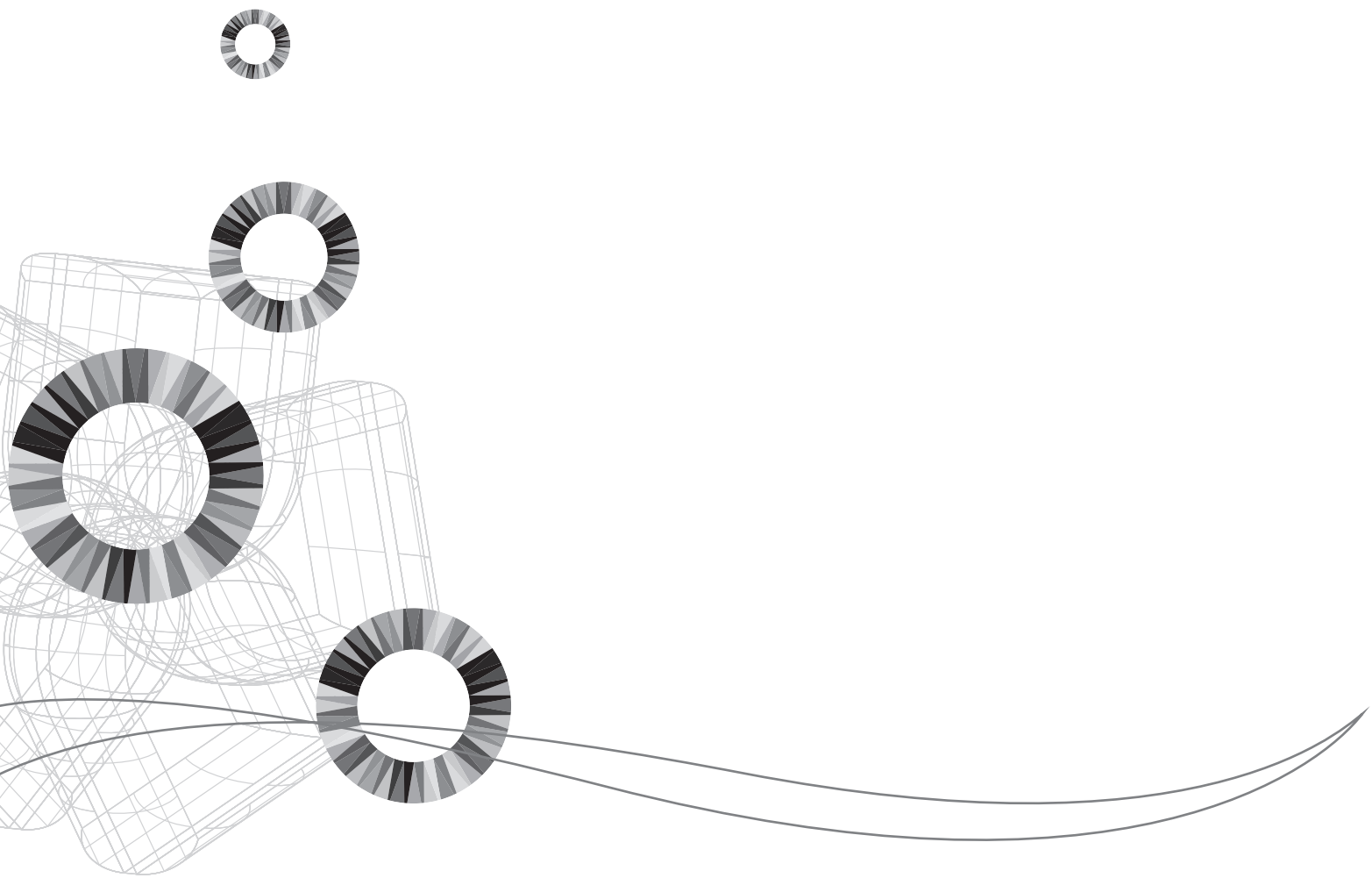


# A guide to undergraduate study at Deakin University



**DEAKINPRIME**  
corporate education

## **A guide to undergraduate study at Deakin University**

Published by DeakinPrime  
Level 6, 601 Bourke Street  
Melbourne Victoria Australia 3000

First published January 2005  
Revised December 2005, October 2006, December 2006, September 2007, October 2008, June 2009, November 2009, January 2011

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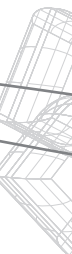
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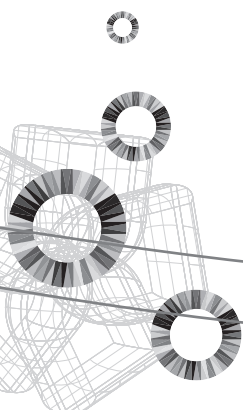
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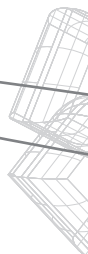


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# Introduction

Welcome to study with Deakin University. This guide is designed for students enrolled in Deakin University undergraduate studies through DeakinPrime, having met the admission criteria for either the:

- University Certificate of Management (M153) or
- Diploma of Management (M152).

