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TABLE OF CONTENTS

COURSES OF STUDY

(bachelor degrees / diplomas)

- 2D Animation 1 - 2
- Advertising 2
- Animation & VFX 2 - 3
- Applied Business (Entertainment Management) 3 - 4
- Applied Business (Fashion Marketing) 4 - 5
- Arts (Audio Production) 5
- Arts (Digital & Social Media) previously known as Content Creation 6
- Arts (Interior Design) 6 - 7
- Arts (Music) 7 - 8
- Arts (Music Production) 8 - 9
- Design (Fashion & Sustainability) 9
- Entertainment Journalism 9 - 10
- Game Design 10
- Graphic & Digital Design 11
- Marketing 11 - 12
- Performing Arts (Acting) 12 - 13
- Performing Arts (Comedy) 13 - 14
- Performing Arts (Stage Management) 14
- Performing Arts (Writing & Directing) 15
- Photography 15 - 16
- Screen & Media 16 - 17

(double degrees)

- Arts (Audio Production) & Applied Business (Entertainment Management) 17
- Arts (Music) & Applied Business (Entertainment Management) 17
- Design (Fashion & Sustainability) & Applied Business (Fashion Marketing) 18

TABLE OF CONTENTS

(post graduate certificate / diploma)

- Creative Writing 18 - 19
- Ethical Leadership 19

(other)

- Electives 19 - 20
- Industry Interaction 20 - 22

COURSE FEES 21

- Fee Schedules 21
- Payment of Tuition Fees 21 - 22
- Fee-Help Loan Assistance 22
- Centrelink Study Payments 22
- Refunds 22
- Tuition Assurance 23
- Variation to Course Timetables & Tuition Fees 23
- Student Required Equipment Costs 23

ACADEMIC CALENDAR 23

KEY CONTACTS 24

- Academic Leadership 24 - 25
- Program Coordinators 25
- Operations, Administration & Student Services 25 - 26
- Student Representative Council 26
- Collarts Contact Details 26

CAMPUS INFORMATION 27

- Facilities 27
- Campus Evacuation Procedures 27

TABLE OF CONTENTS

- Booking Production & Rehearsal Facilities 27 - 28
- Demonstrating Due Care 28
- General Equipment 28 - 29

ENROLLING AT COLLARTS 29
- Qualifying for Enrolment 29
- Application Procedure 29 - 30
- Recognition of Prior Learning (RPL) Eligibility 30

MANAGING YOUR ENROLMENT AT COLLARTS 30
- Change of Personal Details 30
- Transferring Between Courses 30 - 31
- Deferral, Leave of Absence or Withdrawal (Course or Unit) 31
- Termination 31 - 32
- Variation 32

SAFE WORK & LEARNING ENVIRONMENTS 32
- Health & Safety 32 - 33
- Privacy 33

ACADEMIC SERVICES & SUPPORT 33
- Orientation 33 - 34
- Learning Support 34
- Wellbeing Services 34
- Timetables 35
- Attendance 35

TABLE OF CONTENTS

IT & EQUIPMENT SUPPORT 35

- Computer Network & Internet Access, Use & Safety 35 - 36
- Permitted Use of Internet & Company Computer Network 36
- Accessing the Internet 36
- Frivolous Use 36 - 37
- Virus Detection 37
- Privacy 37
- IT Support 37
- Equipment Safety & Protocol 38

ASSESSMENTS & EXAMINATIONS 38

- Procedural Fairness 39
- Assessment Tasks 39
- Assignments 39
- Examinations 40 - 41
- Special Consideration for a Deferred Assessment 41
- Special Consideration for a Missed Assessment or Exam 41 - 42
- Eligibility to Graduate 42
- Withdrawal from a Unit 42
- Processing & Publication of Results 43
- Grading System 43 - 46
- Appealing a Grade or an Assessment Mark 46 - 47

CONDUCT 47

- Academic Misconduct 47 - 48
- Non-Academic Misconduct 48

COURSES OF STUDY

Students can commence in any trimester. Depending on student numbers, units of study will be offered in every trimester. Students can check the Collarts website to find out if there is a course intake in the coming trimester. For information regarding available units of study in a given trimester, students should contact Student Services via support@collarts.edu.au or call 1300 818 777.

An extended delivery option for international students is available in some cases. Please contact international@collarts.edu.au for more information.

DIPLOMA OF 2D ANIMATION

The full-time course duration is two trimesters with a study load per trimester of four units, one from each stream of units. All units are six credit points in value, equal to a course load total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students enrolled in the Diploma have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of 2D Animation.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF 2D ANIMATION

The full-time course duration is six trimesters (two years) with a study load per trimester of four units, one from each stream of units. All units are six credit points in value, equal to a course load total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ADVERTISING

The full-time course duration is two trimesters with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students enrolled in the Diploma have the opportunity to articulate to the Bachelor upon the successful completion of the Diploma of Advertising.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ADVERTISING

The full-time course duration is two years with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points..

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ANIMATION & VFX

The full-time course duration is one year and the study load per trimester is four units, one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 72 credit points.

The part-time course duration is two years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Animation and VFX.

Information on the admissions criteria for this course can be found here. A copy of the course outline for this program can be found here.

BACHELOR OF ANIMATION & VFX

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

More information regarding course admission can be found here. A copy of the course outline for this program can be found here.

DIPLOMA OF APPLIED BUSINESS (ENTERTAINMENT MANAGEMENT)

The full-time course duration is two trimesters with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon the successful completion of the Diploma of Applied Business (Entertainment Management).

Information on the admissions criteria for this course can be found here. A copy of the course outline for this program can be found here.

BACHELOR OF APPLIED BUSINESS (ENTERTAINMENT MANAGEMENT)

The full-time course duration is two years with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF APPLIED BUSINESS (FASHION MARKETING)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students enrolled in the Diploma have the opportunity to articulate to the Bachelor upon the successful completion of the Diploma of Applied Business (Fashion Marketing).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF APPLIED BUSINESS (FASHION MARKETING)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester

may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ARTS (AUDIO PRODUCTION)

The full-time course duration is two trimesters with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Arts (Audio Production).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (AUDIO PRODUCTION)

The full-time course duration is two years with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ARTS (DIGITAL & SOCIAL MEDIA) PREVIOUSLY KNOWN AS CONTENT CREATION

The full-time course duration is two trimesters with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Arts (Digital & Social Media).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (DIGITAL & SOCIAL MEDIA) PREVIOUSLY KNOWN AS CONTENT CREATION

The full-time course duration is two years with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ARTS (INTERIOR DESIGN)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester

may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Arts (Interior Design).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (INTERIOR DESIGN)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ARTS (MUSIC)

The full-time course duration is two trimesters with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Arts (Music).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (MUSIC)

The full-time course duration is two years with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ARTS (MUSIC PRODUCTION)

The full-time course duration is two trimesters with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Arts (Music Production). Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (MUSIC PRODUCTION)

The full-time course duration is two years with a study load per trimester of four to six units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF DESIGN (FASHION & SUSTAINABILITY)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Design (Fashion & Sustainability). Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF DESIGN (FASHION & SUSTAINABILITY)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF ENTERTAINMENT JOURNALISM

The full-time course duration is one year and the study load per trimester is four units (see course outline) - one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 72 credit points.

