

macleay college

STUDENT HANDBOOK

2019 Academic Year

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Our Vision, Mission & Values

Our Vision

The Macleay College vision is to provide high quality, relevant and vocation oriented tertiary education for students aspiring to enter the workplace.

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 practise.

Our Values

- Recruit and retain the best.** We create an environment that attracts and retains students and staff with talent and potential and fosters lifelong relationships.
- 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.
- 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.
- 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.
- 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.
- 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.

Positive Education

Macleay College is a positive organisation, committed to the well-being of our students beyond academic achievement to a whole person offering. Positive Education combines the core constructs of Positive Psychology – Accomplishment, Resilience, Happiness, Meaning/Purpose, Mindfulness, and Positive Relationships – with best practice teaching.

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 Progression

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.

Chart of Course Progression

Trimester	Creativity	Marketing & Media	Digital Skills	Professional Practice
1	Creative Process	Foundations of Marketing	Digital Design	Positive Psychology
2	Campaign Thinking	Research & Insight	Elective	The Business of Advertising
3	Elective	Media Landscape	Social Media Strategy	Internship 1
4	Brand Experience	The Marketing Plan	Digital Marketing Strategy	Elective
5	Elective	Elective	Mobile Communications	Advertising: Past, Present & Future
6	Major Project	The Pitch	Elective	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	Writing for Digital Communications	Video Production	Digital Business Communications
	Gamification		Advanced Video Production	Enterprise Innovation 2
			App Development	Applied Marketing Psychology

Job Opportunities

Social Media Coordinator
 Account Manager
 Art Director
 Copywriter
 Digital Producer
 Media Planner
 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 Progression

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.

Chart of Course Progression

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

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
 Copywriter
 Social Media Coordinator
 Digital Content Producer
 Marketing Coordinator
 Media Planner

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.

Chart of Course Progression

Trimester	Knowledge	Application of Knowledge & Skills	Professional Practice	Communication
1	Information & Communication Technologies	Digital Design	Positive Psychology	Written Communications
2	Research & Insight	Digital Visualisation	Design Thinking	Specialisation
3	Elective	Social Media Strategy	Internship 1	Specialisation
4	Art, Design & Cultural History	Content, Technology & Context	Story & Narrative	Specialisation
5	Relevant Disruption & Global Engagement	Project Management	Elective	Specialisation
6	The Pitch	Major Project	Internship 2	Elective

Specialisation Units

Visual Content Creation	Digital Marketing	Interactive Design
Digital Photography	Foundations of Marketing	Advanced Digital Design
Video Production	Digital Marketing Strategy	Interaction Design
Advanced Video Production	The Marketing Plan	User Experience
Motion Graphics	Applied Marketing Psychology	App Development

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	Level 300 Elective Pool
The Business of Advertising	Radio Advertising & Podcasting	Strategic Media Planning
Consumer Behaviour	Art Direction & Design	Mobile Communications
Coding Fundamentals	Account Management	Leadership & Change Management
Sales & Negotiations	Brand Experience	Gamification
Enterprise Innovation 1	Media Landscape	Strategic Marketing
	Creativity & Innovation	
	Enterprise Innovation 2	

Job Opportunities

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

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.

Chart of Course Progression

Chart of Course Progression

Trimester	Knowledge	Application of Knowledge & Skills	Professional Practice	Communication
1	Information & Communication Technologies	Digital Design	Positive Psychology	Written Communications
2	Research & Insight	Digital Visualisation	Design Thinking	Specialisation
3	Elective	Social Media Strategy	Internship 1	Specialisation

Specialisation Units

Visual Content Creation	Digital Marketing	Interactive Design
Digital Photography	Foundations of Marketing	Advanced Digital Design
Video Production	Digital Marketing Strategy	Interaction Design

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

Bachelor of Business (Accounting)

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 Progression

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 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.

