

*The Champion*  
**STUDENT HANDBOOK**  
**2022**





W. W. WILSON  
GRAND S. S.  
1870  
W. W. WILSON  
GRAND S. S.  
1870



Welcome to the academic year! I would particularly like to welcome all new students to the College.

Campion College is a unique institution in Australia - the first institute of higher education dedicated to the Liberal Arts. Here at Campion we are committed to the Catholic Liberal Arts tradition, whereby an education is truly about the fostering of the life of the mind and the pursuit of wisdom. In order to think freely as humans we need the tools that liberate us to know and contemplate all that is good and true. These tools are what Campion provides. Engaging with ideas, reflecting on the big questions, knowing our past, thinking logically, investigating the insights of faith and reason, reading great works, constructing arguments, are just some of the ways that the life of the mind is fostered at Campion College.

Campion, though, is not just about the life of the mind; we attempt to engage and to form the whole person. Grounded in the Catholic tradition, we see no conflict between a dedicated life of study and the flourishing of the whole person. At the heart of Catholic culture is liturgy and prayer from which flows a social, artistic and sporting life that is truly integrated with the intellectual life. Here at Campion there are many opportunities to participate in this culture as well as space for you to contribute your own initiatives in developing the life of the College. I invite you to participate fully in all that is offered.

As part of educating you in wisdom there is special care taken at Campion in relation to your individual academic development. We are fortunate to have a dedicated and talented academic staff that will instruct, prompt and guide you in the life of the mind. Due to our small classes you will not be lost in a crowd, and I encourage you to engage with the academics and your fellow students to create a true community of learning.

I wish you every blessing and happiness for your time at Campion College. I am confident that these will be some of the most memorable and fulfilling years of your life.

A handwritten signature in black ink, appearing to read 'Paul Morrissey'. The signature is fluid and cursive, with a large initial 'P' and a long, sweeping underline.

**DR PAUL MORRISSEY**  
PRESIDENT



## PREFACE

Campion College is Australia's first Catholic Liberal Arts College and its foundational program is the Bachelor of Arts in the Liberal Arts.

This Handbook applies to all students of the College. It outlines the currently agreed ways of achieving the aims of the College and describes the Bachelor of Arts in the Liberal Arts. Current students do not receive a residential accommodation handbook.

Any queries concerning the contents of this handbook, should, in the first instance, be addressed to Student Administration.

In accordance with the ESOS Act 2000, Campion College is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas students (CRICOS), Provider Number: 02738G.

**CAMPION COLLEGE AUSTRALIA**

**ABN: 41 096 681 140**

## CONTACT INFORMATION

### RECEPTION / SWITCHBOARD

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### EXECUTIVE ASSISTANT

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### STUDENT ADMISSIONS

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### PRESIDENT'S OFFICE FAX

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### LIBRARY

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### CAMPUS / RESIDENTIAL

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### WEBSITE

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### EMAIL - COLLEGE LIBRARIAN

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### STREET ADDRESS

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Old Toongabbie NSW 2146  
Australia

### POSTAL ADDRESS

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Toongabbie East NSW 2146  
Australia

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## INTRODUCING THE COLLEGE

### 1.1 MISSION

The mission of the college is:

*'To provide a foundational education in the Liberal Arts that integrates the insights of faith and reason'.*

The vision of the college is:

*'To be a University of Specialisation'.*

This mission statement was formally adopted by the Board of Trustees on 10 October, 2010. The mission clearly sets forward the key purpose for the College and provides clear guidance to the educational activities of the institution.

### 1.2 HISTORY

Proposals for the establishment of a liberal arts-based university or college named after St Edmund Campion emerged from the Campion Fellowship, a national association of Australian Catholics formed in 1973. This organisation initiated discussions regarding the type of course and units of study that should be offered. Explorations included visits to similar colleges in the USA, with the first such visit being conducted in 1977.

In 2001, the Campion Foundation Limited was established to build upon this earlier work and to raise funds to establish Campion College Australia, and then to continue to operate as its long-term fundraising arm. The Foundation bought the nearly 12 acre College campus at Old Toongabbie from the Roman Catholic Diocese of Parramatta in 2009.

The Campion Institute Limited, with the trading name of Campion College Australia, was registered as a company in 2001, at the same time as the Foundation. The College was officially approved as a registered Australian higher education institution on 1 July 2005 by the NSW Department of Education and Training, with the Bachelor of Arts in the Liberal Arts accredited on the same date. The first intake of students into the College commenced studies in late February 2006. The Inaugural Graduation ceremony was held in December 2008. The College's registration and accreditation is now managed by TEQSA, the Tertiary Education Quality and Standards Agency.

### 1.3 GOVERNANCE

Campion Institute Limited is a 'not-for-profit' public company limited by guarantee. It is an independent institution that is faithful to the teachings of the Catholic Church through voluntarily allying itself in its Constitution with the authoritative Catholic statement on the operation of Catholic tertiary institutions, *Ex Corde Ecclesiae*.





The governing body is the Board of Trustees, which is formed according to the Constitution of Campion Institute Limited, and has overall legal responsibility for all operations of the College, including its courses, and has the authority to establish, review and implement policies to govern and carry out the College's mission. The framework for this authority is set out in the Constitution and in the Campion College General Rules that have been lawfully made under the Constitution.

#### **INSTITUTE BOARD MEMBERS**

##### **Rev Deacon Adam Walk**

BA (UNSW), BBus (QUT), MAppFin (Finsia), PhD (Griff), GCertTheol (Newcastle), *Chairman*

##### **Dr Paul Morrissey**

BA (Monash), Dip Ed, Grad Cert R.E. (ACU), BTh (MCD), STL (Lateran), STD (CIS)  
*President*

##### **Dr Luciano Boschiero**

BA Hons I (Wollongong), PhD (UNSW), Dip Ed St (CoT, London)  
*Dean of Studies/Director of Operations*

##### **Mr Joseph de Bruyn**

BAgrSc (Melb)

##### **Mr Raymond Draybi**

BCom (UWS), FIPA, JP

##### **Prof Michael E. Drew**

BEcon MEconSt PhD (Qld), GCertHed (Griff)

##### **Mrs Irina Namroud**

BEC (Moscow State Ins IR), FCCA  
*Company Secretary, Business Manager,  
Deputy Director of Operations*

##### **Mr Edmond O'Donovan**

BE (Syd), MS (Minn)

##### **Mr James G. Power**

BComm LLB (Qld)

##### **Mrs Jennifer Rebbechi**

BAScience (Swinburne)

##### **Miss Siobhan Reeves**

BA (LA) Campion, GCertSc (Astr) Swinburne,  
MA (IntR) Melb

##### **Mr Karl Schmude KSG**

BA (USyd), MLitt (UNE), DipLib (UNSW),

##### **Mrs Erica Schuman**

BA (Christendom), MCAP  
(Jansen Newman Institute)

A broad and  
deep education  
in the Liberal Arts  
as a strong  
foundation for  
future studies and  
career  
pathways.

## EDUCATIONAL PHILOSOPHY

### 1.4 EDUCATIONAL PHILOSOPHY

The educational philosophy adopted by the College is to provide a broad and deep education in the liberal arts as a strong foundation for future studies and career pathways. The strategy employed within this philosophy is to develop students' capacity for critical analysis, to think logically and communicate effectively so that they can more effectively engage in specific professional development at the postgraduate level. Within this philosophical context, the College offers a Bachelor of Arts in the Liberal Arts (AQF Level 7), a Diploma of Liberal Arts - Foundations of the Western Tradition (AQF Level 5), a Diploma of Classical Languages (AQF Level 5) and a Graduate Certificate in Religious Education (Primary) (AQF Level 8). As the College student and staff populations increase and separate, academic departments develop, the College will consider the development of a number of double-degree offerings, and postgraduate courses. Within the College's

academic profile, the *Bachelor of Arts* in the Liberal Arts is a critical foundation upon which to build a sound postgraduate education in a variety of disciplines.

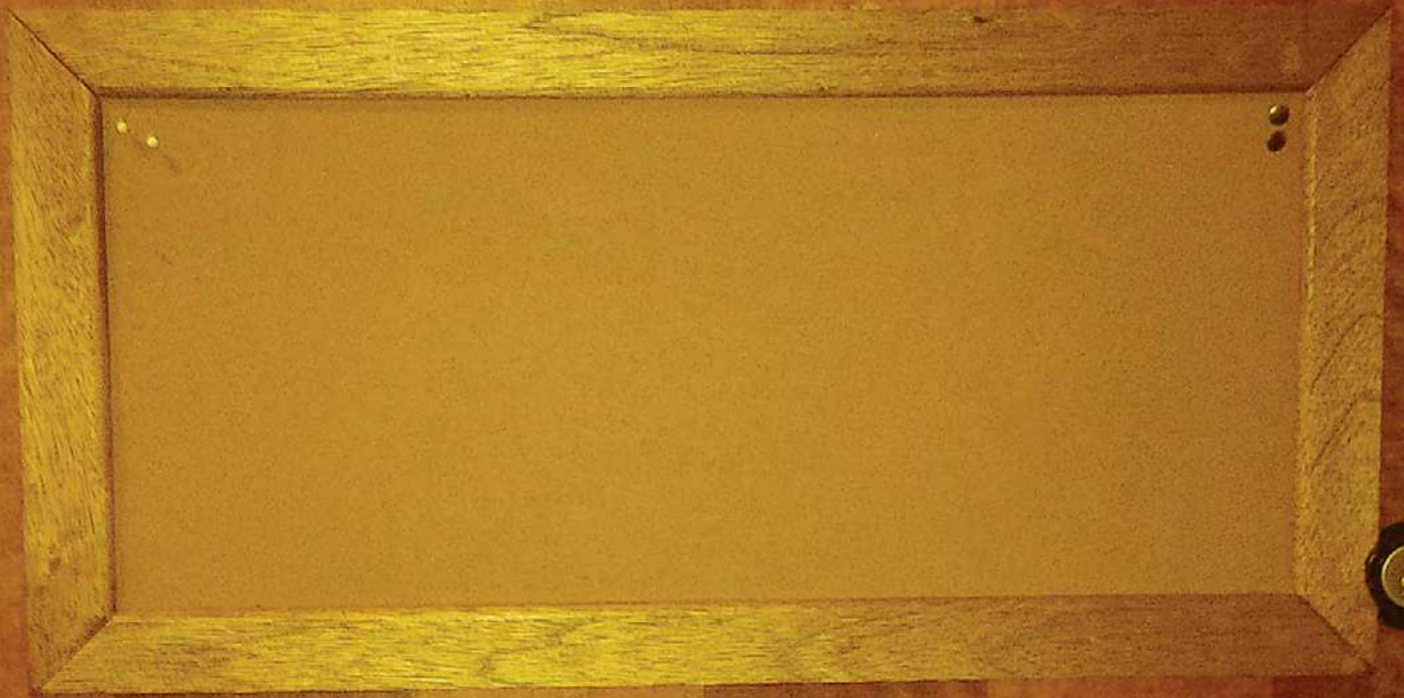
Pastoral formation and professional development through the generic skills implicit in the humanities and social sciences contribute to the intellectual, personal and spiritual growth of each student at Campion. Moreover, the College is committed to small group teaching, particularly through tutorials and seminars, to provide the foundation for an effective and close learning relationship among staff and students.

The Campion Liberal Arts degree produces graduates who not only have a broad and in-depth appreciation of reality. The College presents an array of units of study in foundational areas of human knowledge, combining aspects of the humanities and the sciences in an academic environment where the cross-fertilisation of ideas and practical applications are fostered and expected. It produces graduates who have acquired the capacities for logical thought, analysis, and problem-solving, and a rich reservoir of knowledge which is historically contextualised as well as philosophically rigorous. These graduates have access to the lessons of history, literature, philosophy and theology as they seek to provide solutions to contemporary problems.

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Dr Luciano Boschiero

Dean of Studies



# Academic staff

Full-time, part-time and casual members of the academic staff with their chief academic fields are listed here.

**DR PAUL MORRISSEY**

BA (Monash), Dip Ed, Grad Cert R.E. (ACU), BTh (MCD), STL (Lateran), STD (CIS)  
*President, Lecturer in Theology*

**PROF GEORGE MENDZ**

PHD (UNSW), MSC (UBARC), MBIOETH (UNAV)  
*Lecturer in Science*

**MR THOMAS FLYNN**

BA Hons, MA (Oxon.)  
MPhil (UNDA)  
*Lecturer in Latin & Greek,  
Tutor in Theology*

**DR STEPHEN MCINERNEY**

BA Hons (ANU) PhD (Syd)  
DipEdSt (CoT, London)  
DipTh (Cambridge)  
*Senior Lecturer in Literature*

**DR EMMA WOOD**

BA (Hons) (USyd), PhD (VUW)  
*Adjunct Lecturer in Philosophy*

**MR LAWRENCE QUMMOU**

BA Science, M Teaching (UWS),  
M Theology (UNDA)  
*Lecturer in Theology*

**DR JEREMY BELL**

BA, MPhil (USyd),  
PhD (Chicago)  
*Lecturer in Philosophy  
& History*

**DR LUCIANO BOSCHIERO**

BA Hons I (Wollongong),  
PhD (UNSW), Dip Ed St  
(CoT, London)  
*Dean of Studies / Director of  
Operations / Senior Lecturer in  
History & Science*

**DR COLIN DRAY**

BA, BCA Hons I  
(Wollongong), PhD (Sydney)  
*Lecturer in Literature*

**PROF GERARD O'SHEA**

PhD, GradDip (JPil), MEd  
(CSU), BA (UQ), Dip (ACU)  
*Lecturer in Religious Education*

**DR GERARD GASKIN**

Dip T Prim, B Ed, M Ed,  
Grad Cert App Sc, PhD  
(P Lateran Uni, Rome)  
*Adjunct Lecturer in  
Religious Education*

**REV DR LUKE HOLOHAN**

BA (Qld) Ass Dip Rel St (UTI),  
Grad Dip Ed (SIE), BTh, Grad  
Dip Min Lead (SCD), PhD  
(Trinity Coll Dublin), DipEdSt  
(CoT, London)  
*Associate Dean of Studies  
Lecturer in Theology*

**MS ANNA IMBERNON**

BCPhilology BEd (UB),  
MEd (UNED)  
*Tutor in Latin*

**DR AMITAVO ISLAM**

BSc Hons (ANU), PhD Math  
(Sydney) PhD Philosophy  
(UNSW) DipEdSt (CoT, London)  
*Lecturer in Philosophy &  
Mathematics*

**MS LYNELL ALIMANGOHAN**

**MRS ANNA STANTON**  
**MRS MARY CAROLAN**  
**MR ANTHONY O'SHEA**  
**MS KATE ANDERSON**  
**MS MISHEL STEFANAC**  
**MR MATTHEW HARRADINE**  
*Tutors in Religious Education*

**MR MARK MATIC**

BInt (Wollongong),  
DipLanCro BA MAHis (MUni)  
*Lecturer in Greek and  
Tutor in Latin*

**DR STEPHEN CHAVURA**

BA Hons I, PhD (UNE)  
*Lecturer in History*



## 2.2 CONSULTING HOURS FOR ACADEMIC STAFF

Academic staff are on Campus for substantial periods of time during the week and students are encouraged to contact their lecturers for any issues or concerns relating to their units of study. Each academic staff member will post consultation hours on their door indicating the times that they will be in their offices for students to seek their advice. Academic staff are still available to talk to students outside of consultation hours by appointment. The Associate Dean of Studies has responsibility for student academic matters.

