



Higher Education Study Guide

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AAPoly Graduate Attributes

The subjects in your course, including this subject, have been designed to facilitate the development of the AAPoly Graduate Attributes:

Students will have the opportunity to develop skills that encourage critical thinking and life-long learning to cope with the continually changing nature of work; become effective communicators in an increasingly digital environment; socially responsible and culturally aware global citizens and collaborative achievers. AAPoly graduates are prepared to be career ready in their chosen fields and have the skills and techniques to expand their knowledge.

Teaching Strategies

This subject employs a range of strategies in order to help students engage with the content: lectures and tutorials, practical tasks and group exercises, quizzes, videos and case studies.

Trimester System

AAPoly runs three semesters per year. Each semester has 14 weeks (including examinations and assessments). Semester 1 starts in March and completes in June. Semester 2 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 under Higher Education (<https://aapoly.edu.au/study-at-aapoly/academic-calendar/>). Students should enrol in a full study load of four subjects in Semester 1 and 2. Students at risk of not achieving satisfactory course progress may be required to enrol in the Summer Semester as part of the intervention program.

Learning Management System (LMS)

The Learning Management System (LMS), also called MOODLE, provides the core materials (excluding the textbook) that students need to access to support their studies. While each subject may look a little different, students can access/download their lecture and tutorial material, assessment information, online quizzes, study and library skills information and exam preparation material from the LMS.

The LMS should be your main source of subject content and information. Your lecturer will provide you with information on how to use the resources available on the LMS. Academic Support Sessions are available to assist you in maximising your access to the subject material available.

Availability of Laptop Computers and/or Smart Devices, Accounts

Students are encouraged to bring laptops and/or smart devices such as tablets and/or smart phones to class in order to inform their studies and increase their effectiveness. While AAPoly provides computer access, students who have their own devices will be able to access the LMS in class with relevant support resources. Many companies offer educational prices for both hardware and software to higher education students. Check the various websites for more information.

Attendance and Participation

It is expected that each student attends every class of every enrolled subject. It is our experience that students who regularly attend classes and complete all the activities and assessment tasks achieve better academic performance, whilst those who do not regularly attend classes and do not complete all the activities and assessment tasks are likely to conclude with poor academic performance. It is in your interest to make every effort to attend all the classes for this subject and to complete all of the assessment tasks.

Academic Progress

Students are required to maintain satisfactory progress throughout their course of studies. Academic Intervention Strategies will be put in place for students who are not performing to a satisfactory standard. Students have the right to appeal administrative and academic decisions. Please refer to AAPoly's [Student at Risk and Academic Support Policy](#) and [Procedure](#) which details AAPoly's process for ensuring academic progress available on AAPoly's website (<https://aapoly.edu.au/study-at-aapoly/student-policies/>).

Library and Information Resources

All students have access to AAPoly's online library which includes ebooks through Perlego, journal articles, case studies, and print books. AAPoly provides information resources and study skills support with dedicated sites with information on researching, referencing, and creating citations and bibliographies. Students can book an appointment with AAPoly's library and Information Resources Coordinator for individualised guidance in accessing suitable learning materials and resources, including those related to research. The respective Course Coordinator can also provide support with using Studiosity and can organise library workshops.

You can access AAPoly's online library and other [library resources](#) on the LMS.

Assessment Overview

Students are required to achieve 50% of the available marks over the course in order to successfully pass the course.

Grading Criteria

Students will receive a point allocation for subjects completed on the following basis:

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

Determination of Final Results

Students are required to achieve a total of 50% of the available marks in order to successfully pass the subject.

Assessment Feedback

Feedback and marks will be provided via the Assessment Rubric within two weeks of submission.

Moderation of Results

Student results will be subject to moderation for quality assurance purposes.

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.

Submission of the Assignments

Late Submission Penalty

Assignments that are submitted after the due date, without prior agreement from your Lecturer/Subject Facilitator will attract a late penalty of 10% of the available marks per day (or part thereof) inclusive of weekends and public holidays.

Application for Special Consideration

If you're experiencing difficult or exceptional circumstances that are affecting your ability to prepare for, undertake or complete your assessment(s), we encourage you to apply for Special Consideration. Please complete the [Special Consideration Form](https://aapoly.edu.au/forms/) available on AAPoly's website (<https://aapoly.edu.au/forms/>).

Review of Results and Appeals

Students have a right to feedback on their assessments; review of their assessment submission or exam; and, have the right to appeal their final grade. Details of the policy and processes for students applying for assessment review or appeal are detailed in the [Complaints and Appeal Policy and Procedure](https://aapoly.edu.au/study-at-aapoly/student-policies/) on AAPoly's website (<https://aapoly.edu.au/study-at-aapoly/student-policies/>).

