



RULES AND REGULATIONS FOR STUDENTS

2010

Oceania Polytechnic Institute of Education Pty Ltd
Faculty of Art and Architecture

Level 3, 446 Collins Street Melbourne Vic 3000 Australia
CRICOS CODE No.: **01905F** RTO No.: **6324**

RULES & REGULATIONS OF OPIE

These rules and regulations ('the rules') come into effect July 2009

These rules form part of your contractual obligations as a student of Oceania Polytechnic Institute of Education Pty. Ltd. ('OPIE').

These rules, supersede any previous rules and take precedence over any information that may be contained in any previous publications of OPIE.

As a student of OPIE you agree to be bound the following rules any policies published by OPIE. Rules and policies are available in hard copy from the administration office or available once you have enrolled and are able to log in to your student account at www.opie.vic.edu.au.

If you are an overseas student, you are bound by these rules together with any further requirements specified by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA). Compliance with these rules together with your VISA obligations and those requirements specified from time to time by DIMIA are conditions of continued enrolment by OPIE.

1. Obligations of OPIE

1.1 OPIE agrees to:

- a) adopt policies and management practices which will maintain high professional standards in the delivery of education and training services.
- b) maintain the capacity to deliver the courses for which it has been registered.
- c) provide adequate resources appropriate to the learning needs of trainees.
- d) comply with all regulatory, statutory requirements and guidelines in regard to the delivery of courses and assessment procedures for both local and overseas students.
- e) comply with all fair trading laws and laws regarding the operation of training venues.
- f) abide by its Governance documents, its Code of Conduct, Policies and Procedures.
- g) maintain the requisite number of hours to ensure full-time load for overseas students in compliance with the ESOS Act.

2. Rights of OPIE

2.1 OPIE reserves the right to change:

- a) Its policies, rules, regulations, terms of enrolment or requirements for graduation;
- b) the timetables, subjects available, together with any content of course information published;
- c) the courses available;
- d) Its fees or fee structure and any matters related thereto.

OPIE will endeavour to notify students of changes to the above, however it is the responsibility of students to visit the website and make enquiries of OPIE to ensure their familiarity with the most recent versions of the above.

3. Attainment of Qualifications

3.1 To be issued with an Award qualification (i.e. Certificate, Diploma, Degree, etc within the Australian Qualifications Framework), a student must be enrolled in a course offering that Award, and must achieve a "pass" in all subjects or modules offered in the curriculum, except any from which they may have gained exemption or credit.

3.2 Students may enrol in individual subjects instead of a course leading to an Award. Once a "pass" is achieved students will be issued with a *Statement of Attainment* for all subjects or modules. Application, enrolment procedures, rules and regulations of OPIE also apply for candidates enrolling or enrolled into individual subjects or modules.

3.3 International students cannot enrol in individual subjects and can only be enrolled in full-time study in an approved course. OPIE will ensure a full time load is made available to overseas students.

3.0 Behaviour and Student Conduct

3.01 Smoking and alcoholic drinks are not permitted in the OPIE buildings except under special permission granted by the Head of OPIE.

3.02 Whilst enrolled at OPIE students are expected to comply with the terms of enrolment and conduct themselves in a manner which is professional and does not discredit or reflected negatively on themselves or OPIE. Students are required to be attentive and participate in lectures and tutorials, and be respectful of teaching staff and other students. Students intentionally neglecting to do so may be subject to disciplinary action and may be found guilty of Misconduct.

4.0 Payment of Course Fees

4.01a Course fees are due at the beginning of each year, or at the beginning of each semester, or by contractual flexible payments with instalments; students must inform OPIE their method of payment and make arrangements accordingly.

4.01b Australian students wishing to make arrangements to pay tuition fees with instalments are required to make a down-payment of a minimum amount equivalent to ten weeks tuition plus payment equivalent to two weeks in order to initiate instalments. Such an agreement is validated by a contract which must be signed by the student and an authorized delegate of OPIE. A Management Fee will apply per instalment. Late payments may incur a fine per day delayed.