## 2.3 ACADEMIC COMMITTEE STRUCTURES

The Board of Trustees has delegated the academic functions and policies of the College to the Academic Board, constituted in accordance with the Campion College General Rules. The Board of Trustees has also delegated authority to the chief executive officer, the President, and to various senior administrators of the College for much of the day to day management of the institution.

The Academic Board consists of ex-officio Members: the President; the Dean of Studies/Director of Operations; the College Librarian; the Associate Dean of Studies; one permanent academic staff member of the College elected by the academic staff of the College; one student member elected by and from the students of the college; and Appointed Members (four external senior academic staff from external higher education institutions).

The Academic Board meets four times a year. The following Committees report to the Academic Board:

- Course Advisory and Review Committee
- Board of Examiners
- Teaching and Learning Committee
- Library Committee
- Course Development Committee



# Professional staff

**MRS MARIAN FOSTER**

Dip Ed St (CoT, London),  
Dip Health Couns  
(Med Reg of Australia)  
*Executive Assistant*

**MRS IRINA NAMROUD**

BEc (Moscow State Inst IR),  
FCCA  
*Business Manager & Deputy  
Director of Operations*

**MISS CHRISTINE VELLA**

B Com, B Media (UNSW)  
*Marketing and  
Recruitment Manager*

**MR BERNARD  
KIRKPATRICK KSS**

A MusA, BEc, BMus (Syd)  
*Director of Music*

**MISS YVETTE NEHME**

BTh (CIS), G Cert EvMg  
(UTS), Cert IV Frontline  
Management (ABEN)  
*Director of Development*

**MR MOHAMMAD TAHERI**

Cert III Com Cook,  
Dip Hosp (AIM),  
Cert Food & Health (Stan Uni),  
Cert M Chef de Cuis  
(Salon Culinary),  
Cert Food Saf & Sup  
(WAI of TAFE)  
*Chef*

**MRS KEZIAH VAN AARDT**

BA (Lib Arts) (CCA), MTeach  
(UWS), GradCert IS (CSU)  
*College Librarian and  
Study Skills Advisor  
(On Maternity Leave in 2022)*

**MS NADIA MANSUTTI**

BA, Dip Ed (Flinders), BA  
Hons (UAdel), MeEdAdmin  
(UNE), Cert Res Care (ACU)  
*Administrative Assistant,  
Admissions Coordinator*

**MR GRAEME EDWARDS**

*Grounds Coordinator*

**MR COSIMO MICCOLI**

*Buildings Maintenance Officer*

**MR JONATHAN GRACE**

BA (Lib Arts) (CCA),  
GradCertES (USyd)  
*Coordinator of Campus  
and Residential Life  
(Senior Residential Tutor)*

**MISS ANNA HITCHINGS**

BA (Lib Arts) (CCA)  
*Media and  
Communications Officer*

**MISS REBECCA ABOUD**

Dip Bus, BEventMgt (UTS)  
*Assistant  
Development Officer*

**MRS SUE HUXLEY**

Dip Mgt (Deakin),  
Dip Acctg (ACBM)  
*Bookkeeper and Student  
Financial Services Officer*

**SR M. LUKA JUENEMANN**

BTh (UNDA)  
*Student Life and  
Alumni Relations Officer*

**FR PETER KRUK OP**

MMark (Koszalin, Pol),  
MTh (Cracow, Pol)  
*College Chaplain*

**MRS BIANCA DINNEN**

Cert III Bus Admin,  
Cert IV Bkeep & Acctg, (TAFE)  
*Receptionist / Catering /  
Student Administration  
Assistant*

**MR GERARD AXIAK**

BMA (UNSW)  
*Marketing Officer*

**MISS TERESA GAMBINO**

Cert G Des, Dip Mgt,  
Dip Bus Admin (TAFE)  
*Student Administration  
Assistant/Reception*



# Adjunct staff

**DR DOMINIC  
MCCLOUGHLIN**

BCom (Newcastle)  
MBus (UTS) PhD  
(UNSW) FAHRI  
*Mediation*

**DR PAULETTE CORRY  
CALABRO**

BA (Hons) (Temple) MSc  
(Villanova) PhD,  
AdvDocCert (Immacolata)  
*Psychology / Counselling*

**MR SCOTT CARROLL**

BBS (Psych) (Swinburn),  
BPsychSc (Hons) (AIPsych)  
*Catholic Care Social Services  
Counsellor/Psychologist*

## 2.6 STUDENT SUPPORT SERVICES

Academic staff are available to assist students with their needs at any time and students should feel free to approach any academic staff member at any time. Within this, particular concerns may be addressed as follows:

1. For general academic concerns, consult the Student Handbook or Dean's Office;
2. For course-related or more specific academic concerns, contact the Dean's Office which is also the contact point for International Students;
3. For unit-of-study-specific academic concerns contact the unit-of-study lecturer;
4. For pastoral concerns, contact the College Chaplain;
5. For counselling needs, contact:  
**Scott Carroll** (Synergy Family Psychology);  
on s.carroll@campion.edu.au or  
  
**Dr Paulette Calabro** (Silver Psychology)  
on Paulette@silverpsychology.com.au or  
0458 011 444;
6. For a First Aid Officer contact the Student Administration Assistant on 02 9896 9332 or one of the Residential Assistants;
7. For Residential matters contact:  
**Mr Jonathan Grace** (02) 9896 9313 or  
0407 119 073;
8. For Student Life matters contact:  
**Sr M. Luka Juenemann** (02) 9896 9314.

For emergencies, see contacts listed on page 128 or ring 000.

If you are not sure of whom to contact for a particular matter, please speak with Student Administration.

## 2.7 STUDENTS WITH A DISABILITY

Campion is committed to providing appropriate care, guidance and support for students facing physical and mental challenges that have the potential to impede their academic progress and participation in college life. Students facing such challenges are encouraged to seek support from the Student Life Officer.

## 2.8 STRUCTURE OF THE ACADEMIC YEAR AND TERM NAMES

The College year is divided into two semesters. The first semester begins on the nearest Monday occurring either before or after March 1 in any year. The second semester begins on the nearest Monday occurring either before or after August 1 in any year. Each semester consists of 13 teaching weeks followed by a study vacation and a formal examination period. It includes a one-week mid-semester break.

Each semester consists of two terms, split by the mid-semester break. The names of the four terms, in order, are:

1. Lent
2. Easter
3. Trinity
4. Michaelmas

Orientation Week is held the week immediately prior to the commencement of studies in each year.

## 2.9 STUDY SKILLS ADVISOR

The Study Skills Advisor assists students in developing and enhancing those generic skills crucial to learning and communicating ideas in a tertiary context. These include skills in critical reading and note taking; structuring and writing essays; developing an argument; preparing and delivering oral presentations; preparing for exams; effective time-management; and referencing and academic integrity.

Group Seminars and Workshops are held regularly during the beginning of each semester. Individual appointments are also available and can be booked by contacting the Study Skills Advisor.

# The Library

The Campion College Library has a specialised collection of books that reflects the courses offered in the Liberal Arts Programme, to support students and staff in their study, teaching and research needs. The Library also provides many online resources and DVDs. A detailed LIBRARY GUIDE is available from the Library, and the Librarian will happily provide individual assistance to students.

- Campion, College Patron and Elizabethan scholar.
- Two computer annexes with 15 computers – all with access to the catalogue and online resources, printing facilities and additional access points for laptop use.
- Study areas with carrels.
- A colour / black and white photocopier, and printing and scanning facilities for students' use.

## OPENING HOURS (DURING SEMESTER)

The Library Operational Hours are:

9:00am - 5:00pm weekdays, and  
1:00pm - 5:00pm on Saturdays.

The hours can vary during the Semester depending on demand and the schedule of the Semester. Information will be provided to students in advance should there be changes.

## CATALOGUE SEARCH

All books in the Library are catalogued and shelved according to the Dewey Decimal Classification system. The Library uses the Primo catalogue to search resources. Two dedicated computers are available for catalogue searching in the Library near the Loans desk. Students can search from other locations by going to the Library website on the Campion College home page.

## LIBRARY RESOURCES AND FACILITIES

- A main collection of 25,000 books. As Campion College grows, the collection is growing accordingly in all unit of study areas.
- A reference collection which includes encyclopaedias, dictionaries and other high-demand works.
- A course reserve collection containing recommended readings during Semester.
- Online resources specially selected to support the disciplines in the Integrated Liberal Arts Course.
- Special sub-collections (e.g. J. H. Newman, and Chesterton collection).
- A scholarly collection on the World of Edmund

## BORROWING

Loan limits and loan periods for students:

- Main collection: Max 8 books; one week; one renewal.
- Course reserve: Max 2 books for 4 hours or overnight; Renewal is possible depending on demand.
- Reference books: Can only be used within the Library.
- Journals: Can only be used within the Library.

Number of loans and loan periods are flexible depending on demand and essay schedules.

Penalty for Overdue Books: the student will be blocked from borrowing. More detailed rules are to be found in the Library Guide.



## RECIPROCAL BORROWING AND INTER-LIBRARY LOAN

Third year students may request Inter-Library Loans from other libraries if approved by a lecturer.

## COPYRIGHT

Most items in the Library and all lecture notes and other materials distributed to students are copyright. It is illegal to copy material in breach of copyright. Notices concerning copyright are displayed adjacent to the photocopier and students should ensure that all copying complies with the Copyright Act. Copyright covers both print and digital material. The uploading of material using personal scanners is subject to the same copyright restrictions. The Library is not liable for any breaches of copyright by its users. All users are responsible for ensuring they remain within the law.

## LIBRARY RULES

1. Enter and leave the Library via the main entrance. (The rear doors in the Study Room and Computer Laboratory are emergency fire exits only).
2. When leaving, present for inspection at the loans desk all books that are to be borrowed from the Library, including any other books brought into the Library.
3. Eating is not permitted in the Library or Computer Laboratory, bottled water and covered drinks only are allowed.
4. Avoid loud or prolonged conversations when others nearby are trying to read and study.
5. Treat all Library property with care.
6. All resources in the Library are College property. No item is to be removed from the Library, without application for loan.

# College IT Resources

All users of College Information Technology resources, including the College network and the Internet, must abide by the Acceptable Use of IT Resources Policy, available on the College website and in this Handbook.

## 2.11.1 COLLEGE NETWORK

The College operates a wireless computing network throughout the main building, the Library and with coverage on the deck and in the grounds to the rear of the main building. Access to the College network is by an authentication process and only authorised users will be able to gain access. Students are encouraged to bring their own laptop computers for use at the College and details will be provided in the Orientation Week regarding access from a personal laptop to the network. At other times, please contact Student Administration for details about authorisation for access to the College network.

## 2.11.2 E-MAIL

E-mail is provided to every student enrolled in the College and is the official means of communication between the College and its students. It is the responsibility of students to monitor their College

email account to ensure they are aware of official College communications. The email address assigned to each student is 'Firstinitial.Lastname@student.campion.edu.au'. No aliases are provided (except in the case of duplicate names). The College e-mail server may be accessed from the main College website at [webmail.student.campion.edu.au](mailto:webmail.student.campion.edu.au).

In cases where students experience difficulties accessing the internet and/or email accounts, they should contact the student administration assistant on 9890 9332.

## 2.11.3 ONLINE RESOURCES

Students may be required to access resources such as lecture notes and readings via Moodle. In such cases, students will receive log-on details via email. All Bachelor of Arts units require students to submit assessment items via Turnitin — access details will also be provided via email. Students enrolled in online courses will also be required to access Zoom for tutorials.

## 2.11.4 COLLEGE WEBSITE

The URL address for the Campion College website is [www.campion.edu.au](http://www.campion.edu.au)





# THE UNDERGRADUATE PROGRAM

CRICOS CODE 057407F

## 3.1 QUALIFICATIONS AND TITLES OF AWARD

The College currently offers one undergraduate degree and two undergraduate diplomas. The **Bachelor of Arts in the Liberal Arts**, the **Diploma of Liberal Arts - Foundations of the Western Tradition** and the **Diploma of Classical Languages**. The standard of the BA (Lib Arts) is formally at Level 7 within the Australian Qualifications Framework, the same as that of a three-year degree at any Australian University. The standard of the Diploma of Liberal Arts - Foundations of the Western Tradition, and the Diploma of Classical Languages is formally at Level 5 within the Australian Qualifications Framework.

## 3.2 ACADEMIC REGULATIONS

### 3.2.1 STUDENT RULES

Refer to the Campion College Student Rules and Policies, in Section 5 of this Handbook, for the College's academic regulations. Details below are supplementary and do not replace the Student Rules.

### 3.2.2 ADMISSION

Admission to the Bachelor of Arts takes the form of a ranking based on prior educational studies, assessment of a supporting statement and references, and performance at an interview. Admission is competitive, based upon the total ranking, and attainment of minimum standards will not guarantee an offer of admission to the degree.