It includes information grouped into the following sections:

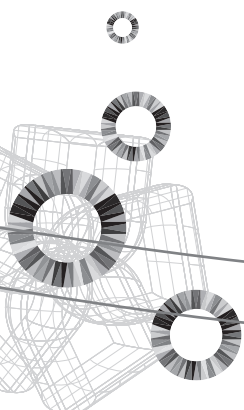
- important dates and calendars
- who to contact and where to get assistance for your study
- administrative matters and University policies and procedures that apply to all students
- assessment
- graduation
- study tips, including guides on assignment writing and referencing.

You will also find general advice on assignment writing and referencing as well as a 'Glossary of terms' towards the end of this guide.

As an enrolled student in either the certificate or diploma you are also 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: **<<http://theguide.deakin.edu.au/>>**.

You will also find much of the information contained within this guide on the DeakinPrime website at: **<[www.deakinprime.com/dp/students/](http://www.deakinprime.com/dp/students/)>**.

Wishing you every success with your studies.

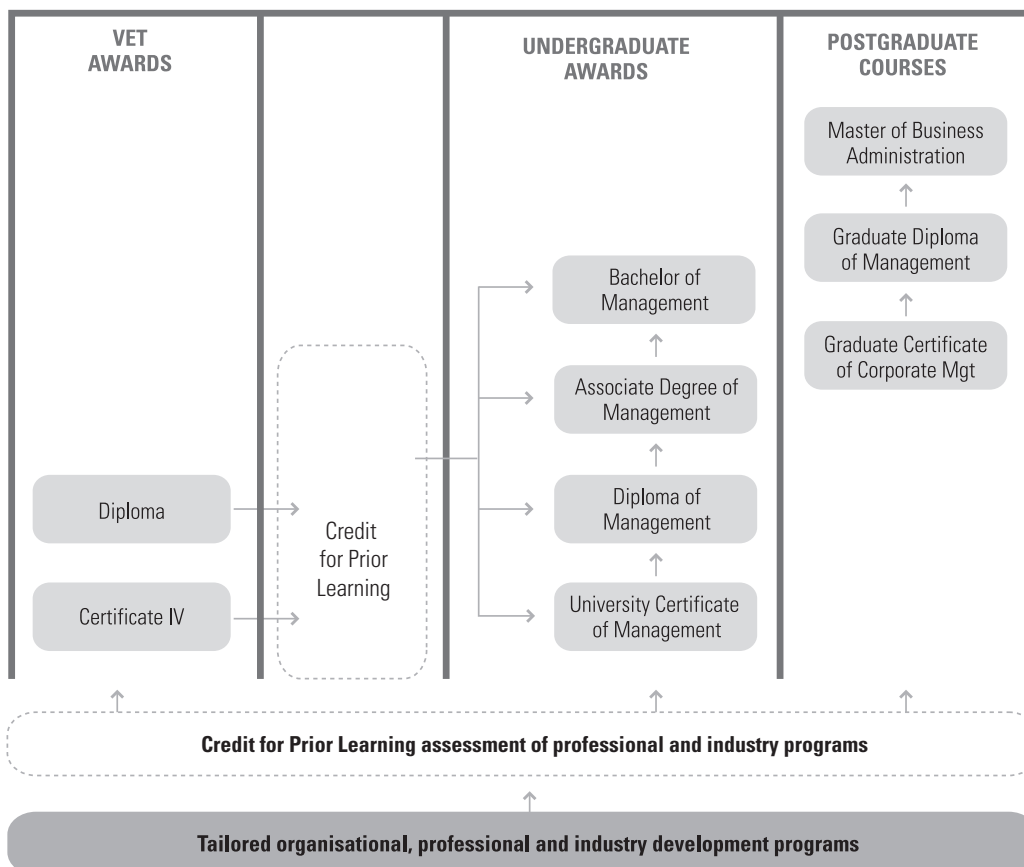


# About DeakinPrime

DeakinPrime (formerly Deakin Australia) was established in 1993 to provide education and development programs and services tailored to the needs of corporations, government agencies, professional associations and industry groups.