4.01c Overseas students are required to balance their course fees at the beginning of each year. Semester or flexible payment options are not available for students on a study visa.

4.02 Course fees must be paid promptly and on time, as indicated on the Offer for course placement and any succeeding contractual arrangement with OPIE. Failure to pay course fees when due may attract fines for each day overdue. Continued failure to pay course fees on time will result in disciplinary action and may result in termination or enrolment.

4.03 Course fees must be paid in full regardless of attendance.

4.04 Repeating a subject or module necessitates re-enrolment in that subject or module. Re-enrolment fees are applicable and will thus increase the cost of tuition.

4.05 Students must provide their own materials, equipment and stationery, as these are not included in the Course Fees. Students must anticipate continuing expenditure in this area, as well as costs related to submissions and presentations. Students are required to keep record of all payments made to OPIE. Theses, reports and other coursework requirements become the property of the Polytechnic and may be retained at the discretion of the staff.

5.0 Refund Policy

Applicable to All Students

5.1 The Application Fee and Registration Fee are not refundable.

5.02 OPIE agrees to refund, within 14 days, any Course Fees paid where the student's Application for Enrolment is refused by OPIE.

5.03 OPIE agrees to refund, within 14 days, any Course Fees paid, where a student withdraws or defers their enrolment no less than twenty-eight days prior to the course commencement date.

5.04 OPIE agrees to refund, within 14 days, any Course Fees paid where OPIE cancels the course or where the commencement date is postponed for more than four weeks unless alternative arrangements are agreeable to the student.

5.05 OPIE agrees to refund, within 30 days, any Course Fees paid, where, by reason or reasons beyond the student's control, including but not limited, acts of God, acts of Government authorities, civil strike and riots, the student is prevented from attending the course.

5.06 Where a student withdraws or defers their enrolment from the course less than twenty-eight days prior to the commencement date, OPIE is entitled to retain an amount of Course Fees equivalent to 4 weeks tuition. OPIE agrees to refund all remaining Course Fees.

5.07 Fines incurred for late payment of fees and Contract Management Fees paid are not refundable.

5.08 Where withdrawal or deferral from the course results from the applicant being offered a higher preference placement into another institution in second or third round offers administered by VTAC, OPIE agrees to refund within 14 days, all Course Fees paid. Evidence of VTAC offer will need to be provided.

Specific for Australian Students Only

5.09a Where a student withdraws, defers or is expelled from the course after its commencement, OPIE will be entitled to ten weeks written notice of discontinuation, or in lieu of such notice, and in cases of expulsion, OPIE is entitled to retain Course Fees equivalent of ten weeks tuition. The balance of Course Fees will be refunded to the student.

Specific for Overseas Students Only

5.09b Where a student withdraws, defers or is expelled from the course after its commencement, OPIE will be entitled to twenty weeks written notice of discontinuation, or in lieu of such notice, and in cases of expulsion, OPIE is entitled to retain Course Fees equivalent to twenty weeks tuition. The balance of Course Fees will be refunded to the student.

5.09c OPIE agrees to refund, within 14 days, any Course Fees charges paid where the student produces evidence that the application made by the student for a visa was rejected by the DIMIA.

6.0 Deferral of Studies

6.01 An enrolled student, when permitted to do so, may defer up to one year of study and reserve a place in the following year's intake. A student wishing to defer, must immediately inform OPIE of their request in writing, stipulating the reasons for deferral and must sign and date the written request. In such an event, the registration fee and minimum course fees must be paid and the Refund Policy will be implemented. Any refundable balance may be held as a Fee Credit for the following year on the student's request.

6.02 International students are not permitted to defer commencement of studies or suspend studies, except on grounds of illness or exceptional compassionate circumstances.

6.03 International students are required to leave Australia for the duration of course intermission.

7.0 Withdrawal from or Discontinuation of Studies

7.01 An enrolment may be withdrawn willingly by a student by notifying OPIE in writing immediately, stipulating the reasons for withdrawal and must be signed and dated by the student. The refund policy will be implemented.

