
OFFSHORE STUDENT GUIDE

Last updated: July 2022

Copyright © 2022. Victoria University,
CRICOS No. 00124K (Melbourne), 02475D (Sydney),
RTO 3113, TEQSA No. PRV12152

ACKNOWLEDGEMENT OF COUNTRY

Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Boonwurrung, Wadawurrung and Wurundjeri of the Kulin, who are the Traditional Owners of university land in Victoria, and the Gadigal and Guring-gai of the Eora Nation who are the Traditional Owners of university land in Sydney.

Warning to Indigenous Australians

Aboriginal and Torres Strait Islander readers are warned that this document may contain images or names of deceased persons.



CONTENTS

WELCOME FROM THE DIRECTOR, STUDENT ADMINISTRATION	1		
IMPORTANT DATES	2		
◆ Study periods	2		
◆ Census dates	2		
◆ Sunway Kuala Lumpur dates	3		
◆ Sunway Kuala Johor Bahru dates	4		
ENROLMENT AND STUDENT ID CARD	5		
◆ Enrolment	5		
◆ Enrolment Confirmation Letter	5		
◆ Student ID number	5		
◆ Student ID card	5		
GETTING HELP	6		
◆ MyVU	6		
◆ Student email	6		
◆ VU Collaborate	6		
◆ Logging in to VU Collaborate	6		
◆ Accessing units or online spaces	6		
◆ Help	7		
◆ Library services	7		
◆ ASKVU	7		
◆ Setting up an account	7		
CHANGING YOUR ENROLMENT DETAILS	8		
◆ Changing your personal details	8		
◆ Units of study – additions and discontinuations	8		
◆ Advanced standing	8		
		◆ Leave of absence	9
		◆ Discontinuation from course	9
		◆ Special consideration	9
		◆ Exam timetable	9
		◆ Notification of results	10
		◆ Additional grades	10
		◆ Conceded pass	11
		◆ Academic transcripts	11
		GRADUATION	12
		◆ Eligibility and invitation to graduate	12
		◆ Attending a ceremony	12
		◆ Not attending a ceremony	12
		ALUMNI	12
		COMPLAINT RESOLUTION	13
		◆ Before lodging a complaint	13
		◆ Student complaint process	13
		◆ Lodging A Complaint	13
		COMPLAINT INFORMATION	14
		◆ Units of study	14
		◆ Assessment	14
		◆ Academic progress	14
		◆ Academic integrity	15
		VU POLICIES	16
		GLOSSARY	18



WELCOME FROM THE DIRECTOR, STUDENT ADMINISTRATION

Dear students,

On behalf of Victoria University (VU) we would like to take this opportunity to formally welcome you to our diverse and global community.

Victoria University, originally founded in 1916 as Footscray Technical College, is today one of the largest and most culturally diverse education institutions in Australia, as well as one of only five Australian multi-sector universities offering both vocational education (TAFE) and higher education.

As a VU student, you now continue this proud tradition of education. We're proud to offer you a broad range of opportunities to build global networks, develop your leadership skills and connect with industry, the community and your fellow students.

We hope that you will take advantage of the opportunities available to you and make your experience at VU engaging, challenging and rewarding. We wish you every success with your studies and future career.

Yours sincerely,

James Armit

Director, Student Administration

IMPORTANT DATES

Study periods

CALENDAR	TEACHING START DATE	TEACHING END DATE
ASIA 3	29/11/2021	30/01/2022
ASIA 1	31/01/2022	29/05/2022
ASIA 4	30/05/2022	24/07/2022
ASIA 2	25/07/2022	27/11/2022

Census dates

[Census dates](#) apply to all higher education students and students enrolled in a TAFE diploma or above.

