

# STUDENT GUIDE

A guide for VU students studying at Liaoning University (LU)



[vu.edu.au/askvu](http://vu.edu.au/askvu)  
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 **VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

## Welcome from the Vice-President: Students, Infrastructure and Digital Technology and the Director: Student Administration

Dear Student,

On behalf of Victoria University we 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. We're proud to offer you a broad range of opportunities to build global networks, develop your leadership skills and connect with industry, the community and your fellow students.

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

Yours sincerely,

**Professor Richard Constantine**

Vice-President: Students, Infrastructure and Digital Technologies  
Victoria University

**Louise Batchelor**

Director: Student Administration  
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: [vu.edu.au](http://vu.edu.au). (Prepared August 2017)

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# IMPORTANT DATES

## Academic semesters

Higher Education Dates

Semester 2 ASIA/2017  
Semester 1 ASIA/2018

01 July 2017 to 30 December 2017  
02 January 2018 to 31 May 2018

## Census dates

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

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 submitted after Census date may incur both academic and financial penalties.

## Diploma of Business (Enterprise) (VDBE)

Intake	Teaching dates	Administrative Census dates
September 2017 (Semester 2 ASIA/2017)	4 September – 22 December	29 September
February 2018 (Semester 1 ASIA 2018)*	5 March – 8 June	23 March

## Bachelor of Business (BBNS)

Intake	Teaching dates	Administrative Census dates
September 2017 (Semester 2 ASIA/2017)	4 September – 22 December	29 September
February 2018 (Semester 1 ASIA 2018)*	5 March – 8 June	23 March

*\*Dates are provisional for 2018*

# ENROLMENT AND STUDENT ID CARD

## Enrolment

Each year you study with VU, you need to enrol. When you enrol, please make sure to use your official or legal name, as it will appear on all your VU records.

At your first enrolment session, you will need to provide proof of your identity and citizenship – for example, your passport. Your proof of citizenship will be verified by the staff at your enrolment session.

## Enrolment Confirmation Notice

An Enrolment Confirmation Notice is an official statement confirming your enrolment in a course and in particular units. Your Enrolment Confirmation Notice can be downloaded from MYVU Portal once you are enrolled.

You need to check your enrolment details carefully and make sure your course details, unit details and personal details are correct.

If any change is needed, see the “**Changing Your Enrolment Details**” section to find out how to do this.

## Student ID number

You will be issued with a student ID number when you apply or enrol with VU. You'll have this number for as long as you're enrolled at VU.

## Student ID card

**New students:** Once your enrolment form has been processed, a student ID card will be made for you.

**Continuing students:** After your enrolment session, your student ID card will be embossed with the current year of study.

**Lost, stolen or damaged cards:** If you have lost or damaged your student ID card, you can order a replacement card by completing an Offshore Replacement ID Card Request form (A12) and paying the AUD \$30 replacement fee.

If your student ID card has been stolen, we will waive the replacement fee as long as you provide a police report with your replacement request form.

An Offshore Replacement ID Card Request form (A12) can be downloaded at [vu.edu.au/student-tools/student-forms](http://vu.edu.au/student-tools/student-forms).

## GETTING HELP

### MYVU Portal

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

- view your enrolment details
- 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.

You can access MYVU Portal at [myvuportal.vu.edu.au](http://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 (Tempddmmyyy). For example, if your date of birth is 12 May 1983, your default password will be recorded as **Temp12051983**.

When you log 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 help you if you have forgotten your password. We recommend 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 login page of MYVU Portal.

If you need help accessing MYVU Portal, please call the Student Contact Centre on: +61 3 9919 6100 or ask a question via ASKVU ([askvu.vu.edu.au](mailto:askvu.vu.edu.au)).

## Student email

You will be given a student email account after you enrol. To access your email account, login to MYVU Portal and click "My Learning" then "email".

You should be able to access your student email account within 24 hours of completing your enrolment.

You are expected to check your student email account regularly. This is where you'll receive:

- updates on the management of your course
- key student administration matters
- information about university events
- individual emails from your lecturers or tutors.

When communicating with VU, make sure to use your VU email account and include your VU student ID number.

## VU Collaborate

Using VU Collaborate you can:

- view content and materials related to your studies
- upload and conduct assessments online, such as assignment submission and quizzes
- communicate and collaborate with your peers, tutors and instructors
- stay up to date with your learning progress.

## Logging in to VU Collaborate

We recommend that you use **Google Chrome** as your browser. First, log into MYVU Portal. Then click on My Learning > VU Collaborate.