Award courses promoted by DeakinPrime, such as the University Certificate of Management and Diploma of Management, are awards of the University and are subject to all relevant legislation, policies and procedures, and to 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.

## Deakin University's accredited pathways in professional and management education



# Important dates

## Academic calendar

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

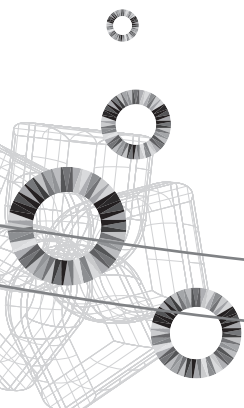
**Trimester 1**      March – June

**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](http://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.au/current-students/handbooks/2011/introduction/important.dates.php](http://www.deakin.edu.au/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

In addition to any support your employer provides you during your studies, there are key Deakin contact points available to you, each providing specific help that you can call upon.

### Your facilitator

You will be assigned a facilitator for each unit of study. The facilitator's role is to guide and support you through your study for that particular unit or module. The facilitator will make regular contact to discuss your progress and provide help with your studies and mark your assignments.

Your facilitator will introduce himself/herself and provide you with his/her contact details in the first two weeks of the study period.

If your facilitator has not contacted you by the end of the first two weeks of the study period, contact your Coordinator.

Your facilitator should always be your first point of call when you have a question relating to your unit or module. Your facilitator can provide guidance with:

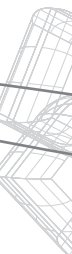
- queries relating to the subject matter in your study material
- assignments
- requests for short-term assignment extensions (one week or less)
- study tips
- general academic support
- referencing.

Facilitators can also advise you on study plans and tips for completing assignments. Don't be afraid to pick up the telephone or send an email—that is what your facilitator is there for!

### Your DeakinPrime Coordinator

Your DeakinPrime Coordinator can provide assistance in the following areas:

- course advice, including entry requirements and unit selection
- withdrawing or adding a unit
- intermitting or discontinuing your award
- Credit for Prior Learning (CPL)



- requesting Special Consideration
- requesting extensions (longer than one week) within study period
- graduation.

If you are not sure who your DeakinPrime Coordinator is, check with your company's human resources (HR) or learning services director or manager. 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 assistance in the following areas:

- queries regarding the receipt/delivery of student study materials
- re-issuing of course materials if incomplete or not received
- accessing StudentConnect
- enrolment queries
- student ID cards
- unit result queries
- issuing ad hoc transcripts of results
- processing updates to student details such as change of address.

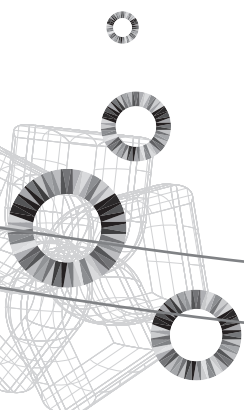
Be certain to have your student ID number handy to enable Customer Service to check your personal details on the database. Contact can be made by:

- 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.

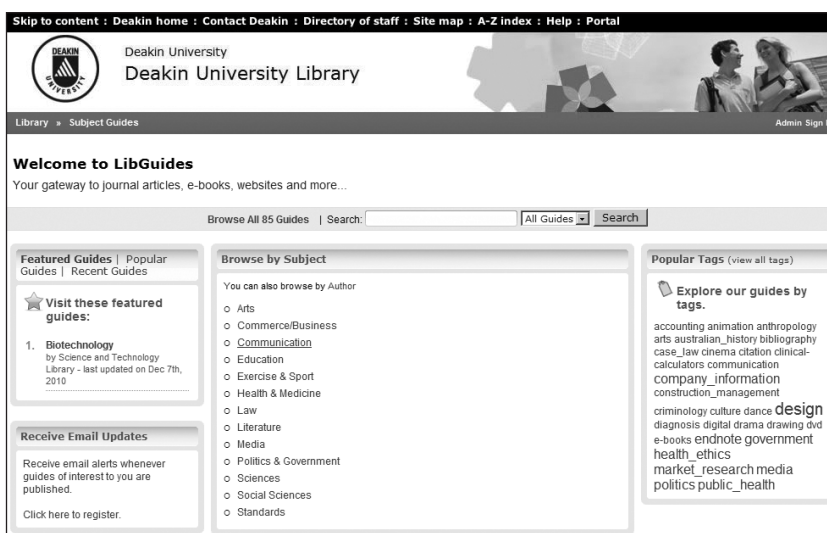


## Library facilities

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/>.