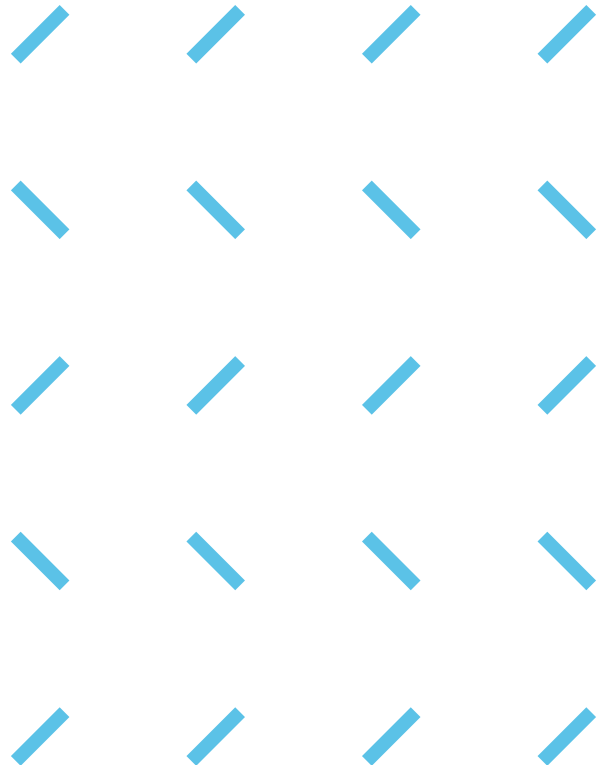
Census dates are the official deadline by which all students need to have finalised their enrolment for a particular semester or teaching period. All course and unit of study amendments submitted after the relevant Census date may incur both academic and financial penalties.

Asia calendars are for students studying at the following Institute:

- ◆ Liaoning University - China
- ◆ Henan University - China
- ◆ Central University of Finance and Economics (CUFE) – China
- ◆ National School of Business - Sri Lanka

Sunway College Census dates will be at the end of Week 4 from the start of the semester. Please refer to the website below for more information.

vu.edu.au/academic-calendar



Sunway Kuala Lumpur dates

Traditional Study Model (new students)

	SEMESTER 1	SEMESTER 2
Study Period starts	21/02/2022	01/08/2022
Teaching Census (last withdrawal without financial penalty)	18/03/2022	26/08/2022
Study Period ends	27/05/2022	04/11/2022
Result released date	13/07/2022	14/12/2022

Block Model (Semester 1)

	BLOCK 1	BLOCK 2	BLOCK 1	BLOCK 2
Study Period starts	21/02/2022	21/03/2022	26/04/2022	23/05/2022
Teaching Census (last withdrawal without financial penalty)	28/02/2022	28/03/2022	02/05/2022	30/05/2022
Study Period ends	18/03/2022	14/04/2022	20/05/2022	17/06/2022
Result released date	21/03/2022	20/04/2022	23/05/2022	20/06/2022

Block Model (Semester 2)

	BLOCK 1	BLOCK 2	BLOCK 1	BLOCK 2
Study Period starts	01/08/2022	29/08/2022	03/10/2022	31/10/2022
Teaching Census (last withdrawal without financial penalty)	08/08/2022	05/09/2022	10/10/2022	07/11/2022
Study Period ends	26/08/2022	23/09/2022	28/10/2022	25/11/2022
Result released date	29/08/2022	26/09/2022	31/10/2022	28/11/2022

