

Student Guide 2004





student guide 2004

> > > > > > > > > > > THE UNIVERSITY OF ADELAIDE

The Student Guide is designed primarily for students new to the University. It provides information to assist you in getting to know the University, including details on Pre-enrolment Talks, Student Advisors, the Academic Year and other critical dates.

The Guide also provides information on a wide range of supports and services that will help you considerably during your studies. It lists rules, policies and procedures by which the University operates and with which all students are expected to be familiar.

The University's Student Centre, located on Level 4 of the Wills Building, is the central point for students seeking information and advice. If you have any problems or queries, call into the Centre for friendly, helpful advice (see entry page 35 for further details about the Centre, and the services it offers).

The Student Guide is divided into four sections:

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We welcome you to the University and will do our best to ensure that your time as a student is enjoyable, challenging and rewarding.

The University is a large and diverse community, covering most of the main areas of scholarship and professional study.

For undergraduates, a wide range of options is available within our degrees and diplomas, from a broad education to career-oriented study, providing the diversity essential for the greater knowledge and employability of our graduates.

The University's professional degrees are nationally accredited and have undergone major curriculum change in the last few years.

Our graduate student population is increasing steadily with an emphasis on research higher degrees and specialist coursework programs. The University has a high national profile in research and is proud to number Nobel Prize winners among its former staff and graduates.

While learning is a life-long process, the undergraduate years are significant. Full and active participation in all aspects of University life will ensure that you derive the maximum enjoyment and benefit from these crucial years.

We would welcome your feedback and suggestions on any aspect of your experiences as a student at the University either through your faculty, school or department or through the Student Centre.

Good wishes



Susan MacIntosh
Executive Director, Student and Staff Services

The information contained in this publication is correct at the time of printing but may be subject to change without notice. The University of Adelaide assumes no responsibility for the accuracy of information provided by third parties. Updated information is available on the University's website at www.adelaide.edu.au

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If you are entering University for the first time, you will find a variety of services and activities available to assist you. The University, the Adelaide University Union, and the Students' Association (SAUA) work together to provide these for you.

You will already have received information on enrolment - the first major undertaking in your university career.

Orientation Week (O'Week)

Once you are enrolled, you will need to find out how the University operates and what it has to offer you, both academically and socially. Orientation Week (23 - 27 February) will prove an excellent introduction to university life.

O'Week will feature a series of activities, including preliminary classes, information sessions, workshops and tours, as well as a host of social activities.

Orientation Guide

A separate Orientation Guide, featuring all University activities during O'Week, is available from the Student Centre, Faculty/School offices and on the web at: www.adelaide.edu.au/student/new/

Student Centre

During your early weeks on campus there may be questions you want answered, issues to follow up, or just general enquires about where you may find particular facilities and services.

The Student Centre has been established specifically to meet these needs, and more.

Even if you don't have any immediate concerns, drop in to the Student Centre and familiarise yourself with what it has to offer - the Centre can help you to make your time at University easier.

Preliminary Classes

During Orientation Week (23 - 27 February) introductory lectures are presented for many Semester 1 courses taught in our undergraduate academic programs.

It is essential that you attend these lectures to receive definitive advice on the structure of courses, textbooks and/or equipment needs, location of classes, and assessment.

Please refer to the Orientation Guide (see above) for timetable details, and also other activities arranged by your Faculty/School, the Student Centre and the Students' Association.

Note: Not all courses run preliminary lectures. Some preliminary lectures are repeated for your convenience - you need only attend one preliminary lecture for each course.

Campus Maps

Campus maps are available from the Student Centre and also on the University website at: www.adelaide.edu.au/campuses_maps/

Undergraduate Academic Program/Student Advisers - 2004

Each Faculty/School has at least one Undergraduate Academic Program Adviser, available for consultation throughout the year to assist students with choosing courses and, where required, to approve study program. Please contact a program adviser in your faculty/school if you require information or assistance.

Architecture, Landscape Architecture & Urban Design	Mr Bruce Hancock Room MB19
Ms Sue Brookes Room 478 Architecture Building (08) 8303 5877	Madley Building 08 8303 3828
Centre for Australian Indigenous Research and Studies - Wilto Yerlo/CASM Student Support	Bachelor of Music Studies Stephen Whittington Room 907
Room G22 Hartley Building (08) 8303 3623 Freecall hotline 1800 651 763	Schulz Building 08 8303 3689
Commerce and Business Information Technology	Bachelor of Music Education Ms Jenny Rosevear Room 909
Ms Seaneen Hardy/Ms Sandra Findlay Ground Floor Security House 233 North Terrace (08) 8303 4755	Schulz Building 08 8303 3679
Dentistry and Oral Health	VET Programs (Certificates) Rodney Smith Room 1112
Ms Lisa Whiley Room 331C Medical School Sth Bld (08) 8303 5256	Schulz Building 08 8303 5785
Economics and Finance	Continuing Flinders Street Programs Ms Diana Weekes Room 1110
Ms Siobhan Guy Room 17, Ground Floor Napier Building (08) 8303 5540	Schulz Building 08 8303 5276
Elder School of Music	Engineering Level 1 for all Engineering Programs
Program Heads: Bachelor of Music Associate Professor David Lockett Room LG06 Elder Conservatorium 08 8303 5343	Dr A Parker (08) 8303 5450
	Chemical Engineering Dr Y Ngothai (08) 8303 5445 Dr P Ashman (08) 8303 5072 Dr D Nguyen (08) 8303 5456
	Civil/Civil & Environmental Engineering Mr T Daniell 08) 8303 5454 Assoc.Prof. M Griffith (08) 8303 4316 Dr M Lambert (08) 8303 5838 Dr Mark Jaksa (08) 8303 4317

Computer Systems Engineering
 Mr S Al-Sarawi (08) 8303 4198

Electrical & Electronic Engineering
 Dr D Abbott (08) 8303 5748

IT&T Engineering
 Dr M Sorrell (08) 8303 3226
 Dr Brian Ng - International Student
 Course Adviser (08) 8303 5054

Mechanical/Mechatronics Engineering
 Dr C Kestell (08) 8303 5946
 Mr Ley Chen (08) 8303 5469
 Dr Gerald Schneider (08) 8303 5920
 Mr Ian Brown (08) 8303 4703

Petroleum Engineering
 Prof. P Behrenbruch (08) 8303 4119

Health Sciences

Anatomical Science
 Dr Eleanor Peirce (08) 8303 5191
 Dr Mario Ricci (08) 8303 6294

Clinical & Experimental Pharmacology
 Dr Phillip Burcham

Pathology
 Dr Corinna Van Den Heuvel (08) 8303 5391

Psychology

Level I:
 John Kaye (08) 8303 5259
 Jill Honnor (08) 8303 5550

Level II:
 Jane Mathias (08) 8303 5266
 Lynn Ward (08) 8303 3182

Level III:
 Nick Burns (08) 8303 3965
 Peter Delin (08) 8303 5007

Public Health
 Dr Vivienne Moore (08) 8303 4605

Humanities & Social Sciences
 Faculty Office
 Ground Floor,
 Napier Building (08) 8303 5245

Law
 Please contact the School office for a list
 of program advisers.
 Ligertwood Building 08 8303 5897

Mathematical & Computer Sciences
 Please contact the Faculty Student Office
 for a list of course advisers.
 Room S134
 Engineering South: (08) 8303 5030

Medicine
 Level I Academic Program Advisers
 Carole Gannon
 Medical Educ. Unit, NG-39 (08) 8303 6221
 Ray Peterson
 Medical Educ. Unit, NG-39 (08) 8303 6221

Sciences
 Students should contact the relevant
 campus for all Program related queries.
 If unsure, please contact the Faculty Office.
 email: faculty.sciences@adelaide.edu.au

North Terrace Faculty Office
 Room 519, Oliphant Building
 ph: (08) 8303 5673, fax: (08) 8303 4386

Roseworthy Campus Faculty Office
 Main Administration Building
 ph: (08) 8303 7812, fax: (08) 8303 7960

Waite Campus Faculty Office
 Main Waite Building
 ph: (08) 8303 7360, fax: (08) 8303 7104

University Contacts

Note: The University Website Home Page provides comprehensive information on a range of topics. Most of the areas listed below can also be accessed on the website at www.adelaide.edu.au

North Terrace Campus

Emergency (08) 8303 5444

Student Centre (08) 8303 5208

student.centre@adelaide.edu.au

Accommodation Officer (08) 8303 5915

Adelaide Graduate Centre (08) 8303 5882

Adelaide University Union (08) 8303 5401

Administrative Services Branch (08) 8303 5164

Admissions Office (08) 8303 4207

Bookshop (Unibooks) (08) 8223 4366

Card Centre (08) 8303 3363

Careers Service (08) 8303 5123

Centre for Aboriginal Studies in Music (CASM) (08) 8303 5705

Child Care (Observatory) (08) 8303 6220

Clubs' Association (08) 8303 3410

Counselling Centre (08) 8303 5663
counselling@adelaide.edu.au

Disabilities Liaison Officer (08) 8303 5962

Education and Welfare Officers (08) 8303 5430
studentcare@adelaide.edu.au

Enrolments Office (08) 8303 4216

Examinations Officer (08) 8303 5209

5UV Radio Adelaide (08) 8303 5000

Graduations Office (08) 8303 4218

Health Centre (08) 8303 5050

HECS and Fees Officer (08) 8303 5880

International admissions (08) 8303 4072
email: admissions@adelaide.edu.au

International Student Centre (08) 8303 4828

Learning and Teaching Development

Unit (LTDU) (08) 8303 5771

Libraries:

Barr Smith Library

North Terrace (08) 8303 4825

Elder Music Library

Hartley Building (08) 8303 3685

Law Library

Ligertwood Building (08) 8303 5558

Roseworthy Campus Library

Eastick Building (08) 8303 7844

Waite Campus Library

Woolhouse Library Bldg (08) 8303 7312

Maths Learning Centre (08) 8303 5862

On Dit Student Newspaper (08) 8303 5404

Overseas Students' Association (08) 8303 3895

Postgraduate Students' Association (08) 8303 5898

Professional and Continuing Education (08) 8303 4777

Prospective Students Office (08) 8303 6447

Radio Adelaide (08) 8303 5000

Scholarships Office (08) 8303 3506

Security Office (08) 8303 5990

Sports Association (08) 8303 5403

Sports Hub Fitness Centre (08) 8303 6999

Student Finance Officer (08) 8303 5880

Students' Association (08) 8303 5406

Wilto Yerlo (08) 8303 3623

Women's Officer (08) 8303 6481

Roseworthy Campus

Emergency (08) 8303 7999

General enquiries (08) 8303 7818

Child Care Centre (08) 8303 7895

Language & Learning Tutor (08) 8303 5771

Library (08) 8303 7844

Nurse (08) 8303 7884
Student Union Council
(RACSUC) (08) 8303 7810
Residential College (08) 8303 7888

Waite Campus

Emergency (08) 8303 7200

General enquiries (08) 8303 7360

Child Care Centre (08) 8303 6560
Language & Learning Tutor (08) 83035771
Library (08) 8303 7312
Nurse (08) 8303 5904
Students' Association (08) 8303 7428

Other

Abstudy 132317
1800 112 452
Austudy 132490
1800 112 338
HECS Advice Hotline 132 861

Faculty/School Enquiries

Adelaide Graduate School of Business

School Manager: Ms Leah Hill

enquiries:

Ms Carol Sandison
Room 3.04

Security House, 233 North Terrace

ph: (08) 8303 4580

email: carol.sandison@adelaide.edu.au

Architecture, Landscape Architecture and Urban Design

Executive Officer: Ms Sue Brookes

enquiries:

Ms Sue Brookes

Room 478, Architecture Building

ph: (08) 8303 5877, fax: (08) 8303 4377

email: sue.brookes@adelaide.edu.au

Centre for Australian Indigenous Research and Studies - Wilto Yerlo/CASM

Director: Mr Roger Thomas

enquiries:

Student Support Officers

Room G22, Hartley Building

ph: (08) 8303 3623, fax: (08) 8303 4396

email: daniel.turner@adelaide.edu.au

Freecall hotline 1800 651 763

Commerce

Manager: Ms Mary-Rose Alfonsi

enquiries:

Ground Floor, Security House

233 North Terrace

ph: (08) 8303 4755, fax: (08) 8303 6050

email: commerce@adelaide.edu.au

Dental School

Executive Officer: Ms Lisa Whiley

enquiries:

Ms Vanessa Thompson

Dental School Office

Room 331c, Medical School South
Building

ph: (08) 8303 5256, fax: (08) 8303 3444

email: ros.mitchell@adelaide.edu.au

Economics

Executive Officer: Ms Silvia Schwarz

enquiries:

School of Economics Office

Ground Floor, Napier Building

ph: (08) 8303 5540, fax: (08) 8223 1460

email: economics@adelaide.edu.au

Education

Secretary: Dr Margaret Scott

enquiries:

Room 106, Education Building
245 North Terrace
ph: (08) 8303 5892, fax: (08) 8223 3604
email: margaret.scott@adelaide.edu.au

Elder School of Music

School Registrar: Dr Miriam Collins

enquiries:

Music Office
Room HG05, Hartley Building
ph: (08) 8303 5068, fax: (08) 8303 4423
email: miriam.collins@adelaide.edu.au

Engineering

Registrar: Ms Pam Dwyer

enquiries:

Engineering Student Office
Room S134, Engineering South Building
ph: (08) 8303 4148, fax: (08) 8303 6492
email: schooloff@eng.adelaide.edu.au

Humanities and Social Sciences

Faculty Registrar: Mr Robert Ewers

enquiries:

Faculty Office
Ground Floor, Napier Building
ph: (08) 8303 5245, fax: (08) 8303 4382
email: humss.office@adelaide.edu.au

Law

School Manager: Ms Peggie Chu

enquiries:

Ms Moira Groves Room 1.18, Ligertwood Building
ph: (08) 8303 5062, fax: (08) 8303 4344
email: admin@law.adelaide.edu.au

*Mathematical & Computer Sciences**enquiries:*

Faculty Administrator
Room S134, Engineering South Building
ph: (08) 8303 5030, fax: (08) 8303 4692
email:
maths_compssc@maths.adelaide.edu.au

*Medical School**general enquiries:*

Medical School Office
Room G45, Medical School North Building
ph: (08) 8303 5336, fax: (08) 8303 3788
email: admissions.health@adelaide.edu.au

Psychology enquiries:

Room 408, Hughes Building
ph: (08) 8303 3770
email: sandra.elborough@adelaide.edu.au

Sciences

email:
execdean.facsciences@adelaide.edu.au

enquiries:

North Terrace Faculty Office
Room 519, Oliphant Building
ph: (08) 8303 5673, fax: (08) 8303 4386
Roseworthy Campus Faculty Office
Main Administration Building
ph: (08) 8303 7812, fax: (08) 8303 7960
Waite Campus Faculty Office
Main Waite Building
ph: (08) 8303 7360, fax: (08) 8303 7106



The University

The University of Adelaide has about 15,000 students enrolled in academic programs offered through the University's faculties: Engineering, Computer and Mathematical Sciences; Health Sciences; Humanities and Social Sciences; the Professions; and Sciences. This breadth of academic areas ensures considerable choice in academic programs and courses. The University gives a high priority to the quality of its teaching. Academic programs encompass the latest developments in knowledge and understanding while providing a sound basis for subsequent employment, professional training and postgraduate study. In addition the University has an excellent international reputation for the quality of its research, which in turn reinforces the up-to-date nature of its teaching programs. Many graduating students pursue further studies by way of coursework and research at postgraduate level. The individual welfare of students is a major institutional priority of the University and is supported by a network of staff and services which are outlined in this Guide.

Campuses

The University has four campuses within the city, the metropolitan area and nearby countryside. Several research stations and experimental facilities are within an hour's drive of the city.

North Terrace

The main campus is in the heart of the city of Adelaide and is the site of most teaching departments and many research facilities. It is adjacent to both the city's business and shopping district and the parklands bordering the River Torrens. The Art Gallery of SA, the SA Museum, State Library, Festival Centre, Zoological Gardens and Botanical Gardens are all close neighbours.

The nearby National Wine Centre is also part of the University's city facilities, and is used for teaching wine-related programs.

Roseworthy

The Roseworthy Campus is located 50km north of Adelaide, near the historic town of Gawler, which has a population of 15,000, and is only a 30-minute drive from the world famous Barossa Valley wine growing region.

Roseworthy has excellent teaching and laboratory facilities set on 1600 hectares of prime South Australian farming land, with its own student accommodation and recreational facilities. It offers its students a practical insight into dryland farming systems (particularly cereal, pulse, oilseed and wool production in a Mediterranean climate) and natural resource management.

Thebarton

The Thebarton Campus is located on the River Torrens approximately four kilometres from the North Terrace Campus. The site has been developed as a Commerce and Research Precinct, housing commercial and industrial enterprises and University research activities involving postgraduate students. The Precinct acts as an important interface between the University of Adelaide and Australian business and industry.

Waite

The Waite Campus is situated at Glen Osmond, eight kilometres south-east of the city centre, where part of the Bachelor of Agricultural Science, including its highly regarded oenology program, and postgraduate agriculture programs are taught. The Waite Campus is recognised as the most significant agricultural research and teaching centre in the southern hemisphere. Other research organisations including the SA Research and Development Institute, Primary Industries and Resources SA, the Australian Wine Research Institute and divisions of the CSIRO are located on the Waite campus, creating a formidable concentration of agricultural research expertise.

Council

The governing body of the University is the Council, which, under Section 9 of the University of Adelaide Act, has as its principal responsibilities:

- a) overseeing the management and development of the University
- b) devising or approving strategic plans and major policies for the University
and
- c) monitoring and reviewing the operations of the University.

The Council comprises the Chancellor, the Vice-Chancellor, the presiding members of the Academic Board, the Students' Association of the University of Adelaide, and the Graduate Association, seven external members recommended by a Selection Committee chaired by the Chancellor, two graduates elected by graduates, two academic staff elected by the academic staff, two general staff elected by the general staff, and two students of the University - one undergraduate and one postgraduate. One member may be coopted and appointed by the Council.

The Vice-Chancellor is the Chief Executive Officer and is responsible to the Council for the academic standards, management and administration of the University. The main advisory bodies to the Vice-Chancellor are the Vice-Chancellor's Office Group (VCOG) and Vice-Chancellor's Committee, both of which are chaired by the Vice-Chancellor.

The Vice-Chancellor's Office Group comprises the Deputy Vice-Chancellor (Education) and Provost, Deputy Vice-Chancellor (Research), Executive Director, Finance and Infrastructure, and Executive Director, Student and Staff Services.

The members of the Vice-Chancellor's Committee are the same, together with the Faculty Executive Deans, Convenor of Academic Board, and Dean of Graduate Studies.

There are five principal committees of Council which provide advice to the Council, the Convenors' Committee, Academic Board, Audit and Compliance Committee, Finance Committee and Personnel Committee.

Committees, Faculties and Boards

The Academic Board is the principal academic body of the University and has authority to determine policy and practice in education, research and research training throughout the University. It has up to 43 members, including academic staff from each of the Faculties, as well as four student members. Information about meeting times and membership of these committees can be obtained from the Academic Board Secretary.

As their names imply, the Finance Committee is concerned with the financial aspects of University management, the Personnel Committee with the relationships between the University as an employer and its staff, and between the University and its students, and the Audit and Compliance Committee with risk assessment and management. The Convenors' Committee includes the convenors of Council and its standing committees and the Vice-Chancellor.

Of more immediate impact from the students' point of view are the Faculty Boards and the Board of Research Education and Development, which have significant input into the degree and diploma academic programs, monitored by the Academic Board. These Boards are responsible for the structure, scope and content of University academic programs. Students are members of these Boards.

There is also the Student Affairs Committee (SAC), a forum to raise and discuss a broad range of issues of concern principally to undergraduate students of the University. It serves as a conduit through which student concerns can be directly communicated to senior staff of the University. It reports to the Vice-Chancellor.

The SAC is convened by a student member of Council and about half its members are students. Students who wish to have matters raised in this committee can do so by contacting any of the student members through the Students' Association or the Postgraduate Students' Association.

Statutes, Rules and By-laws

Every degree and diploma academic program is established by Rule, with the details of those programs, such as courses available and the structure of the program, set out in the Academic Program Rules. These rules appear in the University Calendars and are followed by the syllabuses for each of the courses concerned.

There are a number of other rules, and some statutes, which govern matters relevant to students: for example, use of the library, lecture rooms, laboratories, conduct of examinations, assessment policies and appeal procedures, enrolments, grievance procedures, etc.

These rules are published in this Guide.

Statutes are published on the web at www.adelaide.edu.au/secretariat/webdocs/statutes/index.htm

The University's by-laws govern such matters as trespass, parking and traffic, and disorderly behaviour. Breaches can result in action and penalties being imposed by the courts. The by-laws are published on the web at

www.adelaide.edu.au/secretariat/bylaws.html

Student Centre

The Student Centre has been set up as a central point of contact and deals with a wide range of enquiries regarding courses, admissions, procedures, fees and charges, enrolments, examinations,

scholarships and graduations for all prospective and current students and graduates of the University.

All initial enquiries relating to any of the above areas should be directed to the Student Centre.

Vice-Chancellor, Deputy Vice-Chancellors and Directors

The Vice-Chancellor, Professor James McWha, is the chief executive officer of the University. He is supported by the Deputy Vice-Chancellor (Research) and the Deputy Vice-Chancellor (Education) and Provost, Professor Penny Boumelha, as well as the Executive Director, Finance and Infrastructure, Mr Paul Duldig, and the Executive Director, Student and Staff Services, Ms Susan MacIntosh.

The Deputy Vice-Chancellor (Education) and Provost oversees educational planning and policy, including student load

modelling and the management of entry, and library services. The Deputy Vice-Chancellor (Research) oversees research administration and research training policy.

The Executive Director, Student and Staff Services, oversees the administrative or service functions related to students, such as equity issues, international programs, student records, counselling, scholarships, admissions and graduations, as well as information technology networks and information systems, human resources, marketing and strategic communications and alumni, community relations and development.

The Executive Director, Finance and Infrastructure, oversees the University's financial and physical resources, such as accounts, buildings, grounds, and commercial ventures.

Critical Dates 2004

<i>Enrolment period commences</i>	<i>Fri 23 January</i>
<i>Orientation Week</i>	<i>Mon 23 - Fri 27 February</i>
<i>Preliminary Lectures</i>	<i>Mon 23 - Fri 27 February</i>

First Semester

Last day to add courses online	Mon 15 March
Last day to pay up-front HECS and tuition fees	Wed 31 March
Last day for deleting courses from a student's record	Wed 31 March
Last day for withdrawing without incurring HECS liability or tuition fees	Wed 31 March
Last day for withdrawing without failure (WNF) (semester 1 courses)	Sun 9 May
Last day for withdrawing (WF) (semester 1 courses)	Sun 6 June
Exam period	Sat 19 - Wed 30 June
Supplementary exams	Mon 19 - Sat 24 July

Second Semester

Last day to add courses online	Mon 9 August
Last day to pay up-front HECS and tuition fees	Tues 31 August
Last day for deleting semester 2 courses from a student's record	Tues 31 August
Last day for withdrawing without incurring HECS liability or tuition fees	Tues 31 August
Last day for withdrawing without failure (WNF) (semester 2 courses)	Fri 19 September
Last day for withdrawing (WF) (semester 2 courses)	Sun 31 October
Exam period	Sat 6 - Wed 17 November
Supplementary exams	Mon 6 - Sat 11 December

Full Year

Last day to add courses online	Mon 15 March
Last day for withdrawing without incurring HECS liability/tuition fees	Wed 31 March
Last day for deleting courses from a student's record	Wed 31 March
Last day for withdrawing without failure (WNF)	Tues 31 August
Last day for withdrawing without incurring Sem.2 HECS liability/tuition fees	Tues 31 August
Last day for withdrawing (WF) (full year courses)	Sun 31 October
Exam period	Sat 6 - Wed 17 November
Supplementary exams	Mon 6 - Sat 11 December

First Trimester

Last day to add courses online	Sun 15 February
Last day for withdrawing without incurring fees	Mon 16 February
Tuition Fees Due	Mon 16 February
Last day for withdrawing without failure (WNF)	Fri 2 April
Last day to withdraw (WF)	Sun 2 May

Second Trimester

Last day to add courses online	Sun 6 June
Last day for withdrawing without incurring fees	Mon 7 June
Tuition Fees Due	Mon 7 June
Last day for withdrawing without failure (WNF)	Fri 23 July
Last day to withdraw (WF)	Sun 22 August

Third Trimester

Last day to add courses online	Sun 19 September
Last day to withdraw without incurring fees	Mon 20 September
Tuition Fees Due	Mon 20 September
Last day for withdrawing without failure (WNF)	Sun 31 October
Last day to withdraw (WF)	Sun 28 November

The University of Adelaide Academic Year 2004

HOLIDAY PERIOD/SUMMER SEMESTER						
Monday to Friday		What's On		Public Holidays/Other Information		
29 Dec	2 Jan	Summer semester/holiday		New Years Day Public Holiday 1 Jan		
5 Jan	9 Jan	Summer semester/holiday		School holidays		
12 Jan	16 Jan	Summer semester/holiday				
19 Jan	23 Jan	Summer semester/holiday				
26 Jan	30 Jan	Summer semester/holiday		Australia Day 26 Jan, Educ. Dept. Term 1 begins		
2 Feb	6 Feb	Summer semester/holiday				
9 Feb	13 Feb	Summer semester/holiday				
16 Feb	20 Feb	Summer semester/holiday				
23 Feb	27 Feb	Orientation Week				
SEMESTER 1						
Acad Yr Week	Teaching Week	Monday to Friday		What's On	Public Holidays/Other Information	
1	1	1 Mar	5 Mar	Semester 1		
2	2	8 Mar	12 Mar			
3	3	15 Mar	19 Mar			
4	4	22 Mar	26 Mar			
5	5	29 Mar	2 Apr			
6	6	5 Apr	9 Apr			Good Friday 9 Apr, Ed. Dept. Term 1 ends
7		12 Apr	16 Apr	Mid-semester break	Easter Monday 12 Apr, School holidays, AVCC Common Week	
8		19 Apr	23 Apr	Mid-semester break	School holidays	
9	7	26 Apr	30 Apr	Semester 1	Anzac Day holiday 26 Apr, Educ. Dept. Term 2 begins	
10	8	3 May	7 May			
11	9	10 May	14 May			
12	10	17 May	21 May			Adelaide Cup Day 17 May
13	11	24 May	28 May			
14	12	31 May	4 Jun			
MID-YEAR EXAM/HOLIDAY PERIOD						
15		7 Jun	11 Jun	Swot week/Non-teaching		
16		14 Jun	18 Jun	Swot week/Non-teaching	Queen's Birthday 14 Jun	
17		19 Jun (Sat)	26 Jun (Sat)	Mid-year exams		
18		28 Jun	2 Jul	Mid-year exams [end 30 Jun]	Ed Dept Term 2 ends	
19		5 Jul	9 Jul	Semester break	AVCC Common Week, School holidays	
20		12 Jul	16 Jul	Semester break	School holidays	
21		19 Jul	24 Jul (Sat)	Sem. break/Supp exams	Ed Dept Term 3 begins	

SEMESTER 2						
Acad Yr Week	Teaching Week	Monday to Friday		What's On	Public Holidays/Other Information	
22	1	26 Jul	30 Jul	Semester 2 Graduation ceremonies*		
23	2	2 Aug	6 Aug			
24	3	9 Aug	13 Aug			
25	4	16 Aug	20 Aug			
26	5	23 Aug	27 Aug			
27	6	30 Aug	3 Sep			
28	7	6 Sep	10 Sep			
29	8	13 Sep	17 Sep			
30		20 Sep	23 Sep			Mid-semester break
31		27 Sep	1 Oct	Mid-semester break	AVCC Common Week, School holidays	
32	9	4 Oct	8 Oct	Semester 2	Labor Day Holiday 4 Oct, School holidays Ed. Dept. Term 4 begins	
33	10	11 Oct	15 Oct			
34	11	18 Oct	22 Oct			
35	12	25 Oct	29 Oct			
END OF YEAR EXAM/HOLIDAY PERIOD						
36		1 Nov	5 Nov	Swot week/Non-teaching	University exam period ends 17 Nov Ed Dept Term 4 ends 12 Dec School holidays	
37		6 Nov (Sat)	13 Nov (Sat)	End-of-year Exams*		
38		15 Nov	19 Nov	End-of-year Exams*		
39		22 Nov	26 Nov	Summer holidays		
40		29 Nov	3 Dec	Summer holiday		
41		6 Dec	11 Dec (Sat)	Summer holidays/ Supp exams*		
42		13 Dec	17 Dec	Summer holidays		
		20 Dec	24 Dec	Graduation ceremonies*/ Summer holidays		Christmas Day 25 Dec Proclamation Day 28 Dec, School holidays
		27 Dec	31 Dec	Summer holidays		School holidays

* Graduation ceremonies and dates for general and supplementary exams are subject to confirmation.

supports and services



Access and Equity Programs

The University is committed to increasing its intake of students from under-represented backgrounds. The Special Entry Scheme, the Aboriginal and Torres Strait Islander Access Scheme and the Fairway Scheme are part of the University's means of achieving this end.

Please contact the Student Centre for information on the Special Entry and Fairway Schemes, and Wilto Yerlo re the Aboriginal and Torres Strait Islander Access Scheme (see pp.10-11 for contact details).

Accommodation

*www.adelaide.edu.au/accommodation
ph: (08) 8303 5220*

The Accommodation Service is open daily to assist students. It is advisable that students visit the accommodation website for detailed information regarding their accommodation options.

CITI Townhouse Accommodation

Located only a 15-minute walk/five-minute free bus ride to the North Terrace campus, CITI offers fully self contained, fully furnished townhouses in a newly developed accommodation complex.

Each townhouse contains three bedrooms/study, living area, kitchen and bathroom.

Situated next to the Adelaide Central Market and Gouger Street's extensive variety of cafes and restaurants, the

townhouse accommodation is an extremely desirable place to stay.

The YMCA manages the CITI Townhouse Accommodation on behalf of the University. For further information please contact the YMCA on (08) 8223 1611 or www.citi.ymca.org.au/

Subsidised Student Accommodation

Subsidised accommodation provides students of the University of Adelaide with inexpensive accommodation on a share house basis. The University has a limited number of rooms available in flats, houses, and units in nearby suburbs. This accommodation is subsidised and preference is given to first year undergraduate students with low income, particularly those from interstate/country areas, or students whose personal circumstances warrant assistance.

For further information please contact an Educational Welfare Officer on 8303 5430.

Residential Colleges

There are six co-educational colleges affiliated with the University.

Aquinas, Lincoln, St. Ann's and St. Mark's are mainly for undergraduate students, and Kathleen Lumley for postgraduate and mature age students. The undergraduate colleges provide single study/bedrooms with meals seven days a week; have computer suites with online access to the universities and the internet; library, music, laundry and sporting facilities; and

a network of residential and academic support. A special Clubs Committee coordinates social, cultural and sporting activities for students.

Roseworthy College provides accommodation for students studying at Roseworthy Campus. Undergraduate students are accommodated in residential halls and meals are provided in the historic College dining room. Postgraduate students reside in modern, fully furnished houses. Some unfurnished houses are reserved exclusively for students with families. There are also accommodation options for students with special needs.

Aquinas College

1 Palmer Place, North Adelaide, 5006
ph: (08) 8334 5000, fax: (08) 8334 5173
email: quinas@chariot.net.au
www.adelaide.edu.au/Aquinas/

*Kathleen Lumley College**

51 Finnis Street, North Adelaide, 5006
ph: (08) 8267 3270, fax: (08) 8239 1705
email: klc@adelaide.edu.au
www.adelaide.edu.au/~klc/

* primarily for postgraduate students

Lincoln College

45 Brougham Place, North Adelaide, 5006
ph: (08) 8290 6000, fax: (08) 8267 2942
email: admin@lincoln.college.adelaide.edu.au
www.adelaide.edu.au/Lincoln/

Roseworthy College

Roseworthy Campus, Roseworthy 5371
ph: (08) 8303 7888, fax: (08) 8303 7960
email: lesley.menzel@adelaide.edu.au
www.adelaide.edu.au/accommodation/colleges/roseworthy.html

St Ann's College Inc

187 Brougham Place, North Adelaide, 5006
ph: (08) 8267 1478, fax: (08) 8267 1903
email: stanns@senet.com.au
www.adelaide.edu.au/St_Anns/

St Mark's College

46 Pennington Terrace, North Adelaide, 5006
ph: (08) 8334 5600, fax: (08) 8267 4694
email: stmarks@stmarkscollege.com.au
www.stmarkscollege.com.au

Admissions Office

Level 6, Hughes Building

ph: (08) 8303 4575

The Admissions Office coordinates the admissions process for Australian undergraduate and some postgraduate programs. General information on admission to the University is available either from the Student Centre. The Admissions Officers can be contacted for advice on University admission policies and procedures.

Advocacy and Representation

Under University Policy, the Education & Welfare Officers in Student Care are designated advisers and advocates for students who have complaints or grievances with the University, or who need representation in disciplinary matters with the University. Students with Youth Allowance/AUSTUDY queries or who are contesting Centrelink decisions are strongly advised to seek the advice of the EWOs. The EWOs will help prepare cases before the University's appeals committees as well as Centrelink cases before the SSAT (Social Security Appeals Tribunal) and AAT (Administrative Appeals

Tribunal). They will, if required, represent students at those tribunals.

Calendar

The University of Adelaide Calendars are available from:

Unibooks

Union Building, North Terrace Campus.

Student Centre

Wills Building, North Terrace Campus.

The Front Office

Main Building, Roseworthy Campus.

The Enquiries Office

Distillery Building, Thebarton Campus.

The Enquiries Office

Main Waite Building, Waite Campus.

The Calendar (vol. 1 - Undergraduate Programs, vol. 2 - Postgraduate Programs) lists the Academic Program Rules and syllabuses for each academic award offered by the University.

Careers Service

Level 6, Hughes Building

careers.service@adelaide.edu.au

www.adelaide.edu.au/Careers

The Careers Service assists students and graduates in managing their careers.

Students need to begin their career planning early to ensure a smooth transition from University to employment.

The Careers Service runs a careers education program including a series of workshops on preparation for employment, an employers' recruitment program, a resource library of employer information, a drop in service ((Monday and Wednesday afternoons) and produces an annual Careers Handbook.

Careers Fairs

The University of Adelaide will be presenting the following careers fairs in Bonython Hall:

- Wednesday 24 March - Law.
- Thursday 25 March, 10.30am-3.00pm - Arts, Commerce, Economics, Finance.
- Friday 26 March, 10.30am-3.00pm - Engineering, Mathematical and Computer Science, Science.

The Waite Institute Students' Association Inc. will be presenting the Agricultural and Environmental Science Careers Fair at the Waite Campus.

Dates for workshops and further fairs will be advised by the Careers Service on student noticeboards and website.

Child Care

North Terrace Campus

ph: (08) 8303 5429, fax (08) 8303 4404

www.adelaide.edu.au/childcare/adelaide
8.00am - 6.00pm (Mon. - Fri.)

The Adelaide Campus Children's Centre operates at the North Terrace Campus for staff, students and the broader community. The centre caters for children from 3 months to school age.

Roseworthy Campus

www.adelaide.edu.au/childcare/
roseworthy

ph: (08) 8303 7895

7.30am - 6.00pm (Mon. - Fri.)

The Roseworthy Campus child care centre is operated for staff, students and children from the community. The centre caters for children from 3 months to school age.

Waite Campus

www.adelaide.edu.au/childcare/waite

ph: (08) 8303 6560, fax (08) 8303 6561

8.00am - 6.00pm (Mon. - Fri.)

Waite Campus Childrens' Centre is operated at the Waite Campus for staff and students. The centre caters for children from 3 months to school age.

Please check the childcare websites for further information and electronic submissions of expression of interest.

Clubs' Association

1st Floor, Lady Symon Building

Union Complex

email: clubs.association@adelaide.edu.au

The Clubs Association is a federation of the non-sporting clubs from the North Terrace, Waite, Roseworthy and Thebarton campuses of the University of Adelaide.

Through its affiliation with the Adelaide University Union, it provides information and administrative support to clubs, as well as financial assistance and promotion for clubs. If you cannot find a club that meets your interest, start your own!

Clubs include activity groups, issue groups, religious groups, cultural groups, faculty groups, theatre production groups and other groups.

Counselling Centre

Ground Floor, Horace Lamb Building

Ph: 8303 5663

9.00am - 5.00pm (Mon. - Fri.)

The Counselling Centre provides personal counselling for students in relation to issues that are affecting study.

Services Include:

- Crisis intervention
- A drop-in service, available daily between 1.00 - 2.30 pm

(brief consultations only, no appointment required)

- Individual counselling (by appointment)
- Telephone counselling.

Examples of issues students seek assistance with include: stress, family issues, motivation, relationship difficulties, panic and anxiety, grief and loss, depression, sexuality, concentration, self esteem, and special considerations for assessments.

Each semester, workshops and groups are run on a number of topics, such as: Relaxation, Exam Stress, Procrastination, Balancing Family and Relationship Commitments with Study, Improving Sleep, and Confidence in Tutorial and Seminar Presentations.

Appointments can be made by phone or by calling into the Centre.

Cross-Institutional Studies

Students may study courses (subjects) taught at other institutions for credit towards their Adelaide degree, either internally (on-campus) or externally (by correspondence). Students interested in cross-institutional study should consult the Area Administrator in the faculty or school in which they are enrolling.

Disabilities: Support for Students with Disabilities

Learning and Disability Access Office

Hughes Plaza

Ph: 8303 5962

The University is committed to providing access and equity for students with a disability or medical condition. Students can access support services for both permanent and temporary disabilities of a physical, intellectual, sensory, learning or psychiatric nature.

The University recognises its responsibilities for providing appropriate teaching and learning supports, and the provision of physical access for students with disabilities, as required by the Commonwealth Disability Discrimination Act (1992).

Arrangements can be made through the Disability Liaison Officer (DLO) to assist students with disabilities to achieve their academic goals. Support may include assistance with enrolment; assistance in negotiating individual learning agreements with academic staff; provision of note takers or personal readers or sign language interpreters; improved physical access; and a variety of study aids. It may also include the modification of aspects of subjects or courses, from giving more time in exams to negotiating alternative forms of assessment.

Students with disabilities are encouraged to indicate this on their enrolment form and contact the DLO as early as possible in their academic careers to confidentially discuss their individual needs.

Further information on services, support networks and negotiating adjustments to assessment methods, is available from the Disability Liaison Officer.

Education and Welfare Officers

See entry under Student Union - Student Care, page 38.

Employment Service

See entry under the Student Union, page 37.

Equal Opportunity

The University is committed to promoting equal opportunity in education and employment. It is required by law to operate without discrimination on the basis of sex, race, religion, disability, marital status, pregnancy, sexual preference and age. Further information is available on the University's website

The University is committed to providing students from under-represented groups with greater opportunities to enter the University, succeed academically and participate fully in all its activities.

Initiatives in this area include:

- language and study skills support, and assistance for students from non-English speaking backgrounds, including the appointment of international student advisers.
- programs to develop an equitable learning and teaching environment in engineering.
- support for students who have a disability, through their lecturers, development of Learning Assessments and through the Disability Liaison Officer.
- the Wilto Yerlo program which recruits and supports Aboriginal and Torres Strait Islander students.

Additional support and resources are available on University campuses from the:

- Counselling Centre
- Education and Welfare Officers (Adelaide University Union)
- International Student Advisers
- Overseas Students' Association
- Postgraduate Student's Association
- Students' Association (SAUA)
- Parklands Medical Practice - the University Health Service
- Student Support Officers - Wilto Yerlo.