The normal minimum qualification standards for entry to the Bachelor of Arts include:

- Completion of an Australian Year 12 qualification such as the NSW Higher School Certificate with an ATAR of at least 70; or
- Completion of a semester in a degree course from an Australian university; or
- Completion of one unit of study at Campion College with a credit result or two units of study with pass results; or
- A completed AQF diploma or higher level award course from TAFE or accredited private education

- providers; or
- A recognised tertiary preparatory course; or
- Certain overseas senior secondary qualifications such as the International Baccalaureate, GCE A Levels, or the New Zealand Bursary; or
- One or more full-time years of study in a degree course from universities overseas where this is deemed at least equivalent to NSW HSC standard.

The College offers three special entry schemes for current school leavers. The “Early Acceptance Scheme” provides the opportunity for successful applicants to receive their offer based upon examination results up to but not including the final HSC equivalent examination and a recommendation from their high school. Results are considered for Humanities based units of study in conjunction with a written statement and an interview.

Campion also offers an Educational Access Scheme (EAS) to help students who have experienced long-term educational disadvantage gain admission to the College. Up to five (5) bonus points are allocated on top of an ATAR based upon the assessed level of demonstrated hardship. The EAS is available to students who have been impeded in their studies by virtue of their individual experience/s, with six broad categories of disadvantage:

- disrupted schooling
- financial hardship
- home environment
- personal illness/disability
- rural or regional schooling
- school environment.

Provisional entry to the BA is also possible for students falling below the academic requirements for normal entry, subject to specific criteria. Provisional entry

students are required to enrol in STU101 as well as one or two standard first year units of study.

Applicants who have not completed any formal qualifications will be encouraged to undertake the Tertiary Preparation Certificate through TAFE. Where no formal qualifications have been gained, applicants may sit for the Special Tertiary Admissions Test (STAT) to assess the academic skills that they have developed through life and work experience. The results from these will be used in conjunction with rankings from the Personal Statement and the interviews, as with other applicants.

Entry to all Champion courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to Champion College by one of the following:

- Satisfactory completion of secondary schooling in Australia;
- One year of full-time (or equivalent) accredited diploma level studies or higher in Australia;
- Successful completion of a recognised English Language Bridging program;
- Successful completion of studies equivalent to secondary school or higher outside Australia where English was the medium of instruction;
- A test result at an appropriate level of achievement from IELTS, TOEFL or CULT.

The approved minimum English language standards are:

- IELTS – 7.0 overall with a result of 7.0 in writing (academic strand)
- TOEFL – 600 overall with TWE of 5.0 (paper based)
- TOEFL – 250 with essay rating of 5.0 (computer based)
- CULT – 70 percent overall



### 3.2.3 DURATION OF THE COURSE

The Bachelor of Arts in the Liberal Arts is awarded on the basis of three years of full-time study, or the equivalent of part-time study.

### 3.2.4 REQUIREMENTS FOR GRADUATION

The Bachelor of Arts in the Liberal Arts consists of a minimum of 24 six-credit point units of study (144 credit points). Students who successfully complete the minimum sequence of units of study as specified in the Course Structure will be eligible for graduation. Note that some students may apply for and receive official Recognition of Prior Learning from the College, usually on the basis of prior formal studies, that will count as successful completion of a unit or units of study.

### 3.2.5 ASSESSMENT

Students undertake tertiary education for a variety of reasons, including to gain a specific qualification to pursue their interest in a particular field and to broaden their education. Good academic practice demands personal integrity and respect for scholarship. For example, academic staff are responsible for assessing work fairly and consistently, and providing feedback within a reasonable time frame, and students are responsible for submitting work that represents their own efforts to meet the stated requirements.

Assessment is an integral part of the learning process. Through assessment, judgements can be made about the quality and extent of students' achievements

and performances. The forms of assessment used throughout Campion College are diverse and vary according to academic discipline. The methods of assessment should demonstrate appropriateness to a unit of study's learning outcomes and graduate attributes. Assessment plays an important educative role in conveying to students the kind of intellectual engagement desired and provides feedback on learning. Assessment enables students to meet academic requirements and allows Campion College to meet its responsibilities to the community. Students need confidence in the continuing standing of their courses and the rigorous environment in which learning occurs.

Assessment at Campion College is based on the general principle of criterion-based assessment, with students' work assessed against stated criteria that reflect the learning objectives of the unit of study. Grades are based on a student's level of performance in achieving stated objectives (criterion-referenced assessment), not on the number of other students who achieve a particular grade (norm-referenced assessment).

Student learning will be more effective and enjoyable if basic principles of good academic practice are followed. These include the following:

- Academic integrity
- Self-motivation and commitment to learning
- Awareness of requirements
- Participation
- Respecting the rights of others
- Seeking timely help from appropriate sources





Students have a responsibility to:

- a) Engage actively in the learning process and participate according to unit of study and assessment requirements.
- b) Complete assessment tasks diligently and honestly to provide evidence of learning achievements in a unit of study.
- c) Meet assessment requirements as specified in the unit of study outline, including submission of work by the due date.
- d) Apply the principles of good academic practice.

Students are required to sign a statement at enrolment whereby they agree to follow the College rules, policies and the code of conduct. Students are reminded that this includes their agreement not to engage in behaviour such as plagiarism and cheating in assessment tasks. Care should be taken with group study practices to ensure that assessment items submitted do not contain components that are identical to those of other students, which may result in an allegation of plagiarism.

### **3.2.6 SUPPLEMENTARY & DEFERRED ASSESSMENTS**

Supplementary assessment offers students an opportunity to gain a supplementary pass (SP). Supplementary assessment may involve an examination or other form of assessment. The Academic Board authorizes supplementary assessment to be used in a course. Supplementary assessment will be available to

students under specific conditions as specified in the College's Assessment Policy and Procedures, only if the Academic Board or a delegated committee (e.g. Teaching & Learning Committee) reasonably expects that the student could achieve a supplementary pass in the course.

Deferred assessment is granted to students who have been unable to undertake the final assessment or examination. Students may apply for deferred assessment if they are able to demonstrate, with supporting documents, that they were unable to sit the final examination or submit the final assessment by the due date because of unanticipated or exceptional circumstances. The documents must demonstrate that the circumstances prevented the student from sitting the exam or submitting the final assessment item. Deferred assessments may be granted only once for each unit of study, unless determined otherwise by the Dean of Studies.

Students must lodge an application for deferred assessment with the Dean of Studies Office no later than five working days after the scheduled examination or the submission date of the final assessment. The application must be simultaneously accompanied by supporting documents, demonstrating that the unanticipated or exceptional circumstances prevented the student from sitting the final exam or submitting the final assessment item. The student must also indicate on the form whether other variations of assessment (e.g. extensions on assessment items; supplementary assessments; etc.) have been granted during the course. (Please refer to Section 5 for further details)

### 3.2.7 SUBMISSION OF ASSESSMENTS

All minor and major essays—and other assessment items only when specified by the lecturer—will be submitted via *Turnitin*. This software scans your essay for similarity with websites, e-books and journals, and all other essays submitted via *Turnitin*, including past submissions and essays submitted in other institutions. You will receive feedback from the marker, including comments and grade, via *Turnitin*.

Your Unit of Study Coordinator will have added you to your class, which will generate an automatic email inviting you to activate your account. For detailed instructions on setting up your account and submitting assessment items, consult your Unit Outline.

Assessment items submitted via e-mail or any other on-line platform, other than *Turnitin*, will not be accepted.

Some assessment items, especially for Classical Languages, may still need to be submitted as hard copies. In such cases, submissions must be deposited in the Assessment Item Box, which is located in the reception office of the College, before 4.00pm on the due date.

The College provides a cover sheet that must be attached to the front of all hard copy submissions. Cover sheets can be downloaded from the Campion College Website at the link 'Current Students - Students Forms and Documents'. It is also available from reception. The student should indicate on the cover sheet the Assessment Task and Assignment Title (the latter if applicable).

Assessment items without cover sheets will not be accepted.

Before submitting assignments, students should ask the Receptionist or Student Administration Assistant to sign and give them the receipt attached to the coversheet. The receipt must be retained, in case the assignment is misplaced.

### 3.2.8 ASSESSMENT DUE DATES

The due dates for assessment items are published

in the Unit of Study Outlines provided by the Unit Coordinator at the commencement of classes for each unit of study. Almost all written assessment items are to be submitted electronically via *Turnitin*. When hard copies of assessment items are requested, students must use the Assessment Item box in Reception. An assessment item submitted after the due date and without approval for late submission will attract a penalty of 10% of the available grade for that assessment item for each day late. Extensions will not normally be granted to students on the day on which an assessment item is due. Extensions should be applied for only in exceptional circumstances and at least 24 hours in advance of the due date.

In case of sickness or circumstances warranting compassionate extension, the Unit Coordinator must be informed and may determine that an extension of time is permitted. In cases of sickness, a medical certificate (or copy) may be required. In cases of compassionate consideration (bereavement, family sickness, etc.) the student may also wish to inform the Chaplain of the situation or request counselling services be provided. An Approval of Extension Form must be completed and submitted with the assessment item and conditions may apply to extensions of more than 24 hours.

Any student unable to take an examination at the published time must apply to the Dean of Studies for permission to sit for the deferred exam.

### 3.2.9 REMARK OF ESSAYS

Students who are not satisfied with the mark received for an essay should first discuss their concerns with the relevant lecturer. After speaking with the marker, and if they are still unsatisfied, they can request a re-mark. For more information, see the Academic Grievance Procedures.

### 3.2.10 ATTENDANCE REQUIREMENTS

The expectation at Campion College is that students will attend all classes and, where possible, notify the Unit Coordinator or tutor, if they are unable to attend a class. Students must attend at least 80% of lectures and 80% of tutorials in a unit of study or risk failing the unit. The attendance requirement at lectures and at tutorials cannot fall below 60%, in cases of serious medical or personal difficulties. Where attendance does fall below 60%, a Fail Incomplete will be awarded. Students who are afflicted by such circumstances



should apply for a withdrawal from the unit of study on medical or compassionate grounds. The maximum mark for students who fail to meet the attendance requirements of the unit of study (or fail to provide a satisfactory explanation) is a Fail Incomplete (FI). Classes begin promptly at the stated time and finish 10 minutes prior to the start of the next scheduled class. Students are expected to be punctual.

### **3.2.11 SPECIAL CONSIDERATIONS & EXTENSIONS**

Campion College is committed to providing its students with the best learning experience and learning environment possible. The College is aware that a student may be affected during his or her studies by adverse events, unhappy circumstances, or misfortune such as personal illness, or loss, or disabilities, which may affect his or her academic performance. Consequently, the College has developed strategies to assist a student affected by any serious personal circumstances or disabilities, in achieving his or her academic goals. These strategies may be in the guise of extensions on single assessment items, or special arrangements which include extensions or alternative forms of assessment tailored to meet the student's needs or circumstances.

#### **Extensions**

Extensions will not normally be granted to students on the day on which an assessment item is due. Extensions should be applied for only in exceptional circumstances and at least 24 hours in advance of the due date.

- In case of sickness or circumstances warranting compassionate extension, the Subject Coordinator must be informed and may determine that an extension of time is permitted. In cases of sickness, a medical certificate may be required.
- In case of compassionate consideration (bereavement, family sickness, etc.) the student may also wish to inform the Chaplain of the situation. An Approval of Extension Form must be completed and submitted with the assessment item and conditions may apply to extensions of more than 24 hours.

Supplementary or deferred assessment may be granted to a student only in circumstances prescribed by the Academic Board. The Associate Dean of Studies, in consultation with the Dean of Studies, will assess the terms and conditions of both supplementary or deferred assessments. Any student unable to take an examination at the published time must apply to the Dean of Studies for permission to sit for the exam during the deferred & supplementary exam period.

#### **Special Considerations**

Special considerations are granted to those students who are affected by a certified and disclosed physical disability or learning difficulty, or who are affected by chronic illness or longstanding family issues. Supporting documentation must be provided. The Dean's Office will determine the terms and conditions of Special Considerations and consider the recommendations eventually provided by the student's physician or therapist.

## BACHELOR OF ARTS IN THE LIBERAL ARTS

|                             | YEAR 1 SEMESTER 1           | YEAR 1 SEMESTER 2           | YEAR 2 SEMESTER 3           | YEAR 2 SEMESTER 4           | YEAR 3 SEMESTER 5                   | YEAR 3 SEMESTER 6                   |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------------|-------------------------------------|
| <b>MINIMUM REQUIREMENTS</b> | 4 x 6cp core units of study | 4 x 6cp core units of study | 4 x 6cp core units of study | 4 x 6cp core units of study | 4 x 6cp core options<br>1 x science | 4 x 6cp core options<br>1 x science |
| <b>HISTORY</b>              | HIS101                      | HIS102                      | HIS203                      | HIS204                      | HIS303 (Elective)                   | HIS301 (Elective)                   |
|                             |                             |                             |                             |                             | HIS304 (Elective)                   | HIS302 (Elective)                   |
| <b>LITERATURE</b>           | LIT101                      | LIT102                      | LIT201                      | LIT202                      | LIT301 (Elective)                   | LIT303 (Elective)                   |
|                             |                             |                             |                             |                             | LIT302 (Elective)                   | LIT304 (Elective)                   |
| <b>PHILOSOPHY</b>           | PHI101                      | PHI102                      | PHI201                      | PHI202                      | PHI301 (Elective)                   | PHI302 (Elective)                   |
|                             |                             |                             |                             |                             | PHI303 (Elective)                   | PHI304 (Elective)                   |
| <b>THEOLOGY</b>             | THE101                      | THE102                      | THE201                      | THE202                      | THE301 (Elective)                   | THE302 (Elective)                   |
|                             |                             |                             |                             |                             | THE303 (Elective)                   | THE304 (Elective)                   |
| <b>SCIENCE</b>              |                             |                             |                             |                             | SCI303                              | SCI304                              |
|                             |                             |                             |                             |                             | SCI305                              | SCI308                              |
| <b>TOTAL CREDIT POINTS</b>  | 24cp                        | 24cp                        | 24cp                        | 24cp                        | 24cp                                | 24cp                                |

**NOTE:** To qualify for the 'Diploma of Liberal Arts - Foundations of the Western Tradition', students must complete all 101 and 102 units (48 credit points).

