

# Academic Policies

## Admission to undergraduate degree courses

Applications from all prospective students are welcome and no test of religion, politics, race or gender is applied to determine admission as a student, graduation or the enjoyment of any benefit, advantage or privilege of the institution. Admission to Avondale College is dependent on demonstrated evidence of good character, intellectual competence, and a willingness to conform to College regulations. Several pathways are available to admission but the onus is on the student to demonstrate his/her capacity to succeed in tertiary education. The College will accept various forms of documentary evidence to support this claim.

## Year 12 Satisfactory Completion

Australian and New Zealand students may provide evidence of satisfactory completion of Year 12 (Australia) or Year 13 (New Zealand). This may be through achieving a satisfactory Universities Admission Index score or its equivalent in other States (eg ENTER, OP) or the International Baccalaureate.

## TAFE Qualifications

Successful completion of an Australian VET or TAFE award at Certificate IV or higher (or equivalent) will normally be considered to meet the entry requirements into the undergraduate degree courses at Avondale College. Individual courses may have specific entry requirements.

## Diploma of General Studies (Avondale College)

Appropriate performance in, or satisfactory completion of, the Avondale College Diploma of General Studies may be used as a pathway to demonstrate ability to succeed in tertiary education.

International students also may choose the Diploma of General Studies as a pathway to a degree course. Applicants from other countries whose first language is not English are advised that they will be required to demonstrate proficiency in the English language prior to enrolment in the Diploma of General Studies. Depending on their prior level of achievement, international students enrol for either one semester, two semesters or two years.

## Foundation Studies

Successful completion of a Foundation Studies Course at a recognised Australian institution, designed to prepare students for tertiary education, may be used to gain entry into the undergraduate degree courses at Avondale College.

## Special Tertiary Admissions Test (STAT)

An appropriate score in the Special Tertiary Admissions Test (STAT) may be provided by applicants who do not have a satisfactory UAI or its equivalent, and who are more than nineteen years of age by the census date in the commencing semester of studies.

## Special Consideration

Special consideration may be extended to people who have suffered economic or social disadvantage. Disadvantage may be the result of many factors including: low socio-economic background, non-English speaking background, family disruption, high mobility in childhood, little encouragement to continue study, primary care of children, remote area background, excessive travel time to school, personal illness, injury, disability, or refugee status. In such cases, the onus remains with the applicant to demonstrate a level of knowledge that indicates a capacity to succeed at tertiary level. This may be done by undertaking the STAT test (at the discretion of the Registrar the age requirement may be waived in special circumstances), the Diploma of General Studies Course, relevant TAFE qualifications, or by recent passes in at least two degree level units completed at a recognised tertiary institution.

## Additional requirements

### Specific prerequisites

Some courses have specific prerequisites and these are listed with the information about that particular course later in this Handbook.

### For applicants for Commonwealth-supported places in education and nursing

Offers of places are made in order of academic merit (based on UAI score in NSW or its equivalent score in other States or other entry qualifications as assessed by the Registrar).

### For courses involving contact with vulnerable people

Applicants for courses offered by the Faculties of Education, Nursing, Theology and any other courses that include contact with children, young people, the ill, or other classes of vulnerable people are required to sign a self-disclosure form (Prohibited Persons Declaration) and consent to a criminal record check. These checks may be required by organisations providing professional experience placements, fieldwork, clinical placements, work experience or professional internship placements. Applicants should note that in order to run the criminal records check, an employer or other agency may require the College to provide it with personal information including name, date and place of birth, citizenship status and current address.

### For courses including fieldwork

Some courses require professional experience placements, fieldwork, clinical components, work experience or professional internship placements. If organisations/agencies providing such placements decline for any reason to permit a student to undertake this aspect of his/her studies, then

he/she may not be able to complete the requirements of the course. The College will do all that is reasonable to arrange an alternative location for the student to undertake such compulsory components. However, the College cannot guarantee that such an option will be available. Students should therefore note that, in such circumstances, they may not be able to graduate with the anticipated award.

Other courses such as nursing also require adherence to relevant NSW Health Department vaccination and screening guidelines that are in place during the time of their course. This may require completion of some vaccinations or undertaking of particular screening for exposure to, or protection from, certain diseases. Non-participation in this vaccination and screening program may prevent the completion of compulsory clinical placements and hence the student may not be able to graduate with the anticipated award.

### For applicants whose first language is not English

Courses at Avondale College are delivered in the English language. In order to complete the courses successfully, international applicants from a country where English is not the first language must demonstrate proficiency in English in one of the following ways:

- 1 provide documentary evidence at the time the application is lodged that all secondary schooling was conducted in the English language, and evidence of a satisfactory pass in English in a British O level examination or local equivalent; or
- 2 provide documentary evidence at the time the application is lodged of a satisfactory pass in the standardised IELTS test with a score of 6.5 or better, with no individual band score less than 6.0, for courses in all Faculties except the Faculty of Nursing and Health which requires an IELTS score of 6.5 or better with a written score of at least 6.5 and with no individual band score below 6.0, and the Faculty of Education which requires a minimum IELTS score of 7.5 in each category; or
- 3 provide documentary evidence at the time the application is lodged of a satisfactory pass in the standardised TOEFL<sup>1</sup> test at a score of 580 (630 for Faculty of Education) with no score less than 5.0 (5.5 for Education) in the Test of Written English in all faculties except the Faculty of Nursing and Health; or
- 4 successful completion of at least two years of tertiary study conducted in the English language in Australia or another country in which English is the official language within the last two years.

These English entry requirements are a minimum level and applicants are advised to take further English study after enrolment if specific language challenges are encountered.

If applicants do not meet these English language requirements but satisfy all other academic requirements, they will be

advised to undertake instruction in an English Language program. (Avondale College is able to advise prospective students of the location of English Language Schools in Australia.) For admission to all Faculties except the Faculty of Nursing and Health, this may be taken as a “package offer” in which the English course is followed by undergraduate study.

### For International students

Overseas applicants are also required to satisfy Australian Government visa requirements. Applicants from countries deemed Level 3 or 4 by the Australian Department of Immigration and Citizenship (DIAC) will be required to obtain an IELTS score of 6.0 or better (however, please note the entry requirements for Avondale courses as identified above) to be eligible to obtain a visa, even if other options listed above are demonstrated. The Australian Embassy, High Commission or Consulate in the home country will provide information regarding the visa requirement. (See <http://www.immi.gov.au/students/index.htm>).

In exceptional circumstances demonstrated English proficiency to the satisfaction of the Academic Registrar, subject to DIAC requirements, will be accepted.

### English Language Proficiency Requirement for Teachers in NSW

International students require an International English Language Test Score (IELTS) of at least 8.0 for *speaking* and *listening* prior to being employed as graduate teachers in New South Wales

<sup>1</sup> IELTS is the preferred English proficiency test for all Australian visa subclasses. TOEFL is accepted in a limited number of countries where IELTS is not available (see the DIAC website at [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm))

| Country                   | Entry Certificate Required  |
|---------------------------|---|
| All countries             | Successful completion of the International Baccalaureate with a minimum of 24   |
| Botswana                  | Successful completion of one year of tertiary study at a recognised university; <i>or</i><br>Successful completion of one year of study at a recognised university  |
| Brazil                    | Successful completion of one year of tertiary study at a recognised university; <i>or</i><br>Satisfactory completion of a recognised college <i>or</i> TAFE diploma   |
| Canada                    | Provincial High School or Secondary School Diploma satisfying entry to Canadian University; <i>or</i><br>Ontario year 13 Secondary School Diploma with average of 65%   |
| Peoples Republic of China | Satisfactory completion of one year of tertiary study at a recognised university; <i>or</i><br>Applicants with completed degrees should provide certified proof of completion including National Emblem, certificate number and accreditation of their degree; <i>or</i> Satisfactory completion of a recognised college <i>or</i> TAFE diploma                     |
| Denmark                   | Successful completion of Danish Studentereksamen <i>or</i> equivalent   |
| Fiji                      | Satisfactory completion of Form 7; <i>or</i> satisfactory completion of a recognised Foundation Year  |
| France                    | Successful completion of Baccalaureate  |
| Germany                   | Successful completion of Abitur <i>or</i> Reifezeugnis  |
| Hong Kong                 | Successful completion of minimum of 3 HK or GCE "A" level subjects (at least 2 subjects in one sitting)   |
| India                     | Successful completion of Indian School Certificate; <i>or</i><br>Successful completion of All India Senior School Certificate   |
| Indonesia                 | Successful completion of one year of study at a recognised university with grades above 6.5<br>Completion of SMU 3 with a GPA of 8.0 (Nursing, Science and Mathematics requires 8.6)  |
| Japan                     | Satisfactory completion of one year of tertiary study at a recognised university <i>or</i> junior college; <i>or</i><br>Satisfactory completion of a recognised college <i>or</i> TAFE diploma  |
| Kenya                     | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting)   |
| Korea (South)             | Successful completion of one year of study at a recognised university; <i>or</i><br>Korean Senior High School Diploma with a GPA of 3.5   |
| Malaysia                  | Successful completion of one year of tertiary study at a recognised university; <i>or</i><br>Satisfactory completion of a recognised college <i>or</i> TAFE diploma; <i>or</i><br>Successful completion of STPM (minimum of three subjects); <i>or</i><br>Successful completion of a minimum of three GCE "A" Level subjects (at least two subjects in one sitting) |
| Netherlands               | Successful completion of Dutch Diploma of Higher General Secondary Education  |
| New Zealand               | NCEA Level three with university entry; <i>or</i> Satisfactory completion University Bursaries Examination (pre 2004)   |
| Norway                    | Successful completion of Vitnemal: den Videragenade Skole plus 4 in English   |
| Pacific Islands           | Satisfactory completion of the University of the South Pacific Foundation Year  |
| Papua New Guinea          | Satisfactory completion of either the NSW, ACT <i>or</i> QLD Year 12 certificate; <i>or</i><br>PNG Higher School Certificate with minimum of five subjects with at least 3 'B' grades <i>or</i> better  |
| Philippines               | Satisfactory completion of one year of study at a recognised university   |
| Singapore                 | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting)   |
| South Africa              | Satisfactory completion of the South African National Senior Certificate; <i>or</i><br>Satisfactory completion of the SA Senior Certificate; <i>or</i><br>Satisfactory completion of the Matriculation Certificate of the Joint Matriculation Board (6/six higher grade subjects must be presented)   |
| Sweden                    | Satisfactory completion of the Swedish Secondary School Leaving Certificate   |
| Taiwan                    | Satisfactory completion of one year of study at a recognised university; <i>or</i><br>Satisfactory completion of two years at a recognised junior college   |
| Tanzania                  | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting); <i>or</i><br>Satisfactory completion of Advanced Certificate of Secondary Education  |
| Thailand                  | Successful completion of the Matayom 6 Thai Certificate of Secondary Education; <i>or</i><br>Satisfactory completion of one year of tertiary study at a recognised university   |
| Uganda                    | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting); <i>or</i><br>Satisfactory completion of Ugandan Advanced Certificate of Education  |
| United Kingdom            | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting)   |
| United States             | Successful completion of one year of tertiary study at a recognised university; <i>or</i><br>Satisfactory completion of a recognised college <i>or</i> TAFE diploma; <i>or</i><br>Graduation from High School plus appropriate SAT, APT <i>or</i> ACT (minimum GPA of 3.0 and a minimum SAT score of 1700)  |
| Zambia                    | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting)   |
| Zimbabwe                  | Successful completion of a minimum of three GCE "A" level subjects (at least two subjects in one sitting)   |

