

OFFSHORE STUDENT GUIDE

A GUIDE FOR VU STUDENTS STUDYING AT AN OFFSHORE SITE

INTRODUCTION

Purpose

This guide has been prepared for Victoria University students studying at an offshore partner institution. It contains important information about academic life and the day to day activities of studying a VU program.

Welcome from the Registrar & Executive Director Student Services

Dear Student

On behalf of Victoria University I would like to take this opportunity to formally welcome you to our diverse and global community of more than 51,000 VU students worldwide.

Victoria University originally founded in 1916 as Footscray Technical College, is today one of the largest and most culturally diverse education institutions in Australia as well as one of only five Australian multi-sector universities offering both vocational education (TAFE) and higher education.

As a VU student, you now continue this proud education tradition with access to a broad range of opportunities to build global networks, develop your leadership skills and connect with industry, the community and your fellow students.

I hope that you will take advantage of the opportunities available to you and make your experience at VU engaging, challenging and rewarding. I wish you every success with your studies and future career.

Yours sincerely

Teresa Tjia

Registrar & Executive Director Student Services

Victoria University

Disclaimer: Every effort has been made to ensure the information in this publication is accurate and current at the date of publishing. For the most up-to-date information, please refer to the VU website at: www.vu.edu.au. (Prepared in August 2014)

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GENERAL INFORMATION

CONTACT INFORMATION

Victoria University
PO Box 14428
Melbourne VIC 8001
AUSTRALIA

Student Connections Offshore Administration Contact Details

Student Connections' Offshore Enrolments Team at Victoria University provides student administrative services to all students enrolled in Vocational and Further Education (VE/FE) and Higher Education programs at VU offshore sites.

Offshore Enrolment Team's contact details are:

Mailing Address:

Offshore Enrolments
Victoria University
St Albans Campus
Building 4, Room 4C 104-113
McKechnie Street
ST ALBANS VIC 3021
AUSTRALIA



IMPORTANT DATES

VICTORIA UNIVERSITY ACADEMIC SEMESTERS

Semester Two 21 July 2014 – 14 November 2014

Semester One* 23 February 2015 – 19 June 2015

*Dates are Provisional for 2015

Liaoning students are enrolled in the semester that best fits the timing of them undertaking the course

Census Dates

Census dates apply to all higher education students and students enrolled in a TAFE Diploma or above level.

Census dates are the official deadline by which all students need to have finalised their enrolment for a particular semester or teaching period. All course and unit of study amendments, such as adding or deleting units, submitted after census date may incur both academic and financial penalties.

The census dates for 2014 are as follows:

Semester Two 30 September 2014

The census dates for 2015 are as follows:

Semester One 30 March 2015

Schedule of Key Dates:

SEMESTER	TEACHING DATES	ADMINISTRATIVE CENSUS DATES
September 2014 (Semester 2)	1 September-14 December 2014	30 September 2014
March 2015 (Semester 1)*	2 March-30 June 2015	30 March 2015

*Dates are Provisional for 2015

ENROLMENT AND STUDENT ID CARD

Enrolment

You are required to complete a VU enrolment form for each year of study. Please ensure that the name recorded on your enrolment form is your official or legal name as this name will appear on your VU record from the time of your first enrolment until graduation.

At your first enrolment session you will be required to provide proof of your identity. Please bring a copy of your identification card or passport and a passport size photograph. The passport size photograph will be used to produce your student identification card. Your photograph and proof of citizenship will be verified by the attending staff at your enrolment session and attached to your enrolment form.

Your enrolment form will then be returned to Australia for processing.

Enrolment Confirmation Notice

An Enrolment Confirmation Notice is an official statement confirming your enrolment in a course and the units/subjects to be undertaken during the enrolment period. Your Enrolment Confirmation Notice will be issued after your enrolment form has been received and processed by VU's Offshore Enrolments team. This document will be sent directly to your place of study for distribution.

Students are required to check their enrolment details carefully, paying particular attention to the course and units they are enrolled in as well as their personal details.

If an error has been made or an amendment is required, students must complete a [Unit of Study Amendment \(Higher Education\) form \(A13\)](#) and lodge it at their place of study.

A Unit of Study Amendment (Higher Education) form (A13) can be downloaded from the VU web page: <http://www.vu.edu.au/student-tools/student-forms>.