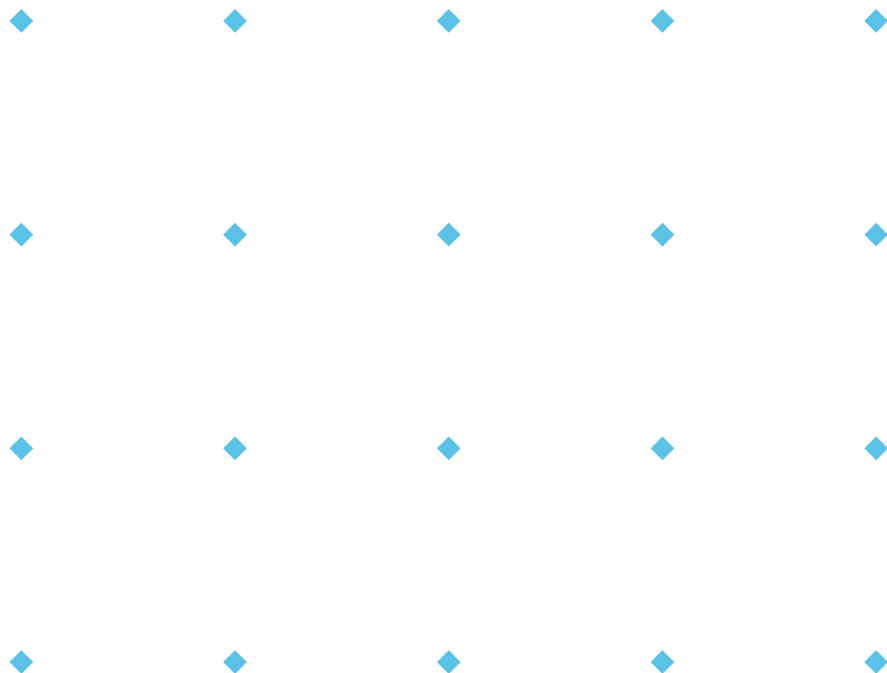
Sunway Johor Bahru dates

Traditional Study Model

	SEMESTER 1
Study Period starts	28/02/2022
Teaching Census (last withdrawal without financial penalty)	18/03/2022
Study Period ends	03/06/2022
Result released date	13/07/2022

Block Model (Semester 2)

	BLOCK 1	BLOCK 2	BLOCK 1	BLOCK 2
Study Period starts	1/08/2022	29/08/2022	03/10/2022	31/10/2022
Teaching Census (last withdrawal without financial penalty)	08/08/2022	05/09/2022	10/10/2022	07/11/2022
Study Period ends	26/08/2022	23/09/2022	28/10/2022	25/11/2022
Result released date	29/08/2022	26/09/2022	31/10/2022	28/11/2022



ENROLMENT & 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 “Changing Your Enrolment Details” section to find out how to do this.

Student ID number

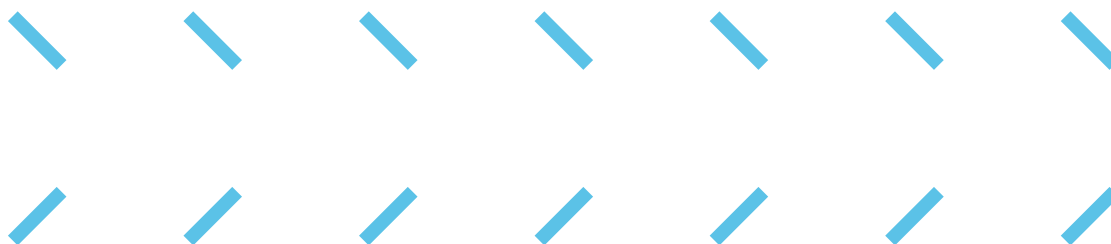
You will be issued with a Student ID number when you apply or enrol with VU. You’ll have this number for as long as you’re enrolled at VU.

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.

If you have any accessibility needs, please contact [VUHQ](#) or your administration staff to discuss support options..



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 Student Connect and VU Collaborate
- ◆ access other important tools and information.
- ◆ download and print a certified Statement of Results.

You can access [MyVU](https://myvu.vu.edu.au) at myvu.vu.edu.au

TO LOGIN: Enter “s” (lowercase) followed by your Student ID number. For example: s4111111.

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.

Student email

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

You should be able to access your student email account within 24 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
- ◆ important emails from your lecturers or tutors.

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 into.

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 in to VU Collaborate

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

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.

Help

For help using VU Collaborate, click on Support > Student "Help".

If you have issues logging in or experience technical errors, contact your Unit Coordinator or administrative staff at your host institution.

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 LOGIN: Enter your Student ID number.
For example: s4111111.

PIN: If you are a first time user, your PIN will be set to a default. The default PIN is in the following format: "Temp" (uppercase T) followed by your date of birth (Tempddmmyyy). 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, VU Connect, records three addresses for enrolled students. "Semester address" is your address while studying, "Home address" is your address in your home country, and "Postal 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. Login 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 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 into MyVU, click the drop down menu in the top left hand 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.