Prospective students who wish to appeal against a determination made with respect to admission to Avondale College are referred to the Student Grievance and Appeals Policy (see Academic Grievances/Prospective Student Section) which is located on the Avondale College website at <http://www.avondale.edu.au/information::Policies/display/?s=MjA0>

## Advanced standing and credit transfer

### Advanced standing for completed formal studies

Students may apply for advanced standing in undergraduate or postgraduate courses where they have completed formal studies at another higher education institution. Students apply by submitting the appropriate form to the Course Coordinator and attaching documentary evidence of satisfactory completion of that course or courses. A decision is made by the relevant Faculty Research and Teaching Committee about the level at which the student will enter the course (eg, one year of advanced standing means the student will enter the course at the level of Year 2). The maximum amount of credit that may be granted normally is no greater than 50% of the course. (Where vocational education and training is in an area related to the subject matter of the undergraduate degree course, credit may be granted for up to one year of the Avondale College undergraduate course for studies completed at the Diploma or Advanced Diploma level.<sup>2</sup>)

### Block or unspecified credit

Students may apply for unspecified or block credit in undergraduate or postgraduate courses where they have completed a block of units that comprise part of a course at a recognised higher education institution. Students apply by submitting the appropriate form to the Course Coordinator and attaching documentary evidence of satisfactory completion of those units. A decision is made by the relevant Faculty Research and Teaching Committee about the equivalence of the block of units from which the student will be exempted (eg, a major/minor sequence). The maximum amount of credit which may be granted normally is no greater than 50% of the course. Where vocational education and training study is in an area related to the subject matter of the degree course, credit may be granted for up to one year of the Avondale College degree course for studies completed at the Diploma or Advanced Diploma level.

### Credit transfer

Students may apply for credit transfer in undergraduate or postgraduate courses where they have completed a unit or units at a recognised higher education institution. Students apply by submitting the appropriate form to the Course Coordinator and attaching documentary evidence of satisfactory completion of a similar unit(s).

A decision is made about the equivalence of the unit(s) from which the students will be exempted (eg, Chemistry IA). Decisions about credit transfer applications will be made by the relevant Faculty Research and Teaching Committee on the following basis:

- units for which credit is granted should have reasonable correspondence to units offered by Avondale College;

- credit is normally not granted for work completed more than 10 years previously;
- students wishing to take out two Avondale College awards may be granted cross credits not exceeding 50% of the shorter course;
- where a student qualifies for two awards at Avondale College, the Christian Studies units for the longer course are deemed to meet the requirements of the shorter course;
- requests for credit transfer in excess of these guidelines may be considered by the Faculty Research and Teaching Committee on a case-by-case basis but will only be granted in exceptional circumstances.

### Waiver/exemption

Students may apply for an exemption from a required element of a course on the basis of units or equivalent content completed elsewhere, but the student may be required to undertake alternative unit(s) to an equivalent credit point value in lieu of the exempted unit(s).

### Credit by challenge assessment

Incoming students may submit to the Faculty Research and Teaching Committee an application to demonstrate that they have achieved the learning outcomes of a particular unit through prior learning. The Faculty Research and Teaching Committee may permit the applicant to demonstrate their prior learning through submitting a summative assessment item normally in the form of an examination. In such cases, the Faculty Dean shall be satisfied that the summative assessment item is set and assessed at the same level as that expected of other students in the unit. The student must achieve at least a passing grade.

Upon successful completion of the challenge assessment, the student must submit a request for credit transfer for the relevant unit, providing documentary evidence of the successful completion of the challenge assessment.

### Partial credit

Students may seek partial credit from assessment within a unit by applying to the lecturer in charge of the particular unit. If satisfactory documentary evidence is presented by the student, the lecturer may exempt the student from the particular part of the assessment or attendance requirements that is related to the previously completed material (eg, for providing a Certificate of Completion for the standard “Basic Week Workshop” offered by the William Glasser Institute a student may be exempted from one assignment in a behaviour management course).

### Recognition of Prior Learning and Recognition of Current Competency

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) are terms normally reserved for vocational education courses. See the Advanced Standing Policy and Procedures on the Avondale College website.

<sup>2</sup> Your application may also need approval by any related professional body; and you must have been assessed as competent in the modules you undertook.

### Christian Studies units

Students admitted with advanced standing who will require more than two semesters to complete a course leading to the awarding of an undergraduate degree at Avondale College must complete any two of the following units

- Christian Studies I and variants, *or*
- Christian Studies II and variants, *or*
- Christian Studies III and variants, *or*

choose an equivalent number of units from the range of units offered in the Faculty of Theology.

Students who have previously taken the required number of these units or approved alternatives at Avondale College or other institution will be exempted from the above requirements. Students admitted with advanced standing in the Bachelor of Nursing course should seek advice on Christian Studies requirements from the Dean of the Faculty of Nursing and Health.

### Credit transfer through cross institutional enrolment

Avondale College students should seek the permission of their Course Coordinator prior to enrolling in studies with another institution that they will later seek to credit toward their Avondale College course.

Upon successful completion of the course at the other institution, it is the student's responsibility to submit an application for credit transfer to the Course Coordinator and attach a copy of the official results obtained at the other institution.

### Academic integrity

Avondale's Code of Conduct states that it is an educational aim of the College to develop skilled graduates who act according to ethical principles and with integrity in their personal and professional lives. In preparing students to meet this aim, Avondale expects students to act with integrity in the performance of their academic work while students at College. Avondale assists students in this respect by informing them how to act with integrity and discouraging all forms of academic dishonesty. Academic dishonesty may take several forms and these forms include, but are not limited to, plagiarism, cheating in examinations, falsification of data, and incorrectly ascribing authorship in group projects.

### Plagiarism

Plagiarism is the use of someone else's ideas or words as if they were your own. Plagiarism is one form of academic dishonesty, and students are expected to avoid it by: doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required. Further, students should refrain from: copying another student's work; lending an assignment to other students; copying or quoting from another source without acknowledging that source and appropriately identifying all

quoted material; and paraphrasing another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase. (Extensive paraphrasing, even when acknowledged, is not advisable.)

Students are required to declare that the work is their own by attaching a cover sheet to all assignments submitted. The cover sheet should include the following declaration:

*"I certify that this assignment is my own work and is free from plagiarism. I understand that the assignment may be checked for plagiarism by electronic or other means. The assignment has not previously been submitted for assessment in any other subject or institution. I have read and understood Avondale's Academic Integrity Policy."*

Signed ..... Date .....

Lecturers undertake plagiarism prevention procedures in order to assist students to complete the required assessment tasks without pressure to plagiarise. These plagiarism prevention procedures include: rotating assessment tasks in subsequent semesters to prevent students using the work of previous students in the subject; coordinating the due dates of assignments so that assignment due dates are spread as evenly as possible throughout the semester; providing clear assignment instructions and the conditions under which assignments may be completed (eg with/without the use of calculators); refusing to mark assignments that do not have a properly signed cover sheet; and providing adequate feedback on all formative assessment work.

However, if a lecturer suspects plagiarism, the lecturer will, in collaboration with the Chair of the Faculty Research and Teaching Committee, determine the appropriate penalty. Guidelines for this process are outlined below:

### Major plagiarism

Major plagiarism is defined as an attempt to circumvent assessment requirements by drawing on unacknowledged sources in such a way as to improve the grade. This is serious misconduct and will not be tolerated. Guidelines for responding to instances of major plagiarism are as follows:

- 1 The lecturer who suspects or has evidence of major plagiarism reports their suspicions and/or provides evidence to the Chair of the Faculty Research and Teaching Committee who in turn notifies the Faculty Dean and the Course Coordinator of the allegation and that an investigation will follow. The Chair of the Faculty Research and Teaching Committee checks the student's file in the Academic Office for earlier recorded instances of plagiarism. Where previous breaches are on file, these will be taken into consideration in the investigation.
- 2 The Chair of the Faculty Research and Teaching Committee sets up a meeting between the student(s), the lecturer and the Chair of the Faculty Research and Teaching Committee. Where two or more students are involved both/all student(s) are interviewed

simultaneously. The Chair of the Faculty Research and Teaching Committee acts as facilitator of the meeting. The lecturer outlines his/her cause for concern and explains the basis for his/her concerns. The Chair asks the student(s) for an explanation.

