

macleay college

Student Handbook

2020 Academic Year



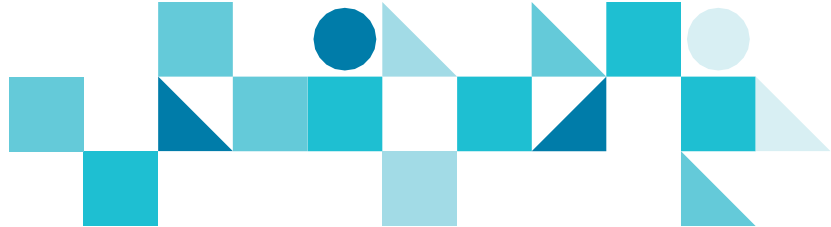
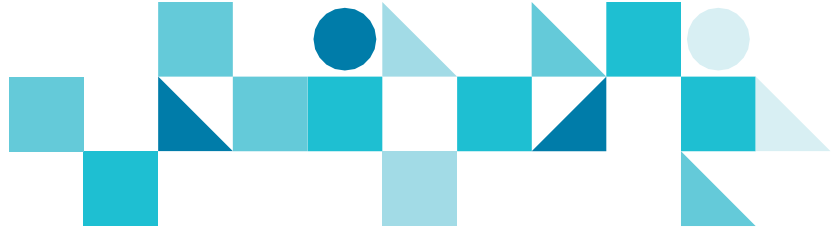


Table of Contents

Our Vision, Mission & Values	1
Our Vision	1
Our Mission	1
Our Values	1
Courses of Study	2
Bachelor of Advertising & Media	2
Diploma of Advertising & Media	4
Bachelor of Digital Media	6
Diploma of Digital Media	8
Bachelor of Business (Accounting)	10
Bachelor of Business	12
Diploma of Business Management	14
Diploma of Marketing	16
Bachelor of Journalism	17
Diploma of Journalism	19
Course Fees	20
Payment of Fees – Domestic Students	20
Payment of Fees – International Students	20
Fee Refunds	20
Tuition Assurance	21
Campus Information	22
Access & Student ID	22
Campus & Facilities	22
Campus Evacuation Procedures	23
Campus Rules	24
Intellectual Property	24
Student Representative Council	24
Academic Services & Support	25
Orientation	25
Academic & Learning Support	25
Academic Administration	26
Studiosity	27
International Student Support	27
Counselling	27



Attendance _____ 27

Managing Your Enrolment _____ **29**

Deferral, Leave of Absence or Withdrawal from a Course or Unit _____ 29

Transferring between Courses _____ 29

Change of Personal Details _____ 29

Recognition of Prior Learning (RPL) Eligibility _____ 30

Termination of Enrolment _____ 30

International Students _____ 30

Withdrawal from a Unit without Academic Penalty _____ 31

Assessments and Examinations _____ **31**

Responsibilities of the Student _____ 31

Assessment Tasks _____ 31

Examinations _____ 32

Misconduct in Assessments and Examinations _____ 32

Responsibilities of Macleay College _____ 32

Procedural Fairness _____ 32

Eligibility to Graduate _____ 32

Assessment Tasks _____ 33

Examinations _____ 33

Attendance at Examinations _____ 33

Admission to the Examination Room _____ 33

Leaving the Exam Room _____ 33

Re-Admission to the Exam Room _____ 33

Reading Time _____ 34

Conduct of Students _____ 34

Material or Equipment in the Examination Room _____ 34

Special Consideration for a Missed Assessment or Exam _____ 34

Special Consideration for a Deferred Assessment _____ 35

Reasonable Adjustment _____ 35

Processing & Publication of Results _____ 35

Appealing a Grade or an Assessment Mark _____ 36

Grading System _____ 37

Library and Information Services _____ **39**

Sydney Campus _____ 39

Melbourne Campus _____ 39

Books _____ 39

Borrowing Privileges _____ 39

High Use Collection _____ 39

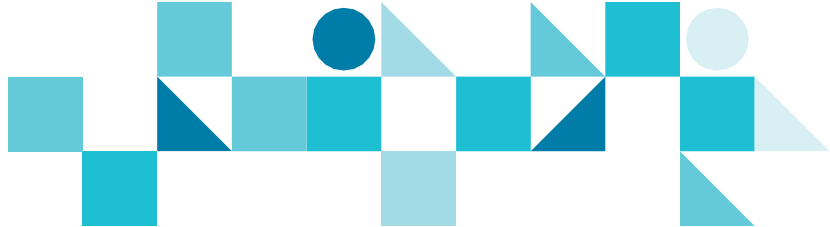
Student Handbook

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Author: Collaborative

Date: 29/08/2019

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<i>General Collection</i>	40
Overdue Items	40
Research Databases	40
Writing, Referencing and Academic Skills Consultations	40
Academic Honesty and Plagiarism	40
IT & Equipment Support	41
Computer Network and Internet Access, Use and Safety	41
<i>Permitted Use of Internet and Company Computer Network</i>	41
<i>Frivolous Use</i>	41
<i>Virus Detection</i>	41
Privacy	41
IT Support	41
Macleay College Equipment	41
Internships and Career Planning	43
Industry Interaction	43
Internships	43
Preparation for your Future Career	43
Articulation to Degree Courses	44
Misconduct	44
Academic Misconduct	44
Non-Academic Misconduct	44
Safe Work & Learning Environments	45
Health & Safety	45
Personal Safety	45
National Emergency Numbers	46
Reporting Emergencies to Macleay College	46
Key Contacts	47
Privacy	48

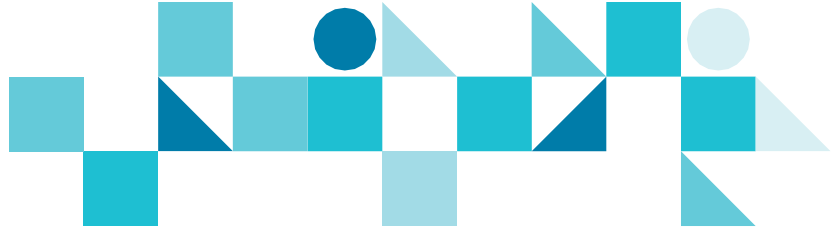
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Our Vision, Mission & Values

Our Vision

Macleay will be Australia's leading independent Higher Education provider for graduate outcomes.

Our Mission

At Macleay College our mission is to teach people to believe in themselves and their ability to succeed. Macleay College has adopted four principles to govern the operation of all its courses:

- Ensure students become highly competent in the skills needed by the professions for which they are being prepared.
- Develop the communication skills of its students, in writing, verbally, visually, and in other ways of communicating.
- Promote free intellectual inquiry among its students and staff. It will develop in its students the capacity to become flexible creative thinkers who can look at problems from a number of different perspectives, and gather, analyse and synthesise evidence.
- Develop among its students a capacity for lifelong learning, to enable students to keep abreast of the changing world in which they will practice.

Our Values

- a) Recruit and retain the best. We create an environment that attracts and retains students and staff with talent and potential and fosters lifelong relationships.
- b) Talk straight. We promote intellectual freedom and the pursuit of open, creative enquiry. When we talk, it is open, honest and constructive two-way communication.
- c) Empower and trust. We encourage a sense of ownership and pride by giving responsibility and delegating authority. We collectively work towards a safe, culturally diverse and ethical environment where mutual respect and tolerance flourish.
- d) Continuously grow and improve. We support personal growth and a commitment to continual improvement and lifelong learning. We respect the individual, celebrate and reward achievement. We support and challenge people to achieve their potential.
- e) Pursue excellence and innovation. We aim to be entrepreneurial and to be thought leaders. We recognise, appreciate, acknowledge and learn from the experiences and success of our students, alumni and staff.
- f) Provide Positive Education. We help students cultivate qualities that will enable them to respond constructively to challenges, such as positive emotion, resilience, mindfulness, gratitude and relationship building.

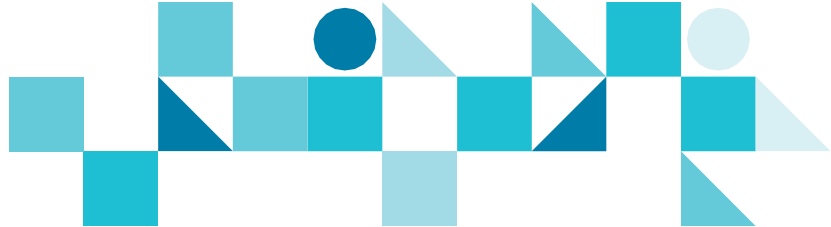
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Courses of Study

Bachelor of Advertising & Media

Course Descriptor

The Bachelor of Advertising & Media provides students with knowledge and skills in digital design, print advertising, photography, copywriting, radio and television advertising, social media, account management, marketing and media planning. The degree is organised into four streams of core units in creativity, marketing and media, technical skills, and professional practice. In addition to core units, students develop more specialised skills through elective units in account management, creative, copywriting, media planning, social media marketing or digital production. The course includes an internship with an advertising agency, advertising production organisation or media organisation.

Course Structure

The Bachelor of Advertising & Media consists of twenty-four units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Bachelor of Advertising & Media in a minimum of six trimesters or a maximum of twelve trimesters.

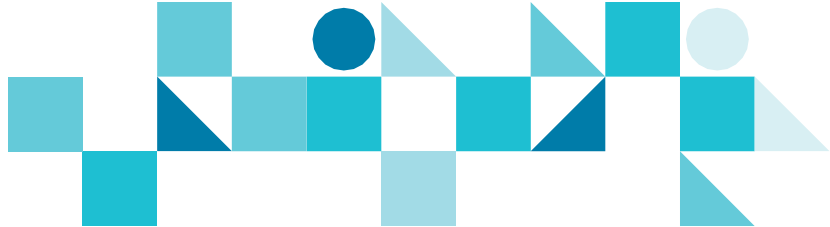
Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6
Creative Process	Campaign Thinking	Elective	Brand Experience	Elective	Major Project
Foundations of Marketing	Research & Insight	Media Landscape	The Marketing Plan	Elective	The Pitch
Digital Design	Elective	Social Media Strategy	Digital Marketing Strategy	Mobile Communications	Elective
Academic and Professional Skills	The Business of Advertising	Internship 1	Elective	Advertising: Past, Present & Future	Internship 2

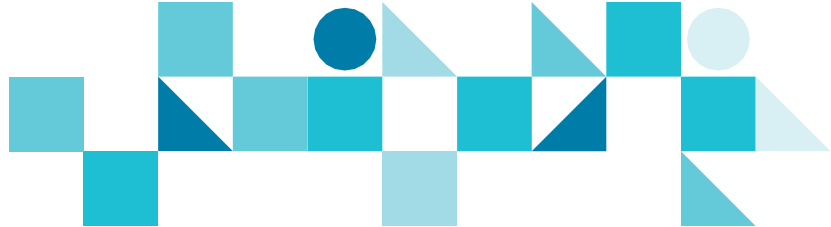


Elective Units

Elective Unit Pool				
Management & Media	Creative Process	Written Communication	Digital Production	Business & Marketing
Account Management	Advanced Digital Design	Copywriting	Coding Fundamentals	Consumer Behaviour
User Experience	Art Direction & Design	Radio Advertising & Podcasting	Digital Photography	Enterprise Innovation 1
Strategic Media Planning	Interaction Design	Content Writing	Video Production	Digital Business Communications
	Gamification		Advanced Video Production	Enterprise Innovation 2
			App Development	Applied Marketing Psychology

Job Opportunities

- Social Media Coordinator
- Copywriter Digital
- Account Manager
- Producer Media Planner
- Art Director
- Marketing Coordinator



Diploma of Advertising & Media

Course Descriptor

The Diploma of Advertising & Media provides students with knowledge and skills for entry level employment in the advertising industry. The course includes units that cover all aspects of contemporary advertising and combines knowledge of key issues and concepts of marketing, brand and campaign development, copy writing, art direction, account management and media planning. The course gives students knowledge and skills in the production of advertising in print, online, social media, radio and video media. The course includes an internship with an advertising agency or advertising production organisation.

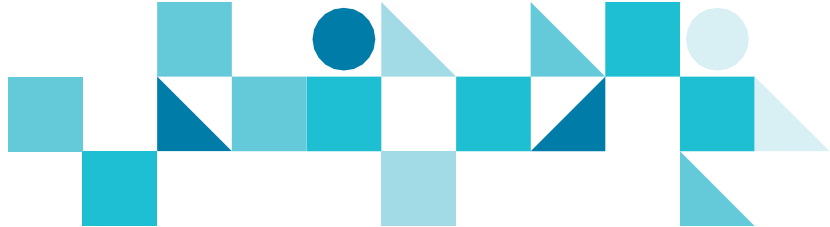
Course Structure

The Diploma of Advertising & Media consists of twelve units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Diploma of Advertising & Media in a minimum of three trimesters or a maximum of six trimesters. Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken. Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3
Creative Process	Campaign Thinking	Elective
Foundations of Marketing	Research & Insight	Media Landscape
Digital Design	Elective	Social Media Strategy
Positive Psychology	The Business of Advertising	Internship 1



Elective Units

Elective Unit Pool				
Management & Media	Creative Process	Written Communication	Digital Production	Business & Marketing
Account Management	Advanced Digital Design	Copywriting	Coding Fundamentals	Consumer Behaviour
	Art Direction & Design	Radio Advertising & Podcasting	Digital Photography	Enterprise Innovation 1
			Video Production	Digital Business Communications

Job Opportunities

- Account Manager
- Digital Content Producer
- Copywriter
- Marketing Coordinator
- Social Media Coordinator

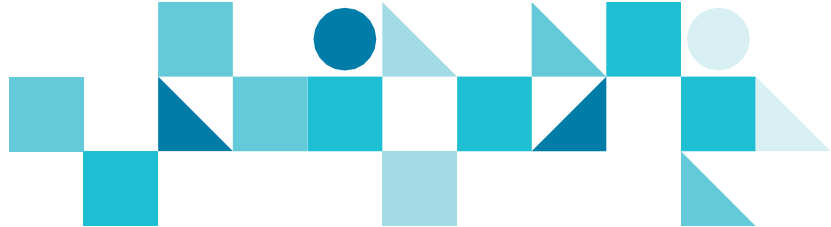
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Bachelor of Digital Media

Course Descriptor

The Bachelor of Digital Media provides students with knowledge and skills for the rapidly emerging information and communications technology (ICT) sector. In addition to core units, students develop digital production skills through specialised units in written communications; digital video; interactive design; coding; data and analytics; digital marketing; digital business and digital journalism. The course includes two internship units with digital media organisations.