Student Identification Number

Students will be issued with a student ID number when they apply or enrol with VU. This identification number will be retained for the life of your course and used in all official university correspondence.

Student Identification Card

New students: A student identification card will be produced for you after your enrolment form has been processed, using the passport size photograph supplied (by you) at your enrolment session. Your student identification card will be issued to you along with your Enrolment Confirmation Notice.

Continuing students: Your student identification card will be embossed with the current year of study after your enrolment session.

Lost, Stolen or damaged ID cards: If you have lost or damaged your student identification card, a replacement card can be issued by completing an [Offshore Replacement ID Card Request form \(A12\)](#) and paying the AUD \$30 replacement fee.

If your student identification card has been stolen, VU will waive the AUD \$30 replacement fee on the condition that a police report is provided with a completed Offshore Replacement ID Card Request form (A12).

An Offshore Replacement ID Card Request form (A12) can be downloaded from the following VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A12-Offshore-Replacement-ID-Card-request-V1.pdf>.

GETTING HELP

MYVU Portal

MYVU Portal is your gateway to Victoria University's online student services. It allows you to:

- View your enrolment details

- Apply to graduate
- Access STUDENT CONNECT, VU Collaborate, Lecture recordings (ReVU/Lectopia), My ePortfolio (Pebblepad) and iTunesU
- Download and print certified Statement of Results
- Access other important tools and information.


Access to MYVU Portal is available via the following link: myvuportal.vu.edu.au.

To login: Enter “s” (lowercase) followed by your student ID number. For example: s4111111.

Password: If you are a first time user, your password will be set to a default. The default password is in the following format: “Temp” (uppercase T) followed by your date of birth (Tempddmmyyyy). For example if your date of birth is: 12th May 1983, your default password will be recorded as **Temp12051983**.

When logging in to MYVU Portal for the first time, you will be prompted to change your password to comply with VU’s security policy.

Password Reset Self Service: MYVU Portal has a password reset feature to assist you if you have forgotten your password. It is highly recommended that you set up this feature once you have changed your password after logging in for the first time. Instructions on how to do this are available on the welcome page of MYVU Portal.

If you require any assistance to access MYVU Portal, please contact the Student Contact Centre on: +61 3 9919 6100 or alternatively as a question via ASKVU on the following webpage: <http://askvu.vu.edu.au/> .

Student Email

As a VU student, you will automatically be allocated a student email account upon enrolment to make communicating and collaborating easier and more efficient. To access your email account, visit the following VU webpage: www.vu.edu.au/studentemail or alternatively login to MYVU Portal, click “My Learning” then click “email”.

If you are a first time user you can access your student email account within 48 hours of successfully enrolling at the University.

As a student, you are expected to regularly check your email account for:

- Updates on the management of your course
- Key student administration matters
- University events
- Individual emails from your lecturers or tutors

When communicating with VU, ensure that you use your VU email account and include your VU student ID number.

VU Collaborate

VU Collaborate is an online teaching and learning environment where students will be able to access to support documents, links to web-based materials and discussion boards.

Login to VU Collaborate via the MYVU Portal: myvuportal.vu.edu.au.

Library Services

VU Library has an extensive collection of electronic resources and services, including:

- 100 Journal Article Databases
- Over 60,000 e-Journals
- Over 300,000 e-Books
- 380 Internet videos
- E-Readings
- Electronic Newspapers
- Electronic Dictionaries
- Electronic Theses
- Reference and plagiarism guides
- Past examinations

VU Library services can be accessed via the following VU webpage: <http://guides.library.vu.edu.au/offshore>.

To login: Enter your student ID number. For example: 4111111.

PIN: If you are a first time user, your PIN will be set to a default. The default PIN is in the following format: "Temp" (uppercase T) followed by your date of birth (Tempddmmyyy). For example if your date of birth is: 12th May 1983, your default PIN will be recorded as **Temp12051983**.

When accessing library services for the first time, you will be prompted to change your PIN to comply with VU's security policy.

If you have forgotten your PIN, click on the "[Forgot your PIN?](#)" link on the VU Library website and an email with instructions on how to reset your PIN will be sent to your VU student email account.

If you require any assistance regarding library services or resources you can send an email via the "[ASK a Librarian](#)" link on the VU Library website.



