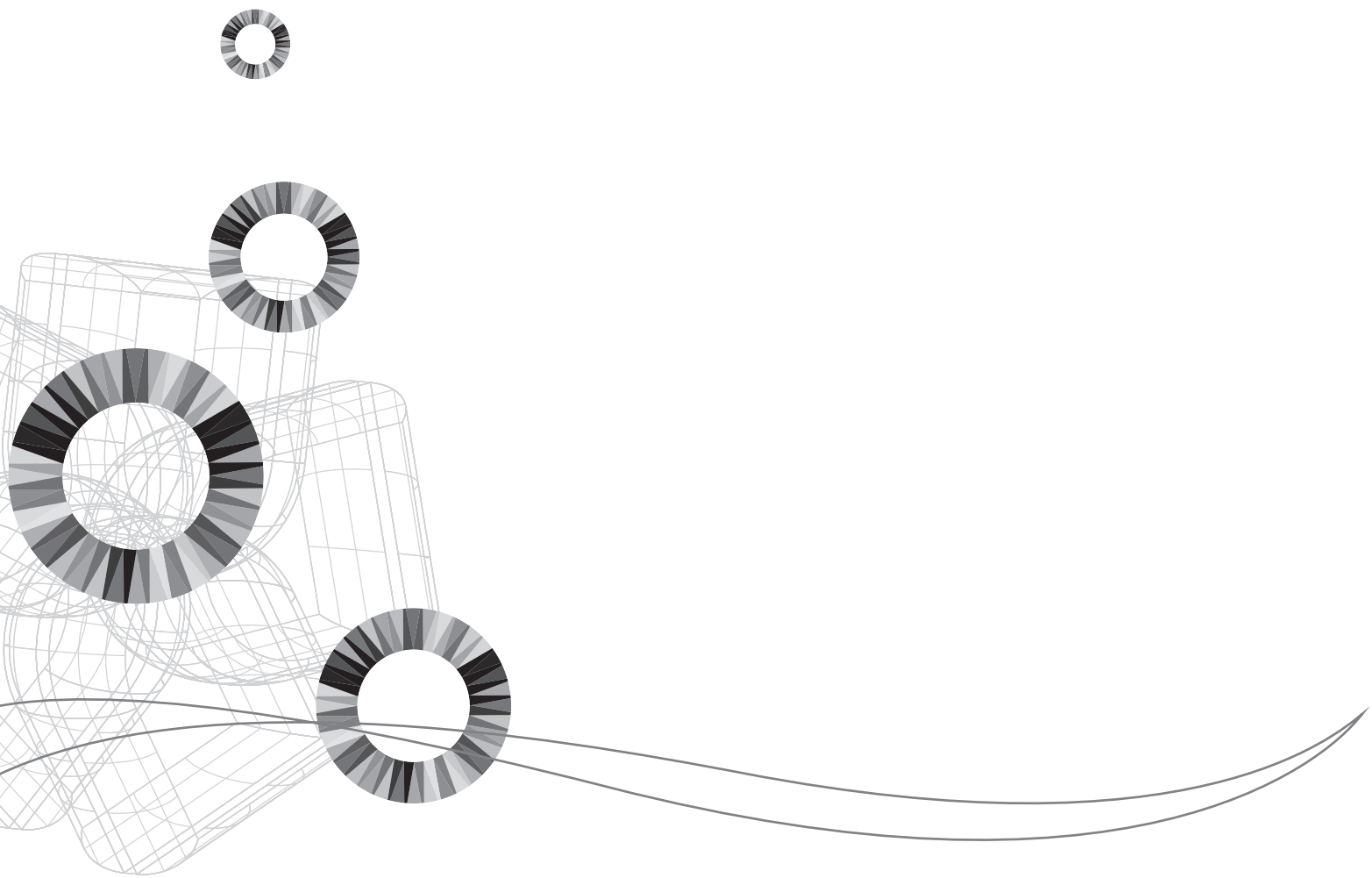


A guide to postgraduate study at Deakin University



DEAKINPRIME
corporate education

A guide to postgraduate study at Deakin University

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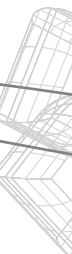
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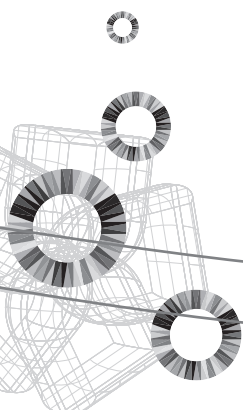
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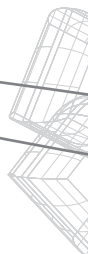


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Introduction

This guide is designed to be used by students who, having met the admission criteria, have enrolled in Deakin University postgraduate studies through DeakinPrime.

The courses offered are full awards of the University and provide postgraduate education pathways in a range of disciplines. Students may also elect to study a single unit at postgraduate level.

Courses currently offered through DeakinPrime are:

- M016** Postgraduate non-award units
- M502** Graduate Certificate of Corporate Management
- M600** Graduate Diploma of Management
- M534** Graduate Certificate of Management (Personal Injury)
- M634** Graduate Diploma of Management (Personal Injury)
- M734** Master of Management (Personal Injury)
- M736** Master of Business (Personal Injury)

An overview of each course, along with key information pertaining to a participant's enrolled award course, is located in the following pages.

This guide contains information such as:

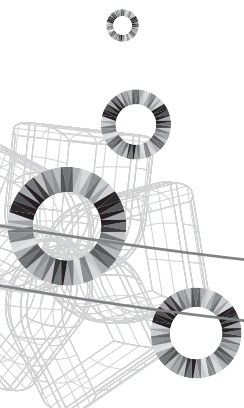
- important dates
- who to contact for information
- Deakin's online learning environment
- administration matters (including University policies and procedures that apply to all students)
- general assessment and examination information
- a guide to studying (including assistance with note taking, case studies, report writing and referencing).

Award courses promoted by DeakinPrime are awards of the University and are subject to all relevant legislation, policies, procedures and faculty and Academic Board reporting and monitoring requirements. All courses are accredited and re-accredited by the University's Academic Board and must also comply with University admission, Credit for Prior Learning, assessment and other policies and procedures.

For your reference, there is a glossary of terms at the back of this guide.

As an enrolled student in one of the above programs, you are a student of Deakin University and part of a wider academic and learning community. This brings with it the rights and responsibilities of being a part of the University community. The Student Charter outlines these rights and responsibilities. It is available online at www.theguide.deakin.edu.au.

We wish you every success with your studies.



Postgraduate awards leading to the Master of Business Administration

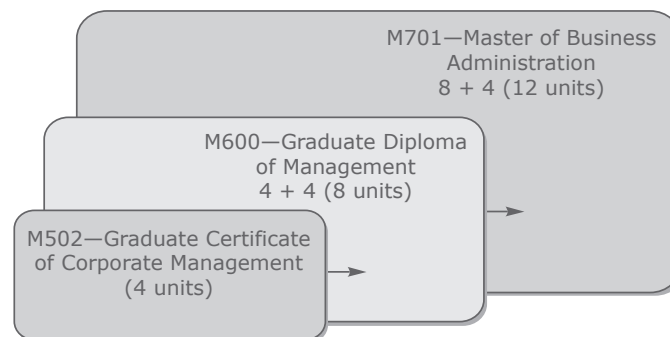
Deakin University was the first Australian university to offer an MBA via off-campus distance learning. Deakin is recognised internationally for the quality of its distance education.

With over 34,000 students enrolled nationally and internationally in our distance programs—including over 2000 in MBA programs—Deakin is highly experienced in developing, providing and managing distance education for large numbers of students. We have developed many support features for our distance education to help make it easier to study and to ensure you don't feel isolated.

