



STUDENT MANUAL

FACULTY OF HEALTH
2018 Version 2.0

This version of the Faculty of Health Student Manual was last updated on: 13 April 2018

A copy of this Manual is available on the Faculty website: <http://www.deakin.edu.au/health/faculty-of-health-current-students> or via CloudDeakin.

While care has been taken with the preparation of this Manual, Deakin University reserves the right to alter, amend or delete details of course offerings listed and other information provided. Students will be notified of any significant changes via the Faculty website.

Feedback on this Manual or suggestions for future editions would be very welcome, and may be emailed to health-enquire@deakin.edu.au

Message from the Executive Dean

Welcome to the Faculty of Health at Deakin University.

On behalf of all of us at Deakin, I wish you every success in your studies.

We know that you will achieve much during your time with us, not only in your chosen course, but also from your broader experiences at the University. Deakin has completed an ambitious transformation of all its courses to meet the challenges of the digital revolution. A strong focus on our students' experience is a key component of this strategy. You have made an excellent choice and you will have a great time here.

You will find the staff of the Faculty and Schools approachable and helpful. The Faculty has a strong mentoring program, which links groups of commencing undergraduate students with senior undergraduate students. These groups meet regularly during each trimester to discuss any issues or problems that may arise. I recommend the program very strongly, as it will assist students to settle quickly into university life.

As well as providing support during your course, we will also encourage you to consider your future career including options for further study. The Faculty conducts a number of events throughout the year where you will have the opportunity to meet and talk with students who are undertaking research and higher degree studies.

You will have the opportunity to participate in decision-making within the School and Faculty through nomination and election to a range of committees and working groups. You will also be able to influence the academic program through Deakin's quality assurance program, eVALUate, where students provide feedback on every unit offered in a trimester/semester. Your comments provide a valuable guide for ongoing improvement of units, and are taken into account when courses and units are reviewed for accreditation.

While the Faculty's staff will do as much as they can to support you during your time here, your success will depend largely on the effort you put into your study, and the degree of responsibility you take for yourself. Please do let us know as soon as possible if you are experiencing any difficulties. We would be keen to discuss them with you and to find a successful way forward.

I am sure you will find your time at Deakin both beneficial and enjoyable.

Good luck!

Professor Brendan Crotty
Executive Dean
Faculty of Health

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Deakin's Strategic Plan

LIVE the future: Agenda 2020 is Deakin University's plan for a bold and exciting future, defining and distinguishing it through to the end of 2020. The world is now globally connected, with excellence and new ideas available at the touch of a button. Deakin will embed engagement and innovation 'anywhere' and at 'any time'.

LIVE the future: Agenda 2020 brings the opportunities of the digital age into the real world of Learning, Ideas, Value and Experience.

Learning: Offer brilliant education where you are and where you want to go.

Value: Strengthen our communities, enable our partners and enhance our enterprise.

Ideas: Make a difference through world-class innovation and research.

Experience: Delight our students, our alumni, our staff and our friends.

Faculty of Health Vision and Mission

The Faculty of Health strives to achieve Deakin's vision by:

- inspiring our students to realise their potential, develop their knowledge and skills, and grow as individuals who excel in the workplace, contribute to their communities and engage in lifelong learning
- providing learning experiences that are personal, dynamic and contemporary, with clearly articulated expectations and standards
- undertaking world-class research to support evidence-based policy and practice and provide a stimulating research training environment
- engaging our students, alumni, staff, partners and friends to participate fully in the life of the Faculty and University and to become global citizens.

Quality and standards

Deakin is committed to quality and accountability in all our operations, ensuring that there are appropriate processes in place to maintain and enhance the quality and integrity of our research, teaching and learning and how we engage with the communities we serve.

Academic programs and integrity

Deakin maintains the quality, standard and integrity of our academic programs through our policies and by planning, conducting surveys, analysing business intelligence data and ensuring we comply with TEQSA requirements.

Research integrity and safety

We provide our researchers with induction, training and support in:

- research integrity
- human research and animal ethics
- biosafety, biosecurity and radiation safety.

Faculty overview

The Faculty of Health is recognised internationally for its contribution to the health field in teaching, training, research and service. *Deakin Health* is one of the fastest growing health faculties in Australia, with student and research income growth averaging 10% over the last five years. This has enabled us to assist governments, communities and organisations in advancing health and social policies and programs. Our strategic intent is to achieve the Deakin mission and core commitments through improving health and wellbeing, and by strengthening the health and human services sectors in Australia and internationally.

Deakin Health has five Schools, which are responsible for teaching over 20 health disciplines at campuses and health services in Geelong, Burwood, Ballarat, Warrnambool and other locations in Melbourne and western Victoria.

Deakin Health comprises the Schools of Exercise and Nutrition Sciences, Health and Social Development, Medicine, Nursing and Midwifery, and Psychology. The Faculty has been designated an official World Health Organisation Collaborating Centre for Obesity Prevention and Related Research and Training. It also hosts the National Centre for Farmer Health, the Centre for Health through Action on Social Exclusion, the Centre for Rural Emergency Medicine, the Centre for Research Excellence in Obesity Policy, the Metabolic Research Unit, Centre for Exercise and Sports Science, the Australian Centre on Quality of Life and the Greater Green Triangle University Department of Rural Health. On 1 May 2008 the Prime Minister formally opened the School of Medicine, Victoria's third medical school, with a special focus on regional and rural health needs.

The Faculty has a number of key research strengths, which are organised around six 'Strategic Research Centres': Mental Health and Wellbeing Research, Molecular and Medical Research, Centre for Physical Activity and Nutrition Research, Centre for Quality and Patient Safety Research, Innovation in Mental and Physical Health and Clinical Treatments and Population Health. Many of our staff are international leaders in their field and have won prestigious awards and prizes. We also have a very active research training program at honours, masters and doctoral degree levels.

Through our Schools and research groups we work collaboratively with a wide number of external organisations. These include federal and state governments, schools, hospitals, health centres, non-government organisations such as Diabetes Australia, community groups, international bodies such as the World Health Organization, commercial companies, and other universities at home and overseas. We also have a number of highly productive partnerships across the health and human services sectors, which commonly include joint appointments at professorial level.

All these activities reflect a broad range of interests and expertise. They demonstrate *Deakin Health's* strong and vibrant commitment to improving the health and wellbeing of all people in Australia and our surrounding region.

Faculty Student Manual

The Faculty Student Manual is designed to provide you with general information about the Faculty of Health, its staff, courses, and procedures. It supplements the information provided in the Deakin University Handbook which is available online: <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook> . The Manual is also available on the Faculty website: <http://www.deakin.edu.au/health/faculty-of-health-current-students> and via DeakinSync.

The Faculty is subject to University legislation and policies and these should be viewed on the University website on The Guide: <https://www.deakin.edu.au/about-deakin/leadership-and-governance/policy-framework-and-guide>

The Deakin University Handbook provides a brief description of the units offered by the Faculty in each year. Students are advised to check with the Unit Chair before purchasing texts listed in the Handbook. Handbooks are available online at <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook>

A more detailed unit guide will be available from the Unit Chair at the beginning of the trimester (or semester) via your unit site (accessed through the unit tile in DeakinSync). Students should ensure that they have access to this guide, as it may include information about changes to the unit's content or to the means of study or assessment.