Chart of Course Progression

Fast-Track Enrolment

Progression: four units per trimester over two years for a duration of six trimesters

Trimester 1	Foundations of Marketing	Business Communications	Business Fundamentals	Accounting I
Trimester 2	Economics for Business	Accounting Information Systems	Business Law	Accounting II
Trimester 3	Applied Business Finance	Business Research: Analysis	Management Accounting	Business Ethics & Governance
Trimester 4	Financial Accounting	Corporations Law	Business Valuations & Financial Statement Analysis	Elective 1 (Level 200 Unit)
Trimester 5	Advanced Management Accounting for Decision Making	Corporate Accounting	Taxation Law	Elective 2 (Level 300 Unit)
Trimester 6	Audit & Assurance	Accounting Theory	Accounting Business Internship	Elective 3 (Level 300 Unit)

Full-Time Enrolment

Progression: three units per trimester over three years for a duration of eight trimesters

Trimester 1	Foundations of Marketing	Business Communications	Accounting I
Trimester 2	Business Fundamentals	Accounting II	Accounting Information Systems
Trimester 3	Business Law	Economics for Business	Applied Business Finance
Trimester 4	Business Research: Analysis	Management Accounting	Business Ethics & Governance
Trimester 5	Financial Accounting	Corporations Law	Business Valuations & Financial Statement Analysis
Trimester 6	Elective 1 (Level 200 Unit)	Advanced Management Accounting for Decision Making	Corporate Accounting
Trimester 7	Taxation Law	Elective 2 (Level 300 Unit)	Audit & Assurance
Trimester 8	Accounting Theory	Elective 3 (Level 300 Unit)	Accounting Business Internship

Elective Units

Students choose three electives from the following list of options:

Level 200 Elective Pool choose one unit	Level 300 Elective Pool choose two units
Account Management	Business in a Global Context
Digital Business Communications	Business Metrics
Digital Marketing Strategy	Leadership & Change Management
Creativity & Innovation	Project Management
The Marketing Plan	Strategic Marketing

Job Outcomes

Accountant
Accounts Clerk
Accounts Receivable
Accounts Payable
Bookkeeper

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 Progression

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.

Chart of Course Progression

Trimester 1	Foundations of Marketing	Positive Psychology	Business Fundamentals	Specialisation
Trimester 2	Research & Insight	Enterprise Innovation 1	Introduction to Business Accounting	Specialisation
Trimester 3	Enterprise Innovation 2	Business Law, Compliance & Governance	Digital Business Communications	Business Internship 1
Trimester 4	Applied Business Finance	Economics for Business	Elective (Level 200)	Specialisation
Trimester 5	Business Metrics	Elective (Level 300)	Strategic Management	Project Management
Trimester 6	Leadership & Change Management	Ethics & Decision Making	Business Sustainability & Innovation	Business Internship 2

Specialisation Units

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

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

Elective Units

Students choose two electives from the following list of options:

Level 200 Elective Pool choose one unit	Level 300 Elective Pool choose two units
User Experience	Business in a Global Context
Social Media Strategy	App Development
Creativity & Innovation	Applied Marketing Psychology

Job Outcomes

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

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 is 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 Progression

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.

Chart of Course Progression

Trimester 1	Foundations of Marketing	Positive Psychology	Business Fundamentals	Specialisation
Trimester 2	Research & Insight	Enterprise Innovation 1	Introduction to Business Accounting	Specialisation
Trimester 3	Enterprise Innovation 2	Business Law, Compliance & Governance	Digital Business Communications	Business Internship 1

Specialisation Units

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

Job Opportunities

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

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 Progression

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.

Chart of Course Progression

Trimester 1	Trimester 2	Trimester 3
Foundations of Marketing	Consumer Behaviour	Business Research: Methodology
Business Communications	Introduction to Business Accounting	Business Law, Compliance & Governance
Business Fundamentals	Enterprise Innovation 1	Enterprise Innovation 2
Sales & Negotiations	Integrated Marketing Communications	Business Internship

Job Opportunities

Marketing Assistant
Product/Brand Assistant
Market Researcher
Retail Marketer
Marketing Coordinator
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 Progression

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.