DeakinPrime is the corporate arm of Deakin University and has a specialist understanding and capability in the development and delivery of education and training for corporate clients. Employers recognise the Deakin brand and the high quality of Deakin's distance MBA.

The suite of programs in Deakin's MBA that are offered to DeakinPrime's corporate clients are designed for employer-funded students. They comprise the Graduate Certificate of Corporate Management (GCCM), the Graduate Diploma of Management (GDM) and the Master of Business Administration (MBA). They form a pathway that allows students to exit at various points and take out an award, with the option of continuing their study at a later stage.

The figure below illustrates the pathway from the Graduate Certificate of Corporate Management to the Graduate Diploma of Management to the Deakin University MBA.



Your unit choices may affect the time it will take to complete MBA course requirements. If you plan to complete the MBA you may wish to contact your DeakinPrime Coordinator to discuss your unit selection. Course rules are detailed in the *Postgraduate Studies Handbook*, which can be accessed from the Deakin University website:

<www.deakin.edu.au/handbook>

More information on this course can be found at:

<www.deakinprime.com/deakinprime/content/students/qualifications.aspx>

Postgraduate awards in personal injury management

Deakin University offers a number of personal injury postgraduate programs via residential and distance learning. The University is recognised internationally for the quality of its distance education.

Deakin has developed many student support features to help make it easier to study and to ensure you don't feel isolated.

DeakinPrime, the corporate arm of Deakin University, is highly experienced in managing distance learning education for corporations and professional associations. We have a detailed understanding of education and development requirements of the personal injury sector.

Working with the Personal Injury Education Foundation (PIEF), Deakin University has developed a suite of postgraduate awards available to PIEF members and other people employed in workers compensation such as allied health and legal professionals.

There are four awards. The first three are available to managers/supervisors who have a bachelor degree or five years of relevant work experience:

- M534—Graduate Certificate of Management (Personal Injury): GCM(PI), a four-unit award
- M634—Graduate Diploma of Management (Personal Injury): GDM(PI), an eight-unit award
- M734—Masters of Management (Personal Injury): MM(PI), a 12-unit award.

These three awards form a pathway that allows students to exit at various points and take out an award, with the option of continuing their study at a later stage.

The final award is available to managers/supervisors who have completed a four-year undergraduate degree or a three-year undergraduate degree plus more than two years of relevant work experience:

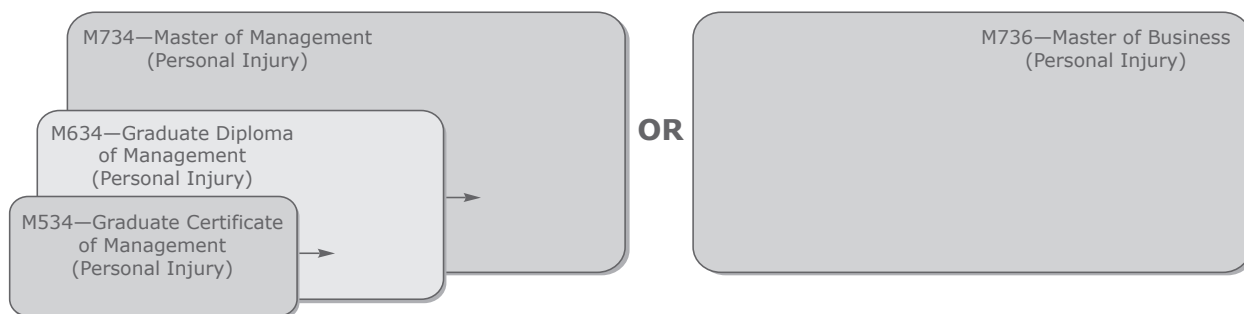
- M736—Master of Business (Personal Injury): MB(PI), an eight-unit award.

This course assumes students will complete eight credit points over two years of part-time study.

Your unit choices may affect the time it will take to complete your award. If you plan to complete the award, you may wish to contact your DeakinPrime Coordinator to discuss your unit selection. Course rules are detailed in the *Postgraduate Studies Handbook*, which can be accessed from the Deakin University website:

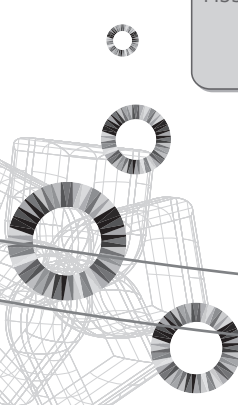
<www.deakin.edu.au/handbook>

The following figure illustrates the award pathway and options:



More information on this course can be found at

<www.deakinprime.com/deakinprime/content/students/qualifications.aspx>



Important dates

Academic calendar

There are three study periods (trimesters) run by Deakin each academic year. Approximate dates for Deakin's academic calendar are:

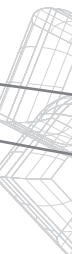
Trimester 1 March – June

Trimester 2 July – October

Trimester 3 November – February

Please note that not all units are necessarily available in every study period and it is your responsibility to check unit availability via the online handbook and plan your sequence of study throughout your course. Deakin's online handbook is found at: **<www.deakin.edu.au/current-students/handbooks>**.

For the most up-to-date information on dates, please refer to the Deakin University website: **<www.deakin.edu/current-students/handbooks/2011/introduction/important.dates.php>**. This provides a list of current important dates including withdrawal grades, fee liabilities and examination periods.



Contacts and resources

Who to go to for information

Academic matters

The role of your tutor is to provide academic support while you study. The first point of contact for most academic tutors is Deakin Studies Online (DSO), but tutors also provide their phone and email details for students. Your tutor will help you understand the content of your unit, advise you about assignment requirements and how to prepare for exams, and assist you with applications for extension and special consideration.

The most successful students are those who contact their tutor when and if they experience difficulty with their study. You are strongly encouraged to seek advice when you feel you need it.

DeakinPrime Coordinator

Your DeakinPrime Coordinator can provide assistance in the following areas:

- general course advice, including entry requirements
- to withdraw or add a unit
- to intermit or discontinue your award
- Credit for Prior Learning (CPL) and preclusion
- information regarding upcoming residential schools.

If you are not sure who your DeakinPrime Coordinator is, check with your company's human resources (HR) manager or learning services director. Or call DeakinPrime on **(03) 9918 9000**, stating your current employer; your call will be directed to your Coordinator.

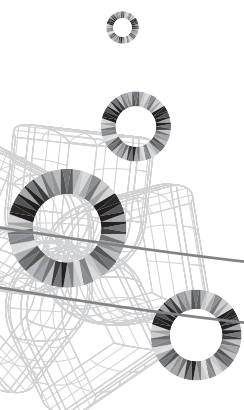
Deakin Customer Service

Deakin Customer Service can provide help with:

- queries regarding the receipt/delivery of study materials
- queries regarding assignment tracking
- re-issue of course materials if incomplete or not received
- information regarding examination centres
- accessing StudentConnect
- student ID cards
- updates to student details such as change of address.

Be certain to have your student ID number handy to enable Customer Service to check your personal details on the database. Contact can be made by:

- phone: **1800 555 709**
- email: **customerservice@deakinprime.com**.



Your employer

Many organisations have material and/or resources relevant to your study. This may be books on study skills, or something more specific and directly related to the content of your subject. You may also like to contact your training department to find out if there are people in your organisation trained to help people who are studying. If your organisation does not have a training department, speak to the staff in human resources.

Don't forget that there may be other people in your organisation who are also studying or who have studied in the past. Other students can be a valuable resource, not just in issues relating to your subject, but also in comparing study plans or telling you about what materials are available from your employer.