Deakin Graduate Learning Outcomes

Deakin Graduate Learning Outcomes describe the knowledge and capabilities graduates have acquired and are able to apply and demonstrate at the completion of their course. They consist of outcomes specific to a particular discipline or profession as well as transferable generic outcomes that all graduates should have acquired irrespective of their discipline area. Learning outcomes are not confined to the knowledge and skills acquired within a course, but also incorporate those that students bring with them upon entry to the course consistent with the Australian Qualifications Framework pathways policy. Deakin's courses are designed to ensure that students develop systematic knowledge and understanding of their discipline or chosen profession appropriate to their level of study. They are specified at the course level, mapped to course components and are assessed. In professionally-accredited courses, discipline-specific learning outcomes may be defined in part by the relevant professional body.

DEAKIN GRADUATE LEARNING OUTCOMES

1. Discipline-specific knowledge and capabilities:	appropriate to the level of study related to a discipline or profession
2. Communication:	using oral, written and interpersonal communication to inform, motivate and effect change
3. Digital literacy:	using technologies to find, use and disseminate information
4. Critical thinking:	evaluating information using critical and analytical thinking and judgment
5. Problem solving:	creating solutions to authentic (real world and ill-defined) problems
6. Self-management:	working and learning independently, and taking responsibility for personal actions
7. Teamwork:	working and learning with others from different disciplines and backgrounds
8. Global citizenship:	engaging ethically and productively in the professional context and with diverse communities and cultures in a global context

Deakin graduates will be able to evidence these capabilities as appropriate to the relevant Level Criteria of the Australian Qualifications Framework.

Deakin's courses use a combination of cloud and located learning to provide accessible, media-rich, interactive educational experiences which integrate new-media literacy, experiential learning and interdisciplinary teamwork. Work-integrated learning and exposure to international perspectives prepare graduates for employment and life-long-learning in an ever-changing globalised world. These learning experiences and the development and evidencing of graduate learning outcomes creates the Deakin Difference - empowering learners for the jobs and skills of the future.

Deakin's professional coursework and research programs develop additional knowledge and capabilities which, depending on the level and professional context, may include leadership, management, independent research, entrepreneurship and personal resourcefulness. For more information please visit:

<http://www.deakin.edu.au/about-deakin/teaching-and-learning/deakin-graduate-learning-outcomes>

Orientation Week

New students are encouraged to attend Orientation Week, which provides an enjoyable and informative introduction to university life. Each School will hold information sessions which will provide you with important details about your course. You will also have the opportunity to join a peer mentor group, and the Faculty strongly encourages you to take up this opportunity. During this week, students will have a chance to find out more about

their Schools, meet senior staff, ask questions, and much more. If you would like to be involved in planning Orientation Week in future years please contact the Faculty Student Experience Team.

Peer Mentoring Program

The Faculty of Health has taken a lead role at Deakin in implementing a peer mentoring program for all commencing undergraduate students. The aim of the program is to assist commencing students to settle into university life socially and academically, as quickly and easily as possible. Participation in the program is voluntary, but highly recommended.

The mentoring program links groups of students with senior students within the Faculty. They meet regularly at the start of each trimester (or semester) to share knowledge and advice, and to discuss any issues or queries raised by the students. Informality is a key aspect of these meetings: they are not supplementary seminars or classes on how to be a successful student! In the past, a number of mentoring groups have gone on to become study groups which operate independently of academic staff, so their future direction is entirely in the hands of the student group involved.

Mentoring groups are an excellent way to meet new people and to share the experience of finding your way around Deakin. To find out more about peer mentoring please visit:

<http://www.deakin.edu.au/students/faculties/faculty-of-health/student-support/peer-mentoring>

Students wishing to register to become a Peer Mentor can register their interest at:

<http://www.deakin.edu.au/students/faculties/faculty-of-health/student-support/peer-mentoring/peer-mentor-information> Mentoring is available over the start of each trimester (or in semester one only for semester based courses).

Staff availability

Most initial student enquiries are dealt with by Student Central on each campus. Students who require further advice from academic staff may need to make appointments to see them during their consulting times. Student Central locations are found here:

http://www.deakin.edu.au/students/help/student-central?_ga=2.101793409.1879659322.1521067638-619276531.1494289321

Student Central

Student Central provide a central point for student information and general advice. Services provided include:

- general enquiries
- basic STAR queries
- special consideration general advice
- HBS109 support – prac swaps
- Student administration forms e.g. course transfer, enrolment variation.
- Deakin Card

Student Central offices are open Monday to Friday during normal business hours. If you would like to contact us by phone or email, please see contact details below:

For ALL campuses

Phone: (03) 9251 7777

health-enquire@deakin.edu.au

Faculty Social Media sites are:



Like us on Facebook:
Faculty Health HSAS



follow us at [@DeakinHSAS](https://twitter.com/DeakinHSAS)



Follow us on Instagram:
hsas_deakin

Other student services and facilities

Faculty Student Experience Team

Located at Burwood and Waurn Ponds the Student Experience Team is the escalation point for all course specific enquiries that cannot be dealt with by Student Central. The team in Student Central can book you an appointment with one of our team members if required. The Faculty Student Experience Team also manages the following functions:

Academic Timetable and complex STAR issues

Academic Integrity and Progress

General Misconduct

Special Consideration

Admissions and Enrolments

Credit for Prior Learning

Orientation

Peer Mentor Program

Transition and Retention Programs

Staff located in the Student Experience Team are:

Melinda Thomas, Manager Student Experience

Jane Andrews, Coordinator Student Experience

Alison Musgrove, Coordinator Academic Progress and Integrity

Emma Smith, Peer Support and Transition Coordinator

Helen McAllister, Faculty Timetable Coordinator

Ara Delon, Academic Progress and Integrity Officer

Emilya Umashanker, Academic Progress and Integrity Officer

Allan Domantay, Academic Progress and Integrity Officer

Jill Sainsbury, Senior Student Experience Officer,

Kerry Becchetti, Senior Student Experience Officer

Kate Walter, Faculty Timetable Officer

Lisa Resuggan, Student Experience Officer

Grace Sinclair, Student Experience Officer

Alanah Scott, Student Experience Officer

Abigail Sia, Student Experience Officer

Belinda Birchall, Student Experience Officer

DeakinSync

[DeakinSync](#) is your personal portal to relevant Deakin University resources, providing access to everything in one place including tools to access our learning environment, manage your time, communicate and collaborate with others and manage your enrolment information. All students can find up-to-date information about study support, IT and computing, student services, activities, student groups through DeakinSync. DeakinSync also contains links to key resources including CloudDeakin, STAR, webmail, StudentConnect and the Library.