Faculty/School Contacts

Area Administrators

Faculty/School Area Administrators are the principal administrative officers in their Faculty/School and are responsible for coordinating the provision of information and advice on their programs, policies and procedures. Students requiring assistance should read any information provided to them either in hardcopy or on the relevant Faculty/School website. More complex queries should be directed to the the Faculty/School office to determine who has responsibility for the provision of services related to their particular area of concern (see pp.11-12 for contact details).

Postgraduate Coordinators

Each discipline/department/school appoints a postgraduate coordinator to oversee the postgraduate students enrolled in higher degrees by research in the discipline/department. The names of postgraduate coordinators for 2004 may be obtained from the appropriate discipline/department.

Undergraduate Program Advisers

See pp.8-9 for details..

Financial Support for Students

Abstudy/Austudy/Youth Allowance

Detailed information on these allowances is available through the Centrelink website at www.centrelink.gov.au or students may contact one of Education and Welfare Officers for advice..

Changes to Enrolment/Study Program

Students are reminded that they must inform Centrelink, in writing, of any changes to their enrolment as this may affect their entitlements. Generally,

students need to be undertaking 75% or more of a normal full-time workload. Centrelink take this to apply per semester as well as per annum. See the Education and Welfare Officers for advice.

Equal Access Scheme

Commencing students from disadvantaged groups may be eligible for assistance with the costs of commencing tertiary study under the Equal Access Scheme. Application is made to the Education and Welfare Officers, after enrolling (usual closing date is early March).

Loans

An interest- free loan scheme is operated by the University (conditions do apply). Enquiries and applications should be made to the Education and Welfare Officers.

Emergency Loans

Short term emergency finance is available. These are small loans only, and conditions apply. See the Education and Welfare Officers.

Rent Relief

There is a rent relief scheme for low income earners who have resided in South Australia for at least three months. Students who pay more than 40% of their income on rent may be eligible for a weekly rebate. This is now limited to current recipients.

Susan Collins Angas Student Assistance Scheme

Undergraduate students from the Barossa Valley, in their second year or above of study, who can demonstrate financial need, may apply for financial assistance through this scheme.

Please contact the Education and Welfare officers for assistance.

Walter and Dorothy Duncan Trust

Students of the University of Adelaide in financial need may apply to the Walter and Dorothy Duncan Trust for a grant.

The Walter and Dorothy Duncan Trust has a mission to support students who, because of their circumstances, have a short term financial difficulty or who have special circumstances which may impede their academic progress.

Small grants may be sought to provide assistance with general living and study expenses, assist in the purchase of necessary equipment related to the applicant's field of study, for small research grants, including travel associated with research, or any other purpose approved by the Union Board.

To qualify for a grant, students must demonstrate an above average academic record and provide details to support the financial need.

A supporting statement from your program coordinator/supervisor or department is desirable where costs are related to study projects (eg, trips or conferences).

Grants are not normally made to pay tuition, Union, or other administrative fees and charges. Conditions apply.

Application forms are available from the Student Loans Officer or the Education and Welfare Officers.

Graduation Ceremonies

In 2004 the University will be holding the following ceremonies:

Offshore Ceremonies

Hong Kong

28 March 2004

Malaysia

3 April 2004

Singapore

4 April 2004

August Ceremonies

Bonython Hall

Dates to be confirmed

December Ceremonies

Bonython Hall

Dates to be confirmed.

Applying to Graduate

All students wishing to graduate must apply by completing an *Application to Graduate* form.

If you expect to complete your program in 2004 please indicate this in the 'Expect to Graduate' field when enrolling online. This will ensure that you receive an *Application to Graduate* form.

Application forms will be sent - after 5 April for August ceremonies, or after 31 August for December ceremonies - to those who have indicated they expect to complete in 2004. You can request a form outside this general mail-out by contacting the Student Centre on (08) 8303 5208, or email graduations@adelaide.edu.au

All application forms must be returned to the Student Centre. The closing dates for receipt of application forms will be advertised on the Graduations website: www.adelaide.edu.au/student/graduations/dates/

Higher Degrees

An Application to Graduate form will be sent to Higher Degree Research candidates once they have submitted their thesis. Forms need to be lodged in accordance with the deadlines given on the Graduations website for inclusion in the relevant ceremonies.

Health Service

*Ground Floor, Horace Lamb Building
ph: (08) 8303 5050*

*9.00am to 5.30pm (Mon. - Fri.)
(except public holidays)*

The University's Health Service is part of Parklands Medical Practice, a research and teaching practice in association with the Department of General Practice providing comprehensive and confidential health care to all students and staff in a friendly and comfortable environment..

A comprehensive range of services is provided, including health checks, drug and alcohol counselling, immunisations and vaccinations, women's and men's health, contraception advice, sports medicine, skin care, travel medicine, weight disorders, obesity and bulimia and psychotherapy/counselling.

Both female and male doctors are available, and all consultations are strictly confidential.

New students with a chronic medical condition or medical disability are encouraged to attend the Health Service to discuss areas in which assistance can be provided.

You can make an appointment by phoning, or come in and talk to the friendly staff.

This practice routinely 'bulk-bills' patients for services covered by Medicare, Worldcare Assist and Medibank Private. You are required to bring proof of

eligibility, your current membership card, to your appointment.

Services not routinely bulk billed include

- Specialist gastroenterology consultations
- Medical examinations for employment/ insurance purposes
- Vaccines and travel medicine
- Counselling.

Higher Education Contribution Scheme (HECS)

Students who enrol in higher education award programs, which are funded by the Commonwealth Government, are required to pay a part of the cost of their program.

The ATO and DEST have published a booklet *HECS: Your Questions Answered*, and students must read this before signing a HECS payment option form. A copy of the booklet will be sent to all students with their enrolment packages. Further copies are available from the Student Centre or online at www.hecs.gov.au

The HECS charge is incurred on a semester basis and is determined by the workload in which you are enrolled on the Census Dates: 31 March for semester 1 and 31 August for semester 2. Any increase in your workload in that semester after those dates will cause an adjustment to your HECS liability. However, any decrease in workload after these dates will not cause a decrease in your HECS liability.

The Commonwealth Government introduced a 3-tiered HECS system in 1997, under which each subject is classified into one of the 3 bands. The cost of each subject is determined by multiplying the subject's workload by the HECS charge for that band.

For most students HECS can be paid in 2 ways: the 'up-front' option, where

students pay the University at the beginning of the semester, and receive a 25% discount; or the 'deferred payment' option, where HECS is paid as part of PAYE income tax when students earn over the minimum threshold set by the Commonwealth Government. However, some New Zealand citizens or Permanent Residents are required to pay their HECS up-front without the discount.

Students opting for the deferred method may make payments to the University, before the 'due by' date for the relevant semester. Payments totalling \$500 or more, received by the due date, will attract a 25% discount to the HECS charge. For example, a lump sum payment of \$500 will be multiplied by 4/3 which equals \$667. The HECS debt will then be reduced by \$667.

Students may also choose to make voluntary repayments of any amount to the Taxation Office after the census date. Any amount paid voluntarily over \$500 will attract a 15% discount on the payment.

Students who choose to pay up-front will receive an invoice for the up-front fee for semester 1 in February, and in July for semester 2. Note: invoices will be sent to students' billing address if supplied, or the semester address.

Students may change their payment option prior to each census date. Please contact the Student Centre for further details.

If you wish to discuss specific issues relating to your HECS liability, you may make an appointment with Student Finance by contacting the Student Centre.

Inter-campus Bus Service

There is an inter-campus bus service (Mon. - Fri.) between North Terrace, Waite and Roseworthy campuses:

Depart Waite Campus (Security Building) 7 am, North Terrace (front of Bonython Hall) 7.25am, arrive Roseworthy 8.30am.

Depart Roseworthy 8.40am, North Terrace 9.35am, arrive Waite 10.05am.

Depart Waite Campus, 11.35am, North Terrace 12 noon, arrive Roseworthy 1pm.

Depart Roseworthy 4.05pm, North Terrace 5.05pm, arrive Waite 5.30pm.

Depart Waite 5.35pm, North Terrace 6.00pm, arrive Roseworthy 7.00pm.

The route taken includes stops in North Adelaide, along Main North Road and Elizabeth. Please contact the Student Centre (8303 5208) or Campus Services (8303 7937) for a full timetable.

Additional Public Transport Options

Roseworthy

There are morning, evening and weekend bus connections between Roseworthy and Gawler to connect with Gawler-Adelaide rail services.

Waite

Bus route 146 (City to Urrbrae) from North Terrace to stop 22 or 23, Waite Road.

International Students

International Student Admissions

For undergraduate and postgraduate international admissions, please contact the International Admissions officer on (08) 8303 6457/fax: (08) 8232 3741 or email: admissions@adelaide.edu.au

International Student Centre (ISC)

Old Classics Wing

email: isc@adelaide.edu.au

The International Student Centre is responsible for the orientation and ongoing support of international students. It works closely with student groups, faculties and University administration to

ensure the experience of all international students is a positive and successful one. Services offered by the ISC include:

- preparation of pre-departure information
- assistance with visa matters including visa extensions and meeting compliance requirements
- reception service on arrival in Adelaide, including transfer to accommodation
- initial temporary accommodation and assistance with long-term accommodation in conjunction with the Accommodation Service
- comprehensive induction program
- ongoing support by International Student Advisers
- social programs
- re-entry programs for returning graduates
- support for spouses program
- information on overseas student health cover.

ESL Assistance

Some activities are held specifically for students with English as a second language (ESL) - see Study Skills entry, page 41.

English Language Centre

Please see entry under Professional and Continuing Education, page 32.

Libraries of the University of Adelaide

www.library.adelaide.edu.au

The University of Adelaide Library - comprising the Barr Smith, Law, Elder Music, Roseworthy Campus and Waite Libraries - is the largest research library in South Australia. The Library has vast resources, including over two million books and journals, as well as reference material, microfilms, electronic databases,

newspapers, abstracts and indexes. The Library also provides access to more than thirty thousand electronic resource titles.

The Library maintains a comprehensive website (see above) and offers a wide range of services and resources. They include reference and information services, specialist subject guides, access to web-based resources and electronic databases, student computers, photocopiers, and an inter-library loan and document delivery service. Highly trained staff are on hand to assist with your educational and research needs.

A computer catalogue system provides access to all material in the collections, as well as giving access to the catalogues of other libraries interstate and overseas.

Orientation

The Barr Smith Library takes an active role in Orientation Week, which is designed to help new students familiarise themselves with all aspects of university life. Guided tours of the Library are conducted and Library Information Kits are distributed to new students.

Maths Learning Service

Level 1, Schulz Building

ph: (08) 8303 5862

email: mIs@adelaide.edu.au

www.adelaide.edu.au/ltdu/students/maths/

The Mathematics Learning Service provides free assistance to all students encountering mathematics and/or statistics in their studies, particularly for the first time. We specialise in

- Filling gaps in assumed knowledge
- Mature age and ESL students
- Catching up after illness
- Skills for University study.

The Service includes a Drop-In Centre, open 10am - 4pm in teaching weeks, swot vacs and selected times in mid-semester breaks (see website or phone). An appointment is not necessary at these times and assistance is free to University of Adelaide students. (Appointments can be made at other times.)

If in doubt, try us out! You may meet other students in your course and pool ideas.

The Service also offers a variety of bridging courses in maths and stats and workshops can be organised for small groups. Other resources include books, videos and web-based materials.

The Mathematics Learning Service is part of the Learning and Teaching Development Unit (LTDU). For help with language and learning skills issues phone (08) 8303 5771.

Mature Age Students

email: mature.students@adelaide.edu.au

The Mature Students' Association was established to provide social and academic support to all students, undergraduate or postgraduate, who have taken a year's break from continuing study. The Association has a club room provided by the Adelaide University Union on Level 4 of Union House (near Student Travel) which has lunchroom facilities, lockers, cheap tea and coffee and the daily newspapers are provided.

Non-award Studies

These courses are available to students who may or may not be enrolled at the University, and wish to undertake assessment for interest, or to obtain credit toward a current or future qualification. Where courses have prerequisites students are enrolled as a non-award student on the basis of a statement of assumed knowledge.

Non-Award study is a great way to 'test the water' regarding university study, and many courses are on offer. Further information is available from Professional and Continuing Education.

On Dit

*Basement, George Murray Building
Union Complex*

ph: (08) 8303 5404

email: ondit@adelaide.edu.au On Dit Published by your Students' Association, a newspaper for students by students. Pick up a copy every week to find out what's on and what's been happening on campus, around Adelaide and the wider news issues of our globalised world.

Orientation

See entries pages 7,40.

Overseas Students' Association (OSA)

First Floor, George Murray Building

email: osa@www.adelaide.edu.au/osa

The OSA is an affiliate of the Adelaide University Union. As the peak representative body for international students in the University of Adelaide, the OSA's two-fold mission is to look after the welfare of its members and to bridge the cultural gaps between international students and the local community. All international students enrolled at Adelaide University are automatically members and other students are welcome to join as associate members.

The OSA organises a wide range of social activities for International students including Multicultural Week, International Impressions, O'Camp, regular Skirmish, BBQs and travel trips.

The OSA Council is elected at the Annual General Meeting every September. Council representatives sit on a number of key committees in the University.

Parking

The University regrets that it cannot provide parking facilities for persons not holding permits except in the most exceptional circumstances (e.g. in cases of severe physical disability).

Day-time parking for a limited number of motor-bikes however, is available on an annual basis for a fee.

After-hours permits are available for evening parking from 4.30 pm onwards and all day parking on Saturday, Sunday and public holidays from vending machines situated at gates 8, 13 and 22A.

The University has engaged Chubb Services Australia to undertake the issue and administration of car parking permits and enforcement notices on the North Terrace Campus. This will mean new enforcement officers on campus, new addresses and contact details for parking permits and correspondence relating to enforcement notices. Most of the current arrangements for car parking will remain as they are and users should not notice any change.

Enforcement officers will wear a uniform.

For further information on parking contact Chubb Traffic Services on (08) 8400 6690 between 8.30am and 4.00pm.

Postgraduate Students' Association (PGSA)

*First Floor, George Murray Building
pgsa@adelaide.edu.au*

The PGSA is an affiliate of the Adelaide University Union. The PGSA campaigns to protect the academic, political, and economic rights of postgraduate

students. We also provide an information and advocacy service for honours and postgraduate students seeking advice about options, information about policies or wishing to make a complaint about the University. If you need help please phone or visit us.

Preliminary Classes

See entry, page 7.

Professional and Continuing Education

*Level 2, 10 Pulteney Street, Adelaide
ph: (08) 8303 4777, fax: (08) 8303 4411
email: pce@adelaide.edu.au
web: www.adelaide.edu.au/pce*

As well as degree and diploma programs, the University of Adelaide promotes lifelong learning to students, staff, alumni and members of the community through the Centre for Professional & Continuing Education (PCE).

PCE offers a wide range of short courses and programs including foreign languages and culture courses, professional and personal development, special interest courses, computer skills, and year 12 revision courses.

PCE also manages Non-Award enrolments. Any member of the public is eligible for non-award study, provided they have the requisite assumed knowledge.

The English Language Centre
Ph 08 8303 4777

Email: elc@adelaide.edu.au

Web: www.adelaide.edu.au/elc

The Centre offers a range of English language and cultural programs to meet the needs of undergraduate and post-graduate students students from language backgrounds other than English.

The award winning Pre-Enrolment English Program (PEP) provides students with the language skills and understanding of academic culture required for successful study at the university. PEP can provide an alternative entry pathway for prospective students who have received conditional offers to the University of Adelaide. On successful completion these students are granted direct entry into the University.

PEP also provides an excellent preparation for study to those international students who already have the required English language proficiency score for entry into the University of Adelaide or another English language speaking university.

The English for Academic Purposes (EAP) program is a learner centred, task-based course specifically designed for students seeking the experience of studying English in the academic environment of an Australian University.

Also offered by the ELC are short-term English language and cultural study tours to groups of students from overseas universities and English as a Second Language (ESL) courses for students resident in Australia.

Prospective Students Office

This Office provides assistance and advice on academic programs available and procedures for application to prospective students - Australian, international, undergraduate and postgraduate - and to school counsellors and the community. Open Day, Information Day and school tours of the North Terrace Campus are also coordinated by the Prospective Students Office.

The office produces publications providing a range of information about academic program structure, course descriptions, career options, student services, and accommodation.

Prospective and continuing students seeking individual advice about study at the University of Adelaide should visit the Student Centre.

Radio Adelaide

www.radio.adelaide.edu.au

The University's radio station is one of its best known and most successful community outreach activities. Radio Adelaide produces a wide range of radio programs and has an audience of over 50,000 people in the Adelaide metropolitan area. As well as locally on 101.5FM it can be heard around the world 24 hours a day on the internet.

Radio Adelaide brings an audience of curious listeners of all ages in contact with the University of Adelaide and makes the intellectual resources of the University available to the wider community

Programs include news analysis and public affairs; features series and information programs under the banner lifelong learning; community access programs and a wide range of music: from jazz to punk, classical to hip hop,, dance, world, blues, latin, folk and bluegrass with a focus on encouraging local music in all forms. Around 500 volunteers produce and present programs and are involved in many other areas of the station's activities..

At a time when communication skills are vital in so many areas, radio training can be an invaluable adjunct to formal study. Radio Adelaide is a Registered Training Organisation offering nationally accredited training in all aspects of broadcasting.

Students can become involved as a general volunteer – call on 8303 5000 for more information.

Student Radio broadcasts from 9pm (ACST), 6 days a week. It is produced, coordinated and presented by students of the three South Australian universities. Contact the Students' Association for further information.

Roseworthy Campus

Ph: (08) 8303 7810

Union facilities are available at on Campus and Roseworthy students are also members of the Roseworthy Agricultural Student Union Council (RACSUC).

The objectives of RACSUC are to promote the welfare and further the social and intellectual interests of the students at Roseworthy campus. Check the notice boards around campus and the weekly newsletter *Roseworthy News* to stay informed.

A range of activities and services are provided, including a tavern, lounge, canteen, equipment hire, lockers and photocopying facilities. There are various recreational areas available for student use, including a weights room and a swimming pool. Legal aid and medical care are also provided.

Contact the Union Office for more information.

Scholarships

www.adelaide.edu.au/graduatecentre/scholarships/

The University of Adelaide has an ongoing commitment to its students with many scholarships and prizes available at every level.

Information on undergraduate and post-graduate scholarships is available on the scholarship website, and in the Postgraduate and Undergraduate Update which is available from the Student Centre

weekly. Copies of the undergraduate and post-graduate scholarships booklets, which outline all available scholarships, can be obtained from the Student Centre, Level 4 Wills Building. Application forms for scholarships are also available from the Student Centre.

Security

Hughes Plaza

ph:(08) 8303 5990

The University's Security Office is open 24 hours a day, seven days a week. Security can be contacted on 35990 from any phone in the University or 8303 5990 if outside. All Security Officers are uniformed and carry identification and are fully licenced.

Security Officers are available - at any time, day or night - to escort people who prefer not to walk alone through the University or wish to be escorted to the railway station, bus stops or residential colleges.

Security also facilitate the provision of a free shuttle bus service, operating from 5.15pm (going only to North Adelaide) and thereafter on a 45 minute basis to an area within 2.5 km of the North Terrace campus.

Security also provide free self defence classes for women. The courses last for only 3 hours and teach students how to avoid becoming a victim of crime and to be more assertive. The classes are good fun. A \$5 booking fee is required [returned on the night of the course]. Book in at the Hughes Plaza security office.

Students can help make their campus a safe environment by reporting anything considered to be suspicious or unusual, on either an internal telephone or any of the emergency call points around the campus. Their locations are marked on campus maps.

Emergencies

All emergencies within the University at any time of the day or night should be reported on extension 35444 including the urgent need for medical attention. All Security Officers have a Senior First Aid Certificate.

Sports Association

Level 5, Union House

ph: (08) 8303 5403

email: auu.sports@adelaide.edu.au

The Sports Association is an affiliate of the Adelaide University Union. The Sports Association offers a wide range of sporting and recreational activities to all full and part-time students at the University of Adelaide. With more than 40 affiliated clubs the Association has over 3000 members competing in local and intervarsity contests on a weekly basis. Each year the Association organises a team to compete in the Australian Universities Games.

The Association, with the University's assistance, administers the extensive playing fields adjacent to the North Terrace and Waite campuses. The Association's West Beach Sports Centre houses many of the outdoor clubs as well as boasting an artificial hockey pitch. Club facilities include a boat house at West Lakes and on the Torrens Lake, gliding facilities at Lochiel and a water ski shack at Morgan.

The Sports Association provides sports scholarships to the value of \$1000 for current University of Adelaide students and offers bursaries for students to compete in Australian Universities teams travelling overseas.

Sports Hub Fitness Centre

Gym, Level 5, Union Building

sports.hub@Adelaide.edu.au

Facilities include a weights training room with the latest pin loaded equipment, free weights, treadmills, bikes and climbers, a sprung floor aerobics area as well as bathroom and showering facilities. The facility also offers various classes such as aerobics, yoga, cross training and dancing. In addition, a number of sporting club activities are offered in the adjacent Games Room. Personal consultation and massage should be available mid way through 2004.

Student Centre

Level 4, Wills Building (adj. to Waterfall)

ph: (08) 8303 5208, 1800 061 459 for country/interstate callers

fax: (08) 8303 4401

email: student.centre@adelaide.edu.au

*www.adelaide.edu.au/student/current
8.45am - 5.00pm Mon - Fri. (except
Tues: 9.30am - 5.00pm)*

The Student Centre provides up-to-date information on the programs and services available at the University of Adelaide.

We have information about all undergraduate and postgraduate programs (for international and local students) as well as brochures about short courses, language and professional programs offered by the University. Staff in the Student Centre can help with enquires about eligibility for admission and provide information on how to apply.

The Student Centre also provides information about the range of scholarships available, both through the University and from selected funding bodies and research organisations. You

can collect and drop off application forms for scholarships at relevant times of the year.

Staff in the Student Centre are able to assist with any administrative queries regarding your enrolment, examinations, graduation and fees and charges. You can pay for tuition fees, student services fees and other student charges, and purchase official academic transcripts. Please have with you your student card or other photo identification.

Staff are also able to offer information on the range of student services available at the University of Adelaide, including support services such as counselling and study skill workshops, the careers service, online services such as email, MyUni, and the Disability Support Service.

If you're not sure where to go or who to ask, come to the Student Centre!

Access Adelaide

www.adelaide.edu.au/access

Access Adelaide is a web based system that lets you view and amend your university record online. You can log on from any computer with internet access - at home, work, on campus or at a café!

Log on to Access Adelaide and view your

- enrolment details
- unofficial transcript
- personal details, including name, address and phone numbers
- fees, charges and payments on your university account
- exam schedule (prior to exams).

As a student you can

- change your address and phone details
- change your password
- set a password clue to help you remember your password
- drop classes.

User Name and Password

Your username and password are used to give you access to many of the online services available to students of the University of Adelaide.

These online services include

- Student Web Mail
- MyUni
- Access Adelaide
- University of Adelaide Library Electronic Resources
- Student Dialup Services

as well as logging into computer labs around the campus.

Your username comprises your student ID number, preceded by the letter 'a' (eg, if your Student ID number is 1234567, then your username will be a1234567).. Your student ID will be in your enrolment pack, and will also be printed on your Student ID card. You will receive a letter early in the year containing your passwords. You should keep these secure as you are personally responsible for the use of your computer accounts.

Student Study Abroad Programs

email: study.abroad@adelaide.edu.au

The University has exchange agreements with a number of overseas institutions providing students with the opportunity to undertake part of their degree in another country. Agreements exist with universities in many countries, including the USA, Canada, Japan, Malaysia, Thailand, France, Germany, England, Sweden and Finland. Some agreements are specific to particular disciplines (eg, Law, Commerce, Engineering), while others are available to students of all faculties. The number of exchange agreements is expanding rapidly.

Information about studying abroad is available from the Study Abroad section of the Student Centre or by email (see above).

Student Union

Ground Floor, Lady Symon Building

ph: (08) 8303 5401

www.adelaide.edu.au/AUU

The Adelaide University Union is governed by its Board, consisting of students elected directly from the student body. The Union controls the annual disbursement of funds from the Student Services fee and exists to foster a shared sense of identity among the student body.

The Union provides a range of amenities and services to students such as catering, entertainment, union facilities, leisure courses, art & craft facilities, t-shirt shop, Sports Hub Fitness Centre, employment service, financial, legal and tax assistance, advocacy and representation, welfare, computer resources, lockers, a chapel and Islamic prayer room. The Union also owns Unibooks.

The following affiliates are semi-autonomous and Union funded:

- Clubs Association
- Overseas Students' Association
- Postgraduate Students' Association
- Roseworthy Agricultural Campus Student Union Council
- Sports Association
- Students' Association
- Waite Institute Students' Association

Activities and Publications

The Union frequently runs activities in the UniBar or Cloisters, including bands, BBQs and end of term shows. Look out for information each week in On Dit-the student newspaper, the fortnightly

newsletter Cloisterphobia and also visit our website for further details on all activities and promotions.

During enrolment all students receive a Union diary. This provides a host of useful information about the University, services and facilities provided by the Union and other student organisations on campus, as well as containing vouchers for the Union's various catering outlets. Also included in the diary is the Adelaide University Union Card which can be used for discounts on campus and businesses around South Australia. For more details, see www.union.adelaide.edu.au

Computing Suite

New in 2004, this general computer suite is located on the ground floor of Union House (opposite the Barr Smith Lawns). Open for general student use, it is a great alternative if your faculty computing suite is full.

Employment Service

Ground Floor, Lady Symon Building

ph: (08) 8303 4406

www.union.adelaide.edu

There is life away from the textbook..... employment is one of life's necessities – even casual & part-time work. AUU Employment is a student service providing advice on resumé construction, industrial relations, interviewing and how to find Adelaide's hidden jobs. Our primary function is an on-line employment database featuring vacancies tailored to student employment. Check our website (see above) for details on part-time, casual or one-off event work available. Just type in your student number and password and have a look through. Feel free to pop in to the service, or make an appointment to guarantee time.

Food and Beverage Services

The Union also runs food and beverage outlets at the North Terrace, Roseworthy and Waite campuses as well as a Function and Conference department. Outlets include Backstage Café, Briefs Café, Café Boss, Lirra Lirra Café, Mayo Café, Rumours Café, Roseworthy Canteen & Tavern and the UniBar. The Union also provides vending machines on all campuses.

Student Care

Ground Floor, Courtyard, Cloisters

ph: (08) 8303 5430

www.adelaide.edu.au/AUU/student_care/index.html

The Union has three Education and Welfare Officers (EWOs): Chris Gent, Vicki McCoy and Eirean James. The EWOs advise students on welfare related issues, financial matters (Youth Allowance, Austudy, Abstudy, Social Security) personal issues and academic matters. The EWOs also assess eligibility for Student loans and Subsidised Housing and for a number of small grants. Other services include free tax help and a free legal service.

All services are provided within a professional and confidential environment. Appointments can be made by phone, and further information is available through the Student Care home page.

Student Services

The Union offers other facilities within the Union complex, including the Cinema and Little Theatre and a range of rooms which may be booked for meetings, forums, productions, films, conferences etc. Bookings can be made at the Union Office (see details above).

The Union also houses UniBooks, UniRecords and Student Travel Australia.

The Union Studio (George Murray Bldg) offers art and craft facilities as well as leisure and recreation courses. Pottery wheels, kilns, sewing machines and the darkroom can be used with payment for materials. Details of courses are available from the Studio or the Union website. .

The Union Resource Centre, on the Mezzanine Level in Union House, has both IBM and Macintosh computers and offers laserprinting, photocopying, binding and laminating, colour printing and scanning. Software packages include Microsoft Office DTP, Word Perfect and Microsoft Works. Staff are on hand to provide assistance and regular tutorials are provided. Student can email at auu.resourcecentre@adelaide.edu.au or phone on (08) 8303 3124.

The Union provides a Women's Room (Anna Menz Room, Basement, Lady Symon Building), for the exclusive use of women on campus. Facilities include toilets, showers, a kitchen area, changing facilities for children, a rest area, lounge and study area.

The Rainbow Room (Level 6, Union) offers a safe space for all non-heterosexual students, staff and friends. The room is open 8 am - 8pm.

The Islamic Prayer Room (Level 6, Union Building) has the required ablution facilities, and is open Monday to Friday 8 am - 10 pm (semester time) and 8am - 8.00pm (non-semester time).

The Religious Centre (including the chapel) is in the Basement, Lady Symon Building. Chaplains and staff workers are available to students and staff Monday to Friday 10am - 3pm during term. You can also contact them by phone (other times), or internal mail: *c/- Religious Centre*.

Students' Association (SAUA)

*Ground Floor, Lady Symon Building
ph: (08) 8303 5406, fax: (08) 8223 2412
email: saua@adelaide.edu.au
www.saua.adelaide.edu.au*

Upon enrolling at University you automatically become a member of the Students' Association. The SAUA is an autonomous affiliate of the Adelaide University Union to which you paid your Student Services fee. The role of the SAUA is to structurally and individually represent all University of Adelaide students to the government, our university and the wider community.

The SAUA is run by student office bearers, SAUA staff and last, but not least, students not unlike yourself. Decisions of the Association are made by SAUA Council and its standing committees whose members are elected from the student community during annual elections. The Students' Association provides representation, services and runs activities for the 15,000 students on all our campuses.

SAUA office bearers

President	Alice Campbell
Activities/Campaigns	
Vice-President	Bek Cornish
Education Vice-President	Aurelia Stapleton
Environment Officer	Stephen Kellett
Orientation Coordinator	Victor Stamatescu
Sexuality Officer (female)	Kate Stryker
Sexuality Officer (male)	Alan Han
Women's Officer	to be advised

SAUA Staff

Project/Research Officer	Naomi Vaughan
Desktop Publisher	Peter Day
Admin. Assistant	Emma Fitzsimons

Activities

The SAUA runs many terrific activities throughout the year including:

- Orientation Week
- Prosh (for charity)
- Environment Week
- Re-Orientation Week (semester 2)
- Women's Week (celebrating women's participation in higher education)

Check it all out and get into Uni life!

Counter Calendar

Do you want to know what your courses and lecturers are really like?- then grab a copy of the Counter Calendar. It's the only place you will find the student perspective on 'what's hot and what's not' in terms of assessment, lectures, tutes, pracs and much more. Get a copy and benefit from the experience of students who have 'been there and done that'.

Have Your Say

It is your Students' Association, use it! Feel free to drop in anytime or you can make an appointment and have a chat to any of the office bearers. Get involved in campaigns and make use of our services. Get involved in your student organisation, because it's the best way to discover there's more to University life than study.

Individual Grievances

Any problems you are having at University, whether it be poor lecturing, a problem with a tutor, your grades, or sexual harassment, we have office bearers who are able to help you. Assistance with financial, welfare or a myriad of other matters can also be given by the Union's Education Welfare Officers (EWO's). Please call into the SAUA office, phone or email us and someone will be able to help you out or point you in the right direction.

Orientation

Feel completely lost or out of it? Well then, don't panic! That's why the Students' Association (SAUA) runs Orientation each and every year. During Orientation you will be introduced to the plethora of student services and organisations that exist to make your transition into University more enjoyable. The Orientation program is divided into several parts:

Orientation Camp (O'Camp)

O'Camp is the way to meet new people before you start your university career. 200 students spend 5 action-packed days together, hanging out on the beach, playing fun games and dancing the night away at the official O'Camp bar.

The 2004 O'Camp will be held at the beach in Normanville one week before O'week starts on campuses. Fill out the application form you received with your SATAC offer or visit the stalls during Enrolment and/or phone the SAUA office. Hurry as places are limited.

Orientation Week (O'Week)

Be prepared for a week of non-stop activities 23 - 27 February!. Find out everything you want to know about University life whilst enjoying free food, drinks, competitions, giveaways and lots more. Pick up an official program from the SAUA office during O'Week or take one of the official O'Tours around campus and learn about the wonderful university you are about to make your second home! Don't miss the most exciting week of the University year!

Orientation - Roseworthy Campus

The Student Union holds a range of activities throughout Orientation Week. Due to the success of the Orientation

activities in previous years we will be following a similar program. Activities will include activities such as a free Barbecue; Champagne Breakfast; Treasure Hunt; Video Night; Welcome Back Show; Gymkhana; New Students' Test and Orientation Ball.

Orientation - Waite Campus

The Waite Institute Students' Association (WISA) conducts a range of events to assist students with the transition to tertiary study. So, look out for stalls and 'O' helpers to help steer you in the right direction.

Orientation Ball (O'Ball)

The ultimate end to the Orientation experience and one of the hottest concerts for the year. Previous performers have included The Whitlams, Machine Gun Fellatio, Magic Dirt, Gerling, Grinspoon and The Superjesus. Get your tickets early from the SAUA office or selected record outlets.

Orientation Guide

Your University survival kit, full of helpful hints and valuable information that will help you through the 'Uni jungle'. The O'Guide will be available during Enrolment Week from the Student Centre, Faculty and School, and also on the web at: www.saua.adelaide.edu.au/orientation

Student Diary

Call into the Students' Association and pick up a diary – or get one from the Student Union stalls during O'Week. The official Student Diary contains information about services that can help you study, get a part-time job, or simply tell you where on campus things are. There are also lots of vouchers and competitions for you to use.

Representation

The SAUA represents students both within the University, on various committees and directly to senior management, as well as to the wider community through the lobbying of State and Federal Governments and through representation to and by the National Union of Students.

SAUA provides a student voice on a range of issues and regularly lobbies the State and Federal Governments on matters concerning our education - eg, HECS and the Common Youth Allowance.

The Students' Association is also your voice to the University itself. SAUA representatives sit on many University committees advocating on your behalf, whether it be on teaching quality, returning exam papers, issues of equal opportunity or health and safety requirements. If there is something you see happening at University that needs changing or you have any suggestions come in and tell us. That's why we are here.

Services

Services provided by SAUA include:

- Resumé and CV design
- Tutoring service
- Cheap dry cleaning service
- Fax machine facilities
- Professional desktop publishing, at good rates for students
- On Dit student newspaper and other publications
- Student Radio.

Study Skills

Learning and Teaching
Development Unit

Level 2, Schulz Building

Ph: (08) 8303 5771

email: ltdu@adelaide.edu.au

www.adelaide.edu.au/ltdu/students/

The Language and Learning Service of the LTDU offers students, free of charge, a series of academic skills workshops, a daily Helpdesk (12:30–1:30pm), and online resources. The Service is available to all students enrolled in courses at the University of Adelaide.

Workshops include study skills, writing academic papers, presenting a seminar series for all. A program of workshops for international and local English as a second language (ESL) students includes conversation tutorials, participating in tutorials, academic writing, and avoiding plagiarism. A volunteer-matching program for conversational development is available for (ESL) students.

The Mathematics Learning Service (see page 30) is also part of LTDU.

For program details, visit our website or collect a brochure from LTDU reception or the Student Centre.

Unibooks

Union House, North Terrace Campus

Ph: 8223 4366, Fax: 8223 4876

email: bookshop@unibooks.com.au

www.unibooks.com.au

8.30am - 5.30pm (Mon. - Fri.)

9.30am - 12.30pm (Sat.)

Unibooks, owned by the Adelaide University Union, offers an extensive range of reading and studying materials – from latest fiction and general interest books to your textbooks and software at

academic prices (up to 70% off RRP). Unibooks also offers a comprehensive search facility to locate books worldwide. You can also purchase University of Adelaide clothing and alumni products, stationery, magazines, newspapers (some 1/2 price) calculators, lab coats as well as many other products.

Cash, eftpos and credit card discounts are offered all year round on most products.

Visit the Unibooks website for a comprehensive book search and ordering facility, and check out all the latest titles.

Unirecords

Union House, North Terrace Campus

Ph: 8223 4851, Fax: 8232 7324

Email: craigos@unibooks.com.au

9.00am to 5.30pm (Mon. - Fri.)

Unirecords sells latest CDs at low prices, and buys and sells second hand CDs. Other products in-store include blank audio and video tapes and DVDs.

Waite Institute Students' Association (WISA)

Undercroft, McLeod House

Ph: (08) 8303 7428

email leonie.hartshorne@adelaide.edu.au

The Waite Institute Students' Association is affiliated with the Adelaide University Union. It provides students studying at the Waite campus with a representative voice and a social environment. If you are enrolled in the Bachelor of Agricultural Science or spend greater than 50% of your time studying at Waite, then you are a member of WISA.

WISA offer a variety of services and activities - please contact the office for further information.

Wilto Yerlo, in the Centre for Australian Indigenous Research and Studies

ph: (08) 8303 3623

freecall 1800 651 763

www.adelaide.edu.au/wilto_yerlo/

Wilto Yerlo is the primary access and support centre for Indigenous students at the University. It provides academic and general support as well as delivering key academic programs.

The Centre offers a foundation program in the Humanities and Social Sciences, and a unique range of music programs (foundation year, advanced certificate and associate diploma) through the Centre for Aboriginal Studies in Music (CASM).

Centre staff assist Indigenous students with special entry to the University through the Aboriginal and Torres Strait Islander Access Scheme. A variety of academic and support services are provided to Indigenous students across the University campuses.

Services include academic and tutorial support, assistance with travel and accommodation, and advice on financial assistance including Abstudy, scholarships and cadetships. Student facilities include a computing suite, photocopier and common room.

Tutoring is available to Indigenous students through the Aboriginal Tutorial Assistance Scheme (ATAS).

Please contact the centre for further information.



All students are required to comply with a range of policies, rules and procedures related to the administration of academic programs, academic requirements and conduct. You are advised to familiarise themselves with relevant policies and rules in order to better understand their rights and responsibilities as a student.

Note: All policies are subject to change and review - please check websites for the most current policy detail.

Academic Policies and Procedures

Academic Program Rules

The University of Adelaide Calendar (available for reference at the Student Centre or at www.adelaide.edu.au/calendar) lists the Academic Program Rules that specify the requirements for each academic program offered by the University. All students are required to comply with these program rules.

Academic Year

The following is Clause 1 of the Academic Year Rules

- a Subject to the following sub-sections of this clause the Council shall from time to time specify the periods of the calendar year that shall constitute the academic year for teaching, examinations and vacation periods. Such specifications may divide the calendar year into semesters or into three or more terms.

- b For the clinical years of the medical and dental programs the Council may prescribe dates other than those of the normal academic year for the performance by undergraduates of part of their training and work in hospitals; provided that such undergraduates shall be enabled to have not less than eight weeks of vacation in any calendar year.
- c For practical tuition in music within the degree programs and all single course tuition in the Elder School of Music the Council may prescribe dates other than those of the normal academic year.
- d For candidates proceeding to a degree of master or doctor the academic year shall be the same as a calendar year; provided that any such student may have a vacation period or periods aggregating four weeks in each full year of study and research.
- e The Council shall have power to vary these dates to meet any special circumstances arising in any year.

Amendment to Enrolment

Subject to the requirements of your academic program you may amend your enrolment to add or withdraw from a course via Access Adelaide at the web address: www.adelaide.edu.au/enrol/

If your enrolment was made via an enrolment form then you will need to use an *Amendment to Enrolment* form to add or withdraw from courses. Forms are

available from your faculty or school, Professional and Continuing Education or the Student Centre.

Amendments to enrolments may result in a change to your study load status (eg, from part-time to full-time, or vice versa). You need to consider whether changes to your enrolment will have any implications for HECS and tuition fees, Student Services Fee or your entitlement to concessions or support as a full-time student.

Withdrawals have different consequences depending on whether you are withdrawing from a semester 1, 2 or full year course. Refer to the list of critical dates (see pp.16-17) for details of the last day by which you must withdraw to have your course/program deleted, have a 'withdraw not fail' (WNF) or a 'withdraw with a failure' (WF) recorded. Refer also to entry on Withdrawal Dates, page 121.

It is recommended that you seek advice from your program adviser, faculty/school registrar, the counselling centre or an education and welfare officer before making any significant changes to your enrolment.