ASKVU is an interactive web portal for current VU students, staff, alumni and graduates to view frequently asked questions (FAQs) related to student administration, enrolments, fees, admissions, assessments, library support services, graduations, examinations, results and much more. It also allows users to make and manage their enquiries.

ASKVU can be accessed via the following VU webpage: askvu.vu.edu.au.

Setting up an account

You can access all of ASKVU FAQs at any time, however if you would like to make specific enquiries related to your enrolment record or circumstances you will need to set up an ASKVU account.

The only information that you will need to provide when setting up an account is your name, an email address and your student ID number. You will also be asked to create a username and password. Do not use an email address that has 'mail forwarding' activated. Responses from ASKVU will be sent to your nominated email address and also stored in the "My Stuff" tab. To view "My Stuff" at any time you will need to login to ASKVU.

Please do not permit other people to ask questions on ASKVU using your account, as this may result in a breach of your privacy. VU will endeavour to advise account holders of any unauthorised use by a non-account contact.

You can login or search ASKVU to find answers or ask questions 24 hours a day, seven days a week. Questions will be responded to within one business day (excludes weekends, University and Australian public holidays).

CHANGING YOUR ENROLMENT DETAILS


Changing Your Personal Details

VU's enrolment database and student management system, VU CONNECT, records three addresses for enrolled students. The semester address is your address while studying, the home address is your home country address and the postal address is where you will receive correspondence from VU. In some cases all of these addresses will be the same.

If you change any of your contact details at any stage during your studies, you should notify the University as soon as possible.


You can change your address or contact details using one of the following methods:

MYVU Portal: Update telephone numbers, semester and mailing address details, by completing the following steps:

1. Simply login to MYVU Portal and select the "My Details" tab and then select "Personal Details" from the drop-down menu.
2. Click on "edit" to start updating your information online.
3. Follow the instructions on the screen or place the mouse over the  buttons to view more detail about a particular field of information.

ASKVU: You can make a request to update your personal details by asking a question through ASKVU.

Amendments to change your name, title, date of birth or gender must be done by submitting a [Personal Details Amendment form \(A11\)](#) accompanied by supporting documentation (e.g. passport, birth certificate or extract, deed poll, identity card etc.) to your place of study. Any awards/certificates produced at the conclusion of your course will be issued under the name in which you have enrolled.

Emergency contact information can also be updated on a Personal Details Amendment form (A11) or by asking a question through [ASKVU](#). 

By phone: You can make a request to update your personal details by calling the Student Contact Centre on: +61 3 9919 6100. When making changes by phone you will be asked to provide your full name, student ID number, date of birth, postal address in order to verify your identity.

By mail: You can make a request to update your personal details by completing a Personal Details Amendment form (A11) and post it to:

Offshore Enrolments
Victoria University
St Albans Campus
Building 4, Room 4C 104-113
McKechnie Street
ST ALBANS VIC 3021
AUSTRALIA

In Person: You can make a request to update your personal details by lodging a completed Personal Details Amendment form (A11) at your place of study to be sent to VU's Offshore Enrolments team for processing.

A Personal Details Amendment form (A11) can be downloaded from the following VU web page:
<http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A11-Personal-details-amendment.pdf>

Unit of Study – Additions and Discontinuations

If you wish to amend your enrolment, it is advisable that you first seek academic advice to ensure that the enrolment variation you wish to make meets course requirements and unit prerequisites (if applicable).

Requests for enrolment changes including unit amendments must be lodged by the census date of the teaching period/semester to avoid financial and academic penalties. The census dates are as follows:

Higher Education

Semester Two (2014)	30 September 2014
Semester One (2015)	30 March 2015

To add or discontinue units, complete a [Unit of Study Amendment \(Higher Education\) form \(A13\)](#) and lodge it at your place of study.

A Unit of Study Amendment (Higher Education) form (A13) can be downloaded from the VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A13-Unit-of-Study-enrolment-amendment-HE.pdf>

Advanced Standing

If you have undertaken previous formal study or work experience that satisfies the learning objectives/outcomes of a unit/s of study you may be eligible to apply for Advanced Standing.

To apply for Advanced Standing complete an [Application for Advanced Standing Higher ED form \(A04\)](#) and provide certified copies of your academic transcript/s and unit of study guides for all of the unit/s you are seeking to be exempt from. Applications for Advanced Standing should be lodged at the time of your enrolment and once assessed you will be advised of the outcome. If successful your enrolment record will be amended to reflect the credits awarded.