7.02 If enrolment is not renewed, or if a student fails to commence the course within 14 days of scheduled commencement, or if correspondence and attendance has ceased by the student during the course, a letter indicating OPIE's intention to render the student's enrolment as "Discontinued" will be issued to the student. Where no response follows within 10 days, that enrolment will be automatically terminated; there will be no refund of course fees in this case.

7.03 Where an overseas student fails to commence a course within 14 days of the scheduled commencement date, confirmation of enrolment shall be cancelled and DIMIA notified accordingly.

8.0 Attendance

8.01 A student must be present for not less than 90 percent of the timetabled contact hours unless permission is granted in writing by OPIE. Where a student does not fulfil the attendance requirement, the Academic Council of OPIE will rule whether the student will be assessed for the subject or module.

8.02 Students who miss a major portion of class time whether by arriving late or leaving early will be marked as absent from the entire lesson.

8.03 When a student is absent from a lecture or tutorial they are not exempt from completing the material covered or any project set during that session. Students are obliged to obtain handouts and information missed from their lecturer or tutor.

8.04 Overseas students who have been absent for more than 5 consecutive days without approval must contact OPIE with reasons supported by documentary evidence for their absence. International students are warned that failure to comply with the attendance requirements may result in the termination of their student visa by DIMIA

9.0 Course work & Examinations

9.01 Whilst enrolled at OPIE, students are required to adhere to all the rules and regulations relevant to examinations and submission of coursework.

9.02 OPIE reserves the right to hold onto submitted coursework until such time as all students' work is marked, or for the purposes of exhibitions or for the process of course accreditation and recognition.

9.03 Any work submitted during examinations remains the property of OPIE.

9.04 A "pass" in a subject or module is issued when at least 55 percent of the total marks attainable are achieved, provided that both coursework and examinations for the subject have been submitted.

9.05 Students who do not achieve the minimum required marks for a "pass", will have their final marks withheld and may be given the opportunity to re-submit part or all of their coursework with corrections, sit for supplementary examination(s) or be required to repeat the subject or module. A processing fee applies for re-assessment of coursework and supplementary examinations.

9.06 International students are not permitted to repeat subjects or modules more than once. Overseas students are thus warned that failure to meet course requirements may result in termination of their student visa by DIMIA.

10.0 Special Consideration

10.01 Students may apply for Special Consideration on the grounds that illness or other causes substantially and adversely affected their performance, either in the overall assessment of a subject or a particular component. Applications for Special Consideration must be made in writing, stating the case and supporting it with relevant documentary evidence. Applications

must be lodged no later than three days after the coursework due date or examination component on which special consideration is being sought, unless exceptional or extraneous circumstances make this impossible.

11.0 Misconduct & Disciplinary Action

11.01 Students guilty of Misconduct will be brought before a panel. The panel will consist of the Head of OPIE and two academic staff members of the Academic Council. The panel has the power to withhold marks or qualifications, reprimand, suspend or expel a student, impose a fine, or deprive the student of 'pass' in whole or part of their assessment in the relevant subject. The panel also has the power to order that a student rectify their act, or apply disciplinary action commensurate with the level of misconduct. Examples of Misconduct include, but are not limited to:

Unauthorised absenteeism; dereliction of studies; undermining OPIE; conduct contrary to the terms of enrolment, rules and regulations of OPIE; disrespect for the property, privacy and rights of fellow students, or instructors and of OPIE; bullying, class disruption or misbehaviour; dishonesty or provision of false information to OPIE; failure to pay course fees when due; acting in a manner that discredits or reflects negatively on students or OPIE.

11.02 Students found guilty of Serious Misconduct may be immediately expelled by the Head of OPIE or intermediately suspended until such time as the Academic Council is able to convene, review and decide on a course of action based on the facts.

A student will be guilty of Serious Misconduct where there is evidence that the student has:

Intentionally vandalised or damaged OPIE property; stolen from other students or OPIE; has committed a criminal act against another student or OPIE; harassed, sexually or other, any other student or member of OPIE; deliberately or persistently committed act(s) of Misconduct; committed act(s) resulting in any situation where if further attendance is allowed, it would not be conducive to the best interests of OPIE or other students.