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](http://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 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.

## 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](http://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. Second-hand books sell at 65 per cent of the new book price. 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.

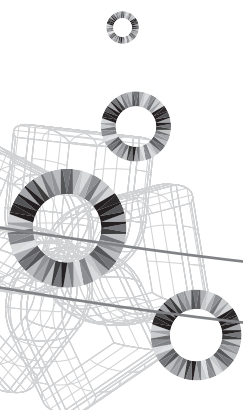
### Disability Resource Centre

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](http://www.deakin.edu.au/current-students/services/disability/index.php)>**

Students can contact the DRC by emailing **[drcentre@deakin.edu.au](mailto:drcentre@deakin.edu.au)**.



## Careers and employment

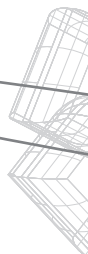
The careers and employment service provides a range of services to help students maximise their career potential. Specialist advice about resumes, application letters and interview skills is available online at: **<<http://www.deakin.edu.au/careers>>**.

## 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](http://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, 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](http://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 visit: [www.deakin.edu.au/study-skills/](http://www.deakin.edu.au/study-skills/).

Available self-help guides include:

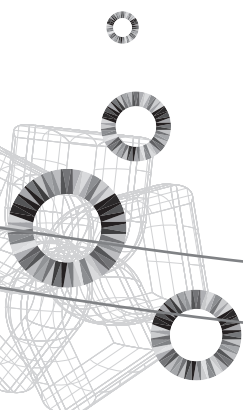
- information about studying at university
- assignment writing
- time management
- academic, essay and assignment writing styles
- guide to referencing and different referencing systems
- avoiding plagiarism and how to summarise and quote correctly
- language and styles of language.

## *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](http://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

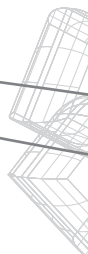
To help you navigate through your first few weeks, the University has a comprehensive program which focuses on the key things you need to know. The Deakin website includes the distance education virtual orientation site which will help you make the most of your online learning experience.

For further information visit: <[www.deakin.edu.au/transition](http://www.deakin.edu.au/transition)>.

## Tips and hints

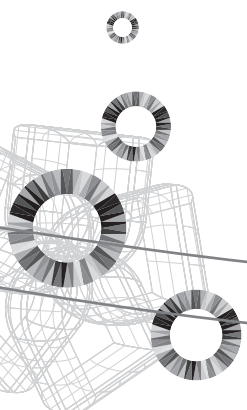
A number of students will be returning to study after a lengthy period of working or will not have undertaken tertiary study before. If this is the case for you, it is important that you are aware of the demands that your course will place upon you. Returning to studying can sometimes be a frightening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



# StudentConnect

## What is Student Connect?

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.

## Browser requirements

StudentConnect requires your browser to be either Safari or Firefox for Apple Mac users or Internet Explorer version 6 (or above) for PC users.

## Accessing StudentConnect

StudentConnect can be found via the Students' Gateway to Campus (under 'Key resources') or directly from: **<[www.deakin.edu.au/studentconnect](http://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

Deakin University  
Student Connect

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

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

**Welcome to StudentConnect**  
StudentConnect Noticeboard

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**.

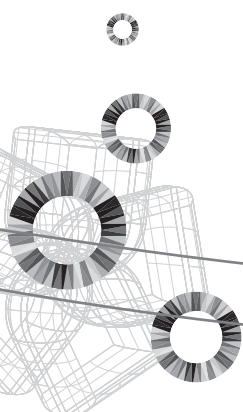
- Trimester 3 2010 Unit Evaluations**  
Please remember to complete your unit evaluation for Trimester 3, 2010 (7 February - 4 March) at [http://www.deakin.edu.au/unit\\_eval](http://www.deakin.edu.au/unit_eval).
- Online invoices available**  
Invoices for Trimester 1, Semester 1 and Res now be accessed by clicking on the Generate option on the side menu. If you are enrolled these study periods it is your responsibility to

# 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.

Item	Details
<b>Personal details</b>	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.
<b>Enrolment</b>	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).
<b>Assessment and exams</b>	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).
<b>Timetable</b>	For on-campus students.
<b>Fees and payment</b>	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.)
<b>Graduation</b>	When you are ready to graduate, apply via StudentConnect and track your application.
<b>Logout</b>	Remember to logout when you have finished your StudentConnect session.