StudentConnect

StudentConnect is the administration portal by which Deakin students gain access to enrolment and fee records, timetables, examination information and results. Through StudentConnect, students can check information and resolve enquiries at their convenience. StudentConnect is accessible on the web at:

<https://studentconnect.deakin.edu.au/connect/webconnect>

StudentConnect allows you to check:

- contact details
- previous and current enrolments
- Credit for Prior Learning granted
- fees (which can also be paid on-screen)
- class and examination timetable
- results
- progress towards course completion

Students may also download their enrolment details for Centrelink purposes.

Elections for student representation on University committees and student associations are conducted through StudentConnect, as are re-enrolments for most courses.

Please ensure that you monitor the University important dates throughout the year to ensure you complete any amendments to your individual records within the specified deadlines. Many university processes such as re-enrolment have very strict deadlines which must be adhered to. To view Deakin University important dates please visit: <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook>

Timetable

Prior to STAR opening each trimester, the academic timetable is available for viewing at:

www.deakin.edu.au/about-deakin/administrative-divisions/facilities-services/timetable

From the website above you can check the classes offered for your units and make note of your preferred activities prior to STAR opening. Please remember that prior to STAR opening it is possible that timetable activities may be amended.

Student Timetable Allocation and Registration (STAR)

Student Timetable Allocation and Registration is Deakin's personalised timetabling system that allows students enrolled in campus units to register online for: classes, seminars, practicals, etc.

Allocations are determined based on student's individual preferences which must be submitted prior to the commencement of each teaching period. Students enrolled in campus units must login to STAR which is accessible from the [StudentConnect](#) website and register for their activities.

Further information including opening dates and FAQ's are available at

www.deakin.edu.au/star/students/student_info.php

Student Life

The University provides a range of support services for on- and off-campus students, including health services careers and graduate employment (see next section), personal counselling, study assistance for local and international students, support for students with disabilities, and some financial assistance. More detailed information on these services may be found at <http://www.deakin.edu.au/about-deakin/administrative-divisions/student-life>

We in the Faculty aim to provide flexible and inclusive programs. Any student with access or support needs due to disability or other reasons should contact their Unit Chair or the Disability Resource Centre.

Careers and employment

Student Life offers a variety of employment-related services including presentations designed to enhance employment prospects, and an online employment service.

The Division of Student Life provides careers related services to students which include:

Professional career advice

Professional assistance is available to students, graduate, staff and alumni including:

- career planning and education
- employment information
- job application checking, career workshops, online resources and email help
- interview and assessment centre coaching.

DeakinTalent

Careers Education has job listings for part-time, casual, internships, tutoring, vacation work and volunteering through to full-time jobs and graduate positions. They offer a range of career events and also invite employers on campus for information sessions. Visit the <http://deakintalent.deakin.edu.au/> webpage to keep up-to-date with course related job vacancies and events.

Careers Counselling

Careers counselling aims to empower you to take your next career step. They can help you to clarify your ideas, gather information and design an action plan to make more informed career decisions.

Careers support for off-campus students

Off-campus students can also access careers related support by accessing the following website:

www.deakin.edu.au/students/jobs-career/my-course-my-career

Institute of Koorie Education (IKE)

A number of the Faculty's courses are offered in conjunction with the Institute of Koorie Education. The Institute's administrative and academic staff provide an extensive range of services which support students with their academic endeavours. Services include coordinating the provision of tutorial assistance, ensuring the availability of appropriate class/seminar rooms, providing support to students in the use of computer technology, managing the travel and accommodation needs of students, providing an induction service and generally being available to advise and respond to the specific needs or problems of students as they arise.

The Institute's home page is at: www.deakin.edu.au/ike/

Cloud (online) students

There are weekend on-campus Orientation sessions specifically for Cloud students, and if you live near a Deakin campus, you are welcome to attend on-campus Orientation events during any trimester. Further information is available at: <http://www.deakin.edu.au/life-at-deakin/orientation-getting-started/orientation>

Cloud students should also be aware of the range of opportunities to Get Involved on campus, especially through DUSA, the student association, which has a Distance Campus Committee and off-campus website. Refer to the DUSA website <http://www.deakin.edu.au/students/get-involved/clubs-and-societies>

Deakin International (DI)

Deakin International provides a range of services for international students, including orientation of new students and ongoing support and advice. Refer to the website www.deakin.edu.au/international. In addition to traditional support services, Deakin International's online student community is a place to meet other students, buy and sell textbooks, share photos and videos, find out about life at Deakin and much more! We also encourage international students to participate in the Faculty of Health Peer Mentor program as part of their transition into study at Deakin <http://www.deakin.edu.au/students/faculties/faculty-of-health/student-support/peer-mentoring>

Equity and Diversity Unit

Deakin University has developed policies and procedures regarding Equal Opportunity and Affirmative Action that reflect state and federal anti-discrimination legislation. The legislation makes it illegal to treat anyone less favourably than a peer on various grounds, including gender, race and disability. Harassment, abuse or unfair treatment on any of these grounds is contrary to University policy, and it is expected that all students and staff comply with these policies and procedures. For further information, resources, confidential advice or assistance

regarding your rights and obligations, contact the Equity and Diversity Unit on your campus or refer to the website <http://www.deakin.edu.au/about-deakin/administrative-divisions/equity-diversity>

Library services

The Deakin University Library operates on each campus, providing collections and services which support the courses and research programs of the University. A special delivery service is available for off-campus students and for students with disability. Library staff will assist students to develop skills in locating and using information required to complete assignments and research. The range of services and facilities includes inter-campus loan services, reciprocal borrowing services, online searching, study spaces and computing services. For information and assistance with any of these services, students should go to the Information Desk at their campus.

Further information and opening hours can be found on Library noticeboards, or on the web page www.deakin.edu.au/library

Bookshops

All campuses have bookshops providing an extensive range of academic and general books, stationery, calculators and art and photographic materials, as appropriate for each campus. www.dusabookshop.com.au/ Booklists can be viewed and downloaded from the DUSA bookshop website by selecting the “Booklist” tab.

Deakin University Student Association (DUSA)

Deakin University has a student association (DUSA), which is run by students and has offices on each campus. Students are encouraged to become actively involved in DUSA. Involvement in DUSA gives you the opportunity to have a say in what happens on your campus, to meet new people, and develop professional and personal skills. Involvement in extracurricular activities can also enhance your employment prospects. The DUSA homepage is at <http://www.dusa.org.au/>

DUSA advocacy services are also available to students who become involved in academic progress or student misconduct allegations. To find out more about the support available please visit:

Academic Progress: www.deakin.edu.au/students/assessments/academic-progress

Student Integrity: <http://www.deakin.edu.au/students/studying/assessment-and-results/integrity>

DUSA Advocacy: www.dusa.org.au/Advocacy-%281%29/About-Advocacy

Student Societies

There are a number of student societies closely aligned with disciplines found within the Faculty of Health. These societies are generally actively involved in Orientation Week at each campus and are members of the Faculty of Health Student Experience Committee – a group of students working in conjunction with staff of the Faculty to provide improved experiences for our students. In addition, each society traditionally conducts special events throughout the course of the year which are open to all members. Please visit the DUSA website to find out more.