The part-time course duration is two years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF GAME DESIGN

The full-time course duration is two trimesters with a study load per trimester of four units, one from each stream of units. All units are six credit points in value, equal to a course load total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Upon successful completion of the Diploma of Game Design, students have the opportunity to articulate to the Bachelor course.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF GAME DESIGN

The full-time course duration is six trimesters,or two years, with a study load per trimester of four units, once from each stream of units. All units are either six or 12 credit points in value, equal to a course load total of 144 credit points.

The part-time course duration is 4 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF GRAPHIC & DIGITAL DESIGN

The full-time course duration is two trimesters with a study load per trimester of four units, one from each stream of units. All units are six credit points in value, equal to a course load total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Upon successful completion of the Diploma of Graphic & Digital Design, students have the opportunity to articulate to the Bachelor course.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF GRAPHIC & DIGITAL DESIGN

The full-time course duration is six trimesters, or two years, with a study load per trimester of four units, once from each stream of units. All units are either six or 12 credit points in value, equal to a course load total of 144 credit points.

The part-time course duration is 4 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF MARKETING

The full-time course duration is two trimesters with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester

may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Upon successful completion of the Diploma of Marketing, students have the opportunity to articulate to the Bachelor course.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF MARKETING

The full-time course duration is two years with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF PERFORMING ARTS (ACTING)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Performing Arts (Acting).

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF PERFORMING ARTS (ACTING)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF PERFORMING ARTS (COMEDY)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Upon successful completion of the Diploma of Performing Arts (Comedy), students have the opportunity to articulate to the Bachelor course.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF PERFORMING ARTS (COMEDY)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester

may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF PERFORMING ARTS (STAGE MANAGEMENT)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Upon successful completion of the Diploma of Performing Arts (Stage Management), students have the opportunity to articulate to the Bachelor.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF PERFORMING ARTS (STAGE MANAGEMENT)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF PERFORMING ARTS (WRITING & DIRECTING)

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Performing Arts (Writing & Directing). Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF PERFORMING ARTS (WRITING & DIRECTING)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF PHOTOGRAPHY

The full-time course duration is two trimesters with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Photography. Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF PHOTOGRAPHY

The full-time course duration is two years with a study load per trimester of four to five units, one from each stream of units. All units are of either three or six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DIPLOMA OF SCREEN & MEDIA

The full-time course duration is two trimesters with a study load per trimester of four units (see course outline), one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a course total of 48 credit points.

The part-time course duration is 1.5 years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Students have the opportunity to articulate to the Bachelor upon successful completion of the Diploma of Screen & Media. Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF SCREEN & MEDIA

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally six credit points equal to a total of 144 credit points.

The part-time course duration is four years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

DOUBLE-DEGREES

BACHELOR OF ARTS (AUDIO PRODUCTION) & BACHELOR OF APPLIED BUSINESS (ENTERTAINMENT MANAGEMENT)

The full-time course duration is three years with a study load per trimester of up to six units - equal to 24 credit points. Units are worth three or six credit points each and are equal to a course total of 216 credit points.

The part-time course duration is six years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF ARTS (MUSIC) & BACHELOR OF APPLIED BUSINESS (ENTERTAINMENT MANAGEMENT)

The full-time course duration is three years with a study load per trimester of up to six units - equal to 24 credit points. Units are worth three or six credit points each and are equal to a course total of 216 credit points.

The part-time course duration is six years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

BACHELOR OF DESIGN (FASHION & SUSTAINABILITY) & BACHELOR OF APPLIED BUSINESS (FASHION MARKETING)

The full-time course duration is three years with a study load per trimester of up to six units - equal to 24 credit points. Units are worth three or six credit points each and are equal to a course total of 216 credit points.

The part-time course duration is six years with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

POST GRADUATE

GRADUATE CERTIFICATE OF CREATIVE WRITING

The full-time course duration is one trimester with a study load per trimester of four units, one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a total of 24 credit points.

The part-time course duration is two trimesters with a study load of 12 credit points per trimester.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

GRADUATE DIPLOMA OF CREATIVE WRITING

The full-time course duration is two trimesters with a study load per trimester of four units, one from each stream of units. Six units are of equal credit point weight nominally six credit points, and one is twelve credit points, equal to a total of 48 credit points. The part-time course duration is four trimesters with a study load of 12 credit points per trimester.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

GRADUATE CERTIFICATE OF ETHICAL LEADERSHIP

The full-time course duration is one trimester with a study load per trimester of four units, one from each stream of units. All units are of equal credit point weight nominally six credit points equal to a total of 24 credit points.

The part-time course duration is two trimesters with a study load of 12 credit points per trimester.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

GRADUATE DIPLOMA OF ETHICAL LEADERSHIP

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). Six units are of equal credit point weight nominally six credit points, and one is twelve credit points, equal to a total of 48 credit points.

The part-time course duration is four trimesters with a study load of 12 credit points per trimester. Please note that students enrolled in less than 18 credit points per trimester may not be eligible to access financial support from Centrelink. We encourage students to speak with their local Centrelink office should they have any concerns.

Information on the admissions criteria for this course can be found here. A copy of the course outline can be found here.

ELECTIVES

Elective modules are designed to provide students with knowledge and skills in a particular topic. They are worth three credit points each and allow students to further explore and develop areas of interest in their respective programs.

Electives are chosen once per trimester and are delivered alongside the Industry Awareness units: Entertainment Industry Practices, Fundamentals of Music Performance, Audio Production Concepts and Applied Media Production. It is expected

that—informed by student feedback, evaluation and industry demands—the offerings will be modified to meet educational and vocational needs.

We currently have over 31 different electives and regularly add new ones. Below is a list of the electives currently offered at Collarts:

- → Basic Live Sound
- → Digital Work Station & Sound Recording (DAW)
- → Electronic Music Performance & the DJ
- → Introduction to Orchestration & Arranging
- → Sound for the Screen
- → Creative Industries Journalism
- → Coding Fundamentals
- → Basic Music Production (Ableton)
- → Song Writing
- → Synthesis & Sampling Techniques
- → Tour Management
- → Venue Management
- → Introduction to Augmented Reality
- → Web Design
- → Introduction to Virtual Reality
- → Technology in Performance
- → Lighting for Live Performances
- → Applied Digital Marketing & Social Media Management
- → Drawing & Illustration Foundations
- → Virtual Reaity
- → Augmented Reality
- → Interactive Design & Programming
- → Experimental Music Practice
- → Visual Project
- → Introduction to Game Development
- → Smartphone Filmmaking
- → Smartphone Photography
- → Fashion Styling
- → Podcasting
- → Indigenous Futures
- → Indigenous Perspectives
- → Indigenous Voices

INDUSTRY INTERACTION

Collarts philosophy is to blend education with industry wherever possible. In practical classes, students work with the latest systems in industry. Regular classes are supplemented with guest lectures by well-known industry identities and by industry visits and excursions.

