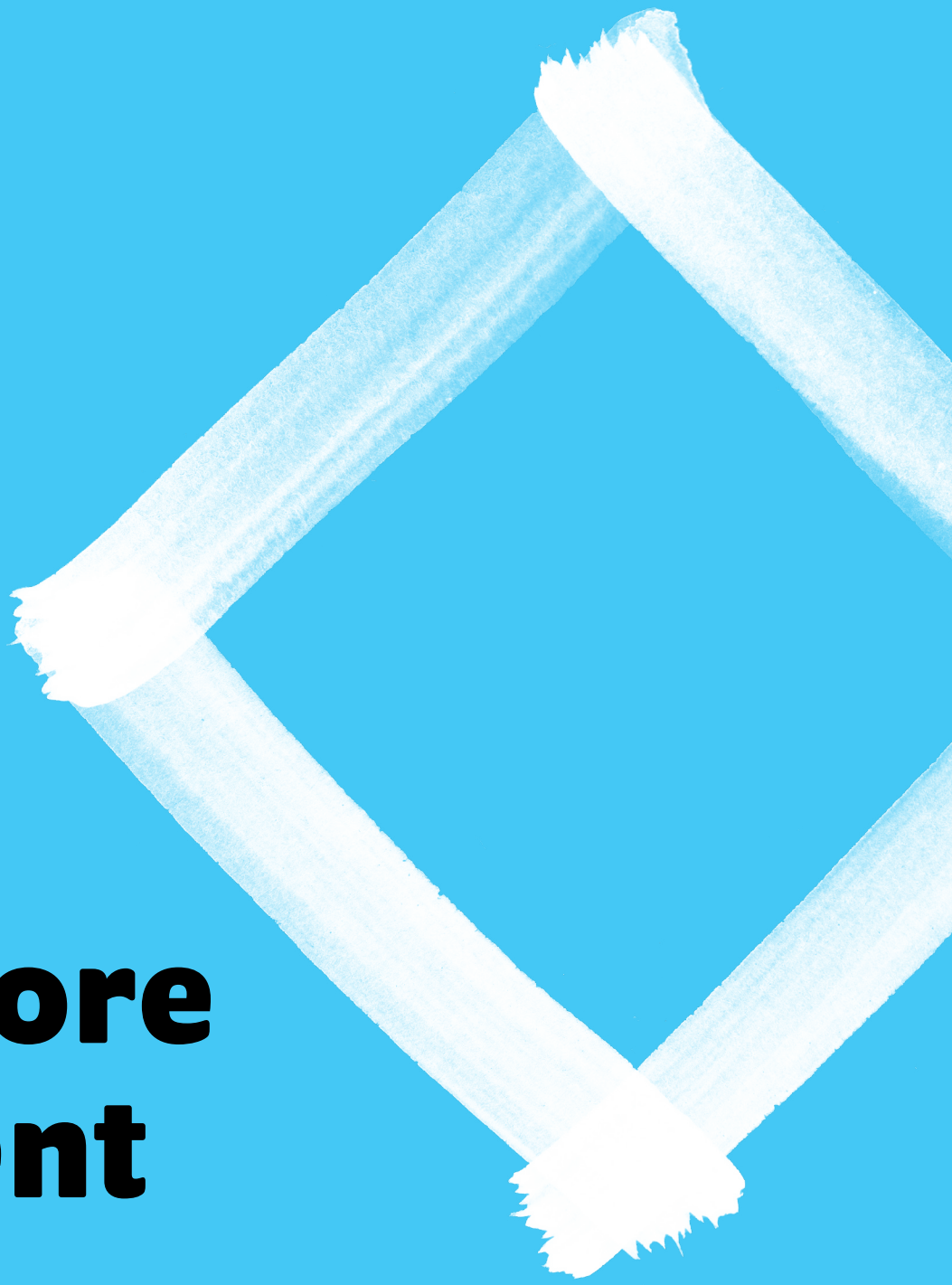
VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA



Offshore Student Guide

Last updated: September 2026

Welcome from the Chief Student Officer

Dear Students,

I am pleased to welcome you to Victoria University (VU) and to our diverse and vibrant learning community.

Since its beginnings in 1916 as Footscray Technical College, VU has grown into one of Australia's leading and most culturally diverse educational institutions. As one of only a small number of Australian universities offering both vocational education (TAFE) and higher education pathways, we are proud to provide opportunities that support students at every stage of their academic and professional journey.

By joining VU, you are becoming part of a long-standing tradition of learning, innovation, and achievement. Throughout your time with us, you will have access to a wide range of opportunities to expand your knowledge, develop valuable leadership skills, build professional networks, and engage with both industry and the broader community.

I encourage you to make the most of everything that VU has to offer. Your experience here will be shaped by the connections you make, the challenges you embrace, and the goals you pursue. We are committed to supporting your success and helping you achieve your aspirations.