Student Code of Conduct

The University’s Student Code of Conduct sets out the rights and responsibilities of students in relation to membership of the University community. Copies are available from DUSA and DSA, and the the web. Student rights and responsibilities are explained further in Faculty and University documents such as this Student Manual, unit material, the University Handbooks, and the Statutes and Regulations of the University.

<https://policy.deakin.edu.au/view.current.php?id=00192>

Student representation on boards and committees

Elections are held each year for student members of the Academic Board and faculty boards. Students are also invited to participate in a range of Faculty committees. To find out more please contact the Health Student Experience Team via health-enquire@deakin.edu.au

Computing and Information Technology

Students at Deakin are required to use computers and other information technology at various times during their studies and in certain aspects of academic administration. All students are expected to have access to a personal computer and access to the internet and email. Most campus areas now have wireless access. Deakin students are given access to various computing and communication facilities and resources, which are managed by Deakin's eSolutions (see below). Such access is granted subject to adherence to University policies and regulations, and to state and federal legislation. Students should ensure that they are aware of the University's Conditions of Information Technology Use.

eSolutions

Computing support for research and teaching across all campuses is managed by eSolutions. Information about services provided may be found under Software Essentials. (See below)

Deakin Software Library

The Software Library provides students with access to software that you may need or find useful for your study at Deakin. These free software downloads are available at www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help/desktop-software Students are able to access Microsoft Office for free from this site also.

Communication

Once enrolled, each student is expected to establish a Deakin University email address. Email is the University's main method of communication with students. It may be used to convey important information about changes to units, timetables and so on, and to warn students that their enrolment does not comply with the course rules. Email is also used for Student Association information and to conduct elections for student representation on University committees. If you wish, you can arrange to have your Deakin email messages forwarded to another email address. Instructions for email redirection can be found at

<http://www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help/email-and-calendars>

It is essential that students check Deakin email accounts regularly.

In addition, you can communicate with the Faculty of Health via CloudDeakin Discussion Boards, Facebook and Twitter. These sites are checked and responded to on a regular basis and a great way for you to stay linked into what is happening at Deakin.



Like us on Facebook:
Faculty Health HSAS



follow us at [@DeakinHSAS](https://twitter.com/DeakinHSAS)



Follow us on Instagram:
hsas_deakin

Internet usage

The University's internet facilities must only be used for gathering information relating to a student's course of study. **Students using the internet inappropriately will be subject to disciplinary action and may have their access withdrawn or face other penalties, including possible exclusion**

Recommended standards in computing, connectivity and student capability

Students in the Faculty should have the following core computer competencies:

- familiarity with the keyboard and screen
- knowledge of the Windows operating system environment
- knowledge of the Software Essentials available
- knowledge of basic file management
- ability to use email and the internet
- ability to use a word-processing package and spreadsheets.

The University conducts information technology training sessions for students during Orientation Week and the first weeks of trimester. These sessions cover topics such as account responsibility, printing, internet/intranet services, accessing applications, backup and the use of portable computers in the laboratories.

Remember you can access free Microsoft Office software at: www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help/desktop-software

Minimum computer specifications

Deakin's LIVE the Future: Agenda 2020 signals our intent to offer a brilliant education where students are and where they want to be, through premium cloud and located learning. To fully engage with Deakin learning experiences, students need to have and be able to use internet-connected devices. The minimum standards required for effective study at Deakin University in 2018 can be found here: www.deakin.edu.au/study-at-deakin/apply/computer-requirements

Printing at Deakin

Students are able to print to most printers at Deakin from anywhere on campus. Each Deakin computer is loaded with the 'Print@Deakin' software which enables you to print to any printer available on campus. The printer will release your printing when you swipe your Deakin ID card at the printer. To find out more about printers and printing visit:

<http://www.deakin.edu.au/about-deakin/administrative-divisions/esolutions/it-help/printing>

Academic policies and procedures

All students of the University are subject to University Statutes, Regulations, Policies and Procedures. A complete set may be found on The Guide on Deakin's website at www.deakin.edu.au/theguide. Below you will find reference to some of the most relevant policies and procedures available on The Guide. Be sure to familiarise yourself with this information as it will be of great assistance to you in your studies during your time at Deakin. You can also find out more specific information about your course/units in the Deakin Handbook at <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook>. If you are unclear about this information please visit your nearest Student Central Hub.

Re-admission after Exclusion

Students who have been excluded from their course must write to their Faculty Academic Integrity and Progress Committee (FAIPC) to apply for Re-admission after Exclusion by the given closing date as stipulated in their exclusion letter. Applications should be made using the Re-admission after exclusion application form, found at:

<http://www.deakin.edu.au/students/faculties/faculty-of-health/student-support/re-admission-after-exclusion>

In considering applications for re-admission, faculties shall take into consideration the normal admission criteria for that year and the likelihood of successful completion of the course based on evidence of changed circumstances or academic rehabilitation. Supporting documents are required and can be uploaded at the time of application.

Enrolment

Except with the permission of the Academic Progress Sub-committee (APC), a student shall not undertake a subject, unit or component of a course for which he/she does not meet the pre-requisite or co-requisite requirements. An enrolment officer may prohibit enrolment in particular units and impose any other condition or restriction he or she deems appropriate.

Except with the permission of Faculty Board, a student may not enrol in units amounting to more than 5 credit points in any trimester.

It is also the student's responsibility to ensure that their enrolment details are correct.

Enrolment details should be checked through Deakin University's student administration portal at www.deakin.edu.au/studentconnect. It is essential that students check StudentConnect regularly, as incorrect enrolment details may have academic or financial implications.

Students are responsible for giving notification to the University of their current postal address. The University shall be deemed to have notified a student in writing if notice is posted to the last notified postal address.

The University will not be responsible for any disadvantage or inconvenience incurred by a student who fails to notify the University of their current postal address, or who fails to check their Deakin email and their enrolment record on StudentConnect regularly.

Students are responsible for ensuring that re-enrolment and enrolment variation is undertaken by set dates to avoid financial penalties. Students who fail to re-enrol by the specified dates may lose their place in the course. For further information about enrolments please review the procedure which is available on The Guide: Admission Process, Enrolment, Fees and Charges Procedure

Re-enrolment

Students are required to re-enrol each year until the completion of their course. This process generally occurs between September and November for the following year, and is done online through StudentConnect. Financial Penalties apply if you do not re-enrol by the set dates.

When selecting your units for the following year, you should work on the assumption that you will pass all the units you are currently studying. You will be given an opportunity to amend your enrolment if necessary after the Trimester 2/Semester 2 results are released. Make sure that you check your Deakin email account regularly for important information about enrolments and fees.

When planning your re-enrolment, it is essential that you check the course rules and unit pre-requisites in the Handbook. You are advised to plan your program of study before you login to StudentConnect. Remember also that a Maximum Period of study (MPS) applies to all courses, and is generally six years and one trimester for a 24 credit point (CP) / three year degree. Students who do not complete within the maximum period for the degree may be excluded. Refer to Academic Progress Rules, following. In addition, on-campus international students must maintain full-time enrolment loads in order to meet visa requirements.