Chart of Course Progression

Trimester	Knowledge Integration	Creativity & Collaboration	Technical Mastery	Industry Awareness
1	Media History & the Ethics of News	Foundations of News	News Research	Data Journalism
2	Media Law & Practice	Video Journalism	Feature Writing	Mobile Journalism (MOJO)
3	Reporting Government & Institutions	Radio Journalism	Elective 1	Professional News Practice & Internship 1
4	Media & News Entrepreneurship	Newsroom 1	News Photography	International Reporting
5	Social Media Journalism	Newsroom 2	Elective 2	Globalisation
6	Multimedia Project	Newsroom 3 & Internship 2	Elective 3	Fundamentals of Coding

Elective Units

Electives are designed to provide students with knowledge and skills in Sports, Fashion, Music, Investigative Journalism, Food, Lifestyle & Travel, Business, Photo Journalism and Shorthand.

Job Outcomes

TV Reporter
Radio Presenter
Multimedia Producer
Newspaper Reporter
New Media Entrepreneur
Mobile Journalist
Investigative Reporter
Features Editor/Writer
Sports Commentator
Foreign Correspondent

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 Progression

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.

Chart of Course Progression

Trimester	Knowledge Integration	Creativity & Collaboration	Technical Mastery	Industry Awareness
1	Media History & the Ethics of News	Foundations of News	News Research	Data Journalism
2	Media Law & Practice	Video Journalism	Feature Writing	Mobile Journalism (MOJO)
3	Reporting Government & Institutions	Radio Journalism	Elective	Professional News Practice & Internship 1

Journalism Elective Units

Sports, Fashion, Music, Investigative Journalism, Food, Lifestyle & Travel, Business, Photo Journalism, and Shorthand.

Job Opportunities

Online Producer
Foreign Correspondent
TV Reporter
Newspaper Journalist
Magazine Editor
Sports Commentator
Political Reporter
Fashion Columnist
Radio Producer

Graduate Certificate of Future Journalism

Course Descriptor

The Graduate Certificate of Future Journalism program is designed to provide graduates with the cutting edge skills required in today's new digital media environment to advance their journalistic practice. The current news environment is produced both by traditional and non-traditional players, amongst them journalists, activists, technologists, citizen reporters, social media users and data analysts. There are however, more and more non-traditional forms in which to produce news and many new and different platforms from which people can consume news. The tension between the old and new is dissipating rapidly as the silos of television, radio and newspapers collapse and fold in to each other.

The technological strides are being made and embraced by journalists who are finding new ways to present information. The course harnesses some of the new methodologies, some of which are currently available whilst others are nascent, in such a way that they can be applied to the production of long form, short form and investigative newsgathering. Students will gain knowledge and skills in transmedia journalism and the ethics and law of future journalism as well as develop skills and knowledge in two specialist areas from an elective pool including drone journalism, data journalism, coding, mobile journalism and social media journalism. Students will have the opportunity to apply these skills through practical hands-on exercises and real-world projects.

Course Progression

The Graduate Certificate of Future Journalism consists of four units of equal weight. A full-time load of study is four units per trimester. It is possible to complete the Graduate Certificate of Future Journalism in a minimum of one trimester or a maximum of two trimesters, dependent on chosen electives (the *Transmedia Journalism* core unit is a pre-requisite for the *Transmedia Project* elective unit and cannot be taken in the same trimester). 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.

Chart of Course Progression

1	Ethics & Developing Law of Future Journalism	Transmedia Journalism	Elective	Elective
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Elective Units

Students choose two electives from the following list of options:

Coding
Data Journalism
Drone Journalism
Mobile Journalism
Social Media Journalism
Transmedia Project

Job Outcomes

Graduates of the Graduate Certificate of Future Journalism may already be employed in mainstream or non-mainstream media, or may become employed in either in roles such as:

Digital Content Makers
Digital Producers, Multiplatform
Journalists, Digital

Course Fees

Fee Schedule

For the latest Fee schedule please refer to <https://www.macleay.edu.au/faqs>

Payment of Fees

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

- a) paid in full all tuition fees
- 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.