On behalf of VU, I wish you every success in your studies and future career.

Yours sincerely,

Darrel Caulfield
Chief Student Officer

Acknowledgement of country

We acknowledge and pay our deep respect to the Ancestors, Elders, and families of the Traditional Owners on all of our campuses. At Victoria University (VU) we honour Indigenous cultures. Everything we do and every decision we make is underpinned by a commitment to Protecting Country. Country is both a place of belonging and a way of believing, as well as contributing to the conservation of critical environmental and diverse cultural assets. It is a community-driven movement towards long-term social, cultural, physical, and economic prosperity and sustainability.

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Important dates

Offshore Study Periods

Semester Mode

China: Liaoning University, Henan University, CUFE

Sri Lanka: NBSM Green University

Please ensure you are aware of all important dates relating to your studies, including **enrolment deadlines, teaching dates, census dates and key academic deadlines.**

Block Model

Malaysia: Sunway KL, Sunway JB

Vietnam: HSB VNU

Please refer to the academic calendar for all important dates here.

Census dates

The census date is an important deadline for confirming your enrolment in a unit. By this date, you should check that you are enrolled in the correct units and make any permitted changes to your enrolment.

If you withdraw from a unit after the census date, financial and/or academic consequences may apply. Census dates vary between teaching periods, so please ensure you check the dates provided in your current enrolment and orientation communications.

Please check both your personal email address and VU student email regularly, as important information and reminders about your census date and other key academic dates will be sent to you.

If you are unsure about your census date, enrolment, withdrawal or study arrangements, please contact your partner institution as soon as possible for assistance.

Please refer to the current enrolment and orientation communications provided by your partner institution for the confirmed dates applicable to your study period.

Key Academic Calendar Dates

Academic calendar dates are confirmed separately for each partner institution and may vary between teaching periods. Key dates may include:

- Enrolment and orientation
- Teaching dates
- Last day to add units
- Census date
- Deadline to withdraw without academic penalty
- Deadline to withdraw with academic penalty
- Results publication date
- Study breaks

Enrolment and student ID card

Enrolment

Each year you study with VU, you need to enrol.

When you enrol, please make sure to use your official or legal name, as it will appear on all your VU records.

At your first enrolment session, you will need to provide proof of your identity and citizenship – for example, your passport. Your proof of citizenship will be verified by the staff at your enrolment session.

Please refer to the **Offshore Enrolment Guide** for detailed instructions on how to enrol.

Enrolment Confirmation Letter

An Enrolment Confirmation Letter is an official statement confirming your enrolment in a course and in particular units. Your Confirmation of Enrolment can be downloaded from MyVU once you are enrolled.

You need to check your enrolment details carefully and make sure your course, unit and personal details are correct.

If any changes are needed, see the **'Unit of Study Amendment'** section to find out how to do this.

Student ID number

You will be issued a Student ID number when you apply or enrol with VU. You'll have this number for as long as you're enrolled at VU.

Student ID card

Student ID cards are now digitally available via the **VU App**.

To obtain your student ID card, please submit your photo **online**. Your ID photo will be uploaded to your VU App, where you will be able to access your 'My Digital ID Card' via the Profile tab. All you need is a clear, passport-style photo in a JPEG format. Once your photo has been uploaded, you will be advised via email accordingly and be able to access your digital ID within two business days.

Getting help

MyVU

MyVU provides access to all your VU details including enrolment and results information. It allows you to:

- view your enrolment details
- access important online tools such as MyVU Portal and VU Collaborate
- access other important tools and information
- download and print a certified Statement of Results.

You can access **MyVU** at **myvu.edu.au**

To log in: Enter "s" (lowercase) followed by your Student ID number@live.vu.edu.au. For example: s4111111@live.vu.edu.au.

Password: If you are a first time user, your password will be set to a default. The default password is in the following format: "Temp" (uppercase T) followed by your date of birth in the format Tempddmmyyyy. For example, if your date of birth is 12 May 1997, your default password will be recorded as Temp12051997 (You must include the full year).

When you log in to MyVU for the first time, you will be prompted to change your password to comply with VU's security policy.

Password resetting: MyVU has a password reset feature to help if you have forgotten your password.

We recommend you set up this feature once you have changed your password after logging in for the first time. Instructions on how to do this are available on the login page of MyVU.

Help logging into your MyVU

If you need help logging into your MyVU or require a password reset, you can either click on the 'Forgot Password' option or access live chat at the bottom-right of the login page.

Alternatively, you can email ITS (Digital and Campus Services) (servicedesk@vu.edu.au) directly requesting a password reset.

When emailing ITS (servicedesk@vu.edu.au) to request a password reset, you will need to provide your Student ID, Full Name, Date of Birth, Course Information (Code and Title) and Personal Email so that ITS can verify you and send your temporary password to your personal email.