### ABOVE LOAD UNITS (NOT FOR CREDIT)

|              | YEAR 1 SEMESTER 1                     | YEAR 1 SEMESTER 2                     | YEAR 2 SEMESTER 3                     | YEAR 2 SEMESTER 4                     | YEAR 3 SEMESTER 5 | YEAR 3 SEMESTER 6 |
|--------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|-------------------|-------------------|
| MATHEMATICS  | MAT101 (Elective)<br>(Not for Credit) | MAT102 (Elective)<br>(Not for Credit) | MAT201 (Elective)<br>(Not for Credit) | MAT202 (Elective)<br>(Not for Credit) |                   |                   |
| STUDY SKILLS | STU101*<br>(Not for Credit)           |                                       |                                       |                                       |                   |                   |

\* Compulsory for students whose enrolment is Provisional.

### DIPLOMA OF CLASSICAL LANGUAGES

|                     | YEAR 1 SEMESTER 1    | YEAR 1 SEMESTER 2    | YEAR 2 SEMESTER 3    | YEAR 2 SEMESTER 4    | YEAR 3 SEMESTER 5                     | YEAR 3 SEMESTER 6    |
|---------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------------|----------------------|
| LATIN               | LAN101<br>(Elective) | LAN102<br>(Elective) | LAN203<br>(Elective) | LAN204<br>(Elective) | LAN301<br>(Elective)                  | LAN302<br>(Elective) |
|                     |                      |                      |                      |                      | LAN305<br>(Rome School)<br>(Elective) |                      |
| GREEK               | GRE101<br>(Elective) | GRE102<br>(Elective) | GRE201<br>(Elective) | GRE202<br>(Elective) | GRE302<br>(Elective)                  | GRE301<br>(Elective) |
| TOTAL CREDIT POINTS | 12cp                 | 12cp                 | 6cp                  | 6cp                  | 6cp                                   | 6cp                  |

### GRADUATE CERTIFICATE IN RELIGIOUS EDUCATION (PRIMARY)

|                     | YEAR 1 SEMESTER 1 | YEAR 1 SEMESTER 2 | YEAR 2 SEMESTER 3 | YEAR 2 SEMESTER 4 |
|---------------------|-------------------|-------------------|-------------------|-------------------|
| RELIGIOUS EDUCATION | RED503            | RED502            | RED504            | RED501            |
| TOTAL CREDIT POINTS | 6cp               | 6cp               | 6cp               | 6cp               |

#### ADDITIONAL UNIT OF STUDY LOAD

Students may study more than 144cp in total and/or more than 24cp in any one semester with the permission of the Dean of Studies. The credit points of elective units defined as “not for credit” cannot be used towards the BA (Lib Arts) or Diploma of Liberal Arts.

| GRADE              | NOTATION | MARK RANGE | DESCRIPTOR                                                                                                                                                                                                                                              |
|--------------------|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High Distinction   | HD       | 85 - 100   | Work of outstanding quality on all expected learning outcomes of the unit of study, which may be demonstrated by means of criticism, logical argument, interpretation of materials, and/or use of methodological principles.                            |
| Distinction        | D        | 75 - 84    | Work of high quality on all expected learning outcomes, demonstrating a sound grasp of content, together with efficient organisation and selectivity.                                                                                                   |
| Credit             | C        | 65 - 74    | Work of good quality showing more than satisfactory achievement on all expected learning outcomes, or work of superior quality on most of the objectives.                                                                                               |
| Pass               | P        | 50 - 64    | Work showing a satisfactory achievement on the overall objectives of the unit of study.                                                                                                                                                                 |
| Pass - Conceded    | PC       | 46 - 49    | A conceded passing grade awarded where a student has: <ul style="list-style-type: none"> <li>Failed one unit of study only for the semester; with a result in the range 46-49;</li> <li>Has passed all other units of study in the semester.</li> </ul> |
| Terminating Pass   | PT       | 46 - 49    | A terminating pass is a grade which allows for a course to be included in a student's progression through their program of study, but proscribes the course from being used as a prerequisite.                                                          |
| Supplementary Pass | SP       | 50         | Satisfactory performance on a supplementary assessment item.                                                                                                                                                                                            |
| Fail Level 1       | F1       | 40 - 49    | Unsatisfactory performance in one or more objectives of the unit of study as contained within the assessment items; OR failure to meet specified assessment requirements.                                                                               |
| Fail Level 2       | F2       | Below 40   | Unsatisfactory performance on the majority of learning outcomes.                                                                                                                                                                                        |
| Satisfactory       | S        |            | A non-graded pass indicating a satisfactory outcome (for example, at the end of the first semester of a full-year research project) .                                                                                                                   |

#### INTERIM NOTATION - RESULTS NOT FINALISED

|                          |      |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Withheld                 | WH   | Result withheld, (only able to be granted by the Board of Examiners on the recommendation of a Unit of Study Coordinator or the Dean of Studies). This may be due to pending supplementary assessment(s), alternative assessment(s) due to misadventure, or extension of time due to misadventure. Will revert to a 'F - fail' grade if not resolved within the specified time frame. |
| Exchange                 | EXCH | Student is participating in an approved exchange program and is attending classes at an overseas institution. RPL will be granted for the units studied.                                                                                                                                                                                                                              |
| Supplementary Assessment | SA   | Mark pending, as student has been granted a supplementary assessment or examination.                                                                                                                                                                                                                                                                                                  |

## ADMINISTRATIVE GRADES

|                                   |     |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Withdrawn                         | W   | Units of study discontinued without academic penalty (only used in cases of serious and certifiable misadventure). Both academic & financial penalties are waived.                                                                                                                                              |
| Discontinued - fail               | DF  | Discontinued with academic penalty: The student withdrew from the course after the date (census date) for withdrawal without academic penalty.                                                                                                                                                                  |
| Discontinued - no fail            | DNF | Units of study discontinued without academic penalty. The student withdrew before the date for withdrawal or, having withdrawn after the census date because of fortuitous circumstances, has applied for the granting of DNF. While academic penalties are waived, the student is obliged to pay tuition fees. |
| Recognition of Prior Learning     | RPL | Credit for study in an equivalent course of study.                                                                                                                                                                                                                                                              |
| Pass Recognised (Credit Transfer) | PR  | Credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.                                                                                                                                                                                                |

### 3.2.12 GRADE GUIDES

Grades are the symbols that indicate the level of student performance in a unit of study against specified criteria and standards. Grades are awarded so that Campion College can provide a statement to both students and the wider world indicating the student's achievement of the learning outcomes in a unit of study. Generally at Campion College, the units of study are graded with the grades of high distinction, distinction, credit, pass and fail.

### 3.2.13 UNIT OF STUDY VARIATIONS

Variations to enrolment in units of study may be made by completing the Variation of Enrolment form available at Reception and on the website. Please note that no unit of study may be added without the approval of the Dean of Studies. Students may withdraw from units of study before the Census Date without penalty. Any withdrawal after the Census Date may be considered a failure in that unit of study for the semester, and be so recorded on the student's academic transcript. The following provisions from the Refund Policy apply to refunds of tuition fees:

- a) Course/unit of study cancelled by Campion College: **100% OF TUITION FEES REFUND**
- b) Withdrawal before the teaching period commences: **100% OF TUITION FEES REFUND**
- c) Withdrawal before the Census Date: **100% OF TUITION FEES REFUND**
- d) Withdrawal after the Census Date: **NO REFUND OF TUITION FEES**
- e) Withdrawal due to unsuccessful visa application by international students: **100% OF TUITION FEES REFUND**
- f) Withdrawal after the Census Date in cases of serious and certifiable misadventure (subject to certain conditions): **100% OF TUITION FEES REFUND**

### 3.2.14 FAIRNESS POLICIES

The College seeks to embody the principles of Christian faith and life in all its dealings with students. As part of this, a number of policies are in place to ensure fairness in treatment of students. The policies comply with the requirements of Higher Education Providers whose students are eligible for FEE-HELP assistance. The following policies may be found at [www.campion.edu.au](http://www.campion.edu.au) and also in Section 5 of this Handbook.

1. Academic Grievance Procedures;
2. Non-academic Grievance Procedures
3. Privacy Policy;
4. Refund Policy;
5. Student Code of Conduct; and
6. Student Misconduct Procedures.

### 3.2.15 RECORDING OF LECTURES

No private recorder is to be taken into lectures and no recording of lectures is allowed, except by explicit prior permission of the lecturer, and then only on serious compassionate grounds (physical disability), using the College's equipment. The recording is to be wiped within seven days.

### 3.2.16 GRADE POINT AVERAGE AND AVERAGE MARK

These figures are indicators of the academic performance across a program of study. Only units studied at Campion College that are part of the standard Bachelor of Arts program are included. Thus additional units of study not required for graduation, such as Latin, are excluded.

The Grade Point Average is determined by assessing the grade (e.g. Credit; Pass) received in the best eight units studied at each of 100, 200 and 300 levels in the course to determine an average. It is calculated using the following formula:

$$\frac{\text{Sum of (credit points for unit of study} \\ \times \text{GPA value of grade)}}{\text{Sum of credit points attempted}}$$

Grades have the following GPA values:

|                  |     |
|------------------|-----|
| High Distinction | 7.0 |
| Distinction      | 6.0 |
| Credit           | 5.0 |
| Pass             | 4.0 |
| Conceded Pass    | 3.0 |
| Fail             | 0.0 |

### 3.2.17 COLLEGE MEDAL

The award of the College Medal is determined by the Academic Board and recognises the achievement of outstanding academic results in the Bachelor of Arts in the Liberal Arts.

The nominated candidate for the College Medal is the person with the highest weighted average mark of any eligible candidates, across second and third year BA units.

Only one medal may be awarded each year, except in the instance of a tied result.

To be eligible for consideration, a graduand must:

- be graduating from the Campion College Bachelor of Arts in the Liberal Arts;
- have completed at least two thirds of the units of study required for the course as a student enrolled at Campion College;
- have completed the final semester at Campion College (i.e. not as study abroad); and
- have an average mark of at least 85 across all second and third year units studied;
- have demonstrated that they possess the Campion College graduate attributes. (see 3.6)

Where no student meets the criteria for consideration, the Academic Board will not award a medal for that year.

### 3.2.18 AUDITING OF UNITS OF STUDY

Enrolled students can attend (and fully participate in) any unit of study into which they are eligible to enrol until the Census Date for that unit of study. If they choose not to continue, they can withdraw from the unit of study and not be charged any fees.



Normally, students would be required to formally enrol in the unit of study, and then delete it from their enrolment records if they choose not to continue. If students do not wish to enrol in a unit of study but wish to audit it for the entire semester, they can request approval from the Dean of Studies by completing the Application to Audit Units form which is available from reception. If approval is granted, they will not be charged a fee. Those auditing a unit of study can only attend lectures and not tutorials. They will not participate in assessable tasks beyond the Census Date and the unit of study will not be recorded on their academic transcript.

External people can request permission to audit a unit of study for the whole semester. If approval is granted, they will pay an upfront fee of not less than 50% of the domestic tuition fee and will be able to attend all lectures and tutorials for the unit of study. This fee will cover attendance at classes, but will not involve participation in assessable tasks.

The option to audit a unit of study will be available only in units of study with lectures and tutorials. Language units of study, for example, will not be available for audit.

## **DIPLOMA OF LIBERAL ARTS - FOUNDATIONS OF THE WESTERN TRADITION**

### **3.3 DIPLOMA OF LIBERAL ARTS - FOUNDATIONS OF THE WESTERN TRADITION**

The Diploma of Liberal Arts - Foundations of the Western Tradition, is a basic and accredited Higher Education Course that provides understandings of western society and culture. The units of study within the undergraduate Diploma provide students with the opportunity to develop an appreciation of theoretical concepts and ideas in history, literature, philosophy and theology which have contributed to the genesis and development of the western tradition.

The Diploma consists of eight core (100 level) units, and can be studied as a standalone award for interest or as a pathway into a degree program.

### **3.3.1. LEARNING OUTCOMES**

1. The ability to adapt to a variety of employment and career opportunities because of generic attributes such as independence of thought, critical evaluation, and research and communication skills.
2. Interpersonal and teamwork skills appropriate to employment and/or further study.
3. A capacity and foundation for further learning.

## **DIPLOMA OF CLASSICAL LANGUAGES**

### **3.4 DIPLOMA OF CLASSICAL LANGUAGES**

The Diploma of Classical Languages complements the Bachelor of Arts in the Liberal Arts. Students who enrol in the course will be able to learn the languages in which the Western Tradition was originally articulated and expressed, and thus access the texts in their original language, free from the interpretations of translation.

Latin and Ancient Greek are far from being 'dead languages'. They are very much alive in our modern languages and culture. The benefits deriving from the study of classical languages are various, as they enable students to develop a variety of intellectual and practical skills. For instance, how to appreciate the value of and learn from foreign languages and remote cultures; how to engage critically with texts and ideas which stand at the beginning of longstanding literary, philosophical and historiographical traditions, and problematize them; how to analyse, and question, time-honoured beliefs, axioms and theories, and identify the origins and trace the genealogies of modern concepts; how to articulate, communicate, and defend one's own ideas by gaining mastery of the ancient art of rhetoric.

Language is the means by which human beings interact with one another and in which they configure and articulate their understanding of the world of experience. Thus by exploring the way in which a language is structured, one gradually gains an understanding of a people's worldview and culture.

## BACHELOR OF ARTS IN THE LIBERAL ARTS

### 3.5 THE BACHELOR OF ARTS IN THE LIBERAL ARTS (CRICOS CODE: 057407F)

The purpose of the College's course in the Liberal Arts is to provide students with an integrated understanding of the influences which have shaped the development of human culture, especially Western culture. Those influences include philosophy, science, religion, literature, and language as they develop within a particular historical epoch.

As the course develops over three years, each of the core curriculum units of study is taught in such a way that the essential links between them are laid bare and become subject to analysis and critique (see Attachment B). In this way, the student is led into an ever deeper and more incisive understanding of the world in which he or she lives and the necessary interconnectedness of the various elements of the entire human, social, political and cultural enterprise. Sometimes, these links seem to take the form of a 'challenge'. Examples of this include those times when the findings of science and philosophy challenge settled religious positions, or when the political, social and religious aspirations of some challenge the settled community life of the many, or when new scientific discoveries and theories challenge previously established and seemingly settled scientific positions. However, since the entire human intellectual enterprise centres around the search for truth and meaning, so this course will offer students not only the means by which they can see the interrelatedness of the human intellectual, moral and aesthetic endeavour, but also such a sophisticated and in-depth understanding of the core units of study that they will be able to apply rigour of thought, supported by real knowledge, to an analysis of contemporary culture.