- 3 If plagiarism is established the Chair of the Faculty Research and Teaching Committee takes a penalty recommendation to the Faculty Research and Teaching Committee. Students in their second or later semesters will be penalized more heavily than beginning students. The penalties for more serious instances are as follows:
  - **First offence:** Penalties range from substantial deduction of marks to zero marks for an assignment.
  - **Second offence** (counting all subjects taken at Avondale): fail grade for the subject.
  - **Third offence** (counting all subjects taken at Avondale): fail grade for the subject and the student shall be asked to show cause why they should not be excluded from their course of study for a period of two years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.
- 4 If major plagiarism is established the Chair of the Faculty Research and Teaching Committee reports the matter to the Registrar who will ensure that a record is placed in the student's file in the Academic Office. This record will include the date, the subject involved, the nature and extent of the plagiarism, and the action taken. Copies of the relevant documents also should be included in the file.

#### Minor plagiarism

Minor plagiarism is defined as uninformed omissions of details which are minor in nature and by themselves are unlikely to alter the student's overall grade (eg omission of a limited number of referencing details or incorrect referencing details). It is acknowledged that these minor omissions and errors are more likely to occur in the student's first semester on campus, and therefore, responses should be more educative at that time. Education and rehabilitation are the preferred course of action.

However, major plagiarism may occur in a student's first semester, and in such cases the Chair of the Faculty Research and Teaching Committee should use the guidelines for resolving major plagiarism as outlined above in resolving the matter. In addition, not all instances of minor plagiarism occur in first semester. Where instances of minor plagiarism occur in Semesters 2–8 Chair of the Faculty Research and Teaching Committee should use the guidelines for resolving minor instances of plagiarism in resolving these cases.

Guidelines for resolving minor instances of plagiarism are that, in the first instance, a student is to be issued with a warning and a note filed on the academic file. Subsequent instances of minor plagiarism will be penalised with increasing

severity as determined by the Faculty Research and Teaching Committee.

In all cases of plagiarism a record will be kept on the student's academic file and this record will include a copy of the plagiarised work, the findings of any investigation, and a record of the actions taken.

#### Incorrectly ascribing authorship in group projects

Students may be required to work cooperatively with other students in exploring the issues underpinning concepts later required to be developed for submission as assessment items. In such cases, it is acknowledged that the ideas may be similar, but from these initial ideas students must develop their own assignment which should be their own independent work. Students who have worked collaboratively in a group must acknowledge the other members of the group and indicate on the front cover of the assignment that conceptual work was done in a group. The cover should then include an acknowledgement of the names of the other members of the group.

Alternatively students may be required to work together and submit an assignment that represents the work of the group. In these cases, the assignment is submitted as a joint assignment. Only one copy of the assignment should be submitted, and the assignment should include the names of both/all contributors. In such cases a single mark will be awarded and an identical mark will be recorded for all contributors.

Students who work on group projects and incorrectly ascribe authorship, other than in the ways indicated above, will be treated under the guidelines for resolving major plagiarism or minor plagiarism depending on the judgment of the Chair of the Faculty Research and Teaching Committee.

#### Cheating In examinations

Cheating in examinations is another form of intellectual dishonesty and students' attempts to circumvent assessment requirements by cheating in examinations will be taken seriously. Avondale College is committed to conducting examinations in a manner to ensure academic integrity is maintained.

In supervising examinations invigilators and/or other persons in authority will refer suspected instances of cheating in examinations to the Registrar and these reports will be referred to the Chair of the Faculty Examination Board; and take action where candidates have unauthorized materials in their possession.

The Board of Examiners will:

- investigate seriously all allegations of suspected cheating in examinations;
- take action to protect the reputation of the College and other students in cases where attempts to circumvent assessment requirements by cheating in examinations has been established.
- notify the Chair of the Academic Board and the Registrar

of the circumstances and substance in relation to all cases of cheating in examinations.

The Chair of the Academic Board will ensure that appropriate records are included on the student's file in the Academic Office, appropriate persons are notified and appropriate penalties are implemented.

#### Penalties for cheating in examinations

Cheating in any form during an examination will normally result in a failing grade being recorded for the unit in question and may result in exclusion from the course of study.

Further instances of cheating in examinations will result in a fail grade for the unit and the student shall be asked to show cause why they should not be excluded from their course of study for a period of two years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.

#### Appeals on academic matters

Academic matters include, but are not limited to, matters relating to admissions, review of a grade, transfer credit or advanced standing, quality assurance, and eligibility for graduation. Policies for each of these academic matters appear in both the student section and academic section of the Avondale College Policy Manual, the definitive version of which is located on the Avondale College website.

Appeals normally occur in two stages. In Stage One the student is encouraged to contact the lecturer to confirm that the grade issued is the correct grade, and that a clerical error has not occurred. Following this confirmation, if the student continues to hold the belief that an injustice exists due to some inadequacy in the validity or the reliability of the assessment, a formal appeal may be initiated.

- 1 The student (or nominee) initiates the appeal/grievance process by discussing orally the nature of the appeal/grievance with the person with whom the grievance is held.
- 2 If the oral response does not satisfy the student he/she may either speak with or submit a written description of the grievance to the Dean of the Faculty who will endeavour to resolve the issue amicably and with respect to the rights and responsibilities of both parties. If the student feels unwilling or unable to approach either the person with whom the grievance is held or the Dean of the Faculty, the student may seek the support of another person in authority such as the Director of Student Services, a representative of the Avondale College Student and Faculty Association Council, the Equity Officer, the Disabilities Officer, the Student Counsellor, or the Chaplain.
- 3 If the Dean of the Faculty is unable to resolve the matter informally, he/she will establish a meeting within 10 working days between the student, the person with whom the grievance is held, and any other relevant authorities or persons.

- 4 If the matter remains unresolved then a written grievance with full supporting documentation shall be submitted to the Vice-President (Learning and Teaching). The Vice-President (Learning and Teaching) (or nominee) will within 10 working days interview all parties individually, and set up a meeting between all parties where arguments and/or witnesses in support of either party can be presented. The Vice-President (Learning and Teaching), in consultation with a sub-committee (comprising no more than four persons) of the Teaching and Learning Committee will make a final determination on the matter within 10 working days of receiving the written submission, and communicate the outcome to all parties. In communicating this outcome the Vice-President (Learning and Teaching) will give reasons and full explanation in writing for the decision and actions taken as part of the procedures, if requested, by the complainant and/or respondent.
- 5 This Grievance and Appeal process does not preclude the student seeking redress in other forums outside the Avondale College process. For example, the student may wish to take the matter further by selecting the appropriate body from among such bodies as the Office of Fair Trading (02 4925 7000), the DEEWR National Training Complaints Hotline (1800 000 674), the Human Rights and Equal Opportunity Commission (1300 656 419) or the Anti-Discrimination Board of NSW (02 4926 4300). (A full list of external bodies is located in the Government section of the local telephone book.)

Students should note that:

- The Office of the Vice-President (Learning and Teaching) will keep appropriate records of grievances for at least fifteen years, and allow parties to the complaint appropriate access to these records.
- The Office of the Vice-President (Learning and Teaching) will ensure that all records are treated as confidential.
- In the case of an appeal against a grade the result may be that the final grade is either retained, raised or lowered.
- In a dispute relating to instructions which have been given to students on assessment procedures within a unit, the written guidelines which lecturers have provided to students will be taken as definitive.
- Avondale College will alter this policy immediately and without notice where any conflict arises with relevant legislation and in such cases the requirements of the legislation will take precedence.
- A nominee of the student may be included in the grievance handling processes if the student so chooses.

#### Assessment policy (Undergraduate)

##### Preamble

Assessment tasks are set in each unit to promote learning and to provide students with the opportunity to demonstrate what they have learned. So that a focus on learning is maintained,

assessment tasks may be termed 'learning tasks'. Academic staff also are able to demonstrate that students who apply to graduate have fulfilled the requirements of their course, met the requirements of accrediting bodies and Avondale's Quality Management System and the requirements for professional registration where necessary.

Learning tasks allow academic staff to monitor students' progress towards their learning goals and to diagnose and remediate learning difficulties and/or deficiencies. Learning tasks may be modified to allow students with disabilities to demonstrate that they have achieved the learning outcomes through alternate means. Learning tasks also provide feedback to academic staff on the effectiveness of their instructional methods, and the adequacy of the content selected.

Learning tasks may take a variety of forms such as examinations, portfolios, case studies, critical incident scenarios, group presentations, problem-based learning tasks and may increase in the level of difficulty as the course progresses. In designing assessment tasks academic staff encourage students to demonstrate:

- learning in relation to the body of knowledge identified in the unit outline;
- understanding of the key concepts of the unit;
- ability to deduce, infer, analyse, synthesize and evaluate;
- ability to apply theories and methodological content of the discipline;
- ability to evaluate content and/or concepts as a basis for professional decision making;
- a capacity for independent thought;
- ability to develop new ideas based on sound scholarship;
- ability to select, use and document the source of their ideas; and
- capacity to argue and communicate coherently and persuasively either symbolically or in written form.