Multi-factor authentication

All VU student accounts are required to have multi-factor authentication. Multi-factor authentication (MFA) adds an extra layer of security to help protect your information and VU's data. For more information, please visit **vu.edu.au/mfa**.

Student email

You will be given a student email account after you enrol. To access your email account, log in to MyVU and click Student Email in the side bar.

You should be able to access your student email account within 48 hours of completing your enrolment. You are expected to check your student email account regularly. This is where you'll receive:

- updates on your course
- key student administration news
- information about university events

When communicating with VU, make sure to use your VU email account and include your Student ID number, site location and the program you are enrolled in.

VU Collaborate

At VU, we encourage and support online learning to ensure our students are having a great experience. VU Collaborate is an online learning system where you can:

- view content and materials related to your studies
- upload and conduct assessments online, such as assignment submission and quizzes
- communicate and collaborate with your peers, tutors and instructors
- stay up to date with your learning progress.

Logging into VU Collaborate

First, log in to MyVU then click on VU Collaborate in the side bar.

Safer Community

Victoria University's Safer Community service provides a safe and confidential place for students to talk about concerns relating to personal safety, wellbeing, or inappropriate behaviour.

Students can contact Safer Community if they have experienced or witnessed behaviour that makes them feel unsafe, uncomfortable, or concerned. This may include harassment, sexual misconduct, bullying, threatening behaviour, or other conduct that impacts the safety or wellbeing of the University community.

Safer Community staff can support you to:

- talk through what has happened
- understand the options available to you
- access support services
- request safety or wellbeing measures
- make a report if you choose to do so.

You can contact Safer Community whether the incident occurred on campus, online, at student accommodation, during a placement or university activity, or off campus.

Contacting Safer Community

To contact Safer Community you can submit an online form or email safercommunity@vu.edu.au

Accessing units or online spaces

All students will have access to a Student Induction Space.

The Student Induction Space allows you to try out VU Collaborate and learn more about the online tools that can support you in your studies.

Access to other units or online spaces will be based on whether your unit or course is currently using VU Collaborate — if you're unsure, ask your lecturer or teacher.

Library services

VU Library has an extensive collection of electronic resources and services, including:

- 100 journal article databases
- more than 60,000 e-journals
- more than 300,000 e-books
- 380 videos
- electronic newspapers, dictionaries, and theses
- reference and plagiarism guides.

VU Library services can be accessed at **vu.edu.au/library**

To log in: Enter your Student ID number. For example: s4111111@live.vu.edu.au

PIN: If you are a first time user, your password will be set to a default. The default password is in the following format: "Temp" (uppercase T) followed by your date of birth (Tempddmmyyyy). For example, if your date of birth is 12 May 1997, your default PIN will be recorded as Temp12051997 (You must include the full year).

When accessing library services for the first time, you will be prompted to change your PIN to comply with VU's security policy.

If you have forgotten your PIN, click the "Forgot your PIN?" link, and an email with instructions on how to reset your PIN will be sent to your VU student email account.

If you need help with library services or resources you can send an email via the "Ask a Librarian" link on the VU Library website.

ASKVU

ASKVU is an interactive web portal where VU students, staff and alumni can view frequently asked questions related to student administration, enrolments, fees, admissions, assessments, library support services, graduations, examinations, results and much more. It also allows users to submit and manage their enquiries.

ASKVU can be accessed at **askvu.vu.edu.au**

Setting up an account

You can access all ASKVU FAQs at any time. If you'd like to ask a new question, you'll need to set up an ASKVU account.

To set up an account, you'll be asked to provide your name, an email address and your student ID number. You will also be asked to create a username and password. Do not use an email address that has mail forwarding activated. Responses from ASKVU will be sent to your nominated email address and can also be accessed via the top right dropdown menu by clicking "Support history".

Please do not let other people ask questions on ASKVU using your account, as this may result in a breach of your privacy.

Questions will be responded to within one business day (excludes weekends, University and Australian public holidays).

Changing your enrolment details

Changing your personal details

VU's student management system, Student One, records three addresses for enrolled students.

- **Semester address** is your address while studying,
- **Permanent address** is your address in your home country,
- **Contact address** is where you will receive correspondence from VU.

In some cases, all of these addresses will be the same.

If you change any of your contact details at any stage during your studies, please notify the University as soon as possible.

You can change your address or contact details using one of the following methods:

MyVU: Update telephone numbers and address details by completing the following steps:

1. Log in to MyVU and click the top-right dropdown menu then select "My personal details".
2. Click on the field you would like to edit and once you have completed these changes click "Save".

ASKVU: You can request to update your personal details by asking a question through ASKVU.

To change your name, title, date of birth or gender, submit a **Personal Details Amendment form (A11)** accompanied by **certified supporting documentation** (e.g. passport, birth certificate or extract, deed poll, identity card etc.)
to administrative staff at your place of study. Any awards or certificates will be issued under the name in which you enrolled.