In each year, the core units of study are linked in time or thematically in general perspective, fostering the opportunity for synthesis and integration. For example, in First Year, the units of study of history, literature, philosophy and theology are all studied against the common background of the ancient

world. Classical thought and poetry are studied in conjunction with the early development of Christian theology. Similarly, in Second Year, the Middle Ages provide a unifying background for the study of philosophy, history, literature and theology. Each core unit of study is taught in such a way that the student can trace the causative links that account for changes in cultural perspective and expression.

At the same time, students undertake three years of units of study in each discipline, engaging in a process of a progressively deepening understanding across the length of the degree. Thus, history unfolds from the ancient world, through the medieval and modern periods to a chronicle of local experience (Australian) and exposure to a global perspective.

The following features of Campion's program exemplify the way in which the curriculum promotes an understanding of the interconnectedness of the ideas and perspectives across various units of study, thereby fostering the intellectual skill of synthesis:

- Chronological harmony, offering students a variety of perspectives in the same period (in units of study like history, philosophy, literature, and science), so that the realities of life can be viewed through different lenses.
- Chronological progression, so as to give students a sense of historical context, continuity, and change.
- Local & global vantage points, allowing students the opportunity to study both universal and indigenous cultural expressions.
- The complementarity of faith & reason - as distinct but converging channels of access to the pursuit of truth and the development of a full and integrated mind.

### 3.6 COURSE OBJECTIVES AND GRADUATE ATTRIBUTES

The expected educational outcomes of this degree will be reflected in the Graduate Attributes:

- 1 the capacity to think logically, to critically analyse situations and find responsible solutions to problems;
- 2 an advanced understanding of the way society has developed and the critical strands of human thinking and activity which have shaped and continue to shape Western culture;
- 3 an integrated grasp of reality which will serve as the basis for lifelong learning;

- 4 the ability to adapt to a wide variety of employment and career opportunities because of enhanced and developed generic attitudes such as independence of thought, critical evaluation, research abilities, and communication skills;
- 5 a well-rounded appreciation of the world in which he or she lives, together with a strong sense of purpose;
- 6 a commitment to truth, including moral truth, as a sure basis for character development;
- 7 advanced writing and presentation skills.

By the nature of a Liberal Arts degree, the expected occupational outcomes would be broadly defined. Graduates will be capable of engaging in a wide range of occupations, particularly those in which communication and conceptual skills are significant. They will be prepared to appreciate learning as a lifelong endeavour and equipped to pursue higher studies in various vocational areas.

Certain occupational areas would hold particular appeal and possibility for students – such as business, politics, the public service, administration, law, medicine, education, journalism, radio, and librarianship – by virtue of their reliance on communication and conceptual skills nurtured by the Campion degree.

### 3.7 STRUCTURE OF BACHELOR OF ARTS IN THE LIBERAL ARTS

Please refer to table on page 28. The course structure includes the option for students to major in an area of study in the third year. Majors require the completion of 8 units of study in a particular discipline.

## GRADUATE CERTIFICATE IN RELIGIOUS EDUCATION (PRIMARY)

### 3.8 GRADUATE CERTIFICATE IN RELIGIOUS EDUCATION (PRIMARY)

The Graduate Certificate in Religious Education (Primary) is designed to serve a dual purpose:

- a) as a foundation for students seeking a qualification in theology but who do not have any prior qualifications in this field;
- b) as professional development for students currently

working as Religious Education teachers.

It qualifies students who apply a body of knowledge in a range of contexts to undertake professional/highly skilled work. It will serve as a foundational 'stand-alone' qualification and as a pathway for further learning in theological studies. For students already with teaching qualifications, it provides an opportunity for professional development.

### 3.9 LEARNING OUTCOMES

Students completing this course will have a body of knowledge related to theological studies. They will be equipped to undertake professional work related to their specialisation, and also use it as a basis for further learning. More specifically, they will be able to:

- a) demonstrate specialised knowledge related to religious education, including acquaintance with relevant contemporary scholarship in this field;
- b) synthesise relevant data from contemporary scholarship from theologians and educators to develop solutions to issues encountered in their professional work in the field of religious education;
- c) apply specialised knowledge to evaluate complex ideas that have an impact on the teaching for religious education;
- d) communicate an understanding of the specialised knowledge of religious education to a variety of audiences, including primary school students of different developmental levels, other staff members, religious education specialists, parents and carers of their students;
- e) make independent judgements related to religious education: its coordination and the management and ongoing formation of other religious education staff within a primary school setting;
- f) function independently as a religious education specialist within a school context and adapt programmes to the needs of the local community.

## DISCIPLINES

### 3.10 RATIONALE

The Liberal Arts is a long-established program of academic breadth and rigour at the tertiary level, including a substantial body of scholarship. It provided

the basic curriculum of the first European universities in the Middle Ages, where the integration of units of study in the Arts and Sciences assumed the form of the trivium (grammar, rhetoric and logic), cultivating the verbal arts, and the quadrivium (arithmetic, geometry, astronomy and music), concentrating on the numerical arts.

The key units of study at Campion College are a standard feature of Liberal Arts curricula.

## **HISTORY**

History is the accumulated record of human experience. It gives students insight into both the changing patterns of culture and the constant elements of human nature. Campion's program nourishes a strict respect for factual evidence and historical truth, while also opening students' minds to the transcendental dimension introduced into human history by the Incarnation of Christ, which brings every age into a different realm of judgment and perspective.

The special focus of the Campion curriculum in history is that of culture – the patterns of life embodied in beliefs and ideals as well as customs, symbols, social institutions, literature and art. Over two millennia, Christianity in particular has found expression in an array of material as well as spiritual channels. The aim at Campion College, in line with its integrative approach throughout the curriculum, is to address the overall process of cultural development, and particularly of Christian culture, arising from its roots in spiritual inspiration, through its organic historical growth to its cultural manifestations. Attention is also given to the Australian historical experience and to world traditions and interactions.

In short, the objective is to assist students to penetrate their own cultural background and heritage as a basis for understanding other cultures and grappling with the present-day challenge of intercultural relations.

## **LITERATURE**

Literature provides the gateway to human experience transfigured by the imagination. The imagination is a source not only of inspiration but also meaning. It offers both practical and moral insights. It deals with the immediate sphere of human experience, as well as the ultimate reality of human destiny. It gives entry to the human mind and heart in which the perennial engagement of truth and falsehood, of good and evil, is laid bare.

The Campion curriculum in literature has a twofold purpose. It aims to nurture in students an understanding of verbal and literary forms, together with an advanced ability to express themselves, clearly and cogently, in both written and spoken language. It will also provide a systematic introduction to the vast and varied tradition of mainly Western literature, covering major periods, authors and genres.

## **PHILOSOPHY**

Philosophy is a fundamental discipline for all branches of knowledge – and thus a core unit of study in the Liberal Arts curriculum. Units of Study at Campion College are designed to bring to fruition the root meaning of philosophy – namely, the love of wisdom. In an age of specialised knowledge and the separation of disciplines, philosophy at Campion affirms the need for intellectual order and the systematisation and synthesis of knowledge. It provides a common ground for various studies and a basis for intelligible conversation across different fields.

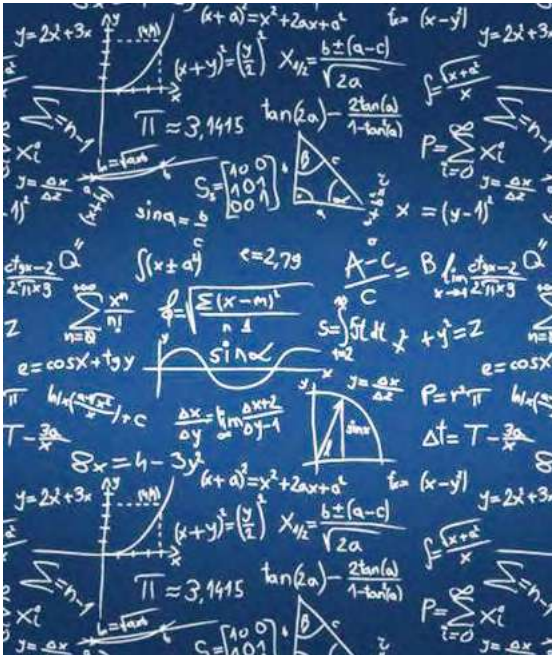
The aim of the College's program is to help students to integrate their understanding and foster the habits of clear thinking and communication relevant to any field of endeavour.

## **THEOLOGY**

Campion College recognises the vital importance of theological thought and history. As a transcendent discipline, it provides a source of knowledge and perspective that extends the power of understanding and capacity for synthesis.

The curriculum proposes a progressive dialogue between natural reason and supernatural faith as the setting and stimulus for such an understanding and synthesis. It focuses on the foundational beliefs of Catholic theology and moves to a study of its animating sources in Judaeo-Christian scripture and tradition. It also extends to a study of moral theology as the basis of human love and virtue, and human bioethics as the touchstone of mature moral judgment in many of the critical and controversial issues currently facing contemporary society.

The purpose of the study of theology at Campion is to expose students to the world of higher knowledge and meaning in the context of Catholic faith, responding to the deepest desires of the human mind and heart, and developing a consciousness of spiritual realities and moral values in life and society.



## SCIENCE

The impact and importance of science are unmistakable. The College's program exposes students to the value and the limits of scientific knowledge. It incorporates the units of study of biology and mathematics, introducing students to the foundations of scientific understanding, while elucidating scientific principles and methods. The broad impact of scientific discoveries on society and the environment is examined, as well as the inter-relationship between science and religion. The key aims here are to nurture in students an appreciation of the physical universe, of scientific methods and the principles of scientific enquiry, and a critical appreciation of the philosophical issues raised by the scientific project.

## LANGUAGE

Speech is uniquely human. Understanding the phenomenon of language, its structure and its textual richness, is crucial to understanding what it means to be human. Languages reflect human culture while also contributing to its identity, shape and development. Language embodies cultural experience and provides the chief means by which people are able to express and communicate what they feel and how they think, and at the same time provide a crucial contribution to the ordering of thinking. Languages such as Latin and English (together with Greek, French and German) have had a greater global influence than others, and have made particular contributions to the great cultures of the East and West.

## MATHEMATICS

Mathematics formed an important part of the original Liberal Arts, as four of the seven units of study (the quadrivium) have a numerical character – arithmetic, geometry, astronomy and music. Mathematics has plainly had a huge impact on our grasp of knowledge and truth. It is a vital basis of scientific understanding and investigation, as well as a valuable means of developing logical thought, the skills of precise analysis, and universal conceptions about the natural order.

Campion's courses cover both pure and applied mathematics and offer insight into the historical and philosophical background to the nature of mathematics, as well as to current issues such as social aspects and statistical thinking. Their overall purposes are to give students the opportunity of developing habits of objective investigation and analysis, and learning of approaches to problem-solving.

## RELIGIOUS EDUCATION

Religious Education at Campion College aims to deepen and strengthen an understanding of the beliefs and doctrines of the Catholic faith among primary school teachers and students. The course aims to develop school teachers' knowledge and understanding of Church customs and teachings that form the foundation of Catholic schools in Australia and the communities to which they belong.

# UNITS OF STUDY DESCRIPTIONS

The initial letters indicate the field: For example 'LIT' = Literature.

The first digit indicates the level in the College course: 100, 200 or 300 level. Broadly, the differences between these levels are:

- 100 LEVEL:** students will engage with this foundation level material in a manner that asks them to comprehend the new knowledge and be able to describe and explain it.
- 200 LEVEL:** students will engage with this intermediate level material in a manner that asks them to analyse the underlying assumptions and interrelationship between models, tools and contexts and apply this understanding in more challenging situations.
- 300 LEVEL:** students will engage with this advanced level material in a manner that asks them to evaluate the appropriateness and interrelationship of existing models, tools and contexts in particular situations and to synthesise and design original ways to address such situations.
- 500 LEVEL:** postgraduate study at a Graduate Certificate Level requires students with prior undergraduate qualifications to engage with material at an advanced level and from a professional and practical standpoint.



## GREEK

### **GRE101 CLASSICAL GREEK I**

This unit is designed for beginners and requires no previous knowledge of a foreign language or of English Grammar. The grammatical concepts and categories of the Greek language encountered during this unit are fully explained within the unit itself. Students study Classical Greek (c.500 – c.300 BC) focussing on Attic, the dialect of Ancient Athens. Material from other periods (e.g. the Septuagint or the New Testament) may also be introduced for illustration.

### **GRE102 CLASSICAL GREEK II**

This unit builds on the knowledge and skills acquired in GRE101. Students continue the study of Greek grammar and syntax. If they have not already done so, students begin exercises in reading comprehension using both confected texts as well as passages from Greek literature.

### **GRE201 CLASSICAL GREEK III**

This unit consolidates and builds on the knowledge

and skills acquired in previous units. Students study more advanced Greek grammar. Depending on the progress made, and the course of study in previous units, students may complete the formal study of Greek in this unit.

### **GRE202 CLASSICAL GREEK IV**

This unit consolidates and builds on the knowledge and skills acquired in previous units. In this unit, if they have not already done so, students complete the formal study of the Greek language. In GRE202, students are guided to apply their knowledge acquired throughout the course in the reading of longer extracts from Greek authors of prose and/or verse. Students learn how to read Greek poetry with attention to the metre.

### **GRE301 THE MAIN THEMES OF GREEK LITERATURE**

In this unit students study a number of works of Greek literature in class and in their own time. The choice of texts is designed to give examples of some of the themes exploited by Greek authors. Themes covered may include, but are not limited to: mortals and gods; honour and shame; supplication; guest friendship; the city; men and women; excellence of character; the search for wisdom. Students engage in close reading of ancient texts both as an end in itself, as well as to consolidate knowledge acquired in earlier units.

### **GRE302 THE GENRES OF GREEK LITERATURE**

In this unit students study a number of works of Greek literature in class and in their own time. The choice of texts is designed to give examples of the different genres in which Greek authors worked. Genres covered may include, but are not limited to: epic; didactic; choral and/or monodic lyric; elegy; tragedy; comedy; history; philosophy; rhetoric. Students who complete this unit will not be surprised that all those names for different genres come from Greek words. Students engage in close reading of ancient texts both as an end in itself, as well as to consolidate knowledge acquired in earlier units.