Cross-institutional studies

Students seeking credit for study to be undertaken at another institution concurrently with their enrolment in a course at Deakin (cross-institutional or complementary study) must make written application to the Faculty prior to commencing that study. Where a student does not gain such prior approval from the relevant enrolment officer, the student may not obtain credit towards the award for that study undertaken. Note that cross-institutional enrolment is not normally permitted in units which are available at Deakin. To access the appropriate application form please visit: <http://www.deakin.edu.au/study-at-deakin/apply/other-types-of-application/apply-for-cross-institutional-study>

International Study Opportunities

Students are encouraged to consider opportunities to study part of their course overseas, for which credit may be obtained, in an approved partner institution.

Enquiries should be directed to Deakin International in the first instance via the following website: <http://www.deakin.edu.au/study-at-deakin/international-students/study-abroad-and-exchange>

The Faculty of Health also offers study tour programs for some of its units. Study tours are short term international travel experiences offered to students enrolled in specific units. To view the units which offer this experience refer to the website:

<https://study-abroad.deakin.edu.au/index.cfm?FuseAction=Abroad.Home>

The Global Citizenship Program

The Global Citizenship Program is aimed at supplementing your studies at Deakin and involves a combination of different international activities such as:

- International study experiences
- Participation in internationally-focused units
- Seminars on international topics
- International internships

- International-centred volunteering
- Personal growth

Once you have acquired the set number points and skills, you will be awarded the Global Citizenship Program Certificate that will list the activities and the skills you have gained. While the program is primarily non-credit bearing you can attach the certificate to your resume that will outline the skills and attributes you have attained. This will assist you in communicating to future employers the additional skills you can offer in this increasingly globalised world. The Global Citizenship Program is designed to be completed before you graduate. For more information about the program refer to the website: <https://study-abroad.deakin.edu.au/index.cfm>

Deferral

Deferral means the approved postponement of an offer to study in a particular course for a specified period prior to the first enrolment in that course.

Applicants who have been made regular undergraduate offers will normally be permitted to defer automatically for one year. Deakin University will normally allow you to defer the commencement of your course for up to 24 months, for most courses. Applications to defer must be submitted in writing to the Admissions Officer by the end of the period for accepting offers.

An applicant who has been made an offer for a postgraduate coursework program may apply to defer for one year, subject to the policy of the relevant faculty board.

If an applicant wishes to study a course other than that from which they have deferred, they must apply for the new course as a new applicant, according to the normal procedures. If the course from which an applicant has deferred is not offered in the following year, the applicant will be permitted to enrol in a similar course where one exists. All applicants who have deferred must notify Admissions, in writing by 31 October in the year of deferment, if they intend to take up their deferred place in the course.

Intermission

'Intermission' means the approved postponement of study for a specified period after a student has enrolled in a course. Intermission will normally be considered only when application is made via StudentConnect before the cut-off date in each trimester for withdrawal without penalty, and where the student's academic progress is satisfactory. To check these dates please visit: <http://www.deakin.edu.au/courses/key-dates>

If approved by the School, intermission will normally be for a maximum period of one year. Applications for further periods of intermission will only be considered in extraordinary circumstances, must be accompanied by supporting documentation and an explanation of the reason(s) for deferral, and must be approved by Faculty Board via the Faculty Academic Integrity and Progress Committee (FAIPC). Please apply online at:

<http://www.deakin.edu.au/health/faculty-of-health-current-students/extended-intermission>

A student who has been granted intermission must confirm their intention to resume studies in the course in writing, by the cut-off date for application for entry into the course in the year in which they intend to resume study. A student who does not confirm their intention to resume study by this date shall be automatically withdrawn from the course. DSA will make contact with students towards the end of their intermission period to remind them to enrol in their course. It is essential for this reason that students maintain correct contact details during periods of intermission to ensure that any communication sent by Deakin during this time is able to reach them.

Course transfer

Students who wish to apply to transfer to another course in the University may do so by completing an Application for Course Transfer form and lodging it with the selection officer for the course they wish to enter. For specific requirements please speak with Student Central. Note that a course transfer form is an application only. A student wishing to transfer should not relinquish their place in their current course, until advised in writing of the successful outcome of the application. **You must re-enrol in your current course if you have not heard the outcome of your course transfer application before the closing date for re-enrolments.** Students who are successful in obtaining a course transfer are responsible for withdrawing from their original course following the transfer process.

Any student who wishes to transfer from combined courses to a single degree should discuss the matter with both Faculties/Schools before he/she submits their application.

The Faculty of Health Course Transfer Guidelines are available at: <http://www.deakin.edu.au/health/faculty-of-health-current-students>, under the Forms and Guidelines heading. Applications for course transfer forms are available from: www.deakin.edu.au/students/enrolment-fees-money

Credit for Prior Learning (CPL)

Credit for Prior Learning may be granted towards most courses offered by the Faculty of Health. Consistent with Deakin University's policy, it aims to provide students with as much credit as possible for approved prior study or informal learning which exceeds the normal entrance requirement for the relevant course, within the constraints of each course's rules. As a general rule, decisions regarding credit for prior learning will be based on the Deakin University 'Credit Transfer and Recognition Policy' which is available through The Guide.

The Credit for Prior Learning Database holds details of the credit transfer that can be awarded for particular programs. Students seeking credit transfer must make written application on the appropriate form, providing satisfactory documentary evidence in support of their application. This would normally include: a certified copy of the student's academic transcript, a key to results, an extract from the handbook of the previous institution showing details of course structure; credit point weightings; outlines of any units for which specified credit is sought, including assessment requirements and credit point weighting of those units.

Applicants should not send original documents, as they will not be returned. In certain circumstances, credit may be offered subject to the Course Director sighting original documentation at the enrolment session. A complete assessment can be made only when full documentation has been provided. Applications which do not comply may not be considered.

Students should be aware that the breadth of choice and flexibility available to them may be reduced as a consequence of credit having been granted. Students may choose to accept all or any part of the credit offered at the commencement of their program. A student who accepts only partial credit may subsequently apply for the balance of the original offer provided that every requirement of the course of enrolment is met. Conversely, a student who accepts all credit offered may subsequently apply to the School to surrender any part of that credit.

Where students intend to apply for professional recognition, it is the student's responsibility to establish with the appropriate external bodies that their program will meet the requirements for professional recognition, before they accept an award of Credit for Prior Learning.

Students who wish to gain credit for study undertaken elsewhere concurrently with their enrolment in a Deakin course (cross-institutional studies) must apply in writing to the Faculty prior to commencing that study. Except in extraordinary circumstances, without such prior approval the student will not be granted credit towards the award for that study. Cross-institutional studies are not normally permitted for units that are available at Deakin, so will ordinarily only be approved for the elective components of a course.

Responsibility for assessing applications for Credit for Prior Learning and cross-institutional studies, within the guidelines established by Faculty Board, is delegated to the relevant course coordinator, except where a precedent has been established and recorded in the University Credit for Prior Learning Database, in which case the application can be handled administratively.

Applicants will receive written notification of the outcome of their applications as soon as possible.