An Application for Advanced Standing Higher ED form (A04) can be downloaded from the VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A04-application-for-advanced-standing.pdf>

Intermission (Leave of Absence)

In the event that you can no longer study after you have enrolled in a course due to work, health or financial reasons, you may wish to apply for Intermission. A period of leave may be granted for one or two semesters based on the student's request and individual circumstances.

Applications for Intermission must be lodged by the relevant census date of the teaching period/semester to avoid financial and academic penalties. However applications will still be accepted up until the last day of Swot Vac.

To apply for Intermission please complete an [Application for Intermission \(A53\)](#) form and lodge it at your place of study along with your student ID card.

An Application for Intermission (A53) can be downloaded from the VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A53-Application-for-intermission.pdf>

Discontinuation from Course

In the event that you wish to discontinue (withdraw) from your program/course, you must complete a [Course Discontinuation Application \(Higher Education\) \(A40\)](#).

Course Discontinuation Applications must be lodged by the relevant census date of the teaching period/semester to avoid financial and academic penalties. However applications will still be accepted up until the last day of Swot Vac.

Students must return their student ID cards when lodging a Course Discontinuation Application at their place of study.

A Course Discontinuation Application (Higher Education) (A40) can be downloaded from the VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A40-Course-discontinuation-application.pdf>

Special Consideration

A student may apply for special consideration if their studies, during a teaching period, examination or assessment have been gravely affected by illness or other serious cause. This application alerts the Academic, Education Manager or Unit Coordinator that the work submitted (or not submitted) does not reflect the true capabilities of the student. Applications for special consideration must be made **no later than three days** after the date of submission of an assessment or examination for which the special consideration is sought.

Applications for special consideration must be completed and lodged at the student's place of study.

A [Special Consideration Application \(A23f\)](#) can be downloaded from the VU web page: <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A23f-special-consideration-application.pdf>

Examination Timetable

You will be advised of when and where you can obtain your examination timetable from your place of study.

Notification of Results

Final results are not official until formally published on MYVU Portal after the University result publication date. Once results are published, students can view and print a Certified Statement of Results via MYVU Portal. The result publication dates for 2014 and 2015 Higher Education results are as follows:

Higher Education

Semester Two (2014)	24 November 2014*
Semester One (2015)	6 July 2015

* This date will vary depending on the exam schedule

VU awards student final marks for each unit of study according to the grade sets below:

RESULT CODE	GRADE	MARK RANGE
HD	High Distinction	80% - 100%
D	Distinction	70% - 79%
C	Credit	60% - 69%

P	Pass	50% - 59%
N	Fail	0% - 49%

Additional Grades:

RESULT CODE	MEANING
E	Supplementary examination assessment to be completed <i>*An E grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.</i>
L	Not yet assessed – Special Cause <i>*An L grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.</i>
PC	Conceded Pass
RO	Result Outstanding
SE	Unit Exemption
SPE	Special Examination granted <i>*An SPE grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.</i>

Academic Transcripts

Academic transcripts are sent to offshore students in accordance with the agreement with each offshore partner institution.

Please consult with the administrator from your place of study regarding when your academic transcript will be available.

For additional academic transcripts:

- Post a completed [Academic Transcript Request form \(A08 v1.2\)](#) to the address listed on the form.
- Submit a completed Academic Transcript Request form (A08 v1.2) as an attachment via [ASKVU](#) .

The cost of a single additional Academic Transcript is AUD \$15. For multiple copies of Academic Transcripts the cost is AUD \$15 for the first copy and then a further AUD \$10 for each subsequent copy requested in the same order. Payment can be made by Credit Card (Mastercard or VISA only).

An Academic Transcript Request form (A08 v1.2) can be downloaded from the VU web page:

<http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A08-Academic-transcript-request.pdf>

GRADUATION

Applying to Graduate

VU Graduation ceremonies are currently held annually in Malaysia and Beijing and bi-annually in Melbourne.

You will be notified via your VU student email student account once your award has been conferred. You will then receive a conferral letter with information on testamur collection methods. Approximately six (6) weeks prior to the Graduation ceremony you will receive an invitation to attend.