Course Structure

The Bachelor of Digital Media consists of twenty - four units of equal weight. A full - time load of study is four units per trimester. It is possible to complete the Bachelor of Digital Media in a minimum of six trimesters or a maximum of twelve trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

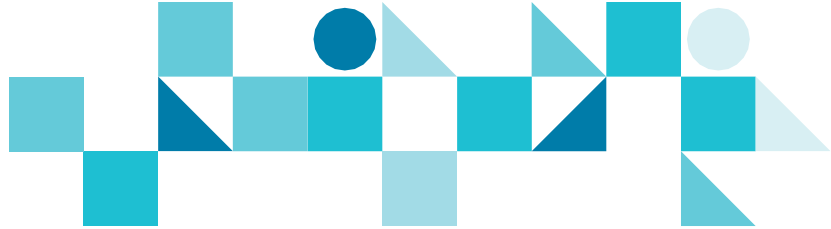
Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6
Introduction to Digital Media	Research & Insight	Design Thinking	Art, Design & Cultural History	Relevant Disruption & Global Engagement	The Pitch
Digital Design	Digital Visualisation	Social Media Strategy	Story and Narrative	Content Strategy	Major Project
Academic and Professional Skills	Elective	Internship 1	Elective	Project Management	Internship 2
Written Communications	Specialisation	Specialisation	Specialisation	Specialisation	Elective

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Specialisation Units

Content Writing	Content Creation	User Experience Design	Coding and Analytics	Digital and Social Media Marketing	Digital Entrepreneurship
Copywriting	Digital Photography	Advanced Digital Design	Coding Fundamentals	Foundations of Marketing	Management Fundamentals
Radio Advertising and Podcasting	Video Production	User Experience	Data and Analytics	Digital Marketing Strategy	Enterprise Innovation 1
Content Writing	Advanced Video Production	Interaction Design	Advanced Coding	The Marketing Plan	Enterprise Innovation 2
Multiplatform Writing	Motion Graphics	App Development	App Development	Applied Marketing Psychology	Business Consultancy

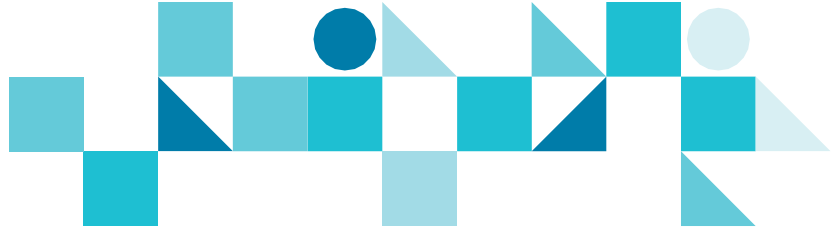
Elective Units

Students choose three electives from the following Elective Pool. Pre - requisites may apply and not all units will be available every trimester.

Level 100	Elective Pool	Level 200 Elective Pool
The Business of Advertising	Account Management	Strategic Media Planning
Campaign Thinking	Media Landscape	Gamification
Creative Process	Art Direction and Design	Mobile Communications
Consumer Behaviour	Digital Business Communications	Advertising: Past, Present and future
Technology Entrepreneurship	Creativity and Innovation	Leadership and Change Management
Sales and Negotiations	Brand Experience	
Entrepreneurial Mindset		

Job Opportunities

- Digital Content Producer
- Digital Marketing Executive
- Social Media Coordinator
- Social Media Strategist
- Web Content Writers
- Blogger or Vlogger
- Digital Video Creator
- Digital Communications Writer
- Digital Video Scriptwriter



Diploma of Digital Media

Course Descriptor

The Diploma of Digital Media provides students with a broad range of cognitive, technical and communication skills in the disciplines of idea and content creation, contextualisation, management and production in information communications technology for digital media industries. In addition to core units, students develop skills through specialisation units in written communications; digital video; interactive design; coding; data and analytics; digital marketing; digital business and digital journalism.

The course includes an internship with digital media organisations.

Course Structure

The Diploma of Digital Media consists of twelve units of equal weight. A full - time load of study is four units per trimester. It is possible to complete the Diploma of Digital Media in a minimum of three trimesters or a maximum of six trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

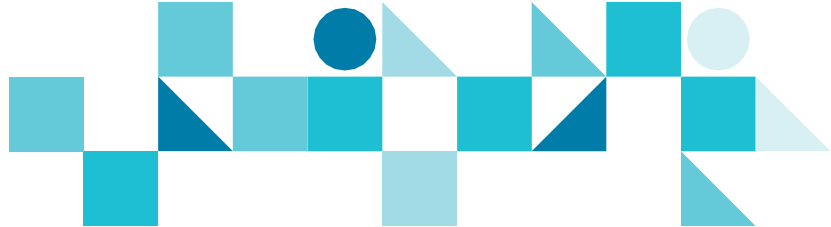
Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3
Introduction to Digital Media	Research & Insight	Design Thinking
Digital Design	Digital Visualisation	Social Media Strategy
Academic and Professional Skills	Elective	Internship 1
Written Communications	Specialisation	Specialisation

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 Author: Collaborative
 Date: 29/08/2019
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Specialisation Units

Content Writing	Content Creation	User Experience Design	Coding and Analytics	Digital and Social Media Marketing	Digital Entrepreneurship
Copywriting	Digital Photography	Advanced Digital Design	Coding Fundamentals	Foundations of Marketing	Management Fundamentals
Radio Advertising and Podcasting	Video Production	User Experience	Data and Analytics	Digital Marketing Strategy	Enterprise Innovation 1
Content Writing	Advanced Video Production	Interaction Design	Advanced Coding	The Marketing Plan	Enterprise Innovation 2
Multiplatform Writing	Motion Graphics	App Development	App Development	Applied Marketing Psychology	Business Consultancy

Elective Units

Students choose three electives from the following Elective Pool. Pre - requisites may apply and not all units will be available every trimester.

Level 100 Elective Pool	Level 200 Elective Pool
The Business of Advertising	Radio Advertising & Podcasting
Consumer Behaviour	Art Direction & Design
Coding Fundamentals	Account Management
Sales & Negotiations	Brand Experience
Enterprise Innovation 1	Media Landscape
	Creativity & Innovation
	Enterprise Innovation 2

Job Opportunities

- Junior Copywriter
- Digital Photography Assistant
- Digital Project Account Assistant
- Digital Communications Designer
- Web Researcher
- Junior Audio Content Writer
- Junior Digital Video Producer
- Digital Marketing Coordinator
- Wordpress Programmer
- Online Journalist Assistant
- Online Blogger
- Videographer Assistant
- Social Media Coordinator
- Data Coordinator
- News & Social Media Content Assistant

Bachelor of Business (Accounting)

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Course Descriptor

The Bachelor of Business (Accounting) degree provides graduates with an understanding of the key theories and principles of accounting and the impact of these on business decisions. Graduates will acquire an education grounded in the core accounting areas of financial accounting, management accounting, corporate accounting, taxation law and auditing. They will also examine Australian corporate law, business ethics and governance providing exposure to ethical business practice and the elements of good governance. A key element of the program is the opportunity to undertake an internship through an established partnership network.

Course Structure

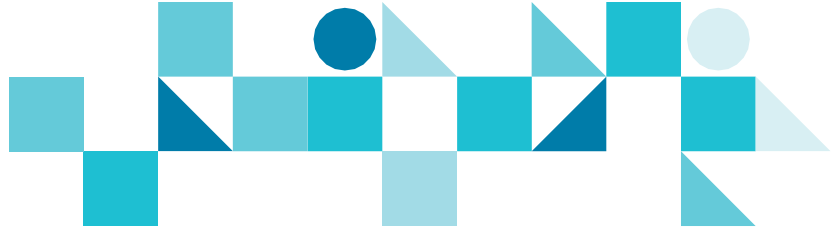
The Bachelor of Business (Accounting) consists of twenty - four units of equal weight. A full - time load of study is four units per trimester over two years (Fast Track Enrolment Option) or three units per trimester over three years. It is possible to complete the Bachelor of Business (Accounting) in a minimum of six trimesters or a maximum of twelve trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This may result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6
Accounting I	Accounting II	Financial Accounting	Applied Business Finance	Accounting Theory	Advanced Management Accounting for Decision Making
Management Fundamentals	Research and Insight	Management Accounting	Business Valuations and Financial Statement Analysis	Taxation Law	Business Ethics and Governance
Academic and Professional Skills	Accounting Information Systems	Business Law, Compliance and Governance	Corporations Law	Corporate Accounting	Audit and Assurance
Foundations of Marketing	Elective (100 or 200)	Internship 1	Economics for Business	Elective (200 or 300)	Internship 2



Elective Units

Students choose electives from the following list of options, Students can choose an area of interest or choose electives from any stream.

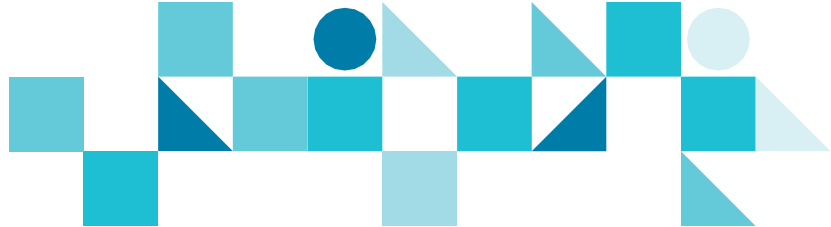
Event Management	Public Relations	Travel and Tourism	Sports Business	Marketing	Entrepreneurship
Introduction to Event Management Level 100	Introduction to Public Relations Level 100	Introduction to Travel and Tourism Level 100	Introduction to the Sports Industry Level 100	Sales and Negotiations Level 100	Entrepreneurial Mindset Level 100
Design, Innovation and Technology for Events Level 100	Public Relations Writing Level 100	Tourism Services, Distribution and Technology Level 100	Sports Management Level 100	Integrated Marketing Communications Level 100	Enterprise Innovation 1 Level 100
Commercial and Stakeholder Management Level 200	Public Relations Strategy Level 200	Destination Management Level 200	Sports Marketing Level 200	Digital Marketing Strategy Level 200	Enterprise Innovation 2 Level 200

*Pre - requisites apply/Not all available every trimester

CPA Australia and Chartered Accountants Australia and New Zealand have approved the professional qualification initially for 3 years(up to December 2020)

Job Outcomes

- Accountant
- Accounts Payable
- Accounts Clerk
- Bookkeeper
- Accounts Receivable



Bachelor of Business

Course Descriptor

The Bachelor of Business degree provides graduates with a broad understanding of the key theories and principles of business operation and management, as well exposure to and experience in the practical business functions necessary to work successfully and thrive in today's competitive business environment. Graduates will acquire an education grounded in the core business disciplines of management, business accounting, marketing, leadership, economics, and business law. They will develop an understanding of ethical business practice and the elements of good governance, how to communicate effectively, and how to manage people and to deal with change. A key element of the design of the program has been the inclusion of industry specialisations and, through a well - established partnership network, the opportunity to undertake real - world business ventures and internships.