Library facilities

The Library has an extensive online collection including:

- 129 000 e-books
- 86 000 e-journals
- 400 online databases.

Deakin students are able to access the University catalogues and online journals, e-readings and full-text databases. The Deakin University Library Subject Guide website is an excellent starting point. These subject guides provide access to core online resources in your subject area and can be accessed from the following link: <http://deakin.libguides.com/>.

Skip to content : Deakin home : Contact Deakin : Directory of staff : Site map : A-Z index : Help : Portal

Deakin University
Deakin University Library

Library » Subject Guides Admin Sign In

Welcome to LibGuides

Your gateway to journal articles, e-books, websites and more...

Browse All 85 Guides | Search: All Guides Search

Featured Guides | Popular Guides | Recent Guides

★ Visit these featured guides:

1. **Biotechnology**
by Science and Technology Library - last updated on Dec 7th, 2010

Browse by Subject

You can also browse by Author

- Arts
- Commerce/Business
- Communication
- Education
- Exercise & Sport
- Health & Medicine
- Law
- Literature
- Media
- Politics & Government
- Sciences
- Social Sciences
- Standards

Popular Tags (view all tags)

Explore our guides by tags.

accounting animation anthropology arts australian_history bibliography case_law cinema citation clinical-calculators communication company_information construction_management criminology culture dance design diagnosis digital drama drawing dvd e-books endnote government health_ethics market_research media politics public_health

To use online library resources you will need to authenticate yourself as a Deakin University student using your family name, library barcode and PIN. Additional information on this is available on the Essential Library Tips page at: www.deakin.edu.au/library/help/library-tips.php.

Students are encouraged to make use of the extensive online full-text material that is available through the Library catalogue: <http://library.deakin.edu.au/search>.

Off-campus students can also request books and other materials on loan from the Deakin University Library. The material is sent from the Library by courier or post, with a pre-paid envelope included for return. Photocopies of articles are also provided and reference searches for information on particular topics can be carried out.

Off-campus students are also encouraged to borrow in person from any of the five campus libraries, use journals and audiovisual items and obtain assistance from staff at the Library Information Desk.

The Deakin University Library participates in a reciprocal borrowing agreement operating among Victorian university and college libraries. Off-campus students at Deakin University can apply for borrowing privileges from these libraries.

Off-campus students living in other states and countries are able to use many university and college libraries, although some of these libraries permit access but do not allow borrowing or may charge a fee.

Further details about the Library and services available can be found at: www.deakin.edu.au/library/services/students_off/.

Using libraries of other universities

As a student at Deakin, you may use other Australian universities and Victorian TAFEs through two reciprocal agreements—the CAVAL reciprocal borrowing scheme, and the University Library of Australia (ULA) scheme.

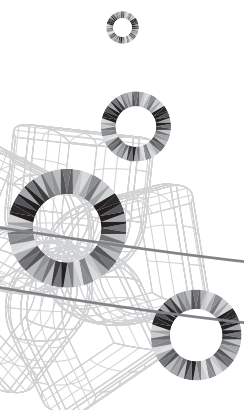
Further details about these and other library services available can be found at: <http://www.deakin.edu.au/library/services/borrowing/other-libraries.php>.

Bookshops—DUSA Bookshop

The Deakin University Student Association (DUSA) operates the DUSA Bookshops at Deakin University. They provide an extensive range of academic, general and travel books and sell all course materials.

DUSA Bookshops offer students discount on many books, including textbooks. Books can be ordered by:

- phone: **1800 686 681**
- online: www.dusabookshop.com.au
- in person at a Deakin University campus bookstore.



Second-hand book service

Each bookstore also sells second-hand books. Second-hand book trading begins one month before trimester starts and ends the first day of trimester. This is when students return last year's books. It is also the best time to find second-hand books in store. Students wishing to purchase second-hand books should contact their campus bookshop directly to determine which second-hand books are available.

Other resources

In addition to the support available to you indicated above, as a Deakin University enrolled student you have access to a wide range of other facilities and resources to assist you during your studies. Some of these are outlined below.

Disability Resource Centre

Deakin University is strongly committed to the principles of social justice and fairness in education and provides inclusive practices, as well as a range of services tailored to individual student needs.

If you have a health condition or a disability that affects your study, the Disability Resource Centre (DRC) can help you to adjust to university life and improve your chances of success. For more information please go to:

<www.deakin.edu.au/current-students/services/disability/index.php>

Students can contact the DRC by emailing **drcentre@deakin.edu.au**.

Career and academic development

The careers and employment service provides a range of services to help students maximise their career potential. Specialist advice about resumes, application letters and interview skills is available online at:

<<http://www.deakin.edu.au/careers>>

Counselling and personal development

The Deakin Counselling Service offers free confidential psychological support to staff and students. Counsellors are all highly skilled psychologists and social workers. They will work with you to understand and manage issues that are impacting on your ability to reach your potential.

The counselling service provides short-term psychological support. Where presenting issues may require long-term therapy or specialist help, a referral will be made to community-based services.

Further information can be accessed at: **<www.deakin.edu.au/studentlife/counselling>**



Study support services available to Deakin students

There are a wide range of online resources which you are encouraged to access as an enrolled student at Deakin. These include orientation, career planning, study skills, Deakin Studies Online (DSO), personal counselling and health information. To find out more, take some time to browse the current students' web site at: www.deakin.edu.au/current-students.

Study skills

The Division of Student Life at Deakin University provides a wide range of online self-help resources that are designed to help students with their academic work. To find out about the services and resources that can help students perform their best in assignments and exams visit: www.deakin.edu.au/study-skills. If you have to sit an exam, download a copy of the Exam Success booklet at: www.deakin.edu.au/study-success. Remember to revise early for exams to ensure you are well prepared.

Available self-help guides include:

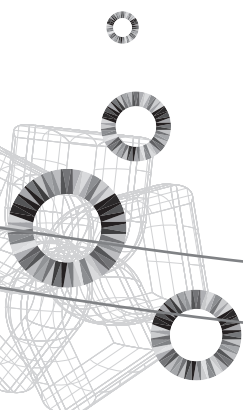
- information about studying at university
- assignment writing
- time management
- academic, essay and assignment writing styles
- guide to referencing and different referencing systems
- avoiding plagiarism and how to summarise and quote correctly
- language and styles of language
- exam preparation and success.

DSO support and resources

As DSO is an integral system of your study, it is important that you become familiar with the DSO environment. A complete list of quick guides (brief guides to get you started), step guides (comprehensive guides if you need to know more) and video guides can be found at: www.deakin.edu.au/current-students/study-support/dso-support/guides/index.php.

Guideline for using online discussion spaces

The Deakin Student Charter states that it is the right of students 'to be treated with respect and courtesy by University staff and other students in an environment free from harassment and discrimination according to state and federal legislation and University policy' and that it is the responsibility of students to treat staff and other students in a similar way.



When using DSO you are part of the Deakin learning environment so it is important to abide by appropriate codes of behaviour. The online environment is great for 'networking' and getting to know one another, but obviously the rules of common courtesy apply here as they do in any classroom or public area. You can find one set of guidelines on online discussion at: www.albion.com/netiquette/corerules.html. Particularly relevant are Rules 1 and 7: 'Remember the human' and 'Help keep flame wars under control'.