Units of study – additions and discontinuations

If you wish to amend your enrolment, you should seek academic advice to make sure the change you want to make meets course requirements and unit prerequisites (if applicable).

Enrolment changes, including unit amendments, need to be submitted by no later than **Census date** of the relevant teaching period/semester to avoid financial and academic penalties.

To add or discontinue a unit, log in to MyVU, click the drop down menu in the top-left corner and then click My Course and then Edit enrolment.

To amend your unit of study after the online enrolment session has closed you will need to submit a **Unit of Study Amendment form (A13)** at your place of study.

Credit (Advanced Standing)

If you have previously completed formal study or work experience that satisfies the learning objectives or outcomes of a unit of study, you may be eligible to apply for credit.

To apply for credit, submit an application via **MyVU portal** along with certified copies of your academic transcript(s) and unit of study guides for the units you are seeking exemption.

Applications for credit should be lodged when you enrol. If your application is successful, your enrolment record will be amended to reflect your credit.

Leave of absence

If something comes up in your professional or personal life and you need to take a break from study, you can apply for **leave of absence**. Depending on your circumstances, you may be granted leave for one or two semesters.

To avoid financial and academic penalties, you need to lodge a leave of absence application by the Census date of the relevant teaching period or semester.

To apply for leave of absence, please complete the **A54 - Leave of Absence (offshore students)** form and lodge it at your place of study.

Withdraw from course

If you want to discontinue (withdraw) from your course, you need to complete a **Course Withdrawal Application (A40)** and lodge it at your place of study.

To avoid financial and academic penalties, you need to lodge course withdrawal applications by the Census date of the relevant teaching period or semester.

Special consideration

If your studies have been affected by illness or serious personal circumstances during a teaching period, examination, or assessment, you can apply for special consideration. This application alerts the Academic, Education Manager or Unit Coordinator that the work submitted (or not submitted) does not reflect your true capabilities. You need to apply no later than three days after the assessment due date or exam date for which special consideration is sought.

Lodge a Special Consideration application online through your place of study.

You can refer to the short extensions and supplementary exams at www.vu.edu.au/current-students/your-course/assessments-progress-through-your-course/short-extensions-special-consideration

Exam timetable

To find out when and where you can get your exam timetable, check with your place of study.

Notification of results

Final results are official when they are formally published on MyVU. Once results are published, you can view and print a Certified Statement of Results via MyVU on the My Course page.

VU awards final marks for each unit of study according to the grade sets below.

Result code	Grade	Mark range
HD	High Distinction	80 – 100%
D	Distinction	70 – 79%
C	Credit	60 – 69%
P	Pass	50 – 59%
N	Fail	0 – 49%

Additional grades

Result code	Mark range
E	Supplementary examination assessment to be completed *An E grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.
L	Not yet assessed — Special cause *An L grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.
PC	Conceded Pass
RO	Result Outstanding
SE	Unit Exemption
SPE	Special Examination granted *An SPE grade must be converted to a final result within one (1) semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.
WN	Withdrew Failed

Conceded pass

Rules on conceded passes are listed below as per the current Assessment and Progress Policy.

1. Conceded pass grades are available in some circumstances in higher education undergraduate units of study.
2. Where a conceded pass is not available in a particular unit, students will be advised of this in the unit guide.
3. A conceded pass will only be offered where all the following conditions apply:
    a. the student has achieved a mark of 45%–49% in the unit;
    b. the student has submitted all marked assessment tasks for the unit;
    c. the unit is not required for practice under professional accreditation rules;
    d. the unit is not required as a prerequisite for further units; and
    e. the unit represents the last 12 credit points needed to complete the course and obtain the qualification.
4. A conceded pass will be recorded as a (PC) grade. The numeric marks remain unchanged.
5. Conceded passes are not available in postgraduate coursework units.
6. College Assessment and Student Progress Boards will be responsible for determining the eligibility and awarding of conceded passes in units as required by the relevant Course Chair or person specifically nominated by the College Dean.
7. In most cases a decision is made within 10 working days of completion of moderation processes for the relevant assessment(unless exceptional circumstances apply), and prior to grade publication.
    a. Students qualifying for a conceded pass will be formally notified that they have been awarded a conceded pass and advised of the conditions applying to a conceded pass.
    b. Students may decline a conceded pass by advising the Course Chair in writing within five (5) working days of the date of notification.

Academic transcripts

An academic transcript is a true account of your results achieved in each Victoria University unit of study in which you have been or currently are enrolled. You will receive a transcript when semester results are released or when you complete your course as per our agreement with your local institution. For information about your transcript, please contact the administrator at your place of study.

A **Request for Official Results and Completion Documentation** can be downloaded from the website.