*Please note international students are not eligible for options b) and c) above and must pay their tuition fees upfront in accordance with the ESOS Act 2000 and the college **International Student Admissions Policy**.*

FEE-HELP Loan Assistance

Domestic students at Macleay College, who do not wish to pay their tuition fees upfront, have access to the Government FEE-HELP loan assistance plan to pay their fees.

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 registrar@macleay.edu.au.

Youth Allowance

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.

Fee Refunds

The college fee refund policies outline the grounds by which a student may be eligible for a refund of course tuition fees. However, Macleay College may, in its absolute discretion, grant a partial or full refund where they determine there are extenuating or compassionate circumstances. 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. The 2019 Census Dates are:

Trimester 1	22 February 2019
Trimester 2	14 June 2019
Trimester 3	4 October 2019

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.

2019 Academic Year

Academic Calendar

TRIMESTER ONE	
Orientation Week	Tuesday 29 January – Friday 1 February
Sydney Campus Orientation	Wednesday 30 January
Melbourne Campus Orientation	Friday 1 February
Classes Start	Monday 4 February
Census Date (Last day to withdraw from units without financial penalty)	Friday 22 February
Labour Day Holiday – Melbourne (Public Holiday for Melbourne)	Monday 11 March
Easter Holiday (Public Holiday)	Friday 19 April – Monday 22 April
Graduation Ceremony - Sydney	Thursday 11 April
Graduation Ceremony - Melbourne	Thursday 4 April
ANZAC Day (Public Holiday)	Thursday 25 April
Last Day of Classes	Friday 26 April
Examination Period	Monday 29 April – Wednesday 8 May
Results Due	Monday 13 May
Moderation Meeting	Wednesday 15 May
Publication of Results	Friday 17 May
TRIMESTER TWO	
Orientation Week	Monday 20 May – Friday 24 May
Sydney Campus Orientation	Wednesday 22 May
Melbourne Campus Orientation	Friday 24 May
Classes Start	Monday 27 May
Queen's Birthday (Public Holiday for Sydney and Melbourne)	Monday 10 June
Census Date (Last day to withdraw from units without financial penalty)	Friday 14 June
Last Day of Classes	Friday 16 August
Examination Period	Monday 19 August – Tuesday 27 August
Results Due	Thursday 29 August
Moderation Meeting	Monday 2 September
Publication of Results	Wednesday 4 September
TRIMESTER THREE	
Orientation Week	Monday 9 September – Friday 13 September
Sydney Campus Orientation	Wednesday 11 September

Melbourne Campus Orientation	Friday 13 September
Classes Start	Monday 16 September
AFL Grand Final Friday (Public Holiday for Melbourne)	Friday 27 September
Census Date (Last day to withdraw from units without financial penalty)	Friday 4 October
Labour Day (Public Holiday for Sydney)	Monday 7 October
Melbourne Cup Day Holiday (Public Holiday for Melbourne)	Tuesday 5 November
Last Day of Classes	Friday 6 December
Examination Period	Monday 9 December – Friday 13 December
Results Due	Monday 16 December
Moderation Meeting	Thursday 19 December
Publication of Results	Tuesday 7 January 2020

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: registrar@macleay.edu.au
Website: www.macleay.edu.au

Academic Leadership

Function	Name	Email
Dean	Professor Chris Auld	cauld@macleay.edu.au
Head of Faculty, Advertising & Media	Ian Thomson	ithomson@macleay.edu.au
Head of Faculty, Business	Dr Kelly Costa	kcosta@macleay.edu.au
Head of Faculty, Journalism	Fiona West	fwest@macleay.edu.au

