to the work of the group
- Ensure that you do the work you say you will do – if you are having trouble, ask for help as soon as possible
- If you have to write an individual report, check that you understand the requirements clearly and ask someone to read and comment on a draft of your report
- Make sure you hand your work in on time.

4. Communicating in Australian English

Some international students find that even though they have high scores on IELTS or TOEFL or other English language tests, when they get to Australia they have difficulty understanding some spoken and written language. It often takes some time to adjust to a different accent and use of English, as well as to Australian idioms. Try to read as much as you can in English, including newspapers and magazines as well as your academic texts. You might also find it helpful to listen to the radio or television or to conversations around campus or home to familiarise yourself with the way English is used in Australia. Speaking is also helpful in developing your skills — practise by having conversations wherever possible, asking questions in class and participating in tutorial discussions.

Don't be afraid to ask for help with your written language. Many local students from English speaking backgrounds need and seek help with problems with their own written language skills. The way in which assignments are written in Australian universities may differ significantly from the way in which you are accustomed to writing. Plan to write several drafts of your assignments, leaving plenty of time to review and edit them.

5. Oral presentations

Many international (and local) students find oral presentations – presenting a talk or paper in front of the class – a difficult thing to do. Make sure you collect as much information as possible on what is required from you in the presentation (for example, for how long should you speak, whether you are required to use presentation aids or props and whether you need to prepare questions to ask the audience). Try also to collect as much information as possible on how your presentation will be marked (for example, the criteria of a good presentation and how much each criterion is worth).

The key to doing well in oral presentations is to prepare carefully and thoroughly and as part of this preparation, to practise. Once you have completed your research and decided on the

material you will present, it is critical that you practise your presentation. Practise aloud, with any aids you intend to use, such as an overhead projector or a whiteboard. If it is not possible to have access to a room with such aids, any room will do and you can pretend to change transparencies and/or write on the board. Planning and practising at what points you will change the transparency or write something on the board during your presentation is an important part of your preparation. Do this by yourself or, if possible, in front of a small group of friends and ask them to give you feedback. You can do the same for your friends. Time your presentation to make sure it does not take longer than the allocated time (remember that it takes longer to say something aloud than to read it silently).

How will you know how well you are doing?

Many international (and local) students find the grades given for pieces of work and for whole subjects different to what they may have experienced elsewhere. Specifically, you may notice that the names of the grades are different to those you may have seen before. The names vary across universities in Australia, with some awarding, for example, 'A', 'B', 'C', 'D' and 'E', with others awarding, for example, 'High Distinction', 'Distinction', 'Credit', 'Pass', 'Fail' to refer to similar levels of achievement.

Each university in Australia has its own policy on grading practices and has explanations for each of the grades that students can receive for a piece of work or a subject. These policies are usually available on the university website. If you have trouble finding them, ask the student union or international office for help.

When you get your assignment or exam results back, check carefully for marks, comments or other feedback that your tutor or lecturer may have provided. If it is possible to make an appointment to see your tutor or lecturer for more detailed feedback, do so as soon as possible. Listen carefully to what they tell you about your work. Use this feedback to improve future assignments/exams either in that subject if possible, or in future subjects.

Try not to become disheartened if you do not do as well as you thought you might have. Many local and international students take time to adjust to the requirements of assessment in universities in Australia. Many do not get perfect or very high marks for assignments and exams, even when they may have done so in other educational settings. Remember that the important thing is to keep trying to improve as you learn more about assessment practices and about your course material.

University of Ballarat Academic Expectations

For more information on assessment practices and expectations specific to the University of Ballarat, visit the *General Guide to the Presentation of Academic Work* at:

http://www.ballarat.edu.au/aasp/student/learning_support/generalguide/

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