Course Structure

The Bachelor of Business consists of twenty - four units of equal weight. A full - time load of study is four units per trimester over two years. It is possible to complete the Bachelor of Business in a minimum of six trimesters or a maximum of twelve trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

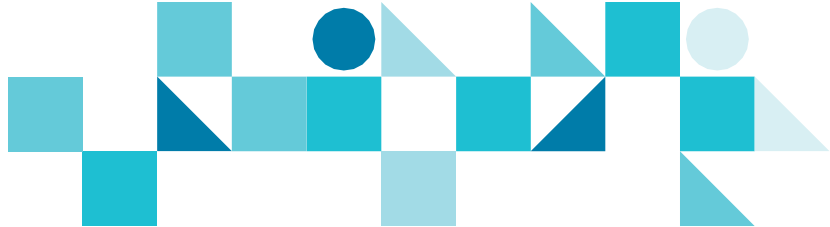
Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6
Foundations of Marketing	Research & Insight	Enterprise Innovation 2	Applied Business Finance	Business Metrics	Leadership & Change Management
Academic and Professional Skills	Enterprise Innovation 1	Business Law, Compliance & Governance	Economics for Business	Elective	Ethics & Decision Making
Management Fundamentals	Introduction to Business Accounting	Digital Business Communications	Elective	Strategic Management	Business Sustainability & Innovation
Specialisation	Specialisation	Business Internship I	Specialisation	Project Management	Business Internship II

Specialisations and Electives

Specialisations are designed to provide students with knowledge and skills in a particular area. Students choose a specialisation from the following list of options:

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Sequence of Specialisation Units and Elective Options

	Events	Public Relations	Travel & Tourism	Sports	Entrepreneurship	Marketing
1	Introduction to Event Management	Introduction to Public Relations	Introduction to Travel & Tourism	Introduction to the Sports Industry	Entrepreneurial Mindset	Sales and Negotiations
2	Design, Innovation & Technology for Events	Public Relations Writing	Tourism Services, Distribution & Technology	Sports Management	Technology Entrepreneurship	Integrated Marketing Communications
3	Commercial & Stakeholder Management	Public Relations Strategy	Destination Management	Sports Marketing	Business Consultancy	Digital Marketing Strategy

Job Opportunities

- Business Development Manager
- Brand Manager
- Travel Consultant
- Account Manager
- Marketing Manager
- PR Consultant
- Festival Manager
- Sports Marketer
- Entrepreneur

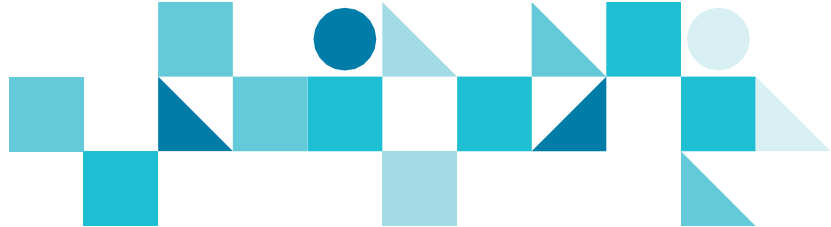
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Diploma of Business Management

Course Descriptor

The Diploma of Business Management is designed to provide students with a solid foundation of knowledge and skills required for management. The course teaches students the key management principles combined with knowledge of marketing, accounting, human resources management, business law, change and operational management. Central to the program are the units Enterprise Innovation 1 and Enterprise Innovation 2, a pivotal learning experience for students as they put into practice the knowledge and skills learnt previously to develop a new business. The units delivered over two trimesters as a subject but students work in teams to complete the requirement of setting up, running and winding up the business project.

Course Structure

The Diploma of Business Management consists of twelve units of equal weight. A full - time load of study is four units per trimester. It is possible to complete the Diploma of Business Management in a minimum of three trimesters or a maximum of six trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

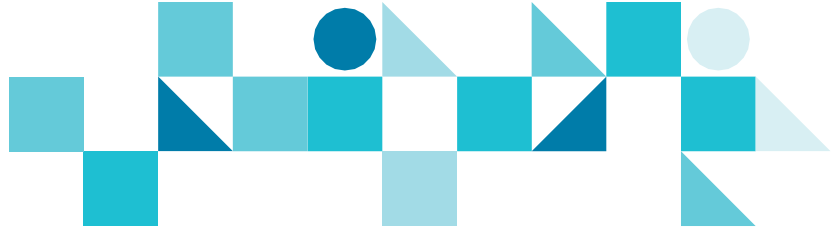
- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken. Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3
Foundations of Marketing	Research & Insight	Enterprise Innovation 2
Academic and Professional Skills	Enterprise Innovation 1	Business Law, Compliance & Governance
Management Fundamentals	Introduction to Business Accounting	Digital Business Communications
Specialisation	Specialisation	Business Internship 1

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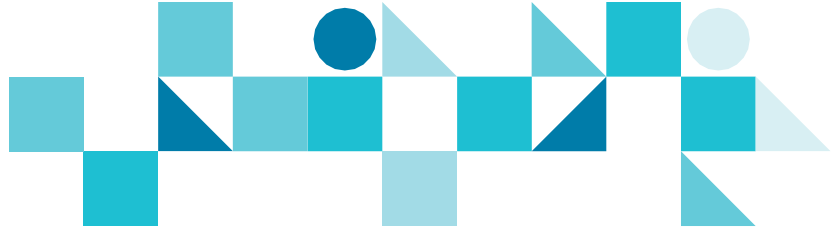


Specialisation Units

Events	Public Relations	Travel & Tourism	Sports Business	Entrepreneurship	Marketing
Introduction to Event Management	Introduction to Public Relations	Introduction to Travel & Tourism	Introduction to the Sports Industry	Entrepreneurial Mindset	Sales and Negotiations
Design, Innovation & Technology for Events	Public Relations Writing	Tourism Services, Distribution & Technology	Sports Management	Technology Entrepreneurship	Integrated Marketing Communications

Job Opportunities

- Office Manager
- Project Assistant
- Human Resource Coordinator
- Financial Manager
- Business Development Assistant



Diploma of Marketing

Course Descriptor

The Diploma of Marketing is designed to provide students with a thorough foundation of knowledge and skills for entry - level employment in marketing. The course teaches students the key principles of marketing and combines knowledge of key issues and concepts of marketing, planning, research, customer relationship management and communication strategies. The Entrepreneurship Project (EP) combines knowledge and skills from other units to provide the student with mentored experience in the planning and execution of a business idea. The diploma provides a variety of learning and teaching styles and focus for student development. The course includes an internship with a business.

Specialisations are designed to provide students with knowledge and skills in a particular area. Students can also choose to specialise in Real Estate.

Course Structure

The Diploma of Marketing consists of twelve units of equal weight. A full - time load of study is four units per trimester. It is possible to complete the Diploma of Marketing in a minimum of three trimesters or a maximum of six trimesters.

Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

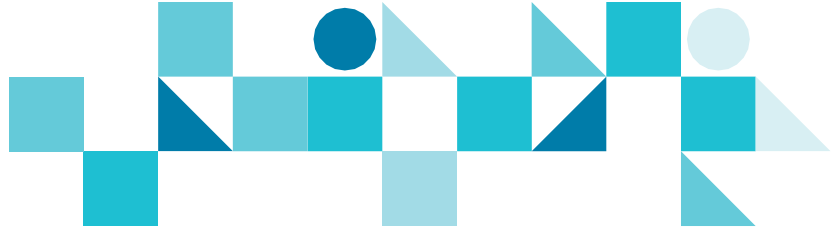
Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3
Foundations of Marketing	Research and Insight	Enterprise Innovation 2
Academic and Professional Skills	Enterprise Innovation 1	Business Law, Compliance and Governance
Management Fundamentals	Introduction to Business Accounting	Digital Business Communications
Sales and Negotiations	Integrated Marketing Communications	Business Internship 1

Job Opportunities

- Marketing Assistant
- Retail Marketer
- Product/Brand Assistant
- Marketing Coordinator
- Market Researcher
- Media Coordinator



Bachelor of Journalism

Course Descriptor

The Bachelor of Journalism program is designed to provide students with a thorough grounding in the knowledge and skills of professional journalistic practice in the knowledge economy. The demand is growing for journalists thoroughly cognisant of the new media and therefore able to prosper in the changed circumstances of news gathering and consumption. This program provides a balance of practical journalism with theoretical knowledge commencing with foundational units in news followed by units that deepen student understanding of news practice, specialist writing and multimedia storytelling and production. There is a particular emphasis on ethics, and the historical and modern roles of the journalist as a contributor to a free and open society. At the end of the program students are required to complete an internship with a media organisation for which Macleay College has provided placement such as News Ltd, Channel 7, Channel 9, Channel 10, the ABC and Fairfax Media. The program uses an online newsroom, newsroom.macleay.net, as a teaching platform to develop news gathering and presenting skills combining text, moving and still images. Students will develop group and leadership skills in the news gathering activities of the newsroom experiencing reporting, production and editorial roles under the tutelage and mentorship of an experienced professional faculty.

Course Structure

The Bachelor of Journalism consists of twenty - four units of equal weight. A full - time load of study is four units per trimester over two years. It is possible to complete the Bachelor of Journalism in a minimum of six trimesters or a maximum of twelve trimesters. Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

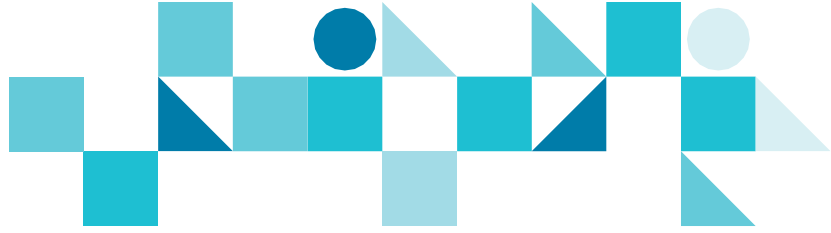
Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken.

Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6
Foundations of News	Media Law & Practice	Reporting Government & Institutions	Media & News Entrepreneurship	Social Media Journalism	Fundamentals of Coding
Media History & the Ethics of News	Data Journalisms	Radio Journalism	International Reporting	Multiplatform Writing	Multimedia Project
News Research	Feature Writing	Professional News Practice & Internship 1	Newsroom 1	Newsroom 2	Newsroom 3/ Internship
Video Journalism	Mobile Journalism (MOJO)	Elective Level 200	News Photography	Elective Level 200	Elective Level 200

Student Handbook

File: Final-Student_Handbook 5 Sept 20191
 Author: Collaborative
 Date: 29/08/2019
 Status: DRAFT



Elective Units

Electives are;

- Sports Journalism
- Investigative Journalism
- Food, Lifestyle and Travel
- Music Journalism
- Business Journalism
- Photojournalism

Job Outcomes

- Journalist/Editor
- Digital Producer
- Social Media Editor
- Music/Entertainment Reporter
- TV Reporter
- Investigative Reporter
- Multimedia Editor
- Video Journalist
- Radio Presenter
- Sports Reporter
- Features/Lifestyle Reporter

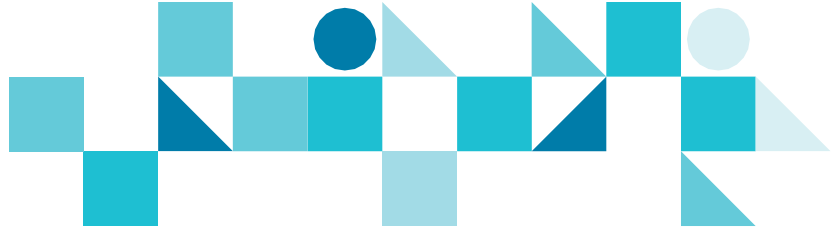
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Diploma of Journalism

Course Descriptor

The Diploma of Journalism is designed to provide students with a thorough foundation of knowledge and skills for entry level employment as professional journalists. The course includes units that cover all aspects of contemporary journalism and combines knowledge of key issues and concepts of news and the professional practice of journalism. Students will be given knowledge and skills of reportage in print, online, radio and video media. The diploma is organised into four streams of units that provide a variety of learning and teaching styles and focus for student development. The course includes an internship with a professional news or media organisation.

Course Structure

The Diploma of Journalism consists of twelve units of equal weight. A full - time load of study is four units per trimester. It is possible to complete the Diploma of Journalism in a minimum of three trimesters or a maximum of six trimesters. Variations to study load will be considered on a case by case basis, but within the following parameters:

- the maximum number of units a student can take per trimester is four
- the minimum number is two, unless it is the final unit the student requires to graduate

Should a student fail an attempted unit/s they will be required to retake the unit/s in the following trimester. This will result in a delay to their progression, and the student will be required to complete the remaining units over additional trimester/s depending on the number of units that need to be retaken. Where a student is required to retake a unit, the order that they attempt the remainder of their units will be determined by Macleay College within the limitations of the timetable.

Trimester 1	Trimester 2	Trimester 3
Foundations of News	Media Law & Practice	Reporting Government & Institutions
Media History and Ethics of News	Data Journalism	Radio Journalism
News Research	Feature Writing	Professional News Practice & Internship 1
Video Journalism	Mobile Journalism (MOJO)	Elective Level 200

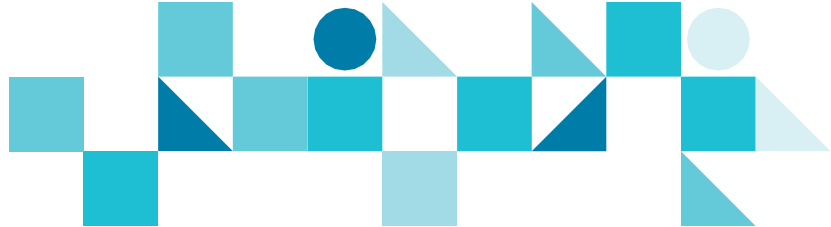
Journalism Elective Units

- Sports Journalism
- Investigative Journalism
- Shorthand
- Food Lifestyle and Travel,
- Music Journalism
- Podcasting
- Business Journalism,
- Photo Journalism

Job Opportunities

- Journalist/Editor
- Digital Producer
- Social Media Editor
- Music/Entertainment Reporter
- TV Reporter
- Investigative Reporter
- Multimedia Editor
- Video Journalist
- Radio Presenter
- Sports Reporter
- Features/Lifestyle Reporter

Student Handbook
 File: Final-Student_Handbook 5 Sept 20191
 Author: Collaborative
 Date: 29/08/2019
 Status: DRAFT



Course Fees

Course fees are dependent on the duration of the course, subjects chosen, and whether you study full - time or part - time. Subject costs are available on our website, follow the link to your chosen course to find our latest subject cost.