JOB SEARCH SKILLS & CAREER PLANNING: INDUSTRY PLACEMENT

Every Bachelor level course (as well as the Diploma of Entertainment Journalism) at Collarts includes an industry placement program. This program advises students both on how to gain their first job and how to plan their long-term careers. It includes:

- → Conducting a campaign to get a job
- → Making employment applications
- → Writing application letters
- → Preparing a resume
- → Preparing and conducting employment interviews
- → Further study

COURSE FEES

Tuition fees for the course may increase each year (such as in the event of unforeseen government changes of fees levied by the Australian Government against Collarts for the conduct of the course) and Collarts reserves the right to increase its fees to recoup any such charges that may be levied.

A full list of the fee schedules for individual courses and units can be found on our website here.

PAYMENT OF TUITION FEES

At the latest, Domestic students must meet the liability for tuition fees by the Census Date and International students by the commencement of each trimester, having either:

- → paid in full all tuition fees
- → paid part of their tuition fees and deferred the balance through FEE-HELP assistance
- → deferred their entire tuition fee liability through FEE-HELP assistance.

Students who are, or would be entitled to FEE-HELP assistance have until the end of the Census Date to submit an eCAF (Electronic Commonwealth Assistance Form).

The 'FEE-HELP Information Booklet' provides additional information which can be downloaded from the FAQs About Fees section of our website.

PLEASE NOTE: Most international students are not eligible for FEE-HELP and must pay their tuition fees upfront in accordance with the ESOS Act 2000 and the college International Student Admissions Policy which is provided on our website.

FEE-HELP LOAN ASSISTANCE

Domestic students at Collarts, who do not wish to pay their tuition fees upfront, have access to the Government FEE-HELP loan assistance plan to pay their fees.
Collarts has been approved as an Institution of Higher Education under the Higher Education Support Act (2003). This means that students wishing to enrol within a higher education course at Collarts have an additional way to pay fees. FEE-HELP is currently available to full-time and part-time students enrolled in all programs.

For further information about the FEE-HELP Loan Scheme please visit the Study Assist website at studyassist.gov.au or contact Collarts Student Services on 1300 818 777 or via email at support@collarts.edu.au.

CENTRELINK STUDY PAYMENTS

Full-time domestic students are recognised by the Commonwealth Government as being eligible for Youth Allowance (AuStudy) provided they fulfil the eligibility criteria that apply to each allowance. Students who require written confirmation of their enrolment for Centrelink, or any other assistance regarding their application, should contact Student Services on 1300 818 777 or by email at support@collarts.edu.au.

REFUNDS

If a student discontinues a course or is suspended or dismissed because of unsatisfactory conduct or attitude, or for failure to follow the rules and regulations, or for excessive absenteeism, then no refund will be given on the current trimester's fee. No refund on a trimester's fee can be made once the Census Date of that trimester has passed.

For more information please contact Student Services on 1300 818 777 or by email at support@collarts.edu.au. The college's Tuition Fee Refund Policies (on our website) contain important information about refunds and our policy for re-crediting a FEE-HELP balance.

TUITION ASSURANCE

Collarts protects students in the event that the college ceases to provide a course in which they are enrolled. The college Statement of Tuition Assurance Policy can be found on our website (collarts.edu.au/faq#fees).

VARIATION TO COURSE TIMETABLE & TUITION FEES

Collarts reserves the right to vary a course timetable, to vary course content, to vary the cost of a course and, subject to enrolment numbers, to cancel a course.

STUDENT REQUIRED EQUIPMENT COSTS

In addition to tuition fees, there is a minimum level of equipment that we expect students to purchase to support their studies at Collarts. We understand that this may be difficult for some and request that as a minimum, all students purchase a portable storage device, earplugs and headphones.

A member of the Recruitment Team will outline any course specific costs at your interview. Should you have any concerns, contact the Program Leader of your desired course.

ACADEMIC CALENDAR

A copy of the current academic calendar can be found in the FAQ section of our website.

KEY CONTACTS

TELEPHONE	+613 9281 8888
TOLL FREE	1300 818 777
EMAIL	info@collarts.edu.au
ADDRESS	208 Wellington Street, Collingwood Vic 3066
WEBSITE	collarts.edu.au

ACADEMIC LEADERSHIP

PROF TIM MOSS	Dean	tmoss@collarts.edu.au
MARK SMITHERS	Associate Dean	msmithers@collarts.edu.au
DR CLIVE HARRISON	Head of School (Entertainment)	charrison@colllarts.edu.au
DR RACHEL MATTHEWS	Head of School (Design)	rmatthews@collarts.edu.au
DR JANE MONTGOMERY GRIFFITHS	Head of School (Performing Arts)	jgriffiths@collarts.edu.au
RIKKI-PAUL BUNDER	Program Leader - Photography	rbunder@collarts.edu.au
SARAH CONNERS	Program Leader - Fashion & Sustainability	sconners@colllarts.edu.au
BRIONY DUNN	Head of School (Communication)	nmckenna@colllarts.edu.au
LUCY HAYES	Program Leader - 2D Animation	lhayes@collarts.edu.au
KYLIE HOLMES	Program Leader - Digital & Social Media, Program Leader - Entertainment Journalism	kholmes@collarts.edu.au
JESSE HOOPER	Program Leader - Music	jhooper@collarts.edu.au
ANDREA POWELL	Program Leader - Comedy	apowell@collarts.edu.au
DEBBIE PRATT	Program Leader - Fashion Marketing	dpratt@collarts.edu.au
TOMMY RANDO	Program Leader - Music Production	trando@collarts.edu.au

KATY RICHARDS	Program Leader - Industry & Scholarship	krichards@collarts.edu.au
CAMERON ROSE	Program Leader - Graphic & Digital Design	crose@collarts.edu.au
JASON TORRENS	Program Leader - Audio Engineering	jtorrens@collarts.edu.au
CHRISSIE VINCENT	Program Leader - Entertainment Management	cvincent@collarts.edu.au
TIM WESTHAVEN	Program Leader - Animation, Game Design	twesthaven@collarts.edu.au
JENNI WOODS	Program Leader - Interior Design	jwoods@collarts.edu.au