Additional transcripts can be purchased online and sent to you via mail. For more information please refer to the website or you can chat with someone on **ASKVU**.

My eQuals

My eQuals is a shared platform used by universities across Australia and New Zealand.

You can securely access digital versions of your certified transcripts and degree documents through My eQuals (**myequals.edu.au**).

What can I do if I am unhappy with my results?

Step 1 - Make contact with your local teacher of the unit and request to discuss your results and get feedback.

Step 2 - If you are unhappy with the resolution from your local teacher, you may then make contact with the Unit Convenor via your VU email address to request that your assessment is reviewed.

Step 3 - If you have already attempted to have a discussion with your Teacher and the Unit Convenor locally, and still want to have your results formally reviewed, you must complete the Review of Assessment Outcome Request form and submit it to your local teacher within five (5) business days following the release of the result.

IMPORTANT: you must be able to demonstrate that:

a. There was bias on the part of the assessor;

b. The assessment was inappropriately constructed or an inadequate basis was provided for completing it;

c. The assessment was of a scale or degree of difficulty not commensurate with the level and weighting of the unit; or

d. The assessor made an error of fact in assessing the content of the submitted work.

All students pursuing a review of their results should familiarise themselves with the relevant policy:

Review of Individual Assessment Outcomes Procedure (HE)

Assessment Procedure (VET) - Part J

More information on this process can be found at What can I do if I am unhappy with my results? page on the VU website.

Graduation

Eligibility and invitation to graduate

Most students don't need to apply to graduate — we'll advise you **by email** once you've completed your course requirements and are eligible.

You can then choose to attend a formal graduation ceremony or collect your Testamur (award/certificate) at your convenience (see **Awards and Testamurs Procedure**).

More information on **Graduation** is available on our website.

Attending a ceremony

If you wish to attend a graduation ceremony, you must respond to the invitation by the due date.

Not attending a ceremony

If you choose not to attend the graduation ceremony or do not respond to the invitation, you will graduate in absentia (in absence). You will receive information about how to obtain your certificate.

More information about graduation ceremonies, including ceremony dates, is available on the **VU Graduation & Beyond web page**.

Alumni

When you graduate from VU, you become a member of the worldwide VU alumni community. Make sure you stay in touch! More alumni information is available at **vu.edu.au/alumni**.

Register on our website to:

- join your local alumni network
- receive invitations to alumni events
- access career development and networking opportunities
- access a range of discounts and special offers.

Complaint resolution

Victoria University provides for the fair and prompt handling of student **complaints and concerns** in a manner that is consistent with the University's values. Our process encourages students to be independent and effective problem solvers.

Before lodging a complaint

Try to resolve the concern yourself before lodging a complaint using the three step process.

1. Identify your concern and a possible solution:
We encourage students to try and resolve concerns at the local level, if reasonable to do so, before making a complaint through the Integrity Office.

2. Seek assistance:
As a student, you have access to free and confidential support services to assist you with your concern.

- **ASKVU** — find answers to general questions, or ask a question
- **Counselling and Accessibility Service**
- **Student Support and Advocacy**
- **Learning Hub**

3. Initiate action:
Liaise with the relevant area. You may wish to seek assistance from your VU Site Coordinator.

Student complaint process

When a student has an issue or complaint, there are three key internal processes that may be employed to resolve the matter.

1. Local level, self-managed resolution:
Staff and students are expected to try and resolve most problems at the local level. Students are encouraged to identify their issues and, if possible, think of some solutions. Once a student has identified the issues and thought about solutions, either by themselves or in conjunction with a support service or person, they are encouraged to speak directly with the staff member or student responsible for the particular issue.

2. University-managed resolution:
When an issue cannot be resolved at the local level, the student may lodge a complaint in writing via the Integrity Office. When making a complaint to the Integrity Office, students should:

a. identify the relevant breach in University policy and procedure and a lack of consideration of relevant facts (and where practicable provide evidence/supporting documents) and describe the reasons for making such a complaint

b. detail local level attempts or reasons for bypassing the local level resolution process — students should explain why they have referred the matter to the Integrity Office. For example: bypass of a local level resolution may include serious matters such as harassment, discrimination, etc

c. propose the outcome sought — students should be aware that not all University-managed complaints will result in the specific outcome they seek.

3. Appeal:
If a student who considers that the outcome of the University-managed complaint is not consistent with the prescribed grounds of the Student Appeals Regulations, they may lodge an appeal through the University's Appeal process, provided they meet the prescribed grounds and lodge the appeal application within the prescribed period.

Lodging a complaint

If you are unable to resolve your issue after using the three step process you can:

- **lodge a complaint online**
- email **integrity.office@vu.edu.au**

When you lodge a complaint online, please provide your contact details, including your VU student email.