Vigorous debate about issues is a hallmark of university life and is encouraged. Making derogatory personal comments about or to people with whom we disagree, is not. This is a particular concern in online environments where the person to whom the comments are directed does not have visual and other non-verbal cues that might soften the impact or suggest a tone of friendly banter. Bear in mind that your comments are public, that they may remain on view long after they are made and that they may discourage participation in the discussion by people who are put off by abuse. Inappropriate activity will not be tolerated and may result in you being denied future access. You are encouraged to report abusive behaviour online.

iDeal—English language enrichment

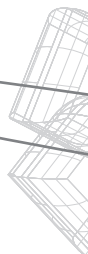
iDeal is a free online program which identifies your language abilities, gives you immediate feedback across 10 skill areas and provides links to resources, tips and strategies to improve specific areas relevant to academic and professional settings.

iDeal is designed for all students, whether native English speakers or those for whom English is not their first language. Communication and language styles used in academic and professional settings differ from social settings and *iDeal* provides the opportunity to develop skills for success in these environments. You are able to access *iDeal* repeatedly during your study so that you can track your language development and work on different skills at different times.

The first time you take *iDeal* you will complete a brief timed section, followed by a comprehensive, un-timed analysis of your reading, writing and listening skills. *iDeal* is interesting, informative and easy to access, and your results are confidential. Access *iDeal*, using your Deakin username and password, at: www.deakin.edu.au/ideal.

Self-help groups

Self-help lists offer off-campus students the opportunity to make personal contact with fellow students. Groups are formed using lists of students who have agreed to share their names and telephone numbers with other students who are studying the same unit. This means that students may be contacted individually by other students or invited to join a self-help group. Self-help lists are available on StudentConnect under the **View course** option on the sidebar menu. If you wish to remove yourself from a self-help group, you should contact Customer Service as you cannot do this via StudentConnect.



Orientation

To help you navigate through your first few weeks, the University has a comprehensive program which focuses on the key things you need to know. The Deakin website includes the distance education virtual orientation site which will help you make the most of your online learning experience.

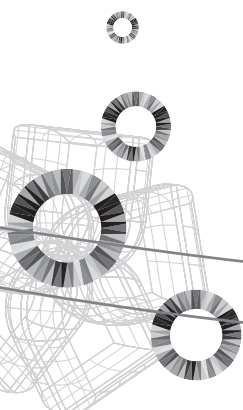
For further information visit: www.deakin.edu.au/transition.

Tips and hints

A number of students will be returning to study after a lengthy period of working or will not have undertaken tertiary study before. If this is the case for you, it is important that you are aware of the demands that your course will place upon you. Returning to studying can sometimes be a frightening and overwhelming experience. There are things you can do to help overcome this:

1. Read all unit guides and unit outlines prior to beginning studying.
2. Make yourself aware of the contents and structure of all materials provided to you.
3. Ensure that you know who the relevant contacts are for administrative and academic queries.
4. Make a list of all important dates for the trimester—assignment due dates, trimester start and finish dates.
5. Browse through the unit guide, study guide and reader, looking especially at the course structure and the topics to be studied.
6. Identify any topics that may provide you with either difficulties or with opportunities to complete them more quickly than expected.
7. Ensure that you have access to items that will make your studying easier—for example, calculators, pens, pencils, highlighters, paper, Internet access, computer, printer.
8. When you start a new study topic, read it once to gain an overview of its content. Then go back and begin the more detailed study, including answering any questions or activities.
9. If you have any queries, contact your tutor and ask your questions. Do not leave it until it is too late! Your tutor expects to be asked questions and it may be the only way that you can clarify a situation.

Each student will bring different areas of expertise and skill to their studies. Therefore, the time taken to complete each topic of study and assignment will vary. Do not attempt to rush through a particular topic, but avoid spending too much time on any one topic. Try wherever possible to move onto the next topic at the date specified to start it. You may find that you complete one topic early and need extra time for another one. Use the time you have left in that week to start on the next topic or to work on your assignments.



Deakin online

Computer requirements and Internet access

Deakin expects students to have access to a computer and the internet. This does not mean that students must own a computer or that they have personal access to high quality, 24-hour, broadband internet services. For students who do not own a computer, it may be sufficient, in most cases, to be able to access computing facilities at locations such as libraries and internet cafes. However, you must be aware of the limitations this may impose on you at times, and establish ways to account for this in your study timetable.

Recommended computer standards are outlined at: www.deakin.edu.au/current-students/it-support/computer-standards.php.

Further essential information technology (IT) information is provided online and available to all students at: www.deakin.edu.au/current-students/it-support/index.php.

Computer software

Before your study begins, ensure that you have:

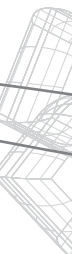
- access to a computer
- a connection to the Internet
- a web browser of the appropriate standard*
- a java plug-in of the appropriate standard*
- word-processing software
- Acrobat Reader*.

*Deakin provides a Software Library where students can access software that they may need or find useful for their studies. This free software is available from the Deakin University website at: www.deakin.edu.au/software.

Creating your Deakin username

Before you can access Deakin online resources, you must have a Deakin University username and password. You can create an account at: www.deakin.edu.au/password.

Some Deakin online systems use pop-up messages. Check your web browser settings to allow pop-ups to be displayed from Deakin sites.



To access your allocated username and get your first password you must first identify yourself by providing the following information:

- your student ID
- your course code—*Note:* This is the code for the whole course you are enrolling in, not the individual unit(s)
- your date of birth
- your postcode.

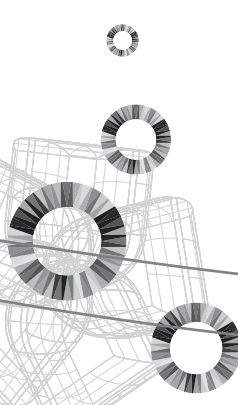
You will then be given your username and, following this, a computer-generated password.

To change your password, go the password website: <www.deakin.edu.au/password>. Click on the 'I want to change my password' link. Once your username is active, you will have access to Deakin's online environment.

Online Gateway

The Deakin Students' Gateway to Campus provides online access to information you need to know for your studies at Deakin. You can access the Gateway from the Deakin homepage (www.deakin.edu.au) by clicking on 'Current Students'. This site includes general articles of news on Deakin, links to key resources and a log-in to DSO from which you will be able to access course and unit-specific information.

Note: Some resources may not be applicable to you. For example STAR: tutorials and timetables (listed under Key Resources) is for use by students who attend Deakin on-campus.



StudentConnect

What is StudentConnect?

StudentConnect is the portal by which Deakin students gain direct access to their student enrolment records and results. For your convenience, StudentConnect is accessible 24 hours a day.

Student Connect allows you to undertake administrative tasks more efficiently and in your own time.

Accessing StudentConnect

StudentConnect can be found via the Students' Gateway to Campus (under 'Key resources') or directly from: www.deakin.edu.au/studentconnect. You can access StudentConnect if you are undertaking study in the current academic year or have a formally approved intermission (although you may only have limited access when you are formally intermitted).

When in StudentConnect, you will be requested to provide log-on details. To log on you will require your Deakin username and password.

Deakin home : Contact Deakin : Directory of staff : Site map : A-Z index : Help : Portal Search Go

Deakin University
Student Connect

StudentConnect home : Handbooks : Unit Search : Course Search : FAQs : Need help? Logout

Deakin home > Student Connect > Welcome to StudentConnect

Personal Details

[Statistics about you](#)
[Update your addresses](#)

Enrolment

[Enrol in unit/course](#)
[Withdraw from unit](#)
[Print evidence of enrolment](#)
[View course progress](#)
[View course](#)
[View credit for prior learning](#)

Assessment & Exams

[Track your assignment](#)

Welcome to StudentConnect

StudentConnect

This is your personal gateway to your student record.