### Types and number of learning tasks

The learning tasks in each unit normally:

- requires students to apply the knowledge that they have learned to problems that graduates of the course may encounter in the workplace;
- measure whether or not the intended learning outcomes stated in the unit outlines and the content covered in the course have been achieved;
- is completed, with other unit requirements, within the allocated time of 150 hours for each 6-credit point unit.

Avondale College acknowledges that the types, amount and frequency of learning tasks influence the quality of student learning. In order to design and implement units and courses of high quality consistent with our mission, the learning tasks are integrated into the overall pedagogy of the course. Normally a full-load is considered to be four, 6 credit-point units per semester and each unit requires 150 hours of time commitment. The design/type of each of the assessment items set for students is directly influenced by the time available for students to complete it, and by the availability

of institutional resources allocated to assist completion. Learning tasks are designed to provide information to the lecturer on the degree to which each student has achieved the intended learning outcomes as stated in the unit profile. Each learning task need be no larger than that required by the lecturer to assess whether or not the student has achieved the learning outcome.

The use of a variety of different approaches is encouraged. In some cases the professional accrediting bodies require that these learning tasks be of a certain form and amount. In all cases, the type, amount and frequency of the learning tasks and the criteria by which grading will be determined, need to be communicated to the student early in the semester (preferably week 1 and no later than week 2) as this information will influence the amount and type of learning that the student achieves throughout the semester or teaching period.

This policy is not intended to influence in any way the design of the learning tasks but where written tasks are set, the following parameters are issued as guides for the purpose of promoting equity between faculties and units. The word limits for assessment tasks should be not greater than the following:

|  |             |
|--|-------------|
| First year student's assessment in a unit where there is an examination            | 3,000 words |
| Second year student's assessment in a unit where there is an examination           | 3,500 words |
| Third and fourth year student's assessment in a unit where there is an examination | 4,000 words |
| First year students' assessment in a unit where there is no examination            | 5,000 words |
| Second year student's assessment in a unit where there is no examination           | 5,500 words |
| Third year student's assessment in a unit where there is no examination            | 6,000 words |

### Learning tasks

Unit outlines provided to students at the commencement of each semester include a description of the learning tasks, their relative weighting, assigned topics, and a list of criteria by which the item(s) will be evaluated.

An overview of all assessment items required to be submitted by students enrolled in the course each semester is compiled by the course coordinator to ensure that the workload of the course is manageable and spread equitably throughout the semester. A copy of this overview is made available for students.

In marking the learning tasks, Avondale College academic staff use both norm-referenced and criterion-referenced methods depending on the constraints of each unit. When using both methods, academic staff apply the stated criteria consistently so that students with the same level of achievement receive identical grades. Comments written on the assignments provide feedback to students that are:

- timely (marked assignments are returned to students as soon as is practicable after submission); and
- informative (comments provided to students relate to the criteria established at the commencement of the semester or teaching period).

### Grades awarded

At the conclusion of a semester or teaching period, academic staff may award any of the following grades. Students are expected to achieve grades of Pass or better for units to be counted towards an award although Pass Terminating (PT) grades, as indicated in the descriptor below, may be counted.

- **High Distinction (HD)** normally indicating achievement in the range of 85–100%
- **Distinction (D)** normally indicating achievement in the range of 75–84%
- **Credit (C)** normally indicating achievement in the range of 65–74%
- **Pass (P)** normally indicating achievement in the range of 50–64%
- **Pass Terminating (PT)** normally indicating achievement in the range of 45–49%. PTs indicate that the unit may not be used as a prerequisite for a unit at a more advanced level. Normally no more than one PT is permitted in a two-year associate degree, and no more than three PTs are permitted in a three- or four-year bachelor degree. A PT is not permitted for a 300 level unit. The maximum number of combined Pass Terminating and Pass Conceded grades allowed will be two in a two- or three-year degree and three in a four-year degree.
- **Pass Conceded (PC)** normally indicating the student achieved a grade in the range of 45–49% but the Faculty of Research and Teaching Committee has determined the student's overall performance warrants a PC grade rather than a fail grade. A PC grade allows the student to use the unit as a prerequisite for another unit. A PC grade may be awarded only if the following conditions are satisfied:
  - i The student achieved a grade in the range of 45–49% for the unit;
  - ii The student has achieved a minimum weighted average mark of 55% for the semester in which the PC is awarded;
  - iii The student has passed at least 75% of the units in which he or she was enrolled in the year in which the PC grade was awarded.

The maximum number of combined Pass Terminating and Pass Conceded grades allowed will be two in a two- or three-year degree and three in a four-year degree.

- **Fail, supplementary available (FS)** is reserved for students who have passed other items of assessment and may pass the unit if they achieve a higher score by completing extra assignment work, practical work, and/or an examination.

- **Pass with supplementary assessment (PS)** indicates that the student achieved a passing grade after completing an additional assessment. Supplementary assessments normally are awarded where a student failed a unit because an essential assessment component for the unit has not met the minimum requirement but the aggregate score for the assessment is greater than or equal to 50%, or where a student has a mark that falls in the range of 45%–49%. Supplementary assessments may include assignment work, practical work and/or an examination. Normally no more than two supplementary assessments will be granted in a two- or three-year degree course and no more than three will be granted in a four-year degree course. Supplementary assessments are to be submitted by the end of the first week of the semester following that in which the unit was studied unless otherwise determined by the Faculty Examination Board. The maximum grade that can be available for a supplementary assessment is 64%. If the supplementary assessment is not completed by the specified date the FS grade will convert to a Fila after supplementary assessment attempted (FF). If the supplementary assessment(s) is not attempted the FS grade reverts to a F. The lecturer in charge of the unit is responsible for notifying the student of the work to be completed, and also for notifying the Academic Registrar when the work has been received, marked and a final grade for the unit is available.
- **Fail (F)** normally in the range 0–49% however, a failing grade may be awarded in any unit where minimum requirements in essential components have not been met.
- **Fail after supplementary assessment attempted (FF)** indicates that the student achieved a failing grade after completing additional assessment.
- **Withdrawal without penalty (W)** indicates that the student was permitted to withdraw from the unit without academic or financial penalties.
- **Withdrawal late without academic penalty (WL)** indicates that the student was permitted to withdraw late from the unit without academic penalties but financial penalties were imposed.
- **Fail due to late withdrawal (FW)** indicates that the student withdrew late from the unit and financial and academic penalties were imposed.
- **Incomplete (IC)** indicates that the unit is incomplete due to assessment item not being received.. When the student has not completed the required work, has requested an extension and the lecturer believes that the student experienced circumstances beyond his/her control, the lecturer in charge of the unit may award an IC. The lecturer in charge of the unit must stipulate the revised due date; must notify the student of the work to be completed, and the due date for its completion. The lecturer in charge must notify the Academic Office when the work has been submitted, marked and of the final grade for the unit before the census date for the next

semester.

- **Deferred examination (DE)** indicates that the student is required to successfully complete a deferred examination in the unit before the unit is counted towards the course of study. Students who, by reason of extenuating circumstances such as sickness or accident, are unfit to sit a scheduled examination or to make adequate preparation may apply to the Academic Registrar for a deferred examination. Such application must be made on the prescribed form supported by a medical certificate (where illness is the ground for the application), or by a Residence Hall Director, Director of Student Services or the Dean of the Faculty of Nursing and Health (for the Sydney campus) in other cases. The application form must be submitted to the Academic Registrar as soon as it can be completed. (The expectation is that this will normally be completed within 24 hours). Where sudden illness, accident or other serious misadventure occurs during the examination which prevents the student from continuing with the examination, it is the duty of the student to bring such problems immediately to the attention of the chief examination supervisor who shall report to the Academic Registrar. If an application for a deferred examination arises from such a situation, it should be lodged as soon as is reasonably possible with the Academic Office, and is to be supported by relevant documentation. Students who misread the examination timetable will not be granted permission to sit a deferred examination.
- **Satisfactory (S)** indicates satisfactory achievement in a unit in which the full-range of grades was not available
- **Unsatisfactory (U)** indicates unsatisfactory achievement in a unit for which the full range of grades was not available
- **Audit (AD)** indicates attendance at classes but the student was not enrolled in the unit and did not complete assessment tasks.

### Norm-referenced assessment

In a norm-referenced procedure, the distribution of scores gained from marking student scripts is a relative rather than absolute measure of quality. Students are measured in relation to the achievement of their peers. Small class sizes make this type of assessment problematic. However, if this type of assessment is used at Avondale in some large classes utilising more than one lecturer and/or tutor it may be appropriate to rescale scores in order to approach a level of parity between the markers and student groups. Where class size indicates that rescaling is appropriate, lecturers may standardize marks using a standard score such as the Z-score

### Criterion-referenced assessment

A criterion-referenced procedure compares the students' performance with a set of standards that are provided to students at the commencement of the semester. Feedback

given to students by lecturers using criterion-referenced assessment provides information to students regarding the level of their achievement in relation to their own established goals and helps to focus learning on the intended learning outcomes. Final grades are an expression of how closely students' work has approximated the intended learning outcomes. Where deficiencies exist, students are made aware of the areas of those deficiencies and how to address them, thus making progression to advanced levels possible.

## Tests and examinations

### Scheduling

Wherever possible, tests and examinations are scheduled to avoid unmanageable workload peaks for students and to allow adequate time for study at the end of each semester. Course coordinators ensure that major assignments do not fall due in the last two weeks of classes except in units where there is no final test or examination. No tests or assignments are scheduled during the Professional Experience for teacher education students. No off-campus trips or extra-curricular activities are scheduled during the last week of classes in a semester.