Course information

Units of study

A unit guide will be provided at the beginning of the teaching period for each unit you study. The unit guide will detail the learning outcomes, unit content, teaching and learning strategies, grade sets, graduate capabilities and assessment requirements.

Assessment

You will be required to complete various assessment tasks for each unit of study. Assessment tasks may include exams, quizzes, practical exercises, assignments and presentation projects.

VU is responsible for moderating all assessed tasks to maintain academic standards across all our locations within Australia and overseas. Results will be published after your assessment is moderated.

You are entitled to feedback about your performance in any assessment task. This information is vital to helping you improve your performance throughout the course.

Find out more about how assessments work in **VU's Block Model**.

Academic progress

VU is committed to ensuring that all students have the best opportunity to succeed in their studies, so we have policies and procedures to monitor students' academic progress. These mechanisms are designed to give students the support they need to make satisfactory progress in their studies and identify students making unsatisfactory progress.

A student will be identified as making unsatisfactory progress if, while enrolled in one course of study, they:

- fail the same unit more than three times
- fail 2 or more units in their current course attempt.

The table on the following page shows progress levels and the equivalent required actions to help a student maintain satisfactory progression through their studies.

Category	Trigger	Outcome/notification to student
Level 1	Student fails two or three units in a course attempt	Invitation to meet with Partner Program Manager to discuss and agree on an Academic Action Plan.
Level 2	Student fails four or five units in a course attempt	Invitation to meet with Partner Program Manager to discuss and agree on an Academic Action Plan.
Level 3 Unit Failure	Student fails the same unit three and/or four times in a course attempt	The student must attend a Show Cause Hearing to explain their circumstances. Students may be excluded from the course.
Level 3	Student fails six to nine units in a course attempt	The student must attend a Show Cause Hearing to explain their circumstances. Students may be excluded from the course.

Academic integrity

Academic integrity and honesty are integral to maintaining the academic standards and reputation of VU and its graduates. VU is committed to upholding high standards of academic integrity in all teaching and assessment environments, including online.

Academic integrity breaches may include:

- Plagiarism and failures of correct acknowledgement practice;
- Contract cheating or requesting or paying for another person to prepare an assessable piece of work;
- Submitting (for assessment or review) work prepared by another person;
- Submitting (for assessment or review) work derived from a generative artificial intelligence model without permission or correct acknowledgement practices.
- Collusion;
- Offering or accepting bribes to obtain or give an unearned academic advantage; and
- Fabrication or falsification of information.

You are required to satisfactorily complete all the Academic Integrity modules which are embedded in your units of study. These can also be accessed through **Academic Integrity HQ in VU Collaborate**.

You can also access information on Academic Integrity including **Advice on referencing** and plagiarism from the resources available in Academic Integrity HQ in VU Collaborate.

You are also encouraged to use the Library Help Guides to learn about proper citation techniques.

VU Policies

Listed below are a few of Victoria University's policies that you may find useful. Full details and further policies can be accessed via "Find a policy" on the VU Policy website: **policy.vu.edu.au/home.php.**

Frequently accessed student policies can be found at **policy.vu.edu.au/students**.

- **Student Charter Policy**
  This policy outlines the rights and responsibilities of students while studying at VU.

  (**policy.vu.edu.au/document/view.php?id=99**)

- **Student Conduct Policy**
  This policy is designed to help students understand what is required of them and what standards of behaviour they can expect from other students.

  (**policy.vu.edu.au/document/view.php?id=510**)

- **Third Party Arrangements Policy**
  This policy sets out broad principles that underpin the delivery of Victoria University courses in partnership with other providers in Australia and offshore locations, excluding research qualifications.

  (**policy.vu.edu.au/document/view.php?id=161**)

- **Student Complaints Policy**
  This policy is designed to provide a fair and prompt process for responding to and resolving student complaints consistent with the University's values.

  (**policy.vu.edu.au/view.current.php?id=00174**)

- **Privacy Policy**
  This policy indicates that wherever possible, personal and health information collected and held by Victoria University will only be accessed and handled as required by staff authorised to do so for the purpose of carrying out their duties.

  (**policy.vu.edu.au/document/view.php?id=166**)

- **Academic Integrity Policy**
  This policy reflects the vigilance of Victoria University in maintaining Academic Integrity, providing resources and support for students and clear and fair procedures for handling concerns and allegations.

  (**policy.vu.edu.au/document/view.php?id=27**)

- **Intellectual Property Regulations**
  This policy is designed to establish clear rules governing intellectual property at the University in order to promote the University's development as an institution with excellence in research, technological development and applications of knowledge.

  (**policy.vu.edu.au/document/view.php?id=153**)

- **Enrolments Policy**
  This policy identifies the roles and responsibilities for the management of offshore enrolments. It provides for clear and consistent management of enrolments for students studying at an offshore site delivering VU programs.