To login to StudentConnect, click on one of the left sidebar menu links. Login using your **Deakin username and password**.

[StudentConnect Usage Tips](#)

Noticeboard


- **Trimester 3 2010 Unit Evaluations**
Please remember to complete your unit evaluations for Trimester 3, 2010 (7 February – 4 March) at http://www.deakin.edu.au/unit_eval.
- **Online invoices available**
Invoices for Trimester 1, Semester 1 and Residential 1 can now be accessed by clicking on the Generate Your Invoice option on the side menu. If you are enrolled in units for any of these study periods it is your responsibility to generate your online invoice and to ensure payment is made prior to the due date of 12 March 2011.

It is your responsibility to ensure all your enrolment and fee details are correct. You should access your invoice at least once each study period

What facilities does StudentConnect provide?

The left-hand menu (see the image below) lists the facilities provided through StudentConnect. You will not necessarily use all the items. Below is a brief explanation to assist you.

Deakin home : Contact Deakin : Dir



Deakin University
Student

StudentConnect home : Handb
Deakin home > Student Connect > 1

Personal Details

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Enrolment

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Assessment & Exams

[Track your assignment](#)
[Print your assignment coversheet](#)
[Exam timetable](#)
[Special consideration application](#)
[View your results](#)

Timetable

[STAR - class timetable](#)

Fees and Payment

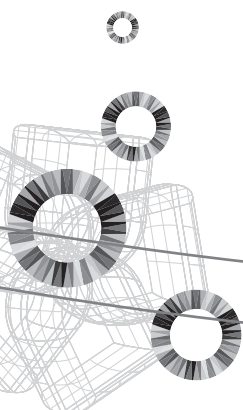
[Generate your invoice](#)
[Make a payment](#)
[View credit balance](#)
[View archived invoices](#)
[Commonwealth Assistance Form \(eCAF\)](#)
[Commonwealth Assistance Notice \(eCAN\)](#)

Graduation

[Apply to graduate](#)
[View your application status](#)

Logout

Item	Details
Personal details	Check your personal details held by Deakin including contact details. Use this to update your current address, email or phone contact details or add new addresses.
Enrolment	Use items in this area to manage your re-enrolment in further units, withdraw from units, check your progress in a course and download a 'Confirmation of Enrolment'. You can also track your credit for prior learning (CPL) (if applicable).
Assessment and exams	Use this area to track assignments (if applicable in your unit of study), your exam timetable and check your results (<i>Note:</i> This does not provide you with an official transcript of results). You may also apply for special consideration (refer to 'Assessment' later in this guide).
Timetable	For on-campus students.
Fees and payment	View and pay your trimester fees. (You can use StudentConnect to utilise FEE-HELP and to view how much you owe on your FEE-HELP loan.)
Graduation	When you are ready to graduate, apply via StudentConnect and track your application.
Logout	Remember to logout when you have finished your StudentConnect session.



Deakin Studies Online (DSO)

Deakin Studies Online (DSO) is Deakin University's online learning management system. It is the primary way for you to keep in contact with your tutor and fellow students and also provides announcements and easy links to the Deakin Library, study skills support and other administrative tools for students to help manage their studies.

DSO can be accessed from the Students' Gateway to Campus page or directly via: www.deakin.edu.au/dso. This page contains links to DSO Help, the log-in page, and news and updates. You can access DSO any time through an Internet connection at home or work.

To optimise your browser for DSO refer to the quick guide for PC users: www.deakin.edu.au/current-students/study-support/dso-support/guides/qg-pc-optimise.php#browsers. Please note that Netscape is *not* recommended for use with DSO.

To log in to DSO you will need your Deakin username and password.

Deakin home : Contact Deakin : Directory of staff : Site map : A-Z index : Help

Deakin University
Students' gateway to Campus

Home : Study support : Study information : HDR : IT and computing : Services : Get involved : Student groups

Deakin University > Students' gateway to campus

Key resources

- [Important dates](#)
- [Library](#)
- [STAR: tutorials and timetables](#)
- [StudentConnect](#)
- [Email](#)
- [Handbook](#)
- [Deakin's response to your feedback](#)
- [Student complaints](#)

What's on this week

- [Free breakfast on Campus!](#)
- [Study skills workshops for commencing students - register now!](#)
- [Japanese Summer Festival, Sat 12 \(Melbourne Waterfront\)](#)

[more ...](#)

Login to DSO

User name:

Password:

[DSO: Getting started](#)

When you log in to DSO you will be taken to your DSO home page. Your home page gives you access to the units you are enrolled in. Click on a unit (e.g. unit code TRI-1 2011) in the Course List to go to the learning environment for that unit. If your Course List does not include all the units in which you are enrolled, please check your enrolment details through StudentConnect.

Deakin email

Deakin students are allocated a Deakin email address once enrolled. The format of your email address will be username@deakin.edu.au, where the username is your Deakin username. You must check your Deakin email account at least weekly to obtain important information about your enrolment.

The Deakin University email address is the one the University will use to communicate with students. You may wish to forward this email to another preferred email address for your ease of use. This is your responsibility to set up. To re-direct your Deakin email to a personal email account and for further information on using email, go to: www.deakin.edu.au/current-students/it-support/email/forward/index.php.

Administration

Enrolment and re-enrolment process

To undertake any unit and/or course of study at Deakin, each student must formally enrol or re-enrol. Because DeakinPrime students are enrolled in employer-funded places, we also require all students to provide signed authorisation from their employer prior to their enrolment being confirmed.

Enrolment forms for new students are available from your DeakinPrime Coordinator or via the DeakinPrime website at: <www.deakinprime.com> (select the menu tab marked 'Students'). Students seeking to re-enrol may do so online via StudentConnect. Step-by-step instructions can also be found on the DeakinPrime website.

Be aware of the dates enrolments close. Late receipt of your enrolment may prevent you from studying in your chosen timeframe. You can enrol for the full academic year, but if you wish to amend your choices mid-year, it is your responsibility to advise Deakin in writing by the relevant enrolment closure dates.

Student identification card (Deakin Card)

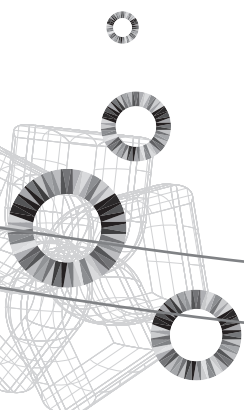
As a student enrolled in a Deakin postgraduate course, you are entitled to receive a Deakin student identification card (Deakin Card). It is important that you apply for this as soon as possible as you will need to show your Deakin Card when you undertake exams in your Deakin course.

To get a Deakin Card you need to provide a high-quality, passport-sized (6 x 4 cm) colour photograph (head and shoulders only). Please provide this via email to enquire@deakin.edu.au and ensure your full name and Deakin student ID number are clearly shown in the email you send with the photograph. Your Deakin Card will be sent to you at your postal address.

Alternatively, you are able to obtain a Deakin Card by post. To do this, write to Deakin at:

Deakin Central
Building jb, Level 2
Geelong Campus at Waurn Ponds
Deakin University, Victoria
AUSTRALIA 3217

Enclose your details (full name and student ID number and return address) together with a high-quality, passport-sized (6 x 4 cm) colour photograph (head and shoulders only). Your Deakin Card will be sent to you at the postal address you provide.



Changing personal details

It is crucial to keep your address details up to date so that course materials and important mailings reach you and your tutor is able to contact you. This is done via a Change of Details Form, which you can access on the DeakinPrime website at: www.deakinprime.com/deakinprime/content/students/downloads.aspx. Alternatively, you can contact Customer Service on **1800 555 709**.