Item	Details
<b>Personal details</b>	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.
<b>Enrolment</b>	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).
<b>Assessment and exams</b>	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).
<b>Timetable</b>	For on-campus students.
<b>Fees and payment</b>	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.)
<b>Graduation</b>	When you are ready to graduate, apply via StudentConnect and track your application.
<b>Logout</b>	Remember to logout when you have finished your StudentConnect session.



# 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](http://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)

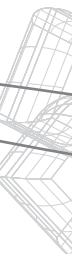
As a student enrolled in a Deakin undergraduate course, you are entitled to receive a Deakin student identification card (Deakin Card). It is important that you apply for this as soon as possible as you will need to show your Deakin Card when you undertake exams in your Deakin course.

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](mailto: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](http://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.

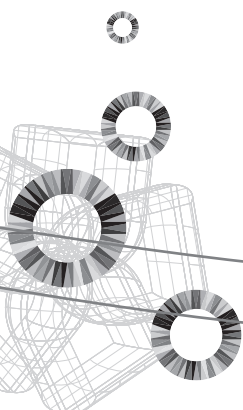
## Credit for Prior Learning (CPL)

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 completed or partly completed studies from other accredited institutions such as a university, TAFE college or equivalent institutions. CPL will not normally be granted for studies or other learning 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](http://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](http://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 or module 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, facilitator and DeakinPrime Project Coordinator before taking this step. Withdrawals must be made by the relevant dates (refer to 'Important dates' earlier in this guide), otherwise academic and financial penalties may apply. For example, if you withdraw at the end of the study period you may 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 (shown in the 'Academic calendar'), a 100 per cent charge of the tuition fees will apply.

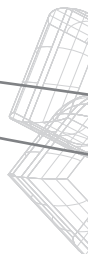
To withdraw from a unit, please seek your employer's approval. Forward this approval, along with your written request to withdraw, to your DeakinPrime Coordinator. Make sure you include your name, student ID number, the unit code and name of the unit you wish to withdraw from, and the study trimester.

# 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 within an award.

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 (see the table under 'Grade allocations and fees liability 2009' to determine the relevant dates). 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 Project 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

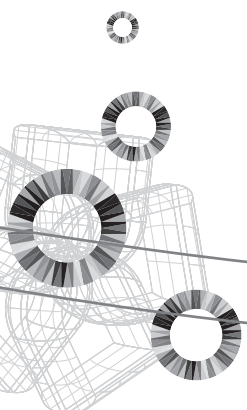
DeakinPrime's participants are enrolled as 'employer-funded' students. This means course fees are charged to an employer, not to individual participants. You will therefore not be liable for any fees due under the Commonwealth Supported Places (CSP) scheme (formerly Higher Education Contributions Scheme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

There are some fees 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](http://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 permanent humanitarian visas 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:

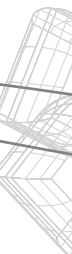
- accredited undergraduate award programs
- accredited postgraduate award programs including higher degrees by research
- bridging courses for overseas trained professionals to enable them to meet the requirements for entry into their profession in Australia
- courses enabling students to meet the requirements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

For more information, access the Department of Education, Employment and Workplace Relations (DEEWR) Higher Education website: <[www.goingtouni.gov.au/](http://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

## Handing in your assignment

How you must submit your assignment for assessment may occasionally vary. Generally, however, all assignments must be submitted to your facilitator by the due date and with an assignment cover sheet. Even if your facilitator allows you to submit your assignments via email, you must still complete an assignment cover sheet and mail it to the facilitator. This sheet is important because your facilitator uses it when marking your assignment, and it contains a declaration where you indicate that the work submitted is entirely your own.

Assignment cover sheets are supplied in the assessment pack you will have received with this booklet. The assessment pack should also contain a sheet with your assignment submission dates for the unit listed. Your facilitator will contact you within the first two weeks of the study period and provide you with information on where to send your assignments.

Remember to keep a copy of all work you submit.

## Extensions within the study period

If you need a little more time to complete an assignment, please contact your facilitator to discuss your options.

## Extension of time to submit an assignment

Extensions for assignment submission due dates will only be considered if a written request is submitted. These are not granted automatically and the onus is on each student applying to provide a reason for the extension and a date by which their assignment will be completed (open-ended extensions will not be granted).