## **HISTORY**

### **HIS101 WESTERN SOCIETIES FROM ANTIQUITY TO THE PRESENT**

This unit of study introduces students to several approaches to historical inquiry and examples of the ways in which those approaches have been put into practice. In the process, it covers various personalities, periods and themes in Western history, including the history of Christianity. They include Athens in the fifth century BC, the rise and fall of Rome, the growth of medieval cities and the twelfth-century renaissance, the Scientific Revolution, and the Enlightenment world till today. Each of these topics introduces students to new themes in Western history and new methodologies in historical inquiry.

### **HIS102 THE ANCIENT WORLD: FROM THE BIRTH OF GREEK RATIONALISM TO THE CRISIS OF THE ROMAN REPUBLIC**

This unit of study explores the processes and events which contributed to the emergence and structuring of Western Civilisation. After a preliminary introduction to the problems associated with the study of the ancient world and the methodologies and theories developed by historians, the unit of study examines the rise of Greek rationalism, the birth of the Polis and of Greek democracy and their decline, and how the Romans absorbed and transformed the Greek and Hellenistic political and cultural heritage. The second part of the unit of study examines the rise of the Roman Republic, its expansion into the Mediterranean world, the political

and social crises of the I Century B.C., initialised by the Gracchan Revolution, and the cultural tensions and processes, which led to its transformation during the reign of Augustus.

### **HIS203 THE EARLY CHURCH AND THE ROMAN EMPIRE: FROM THE PRINCIPATE OF AUGUSTUS TO THE REIGN OF JUSTINIAN.**

This unit of study explores the rise of the early Christian Church from the Principate of Augustus to the reign of the emperor Justinian. It will first examine the question of the origins of Christianity and its relation with the Judaism of the Second Temple and then the emergence of the early Christian communities in the empire following the death of Jesus, the changing nature of the persecutions against Christians, along with the structuring and organisation of the Christian institution of the Church, its triumphant recognition by Constantine, its internal fight against heresy, and the formulation and formalisation of dogmas and rituals through the work of the apologists, the early fathers and the various Councils.

### **HIS204 THE MEDIEVAL WORLD**

This unit of study presents a survey of the formative era of Christendom, covering the rise of Christian culture after the fall of Rome until the end of the thirteenth century. More specifically, students will study how and why the Carolingian Empire rose to prominence during the eighth century, the issues at stake for the European monarchies and the Church during the investiture conflict of the twelfth century, and the philosophical, religious, and technological expansion of Europe during the twelfth and thirteenth centuries. Special attention will be given to the historio-graphical debates regarding the ways in which we characterise and describe the events of the Middle Ages.

### **HIS205 ANCIENT ROME AND THE POLITICS OF SPACE, VIII BC - IV AD**

The unit, based on fieldwork, focuses on the study of the city of Rome as a space of social activity and cultural exchange from its foundation to the advent and spread of Christianity. It traces the evolution in the function and meaning of the Eternal City through an examination of key public spaces and monuments, and the analysis of relevant literary texts. It explores the relationship between space, power and politics in the city of Rome from its foundation in the VIII century



BC to its transformation in Late Antiquity. Contrary to traditional approaches, which tend to conceptualise space and architecture as manifestations of hegemonic political and economic discourses or forces, the course considers them as discourses or forces shaping the daily life of individuals. Consequently the built environment and its 'places' contain a complex set of meandering and intersecting narratives of experiences, preserved in the collective memory.

### **HIS301 TOPICS IN TWENTIETH CENTURY HISTORY**

The twentieth century witnessed unprecedented technological progress, the collapse of centuries-old empires and socio-political orders, and violence on a scale never before imagined. This unit introduces students to some of the major topics in this tumultuous period. While the initial focus will be on western Europe, we will also consider developments in the United States and Asia. The intention is not to survey the century as a whole, but to study a small selection of important events and movements in depth. We will devote two or three weeks to each topic, examining relevant primary sources and considering different historians' perspectives. We will pay particular attention to the roles of changing technology, revolutionary political ideologies and religion. Possible topics to be covered include: the origins of the First World War, the Russian Revolution, German Nazism, the end of the British Raj, the Cold War, the American Civil Rights era, the Sexual Revolution, and the rise of China as a world power.

### **HIS302 AUSTRALIAN POLITICS, CULTURE AND RELIGION SINCE 1788**

This unit of study will focus primarily on the historical interaction between politics, culture and religion in Australian History since 1788. It will examine the historiographical debates regarding the nature of Australian history. Topics will include the relationship between the first European settlers in Australia and the indigenous population; the arrival of European immigrants/settlers to Australian shores; the contribution of leading political, religious and intellectual figures to Australian nation and state-building; the contribution of Australia to the major world conflicts and events and their effects on Australian politics and society; multiculturalism and the problem of Australian national identity.

### **HIS303 HUMANISTS AND REFORMERS: THE RENAISSANCE**

This unit of study explores the period in Western European history known as the Renaissance, from the middle of the fourteenth century to the middle of the seventeenth century. It focuses mainly on the literary and intellectual achievements of this period, especially during the Italian humanist movement, the Reformation and Counter-Reformation and the early Scientific Revolution. It presents a history of early modern times emphasising the philosophical, political and theological issues discussed amongst some of Europe's best-known writers, including Boccaccio, Machiavelli, Erasmus, Calvin, Galileo, and Descartes.



### **HIS304 ENLIGHTENMENT EUROPE AND THE CREATION OF THE MODERN WORLD**

At the end of the seventeenth century and beginning of the eighteenth century, philosophers in Britain and France considered the advancements in science and society of the previous era. Such advancements, they argued, ushered into European society ideals of human liberty and progress, resulting in the publication of dictionaries, encyclopaedias, political tracts, historical works, novels, and a variety of scientific treatises. These writings were intended to promote human knowledge and assist social advancements. The aggressive ideology of these philosophers, as well as the perceived demise of traditional political and religious institutions, also led to social and political revolutions in France and America. And in the early nineteenth century, such changes continued to manifest themselves in religious and political conflict and thought, including the flourishing of German romanticism in the midst of the Napoleonic Wars. This unit of study considers these events and examines critically the writings of the so-called Age of Reason.

## **LATIN**

### **LAN101 CLASSICAL LATIN I (INTRODUCTORY LEVEL)**

This unit is designed for beginners and requires no previous knowledge of a foreign language or of English Grammar. The grammatical concepts and categories of the Latin language encountered during this unit are fully explained within the unit itself. Students study Classical Latin (c.100 BC – c.100 AD) but material from other periods may also be introduced for illustration.

### **LAN102 CLASSICAL LATIN II (INTRODUCTORY LEVEL)**

This unit builds on the knowledge and skills acquired in LAN101. Students continue the study of Latin grammar and syntax, learning more complicated constructions. If they have not already done so, students begin exercises in reading comprehension using both confected texts as well as passages from Latin literature.

### **LAN203 CLASSICAL LATIN III**

This unit consolidates and builds on the knowledge and skills acquired in previous units. Students study the more advanced constructions in Latin. Depending on the cohort and the course of study in previous units, students may complete the formal study of Latin in this unit.

### **LAN204 CLASSICAL LATIN IV**

This unit consolidates and builds on the knowledge and skills acquired in previous units. In this unit, if they have not already done so, students complete the formal study of the Latin language. Students are guided to apply the knowledge acquired throughout the course in the reading of longer extracts from Latin authors of prose and verse. Students learn how to read Latin poetry with attention to the metre.

### **LAN301 LANGUAGE AND CULTURE IN LATE REPUBLICAN ROME**

The great flowering of Roman literature begins in the first century before Christ, coinciding with the period known as “the Late Republic” (the hundred or so years beginning c.133 BC). In this unit students read from the literature of selected texts of Latin authors of the period. Examples of authors whose works might be studied are: Cicero, Caesar, Lucretius, Sallust, Catullus. Themes covered may include, but are not limited to: Rome and her empire; the Republic and the dynasts; high society and government; the duties of a citizen; leisure and duty. Students engage in close reading of ancient texts both as an end in itself, as well as to consolidate knowledge acquired in earlier units.

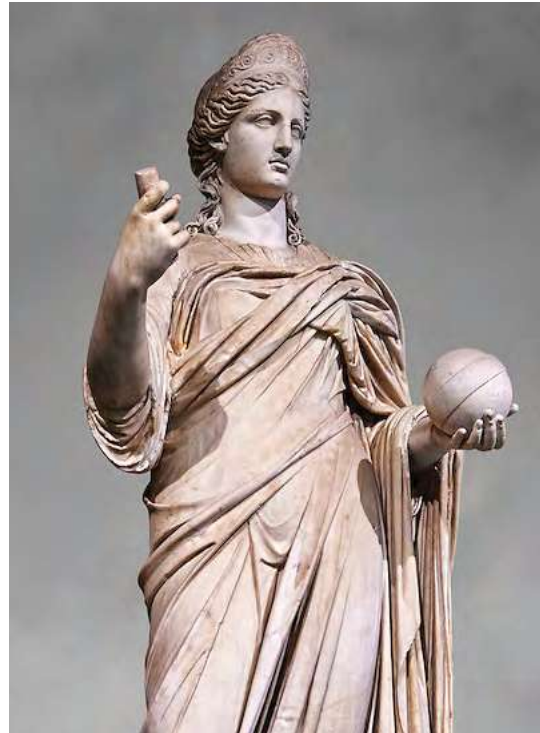
### **LAN302 PAGANS AND CHRISTIANS FROM AUGUSTUS TO AUGUSTINE**

Some of Rome’s greatest authors wrote during, and responded to, the regime of the Emperor Augustus (reigning c.27 BC – AD 14). The end of this period coincided with the earliest events in the Christian Gospels. In this unit students read texts from Augustan literature (e.g. Vergil, Horace, Livy) as well as from the great Christian Latin authors of the fourth and fifth centuries (e.g. Jerome, Augustine). Students may also read from authors of the intervening “Silver Age” (e.g. Seneca, Tacitus, Juvenal). The predominant theme of texts from the pre-Christian authors is “religion at Rome”. The predominant theme of texts from Christian authors is the encounter between Christianity and paganism, whether within the individual

(e.g. Augustine's *Confessions*), or in public (e.g. Ambrose on the Altar of Victory). Students engage in close reading of ancient texts both as an end in itself as well as to consolidate knowledge acquired in earlier units.

### **LAN305 THE ETERNAL CITY FROM PAGANISM TO CHRISTIANITY (ROME SCHOOL)**

In this unit students read texts which relate to the physical remains of the city of ancient Rome. Topics covered may include, but are not limited to: abundance in the Augustan poets and the construction projects of the reign of Augustus; Rome and the Emperors; evocation of place in Roman oratory; Christianity and the pagan monuments. The selection of topics is made by those teaching the unit. When the unit is taught in Rome, there will be field excursions to relevant sites as well as instruction in the classroom. Students will engage in close reading of ancient texts in Latin.



## **LITERATURE**

### **LIT101 COMPOSITION AND LITERATURE**

The unit of study presents an introduction to the nature of language as a means of communication, and to literature as a setting and stimulus for the language arts. This unit of study will focus on applying the principles of effective communication through a study of various literary genres, the classical canons of rhetoric, and the production of an academic essay. The study and practice of written rhetoric, as the master-art of the Trivium, which incorporates grammar and logic, will be based on the reading of great works of literature, which may include fairy tales, famous speeches and seminal texts such as Homer's *Odyssey*.

### **LIT102 LITERATURE OF THE WESTERN WORLD – ANCIENT**

The unit of study presents an overview of ancient literature and explores the foundational works of the Western literary imagination from Homer to the close of classical antiquity. It also introduces students to the different traditions and themes of literary criticism and theory in classical times. Authors studied may include Homer, Plato, Aristotle, Virgil and St Basil the Great.

More specifically the topics and concepts may include: the characteristics of epic, as exemplified in the *Iliad*; the ideas of the poet in Plato's *Ion* and *Republic*; Aristotle's theory of tragedy in the *Poetics*; Sophocles' *Oedipus the King* as the ideal tragedy in Aristotle's terms; the development of epic in Virgil's *Aeneid*; and the Christian view of pagan literature.

### **LIT201 LITERATURE OF THE WESTERN WORLD – MEDIEVAL AND RENAISSANCE**

Exploring masterpieces of western literature from the Middle Ages to the late Renaissance, this unit considers the specific approaches authors take to representing their subject matter, as well as the influence of the classical tradition, the age of chivalry, and religious conflict on the ongoing development of Christian literary culture. Authors studied may include Dante, Chaucer, the 'Gawain Poet', Shakespeare and Cervantes.

### **LIT202 LITERATURE OF THE WESTERN WORLD – MILTON TO MODERN**

This unit of study presents a continuation of LIT 201, covering the period from the 17th to 20th century. It examines the changing vision of human nature and destiny as reflected in representative literary masterpieces, amid the growing fragmentation of Christian culture, and the new challenges posed by twentieth-century Modernism. Emphasis will be given to the study and appreciation of primary works. More



specifically topics and concepts are examined through a selection of works by various authors, including: John Milton, William Wordsworth, Mary Shelley, Gerard Manley Hopkins, Oscar Wilde and T.S. Eliot.

**LIT301 THE SEARCH FOR MEANING  
IN 20TH CENTURY LITERATURE**

The unit of study presents a study of major twentieth and twentieth-first-century literary works, from various national backgrounds, which explore fundamental questions of life's meaning. Classes will focus on these works' imaginative engagement with the problem of meaning, the search for meaning, and the apparent absence of meaning in the modern age, in the context of the growing social and cultural dislocation evident through this period. Writers studied may include Joseph Conrad, T.S. Eliot, F. Scott Fitzgerald, Alexander Solzhenitsyn and Cormac McCarthy.

**LIT302 AUSTRALIAN LITERATURE**

This unit of study presents a study of the distinctive works of the Australian literary imagination. It focuses on the characteristic features of Australian literature and the question of how to define it (and how it defines us). We shall observe the struggles and concerns that have helped shape Australian culture, particularly in the light of a spiritual sensibility at grips with a secularist society. Works studied may include

the short stories of Henry Lawson, fiction by major novelists such as Patrick White, and selected poems from a range of authors.