  (**policy.vu.edu.au/document/view.php?id=223**)

- **Assessment for Learning Policy**
  Assessment for Learning Policy and Procedures guides the design, conduct and evaluation of student coursework assessments in accordance with relevant regulatory and course accreditation requirements.

  (**policy.vu.edu.au/document/view.php?id=260**)

- **Academic Progress – Academic Progress Procedure (HE)**
  This procedure outlines the process by which Victoria University will monitor and manage academic progress for students enrolled in higher education coursework.

  (**policy.vu.edu.au/document/view.php?id=362**)

- **Admissions Policy**
  This policy provides a clear set of principles to guide Victoria University (VU) in the admission of students to all courses of study, to ensure processes are transparent and decisions are consistent and fair.

  (**policy.vu.edu.au/document/view.php?id=43**)

- **Enrolments – Maximum Course Duration (HE Procedure)**
  This Procedure outlines the maximum periods of study duration for Higher Education (HE) courses.

  (**policy.vu.edu.au/document/view.php?id=407**)

- **Credit Policy**
  This Policy provides a principled basis for the granting of credit towards Victoria University (VU) Awards and accredited courses and units on the basis of formal, informal and non-formal learning, through credit transfer, advanced standing, recognition of prior learning, and recognition of current competency.

  (**policy.vu.edu.au/document/view.php?id=395**)

- **Credit – Pathways Procedure**
  This Procedure establishes the purpose, structure and constraints within which Victoria University (VU) engages in developing, offering and managing pathways.

  (**policy.vu.edu.au/document/view.php?id=21**)

Glossary

Credit (Advanced Standing): An assessment of a person's skills and knowledge acquired through previous study, work or life experience, which may be used to give them credit for one or more units in a course.

Academic transcript: An official record of a student's academic results.

Amendment: A change or alteration to a student's record or enrolment.

ASKVU: An online frequently asked questions (FAQs) database.

Assessment: The method by which a student's academic progress and standard is measured against the intended outcomes of the course or program.

Award: A degree, certificate, diploma (or other such qualification) that may be granted to a student after the completion of all the requirements of a higher education program or accredited TAFE program.

College(s): Organisational structures focusing on particular disciplines, professions and industries. Previously known as faculties, they reflect the distinctive academic specialisations across higher education and TAFE. The colleges deliver certificate, diploma, degree and doctorate courses, and undertake research, consultation and knowledge exchange.

Course or program: The set of units that are undertaken to qualify for an academic award.

Course code: An internal identifier used for a course or program.

Course or Program Coordinator: An academic with the overall responsibility for managing a course.

Course withdrawal: The discontinuation of all studies leading to an award before course completion.

Dean: The head of a College.

Enrolment form: An official form used for student registration.

Enrolment confirmation: An official statement confirming a student's enrolment in a course and units for a specific semester or year, as well as the associated credit points per unit.

Examination period: Under Semester mode delivery, a period at the end of a semester when final exams are held.

Exclusion: The cancellation of a student's enrolment in a program or course.

Exemption: A unit that a student is excused from taking as a result of advanced standing being granted for the unit.

Graduand: A student who has satisfied all the course requirements and qualified for an award, but whose award has not yet been conferred.

Graduate: A student who has had their award conferred.

Graduation Ceremony: A ceremony at which awards are formally conferred.

HE: Higher education. Post Year 12 (Australian) or equivalent studies leading to awards including bachelor degrees, graduate certificates, graduate diplomas, master degrees and doctorates.

Leave of Absence: An approved break from a program/course after it has commenced. Reasons for taking a leave of absence may relate to work, family or finance.

You can take leave for a maximum of 12 months (two semesters) at a time.

MyVU: A gateway to VU's online student services.

Notice of Completion: An official VU letter from Assessments and Completions confirming the completion of a course of study.

Offshore: Program/course delivery outside Australia.

Offshore partner institution: An approved international education provider that works in conjunction with VU to deliver a program/course offshore.

Offshore program: A VU program/course delivered in a country outside Australia in conjunction with a VU offshore partner institution.

Onshore: A VU campus within Australia.

Orientation: The process of welcoming new students to the University.

Period: A length of time in an academic calendar associated to semesters.

Plagiarism: The illegal act of presenting the work, ideas or creations of another person as though it is one's own. Plagiarism occurs when the origin of the material used is not cited appropriately. Plagiarism is a serious academic offence that may lead to expulsion from the University.

RPL: Recognition of prior learning. See Credit (Advanced Standing).

Semester: The teaching year is divided into semesters each comprising teaching weeks (13 weeks), a non- teaching week (SWOTVAC) and an examination period.

Special consideration: Students whose performance in graded assessments is affected by illness, disability or serious personal circumstances may apply for special consideration related to those assessments.

Site Coordinator: An academic with the overall responsibility for managing the delivery of VU courses offshore.