PROGRAM COORDINATORS

LARISSA AGOSTI	Music	lagosti@collarts.edu.au
ANNY BENJAMIN	Interior Design	abenjamin@collarts.edu.au
STEEVE BODY	Audio	sbody@collarts.edu.au
JESS CARROLL	Entertainment Management	jcarroll@collarts.edu.au
MICHELLE CARTER	Industry Awareness	mcarter@collarts.edu.au
TRISTAN COURTNEY	Industry Awareness	tcourtney@collarts.ed.au
KATRINA GASKIN	Fashion Marketing	kgaskin@collarts.edu.au
DAVID JACOB	Music Production	djacob@collarts.edu.au
BRETT LANGSFORD	Music	blangsford@collarts.edu.au
TRISTAN MEREDITH	Screen & Media	tmeredith@collarts.edu.au

OPERATIONS, ADMINISTRATION, RECRUITMENT & STUDENTS SERVICES

SELENA FORBES	Head of Operations	sforbes@collarts.edu.au
CHRIS PARKES	Head of Recruitment, Marketing & Communications	cparkes@collarts.edu.au

MEG ELLISS	Registrar	melliss@collarts.edu.au
PEIYI SONG	Deputy Registrar	psong@collarts.edu.au
DOMENICA AVILA	Director of International Recruitment	davila@collarts.edu.au
CHARLOTTE PETITPREZ-KOSCHER	Student Success Manager	cpetitprez@collarts.edu.au
ALASTAIR VENN	Future Student Admissions Manager	avenn@collarts.edu.au
DANIEL FISCHER	Engagement Manager	dfischer@collarts.edu.au
VIVIENNE BALLANTYNE	Librarian	vballantyne@collarts.edu.au
CHRIS SANDOE	Academic Skills Manager	csandoe@collarts.edu.au
CLINTON SCOTT	Career Pathways Advisor	cscott@collarts.edu.au
IT HELPDESK	IT Support	helpdesk@collarts.edu.au
STUDENT SUPPORT	Student Support Services	support@collarts.edu.au

STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC provides students with a platform to discuss student matters. The SRC elects a representative to participate in Academic Board meetings.

If you are interested in participating in the SRC please email src@collarts.edu.au.

CONTACT DETAILS

For general enquiries, contact:

TOLL FREE 1300 818 777
EMAIL info@collarts.edu.au
WEBSITE collarts.edu.au

For room bookings, contact:

TOLL FREE 1300 818 777
EMAIL roombookings@collarts.edu.au

For access to support services including progression, special consideration and enrolment queries, contact:

TOLL FREE 1300 818 777
EMAIL support@collarts.edu.au

CAMPUS INFORMATION

FACILITIES

Students studying at Collarts will find purpose-built learning environments with the latest in technology and access to online resources. We expect the best from our students, and we provide the learning environment to help them achieve it.

At each campus, students can:

- → Arrange meetings with Academic Staff
- → Arrange meetings with the Student Services Team
- → Arrange meetings with the Dean
- → Arrange the payment of course fees
- → Book rooms
- → Borrow equipment

CAMPUS EVACUATION PROCEDURES

In the case of an evacuation, Collarts-appointed Fire Wardens (members of staff) will:

- → Ensure all emergency exits are clear
- → Lead occupants of the building in single file down any stairs to the Assembly Area - please keep calm and avoid running or lagging behind
- → Provide assistance to any person who falls or trips
- → Ensure the noise level is kept to a minimum
- → Ensure all evacuees and ensure they all stay together
- → Allow room for Emergency Services personnel who may also be using the emergency exits
- → Prevent any person from re-entering the floor or building, unless authorised to do so by the Chief Warden or Senior Emergency Services Officer
- → Prevent substances such as food, drinks or lit cigarettes, which could create a hazard, from being taken into the emergency exits
- → Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits for an evacuation other than a bomb threat

BOOKING PRODUCTION & REHEARSAL FACILITIES

Many assignments require planning and booking of the various production facilities available on campus. Adhering to the booking procedures is the best way to ensure that you get enough access to complete the projects.

Please remember the following steps:

1. Plan and book your session with as much notice as possible
    - check room availability via the room bookings tab on the Student Management System
    - book your room via reception or via the online form
2. Arrive on time, finish on time
3. Sign in with the Campus Supervisor when you arrive
4. Ensure all studios and rehearsal rooms are reset before you leave
5. Ensure all equipment has been signed back in
6. Sign out with the Campus Supervisor when you leave

Production facilities and rehearsal spaces are in high demand. Audio Production and Music Production students are given priority bookings for Studios, Tech Rooms and the Theatrette, and Performance students and Music Production students are given priority bookings for all rehearsal spaces.

DEMONSTRATING DUE CARE AROUND THE FACILITIES & EQUIPMENT

Please remember that you are responsible as an individual for the equipment you use during any session. Be careful and respectful around the equipment and please report any faults or maintenance issues that you either cause or notice to helpdesk@collarts.edu.au.

Access to the equipment at Collarts is part of your studies, and we ask that you show respect in usage and consideration for others. Any student found to be deliberately acting in an inappropriate manner around the facilities and equipment will have their access suspended and/or enrolment reviewed.

GENERAL EQUIPMENT

Your professional equipment is an important part of your learning and essential for your future career. Items such as personal computers, laptops and mobile phones are your responsibility and should not be left unattended at any time.

All students must bring with them some form of digital storage device such as a USB stick or other portable hard drive. Students are responsible for the safety and security of their work and it is recommended that you back up data regularly.

Music Performance and Music Production students should bring their own instruments when and where possible. Drummers are expected to bring their own drumsticks, and guitarists and bass players should also be prepared with spare strings, picks and straps.

Audio Production and Music Production students are required to own a pair of professional quality headphones. Students will be expected to bring these headphones for use in class throughout the trimester.

ENROLLING AT COLLARTS

QUALIFYING FOR ENROLMENT

Application criteria for those wishing to enrol in Collarts programs are:

For students currently sitting for the Victorian Certificate of Education (VCE) or those who have completed the VCE or its equivalent in recent years, applications should be made through VTAC and will be open prior the completion of the VCE (or its equivalent) with condition of entry being the completion of the VCE.

Graduates who have completed university courses and who want to add a professional qualification to their degree. Mature age people who have work experience and who want to change, re-orient or upgrade their careers.

More information on qualifying for enrolment can be found here.

APPLICATION

All applicants are required to complete an application form. An Enrolment Application Form can be found in the 'Courses' section of our website. Applications are assessed by our Future Student Team and successful applicants are sent a Letter of Offer and acceptance of the offer results in enrolment, an invitation to orientation and the necessary course commencement information.

Applicants with any enquiries or who would like course advice prior to making an application can contact Collarts using one of the following methods:

TOLL FREE	1300 818 777
SWITCH	+613 9281 8888
IN-PERSON	208 Wellington Street, Collingwood Vic 3066
ONLINE	collarts.edu.au

All applicants are required to attend an admissions interview and/or audition at Collarts prior to enrolment. To make an appointment, please call our Future Student Team on 1300 818 777 (or +613 9281 8888). More information, including the Collarts Student Profile, can be found on our website.