Payment of Fees – Domestic Students

Students must meet the liability for tuition fees by the Census Date, having either:

- a) paid in full all tuition fees before the trimester commences
- b) paid part of their tuition fees and deferred the balance through FEE - HELP assistance
- c) deferred their entire tuition fee liability through FEE - HELP assistance.

Students who are, or would be entitled to FEE - HELP assistance have until the end of the Census Date to submit a '2019 FEE - HELP Form' which can be obtained by contacting registrar@macleay.edu.au. The '2019 FEE - HELP Information Booklet' and the '2019 FEE - HELP Student Brochure' provide additional information and can be downloaded from the college website.

Macleay College has been approved as a higher education provider under the Higher Education Support Act (2003). This means that students wishing to enrol within a higher education course at Macleay College have an additional way to pay fees. FEE - HELP is currently available to full - time and part - time students enrolled in our Advertising & Media, Digital Media, Business Management, Marketing and Journalism related courses of study.

For further information about the FEE - HELP Loan Scheme, please visit the [FAQs](#) section of our website, or contact Student Services on 1300 939 888 or by email at study@macleay.edu.au.

Full - time domestic students are recognised by the Commonwealth Government as being eligible for Youth Allowance and Austudy, provided they fulfil the normal government eligibility criteria that apply to each allowance. Students who require written confirmation of their enrolment for Centrelink, or any other assistance regarding their application, should contact the Office of the Registrar on 1300 939 888 or by email at registrar@macleay.edu.au

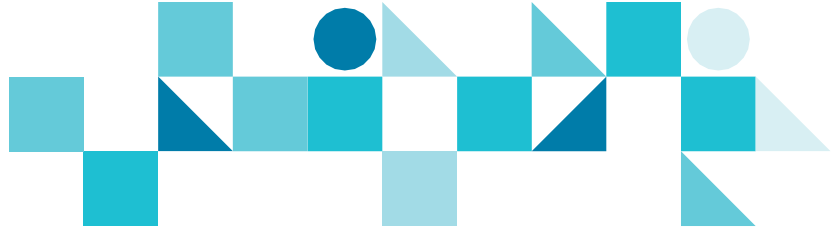
Payment of Fees – International Students

Students must meet the liability for tuition fees for all enrolled subjects before the orientation sessions are completed for a trimester. Invoices will be sent to students a minimum of 3 weeks before the commencement of the trimester of study.

Fee Refunds

The college fee refund policies outline the grounds by which a student may be eligible for a refund of course tuition fees. Each student acknowledges and agrees to the terms of the college refund policy when signing the Student Acceptance document contained in their offer to study at Macleay College.

If a student cancels (withdraws) or suspends their enrolment to take a leave of absence they must do so before the



relevant Census Date to avoid incurring academic and financial penalty. Refunds will not be made on a trimester's fee once the Census Date of that trimester has passed unless there are deemed to be special circumstances. Census dates are available on our academic calendar, at the end of this handbook.

Where a student has their enrolment suspended or cancelled by Macleay College because of unsatisfactory conduct or attitude, or for failure to follow college rules and regulations, then no refund

will be given on the current trimester's fee. For more information please contact the Office of the Registrar on 1300 939 888 or by email at registrar@macleay.edu.au. The **Tuition Fee Refund Policy for Domestic Students** contains important information about refunds and our policy for re - crediting a FEE - HELP balance. International students should refer to the **Tuition Fee Refund Policy for International Students**. Students wanting to withdraw or suspend their enrolment should refer to the college **Deferral, Suspension and Cancellation of Enrolment Policy**.

The abovementioned policies can be accessed via the Forms & Policies section at the bottom of the home page of the college website and the Handbook section the Moodle Student Portal via www.mymacleay.edu.au/.

Tuition Assurance

Macleay College protects students in the event that the college ceases to provide a course in which they are enrolled. The **Statement of Tuition Assurance Policy** can be downloaded from the [FAQs](#) section of our website.

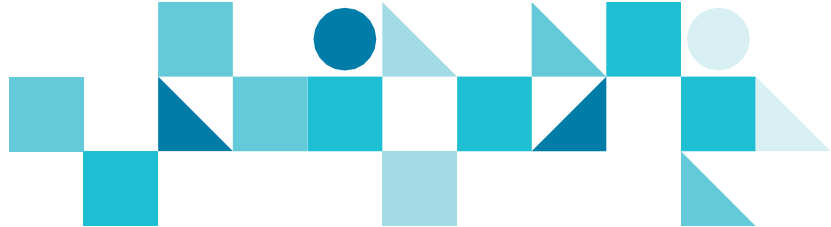
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Campus Information

Access & Student ID

All students and staff at Macleay College will be issued with an ID card that provides:

- photographic identification
- access into the campus
- evidence of student status for public transport concessions
- a facility for cashless photocopying and vending

All security cards must be returned on your completion of studies. A replacement ID card fee will be charged if you need a replacement card.

Security cameras are located in key areas including entrances and exits, lift lobbies and hallways adjacent to classrooms. The College is fitted with an alarm system that covers each floor and is activated outside the operating hours of the College.

Campus & Facilities

Macleay College campuses are purpose - built learning environments with the latest technology, a TV studio, a radio studio and access to online resources.

The **Sydney** campus is open to students from 8.30am to 9.00pm every Monday, Tuesday and Wednesday, and from 8.30am to 5.00pm every Thursday and Friday during the trimester. The campus is open 9.00am to 5.00pm during holiday periods.

The **Melbourne** campus is open to students from 8.30am to 8.00pm every Monday, Tuesday and Wednesday, and from 8.30am to 9.00pm every Thursday and Friday during the trimester. The campus is open 9.00am to 5.00pm during holiday periods.

Campus Evacuation Procedures

In the case of an evacuation, Macleay College appointed Fire Wardens will:

- Ensure all emergency exits are clear.
- Lead occupants of the building in single file down any stairs to the Assembly Area. Please keep calm and avoid running or lagging behind.
- Provide assistance to any person who falls or trips.
- Ensure the noise level is kept to a minimum.
- Ensure all evacuees stay together.
- Allow room for Emergency Services personnel who may also be using the emergency exits.
- Prevent any person from re - entering the floor or building, unless authorised to do so by the Chief Warden or Senior Emergency Services Officer.

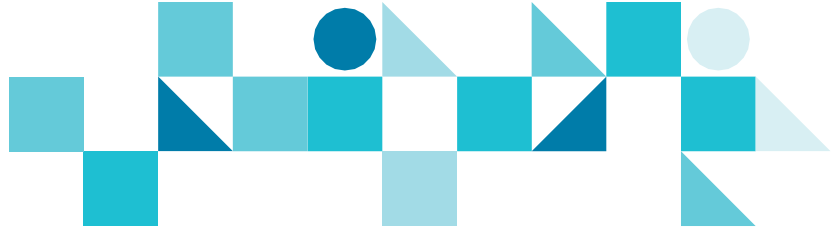
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



- Prevent substances such as food, drinks or lit cigarettes, which could create a hazard, from being taken into the emergency exits.
- Permit only non - bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits for an evacuation other than a bomb threat.

Campus Rules

- Student must adhere to the Campus rules at all times whilst on Campus. Any breach of these rules may result in Disciplinary action under the Macleay Misconduct Policy. Smoking, the consumption of alcohol and/ or the use of illegal substances on the college premises shall result in the application of disciplinary procedures, which may result in expulsion from the College.
- Food and beverages are not permitted in classrooms. They must be consumed in designated areas only, before or after class.
- Mobile phones, and other electronic devices must be switched off (or on vibrate) and hidden from view during class time.
- Laptop and tablet computers are allowed for note taking only i.e. other activities such as checking personal email or browsing the Internet are prohibited.
- Students must complete assigned readings or homework prior to class.
- Students should arrive on time to class and stay for the entire duration of the class (or until dismissed). Random arrivals and exits are disrespectful and distract the class.
- Students should participate in classroom discussion in a constructive manner and avoid side conversations with fellow classmates during class.
- Students are responsible for catching up on unit content should they miss a class.
- Disruptive behavior is not permitted while classes are in session. The lecturer reserves the right to send a student out of class and to meet either the Faculty Coordinator or Head of Faculty.
- Respect classmates and lecturers and the views expressed by others. This includes verbal and physical behavior as well as language used in email and text messages.
- Posters and notices may only be displayed on the appropriate notice boards with campus approval.
- Students are asked to not loiter or smoke on the pavement outside the main door or in the enclosed area at the rear entrance of the College.
- The College must be consulted in advance if any student clubs or committees intend to organise events in the name of Macleay College. Advance notice is required for insurance purposes.
- The College does not accept responsibility for any loss of personal property irrespective of where such property was left. Students should report any loss to Reception.
- The College reserves the right not to send students for interviews or work experience at the end of their course, if their attendance, conduct and/or general attitude is not considered appropriate or satisfactory.
- Students must advise reception, in writing, of any change of address or phone number.
- Students must carry their Macleay student ID card at all times on campus.
- Students are expected to dress appropriately at all times.
- Students are subject to any regulations, including safety regulations, which may be in force at the time, including those laid down by the College and those governing the buildings and facilities such as the newsroom, computer

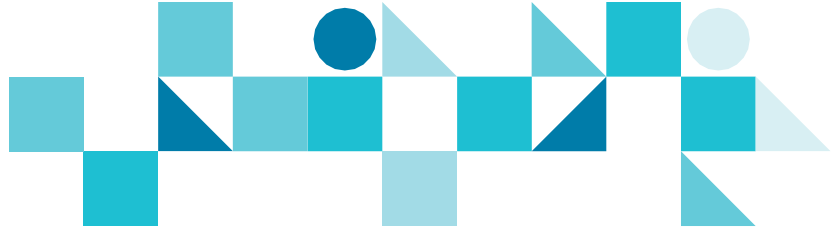
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



laboratories and library.

Intellectual Property

During the course of a student's enrolment at Macleay College, photography and filming may result in their image, attributes and name appearing in the college's social media and other media formats. In signing the Letter of Offer accepting a place in their course of enrolment, students consent to the publication of such film and likenesses of them by Macleay College or third parties with no further consent required. This however does not include filming or photography that would be deemed an invasion of privacy under relevant law.

A student's consent includes copying, communicating and publishing their image and name in any media including without limitation newsletters, brochures and other print media, radio, television and the internet.

In signing the Letter of Offer, students grant to Macleay College an irrevocable perpetual, royalty free, unrestricted, non - exclusive licence to use their image and likeness, and sound and video recordings and creative work created by them at Macleay College for teaching, educational, marketing or promotional and research purposes. Creating this licence does not stop students owning the copyright in their creative work, or commercially developing it. If that creative work is for commercial purposes by students, they are required to acknowledge Macleay College wherever possible.

Student Representative Council

Macleay College provide students with an opportunity to participate in the democratically - elected Student Representative Council (SRC) and encourages their involvement in decision - making and future planning on student - and college - related matters. The SRC plays a proactive part within the College community and has a representative role at Academic Board The group meets in accordance with its charter to table and discuss current issues, plan events and make improvements to student life and learning at Macleay. The SRC President is invited to attend meetings of the Academic Board so that they may represent the views of the student body and table items for discussion. Through the SRC, the interests and welfare of the student body are promoted and advocated.

You will hear more about the SRC and how you can get involved during Orientation. You will also see posters around campus during election time.

Should you wish to get involved in the SRC or find out, please contact your Head of Faculty for further information.

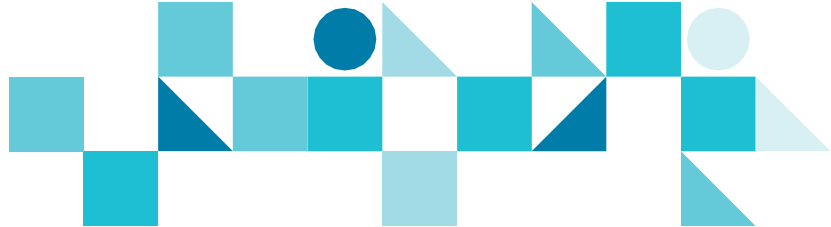
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Academic Services & Support

Orientation

It is compulsory for all enrolled students to participate in the orientation program.

Orientation begins in the week prior to the Course Commencement Date. During Orientation, students participate in O - Week events, information sessions and workshops.

Additional orientation sessions are provided on a needs basis. If a student is unable to attend Orientation they must contact the recruitment team to make alternative arrangements.

Academic & Learning Support

From time to time, you may want some additional support for your studies, or you may need advice about personal matters that could impact on your studies. Below are details of the student support provided by Macleay College to make your experience with us worthwhile and rewarding.

Asking questions is a normal part of learning. Chances are, if you have a question in a class, someone else probably has the same question – so ask it! You can also speak with your teacher after class if you need further assistance on anything covered. If you need additional help, Macleay College provides learning support services for students who may require some assistance with their studies. Services include group revision sessions and individual study sessions.

The Student Success Team in the **Sydney** campus is currently (September 2019):

Russel Lewis

International Student Co-ordinator – help with all aspects of living and studying in Australia, academic support, international student wellbeing (Monday - Friday 8.30 am – 4.00 pm).