Student ID: A unique identification number assigned to a student. You keep the same ID number throughout your studies at VU.

Student ID card: Student identification card. The ID card is used for identification purposes.

Student One: The name of VU's enrolment database and student management system.

Student Services: The area responsible for administering key processes such as admissions, enrolments, assessments and graduations.

Study site: A location where VU courses/programs are delivered.

SWOTVAC: A private study period before the official start of the examination period. No classes are scheduled during this period as it is designed to allow students to study for their exams.

TAFE: Technical and Further Education.

Testamur: A certificate recognising the successful completion of an accredited program/course.

Unit of Study: A subject or module within a course/ program.

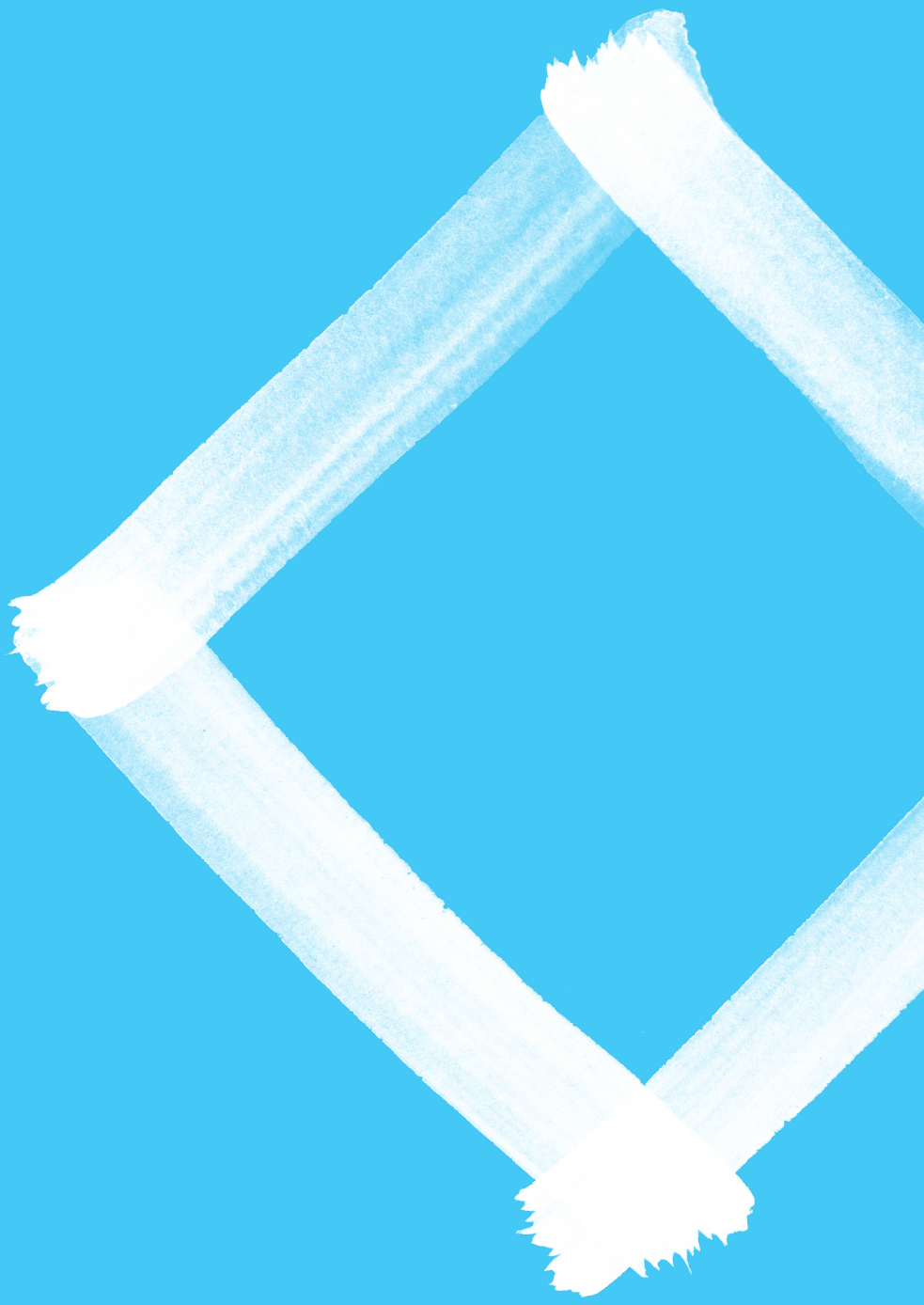
University Council: The governing body of the University.

VE/FE: Vocational Education/Further Education.

Vice-Chancellor: The most senior administrative staff member of VU. The current Vice-Chancellor is Professor Adam Shoemaker.

VU: Victoria University.

VU Collaborate: A web-based online teaching and learning environment.



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