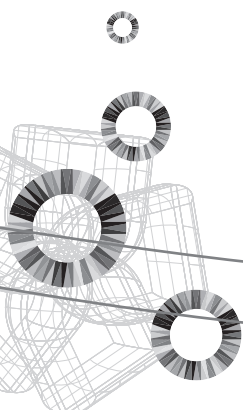
Your facilitator can grant you a one-week extension for the submission of assignments. To seek approval for periods longer than a week you must send an email to: **highereducation@deakinprime.com**.

Your email should detail:

- your name and student ID number
- the unit in which you are enrolled (e.g. MDM101) and the study period (e.g. Trimester 2)
- your reason for seeking an extension
- your proposed new assignment submission date.

Please note that this process is only applicable for assignment extensions that fall within your original study period. You will be advised of the outcome via email and your facilitator will be informed of any new assignment dates. You must apply for an extension to the assignment submission date prior to the date that it is due.

Assignments submitted late (but still within the original study period) without an extension being granted may only receive a maximum of 50% (Pass).



# Request for Special Consideration (extension beyond the study period)

Special Consideration is a separate process from applying for an extension of time to submit an assignment. It is intended to assist a student who has been disadvantaged in their studies in comparison to other students.

Special Consideration is only given in serious and exceptional circumstances that are beyond the student's control and which prevent the student from performing at their best for a particular assessment.

The reasons for application **must** be classified under one of the following categories:

**Medical:** To cover medical conditions of a serious nature—for example, hospitalisation, serious injury or chronic illness. *Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted.*

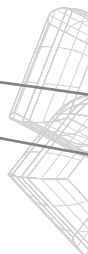
**Compassionate:** For example, death of close family member, family breakdown.

**Hardship/trauma:** For example, sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime. *Note: Misreading the timetable, exam anxiety or returning home will not be accepted as grounds for consideration.*

Students must provide evidence to support the reasons for their application; therefore all applications for Special Consideration *must be accompanied by appropriate documentation from a recognised authority*. Applications without supporting documentation will not be considered. Applications for Special Consideration must be made no later than three days after the due date of the assessment task. They are referred to the relevant unit chair or nominee for determination and the outcome is notified within 10 working days of the application or before publication of final results for the unit.

Request for Special Consideration forms are available from your DeakinPrime Coordinator. Completed requests should be submitted to:

DeakinPrime  
Deakin University Melbourne City Centre  
Level 3, 550 Bourke Street, Melbourne VIC 3000  
Fax: **(03) 9918 9001**  
Email: **highereducation@deakinprime.com**



# 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 of) 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 facilitator.

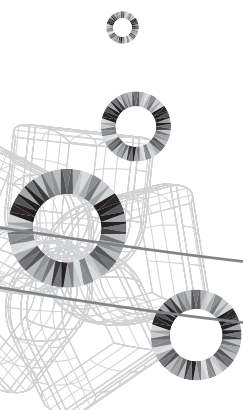
Students should also be aware that there are laws in place to protect the ideas and expressions (the intellectual property) of individuals and/or groups and their right to be attributed as the authors of their work. These are known as 'copyright' and 'moral rights' and are included in the Australian *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, facilitators 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 facilitator.

## Results

Each of your assignments will be graded and your overall result will be based on the cumulative total of all your assignments, although some assignments may be weighted more heavily than others.

Results are released online via StudentConnect approximately four weeks after the conclusion of each study period. The result-release calendar is available on the DeakinPrime website (select the 'Students' link). You can access results via StudentConnect at: [www.deakin.edu.au/studentconnect](http://www.deakin.edu.au/studentconnect). If you are granted Special Consideration and complete your unit several weeks later than the usual end of the study period, your results release may be delayed.



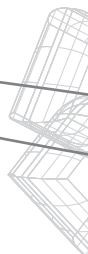
# Higher education grade descriptions

The following table summarises the distinguishing features for each grade level. Please note this is indicative only.

Core criterion	Pass	Credit	Distinction	High distinction
Fulfilment of task intent	Complete but some parts are superficially treated	All parts dealt with satisfactorily. Some isolated examples of excellence	Some parts done excellently but not all	All parts done well. Exceeds or refines the basic task requirements
Use of information	Most is accurate and appropriate; some incomplete, unsupported or inconsistent information	Most information is appropriate, consistent and supportive of the conclusions drawn	Conclusions are fully supported by appropriate and well-organised data	Evidence of critical or thoughtful sorting and selection as well as appropriateness, comprehensiveness and accuracy
Application of theories and concepts	Generally appropriate application; some misunderstanding or superficial treatment	No major misunderstandings; logical connections between ideas; no serious omissions	Critical or evaluative thinking about how theories are applied; little inaccuracy or misunderstanding	Creative or reflective processing of theories; understanding of how and why they are used; original or thoughtful connections
Structure and organisation	Structured well enough to make sense; some examples of irrelevance or confusion	Sequence and structure are logical and easy to follow	Ideas are sequenced in a logically satisfying way; connections are made between different themes or sections	Structure and sequence are used to help integrate ideas or support logical argument
Language use	Clear enough to be understood; some confused or unclear expression	Language is generally sound and clear throughout	Language use demonstrates precision and expressiveness as well as clarity	Powerful, confident and precise use of language; mastery of style and tone
	<b>50–59%</b>	<b>60–69%</b>	<b>70–79%</b>	<b>80+%</b>