Operations & Administration

Function	Name	Email
Registrar	Rob Miles	registrar@macleay.edu.au
Registrar Coordinator	Annette Dennis	registrar@macleay.edu.au
Faculty Coordinator (Advertising & Media)	Chris Cosgrove	ccosgrove@macleay.edu.au
Faculty Coordinator (Business)	Patty Tamayo	ptamayo@macleay.edu.au
Faculty Coordinator (Journalism)	Leah Creighton	lcreighton@macleay.edu.au
Student Services		studentservices@macleay.edu.au
Domestic Student Admissions	Kamini Chand	kchand@macleay.edu.au
Domestic Student Admissions	Matthew Kay	mkay@macleay.edu.au
International Student Admissions	Jessica Aguirre	jaguirre@macleay.edu.au
International Student Admissions	Shibani Jagdev	sjagdev@macleay.edu.au
IT Support	Duy Nguyen	helpdesk@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
Email: registrar@macleay.edu.au
Website: www.macleay.edu.au

Academic Leadership

Function	Name	Email
Dean	Professor Chris Auld	cauld@macleay.edu.au
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Head of Faculty, Business	Dr Kelly Costa	kcosta@macleay.edu.au
Head of Faculty, Journalism	Fiona West	fwest@macleay.edu.au

Operations & Administration

Function	Name	Email
Registrar	Robert Miles	registrar@macleay.edu.au
Registrar Coordinator	Annette Dennis	registrar@macleay.edu.au
Faculty Coordinator (Advertising & Media)	Chris Hewson	chewson@macleay.edu.au
Faculty Coordinator (Business)	Patty Tamayo	kcosta@macleay.edu.au
Faculty Coordinator (Journalism)	Anne Parsons	aparsons@macleay.edu.au
Student Services		studentservices@macleay.edu.au
Domestic Student Admissions	Kamini Chand	kchand@macleay.edu.au
Domestic Student Admissions	Matthew Kay	mkay@macleay.edu.au
International Student Admissions	Jessica Aguirre	jaguirre@macleay.edu.au
International Student Admissions	Shibani Jagdev	sjagdev@macleay.edu.au
IT Support	Steve Murray	helpdesk@macleay.edu.au

Key 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

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 8.00am to 9.00pm every Monday, Tuesday and Wednesday, and from 8.00am to 6.00pm every Thursday and Friday.

The Melbourne campus is open to students from 8.00am to 9.00pm every Monday, Tuesday and Wednesday, and from 8.00am to 6.00pm every Thursday and Friday.

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.
- 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

- All formal communication from Macleay College staff to students will be via their Macleay email account. All students are required to check their email regularly for important information from the College regarding their enrolment.
- 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 behaviour 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 behaviour 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 laboratories and library.

Enrolling at Macleay College

Admission Criteria

The application criteria applicants wishing to enrol in Macleay College programs are:

A. Applicants with Recent Secondary Education (within the past two years).

Diplomas: To gain entry to a Diploma course of study at Macleay College, Secondary Education Applicants must have completed an Australian Senior Secondary Certificate (Year 12) or equivalent within the last two years. There is no minimum ATAR or Selection Rank however all Diploma applicants are required to provide a written statement of 300-500 words outlining their reasons for undertaking the intended course of study, and how their study, experience and skills will support their potential to succeed in their studies.

Bachelor Degrees: To gain guaranteed entry to a Bachelor Degree course of study at Macleay College, Secondary Education Applicants must have achieved the following ATAR (or Selection Rank*):

Course of Study	Guaranteed Entry ATAR or Selection Rank
Bachelor of Advertising and Media	65
Bachelor of Business	60
Bachelor of Business (Accounting)	60
Bachelor of Digital Media	60
Bachelor of Journalism	65

For more information on how a Selection Rank is calculated see the section titled 'ATAR Related Adjustments' of the Admissions Policy for Domestic Students.

B. Applicants with Vocational Education & Training (VET) Study

Diplomas: To gain entry to a Diploma course of study at Macleay College, VET Applicants must have completed a relevant VET qualification at Certificate IV level or higher within the last two years.

Bachelor Degrees: To gain entry to a Bachelor Degree course of study at Macleay College, VET Applicants must have completed a relevant VET qualification at Certificate IV level or higher within the last two years.

Graduate Certificates: VET Applicants are not eligible for entry to the Graduate Certificate of Future Journalism.