Assessment and Examinations

Policy Statement on Plagiarism, Collusion and Related Forms of Cheating

www.adelaide.edu.au/policies/?mode=browse;catid=2

1 Introduction and Purpose

The University expects a high level of professional conduct from staff and students and is committed to development activities that support the attainment of high academic standards. The University provides an environment that encourages

all to aspire to high academic achievement and staff and students have responsibilities to uphold these standards.

Academic integrity is an essential component of scholarly activity. Such activity involves researching, understanding and building upon the work of others and requires that credit to others be given where it is due and that the contributions of others be acknowledged.

The purpose of a Plagiarism Policy is to outline

- i the University's commitment to high standards of academic integrity
- ii the issues associated with plagiarism and collusion and its effect on student learning
- iii the principles under which the preventing, detecting and dealing with cases of plagiarism and collusion and related forms of cheating are managed.

2 Definitions

Academic integrity and student learning involve many issues and a list of terms used in discussing these issues is provided below.

Assessment Committee: Departmental/ School Assessment Committee

Attribution: acknowledging the author or artist of words, music, computer code, artistic works, designs or ideas.

Citation: directly quoting or paraphrasing and giving credit to another person's text, work or idea.

Collaboration: an activity involving more than one person.

Collusion: another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor.

Coordinator: Course/Program Coordinator

Copyright: the legal right granted to an author, artist, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Group work: a group of people working collaboratively on a common activity with the encouragement, or consent, or knowledge of the assessor.

Head: Head of School/Department/ Discipline.

Natural Justice: 'Natural justice' is general procedural fairness in the handling of a complaint, and involves all the following elements:

- a The right to a fair hearing
- b The right to attend hearings with an advocate, representative, friend or support person, if required
- c The opportunity for all parties involved to openly present their case
- d The subject of the complaint having full knowledge of the nature and substance of all allegations
- e The person laying the charge not determining the charge
- f The right to an independent, unbiased decision-maker
- g A final decision that is based solely on the relevant evidence.

Paraphrasing: repeating a section of text using different words with the intention of retaining the original meaning.

Plagiarism: using another person's ideas, designs, words or works without appropriate acknowledgement.

Public Domain: a work that is available to most people and free to be used without the requirement for permission or payment of royalties.

Quotation: to place an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system in order to give credit to the original author.

Referencing: to provide a full bibliographic reference to the source of the citation (in a style as determined by the Faculty, School, Lecturer, or journal publisher).

Works: refers to words, music, computer code, artistic works, designs or ideas.

3 Issues Associated with Plagiarism, Collusion and Cheating

For students, plagiarism, collusion and other forms of cheating are expressly forbidden under the University's Rules for Assessment, which state that:

- 1 No student will submit for assessment any piece of work that is not entirely the student's own, except where *either*
 - a the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged *or*
 - b the assessor has given prior permission for joint or collaborative work to be submitted.
- 2 No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.
- 3 No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
- 4 No student will submit the same piece of work for assessment in two different courses, except in

accordance with approved study and assessment schemes.

Any form of cheating in examinations is expressly forbidden in Section 4.5 of the University's Examinations Policy.

The University regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating. In order to maintain high standards of academic integrity it is the obligation of every member of the University to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline. Plagiarism is always unacceptable but can occur as a result of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.

3.1 Responsibilities of the Faculty/School/Department

Faculties, Schools and Departments will:

- 3.1.1 Inform students, as appropriate, of the Rules for Assessment (based on existing Statute Chapter 17).
- 3.1.2 Ensure each course guide will contain information on the requirements for citation, together with the Faculty's/School's/ Department's required (or preferred) referencing style, where appropriate.
- 3.1.3 Ensure that each course coordinator provides information to students that contains specific warnings about plagiarism and refers to the University's Policy Statement on Plagiarism, Collusion and Related Forms of Cheating, where appropriate.

3.1.4 Require all work submitted by students to contain an acknowledgement of originality with the appropriate referencing and citations as a declaration of authorship.

3.1.5 Apply the University Rules, Policies and Guidelines related to plagiarism and collusion in a consistent manner.

3.2 Responsibilities of Staff

All staff involved in teaching will assist in providing a learning and teaching environment that upholds academic integrity. It is the teaching staff's responsibility to:

- 3.2.1 Provide clear instructions regarding assessment requirements, including group activities and/or collaborative work.
- 3.2.2 Provide resources and feedback, as appropriate, to assist students to practise and learn the academic language and conventions required for their assessment tasks.
- 3.2.3 Set, as appropriate, assessment tasks that minimise the opportunities for plagiarism.
- 3.2.4 Provide marking criteria and an 'Assessment Cover Sheet' for all summative assessment tasks and require the signature of the student declaring that all cited works have been acknowledged.
- 3.2.5 Take reasonable steps to detect plagiarism and collusion.
- 3.2.6 When submitting works for publication or for research grants, it is the staff member's responsibility to uphold the discipline standards of academic integrity in relation to the use of the works of others.

3.3 Responsibilities of the Student

Engaging in plagiarism impedes a student's ability to learn. It is each student's responsibility to:

3.3.1 Read and abide by all instructions distributed by the University/Faculty/School/Department/Teaching Staff including course guides, assessment task requirements and the Rules for Assessment (based on existing Statute Chapter 17) and the University Policy Statement on Plagiarism, Collusion and other form of Cheating.

3.3.2 Seek assistance with their learning and assessment tasks if they are unsure of appropriate forms of attribution and referencing for their discipline.

3.3.3 Submit assessment tasks according to staff instructions.

3.3.4 Submit for assessment, whether by examination or otherwise, only their own piece of work, except where:

- i the works of others is appropriately acknowledged
- ii the assessor has required, or given prior permission for group or collaborative work to be submitted.

3.3.5 Not allow their own assessment work to be copied by another student with the intention to deceive the assessor.

3.3.6 Not produce all or part of an assessment work for another student with the intention to deceive the assessor.

3.3.7 To use quotations, paraphrasing referencing and attribution in accordance with accepted academic conventions and with any explicit instructions given by the assessor.

3.4 Types of plagiarism, collusion and other forms of cheating that will incur penalties

Plagiarism that will incur penalties can take several forms:

i Presenting works in any format, without appropriate attribution to the original source (see examples given in Guide-lines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other form of Cheating).

ii Paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work.

Related forms of collusion and cheating that will be treated in the same way as direct plagiarism include:

iii Submitting assessment work with the intention to deceive the assessor as to the contribution made by the student submitting the work.

iv Students separately submitting the same piece of work with the intention to deceive the assessor as to the contribution they have made to the assessment work.

v A student submitting the same piece of his or her own work for two (or more) different courses, without the assessor's permission.

For forms of cheating in examinations, refer to the University's Examinations Policy.

3.5 Procedures and Consequences for Plagiarism and Collusion

All plagiarism is unacceptable and each case of plagiarism should be treated on its own merits. Educational procedures should be in place to assist students to avoid submitting assessment work containing material from a source other than the student and not referenced or acknowledged in an appropriate manner.

All assessment work submitted by a student should be assessed in accordance with its academic merit. If a student fails an assessment task because of the absence of appropriate citations and references it is a consequence of the student failing to meet the stated criteria for the task, not just as a punishment for plagiarism.

The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the University's commitment to academic integrity. Penalties may include revising and resubmitting assessment work, receiving a result of zero for the assessment work, failing the course, expulsion and/or the imposition of a financial penalty.

The University keeps a central register of cases of student plagiarism (Plagiarism Register) to assist in the detection of students committing multiple offences in different courses. The Register is held by the Records Management Office and is maintained by the Office of the Executive Director, Student and Staff Services.

If a student admits, or is found to have committed multiple and/or systematic acts of plagiarism, or admits, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with under a complaint of misconduct under the Rules for Student Conduct in the University, and a further penalty may be imposed as provided for in those Rules.

All procedures used for dealing with cases of plagiarism must incorporate the following principles:

- a Natural Justice: See 2 *Definitions* above.
- b Transparency: The procedures aim to be easily accessible to all staff and students, with transparent operation and outcomes, and capable of resolving plagiarism cases in a timely manner with clear deadlines for each stage of resolution. Reasons for each decision are provided to all parties concerned, and are fair to and cognisant of the interests of both students and staff.
- c Confidentiality: All information provided in plagiarism procedures is strictly confidential and can be used only for the purposes for which it was collected, unless:
 - i The express consent of the individual/s concerned is obtained *or*
 - ii The University has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person *or*
 - iii The use is specifically required by law.
- d Equity: Plagiarism cases are dealt with in an equitable and culturally sensitive manner, and are judged strictly on their merits, irrespective of the presentation of the person(s) involved in the allegations of plagiarism, or of the defence against them.
- e Representation/Support: Persons subject to allegations of plagiarism should have the option of attending meetings to discuss those allegations and to review plagiarism decisions in the

company of a designated advocate, representative, friend or support person.

- f Balance of Probabilities: the rules of evidence under common law and other legal conventions do not apply to meetings dealing with plagiarism cases. The principle to be applied to the evidence in reaching a decision is the 'balance of probabilities' rather than the more rigorous legal principle of beyond reasonable doubt.

The specific procedures that should be followed in cases of suspected plagiarism by students are found in the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other form of Cheating.

Written records will be kept by the Coordinator and/or Head (as appropriate), of all official meetings once an investigation has commenced. A copy of the assessment work, written records of meetings, phone conversations, emails and oral presentations involving the student and the assessor, the Coordinator and the Head, as appropriate, will be kept as confidential records.

3.6 Appeals

A student who wishes to appeal against a ruling decided under the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and other form of Cheating may do so in writing under the Student Appeals Policy. Students will be informed of this right in the notification of an investigation from the Head.

Guidelines and Procedures for Implementing the Policy Statement of Plagiarism, Collusion and Related Forms of Cheating

www.adelaide.edu.au/policies/?mode=browse;catid=2

1 Introduction

Academic integrity is a quality associated with high standards of scholarship and is a responsibility of both staff and students. Academic staff should provide examples of good practice in academic integrity by acknowledging appropriately the works, designs, ideas and words of others in their teaching and research. Providing appropriate examples of assessment work that display good practice in using citations, references and acknowledgements and providing opportunities for students to practise their use will assist in developing academic skills and in reducing the instances of plagiarism and collusion.

The University is committed to assisting staff and students in maintaining high standards of academic integrity by implementing highly visible procedures associated with educational opportunities and detection. Staff can also assist by employing approaches to assessment that minimise the possibility for students to submit plagiarised material.

2 Issues Associated with Plagiarism, Collusion and Related Forms of Cheating

Teaching staff can provide information and opportunities that will assist a student's progress from a high level of dependence on the works of others to a stage where they are using the work of others to augment their own interpretation of an issue or event.

University rules, policies and guidelines that tend to focus on the punitive aspects

of procedures rather than the educative and often fail to articulate to students why the conventions of citing and referencing are an integral part of developing scholarly writing skills, and why plagiarism is considered a serious offence in the academic environment.

Plagiarism may occur because of cultural issues, such as misunderstanding academic conventions in a particular discipline or a level of English language skills that prevents adequate expression. In some cultures, the close replication of an expert's work represents a sign of learning and respect. However, some plagiarism results from an intention to deceive the assessor and is outright cheating. Whatever the reasons there are actions for all members of the University community that will minimise cases of plagiarism.

3.1 Responsibilities of the

Faculty/School/Department

The University is committed to taking a consistent and equitable approach to the issue of plagiarism and collusion. Faculties, Schools and Departments are encouraged to develop their own approaches to providing students with information about the University's rules, policies and guidelines relating to plagiarism and collusion, and to provide learning opportunities for students to make use of the resources available to assist them in writing and other assessment tasks.

Students require guidance on issues of academic integrity, academic styles of writing and discipline conventions for referencing and acknowledging the works of others. They also require opportunities to practise applying these attributes to their own work. Students should be provided with

opportunities to engage in learning activities that can lead to improvements in their skills, and their participation in group activities and be given constructive feedback in relation to the use of sources. They require explicit information on referencing styles appropriate to the discipline area in which they are studying.

Faculties, Schools and Departments have the right to set the criteria and marking schemes associated with assessment tasks. Criteria associated with referencing and originality can be used effectively to reinforce the importance associated with academic integrity and high standards in scholarly activity.

3.2 Responsibilities of Staff

Commencing students should be introduced explicitly to the concept of academic integrity and why this is important for student learning.

Teaching staff can provide opportunities to discuss standards and expectation in relation to academic work and assessment. Teaching staff are in a position to design assessment tasks that minimise instances of plagiarism, for example, by setting learning outcomes that require students to satisfy specific criteria to explain information that has been included in a submission and to include a recommendation or conclusion based on an issue discussed specifically in the course content. Teaching staff can also assist students to understand discipline-specific approaches to academic writing and presentations by allocating formal contact time to discuss examples and expectations.

All teaching staff should be involved in

the prevention and detection of plagiarism. The detection methods may vary depending on the discipline. Examples could include the random sampling of assessment submissions for similarities; using copy detection software (such as Turnitin) to review assessment submissions for appropriate referencing or copying; being aware of significant differences in a student's performance across a number of tasks or using more than one assessor.

The principal methods that should be used to reduce plagiarism are educative and involve ensuring that students are aware of the expectations and standards associated with assessment work for a particular discipline. It is important that students see examples of accepted academic conventions for acknowledging another person's work. Students should be rewarded for expressing ideas in their own words (at an appropriate standard). The use of formative assessment tasks for which timely feedback will be available will reinforce skills in summarising, paraphrasing and referencing appropriately.

Useful resources for staff can be found at www.adelaide.edu.au/ltdu/staff/plagiarism

3.3 Responsibilities of the Student

Students should take responsibility for being informed about conventions and expectations in their chosen discipline. When information and opportunities are provided on referencing and writing skills students should allocate sufficient time to be familiar with the issues. It is important for students to continue to discuss and clarify points

of confusion with tutors and lecturers until they have gained a solid understanding of the role of citing and referencing in tertiary assignments.

Student submissions must provide some form of acknowledgment for the following, direct quotes from a published text, paraphrasing or summarising other people's published ideas, the use of graphics, tables or images from a hard copy text or the web. Students need to be aware that changing a few words, or the order of words, in a text is not paraphrasing. If a student is unsure of what should be acknowledged then teaching staff can assist. In addition, students can attend academic writing workshops or attend 'Helpdesk' sessions in the Learning and Teaching Development Unit (www.adelaide.edu.au/ltdu/students/plagiarism).

It is appropriate that students should develop their own writing style as they progress through their program. Web-based software, such as Turnitin, may be used by students as an educational tool to improve their writing style. The system enables students to review their use of citations and referencing and to experiment with paraphrasing and summarising in a formative mode.

4 Procedures and Penalties for Plagiarism, Collusion and Related Forms of Cheating

The University's approach to suspected cases of plagiarism, collusion and related forms of cheating should be consistent and fair. Students should be aware of the expectations of academic integrity and how it will be upheld. Students should also be aware of their rights and responsibilities for dealing with issues associated with plagiarism, collusion and

related forms of cheating and keep copies of their drafts, notes and literature sources so that they are familiar with the details of their submissions.

If a case of suspected plagiarism has been detected, the principles of natural justice should be employed to deal with the procedures. This means that a student will be presented with all the evidence relating to an alleged incidence of plagiarism and be given an opportunity to discuss the circumstances in a manner that is mindful of the stress caused by such allegations. Students should consider having a support person present so that they are not intimidated by a formal proceeding. The evidence of plagiarism will usually involve citing the original source of the work that has not been cited or referenced appropriately.

4.1 If an assessor believes they have evidence that a student has submitted an assessment work that contains plagiarised material, the assessor will notify either the student's lecturer or Coordinator. If the evidence suggests that there is an inadequate understanding or application of the procedures of appropriate referencing, the student will be contacted and referred to relevant workshops and/or other resources for gaining the necessary skills. The assessor, or Coordinator, may request that the work be resubmitted and re-marked or marks may be deducted because of inappropriate referencing. No record will be entered in the confidential Plagiarism Register of the University, but the Head may keep records of cases where students have been contacted and referred to relevant workshops as described above.

4.2 If the assessor or Coordinator believes that the alleged plagiarism is not due to an inadequate understanding or application of the procedures of appropriate referencing, they will notify the Head. [If the Head is the assessor or the Coordinator, the Faculty Dean, or a nominee, will take the place of the Head in the process.] After consulting the assessor and the Coordinator, the Head may decide either to talk to the student and have the student referred to appropriate workshops and/or other resources for gaining appropriate skills and provide the same range of assessment options as in Section 4.1 above, or proceed formally to Section 4.3.

4.3 The Head will now notify the student of the alleged plagiarism, in writing, within 5 working days. The notification to the student will contain details of the assessment work, the evidence pertaining to the material suspected of being plagiarised, their rights concerning the process of investigating allegations of plagiarism and the support available to them, including advice and representation by an Education and Welfare Officer (EWO) or other support person, as provided for in the Student Complaints Policy. The notification must also include the scheduled time, date and place for the hearing, which will normally be within 10 working days from the date of notification, and the names and positions of all attending staff members.

The Head will consult the confidential Plagiarism Register of the University to determine if there is any record of confirmed plagiarism for this student. If there is such a record, the notification must also include this.

4.4 The student will be invited to respond to the Head on the evidence of plagiarism within 10 working days of the date of notification. The student may respond in person, in writing or orally. The student may invite an EWO or other support person to any meeting to provide them with advice. If the student and/or his/her support person cannot reasonably meet the time nominated for the meeting by the Head, the hearing may be switched to an alternative mutually agreed time, but in any case no longer than 20 working days from the date of notification. Telephone conferences may be used to help overcome scheduling clashes, or where the student may be interstate or overseas, with the nominated EWO or other support person in attendance with the Head.

If there is no response to the notification, and/or the student does not attend the scheduled hearing, the Head is required to make one final reasonable attempt at contacting the student, by telephone, email and/or in writing, using the current contact details on the student administration system, or other available contact details. If there is still no contact 5 working days after this attempt has been made, or the student again fails to arrive at the scheduled time and place, the Head will proceed with the hearing in the student's absence.

4.5 After consulting the assessor and the Coordinator, taking into account any extenuating circumstances presented by the student or his/her representative, and applying to the evidence the principle of 'the balance of probabilities' rather than the legal

principle of 'beyond reasonable doubt', the Head may then decide on one of the following actions:

- i If, on the balance of probabilities, the available evidence is not sufficient to indicate plagiarism, then no further action need be taken. No record will be entered in the confidential Plagiarism Register of the University and the student will be notified of this outcome in writing within 5 working days.
- ii If, on the balance of probabilities, the available evidence is sufficient to indicate that material was plagiarised and no previous record exists in the confidential record of the University, then the student may be given zero marks for the assessment work, and may be given the option of resubmitting. The student will also be provided with resources and assistance in developing a scholarly approach to assessment work, including appropriate methods for referencing and acknowledging the works of others.

The Head may decide that any resubmitted assessment work should be awarded a maximum mark of 50%. A record of the incident, together with the resources and assistance provided, will be entered in the Plagiarism Register of the University and the student will be notified of this outcome in writing within 5 working days.

- iii If, on the balance of probabilities, the available evidence is sufficient to indicate that material was plagiarised and a previous record exists in the confidential record of

the University, then the case will be referred to an Assessment Committee. A record will be entered in the confidential Plagiarism Register of the University and the student will be notified of this outcome in writing within 5 working days.

- 4.6 The Assessment Committee will be a lower tribunal under the terms of Statute Chapter 12 and associated rules, and will hear the case following the procedures required under that statute and rule. The Committee will consider the case and if it confirms that the evidence provided is sufficient to indicate that material was plagiarised and a previous record exists in the confidential Plagiarism Register of the University, then the assessment work will be given a mark of zero and the student will fail the course without the option of taking a supplementary examination. A record will be entered in the Plagiarism Register of the University and the student will be notified of this outcome in writing within 5 working days.

If the Assessment Committee determines that multiple and/or systematic acts of plagiarism have been committed by the student, or if the student admits, or is found to have committed, conduct that prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with under a complaint of misconduct under the Rules for Student Conduct in the University, and a further penalty may be imposed as provided for in those Rules.

5 Appeals

Students should retain a copy of all assessment tasks submitted and any draft notes and sources of information they have used during the preparation of their submitted work. This will assist them should an assessor query aspects of the referencing or originality. It will also assist a student should they appeal against a reduced mark for the lack of referencing or for inappropriate use of sources (as in 4(ii) or (iii) above) in an assessment work. If a student accepts that they have received a reduced mark for not referencing or acknowledging the work of others appropriately, they should seek assistance from staff in the School/ Department or the Learning and Teaching Development Unit so that they may avoid this situation in the future.

If a student does not accept that they should have received a low mark for lack of referencing or inappropriate use of sources, initial appeals should be to the original assessor or Coordinator. If the student is not satisfied with the outcome from this appeal they may refer the matter to the Head or follow the procedures outlined in the Student Complaints Policy www.adelaide.edu.au/policies/?100).

A student who wishes formally to appeal against an assessment mark or a decision resulting from a case dealt with under the Procedures and Penalties for Plagiarism, Collusion and Related Forms of Cheating under Section 4 above, may do so in writing according to the procedures outlined in the Student Complaints Policy. Students should be informed of this right in the notification of any investigation of plagiarism or collusion from the Head

Rules for Assessment

(based on existing Statute Chapter 17)

- 1 In these Rules, unless the contrary intention appears:

Assessment Work includes all essays, tests, papers, theses, demonstrations, performances and any other work whatsoever whether written or otherwise other than examination papers within the meaning of any degree or diploma or certificate program rules or counting towards the award of any degree or diploma or certificate;

Assessor means the person or persons with responsibility for the assessment of work in any course;

Course includes all courses within the meaning of any degree or diploma or certificate program rules

School is used here as the generic term for an academic area, and can refer to a School, Discipline or Department;

School Assessment Committee means the committee of staff and students established by a School, Discipline, Department or Faculty to implement the University's policies on assessment procedures, complaints and offences;

Student includes any person enrolled as a candidate for a degree or diploma or certificate or for any program of study offered by the University for a degree or diploma or certificate.

University means The University of Adelaide.

- 2 No student will submit for assessment any piece of work that is not entirely the student's own, except where *either*

- a use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged *or*
- b the assessor has given prior permission for joint or collaborative work to be submitted.

- 3 No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.
- 4 No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
- 5 No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.
- 8 No student will contravene any assessor's written instructions concerning the submission of assessment work.

Plagiarism

- 11 All Schools will, as part of their informing students of assessment requirements and procedures, inform them in writing of the University's Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.
- 12 If an assessor believes that a student has contravened Clause 2 concerning plagiarism, the assessor will enact the procedures under Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.

Other breaches

- 13a If an assessor or a supervisor of practical work has reason to believe that a student has falsified or fabricated results or data in contravention of Clause 3., the matter will be reported to the Head of School, who will deal with it according to the procedure set out in Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.
- 13b All cases where a student is found to have contravened Clause 2. or 3. will be recorded in the University's confidential Plagiarism Register held by the Records Management Office and maintained by the Office of the Executive Director, Student and Staff Services. A student's record on the Register, and any records kept under the terms of Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating will be destroyed three years after graduation or five years after the student was last enrolled in the University.
- 14 If an assessor believes that a student has contravened Clause 4., 5. or 8., the assessor will notify the Head of School, who shall deal with the matter according to the provisions of Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.

Appeals

- 15 A student may appeal to the Student Appeals Committee against a finding or penalty of a School Assessment Committee.

Second and subsequent offences

16. If a student is found to have committed a breach of any of the foregoing clauses a second or subsequent time [other than a marginal case of plagiarism as provided for in Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating] then the case will be dealt with under a complaint of misconduct under the Rules for Student Conduct in the University, and a further penalty may be imposed as provided for in those Rules.

Prejudicial conduct

- 17 If a student admits, or is found to have committed, conduct in breach of any of these clauses which prejudices the interests of other students or the integrity of an assessment scheme itself, then the case will be dealt with under a complaint of misconduct under the Rules for Student Conduct in the University, and a further penalty may be imposed as provided for in those Rules.

Examinations Policy

www.adelaide.edu.au/policies/?mode=browse;catid=24

Students should read this policy in conjunction with the University's Rules for Assessment (based on existing Statute Chapter 17).

Staff should read this policy in conjunction with the Procedures for Examinations reference guide, available through the Examinations Office.

Staff and students may also need to refer to the University's Supplementary Assessment Procedures, Reasonable Adjustments to Teaching and Assessment

for Students with a Disability Policy or Special Circumstances Examinations (Non-Medical) Policy.

1 Overview

The University recognises the value of the examination as an assessment task. This policy provides a framework for the organisation of examinations and the conduct of students in examinations to assist students in performing to their highest academic potential.

2 Scope

The Examinations Policy applies to all enrolled students undertaking examinations organised centrally by the Examinations Office, or locally by Course Coordinators in Schools and Faculties.

3 Definitions

In this policy, the following definitions apply:

Central examination refers to any examination organised through the Examinations Office and held during one of the University's official examination periods. All other examinations are organised by Course Coordinators under School or Faculty supervision.

Course Coordinator refers to the academic staff member or group responsible for determining final marks and grades for students enrolled in a particular University course.

Examination refers to any formally supervised assessment task held at a fixed time and place.

Examination Supervisor refers to staff employed by the Examinations Office to formally supervise students sitting centrally organised examinations, and headed by the Chief Examination Supervisor, or School or Faculty staff employed to supervise students sitting

School-organised examinations. Such staff are authorised to ensure that students sitting examinations abide by all of the provisions of this policy.

Examiner refers to the academic staff member with overall responsibility for the assessment and administration of a particular University course, and is usually the course coordinator

School is used in this policy as the generic term for an academic area, and covers Schools, Departments and Disciplines.

Student refers to any person enrolled in a University of Adelaide course that is subject to a formal assessment regime.

4 Policy and Procedures

4.1 Examination Periods

- a The University Academic Year will include the following official examination periods:

Courses Examined	Exam Type	Date /Duration
Sem 1	Primary (Main)	June, 10 cal. days, (excl.Sun.)
	Supplementary	July, 6 cal. days (excl. Sun.)
Sem. 2 & Full-year	Primary (Main)	Nov, 10 cal. days (excl.Sun.)
	Supplementary	Dec, 6 cal. days (excl. Sun.)

- b The dates of the primary and supplementary examination periods will be posted on the University website at the beginning of each year.
- c The primary examination periods will be preceded by at least a one-week 'swot' period during which there will be no teaching and no examinations.

- d Students must be available during the primary examination periods where an examination is an assessment requirement for any course they are undertaking.
- e Students are not entitled to sit an examination at another time, and are not entitled to any other concession if an examination conflicts with a planned vacation or special event.

4.2 Examination Timetable

Official primary examinations will be scheduled over a period of 10 calendar days (excluding Sundays). There will be two sessions per day - a morning session beginning at 9.20am and an afternoon session beginning at 1.50pm. Examination times may vary for practical and oral examinations, and for School examinations. In exceptional circumstances, the starting time for a central examination session may be adjusted by the Chief Examination Supervisor in consultation with the Examinations Office.

4.2.1 Principles for Setting Examination Timetable

- a Examination times will be scheduled to assist students to perform to the best of their academic ability.
- b Schools will be given equal consideration in the scheduling of examinations.

4.2.2 Guidelines for Setting Examination Timetable

- a The timetable will be set through Syllabus Plus Examination Scheduler software for maximum efficiency and equity.
- b Wherever possible, students will not have more than one examination on one day or have examinations on successive days. Practical and theory examinations for the same course will

be scheduled for the same day, where requested.

- c Examinations will be held Monday to Friday if possible, with examinations on Saturday where necessary. Examinations will not be held on Saturdays at Roseworthy.
- d Courses with high student numbers and those with graduation implications will be scheduled as early as possible in the examination period to maximise the time available for marking the papers.
- e In exceptional circumstances, such as the need to have certain examinations scheduled together, manual adjustments will be made to the provisional examination timetable at the written request of the Head of the relevant School.

4.2.3 Notice of Examination Timetable

- a The Examinations Office will prepare a timetable for all courses with an official examination. It will specify the time, date, duration and venue for all official examinations.
- b Each semester, the complete final timetable will be posted on the Examinations website: www.adelaide.edu.au/student/current/exams.html and individual examinations will be posted on the Access Adelaide website www.adelaide.edu.au/access/ 5 weeks before the start of primary examinations and 4 weeks before the start of supplementary examinations.
- c Students will not be notified directly of the examination timetable. Each student must consult the timetable for each examination period. University staff members are not permitted to provide information on examination times or venues over the telephone.

- d The following details are placed on the Website:
- final examination timetable
 - instructions relating to the examination
 - Code of Conduct for Examinations.
- e Students who fail to attend an examination because they misread the timetable or accept incorrect information on the timetable from another person, are not entitled to sit the examination at another time, and are not entitled to any other concession.

4.2.4 Late Changes to Examination Timetable

Course coordinators forced by exceptional circumstances to make changes to the timetable after it has been posted on the Website must ensure that all affected students are made aware of and can accommodate any new examination arrangements, and that the Examinations Office is notified of all proposed changes.

4.3 Security of Examination Papers and Scripts

4.3.1 Preparation

Examination papers must be prepared using a computer or drive accessed through a confidential username and password. Examination papers must not be stored on shared drives accessible to unauthorised persons. The papers must be printed and photocopied in a secure room.

4.3.2 Transportation

An authorised staff member should personally transport hard copies of examination papers to the Examinations Office. The papers must not be sent by e-mail or by other means across the network. Security Services can provide

assistance if the staff member would prefer additional security precautions.

4.3.3 Submission

- a The Examinations Office provides all Schools with a schedule of dates by which examination papers must be submitted. Examination papers should be submitted as soon as possible after being produced. Where possible, those for examinations in the first week of the examination period should be supplied before those for later examinations. The Examinations Office may not be able to organise official examinations for papers supplied beyond the scheduled date. (See 4.8 below for details on examinations organised by Schools.)
- b Papers should be supplied for the number of students enrolled plus 10 extra copies for primary examinations and 5 extra for supplementary examinations, for use by examiners, supervisors, students not correctly enrolled, and to replace copies with blank or missing pages. The number of copies supplied should be indicated, together with the name of the relevant course examiner.
- c The Examinations Office will receipt papers received and numbers supplied, but will not check their content. Schools are responsible for the content and accuracy of the paper.

4.3.4 Storage

Examination papers must be taken to the Examinations Office as soon as possible after being copied, to be stored in a strongroom until the examination. Papers initially held in a School or Faculty must be kept in a safe, strongroom or locked metal cabinet or cupboard. Only authorised staff should have access to the storage unit.

4.3.5 Collection

Schools are responsible for collecting the examination scripts from the Examination Office as soon as possible after the completion of the examination. The examiner or authorised staff member collecting the scripts must be known to Examinations Office staff, or be able to provide University identification, or a written authority from the Head of the relevant School.

4.4 Examination Materials

4.4.1 Materials Permitted

- a Students are responsible for providing the following items for each examination:
 - current student ID card or other photo identification (see 4.5 (c) below) *and*
 - reasonable supplies of all required writing materials, erasers etc.
- b Students are permitted to bring into the examination venue a small purse or wallet, which may contain keys, money, ID/credit cards and other personal items, but must not contain any of the materials referred to in 4.4.2 below.

4.4.2 Materials Not Normally Permitted

- a The following items must not be taken into an examination venue:
 - writing or other paper
 - dictionaries, textbooks, notes or other reference material
 - calculators
 - electronic devices including diaries, organisers, laptop or palmtop computers
 - mobile telephones or other communication devices.

- b Students are not permitted to take handbags, carry bags, backpacks, shoulder bags, 'bum bags', trolley bags, etc. into the examination venue. Such items must be checked into the supervised baggage room adjacent to the venue.
- c There will be an announcement at the beginning of each examination about unauthorised materials, and students may surrender such materials at that time without penalty.
- d An examination supervisor may advise students during the announcement of any process to be used to check for unauthorised materials, or may request that an individual student present any materials for inspection.
- e An examination supervisor may confiscate any unauthorised material brought into an examination venue. Being in possession of such material during an examination constitutes a breach of the Examinations Policy's Code of Conduct for Examinations (see 4.5 below), and will be dealt with according to the relevant principles outlined in the University's Policy Statement on Plagiarism, Collusion and Related Forms of Cheating, and the procedures in Section 4 of the companion Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.

4.4.3 Exceptions to Materials Not Normally Permitted

An examiner may determine that materials not normally permitted in an examination be permitted in a specific examination, but only if they do not disturb other students or act as a visual or audible distraction to them.

- a Examiners may approve 'open book' examinations where students can consult textbooks, dictionaries, lecture notes and other reference materials during the examination. Students with large amounts of such materials may use carry bags or trolley bags to bring them into the examination venue. These bags will be subject to inspection at the entrance to the venue, and must be stored under the desk once inside the venue.
- b Where an examiner permits or requires the use of examination aids, he or she must ensure that students are advised in advance of which materials are permitted, and that a statement approving their use appears on the rubric of the examination paper.
- c An examination supervisor may inspect materials as per 4.3.2 (d) above to ensure that only materials authorised by the examiner are used.
- d Where the examiner permits the use of calculators, laptops or other electronic devices, and mathematical instruments.
- i he or she must specify the exact type of electronic devices; e.g. 'calculators without alphanumeric memory or remote communications capability are allowed'.
 - ii he or she must assume total responsibility for monitoring their use in the examination.
 - iii all such devices must operate quietly and be self-powered.
 - iv students with laptops will be seated at the rear of the venue to limit disturbance to other students.
 - v laptops must only be used to access information. All answers must be submitted in a script book, unless the laptop has been permitted under the Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy.
- vi students are not entitled to re-sit the examination, or to any other concession, where they are prevented by a supervisor from using a calculator or electronic device not approved by the examiner, where they misuse a calculator or electronic device, or where they experience battery failure.
- e Where the examiner permits the use of dictionaries but not other reference materials:
- i the type of dictionary allowed should be specified e.g. Spanish/English
 - ii supervisors will check dictionaries to ensure additional materials are not enclosed
- f If the rubric of the examination paper does not specifically authorise the use of items not normally permitted in an examination, students will not be allowed to use them.
- 4.4.4 Removal of Examination Materials*
- a All examination scripts, answer books, question papers, drawing and scribble paper and other material issued for use in the examination are the property of the University and must not be removed from the examination venue, whether completed or blank.
 - b Students must only remove their personal belongings from the examination venue.
 - c Some examinations organised and held in Schools or Faculties (see 4.8

below) may vary requirements on the removal of materials from the examination venue.

4.5 Student Conduct in Examinations

4.5.1 Code of Conduct for Examinations

- a Students must only enter the examination venue up to 10 minutes before the scheduled beginning of the examination session, and only when authorised to do so by the Chief Examination Officer.
- b Students are under examination conditions from the time they enter the examination venue until they leave the examination venue at the end of the examination.
- c Students must display their student ID card or other photo identification on the top right hand corner of their desk. If a student does not have photo identification, a supervisor will take a Polaroid photograph, have them sign and date it, and attach it to their examination paper. The student must provide photographic identification to their School within 2 working days of the examination.
- d Students must not cheat, or attempt to cheat, or by any means whatsoever gain, or attempt to gain, an unfair or illicit academic advantage over other students in an examination.
- e Students must not sit, or attempt to sit, any examination on behalf of another student; and students must not permit another student to sit, or attempt to sit, an examination on their behalf.
- f Students must not copy from or read, or attempt to copy from or read, any other student's work in an examination.
- g Students must not permit any other student to read, copy from or otherwise use their work in an examination.
- h Students must not possess, refer to, attempt to refer to, or have access to any material or device containing information directly or indirectly related to the subject matter under examination, other than that approved by the examiner in accordance with 4.4 above.
- i Students must not communicate in any way with any other student in an examination.
- j Students must not assist, or attempt to assist, directly or indirectly, any other student in an examination; or accept, or attempt to accept, directly or indirectly, assistance from any person other than the examiner or a supervisor.
- k Students must not cause any disturbance or engage in conduct likely to disturb any other student in an examination. A supervisor may require a student who is causing any disturbance to leave the examination venue.
- l Students wishing to communicate with an examination supervisor must raise their hand and wait for attention.
- m Students who wish to leave the examination venue temporarily must obtain the consent of a supervisor and may be accompanied by a security officer or supervisor.
- n Students who leave the examination venue will be permitted to return to it during the examination only at the absolute discretion of a supervisor.
- o To minimise disturbances for other students, a student must not enter the

examination venue more than 40 minutes after the beginning of the examination without the consent of a supervisor.

- p To minimise disturbances for other students, a student must not leave the examination venue before 40 minutes have elapsed from the commencement of the examination, without the consent of a supervisor.
- q When the 10-minute warning before the end of the examination is given, all students must remain seated until a supervisor has collected their examination papers, and the Chief Supervisor announces that they may leave the venue.

4.5.2 Breaches of Code of Conduct for Examinations

- a An examination supervisor who has reason to believe that a student has breached, is breaching, or is attempting to breach the Code of Conduct for Examinations will immediately warn the student, and will provide a written report of the incident to the Executive Director, Student and Staff Services, as soon as possible. Where the breach warrants further action, the Executive Director will refer it to the Head of the relevant School to manage according to the relevant principles outlined in the University's Policy Statement on Plagiarism, Collusion and Related Forms of Cheating, and the procedures in Section 4 of the companion Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating.

All cases where a student is found to have breached the Code of Conduct for Examinations under these

principles and procedures will be recorded in the University's confidential Plagiarism Register held by the Records Management Office and maintained by the Office of the Executive Director, Student and Staff Services. A student's record in this Register, and any records kept under the terms of Section 4 of the Guidelines and Procedures for Implementing the Policy Statement on Plagiarism, Collusion and Related Forms of Cheating will be destroyed three years after graduation or five years after the student was last enrolled in the University.

- b If a student admits, or is found to have committed, conduct in breach of any of these clauses which prejudices the interests of other students or the integrity of an assessment scheme itself, the case will be dealt with under a complaint of misconduct under the Rules for Student Conduct in the University, and a further penalty may be imposed as provided for in those Rules.

4.6 Reading Time

- a The standard reading time at the beginning of each examination runs for 10 minutes, during which students may write on the scribble paper, if provided.
- b The length of the reading time will be specified in the rubric of the examination paper, but will be at least 10 minutes long.
- c A supervisor will announce when 10 minutes of reading time has elapsed, after which students may write in the script book. To avoid disturbing other students, the end of longer than standard reading times will not be announced.

- d A reading time that is longer than the standard 10 minutes is normally treated as a recommended reading time only. Students may write in the script book after the end of the standard reading time is announced, unless specifically stated otherwise in the rubric of the examination paper.
- e The stated reading time for an examination paper is treated as additional to the stated time allowed for students to complete the set questions and tasks. For example, an examination paper of 2 hours' duration with a standard reading time of 10 minutes will last for a total of 2 hours and 10 minutes; and a paper of 3 hours' duration with a reading time of 30 minutes will last a total of 3 hours and 30 minutes.

4.7 Variations in Examination Time or Conditions

4.7.1 Medical Conditions

A student may apply for extra time to complete an examination on the basis of a medical condition, according to the provisions of the Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy.

4.7.2 Special Circumstances Examinations

Students may apply for variations to examination times and/or conditions and/or durations on the grounds of disability/medical condition, religious beliefs, scheduling conflicts, defence force commitments and commitments to some sporting or cultural events. Details and application forms are available within the Special Circumstances Examinations (Non-Medical) Policy and the Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy.

4.7.3 Language Competence

A student cannot apply for extra time to complete an examination on the basis of language competence (for example, where English is a second language). A student with a language disability (for example, dyslexia) may apply for extra time as per 4.7.1 above.