## Your evaluation of the unit

Evaluation is an integral part of the courses offered by DeakinPrime. Improvement of our products and services is a major focus of the evaluation, and feedback from participants is an essential component of the improvement process. You will be sent an electronic link to an evaluation survey at the completion of each study period in which you are enrolled. If you have feedback for us, you do not need to wait for formal evaluation at the conclusion of delivery of services. Please feel free to provide feedback at any time during your course to your facilitator. If you wish further action to be taken, please put the feedback in writing and send it to the attention of DeakinPrime.



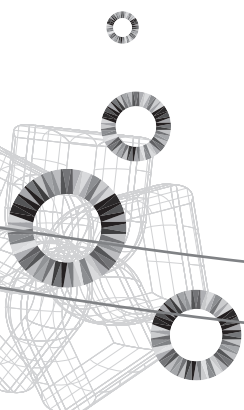
# Graduation

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. (Students who have completed the University Certificate of Management may graduate in absentia only and are not permitted to attend a graduation 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 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.

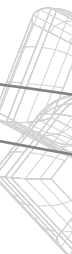
The University has appointed a Privacy Officer to facilitate compliance with its privacy obligations. The Privacy Officer may be contacted at: [privacy@deakin.edu.au](mailto:privacy@deakin.edu.au).

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](http://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.

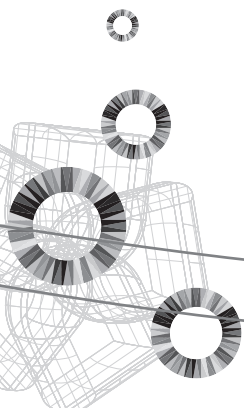
The Australian *Copyright Act 1968* (Cwlth) protects published and unpublished material. Software, audio-visual material, books, journals, newspapers and musical and artistic works are all covered by the Act.

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](http://www.deakin.edu.au/kmd/copyright/index.php).



# Study tips

## Checklist 1: Commitment

Following are some issues to think about as you make a commitment to study.

### Study environment

It is important to have an environment that is conducive to study. It does not have to be a special room or area, but it does need to be somewhere you can work comfortably.

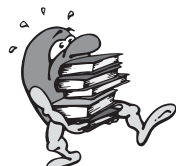
- Do you have somewhere comfortable to study?
- Is it relatively quiet?
- Do you have periods of time to study uninterrupted?
- Is it possible to organise the things you need to study so they are easily accessible and will not need 'setting up' every time you wish to study?



### Study

Effective use of time and study methods can enable you to get the most out of your course. If it is some time since you have studied you might consider these questions.

- Will you be able to make a study schedule and keep to it?
- Do you enjoy reading or is reading a chore?
- Will you be able to sit and read for sustained periods of time?
- Do you need to improve some of your reading and writing skills?



### Family and friends

If you live with other people in a family or a shared situation, you should consider how your study requirements will fit in with those around you.

- If you have a partner, does he or she support your decision to study?
- Have you discussed your study needs with your partner?
- Will you be able to organise family commitments to allow you both the space and the time to study?
- If you are in a shared house, will you be able to study without interruption from others?
- Do those with whom you live know that you are intending to take on a course of study?



### Commitment

Each course is broken into a number of units. It is important to be sure when beginning any unit of study that you are able to complete the unit in the given period of time. Participants should commit a minimum of 8–10 hours per week to study for the duration of a unit or module.

- Will you be able to give the unit of study priority during a given period of time?
- Is there anything that you know will come up over the duration of the unit which is likely to affect your ability to complete it?