C. Applicants with Higher Education Study

Diplomas: To gain entry to a Diploma course of study at Macleay College, Higher Education Applicants must have completed a relevant tertiary qualification within the last five years.

Bachelor Degrees: To gain entry to a Bachelor Degree course of study at Macleay College, Higher Education Applicants must have completed a relevant tertiary qualification within the last five years.

Graduate Certificates: To gain entry to the Graduate Certificate of Future Journalism, Higher Education Applicants must have completed a recognised Bachelor Degree or higher tertiary qualification in the field of journalism or communications within the last five years.

D. Applicants with Work & Life Experience

Applicants who left senior secondary education more than two years prior to their application and have not undertaken VET or higher education study since, may gain entry in to a course of study at Macleay College based on professional or work experience and/or any non-formal courses undertaken in preparation for tertiary education or that are relevant to the intended course of study.

To be considered for admission based on work and life experience, applicants must be at least 20 years old at 1 February in the year they intend to commence study at Macleay College.

Work/Life Experience Applicants must provide a written supporting statement outlining reasons for undertaking the intended course of study and addressing at least three of the following admission criteria:

- Tertiary Preparation
- Interpersonal & Communication Skills
- Achievement & Experience
- Knowledge & Skills
- Equity Access or Other Special Considerations (if applicable)

The aim of the supporting statement is to show how the knowledge, skills, and personal qualities gained through the individual's work and life experience will support their potential to succeed in their studies.

Diplomas: To gain entry to a Diploma course of study at Macleay College, Work/Life Applicants must provide a written statement of 500 words outlining two year's professional or work experience and/or any non-formal courses that are relevant to the intended course of study.

Bachelor Degrees: To gain entry to a Bachelor course of study at Macleay College, Work/Life Applicants must provide a written statement of 500-1000 words outlining two year's professional or work experience and/or any non-formal courses that are relevant to the intended course of study.

Graduate Certificates: To gain entry to a Graduate Certificate course of study at Macleay College, Work/Life Applicants must provide a written statement of 1000 words outlining three year's professional or work experience and/or any non-formal courses that are relevant to the intended course of study.

All Applicants must present evidence of their qualification(s) and academic results.

English Language Proficiency Requirements

It is expected that domestic students undertaking a Macleay College program will have a reasonable level of English language proficiency equivalent to at least a NSW HSC Band 4 Standard English achievement, particularly for our degree programs. Journalism students who do not meet the language requirements are required to undergo a viva voce assessment and a written task of 500-750 words on a contemporary news topic.

For international students or permanent residents who are from a non-English speaking background, it is required that English language skills be at least equivalent to overall 6.0 IELTS (with no individual band less than 5.0). Due to the course demands, international student applicants for the journalism programs require an IELTS Equivalent of 6.5 with a minimum of 6.0 written (with no individual band less than 5.0).

For more information on the domestic student admission criteria at Macleay College, please refer to the **Admission Policies** which 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/.

Enquiries

Applicants who have questions or are seeking course advice prior to making an application, can contact the Admissions Team using one of the following methods:

	Sydney Campus	Melbourne Campus
Telephone:	1300 939 888	1300 939 888
In Person:	Level 2, 28 Foveaux Street Surry Hills NSW 2010	Level 7, 250 Collins Street Melbourne VIC 300
Online:	http://www.macleay.edu.au/contact	

All course enquiries are handled by the Admissions team and also the Head of Faculty who is available to provide any specific course advice.

Application Procedure

All applicants are required to complete an Online Application Form. The application form can be submitted through our website at <https://www.macleay.edu.au/apply-now>. Applications are processed by the Admissions and Registrar teams. Successful applicants are sent a Letter of Offer. On acceptance of the offer students are enrolled and sent the necessary documentation and an invitation to orientation.

Domestic Students

All prospective students are invited to visit Macleay College prior to enrolment to discuss their tertiary options with a course advisor. To book a campus tour or discuss course options, prospective students should call the Admission Team on toll-free 1300 939 888 (or +612 9267 3311).