4.8 Locally-organised Examinations

- a Schools or Faculties may organise their own examinations at any time outside the official examination period, but are required to:
 - i abide by all of the principles of this Examinations Policy.
 - ii take full responsibility for arranging the date, time, venue, supervisors and for notifying students of all arrangements.
 - iii negotiate with students so that the School examinations do not clash with central examinations.
 - iv avoid scheduling them at times that may unnecessarily delay students' degree completions and graduation ceremonies.
- b The Examinations Office cannot arrange for students to sit an examination before the official examination period to accommodate family commitments, planned holidays etc. Students should direct such requests to the relevant School or Faculty, which may choose to make alternative arrangements for the examination.

4.9 Interruptions of Examinations

Examinations will be interrupted where a situation arises that threatens the life or safety of any person or significantly affects the conditions in the examination venue.

4.9.1 Power Failure

In the event of power failure, a supervisor will advise students to stop writing while the expected duration of the blackout is determined. If the duration is expected to be 30 minutes or less, students will remain seated and resume the examination when power is restored. If more than 30 minutes of power failure is expected, the examination will be terminated.

4.9.2 Threats to Safety

- a In the event of the threat of an explosive device or fire, or of any other threat to physical safety and security, students and supervisors will evacuate the examination venue. Students will be instructed to leave examination papers and script books on their desks and to take only their personal belongings.
- b Security staff, the Police or the Fire Brigade (as appropriate) will check the venue. Supervisors will collect examination scripts and other examination materials when the authorities declare it is safe to re-enter the venue.

4.9.3 Termination of Examinations

The Examinations Office cannot maintain examination conditions during the evacuation of an examination venue. An examination will formally terminate when an evacuation occurs. The Manager, Examinations and Graduations, will notify in writing all relevant Heads of School when an examination is terminated.

4.9.4 Assessment of Interrupted and Terminated Examinations

- a Where possible, students should be assessed on the basis of the incomplete examination. However, the Head of the relevant School may determine that:

- i students should sit another examination, *or*
 - ii students should complete an alternative assessment task in addition to or instead of being assessed on the basis of the terminated examination.
- b The Head of School may discuss with the Examinations Office the feasibility of rescheduling a central examination on or off campus.
 - c The Head of School must notify students in writing as soon as possible, and no later than 1 week after the examination, of the final assessment arrangements.

4.10 Examination Results

4.10.1 Storage

Schools undertake the data entry of examination results. Results must be entered on a computer or drive accessed by a confidential username and password, and processed in an area accessed only by authorised staff members. Hard copies of results must be stored in a secure location accessible only to authorised persons for a minimum of one year after the examination period, and may then be destroyed according to the University's Disposal Schedule for Student Records.

4.10.2 Verification

Schools must ensure the accuracy of examination results. A minimum sample of 10% of the scripts of each examination paper must be verified. If any errors are found within the 10%, all results for that course must be re-checked and verified.

4.10.3 Return of Results

Students will not be officially advised of individual examination results. They will be advised of the final results for complete courses. Final results are the

aggregate of results for all assessment tasks, including examinations. Students should refer inquiries regarding individual examination results to the relevant School.

4.10.4 Notification of Results

- a Examination results are made available to students online at the Access Adelaide Website.
- b Students can also access their results in the following ways:
 - i School Noticeboards: Unofficial results, including supplementary assessment opportunities, may be posted on School noticeboards. For privacy reasons, only student ID numbers should be posted, and not student names.
 - ii Telephone Inquiries: University staff members are not permitted to release examination results over the telephone. However staff members who are course coordinators may choose to release results by telephone, as long as they are sure of the identity of the student they are talking to, and advise him or her that results released in this way before being posted on Access Adelaide are necessarily provisional.

4.11 Return of Examination Scripts

- a Students have the right to access their examination scripts. Where possible, Schools should return examination scripts to students to assist the learning process. However, unless Schools are prepared to make full copies, scripts should not be returned until a reasonable period has elapsed to allow for possible appeals and re-marks.

- b Students must be permitted access to their examination scripts for discussion with academic staff if they place their request in writing to the examiner within 28 days of the issue of the official results. Schools may choose to offer access to scripts without a formal written request and/or without reference to specified time periods.
- c Schools that do not return examination scripts to students must retain them in a secure location for a minimum of one year after the examination period, and may then destroy them according to the University's Disposal Schedule for Student Records.

4.12 Supplementary Examination

Supplementary examinations are held to provide an opportunity to students whose academic performance was impaired by circumstances beyond their control in the primary examinations to demonstrate their true performance. The central supplementary examination periods are in July and December.

4.12.1 Grounds for Supplementary Examinations

Details and application forms for supplementary examinations are available at Examinations Website. Supplementary examinations may be granted on the following grounds:

- a Medical: Where an illness or injury prevents a student attending an examination or significantly impairs his or her preparation for or performance in an examination (see 4.12.3 (a) below).
- b Compassionate: Where personal circumstances prevent a student attending an examination or significantly impair his or her preparation for or performance in an examination (see 4.12.3 (a) below).

- c Medical/Compassionate: Where a combination of illness or injury and personal circumstances prevents a student attending an examination or significantly impairs his or her preparation for or performance in an examination (see 4.12.3 (a) below).
- d Academic: Supplementary assessment and examinations on academic grounds are available to students whose final results in a course come close to the Pass grade, and who have not been previously offered redemption opportunities during the course (see 4.12.3 (b) below).

4.12.2 Forms of Supplementary Assessment

In accord with Academic Board recommendations, Schools and Faculties are strongly encouraged to provide, wherever possible, alternative forms of supplementary assessment to the centrally organised supplementary examination, such as additional assignments, viva voce examinations, or the use of an aggregate system of grading. For courses that are not suited to such forms of assessment, Schools and Faculties are also encouraged to organise their own supplementary examinations at times that suit both students and staff (see 4.8 above).

4.12.3 Procedures and Grading

- a Medical, Compassionate and Medical/Compassionate
 - i Supplementary examinations on medical, compassionate or medical/compassionate grounds are available to eligible students who have a Fail grade or any Pass grade up to Distinction level if it is considered that the impairment suffered was sufficient to prevent

the student from achieving a higher grade.

- ii The results of supplementary examinations offered on these grounds will be classified using the normal grading system.
- iii Students who are prevented from sitting one or more primary examination because of a medical condition, illness and/or personal circumstances, and wish to be considered for supplementary assessment on those grounds, must apply to the relevant course coordinator(s), School or Faculty at the time the condition, illness and/or circumstances occur, or within 7 working days of their occurrence.
- iv Students who believe that their preparation for or performance in one or more primary examinations is significantly impaired because of a medical condition, illness and/or personal circumstances, and who wish to be considered for supplementary assessment on those grounds, must apply to the relevant course coordinator(s), School or Faculty at the time the condition, illness and/or circumstances occur, or within 7 working days of their occurrence.
- v If a medical condition, illness or exceptional personal circumstance arises during the primary examination for a course, students are required to notify an Examinations supervisor, who will make an appropriate notation on the examination script booklet. To be eligible for consideration for supplementary assessment for the course, such students must apply

- to the relevant course coordinator, School or Faculty within 5 working days of the primary examination.
- vi All applications for supplementary examinations on these grounds must be made in writing on the relevant application form, available from the Examinations Office or the Examinations Office Website. Applications must be accompanied by credible supporting documentation or evidence. Medical certificates must clearly indicate the period for which they apply.
 - vii Only those students who submit an application form according to the terms in 4.12.3 (a) iii - vi above are eligible to be considered for supplementary assessment on medical, compassionate or medical/compassionate grounds.
 - viii Students are notified in writing by the School or Faculty that a supplementary examination has been granted. The notification states the format of the examination and the scheduled time, date and location. Scheduling information for central supplementary examinations is also available on the Access Adelaide website www.adelaide.edu.au/access/ 4 weeks before the start of the supplementary examination period.
 - ix A student's attendance at a supplementary examination granted on medical, compassionate or medical/compassionate grounds constitutes acceptance of the offer of supplementary examination. A student who completes a primary examination and accepts an offer of a supplementary examination on these grounds will have any existing mark for the primary examination cancelled and replaced by the mark for the supplementary examination, regardless of whether the latter is higher or lower.
 - x Some students' medical condition, illness and/or personal circumstances may entitle them to the examination concessions provided under Sections 4.7.1 and 4.7.2 above.
 - xi In exceptional circumstances, and only when accompanied by credible supporting documentation or evidence, students who do not meet all of the application and/or certification requirements in Section 4.12.3 (a) iii – vi above may apply to the relevant School or Faculty for supplementary assessment on medical, compassionate or medical/compassionate grounds.
- b Academic
- i All students who achieve a mark in the range of 45-49% in a course with one division of Pass grade are entitled to a form of academic supplementary assessment if they have not been previously offered redemption opportunities during the course. At the discretion of the School or Faculty, the assessment may take the form of an academic supplementary examination. In courses with two divisions of Pass grade, students who obtain a 50 Pass Division II may also be entitled to a form of academic supplementary assessment if they have not been previously offered

redemption opportunities (see 4.12.3 (b) iv below).

- ii Faculties have the discretion to extend this range for some or all courses, provided that students meet coursework requirements.
 - iii School or Faculty Examination Committees may restrict the number of units in which supplementary assessment is offered to no more than 4 units per semester (out of 12), or no more than 8 units per year (out of 24).
 - iv The results of supplementary assessment offered on these grounds will not be graded above the level of 50 Pass, except where a higher division Pass is required to proceed to the next level in a course. In courses with two divisions of Pass, the results after academic supplementary assessment can be graded up to 55 Pass Division I.
 - v A student who has failed in only one full-year course or one semester course that could complete his or her program for a degree will normally be granted, on application, academic supplementary assessment in the course concerned. The final result for the course on passing the supplementary assessment will be recorded as a 50 Pass. Schools or Faculties may apply to the Assessment Monitoring sub-committee of Academic Board for an exemption on educational grounds to this 'last course' supplementary assessment provision.
- c Applications for supplementary examinations on medical,

compassionate and medical/compassionate grounds, and the granting of supplementary examinations on academic grounds, will be considered by a committee of School or Faculty examiners.

- d All students will receive a single final result for each course, whether or not a supplementary examination or other redemption work was necessary to achieve that result, and no indication of supplementary examinations or assessment will appear on students' final academic transcripts.
- e Schools and Faculties must inform students of their policy on supplementary assessment and examinations at the commencement of teaching of each course.
- f In order to allow sufficient time for marking and processing results, students who accept an offer of a December supplementary examination on any grounds, and who have applied to graduate in December subject to a satisfactory result in that examination, will normally have their graduation deferred until the next available ceremony in the following year. However, where the School is willing and able to make satisfactory arrangements for marking and processing the results in time to meet Graduations Office deadlines for the preparation of graduation ceremonies, the Executive Dean may permit such students to graduate in December.

4.12.4 Overseas Supplementary Examinations

Supplementary examinations are scheduled during the academic year and so are not held at any overseas locations for students who undertake studies on campus in Adelaide. Students may

enquire whether or not the relevant School is prepared to arrange a supplementary examination in an overseas location in special circumstances.

4.13 Offshore Examinations

Examinations will be held at overseas locations where the University offers offshore programs. The examinations will only be available to students who have undertaken offshore courses.

4.14 Examiners

- a The course coordinator will usually be the examiner for the course.
- b The examiner (or representative) must be available to resolve queries about the examination paper for at least the official reading time for the examination. The examiner (or representative) is encouraged to attend the examination venue, but may provide the Examinations Office with a telephone number where he or she can be easily contacted for that period.
- c Examiners should report to the Chief Supervisor at the beginning of the examination if they wish to make a change to the examination paper or to distribute any additional materials.
- d Examiners must present their University of Adelaide staff identification card to the Chief Supervisor or a member of security staff on arrival at the examination venue. They must wear the staff identification card at all times while in the examination venue.
- e The examiner, in conjunction with the Head of the relevant School, may appoint other markers to assist with the assessment of the examination scripts.
- f Markers will normally have an Honours degree or higher in the discipline being examined or in a discipline related to that being examined.

5 Procedures

Position/Area	Responsibilities
The Examinations Office coordinates the University's official primary and supplementary examination periods	<ul style="list-style-type: none"> ♦ Request information from Schools on courses that need examinations scheduled. ♦ Produce the examination timetable . ♦ Organise the venues and supervision for each exam. ♦ Publish the final exam timetable for each primary and supplementary examination period. ♦ Maintain and distribute the Procedures for Examinations. ♦ Store scripts securely and redistribute after exams.
Schools/Faculties	<ul style="list-style-type: none"> ♦ Inform students of their policy on supplementary assessment and examinations at the commencement of teaching of each course. ♦ Consider applications for supplementary assessment and examinations on medical, compassionate and medical/compassionate grounds, and grant to eligible students supplementary assessment and examinations on academic grounds, through a committee of School/Faculty examiners.

5 Procedures - continued

Position/Area	Responsibilities
Schools/Faculties (cont'd)	<ul style="list-style-type: none"> • Inform the Examinations Office, through the Examination Request System (ERS) which courses require central examinations, and of any specifications for the examination. • Submit sufficient copies of examination papers and materials to the Examinations Office. • Request changes to provisional exam timetable if necessary. • Post examination results onto Access Adelaide. • Collect scripts from central examinations from Examinations Office. • Arrange for student access to and storage/disposal of examination scripts.
Course Coordinators	<ul style="list-style-type: none"> • Organise the form and content, and ensure the accuracy of examination papers. • Include details of examination arrangements in course guides.
Students	<ul style="list-style-type: none"> • Consult the University's Examinations Website for details of the time and location of examinations. • Adhere to the provisions of the Code of Conduct for Examinations in this Policy.

Special Circumstances Examinations (Non-Medical) Policy

1 Overview

Any person who requires further information on any aspect of this document should contact Policy and Appeals on 8303 7503.

Special circumstances examinations (medical) are covered by the provisions of the University's Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy, which is available through the University's Policies Website at www.adelaide.edu.au/policies/?64

Students who wish to apply for a variation to the time or location of an examination arranged by an academic area, rather than centrally through the Examinations Office, should contact the relevant department or school directly to discuss the process for applying for a variation to the departmental examination timetable.

2 Scope

This Policy applies to students who wish to apply for a variation to the location and/or time of any examination scheduled as part of the central examination timetable on any grounds other than their having a disability or medical condition.

3 Definitions

In this Policy, the term *special circumstances examinations (non-medical)* refers to examinations that are arranged for students on an individual basis where variations to standard times and/or locations are necessary on the grounds of a timetable clash or other scheduling conflict.

4 Policy

The University makes provision for special circumstances examinations (non-medical) to be granted on the following grounds:

4.1 Religious beliefs

A student whose religious beliefs prevent him or her from sitting an examination on a certain day or at a certain time will have an alternative examination time scheduled. The student will usually be supervised by his or her religious leader (e.g. rabbi or pastor) under examination conditions.

4.2 Representing the University, state or country in a significant sporting or cultural event

- a A student who is representing the University, state or country in a significant sporting or cultural event will be permitted to sit the examination in an alternative location. The examination will usually be at the scheduled date and time in a location approved and supervised by an academic from a local institution, or a senior representative of the sporting or cultural organisation.
- b If a suitable date and/or location cannot be negotiated, the Examinations Office will advise the relevant academic area, and the student and the academic area will need to negotiate alternative assessment arrangements.

4.3 Defence forces (including army reserve)

- a A student who is committed to official exercises with the defence force will be permitted to sit the examination in an alternative location. The examination will usually be at the scheduled date and time in a location approved and supervised by a member of defence force personnel.
- b If a suitable date and/or location cannot be negotiated, the Examinations Office will advise the relevant academic area, and the student and the academic area will need to negotiate alternative assessment arrangements.

4.4 Timetable clashes for cross-institutional students

- a An University of Adelaide student with a clash of examination times for courses at Adelaide and another institution will have an alternative time scheduled. The student will usually sit the University of Adelaide examination at the scheduled time and sit the other institution's examination in the other session on the same day at a venue on the University of Adelaide campus.
- b In the event that two examinations are scheduled for the same session and another examination is scheduled for the other session on the same day, the student will usually sit two examinations as per 4.4 (a) and sit the third examination on the following day. The student will be required to submit a statutory declaration with the third examination, attesting that he or she has not received information relating to the content of the examination paper in any form, directly or indirectly, from a candidate who sat the examination at the original time.

5 Responsibilities

- 5.1 It is the responsibility of the student to consult the final examination timetable as soon as possible after it is posted on the University's Website to check whether special circumstances apply in their case.
- 5.2 It is the responsibility of the student to advise the Examinations Office in writing as early as possible, and no later than 2 weeks after the publication of the timetable, if special circumstances do apply. Alternative arrangements may not be able to be made if written advice is not received within 2 weeks.
- 5.3 It is the responsibility of the Examinations Office to make available the necessary application forms for special circumstances examinations (non-medical).
- 5.4 It is the responsibility of the Examinations Office to arrange special circumstances examinations (non-medical) and to advise students and academic areas of the arrangements.

6 Procedures

- 6.1 The Examinations Office will finalise the examination timetable five weeks before the commencement of the primary examination periods in June and November.
- 6.2 The Examinations Office will post the timetable on the Examinations Office website at www.adelaide.edu.au/student/current/exams/
- 6.3 Students who undertake cross-institutional study, represent the University, state or country in a sporting or cultural event, have defence force commitments or religious beliefs that limit their availability for examinations, must

check the timetable for scheduling conflicts.

- 6.4 Students who have a scheduling conflict should lodge with the Examinations Office the appropriate application for special circumstances examinations (non-medical), with any required verification. The application form is available at the Examinations Office website www.adelaide.edu.au/student/current/exams/
- 6.5 The Examinations Office confirms the scheduling conflict, then makes arrangements for the student to sit the examination at an alternative time and/or location, negotiating with departments or individuals/organisations outside the University as required.
- 6.6 The Examinations Office informs the student in writing of the arranged time and venue for the examination, and copies the correspondence to the appropriate academic area for information.

Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy

www.adelaide.edu.au/policies/?mode=browse;catid=24

1 Overview

Any person who requires further information on any aspect of this document should contact Policy and Appeals (08) 8303 7503.

This Policy should be read in conjunction with the University's Disability Action Plan available through the University Website at www.adelaide.edu.au/policies

The University is subject to the provisions of State and Commonwealth Equal

Opportunity and Anti-Discrimination legislation. The Disability Discrimination Act, 1992 (DDA, 1992) deems that people with a disability have a right to equal participation in all aspects of life enjoyed by the broader community. It is unlawful to discriminate against a person on the grounds that he or she has a disability.

2 Scope

This Policy applies to students who identify as having a disability and who provide the University with a verification statement from a health professional, and to academic and general staff who deal with students with disabilities over teaching and assessment.

3 Definitions

3.1 *Special Circumstances Examinations (medical)* refers to examinations arranged for students on an individual basis where a variation to standard times and/or conditions is necessary to accommodate functional limitations resulting from a disability.

This Policy uses the following definitions from the DDA, 1992.

3.2 *Disability* in relation to a person means:

- a Total or partial loss of the person's bodily or mental functions *or*
- b Total or partial loss of a part of the body *or*
- c The presence in the body of organisms causing disease or illness *or*
- d The presence in the body of organisms capable of causing disease or illness *or*
- e The malfunction, malformation or disfigurement of a part of the person's body *or*

- f A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction *or*
- g A disorder, illness or disease that affects the person's thought processes, perception of reality, emotions or judgement that results in disturbed behaviour;
and includes a disability that:
- h Presently exists *or*
- i Previously existed but no longer exists *or*
- j May exist in the future *or*
- k Is imputed to a person.

3.3 *Direct discrimination* is where people with a disability are treated less favourably because of their disability.

3.4 *Indirect discrimination* is where a policy or practice that appears neutral has an unequal or disproportionate effect on people with disabilities.

3.5 *Special measures* measures permit the implementation of affirmative action programs or measures on the basis that treatment of students with disabilities identical to those students without a disability does not ensure equity.

3.6 *Reasonable adjustments to teaching* are variations in course delivery including audio or video recording of lectures, provision of personal notes or copies of overheads to students, provision of sign language interpreters, and using accessible venues.

3.7 *Reasonable adjustments to assessment* are variations to assessment tasks including additional time in examinations, providing examination questions in alternative formats, (e.g. audio-tape, Braille), extending due

dates for assignments, double loan periods for library items, provision of specialised equipment, substitution of one assessment task for another of equivalent academic merit, and provision of support personnel (e.g. readers for blind students).

- 3.8 *Unjustifiable hardship*: If a person with a disability can satisfy the inherent requirements of a course, reasonable adjustments must be made unless they impose unjustifiable hardship on the University. An assessment of unjustifiable hardship must consider (a) the nature of the benefit or detriment likely to accrue to or be suffered by any persons concerned; (b) the effect of the disability on the person concerned; (c) the financial circumstances and the estimated expenditure required by the University to make the required reasonable adjustments.

4 Policy

- 4.1 Students with disabilities should have the opportunity to realise their individual capabilities and gain access to and participate fully in university life.
- 4.2 Students are not required to disclose the name of their disability.
- 4.3 Reasonable adjustments are made to accommodate students with disabilities without compromising the academic standard or essential nature of the course:
- Students with disabilities are subject to standard rules and procedures regarding assessment and teaching. Variations are only available where the student can demonstrate disadvantage as a result of disability.
 - Adjustments are intended to minimise any competitive

disadvantage that a person experiences as a result of their disability, rather than provide a competitive advantage.

- 4.4 All agreed adjustments are to be recorded in a Learning and Assessment Agreement;
- 4.5 Where a student with a disability fails to meet the course objectives (with appropriate reasonable adjustments in place), a Fail grade will be recorded;
- 4.6 If a staff member believes a student cannot meet the inherent requirements of a course due to a disability, he or she must inform the relevant Head of Department/School for referral to the appropriate Executive Dean and Deputy Vice-Chancellor (Education).

5 Responsibilities and Procedures

- 5.1 It is the responsibility of the student with a disability to:
- Identify as a student with a disability and request information on services and support.
 - Provide a verification statement of disability from an authorised assessing professional (e.g. medical specialist, GP, physiotherapist, psychologist or audiologist). Students are advised to consult the Disability Liaison Officer (DLO) before having an alternative practitioner complete a verification statement.
 - Specify to the DLO who may have reasonable access to the information provided in his or her verification statement.
 - Contact relevant academics, directly or through the DLO, to negotiate Learning and Assessment Agreements.

- e Advise relevant academic staff personally or through an impact statement completed by a health professional or the DLO of the functional limitations resulting from his or her disability.
 - f Lodge copies of Learning and Assessment Agreements with the DLO.
 - g Fulfil the personal responsibilities agreed to in the Learning and Assessment Agreement.
 - h Where appropriate, lodge with the DLO no later than 4 weeks before the beginning of the examination period the Special Arrangements For Examinations notice of the Learning and Assessment Agreement.
 - i Where appropriate, confirm attendance and requirements with the Examinations Office upon receipt of Examinations Office notification
 - j Consult the University's Student Complaints Policy on the University's Policies website at www.adelaide.edu.au/policies/?100 if dissatisfied with any aspect of the process.
- 5.2 It is the responsibility of the Academic Staff member to:
- a ensure that reasonable adjustments are consistent with the functional impact of the disability.
 - b ensure that the agreed reasonable adjustments do not compromise academic integrity.
 - c determine what print materials are required in alternative formats.
 - d document agreed reasonable adjustments on the Learning and Assessment Agreement.
- e fulfil the personal responsibilities agreed to in the Learning and Assessment Agreement;
 - f request the DLO participate in negotiations if required;
 - g provide to the DLO examination papers that need to be produced in alternative formats a minimum of 2 weeks prior to the scheduled examination;
 - h ensure reasonable adjustments are made for in-department examinations;
 - i consult the DLO, the Language and Learning Advisers in the ACUE, or the Counselling Service if further advice is required.
- 5.3 It is the responsibility of the Disability Liaison Officer to:
- a Provide all departments with copies of the Learning and Assessment Agreement, including guidelines for use, a verification statement, an impact statement, a confidentiality agreement and an advice form to the Examinations Office.
 - b Distribute Information Kits for Students with Disabilities to students who request them at enrolment, and make them available on request throughout the year.
 - c Request, file and manage documentation verifying a student's disability.
 - d Discuss support measures and reasonable adjustments at the request of a student or academic.
 - e coordinate the provision of all specialised equipment (e.g. print in alternative formats, ergonomic furniture, arm chairs and participation assistants).

- f Provide the Examinations Office with alternative format versions of examinations at least 1 week before the scheduled examination.
 - g Inform the Examinations Office of the variations required for central examinations at least 2 weeks before the scheduled examination.
 - h Where appropriate, coordinate additional expert advice.
 - i Where appropriate, ensure Special Arrangements for Examinations are consistent with Learning and Assessment Agreements, then forward notice of Special Arrangements to the Examinations Office.
 - j Evaluate services and procedures through questionnaires, focus groups and telephone surveys of students with disabilities and relevant academics and to report the outcomes to the Executive Director, Student and Staff Services (EDSSS).
- 5.4 It is the responsibility of the Head of Department/School to:
- a Develop a process for storing departmental copies of Learning and Assessment Agreements.
 - b Act as a point of contact for students who are dissatisfied with any aspect of the process.
 - c Ensure that course handbooks detail the process for negotiating Learning and Assessment Agreements.
 - d Contact the DLO if departmental resources cannot support a student's needs.
- 5.5 It is the responsibility of the Executive Director, Student and Staff Services to:

- a Apply to the Human Rights and Equal Opportunity Commission for exemption from the provisions of the DDA, 1992 where reasonable adjustments for a student's disability would impose unjustifiable hardship on the University.
 - b Monitor and evaluate outcomes in accordance with the Disability Action Plan.
- 5.6 It is the responsibility of the Examinations Officer to:
- a Provide required accommodation and supervision in alternative examination venues.
 - b Inform supervisors of the student's procedural variations within the examination.
 - c Inform the student in writing of the arrangements and venue for examinations.
 - d Ensure that where a significant amount of extra time is allocated, the examination begins at 9.20am and includes a compulsory supervised lunch break between 12pm and 12.30pm.
 - e Ensure that after an examination where a computer is used, the examination paper is printed and signed by the student and both the hard copy and disc are collected by the supervisor and returned to the Examinations Office for return to the relevant department.
- 5.7 It is the responsibility of all staff and student of the University to:
- ensure that interactions with students with disabilities respect their right to dignity, privacy, confidentiality and equality.

Assessment Policy and Appeals

The Assessment Policy establishes recognised principles and procedures under which Departments conduct assessment of students' work, and under which students may claim a review of an assessment mark or seek resolution of a grievance to do with assessment or academic status for work done elsewhere. The general principles are largely a statement of existing practices in the University: they are not all completely applicable to every program or discipline, and some Faculties and Departments follow additional assessment principles which are appropriate to them but not necessarily relevant to the whole University.

Departmental Assessment Committees will provide an appropriate forum within which staff and students may periodically review assessment processes and make recommendations to the Head of Department/School, and where disputes may be resolved. The Student Appeals Committee is required to deal with assessment and other grievances that have not been resolved at Department/School or Faculty level. (See full version of Student Complaints Policy in Administrative Policies and Procedures section below.) Its role is primarily to ensure due process and fairness. In assessment appeals it would not normally override the academic judgment of academic staff expert in a course, but it may on occasions need to moderate the judgement of one expert with that of others. If the basic principles and procedures in assessment are followed at the Department/School level, there should seldom be grounds on which a student could justifiably appeal.

It is assumed that students will exercise their right to appeal in assessment matters responsibly. That is, appeals will be confined to cases where students genuinely believe they have reasonable grounds for expecting a higher mark.

General Assessment Policy Principles

- 1 Types of assessed work should be appropriate to the learning objectives of the course.
- 2 As much assessed work as possible should be discussed with the students who produced it, and where appropriate returned with written comments, to provide feedback about their strengths and weaknesses.
- 3 The total burden of assessed work should not be such as to affect students' approaches to learning in ways that are inconsistent with the learning objectives of the course.
- 4 In many disciplines, there are a variety of ways in which students may demonstrate their understanding and mastery of course matter and techniques. Where this is compatible with the need to assess various objectives, students should be given some choice in the types of work they submit, or the relative weight of different components. In some disciplines it will be appropriate for students to have some choice in the particular course matter they focus on.
- 5 Departments/Schools should, with the active participation of students, periodically review the methods of assessment, the relative importance and validity of different types of assessment, the range of choice and the quantity of work required.

- 6 Students may have the opportunity to undertake supplementary assessment if they fail a course. Where a substantial piece of work submitted during the teaching of a course is judged below pass standard, students should have the opportunity of submitting another piece of work for assessment.
- 7 Departments are required to inform all students in writing, either before or within the first two weeks of the teaching of each course, precisely what its assessment requirements are, including any choices, deadlines, opportunity for re-submission or supplementary assessment etc. Opportunity should be given for students to ask questions and discuss the modes of assessment.
- 8 Where practicable, assessment procedures should be designed to allow for the participation of more than one assessor for each student. (It is recognised that many specialist courses in the later years of programs are taught and assessed by one person. Departmental moderation of standards is advisable to ensure maintenance of comparability.)
- 9 Departments should take steps to ensure accuracy and to guard against bias. Checking of additions, and of the assessment of students with marks at the borderline between assessment grades, should be standard procedure. Anonymity of work submitted may be desirable as a protection against bias.

Grading Schemes

There shall normally be four classifications of pass in courses for Ordinary and Master degrees, Graduate Certificates and Graduate Diplomas:

Pass with High Distinction
 Pass with Distinction
 Pass with Credit
 Pass.

If the list of candidates who pass is published in two divisions, a pass in the higher division may be prescribed in the syllabus as a prerequisite for admission to another course.

There is also a classification of Conceded Pass. In some Faculties a candidate may present for an Ordinary degree only a limited number of courses for which a Conceded Pass has been awarded - see the Academic Program Rules for details.

If marks are to be recorded on the academic transcript, then the range of marks for each classification of Pass is as follows:

High Distinction	85-100
Distinction	75-84
Credit	65-74
Pass	50-64
Conceded Pass	45-49.

For certain courses the grade of Pass is unclassified as either Non-Graded Pass or Satisfactory.

The grading scheme for Honours degrees is listed in the Academic Program Rules for each academic program.

Assessment Procedures and Appeals

1 Introduction

- a This section contains a statement of the rules and procedures under which:
 - i Departments conduct assessment of students' work
 - ii students may claim a review of assessment
 - iii students may seek resolution of a grievance to do with those aspects of the operation of the University

which may affect adversely their work within the University, including policies and procedures governing academic programs and the recognition of prior learning (status or transfer of credit)

- iv students may take unresolved grievances to a higher authority.
- b These rules apply generally to all students of the University - undergraduate (including Honours students) and postgraduate (including research and coursework students), national and international.

2 *Definition of key terms*

The term grievance is used throughout this statement to describe any serious concern that a student may wish to raise at least at an informal and oral level about some aspect of the operation of the University as defined according to the types of grievance described in clause 3 below.

The term complaint is used throughout this statement to describe the stage in a student's pursuit of a grievance against the University where the student, having raised a concern at an informal and oral level without achieving resolution of the grievance to his or her satisfaction, wishes to take the matter to a formal and written level.

The term appeal is used throughout this statement to describe the stage in a student's pursuit of a grievance with the University, where the student, after his or her complaint has been heard at the local level without achieving resolution of the grievance to his or her satisfaction, wishes to take the matter further.

3 *Types of Grievance*

Grievances that students may pursue against the University include those

relating to general assessment, the grading of assessed work, final grades in courses, supplementary examinations and/or resubmissions, recognition of prior learning (status or credit transfer), the structure of programs and courses and the means of assessing them, exemption from prerequisites, and other aspects of the organisation and operation of academic programs.

4 *General policy and procedures applying to all forms of student grievance against the University*

- a Students are expected to raise grievances responsibly, and not frivolously. Students raising vexatious grievances will be subject to University student disciplinary procedures (see Section 5.8 of Student Complaints Policy below). The University will treat grievances seriously and with due regard to the rights of all parties.
- b In its response to grievances raised by students, the University will at all times act expeditiously, with due regard to the need for confidentiality and use its best endeavours to obtain a resolution which is fair to all parties.
- c Wherever possible and consistent with Section 4(a) above, grievances will be resolved by informal means.

5 *Assistance, Mediation and Advocacy*

- a These procedures recognise that students who have grievances against the University may require the assistance of others in their dealings with the matter. The three main types of support available as follows:
- b Assistance with information and with understanding and following the appropriate rules:

- i The full version of the Student Complaints Policy is included in the section on Administrative Policies and Procedures below. Further information on this policy and on the procedures followed in the complaints process are available to both students and staff from Policy and Appeals staff.
 - ii Students may consult the Students Association, a Union Education and Welfare Officer, the Student Centre, the International Student Centre, the Course Coordinator or the Head of the relevant Department/School, the Faculty Program or Student Adviser, the appropriate Faculty Registrar or Area Administrator, or a Student Counsellor from the University Counselling Service for assistance and advice.
 - iii Postgraduate students may also consult the Postgraduate Students Association, or the Departmental Postgraduate Coordinator.
- d Mediation by a disinterested third party during informal and oral consideration of a grievance:
- The student/s and staff member/s involved in a grievance may enlist the aid of a disinterested third party to assist with consultation or negotiation, with a view to resolving the grievance at the initial, informal stage and in confidence.
- e Advocacy on behalf of the student during the processing of an informal or formal written complaint, or during the hearing of an appeal:
- i All persons named in Section 5(b) above may also be support persons or advocates for students or staff members, as appropriate

- ii Notwithstanding the general practice of the Student Appeals Committee to consider and determine appeals on the basis of written submissions, a student may seek the help of another person in presenting his or her case for appeal to this Committee, including advocacy on behalf of the student subject to the Committee's agreement.
- f Staff members responsible for dealing with grievances will advise the students concerned that they may seek assistance from persons listed in Section 5(b) above.

6 *Victimisation*

- a Victimisation of students who lodge complaints is prohibited.
- b If students fear they may be victimised, they may request the person to whom their complaint is addressed to make arrangements to protect their interests, including allocating them to other classes, moderating their assessment, or assigning administrative dealings to another officer.
- c Students who fear victimisation are encouraged to contact the staff of Policy and Appeals who may advise both students and staff on appropriate arrangements.

7 *Initial Informal, Oral Consideration*

Students who wish to raise a grievance against the University are encouraged to do so informally and orally in the first instance by consultation with the appropriate member of the academic or general staff. In most assessment grievances, this will be the assessor or the lecturer in charge of the course. Staff

approached in this spirit are expected to give their best endeavours to resolving the grievances in a timely manner and without recourse to formal procedures. Many grievances can be resolved quickly by direct discussion between the individual student/s and the staff member concerned.

For academic grievances the program coordinator or Head of Department/School will often be the most able to resolve or clarify the issues involved.

8 *Formal, Written Complaints*

- a If a student's grievance is not resolved to his or her satisfaction by informal and oral consultation or negotiation, and the student decides that it is appropriate to raise the issue as a formal complaint, he/she is required to submit the complaint in writing in the first instance to the appropriate local level staff member or officer.
- b Students lodging complaints are expected to prepare clear and appropriately detailed submissions, and in particular to specify the type of grievance to which the complaint belongs, the grounds on which the complaint is lodged, and the steps which have been taken previously but unsuccessfully to resolve the grievance.

9 *Efficient Processing*

Grievances shall be dealt with diligently and expeditiously by the staff members to whom they are addressed. The staff member receiving a formal complaint in writing from the student should normally acknowledge within 5 University working days such receipt in writing and indicate who will process the application. Generally, the

student will be informed in writing within 20 University working days of the outcome of the complaint.

Where this cannot be achieved for whatever reason the student shall be informed in writing of the reasons for the delay and given a time-line for processing the application.

10 *Informing Students and Staff about Progress and Outcome*

- a Students who lodge complaints shall be kept informed about the progress and outcome of their complaint. The final decision shall be notified in writing.
- b Where a complaint has particular implications for an individual staff member(s) in a Department/School or Faculty, such staff member(s) shall be kept informed about the lodging, progress and outcome of the complaint.

11 *Right of Appeal*

If the complaint is not resolved by the due process to the satisfaction of the student making the complaint, the student may appeal to the Student Appeals Committee.

12 *Confidentiality*

- a Whether the grievance be raised informally and orally by, or on behalf of, the student, or formally and in writing by the student as a complaint, the staff member responsible for dealing with the grievance must ask whether the student wishes his or her identity to remain confidential from any individual staff member involved. It must be understood that both resolution of a complaint, and fair practice with respect to the staff member, often require that the staff member who is the subject of the

complaint be informed of the name of the complainant.

- i If the student wishes confidentiality to be maintained from the staff member concerned, all activities and proceedings of the person involved in resolving the grievance shall maintain the confidentiality.
- ii Where the matter cannot be resolved while maintaining confidentiality from the staff member concerned, the matter should be clarified with the appropriate officer.

13 *Consequential Changes in the Operation of the University*

Where other students' interests are likely to be affected by the issue raised by the complaining student, the staff member receiving the complaint will take whatever steps are practicable to ensure equitable treatment for all students who may be concerned. Any recommendations for changes to University procedures should be transmitted through the Faculty or Administration Branch concerned.

14 *Keeping of Records*

- a Where grievances are resolved satisfactorily through informal discussion, and without recourse to writing, no records need be kept.
- b Where formal, written complaints are proceeding but not yet resolved, the person responsible for dealing with the complaint will keep written records. These may be required if the case proceeds to Appeal.
- c For formal, written complaints where the final outcome reflects adversely on the performance of any individual staff member and the staff member has been involved in the resolution

process, a record of the complaint and outcome will be placed on the staff member's personal file, and the staff member shall be given a copy of the record in full and shall be entitled to attach his or her own comments about them to the personal file.

- d Apart from the records defined in Section 13 (b) and (c) above, no other records identifying either the student or the staff member will be kept.

15 *Assessment Advice to be given to Students*

- a Heads of Department/School will be responsible for ensuring that all students are informed in writing, either before or within the first two weeks of the teaching of each course, precisely what its assessment requirements are, and what arrangements will be provided for students to access their marked scripts.
- b Students will be given opportunity within the first two weeks of the teaching of each course in which they are enrolled to clarify and discuss changes to the assessment requirements for the course.
- c Students will be responsible for becoming aware of the assessment requirements in each of the courses in which they are enrolled.
- d Honours students will be provided by their supervisors with guidelines on the requirements governing the preparation and submission of their theses or dissertations, which may be based upon the guidelines for higher degree students contained in the Code of Practice.
- e All Departments/Schools will, as part of their informing students of assessment requirements and

procedures, inform them of the University-wide prohibition against plagiarism and related types of academic cheating. (see Assessment - Section 7 above.)

- f Staff will inform each student who indicates dissatisfaction with the assessment of his or her particular work about the time lines and procedures for dealing with grievances and complaints, or where to find such information.
- g Postgraduate Coordinators in each Department/School shall ensure that higher degree students in the Department are provided with a copy of the Code of Practice at the commencement of their candidature.

16 *Assessment Committee*

- a All Departments/Schools will have an Assessment Committee, or an equivalent body, consisting of both staff and student members, together with the Head of Department/School, which will give advice to the Head of Department/School with respect to assessment procedures within the Department/School.
- b The Assessment Committee will discuss relevant matters with the student, staff who have participated in assessing the course, and the Head of Department/School, and the Committee may seek advice from other persons as it sees fit or requires.
- c Assessment committees will keep under review, and publicise annually, the assessment procedures used for each course offered by the Department/ School, and the name and location of the convener, to whom complaints will be addressed.