RECOGNITION OF PRIOR LEARNING (RPL) ELIGIBILITY

Students may be eligible for unit exemptions based upon Collarts' recognition of prior learning program, which could result in the following:

- → A grade of Advanced Standing (AS) for all of a unit will result in no liability for that unit assuming the application was made within prescribed time frame
- → Support for admission to a program

More information on RPL processes, policy and application can be found here.

MANAGING YOUR ENROLMENT AT COLLARTS

CHANGE OF PERSONAL DETAILS

If a student wishes to update their personal details, an email should be sent with the new details to support@collarts.edu.au

TRANSFERRING BETWEEN COURSES

If a student wishes to transfer to another course of study at Collarts, a Course Transfer or Articulation Application Form must be completed and lodged to support@collarts.edu.au.

Upon receipt, Student Services will assess the request and the student may be required to attend an audition or interview depending on the nature of the request. If an interview

or audition is required, the student will receive written notification of the decision within five working days. If approved, the transfer will be processed by the Registrar team and the student will receive a new timetable.

DEFERRAL, LEAVE OF ABSENCE OR WITHDRAWAL

Where a student wishes to defer the commencement of their course to start their studies at Collarts at a later date, they must contact admissions@collarts.edu.au outlining the reason(s) for the request.

Students already studying at Collarts can apply to take a leave of absence for up to one year. A leave of absence is available to students whose enrollment has passed at least one census date. Students wishing to take a leave of absence should contact support@collarts.edu.au to discuss their request.

There are no financial penalties for students who apply to defer the commencement date of their course. Students deferring their course commencement for a period of 12 months should note that tuition fees may increase (such as in the event of unforeseen government changes of fees levied by the Australian Government against Collarts for the conduct of the course) and the Collarts reserves the right to increase its fees to recoup any such charges may be levied. Collarts reviews fees annually and course fees may vary from year to year.

Where a student wishes to cancel their enrolment to withdraw from their course of study, the student must lodge an Application to Withdraw or Cancel Enrolment form outlining the reasons for the request.

These forms can be downloaded from the website here.

International students should be aware that deferring, suspending or cancelling their enrolment at Collarts may affect the course duration and therefore the length of their student visa. Collarts will report the deferment, suspension or cancellation of an international student's enrolment to the Secretary via PRISMS in accordance with Standard 8 of the National Code 2018.

More information and a copy of the policy can be found on our website here.

TERMINATION

All students are expected to maintain high standards of academic honesty and integrity. Collarts reserves the right to suspend or cancel the enrolment of any student or group of students where there has been a breach of academic or general conduct. Students should refer to the Misconduct Policy on our website for information on what

is considered to be acts of misconduct and how allegations of misconduct will be dealt with by the college.

VARIATION

Collarts reserves the right to vary a course timetable, to vary course content, to vary the cost of a course and, subject to enrolment numbers, to cancel a course.

SAFE WORK & LEARNING ENVIRONMENTS

HEALTH & SAFETY

An important element of our college is the provision of a safe and supportive working environment for our staff and students. Collarts is fully committed to the principles of Workplace Health and Safety (WHS) and to providing healthy and safe work and learning environments for all people involved in our activities. Collarts is committed to:

- → The ongoing development and improvement of our work health and safety system.
- → Observing, implementing and fulfilling the Work Health and Safety Act 2011 requirements.
- → Ongoing and active dialogue and consultation around health and safety with all persons involved in Collarts activities to ensure the safety of all.
- → Ensuring our staff, students and contractors receive the appropriate health and safety training to enable them to conduct their work and study safely and to prepare our students in their chosen profession.
- → Having our leaders lead by example and demonstrating a visible commitment to health and safety to motivate educate and support our managers, staff and students.
- → The ongoing regular monitoring and review of our health and safety performance to monitor the effectiveness of WHS actions and ensure our health and safety objectives and targets are being met.
- → Ensuring all levels of management, staff and students carry out their health and safety responsibilities.

Every member of the Collarts community must be able to pursue their activities in an atmosphere based on mutual respect and dignity for all. Harassment, bullying and violence of any nature are unacceptable, unlawful and contrary to a safe environment for learning and working.

Collarts takes all complaints of harassment, bullying or intimidating behaviour seriously and follow a four stage resolution process as prescribed in the college Grievance & Appeals Policy for Non-Academic Matters, which can be found on our website (collarts.edu.au/faq). All people belonging to the Collarts community are responsible for actively intervening to prevent harassment, bullying or intimidating behaviour.
Everyone has a responsibility to not engage in or encourage harassment or discrimination.

PRIVACY

Collarts is committed to the protection of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The college Privacy Policy aims to protect the privacy of its employees, students and community in relation to the collection, protection and disclosure of personal information.

Collarts collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student's enrolment. The information collected is restricted to that which is needed to satisfy Collarts' legal obligations, particularly to enable the college to discharge its duty of care in areas such as public health and child protection.

Personal information collected from students is treated as confidential. Students may seek access to personal information collected about them by contacting the Student Services. Access may be denied if it will have an unreasonable impact on the privacy of others, or where access may result in a breach of the college's duty of care to the student. Collarts will not disclose student information to third parties without written consent.

Where a domestic student is under 18 years of age, Collarts may provide information to the parents or guardians that are listed on the student's enrolment form. A copy of the college Privacy Policy can be found on our website (collarts.edu.au/he-policies).

ACADEMIC SERVICES & SUPPORT

ORIENTATION

It is compulsory for all enrolled students to participate in the orientation program. Orientation begins in the week prior to the course start date and ends on that trimester's

Census Date. During Orientation, students participate in O-Week events, information sessions and workshops. Additional orientation sessions are provided on a needs basis. If a student is unable to attend Orientation they must contact the Future Student Team on 1300 818 777 as soon as possible to make alternative arrangements.

LEARNING SUPPORT

As a Collarts student you may, from time to time, want some additional support for your studies, or you may need advice about personal matters that could impact your studies. Below are details of the student support provided by Collarts to make your experience with us worthwhile and rewarding.

Asking questions is a normal part of learning. Chances are, if you have a question in a class, someone else probably has the same question – so ask it! You can also speak with your teacher after class if you need further assistance on anything covered. If you need additional help, Collarts provides learning support services for students who may require some assistance with their studies. Services include group revision sessions and individual study sessions. To take advantage of these services, please contact support@collarts.edu.au or speak with a member of staff.

Students can also request an academic support session through the Academic Skills Coordinator or Student Services. Students are welcome to bring in assessments they are working on for advice on essay structure, grammar, researching, answering the question, logic (of argument or hypothesis), coherence, etc. The Academic Skills Coordinator can also assist with time management, study skills and habits, as well as any questions regarding referencing (theory or conventions). Students can request an individual meeting either via Student Services or by email at support@collarts.edu.au.

WELLBEING SERVICES

Collarts treats your personal information with complete confidentiality. Sometimes there are personal matters not directly related to your studies that may have an impact on your life. If you need to talk to someone about a personal matter, Collarts provides a free and confidential Wellbeing Service. To arrange an appointment please contact student services in person or by email on support@collarts.edu.au.