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, the student will be eligible to graduate. No further special consideration application regarding this final subject re-assessment will be accepted.

Academic Integrity & Misconduct

AAPoly requires academic work to be performed honestly by individuals or groups of individuals in case of group projects. Breaches of academic integrity constitute serious offense subject to disciplinary actions. Using a Generative Artificial Intelligence tools, such as ChatGPT, CoPilot, or similar AI technology tools to produce material for assessment and presenting it as original ideas, research, or analysis does not qualify as submitting one's own work. Submitting work knowingly produced by a third party, including AI technologies (if the generated material is not acknowledged), is considered deliberate cheating and constitutes academic misconduct.

[The Academic Misconduct Policy](#) and [Procedure](#) sets the guidelines which foster a culture of academic integrity and practices that enable students and academic staff of AAPoly to conduct themselves professionally and ethically during their studies (for students) and during their teaching (for academic staff) at AAPoly.

Students engaging in any form of academic misconduct will be dealt with under the Academic Misconduct and Plagiarism Policy and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from AAPoly.

Academic Referencing

In your written work you must support your ideas by referring to scholarly literature. It is important that you understand how to correctly refer to the work of others, and how to maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by AAPoly as a serious academic offence.

Referencing Style

The American Psychological Association ([APA](#)) referencing style will be used as a standard for this subject. Information on how to reference following the APA referencing style can be found on the [APA Style](#) website. You can find additional [referencing support resources](#) within AAPoly's 'Study Skills' page of the LMS. Academic Support Workshops will be available to assist you.

Student Workload

The minimum total expected workload to achieve the learning outcomes for this subject is 125-140 hours per semester typically comprising of a mixture of scheduled learning activities and independent study. Students will need to spend an average of 9-12 hours per week over the semester studying in this subject. This will include:

- Scheduled learning activities
 - teacher directed learning 3 online contact hours per week
 - peer directed learning
 - online engagement
- Independent study
 - preparing answers to tutorial questions before each tutorial
 - checking the LMS for each week's tasks
 - preparation for scheduled activities
 - participating in LMS forums and other online discussions
 - preparation and completion of assessments

Student Support

Information on support services and resources, both academic and non-academic, available to assist successfully complete their studies is contained in AAPoly's [Support for Students Higher Education Policy](#). The policy outlines how AAPoly will identify students who may require academic and/or non-academic support and how services and resources can be accessed.

Learning Support

AAPoly offers tailored learning support including assistance with English language or digital literacy. If a student has learning, English language, or digital literacy difficulties, either self-identified or referred by lecturers, Coordinators and/or the Academic Dean, support will be arranged for the student as soon as practicable.

Alternatively, you can directly book an appointment with the Learning Support Officer via the [online booking system](#).

Student Counselling

AAPoly's Student Counselling Services offers a free and safe space to seek psychological support delivered by experienced and qualified counsellors. AAPoly's counselling service aims to support students with the various challenges they may experience. This can include:

- Feeling lonely, isolated or homesick
- An upsetting event or personal difficulty (for example, an accident or family issues)
- Difficult life decisions
- Cultural differences
- Pressure to achieve high marks
- Sleep disturbance
- Abuse or discrimination

- Equity and equal opportunity
- Issues with adjusting to studying, working or living in Australia

Counselling sessions are strictly confidential. AAPoly is committed to respecting privacy around personal matters.

Make a Booking: <https://studentcounsellor.youcanbook.me/>

Email: studentcounsellor@aapoly.edu.au

Communication, Consultation and Appointments

Your lecturer will advise you on the best way to communicate with them and make individual appointments when you need assistance.

AAPoly will communicate with you via your AAPoly Student email (xxxxx@AAPoly.edu.au). The LMS also has a private message function that enables you to communicate directly to your lecturer. These messages will not be seen by other students. Your lecturer will respond to you via this private message function. This is the best way to communicate with your lecturer. To keep informed, please check your AAPoly email and the LMS Messages and Forums as often as possible.

Issues impacting your studies or the submission of an assessment task

If you have a personal issue impacting your studies, your assessment preparation/submissions, or your grades, please make an appointment to speak with your lecturer, the Course Coordinator, the Student Counsellor and/or other support personnel. Your lecturer will provide you details on how you can make an appointment with them.

For students who would like to discuss course progress or course-related matters, use the online booking form for the [Course Coordinators](#).

Contact the Student Counselling service via the following email: studentcounsellor@aapoly.edu.au

Accessing Support via the LMS

Specific support services can be found via the following pages of the LMS:

- [AAPoly Library](#)
- [Extra Library Resources](#)
- [Career Services](#)
- [IT Help Desk](#)
- [Referencing Help](#)
- [Sexual Assault Sexual Harassment](#)
- [Student Services](#)
- [Student Counselling Service](#)
- [Study Help](#)