Assessment policy and procedures

A summary of the assessment policies and procedures pertaining to units offered by the Faculty of Health follows. For further information, refer to Regulation 4.1(1) – *General Misconduct*, Regulation 4.1(2) – *Academic and Research Integrity*, 5.3(1) - *Assessment and Academic Progress in Higher Education Award Courses*. These may be found on The Guide on Deakin’s website www.deakin.edu.au/theguide

Assessment requirements

As a general rule, students should expect to allocate approximately 10 hours per week to each 1 credit point unit (including contact hours where relevant).

The assessment requirements for each unit shall normally be as published in the University Handbooks. Any variation to the published assessment details must be approved by Faculty Board, and students notified of the change in writing or via email no later than 10 working days after the commencement of the trimester/semester in which the unit is being offered.

The schedule of assessment for each unit will be promulgated to all students within the first two weeks of the trimester/semester in which the unit is delivered. This will include: the dates on which assignments will be set; the dates on which assignments are due to be submitted; the marking criteria to be employed; and the date by which assignment correction will have been completed.

Presentation of work

Most Schools have guidelines to assist you in the presentation of your work, including formats for citations, reference lists and so on. Refer to your unit guides, or ask your lecturers to recommend an appropriate style guide.

Note that presentation requirements may vary between Schools, and even between particular assignments. You should make yourself familiar with these requirements, as good presentation is an essential part of submitting work for assessment. By following the guidelines you will be able to produce work that is better organised, coherent, and presented in a manner that reflects the effort you have put into it.

It is expected that assignments be word processed. If this is not possible, please discuss the matter with your unit chair.

Deakin’s Guide to Referencing

<https://www.deakin.edu.au/students/studying/study-support/referencing>

Academic Integrity

<http://www.deakin.edu.au/students/studying/academic-integrity>

Demonstrating academic integrity is about producing and submitting assessments in an honest and fair way, acting and communicating ethically, and showing respect for the work of others.

Deakin expects its staff and students to understand and demonstrate the values of 'honesty, trust, fairness, respect and responsibility', that is, to act with academic integrity. But what does that mean exactly? It means that you must:

- Submit your own work, sit your own tests, and do your own examinations.
- Acknowledge other people’s work that you have used in your assessments and other tasks.
- Carefully follow instructions for all assessment tasks.
- Provide accurate and truthful documentation to the University.
- Encourage other students to act with academic integrity.

Things you should do to avoid breaching academic integrity

It is important to develop the skills detailed below, which will help you to avoid breaching academic integrity in the tasks you submit for assessment:

- Whenever you refer to **another person’s research or ideas** (either by directly quoting or by paraphrasing them) you must acknowledge your source. If you are ever in doubt about how to properly cite a reference, consult your lecturer or the academic skills website <http://www.deakin.edu.au/students/study-support>

- In addition, you need to know how to discuss the ideas and findings of others using **summary and paraphrase**. You also require an understanding of when and how to quote directly.
- Good **note-taking skills** are necessary. Taking notes in your own words is a good strategy because it shows that you have really understood the information/data/ideas from your sources and ensures that their words do not inadvertently find their way into your assignment.
- **Time management and planning skills** are essential for students to be able to complete assignment tasks in a timely manner and to academic standards. Some students may not be clear just **what is expected** of them in their written assignments, and so put off the act of writing.

Detecting problems before you hand in your work

Deakin University makes available to all students software entitled [Turnitin](#). This software checks for matches between your work and material available on the web. Staff will use this software to check your submitted assignments. You should also use it before submitting your work to check that you do not have any problems. The CloudDeakin site for each unit has a folder titled 'Check Your Work Here', which contains a submission box for your personal work; assignments submitted here are not accessed by staff for assessment purposes. Please allow enough time for the checks to occur. When you first submit a piece of work you will receive a report from *Turnitin* within a short time – generally about 10 minutes. However, subsequent submissions have a 24 hour turnaround. If your assignment shows that there are problems, you should contact the Division of Student Life's Language and Learning Advisors <http://www.deakin.edu.au/students/studying/study-support/ask-us> who will assist you to improve your writing skills.

Things you should never do

There are some activities that are never acceptable in the preparation of assignments at the tertiary level. Students who engage in any of these activities create some doubt in the mind of the reader that the student's work is original. Many of these activities leave the student open to breaching academic integrity.

You should never:

- submit an assignment without providing an accurate list of references used
- copy one or more sentences from a reference source (book, journal, web page, etc.) without formatting the material as a quotation
- use data in the form of numbers, tables, graphs, diagrams or other images without citing the source of the material
- use program source code, even if it is freely available in the public domain, without citing the source of the code
- take material from reference material and paraphrase it (write it in your own words) without citing the source of the material
- use an idea conceived by another person without citing the source of the idea.

You should be aware that all assessment item results are provisional until final approval by the Faculty Academic Integrity and Progress Committee (FAIPC). In addition to this, assessment item marks may be withdrawn or altered if the student is found to have breached academic integrity.

Assignments

Unless your lecturer tells you otherwise, all assignments or essays for on-campus Health units should be submitted through Cloud Deakin following instructions available in your Unit Guide.

Before you submit any assignment or essay, you should make a back-up copy, which you should keep until the marked assignment has been returned to you. In the unusual event that one of your assignments is misplaced, you will need to submit your backup copy.

It is most important that before submitting your assignment you are aware of the name of your tutor/lecturer and the group number you are in, and include this information on your assignment. This will help to avoid delays in directing assignments to the correct staff members.

Students who wish to seek an extension of time for an assignment should apply via their unit CloudDeakin site.

Students will be required to click on "My Tools" on their unit CloudDeakin site and they can access the online

assignment extension form.

For applications submitted within 3 days prior to the assignment due date, a current draft of the assignment showing progress towards completion must be submitted with the online extension form application.

Extensions will only be granted in exceptional circumstances. Appropriate supporting documentation must be provided (such as a medical certificate or statutory declaration). Any medical certificates submitted for Special Consideration or an extension must indicate the severity of the condition. Please refer to the guidelines provided on the application for extension for further details.

Special Consideration

Students who consider that their assessment was or is likely to be adversely affected on medical, compassionate or hardship/trauma grounds may apply for Special Consideration. Students should discuss the matter with the Unit Chair in the first instance, as in many cases an extension on the due date for an assignment will suffice.

Applications for Special Consideration must be made online via StudentConnect with independent supporting documentation scanned and attached to your online application. If there are any concerns or questions then you should contact Student Central in the first instance on your campus. Applications must be lodged within three days of the due date of the assessment task or the exam sit date for which Special Consideration is sought. To apply for Special Consideration please go to: www.deakin.edu.au/students/assessments/special-consideration

Special consideration is intended for students who experience serious or exceptional circumstances beyond their control which have affected their performance in an assessment task and is intended to assist students in dealing with unexpected, short-term setbacks. Circumstances within a student's control (e.g. misreading timetables, including exam timetables, exam stress, returning home, holidays, social or family occasions) and temporary, minor ailments (e.g. headaches, colds, sleeplessness, gastric upsets, general period pain) will not be accepted as grounds for special consideration. Religious or faith-based issues are also not in themselves grounds for special consideration, although they may be used to support an application on other, valid grounds.