In the case of a name change, a certified copy of documentation (e.g. marriage certificate or Registry of Births, Deaths and Marriages Change of Name Form) must be submitted with the Change of Details form.

Credit for Prior Learning (CPL)

CPL is the term used when the University allows prior study or work experience to count towards your Deakin degree. If CPL is granted, it will reduce the number of units needed to complete an award course. You can receive CPL for previous postgraduate study that is relevant to your postgraduate program. CPL will not normally be granted for studies completed more than 10 years prior to application.

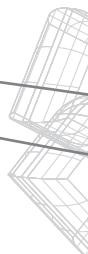
There are limits in each course as to how much CPL you can claim. Further information about credit for prior learning is available through the Deakin website at: www.deakin.edu.au/courses/advanced-standing/other_results.php.

If you think that you may be eligible for CPL towards your course, print out the CPL application form from the DeakinPrime website at the following address: www.deakinprime.com/deakinprime/content/students/downloads.aspx.

Instructions on completing the form are provided. To ensure that you do not study a unit for which you could have received CPL, you should apply for CPL when you first enrol in your course. If you have questions regarding CPL please contact your Coordinator.

Withdrawal

If you cannot complete the unit you are enrolled in, you need to withdraw from it. Withdrawal is a serious consideration, and you are encouraged to discuss your choice with your manager, tutor and DeakinPrime Coordinator before taking this step. Withdrawals must be made by the relevant dates, otherwise academic and financial penalties may apply (refer to 'Important dates' earlier in this guide). For example, if you withdraw at the end of the trimester you will still receive a fail result.



Even though you withdraw from a unit you or your employer may still be required to pay DeakinPrime for your studies. If you withdraw after the University census date of the study period (refer to the Important Dates area on the Deakin University website), a 100 per cent charge of the tuition fees will apply.

In order to withdraw from a unit, please seek your employer's approval. Forward this approval, along with your request to withdraw, to your DeakinPrime Coordinator. Make sure that you include your name, student ID number, the unit code and name of the unit you wish to withdraw from, and the trimester. Your Coordinator will complete an Enrolment Details Variation form for you and attach your request and your employer's authorisation and provide it to the University for processing. *Note:* Simply informing your tutor that you wish to withdraw is not sufficient and will not lead in itself to your enrolment being withdrawn.

Intermission from a course of study

'Intermitting' is also known as suspending a course. Generally, students intermit from their course when they know they will not be able to study for a given period of time—for example, you receive a promotion and need six months free from study while you learn your new role. Intermission is normally granted for a maximum period of 12 months during enrolment in a course.

If you intermit from your course while you are enrolled, the unit/s you are enrolled in will be withdrawn. Intermission and the accompanying withdrawals must be made by the relevant dates, otherwise academic and financial penalties may apply (refer to the Important Dates area on the Deakin University website). If you wish to study the same unit in the future, you will need to enrol in it again and the tuition fee your employer is charged for your enrolment will be the full amount.

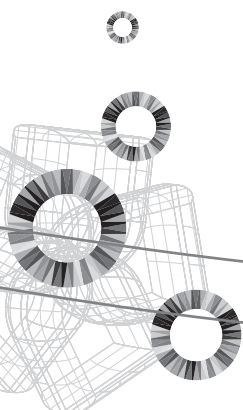
You should discuss any decision to intermit with your employer. Contact your DeakinPrime Coordinator for advice on how to intermit from your course.

Notification of discontinuation from a course of study

If you wish to discontinue your studies, and don't have any plans to return, DeakinPrime still needs notification **in writing** before you will be withdrawn.

Fees and charges

DeakinPrime's participants are enrolled as 'employer-funded' students. This means course fees are charged to a company, not to individual participants. You will therefore not be liable for any fees due under the Commonwealth Supported Places (CSP) scheme (formerly Higher Education Contributions Scheme ((HECS)). DeakinPrime cannot accept payment of tuition fees from an individual student.



There are some costs that employer-funded participants are expected to cover. Examples include textbooks, graduation costs and library fines.

Please note that if you have any outstanding library fines, you will no longer be entitled to access University services and resources and may be prevented from re-enrolling.

There are also fee-retention policies that apply to international students—persons living in Australia with temporary residence status and persons living abroad who are not Australian citizens and do not have permanent residency in Australia. More detailed information can be found on the Deakin website at:

<www.deakin.edu.au/current-students/study-information/fees>.

FEE-HELP

FEE-HELP is a loan program that helps eligible fee-paying students to pay their higher education tuition fees. Australian citizens and holders of a permanent humanitarian visa are eligible for FEE-HELP. Holders of other permanent visas are not eligible for FEE-HELP unless they are undertaking a bridging course for overseas-trained professionals.

The following courses are eligible for FEE-HELP:

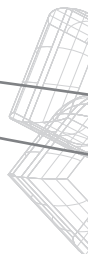
- accredited undergraduate award programs
- accredited postgraduate award programs, including higher degrees by research
- bridging courses for overseas trained professionals to enable them to meet the requirements for entry into their profession in Australia
- courses to enable students to meet the requirements for entry into an award program
- units of study made available by higher education providers, access to which was provided by Open Learning Australia.

Note: FEE-HELP is not available for the accommodation component of residential schools.

FEE-HELP for cross institutional courses must be applied for separately.

For more information, access the Department of Education, Employment and Workplace Relations (DEEWR) Higher Education website: **<www.deewr.gov.au/HigherEducation>.**

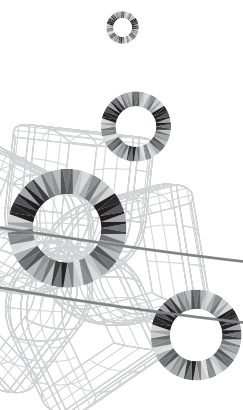
And for more detail: **<www.goingtouni.gov.au/>.**



If you leave your employer

The course you are enrolled in is designated by the Federal Government as 'employer funded'. Unfortunately, if you resign and are no longer employed by a company that has a relationship with DeakinPrime, we cannot continue to enrol you in an employer-funded course.

In most cases, if you have left your employer part way through the trimester, you will be able to complete the unit. However, to be sure of your options, you must contact your DeakinPrime Coordinator to discuss your individual circumstances and identify what steps to take next.



Assessment

Important reminders about assignments

1. Remember to keep a copy of any work you submit.
2. Please note that we expect you to observe the due date for all assignments.

At the beginning of each trimester unit chairs will provide guidelines on the availability or otherwise of assignment extensions. If, for reasons beyond your control, you are unable to submit work by the deadline, these guidelines should be followed.

If you are unable to access these guidelines, please contact the unit chair.

Plagiarism and collusion

Plagiarism is the copying of another person's ideas or expressions without appropriate acknowledgement and presenting these ideas or forms of expression as your own. It includes not only written works such as books or journals but data or images that may be presented in tables, diagrams, designs, plans, photographs, film, music, formulae, websites and computer programs.

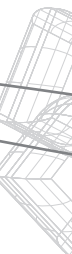
Plagiarism also includes the use of (or passing off) the work of lecturers or other students as your own.

Both DeakinPrime and the University regard plagiarism as an extremely serious academic offence. The penalties associated with plagiarism are severe and extend from cancelling all marks for the specific assessment item or for the entire unit through to exclusion from your course. These are detailed in Part 2 of Regulation 4.1(1) Student Discipline and can be accessed at: <http://theguide.deakin.edu.au>.

Therefore, whenever you are including a reference to another person's research or ideas (whether by direct quotation or by paraphrasing), you must appropriately cite the source of that reference. If you are ever in doubt about the most appropriate form of referencing, you should consult your tutor.