## Accessing units or online spaces

All students will have access to a Student Induction Space.

The Student Induction Space allows you to try out VU Collaborate and learn more about the online tools that can support you in your studies.

Access to other units or online spaces will be based on whether your unit or course is currently using VU Collaborate – if you're not sure, ask your lecturer or teacher.

## Help

For help using VU Collaborate, click on Support > Student Help.

If you have issues logging in or experience technical errors, contact your Unit Coordinator or administrative staff at your host institution.

## Library services

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

- 100 journal article databases
- more than 60,000 e-journals
- more than 300,000 ebooks
- 380 internet videos
- e-readings
- electronic newspapers, dictionaries, and theses
- reference and plagiarism guides
- past examinations

VU Library services can be accessed at <http://libraryguides.vu.edu.au/offshore> and <https://www.vu.edu.au/library/get-help/library-guides>.

**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: 12 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 the "Forgot your PIN?" link, and an email with instructions on how to reset your PIN will be sent to your VU student email account.

If you need help with library services or resources you can send an email via the "Ask a Librarian" link on the VU Library website.

## ASKVU

ASKVU is an interactive web portal where VU students, staff and alumni can view frequently asked questions 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 at [askvu.vu.edu.au](http://askvu.vu.edu.au).

### Setting up an account

You can access all ASKVU FAQs at any time. If you'd like to ask a new question, you'll need to set up an ASKVU account.

To set up an account, you'll be asked to provide 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.

Please do not let other people ask questions on ASKVU using your account, as this may result in a breach of your privacy.

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 student management system, VU Connect, records three addresses for enrolled students. " Semester address" is your address while studying, " Home address" is your address in your home country, and "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, please 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 and address details by completing the following steps:

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

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

To change your name, title, date of birth or gender, submit a Personal Details Amendment form (A11) accompanied by supporting documentation (eg passport, birth certificate or extract, deed poll, identity card etc.) to an administrative staff at your place of study. Any awards or certificates will be issued under the name in which you enrolled.

A Personal Details Amendment form (A11) can be downloaded from [vu.edu.au/student-tools/student-forms](https://vu.edu.au/student-tools/student-forms).

## Units of study – additions and discontinuations

If you wish to amend your enrolment, you should seek academic advice to make sure the change you want 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.

To add a unit log into MYVU Portal to make the necessary changes to your enrolment.

To discontinue a unit, you need to complete a Unit of Study Amendment form (A13) and submit it to an administrative staff at your place of study.

A Unit of Study Amendment form can be downloaded from [vu.edu.au/student-tools/student-forms](https://vu.edu.au/student-tools/student-forms)

## Advanced standing

If you have done previous formal study or work experience that satisfies the learning objectives or outcomes of a unit of study, you may be eligible to apply for advanced standing.

To apply for advanced standing, submit an Application for Advanced Standing Higher Ed form (A04) along with certified copies of your academic transcript(s) and unit-of-study guides for the units you are seeking to be exempt from. Applications for Advanced Standing should be lodged when you enrol. If your application is successful, your enrolment record will be amended to reflect your advanced standing.

An Application for Advanced Standing Higher Ed form (A04) can be downloaded from [vu.edu.au/student-tools/student-forms](https://vu.edu.au/student-tools/student-forms).

## Intermission

If something comes up in your work or personal life and you need to take a break from study, you can apply for intermission. Depending on your circumstances, you may be granted leave for one or two semesters.

To avoid financial and academic penalties, you need to lodge intermission applications by the Census date of the relevant teaching period or semester. Applications will be accepted up until the last day of SWOTVAC.

To apply for intermission, please complete an Application for Intermission (A53) form and lodge it at your place of study. You'll also need to return your student ID card for the period of your intermission.

## Discontinuation from course

If you want to discontinue (withdraw) from your course, you need to complete a Course Discontinuation Application (Higher Education) (A40).

To avoid financial and academic penalties, you need to lodge course discontinuation applications by the Census date of the relevant teaching period or semester. Applications will be accepted up until the last day of SWOTVAC.

To discontinue from your course, please complete a Course Discontinuation Application and lodge it at your place of study. You'll also need to return your student ID card.

You can download a Course Discontinuation Application (Higher Education) (A40) from [vu.edu.au/student-tools/student-forms](http://vu.edu.au/student-tools/student-forms).

## Special consideration

If your studies have been gravely affected by illness or serious personal circumstances during a teaching period, examination or assessment, you can apply for special consideration. This application alerts the Academic, Education Manager or Unit Coordinator that the work submitted (or not submitted) does not reflect your true capabilities. You need to apply no later than three days after the assessment due date or exam date for which the special consideration is sought.