Margaret Lindhout

Library Resources Manager – help with study skills (including workshops), referencing, research skills, academic advice (Monday and Thursday: 8.30 am - 6.00 pm)

Dr Manny Aston

Senior Lecturer, Academic and Professional Skills – help with study skills, academic advice, time management, personal and professional development (Tuesday: 8.30 am – 7.00 pm)

Dr Ilja Nastjuk

Lecturer, Accounting – help with accounting and numeracy skills, academic skills (Monday: 12.30 pm – 3.30 pm; Wednesday: 3.00 pm – 6.00 pm)

Lynelle Scott-Aitken

Lecturer, Ethics (Journalism & Business) – pastoral care and student wellbeing primarily for Journalism students (Wednesday 9.30 am – 2.00 pm; Friday 9.30 am – 12.00 pm)

Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Dr Gabriela Di Natal

Registered Psychologist – counselling, psychological advice, student wellbeing (Wednesday 10.30 am – 2.00 pm)

The Student Success Team in the **Melbourne** campus is currently (September 2019):

Donna Demaio

Language and Academic Skills Support, including writing skills, essay planning, research and referencing Mondays and Tuesdays

Narelle Argenti

Terry Brown, Journalism lecturer provides Academic Skills Support Thursdays and Fridays

Academic Administration

Macleay comprises three faculties: Advertising & Media, Journalism, Accounting, and Business. Each is lead by a Head of Faculty who report to the Dean, who ultimately responsible for all academic matters.

	Dean	Professor Chris Auld	cauld@macleay.edu.au
Advertising & Media	Head of Faculty	Glen Fraser	gfraser@macleay.edu.au
	Faculty Coordinator (Sydney)	Chris Cosgrove	ccosgrove@macleay.edu.au
	Faculty Coordinator (Melbourne)	Chris Hewson	chewson@macleay.edu.au
Business	Head of Faculty	Dr Roger March	rmarch@macleay.edu.au
	Faculty Coordinator (Sydney)	Dr Kelly Costa	kcosta@macleay.edu.au
	Faculty Coordinator (Melbourne)	Dr Mosfeka Jomaraty	mjomaraty@macleay.edu.au
Accounting	Head of Faculty	Dr Roger March	rmarch@macleay.edu.au
	Faculty Coordinator (Sydney)	Riyad Zaman	rzaman@macleay.edu.au
	Faculty Coordinator (Melbourne)	Dr Mosfeka Jomaraty	mjomaraty@macleay.edu.au
Journalism	Head of Faculty	Fiona West	fwest@macleay.edu.au
	Faculty Coordinator (Sydney)	Leah Creighton	mstranges@macleay.edu.au
	Faculty Coordinator (Melbourne)	Anne Parsons	aparsons@macleay.edu.au

There are specific learning support services for individual students in scholarship and writing techniques, computer applications, learning difficulties and study techniques. Let your Faculty Coordinator or Head of Faculty know if you want to access these services.

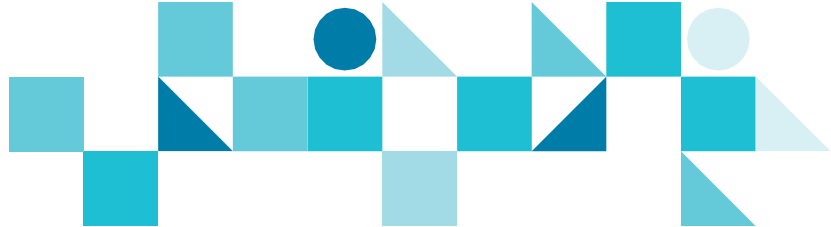
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Studiosity

All Macleay students have access to Studiosity, an online study help platform which has academic literacy skills, core subject support, Connect Live service, Writing feedback service, and academic writing evaluation service.

International Student Support

There is a dedicated staff member in Sydney and Melbourne to assist International students with any aspect of their study at Macleay college. They can be contacted at the service counter or by via email at Registrar@Macleay.edu.au

Counselling (Sydney)

Students at Macleay College in Sydney have access to a qualified psychologist for the purpose of providing counselling and support to help them address and manage a broad range of challenges.

The Counselling Service is a professional psychological service available to students to assist them with their journey through college life. Appointments are confidential, and the service works within the Code of Ethics and Practice of the Australian Psychological Society.

Students can arrange two counselling sessions and a third session may be provided at the recommendation of the Counsellor. To make an appointment, contact the Student Services via one of the following:

Telephone: 1300 939 888

Email studentservices@macleay.edu.au

In person: at the Student Services Desk

Students are required to give 48 hours' notice if they cannot attend their appointment. To cancel an appointment, please contact the Student Services via one of the following:

The service provided by the Counsellor is confidential. Confidentiality does not apply in instances where the client is considered to be at risk of harming themselves or others or where the client agrees to liaise with another mental health professional or members of staff at the college.

All records created within the Counselling Service are securely stored in accordance with college Records Management and Retention Policy. Case notes will be kept for a minimum of seven years, then shredded, burned or destroyed through the Macleay College confidential waste system when no longer required.

Attendance

Scheduled classes such as lectures, tutorials, seminars and workshops are an essential part of the program delivery at Macleay College. Where students do not attend class and/or participate in the learning activities, they may not be able to meet the unit learning outcomes and requirements of their course and are at risk of failing.

Macleay College requires a minimum 75% attendance for all classes unless otherwise stated in the Unit Outline. In some units 100 % attendance may be required. You are also expected to arrive on time for class and remain for the duration.

Penalties will be applied for unexplained and undocumented absences beyond the 75% minimum attendance

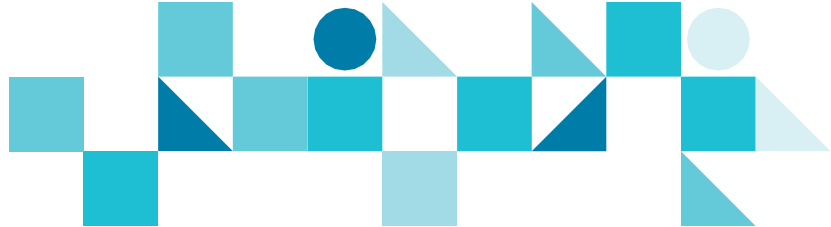
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



requirement (see [Penalties for Non-Attendance](#)).

Student attendance is recorded in an online roll for each class (lecture, tutorial or workshop). All students are responsible for their own attendance. Holidays, employment and personal appointments should be arranged so that attendance is not affected.

Penalties for Non-Attendance

An academic penalty will be applied in the following circumstances:

- If a student misses 25% of classes (the equivalent of four classes or more), they will incur a 15% reduction in their marks for that unit
- If a student misses 50% of classes (the equivalent of six classes or more), they will incur a 25% reduction in their mark for that unit

Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being a grade of 'Fail'. Where the professional demands of a discipline require the absolute meeting of a deadline then it is acceptable to impose a 'no-tolerance' approach to an assessment deadline.

Late & Partial Attendance

Students who arrive for a class more than 10 minutes late may not be admitted (at the discretion of the lecturer). A student who arrives late to an examination will not be permitted to enter the examination room until reading time has ceased. Students who only attend part of a class will be marked for that portion of the class on the roll. Any subsequent partial absences will be tallied towards total absences and will incur academic penalties accordingly.

Absence from Class

If a student is unable to attend a scheduled class (or series of classes), the student is to notify Student Services of the expected duration of the absence and its cause by lodging an Absence from Class Form with the required supporting evidence such as an original medical certificate within three working days of the missed class(es).

For more information about attendance and participation requirements, please refer about the **Attendance & Participation Policy** which can be accessed via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

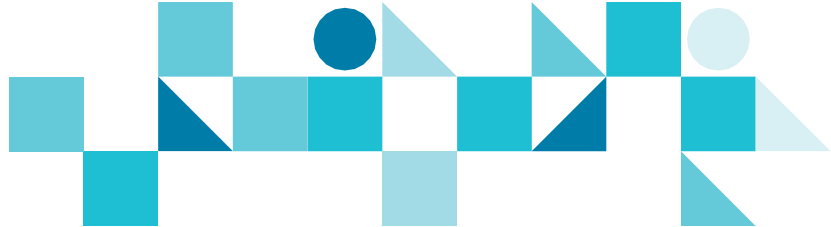
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

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Status: DRAFT



Managing Your Enrolment

Deferral, Leave of Absence or Withdrawal from a Course or Unit

Where a student wishes to defer their enrolment and delay their commencement of study date, the student must lodge an *'Application to Defer the Commencement of Study'* form outlining the reasons for the request.

Where a student wishes to suspend their enrolment and take a leave of absence from their course of study, the student must lodge an *'Application for a Leave of Absence'* form outlining the reasons for the request.

Where a student wishes to cancel their enrolment to withdraw from their course of study, the student must lodge an *'Application to Withdraw or Cancel Enrolment'* form outlining the reasons for the request.

These forms can be downloaded via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

International students should be aware that deferring, suspending or cancelling their enrolment at Macleay College may affect the course duration and therefore the length of their student visa. Macleay College will report the deferment, suspension or cancellation of an international student's enrolment to the Department of Education via PRISMS in accordance with Standard 13.3 of the *National Code 2018*.

Transferring between Courses

If a student wishes to transfer to another course of study at Macleay College. Once the *Course Transfer Request Form* has been lodged, the Registrar will organise a meeting between the student and Head of Faculty to discuss the transfer request. The student may be required to attend an interview depending on the nature of the course transfer request. The student will then receive written notification of the decision five working days after the meeting. If approved, the Registrar will process the transfer request and issue a new timetable to the student within two working days.

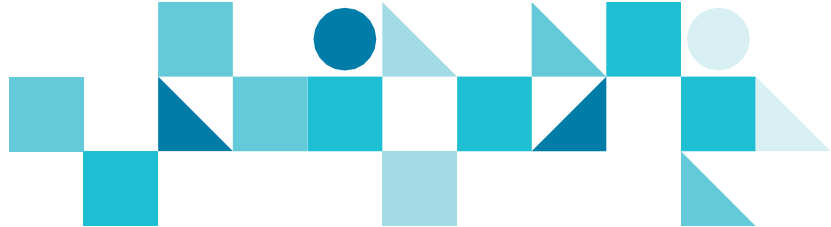
A *Course Transfer Request Form* can be downloaded via the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

Change of Personal Details

If a student wishes to update their personal details, a *Change of Details Form* must be lodged with the Office of the Registrar. A *Change of Details Form* can be downloaded via the Handbook section of the Moodle Student Portal via mymacleay.edu.au/. International students have 7 days to inform Macleay of any change to their personal details under their student visa obligations.

Variation

Macleay College reserves the right to vary a course timetable, to vary course content, to vary the cost of a course and, subject to enrolment numbers, to cancel a course.



Recognition of Prior Learning (RPL) Eligibility

Students may be eligible for unit exemptions in recognition of learning from previously completed courses of study.

Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a unit of study to receive credit towards a course of study at Macleay College. This may result in the granting of the grade of 'Advanced Standing' (AS) in a specific unit and exemption from that unit in the following cases:

- to receive credit towards a higher education award at Macleay College
- to articulate from a Diploma course of study at Macleay College into a Bachelor Degree course of study

Where course credit is granted, the student is exempt from attending and completing that particular unit in order to complete the qualification. The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

An *'Application for Course Credit'* can be downloaded via the [Forms & Policies](#) section at the bottom of the college website homepage and the Handbook section section of the Moodle Student Portal via www.mymacleay.edu.au/. Applications should be submitted at the time of enrolment (or application to study) where possible. Failing this, applications should be lodged with the Office of the Registrar ten days prior to the trimester's Commencement Date, but no later than five working days before the trimester's Census Day.

Applications for Course Credit are assessed by the respective Head of Faculty. This process could take up to ten working days and if approved, the necessary changes to enrolment will be made by the Office of the Registrar and a refund or fee reduction (as applicable) will be finalised and processed.

For more information on admission and course credit for prior learning, please refer to the **Course Credit Policy** which can be accessed via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

Termination of Enrolment

All students are expected to maintain high standards of academic honesty and integrity. Macleay College reserves the right to suspend or cancel the enrolment of any student or group of students where there has been a breach of academic or general conduct. Students should refer to the Misconduct Policy for information on what is considered to be acts of misconduct and how allegations of misconduct will be dealt with by the college. This policy can be accessed via the Forms & Policies section at the bottom of the college website home page and the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

International Students

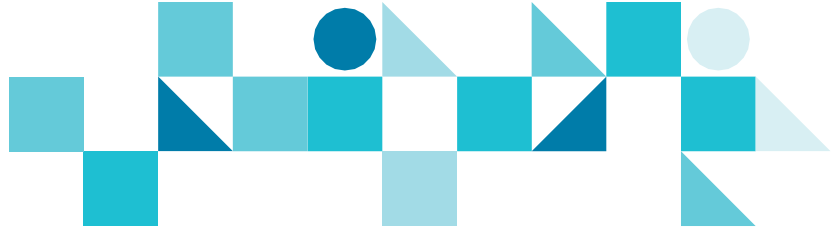
The Education Services for Overseas Students (ESOS) Act 2000 and the National Code(2018) requires all international students to act accordance with college policy during their study with Macleay College.

That includes adhering to the following conditions;

- Updating their contact details within 7 days of a change in their personal details
- Providing Macleay with an Australian mobile Phone Number
- Adhere to this Student Visa conditions of working no more than 20 hours per week within the trimester

Student Handbook

File: Final-Student_Handbook 5 Sept 20191
 Author: Collaborative
 Date: 29/08/2019
 Status: DRAFT



- Study a full-time study load (8 subjects) over 3 trimesters or 12-month period.