17 *General Assessment Complaints*

- a *Departmental Assessment*
Committees will consider oral or written complaints arising from any aspect of assessments by staff or students and advise the Head of Department/School.
- b Any student who, after discussion of the result with the lecturer in charge, is still dissatisfied with the final grade awarded for a course, or with the mark awarded for a particular piece of assessment work, and who has specific grounds for objecting to the grade/mark, may lodge, a written request for a review of the result or an independent second assessment with the Convener of the Assessment Committee within 10 University working days from the date of notification of the result. Such a written request must contain details of the grounds on which the objection is based.
- c The Head of Department/School, after seeking the advice of the Departmental Assessment Committee, will make a determination on review or second assessment, and inform the student of his or her decision in writing within 10 University working days of receiving the request. In the case of a review or second assessment, this shall be completed, where possible, within a further 10 University working days and the result notified to the student in writing.
- d The mark awarded to a piece of work following review or second assessment as provided for in these rules or as a consequence of appeal to the Student Appeals Committee will normally stand as the final mark for the work, regardless of whether this mark

is higher or lower than the mark originally awarded. However the Convenor of the Departmental Assessment Committee or Student Appeals Committee will have the discretion to vary this requirement if the particular circumstances of the case warrant it.

- e A student who believes his or her request for a review of a final grade has not been justly dealt with by the Head of Department/School may appeal to the Student Appeals Committee. Such appeals need to be lodged within not more than 20 University working days from the date on which the student received notification of the decision. (See Student Complaints Policy below.)

18 *Assessment of Higher Degrees*

- a The responsibilities of the University, of Departments/Schools, of supervisors and of students with regard to assessment and other aspects of higher degrees and honours degrees are as defined in the Code of Practice. However, in common with all other awards, student complaints related to higher and Honours degrees that remain unresolved at the local level can be appealed through the Student Appeals Committee.

Review of academic progress

Students whose academic progress is considered to be unsatisfactory may be precluded from taking further studies in the program for which they are enrolled; or further enrolment in that program may not be permitted for one academic year; or they may be permitted to re-enrol, but with a restricted program of study. Information on academic progress

procedures is available from Faculty/School offices.

Class Attendance

Students are normally required to attend lectures, tutorials, laboratory/other practical work, and/or field work associated with each course. However, as departments and schools vary in their emphasis on attendance at classes, students are advised to check with the relevant areas about requirements at the beginning of the year.

Students who are not permitted to sit an examination for assessment in a course because of unsatisfactory attendance or unsatisfactory work will have a 'Fail' grade recorded for that course.

Students are advised to check the relevant academic program rules in the University Calendar, since attendance requirements may vary from program to program.

Deferrals

If you have accepted an offer of study through SATAC, but you wish to defer your studies for a year or longer, you must immediately notify SATAC.

Please note that not all programs allow deferral. You should check procedures for future enrolment with your School or Faculty Office.

If you commence studies and then wish to defer/withdraw you need to follow the procedure and meet the deadlines outlined under Amendment to Enrolment, and Withdrawal Dates (see page 121).

Gene Technology

New legislation came into force in June 2001 that could have significant implications for students involved in

research or teaching practicals in gene technology.

Students involved in gene technology work that is neither exempt nor licensed could find themselves facing substantial penalties.

A website *Gene Technology Resources* has been set up to help students cope with the new regulations and can be located at

www.adelaide.edu.au/VCO/staff/genetech/

Transferring Programs

Undergraduate students wishing to transfer from one program to another at the University of Adelaide, or from one institution to another within South Australia, must lodge an application form with the South Australian Tertiary Admissions Centre (SATAC) by the normal closing date (usually the end of September). Late applications may be accepted for some programs on payment of a late fee.

Administrative Policies and Procedures

The University maintains a register of policies and procedures for students related to the administration of academic programs. The policies and procedures cover areas including:

Admission
Examinations and Assessment
Fees
Privacy
Student Complaints and Grievances.

Students may consult the register of policies at the University's Centralised Library of Online Documents (CLOUD) available at: www.online.adelaide.edu.au

Most of the relevant policies are available under the headings Student Administration and Information Management. Students are advised to familiarise themselves with the administrative policies and procedures.

Note: All policies below are subject to update, change and review - please check websites for the most current policy detail.

Admission Policy

www.adelaide.edu.au/policies/?mode=browse;catid=22

Any person who requires further information on any aspect of this document should contact Policy and Appeals, Administrative Services Branch on (08) 8303 7503.

1 Overview

This policy outlines the principles and procedures applying to admission into the University's undergraduate program offerings.

2 Scope

The policy applies to all domestic and international applicants for admission into the University's undergraduate programs.

3 Definitions

Academic Program: The primary award in which students are enrolled for study, eg Bachelor of Arts, Bachelor of Science, Diploma in Agricultural Production.

'Academic program' is synonymous with 'Course' in the old University of Adelaide terminology.

Australian Qualifications Framework (AQF): - a national system for standardising the relativities between TAFE and private education providers' awards and University-level awards.

Concurrent English Program (CEP): An English language program that is undertaken at the same time as an academic program.

Course: A syllabus item offered by the University - usually owned by Schools, and assigned a specific Unit value. 'Course' is synonymous with 'Subject' in the old University of Adelaide terminology. Eg, History I, Biostatistics III.

Department of Education, Science and Training (DEST): The the Australian Government's administrative arm for higher education matters.

Department of Immigration and Multicultural and Indigenous Affairs (DIMIA): The Australian Government's administrative arm for immigration and visa matters.

Domestic applicant: applicant for admission to an undergraduate academic program who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.

Equivalent Full-time Student Unit (EFTSU): Unit of measurement of student load.

English Language Centre (ELC): Conducts the University's Pre-enrolment English programs for international students.

Foundation Studies Program (FSP):

Program of study aimed at providing the academic skills required for undertaking university-level studies, and which may be used to satisfy University admission requirements.

Grade Point Average (GPA): Average of grades achieved for university-level studies, taking into account the unit value of each course/subject, reported on a scale of 0-7.

Higher Education Contribution Scheme (HECS): Under which DEST funds places for domestic and New Zealand students in academic programs in all Australian universities.

Higher Education Selection Subject (HESS):

A Stage 2 SACE subject designated by the University as appropriate preparation for a University academic program, scores from which may be used in the calculation of an applicant's University Aggregate

HESS General: Category of undergraduate academic program in which the four HESS are all HESS General subjects (formerly PES or PAS subjects). The majority of Adelaide's programs are HESS General.

HESS Restricted: Category of undergraduate academic program in which the four HESS may be any HESS General (formerly PES or PAS), or HESS Restricted (formerly SAS) subjects.

Higher Education Sub-quota: Body of students whose basis of admission into a particular program is a higher education qualification, such as incomplete university-level studies (minimum of half a year full-time equivalent), or completed awards. Sometimes referred to as the Tertiary Transfer Sub-quota.

International English Language Testing System (IELTS): An English language proficiency test.

International Applicant: An applicant who is not a citizen of Australia or New Zealand or who does not hold Permanent Residency status in Australia.

Language Other Than English subject (LOTE):

A category of SACE Stage 2 subject.

Non-Award Study: University study undertaken for personal interest or professional development, in which the courses completed do not count towards a specific academic program or award.

Northern Territory Certificate of Education (NTCE): Formal Year 12 secondary school award recognising completion of stated requirements awarded by SSABSA, and interchangeable with the SACE.

Publicly Assessed Subject (PAS): HESS General subject, previously known as Publicly Assessed Subject - a SACE Stage 2 subject that includes a public assessment component (30%).

Pre-Enrolment English Program (PEP):

An intensive English language program for international students conducted by the University's English Language Centre, of either 10 weeks' or 20 weeks' duration.

Publicly Examined Subject (PES): HESS General subject, previously known as Publicly Examined Subject - a SACE Stage 2 subject that includes a public examination component (50%).

Prerequisite: Subject or course that must have been successfully completed for student to be eligible to apply for admission into a particular academic program (program prerequisite) or course (course prerequisite).

Quota: Designated maximum number of commencing or continuing students permitted in an annual University intake, or maximum number of commencing students permitted to enter an academic program or course, usually expressed in EFTSUs.

Recorded Achievement: SACE Subject achievement score in the range 3-9 on a 0-20 scale.

South Australian Certificate of Education (SACE): The formal Year 12 secondary school award recognising completion of stated requirements awarded by SSABSA

School Assessed Subject (SAS): HESS Restricted subject, previously known as School Assessed Subject - a SACE Stage 2 subject that is wholly school assessed.

South Australian Tertiary Admissions Centre (SATAC): Processes applications for undergraduate (and some postgraduate coursework) programs on behalf of the three South Australian universities and TAFE Institutes.

Scaled Score: Score for a SACE Stage 2 subject after automatic adjustment of the raw score by the South Australian Logistical Procedure for inter-subject scaling, which provides a basis for comparing Year 12 student performance across different subjects.

School: Used here as the generic term for an academic area, and can refer to a School, Discipline or Department.

Special Entry Sub-quota: Body of students whose basis of admission into a particular program is a special entry qualification, such as STAT results.

Senior Secondary Assessment Board of South Australia (SSABSA): An independent authority of the South Australian government which administers the SACE.

Special Tertiary Admissions Test (STAT):

An academic aptitude test used in the ranking of applicants competing for entry under the Special Entry Sub-quota.

Student: A person legitimately enrolled in an academic program of study.

Stage 2 Subject: A full-year or semester-length subject taken within the second year of the SACE.

Subject Achievement Score: Score for a SACE Stage 2 subject after manual adjustment of the raw score by SSABSA without moderation between subjects .

Successful Achievement: SACE Subject achievement score in the range 10-20 on a 0-20 scale.

Technical and Further Education (TAFE):

National system of vocational and technical training colleges.

TAFE Sub-quota: Body of students whose basis of admission into a particular program is a TAFE qualification or equivalent.

Tertiary Entrance Rank (TER): A numerical rank indicating how well each domestic Year 12 student has performed relative to all other Year 12 students who have qualified for a TER in the same year.

Test of English as a Foreign Language (TOEFL): An English language proficiency test.

University Aggregate: Aggregate of SACE Stage 2 subject scores used for selection into university programs. It is the total number of points achieved in the four best subjects (maximum 20 points each), plus half the number of points achieved in the fifth best subject (maximum 10 points).

Year 12 Sub-quota: Body of students whose basis of admission into a particular program is a Year 12 school-leaver qualification.

4 Policy

4.1 University Undergraduate Entry Committee (UUEC)

4.1.1 The UUEC is a sub-committee of Academic Board, and is constituted as follows:

- a The DVCE is Convenor of the UUEC, ex officio.
- b A Deputy-Convenor of Academic Board, selected by the Convenor of Academic Board, is the Deputy Convenor of the UUEC, ex officio.
- c The Executive Director, Student and Staff Services, or nominee, ex officio.
- d Each Executive Dean selects one member of the Faculty's academic staff to serve for a term of two years (maximum of two consecutive terms permitted).
- e An undergraduate student member of Academic Board, selected by and from the undergraduate student members of Academic Board, for a term of one year (maximum of two consecutive terms permitted).
- f The Convenor of the UUEC may co-opt up to three additional members with relevant expertise for a term of one year (maximum of two consecutive terms permitted).
- g Additional members may be co-opted from Academic Board.

4.1.2 In addition, the UUEC makes recommendations to the DVCE on routine and on special or unusual cases.

4.1.3 The UUEC reports to Academic Board at least every six months on:

- a Undergraduate entry policy and practice for local and international admissions.
- b Related matters, as determined by the Convenor.

4.2 Policy Changes

4.2.1 Existing Academic Programs

Changes to this policy for domestic Year 12 applicants for existing academic programs generally become operative two and a half years from the date of decision,

unless otherwise specified by the DVCE, taking into account the need for domestic school students to have early notification of changes for curriculum planning purposes.

4.2.2 New Academic Programs

The Vice-Chancellor, on the recommendation of the Academic Program Accreditation and Review Panel (APARP), approves the entry requirements, Higher Education Selection Subjects (HESS, see 4.7.3 below) and any prerequisites (see 4.6.4 below), for all new undergraduate programs introduced by the University.

4.3 Variations in the Operation of this Policy

On the recommendation of the University Undergraduate Entry Committee, the DVCE may authorise variations in the operation of this policy as he or she deems fit for any person.

4.4 Entrance Examinations

The University reserves the right to set entrance examinations, which may include aptitude tests, interviews or auditions, for any academic program or course.

4.5 Quotas

4.5.1 In each year, within guidelines agreed by the Vice-Chancellor, the DVCE shall consult with the Faculties before determining the total number (quota) of commencing domestic HECS-funded students to be admitted to each undergraduate academic program.

4.5.2 In order to group and rank applicants with different types of qualifications, the DVCE may determine program quotas, or sub-quotas of the quotas in 4.5.1 in each year, such as the Year 12, Higher Education, TAFE and Special Entry Sub-quotas.

4.5.3 Eligibility for one sub-quota of an academic program does not necessarily make an applicant ineligible for another, and applicants with more than one type of qualification may be eligible for two or more sub-quotas of the same program, at the same time.

4.5.4 In order to better match the actual commencing student intake with the set quota, the DVCE may authorise a mid-year intake for selected programs.

4.5.5 Faculties may set quotas for enrolment in individual courses – or course quotas - and shall determine and publish the selection criteria for the filling of these quotas.

4.6 General Admission Requirements: Domestic Applicants

4.6.1 Applications

a Unless otherwise prescribed in this policy, domestic applications for the University's undergraduate academic programs must be made through the South Australian Tertiary Admissions Centre (SATAC), and offers of admission shall be made only through SATAC or by an officer of the University authorised by the DVCE to do so.

b Domestic applications for Honours programs must be made through individual Schools.

4.6.2 Degrees, Diplomas, Advanced Diplomas

The University may admit to an undergraduate program leading to the award of a degree, diploma or advanced diploma a domestic applicant who:

a has satisfied the University's requirements under the South Australian Certificate of Education (SACE) or the Northern Territory Certificate of Education (NTCE) *or*

b holds an interstate or international Year 12 level qualification deemed to be equivalent to 4.6.2a *and/or*

c has done previous study at a recognised university or higher education provider and is eligible in the Higher Education Sub-quota (see 4.8 below *and/or*

d holds from TAFE or a recognised private tertiary education provider a completed AQF Diploma or above in the case of HESS General programs, or a Certificate IV or above in the case of HESS Restricted programs, and is eligible in the TAFE Sub-quota (see 4.9 below) *or*

e is eligible for admission through the domestic Special Entry Sub-quota (see 4.10 below) *and*

f has satisfied any additional admission requirements for individual academic programs established by the DVCE, including academic program prerequisites as defined in 4.6.4 below, or their equivalent for non-SACE qualifications, as listed in the Admissions section of the University's Website, and published each year in the SATAC Guide.

4.6.3 Certificate III and IV Awards

The University may admit to an academic program leading to the award of a Certificate III or Certificate IV a person who meets the entry requirements determined by the Faculty administering the program, and who meets any additional entry requirements approved by the DVCE, as listed in the Admissions section of the University's Website, and published each year in the SATAC Guide

4.6.4 Prerequisites

a Some undergraduate academic programs have prerequisite

requirements. To be eligible for admission into these programs, applicants require a SACE Subject Achievement Score in the range 10-20 (on a scale of 0-20) in certain HESS General subjects, as listed in the Admissions section of the University's Website, and published each year in the SATAC Guide and the SATAC Tertiary Entrance booklet, or a recognised interstate, international or tertiary equivalent.

- b The DVCE may waive an academic program prerequisite on the recommendation of the relevant Executive Dean.
- c Some Level I undergraduate courses have prerequisite requirements. To be eligible for admission into these courses, an applicant must have a SACE Subject Achievement Score in the range 10-20 in certain HESS General subjects, as listed in the Admissions section of the University's Website, and published each year in the SATAC Guide, or its interstate, international or tertiary equivalent.
- d Such Level I course prerequisites must be approved by the DVCE on the recommendation of Academic Board through the UUEC.

4.7 Admission Requirements for Domestic Applicants: Year 12 Sub-quota

4.7.1 Admission Requirements Under SACE

To be considered for admission under the Year 12 Sub-quota, an applicant must have:

- a qualified for the SACE or NTCE and been issued with a Tertiary Entrance Rank (TER) by SSABSA *and*

- b recorded achievement in five Stage 2 subjects over three attempts, not necessarily in consecutive years *and*
- c Included at least four HESS in the five Stage 2 subjects (see 4.7.3 below), as listed in the Admissions section of the University's Website, and published each year in the SATAC Guide *and*
- d satisfied any other specific academic program requirements, such as the satisfactory completion of prerequisite SACE subjects (see 4.6.4 above), or the limitations on previous Higher Education study, as listed in the Admissions section of the University's Website.

4.7.2 Admission Requirements for Previous SA/NT Year 12 Qualifications

- a Applicants who, on or before 31 July 1993, had fulfilled the educational requirements for matriculation under any Statutes of the University shall be eligible to apply for admission and shall have their matriculation scores converted by SATAC to the equivalent scores gained under SACE. Details regarding the rules governing pre-SACE year 12 studies and University entry may be found in detail in Chapter IX of the Statutes - of Matriculation, in Volume I of the University Calendar, prior to 1993.
- b Details on the eligibility, ranking and HESS status of South Australian and Northern Territory Year 12 qualifications awarded before 1993 are published each year in the SATAC Guide.

4.7.3 HESS, and HESS General and HESS Restricted Programs

- a Each Stage 2 SACE subject is considered by the DVCE, in consultation with the relevant

discipline area, for acceptability as a Higher Education Selection Subject (HESS) for each of the University's undergraduate academic programs.

- b The DVCE is an ex officio member of the HESS Committee, with representatives from all three South Australian universities. The HESS Committee may:
 - i designate subjects as HESS for appropriate University programs
 - ii approve combinations of HESS that may not be both counted in the calculation of a University Aggregate
 - iii approve restricted numbers of units in the same subject area that may be counted in the calculation of a University Aggregate
- c To meet HESS General requirements, the four HESS may be any HESS General subjects (formerly SACE PES and/or SACE PAS). To meet HESS Restricted requirements, the four HESS may be any HESS Restricted subjects (formerly SACE PES and/or SACE PAS and/or SACE 2-unit SAS, excluding Community Studies).
- d Applicants holding the recognised interstate or overseas Year 12 qualifications in 4.7.7 and 4.7.9 below, or the International Baccalaureate in 4.7.8 below, are deemed to have satisfied HESS General requirements.
- e The HESS requirements for current University academic programs (4.7.3c) are provided in the Admissions section of the University's Website, and published each year in the SATAC Guide and the SATAC Tertiary Entrance booklet.
- f Current proscribed SACE subject combinations [4.7.3b (ii)], current restrictions on the number of units

which may be presented in certain SACE subject areas [4.7.3b (iii)], and the HESS status of each SACE Stage 2 subject, are published each year in the SATAC Tertiary Entrance booklet.

4.7.4 University Aggregate and Tertiary Entrance Rank (TER)

- a The University Aggregate is a numerical score indicating how well each Year 12 student has performed in his/her Stage 2 SACE subjects. It is the total number of points achieved in the best four scalable Stage 2 SACE subjects (maximum 20 points each), plus half the number of points achieved in the fifth best scalable subject (maximum 10 points). It is reported in the range 0-90 points, at intervals of 0.25, and is used as the basis for calculating the TER of students who have completed the requirements of the SACE.
- b The Tertiary Entrance Rank, or TER, is a numerical rank indicating how well each Year 12 student has performed in his/her Stage 2 SACE subjects relative to all other Year 12 students who have qualified for a TER in the same year. It is reported on a percentile scale of 0-99.95, at intervals of 0.05. For a given year, the University Aggregate to TER conversion will take into account the participation rate for that year's Year 12 cohort..
- c The Senior Secondary Assessment Board of South Australia (SSABSA), in consultation with the three universities in South Australia, shall determine how the University Aggregate and the TER is calculated each year.
- d The TER is the final measure used to determine entrance to the University for applicants in the Year 12 Sub-quota.

- e Details on the calculation of the University Aggregate (4.7.4a) and its conversion to a TER (4.7.4b) are published in the annual edition of the SATAC Guide and the SATAC Tertiary Entrance booklet.

4.7.5 The Fairway Scheme

- a The Fairway Scheme is designed to increase access to the University's programs for domestic applicants from secondary schools that do not traditionally have a strong culture of progression to university-level studies. Such schools are designated as Fairway schools.
- b Fairway schools include all South Australian country schools, all Northern Territory schools, and schools in the greater Metropolitan Adelaide area and some rural areas of Victoria and New South Wales that are under-represented in terms of progression to university studies.
- c Each year, the degree to which schools are under-represented in higher education is determined on the basis of the participation rates of school-leavers from each school in higher education programs offered by the three South Australian universities, averaged over the previous three years.
- d Applicants who graduate from a Fairway school with the SACE/NTCE, and are eligible for the Year-12 Sub-quota in the academic program(s) of their choice, are allocated Fairway bonus points which are added to their University Aggregate and then converted by SATAC into a new TER. This new TER can be used as the basis for selection into any of the University's undergraduate programs.
- e Applicants who graduate from a Fairway school with the Victorian or NSW equivalent of the SACE/NTCE, or the International Baccalaureate, and are eligible for the Year-12 Sub-quota in the academic program(s) of their choice, are given an artificial University Aggregate based on their original TER. Fairway bonus points are added to the Aggregate and then converted by SATAC into a new TER, which can be used as the basis for selection into any of the University's undergraduate programs.
- f Applicants receiving bonus points under both the Fairway Scheme and the Bonus Points Scheme (see 4.7.6 below) will have the total of those points added to their University Aggregate (or artificial University Aggregate) before conversion to a new TER, which can then be used as the basis for selection into any of the University's undergraduate programs.
- g Applicants under the Fairway Scheme must satisfy all published entry requirements to be eligible for selection to the University's undergraduate programs.
- h Applicants from a school with a three-year average participation rate that moves from below the Fairway threshold in the previous year to above it in the current year receive half the standard number of Fairway points. If the school's average participation rate remains above the threshold the following year, no Fairway points are allocated. If the school's average participation rate drops back below the threshold the following year, full Fairway points are reinstated.
- i The DVCE approves the list of Fairway schools each year, based on

participation rates data provided by the Admissions Office, as well as the number of points added to Fairway applicants' university aggregates and the quota of applicants admitted to each academic program under the Fairway Scheme.

- j The DVCE shall approve the rules governing the operation of the Fairway Scheme.

4.7.6 Bonus Points Scheme

- a The Bonus Points Scheme is designed to encourage domestic applicants to include Mathematics 2 and Language Other Than English (LOTE) subjects in their Year 12 studies.
- b The Scheme covers domestic applicants holding the SACE/NTCE, an equivalent Australian Year 12 qualification, or the International Baccalaureate undertaken in Australia, awarded in 1999 or later. The Scheme does not cover applicants with overseas Year 12 qualifications.
- c For applicants presenting one of the qualifications in 4.7.6b, two bonus points are awarded for SACE Stage 2 Mathematics 2 or a recognised equivalent subject, and two for a SACE Stage 2 LOTE subject or equivalent, for a maximum of four bonus points. Bonus points are not awarded for more than one LOTE subject.
- d The bonus points are added to the University Aggregate, and then converted by SATAC into a new TER. This new TER will be used as the basis for selection in all of the University's academic programs.
- e Applicants receiving additional points under both the Bonus Points Scheme and the Fairway Scheme (see 4.7.5 above) will have the total of those points added to their University

Aggregate before conversion to a new TER, which can then be used as the basis for selection into all of the University's undergraduate programs.

- f Council shall, on the recommendation of Academic Board, approve the rules governing the operation of the Bonus Points Scheme.

4.7.7 Interstate Year 12 Qualifications

- a Domestic holders of recognised interstate Year 12 qualifications awarded in 1996 or later, are eligible to apply for admission through the University's Year 12 Sub-quota, and are deemed to have met HESS General requirements.
- b For interstate applicants, selection is based on the TER provided with the Year 12 awards in 4.7.7a.
- c Program prerequisite subject equivalents for interstate Year 12 awards are approved by the DVCE in consultation with the other two SA universities and SATAC, and are published each year in the University's Undergraduate Programs prospectus.
- d The eligibility, ranking and HESS status of major interstate Year 12 qualifications awarded in 1995 or earlier are assessed by SATAC according to guidelines provided by the three South Australian universities.

4.7.8 International Baccalaureate (IB)

- a Domestic holders of the International Baccalaureate Diploma (IB) are eligible to apply for admission through the Year 12 Sub-quota, and are deemed to have met HESS General requirements.
- b Selection and ranking are based on the full IB score (maximum 45 points) in accordance with the IB-to-TER conversion table developed by SATAC in consultation with the three South Australian universities.

- c. Program prerequisite subjects must be passed at Grade 5 Standard Level or Grade 4 Higher Level or higher.
- d. The IB-to-TER conversion table (4.7.8b) and the list of IB equivalents to SACE prerequisite subjects (4.7.8c) are published each year in the University's Undergraduate Programs prospectus and the SATAC IB and Tertiary Entrance in SA booklet..

4.7.9 Overseas Year 12 Qualifications

- a. For university entry purposes, British GCE 'A' Levels, Scottish Highers and New Zealand Bursary Examinations are deemed to be at least the equivalent of the SACE, and to meet HESS General requirements.
- b. The eligibility, ranking and HESS status of other overseas Year 12 level qualifications, including those from New Zealand awarded in 1998 or earlier, are assessed by SATAC according to guidelines provided by the three South Australian universities.

4.8 Admission Requirements for Domestic Applicants: Higher Education Sub-quota

4.8.1 Domestic applicants who have satisfactorily completed at least 12 units (or one Semester of full-time studies) of an undergraduate degree program at the University as defined in the relevant Specific Program Rules, or the equivalent at another Australian university, or the equivalent at an overseas tertiary education provider recognised by the University, may be eligible to compete in the Higher Education Sub-quota.

4.8.2 There is no Higher Education Sub-quota for admission to the Bachelor of Medicine, Bachelor of Surgery award.

4.8.3 For applicants with partially completed tertiary qualifications other

than those in 4.8.1, eligibility for admission and ranking within academic programs are individually assessed by SATAC on the basis of guidelines developed in consultation with the University.

4.8.4 Applicants eligible to compete in the Higher Education Sub-quota are normally ranked on the basis of the Grade Point Average (GPA) of their previous tertiary studies.

4.8.5 Applicants in the Higher Education Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites.

4.8.6 Details of requirements for the Higher Education Sub-quota for each academic program are provided in the Admissions section of the University's Website.

4.9 Admission Requirements for Domestic Applicants: TAFE Sub-quota

4.9.1 Domestic applicants who have satisfactorily completed the requirements of an AQF award at Diploma level or higher (previously Associate Diploma) from TAFE, or the equivalent from a private AQF or overseas tertiary education provider recognised by the University, may be eligible to compete in the TAFE Sub-quota for undergraduate Bachelor level programs.

4.9.2 For some programs there may be no TAFE Sub-quota established, as listed in the Admissions section of the University's Website.

4.9.3 Domestic applicants who have satisfactorily completed the requirements of an AQF award at Certificate IV level or higher from TAFE, or from a private AQF tertiary education provider recognised by

the University, are eligible to compete in the TAFE Sub-quota for all HESS Restricted academic programs.

4.9.4 For applicants with TAFE awards pre-dating the AQF system of classifying awards, and for those holding AQF awards from private tertiary education providers, eligibility for admission and ranking within academic programs are individually assessed by SATAC on the basis of guidelines developed in consultation with the University.

4.9.5 Applicants eligible to compete in the TAFE Sub-quota are normally ranked according to the level of their completed tertiary award.

4.9.6 Applicants in the TAFE Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites, auditions and interviews.

4.10 Admission Requirements for Domestic Applicants: Special Entry Sub-quota

Domestic applicants not eligible or competitive under the Year 12, Higher Education or TAFE Sub-quota may be eligible to compete in the Special Entry Sub-quota under the Special Entry Scheme.

4.10.1 Special Entry Scheme

The Special Entry Scheme is designed to make entry to undergraduate academic programs available to applicants who do not have qualifications that meet the University's minimum entry requirements, or whose existing qualifications are not competitive enough for them to gain admission through any of the other entry sub-quotas. Eligibility and application requirements for the Special Entry Scheme vary according to the category of academic program.

- a Category 1 Academic Programs
Special Entry applicants for Category 1 programs are required to:
 - i be 21 years old or over by 1 January of the year in which they wish to be admitted into a University program *and*
 - ii not hold a completed higher education award *and*
 - iii not have been enrolled in an academic program leading to a higher education award for the previous three years *and*
 - iv sit the Special Tertiary Admissions Test (STAT) *and*
 - v for the Bachelor of Dental Surgery or the Bachelor of Medicine, Bachelor of Surgery program, have undertaken no study towards a higher education award.
- b Category 2 Academic Programs
Special Entry applicants for Category 2 programs are required to:
 - i be 21 years old or over by 1 January of the year in which they wish to be admitted into a University program *and*
 - ii sit the STAT.
- c Category 3 Academic Programs
Special Entry applicants for Category 3 programs are required to:
 - i be 21 years old or over by 1 January of the year in which they wish to be admitted into a University program *and either*
 - ii sit the STAT *or*
 - iii submit a Personal competencies statement (see 4.10.1e and 4.10.1f below).
- d Applicants under the Special Entry Sub-quota are required to meet any

additional admission requirements specified for individual academic programs, including prerequisites, auditions or interviews.

- e For some programs, applicants can submit Personal Competencies statements and/or Employment Experience statements, which will be used in the calculation of their final ranking in the Special Entry Sub-quota.
- f The Special Entry Scheme category of each academic program (4.10.1a, 4.10.1b, 4.10.1c), any additional admission requirements (4.10.1d), details on the required content and format for Personal Competencies and Employment Experience statements (4.10.1e) and the list of programs using such statements in the calculation of rankings are published each year in the Special Entry section of the SATAC Guide.
- g The DVCE, on the recommendation of UUEC, approves the criteria for eligibility, selection and ranking in the operation of the Special Entry Scheme for each of the University's academic programs.

4.11 Alternative Admission Pathways for Domestic Students

4.11.1 Full Fee-Paying Places

- a For each intake where the HECS-funded quota has been filled, the DVCE may make available a limited number of full fee-paying places in any undergraduate program except the Bachelor of Medicine, Bachelor of Surgery.
- b For each academic program, the admission requirements for full fee-paying places are the same as for HECS-funded places, except that the minimum required cut-off rank will be up to 5 points lower in all sub-quotas.

- c Domestic full fee-paying applicants are not subject to the quota restrictions in 4.5.1 and 4.5.2 above, but remain subject to the DEST-imposed limit of no more than 25% of the HECS-funded quota for each academic program.
- d The Tuition fees applicable to each eligible program are recommended by the Faculties each year, and approved by the Executive Director, Student and Staff Services.
- e Applications for full fee-paying places are lodged with SATAC in the same way as are applications for HECS-funded places. However, offers for full fee-paying places are made directly by the University.
- f Students who have completed one year Full-Time Equivalent (FTE) of full fee-paying studies in an academic program are eligible to apply through SATAC for a HECS-funded place.

4.11.2 Aboriginal and Torres Strait Islander Access Scheme

- a The Aboriginal and Torres Strait Islander Access Scheme is intended to increase access to undergraduate programs for Aboriginal and Torres Strait Islander people who do not have qualifications that meet the University's minimum entry requirements, or whose qualifications are not competitive enough for them to gain admission.
- b In the first instance, applications are made directly to Wilto Yerlo, the University's centre for Aboriginal and Torres Strait Islander students. Applicants who satisfy Wilto Yerlo's assessment requirements must then lodge an application with SATAC.
- c All applicants under this scheme are required to confirm their Aboriginality,

and to be 17 years old or over by 1 January of the year in which they wish to enrol in a University program.

- d All applicants are required to sit a literacy test and to attend an interview.
- e Applicants seeking entry to a mathematics/science-based program are required to undertake mathematics/science-based assessment, and applicants seeking entry to Music programs are required to attend an audition.
- f Applicants are selected by a combination of the results of Wilto Yerlo testing, auditions (if applicable), interview, past educational history, work or other experience and other general factors indicating a capacity for successfully undertaking tertiary studies.
- g Applicants who do not receive an offer of a place in a Bachelor's program may be offered a place in the Humanities and Social Sciences Foundation Studies Program.

4.11.3 *Special Consideration*

- a The DVCE may, on the advice of the UUEC or the Admissions Office, grant an applicant an exemption or partial exemption from specified admission requirements in the case of chronic illness or recognised disability, and/or circumstances that have seriously interrupted or impeded the applicant's previous studies.
- b The primary consideration informing the assessment of such cases is the overall probability of the applicant successfully undertaking university level studies in the program of their choice.
- c Applicants seeking special consideration must indicate so in the

Special Consideration section of their SATAC application, and supply all of the specified documentary evidence.

- d Special consideration will not be given by the University where allowances or adjustments have been made in the applicant's results for previous studies or qualifications.

4.11.4 *Provisional Admission*

- a In exceptional circumstances the DVCE may, on the recommendation of a Faculty, approve provisional admission for a period of twelve months for an applicant who does not meet the minimum entry requirements for the relevant program, but who has demonstrated fitness to undertake studies in the program.
- b Applicants granted provisional admission will be required to achieve a minimum academic standard in the program pre-determined by the Faculty and approved by the DVCE within a period of twelve months. Applicants who satisfactorily achieve this standard will be formally admitted as students of the University and will be eligible to re-enrol in the program. Applicants who do not achieve this standard will not be eligible to re-enrol in the program and must re-apply through SATAC for entry to that program in any subsequent year.
- c Any recommendation from a Faculty to the DVCE for the provisional admission of an applicant to a program must be accompanied by:
 - (i) evidence of the applicant's fitness to undertake studies in the program *and*
 - (ii) details of the pre-determined academic standard which the student will be required to achieve

within the period of provisional admission.

4.12 Admission Requirements for International Applicants

4.12.1 Applications

- a International applicants are required to apply for admission directly to the University's International Admissions Office, or through one of the University's designated overseas representatives, or through an IDP Education Australia Office. Application forms and contact details of overseas representatives and IDP Offices are included in the University's Undergraduate International Student Guide published each year, and in the International Students section of the University's Website.
- b Onshore international students completing the Year 12 SACE or equivalent Australian qualification at a domestic secondary school, may apply for admission directly to the University's International Admissions Office, or through SATAC.
- c International applicants who are seeking Australian Permanent Residency status shall be deemed international applicants until permanent residency has been granted.
- d An offer made to an international applicant shall lapse if the applicant, prior to taking up the offer, obtains Permanent Residency status. The applicant must then apply to SATAC as a domestic applicant. Any resulting refund of tuition fees shall be made in accordance with the University's Refund Policy for International Students.
- e To comply with Australian Government policy, international applicants are

required to apply for admission as full-time students and remain full-time students for the duration of their academic programs. Full-time status applies to students with course enrolments totalling at least 75% of a standard full-time study load of 12 units per Semester.

- f All international applications must meet Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) visa security conditions and requirements for each country of origin, which may vary from the University's admission requirements.

4.12.2 Quotas and Cut-off Scores

- a International applicants are not subject to the quota restrictions in 4.5.1 and 4.5.2 above, but the DVCE may impose an upper limit on the number of international applicants admitted to any academic program or course.
- b In any year the entry cut-off score for international applicants shall not be lower than the cut-off score in the same program in the previous year for domestic applicants, unless specifically approved by the DVCE. Entry cut-off scores for each program for the previous year are included in the University's annual Undergraduate International Student Guide.

4.12.3 English Language Requirements

- a For admission into any undergraduate academic program at the University of Adelaide, international applicants are required to be proficient in speaking, reading, listening to and writing in English.
- b The standard minimum English proficiency requirements can be satisfied by any of the following:

- i IELTS score of 6.0, except for entry to the Bachelor of Laws program, which requires an IELTS score of 7.0.
- ii TOEFL score of 550, except for entry to the Bachelor of Laws program, which requires a TOEFL score of 640.
- iii Electronic TOEFL score of 213, except for entry to the Bachelor of Laws program, which requires an Electronic TOEFL score of 273.
- iv Successful completion of a recognised Australian Year 12 award, such as the SACE, the New South Wales High School Certificate (HSC) or the Victorian Certificate of Education (VCE).
- v Successful completion of a recognised overseas Year 12 award in which the language of instruction is English, such as the International Baccalaureate (IB), General Certificate of Education (GCE) A Levels, New Zealand Bursary Examinations or the Indian High School Certificate (HSC).
- vi Completion of General Certificate of Education (GCE) 'Ordinary' Level English subject at Grade C3 or above, or 'Advanced' Level English subject at Grade C or above.
- vii Completion of University of Cambridge Certificate of Proficiency in English at Grade C or above
- viii Completion of English subject in Sepang Institute of Technology (SIT) Foundation Studies course at Grade C or above.
- ix Successful completion of two years of full-time post-secondary studies in an accredited tertiary institution with English as the language of instruction, in a

country that meets the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) visa security requirements.

- x Recognised equivalent English language qualification.
- c The test scores and academic results in 4.12.3b (i) - (viii) above are valid for meeting the University's English language proficiency requirements for up to two years from the date of issue. Those in 4.12.3b (ix) remain valid where the studies were commenced and completed within a period of five years prior to application.
- d Applicants who do not meet the English language requirements in 4.12.3 b – c above are required to complete a course in English language to attain the required proficiency level prior to admission. Providing they meet the other admission requirements for their particular academic program, such applicants will receive an offer of entry conditional on their successfully completing the appropriate Pre-Enrolment English Program (PEP) conducted by the University's English Language Centre (ELC).
- e The minimum English language proficiency requirements for entry into the 10-week PEP are as follows:
 - i IELTS score of 5.5 *or*
 - ii TOEFL score of 527 *or*
 - iii Electronic TOEFL score of 197 *or*
 - iv GCE O Level English subject at Grade C6 *or*
 - v GCE A Level English subject at Grade D *or*
 - vi recognised equivalent English language qualification.

- f The minimum proficiency requirements for entry into the 20-week PEP are as follows:
- i IELTS score of 5.0 *or*
 - ii TOEFL score of 500 *or*
 - iii Electronic TOEFL score of 173 *or*
 - iv GCE O Level English subject at Grade D7 *or*
 - v GCE A Level English subject at Grade E *or*
 - vi recognised equivalent English language qualification.
- g An applicant with an exceptionally strong academic background and/or suitability for a particular academic program, may, with the support of the relevant School, gain entry to study with an appropriate Concurrent English Program (CEP), and in conjunction with a PEP, with the following minimum English language :
- i IELTS score of 5.5 *or*
 - ii TOEFL score of 527 *or*
 - iii Electronic TOEFL score of 197 *or*
 - iv GCE O Level English subject at Grade C6 *or*
 - v GCE A Level English subject at Grade D *or*
 - vi recognised equivalent English language qualification;
with the exception of entry to the Bachelor of Laws program, which has a minimum proficiency requirement of an IELTS score of 6.5, or equivalent.
- h English language proficiency requirements may vary for undergraduate students transferring from nominated courses at affiliated offshore provider institutions such as the Sepang Institute of Technology and

INTI College Malaysia to the corresponding program at the University of Adelaide, as provided for in the Memorandum of Understanding between the University and each offshore institution.

- i English language proficiency levels required by DIMIA for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.

4.12.4 Foundation Studies Programs

- a International applicants may be required to enrol as a Non-Award student in a Foundation Studies Program (FSP) prior to taking up an offer of admission to an academic program.
- b International applicants who have successfully completed the one-year full-time FSP offered by the South Australian universities in co-operation with Eynesbury College, the FSP offered by the Sepang Institute of Technology, or the FSP offered by Bradford College will be considered to have met the minimum requirements for entry to undergraduate programs at the University.
- c The University will also consider for admission purposes FSPs used for entry pathways to other Australian universities, subject to assessment and approval by the Pro Vice-Chancellor (International) (PVICI).
- d The DVCE may approve, on the recommendation of the UUEC, rules governing the minimum achievements required in the FSP for entry to the University's programs, the equivalence of scores gained in the FSP and the SACE, the suitability for admission purposes of FSPs offered by other

Australian universities or recognised education providers, and the equivalence of prerequisite studies between the SACE and the Foundation Studies Programs.