**LIT303 THE CATHOLIC IMAGINATION IN MODERN  
LITERATURE**

This unit of study investigates different aspects of the Catholic imagination as expressed in important works of modern literature, from various national backgrounds, covering the period from the early twentieth-century to today. We identify these works' Catholic themes and consider the literary, cultural, historical and ecclesial contexts in which they are grounded. Consideration will be given to the idea of the Catholic writer and the problems inherent in defining a Catholic literature. Writers studied may include G.K. Chesterton, Evelyn Waugh, Graham Greene and Flannery O'Connor.

**LIT304 SHAKESPEARE**

The unit of study presents an overview of the life and canon of William Shakespeare, exploring a representative selection of work from across the span of his career. Concentrating upon six of his most celebrated works – Richard II, Romeo & Juliet, Julius Caesar, Twelfth Night, King Lear and The Tempest – this unit of study will explore the several major movements in Shakespeare's artistic output, including his historical, comic, tragic and romantic periods. Emphasis will be placed upon performing

close readings of these texts in order to appreciate Shakespeare's achievements as a poet and dramatist, and to examine the manner in which his works are both shaped by and transcend his age.

## MATHEMATICS

### **MAT101 INTRODUCTION TO MATHEMATICAL THOUGHT**

An introduction to the foundations of mathematics and mathematical thought provides, first, a basis for further studies in mathematics, and second, a broad sweep of mathematical ideas for those who do not plan to study more mathematics but wish to appreciate the role of mathematics in liberal education. The aim is to expose students to the basic structure of sound thinking, thereby increasing the clarity and force of their own thought and expression and aiding them in the intelligent analysis of the ideas of others.

### **MAT102 SINGLE VARIABLE CALCULUS**

This unit of study introduces the student to the main historical features of the differential calculus through three problems which motivate the unit of study. It builds on what has been done at high school and provides sufficient detail for the mathematically literate citizen to have a conceptual framework with which to view the physical world.

### **MAT201 SOCIAL ISSUES AND MATHEMATICS**

This unit of study has some of the characteristics of the history of mathematics, but its main aim is to sensitise the participants to conceptual issues in mathematics of which the educated graduate should be sufficiently aware so as to make critical judgements.

### **MAT202 STATISTICAL THINKING**

This unit of study offers a hands-on introduction to the principles of statistical analysis. Its intention is not to produce statisticians but to prepare students to be able to ask the right questions and to criticize the answers, particularly in those biomedical areas which impinge on ethical questions.

## PHILOSOPHY

### **PHI101 INTRODUCTION TO PHILOSOPHY**

This unit of study is designed to prepare students for an engagement with clear critical thinking and discourse by introducing them to some important areas of philosophy. The first main section focuses on epistemology, which deals with various questions about the nature of human knowledge. Our discussion of these questions leads naturally into the second main section: an examination of various competing theories of the nature of truth and objectivity. The third and final main section of the course introduces students to the study of logic, familiarising them with conceptual tools indispensable for the critical analysis of arguments. Throughout the course, the aim is to develop the students' understanding of these ideas as not being remote and merely technical, but as being implicit in questions and issues at the heart of human self-understanding.

### **PHI102 METAPHYSICS**

Metaphysics is the philosophical study of ultimate reality. It explores the nature of our world and the arguments which attempt to explain why reality has the features it has. A central strand within Western philosophy has traditionally explored these questions with reference to God and the role God plays in explaining how the world came to exist and why it is as it is. This unit of study will provide students with a broad grounding in the responses of philosophers to these questions, with some sustained reference to the work of Aquinas. Particular questions addressed include questions such as: What is it for something to exist? What is it that makes something the same entity over time? Are you something that can exist even if your body is destroyed? What is it for a person to act freely? If determinism were true, would that rule out human freedom?

### **PHI201 MEDIEVAL PHILOSOPHY**

This unit of study deals with the evolution of medieval philosophy from late classical antiquity onwards. An important theme will be the complex oppositions between Aristotelian and Platonistic tendencies,



and between realistic and nominalistic tendencies, in the philosophical theories of that period, and the influence that such oppositions had on conceptions of the relationship between reason and faith. The thought of such Church Fathers as St. Augustine and Origen will be discussed, in relation to the background Platonistic or Neoplatonistic philosophical tendencies prevalent in late antiquity. Discussion of the context set by the Aristotelian *logica vetus* or 'old logic', within which Boethius and Abelard are major figures, will then lead into an exploration of the high scholasticism that followed the reintroduction into the Latin West of previously unavailable works of Aristotle, and of which St. Thomas Aquinas, Duns Scotus and William of Ockham are major figures. The synthesis of faith and natural reason argued for by Aquinas is explored in relation to various less synergistic views of the role of natural reason in relation to faith that were held both earlier (e.g. by St. Augustine) and later (e.g. by William of Ockham) in the Middle Ages. Also discussed will be the influence of certain non-Christian thinkers (such as Avicenna and Averroes) on the reception of Aristotle's thought in the West, particularly with respect to questions about the relations between bodies, souls, and intellects of persons.

#### **PHI202 MORAL PHILOSOPHY**

This unit of study deals with the various approaches that have been developed in the effort to come to

philosophical grips with the ethical and moral realm – an effort that has always been central to the discipline. A wide variety of approaches will be studied, including theories that fall under the rubrics of 'natural law ethics', 'virtue ethics', 'Kantian deontology', and 'utilitarianism'. Both normative and meta-ethical issues will be addressed. Figures discussed will include Aristotle, St. Thomas Aquinas, Kant, Hume, and Mill, as well as such contemporary or near-contemporary philosophers as Alasdair MacIntyre, Bernard Williams and John Finnis. The unit of study also addresses meta-ethical questions (in relation to, e.g., Ayer and Geach).

#### **PHI301 MODERN PHILOSOPHY**

This unit of study will focus on various threads in the development of philosophy since the 17th century, near the beginning of what we call the Modern Era. By tracing these particular lines of development, we'll come to see what makes the philosophy of the Modern Era distinctive. One element of this distinctiveness, for example, is a certain sort of emphasis on the human unit of study or self, and on what is truly knowable by it, as opposed to what might transcend it. Starting with the rationalist Descartes, the father of Modern philosophy, we'll follow the development of a foundationalist world-picture, predicated on the 'idea'-idea, through the empiricisms of Locke, Berkeley and Hume. The first half of the course will end with a discussion of the transcendental idealism of Kant and its philosophical legacy.

### **PHI302 SOCIAL & POLITICAL PHILOSOPHY**

This unit of study deals with the philosophical issues that arise in connection with such concepts as state, government, civil society, community, economy, sovereignty, political power, legitimacy, political liberty, legality, right, justice and the like. It traces the response of the Western philosophical tradition to these issues onwards from its beginnings in the work of Plato and Aristotle. The first part of the course will take us from this classical Greek beginning through to the integration of the classical-era ideas into the Christian world-picture in the work of St. Thomas Aquinas. We'll then explore various distinctively modern-era approaches to the understanding of the political realm, such as the social contract theories of Hobbes and Locke, the utilitarian politics of Mill and Bentham, and the historicisms of Hegel and Marx. In the last third of the course, theories of a more recent vintage will be engaged. These will include the liberalism of Rawls, and the critiques of liberalism offered in critical and postmodern philosophies, such as those of the Frankfurt School, Michel Foucault, Jean-Francois Lyotard, William Connolly, Eric Voegelin and Radical Orthodoxy.

### **PHI303 PHILOSOPHY OF LANGUAGE**

This unit of study deals with the nature and consequences of the so-called 'linguistic turn' of the late 19th and early 20th centuries, via which philosophy moved, roughly speaking, from an emphasis on the mind to an emphasis on language. Key concepts and distinctions to be addressed may include: the analytic/synthetic distinction, logical atomism, verificationism, language games, meaning holism, performativity, intentionality, descriptivism, the New Theory of Reference, and the pragmatics/semantics distinction. Philosophers discussed may include: Frege, Russell, and early Wittgenstein; Carnap, Ayer, and the Vienna Circle; late Wittgenstein, Quine; Austin and other speech act theorists; Kripke, Putnam and other proponents of the New Theory of Reference.

### **PHI304 TWENTIETH CENTURY ANALYTIC PHILOSOPHY**

This unit of study is intended to develop in the student an understanding of certain key concepts and distinctions in (a) twentieth-century analytic philosophy of science and (b) philosophy of mind, which may include: the problem of induction, Goodman's new

riddle of induction, the hypothetico-deductive model of confirmation, the deductive-nomological model of explanation, the theory/observation distinction, logical empiricism, falsificationism, theory-ladenness, the Quine-Duhem hypothesis, scientific paradigms and normal vs. revolutionary science, the mind-body problem, behaviourism, central-state materialism, functionalism, realizer vs. role, supervenience, naturalization, qualia and the hard problem of consciousness. Philosophers discussed may include: Hempel, Goodman, Popper, Quine, Kuhn, Wittgenstein, Ryle, Smart, Armstrong, Putnam, Lewis, Dennett, Davidson, Kim, and Chalmers.

### **PHI305 INTENSIVE STUDY OF A TEXT IN CLASSICAL PHILOSOPHY**

This intensive unit is a close reading of a text in classical philosophy. The text selection will be made by the instructor. We will read the chosen text in its entirety, paying careful attention to philosophical content as well as to literary character.

## **RELIGIOUS EDUCATION**

### **RED501 HISTORICAL CONTEXT OF CATHOLIC TEACHING**

This unit of study traces the historical development of Catholic life and teaching. Students completing this unit will have a body of knowledge related to Catholic teachings, an awareness of its principles of development and an understanding of how this can be presented to students at various levels. They will be able to undertake professional work in this field of and also use it as a basis for further learning.

### **RED502 CATECHESIS IN SACRAMENTAL THEOLOGY**

This subject explores the theology and catechesis of sacraments and sacramentality. Students completing this subject will have a body of knowledge related to the education in sacramentality and sacraments of students in primary schools. They will be able to undertake professional work in this field, and also use it as a basis for further learning.

### **RED503 CHALLENGES AND STRATEGIES IN RELIGIOUS EDUCATION**

This unit of study addresses the curriculum and methodology components of the requirements of accreditation for teaching religious education in Catholic schools in Australia. Students completing this unit will have a body of knowledge related to developmental theory and curriculum principles applied to the religious education of students in primary and secondary schools. They will be able to undertake professional work in this field, and also use it as a basis for further learning.

### **RED504 INTRODUCTION TO BIBLICAL STUDIES**

This unit of study introduces the Biblical from the perspective of Catholic life and teaching and offers resources for teaching this source document of Christianity to students. Students completing this unit will have a body of knowledge related to the Bible and its interpretation according to the Catholic Tradition for students in primary schools. Students will be able to undertake professional work in this field, and also use it as a basis for further learning.

## **SCIENCE**

### **SCI303 THE HISTORY, PHILOSOPHY AND SOCIAL STUDIES OF SCIENCE**

Science holds a pre-eminent place in our culture as an authoritative source of knowledge. Scientists shape our daily activities and controversial scientific issues are constantly in the news: climate change, medical research, genetic engineering, and nuclear energy are just a few examples. But what exactly is this thing called 'Science'? What do scientists actually do? What makes their knowledge 'scientific' and authoritative? What is the relationship between science and religion? And if science shapes our lives, can society, in turn, shape science? This unit of study sets out to answer these important questions. Students will learn how science works (or is supposed to work), and how science and society interact. This unit of study is intended to provide an introduction to the history, philosophy and sociology of science to prepare students for the major case study to be undertaken in SCI304—the Darwinian Revolution—in Semester 2.

### **SCI304 THE DARWINIAN REVOLUTION**

In light of the introduction to the history and philosophy of science in the first semester, students will have the opportunity to perform a case-study of the complex relationship between science and society. That case-study is the so-called Darwinian Revolution of the nineteenth and twentieth centuries. Beginning with biological and geological treatises written during the Enlightenment, students move onto an examination of works by pre-Darwinian scholars, including Malthus, Paley and Lyell in order to appreciate the social and intellectual context of Darwin's work. Subsequently, students study the formulation and reception of Darwin's *Origin of Species*, as well as modern debates regarding evolution and creationism. Students learn how religious, social and political values and interests shape the construction, formulation, as well as the acceptance or rejection, of scientific claims. Students witness how scientists must then debate and negotiate with each other, as well as the wider community, about their theories.

### **SCI305 HUMAN BIOLOGY I**

This unit of study provides an introduction to the principles governing biological systems, and how they operate at different levels of organisation. This unit of study will provide a broad coverage of human biology, with an emphasis upon the interrelatedness of the different body systems, and how they function normally and in various disease states. The unit of study content includes: an introduction to conceptual models in biology; the chemical level of organisation; cellular and tissue organisation; the integumentary system; the cardiovascular system; the respiratory system; the digestive system, the renal system; musculoskeletal system; nervous system, endocrine system and human reproduction and genetics. The subsequent study of Human Biology II/SCI306 will complete and build upon this knowledge to provide students with sufficient understanding of human biology to better understand and critically appraise current developments in the biological sciences in relation to human life, health and well-being.

### **SCI306 HUMAN BIOLOGY II**

This unit builds upon knowledge and skills attained through the study of Human Biology I, with a focus upon the immune and reproductive systems, human genetics, evolution and ecology. Greater emphasis is





given to the critical appraisal of current developments in the biological sciences in relation to human life, health and well-being. Subject content includes: basic microbiology; the immune system; the male and female reproductive systems; basic embryology; genetics; current developments in reproductive and genetic science and their application; mechanisms of disease; basic pharmacology; biological and medical aspects of birth, development, aging and death; and an introduction to critical thinking about evolutionary principles and human ecology.

**SCI307 HISTORY OF THE  
MATHEMATICAL SCIENCES:  
FROM ANTIQUITY TO THE PRESENT**

Mathematics, a cornerstone of natural philosophical thought in ancient Babylonian, Greek and Roman civilisations, became also an integral part in antiquity and in the Middle Ages, of a holistic view of life, including moral and political philosophy. The search for mathematical harmonies in nature extends to ideals of societal order and rational understandings of man's place in the universe. Consequently, some of Europe's first universities taught pure and applied sciences as part of a liberal arts education. Arabic and Christian schools and philosophers of the late medieval and early modern Western world also developed specific applications for the practical mathematical sciences,

such as astronomy, navigation, and engineering. The results of advanced mathematical techniques were evident in the exploration of new lands and construction of some of the world's most enduring and magnificent structures. Today, mathematics is still regarded by scientists of almost all disciplines as a fundamental component in the search for natural knowledge. This subject explores the ways in which mathematics has been used and sustained in the history of Western tradition as a key component for understanding humanity and its relationship with the natural world.