Withdrawal from a Unit without Academic Penalty

Students who withdraw from a unit before the trimester's Census Date will incur no academic penalty or tuition liability. To withdraw from a unit, students must lodge a 'Student Withdrawal/Deferral Form' with the Office of the Registrar which can be downloaded from the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

After the Census Date for a trimester, only students who have suffered illness or misadventure will be able to withdraw from a unit without academic penalty. Students need to include documentation of their illness or misadventure with their withdrawal application, and the illness or misadventure must be of a level of severity to significantly affect student's work. Students should speak to the Head of Faculty or the Office of the Registrar if they need assistance with this process.

For more information on withdrawing from a course or unit without academic or financial penalty, please refer to the **Deferral, Suspension and Cancellation of Enrolment Policy** and **Tuition Fee Refund Policies** which can be accessed via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

Assessments and Examinations

All units in Macleay College courses are assessed, through either assessment tasks and/or examinations. The assessment criteria, assessment weighting and due date are contained in the unit outline and final grades are published at the end of each trimester.

The conduct and processing of assessments will be in accordance with the **Assessment Policy**, **Privacy Policy** and the **Reasonable Adjustment Policy** which can be accessed via the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

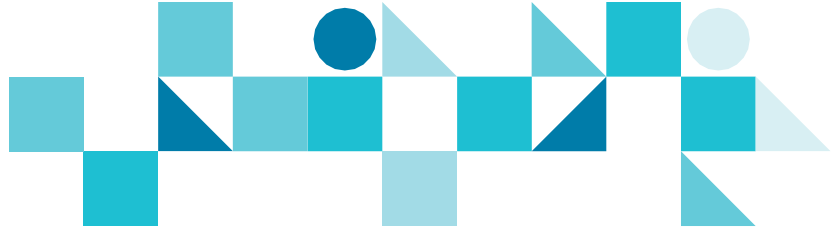
All assessment tasks must be submitted according to the respective Unit Outline and Assessment Brief. When completing written assessments, students must cite all sources, and use the Harvard referencing style when copying or paraphrasing somebody else's ideas, words and work. Students must not use other people's ideas, words and work and pass them off as their own, to do so is considered plagiarism and an act of academic misconduct.

Students must make a reasonable attempt in all assessment events in order to be eligible to complete the unit and must achieve a combined result of at least 50% to pass the unit.

Responsibilities of the Student

Assessment Tasks

- Students must cite sources using the Harvard referencing method when copying or paraphrasing somebody else's ideas, words and work.
- Students must not use other people's ideas, words and work and pass them off as their own.
- In the case of individual assignments, as opposed to group assignments, students must not work collaboratively with other students in the preparation of the assignment and then submit an assignment which is substantively



identical to another student's work.

- Students must do their own work and must not ask another person to complete an assessment task for them.
- Students must keep a copy of all assessments submitted for marking.

Examinations

- Students must not help or receive assistance from other students during examinations.
- Students must not borrow or lend equipment to fellow students during examinations.
- Students must only bring into the examination room those materials, computer software and other devices specified for the examination.

Misconduct in Assessments and Examinations

Academic Misconduct is defined as;

- Plagiarism – Taking and using someone else's ideas and passing them off as your own without acknowledgement of the source.
- Cheating or acting dishonestly, assisting another student to cheat, or seeking assistance from others to cheat in any assessment item.
- Bringing prohibited items into an examination

Macleay takes academic misconduct very seriously and will impose penalties on any student to be found to have participated in academic misconduct.

Penalties for Misconduct

Penalties for Misconduct can include, Suspension, Expulsion, a Fail grade for the Assessment item, a Fail grade for the subject. Further details can be found in the Misconduct policy.

Responsibilities of Macleay College

Procedural Fairness

Students will be given reasonable notice of assessment in terms of criteria, weighting and due date. This information is provided as part of each unit outline. The Exam Timetable is posted to the MyMacleay Student Portal during Week 8 of each trimester. Students will be treated fairly, with respect and with due regard to their privacy.

Eligibility to Graduate

Students who have completed a course are placed on a list of students eligible to graduate. The Office of the Registrar will establish a list of potential graduands for approval by the Dean and Heads of Faculty which will be presented to the Academic Board for approval.

Students will not be put forward to graduate if they owe fees (including Library or equipment fees) to Macleay College.

Assessment Tasks

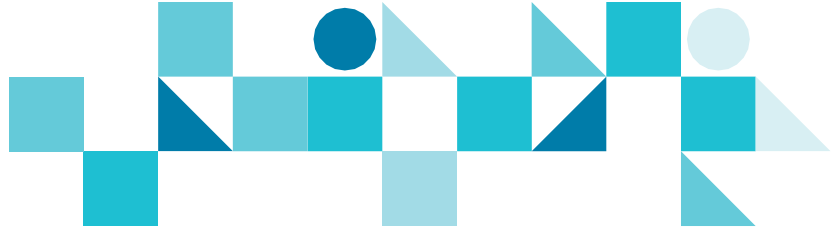
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



The cover page of each assessment should contain the following information:

- Student name and number
- Unit name
- Teacher's name
- Title of the assessment task
- Date due

Students must keep a copy of all assessments submitted for marking.

All referencing and the acknowledgement of source material in all written assessments must conform to the Harvard referencing style.

Assessments submitted after the due date, without special consideration approval, will not be accepted.

Examinations

Attendance at Examinations

Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in a 'Fail' result for that unit.

Students must attend examinations at the correct time and place. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a compassionate or compelling reason for failing to attend an examination.

Admission to the Examination Room

Students are required to display their current student identification card for entry into the examination room. Students will not be able to sit their exam if they cannot produce a current and valid student identification card. Students should go to Student Services to replace lost or stolen student identification cards.

On entering the exam room students should go directly to their seats and follow the instructions of the Exam Invigilator. Students are not permitted to read or begin their exams until they are instructed to do so. Students must place their student identification cards on their desk while they are doing their exam.

Leaving the Exam Room

Students are not permitted to leave the examination room before 50% of the total exam time has elapsed. Students who are given permission to leave the exam room early must do so without disruption to fellow students.

Re-Admission to the Exam Room

Students will not be re-admitted to the exam room after they have left the exam room unless they have been under approved supervision during the full period of their absence.

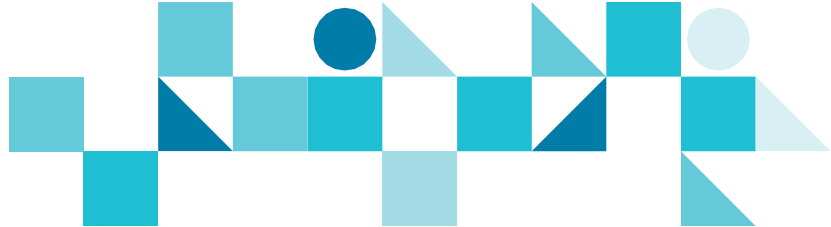
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

Author: Collaborative

Date: 29/08/2019

Status: DRAFT



Reading Time

Ten minutes at the beginning of the exam is designated as reading time. During reading time, writing is not permitted. If a student arrives late to an examination they will not be permitted to enter the examination until reading time has ceased.

Conduct of Students

Students may not communicate with any person except authorised invigilators during an examination. Should students need to communicate with an invigilator, they should raise their hand and wait for the invigilator to attend to them. Any student who is found to be cheating, behaving in a disorderly manner or otherwise disrupting an examination is liable to face disciplinary action as determined by the Appeals Committee.

Material or Equipment in the Examination Room

No material or equipment other than that specified on the examination paper may be brought into the examination room:

- Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by the Head of Faculty prior to the examination.
- It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with the Head of Faculty prior to the examination if they are in doubt.

Students must ensure that any mobile phone or electronic device in their possession is switched off and placed under the examination table. Exam Invigilators have been authorised to confiscate, for the period of the examination, any mobile or electronic device that is not switched off or causes disturbance in the examination room.

Special Consideration for a Missed Assessment or Exam

Where a student missed submitting an assessment or sitting an exam due to compassionate or compelling circumstances, i.e. circumstances of serious illness or misadventure beyond their control, they may be eligible for special consideration. Each request for special consideration will be assessed on its own merits but grounds for compassionate or compelling circumstances may include, but not be limited to:

- serious medical condition or injury
- bereavement of a close family member such as parents, grandparents, siblings, children
- major political unrest or natural disaster that requires immediate travel
- a traumatic experience such as an accident, crime or being a witness to these experiences
- military service or jury service
- severe disruption to domestic arrangements or homelessness
- imprisonment

All requests for special consideration should be genuine and made with good intent. Submitting a request for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Lodging an application for special consideration does not guarantee the request will be granted.

If a student completes the exam or assessment task, they are not eligible for special consideration.

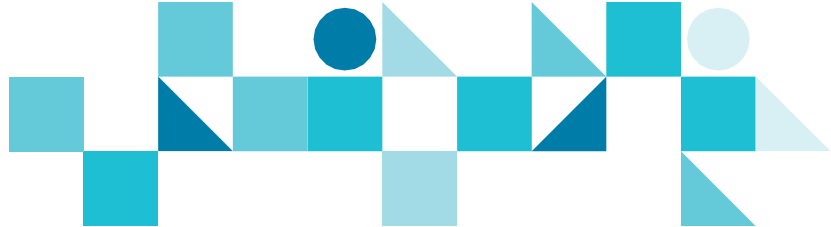
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

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Date: 29/08/2019

Status: DRAFT



An *Application for Special Consideration Form*, with the appropriate supporting documentation attached, must be lodged with the Office of the Registrar within three working days of the missed assessment or exam. An *Application for Special Consideration* can be downloaded from the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

Special Consideration for a Deferred Assessment

Where a student requires a short extension for an assessment, they should firstly consider informally discussing the request with their lecturer or Head of Faculty. A teacher may allow short extensions for assessments but a request for an extension does not guarantee it will be granted.

Where a student requires a deferred assessment or exam for a longer period through illness or misadventure, significant performance or professional opportunities or other approved reason, an *Application for Special Consideration Form*, with the appropriate supporting documentation should be lodged, with the Office of the Registrar ten working days prior to the assessment or exam due date.

The completed application will be presented to the Head of Faculty at least five working days before the scheduled date of the assessment. The Head of Faculty will make a decision on the application and set a date for a deferred assessment if required.

An *Application for Special Consideration* can be downloaded from the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

For more information on applying for special consideration for a missed or deferred assessment, please refer to the ***Special Consideration Policy*** which can be downloaded from the Handbook section section of Moodle via mymacleay.edu.au/.

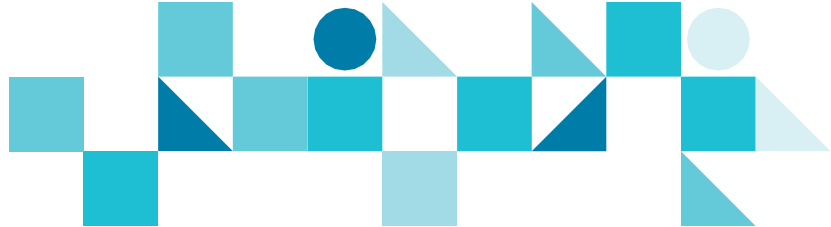
Reasonable Adjustment

At enrolment students who identify as having a disability are required to complete a Request for Reasonable Adjustment form and attach relevant supporting documentation about the nature of the disability and the support required. A decision on any adjustment(s) will be made as a result of a consultative process according to the nature of the disability. Each student will be interviewed by the Head of Faculty and advice may be sought from professionals as to the nature of any adjustment required. The college ***Reasonable Adjustment for Students with Disabilities Policy*** and *Request for Reasonable Adjustment Form* can be downloaded from the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

Processing & Publication of Results

The Head of Faculty is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided, must provide a brief explanation as to why no grade has been provided. Complete results for the program are forwarded to the Office of the Registrar by the date set by the Office of the Registrar.

The results will be tabled at a meeting of Moderation & Grade Ratification Committee, a sub - committee of the Academic Board, attended by Heads of Faculty, Office of the Registrar and the Chairman of the Academic Board (or nominee). This moderation meeting is chaired by the Dean and scheduled after the examination period has ended. The



purpose of the meeting is to review results for completeness and probity, moderation and confirmation and then finally to ratify results. After this meeting, results are uploaded into student records and authorised for release to students.

All examination results are available to students via the secure myMacleay Moodle Student Portal login which is accessed via mymacleay.edu.au/

Appealing a Grade or an Assessment Mark

Students may appeal a grade or an assessment mark in any unit. This is considered an academic grievance and as such must follow the four stage resolution process as outlined in the ***Grievance & Appeals Policy for Academic Matters***.

Academic grievances may only be made against formal published results or decisions. An academic grievance cannot be made against informal marks or grades which have yet to be approved or published by the Office of the Registrar.

There are only four grounds for lodging an academic grievance:

- 1) Performance in an assessment suffered through illness or other factors which the student was unable or, for valid reasons, unwilling, to disclose before the results were awarded. A grievance under such grounds will normally be dismissed unless an acceptable explanation is given for not presenting the extenuating circumstances in advance of the results having been awarded.
- 2) An assessment was not conducted in accordance with the ***Assessment Policy*** or approved college regulations.
- 3) There was a material administrative error in the calculation of an assessment mark or grade.
- 4) Some other material irregularity occurred in the making of an academic decision such as bias.