Students should also be aware that there are laws in place to protect the ideas and expressions (i.e. the intellectual property) of individuals and or groups and their right to be attributed as the authors of their work. These are known as 'copyright' and 'moral rights' and are included in the Australian *Copyright Act 1968* (Cwlth). Plagiarism offences may also be breaches of the Act, and students may be subject to penalties independent of the University's regulations and procedures.

Unauthorised collaboration is a related form of cheating. Unauthorised collaboration (including collusion) involves working with others with the intention of deceiving examiners about who actually completed the work. If there has been any collaboration in preparing individual assessment items, this must be disclosed. In the case of group project work, tutors provide guidelines on what level of collaboration is appropriate and how the work of each participant in the project is to be presented. If you have any doubt about what constitutes authorised and unauthorised collaboration you should consult your tutor.



Your evaluation of the unit

As part of the Student Charter, Deakin University recognises the rights of its students to experience high-quality teaching, up-to-date course content and a challenging and stimulating learning experience. To monitor its performance across the faculties and as a basis for identifying areas of improvement, the University undertakes a review of all its units at the conclusion of each trimester. Student evaluation of teaching and learning is an integral part of this review.

Just as the University recognises the fundamental right of students to have access to high-quality teaching, it also considers that it is a responsibility of the student to provide honest and fair feedback.

Towards the end of the trimester you will be asked for your feedback via an online Unit Enrolment questionnaire. All responses are anonymous. When completing the Unit Evaluation, you will be asked to supply your student ID number. Please be assured that the collection of the student ID number is solely for the purposes of retrieving demographic data for use in aggregate reporting. Your student ID number will be separated from your responses and your responses will not be reported in any way that will enable you to be identified.

Exams

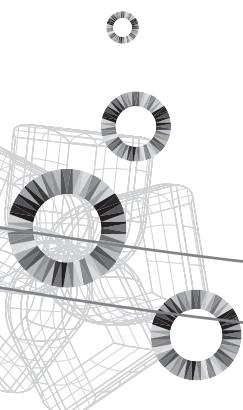
You are responsible for obtaining dates, times and venues of your examinations. These can be accessed via Student Connect at: www.deakin.edu.au/studentconnect.

Information on exam conditions is available at: www.deakin.edu.au/current-students/study-information/exams-assessment/exam-conditions.php. As an external student it is very important that you familiarise yourself with these prior to sitting an examination. Students enrolled in off-campus units will sit their examination at their nominated off-campus location.

The University releases the final exam schedule approximately six weeks prior to each exam period. If you are enrolled in a unit with an exam, the exam could be scheduled at any time during the exam period (refer to Important Dates on the Deakin University website at www.deakin.edu.au/current-students/handbooks/2011/introduction/important-dates.php). Deakin University does not recognise Labour Day (March), Queen's Birthday (June) or Melbourne Cup Day (November). If one of these holidays occurs during an exam period, exams are still scheduled on that day.

If, by four weeks prior to the examination, you are not sure of your exam arrangements, you should contact the External Examinations area within the Division of Student Administration (DSA). Contact may be made by:

- phone: **(03) 5227 2177**
- email: **ext-exam@deakin.edu.au**



Results

Results are released approximately three weeks after the conclusion of each trimester. Actual release dates are listed in the Important Dates area of the Deakin website at: www.deakin.edu.au/current-students/handbooks/2011/introduction/important-dates.php.

You can access your results via StudentConnect. Please note that Student Connect does not provide you with an official transcript of results. An official academic transcript is provided when you have completed your whole course. For more details on transcripts, go to: www.deakin.edu.au/current-students/study-information/graduation/tscripts-tmurs.php.

Your results can also be released to you via SMS to a nominated mobile phone. You must register for the SMS service at: www.deakin.edu.au/results/sms. You will need to register each trimester to ensure mobile phone numbers are kept up to date.

If you are granted Special Consideration and complete your unit later than the usual end of the study period, your results release may be delayed.

Request for Special Consideration

If you believe your assessment has been affected by illness or other problems you may apply for Special Consideration. Special Consideration is only granted under exceptional circumstances, such as serious illness or family trauma. You will be required to provide a medical certificate or sign a statutory declaration.

Requests for Special Consideration MUST be submitted no later than three days after the due date of the assignment extension or the date of the examination.

Applications for Special Consideration should be lodged online. To access the application portal, go to StudentConnect and click 'Special Consideration Application' on the left vertical (blue) menu. Read all the information carefully and follow the prompts to submit your application.

A Student User Guide is also available from this location.

Further information is available from your faculty campus office or student centres.

Students who for genuine reasons are unable to apply online must contact their faculty campus office or Student Centre. The hard-copy application form is not available to be downloaded.

Further advice on procedures for Special Consideration can be found on the Deakin University website at: www.deakin.edu.au/current-students/study-support/special-consideration.php.



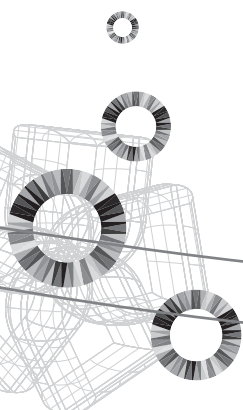
Graduation

Deakin University will send a graduation invitation to students due to complete their courses at the end of that trimester. Students are required to register online. It is your responsibility to apply to graduate. You must do so in order to receive your testamur at either a graduation ceremony you attend in person, or if you are unable to attend, by graduating 'in absentia'.

Once the Faculty confirms that a student has completed the requirements of his or her course, that student becomes a graduand, and the online application and registration to graduate is processed. You may choose to receive your degree either in person or in absentia (in your absence) at a Deakin University conferral ceremony.

A charge for the hire of regalia applies to all graduands wishing to attend a conferring ceremony. Payment of these charges is required when you register online to graduate. If for some reason your application to graduate is rejected, your payment can be refunded or applied to the next graduation round.

All graduating students receive written advice to confirm the conferral of their award, whether it is advice about the ceremony they have chosen to attend or delivery advice regarding their testamur (for those graduating in absentia).



Policies and procedures

Deakin University's policies and procedures are all available in *The Guide* which is available on the Deakin University website at: <http://theguide.deakin.edu.au>.

Privacy legislation and confidentiality

The personal information on your enrolment form is collected to enable Deakin University to process your application for enrolment, to assist the University in marketing and planning activities and to enable the University to meet its reporting and other obligations to government agencies. If your application is successful the information will be used to manage your academic progress, to communicate with you and to allow you to use the University's services and facilities. Your personal information will be disclosed to government agencies pursuant to reporting and other obligations. The University will treat your personal information in accordance with the *Information Privacy Act 2000* (Vic.). If personal information is not provided on the form as requested, it may not be possible for the University to process your application for enrolment.

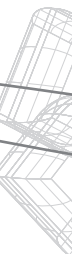
The University has appointed a Privacy Officer to facilitate compliance with its privacy obligations. The Privacy Officer may be contacted at: privacy@deakin.edu.au.

You may gain access to the personal information held about you by the University. Requests for access are managed in accordance with the *Freedom of Information Act 1982* (Vic.) and may be directed to the Manager, Freedom of Information at the University. You may view the University's privacy policy on *The Guide*.

Equity

Deakin University is strongly committed to the principles of social justice and fairness in education and employment. Every student of Deakin University is entitled to work in a study environment free from harassment and discrimination, and also has a legal responsibility to refrain from harassing or discriminating against others.

To facilitate this, the University has established an Equity and Diversity Unit. The Equity and Diversity Unit manages a range of programs designed to nurture a university culture that supports diversity and improves opportunities for people from disadvantaged backgrounds to access education and employment and achieve their full potential. To learn more about this, go to: www.deakin.edu.au/equity-diversity.