Students are invited to contact their Head of School, Program Leader, Program Coordinator or Student Services for a confidential discussion. From these discussions, the student may be referred to the Wellbeing Service and the student will also receive advice on the range of support services available at Collarts.

TIMETABLES

Timetables will be published in advance of each trimester. As a guide, the next trimester's timetable will be published at least four weeks before the next trimester commencement date. Timetables are subject to change. Students should regularly check their timetables in the lead up to the trimester start date via the 'Sessions' tile in MyAdmin.

ATTENDANCE

Collarts encourages 100% attendance for all classes. For some units of study, student absences undermine the morale and function of the class and these units have a minimum attendance requirement and attendance penalties will be applied for unexplained and undocumented absences. The Attendance & Participation Policy is provided on our website.

IT & EQUIPMENT SUPPORT

At the time of enrolment all Collarts students will be emailed details on how to access the learning materials and enrolment information online. All Collarts students are assigned a @mycollarts.edu.au email address. Students should check their Collarts email on a regular basis to ensure they keep up to date with key announcement and important information regarding their enrolment.

Student should go to collarts.edu.au and select the Student Login tab or, follow this link to access their online environments using their @mycollarts.edu.au email and password.

COMPUTER NETWORK & INTERNET ACCESS, USE & SAFETY

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet.

Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Collarts staff and students accessing the Internet do so at their own risk and understand and agree that Collarts is not responsible for material viewed or downloaded by users from the Internet.

The college has the right to utilise hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

PERMITTED USE OF INTERNET & COMPANY COMPUTER NETWORK

The computer network is the property of Collarts and is to be used for legitimate business purposes. Staff and students are provided access to the computer network to assist them in the performance of their jobs. All staff and students have a responsibility to use the computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible suspension, and civil and/or criminal liability.

ACCESSING THE INTERNET

To ensure security, avoid the spread of viruses and malware, employees may only access the Internet through a computer attached to Collarts network and approved Internet firewall or other security device(s). Bypassing the college's computer network security by accessing the Internet directly by personal connections such as (but not limited to) Cellular Networks, Wimax, modems, or proxy avoidance techniques or by any other means is strictly prohibited.

FRIVOLOUS USE

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all staff and students connected to the network have a responsibility to conserve these resources. As such, users must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or other social media (unless required as part of your course of work), uploading or downloading large files, accessing streaming audio and/or video files, or otherwise

creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

VIRUS DETECTION

Files obtained from sources outside the college, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the computer network. If you suspect that a virus has been introduced into the college's network, notify the IT Manager immediately.

PRIVACY

Staff and students are provided computers and Internet access to assist them in the completion of their work, and should have no expectation of privacy in anything they create, store, post, send or receive using the College's computer equipment. The computer network is the property of Collarts and may be used only for College purposes.

Users of the Collarts computer network expressly waives any right of privacy in anything they create, store, post, send or receive using the College's computer equipment or Internet access. All staff and students consent to allow nominated personnel access to and review of all materials created, stored, sent or received through any Collarts network or Internet connection.

Collarts has the right to monitor, log and archive any and all aspects of its computer system including, but not limited to, monitoring chat and newsgroups, monitoring file downloads, monitoring Internet sites visited by users, and all communications sent and received by users via email, instant messaging, chat and social networking systems.

IT SUPPORT

The Collarts IT Department provides computer support to staff and students in relation to user access; hardware related problems and software applications etc. An IT Help Desk operates to ticket and manage the resolution of such issues. Staff and students who require IT support should email their request to helpdesk@collarts.edu.au. All face-to-face and/or phone enquiries from students should be directed to IT Support.

EQUIPMENT SAFETY & PROTOCOL

Your professional equipment is an important part of your learning and essential for your future career. Items such as personal computers, laptops and mobile phones are your responsibility and should not be left unattended at any time. All students must bring with them some form of digital storage device such as a USB stick or other portable hard drive. Students are responsible for the safety and security of their work and it is recommended that you back up data regularly.
All Collarts equipment borrows by students to carry out their assigned tasks for assessments must be signed out with Student Services and then returned and signed back in at the end of the agreed period. Please ensure you check the equipment is working and nothing is missing before you leave, and again before it is returned.

Any loss or damage must be reported promptly to the college. Students are responsible for paying for any loss or damage to equipment. If the equipment is signed out by an individual for their sole use, then that individual will be responsible for any loss or damage. If the equipment is signed out on behalf of a group for a team exercise, that group will be collectively responsible for any loss or damage, and the cost to be evenly divided amongst team members.

ASSESSMENTS & EXAMINATIONS

All units in Collarts courses are assessed through either assignments or end of trimester examinations. Assessment criteria, weighting and due date are contained in the unit outline and final grades are published at the end of each trimester.

In the handling of assessments and results, students will be treated fairly, respectfully and with due regard to their privacy. A copy of college Privacy Policy and the Fair Treatment Policy are available on our website (collarts.edu.au/faq).

When completing written assignments students must cite all sources, and use the Harvard referencing style when copying or paraphrasing somebody else's ideas, words and work.

Assignments must be submitted according to the respective Unit Outline.

Students must not use other people's ideas, words and work and pass them off as their own.

To complete individual assignments—as opposed to group assignments—students must not work collaboratively with other students to prepare their assignment or submit an assignment that is substantively identical to another student's work.

Students must do their own work. They must not ask another person to complete an assessment task for them.

For more information about Collarts' position on plagiarism refer to the college Plagiarism, Cheating & Collusion Policy on our website.

Students must keep a copy of all assignments that they submit for assessment.

PROCEDURAL FAIRNESS

- → Students must be given reasonable notice of assessment in terms of criteria, weighting and due date.
- → Students must be treated fairly, with respect and with due regard to their privacy.

ASSESSMENT TASKS

- → Students must cite sources using the Harvard referencing method when copying or paraphrasing somebody else's ideas, words and work.
- → Students must not use other people's ideas, words and work and pass them off as their own.
- → In the case of individual assignments, as opposed to group assignments, students must not work collaboratively with other students in the preparation of the assignment and then submit an assignment that is substantively identical to another student's work.
- → Students must do their own work, they must not ask another person to complete an assessment task for them.

ASSIGNMENTS

- → Acknowledgement of source material and referencing in all written assignments must conform to the Harvard referencing style.
- → Cover pages for assignments should contain the following information:
- → Student name and number
- → Unit name
- → Lecturer's name
- → Title of assignment
- → Date due
- → Students must keep a copy of all assignments submitted for examination.

EXAMINATIONS

ASSESSMENT SCHEDULE

- → Formal examinations are carried out at the end of each trimester. Your personalised Examination Timetable will be available via the MyEnrolment/Timetable tab in the Student Management System and, a schedule of all examinations running during exam week will be posted to the Collarts Common Room Facebook page.
- → Any student who is absent from an examination due to illness or misadventure must provide a doctor's certificate or other supporting documentation to Student Services as soon as possible.