### Examination procedures

Avondale College takes seriously its responsibility to conduct examinations in a manner to ensure academic integrity is maintained. Failure to comply with the examination procedures will result in a failing grade. The responsibilities and roles of students and Avondale College are outlined below.

### Examination roles and responsibilities

*Students have a responsibility to:*

- be present at the scheduled time. Students should not make any travel bookings during the published examination period or arrange events that are incompatible with attendance during examinations;
- bring writing tools as directed by the lecturer;
- bring their ID card and place it on the desk in front of them during the examination;
- write their ID number and/or name clearly on the examination paper and/or examination booklet;
- follow directions provided by the lecturer for the unit, the invigilators and/or other persons in authority;
- refrain from communicating with other persons in the examination room other than the examination supervisor;
- refrain from bringing unauthorised materials into the examination room except where a student whose first language is not English has received in advance written approval from the Academic Registrar to use a printed bilingual or translation dictionary in an examination (in which case the examination supervisor will check the dictionary). Students wishing to be considered for these provisions must apply to the Academic Registrar via the lecturer at least three weeks prior to the examination period.;

- turn off mobile phones and other electronic devices (approved calculators excepted) and leave them in the place designated by the examination supervisor;
- remain in their seats during examinations, request permission from the supervisor before leaving their seats, and remain in their seats until all examination papers have been collected.

Avondale College has a responsibility to ensure that examinations are conducted in an environment free from cheating, plagiarism or any other attempts to circumvent assessment requirements. In fulfilling this requirement Avondale College will:

- provide invigilators and/or supervisors for examinations;
- take action where candidates have unauthorized materials in their possession. Cheating in any form during an examination will normally result in a failing grade being recorded for the unit in question and may result in exclusion from the course of study. Invigilators have a responsibility to refer suspected instances of cheating in examinations to the Academic Registrar and these reports will be referred to the Faculty Examination Board;
- allow first year students from a non-English speaking background, ten minutes of additional time per hour of examination on the recommendation of the lecturer responsible for the unit in question, and may also take into the examination an unannotated bilingual dictionary (non-electronic). Students wishing to be considered for these provisions must apply to the Academic Registrar via the Faculty Dean at least three weeks prior to the examination period. The examination supervisor will check the dictionary in the examination room;
- allow students with a disability (permanent or temporary) likely to impede speed of performance in examinations, to apply for modifications to the examination conditions. When students register their disability with the Disabilities Officer, they are to provide documentation of their disability duly signed by a registered practitioner, and provide a list of the accommodations requested. Avondale will make any necessary approved modifications to the examination conditions.

*Lecturers have a responsibility to:*

- set examination papers that reflect the content covered in the unit;
- set examination papers that allow students to demonstrate their learning in relation to the stated learning outcomes as indicated on the unit profile;
- provide examination scripts in a timely manner to the Academic Office;
- clearly indicate on the cover page, what materials are permitted to be used by students;
- retain copies of the examination scripts and a copy of the examination papers for at least one year.

*The Faculty Examination Board has a responsibility to:*

- ensure that results are valid and reliable and that assessment tasks have been conducted in accordance with

- the written regulations provided to students;
- take action to protect the reputation of the College and other students in cases where there have been suspected or actual attempts to circumvent assessment requirements;
- identify anomalies in the assessment process;
- identify students who are not maintaining adequate progress in the course and recommend the appropriate action to the Course Coordinator, the Faculty Dean or the Vice-President (Learning and Teaching).

## Attendance

Avondale College aims to encourage a positive and supportive learning environment for all its students. The educational program at both the Lake Macquarie and Sydney campuses includes lectures, tutorials, laboratory and clinical activities, and professional experience to enhance individual learning. The Avondale College educational program requires students enrolled in the on-campus mode to attend scheduled educational activities for the following reasons:

- Lecturers design courses so that students are able to achieve the stated learning outcomes as approved by the NSW Department of Education and Training and as required by relevant professional bodies. At graduation the course coordinator must certify that students have met the requirements for graduation. An Avondale graduation testamur indicates that students have successfully completed the requirements for their course. Where students do not participate in the learning activities that have been designed for their course, they may not be able to meet the intended learning outcomes for their course and are at risk of failure.
- There is also the duty of stewardship. Parents, friends and church sponsors as well as the individual student, contribute to the provision of educational opportunity and privilege. The duty of stewardship implies a responsibility on the part of the College and of the student to these various sponsors to maximize opportunities, resources and time.
- Avondale staff often are asked by employers to provide references for potential employees. These employers often request comments on responsibility patterns of potential employees as demonstrated in attendance and punctuality at academic appointments.

For these reasons Avondale College requires punctual and regular attendance at all (ie 100%) classes, lecture appointments, tutorials, laboratories and clinical or other work experience placements. Students should be aware that attendance records are maintained by lecturers. Students are responsible for their attendance. Occasions when a student arrives more than 10 minutes late for appointments may accumulate to count as absences.

The Faculty Research and Teaching Committee may implement measures to deal with unsatisfactory attendance. Such measures may include:

- the notification and counselling of students when their attendance pattern is putting their study program at risk;
- the requirement of a student to withdraw from a unit;
- the requirement of additional make-up work;
- the denial of academic credit.

Students who for any reason, including sickness, do not maintain a minimum of 85% attendance at class/lecture/laboratory/clinical appointments may be recorded, by the Faculty Research and Teaching Committee, as having a fail-withdrawal (FW) from the subject and will be notified accordingly in writing or by email by the Course Coordinator. The Registrar will be notified of the FW grade and supplied a copy of correspondence with the student.

Where students receive a letter from the Course Coordinator in relation to their attendance, they need to respond to that letter in writing within one week. Students are expected to continue attending classes during the show cause period and any appeals process. Appeals against Faculty Research and Teaching Committee decisions in matters of attendance will be considered by the Teaching and Learning Committee and should be submitted in writing to the Academic Registrar.

It is the responsibility of students to ensure that they receive subject outlines and other materials that may be distributed in class. Unit Outlines are available to students in electronic form on the Avondale College website. The institution is not responsible when students do not receive material due to absence from a class appointment. Students who register after the commencement of classes may find they have unresolved timetable difficulties. Avondale College is not responsible to resolve such timetable clashes if a student has returned later than the first day of classes in a given semester.

### International students

The Education Services for Overseas Students (ESOS) Act 2000 requires all overseas students to attend classes, in line with the institution's attendance policy, during the period of their study. Avondale College is required to report student visa holders to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR), through the Provider and International Students Management System (PRISMS), if they are in breach of attendance requirements.

The following statement is to be incorporated in all student information documents accompanying subject outlines:

*International students admitted to Australia on student visas should be aware that Avondale College is required to notify the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR), through the Provider and International Students Management System (PRISMS), breaches of the attendance policy or of unsatisfactory academic progression.*

### Course Assurance option

Avondale College has met the course assurance option

requirement through a Deed/s of Course Assurance with the Second Provider/s. A full list appears on the Avondale College website. If Avondale College is unable to provide a course of study the Second Provider/s will make all the arrangements necessary to ensure that a student enrolled in that course of study is able to enrol in a similar course of study with that Second Provider.

If a student accepts a place in a course offered by a Second Provider, he/she will receive full credit for units of study completed towards the same or comparable qualification with the Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units.

The Second Provider may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study the Avondale College ceased to provide.

A student is not obliged to enrol in an offered course of study with a Second Provider under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with Avondale College or to offer a replacement unit(s) free of charge.

### Excellence awards

Excellence awards are offered to encourage the pursuit of excellence by Avondale students. Awards are presented in November of each year unless indicated otherwise. Further details regarding criteria and selection procedures are available from the Office of the Vice-President (Administration and Research).

### General awards

#### Graduation with Distinction

##### *Testamur endorsement*

Avondale is committed to excellence in Christian higher education and to fostering academic excellence in its students. In addition to awards with honours, the testamurs of the highest achievers completing undergraduate degrees, the Bachelor of Teaching, and both the graduate Diploma in Theology and Graduate Diploma in Ministry may be endorsed "distinction" in recognition of outstanding achievement. To qualify, candidates must have completed at least 50% of the total credit points required for their award while enrolled as a student at Avondale and have achieved a grade point average that places them within the top band of graduates.

#### Avondale College Alumni Community Service Award

##### *\$1,000*

Awarded to a final-year student who has given outstanding voluntary service to the community in the current year. The student may or may not be intending to graduate.

**Kincare Community Service Award***\$1,000*

Awarded to a second-year student who has given outstanding voluntary service to the community in the current year.

**Overseas Volunteer Service Award***\$500*

Awarded by the Adventist Volunteer Service Department of the South Pacific Division of the Seventh-day Adventist Church, to encourage, acknowledge, and celebrate the contribution of Avondale student volunteers. Funded and sponsored by Marian and Cyril Youlden, and Anna Rieger.

**Arts****Adventist Media Centre Excellence Award for Electronic Media***\$1,000*

Awarded to the student with a Communication major in the Bachelor of Arts or Bachelor of Arts/Bachelor of Business who has the highest Grade Point Average in the Communication major (normally above the distinction level) with above average performance in the other unit areas of the course, excellence in understanding the possibilities of the electronic media and in the utilisation of skills to produce works of high quality in the electronic media to influence a wide audience. Evidence of good citizenship is also a requirement.

**Alan and Yvonne Thrift Perpetual Shield for Musical Excellence***Shield and \$100*

Awarded by the Avondale College Music Department to a student in the third or higher year of a Bachelor of Arts, Bachelor of Arts/Bachelor of Business or Bachelor of Arts/Bachelor of Teaching degree with a major in Music. The shield is awarded on the basis of ensemble performance and involvement and leadership in the musical activities of Avondale College. The awardee shall have maintained good academic grades in music units taken at Avondale College. The nominating committee reserves the right not to award the shield in any given year.

