



**Higher Education**  
**Study Guide**

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## About this Higher Education Study Guide

This Higher Education Study Guide is designed to provide Higher Education students with an overview of the academic and administrative policies and procedures at Academies Australasia Polytechnic Pty Limited (AAPoly).

The Higher Education Study Guide is divided into four sections:

Section 1 — Trimester System and Key Events and Dates

Section 2 — Social Media Code of Conduct

Section 4 — Academic Study Matters

Section 5 — Completion and Graduation

Students should also refer to the AAPoly's student policies which are published in AAPoly's website ([www.aapoly.edu.au](http://www.aapoly.edu.au)) under "Student Policies". If you have further queries on any of the information provided in this Higher Education Study Guide, please contact Melbourne campus (Bourke Street) on +61 3 8610 4100.

## SECTION 1

### Trimester System

AAPoly runs three semesters per year. Each semester has 14 weeks (including examinations and assessments). First semester starts in March and completes in June. Second semester starts in July and finishes in October. The third semester is the summer semester which runs from November to February of the following year. The actual dates of each semester will be published on the website (<https://aapoly.edu.au/study-at-aapoly/academic-calendar/>). Students should enrol in a full study load of four subjects in semesters one and two. Students who are at risk of not achieving satisfactory course progress may be required to enrol in semester three as part of the intervention program.

### Key Activities and Dates

#### 1. Enrolment Week

Students must organise their travel schedules to enable them to enrol during the nominated Enrolment Week. Enrolments will not be accepted two weeks after the commencement of Enrolment Week.

After the two weeks' period, late enrolments must be approved by Academic Dean and the student may be placed on an intervention strategy due to late commencement of studies. If

a student fails to enrol or has not been granted late enrolment permission, the student's enrolment (or Confirmation of Enrolment) will be cancelled.

## 2. Orientation Date

It is compulsory for students to attend the Orientation Program as valuable information that assists in their successful transition to tertiary studies is covered in the sessions. Students have the opportunities for positive interactions with fellow new students, existing students, faculty members, and non-academic staff members.

The following table shows the key activities. A more detail Academic Calendar is available on the AAPoly website.

Key Activities	Period	Comments
Enrolment Week	One week before semester commence	Actual date will be provided on the AAPoly website
Orientation Day	First week of the semester	Actual date will be provided on the AAPoly website
Commencement of Semester	Semester One – March Semester Two – July Semester Three – November	Actual commencement and end dates will be provided on the AAPoly website
Subject Evaluation	Week 9 to Week 12 of the Semester	A link will be made available on the LMS
Examination	Starts on Week 13 of the Semester	Actual dates will be made known to students Timetable is also published on the website
Publication of Results	Within one month after the submission or completion due date	Actual date will be made known to students
Conferrals	April, August and November	
Formal Graduation Ceremony	First week of October	Actual date will be announced in March

## **SECTION 2**

### **Academic Study Matters**

#### **1. Attendance in Class**

There is a strong correlation between attendance and academic performance. All students are required to attend classes, lectures and tutorials regularly. Attendance is monitored as part of AAPoly's course progress monitoring and is taken into consideration in applications for special consideration.

#### **2. Submission of Assessment Tasks**

All assessments must be submitted electronically unless otherwise advised by the lecturers. When you submit work electronically, students will be asked to agree to the assessment declaration of original work.

Students are advised to keep a copy of their assignments as evidence and for re-submission should the original be mislaid.

#### **Presentation of Academic Work**

The Guide for the Presentation of Academic Work must be used for assignments when citing references and preparing bibliographies. Some subjects may apply penalties for incorrect referencing. Students can access the Guide to the Presentation of Academic Work from LMS (AAPoly's Learning Management System).

#### **Late Submission**

Assignments that are submitted after the due date, without prior agreement from your Lecturer will attract a penalty of 10% of the available marks per day. After 10 days, the assignment will still be marked, feedback given to students and the students receive zero marks in their overall result.

#### **3. Application for Special Consideration**

If a student is severely unwell or adversely affected by compelling circumstances and is unable to submit an assessment task or attend any tests or exams, the student should submit an application for Special Consideration no later than three (3) days after the due date of the assessment.

All special consideration applications must be accompanied by genuine, verifiable evidence.

#### **Application for Assessment Task Extension**

All assessment tasks should be submitted by the due date stipulated in the subject guide. If a student would like to request for a due date extension of an assessment task, the student must apply for Special Consideration, stipulating the reasons for extension.