RESPONSIBILITIES OF THE STUDENT

- → Students must not help or receive assistance from other students during examinations.
- → Students must not borrow or lend equipment to fellow students during examinations.
- → Students must only bring into the examination room those materials, computer software and other devices specified for the examination.

ATTENDANCE AT EXAMINATIONS

- → Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in failure for that unit.
- → Students must be present at examinations at the correct time and place. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an examination.

LEAVING THE EXAM ROOM

- → Students are not permitted to leave the examination room before 50% of the total exam time has elapsed.
- → Students who are given permission to leave the exam room early must do so without disruption to fellow students.

RE-ADMISSION TO THE EXAM ROOM

- → Students will not be re-admitted to the exam room after they have left the exam room unless they have been under approved supervision during the full period of their absence.

READING TIME

- → Ten minutes at the beginning of the exam is designated as reading time. During reading time, writing is not permitted. If a student arrives late to an examination they will not be permitted to enter the examination until reading time has ceased.

CONDUCT OF STUDENTS

- → Students may not communicate with any person except authorised invigilators during an examination. Should students need to communicate with an invigilator, they should raise their hand and wait for the invigilator to attend to them.
- → Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the Appeals Committee.

MATERIAL OR EQUIPMENT IN THE EXAMINATION ROOM

- → No material or equipment other than that specified on the examination paper may be brought into the examination room.

- → It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with the Program Leader prior to the examination if they are in doubt.
- → Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.
- → Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by the Program Leader prior to the examination.

SPECIAL CONSIDERATION FOR A DEFERRED ASSESSMENT OR EXAM

Where a student requires a short extension for an assessment, they should firstly consider informally discussing the request with their teacher or Program Leader. A teacher may allow short extensions for assessments, but a request for an extension does not guarantee it will be granted.

Where a student requires a deferred assessment or exam for a longer period through illness or misadventure, significant performance or professional opportunities or other approved reason, an Application for Special Consideration Form should be lodged, with the appropriate supporting documentation attached, with Student Services 10 working days prior to the assessment or exam due date. An Application for Special Consideration can be downloaded from the website here.

The completed application will be presented to the Program Leader at least five working days before the scheduled date of the assessment. The Program Leader will make a decision on the application and set a date for a deferred assessment if required.

SPECIAL CONSIDERATION FOR A MISSED ASSESSMENT OR EXAM

Where a student missed submitting an assessment or sitting an exam due to compassionate or compelling circumstances, ie. serious illness or misadventure beyond their control, they may be eligible for special consideration. Each request for special consideration will be assessed on its own merits but grounds for compassionate or compelling circumstances may include, but not be limited to:

- → serious medical condition or injury
- → bereavement of a close family member such as parents, grandparents, siblings, children
- → major political unrest or natural disaster that requires immediate travel
- → a traumatic experience such as an accident, crime or being a witness to these experiences
- → military service or jury service
- → severe disruption to domestic arrangements or homelessness
- → imprisonment

All requests for special consideration should be genuine and made with good intent. Submitting a request for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Lodging an application for special consideration does not guarantee the request will be granted.

An Application for Special Consideration form (with the appropriate supporting documentation attached) must be lodged with Student Services within three working days of the missed assessment or exam. The form can be downloaded from the website here. If a student completes the exam or assessment task, they are not eligible for special consideration.

ELIGIBILITY TO GRADUATE

Students who have completed a program of student are placed on a list of student eligible to graduate. The Registrar present the list of potential graduands to Program Leaders and the Dean for endorsement. Once endorsed, the list of potential graduands is presented to the Collarts Academic Board, or its nominee for the final approval to graduate. Upon approval, the Registrar will notify the graduands of the successful completion of their program of study.

Students are encouraged to check their program enrolment status at the end of each trimester of study and, to regularly monitor their progression. Students should direct questions about course progression or graduation to support@collarts.edu.au.

WITHDRAWAL FROM A UNIT

Students who withdraw from a unit before the trimester's Census Date will incur no academic penalty or tuition liability. To withdraw from a unit, students must lodge an 'Application to Withdraw from a Unit' via their My Collarts account.

After the Census Date for a trimester, only students who have suffered illness or misadventure will be able to withdraw from a unit without academic penalty. Students need to include documentation of their illness or misadventure with their withdrawal application, and the illness or misadventure must be of a level of severity to significantly affect student's work. Students should speak to the Program Leader or Student Services if they need assistance with this process.

For more information on withdrawing your enrolment, please refer to the Deferral, Suspension & Cancellation of Enrolment Policy on our website (collarts.edu.au/faq).

PROCESSING & PUBLICATION OF RESULTS

Lecturers must provide results to the Program Leader by a date determined by the Registrar.

The Program Leader is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided, must provide a brief explanation as to why no grade has been provided. Complete results for the unit of study are entered and saved by the date set by the Registrar.

The results will be tabled at a meeting of the Moderation Committee, a sub-committee of the Academic Board. The meeting is attended by Program Leaders, Program Coordinators and support staff. The moderation meeting is held after the examination period and is chaired by the Registrar or Deputy Registrar. The purpose of the meeting is to review results for completeness and probity, moderation and confirmation and finally to ratify results. After this meeting, results are published to the student record and authorised for release to students by the Registrar.

All examination results are available to students via the secure login on the Collarts website.

GRADING SYSTEM

Grade descriptors to be used in all units where qualitative assessment is required. Descriptors are relative to the unit level, the criteria applied more vigorously against work at higher levels.

All grades for student achievement in a unit are recommended by teachers appointed to teach units in a trimester and delivered to the Program Leader at the end of the trimester by the advertised due date. Heads of Program are responsible for the first review of results for all units within their responsibility. Grades can only be released to students after confirmation by the Moderation Committee Meeting. Student Services will communicate the final results within two (2) days of the completion of the moderation process.

For detailed information on each grade descriptor, please refer to the table on the following pages.

GRADE (ABBREVIATION & PERCENTILE)	DESCRIPTION
HIGH DISTINCTION HD 85 - 100	Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive. Expression/technique lucid and perhaps elegant, and presentation professional. May have potential for publication or public performance. Comprehensive and outstanding technical control and musical integrity in relation to developmental expectations. Musical individuality consistently projected to create a persuasive personal representation of the work. Performance flair indicative of soloist standard - indicates exceptional technical virtuosity and musical artistry.
DISTINCTION DN 75 - 84	A very high standard of work which demonstrates originality and insight. Informed, up-to-date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material. Evidence of thinking which goes beyond lectures and tutorial discussion. Excellent technical, musical and stylistic achievement. Consistently coherent and expressive performance. Some personal interpretation of the work suggesting soloist potential.
CREDIT CR 65 - 74	Demonstrates a high level of understanding and presentation and a degree of originality and insight. Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points. Generally dependent upon lecture and tutorial material. Command of writing, playing/singing and presentation skills adequate. Confident technique with evidence of solid musicality and some stylistic achievement. Occasional lapses indicative of unresolved technical, artistic and/or stylistic issues.
PASS PP 50 - 64	Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation.