Dissatisfaction with grades does not constitute grounds for appeal. Macleay College will not accept academic grievances based on the following claims:

- Being unaware of the assessment or grievance and appeals policies and procedures
- Not knowing what constitutes or how to present extenuating circumstances
- The unit structure and assessment method
- Student workload or the amount of work the student has done
- The financial implication of failing a unit
- Grades received by the student in other units
- Penalties imposed for poor attendance or academic integrity such as plagiarism
- The need for more marks to achieve a pass or better grade in the unit

As per the college grievance policy, students should informally discuss their concern with their Head of Faculty. Where the informal approach is not appropriate, or the student wishes to take the matter further, the matter may be escalated to the formal grievance stage by lodging a 'Formal Grievance Form' within five working days of results being posted for the trimester in which the unit was undertaken. A 'Formal Grievance Form' can be downloaded from the the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

The completed application must be lodged with the Office of the Registrar.

A review of the application will be made of all components contributing to the original assessment. The purpose of this review is to ensure that the assessment process has:

- been fairly applied;
- no procedural or factual errors in the processing of a grade;

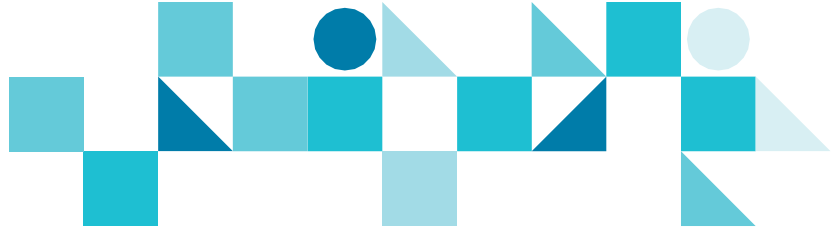
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

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Status: DRAFT



- had all appropriate components included; and
- had an accurate addition of marks on which the assessment grade is based is accurate

A student may request a remark of a written assignment. A remark of an assignment will be undertaken by the Head of Faculty or, if the Head of Faculty was the original assessor, by a suitably qualified person determined by the Dean. A remark will carry a non - refundable fee of \$50.

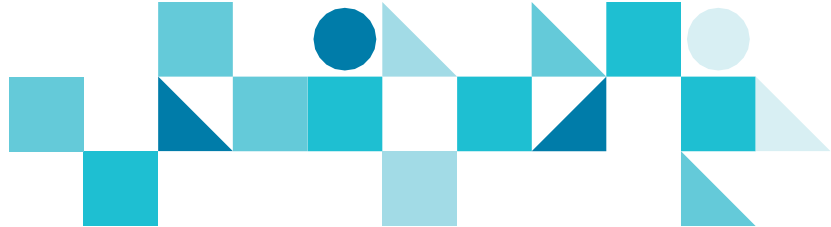
Grading System

Students will be awarded a final grade based on their assessment results for a unit. Grades will only be released to students after confirmation by the Moderation & Grade Ratification Committee Meeting.

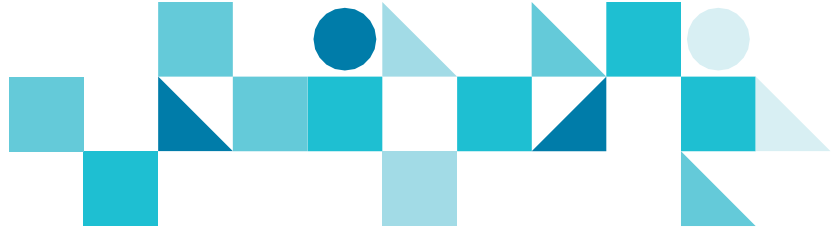
The Office of the Registrar will communicate the final results within two days of the completion of the moderation process.

Detailed information on each grade descriptor is provided at Table 1:

Grade	Key	Percentile	Description
High Distinction	HD	85-100	Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive.
Distinction	DN	75-84	A very high standard of work which demonstrates originality and insight. Informed, up-to-date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material. Evidence of thinking which goes beyond lectures and tutorial discussion.
Credit	CR	65-74	Demonstrates a high level of understanding and presentation and a degree of originality and insight. Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points. Generally dependent upon lecture and tutorial material.
Pass	PP	50-64	Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation. Expression at an acceptable level but not always grammatically correct. Presentation weak.



Grade	Key	Percentile	Description
Conceded Pass	CP	50	<p>Where a student received a mark between 48% and 49.5% for the unit and recommendation was made to the Moderation and Grade Ratification Committee that the student should be awarded a Conceded Pass of 50%. In making such a recommendation the Head of Faculty will consult with the lecturer to assess the student's mastery of the learning outcomes and their capacity to progress in the program.</p> <p>Where a key assessment component has been undertaken at such a poor level that there is reason to believe an important learning outcome has not been mastered, then there are grounds for the result to stand, and a Fail grade awarded.</p> <p>Only two Conceded Passes are permitted in any award.</p>
Fail	NN	0-49	<p>Did not achieve minimum requirements of the unit. Very poor quality work. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues.</p>
Withheld	W W	n/a	<p>Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.</p>
Advanced Standing	AS	n/a	<p>Credit awarded based on Recognition of Prior Learning (RPL).</p>
Withdrawn without Penalty	WD	n/a	<p>Withdrawal from a unit before trimester census date or approved withdrawal after trimester Census Date without incurring debt for unit and no academic penalty. This grade is awarded by the Appeals Committee or nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.</p>
Withdrawn with Penalty	WN	n/a	<p>Withdrawal from a unit after trimester Census Date incurring debt for unit and academic penalty (equivalent to a grade of Fail).</p>



Library and Information Services

Sydney Campus

Location:	Level 1
Librarian:	Margaret Lindhout
Direct line:	02 8373 5104
Email:	mlindhout@macleay.edu.au
Twitter:	@MacleayLibrary
Opening Hours:	Campus Hours, Monday to Friday, 8.30am - 6:00pm (to 9:00pm for evening classes) Contact reception if library is not staffed.

Melbourne Campus

Location:	Student Break out area
Librarian:	Terry Brown
Email:	tbrown@macleay.edu.au
Twitter:	@MacleayLibrary
Opening Hours:	Campus Hours, Monday to Friday, 8.30am - 6:00pm (to 9:00pm for evening classes)

Books

Students are expected to purchase their own textbooks, however, the Library holds a few copies of each of the Prescribed Textbooks in The High Use Collection. The General Collection provides a wide selection of books for further reading.

Borrowing Privileges

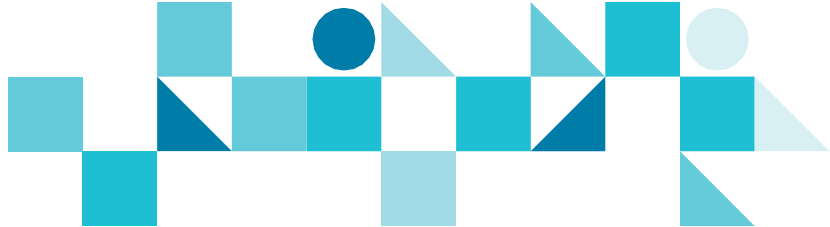
Students MUST have their Student ID to borrow and are NOT allowed to loan their Student ID to others for use. Items borrowed by students will be marked as out 'on loan' under their name. 'On loan' items may be used within the library or taken off campus. Magazines, periodicals, newspapers and journals are only to be used on campus, within the library.

High Use Collection

- 3-hour standard loan time
- Maximum of 2 books can be borrowed at one time
- For use on campus only

Student Handbook

File: Final-Student_Handbook 5 Sept 20191
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Date: 29/08/2019
Status: DRAFT



General Collection

- 2-week standard loan time
- Maximum of 4 books can be borrowed at one time

Overdue Items

It is the responsibility of students to return borrowed items in accordance with Borrowing Privileges. Fines will accrue for overdue items as outlined below:

- **High Use Collection:** fines for overdue items accrue at \$1.00 per day
- **General Collection:** fines for overdue items accrue at \$0.50 per day
- **Lost / damaged items:** replacement cost + \$25 administration fee will be charged. Examination results / graduation may be withheld until all items are returned and fines are paid.

Research Databases

The Library provides access to high quality research databases. These databases can be accessed from both on and off campus, via Moodle. For advice on using these databases, please speak to the librarians or lecturers.

Writing, Referencing and Academic Skills Consultations

The Campus Librarians are available for 'drop in' or telephone consultations covering writing, referencing, and academic skills and also hold regular academic and study skills sessions. The workshop schedule is available on Moodle. During busy periods, it is advisable to book an appointment (via Moodle) with one of the Library / Student Success Team members.

Students are welcome to bring in assessments they are working on for advice on essay structure, grammar, researching, answering the question, logic (of argument or hypothesis), coherence, etc.

The Library also has a series of study skills pamphlets available for collection from the Library or for download from Moodle.

Online writing tools such as Studiosity and Grammarly are also available. The Librarians / Student Success Team will show you how to use these tools to improve your writing.

Academic Honesty and Plagiarism

All students are expected to maintain high standards of academic honesty and integrity. Macleay College sets an assessment task for completion with the expectation that it is either:

- the sole effort of the student; or
- the sole efforts of a designated group of students who hand in a joint piece of work

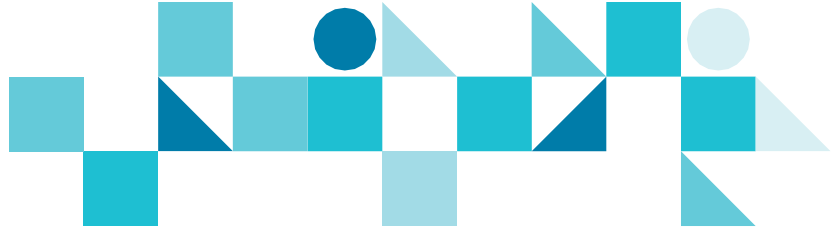
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A student may discuss general principles with others in order to understand a topic or base their assessment on an outline in the course material but is responsible for submitting an individual piece of work. If a student works with another student to complete an individual assessment task and submits that work as their own work it is considered to be collusion.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment. Failure to do so is considered plagiarism. In group assignments each member of the group is jointly responsible for the integrity of the assignment.

Electronic text-matching software will be used to check all written assessments for plagiarism and referencing issues. It highlights any common text and provides a similarity score with other submitted documents. All submitted written assessments will be saved in the library for future cross checking. The lecturer will decide whether the text that has been identified by the software will constitute plagiarism.

The penalty for confirmed instances of collusion, plagiarism and cheating, will be dealt with according to the severity of the instance and any damage, or potential damage, to the reputation of Macleay College.

Academic misconduct is a very serious offence. It is common for students to have questions about what constitutes plagiarism and what are the best practices surrounding academic integrity. Students with questions regarding plagiarism are strongly encouraged to consult with their Campus Librarian, Lecturer or Head of Faculty.

All new students at Macleay College must complete the online **Academic Integrity Module** to help them understand the relevant policies and how they apply to their work.

For more information on academic honesty and plagiarism, refer to the college **Academic Misconduct Policy** which can be accessed via the Forms & Policies section at the bottom of the college website home page and the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

IT & Equipment Support

Computer Network and Internet Access, Use and Safety

The IT Equipment and Internet Usage policy defines what Macleay College considers to be acceptable and unacceptable use of College IT equipment and online services.

Macleay College students are reminded and cautioned that even innocuous web search requests can result in contact with offensive, sexually explicit, and inappropriate material. Unsolicited e - mails can pose similar risks. Students and staff accessing the internet do so at their own risk and understand and agree that Macleay College is not responsible for material viewed or downloaded by users from the Internet. The College has the right to utilise hardware and software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate.

The respect of intellectual property rights is a vital precondition for economically viable careers in the creative industries. Freely downloading copyright material deprives artists of legitimate income.

Macleay College staunchly supports copyright protection, and takes copyright infringement very seriously.

Students are required to sign the IT Equipment and Usage policy on commencement of their studies at Macleay.

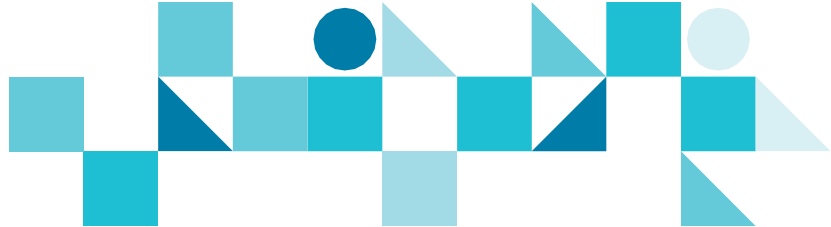
Student Handbook

File: Final-Student_Handbook 5 Sept 20191

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Status: DRAFT



Permitted Use of Internet and Company Computer Network

The computer network is the property of Macleay College and is to be used for legitimate educational and business purposes. All students have a responsibility to use the computer resources and the internet in a professional, lawful and ethical manner. Abuse of the computer network or the internet, may result in disciplinary action.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups or other social media (unless required as part of your course of work), uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non - business - related uses of the Internet.

Virus Detection

Files obtained from sources outside the college, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e - mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the computer network. If you suspect that a virus has been introduced into the College's network, notify the IT Manager immediately.

Privacy

Macleay College does not make a practice of monitoring email, personal web sites, or files and data stored on computers or traversing the network. However, the College reserves the right to access and monitor all activity, and so you should have no expectation of privacy when using the College's computer equipment.