4.12.5 Overseas Qualifications

The UUEC shall have the authority to determine the equivalence of entry requirements and prerequisite studies between the SACE and overseas secondary school studies, and to individually assess tertiary or higher education qualifications from overseas for admission purposes. The Committee shall have the authority to delegate the assessment of overseas qualifications to the International Admissions Office, as appropriate..

4.12.6 Exchange/Study Abroad Applicants

Exchange Students or Study Abroad students wishing to enrol on a Non-Award basis must, in addition to the provisions of Section 4.13 below:

- a have successfully completed at least 4 semesters of study at their home institution *and*
- b have a GPA of at least 3.0 on a 0 to 4.0 scale, or the equivalent *and*
- c be accepted by, and fulfil any additional requirements that may be specified by, the individual Faculty in which they wish to study.

4.13 Non-Award Study

Individual academic courses can be studied for personal interest, for professional development or as preparatory studies outside the requirements of a university degree. Non-Award students undertake the same studies and assessment as award students. Most undergraduate academic

courses offered by the University are available through Non-Award Study.

- a The number and type of courses made available for Non-Award study is at the sole discretion of the Dean of each School or Faculty, or his or her nominee.
- b The establishment and size of quotas in award courses for Non-Award students is at the sole discretion of the Dean of each School or Faculty, or his or her nominee. Admission into a course will depend on the number of places available for Non-Award students.
- c Applications for Non-Award study for all semesters will be received and processed by Professional and Continuing Education (PCE), with the exception of:
 - Applications for courses offered by the Adelaide Graduate School of Business
 - Applications for Cross-Institutional Study (see 4.14 below)
 - Study Abroad applications (see 4.12.6 above).Offers to places in courses for Non-Award study will be made by PCE.
- d International applicants for Non-Award study must meet the relevant English language proficiency requirements set out in Section 4.12 above.
- e Some award courses may have requirements for prerequisites and/or a particular level and type of assumed knowledge, as specified in the individual course entries of the University Calendar. To be eligible for a place in such an award course, Non-Award students must sign the Statement of Assumed Knowledge section of the Application and Enrolment Form for Non-Award Study,

thereby declaring that they meet those requirements.

- f Tuition fees apply to Non-Award Study. For domestic students, the fees are equal to or greater than the HECS liability for the same courses. International students pay the standard international tuition fee rate for the relevant courses. See Student Tuition Fees Policy.
- g All Non-Award students are required to pay the Student Services Fee on a pro-rata basis.
- h The management of admissions and enrolments of Non-Award students will be the responsibility of Professional and Continuing Education. All other administrative and academic matters relating to Non-Award students will be the responsibility of the relevant faculty.
- i Unless otherwise specified, Non-Award students are subject to the same Statutes, Regulations, Rules and policies as apply to students enrolled in award programs.
- j Subject to meeting the normal course and assessment requirements, Non-Award students may be admitted to examinations; assessment results will be recorded on the student's academic transcript in the same way as results for award courses.
- k Students' successful completion of one or more courses on a Non-Award basis does not necessarily mean that they are eligible applicants for entry to an award program of the University, and does not constitute an offer of admission to an award program. Such students must proceed through the normal application, selection and admission process for award programs.

However Non-Award studies in some courses may be subsequently credited to an award academic program, within unit limits set by the relevant Faculty or School, and published each year in the Specific Program Rules in the University Calendar.

- l For some undergraduate award programs in the Faculty of Humanities and Social Sciences, Non-Award studies successfully completed in the Faculty may meet the eligibility criteria for entry under the Higher Education Sub-quota, as specified in the program selection criteria tables on the University's Admissions website at www.adelaide.edu.au/student/admission/ugprograms.html

4.14 Cross-Institutional Study

Students enrolled in a program of study at one institution who want to count courses offered at another higher education institution as part of their award may be admitted to such courses as Cross-Institutional Students.

- a The institution at which the award is to be completed is referred to as the 'home institution'. The institution at which cross enrolment in courses is sought is referred to as the 'other institution'.
- b Normal quotas on admission to award programs do not apply. However, the other institution may not admit Cross-Institutional students in courses where insufficient places are available for its own students.
- c Cross-Institutional students are subject to the same Statutes, Regulations and rules as apply to students enrolled in an award program at the other institution at which they are allowed to enrol.

- d If a Cross-Institutional student is subsequently admitted to a program leading to an award at the other institution at which they have been allowed cross-institutional enrolment, courses or topics passed while enrolled on a cross-institutional basis may only be counted towards an award of the other institution if specific approval is granted by the other institution.
- e Cross-Institutional students are required to pay the appropriate student union services fee at the home institution, and may be required to pay a statutory fee at the other institution.

- f Council has delegated the authority to grant approval to students wishing to count cross-institutional courses towards an award to the Dean of the School or Faculty concerned.

4.15 Status/Credit Transfer

A candidate who has passed courses in other faculties or tertiary institutions or who has other qualifications may, on written application to the Faculty, be granted such status in those courses or exemption from the relevant program or course requirements as the Faculty may determine, provided that the candidate produces sufficient evidence of their status to satisfy the Faculty.

5 Responsibilities

Position/Area	Responsibilities
The Admissions Office is responsible for coordinating domestic undergraduate admissions to award programs.	<ul style="list-style-type: none"> • Liaise with SATAC on the processing of applications. • Ensure that the selection principles and procedures for all of the University's program offerings are incorporated into SATAC's processing systems. • Respond to domestic admissions inquiries. • Provide administrative support to the UUEC. • Provide admissions data and reports to the DVC(E) as required. • Update admissions information in relevant annual publications such as the Undergraduate Programs prospectus and the SATAC Guide, and in the Admissions section of the University's Website. • Liaise with the Prospective Students Office (PSO) and Faculties on changes to undergraduate program offerings and admissions procedures and information.
The International Admissions Office is responsible for coordinating international undergraduate admissions to award programs	<ul style="list-style-type: none"> • Process and assess all international applications for admission. • Respond to international admissions inquiries. • Update admissions information in relevant annual publications such as the SATAC Guide and Undergraduate Program Information for International Students, and in the International Admissions section of the University's Website. • Liaise with the PSO and Faculties on changes to undergraduate program offerings and admissions procedures and information.

5 Responsibilities - continued

Position/Area	Responsibilities
The Prospective Students Office is responsible for disseminating admissions information to prospective applicants.	<ul style="list-style-type: none"> ♦ Liaise with the Admissions Office and the International Admissions Office on changes to undergraduate program offerings and admissions procedures and information for incorporation into PSO publications such as the Undergraduate Programs prospectus and Undergraduate Program Information for International Students, and in the PSO section of the University's Website. ♦ Liaise with, update and promote to local, regional and inter-state secondary schools the University's program offerings, and all admissions processes, changes and information. ♦ Liaise with, update and promote to international higher educational markets and agents the University's program offerings, and all international admissions processes, changes and information.
Professional and Continuing Education is responsible for coordinating Non-Award admissions and enrolment	<ul style="list-style-type: none"> ♦ Receive and process all applications for Non-Award study (except AGSB, Study Abroad and Cross-Institutional Study applications), and make offers to successful applicants. ♦ Ensure that international Non-Award applicants meet relevant English language requirements. ♦ Liaise with the Dean of each School or Faculty or his or her nominee to obtain Non-Award quotas for each course.

Complaints and Grievances: Student Complaints Policy

www.adelaide.edu.au/policies/?mode=browse;catid=25

Any staff member or student who requires assistance or advice relating to any aspect of this document can contact Policy and Appeals on (08) 8303 7503.

1 Overview

The University encourages feedback on all aspects of University life. It recognises students' right to express dissatisfaction or make complaints about services provided by the University, and monitors the nature, progress and outcome of complaints. Complaints, comments and expressions of concern are analysed to

identify problems and improve academic and other services.

The University's procedures for handling complaints comply with Standards Australia's Guide to the Prevention, Handling and Resolution of Disputes (AS4608-1999) and Complaints Handling (AS4269-1995), and with the requirements of the Education Services for Overseas Students Act 2000.

2 Scope

This policy is for any student who has a complaint about a decision, service, facility or process provided by the University while they are or were undertaking an Adelaide University program or course. It covers all persons who are, at the time of the decision or

incident triggering the complaint, enrolled at the University as an internal, external, undergraduate, postgraduate, award, non-award, not award, domestic or international student.

This policy covers complaints relating to:

- ♦ the delivery of academic or administrative services
- ♦ the provision of support services or facilities *and*
- ♦ discrimination on equal opportunity grounds.

This policy does not cover complaints:

- ♦ being actively investigated or determined by any external agency under legislation outside the University or under common law in civil courts.
- ♦ relating to sexual harassment (which are covered by the University's Sexual Harassment Policy).
- ♦ relating to staff or student misconduct (which are covered by the Enterprise Certified Agreement and the Rules for Student Conduct, respectively).
- ♦ relating to appeals against preclusion proceedings, which are handled exclusively by the University's Academic Progress Appeals Committee.
- ♦ about illegal or criminal activity (which may be referred to the Police or other relevant external body). The University may take action if the health, safety or welfare of staff or students is at risk.
- ♦ about individuals who are not members of staff or enrolled students of the University¹.

3 Definitions

In this policy the following definitions apply:

A complaint is a written notice of dissatisfaction with any service offered by the University that makes clear to the recipient that a direct, personal response has been requested.

Natural justice is general procedural fairness in the handling of a complaint, and involves all of the following elements:

- a The right to a fair hearing
- b The right to attend hearings with an advocate, representative, friend or support person, if required
- c The opportunity for all parties involved to openly present their case
- d The subject of the complaint having full knowledge of the nature and substance of all allegations
- e The person laying the charge not determining the charge
- f The right to an independent, unbiased decision-maker
- g A final decision that is based solely on the relevant evidence.

4 Policy

4.1 Types of Complaint

A student may have a complaint about an individual action or decision that affects only them, or a service or process that also affects other students. Students may be dissatisfied with such issues as:

- a *Academic or administrative services:* refusal of an application for supplementary assessment, the

¹ Some of the people who provide students with clinical teaching services, placements or field trip supervision are not formally University staff members. If a problem occurs with such a service provider, students are encouraged to inform a relevant University staff member (for example, the person responsible for organising the placement or activity), who may be able to resolve the issue; or students may be able to complain directly to the service provider's home organisation.

- administration of their enrolment, the mark received for an assignment.
- b *Support services or facilities*: services offered by the Student Centre, the International Student Centre or the Counselling Centre; IT or Library services; building structures that appear dangerous, inadequate or unsuitable.
 - c *Discrimination on equal opportunity grounds*: denial of full participation in University life on the basis of sex, sexuality, marital status, pregnancy, race, religion, ethnicity, physical or intellectual impairment, or age.

4.2 Limitations of Complaints Resolution

When considering whether or not to proceed with a complaint, students may need to consider a range of factors and circumstances that can impose practical limitations on the potential scope and effectiveness of resolution processes. For example:

- a Disagreements: Having an objection to or disagreeing with a particular University process or decision does not necessarily mean it is unreasonable or unfair, and does not by itself constitute sufficient grounds for having it changed.
- b Resources: Resource considerations may significantly affect the feasibility of complaint resolutions. For example, staff and students may agree that smaller tutorial classes or more computer facilities are desirable, but neither may be possible within current budgetary restrictions.
- c Academic Judgements: A student may believe that a particular assignment warrants a high mark, but if two academics agree that a lesser mark is appropriate, and the general

processes involved in the marking and re-marking are fair and reasonable, then a University committee or other staff member is not in a position to overrule the academic judgement determining the mark.

4.3 Overview of Student Complaints System

4.3.1 Underlying Principles

- a *Natural Justice*: Student complaints and grievances are handled according to the principles of natural justice (see 3. *Definitions*, above).
- b *Transparency*: The processes for handling student complaints aim to be easily accessible to all staff and students, with transparent operation and outcomes, and capable of resolving complaints in a timely manner with clear deadlines for each stage of resolution. Reasons for each decision are provided to all parties concerned, and are fair to and cognisant of the interests of both students and staff.
- c *Confidentiality*: All information provided in the complaints process is strictly confidential and can be used only for the purposes for which it was collected, unless:
 - i The express consent of the individual(s) concerned is obtained; *or*
 - ii The University has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person *or*
 - iii The use is specifically required by law.
- d *Equity*: Complaints are dealt with in an equitable and culturally sensitive manner, and are judged on their merits, irrespective of the presentation of the complainant or the complaint.

- e *Representation/Support*: Students: Students should have the option of attending meetings to discuss complaints and review decisions in the company of a designated advocate, representative, friend or support person.
- f *Individual Rights*: This policy does not derogate the private or public rights of an individual under State and Federal law to make or pursue a complaint through an external agency.

4.3.2 Procedural Elements

- a *Local Handling*: Complaints are initially handled locally - that is, in the area providing the service or process that is the subject of the complaint - with the fewest people possible involved. Complaints addressed to the University or directly to the Vice-Chancellor are referred to the appropriate local area. (See 5.2 Stage 1 and 5.3 Stage 2 below.)
- b *Local Review*: Complaints are reviewed locally. (See 5.4 Stage 3).
- c *Student Appeals Committee*: Students not satisfied with the outcome of a local-level review can appeal to the Student Appeals Committee, the highest complaints authority within the University. (See 5.5 Stage 4).
- d *Mediation*: The University has made arrangements for students and staff involved in a complaint to have access to an independent mediation service in appropriate cases. (See 5.7).
- e *Brokering*: In some cases, Policy and Appeals staff may be able to investigate and negotiate a settlement acceptable to all parties before the Student Appeals Committee is convened. (See 5.6).

5 Procedures

5.1 Summary of Complaints Process

Stage 1 Informal discussion with the person who made the decision or provides the service.

Stage 2: Written complaint to the person who made the decision or provides the service.

Stage 3: Review of resolution offered by a more senior person in the area, or committee.

Stage 4: Student Appeals Committee for a final determination.

5.2 Stage 1: Informal Discussion

- a Students who are not satisfied with a particular University service can raise their concerns with the person or area responsible for providing it. This does not constitute a formal complaint. The vast majority of issues are resolved at this stage.
- b A Student Union employee or representative or other advocate or support person may assist a student to express a concern. A University staff member may raise a particular issue with a colleague as a 'case in principle' without naming the student.
- c Staff approached by a student with concerns about a University service, decision or process will:
 - i Listen to the student and make genuine efforts to understand the nature, extent, context and implications of the issues raised.
 - ii Explore all options and possible implications for resolving the issue.
 - iii Avoid any behaviour or language that might reasonably be interpreted as interrogative, judgemental or intimidating.

- d After informal discussion, the student may:
 - i take no further action *or*
 - ii lodge an expression of concern on a suggestion form available at any University or student association office or via email to *suggestions@adelaide.edu.au* if they do not require a direct response *or*
 - iii lodge a formal, written complaint if they require a direct response.

5.3 Stage 2: Formal Written Complaints

5.3.1 Making a Complaint

- a A student who is not satisfied with any University service, decision or process can make a formal written complaint to the person or area responsible for providing it. The student must make clear that it is a complaint, as opposed to comments, feedback or a suggestion, to alert the staff member to the fact that a direct response is required.
- b Students are normally required to initiate the formal complaint process within 10 weeks of the specific incident or decision that forms the substance of the complaint. They may make a complaint about an on-going service or process at any time during their enrolment/attendance. Students are advised to keep notes of any incidents or actions that form part of their complaint.
- c No person or agency may complain on behalf of a student, or appear at a hearing instead of a student, except in special circumstances with the permission of the person conducting the hearing.
- d Students who lodge a formal complaint must provide their full names. A group of students may lodge

one complaint, but must each provide their full name. The group may nominate a member as spokesperson, but any party to the complaint can be required to attend any hearing or provide individual testimony or evidence.

- d Students who lodge a formal complaint must provide their full names. A group of students may lodge one complaint, but must each provide their full name. The group may nominate a member as spokesperson, but any party to the complaint can be required to attend any hearing or provide individual testimony or evidence.

5.3.2 Acknowledging Complaints

Staff members who receive a formal student complaint must take reasonable and prompt action to try to resolve the complaint. Staff will acknowledge receipt of the complaint in writing to the student within 5 University working days. The acknowledgment will include:

- a The name and contact details of the staff member handling the complaint *and*
- b An outline of the process being used to resolve the complaint *and*
- c The estimated time frame for resolving the complaint.

If special circumstances (for example, staff absence) delay or prevent the provision of the above details, the acknowledgment will explain the delay and indicate when a detailed response will be sent.

5.3.3 Investigating Complaints

In addition to acknowledging it (5.3.2 above), staff members receiving a formal student complaint must also investigate it, using their personal and professional

judgement to offer a resolution within the framework of guidelines in this policy.

- a The staff member may consult with and seek advice from any appropriate University committee or staff member, discussing the complaint as a 'case in principle' where possible. However, the name of the student may need to be revealed in order to fully investigate and resolve the complaint; or the identity of the student may become obvious in describing the nature and/or circumstances of the complaint. Any staff member consulted regarding the complaint will be advised of the confidential nature of the information provided.
- b The staff member may request a formal meeting with the student and any other staff member. Students should be advised at this point that they may bring a support person with them to such a meeting.
- c The student has the right to either attend or make a written submission to any committee or hearing considering their complaint. If the student brings a support person who is a lawyer, he or she must follow the University's procedures rather than legal system procedures, and the Rules of Evidence under common law and other legal conventions do not apply.

5.3.4 Decision/Resolution

- a The resolution offered will depend on the nature of the complaint and any special circumstances that exist, but will normally include at least one of the following components:
 - i Providing more detailed information on why the original decision was made or process was used
 - ii Remedying an identified mistake

- iii Revoking an initial decision
 - iv Changing a policy or procedure
 - v Waiving a debt or charge
 - vi Retraining staff.
- b A resolution will normally not be offered where:
 - i There are no or insufficient grounds for the complaint *and/or*
 - ii The student is unable to provide sufficient evidence to support their complaint *and/or*
 - iii The resolution sought is not practicable or could only be provided through amounts of resources considerably above those available *and/or*
 - iv The complaint is vexatious (see 5.8).
 - c Regardless of the outcome, the staff member(s) involved should consider whether the service or process in question could be improved as a result of information received in the complaint or revealed by the investigation, with a view to preventing or minimising further complaints in that area. Staff should oversee the implementation of the necessary changes as appropriate.

5.3.5 Notification of Decision/Resolution

- a The final details of the decision must be sent to the student in writing in a timely manner. The actual time will depend on the nature and circumstances of the complaint and the complexity of the investigation, but will normally be within 15 University working days of receiving the complaint. The notification will include:
 - i Details of the decision
 - ii Summary of the reasons for the decision

- iii Information on the most appropriate person or committee the student can approach to review the decision.
- b The acknowledgment and the offer of resolution may be provided to the student at the same time if the complaint is received, investigated and decided on within 5 University working days.

5.3.6 Recording Complaints

Records that identify a complainant should be stored in secure files. When a decision has been made about a complaint, or a resolution offered to the complainant, both the staff member and student are encouraged to lodge with Policy and Appeals a Summary and Evaluation Form (Appendix A and Appendix B, respectively) that records the type of complaint and the resolution offered, and an evaluation of the complaint handling process. Information collected is used to review services and processes.

5.4 Stage 3: Review

- a A student who is not satisfied with the resolution offered may request in writing, within 20 University working days of receipt of written notice of the resolution, that a more senior staff member or committee review the case. A waiver of this timeline may be granted in special circumstances at the discretion of the person responsible for conducting the review.
- b A Head of Department or Branch Manager will usually conduct the review, but a Registrar, Dean, Executive Dean or an established committee may be appropriate, depending on the case and the area. Students are advised to consult the Faculty Office or administrative area

regarding the appropriate person or committee before applying for a review. If the appropriate person was involved in the initial resolution or has a perceived or actual conflict of interest, the review will be referred to another senior staff member. If the chair or a member of the appropriate committee was involved in the initial resolution or has a perceived or actual conflict of interest, he or she should be absent while the committee discusses that item.

- c The person or committee undertaking the review may ask any student or staff member for an account of the initial attempt to resolve the complaint, and will then independently review the complaint according to 5.3.2 - 5.3.6 above. They may refer the complaint to a higher committee for advice or a decision.
- d The person or committee will either support the original resolution or offer an alternative resolution according to 5.3.4 above.

5.5 Stage 4: Student Appeals Committee

All students who have followed the procedures in 5.2 - 5.4 above have the right to appeal the outcome of local resolution and review, regardless of the details of the case. The Student Appeals Committee is the final point of appeal within the University.

5.5.1 Composition of Student Appeals Committee

- a Policy and Appeals will provide Secretariat services for the Student Appeals Committee.
- b Each Committee will consist of no less than three and no more than five members (including the Chair), who

are not located in or associated with the area concerned in the appeal, nor were involved in previous attempts to resolve the complaint.

- c Within 5 University working days of the receipt of the notice of appeal, the Secretary will nominate the persons, including the Chair, to hear the appeal. In selecting the members, the Secretary will have regard to the nature of the appeal. Every Student Appeal Committee will have one currently enrolled undergraduate or postgraduate student member, and at least one male and one female member.
- d The Appellant may object to any one member of the Committee within 3 University working days of the date of notification in writing of the composition of the Committee, in which event that person will be replaced by a further nominee of the Secretary.
- e The Respondent may be represented at the hearing by a nominated employee of the University area responsible for the action or decision that is the subject of the appeal.
- f The Appellant and Respondent must direct all appeal correspondence to Policy and Appeals and may not contact, directly or indirectly, any Committee member regarding any aspect of the appeal before or after the hearing. Failure to comply with this rule may result in disciplinary action being taken under the University's Rules for Student Conduct, or the Enterprise Certified Agreement.

5.5.2 Lodging an Appeal

- a No appeal will be instituted unless the appellant has sought local resolution, and requested a review of the initial

resolution according to 5.2 - 5.4 above.

- b A written appeal must be lodged with Policy and Appeals using the Student Appeal Form (Appendix C) within 20 University working days of the date of written notification of the outcome of the local-level review.
- c Within 5 University working days of receipt of the Appeal Form, the Secretary will notify the Appellant and the Respondent of the composition of the Committee and the date and place of the hearing. Except with the express consent of both parties to the appeal, the hearing will be held on a weekday within a term within 15 University working days of receipt of the Student Appeal Form.
- d At least 5 University working days before the scheduled date of the hearing, the Respondent may lodge with the Secretary a written response to the Appellant's submission. The Secretary will distribute the response to all parties. In the event of the scheduled date for the hearing not allowing 5 clear working days, the Secretary will liaise with the Committee, the Appellant and the Respondent to make distribution arrangements that are satisfactory to all parties.
- e Before the hearing, the Secretary will bind all papers relevant to the appeal and distribute copies to the Appellant, the Appellant's nominated advocate/support person, if applicable, the Respondent and each of the Committee members.

5.5.3 Hearing an Appeal

- a The Appellant will appear at the hearing in person unless the Chair exempts him or her from personal attendance before or at the hearing.

- b An Appellant formally exempted from personal attendance may select any other person to represent him or her at the hearing, or may be represented only by his or her written submission.
- c Both students and staff have the option of attending Student Appeals Committee hearings in the company of their nominated advocate, representative, friend or support person.
- d The hearing is to proceed without undue formality, and the Committee is to act according to equity, good conscience, the principles of natural justice and the substantial merits of the case, without regard to legal technicalities or forms.
- e The Rules of Evidence under common law and other legal conventions do not apply and the Committee may inform itself of any matter relevant to the determination of the appeal by whatever means it chooses, provided that all material taken into account in determining the appeal is made available to both parties to the appeal.
- f The Chair, in consultation with the other members of the Committee, will give directions as may be necessary during the hearing and determination of the appeal regarding the provision of evidence, the making of written or verbal submissions, and any other relevant matter. The Chair's rulings will be final and binding.
- g Either party may avail themselves of the services of an interpreter during the hearing of the appeal, and may call any witnesses.
- h No witness will be sworn, but both parties to the appeal will be at liberty to question any witness in accordance with procedures that may be laid down by the Chair.
- i The hearing of the appeal will be in camera unless, with the express consent of both parties, the Committee decides otherwise.
- j The Committee may adjourn a hearing to another date within 20 University working days. Every appeal will be completed as quickly as possible without prejudicing the ability of both parties to have a reasonable opportunity to present their case.
- k Upon the completion of the hearing, the Committee will consider its ruling in private.
- l The ruling will be made without any further hearing and the Chair will notify both parties to the appeal and the Vice-Chancellor in writing of the ruling and the grounds on which the ruling was made within 5 University working days of the hearing.
- m Appeal notices will normally be dispatched by post to the most recent home or mailing address recorded by the University. For Australian postal addresses, notices will be considered received 3 working days after they were recorded as sent. For international addresses, notices will be considered received 8 working days after they were recorded as sent.
- n The decision of the Committee carries the full authority of the Vice-Chancellor of the University, and will be effective upon its written notification, and no further formal order or direction will be necessary for it to become operative.
- o The notification of the outcome of the appeal and the materials generated during its lodgement and hearing will be retained in a separate confidential University file for 24 months. Access to the file will only be given to a University staff member upon good

cause being demonstrated to and formally recorded by the Manager, Records Management Office.

5.5.4 Outcomes of Student Appeals Committee Hearings

- a The Committee's determination will be based on one or more of the following possible outcomes:
 - i Endorse the original findings on the complaint.
 - ii Determine an alternative resolution according to 5.3.4 above.
 - iii Adjourn pending further investigation based on evidence not available at the time of the initial appeal hearing.
 - iii Adjourn pending further investigation based on evidence that formal procedures were not adhered to.
 - iv Recommend a review of certain procedures.
 - v Recommend changes to program rules, academic or administrative policies or procedures.
 - vi Dismiss the appeal on the grounds that it is vexatious. (See 5.8 below).
- b The Vice-Chancellor may give directions and perform any acts necessary to ensure full and effective compliance with any direction or decision of the Student Appeals Committee.

5.6 Brokering a Settlement

- a When a student lodges an appeal with Policy and Appeals, or has indicated a strong intention of doing so, and only in those cases where there appears to be a reasonable chance of success, Policy and Appeals staff may, with the approval of the Manager, ASB, further investigate the complaint and negotiate with both Appellant and Respondent in

an attempt to broker an agreed settlement before the Student Appeals Committee is convened.

- b If a written appeal has been lodged with Policy and Appeals before such an investigation commences, the timelines relating to correspondence with the Appellant and Respondent and the convening of the Committee will be temporarily suspended. They will be re-instituted if and when it is clear to all parties that:
 - i Attempts at negotiating a settlement have been completed *and*
 - ii An agreed settlement cannot be reached *and*
 - iii The Appellant wishes his or her complaint to proceed to a full Student Appeals Committee hearing.
- c The length of the investigation and negotiations will depend on the circumstances and complexity of each case, but will normally be completed within 15 University working days.
- d If the Appellant and Respondent agree to the resolution negotiated at this stage, the University will take no further action and the appeal process will be terminated. However, should the Appellant later conclude that the terms of the settlement have not been fully honoured by the Respondent, he or she may choose to re-institute the appeal.

5.7 Independent Mediation Service

To maximise the number of grievances that can be resolved before reaching the Student Appeals Committee stage, the University provides access to an independent, external mediation service for complaint resolution, free of charge to both the student(s) and staff involved.

- a When the attempts at local resolution outlined in 5.4 to 5.6 above have failed or stalled, and both parties agree, students or staff can consider engaging the services of an independent mediation agency.
- b Policy and Appeals staff will handle initial inquiries about mediation and will liaise with the mediation agency to make any necessary arrangements for the mediation process. The Manager, ASB, will make the final decision on whether or not mediation seems appropriate or feasible in individual cases.
- c If mediation is agreed to after a written appeal has been lodged with Policy and Appeals, the timelines relating to correspondence with the Appellant and Respondent and the convening of the Committee will be temporarily suspended. They will be re-instituted if and when it is clear to all parties that mediation has not produced an agreed resolution and that the Appellant wishes his or her complaint to proceed to a full Committee hearing.
- d If the Appellant and Respondent reach a mutually satisfactory agreement through mediation, no further action will be taken and the appeal process will be terminated. However, should the Appellant later conclude that the terms of the agreement have not been fully honoured by the Respondent, he or she may choose to re-institute the appeal.

5.8 Vexatious Complaints

- a Vexatious complaints are those deemed to be mischievous, frivolous, malicious, misconceived, lacking in substance, not made in good faith or containing spurious information, and predominantly aimed at annoying, harassing and/or intimidating staff

members. If a staff member handling a complaint believes the complaint to be vexatious, he or she should provide any relevant documents and a short explanatory statement to the Manager, Administrative Services Branch (ASB) within 10 University working days of receiving the complaint.

- b The Manager or a nominated representative will investigate and assess the situation, provide both the complainant and the respondent with the opportunity to freely present their case, and submit a finding to the Executive Director, Student and Staff Services for approval. If the complaint is not found to be vexatious, then the normal complaint procedures will be resumed. Complaints found to be vexatious will be immediately terminated.
- c The student(s) and staff involved will be notified in writing of the outcome of the investigation, and provided with the reasons on which the outcome is based.
- d Students making vexatious complaints may be subject to disciplinary action under the University's Rules for Student Conduct.

5.9 Withdrawing a Complaint

Students may withdraw a complaint at any stage in the process by writing to the person handling the complaint, who will notify relevant parties in writing that the complaint is concluded. If the complaint was against another person, that person may address a written statement to the person handling the complaint for circulation to staff involved in the case.

5.10 Victimisation and Harassment

A student or staff member who attempts to victimise or harass any party to a

complaint, or influence a witness, will be subject to the University's disciplinary procedures. Any instances of such behaviour should be reported to Policy and Appeals.

5.11 Assistance with Complaints

Any student who is dissatisfied with a University service or decision is advised to consult one of the Adelaide University Union's Education and Welfare Officers (Student Care). Advice and assistance is also available from the following staff and organisations:

University Services

- ♦ Teaching staff (lecturers, tutors, supervisors)
- ♦ Faculty/school/department administrative staff
- ♦ Postgraduate coordinators
- ♦ Student Centre staff
- ♦ International Student Centre staff
- ♦ Counselling Centre staff
- ♦ Wilto Yerlo student support officers.

Student Union Services

- ♦ Adelaide University Union (AUU)
- ♦ Students' Association of the University of Adelaide (SAUA)
- ♦ Waite Institute Students' Association (WISA)
- ♦ Roseworthy Agricultural Campus Student Union Council (RACSUC)
- ♦ Overseas Students' Association (OSA)
- ♦ Postgraduate Students' Association (PGSA).

Policy and Appeals staff members are available to discuss the workings of the Policy and Procedures for the Prevention, Handling and Resolution of Student Complaints, and the procedural requirements for lodging an appeal to the Student Appeals Committee.

5.12 Offshore and External Students

Where an offshore or external student makes a complaint, a fair, modified complaints process will be implemented. This process will take into account all relevant circumstances applying to the particular situation and must not create any substantial advantage or disadvantage compared to the standard process for onshore students. Staff may consult Policy and Appeals on the development of a fair process, and must advise all parties to the complaint of any significant changes to the standard process.

5.13 Student Feedback

- a Students are encouraged to comment on any University process or service via email to suggestions@adelaide.edu.au or a Suggestion Form available from any University office or students' association office. They will not receive a direct personal response and do not need to take any further action. A summary of the comments (with any information indicating the identity of the student removed) will be sent to the relevant area for a response.
- b The information collected from complaints and suggestions is used to identify problems and review services. A summary of feedback and responses is published annually at the Complaints and Suggestions Webpage: www.adelaide.edu.au/student/current/complaint.html.

6 Responsibilities

All University staff and students have a responsibility to contribute to a teaching, learning and working environment characterised by mutual respect and open communication. This includes making and resolving complaints in a constructive and cooperative manner. In addition:

Position/Area	Responsibilities
Vice-Chancellor	<ul style="list-style-type: none"> • Ensure senior managers understand the University's commitment to the satisfactory resolution of complaints. • Ensure the full and effective implementation of any decision of the Student Appeals Committee.
Executive Director, Student and Staff Services	<ul style="list-style-type: none"> • Ensure effective mechanisms are used to resolve complaints. • Ensure this policy is well publicised. • Report annually to the Vice-Chancellor on complaint resolution. • Make the report available to University staff and students.
Executive Deans and Executive Directors	<ul style="list-style-type: none"> • Ensure complaint processes are promoted and followed. • Ensure staff have support for complaint resolution. • Implement corrective actions arising from complaints. • Monitor work and study environments to prevent victimisation.
Academic and General Staff	<ul style="list-style-type: none"> • Resolve and review complaints according to this Policy. • Take action necessary to try and prevent similar complaints. • Be familiar with relevant University regulations and awards, policies, guidelines and complaint resolution procedures. • Take action to maintain a safe work and study environment.
Policy and Appeals	<ul style="list-style-type: none"> • Provide Secretariat to the Student Appeals Committee. • Provide advice to staff and students on this policy. • Collect data and publish regular reports on the operation of this policy.
Students	<ul style="list-style-type: none"> • Adhere to the rules and code of conduct outlined in the Handbooks of Academic Programs and course guides. • Provide feedback to improve policy and procedures. • Offer timely and accurate information regarding complaints. • Not make frivolous or vexatious complaints.

Enrolment

The following information is provided for student guidance. Procedures for enrolment, the enrolment timetable and faculty/school enrolment information are provided in the Enrolment Guide.

Approval of program of study at enrolment

Each student's program of study shall be approved by the Executive Dean of Faculty (or nominee) at enrolment each year, unless otherwise stated in the Academic Program Rules pertaining to the student's program/s. Amendments to enrolment are possible (see page 43 for details).

Availability of courses

If in any year/semester the student enrolment for a particular course offered by the Faculty is less than the minimum specified by the Faculty, the Faculty shall not be bound to offer that course.

The availability of any course is also conditional upon the availability of staff and resources.

Compliance with rules

On each enrolment a student shall complete the following declaration: 'I agree to be bound by the Statutes, Regulations, Rules and such other conditions as may be stipulated by the University from time to time'.

Program overloads

The following statements of principle and suggestions for practical implementation have been approved by Council in regard to students wishing to undertake program work study which constitutes more than a normal year's workload:

- 1 The problem of program overloads does not lie in the freedom of students to overload, since many students attempting more than a normal workload encounter no difficulties doing so. The problem lies with students who, in exercising their right of choice, make bad or ill-informed decisions. The University seeks therefore to assist the decision making capabilities of a student rather than to limit the choices available to all.
- 2 All students seeking to enrol with overload must be identified and interviewed by a Program Adviser. Program Advisers should have available to them the previous academic record of the student, and both Adviser and student should be informed about the problems which may be associated with overload.
- 3 If the student after a full discussion and despite advice from the Program Adviser persists with the overload enrolment, it should not be prevented.
- 4 In the case of all overloads by students the Dean/Program Adviser should periodically consider the progress of the student concerned so that in the case where the student appeared not likely to be successful in his or her work, advice could be given for withdrawal from a course prior to the scheduled last date of withdrawal.
- 5 In the case of a student wishing to take an overload, the Program Adviser should put his or her advice to the student in writing.
- 6 If a student declines the advice of a Program Adviser he or she risks the possibility in some Faculties of exclusion provisions being applied in the event of failure.

Enrolment by prescribed date and payment of fees

Further to Chapter 9 of the Statutes,

- 1 An applicant may enrol in the University only if the applicant has:
 - a satisfied the requirements for admission under the Rules approved by Council and, in the case of undergraduates, the Undergraduate Admissions Policy *and*
 - b been offered a place in a program of study or course in accordance with the selection criteria and procedures approved by Council *and*
 - c lodged a completed enrolment form (paper or electronic) and has paid or made satisfactory arrangements for payment of prescribed fees and charges.
- 2 A candidate shall normally enrol for the year's work not later than the official prescribed enrolment date. An enrolment submitted after that date shall not necessarily be accepted, and if accepted may incur a late enrolment fee. Application for remission of the late fee must be made in writing.
- 3
 - a subject to subsections (b) and (c) of this clause, all fees and charges in any academic year shall be paid by the prescribed dates (see Critical Dates, pages 16-17).
 - b a student shall be liable for any increase, or entitled to refund of any decrease, in the total fee so paid that may arise through variation of enrolment during the year.
 - c an extension of time for payment of fees may be allowed. A student who fails to pay fees as prescribed

in sub-section (a) of this clause or within such extended time as may have been allowed may incur an additional fee.

See policies for tuition fees and refunds (pp.122-128) for further details.

Prerequisite and Corequisite Studies

Except by permission of the relevant Faculty, a student shall not enrol in any course for which the prerequisite or corequisite requirements prescribed in the syllabus have not been met. Prerequisites must be passed at the minimum level prescribed by the Faculty.

Prior knowledge

A course designed for students with no prior knowledge of it need not be made available to students who have such knowledge. A Faculty may refuse to allow a student to enrol in a course if, after receiving advice from the Head of the department which teaches the course, it considers that the student's background and qualifications are fully adequate for another course which is taught in that department and which is available as an alternative.

Quotas

Clause 3 of University Statute Chapter 9: *Of Admission and Enrolment*, states: With due regard to the resources and educational objectives of the University, the Council may place quotas on programs and courses.

Repeating a course

No student shall repeat a course already passed except where:

- a A higher classification of pass is necessary to enable the student to satisfy prerequisite course requirements for a higher level course

- b A student needs to convert a conceded pass to a higher level pass in order to qualify for an award
- c Academic Program Rules for an award provide for the repeating of a course, notwithstanding that it may have been previously passed, or for the possibility of it in respect to special features of the structure or process of the award
or
- d There are sound academic reasons for the Council to permit it.

For rules on such matters as exemptions available or enrolment restrictions, please refer to the relevant Academic Program Rules.

Repeal or Alterations of Programs of Study

In all cases where rules affecting the program of study for any award of the University have been or shall be repealed or altered, the Faculty may nevertheless allow candidates who have previously entered under the rules repealed or altered to complete their program thereunder, but may impose such conditions or modifications as may seem academically appropriate to the Faculty in each individual case.

Withdrawal dates

The date on which you officially withdraw from a course can affect the way the withdrawal is permanently recorded on your academic transcript. In general, a withdrawal can be

- Completely deleted from your transcript *or*
- Recorded as Withdraw Not Fail (WNF) *or*
- Recorded as Withdraw Fail (WF).

If you withdraw from a Semester 1 or Semester 2 Course:

- Before the HECS Census date (31 March, 31 August, respectively): Deletion.
- By the end of the 8th teaching week (excluding mid-semester break): WNF
- After the end of the 8th teaching week (excluding mid-semester break): WF.

If you withdraw from a Full-Year Course:

- Before 31 March HECS Census date: Deletion of Part 1 and Part 2.
- Before 31 August HECS Census date: WNF for Part 1, Deletion for Part 2.
- After 31 August HECS Census date: Continuing (CN) for Part 1, WF for Part 2.

For details of withdrawal dates for summer semester, trimester and quadmester courses, contact the Student Centre or the relevant Faculty.

Fees and Refunds

- 1a The Council may impose fees in respect of tuition, instruction, applications for award, or any other matters.
- 1b An extension of time for payment of fees may be allowed. A student who fails to pay the prescribed fees by the due date or within such extended time as may have been allowed may incur an additional fee.
- 2a Every student proceeding to a degree, diploma or certificate of the University, and students in Non-award programs, shall pay an entrance fee and an annual student services fee.
- 2b The Council shall from time to time prescribe the entrance fee and the student services fee. The entrance fee shall be the same for all classes of student, but the student services fee may vary for different classes of students depending on student load and/or study location.