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 advanced standing.

To apply for advanced standing, 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 Advanced standing should be lodged when you enrol. If your application is successful, your enrolment record will be amended to reflect your Advanced standing.

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 an [Application for Leave of Absence \(A53\)](#) form and lodge it at your place of study.

Discontinuation from course

If you want to discontinue (withdraw) from your course, you need to complete a [Course Discontinuation Application form \(A40\)](#) and lodge it at place of study.

To avoid financial and academic penalties, you need to lodge course discontinuation 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 the special consideration is sought.

Lodge [special consideration applications](#) at your place of study.

You can refer to the alternative and supplementary exams at vu.edu.au/current-students/your-course/exams-assessments/alternative-supplementary-exams.

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	MEANING
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 Assessment and Progress Policy as at 22 August 2016.

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 partner institution. For information about your transcript, please contact the administrator at your place of study.

A [Request for Formal Results Statements and Replacement Testamur form \(AC01\)](#) can be downloaded from the website.

[Additional transcripts](#) can be purchased online. It can be sent to you via mail. For more information please refer to the website or you can chat with someone on [ASKVU](#).

GRADUATION

Eligibility and invitation to graduate

Graduation ceremonies are currently held annually in Malaysia and biannually in Melbourne. Most students do not need to apply to graduate.

We will advise you once you have completed your course requirements and are eligible to graduate.

You will only need to apply to graduate if you are enrolled in a course and wish to exit with a lower (alternate) award, or you completed your course prior to 2015.

When your award is approved, you will receive a Notification of Completion (NOC) via your student email account. You will receive an invitation to attend around six weeks before the graduation ceremony.

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.

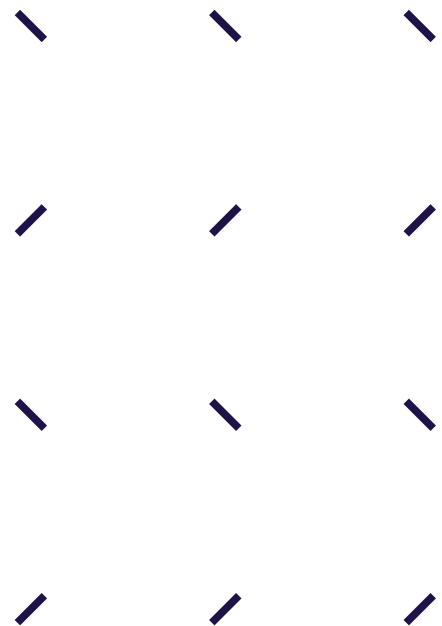
More information about graduation ceremonies, including ceremony dates, is available on the [VU Graduation & beyond web page](#).

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](#) 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:

- 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.
- Detail of the 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.
- Propose the outcome sought – students should be aware that not all University-managed complaints will result in the specific outcome they seek.

3. Appeal:

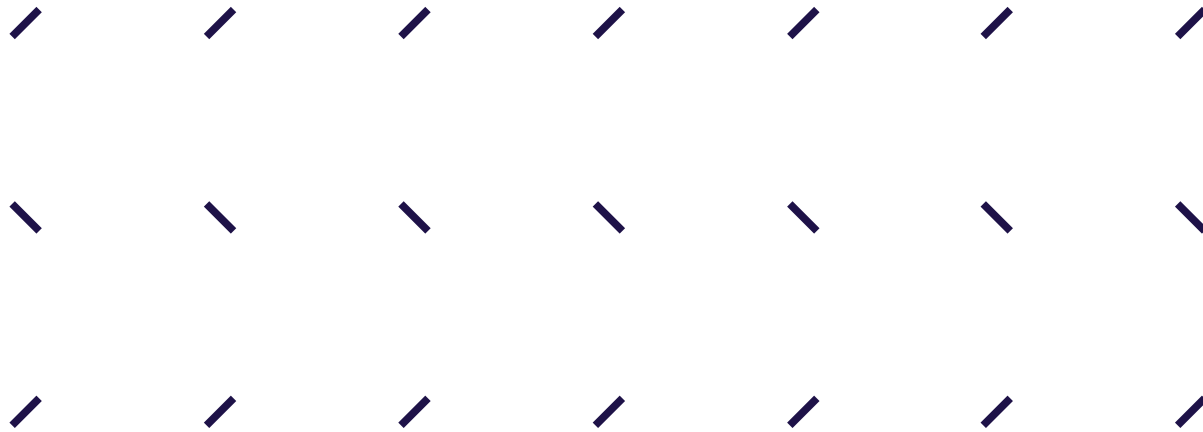
If a student who considers that the outcome of the University-managed complaint is not consistent with the prescribed grounds of the Student Appeals Regulations, they may lodge an appeal through the University's Appeal process, provided they meet the prescribed grounds and lodge the appeal application 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](#) (external link)
- ◆ email integrity.office@vu.edu.au
- ◆ phone +61 3 9919 5007.