Students who are Australian residents should complete an *Online Application Form* together with copies of any relevant supporting documentation, for example, Higher School Certificate subject results, current qualifications, references and resumes etc.

All applicants must attend an interview as part of the application process to determine their aptitude and attitude for entering their chosen course of study. In some cases, the interview may include the Head of Faculty.

Applicants will be advised of their confirmation of enrolment within two weeks of receipt of their application.

The **Online Application Form** can be found at <https://www.macleay.edu.au/apply-now> which can be accessed via the *Home Page* and *How to Enrol* sections of the college website.

For more information on the domestic student enrolment process at Macleay College, please refer to the **Admission Policy for Domestic Students** 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 www.mymacleay.edu.au/.

International Students

International students should also complete the Online Application Form at the *Home Page* of the college website or at <https://www.macleay.edu.au/enrolment>.

Information for international students regarding their educational requirements for admission, available courses, dates, fees, overseas student health cover, recognition of prior learning, enrolment confirmation and refund policy can be found on the *International Student* section of the college website at *Why Macleay > International Students* section of our website.

For more information on the international student enrolment process at Macleay College, please refer to the **Admission Policy for International Students** 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 www.mymacleay.edu.au/.

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/.

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.

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 my.macleay.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*.

Termination

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 section of the Moodle Student Portal via my.macleay.edu.au/.

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 the Handbook section section of the Moodle Student Portal via my.macleay.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 the Handbook section section of the Moodle Student Portal via my.macleay.edu.au/.

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.

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

National Emergency Numbers

POLICE	000
AMBULANCE	000
FIRE	000

In Australia, the emergency number is 000 (Triple Zero) and is to be used in the following situations:



- ① **Is someone seriously injured or in need of urgent medical help?**
- ① **Is your life or property being threatened?**
- ① **Have you just witnessed a serious accident or crime?**

If the answer is **YES**, call Triple Zero (000). Triple Zero calls are free.

When you call Triple Zero (000):

- a. Tell the operator whether you want Police, Fire or Ambulance?
- b. Stay calm, don't shout, speak slowly and clearly
- c. Tell them exactly where to come. Give them the address or location

Non-Emergency Matters

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

- ① 1800 333 000 for Crime Stoppers (to report a crime)

Sydney Campus (NSW Services)

- ① 131 444 for the NSW Police Assistance Line
- ☒ [NSW Police](#)
- ☒ [NSW Police Assistance Line](#)
- ☒ [NSW Crime Stoppers](#)

Melbourne Campus (Victorian Services)

- ① (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

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 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 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.

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 Registrar or Admissions Team on 1300 939 888 as soon as possible to make alternative arrangements.

Timetables

Timetables will be published in advance of each trimester. As a guide, the Exam Timetable will be published in Week 8 and the next trimester's timetable will be published in the Moodle Student Portal at mymacleay.edu.au/ as soon as practical after the finalisation of academic results and the process of re-enrolment.

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. To take advantage of these services, please contact your Faculty Coordinator or Head of Faculty:

Advertising & Media	Head of Faculty Faculty Coordinator (Sydney) Faculty Coordinator (Melbourne)	Ian Thomson Chris Cosgrove Chris Hewson	ithomson@macleay.edu.au ccosgrove@macleay.edu.au chewson@macleay.edu.au
Business	Faculty Coordinator Head of Faculty	Patty Tamayo Dr Kelly Costa	kcosta@macleay.edu.au jmarshand@macleay.edu.au
Journalism	Faculty Coordinator (Sydney) Faculty Coordinator (Melbourne) Head of Faculty	Leah Creighton Anne Parsons Fiona West	mstranges@macleay.edu.au aparsons@macleay.edu.au fwest@macleay.edu.au

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

Counselling

Students at Macleay College in both Melbourne and 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.

Making Appointments

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

Cancelling Appointments

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:

Telephone: 1300 939 888

Email studentservices@macleay.edu.au

In person: at the Student Services Desk

Confidentiality

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.