Attending a Ceremony

If you wish to attend a Graduation ceremony, you must respond to the invitation by the due date. You will receive detailed information about the ceremony, including registration approximately two (2) weeks prior to the event. All information will be sent via email.

Not Attending a Ceremony

If you choose not to attend the graduation ceremony or do not respond to the invitation, you will graduate in *absentia* (in absence). Your testamur/certificate/award will be sent, in most cases, to your place of study approximately 2-3 weeks after the ceremony or alternatively you will receive information regarding how testamur/certificates can be received.

More information regarding graduation ceremonies, including ceremony dates, is available on the VU Graduation & Beyond web page: <http://www.vu.edu.au/student-life/graduation-beyond>.

ALUMNI

When you graduate from VU, you become a member of the worldwide VU alumni community.

Make sure you stay in touch by visiting our website to:

- join your local alumni network;
- receive invitations to alumni events;
- access career development and networking opportunities, and
- access a range of discounts and special offers.

More information regarding VU's Alumni is available via the following web page: <http://www.vu.edu.au/alumni>.

COMPLAINT RESOLUTION PROCEDURES

VU is committed to providing a harmonious study and work environment for all students and staff. VU recognises a student's right to raise concerns about academic, administrative or student support services without recrimination and has policies and procedures to assist in the resolution of complaints.

If you wish to lodge a complaint or raise a concern, students are encouraged to follow the process below to seek resolution.

Stage 1

Make an initial approach to the member of staff most directly concerned with your complaint.

You may also wish to seek assistance from your VU Site Coordinator. If you do not know who your VU Site Coordinator is, please email Danielle Hartridge, Associate Director of International Student Support, via danielle.hartridge@vu.edu.au for assistance.

VU's Student Advisory Service (SAS) is also able to assist, particularly in representing student issues to Australian VU staff members, if their problem is not resolved after the initial approach.

Students are able to contact SAS via email on studentadvisors@vu.edu.au and SAS will speak to them on the phone if requested.

Stage 2

If the complaint is not resolved, students may consider lodging a complaint using the University's secure on-line Student Complaint System via the following link: <http://askvu.vu.edu.au/ci/documents/detail/2/complaints-process-01>.

Senior officers of the University will investigate the complaint and decide upon an outcome.

Stage 3

This stage is also referred to as 'Grievance', which students can pursue if they are not satisfied with the University's decision at stage 2. Students may initiate contact with the Student Advisory Service (SAS) by e-mail (studentadvisors@vu.edu.au). SAS will be able to explain the grievance process and assist with an online lodgement of the grievance.

Please note a Student Advisor can assist students at any stage.

COURSE INFORMATION

Units of Study

You will be required to undertake a range of units of study to complete your course. A unit guide will be provided for each unit at the beginning of the semester/teaching period. The unit guide will detail the learning outcomes, unit content, teaching and learning strategies, grade sets, graduate capabilities and assessment requirements.

Assessment

You will be required to complete various assessment tasks to measure your understanding of a unit of study and provide feedback about your learning. Assessment tasks may include examinations, quizzes, practical exercises, assignments or presentation projects.

VU is responsible for moderating all assessed tasks to ensure that academic standards are maintained across all delivery locations within Australia and overseas. Results will not be published prior to your assessment being moderated.

You are also entitled to feedback regarding your performance in any assessment task. This information is vital to helping you improve your performance throughout the course.

Academic Progress

VU is committed to ensuring that all students have the best opportunity to succeed in their studies, so policies and procedures have been put in place to monitor student's academic progress. These mechanisms are designed to identify and proactively support students who are failing to make satisfactory progress in their studies as well as identify those who should be excluded.

A student will be identified as making "unsatisfactory progress" if, whilst enrolled in the same course of study, the student:

- fails the same unit of study on more than one occasion; and/or
- fails 50% or more of the enrolled program load for the relevant teaching period, and/or
- fails to comply with a conditional enrolment agreement set by the Academic Adviser, Program/Course Co-ordinator, Progress Committee or the Board of Studies.