Medical or other relevant evidence should be provided. Applications on medical grounds will be rejected unless the supporting documentation is presented on the Deakin University Medical Certificate, or the doctor's certificate includes a statement from a registered medical practitioner that explains the severity of the condition, how it affected your ability to study or undertake the assessment task and the dates you were affected. A statutory declaration is not sufficient by itself. Students are reminded that it is a criminal offence to falsify medical certificates or to make untrue statements in statutory declarations. The University will not hesitate to pursue these matters.

Supplementary assessment

Supplementary assessment (ie. additional assessment – SAE or SAA - that is awarded on grounds other than Special Consideration) will only be granted in exceptional circumstances, such as where there is genuine doubt with regard to a student's performance, as approved by the Faculty Academic Integrity and Progress Committee. Supplementary assessment will not be awarded to resolve marginal failures in units. The maximum grade which can be achieved further to supplementary assessment is 50P. Any supplementary assessment granted will be conducted in accordance with current University policy.

Final Unit To Complete (FUTC) – Pass Conceded (PC) and Supplementary Assessment

Pass Conceded (PC) and Supplementary Assessment processes – under the University's 'Final Unit to Complete' provision – are available only to students who are one credit point short of completing their degree and have a failed unit that meets the requirements for a Pass Conceded or Supplementary Assessment as described in the table below. If you are more than one credit point short of completing your degree, you are not eligible to apply.

Requirements

Pass conceded grade requirements	Supplementary assessment requirements
<ol style="list-style-type: none"> 1. Final unit of degree (e.g. 23/24 CPs achieved); 2. A unit result of between 45% and 49% (inclusive) in a unit studied in any trimester of your course. 3. Fail grades in other units as described below: <ol style="list-style-type: none"> 1. two-year undergraduate course : a fail in no more than two other units 2. three-year undergraduate course : a fail grade in no more than three other units 3. four- or five-year undergraduate course : a fail grade in no more than four other units 4. combined courses : a fail grade in no more than two other units in the 	<ol style="list-style-type: none"> 1. Final unit of degree (e.g. 23/24 CPs achieved) 2. A unit result of between 40% and 49% (inclusive) 3. The Unit was studied during the last 12 months (eg the trimester just completed and the two trimesters before that).
<p>relevant course — a student is eligible to be considered for a pass conceded grade in each of the component courses</p> <ol style="list-style-type: none"> 5. graduate certificate or graduate diploma : a fail grade in no more than one other unit 6. masters by coursework : a fail grade in no more than two other units. <p>4. PC grades cannot be awarded if professional registration requirement preclude this. In such situations, students are offered Supplementary Assessment if they meet criteria 1 to 3 above</p>	
<p>Outcome, if awarded, is a PC grade</p>	<p>Outcome, if awarded, is Supplementary assessment (SAA) / Supplementary exam (SAE) - capped at a max result of 50P for the unit</p>

<http://www.deakin.edu.au/health/faculty-of-health-current-students/final-unit-request>

Release of results

Award assessment results are available via StudentConnect and will be released via SMS to a nominated mobile phone. To be eligible to receive your results earlier than the official StudentConnect release time, you must register for the SMS service by visiting www.deakin.edu.au/results/sms

Review of result

Following Result Release (or finalisation of a student's unit), students are permitted to make an application for Review of Result if they believe that University process has not been followed or their work has been marked incorrectly.

Reviews will only be considered in accordance with clause 74 of the [Assessment \(Higher Education Courses\) Procedure](#), which became effective from 9 March 2015, and states that:

The Faculty Committee will normally only approve an application for a review where the student provides evidence that their work was not marked in accordance with the marking criteria or that there was a misapplication of other relevant University policies or procedures.

Applications are made online at the below link and must include supporting documentation:
<http://www.deakin.edu.au/health/faculty-of-health-current-students/review-of-result>

The Faculty Academic Integrity and Progress Committee will consider each request for review in consultation with the chair of the relevant School Academic Progress Committee (APC) and the assessment panel. In determining each request the Faculty Academic Integrity and Progress Committee may amend or confirm the result. Note that this may result in a reduction in the mark allocated.

The Faculty Academic Integrity Progress Committee will not accept applications for Review of Result after five working days from the date of official notification of results for the unit unless there are exceptional documented circumstances, fully explained with independent supporting documentation.

Students should note that this process is not to be used to apply for a Pass Conceded grade, Special Consideration or any other process.

Scholarships, prizes and awards

A number of University and school awards, prizes and scholarships are available to students each year. These are listed in the Handbook.

See also the following website for further details including closing dates:

<http://www.deakin.edu.au/study-at-deakin/scholarships-and-awards>

Graduation

Students must apply to graduate in order to receive their testamurs, either at a graduation ceremony or in absentia. If you do not receive an application to graduate during the final trimester/semester of your course, contact Student Central.

Privacy

Deakin University, as a matter of policy, has for many years complied with the Commonwealth Privacy Principles and also complies with Victorian Privacy legislation.

Deakin has always respected the privacy of personal and sensitive information and has developed policies and procedures to ensure that relevant privacy principles are incorporated in all areas of the University's operation. The University's privacy policy is available for viewing and can be accessed through the Deakin home page at www.deakin.edu.au/privacy

Glossary

Academic Progress Committee (APC)

A committee which may be established by a Faculty Board to assist the Faculty Academic Integrity and Progress Committee. Such committees shall perform the duties delegated to them by the Faculty Board, other than the power to deal with academic integrity matters.

Academic transcript

A chronological record of enrolment and official assessment results in units and courses published with respect to a student.

Academic year

The period from the first day of the first trimester/semester of any year, to the day preceding the first day of the first trimester/semester of the following year, both inclusive.

Assessment

The evaluation of a student's overall academic performance in a unit by whatever means the Faculty Board has determined.

Census Date

Census date is the final scheduled date within each trimester/semester period when students can amend their enrolment without it appearing on their academic transcript and without incurring a fee. Students should discuss any changes to their enrolment with a course adviser to ensure they make an informed decision. Detailed information including the Census dates for each trimester/semester is available at the Important Dates link: <http://www.deakin.edu.au/study-at-deakin/important-dates>.

CloudDeakin

CloudDeakin is Deakin University's cloud learning environment. It incorporates a range of spaces and tools to enable interactive and engaging learning. Students can access units, including their unit and study guides, lecture recordings and other course tools for example, assessment items using tools such as discussions, quizzes and the ability to submit assignments online.

Cloud (online) mode

Study in the Cloud (online) mode normally does not require attendance at the University. Unit materials are available through Cloud Deakin, where necessary, arrangements are made for students to sit for examinations at specified centres accessible from where they live.

Collusion

Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

Combined courses

An approved combination of courses, taken simultaneously, which leads to the conferral of two awards.

Contact time

The weekly timetabled class, seminar or practical work sessions approved for each unit or component of a course.