**Art Acquisition for the Avondale College Art Collection***\$500*

Avondale College annually purchases one work of art by a graduating student which is added to the Avondale College Art Collection. Graduating students' art works are judged by an external panel. The presentation is made by the Visual Arts staff at the graduating students' art exhibition normally held in November.

**Sanitarium Health Food Company Business and Information Technology Excellence Award***\$1,000*

Awarded to a final-year Bachelor of Business student who demonstrates quality of performance in all the advanced level (200 and 300 level) units of the course; diligence and a positive attitude to studies and where applicable, quality of service in work experience; relationships to peers, lecturers and College personnel; and exemplary citizenship, presentation and professionalism.

**Signs Publishing Company Journalism Excellence Award***\$1,000*

Awarded to a student with a major in Communication in the Bachelor of Arts, Bachelor of Arts/Bachelor of Business, or Bachelor of Arts/Bachelor of Teaching on the basis of GPA in the units CCWR21600 Print Journalism and CCWR36310 Advanced Journalism at the Distinction level or above. Evidence of a publishing record, an active contribution to College and other publications, and good citizenship also will be required.

**Willobee Floor Service Arts Excellence Award***\$350*

Awarded to a student graduating from the Bachelor of Arts course who has demonstrated excellence in his/her major field, above average performance in other unit areas, and good citizenship. Excellence is demonstrated by grades achieved, with a weighting in favour of 200 and 300 level units and normally including a number of distinction grades.

**Education****Australian Council for Health, Physical Education and Recreation Tertiary Student Health and Physical Education Award***Certificate plus 12 months' membership of ACHPER.*

Available to a third or fourth year graduating student who has studied in the areas of health education, physical education, sport, recreation, dance, movement science or community fitness. One student only may be nominated and selected from each department of a tertiary institution each calendar year. The award is not based on academic excellence alone but on evidence of professional interest and aptitude shown by the student which is worthy of encouragement, and the awardee is likely to benefit from the encouragement and recognition.

### **Australian Union Conference Secondary Teaching Excellence Award**

*\$750*

Presented to a Secondary Education graduate who demonstrated effort and skill in the preparation of teaching resources; the capacity to create a learning environment that is both stimulating and intellectually rewarding; the capacity to present and model Avondale College's values for faith and Christian education in an attractive and persuasive manner; a professional approach to teaching and the capacity to maintain all relationships in a mature and responsible manner.

### **New Zealand Pacific Union Conference Primary Teaching Excellence Award**

*\$500*

Presented to a student graduating from Primary Education who has demonstrated effort and skill in the preparation of teaching resources; the capacity to create a learning environment that is both stimulating and intellectually rewarding; the capacity to present and model Avondale College's values for faith and Christian education in an attractive and persuasive manner; a professional approach to teaching and the capacity to maintain all relationships in a mature and responsible manner.

### **Hunter Technology Education Association Excellence Award in Home Economics/Design and Technology Education**

*\$100*

Presented to a graduating Bachelor of Education (Home Economics/Design and Technology) student who demonstrates: academic strength, professional interest and aptitude; a high degree of skill and professionalism towards teaching; leadership and personal qualities suitable to furthering Home Economics education; exemplary citizenship, presentation and integrity.

## **Nursing**

### **Award for Consistent Effort and Accomplishment**

*Certificate and \$50 gift*

Awarded by the Faculty of Nursing and Health to the student who demonstrates *either* clinical competence; commitment to the values and expectations incorporated in the Avondale College student guidelines; and progressive professional and personal achievement throughout the Bachelor of Nursing course *or* continued studies within the constraints of some identifiable cognitive/educational, physical or social disadvantage.

### **Robert Gill/Ian Thew Memorial Excellence Award**

*Certificate and \$50 gift*

Awarded to the graduating student with the highest academic and clinical performance profile aggregate in the units NURS21900 Maternal, Child and Family Health, NURS20300 Clinical Practice III and NURS20400 Clinical Practice IV.

### **Sydney Adventist Hospital Academic Excellence Award**

*Certificate and \$100 gift and a gold medallion*

Awarded to the student graduating with the highest GPA over the three years of the Bachelor of Nursing course.

### **Sydney Adventist Hospital Clinical Excellence Award**

*Certificate and \$100 gift and a gold medallion*

Awarded to the student graduating with the highest clinical performance profile aggregate gained over the three years of the Bachelor of Nursing course.

### **Sydney Adventist Hospital Medical Nursing Excellence Award**

*Certificate and \$50 gift*

Awarded to the student graduating from the Bachelor of Nursing with the highest academic and clinical performance for medical nursing in NURS20200 Medical/Surgical Nursing A, NURS20500 Medical/Surgical Nursing B and NURS30200 Medical/Surgical Nursing C, and NURS10200 Clinical Practice II, NURS20300 Clinical Practice III, NURS20400 Clinical Practice IV and NURS30500 Clinical Practice V.

### **Sydney Adventist Hospital Surgical Nursing Excellence Award**

*Certificate and gift to the value of \$50*

Awarded to the student graduating from the Bachelor of Nursing with the highest academic and clinical performance for surgical nursing in NURS20200 Medical/Surgical Nursing A, NURS20500 Medical/Surgical Nursing B and NURS30200 Medical/Surgical Nursing C, and NURS10200 Clinical Practice II, NURS20300 Clinical Practice III, NURS20400 Clinical Practice IV and NURS30500 Clinical Practice V.

## **Science**

### **Bob Kalaf Science Academic Excellence Award**

*\$500*

Awarded to the science graduate in either the Bachelor of Science, Bachelor of Science/Bachelor of Teaching or Bachelor of Science/Bachelor of Business programs who demonstrates excellence by achieving at least "Credit" level, and should demonstrate basic Christian citizenship, as judged by the Faculty of Science and Mathematics.

## **Theology**

### **Arthur Ferch Prize for Hebrew Studies**

*\$1000*

This prize is donated by Carole Ferch-Johnson and sons and is awarded to the second year theology student who scores the highest cumulative grade average in Hebrew A and Old Testament Studies where Hebrew is applied.

**Bill Marr Institute of Evangelism Award***\$1,000*

This award is donated by the South Pacific Division of the Seventh-day Adventist Church and is presented to a Theology student who demonstrates the goals of the Institute of Evangelism.

**Graham Miller Memorial Award***\$1000*

Awarded to the most promising final-year student who shows aptitude for youth work (academic abilities not to be part of the consideration).

**Graeme Scott Memorial Gift Vouchers***\$100 ABC Gift Vouchers*

Given to all prospective theology graduates applying for employment in ministry.

**Glossary of academic terms****Academic advisement**

Each student is responsible for structuring his/her academic program in accordance with published requirements. Course coordinators are available to advise and assist students in arranging their academic program where necessary.

**Academic regalia**

Candidates for graduation are required to wear the specified academic regalia during graduation ceremonies, as determined by College administration.

**Academic year**

The academic year at Avondale College commences in March and concludes in December. It comprises two semesters of 13 weeks duration, one year long semester and two intensive teaching periods. The Academic Calendar is located on the Avondale website.

**Academic transcripts**

Academic transcripts are the permanent academic record of each student and include a list of all units in which the student has enrolled together with the grade awarded. Two free copies of the transcript are normally provided to each graduate following graduation. Further copies are available on request, and will be provided following payment of the standard charge. Official transcripts bear the impressed seal of Avondale College.

**Appeals**

Students may appeal against any administrative decision if appropriate grounds for an appeal exist. Non-frivolous appeals will be considered under the relevant guidelines such as the Grievance and Appeals policy, Anti-bullying and Harassment policy, or Undergraduate Student Handbook.

A person seeking to appeal a decision or action taken regarding a student, financial or academic matter must apply to the relevant responsible officer within twelve months of the decision or action. Avondale may waive the twelve month deadline in special circumstances or if it is satisfied that the application could not be made within this time frame.

**Auditing units**

Auditing a unit involves attending class periods without doing assignments or taking tests or examinations. No academic credit is given for an audited unit. Students may audit classes provided that no more than one unit is audited each semester; the prerequisites have been fulfilled; the lecturer has approved the audit arrangements; and the audit fee has been paid.

**Australian Higher Education Graduation Statement**

The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for

a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates. Avondale plans to implement the graduation statement from 2009 onwards.

### Census dates

Census dates are the dates on which Avondale reports enrolments to the Government. Students are not permitted to add or drop or change enrolment without academic and/or financial penalty after the census date in each particular semester or reporting period.

#### Census dates—Lake Macquarie campus

##### Semesters

|   |            |              |                    |                     |
|---|------------|--------------|--------------------|---------------------|
| 1 | Start      | 2 March      | <i>Census date</i> | <i>31 March</i>     |
|   | End        | 19 June      |                    |                     |
| 2 | Start      | 10 August    | <i>Census date</i> | <i>18 September</i> |
|   | End        | 27 November  |                    |                     |
|   | Graduation | 5–6 December |                    |                     |

##### Year (Undergraduate)

|   |       |             |                    |                 |
|---|-------|-------------|--------------------|-----------------|
| 3 | Start | 2 March     | <i>Census date</i> | <i>30 April</i> |
|   | End   | 12 November |                    |                 |

##### Year (Postgraduate)

|   |       |             |                    |                |
|---|-------|-------------|--------------------|----------------|
| 4 | Start | 2 March     | <i>Census date</i> | <i>31 July</i> |
|   | End   | 12 November |                    |                |

##### Intensive (mid-year)

|   |       |         |                    |               |
|---|-------|---------|--------------------|---------------|
| 5 | Start | 29 June | <i>Census date</i> | <i>2 July</i> |
|   | End   | 17 July |                    |               |

##### Intensive (year-end)

|   |       |             |                    |                    |
|---|-------|-------------|--------------------|--------------------|
| 6 | Start | 7 December  | <i>Census date</i> | <i>10 December</i> |
|   | End   | 24 December |                    |                    |

#### Census dates—Sydney campus

##### Semesters

|   |            |              |                    |                  |
|---|------------|--------------|--------------------|------------------|
| 1 | Start      | 2 March      | <i>Census date</i> | <i>31 March</i>  |
|   | End        | 19 June      |                    |                  |
| 2 | Start      | 10 August    | <i>Census date</i> | <i>21 August</i> |
|   | End        | 27 November  |                    |                  |
|   | Graduation | 5–6 December |                    |                  |

The census dates above are current for the 2009 academic year. Refer to the 2010 dates on the Avondale website.