Intake Form

All students must complete an Intake Form on engaging with the Counselling Service. This provides a basis of a hard copy record of the students presenting issues and on-going engagement with the service. All users accessing the service are required to read and sign this form, thereby understanding that further steps will be taken if the psychologist at Macleay sees the need to act on information provided in the session to ensure the best care and support is provided to the client.

Records

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 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 three 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/.

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.

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.

Security Access Cards

A security access card will be issued to each student when they commence with Macleay College. This card will allow appropriate access to student areas. In addition, this card is linked to the Printing Solution. Do not swap your cards with another student as this will impact on your print balance.

All security cards should be returned to Student Services prior to Graduation.

If you lose your security card, please notify Student Services as soon as possible. A replacement card fee of \$10 will be charged.

Student Wi-Fi Password

Students are provided with the Wi-Fi password for Student devices each trimester. The password must not be shared outside Macleay College. When using this Wi-Fi, Macleay College IT has tools that monitor inappropriate traffic.

Equipment Safety and Protocol

Items such as personal computers, laptops and mobile phones are the student's responsibility and should not be left unattended at any time. All students must bring with them some form of digital storage device like a USB stick or other portable hard drive. Students are responsible for the safety and security of their work and it is recommended that you back up data regularly.

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.

Any loss or damage must be reported promptly to the college. Students are responsible for paying for any loss or damage to equipment. If the equipment is signed out by an individual for his or her sole use, then that individual will be responsible for any loss or damage. If the equipment is signed out on behalf of a group for a team exercise, that group will be collectively responsible for any loss or damage, and the cost to be evenly divided amongst team members.

Library and Information Services

Sydney Campus

Location: Level 1, Room 107
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)

Melbourne Campus

Location: Library
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)

Borrowing Privileges

Students MUST have their Student ID to borrow and are NOT allowed to loan their Student ID to others for use. Library resources all have individual barcodes for keeping track of loans. There are multiple copies of many books in the library, and individual barcodes ensure the specific copy of an item is on record as being 'checked out' to the appropriate student or lecturer. 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
- Can be reserved for use at a future date and time
- Cannot be renewed

* High Use items can be borrowed for 'overnight loan' however they must be borrowed no more than 2 hours before closing, and are due back within an hour of opening the following day

General Collection

- 2-week standard loan time
- Maximum of 4 books can be borrowed at one time
- Can be reserved for use
- Can be renewed if there is no reservation for the item

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

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.

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.

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

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.

The electronic text-matching software Turnitin 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 Turnitin library for future cross checking. The lecturer will decide whether the text that has been identified as matching constitutes plagiarism (not Turnitin).

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 Honesty module to help them understand the relevant policies and how they apply to their work within the first 3 weeks of their commencement.

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 section of the Moodle Student Portal via mymacleay.edu.au/.

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
- progressing to university
- awareness of lifelong learning

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 also 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

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 **Fair Treatment, Equal Benefits & Opportunities Policy** which can be accessed via the the Handbook section 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.

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.

Assessment Tasks

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.

If an assessment is submitted up to five working days after the due date, a late penalty will be applied. Late work will be graded as either 'Pass' or 'Fail', so that the highest possible outcome will be a 'Pass' grade with a mark of 50%. Late assessments will be returned with comments. Assessments submitted more than one week 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.

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 pager 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 pager 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.

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 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 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 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 the Handbook section section of the Moodle Student Portal via mymacleay.edu.au/.

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 the Handbook section 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 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/

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 overleaf:

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.
Conceded Pass	CP	50	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. 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. Only two Conceded Passes are permitted in any award.
Fail	NN	0-49	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.
Withheld	WW	n/a	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.
Advanced Standing	AS	n/a	Credit awarded based on Recognition of Prior Learning (RPL).

Withdrawn without Penalty	WD	n/a	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.
Withdrawn with Penalty	WN	n/a	Withdrawal from a unit after trimester Census Date incurring debt for unit and academic penalty (equivalent to a grade of Fail).

Table 1: Grade Descriptors

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;
- 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.

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/.