You can apply for special consideration via MYVU Portal at [myvuportal.vu.edu.au](http://myvuportal.vu.edu.au).

## Exam timetable

To find out when and where you can get your exam timetable, check with your place of study.

## Notification of results

Final results are official when they are formally published on MYVU Portal. Once results are published, you can view and print a Certified Statement of Results via MYVU Portal.

VU awards 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>

## Conceded passes

VU rules on conceded passes are listed below. This has been extracted from Victoria University's Assessment and Progress Policy as at 22 August 2016.

1. Conceded pass grades are available in some circumstances in higher education undergraduate units of study.
2. Where a conceded pass is not available in a particular unit, students must be advised of this in the unit guide.
3. A conceded pass will only be offered where all the following conditions apply:
  - a. The student has achieved a mark of 45–49 per cent in the unit.
  - b. The student has submitted all marked assessment tasks for the unit.
  - c. The unit is not required for practice under professional accreditation rules.
  - d. The unit is not required as a prerequisite for further units.
  - e. The unit represents the last 12 credit points needed to complete the course and obtain the qualification.
4. A conceded pass will be recorded as a (PC) grade. The numeric marks remain unchanged.
5. Conceded passes are not available in postgraduate coursework units.
6. College Assessment and Student Progress Boards will be responsible for determining the eligibility and awarding of conceded passes in units as required by the relevant Course Coordinator or person specifically nominated by the College Dean.
7. The decision will in most cases be made within ten working days of completion of moderation processes for the relevant assessment (unless exceptional circumstances apply), and prior to grade publication.
8. Students qualifying for a conceded pass will be formally notified that they have been awarded a conceded pass and advised of the conditions applying to conceded passes.
9. Students may decline a conceded pass by advising the Course Coordinator in writing within five working days of the date of notification.

## Academic transcripts

An academic transcript is a true account of your results achieved in each Victoria University (VU) unit of study in which you have been or currently are enrolled.

You will receive one copy of your academic transcript when you complete your course.

For information about your transcript, please contact the administrator at your place of study.

For additional academic transcripts:

Post a completed Academic Transcript Request form (A08) to the address listed on the form.  
Submit a completed Academic Transcript Request form (A08) as an attachment via ASKVU .

A single additional academic transcript costs AUD \$15. For multiple copies of academic transcripts, the cost is AUD \$15 for the first copy and AUD \$10 for each subsequent copy requested in the same order. You can pay by credit card (Mastercard or VISA only).

An Academic Transcript Request form (A08) can be downloaded from [vu.edu.au/student-tools/student-forms](http://vu.edu.au/student-tools/student-forms).

# GRADUATION

## Eligibility and invitation to graduate

VU Graduation ceremonies are currently held annually in Malaysia and Melbourne and biannually in Melbourne. Most students do not need to apply to graduate.

We will advise you once you have completed your course requirements and are eligible to graduate.

You will only need to apply to graduate if you are enrolled in a course and wish to exit with a lower (alternate) award, or you completed your course prior to 2015.

When your award is approved, you will receive a Notification of Completion (NOC) via your VU student email account. Around six weeks before 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.

## 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 certificate will be sent to your place of study two or three weeks after the ceremony, or alternatively you will receive information about how to obtain it.

More information about graduation ceremonies, including ceremony dates, is available on the VU Graduation & beyond web page: [vu.edu.au/student-life/graduation-beyond](http://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! More alumni information is available at [vu.edu.au/alumni](http://vu.edu.au/alumni). Register on our website to:

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

# 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, you 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.

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

You can contact SAS via email on [studentadvisors@vu.edu.au](mailto:studentadvisors@vu.edu.au). You can also arrange a phone appointment.

## Stage 2

If the complaint is not resolved, you may consider lodging a complaint using the University's secure, online Student Complaint System: <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 you can pursue if you are not satisfied with the University's decision at stage 2. If needed, the Student Advisory Service (SAS) can help you through this process.

# COURSE INFORMATION

## Units of study

For each unit you study, a unit guide will be provided at the beginning of the teaching period. The unit guide will detail the learning outcomes, unit content, teaching and learning strategies, grade sets, graduate capabilities and assessment requirements.

## Assessment

For each unit of study, you will be required to complete various assessment tasks. Assessment tasks may include exams, quizzes, practical exercises, assignments and presentation projects.