- 2c The Council may, in consultation with the Adelaide University Union, determine whether any individual student or any class of student may be exempted from payment of either the entrance fee or the annual fee or both.
- 3 When it deems there are adequate reasons for so doing the Council may:
- i reduce any fee payable by a student *or*
 - ii exempt a student from liability to pay any fee.
- 4 Subject to Clause 3 above, a student may not re-enrol in the University and, not withstanding the provisions of the separate degree, diploma or certificate regulations applicable, shall not be admitted to a degree, diploma or certificate of the University unless all outstanding fees and all other financial obligations due to the University have been discharged or arrangements for their discharge have been approved.

National Students (citizens and permanent residents) enrolled in fee paying programs are exempt from the Higher Education Contribution Scheme (HECS) and are instead required to pay the University the prescribed tuition fee up front.

Local undergraduate tuition fee paying students are required to pay a non-refundable deposit of \$1000 (for full time students) prior to enrolment. The balance of the fees are invoiced for semester 1 in February (due 14 March 2003) and semester 2 in July (due 15 August 2003). International students are required to pay international student fees for their respective programs of study. An advance payment of \$6000 is due when a student accepts the offer of admission. The payment is credited towards the first semester fees. The outstanding balance of the first semester's tuition fees will be

due on the census date of the semester (31 March or 31 August). Fees for subsequent semesters will be due at the beginning of each semester. If fees are not paid when they are due, the University applies a late fee of \$100 and places the student in 'bad financial standing'.

Non-Award tuition fee paying students will be required to pay for their tuition fee at the time they enrol in the courses they have chosen.

Students undertaking postgraduate coursework programs may apply for a loan to pay their fees through the Postgraduate Education Loans Scheme (PELS). Further information is available in the publication PELs. Your questions answered, which is available from the Student Centre.

Student Tuition Fees Policy

www.adelaide.edu.au/policies/?mode=browse;catid=23

Any person who requires assistance with any aspect of this document should contact Policy and Appeals on (08) 8303 7503.

1 Overview

This Policy recognises the need for consistency across the University on the setting of tuition fees, refunds, and the introduction of changes to tuition fees.

This Policy should be read in conjunction with the University's Refund Of Up Front HECS Contributions /Tuition Fees In Special Circumstances Policy, and Refund Policy for International Students (see below).

2 Scope

This policy applies to the setting, payment and refunding of tuition fees for undergraduate and postgraduate, domestic and international students for both award and non-award study. It is

applied consistently to students, except where legal requirements necessitate different arrangements for international students.

The Policy does not apply to Higher Education Contribution Scheme (HECS)-liable and non-fee-paying, HECS-exempt students.

3 Definitions

The term *fees* in this policy covers tuition or other fees payable by an enrolled or prospective student to the University in connection with the study of an academic program or one or more of the courses offered by the University. It does not cover:

- a Voluntary fees and charges.
- b The Student Services Fee payable to the Student Union for amenities and services.
- c Fees and charges for University administrative services (e.g. late fees, bank charges).
- d Library fines and penalties.
- e Fees payable by persons who attend but do not enrol for particular courses.
- f Ancillary fees and charges (see Student Ancillary Fees & Charges Policy).
- g HECS payments.
- h Fees payable by domestic students under section 13 of the HEF Act.

The term *HECS Census Date* in this policy refers to a date classified in the Higher Education Funding Act 1988 as being a date on which HECS liabilities for the current semester are incurred. For standard semester courses, the HECS Census dates are 31 March and 31 August. For non-standard courses such as Summer Semester or trimester-based courses, the following HECS Census Dates apply:

- For non-standard courses with a duration of 6 weeks or less, the HECS Census Date is the first day of the course.
- For non-standard courses with a duration greater than 6 weeks, the HECS Census Date is the 14th calendar day after the course commences.

4 Policy

4.1 Undergraduate Fees

4.1.1 Undergraduate tuition fees are set on a cohort basis

- a Tuition fees for academic programs are set on a cohort basis so that students pay the same tuition fee for each year of enrolment in any given academic program, regardless of the length of time it takes them to complete the academic program, and regardless of changes that occur in the program fee or structure of the academic program during their period of enrolment.
- b The University annually reviews the tuition fees for commencing undergraduate students for each academic program to reflect changes in the Consumer Price Index or the direct costs of the provision of programs.

4.1.2 Undergraduate tuition fees are charged according to a band structure

Tuition fees are charged according to a 'band structure' whereby each academic discipline is allocated a fee rate, and the fee for each course is calculated according to its discipline. Tuition fees are calculated according to the discipline that each course belongs to, not the academic program in which a student is enrolled:

- a Students are charged the same amount for any given course, regardless of their academic program.

- b Students in the same academic program may pay a different tuition fee according to the actual courses they undertake, and the official program fee only applies to students who do not undertake electives or other courses from a discipline in a different band.
- c Students are charged according to their exact study load, so those who overload and complete in less than the usual minimum time pay the full fee for their academic program.

4.1.3 Undergraduate tuition fees cover tuition only

The academic program tuition fees cover the cost of tuition only. Students have been liable for an entry fee in their first year, and a Student Services Fee, Goods and Services Tax (GST), and ancillary fees each year of enrolment. Details of ancillary fees are available in the Student Ancillary Fees and Charges Policy. International students are also required to take out Overseas Student Health Cover.

4.1.4 Undergraduate enrolment deposits

- a Commencing undergraduate international students pay an enrolment deposit of \$6,000. This payment is due with the acceptance of an offer of admission, and is credited toward their tuition fees for Semester 1. Semester 2 tuition fees are adjusted accordingly if the Semester 1 fee liability is greater or less than \$6 000. Continuing students do not pay an enrolment deposit. Students who have previously enrolled at the University and are commencing a new program are considered continuing students and are not charged an enrolment deposit.
- b Commencing undergraduate domestic fee-paying students pay an enrolment deposit of \$1,000. This payment is due with the acceptance of an offer of

admission, and is credited toward their tuition fees for Semester 1. They are billed for the balance of their Semester 1 tuition fees at the beginning of Semester 1.

4.1.5 Refund of tuition fees for undergraduate students

- a International undergraduate award students are covered by the Refund Policy for International Students.
- b A student is eligible to receive a full refund of tuition fees paid if the University is unable to provide the academic program offered.
- c Commencing domestic undergraduate award fee-paying students who withdraw from an academic program before the HECS Census Date are eligible for a refund of their tuition fees, minus their enrolment deposit.
- d Continuing domestic undergraduate award fee-paying students who withdraw from an academic program before the HECS Census Date are eligible for a refund of their tuition fees minus a \$100 administration charge.
- e Undergraduate domestic fee-paying students who withdraw from an academic program after the HECS Census Date are not normally eligible for a refund of their tuition fees. They should consult the University's Refund Of Up Front HECS Contributions/Tuition Fees In Special Circumstances Policy for information on circumstances in which refunds may be offered.

4.1.6 Reduction of undergraduate tuition fees on account of status and exemption

If an undergraduate student is granted status for or exemption from a component of a course, his or her tuition fees for the course are reduced on a pro-rata basis. The student is charged only for

the components of the course for which he or she receives tuition.

4.1.7 Undergraduate tuition fees for distance education courses

Tuition fees for courses offered through distance education mode are charged at the same rate as internal courses in that discipline band.

4.2 Postgraduate Fees

4.2.1 Postgraduate tuition fees are set on a cohort basis

- a Tuition fees for postgraduate award programs are set on a cohort basis, as per 4.1.1 (a) above.
- b The University annually reviews the tuition fees for commencing post-graduate students to each academic program as per 4.1.1 (b) above.

4.2.2 Postgraduate tuition fees are charged according to a band structure

Tuition fees for postgraduate courses are charged according to a band structure, as per 4.1.2 (a), (b) and (c) above.

4.2.3 Postgraduate tuition fees cover tuition only

The academic program tuition fees cover the cost of tuition only as per 4.1.3 above.

4.2.4 Postgraduate enrolment deposits

- a Commencing postgraduate international students pay an enrolment deposit of \$6 000 as per 4.1.4 above.
- b Commencing postgraduate domestic fee-paying students do not pay an enrolment deposit. They are billed for their Semester 1 tuition fees at the beginning of Semester 1.

4.2.5 Refund of tuition fees for postgraduate award students

- a International postgraduate students are covered by the Refund Policy for International Students.

- b A student is eligible to receive a full refund of tuition fees paid if the University is unable to provide the academic program offered.
- c Domestic postgraduate fee-paying students who withdraw from an academic program before the HECS Census Date are eligible for a refund of their tuition fees, minus a \$100 administration charge.
- d Domestic postgraduate fee-paying students who withdraw from an academic program after the HECS Census Date are not normally eligible for a refund of their tuition fees. They should consult the University's Refund Of Up Front HECS Contributions /Tuition Fees In Special Circumstances Policy for information on circumstances in which refunds may be offered.

4.2.6 Reduction of tuition fees on account of status and exemptions

If a postgraduate student is granted status for or exemption from a component of a course, his or her tuition fees for the course are reduced, as per 4.1.6 above.

4.2.7 Postgraduate tuition fees for international and domestic students

Tuition fees reflect student demand and competition. Due to the different markets, tuition fees for international and domestic postgraduate students are normally charged at different rates.

4.2.8 Postgraduate tuition fees for distance education courses

Tuition fees for postgraduate courses offered through distance education mode will be charged at the same rate as internal courses in that discipline band, except where students are covered by the provisions of the Tuition Fees for Inter-

national Remote PhD Candidates and External Masters Degree by Research Candidates Policy, or where the academic area and the Executive Director, Student and Staff Services determine that a reduced fee is appropriate for a particular course.

4.2.9 Postgraduate tuition fees for joint academic programs

Tuition fees for courses taught as part of programs offered jointly with other institutions will be set according to the provisions of 4.2.1 to 4.2.3 above, even if the courses offered by the other institution are charged at a different rate.

4.3 Fees for Non-Award Study

Non-award study involves undertaking University courses on an individual basis, for personal interest or professional development, rather than to count them towards meeting the requirements of a particular academic program.

However domestic students admitted to a particular program may be able to have some previously undertaken non-award courses counted towards meeting the requirements of that program, under course relevance criteria and unit limits set out in the program's Specific Program Rules. Some undergraduate programs offered through the Faculty of Humanities and Social Sciences recognise specified amounts of successful non-award study as an eligible stand-alone entry qualification.

The University charges students tuition fees for undertaking non-award study.

- a The non-award fee for any course will be equal to or greater than the HECS liability for the same course.
- b Non-award students are required to submit the appropriate tuition fee up-front with the application form.

- c Non-award students will be billed the appropriate pro-rata amount of their Adelaide University Union Student Services Fee at the beginning of the semester.

4.3.1 Non-Award Refunds

- a International non-award students are covered by the Refund Policy for International Students.
- b Domestic non-award students are eligible to receive a full refund of their tuition fees if the University is unable to provide the course or courses.
- c Domestic non-award students who withdraw from a course or courses before the HECS Census Date are eligible for a refund of their tuition fees, minus a \$50 administration charge per course.
- d Domestic non-award students who withdraw from a course or courses after the HECS Census Date are normally not eligible for a refund of their tuition fees. They should consult the University's Refund Of Up Front HECS Contributions /Tuition Fees In Special Circumstances Policy for information on circumstances in which refunds may be offered.

4.4 Fees for Summer Semester Courses

The University academic year incorporates a 6-week Summer Semester. During this period the University may offer professional education courses, summer schools and certificate courses, postgraduate courses and repeat undergraduate courses.

- a Fees for postgraduate courses and repeat undergraduate courses are charged at the same rate as courses within that discipline band that are offered during Semester 1 or

Semester 2. Students enrolled in HECS programs may repeat failed Semester 1 and Semester 2 courses in the Summer Semester on a fee-paying basis.

- b Fees for professional education courses, community courses, summer schools and certificate courses are charged according to the cost of delivery of the academic content and market demand for the course.

4.5 Fee Waivers and Faculty Sponsorships

Fee waivers may be granted in exceptional circumstances and according to the following guidelines:

4.5.1 Scholarships

Recipients of the University's main undergraduate scholarships are enrolled in DEST-funded places and have their upfront HECS liability waived

4.5.2 Administrative or academic

In exceptional circumstances a student may be judged to have been disadvantaged by the actions of the University. His or her progress may have been impeded through circumstances related to the administration of his or her enrolment or candidature, or through academic circumstances such as the protracted absence of a supervisor. In such cases the faculty may offer a sponsorship or grant to cover all or part of the student's tuition fees for a specified period. The sponsorship might be recommended by the faculty, requested by the student, or recommended as the resolution to a student complaint.

Faculties may apply in writing to the Executive Director, Student and Staff Services, for the central component of the tuition fee to be waived on administrative or academic grounds.

4.5.3 Compassionate

In exceptional circumstances where the progress of a student is impeded by personal, medical or other special circumstances beyond his or her control, the faculty may offer a sponsorship or grant to cover all or part of the student's tuition fees for a specified period. The sponsorship might be recommended by the faculty, requested by the student, or recommended as the resolution to a student complaint.

Faculties may apply in writing to the Executive Director, Student and Staff Services, for the central component of the tuition fee to be waived on compassionate grounds.

4.6 Payment of Tuition Fees

4.6.1 Late tuition fees

- a *Domestic students* are charged a flat late fee of \$100 for all late award tuition fees. In accordance with debt collection guidelines the students will remain enrolled, but be placed in bad financial standing. A debt collector is engaged if the debt is not settled after a set period.

- b *International students* may have their enrolment cancelled for non-payment of award tuition fees, and the Department of Immigration and Multicultural Affairs is notified to cancel their student visas. The Administrative Services Branch will notify faculties when any student is in danger of having their enrolment cancelled for non-payment of fees.

4.6.2 Payment Plans

Students, except students undertaking non award courses, may pay tuition fees in 3 instalments per semester, or 2 instalments per trimester. Information on payment dates will be provided with their

invoice. A \$100 late fee will apply to each instalment not paid by the due date. Students who add courses after the beginning of the teaching period, outside the main billing cycle, will have the additional payment added to their third instalment.

4.7 Setting of Tuition Fees

a recommendations from Executive Recommendations from Executive Deans regarding the tuition fees for new academic programs must be

included with the proposal for a new academic program proforma submitted to the Academic Program Accreditation and Review Panel (APARP).

b The Executive Director, Student and Staff Services (ED/SSS) must approve all changes to tuition fees for existing programs. The Manager, Administrative Services Branch, will invite Executive Deans to propose changes to tuition fees for all academic programs and non-award and Summer Semester courses on an annual basis.

5 Responsibilities

Position/Area	Responsibilities
Vice-Chancellor's Committee (VCC)	<ul style="list-style-type: none"> • Approve tuition fees.
Executive Director, Student & Staff Services	<ul style="list-style-type: none"> • Present fees for all academic programs and non-award and summer semester courses on an annual basis to VCC.
Executive Deans	<ul style="list-style-type: none"> • Propose changes to tuition fees for existing programs and non-award and summer semester courses to ED/SSS. • Include proposed tuition fees in new academic program proposals. • Advise Student Finance through PeopleSoft or other method if required, of students granted status or exemption, and of the percentage of the course for which status or exemption was granted.
Manager, Administrative Services Branch	<ul style="list-style-type: none"> • Request from Executive Deans, on behalf of ED/SSS, proposed tuition fees for all academic programs and non-award and summer semester courses on an annual basis.
Director, Professional & Continuing Education	<ul style="list-style-type: none"> • Promotion of summer semester. • Enrolments and fee collection for all non-award courses.
Director, Prospective Students Office	<ul style="list-style-type: none"> • Promote in University publications the tuition fees for academic programs, and make clear that any academic program fee might vary according to electives undertaken.

Ancillary Fees and Charges Policy

www.adelaide.edu.au/policies/?mode=browse;catid=23

Any person who requires assistance in understanding any aspect of this document should contact Policy and Appeals on (08) 8303 7503.

1 Overview

Under the Higher Education Funding Act 1988 (the HEF Act), it is a condition of receiving Commonwealth grants for operating purposes that the University does not charge Higher Education Contribution Scheme (HECS)-liable and non-fee-paying HECS exempt students (except Commonwealth-funded research students who have exhausted their maximum entitlement) for essential components of a course or its assessment and award.

This Policy complies with the HEF Act and with the Commonwealth Department of Education, Science and Training's (DEST) Advice to Higher Education Institutions on Fees for Ancillary or Additional Services, available on the HECS website at www.hecs.gov.au

2 Scope

This Policy applies to all enrolled and enrolling domestic and international fee-paying students, HECS-liable and HECS-exempt students.

3 Definitions

The definition of *fees* has the same meaning as in the HEF Act. It covers tuition, examination or other fees payable by an enrolled or prospective student to the University in connection with a course of study. It does not cover:

- a Voluntary fees
- b The Student Services Fee payable to the Student Union

- c Fees for residential accommodation
- d Fees payable by overseas students and students who are New Zealand citizens
- e Fees payable for *non-award* studies (other than bridging and preparatory studies)
- f Fees payable by persons who attend but do not enrol for particular courses
- g Ancillary fees
- h HECS payments
- i Fees payable by domestic students under section 13 of the HEF Act.

4 Policy

4.1 Principles

- a Ancillary fees, once established, are applied consistently to fee-paying, HECS-liable and HECS-exempt students. HECS and tuition fees both cover the cost of tuition only.
- b Under the Disability Discrimination Act 1992, the University must not charge fees for goods or services provided as a 'reasonable accommodation' to students with disabilities.
- c The University will not charge additional fees for examinations or other core services provided for distance education students.
- d An ancillary fee may be waived in an individual case where its application would result in genuine hardship.
- e Only the manager or delegate of the area that has imposed a fee may grant a waiver. All applications for waivers should be made in writing to the appropriate manager.
- f Any student who wishes to contest the application of an ancillary fee or the refusal of a fee waiver may make a complaint according to the University's Student Complaints Policy.

4.2 Fees and Charges

4.2.1 Essential course materials

- a Students must be provided with or have free access to essential course materials including library books and periodicals.
- b Essential course materials must be provided to students in a format that is readily and effectively available. Formats may include hard copy, on-line and for viewing or loan in the University library.
- c The first copy of the following essential course materials must be available to students at no charge in hard copy format:
 - i course outlines, reading lists, tutorial or seminar topics and problems
 - ii requirements for assessment and guidelines for the presentation of work *and*
 - iii manuals and workbooks for use in clinics, laboratories, workshops or practicals.
- d Repeat copies of essential course materials defined in 4.2.1(c) may be made available to students in any format as chosen by the Faculty, including hard copies for sale at a price if free access is also available to students in another format.
- e Hard copies of other essential course materials, not defined in 4.2.1(c), may be sold for a price, if free access is also available to students in another format which is regarded as readily and effectively available.
- f Under copyright law, the sale of essential course materials reproduced in reliance on the Copyright Act must:
 - i not include a commercial mark-up (only production costs may be recouped)

- ii be provided only to University of Adelaide students enrolled in the course for which the essential course material is prepared
- iii be a maximum of 10% or one (1) chapter of the same book, or one (1) journal or newspaper article from the same edition *and*
- iv comply with the 'moral rights' of the author to be credited for the work, and to have the work issued without distortion or modification (that is the integrity of the work is maintained).
- g Most essential course material is GST-exempt. However, faculties selling material must consider GST implications. Information on the GST status of materials is available in the University's Finance Manuals at www.adelaide.edu.au/finance/manuals/#GST. Faculty Finance Managers should be contacted if a particular item is not covered on this website.
- h Courses that are delivered entirely or primarily on-line may be excluded from the requirements in this section to distribute hard copies of essential course materials. These courses will be approved annually by the Deputy Vice-Chancellor (Education) and listed in Appendix A to this document.

4.2.2 Non-essential Course Materials

- a Non-essential course materials, such as non-compulsory readings, may be made available to students in any format.
- b Faculties may charge for the provision of hard copies of non-essential course materials, provided that where those materials are copyright protected, they must:

- i not include a commercial mark-up (only production costs may be recouped)
 - ii be provided only to University of Adelaide students enrolled in the course for which the essential course materials are prepared
 - iii be a maximum of 10% or one (1) chapter of the same book, or one (1) journal or newspaper article from the same edition *and*
 - iv comply with the 'moral rights' of the author to be credited for the work, and to have the work issued without distortion or modification (that is, the integrity of the work is maintained).
- c Most non-essential course materials are GST-exempt. However, faculties selling material must consider GST implications. Information on the GST status of materials is available in the University's Finance Manuals at www.adelaide.edu.au/finance/manuals/#GST

4.2.3 *Clinical, Laboratory or Workshop Materials, and Training Equipment*

Students must be provided with or have free access to basic materials, protective safety equipment and/or consumables that are essential for the practical component of a course e.g. rubber gloves, chemicals, fuel, filters, artificial teeth, anaesthetics, animal feed, crops and seeds. Consumables do not include personal stationery.

- a A charge for materials may be made if they are:
 - i necessary to produce items that become the physical property of the student; including model building materials for Architecture students

- ii deemed 'tools of the trade' that students retain after graduation, and that a working professional would normally own, e.g. musical instruments, protective clothing, saddlery, personal medical equipment, dancing shoes, sheet music, reference texts
 - iii personal occupational health and safety equipment and/or clothing that a professional working in the field would be expected to own, e.g. clinical or laboratory coats or safety glasses, or items required for a work placement or clinical training.
- b Access to essential training equipment not falling into the categories above, including fixtures in clinics/ laboratories/workshops, computing equipment in teaching suites, and major musical instruments (e.g. pianos), retained and managed by the University for continual use, should normally be provided without charge.
- c The University cannot require any items to be purchased from the University. It must maintain a range of items to loan to students to ensure equity and duty of care issues are addressed. It may charge hire fees, deposits and bonds if students choose not to purchase consumables, and may charge a refundable bond to cover minor damage to fixtures

4.2.4 *Access to Computers, Printing, the Internet and other Online Resources*

Students must be provided with or have free access to computing resources that are essential components of a course. The University may charge for access where resources are not essential, provided the charge does not exceed the cost of providing the service.

- a The University will provide free Internet access for learning purposes through the Student Internet Chargeback Scheme. Students are allocated a quota for free Internet access, which can be increased by lecturers on request. Students may purchase additional quota for personal use at a rate that recognises the cost of infrastructure to support Internet access.
- b The University will provide free printing for learning purposes through the Student Printing Chargeback Scheme or the Faculty/School equivalent. Students are allocated a quota for free printing, which can be increased by lecturers on request. Students may purchase additional quota for personal use at a rate that recognises the costs of infrastructure and consumables for the service.
- c The University may make textbooks with an electronic component compulsory to a course if appropriate software is available for free in local computing suites and/or the Library. Lecturers must liaise with the library and local computing officers and allow a generous lead-time for negotiating:
 - i Licensing and access (negotiated on a case by case basis with publishers according to the Digital Agenda amendments to the Copyright Act)
 - ii Suitable secure storage and access (usually AV or Reserve in the BSL)
 - iii Equipment and software to read electronic exercises (dedicated PCs and appropriate software for each electronic text).

4.2.5 Field trips

- a Where a field trip is a compulsory component of a course, schools can charge fees to recover costs for

associated items such as travel, accommodation and transport provided that students have the option of making their own arrangements or obtaining these items from an alternative supplier.

- b Where a field trip is not a compulsory component of a course, schools can charge fees to recover costs for associated items such as travel, accommodation and transport regardless of students having the option of making their own arrangements or obtaining these items from an alternative supplier.
- c Course coordinators or lecturers organising field trips are entitled to preclude students from bringing their own cars and/or making their own accommodation arrangements for compulsory field trips, as long as they do not charge students for University-provided group transport and/or accommodation.
- d Third-Party Property insurance is the minimum acceptable level of additional vehicle insurance for students who opt to take their own private cars on field trips. See University Field Activity Policy and Guidelines at www.adelaide.edu.au/hr/policies/ohs/
- e A student's failure to have access to a suitably registered, roadworthy and insured car does not constitute a denial by the University of the option to make his or her own transport arrangements for a compulsory field trip.

4.2.6 Musical accompanists

A musical accompanist shall be provided free to music students for an essential part of a course, e.g. performance majors. A charge may be levied for non-essential accompanying, and practice or additional rehearsal sessions.

4.2.7 Administrative services

The University may charge fees for certain administrative services provided the charges are levied principally as a disincentive and not in order to raise revenue or cover administrative costs. The University may waive ancillary fees in cases of administrative error

- a The University may charge for:
- i late fees, e.g. for late applications, late enrolments, late amendments to enrolment
 - ii reinstatement of enrolment fees

- iii graduation ceremonies if the student does not have to attend the ceremony to graduate.
- b The University may not charge for:
- i examinations or assessment, including practical assessment, or reassessment
 - ii admissions services for HECS-based academic programs (application fees may be applied to international and domestic fee-paying students)
 - iii assessment of prior learning if the person has applied for entry to the University.

5 Responsibilities

Position/Area	Responsibilities
Vice-Chancellor	<ul style="list-style-type: none"> ♦ Approve any fee that the University seeks to have notified by the Minister under paragraph (g) Section 3 of the HEF Act, to legalise fees currently in breach of the HEF Act.
Deputy Vice-Chancellor (Education)	<ul style="list-style-type: none"> ♦ Annual approval of courses excluded from requirement to distribute hard copies of essential course materials.
Executive Director, Student & Staff Services	<ul style="list-style-type: none"> ♦ Review all existing and proposed central and faculty ancillary fees annually to ensure compliance with the HEF Act and this Policy.
Executive Deans, Branch Managers	<ul style="list-style-type: none"> ♦ Ensure local ancillary fees comply with this Policy. ♦ Propose new fees and fee increases to Executive Director, Student and Staff Services annually on request.
Policy and Appeals	<ul style="list-style-type: none"> ♦ Review Student Ancillary Fees and Charges Policy and schedules of fees and charges annually.
Prospective Students Office	<ul style="list-style-type: none"> ♦ Advise students and potential students of ancillary fees prior to enrolment in the Student Guide and Timetable or other appropriate publication.

Ancillary Charges

The following are the University's ancillary fees and charges for 2004:

Academic transcript	20.00
(for up to 4 copies minimum - \$2 each additional copy beyond 4 requested simultaneously)	
Lamination of transcript	3.00*
Late enrolment fee	75.00
Notification of results (repeat) (per request/year of enrolment)	5.00
Reinstatement of enrolment	50.00
Student Guide (free to new students)	2.00
Student Services Fee - late fee	30.00*
Graduations:	
Overseas gown hire (including refundable deposit)	100.00
Parchment Postage (Australia)	15.00
Parchment postage (overseas)	20.00
Replacement parchment	100.00
Postgraduate Students :	
Late scholarship application	50.00
Late re-enrolment	75.00
Resubmission fee 2 years after expiry of candidature - Ph.D	500.00
- Masters	200.00
International Students:	
Application fee	50.00
Late charge for fee payment (fee applies to each late instalment)	100.00
Charge for refund of fees after accepting an offer of enrolment: 10%* of annual program fee	
International student withdrawal before Census date: 66% of fee paid for the semester is refunded.	
* Plus GST	
The fees quoted above are correct at the time of printing, but may be subject to change.	
Faculties./departments/schools may also charge fees to students for ancillary	

services such as non-compulsory lecture notes, books of tutorial readings and photocopy cards.

Statutory Fees

Membership of the Adelaide University Union is compulsory for every student and involves payment of a prescribed Student Services Fee. This fee is in addition to the HECS or tuition fee liability. It is used to fund support services and social and cultural events for students. Student Services Fees are generally invoiced approximately six weeks before commencement of semester 1 or 2 and must be paid by the due date stipulated on the invoice.

Students who withdraw from a program during the year may be entitled to a partial or full refund of Student Services Fee already paid depending on the date of withdrawal. Applications for refunds of service fees should be made to the Education and Welfare Officers (ph: (08) 8303 5430/(08) 8303 5915).

Students with outstanding statutory fees may be charged a late fee and will be placed in bad financial standing.

Refund Policies

Refund Policy for National Students (Citizens and Permanent Residents)

Please refer to sections 4.1.5 and 4.2.5 in Student Tuition Fees Policy above.

Refund of Up-front HECS Contributions/Tuition Fees in Special Circumstance Policy

www.adelaide.edu.au/policies/?mode=browse;catid=23

Any person who requires assistance in understanding any aspect of this document should contact the Student Services Policy Branch on 8303 7503.

This Policy should be read in conjunction with the University's Student Tuition Fees Policy available on the University's Policies Website at www.adelaide.edu.au/policies and the HECS (Higher Education Contribution Scheme) booklet published each year by the Commonwealth Department of Education, Science and Training (DEST), and available at the Student Centre or DEST's HECS website at www.hecs.gov.au/

If a student has deferred all or part of his or her HECS contribution he or she has a debt with the Commonwealth for that amount. The student needs to apply to the Secretary, DEST, for its remission. Instructions and forms for applying for remission of HECS debt in special circumstances are available from the Student Centre or the HECS Website at www.hecs.gov.au/

1 Overview

In general, if a student withdraws from any course after the HECS census date he or she is liable for the full tuition fee or HECS liability for that course for that study period. This Policy recognises that students who discontinue their studies for medical, personal, employment or academic program-related reasons are eligible to apply for the refund of all or part of any up front HECS contributions or tuition fees paid to the University for that course.

Tuition fee-paying students who withdraw from a course before the HECS census date are covered by the University's Refund of Student Tuition Fees Policy, available at the SSPB website. HECS-liable students who pay their HECS contribution up front and withdraw from a course before the HECS census date are covered by the Higher Education Funding Act 1988

2 Scope

The University's Refund of Up Front HECS Contributions/Tuition Fees in Special Circumstances Policy applies to students who paid tuition fees or paid all or part of their HECS liability up front and who seek, after the HECS census date, a refund of all or part of the amount paid because special circumstances prevented them completing the requirements of their course of study.

3 Definitions

In this Policy, the expression *academic program* (formerly referred to as course) refers to the program or award into which a student has been admitted, e.g. BA.

In this Policy, the expression *course* (formerly referred to as subject) refers to any syllabus item offered by the University.

4 Policy

In accordance with section 106L of the Higher Education Funding Act 1988, the University may refund the whole or a part of a person's up front HECS or tuition fees for a course of a study if:

- a the person has not completed the course requirements during the semester or the study period *and*
- b the University is satisfied that special circumstances apply *and*
- c the person applies in writing to the University within 12 months of the date of withdrawal from the course of study, or if he or she did not withdraw, within 12 months of the last day of the semester or study period in which he or she was enrolled.

4.1 Special Circumstances

The University will deem that special circumstances apply where the circumstances:

- a are beyond the person's control and not due to the person's action or inaction *and*
- b do not occur, or do not make their full impact on the person known, until on or after the census date for the semester or study period *and*
- c make it impracticable for the person to meet the attendance and/or assessment requirements of the course of study during the semester or study period during the year in which he or she was enrolled.

5 Responsibilities

The SSPB is responsible for ensuring that instructions and applications for refunds in special circumstances are available to staff and students.

The Administrative Services Branch (ASB) is responsible for ensuring that applications for refunds of up front HECS contributions or tuition fees are assessed according to the Policy.

6 Procedures

Students should lodge an Application for Refund of Up Front HECS/Tuition Fees with the Manager, ASB. The application form and instructions are available from the Student Centre or the University's Policies website at www.adelaide.edu.au/policies/?67

Applications must be lodged within 12 months of the date that the student withdrew from the course(s). If the student did not withdraw, the application must be lodged within 12 months of the last day of the semester in which he or she was enrolled in the course/s.

The Manager, ASB, will consider the application according to the criteria defined in the Policy, and in consultation with the Executive Dean of the relevant faculty.

The Manager, ASB, will advise the student in writing of the outcome of his or her application. The notice of the decision will include a statement of the reasons for the decision.

If the application is successful, the Manager, ASB, will authorise a HECS and Fees Officer to remit a refund to the student.

If a student wishes to appeal the outcome of his or her application, he or she should lodge an appeal in writing to the Executive Director, Student and Staff Services, within twenty-eight (28) days of receipt of notification from the Manager, ASB. The appeal should contain information additional to that included in the original application.

Refund Policy for International Students

www.adelaide.edu.au/policies/?mode=browse;catid=23

From the 2004 academic year, the following policy for the payment of refunds of tuition fees applies to fee-paying undergraduate or postgraduate international students at the University of Adelaide.

This policy complies with all of the requirements for tuition fee refunds stipulated in the Education Services for Overseas Students (ESOS) Act 2000, associated Commonwealth Regulations, and the ESOS National Code of Practice.

1 Definitions

The term *fees* in this policy covers tuition or other fees payable by an enrolled or prospective international student to the University in connection with the study of an academic program or one or more courses offered by the University. It does not cover:

- a Voluntary fees and charges
- b The Student Services Fee payable to the Student Union for amenities and services
- c Fees for University subsidised residential accommodation
- d Fees payable by international students and students who are New Zealand citizens (such as Overseas Student Health Cover charges)
- e Fees charged for administrative services provided by the University (for example, late fees, bank charges)
- f Library fines and penalties
- g Fees payable by persons who attend but do not enrol for particular courses
- h Ancillary fees and charges (see Student Ancillary Fees & Charges Policy).

The term *HECS Census Date* in this policy refers to a date classified in the Higher Education Funding Act 1988 as being a date on which HECS liabilities for the current semester are incurred. For standard semester courses, the HECS Census dates are 31 March and 31 August. For non-standard courses such as Summer Semester or trimester-based courses, the following HECS Census Dates apply:

- For non-standard courses with a duration of 6 weeks or less, the HECS Census Date is the first day of the course.
- For non-standard courses with a duration greater than 6 weeks, the HECS Census Date is the 14th calendar day after the course commences.

2 Full Refunds

A student is eligible to receive a full refund of tuition fees paid if:

- i The University is unable to provide the academic program offered *or*
- ii) The University withdraws an offer of enrolment for reasons other than that stipulated under 2 (i) below *or*
- iii An application for a student visa to attend the University is denied *or*
- iv The student obtains Australian Permanent Residency Status and officially informs the University before the HECS Census date for the term (see *Definitions* above).

3 Partial Refunds

A student is eligible for a partial refund of tuition fees paid in the following circumstances:

- i If the University withdraws an offer of enrolment that was based on incorrect and/or incomplete information provided by the applicant, the applicant is eligible for a refund of the total amount paid, less 10% of the annual tuition fee for the academic program in which they are enrolled, as listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- ii If the applicant decides not to enrol, after accepting an offer of enrolment, he/she is eligible for a refund of the total amount of tuition fees paid, less 10% of the annual tuition fee as listed on CRICOS.
- iii A student who enrolls and pays tuition fees, then withdraws from the academic program and informs the University before the HECS Census date for the term (see *DEFINITIONS* above), is eligible for a refund of the total amount of tuition fees paid, less 20% of the annual tuition fee as listed on CRICOS.

- iv For programs of less than one year's duration (eg Study Abroad, Graduate Certificate programs), the refund will be the total amount of tuition fees paid, less 10% of the program fee in the case of 3(i) and 3(ii) above, and 20% of the program fee in the case of 3(iii) above.

4 No Refund

- i Following 3 (iii) above, a continuing student who re-enrols, pays one instalment (33%) of the term tuition fees, and then withdraws, will receive no refund.
- ii An international student is not eligible to receive any refund of the tuition fees paid if he or she withdraws from an academic program or obtains Permanent Residency status and informs the University after the HECS Census date for the term (see *Definitions* above).

5 Conditions for the Payment of Refunds

- i If a student has a credit balance with the University when he/she graduates, or withdraws from an academic program before the HECS Census date (see *Definitions* above), that credit balance will automatically be refunded in full.
- ii Refunds will be made payable to either the student or the student's sponsor, as necessary.
- iii Refunds may be transferred to another university or tertiary institution if authorised in writing by the student or the student's sponsor.
- iv Refunds will normally be made in Australian dollars, within four weeks of the day on which the student
 - a notifies the University in writing of his/her intention to refuse an offer

or

- b withdraws *and/or*
- c becomes eligible for the refund.
- v Students may apply in writing for a refund in special circumstances according to the University's Refund of Up Front HECS Contributions/Tuition Fees In Special Circumstances Policy.
- vi Students who withdraw after making a fee payment may, in special circumstances, apply in writing to the Manager, Administrative Services Branch, to have the payment held over rather than forfeited.

6 Non-Award Study

Non-award study involves undertaking University courses on an individual basis, for personal interest or professional development, rather than to count them towards meeting the requirements of a particular academic program. The University charges students tuition fees for undertaking non-award study.

Under Australian Government legislation, international students on Student Visas are not permitted to have two concurrent enrolments in two different academic programs, but are permitted to enrol in non-award courses as long as they maintain a full study load of award courses that are part of the program in which they are enrolled.

- a International non-award students are required to submit the appropriate tuition fee up-front with the application form.
- b International non-award students will be billed the appropriate pro-rata amount of their Adelaide University Union Student Services Fee at the beginning of the semester.

7 Non-Award Refunds

- a International non-award students are eligible to receive a full refund of their tuition fees if the University is unable to provide the course or courses.
- b International non-award students who withdraw from a course or courses before the HECS Census Date (see DEFINITIONS above) are eligible for a refund of their tuition fees, minus a \$50 administration charge per course.
- c International non-award students who withdraw from a course or courses after the HECS Census Date are normally not eligible for a refund of their tuition fees. They should consult the University's Refund Of Up Front HECS Contributions /Tuition Fees In Special Circumstances Policy for information on circumstances in which refunds may be offered.

8 Alternative Legal Remedies

- i) This refund policy does not remove the right of the student to take further action under Australia's consumer protection laws.
- ii) The University's student complaint and dispute resolution processes do not inhibit the student's right to pursue other legal remedies. Refer to the Student Complaints Policy.

Fee Payment Dates

Fees for semester 1 and full year (semester 1 component) courses are payable by 31 March, 2004. Fees for semester 2 and full year (semester 2 component) courses are payable by 31 August, 2004.

Fees for trimester based programs (such as Graduate Diploma in Management and Master of Business Administration) have different due dates. Students enrolled in these programs should refer to the individual program handbooks for details.

In most cases an invoice will be sent to the student prior to the relevant due date. If the student has not received an invoice prior to these due dates they should contact the Student Centre prior to the due date and arrange a replacement invoice. All fees must be paid on or before the due date. Students with outstanding fees will be placed in bad financial standing and may be subject to late fees. In order to avoid fee liability for any enrolment, students must have withdrawn from the relevant course (using an Amendment to Enrolment form lodged with the Student Centre) before the census date, ie 31 March for semester 1 or 31 August for semester 2.

Note: these dates are earlier than the Withdraw Not Fail dates in each semester/ trimester. Further information is available from the Student Centre.

Payment of Fees

Options for paying fees will be provide with invoices.

Students who are planning for their employer to pay their fees are responsible for settling their account before the due date. Students can advise the University of a separate billing address for their invoice.

Privacy Policy and Privacy Management Plan for Personal Information

www.adelaide.edu.au/policies/?mode=browse;catid=21

The University has a Privacy Policy and a Privacy Management Plan for Personal Information that explain the kinds of student personal information that the University collects and holds, and how, why and when it uses that personal information.

Further information is available online at <http://online.adelaide.edu.au/> (click on CLOUD, then policy).

Tape Recording Lectures

The University's policy is that, in general, permission for students to use a tape-recorder at University lectures will not be granted. In special cases, however, such permission may be given, but only:

- ♦ If both the lecturer concerned, and the relevant Head of Department, approve *and*
- ♦ If the student gives a written undertaking that the recording will be for his/her own exclusive use, and will not be played to any other person *and*
- ♦ The recording will be destroyed as soon as possible after it has served its purpose.

Students who feel that in their case there are good reasons why they should be permitted to use a tape-recorder at lectures are advised to consult, in the first instance, the appropriate Head of Department. If medical considerations are involved they would also find it helpful to consult the Disability Liaison Officer, and in other cases, the University's Student Counselling Service.

Work and Study Environment

Students and staff members of the University are expected to behave in a manner that allows University other staff members, students and visitors to pursue academic, scholarly and recreational activities in a safe and supportive environment. The University issues a number of statements and policies to implement this aim.