IT Support

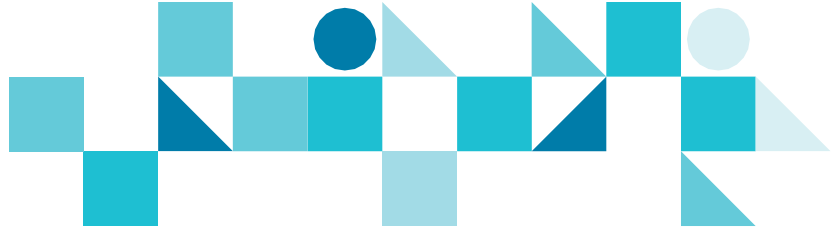
The Macleay College IT department provides computer support to students in relation to user access; hardware related problems and software applications etc. An IT Help Desk operates to ticket and manage the resolution of such issues. Students who require IT support should email their request to helpdesk@my.macleay.edu.au, which can also be accessed via a short cut in the Moodle Student Portal. All face-to-face and/or phone enquiries from students should be directed to Student Services who access to the helpdesk ticketing system to escalate and assign calls to the IT department if required.

Macleay College Equipment

All Macleay College equipment - still and video cameras, microphones, cables and tripods, video and radio recording devices - are provided for the use of students in carrying out their assigned tasks in specified units. Equipment must be signed out with Student Services and then returned and signed back in at the end of the agreed period. Please ensure you check the equipment is working and nothing is missing before you leave, and again before it is returned.

Student Handbook

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Students are responsible for paying for any loss or damage to equipment. Equipment borrowed from Macleay College is solely for the purpose of study and not to be used for a student's own profit. Failure to return equipment may result in the suspension or cancellation of your borrowing privileges and may be considered to be a breach of the Macleay Misconduct policy.

Internships and Career Planning

Industry Interaction

Macleay College's philosophy is to align education with industry wherever possible. Our classes are delivered by industry professionals so you get to hear about industry from day one in your course. Students are exposed to case studies and guest speakers to help with awareness and understanding of the real working world. Practice based education prepares students to be more ready for the workplace.

Internships

Internship placements are a mandatory requirement for the completion of all diploma and degree courses at Macleay College. They give students the opportunity to gain valuable practical experience. This opportunity helps you to explore your potential future career path and make network connections in your industry. Students may be offered assistance to find a placement but ultimate responsibility lies with the student. There are assessments to be completed for the internship module.

Internships can:

- allow you to test drive your new skills, and knowledge from the classroom
- develop new skills that are required in your chosen industry
- provide a reality check if you like your future job prospects
- potentially find a future employer.

Students who have experience in their preferred industry usually secure employment faster and can perform better and progress quicker in their careers.

Preparation for your Future Career

Every course at Macleay College includes job skills and career planning training. Students will learn how to look for an internship, find their first job and how to plan their long - term careers. It covers:

- strategies on finding employment opportunities
- writing resumes & covering letters
- preparing for interviews
- awareness of lifelong learning

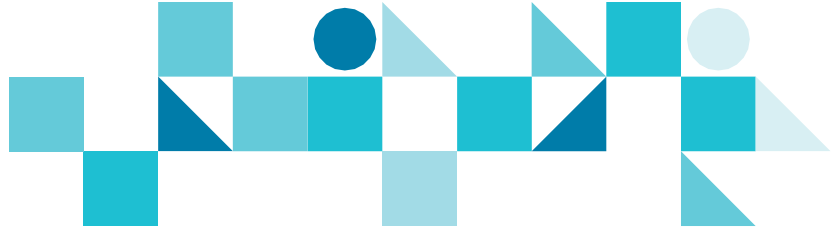
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Articulation to Degree Courses

Students who complete the one - year diploma courses in Business Management, Marketing, Advertising, Digital Media and Journalism can articulate to the Bachelor of Business, Bachelor of Advertising & Media, Bachelor of Digital Media or Bachelor of Journalism courses of study. This means they can graduate with a Bachelor degree after two years of study at Macleay College.

Macleay College has articulation arrangements that provide its students with advanced standing into specified university degree programs. This means that eligible students with a Macleay College qualification can gain credit for the units they have completed at Macleay.

Misconduct

Academic Misconduct

All Macleay College students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to plagiarise, cheat or act dishonestly when undertaking assessment tasks, or assist fellow students to do so.

A student may discuss general principles with others in order to understand a topic or base their assessment on an outline in the course material but is responsible for submitting an individual piece of work. If a student works with another student to complete an individual assessment tasks and submits that work as their own it is considered to be collusion.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment. Failure to do so is considered plagiarism. In group assignments each member of the group is jointly responsible for the integrity of the assignment.

Students are considered guilty of cheating if they act in a way that gives them unfair academic advantage. Students may be guilty of this if they copy another student's work, or in any way mislead their teachers or Head of Faculty about their ability, knowledge or skills.

The penalty for confirmed instances of collusion, plagiarism and cheating will be dealt with according to the severity of the instance and any damage, or potential damage to the reputation of Macleay College.

Non-Academic Misconduct

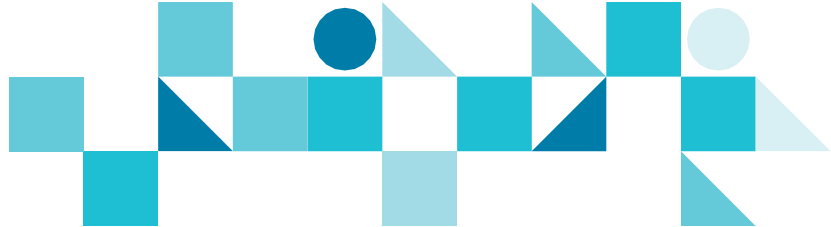
Non-academic misconduct includes, but is not limited to, behaving dishonestly, harassing or interfering with other students or staff, disrupting other students' learning, failing to comply with legal requirements, mistreating or destroying Macleay College property or the property of other students or teachers, altering or destroying Macleay College documents or records, marring the good name of Macleay College, or otherwise acting in an inappropriate manner. Macleay College will report all criminal acts committed by Macleay College students to the relevant authorities.

Any student who is found guilty of non - academic misconduct will have the details of the case recorded in their student file, and will incur a penalty. Serious or recurring instances of misconduct may result in the student being excluded permanently from the College.

The Misconduct Policy can be accessed via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

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Safe Work & Learning Environments

Health & Safety

An important element of Macleay College is the provision of a safe and supportive environment for our staff and students, and all people involved in our activities. In doing so, Macleay College is committed to:

- The ongoing development and improvement of the college health and safety systems.
- Observing, implementing and fulfilling the requirements under the Work Health and Safety Act 2011.
- Ongoing and active dialogue and consultation around health and safety with all persons involved in Macleay activities to ensure the safety of all.
- Ensuring our staff, students and contractors receive the appropriate health and safety training to enable them to conduct their work and study safely and to prepare our students in their chosen profession.
- Demonstrating a visible commitment to health and safety to motivate educate and support our managers, staff and students.
- The ongoing regular monitoring and review of our health and safety performance to monitor the effectiveness of WHS actions and ensure our health and safety objectives and targets are being met.
- Ensuring all levels of management, staff and students carry out their health and safety responsibilities.

Every member of the Macleay College community must be able to pursue their activities in an atmosphere based on mutual respect and dignity for all. Harassment, bullying and violence of any nature are unacceptable, unlawful and contrary to a safe environment for learning and working.

Macleay College takes all complaints of harassment, bullying or intimidating behaviour seriously and follow a four stage resolution process as prescribed in the ***Grievance & Appeals Policy for Non-Academic Matters***. All people belonging to the Macleay College community are responsible for actively intervening to prevent harassment, bullying or intimidating behaviour. Everyone has a responsibility to not engage in or encourage harassment or discrimination. The college Grievance & Appeals Policies can be accessed via the [Forms & Policies](#) section at the bottom of the college website home page and the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

Personal Safety

Have a safety plan - plan your day, look at your transport needs, and ensure that someone will know when you are overdue travelling home. Other personal safety tips include:

- Keep alert for the unexpected
- Keep your mind on what is happening around you
- Don't take unnecessary chances
- Walk confidently
- Know where you are going
- Walk in groups of two or more after dark
- Stay in well - lit areas and keep to well - constructed paths.
- Carry a personal alarm or be prepared to scream and shout if attacked

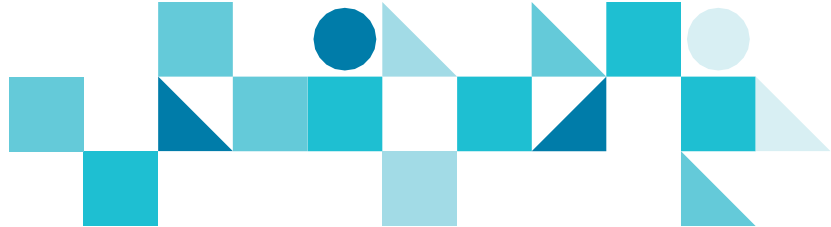
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National Emergency Numbers

Police	000
Ambulance	000
Fire	000

It is important to only use the emergency 000 number for genuine emergencies. For Police Assistance, please use the following numbers as appropriate:

National Services

1800 333 000 for Crime Stoppers (to report a crime)

Sydney Campus (NSW Services)

131 444 for the NSW Police Assistance Line

- NSW Police
- NSW Police Assistance Line
- NSW Crime Stoppers

Melbourne Campus (Victorian Services)

(03) 9637 1100 for the Melbourne East Police Station at 226 Flinders Lane

- Victorian Police
- Crime Stoppers Victoria

Reporting Emergencies to Macleay College

Students are also encouraged to report all incidents of crime such as theft, sexual misconduct, relationship abuse, violence, assault, stalking, sexual or other harassment, or fire, explosion or bomb threat to Student Services, their Head of Faculty or the Dean so the College may provide support as required and understand any area of risk to staff and other students. All reports will be treated with the strictest confidence.

Other incidents and/or emergencies that should be reported to Macleay College include:

- where a person may have collapsed or requires first aid assistance
- any accident involving death or serious injury
- any situation or circumstance where students or staff do not feel safe
- any situation where students believe they are being followed or stalked
- any instance of aggression, including severe verbal or psychological aggression
- fire, explosion or a bomb threat
- an off-campus event

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Key Contacts

Sydney, Foveaux Street campus

Macleay College
Level 2, 28 Foveaux Street
Surry Hills NSW 2010

Toll Free: 1300 939 888
Telephone: +612 9267 3311
Facsimile: +612 9264 8252
Email: study@macleay.edu.au
Website: www.macleay.edu.au

Melbourne, Collins Street campus

Macleay College
Level 7, 250 Collins Street
Melbourne VIC 3205

Toll Free: 1300 939 888
Telephone: +612 9267 3311
Facsimile: +612 9264 8252
Email: study@macleay.edu.au
Website: www.macleay.edu.au

Academic Leadership

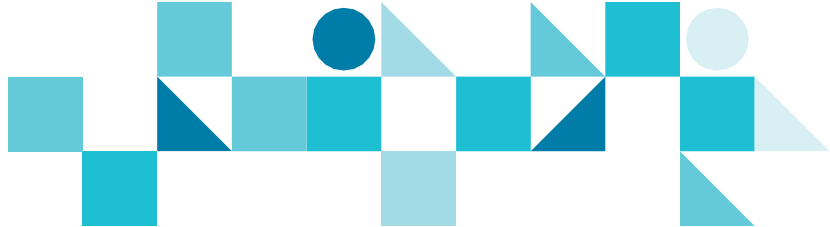
Function	Name	Email
Dean	Professor Chris Auld	cauld@macleay.edu.au
Head of Faculty, Business and Accounting	Dr Roger March	rmarch@macleay.edu.au
Faculty Coordinator, Business	Dr Kelly Costa	kcosta@macleay.edu.au
Faculty Coordinator, Accounting	Riyadh Zaman	rzaman@macleay.edu.au
Head of Faculty, Journalism	Fiona West	fwest@macleay.edu.au
Faculty Coordinator, Journalism	Leah Creighton	lgreighton@macleay.edu.au
Head of Faculty, Advertising & Media	Glen Fraser	gfraser@macleay.edu.au
Faculty Coordinator, Advertising & Media	Chris Cosgrove	ccosgrove@macleay.edu.au

Operations & Administration

Function	Name	Email
Registrar	Rob Miles	registrar@macleay.edu.au
Admissions		admissions@macleay.edu.au
IT Support, Sydney Office	Duy Nguyen	helpdesk@macleay.edu.au
IT Support, Melbourne Office	Steve Murray	smurray@macleay.edu.au

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Privacy

Macleay College is committed to the protection of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The college Privacy Policy aims to protect the privacy of its employees, students and community in relation to the collection, protection and disclosure of personal information.

Macleay College collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student's enrolment. The information collected is restricted to that which is needed to satisfy Macleay College's legal obligations, particularly to enable the college to discharge its duty of care in areas such as public health and child protection.

Personal information collected from students is treated as confidential. Students may seek access to personal information collected about them by contacting the Office of the Registrar. Access may be denied if it will have an unreasonable impact on the privacy of others, or where access may result in a breach of the College's duty of care to the student.

Macleay College will not disclose student information to third parties without written consent.

A copy of the **Privacy Policy** can be accessed at the bottom of the college website home page and the Handbook section of the Moodle Student Portal via mymacleay.edu.au/.

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