12.0 Grievance Procedures

RR12.01 All complaints received will be treated as confidential and given top priority, with the objective of an amicable settlement to all parties concerned. Students who have a complaint should bring the issue to the attention of appropriate persons as outlined in the *Grievance Procedures* of OPIE.

13.0 Course Entry

13.01 The Offer for course placement made to any applicant and their eligibility of enrolment is based on the information provided by the candidate and the integrity of that information. If any of the information provided by the applicant or their representing agent, during application and enrolment process, is found to be false or intentionally misleading, OPIE holds the right to nullify the student's enrolment. There will be no refund of course fees in such an event.

13.02 International students are required to demonstrate the required level of English language proficiency as detailed in the minimum course entry requirements.

14.0 VTAC Applications

14.01 Specific courses require that applications be processed through the Victorian Tertiary Admissions Centre (VTAC) for February/March commencement dates. It is the applicant's responsibility to follow all requirements for application to OPIE and VTAC for admission into the courses.

15.0 Personal Information

15.01 The Privacy Policy of OPIE states that: subject to the provisions of the Freedom of Information legislation and of the Evidence Act (Victoria) and any other legislation requiring release of certain information, all information pertaining to a student is treated as confidential and shall not be divulged without that student's authorization, except in an emergency or where there is a risk to the general public. In such cases, the release of information must be authorized by the Head of OPIE or the Registrar. OPIE may only disclose limited personal information to a contracted debt collecting agency in the event that amounts owed to OPIE are not recoverable through normal correspondence.

15.02 Students are required to inform OPIE in writing of any change in contact details.

15.03 OPIE is required under the ESOS Act to disclose information and report to DIMIA with regard to overseas students' progress, academic performance, attendance, course continuance transfer or deferral, and other information as requested. Information submitted to OPIE will from time to time be forwarded to Commonwealth agencies associated with the provision of educational services to International students.

ELIGIBILITY FOR COURSE ENTRY & RPL

CR3.01 Degree or Diploma courses: The minimum criteria for an applicant to be eligible for enrolment into Diploma or Degree courses are as follows:

- a) Evidence of VCE Year 12 completion or equivalent qualifications; and
- b) Interview (or Curriculum Vitae and Personal Essay)
- c) English Language Proficiency

CR3.02 Certificate courses: The minimum criteria required for an applicant to be eligible for enrolment into a Certificate course are as follows:

- a) Evidence of VCE Year 11 completion or equivalent qualifications; and
- b) Interview (or Curriculum Vitae and Personal Essay)
- c) English Language Proficiency

CR3.03 English Proficiency

Where a student's first language is other than English, the student needs to provide evidence that they have the required level of English proficiency. This includes evidence that they have already studied a course where English was the medium of instruction and/or may be required to sit additional assessment as part of their application in one of the English Language tests with the following minimum requirements:

- IELTS (International English Language Test System) (minimum score of 6.0). Priority will be given to IELTS results.
- TOEFL (Test of English as a Foreign Language) (minimum score of 550) and TWE (Test of Written English) (minimum score of 4.5)

Applicants who do not satisfy the English requirements may enrol in an English Language Intensive Course (ELICOS) to be completed prior to commencing the course at OPIE.

CR3.04 Interview or Curriculum Vitae and Personal Essay

The OPIE Interview will incorporate an aptitude test designed to indicate whether applicants possess sufficient literacy, numeracy and visual interpretation skills, to allow them to successfully complete the course. Interviews will be held at OPIE in Melbourne.

Where an applicant lives interstate or overseas and is unable to visit Melbourne during the application process, they may be exempt from the Interview but be required to submit a Curriculum Vitae including a Personal Essay of approximately 600 words introducing themselves and illustrating their wish to study the course at OPIE.

The Interview is the primary method of assessment for entry into the course. Students living in Victoria must attend the interview to gain successful entry to the course.