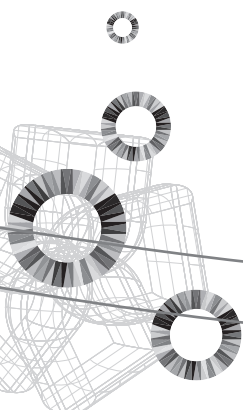


## Checklist 2: Preparing for success

You may be returning to study after a lengthy period of working or have not undertaken tertiary study before. It is important that you are aware of the demands that your course will place upon you. Returning to study can sometimes be a frightening and overwhelming experience. There are things you can do to help overcome this:

- Are you aware of the contents and structure of all materials provided to you?
- Do you know who the relevant contacts are for administrative and academic queries?
- Have you made a list of all important dates for the study period—assignment due dates, study period start and finish dates etc?
- Do you have access to items that will make your studying easier—for example, calculators, pens, pencils, highlighters, paper, Internet access, computer, printer?
- Having checked off these items, you should be ready to tackle the content of your unit of study. It is often best to plan how you do this, rather than rush headlong at page 1. You might do the following:
  - Browse through the course materials, looking especially at the course structure and the topics to be studied.
  - Identify any topics that may provide you with difficulties or with opportunities to complete them more quickly than expected.
  - When you start a new topic of study, read the topic once to gain an overview of its content. Then go back and begin the more detailed study, including answering any questions or activities.
- If you have any queries, contact your facilitator. Do not leave it until it is too late! Your facilitator expects to be asked questions and it may be the only way you can clarify the situation.

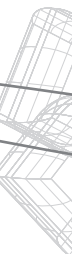
Each student will bring different areas of expertise and skill to their studies. Therefore, the time taken to complete each topic of study and assignment will vary. Do not attempt to rush through a particular topic, but avoid spending too much time on any one topic. Try, wherever possible, to move onto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



## Checklist 3: How to present your assignments

In presenting your assignment, is your work:

- word-processed in double spacing on one side only of A4 paper?
- in straightforward and plain English?
- with a margin of at least 3 cm on the left of each page for the assessor's comments?
- firmly pinned or stapled together?
- formatted with a title page, table of contents and numbered pages?
- containing a bibliography and any appendices that are clearly labelled?
- firmly attached to the correct, completed assignment sheet?



# Checklist 4: Pre-submission of assignments

Review your completed assignment against this checklist.

## Scope and focus

- Have you answered all aspects of the question/task?
- Have you incorporated all the relevant and important concepts and references?
- Have you only included material which is relevant?
- Have you adequately evaluated and analysed the material?

## Structure

### Introduction

- Does your introduction establish a link with the assignment question/requirements?
- Have you defined any terms that require explanation?
- Have you explained any background issues sufficiently?
- Have you explained the order in which your ideas will be developed?

### General

- Is your argument clear, consistent and well supported?
- Are your ideas arranged logically and material integrated?
- Have you achieved a balance between sections and the integration of theory and practice?

### Conclusion

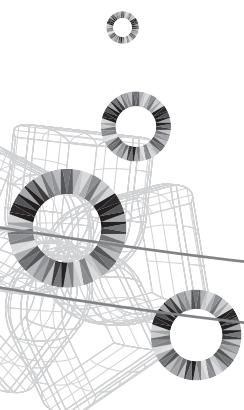
- Does your conclusion draw together and emphasise your main points?
- Does it emphasise the connection between your response and the assignment task?
- Have you refrained from introducing new material in your conclusion?

### Expression

- Have you checked your final draft for spelling, punctuation and grammar?
- Have you expressed your ideas concisely and complied with the word limit?

### Referencing

- Have you correctly cited all your references using the Harvard style?
- Have you included a bibliography of all references used in your assignment?



# 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.

**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.

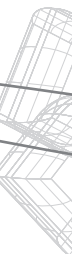
**Course:** A set of units comprising credit points to a particular value, and approved by the Academic Board, which when satisfactorily completed by the student, normally entitles that student to the award of the appropriate certificate, diploma or degree.

**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.

**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 universities requirements.

**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 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.

**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.

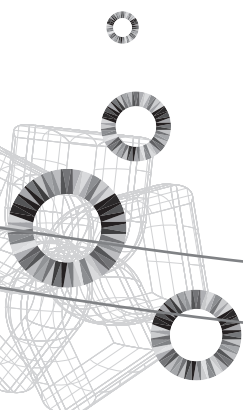
**Intermission:** The approved suspension of study for a specified period, normally a maximum of one year, after a student has enrolled in a course.

**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.

**Specified credit transfer:** Credit may be granted for a specific Deakin or DeakinPrime 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 value of one credit point.

**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. If the first numeral is 7, this indicates that the unit is offered at graduate diploma or masters level.

**Unspecified credit transfer:** Credit for Prior Learning 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.