Students may consult the university website at www.adelaide.edu.au/student/current/policies.html for more information on policies related to conduct, but are asked to make note of the following:

Conduct

www.adelaide.edu.au/equity/help/index.html

The University believes that although an education institution is necessarily challenging and competitive, a comfortable, supportive and tolerant atmosphere is vital.

The University of Adelaide expects all students and staff of the University to:

- ♦ Treat each other with respect.
- ♦ Treat the University environment and property with care.
- ♦ Become familiar with and to follow all University policies and practices that are relevant to their field of study or work.
- ♦ Observe their colleagues' right to work and study in an environment free from harassment in the form of intimidation, threat and humiliation.

The University recognises that academics have a duty of care to their students. Academics have an obligation to diligently teach and assess students. Academic and general staff are expected to respond to the diversity of students' needs and to pay due attention to student feedback.

Actions which take the form of harassment or assault or which are coercive, including those which are justified on the basis of being an initiation into, or punishment within, a group, club or residential college, are unacceptable.

The University expects staff, students and affiliate bodies to take reasonable steps to ensure that discrimination and harassment does not take place.

Who is covered by this statement?

All members of the University, academic staff, general staff, students (award, non-award and continuing education), contractors and visitors are expected to observe the guidelines described in this document.

What is the statement for?

Its purpose is to establish and communicate the standards of behaviour expected at this university.

This document exists separately to University policies, as it is a general guide of what the University recognises as appropriate behaviour.

What if the guidelines are ignored?

If you believe that you have suffered as a result of someone behaving outside these stated expectations, contact the offices listed below to discuss the best way to deal with the issue. There are processes for dealing with general misconduct. The people below can advise on the specific application of these procedures in an individual case.

Misconduct

Misconduct by a student is an offence as defined in Chapter 12 of the Statutes: Of Conduct of Students in the University. Misconduct means:

- Any act or omission of a student prohibited by a Statute, regulation, rule or by-law of the University.

- Any other unjustified act or omission of a student which adversely affects the University or any member of the University in his/her capacity as such.
- Student means any person who is enrolled as a candidate for an award, or for any program of study offered by the University for an award.
- Unless another Statute, regulation, rule or by-law provides another process, any complaint of misconduct made by a member of the University against a student shall be dealt with in accordance with the rules made pursuant to this statute.

Contact Details

For further information please contact:

For advocacy and advice for students

Education and Welfare Officers:

- Chris Gent (08) 8303 5430
- Vicki McCoy (08) 8303 5915
- Kylie Aitken (08) 8303 5430
- Students' Association of the University of Adelaide - Office (08) 8303 5406

For advice on the student complaints process

Policy and Appeals

- Peter Backhouse (08) 8303 7503

For issues associated with behaviour in Residential Colleges

- Rector, Aquinas College (08) 8334 5000
- Master, Kathleen Lumley College (08) 8267 3270
- Principal, Lincoln College (08) 8290 6000
- Principal, St Ann's College (08) 8239 8600
- Master, St Mark's College (08) 8334 5600
- The Principal, Roseworthy (08) 8303 7940

Note: the procedures for handing student misconduct are under review.

Copyright Guide for Students

What is Copyright

Copyright is a system of laws that is designed to protect the works of authors or copyright owners from unauthorised copying and transmission of their intellectual property, whilst at the same time allowing the public (this includes students) to have reasonable access to information. Australian Copyright Law is contained in a piece of Federal or Commonwealth legislation called The Copyright Act 1968. Of course, it's been amended many times since 1968, but that's what it's called.

Copyright Terminology

In the language of copyright, the things that a person creates, such as essays, photographs, cartoons, stories, novels, term papers, paintings, maps, plays and musical scores are called **works**.

So there are:

- ♦ literary works (books, letters, articles, term papers etc)
- ♦ dramatic works (plays, filmscripts, scenarios, treatments and the like)
- ♦ musical works (this means scores, music that is written down, NOT recorded music)
- ♦ artistic works (photos, paintings, drawings, animations, diagrams, etc) *and*
- ♦ audiovisual items such as films and sound recordings are referred to as 'subject matter other than works' or sometimes just 'subject matter'.

Are you confused yet?

Well, just to add another dimension, a computer program is designated a *literary work*, and recorded music (CDs, MP3 files, tapes, records, etc) is classed with

audiovisual items as 'subject matter other than works'.

You don't have to register copyright

In Australia, copyright protection is automatic. There is no need to register your work. Once the work is created, and 'exists in a material form' i.e. is written down, printed, painted, photographed, recorded on disk or hard drive, then it is protected by copyright. Of course, the work has to be original, and not a copy of someone else's material.

Who owns copyright?

In most cases, copyright will be owned by the author or creator of the work. If you are a student, then you will own the copyright in the works that you create - that is, the copyright in any assignments, research, theses, essays, papers, websites, artistic or musical works that you create will be owned by you.

There are some exceptions:

When you are a member of a research team, you may sign an agreement regarding the ownership of intellectual property and this may vary your ownership of copyright;

if you are an employee, then your employer will normally own the copyright in any works that you create as part of your job;

- ♦ if you are on work experience or placement, you should find out from your supervisor what the situation is regarding ownership. (If the employer is not paying you, he is unlikely to own the copyright in works that you create, but make sure.) *and*
- ♦ if you are paid to undertake a higher degree, it may be that the person who pays for you to study, has agreed with you that they will own the copyright.

OK, so I own copyright in my work. What does that mean?

A copyright owner has a number of exclusive rights, that is things that only he or she can do, or authorise someone else to do. In general, these rights are:

- to make copies of the work
- to publish the work
- to perform the work in public
- to make adaptations of the work - e.g. make a novel into a screenplay
- to communicate the work to the public - i.e. to put the work online and make it accessible to the public.

If someone else does any of these things without your permission, they will infringe your copyright.

What can I do if someone does use my work without permission?

You can do several things. First, approach the person concerned and point out to them that they have taken your work without permission. If no resolution can be reached, you may have to ask a lecturer, or the Head of your discipline for assistance. These people will be able to advise you what to do. It will be important that you are able to prove your ownership of the material.

So, while I'm a student, what can I copy?

The Copyright Act has some sections in it called the *fair dealing* sections. One of these sections relates to fair dealing for research and study. This section says that you may copy a 'reasonable portion' of a work for your own research and study. The Act says that a reasonable portion is 10% or one chapter of a book, or one article from any one issue of a journal. Pictures, animations, graphics and diagrams may be copied also.

If the material you want to copy is in digital format, then you can copy one chapter, if the work is in chapters, or 10% of the number of words if it is not divided into chapters.

Research and study

Includes assessment, so you may include portions of works in your assignments, projects and theses, provided that you attribute the sources properly. (If you later want to publish your thesis as a book, or include it in the Australian Digital Theses Program (ADT), then you will need to contact the copyright owners of every quote or illustration that you have used, and ask for their written permission to use these items in your published work. This is because when the thesis goes online, it will be being communicated to the public and the fair dealing provisions do not cover this.

The same kind of fair dealing applies to subject matter other than works (see above), so it would be possible to make copies of reasonable portions of these things for research and study. What is a 'reasonable portion' is not defined for these things though, so you need to be careful.

If you have bought some computer software, or you are a licensed user, the Copyright Act says that you may make a copy of the program for the purposes of backup, research and study, error correction, interoperability (making your program interact with other software) and security testing.

Important things about fair dealing

If you have used a portion of someone else's work under the fair dealing provisions, you have to remember that you can only use it for that purpose. So if, for instance, you had created a website as a class assignment in which you used some animations or graphics from

somewhere else, you cannot use that website for any other purpose, such as inclusion in an employment portfolio, or for entry in a Web design competition, or any other use outside the University, unless you get permission from the copyright owner.

The other thing to remember is that making a copy for a friend, or to stick on the fridge, or for entertainment, isn't a fair dealing, and could cause you problems.

What about the Internet?

You may have heard that all the stuff on the Internet and the World Wide Web is free. Well, that's not quite correct. Certainly material is freely available, but it all belongs to someone, and whilst there is generally no harm in your downloading material for personal use, to distribute that material further would infringe someone's copyright. This does **not** apply to trading or distributing music off the internet. If you want to use material found on the Web for your research and study, you may do so under the fair dealing provisions, but remember that you are restricted to using the material for that purpose only.

There's lots of Music on the Web, is it OK to download that?

Music is particularly dangerous stuff to deal with online. The Music Industry, the people who own the copyright in the songs, are very keen to defend their property. In May 2003, three university students in Sydney were arrested and charged by the Federal Police with music copyright offences, and, if convicted, they face heavy fines and possible jail terms.

There are many websites offering free downloads of music, or offering music for a small fee, and most of these sites are offering illegal copies. If you come across

a website offering lots of downloads from many different bands and artists, then you can be pretty sure they aren't legitimate. Don't get caught with this kind of stuff on your hard drive.

File-trading is dangerous too. Using KaZaa or other file-trading software to shift MP3s or any other kind of music files around is more and more attracting the attention of the music industry, and likely to create trouble for you.

In addition, using University equipment to download music for entertainment purposes is a breach of the University's IT policy (www.adelaide.edu.au/policies/?565). You must read this policy. If you breach the policy, it will cause you to be involved in disciplinary action, and to have your account suspended.

And, it is **not** legal to rip a CD. The fact that you own a CD or vinyl disc or even an audiocassette does not give you the right to make copies of the songs on it.

What's this Moral Rights Stuff?

As part of the Copyright Act, you have two Moral Rights. These are The Right of Attribution, that is, the right to have your name associated with works you create, and The Right of Integrity, that is, the right to not have your work changed or altered without your consent in any way that would harm your reputation. There's a much fuller discussion of Moral Rights on the University's copyright page at www.adelaide.edu.au/staff/copyright or alternatively, look at www.copyright.org.au/ and scroll down to the Information Sheet on Moral Rights.

Where can I get more help?

If you need more information, or are unsure about something, you can contact the University Copyright Officer on (08) 8303 5244 or email her at copyright@

adelaide.edu.au or alternatively consult the University's copyright website at www.adelaide.edu.au/staff/copyright/
Good Luck with your studies!

Information Technology Acceptable Use Policy

www.adelaide.edu.au/policies/?mode=browse;catid=20

Any person who requires assistance in understanding any aspect of this document should contact Information Technology Services (ITS) on (08) 8303 3000.

This Policy should be read in conjunction with the documents listed in Appendix A. Those documents address specific implementation issues such as internet use, email and privileged access to systems.

1 Overview

The University recognises its responsibility to ensure the appropriate use of electronic information systems provided for the University's academic, administrative and business activities. The University must be protected from damage or liability resulting from the unlawful or inappropriate use of its facilities.

2 Scope

The University Information Technology Acceptable Use Policy applies to users with authorised accounts (as defined below) and their use of physical infrastructure, data and information technology (IT) services provided to support the University's academic, administrative and business activities.

3 Policy

3.1 Users with Authorised Accounts

3.1.1 It is a requirement of most University IT facilities that every person using the

facility must have a user account authorised for their exclusive use.

3.1.2 Accounts on University IT facilities may only be issued to staff employed by the University, currently enrolled students, visiting academics, contractors or consultants engaged by the University, or other recognised affiliates of the University. In addition, particular systems and types of use may require authorisation by the relevant manager or head of department.

3.1.3 All users issued with an account on University IT facilities must comply with this policy when using the facilities.

3.2 Other Users

3.2.1 This policy recognises that some University IT facilities are provided for the use of members of the general public who do not have any formal relationship with the University. Examples of such facilities are University web sites that are not subject to some form of access control, and the electronic information resources accessible from the University of Adelaide Library.

3.2.2 These users will not be issued with user accounts, and will not be subject to this policy. However, their use of University IT facilities must comply with State and Commonwealth laws.

3.3 Acceptable Use

3.3.1 Information technology facilities and data are provided for use in the academic, administrative and business activities of the University. These resources are not provided for recreational or personal use unless specifically stated otherwise in the documents listed in Appendix A.

3.3.2 Users of the University's information technology systems must comply with the University's requirements for acceptable use. The specific activities that constitute unacceptable use include but are not limited to:

- 3.3.2.1 deliberate, unauthorised corruption or destruction of information technology systems or data (including deliberate introduction or propagation of computer viruses)
- 3.3.2.2 deliberate, unauthorised access to facilities or data
- 3.3.2.3 unauthorised use of data or information obtained from information systems
- 3.3.2.4 creation, transmission, or soliciting of material which is obscene, defamatory, discriminatory in nature, or likely to cause distress to some individuals or cultures, where such material is not a legitimate part of education or research (if the material is a legitimate part of education or research, an appropriate warning should be given)
- 3.3.2.5 transmission or use of material which infringes copyright held by another person or the University
- 3.3.2.6 violation of software licensing agreements
- 3.3.2.7 transmission of unsolicited commercial or advertising material
- 3.3.2.8 deliberate impersonation of another individual across the network by the use of their login access or other means
- 3.3.2.9 violation of personal information and privacy of other individuals
- 3.3.2.10 harassing or threatening other individuals

3.3.2.11 unauthorised attempts to identify or exploit system weaknesses

3.3.2.12 unauthorised attempts to make University IT systems or services unavailable

3.3.2.13 use of University facilities to gain unauthorised access to third party computing facilities

3.3.2.14 use of University facilities in unauthorised attempts to make third party computing facilities unavailable *and*

3.3.2.15 use which significantly degrades system performance for other users.

3.3.3 Users must also comply with the University's related policies and procedures and other specific instructions as released by information technology staff.

3.3.4 If any unacceptable use of University information technology systems is detected, it must be reported to information technology staff.

3.3.5 Behaviour which breaches this policy may also breach commonwealth and state law.

3.4. User Accounts and Passwords

3.4.1 All accounts on University IT systems shall have one person nominated as the person responsible for that account.

3.4.2 Users are responsible for all activity initiated from their accounts, unless it is established that the activity was done by another person who gained access to the user's account through no fault of the user.

3.4.3 Users must select passwords that cannot be easily guessed.

3.4.4. Users must not divulge passwords to others, including other staff and students.

3.4.5 Users are not permitted to authorise others to login using their account.

3.4.6 If the security of a password is compromised, it must be changed immediately.

3.4.7 Passwords should be changed regularly.

3.4.8 Users are prohibited from using another user's account.

3.4.9 Users must not attempt to determine another user's password.

3.5 University Responsibility

The University will take reasonable steps to protect the information technology facilities and data from unauthorised and unacceptable use.

3.6 Network Monitoring

The University reserves the right to monitor any and all aspects of its electronic information systems to determine if a user is acting unlawfully or violating this Policy, the associated documents listed in Appendix A, or any other University policy or rule. Such monitoring may include individual login sessions, the internet sites visited by users and the content of electronic communications. Monitoring may be done with or without prior notice to the user. Approved procedures relating to the monitoring of network use are listed in Appendix A.

3.7 Compliance

3.7.1 Users failing to comply with this Policy or the associated documents listed in Appendix A, may forfeit their access to information technology facilities.

3.7.2 The University may take remedial action and suspend user access with or without prior notice in response to suspected breaches of this policy.

3.7.3 Serious breaches by staff or students will be addressed by the relevant staff or student disciplinary procedures.

3.7.4 Some breaches may constitute an offence under State or Commonwealth law.

4 Responsibilities

4.1 Human Resources (HR) is responsible for ensuring new staff members receive a copy of the Policy.

4.2 The Division of Student and Staff Services is responsible for ensuring that all students and all current staff members have access to the Policy.

4.3 Users of the University information technology facilities are responsible for adhering to the provisions of the Policy.

5 Dissemination

5.1 The Policy will be included in the information package provided to all new members of staff.

5.2 All managers will be responsible for the implementation of the Policy in their area.

5.3 The Policy will be available through the ITS web site and the University Policies web site.

5.4 The Policy will be promoted in the Rules and Procedures section of the Student Guide and Timetable, or other appropriate publications, each year.

Information Technology Acceptable Use Policy - Appendix A

1 Associated Documents

Guidelines for Email Use by Staff

These guidelines apply the principles of the University's Acceptable Use Policy to the use of email by staff. They provide clarification on the practical application of the Policy, and should be read in conjunction

with it. The guidelines can be viewed at:
www.adelaide.edu.au/policies/?37

Guidelines for Internet Use by Staff and Postgraduate Students

This document applies the principles of the Acceptable Use Policy to the use of the internet by staff and postgraduate students. It provides clarification on the practical application of the Policy, and should be read in conjunction with it. The guidelines can be viewed at:

www.adelaide.edu.au/policies/?39

Guidelines for Secure Passwords

This document provides guidelines on the selection and use of computer account passwords in accordance with the Acceptable Use Policy. It should be consulted when choosing a password.

The guidelines can be viewed at:

www.adelaide.edu.au/policies/?38

Guidelines for Privileged Access

These guidelines apply the principles of the Acceptable Use Policy to users with privileged access. They provide clarification on the practical application of the Policy, and should be read in conjunction with it. They can be viewed at:
www.adelaide.edu.au/policies/?69

Procedure for Disclosing Internet Use of Staff Members

Information Technology Services staff may receive requests for the details of the actual internet sites visited or other use made of the internet by individual staff members. This raises issues of privacy and such requests should be responded to in accordance with this procedure. This procedure is currently under review, but will be available at:

www.adelaide.edu.au/policies/?486

2 Relevant Legislation

While not an exhaustive list, the following legislation is of particular relevance to the use of University IT facilities:

The Commonwealth Cybercrime Act (2001)

www.austlii.edu.au/au/legis/cth/consol_act/ca2001112.txt

The South Australian Criminal Law Consolidation Act (1935)

www.austlii.edu.au/au/legis/sa/consol_act/clca1935262.txt

The Commonwealth Crimes Act (1914)

www.austlii.edu.au/au/legis/cth/consol_act/ca191482.txt

The Commonwealth Copyright Act (1968)

www.austlii.edu.au/au/legis/cth/consol_act/ca1968133.txt

The South Australian Summary Offences Act (1953)

www.austlii.edu.au/au/legis/sa/consol_act/soa1953189.txt

The Commonwealth Criminal Code Act (1995)

www.austlii.edu.au/au/legis/cth/consol_act/cca1995115.txt

The South Australian Equal Opportunity Act (1984)

www.austlii.edu.au/au/legis/sa/consol_act/ea1984250.txt

The South Australian State Records Act (1997)

www.austlii.edu.au/au/legis/sa/consol_act/sra1997156.txt

The South Australian Freedom of Information Act (1991)

www.austlii.edu.au/au/legis/sa/consol_act/foia1991222.txt

3 Possible Sanctions

Failure to abide by this policy and associated documents could result in the following:

- 1 immediate withdrawal of access to IT facilities, with or without prior notice.
- 2 Disciplinary action taken under the University's misconduct provisions.

- 3 Criminal or other penalties imposed by State or Commonwealth legislation.
- 4 Financial compensation sought by the University.

Safety Procedures

www.adelaide.edu.au/policies/?mode=browse;catid=16

Under the South Australian Occupational Health, Safety and Welfare Act, 1986, students have a responsibility to work safely, taking reasonable care to protect their own health and safety and that of other students and staff.

Laboratory conduct procedures

These procedures have been developed from information supplied by the Standards Association of Australia Standard AS2243, 'Safety in Laboratories'.

The University of Adelaide recognises its obligation to take all reasonable precautions to safeguard the health, safety and welfare of its employees and students while they are at work.

The University of Adelaide also believes that students leaving this University must take with them an attitude which accepts good health and safety practice as normal.

Persons who fail to comply with these procedures will not be allowed to work in the laboratory.

1 General safety rules

- 1.1 Eating, drinking and the application of cosmetics in laboratories is prohibited. (Wine tasting, which occurs as part of the Wine Science and Wine Marketing programs at Roseworthy Campus is permitted in designated laboratories only.)
- 1.2 Do not store food and/or drink in laboratory refrigerators or laboratory storage units.

- 1.3 Do not run or indulge in horseplay.

2 Fire prevention

- 2.1 No smoking in buildings.
- 2.2 No open flames should be left unattended and no open flames should be used near any flammable solvents.
- 2.3 Chemical waste should not be disposed of via sinks, drains or stormwater channels. Departments must provide suitable waste disposal containers and are responsible for removal by an approved waste disposal contractor.
- 2.4 Keep fire escape routes clear at all times.
- 2.5 Be familiar with fire procedures within the laboratory.

3 Personal protection

- 3.1 Approved safety spectacles, goggles or safety shields must be worn in all areas where tools or substances such as chemicals, liquids, UV light or radiation may cause eye injury.
- 3.2 Laboratory coats, or gowns tied at the back, must be worn. Gloves should be worn at the discretion of the supervisor.
- 3.3 Wear closed-in footwear at all times. Bare feet, thongs and sandals are prohibited.
- 3.4 Cover all open wounds when handling chemicals and animals.
- 3.5 Wash hands after work and before leaving the laboratory.
- 3.6 Use disinfectants after handling suspected infectious materials.
- 3.7 Do not pipette by mouth, use mechanical pipetting devices.
- 3.8 Avoid lifting heavy objects - use trolleys where appropriate. Where

lifting is unavoidable, seek assistance (share the load).

- 3.9 Do not use any machines or laboratory apparatus without prior instruction by the supervisor on safe work procedures and practices.
- 3.10 Button loose clothing and tie back long hair. When using machinery, remove jewellery, rings etc should the possibility exist for such items to be caught in moving parts.

4 Housekeeping

- 4.1 Keep floors tidy and dry.
- 4.2 Keep benches clean and free from chemicals and apparatus that are not being used.
- 4.3 Keep aisles free from obstructions.
- 4.4 Clean working area and equipment thoroughly after use.
- 4.5 If last to leave the laboratory, make sure equipment is turned off, flames are extinguished etc.
- 4.6 Keep the interior of fume cupboards and nearby areas clean and clear.
- 4.7 Observe safety signs at all times.
- 4.8 All apparatus left running overnight should be shielded and labelled with name and telephone number of person to be contacted, and the Security Office notified.
- 4.9 If contractors are working in your area, make known to them any hazards which may exist in your area, ie flammable liquids.

5 Chemicals

- 5.1 Clearly label all containers in use within the laboratory.
- 5.2 Always use safety carriers for transporting glass or plastic containers with a capacity of 2 litres or greater.

- 5.3 Read the Material Safety Data Sheet before commencing work.
- 5.4 Regard all substances as hazardous unless there is definite information to the contrary.
- 5.5 Carry out work in fume cupboards if material is likely to give off toxic or unpleasant odours.
- 5.6 Keep fume cupboard sashes closed whenever practicable.
- 5.7 Do not place objects near fume cupboard baffles so that airflow is prevented.
- 5.8 Do not allow flammable materials to accumulate in the laboratory.
- 5.9 Use the correct containers provided to dispose of glass, sharps, metal, paper, infectious waste etc.
- 5.10 Wash hands frequently and upon completion of work.

6 Electrical equipment

- 6.1 The use of electric open bar radiators or any fan heaters is prohibited.
- 6.2 Switch off all electrical appliances when equipment is not in use.
- 6.3 Display a 'LEAVE ON' sign on any equipment required to be left on for an extended period.
- 6.4 Use Residual Current Devices (RCDs) for all hand held electrical appliances.

7 Emergency/First Aid

- 7.1 It is the responsibility of all supervisors to ensure that persons working in a laboratory know the location of:
 - a the nearest fire extinguishers
 - b first aid box
 - c isolation devices for gas, water and power (where fitted)
 - e emergency spill containment equipment and procedures

- f emergency personal protective equipment
 - g fire/emergency escape exits.
- 7.2 Wash skin immediately with plenty of water if contaminated with acids and alkalis.
 - 7.3 Eyes splashed with any chemical must be washed with water and medical advice obtained immediately.
 - 7.4 All breakages and spills must be reported to the supervisor and dealt with immediately. Materials should be cleaned up and a bin provided for broken glass and materials etc.

8 After hours working in laboratories

- 8.1 Work outside of core hours 8am to 6pm, or at weekends, is regarded as after hours.
- 8.2 There is an extra danger in laboratory work after hours, when your supervisor may not be present, and it is particularly dangerous to work alone in a building or even far removed from other people.
- 8.3 Personnel of departments who wish to work outside normal hours are required to get permission from their supervisor and may be required to fill in a form on arrival and again on leaving the building. This form requires personnel to write their name, indicate the room/s they are working in, indicate the times they commence and finish, and notify the last person in the building that they are leaving.

Note: work by undergraduate students can only be performed when supervised by an academic staff member (or nominee) during or outside core hours.

Please note: For work involving gene technology refer to your supervisor and Departmental Safety Officer, and see: www.adelaide.edu.au/research/genetech

For work with radioactive substances, refer to rules available from the OH&S Unit.

For work involving human subjects, see: www.adelaide.edu.au/secretary/staff/ethics/human

For work involving animal subjects, see: www.adelaide.edu.au/secretary/staff/ethics/animal

These procedures shall be read in conjunction with the School/Department's Health and Safety Manual and Australian Standard 2243, 'Safety in Laboratories', Parts 1 to 10 inclusive.

Sexual Harassment

www.adelaide.edu.au/equity/reports/sexharass.html

Policy Statement

The University of Adelaide is committed to providing a work and study environment which is free from sexual harassment for all members of the University community. Sexual harassment is unlawful and unacceptable within the University, and:

- Individual staff and students are responsible for ensuring that they do not subject other staff or students to sexual harassment while involved in any University activity.
- Staff supervisors and managers must ensure that, as far as practicable, the work and study environment for which they are responsible is free from sexual harassment.
- Staff who conduct teaching and learning activities for students must ensure that, as far as practicable, the study environment is free from sexual harassment.

Defining Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of a sexual nature. Sexual harassment is defined by law from the perspective of the recipient and it occurs if the recipient feels offended, humiliated or intimidated by the conduct and it is reasonable, in all the circumstances, that the recipient would feel offended, humiliated or intimidated.

Seeking Advice

A person may wish to seek advice about sexual harassment without necessarily wishing to pursue a complaint. Some wish to make a statement of their concern about a situation, but not a complaint.

Resolution Procedures

The University recognises its responsibility to take prompt and effective action to deal with complaints of sexual harassment.

The University's Sexual Harassment Complaint Resolution Procedures are summarised as follows:

- Advice and support.
- Complaint resolution through facilitation.
- Complaint resolution through investigation.

Complaint resolution procedures include:

- A network of Contact Officers
- A group of University Facilitators.
- Sexual Harassment Panels to investigate formal complaints of sexual harassment.

Resolution through Facilitation

Complainants may choose this option if they decide that they cannot resolve the

matter themselves and they want a third party to facilitate a resolution of the complaint.

Resolution through Investigation

Any person who feels that she/he has been sexually harassed may choose other options than using the complaint resolution procedures. These options include:

- Discussing the matter directly with the person causing the concern.
- Pursuing the complaint through another representative body such as a relevant industrial or student union.
- Pursuing the complaint outside the University under equal opportunity or sex discrimination legislation.
- Taking the complaint to the police, where the behaviour is thought to constitute criminal behaviour, such as sexual violence, obscene communications and stalking.

Students seeking advice or assistance may contact any of the following:

- Student Centre
- Postgraduate Students' Association (PGSA)
- Students' Association (SAUA)
- Student Counsellors
- Education and Welfare Officers.

Students with Prescribed Communicable Infections Policy

www.adelaide.edu.au/policies/?mode=browse;catid=22

Any person who requires assistance in understanding any aspect of this document should contact Policy and Appeals on +61 8 8303 7503.

This Policy should be read in conjunction with the University's HIV/AIDS/Hepatitis B Policy and Procedures, available at

www.adelaide.edu.au/policies/?mode=browse;catid=16

1 Overview

The University aims to promote a proactive public health approach to prescribed communicable infections such as HIV/AIDS, Hepatitis B and Hepatitis C, and to minimise the impact of these infections on students' academic progress. It offers understanding and practical support to students with such infections, but also recognises that some of these students will not be able to complete their chosen program.

2 Scope

This policy applies to all applicants for and students in clinical programs (see **Definitions** below) offered by the Faculty of Health Sciences.

This policy is informed by the provisions of the Public and Environmental Health Act 1987, the Dental Practice Act (SA) 2001, and such other relevant Acts as may be proclaimed or amended with respect to prescribed communicable infections.

3 Definitions

Clinical program is an academic program offered by the Faculty of Health Sciences that includes a clinical training or clinical research component. Such programs currently include the Bachelor of Dental Surgery (BDS), the Bachelor of Oral Health (BOH), and the Bachelor of Medicine, Bachelor of Surgery (MBBS), but exclude the Bachelor of Health Sciences.

Expert Panel is the South Australian Health Commission Panel on Healthcare Workers Infected with a Blood Borne Virus. The Panel provides advice on any risk to public safety associated with the work practices of a healthcare worker infected with HIV and/or Hepatitis B or C.

Exposure-prone Procedures are those invasive procedures where there is potential for direct contact between the skin (usually finger or thumb) of the healthcare worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in body cavities or in poorly visualised or confined body sites, including the mouth of the patient. An exposure-prone procedure is any situation where there is potentially a risk of transmitting a blood borne disease between a healthcare worker and a patient during a medical or dental procedure (Infection Control Guidelines, p31).

HBV is Hepatitis B.

HCV is Hepatitis C.

HIV is human immunodeficiency virus, the virus that causes AIDS (Acquired Immune Deficiency Syndrome).

Infection Control Guidelines refers to the publication, Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Health Care Setting, 2nd edition, Commonwealth Department of Health and Ageing, AGPS Canberra, 2002. The Guidelines have been endorsed by the Australian Health Ministers' Advisory Council (AHMAC), and form the principle reference document for this policy. The Guidelines are available at www.health.gov.au/nhmrc/publications/synopses/ic6syn.htm

Prescribed Communicable Infection (PCI) means infection with HIV or any other viral or bacterial infection prescribed in the regulations attached to the Dental Practice Act (SA) 2001. In addition to HIV, the current PCIs are Hepatitis B (HBV) and Hepatitis C (HCV). (Subsection 3).

Recognised Medical Provider is either a general practitioner or specialist doctor registered in Australia to provide medical services through Medicare, or a panel

doctor approved by the Australian Government to conduct medical tests in overseas countries for immigration purposes. A complete listing of approved panel doctors in each country is available on the Website of the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA), at www.immi.gov.au/allforms/doctors/index.htm

Standard Precautions are standard operating procedures that are required to achieve a basic minimum level of infection control, and are recommended for the treatment and care of all patients, regardless of their perceived infection risk. They apply to all body fluids, secretions and excretions (excluding sweat, and regardless of whether they contain visible blood), non-intact skin and mucous membranes. Standard Precautions include aseptic technique, handwashing, use of personal protective equipment, and safe systems for the handling and disposal of sharps and other possibly contaminated or infectious waste (Infection Control Guidelines, Part 1).

4 Policy and Procedures

4.1 Preventing the transmission of PCIs

The University has an obligation and commitment to take all reasonable measures to prevent the transmission of prescribed communicable infections among students, staff members and visitors.

4.1.1 Laboratory work

Academic areas working with human blood, tissue and organs adopt Standard Precautions (see Section 3 Definitions) to prevent PCI transmission, and students working in such areas are trained in infection control procedures.

4.1.2 Clinical work

The University has an obligation and commitment to protecting the health of patients who access its clinical facilities and those of its teaching hospitals. Accordingly, the University accepts the recommendation of the Infection Control Guidelines that students with HIV, HBV or HCV do not perform exposure-prone or deeply invasive procedures that involve the risk of transmission of the virus to patients (Section 24.6).

4.2 Discrimination and PCIs

The University aims to provide a work and study environment that is free from discrimination, and challenges views that result in discriminatory attitudes toward people with PCIs.

The University maintains a Disability Action Plan and all staff and students must abide by its provisions.

The Disability Discrimination Act, 1992 defines the presence in the body of organisms causing or capable of causing disease or illness as a disability (Section 4(1)). It is unlawful for an educational authority to discriminate against a person on the grounds of his or her disability. However under this Act, it is not unlawful to discriminate against a person on the ground of his or her disability if:

- a the person's disability is an infectious disease *and*
- b the discrimination is reasonably necessary to protect public health. (Section 48).

In the area of prescribed communicable infections, the University has a responsibility to balance community needs, safe clinical practice, and legal requirements in public health and occupational health and safety.

4.3 Confidentiality

In accordance with the University's Privacy Policy, and outside of statutory disclosure requirements, the University maintains strict confidentiality on the status of students in relation to prescribed communicable infections.

4.4 Clinical Training and Research

4.4.1 Dental School programs

It is not possible to undertake dental clinical training or research without performing exposure-prone procedures on patients. Due to the requirements of the Dental Practice Act (SA) 2001, the University cannot allow students with a PCI to perform exposure-prone procedures on patients. Such students are thereby unable to complete the requirements of any of the clinical programs or research projects offered by the Dental School.

4.4.2 Medical School programs

Some types of medical clinical training and research do not necessarily involve performing exposure-prone procedures on patients, and so it may be possible for students with a PCI to complete the requirements of a clinical program or research project offered by the Medical School.

4.5 Applicants for Dental and Medical School clinical programs

a All applicants for Medical and Dental School clinical programs are required to provide the Faculty of Health Sciences or the relevant School with written evidence of their status in relation to PCIs. This evidence must be in the form of results supplied through a recognised medical provider (see Section 3. Definitions) of a blood test taken not more than one calendar month previously, and must specify:

- Hepatitis B antigen and antibody *and*
- Hepatitis C antibody *and*
- HIV/AIDS antibody.

Applicants who do not present this evidence will not be considered further, and, where applicable, may have their enrolment cancelled.

- b Where there is some uncertainty or inconsistency in relation to an applicant's PCI evidence, the University reserves the right to request additional tests and to refer the test results to a recognised medical provider or the Expert Panel for advice.
- c Applicants who do not have immunity against Hepatitis B must complete a full course of HBV vaccination.

d *Local applicants* for clinical programs are only required to provide evidence of their PCI status once they have been made an offer to a clinical program.

Those who test positive for a PCI will have their results referred to the Expert Panel for assessment.

- i If the Panel advises the Executive Dean of the Faculty of Health Sciences, or nominee, that the applicants can safely undertake the clinical component of their chosen program without modification, or can safely undertake it with the implementation of specified reasonable modifications and/or medical treatment programs, the enrolment process will continue in the normal way.
- ii If the Panel advises that the applicants cannot safely undertake the clinical component, the admissions process for their chosen program will be immediately terminated, and they

will be withdrawn from any courses in which they may have enrolled. Other program preferences, if any, may then be considered.

- e *International applicants* for clinical programs, in order to meet Australian visa requirements, are required to provide evidence of their PCI status at the time they lodge their application documents.

Those who test positive for a PCI will have their results referred to the Expert Panel for assessment.

- i If the Panel advises the Executive Dean of the Faculty of Health Sciences, or nominee, that the applicants can safely undertake the clinical component of their chosen program without modification, or can safely undertake it with the implementation of specified reasonable modifications and/or medical treatment programs, the admissions and offer process will continue in the normal way.
- ii If the Panel advises that the applicants cannot safely undertake the clinical component, the admissions process for their chosen program will be immediately terminated, and they will not be made an offer. Other program preferences, if any, may then be considered.
- f *Deferred offers*: Applicants intending to take up deferred offers to clinical programs must provide the relevant School with recent evidence of their status in relation to PCIs, under the same terms and conditions as those in 4.5a, b, c, d, e, g and h.

- g *Medical and other expenses* associated with the requirements of this policy are the sole responsibility of the applicant to the clinical program.
- h *Tuition fees* already paid to the University by commencing students whose enrolment in a clinical program offered by the Faculty of Health Sciences is withdrawn on the basis of the Expert Panel's advice will be refunded in full. All other expenses that may have been incurred by such students in their application, admission and/or enrolment in a clinical program, including airfares and accommodation, will not be reimbursed.

4.6 Current students in Dental and Medical School programs

4.6.1 *Dental School programs*

Under the Dental Practice Act (SA) 2001, all Dental School students are required to register with the Dental Board of South Australia. Dental School students who become aware of having a PCI are required to notify the Dental Board, as are their treating doctors. Such students are strongly advised to discuss their situation with the Dean with a view to receiving appropriate counselling on treatment and study/career options, and are encouraged to bring a support person with them.

Where a student in a clinical program offered by the Dental School becomes aware of having a PCI, and on the advice of the Expert Panel cannot safely undertake the required clinical training or research, the Executive Dean will cancel his or her enrolment in the program.

4.6.2 *Medical School programs*

A student in a clinical program offered by the Medical School who becomes aware of having a PCI is strongly advised to discuss the situation with the Executive

Dean. The student is encouraged to bring a support person with them.

The Executive Dean will provide appropriate counselling on options regarding treatment and study/career paths, and will consider reasonable modifications, in consultation with the Expert Panel and relevant staff of the University's teaching hospitals, to allow him or her to complete the clinical program. However if the Expert Panel advises that the student cannot safely undertake the required clinical training or research, the Executive Dean will cancel his or her enrolment in the program.

4.6.3 Refunds for International Students

Tuition fees already paid to the University by current students whose enrolment in a clinical program offered by the Faculty of Health Sciences is withdrawn on the basis of the Expert Panel's advice will be subject to the relevant provisions of the Refund Policy for International Students and the Refund of HECS/Tuition Fees in Special Circumstances Policy.

4.6.4 Refunds for Local Students

Tuition fees already paid to the University by current students whose enrolment in a clinical program offered by the Faculty of Health Sciences is withdrawn on the basis of the Expert Panel's advice will be subject to the relevant provisions of the Student Tuition Fees Policy and the Refund of HECS/Tuition Fees in Special Circumstances Policy.

4.7 Counselling and transfer arrangements

Dental and Medical students who cannot safely undertake the required clinical training or research and are precluded under the provisions of this policy from completing their chosen clinical program, will receive support and counselling from

the Faculty of Health Sciences. The Executive Dean or nominee will negotiate with the University's Manager, Admissions and Enrolments, or International Admissions, as appropriate, regarding possible program transfer arrangements.

Additional counselling is available through the Parklands Medical Practice (North Terrace campus), the Adelaide University Union, Student Support Services, or the Communicable Diseases Unit of the SA Department of Human Services. (Refer to Section 24.6 of Infection Control Guidelines)

4.8 Informing students of this policy

Relevant provisions of the Students with Prescribed Communicable Infections Policy will be included or referred to in all University publications related to Faculty of Health Sciences programs with a standard clinical component involving exposure-prone procedures.

A full copy of this policy will be included in the offer package for these programs, and forms part of the terms and conditions of the letter of offer.

5 Responsibilities

Position/Area	Responsibilities
Manager, Admissions and Enrolments International Admissions	<ul style="list-style-type: none"> • Include a full copy of the Students with Prescribed Communicable Infections Policy with all offers to the Medical and Dental School programs that include a clinical component.
Executive Dean, Health Sciences, or nominee	<ul style="list-style-type: none"> • Implement infection control procedures and standard precautions. • Determine whether reasonable modifications for Medical School programs are possible. • Determine where offers to and enrolments in Dental School programs should be withdrawn or cancelled. • In cases of preclusion on the basis of a PCI, negotiate with the Manager, Admission and Enrolments or International Admissions regarding possible transfer options. • Counsel and refer to appropriate agencies students with a PCI.
Area Administrators, Health Sciences	<ul style="list-style-type: none"> • Ensure that all publications for prospective and current students make clear the policy on Medical and Dental School students with PCIs and include reference to the Students with Prescribed Communicable Infections Policy.
All Medical and Dental students	<ul style="list-style-type: none"> • Be aware of their HIV, HBV and HCV infection status.
Dental & Medical School students who test positive for HIV, HBV or HCV	<ul style="list-style-type: none"> • Notify member of Medical or Dental School teaching staff of their infection status.
All staff and students of the University	<ul style="list-style-type: none"> • Follow procedures that prevent the transmission of infectious diseases. • Adhere to the non-discriminatory provisions of this policy and the Disability Action Plan.