### Christian Studies units

A series of units in the study of Christianity. Students are required to enrol in the Christian Studies units prescribed for their course (maximum of three). The Christian Studies units are designed to encourage students to think Christianly about themselves, the wider world, their chosen profession and field of study. The overarching goals of the Christian Studies units are to provide opportunities for students to develop

a personal commitment to Jesus Christ, an understanding of the Christian faith, a recognition of the advantages of practising a lifestyle based on sound Biblical principles, high ethical standards and respect for others, an appreciation of diversity, and a commitment to faith, integrity, and social justice in students' local congregations and the local, national and global communities.

### Core units

Certain required or mandatory units that form part of a degree. All students are required to undertake core units where designated as part of the degree.

### Course

The total program of study leading to an academic award.

### Credit points

In most courses the academic weighting of each unit is indicated by the number of credit points awarded to it. In undergraduate courses it is generally expected that students study four 6-credit point units totalling 24 credit points per semester. This full-time academic load will require a time commitment of 40–48 hours of academic work per week.

### Degree regulations

All degrees are governed by degree regulations which are published on the Avondale College website. Follow the links to Policies.

### Disciplinary action

Students should note that the Code of Conduct identifies the behaviours expected of students. The Code of Discipline provides guidelines for responding to breaches of the Code of Conduct. If any student is suspended from College, he/she will be required to make a written request to Avondale College Administration before reinstatement as a student.

### Double major

An approved sequence of studies comprising of sixteen 6-credit point units in one discipline or coherent multi-discipline area, with at least four units at 300 level.

### EFTSL (Effective Full Time Student Load)

One EFTSL is the standard study load for one year of a course of study. The standard load in most undergraduate courses at Avondale College is four 6-credit point units per semester, or eight units per year. All 6-credit point units comprise 0.125 of a full-time load.

### Elective

A unit which a student may choose within the elective parameters specified in the relevant course regulations.

### Excellence awards

Excellence is encouraged through a variety of Excellence awards and scholarships awarded annually for demonstrated

excellence in areas such as academic performance, Christian lifestyle, citizenship, professional performance and leadership.

#### **Full-time student**

Students enrolled in a normal full-time student load at Avondale College normally undertake four units (units of study) each semester. Eight units is considered to be a normal full-time load. A full-time student is registered for at least seventy-five per cent of a full academic load or at least three units totalling 18 credit points in each semester of the academic year.

#### **Graduation**

Candidates who have fulfilled the requirements prescribed for each unit of their course as listed in the Handbook and unit outlines for the year they entered the course or a later Handbook are permitted to graduate when they have paid all outstanding fees.

#### **Graduating class**

Candidates for graduation join the graduating class in the year of their expected graduation. Unsatisfactory citizenship may result in suspension from the class.

#### **Graduation in absentia**

Graduates unable to attend the official graduation ceremony may graduate in absentia. Notification must be provided to the Academic Registrar in writing prior to the graduation ceremony of the intention.

#### **Graduation statement**

The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates

#### **Higher Education Provider (HEP)**

Avondale College has been gazetted as a private Higher Education Provider under the Higher Education Support Act 2003.

#### **Independent topic**

Up to 12 credit points of academic credit at 200-level or above may be undertaken as an independent topic under the supervision of a lecturer. Independent topic units require students to produce written reports of their study. Independent topic units are available provided that: students have not undertaken a research seminar in their course; the Independent Topic is not replacing a required unit; students have attained an average grade of at least credit level (minimum of 65%); and the approval of the course coordinator is obtained.

#### **Last day to enter a unit**

Students are expected to be present for the instruction and orientation available in the initial class sessions of each semester and/or teaching period. Where a student wishes to change a unit, a student may enter a unit up until the ninth academic day of the semester (or pro rata point in a teaching period), provided the lecturers believe the student's capacity to succeed in the unit will not be compromised by such a late entry. Entering a class after the first day of the semester requires approval by the Course Coordinator.

#### **Last day to withdraw from a unit**

Students withdrawing from a unit prior to the census date must obtain the approval of the Course Coordinator. Where this is approved prior to the census date, the student's academic record will indicate Withdrawn (W). Withdrawals after census date will result in a Withdrawal Late Without Penalty (WL) or Fail due to Late Withdrawal (FW). A student is still liable for the full tuition fee where withdrawal from a unit occurs after the census date of the semester or teaching period in which he/she is enrolled.

#### **Leave of absence**

Any student enrolled in a course of study at Avondale College may apply for Leave of Absence from his/her course for up to two years by completing the prescribed form. If such leave is approved, the student is entitled to re-commence his/her course at any point in the future. Unless prior arrangements are made outlining how the original requirements of the student's course are to be completed, the student may be required to resume studies under the handbook regulations existing at the time of re-enrolment.

#### **Major**

An approved sequence of studies comprising at least eight 6-credit point units in one discipline area or coherent multi-discipline area with at least two units at 300-level.

#### **Minor**

An approved sequence of studies comprising at least four 6-credit point units in one discipline area or coherent multi-discipline area with at least two units at 200- or 300-level.

#### **National priority areas**

The Australian Federal Government has designated Nursing and Teaching as the current national priority areas.

#### **Pre-examination study days**

A pre-examination period at the end of each semester that provides time for study and reflection.

#### **Provisional enrolment**

Students who do not meet the entry requirements for a particular course of study and have been admitted to a course under one of the alternate entry pathways, may be designated

as 'provisionally enrolled' until such time as they demonstrate their capacity to succeed in tertiary education.

### Required units

Units (other than core units, major units or minor units) which all students registered for a course must take.

### Resolution of Grades

Normally the time limit for resolution of grades DE, FS, and IC in coursework degrees shall be the Census Date of the semester following the one in which the students are currently enrolled. At the end of this time the relevant Faculty Teaching and Learning Committee shall review and process these grades. Normally these will be converted to an F or FF (whichever is appropriate), unless there are extenuating circumstances.

### Secondary transcript

Some students will receive a secondary transcript at the time of Graduation upon which is inscribed the extra-curricular and leadership activities that the student has participated in.

### Semester

Semester, or study periods, are the length of time over which units of study are offered. Avondale's semesters are 13 weeks in duration. Postgraduate coursework degrees may be offered in semesters 1, 2, 4, 5 or 6. Postgraduate research students may commence and/or complete their course at any time..

### Semesters—Lake Macquarie campus

#### Semesters

|   |            |              |             |              |
|---|------------|--------------|-------------|--------------|
| 1 | Start      | 2 March      | Census date | 31 March     |
|   | End        | 19 June      |             |              |
| 2 | Start      | 10 August    | Census date | 18 September |
|   | End        | 27 November  |             |              |
|   | Graduation | 5–6 December |             |              |

#### Year long (Undergraduate)

|   |       |             |             |          |
|---|-------|-------------|-------------|----------|
| 3 | Start | 2 March     | Census date | 30 April |
|   | End   | 12 November |             |          |

#### Year long (Postgraduate)

|   |       |             |             |         |
|---|-------|-------------|-------------|---------|
| 4 | Start | 2 March     | Census date | 31 July |
|   | End   | 12 November |             |         |

#### Intensive (mid-year)

|   |       |         |             |        |
|---|-------|---------|-------------|--------|
| 5 | Start | 29 June | Census date | 2 July |
|   | End   | 17 July |             |        |

#### Intensive (year-end)

|   |       |             |             |             |
|---|-------|-------------|-------------|-------------|
| 6 | Start | 7 December  | Census date | 10 December |
|   | End   | 24 December |             |             |

### Semesters—Sydney campus

#### Semesters

|   |            |             |             |              |
|---|------------|-------------|-------------|--------------|
| 1 | Start      | 2 March     | Census date | 31 March     |
|   | End        | 19 June     |             |              |
| 2 | Start      | 10 August   | Census date | 21 August    |
|   | End        | 27 November |             |              |
|   | Graduation |             |             | 5–6 December |

The census dates above are current for the 2009 academic year. Refer to the 2010 dates on the Avondale website.

### Specialisation

An approved sequence of studies comprising of at least ten units in one discipline or coherent multi-discipline area, including at least two units at 100 level, at least four units at 200 level and at least four units at 300 level.

### Student Workload

The Academic Registrar, on the basis of advice of the relevant course co-ordinator, may limit any student's enrolment on the basis of demonstrated performance. On the approval of the course co-ordinator a student may overload, by enrolling in a fifth unit in a single semester. Usually the course co-ordinator will require such a student to have achieved a minimum weighted average mark of 65%. Any enrolment overload above 5 units will require the pre-approval of both the relevant course co-ordinator and the Academic Registrar.