Copyright

Deakin University takes copyright compliance very seriously and expects its staff and students to ensure that whatever they copy or communicate online is copied or communicated legally.

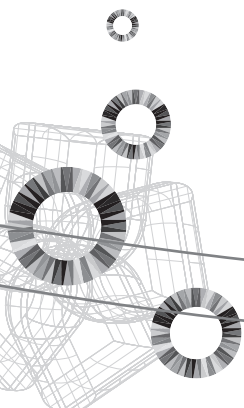
The Australian *Copyright Act 1968* (Cwlth) protects published and unpublished material. Software, audio-visual material, books, journals, newspapers and musical and artistic works are all covered by the Act.

Infringement of the Act may involve students and the University in a civil law suit where material is copied without the author's or publisher's permission.

As a general guideline, students may photocopy work under the following conditions:

- the amount copied is considered 'fair' under the Act
- copying is for research or study
- up to one article from an issue of a journal or two articles if they relate to the same subject
- up to 10 per cent or one chapter of a book—whichever is greater.

If you are in any doubt about what you intend to photocopy, check first with Deakin. Extensive help (including a list of frequently asked questions) is provided at: www.deakin.edu.au/kmd/copyright/index.php.



Glossary of terms

For those unfamiliar with terminology used in higher education, the meanings of certain key terms have been set out below.

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

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

Alternative unit: A unit which a student undertakes in place of a unit that the student is precluded from undertaking on the basis of existing knowledge and skills.

Assessment: The evaluation of a student's overall academic performance in a unit.

Articulation: The mechanism that enables students to proceed from one course to another, sometimes, but not necessarily, with credit.

Assignment tracking: A central service where assignments are received, keyed into a database tracking system, sent to the assessor and returned to the student, ensuring security and speed of processing. Students receive personalised assignment cover sheets to attach to their assignments with their study packages.

Census date: The census date for a unit is the date on which enrolments in a unit are finalised. It is the last date on which a student can:

- apply for FEE-HELP for the unit (Australian citizens only)
- withdraw from the unit without being liable for FEE-HELP or for the full tuition fee (international students)
- withdraw from the unit without a reference appearing on their academic transcript.

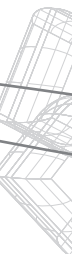
Collusion: The practice of combining the efforts of students, or students and other persons, with the intention of deceiving an assessor as to who is the legitimate creator of material submitted for assessment.

Competence/competency: The ability to perform a specified task, usually involving a combination of technical skill, knowledge or understanding, and attitude or outlook.

Corequisite: One or more units specified by the faculty board that a student must complete prior to, or simultaneously with, a particular unit before the student's enrolment in that unit will be regarded as effective. Corequisites are normally specified in the handbook.

Course: A set of units comprising credit points to a particular value, and approved by the Academic Board, which, when satisfactorily completed by the student, normally entitles that student to the award of the appropriate certificate, diploma or degree.

Course completion: The satisfactory completion of the specified number and sequence(s) of units, including prescribed and/or elective units, which normally entitle a student to an award of the University, and compliance with any other rules or requirements specified for the course.



Credentialed learning: Credit is transferred to a Deakin award program from completed or partly completed studies from other accredited institutions such as a university, TAFE college or equivalent institution.

Credit point: A measure of workload. One credit point represents one-quarter of a full-time student's normal workload during a trimester. One unit is equivalent to one credit point.

Credit for Prior Learning (CPL): CPL (formerly known as Advanced Standing) is the term used when the University allows prior study or work experience to count towards your Deakin award. Credit may be granted for credentialed learning and uncredentialed learning that meet the University's requirements.

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

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

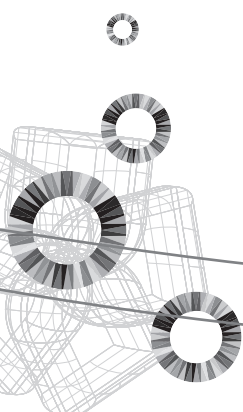
Elective unit: A unit that is not prescribed as a core part of a course, but which may be undertaken and credited towards the course. Elective units may include a range of units offered by the faculty, other faculties or other institutions. The number of electives a student may include in a course is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

Encumbrance: A restriction placed on a student's enrolment for breaching specified due dates and conditions relating to matters such as enrolment fees, library loans, residential fees or student loans. Encumbrances limit students' access to services provided by the University including IT and library access, the ability to vary enrolments in any way, despatch of course materials and re-enrolment information, access to assessment results, examination date/location advice and approval to graduate.

Enrolment variation: Enrolment variation is a formal process in which a student changes either their personal details or their course/unit details. This may include adding or deleting a unit of study, a change of address, a change of name, withdrawal or intermission from a course of study.

Exam centres: Exam centres for distance education students are located throughout Australia and in a number of overseas countries. Where students live in remote areas, other arrangements are made with the external examinations section.

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



Intermission: The approved suspension of study for a specified period, normally a maximum of one year, after a student has enrolled in a course.

International students: international students are citizens from a country other than Australia.

Legislation and policies: Course requirements and many of the procedures of the University are governed by legislation and policies. These are contained in the governance system available electronically at:
<<http://theguide.deakin.edu.au>>.

Level: In an undergraduate degree course of three years' duration, studies may generally be taken at three levels: Level 1 representing the initial stage, up to Level 3, the most advanced level. Level 4 indicates either the fourth level of study within an undergraduate program of four or more years' duration, or study undertaken in an honours program or other undergraduate course requiring a first degree for admission, or masters preliminary program. Level 5 is the fifth level of study in an undergraduate program and Level 6 and above indicates study at postgraduate level.

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

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

Postgraduate: Of or pertaining to courses of study beyond bachelor level, including graduate certificates, graduate diplomas and higher degrees. Eligibility for entry to a postgraduate course normally requires the applicant to have completed an approved undergraduate degree or have attained significant work experience.

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

Prerequisite: One or more units of the University, or a subject or subjects of the Victorian Certificate of Education or equivalent, which are specified by the faculty board and which must have been successfully completed before a student's enrolment in a particular unit or course offered by the faculty will be regarded as effective. Prerequisites are normally specified in the handbook.

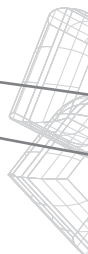
Referencing: Using an accepted standard of acknowledgment to indicate the source of ideas or material in a student's work.

Regulations: See 'Legislation and policies' above.

Trimester: The method of organisation of the teaching year. At Deakin University there are three trimesters per year.

Specified credit: Credit may be granted for a specific Deakin unit where previous studies involve a substantial overlap of content at a similar standard.

Uncredentialed learning: Credit towards a Deakin award is granted on the basis of knowledge and skills acquired through relevant in-service programs, work experience and other experiential learning.



Undergraduate: Of or pertaining to courses including certificates, diplomas, associate degrees and bachelor's degrees.

Unit: A subject which has a credit point value.

Unit chair: The person appointed by the faculty board to chair the assessment panel for each unit.

Unit codes: To identify the various units offered by the faculties of the University, each unit has its own code. Students should always quote this code as well as the title when referring to any unit. The first letter of the code indicates the faculty that offers the unit, the second letter indicates the school responsible for the unit, and the third letter indicates the discipline area within which the unit falls. The first numeral indicates the level of study, while the second and third numerals are used to signify a particular syllabus.

Unspecified credit: Credit granted in a Deakin course for previous studies when no comparable Deakin unit or units exist.

Withdrawal: The formal termination by a student of enrolment in a unit.