### **Application for Deferred Tests or Exams**

To be eligible for a deferred test or exam, the student must provide compelling reasons for his/her absence such as medical opinion explicitly stating that the student was unable to attend the test or exam or legal obligations (e.g. to attend court or Department of Home Affairs meeting). The Special Consideration application for deferred assessments must be submitted within three days from the specified deadline of the assessment. The Academic Dean will have the discretion to accept or reject an application for Special Consideration for a deferred assessment.

If approved, the student will be allowed to take a deferred test or deferred exam at a later scheduled date. If the student does not present himself/herself at the deferred test or deferred exam, no further special consideration will be accepted.

### **4. Supplementary Assessment**

Supplementary assessment will only be granted once to those who have attempted all assessments of their subject and who have achieved a marginal fail. Students who committed plagiarism might not be eligible for any supplementary assessment in any unit within the course. The Academic Dean will have the discretion to reject or assign supplementary in particular situations.

### **5. Final Subject Re-Assessment - Last Subject to Complete the Program**

If a student has passed all the requirements of the course but has failed in only one subject to complete the course, the student can apply for a Special Consideration for a final subject re-assessment. The Academic Dean will have the discretion to reject or assign re-assessments in particular situations.

The final subject re-assessment will be conducted as a deferred examination and if the student passes the final subject re-assessment, he/she will be eligible to graduate. No further special consideration application regarding this final subject re-assessment will be accepted.

### **6. Academic Review Committee**

This Committee will decide on any action to be taken regarding the academic performance of students which may include warnings, interventions, or restrictions. This Committee will receive written submissions from students who want to appeal any decisions taken against them.

#### **Right of Appeal**

A student has the right to appeal in writing against any action taken against them including plagiarism, cheating, unsatisfactory academic performance or final grades of subjects studied.

#### **Grade Appeal**

Students will be given feedback on all their assessment tasks by their lecturers. If there were any problems with the grades of any assessment tasks, these must be discussed with the lecturer(s) concerned in the first instance.

Students may wish to appeal against the final grades of any subject by submitting a Grade

Appeal form within 7 days of the publication of results. Grade appeal will be considered under specific circumstances and must be supported by genuine, verifiable evidence. Refer to the specific circumstances for Appeals on the Grade Appeal form.

### **Exam Paper Review**

Students are entitled to request a review of the marking of their own exam submissions. This request must be submitted within three days of the publication of exam results. The exam paper review will be scheduled by the academic support team. Students will be informed of the exam paper review date once it is confirmed.

## **7. Assessment Grades**

<b>Grade</b>	<b>Meaning</b>	<b>Percentages</b>
HD	High Distinction	80-100
D	Distinction	70-79
C	Credit	60-69
P	Pass	50-59
F	Fail	0-49

## **SECTION 3**

### **Completion and Graduation**

#### **1. Completion Letter**

International students may apply for a Completion Letter upon the publication of their final results while awaiting formal conferrals. International students will have to apply for a Completion Letter by submitting an Application for Completion Letter form.

#### **2. Conferrals Schedule**

Students who have satisfactorily completed all their program requirements are eligible to apply for completion and graduation. Students can receive their testamurs during conferrals which take place three times per year: April, August and December. In April and December, the degrees will be conferred in absentia which mean that the testamurs will be dispatched by registered mail or collected in person.

Students are responsible for applying to graduate by submitting their "Application to Graduate" forms to the AAPoly's Academic Support, together with appropriate payments.

#### **3. Formal Graduation Ceremony**

AAPoly holds its formal graduation ceremony once a year, in the first week of October of each year. The exact date of the formal graduation ceremony will be announced in March of that particular year.

## Grade Point Average (GPA)

AAPoly applies a 4-point GPA scale based on the subject results.

Grade	Description	Grade Points	Percentage score
<b>HD</b>	High Distinction	4 points	80% - 100%
<b>D</b>	Distinction	3 points	70% - 79%
<b>C</b>	Credit	2 points	60% - 69%
<b>P</b>	Pass	1 point	50% - 59%
<b>F</b>	Fail	0 point	0% - 49%

To calculate the GPA, add up the number of points which have been achieved for each subject studied and divide by the number of subjects attempted, including subjects failed. Student can request and complete a GPA Calculation Statement through Student Services.