The table below indicates academic standing level and required actions to assist a student progress in their studies:

Academic Standing Level	Explanation	Implication for Students and Follow-up Actions
1	At Risk – Student identified as not making satisfactory progress or performing satisfactorily in a unit.	Continues in the unit but requires explicit learning support and assistance. Course/Program Co-ordinator to negotiate action plan with student.
2	Referral One – Student making unsatisfactory progress in a teaching period for the first time in a program.	Mandatory meeting with Course/Program Co-ordinator to discuss unsatisfactory progress and action plan.
3	Referral Two – Student making unsatisfactory progress in a teaching period for the second time in a program.	Mandatory meeting with Course/Program Co-ordinator to discuss unsatisfactory progress and action plan.
4	Referral Three – Student making unsatisfactory progress in a teaching period for the third time in a program.	Mandatory meeting with a Progress Committee (ASPB). The Committee will decide appropriate actions which may include: strategies to enhance student's progress, leave of absence, more suitable enrolment in another course, recommendation to withdraw from the course, suspension or exclusion from the program.

Academic Integrity

Academic integrity is fundamental to the University's functions of teaching, learning and research. Plagiarism and other forms of academic misconduct are prohibited and disciplinary action may be taken if rules are breached. Academic misconduct can involve dishonesty and premeditation in the preparation and/or presentation of assessable work resulting in unjust academic advantage.

The following are examples of practices that are prohibited:

- falsification of results and fabrication of data;
- ghost-writing, where another person authors a piece of assessment that is presented as the student's own work;
- recycling of your own work, presenting it for assessment in another unit of study, and
- making contact with another person during an examination (including take home exams) or other form of assessment, contrary to instructions.
- Plagiarism that involves use of another person's intellectual output and presenting it (without appropriate acknowledgement) as one's own, examples:
 - a) Word-for-word copying of sentences/paragraphs in an assignment without acknowledgement or with insufficient or improper acknowledgement.
 - b) Downloading essays or assignments from the web and presenting these for assessment.
 - c) Presenting another student's work or research data as one's own work.
 - d) Copying out parts of any text without acknowledging the source(s).
 - e) The use of someone else's concepts, experimental results, experimental conclusions or conclusions drawn from analysing evidence or arguments without acknowledging the originator of the idea(s) or conclusion(s).

Effective language and writing skills, including referencing, are helpful to avoid plagiarism. You can access information regarding referencing and plagiarism on the offshore library web page:

<http://guides.library.vu.edu.au/referencing>.

You are also encouraged to use "Turnitin" (<http://www.turnitin.com>) to learn about proper citation techniques.

VU POLICIES

Listed below are a few of Victoria University's policies that you may find useful. Full details and further policies can be accessed via 'Find a policy' on the [VU Policy](http://www.vu.edu.au/about-us/administration-governance/university-policies) website: <http://www.vu.edu.au/about-us/administration-governance/university-policies>.

PRINCIPLES OF EQUIVALENCE

This policy sets out broad principles that underpin the delivery of Victoria University courses in partnership with other providers in Australia and offshore locations, excluding research qualifications.

STUDENT COMPLAINT RESOLUTION POLICY

This policy is designed to provide a fair and prompt process for responding to and resolving student complaints consistent with the University's values.

PRIVACY POLICY

This policy indicates that wherever possible, personal and health information collected and held by Victoria University will only be accessed and handled as required by staff authorised to do so for the purpose of carrying out their duties.

ACADEMIC HONESTY AND PREVENTING PLAGIARISM POLICY

This policy reflects the vigilance of Victoria University in curbing the influence of plagiarism and providing clear and fair procedures for handling allegations.

INTELLECTUAL PROPERTY POLICY

This policy is designed to establish clear rules governing intellectual property at the University in order to promote the University's development as an institution with excellence in research, technological development and applications of knowledge.

ENROLMENTS – OFFSHORE POLICY

This policy identifies the roles and responsibilities for the management of offshore enrolments. It provides for clear and consistent management of enrolments for students studying at an offshore site delivering VU programs.

EXAMINATION RULES AND REGULATIONS

Students are required to familiarise themselves with these rules and regulations when undertaking formal examinations at Victoria University. Information concerning examination rules and regulations is available on the web page: <http://www.vu.edu.au/current-students/student-essentials/examinations>.

STUDENT ASSESSMENT AND PROGRESS

This policy is intended to ensure that the University maintains consistent standards in the assessment and management of progress across the breadth of its operations.

GLOSSARY

Advanced Standing: Is an assessment of a person's skills and knowledge acquired through previous study, work or life experience, which may be used to credit a unit/s in a course.