GRADE (ABBREVIATION & PERCENTILE)	DESCRIPTION
PASS (cont'd)	Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation. Writing generally but not always grammatical. Presentation weak. Satisfactory level of preparation and musical engagement. Some inconsistencies in musicianship, style and/or technique. Musical imagination and overall performance sense developing though some insecurity in this area.
CONCEDED PASS CP 50	Where a student received a mark between 48% and 49.5% for the unit and recommendation was made to the Moderation Committee that the student should be awarded a Conceded Pass of 50%. In making such a recommendation the Program Leader will consult with the lecturer to assess the student's mastery of the learning outcomes and their capacity to progress in the program. Where a key assessment component has been undertaken at such a poor level that there is reason to believe an important learning outcome has not been mastered, then there are grounds for the result to stand, and a Fail grade awarded.
FAIL NN 0 - 49	Did not achieve minimum requirements of the unit. Very poor quality work. Unacceptable. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues. Expression poor to the point of being illiterate. Very badly presented.
WITHHELD WW n/a	Results may be withheld where students have fees outstanding or have failed to return library materials on loan. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available
ADVANCED STANDING AS n/a	Application through Collarts Recognition of Prior Learning (RPL) procedure to satisfy requirements of the unit
WITHDRAWN WITHOUT PENALTY WD n/a	Withdrawal from a unit before the trimester census date or approved withdrawal after trimester census date without incurring debt for unit and no academic penalty. This grade may be awarded by the Registrar or their nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.

GRADE (ABBREVIATION & PERCENTILE)	DESCRIPTION
WITHDRAWN WITH PENALTY WN n/a	Withdrawal from a unit after trimester census date incurring debt for unit and academic penalty (equivalent to Fail)

APPEALING A GRADE OR AN ASSESSMENT MARK

Students may appeal a grade or an assessment mark in any unit. This is considered an academic grievance and as such must follow the four-stage resolution process as outlined in the college Grievance & Appeals Policy for Academic Matters (available in the Student Management System and on the Collarts website).

Academic grievances may only be made against formal published results or decisions. An academic grievance cannot be made against informal marks or grades that have yet to be approved or published by Student Services

There are only four grounds for lodging an academic grievance:

1. Performance in an assessment suffered through illness or other factors that the student was unable or, for valid reasons, unwilling, to disclose before the results were awarded. A grievance under such grounds will normally be dismissed unless an acceptable explanation is given for not presenting the extenuating circumstances in advance of the results having been awarded.

2. An assessment was not conducted in accordance with the college Assessment Policy or approved college regulations.

3. There was a material administrative error in the calculation of an assessment mark or grade.

4. Some other material irregularity occurred in the making of an academic decision such as bias.
Dissatisfaction with grades does not constitute grounds for appeal. Collarts will not accept academic grievances based on the following claims:

- → Being unaware of the assessment or grievance and appeals policies and procedures
- → Not knowing what constitutes or how to present extenuating circumstances
- → The unit structure and assessment method
- → Student workload or the amount of work the student has done
- → The financial implication of failing a unit
- → Grades received by the student in other units
- → Penalties imposed for poor attendance or academic integrity such as plagiarism
- → The need for more marks to achieve a pass or better grade in the unit

As per the college grievance policy, students should informally discuss their concern with their Program Leader. Where the informal approach is not appropriate, or the student wishes to take the matter further, the matter may be escalated to the formal grievance stage by lodging a Formal Grievance Form within five working days of results being posted for the trimester in which the unit was undertaken. A Formal Grievance Form and the Grievance & Appeals Policy can be downloaded from the website here.

A review of the application will be made of all components contributing to the original assessment. The purpose of this review is to ensure that the assessment process has:

- → been fairly applied;
- → no procedural or factual errors in the processing of a grade;
- → had all appropriate components included; and
- → had an accurate addition of marks on which the assessment grade is based.

A student may request a re-mark of a written assignment. A re-mark of an assignment will be undertaken by the Program Leader or, if the Program Leader was the original assessor, by a suitably qualified person determined by the Dean. A re-mark will carry a non-refundable fee of $50.

CONDUCT

ACADEMIC MISCONDUCT

All Collarts students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to cheat, plagiarise, and act dishonestly when undertaking assessment tasks, or assist fellow students to do so. Students are considered guilty of cheating if they act in a way that gives them unfair academic advantage. Students may be guilty of this if they copy another student's work, or in any way mislead their teachers or Program Leader about their ability, knowledge, skills, or amount of original work they have undertaken.

Student misconduct is characterised by students: behaving dishonestly; harassing or interfering with other students or staff; disrupting other students' learning; failing to comply with legal requirements; mistreating or destroying Collarts property or the property of other students or teachers; altering or destroying Collarts documents or records; marring the good name of Collarts; or otherwise acting in an inappropriate manner. Collarts will report all criminal acts committed by Collarts students to the relevant authorities.

Any student who is found guilty of academic misconduct will have the details of the case recorded in their student file, and will incur a penalty. Serious or recurring instances of misconduct may result in the student being excluded permanently from the College. Students will be notified in writing by Student Services of any penalties that are the result of proven misconduct. Students may appeal any notification of such penalties in writing within ten working days of the date when the student is notified.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment for any program offered by Collarts. Failure to do so is considered plagiarism. Work that is not completed by a student who intentionally submits it as their own work is cheating. Students are encouraged to develop sound study and note-taking practices to avoid unintentional plagiarism, which is considered an academic misdemeanour of failing to reference a source correctly. Both the College Plagiarism, Cheating & Collusion Policy and the Misconduct Policy are provided on our website (collarts.edu.au/faq).

NON-ACADEMIC MISCONDUCT

Student misconduct is characterised by students: behaving dishonestly; harassing or interfering with other students or staff; disrupting other students' learning; failing to comply with legal requirements; mistreating or destroying college property or the property of other students or teachers; altering or destroying Collarts documents or records; marring the good name of Collarts; or otherwise acting in an inappropriate manner. Collarts will report all criminal acts committed by Collarts students to the relevant authorities.

Other examples of non-academic misconduct includes, but is not limited to, matters such as:

- → Admission processes or decisions
- → Enrolment processes or decisions
- → Timetabling processes
- → College decisions in relation to non-academic misconduct
- → Financial status of a student (except in relation to Tuition Fee or FEE-HELP Refunds)
- → Discrimination, harassment, bullying or intimidating behaviour to others

Any student who is found guilty of non-academic misconduct will have the details of the case recorded in their student file, and will incur a penalty. Serious or recurring instances of misconduct may result in the student being excluded permanently from the College.

The college Misconduct Policy is provided on our website.



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