### Testamur

A certificate issued at the completion of a course of study that indicates that the student has fulfilled all the requirements prescribed for that course of study.

### Tuition Assurance Statement

Avondale College (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect a student in the event that Avondale College ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is located at ([http://www.backingaustraliasfuture.gov.au/guidelines/hep\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)).

In the event that Avondale College ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

- an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option"); or
- a refund of his or her up-front payments for any unit of study that the student commences but does not complete

because Avondale College ceases to provide the course of study of which the unit forms part (this is known as the “Student Contribution/Tuition Fee Repayment Option”).

If Avondale College ceases to provide a course of study, the relevant Second Provider(s) listed on the Avondale College website and the Seventh-day Adventist Church (SPD) Limited will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify the relevant Second Provider(s) listed below and the Seventh-day Adventist Church (SPD) Limited of the choice they have made for each affected unit. The relevant Second Provider(s), listed on the Avondale website, and the Seventh-day Adventist Church (SPD) Limited, will provide this offer within 20 business days after it knows, or should know by reasonable enquiries, that Avondale College has ceased to provide a course of study.

#### **Unit**

A self-contained unit of study normally equivalent to 0.125 EFTSL.

#### **Unit area**

A field of study generally synonymous with a single academic discipline (eg Geography, Accounting).

#### **Unit availability**

Some units listed in the Handbook are offered only in alternate years. Unit availability is listed in the final section of the Handbook and indicated in the Unit Synopses. In addition, Avondale College reserves the right not to offer a unit should there be insufficient numbers of students enrolling in that unit, or non-availability of staff.

#### **Unit codes**

Unit codes at Avondale College indicate the discipline area and the year level of the unit. The first two letters indicate the discipline area (eg ED indicates Education). The first digit indicates the year level, for example:

- 0 indicates pre-degree
- 1 indicates 100-level in an undergraduate degree
- 2 indicates 200-level in an undergraduate degree
- 3 indicates 300-level in an undergraduate degree
- 4 indicates Honours level in an undergraduate degree, or a graduate entry course
- 5 indicates a coursework masters degree
- 6 indicates a research masters degree
- 7 indicates a doctoral degree

The final four digits indicate the unit sequence in the course.

#### **Units failed twice**

A student who fails a unit twice is not permitted to re-enrol

in that unit or an equivalent until unless there are exceptional circumstances as determined by the Faculty Research and Teaching Committee. A student who fails a unit twice in a core unit for a course will be asked to show cause in writing to the Faculty Research and Teaching Committee why they should not be excluded from that course.

#### **Unit workload**

Students normally enrol in four 6-credit point units each semester and each unit requires approximately 150 hours to complete. The weekly time commitment for one unit is approximately 10–12 hours, and the weekly time commitment for all units is approximately 40–48 hours.

#### **Variation from academic policy or course regulations**

All variations from academic policy or course regulations require prior approval by the Faculty Research and Teaching Committee and also may require the approval of the Teaching and Learning Committee and/or Academic Board. A request for any such variation must be submitted in writing to the Chair of the relevant committee.

#### **Voluntary service and academic credit**

In keeping with its strong focus on Christian service, Avondale College is keen to foster a spirit of volunteer service in its students. It is possible in most degree courses for students to receive academic credit for significant volunteer engagement and reflection. The reflection is assessed through guided independent reading and writing. Such credit can only be given once in a particular degree course, to a value of six credit points. See the unit synopsis, HUMA20000 Volunteer Experience and Reflection.

#### **Withdrawal from a course**

Students discontinuing their course part way through a semester must complete the official withdrawal form. Fee refunds for withdrawals prior to census dates are calculated from the date of completion of this form. A student who fails to comply with these formalities forfeits College fee refunds and is awarded a failure for each enrolled unit.

Students who fail to notify Avondale of their withdrawal from study or who fail to return from approved leave will be administratively withdrawn/assigned a lapsed status from/for their course of study by the Academic Registrar.

## International students—special regulations

### Student visas

International students planning to study in Australia need a passport and an Australian student visa. Visa conditions vary from country to country—see the DIAC (Department of Immigration and Citizenship) website: [www.immi.gov.au/study](http://www.immi.gov.au/study). Applicants from many countries must provide evidence of English language competence. The IELTS test is the preferred English language assessment test for student visa applications. Avondale College's Admissions Office is happy to assist with information and guidance on visa matters.

### Academic load

A student visa requires full-time enrolment (24 credit points) in a registered course of study. Student visa holders in undergraduate courses are normally expected to progress through their course at a rate of at least 75% (18 credit points) per semester. Avondale College expects students to enrol in the Christian Studies units prescribed for their course (maximum of three). This requirement may be waived where a student has already completed similar units at another Seventh-day Adventist higher education institution.

### Attendance at classes

The *Education Services for Overseas Students (ESOS) Act 2000* requires all overseas students to attend classes, in line with the institution's attendance policy, during the period of their study. Avondale College is required to report student visa holders to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through the Provider and International Students Management System (PRISMS), if they are in breach of attendance requirements.

### Overseas health insurance cover

All student visa holders are required to have Australian Overseas Student Health Cover. Evidence of current cover must be produced before the beginning of each semester as a condition for continuing enrolment at Avondale College.

### Change of course or course duration

Avondale College is required to inform DIAC of any change of course or course duration by an international student. Student visa conditions require the written approval of Avondale College to change from one course to another. If a student visa holder finishes a course prior to the scheduled completion date, he/she must either enrol with another institution within 28 days, or obtain a different visa, or leave Australia.

### Academic performance

Avondale College is required to notify DIAC if a student visa holder breaches course program requirements.

### Change of address

Student visa holders must ensure Avondale College is advised of any change in their address or telephone number. If an international student fails to satisfy course requirements relating to attendance or satisfactory academic performance, the Academic Office is required to notify the student of this, and that the student must report to the DIAC office named in the notice within 28 days. If the student's address is not up to date and the student does not receive this notice, automatic visa cancellation could occur without the student's knowledge. Such cancellation may not be revoked if it has occurred because the student failed to keep Avondale College informed of his/her address and other contact details. A student visa holder must also notify DIAC at least two working days before any change of address.

### Renewal of student visas

Student visas should be renewed at least six weeks before the current visa expires. Failure to renew before the current visa expires will result in deportation.

### Deferral of study program

Student visa holders may only defer their studies on the following grounds:

- illness documented by a medical certificate,
- other exceptional compassionate circumstances beyond the control of the student (eg bereavement).

### Progression rules

Avondale systematically monitors records and assesses students' course progress, notifying and counselling students who are at risk of failing to meet course progress requirements.

Students are normally expected to pass all units in which they are enrolled in a semester. A student who fails to pass 50% or more of the credit points attempted in a semester will be considered as not making satisfactory progress and will be placed on academic probation. Avondale reports students, under section 19 of the Education Services for Overseas Students Act 2000, who have breached the course progress requirements.

### Procedure

- a The Teaching and Learning Committee considers patterns of progress of undergraduate and postgraduate coursework students on academic probation on a semester-by-semester basis following the receipt of a report from the Academic Registrar. The committee approves recommendations on advice from the relevant Faculty Research and Teaching Committees for exclusion or termination of enrolment of students from courses on academic or related professional grounds.
- b The Academic Board monitors student progression. The Academic Registrar submits a report on student

progression to the Academic Board at the conclusion of each semester.

- c A student who fails a unit twice is not permitted to re-enrol in that unit or an equivalent unit unless there are exceptional circumstances as determined by the Faculty Research and Teaching Committee. A student who fails a unit twice in a core unit for a course will be asked to show cause in writing to the Faculty Research and Teaching Committee why they should not be excluded from that course.
- d Students who do not achieve satisfactory course progress will:
  - receive a letter from the Academic Registrar advising them of their failure to make satisfactory course progress;
  - be advised by the Academic Registrar to seek academic counselling and assistance through the Academic Support Program;
  - be provided, by the relevant Course Coordinator, with a restructured program indicating the units and progress required to be made in order to continue in their course of study. A student on academic probation may be advised to take a lighter load. International students must be enrolled in full time study to comply with visa regulations;
  - be placed on academic probation for a period of at least one semester where a specially designed restructure program is constructed for them, and during that semester will be required to pass more than half the credit points attempted in order to return to regular academic status; be asked to show cause why they should not be excluded from their course of study where students on probation have not made satisfactory progress within two semesters of being placed on academic probation;
  - be asked to show cause why they should not be excluded from their course of study where students fail 50% or more of the credit points attempted in any three semesters of study (excluding the first semester of post-secondary study);
  - be excluded from their course of study where they have not shown cause why their course of study may be discontinued;
  - be notified of Avondale's intention to report to the Department of Immigration and Citizenship (DIAC) those international students who are not able to complete their course within the terms of their Confirmation of Enrolment (CoE).
- e Students who have been assessed by Avondale as in breach of the progression requirement and who believe this assessment may have been made in error, may lodge a complaint under Avondale's Grievance and Appeals policies and procedures, copies of which can be found on the Avondale College website at [www.avondale.edu.au](http://www.avondale.edu.au).

## Student Contribution/Tuition Fee Repayment option

Avondale College has met the Student Contribution/Tuition Fee Repayment Option requirement through a Repayment Deed of Guarantee with the Seventh-day Adventist Church (SPD) Limited. If a student chooses the Student Contribution/Tuition Fee Repayment Option, the South Pacific Division of Seventh-day Adventists, undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed. Students selecting this option will also get their SLE or FEE-HELP balances re-credited for uncompleted units.

A full version of the Tuition Assurance Statement is located on the Avondale College website at [http://www.avondale.edu.au/policies\\_new/index.php](http://www.avondale.edu.au/policies_new/index.php)