Co-requisite

One or more units specified by the Faculty Board that a student must complete prior to, or simultaneously with, a particular unit before the student's enrolment in that unit will be regarded as effective. Co-requisites are normally specified in the Handbooks.

Core units

The compulsory units in a course.

Course

A set of units comprising credit points to a particular value, and approved by the Academic Board, which, when satisfactorily completed by the student, normally entitles that student to the award of the appropriate certificate, diploma or degree. Specific course rules are published in the Handbook.

Coursework programs

Coursework programs are all courses other than those masters or doctoral courses in which at least two thirds of the requirements are research.

Credit

Credit (including credit transfer and Credit for Prior Learning) granted towards a course at the University for relevant approved study, experience or work satisfactorily completed at the University or elsewhere.

Credit point

A measure of workload.

Credit transfer

The transfer of credit to a Deakin award for completed or partially completed studies in other accredited or credentialed programs.

Cross-institutional studies

An enrolment approved in advance by a Faculty, in units or components offered at another institution which, on successful completion, will be credited towards an award of the University. Students seeking credit for a unit to be undertaken outside the University concurrently with their enrolment in a course must make written application to the Faculty and gain approval prior to commencing that study. Cross-institutional studies are normally approved only when no comparable unit is offered by Deakin and differs from credit transfer in that it involves concurrent study. Enrolment at the University in units or components which, on successful completion, will be credited towards an award of another institution is also a form of cross-institutional enrolment.

DeakinSync

DeakinSync is the student's individual personal hub with easy access to everything a student needs in one place. It provides access to items such enrolment and timetable details, emails and much more.

Deferral

The approved postponement of study for a specified period prior to the first enrolment in a course.

Discontinuation

The formal termination by a student of enrolment in a unit, component or course, other than by intermission. If a student who has withdrawn from all units wishes to resume studies in the future, he or she must apply for re-admission to the course.

Elective unit

A unit that is not prescribed as a core part of a course, but which may be undertaken and credited towards the course. Elective units may include a range of units offered by the Faculty, other Faculties or other institutions. The number of electives a student may include in a course is prescribed by the rules of the course in which the student is enrolled.

Encumbrance

An academic encumbrance is either an exclusion or restriction imposed on a student's enrolment as a result of unsatisfactory academic progress or Academic Misconduct. An administrative encumbrance is a restriction of services imposed because a student has not fulfilled an obligation or responsibility to the University, for example, failure to return library books or pay a library fine and failure to repay a student loan.

Enrolment

Enrolment refers to the process of completing all required procedures including the payment of all prescribed fees and charges for the course to be undertaken by the student. 'Enrolment' may also refer to the status that results from the completion of the process.

Exclusion

Termination by the University of a student's enrolment and of the right to re-enrol in a unit or course. Students who have been excluded from a course must apply for re-admission if they wish to continue their studies at the end of the period of exclusion. Re-admission is not automatic and each case is considered on its merits by the relevant faculty.

Faculty Academic Integrity and Progress Committee (FAIPC)

The FAIPC is a committee of each faculty established by the faculty board of each faculty for the purposes of Regulation 5.3(1) - *Assessment and Academic Progress in Higher Education Award Courses*, and for dealing with such matters of Academic Integrity as are referred to it pursuant to Regulation 4.1(2) – *Academic Integrity*. The FAIPC also deals with matters such as Re-admission after Exclusion, Further Intermissions, Pass Conceded, and Review of Result.

Faculty Board

Faculty boards are responsible for conducting the academic affairs of each faculty in accordance with the University's statutes and regulations. In this Manual, unless otherwise specified, 'Faculty Board' refers to the Faculty Board of the Faculty of Health.

Important Dates

Important dates such as Census dates, trimester dates, exam study and exam periods and other significant dates are detailed under the Important Dates - <http://www.deakin.edu.au/study-at-deakin/important-dates>. Students should make time to look at these dates when planning their study, work commitments

Intermission

The approved suspension of study for a specified period, normally a maximum of one year, after a student has enrolled in a course. If granted, students must advise the University in writing by the date specified of their intention to resume their studies. Only in extraordinary circumstances may a second year of intermission be granted.

Major sequence

A group of related units approved by the Faculty Board and listed in the Handbook, amounting to a minimum of 6 credit points, and with a minimum of 2 credit points at each of levels two and three of the course.

Non-award enrolment

An enrolment in a unit or in a course delivered through the University, but which does not lead to an award of the University.

Pass Conceded (PC)

A Pass Conceded is a grade that may be awarded for one unit in any course to enable a student to satisfy the requirements of the course, provided that the student has achieved 45% or more for the last unit he/she needs to complete the degree. Granting of the PC is at the discretion of the Faculty Academic Integrity and Progress Committee (FAIPC). Note that PCs may not be available in units that are required for professional registration.

Plagiarism

Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgement of its authorship, the work of any other person.

Precluded unit

A unit that a student is prevented from undertaking on the basis of prior knowledge and skills, and for which replacement studies are required. No Credit for Prior Learning is granted for the unit.

Pre-requisite

One or more units of the University, or a subject or subjects of the Victorian Certificate of Education or equivalent, which are specified by the Faculty Board and which must have been successfully completed before a student's enrolment in a particular unit or course offered by the Faculty will be regarded as effective. Pre-requisites are normally specified in the Handbook.

Result

Result means the final grade/mark in a unit, awarded to a student based on the summation of assessment for that unit.

STAR

Student Timetable Allocation and Registration.

Trimester

The trimester system is a method of organisation for the teaching year. At Deakin University there are three trimesters: Trimester 1 runs from March to June, Trimester 2 from July to October and Trimester 3 runs from November to February.

Semester

Please note that Medicine and Medical Imaging use the semester system – there are 2 semesters and dates can be found at <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook/2018-medicine-surgery-dates> and <http://www.deakin.edu.au/students/enrolment-fees-and-money/university-handbook/2018-handbook/2018-medical-imaging-dates>

Unit

A thematic entity that is normally one trimester/semester long. Units may have a value ranging from 1 to 8 credit points.

Unit Chair

The person appointed by the Faculty Board to chair the assessment panel for each unit.

Safety and Security on Campus

You should carry your Deakin ID card with you at all times while on campus.

Never leave personal belongings unattended.

Incidents such as theft or harassment on campus must be reported to Deakin Security. You should also report any person acting suspiciously.

On request, a member of the security staff can escort you to your car after hours.

If you need assistance in a car park, contact Deakin Security.

Deakin Security

Extension **222** (all campuses, 24 hours) from an internal Phone

9244 6222 (Melbourne)

5227 2222 (Geelong Waurin Ponds)

5227 8222 (Geelong Waterfront)

5563 3222 (Warrnambool) - alternatively, call **1800 062 579**.

Emergencies

In an emergency, dial **000** for an **Ambulance**, the **Fire Brigade** or **Police** (you will need to add a 0 if dialling from an internal Phone).

For the **Poisons Information Centre**, dial (0 if dialling from an internal phone, then) **13 1126**.

For a medical emergency, once an ambulance has been called, call Deakin Security for first aid assistance.