CR3.05 Recognition of Prior Learning – Diploma & Degree courses: where applicants are applying for entry into a Diploma or Degree course and where no year 12 certificate is available, candidates may still become eligible for enrolment provided that:

- a) they have completed a course of study deemed equivalent to Year 12; or
- b) they have completed at least Year 11 and have gained practical experience in a field related to their proposed study to the satisfaction of the Polytechnic (a Recognition of Prior Learning form will be required for assessment); or
- c) they have completed at least Year 11 and have attended other studies deemed sufficient by the Polytechnic, for continuation into their proposed discipline (a Recognition of Prior Learning form will be required for assessment).
- d) the candidate is successful in the OPIE interview (or curriculum vitae and personal essay).

CR3.06 Recognition of Prior Learning – Certificate courses: where applicants are applying for entry into a Certificate course and where no year 11 certificate is available, candidates may still become eligible for enrolment provided that:

- a) they have completed a course of study deemed equivalent to Year 11; or
- b) they have gained practical experience in a field related to their proposed study to the satisfaction of the Polytechnic (a Recognition of Prior Learning form will be required for assessment); or
- c) they have attended other study deemed sufficient by the Polytechnic, for continuation into their proposed discipline (a Recognition of Prior Learning form will be required for assessment).
- d) the candidate is successful in the OPIE interview (or curriculum vitae and personal essay).

CR3.07 Recognition of Prior Learning - Course Credits:

- a) During application or on successful entry, students may apply under RPL for *Course Credits* where they may gain exemptions and credits if they provide proof of having attended the equivalent subject in another tertiary institution, or have gained sufficient experience in a practice environment of the same field. Such applicants are required to succeed in their RPL assessment and may be required to sit and pass the OPIE Enrolment Classification Examinations in the subject/module with a minimum of 60%.
- b) "Proof" constitutes original results or documents, or certified copies of original results or documents only. The application for Recognition of Prior Learning is assessed by an authorised academic staff of OPIE.
- c) Applicants may apply for RPL during their application process for Special Course Entry. Special Entry Scheme factors as indicated in RR3.03 and RR3.04 apply on assessment.

CR3.08 Classification Examinations are held during the OPIE standard examination periods. Students who enrol prior to an annually adjusted date may sit examinations for classification during the Supplementary Examinations period prior to the commencement of the academic year. Students enrolled subsequent to this date must attend the first semester tuition in subjects where credits are not applicable and attend Classification Examinations during the standard semester Examination period.

CR3.09 Mature-age Applicants: Mature-age applicants undergo the same application and entry procedures as secondary school graduates.

COURSE WORK & EXAMINATIONS

CE01 Outmost care will be taken to ensure the overall safety of all work in the possession of staff. OPIE is however not responsible for theft, loss or damage of any student work submitted or otherwise retained in OPIE premises or in possession of any staff.

CE02 OPIE reserves the right to hold onto student submitted coursework until such time as all work is marked, for the purposes of exhibitions or for the process of course accreditation and recognition.

CE03 Any work submitted during examinations remains the property of OPIE.

CE04 A "pass" in any subject is defined as: the award of at least 55 percent of the **total marks attainable** (henceforth referred to as 'TMA') in that subject, provided that both components of the course have been completed. Course components constitute:

- (i) **coursework** – folios, assignments, presentations, projects, models, notebooks, etc; and
- (ii) **examinations** – semester assessments under examination conditions.

CE05 **Withheld results:** Results may be withheld if the student's final mark in a given subject is less than 55% of the TMA in that subject, provided that the student has attained at least 55% in **either** the coursework or the examination component.

CE06 In the case of withheld results, the student is given the opportunity to repeat that assessment component in which the lowest mark was achieved, provided the attendance criterion is satisfied.

CE07 **Repeating course components:**

- a) Students whose marks are withheld on account of their examination results may repeat the component in the form of a Supplementary Examination;
- b) Students whose marks are withheld on account of their coursework results may resubmit their amended folio for assessment;
- c) The extended deadlines for folio re-submissions and the dates of the supplementary examinations will be set by a delegate of the Polytechnic.
- d) A penalty of 10% is imposed on the result attained in a repeated component (supplementary examination or coursework resubmission);
- e) Students may repeat a given subject or module component only once. If unsuccessful, the entire subject or module must be repeated.
- f) The Polytechnic reserves the right to charge a processing fee for repeated Coursework components and Supplementary Examinations.
- g) International students may not repeat a unit of study more than once.