Academic Transcript: Is an official record of a student's academic results.

Amendment: A change or alteration to a student's record or enrolment.

ASKVU: A web-based frequently asked questions (FAQs) database.

Assessment: The method by which a student's academic progress and standard is measured against the intended outcomes of the course/program.

Award: A degree, certificate, diploma (or other such qualification) that may be granted to a student after the completion of all the requirements of a higher education program or accredited TAFE program.

College/s: Are organisational structures focussing on particular disciplines, professions and industries. Previously known as faculties, they reflect the distinctive academic specialisations across Higher Education and TAFE. The colleges deliver certificate, diploma, degree and doctorate courses as well as undertake research, consultation and knowledge exchange.

Course/Program: The set of units that are undertaken to qualify for an academic award.

Course Code: Is an internal identifier used for a course/program.

Course/Program Coordinator: An academic with the overall responsibility for managing a course.

Course Withdrawal: The discontinuation of all studies leading to an award prior to course completion.

Dean: The head of a College.

Enrolment Form: An official form used for student registration.

Enrolment Confirmation: Is an official statement confirming a student's enrolment in a course and subjects/units for a specific semester/year and the associated credit points per subject/unit.

Examination period: A three week period at the end of a semester when final examinations are held.

Exclusion: The cancellation of a student's enrolment in a program/course for unsatisfactory progress or as a result of a discipline hearing.

Exemption: A unit that a student is excused from undertaking based on prior learning and skills for which replacement studies are not required as a result of Advanced Standing granted for the unit.

Graduand: A student who has satisfied all the course requirements and qualified for an award, but whose award has not yet been conferred.

Graduate: A student who has had their award conferred.

Graduation Ceremony: A ceremony at which awards are formally conferred.

HEd: Higher Education. Post Year 12 (Australian) or equivalent studies leading to awards including bachelor degrees, graduate certificates, graduate diplomas, master degrees and doctorates.

ID card: VU student identification card. The ID card is used for identification purposes and is issued at the commencement of a course and retained for the life of a course.

Intermission: Is an approved break from a program/course after it has commenced. Reasons for taking an intermission may relate to work, family or financial reasons. Leave can be taken for a maximum of 12 months (two semesters) at a time.

Letter of Completion: An official VU letter from Assessments and Completions confirming the completion of a course of study.

MYVU Portal: A gateway to VU's online student services.

Offshore: Program/course delivery outside Australia.

Offshore Partner Institution: Is an approved international education provider the works in conjunction with VU to deliver a program/course offshore.

Offshore Program: A VU program/course delivered in a country outside Australia in conjunction with a VU offshore partner institution.

Onshore: A VU campus within Australia.

Orientation: The process of welcoming new students to the University.

Period: Is a reference of time in an academic calendar associated to semesters.

Plagiarism: Is the illegal act of presenting the work, ideas or creations of another person as though it is one's own. Plagiarism occurs when the origin of the material used is not cited appropriately. Plagiarism is a serious academic offence that may lead to expulsion from the University.

RPL: Recognition of Prior Learning. See Advanced Standing.

Semester: The teaching year is divided into semesters each comprising of teaching weeks (13 weeks), a non-teaching week (Swot Vac) and an examination period.

Special Consideration: Students whose performance in graded assessments are affected by illness, disability, personal or other serious cause may apply for Special Consideration.

Site Coordinator: An academic with the overall responsibility for managing the delivery of VU courses offshore.

Student ID: A unique identification number assigned to a student.

Student Connections: Is responsible for administering key processes such as admissions, enrolments, assessments and graduations.

Study Site: Is an internal identifier used to distinguish between locations where VU courses/programs are delivered.

Swot Vac: Is a private study period before the official commencement of the examination period. No classes are scheduled during this period as it is designed to enable students to study for their examinations.

TAFE: Technical and Further Education.

Testamur: A certificate recognising the successful completion of an accredited program/course.

Unit of Study: Is a subject or module within a course/program.

University Council: The governing body of the University.

VE/FE: Vocational Education/Further Education.

Vice-Chancellor: The most senior administrative staff member of VU. The current Vice-Chancellor is Professor Peter Dawkins.

VU: Victoria University.

VU CONNECT: The name of VU's enrolment database and student management system.

VU Collaborate: A web-based online teaching and learning environment.