VU is responsible for moderating all assessed tasks to maintain academic standards across all our locations within Australia and overseas. Results will be published after your assessment is moderated.

You are entitled to feedback about 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 we have policies and procedures to monitor students' academic progress. These mechanisms are designed to give students the support they need to make satisfactory progress in their studies and identify students making unsatisfactory progress.

A student will be identified as making "unsatisfactory progress" if, while enrolled in one course of study, they:

- fail the same unit more than once
- fail 50 per cent or more of the enrolled program load for the relevant teaching period, or
- fail to comply with a conditional enrolment agreement set by the Academic Advisor, Program or Course Coordinator, Progress Committee or Board of Studies.

The table below shows academic standing levels and the equivalent required actions to help a student progress in their studies:

Academic Standing Level	Explanation	Implication for students and follow-up actions
1	<b>At risk</b> – The student is identified as not making satisfactory progress or performing satisfactorily in a unit.	The student continues in the unit but is given explicit learning support and assistance. The Course or Program Coordinator will negotiate an action plan with the student.
2	<b>Referral one</b> – The student is identified as making unsatisfactory progress in a unit for the first time in	The student must meet with the Course or Program Coordinator to discuss their progress and make an action plan.
3	<b>Referral two</b> – The student is identified as making unsatisfactory progress in a unit for the second time in a program.	The student must meet with the Course or Program Coordinator to discuss their progress and make an action plan.
4	<b>Referral three</b> – The student is identified as making unsatisfactory progress in a unit for the third time in a program.	The student must meet with a progress committee. The committee will decide appropriate actions, which may include strategies to enhance the student's progress, a leave of absence, enrolment in a different course, recommending that the student withdraw from the course, suspending the student or cancelling their enrolment in 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 preparing or presenting assessable work in a way that results in unjust academic advantage.

Practices that are prohibited include:

- falsifying results or data
- ghost-writing, where another person authors a piece of assessment that is presented as the student's own work
- submitting work that has already been submitted for another unit of study
- making contact with another person during an examination (including take home exams) or other form of assessment, contrary to instructions
- using another person's intellectual output and presenting it (without appropriate acknowledgement) as one's own, such as:
  - copying sentences or paragraphs word for word in an assignment without acknowledgement or with insufficient or improper acknowledgement
  - downloading essays or assignments from the web and presenting these for assessment
  - presenting another student's work or research data as one's own work
  - copying out parts of any text without acknowledging the source(s)
  - using someone else's concepts, results or conclusions without acknowledging the originator of the idea(s) or conclusion(s).

You can access information regarding referencing and plagiarism at <http://libraryguides.vu.edu.au/referencingplagiarism>. You are also encouraged to use Turnitin ([http://turnitin.com/en\\_us/home](http://turnitin.com/en_us/home)) 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 website: [vu.edu.au/about-us/administration-governance/university-policies](http://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: [vu.edu.au/current-students/student-essentials/examinations](http://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:** An assessment of a person's skills and knowledge acquired through previous study, work or life experience, which may be used to give them credit for one or more units in a course.

**Academic transcript:** An official record of a student's academic results.

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

**ASKVU:** An online 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 or 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):** Organisational structures focusing 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, and undertake research, consultation and knowledge exchange.

**Course or program:** The set of units that are undertaken to qualify for an academic award.

**Course code:** An internal identifier used for a course or program.

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

**Course withdrawal:** The discontinuation of all studies leading to an award before course completion.

**Dean:** The head of a College.

**Enrolment form:** An official form used for student registration.

**Enrolment confirmation:** An official statement confirming a student's enrolment in a course and units for a specific semester or year, as well as the associated credit points per unit.

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

**Exclusion:** The cancellation of a student's enrolment in a program or course.

**Exemption:** A unit that a student is excused from taking as a result of advanced standing being 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.

**HE:** 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. It is issued at the start of a course and kept for the life of a course.

**Intermission:** An approved break from a program/course after it has commenced. Reasons for taking an intermission may relate to work, family or finance. You can take leave 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:** An approved international education provider who 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:** A length of time in an academic calendar associated to semesters.

**Plagiarism:** 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 is affected by illness, disability or serious personal circumstances may apply for special consideration related to those assessments.

**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 Services:** The area responsible for administering key processes such as admissions, enrolments, assessments and graduations.

**Study site:** A location where VU courses/programs are delivered.

**SWOT VAC:** A private study period before the official start of the examination period. No classes are scheduled during this period as it is designed to allow students to study for their exams.

**TAFE:** Technical and Further Education.

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

**Unit of Study:** 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.