CE08 Under all circumstances, except where matters of Special Consideration apply, the coursework mark will be withheld until all subject/module components have been attempted.

CE09 Repeating a subject/module necessitates re-enrolment in that subject/module. Varying re-enrolment fees are applicable.

CE10 Deadlines for project submissions must be met in all circumstances, unless a general extension has been formally granted by the lecturer concerned, or an individual matter deserving special consideration applies. A penalty of 2% per day shall be imposed on late submissions that have not been formally granted extensions.

CE11 Assessment results of coursework and examinations will be issued in the form of a 'Statement of Results' normally at the end of each academic year or when the Staff of the Polytechnic deem a release of a Statement appropriate. Each Statement supersedes its prior.

CE12.0 **Examinations:** Students will be given appropriate notice of the materials required and/or permitted in an examination, or otherwise used in the performance of an assessment component. Supervisors may confiscate any material which they reasonably believe to have been brought into the examination room in contravention of the rules.

CE12.01 Students must not talk during an examination, or otherwise communicate information to other students undertaking the examination, or disobey any of the directions given at the beginning of an examination and pertaining to it, or disobey any reasonable instructions of a supervisor, or disturb or interfere with other students. Any enrolled student of the Polytechnic committing a breach of these rules will be guilty of misconduct.

CE12.02 In an examination a student may obtain permission from a supervisor to leave the room or communicate with another student. A supervisor may require that an authorised person, for the duration of the student's absence, accompany the student.

CE12.03 In an examination, students may only write on the paper supplied, unless required to provide their own paper. Examination script books must be submitted intact; no part of the book may be removed or destroyed.

CE12.04 All documentation pertaining and/or related to examinations are the sole property of the Polytechnic confidential in every respect and can only be accessed by permission from the Head of the Polytechnic.

CE13 All student coursework is to be submitted in the General Office of the Polytechnic and not to the subject's lecturer. Submissions must be recorded and signed into the Polytechnic's record book and a submission slip (provided by the Polytechnic) must be completed by the student and included with every submission.

CE14 When a project or assignment is corrected by a supervisor or instructor it must be updated by the student for the final submission. A supervisor or instructor may request that both the original, corrected versions and all drafts be submitted. Student must be able to provide these to ensure authenticity of their work.

CE15 All submitted work must be student's own original work. Students unable to provide proof of this, (Ref RR6.16) or found to have copied work from another student or any other source will be found 'guilty of misconduct'.

CE16 Students are deemed to have "failed" a subject or module if they have not attained a "pass" in that subject or module, or if they have unsuccessfully repeated a component. Failing a subject or module necessitates repeating that subject in the following year of study if the subject is a prerequisite for another semester, otherwise within two years of having failed the subject.

OPIE Privacy Statement

OPIE is providing you with this notice because OPIE has sought personal information about you. OPIE needs this information so that it can fully and properly administer your enrolment in accordance with its policies and procedures. OPIE is required under law to collect and report enrolment details to state and federal government agencies that include the Federal Department of Education, Science and Training; the Victorian Department of Education and Training; Centrelink; Department of Immigration, and Multicultural, and Indigenous Affairs; Australian Taxation Office. Student data may also be accessed for conducting duly authorised research. In such instances the identity of individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned. For bulk mailing services or debt collection, information is released to external agencies which are required to provide the same privacy safeguards as OPIE.

The information requested must be supplied. Please note that failure to do so, or to supply only part of it, may result in OPIE not being able to properly administer your enrolment, and you may not receive information and correspondence important to your studies. Supply of incomplete, misleading, or false information may result in the cancellation of your enrolment.

You have the right to request access to and/or correct any personal information concerning you held by OPIE. Routine corrections, changes and enquiries regarding your application should be submitted in writing to OPIE. This information is being collected and will be held by the Academic Registrar.