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.

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 twice, and/or
- ◆ fail 50 per cent or more of the enrolled program load for the relevant teaching period.

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 – unit failure	Student fails a unit twice	Invitation to meet with Partner Program Manager to discuss and agree on an Academic Action Plan.
Level 1 – Load failure	Student fails 50% or more of units for first time	Invitation to meet with Partner Program Manager to discuss and agree on an Academic Action Plan.
Level 2 – unit failure	Student fails a unit three times	Student is required to meet with a Partner Program Manager to discuss and agree on a second Academic Action Plan. There will be a block on the failed unit to prevent the student enrolling into it for a fourth time, until they have met with Partner Program Manager.
Level 2 – Load failure	Student fails 50% or more of units for second time	Student is required to meet with a Partner Program Manager to discuss and agree on a second Academic Action Plan.
Level 3 – unit failure	Student fails a unit four times	The student must attend a Show Cause Hearing to explain their circumstances. Students may be excluded from the course.
Level 3 – Load failure	Student fails 50% or more of units for a third or subsequent time	The student must attend a Show Cause Hearing to explain their circumstances. Students may be excluded from the course.

Academic integrity

[Academic integrity](#) is fundamental to the University’s functions of teaching, learning and research. Plagiarism and other forms of academic misconduct are prohibited, and disciplinary action may be taken if rules are breached. Academic misconduct can involve dishonesty and premeditation in preparing or presenting assessable work in a way that results in unjust academic advantage.

Practices that are prohibited include:

- ◆ falsifying results or data
- ◆ ghostwriting, where another person authors a piece of assessment that is presented as the student’s own work
- ◆ submitting work that has already been submitted for another unit of study
- ◆ making contact with another person during an examination (including take home exams) or other forms of assessment, contrary to instructions
- ◆ using another person’s intellectual output and presenting it (without appropriate acknowledgement) as one’s own, such as:

- ◆ copying sentences or paragraphs word for word in an assignment without acknowledgement or with insufficient or improper acknowledgement
- ◆ downloading essays or assignments from the web and presenting them for assessment
- ◆ presenting another student’s work or research data as one’s own work
- ◆ copying out parts of any text without acknowledging the source(s)
- ◆ using someone else’s concepts, results or conclusions without acknowledging the originator of the idea(s) or conclusion(s).

You can access information [regarding referencing and plagiarism](#).

You are also encouraged to use [VU Collaborate Help](#) 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)

◆ **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 curbing the influence of plagiarism and providing clear and fair procedures for handling 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 – Unsatisfactory 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)

◆ **Admission 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

- ◆ **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:** A three-week 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 an intermission may relate to work, family or finance. You can take leave for a maximum of 12 months (two semesters) at a time.
- ◆ **Letter of Completion:** An official VU letter from Assessments and Completions confirming the completion of a course of study.
- ◆ **MyVU:** A gateway to VU's online student services.
- ◆ **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 advanced standing.
- ◆ **Semester:** The teaching year is divided into semesters each comprising of 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. Replacements for lost cards are available at VUHQs for a fee.
- ◆ **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 CONNECT:** The name of VU's enrolment database and student management system.
- ◆ **VU Collaborate:** A web-based online teaching and learning environment.