**SCI308 INTRODUCTION  
TO FORMAL LOGIC**

Logic involves taking an argument, built out of sentences, and asking such questions as: is it valid? I.e. if the premises were true, would that require the conclusion to be true? If the answer is yes, we can show this by building a proof of the conclusion, given the premises. Formal logic deals with such notions in a strict and mathematical setting.

This first course deals with the basics of propositional and predicate logic, including proof in a natural deduction setting, simple semantics concepts, and some introductory metatheory results (soundness and completeness of propositional logic).

## STUDY SKILLS

### STU101 STUDY SKILLS

The unit of study Study Skills fosters the development of a range of academic skills required for success in the study of the liberal arts including note taking in lectures, academic reading, academic writing and tutorial presentation skills. The writing component has a particular focus on the understanding and preparation required to produce an academic essay, and involves knowledge of content, research and critical reading, note taking, academic writing, structuring and developing arguments, referencing, and time management. The presentation component covers the preparation, structuring and delivery of tutorial presentations and critical reviews. Students are required to complete a range of assessment tasks directly related to study skills and drawn from the assessment tasks in other units studied.

## THEOLOGY

### THE101 THEOLOGICAL FOUNDATIONS OF CHRISTIAN CULTURE

This unit of study introduces the theological roots of Christian culture and explores how this culture compares and engages with modern, secularized Western culture. The theological foundations of culture which are treated follow the structure of the Nicene Creed and include creation and the *imago Dei*, sin and the Fall, the covenant calling of Israel, the Incarnation and Christology, the Trinity, the Church, the communion of saints and the Virgin Mary, forgiveness, and the Eucharist.

### THE102 THE DEVELOPMENT OF REVELATION

This unit of study introduces revelation in the shared Judaeo-Christian tradition of the Old Testament and its fulfilment in the incarnation, the cross and the resurrection of Jesus Christ as presented and

reflected on in the Christian New Testament. Students will be introduced to the topics of canonicity, inspiration, the relationship between Scripture and Tradition, the historical-critical method and contemporary methods of biblical criticism. The content and major themes of the various books of the Old and New Testaments will be treated.

### THE201 SACRAMENTAL THEOLOGY

This unit of study provides an account of the theological principles governing each of the seven sacraments (Baptism, Penance, Eucharist, Confirmation, Marriage, Holy Orders and Anointing of the Sick) as well as the foundational principles of the associated theological anthropology. More specifically, the unit of study examines the following: the concept of the fall, original sin and redemption; the human person as *Imago Dei*; the theology of grace; the relationship between nature and grace; the meaning of redemption; elements of Christian eschatology; contemporary issues in Sacramental Theology such as the situation of those who die unbaptized and the ordination of women.

### THE202 FUNDAMENTAL MORAL THEOLOGY

This unit of study involves a study of the theological foundations of Catholic moral teaching. This encompasses the biblical sources of the teaching, the historical development of moral theology and the role of the Magisterium of the Church in authoritative pronouncements on moral questions. Topics treated include the history of Moral Theology, moral absolutes, conscience, the role of emotions in morality, sin, freedom and responsibility, and conscience. There is also a general treatment of issues in social ethics, bio-ethics and sexual ethics.

### THE301 THEOLOGY OF THE POST-CONCILIAR ERA

This unit of study reviews the Church's encounter with modernity and post-modernity by a study of the documents of the Second Vatican Council, including an analysis of their theological background and the validity of different interpretations of the Council's teaching, together with an examination of subsequent teaching, especially in the promulgations of John Paul II and the works of scholars associated with the *Communio* School. More specifically, the unit of study examines the following topics and concepts: the intellectual & historical antecedents-Vatican I, the modernist crisis



and the ressourcement movement; the Conciliar & post-Conciliar documents on marriage and family; Lumen Gentium and Communio Ecclesiology; Dignitatis Humanae and political theology; the Encyclicals of John Paul II on the new evangelisation; the culture of modernity and postmodernity; and the emerging principles of a Post-Conciliar synthesis.

### **THE302 BIOETHICS AND THE CATHOLIC TRADITION**

Bioethics is an interdisciplinary study, relying on knowledge of, and the interaction between, human biology, medicine, moral philosophy and – in the context of a Catholic college-moral – theology. The purpose of this unit of study is to provide an inter-disciplinary account of the ethical issues at stake where medical science and technology impact upon human beings and human society as a whole. This unit of study will further develop students' understanding of the variety of ethical approaches on offer, building upon earlier units of study in theology, philosophy and science. More specifically the content examines a range of contemporary ethical issues including: the dignity of the human person and the notion of fundamental human rights; the anthropological and ethical issues involved with genetic engineering, gene therapies, genetic testing, human reproductive technologies and surrogacy; theories of human personhood and their application to humans with disabilities and those at the beginning and end of life; the Hippocratic tradition in medicine; human embryo experimentation; asexual reproduction; cloning and experimentation on human beings; euthanasia, organ transplantation, xenotransplantation and human-animal transgenesis; stem cell technology; and public policy,

personal autonomy and choice in decision making.

### **THE303 MORAL AND SEXUAL INTEGRITY**

This unit considers human moral development and the integration of sexuality with Christian morality in light of an awareness of contemporary cultural conditions. It will begin with a consideration on how cultures in general work to form human persons. It will then cover the Christian account of forming persons with reference to the virtues, and with reference to John Paul II's Theology of the Body. The next phase of the course deals with the fundamental nuptiality of the human body as revealed in Scripture and how current manifestations of human sexuality, from divorce to pornography, distort that inevitably theological account of the human body, and by extension, the human person.

### **THE304 PUBLIC MORALITY AND CATHOLIC SOCIAL ETHICS**

This unit of study addresses issues of public morality in contemporary society. Through a detailed study of Catholic social teaching, students analyse the ethical and theological dimensions of a range of public issues. These are linked to important developments in the philosophical understanding of justice from Ancient Greece until the present era. There is a particular focus on issues that are the subject of robust political debate and on which the Catholic Church has enunciated a clear teaching. Specific topics treated include the strengths and weaknesses of the free market economy; the just war tradition; capital punishment; work and leisure; environmental ethics; and issues pertaining to poverty and underdevelopment.



## Study overseas

Campion currently permits students enrolled in the Bachelor of Arts in the Liberal Arts to study overseas and to have these studies counted towards their degree, normally for a one semester maximum. Information regarding overseas study can be obtained from the Dean's Office. Interested students should note that overseas study is not a constituent part of the Campion degree; it is an option where all arrangements are the responsibility of the student. Approval for any units of study undertaken at overseas tertiary institutions must be given by the Dean of Studies or the Associate Dean of Studies prior to commencement. If the unit(s) of study content does not closely correlate to Campion unit(s) of study, the unit(s) may not be recognised as equivalent. In this instance, the Campion unit(s) of study will still need to be completed. Arrangements for international travel should be commenced early to receive necessary approvals, including student visas

Overseas studies can be undertaken either as Study Abroad or Exchange. The difference between the two options is primarily based upon where fees are paid and how results are recorded.

Exchange is the recommended method and it is undertaken normally with partner institutions where

Campion has an exchange agreement. Participants enrol in the standard Campion units of study and pay tuition fees to Campion. They choose units of study at the overseas institution that closely match the Campion units of study. The results are recorded on the transcript as "EXCH", indicating a passing grade achieved through an exchange program. Actual marks and grades can be shown through provision of the academic transcript received from the other institution.

Study Abroad can be undertaken either with institutions with which Campion has an agreement or any other institution selected by the student. Tuition fees are paid to the overseas institution and units of study closely matching the corresponding Campion units of study are selected. Results are recognised on the transcript as "RPL", indicating a passing grade achieved through Recognition of Prior Learning. Actual marks and grades can be shown through provision of the academic transcript received from the other institution.

Exchange students continue to enjoy their entitlement to Campion scholarships/bursaries while overseas. Study Abroad students lose their entitlement to Campion scholarships/bursaries.

A young man and woman are dancing together at a social event. The man is wearing a white dress shirt and has his arms around the woman. The woman is wearing a blue dress and has a joyful expression. In the background, other people are visible, including a man in a white shirt and a woman in a white shirt. The setting appears to be an indoor event space with string lights.

COMMUNITY  
*life*

## COMMUNITY LIFE

Campion College is a community of staff and students that spends a significant amount of time together. There are rights and responsibilities that apply to each individual in the community, to groups within the community and to the College community as a whole. In a broad sense, care and consideration of others should underpin the actions of all within the College. Each person at Campion should consider not only what the College may offer them, but also what they may offer to the College, in terms of contributing positively to the overall academic, spiritual and social life.

### 4.1 CHAPLAINCY

The Chaplaincy enables the Spiritual life and lived witness to the Gospel to be incorporated into the life of the College. The Chaplain plays a key role in this dimension of College life, as well as being available to individuals. The Chaplain can be contacted any time during the day. All Chaplaincy events are publicised to staff and students via email and notice boards.

#### 4.1.1 MASS

Mass is celebrated Monday to Friday and is the high point of daily life on Campus. It is here, each day, that the whole life and mission of the College is brought together and offered to God. There are also regular times of Adoration of the Blessed Sacrament and some Hours of Prayer of the Church are celebrated publicly.

### 4.2 STUDENT WELLBEING TEAM

The Student Wellbeing team looks to proactively support students who have special needs or concerns. Members of the Well being Team are:

- Chaplain
- President
- Dean of Studies
- Associate Dean of Studies
- Student Life Officer
- Senior Residential Tutor
- Student Administration Assistant

### 4.3 ENVIRONMENT

Campion College is concerned about the environment and the impact its operations have on the environment, including energy usage, recycling and minimisation of waste. Examples of College actions to address these concerns include:

- Installation of a VRV air-conditioning system that minimises electricity usage in comparison with standard systems
- Installation of water storage tanks to retain rainwater for use in watering systems
- Preservation and remediation of the College's woodland site, including re-introduction of native shrub-level vegetation
- Recycling of all recyclable items, including office paper, drink bottles and cans.

Commitment from both staff and students is required to ensure good environmental practices are successful, including thoughtful recycling of appropriate materials and ensuring rubbish is always placed in the bins provided.

### 4.4 ACCESS TO COLLEGE BUILDINGS AND CAMPUS

The College is open to the public during its office hours, Monday to Friday from 9.00am to 5.00pm. Outside of these hours, some or all of the buildings may be closed. Refer to the section on the Library for details of Library opening hours. Students living in residential accommodation will be issued keys to access specific parts of the buildings after hours; however, other students will not be allowed access into locked areas without permission. Students are welcome to invite guests to visit the Campus during standard hours of operation. All guests must sign in at reception.

### 4.5 STUDENT COMMON ROOMS

Campion College grants all students with access to a common room or 'student lounge', where students can meet and relax, or study. There are three common rooms: one in each of the new houses and one upstairs at the end of the girls' dorm.

### 4.6 COFFEE CLUB & STUDY HALL

Coffee Club and Study Hall are held regularly during the semester. Residential students are encouraged to attend.

#### 4.7 STUDENTS' ASSOCIATION

The Students' Association is an organisation comprised of and run by the students of the College. Membership of the Students' Association is voluntary and a fee is charged. Membership of the body entitles students to run for office and participate in events and activities such as clubs and societies. The Students' Association has its own Constitution which students can obtain if interested.

#### 4.8 CATERING AND FOOD SERVICES

The College Kitchen offers a range of meals that can be purchased by residential, day students and their guests, during lunch time (12:15pm to 1.00pm). Meal prices are as follows (may be subject to change):

- **LUNCH:** daily variation (EFTPOS payments incur a 10% surcharge).
- **DINNER:** \$15 per dinner. Dinners may only be purchased at the commencement of semester and for regular days for the duration of an entire term. (e.g. every Tuesday evening)

There is a kitchenette near the deck, where all residential and non-residential students can access a microwave and make tea and coffee. All plates, cups etc used by students and visitors must be cleaned and returned to the kitchenette after use.

Alcohol may be provided at some College events such as formal dinners. Alcohol is not permitted in student accommodation areas or the common room and is only allowed in other areas in accordance with the college policy. Common areas of each house excepted. Disciplinary action may be taken against students who choose to consume alcohol on campus, or who return to campus after drinking alcohol excessively.

#### 4.8.2 FORMAL HALLS

Every two or three weeks during term, on Thursday evenings, the College holds Formal Hall. This is an exercise of the old tradition for academic communities to gather for a meal together. Those attending wear formal dress (jacket and tie for men and equivalent smart clothing for women) and the appropriate academic gown. The meal begins with grace. Academic gowns are worn throughout Formal Hall and are not to be removed for any reason. Furthermore, attendees should avoid leaving, even temporarily, before the thanksgiving and final dismissal. The President, faculty, and other staff sit at High Table. Students are often invited to join High Table for dinner. There is usually a guest speaker, as well as a musical performance.

- Formal Hall is usually held on a Thursday evening.
- All communication about Formal Hall is via the Executive Assistant, Marian Foster.
- All residential students are required to attend every



Formal Hall. The cost of Formal Hall is part of your residential fees.

- A residential student who cannot attend a given Formal Hall must notify the Executive Assistant by noon on the Monday prior.
- Non-residential students are encouraged to attend all Formal Halls. The price for non-residential students not on the catering service, and guests is \$20.
- Students who do not usually attend Formal Hall, but would like to do so, must give notice to the Executive Assistant by noon on the Monday prior, for catering purposes.

If you wish to invite friends and relations to a Formal Hall you may do so, subject to the availability of space. Please note that your guest(s) must be accompanied by you at all times.

Payment for guests attending Formal Hall is to be made by the host to the Accounts Office in advance. Names of guests and any dietary requirements are to be advised to the Executive Assistant by email no later than 12noon on the Monday prior to ensure adequate catering.

NOTE: During 2022, Formal Hall will only go ahead if it can meet Covid-safe standards. All students should standby for notifications via e-mail.

#### **4.9 TELEVISIONS**

In a number of locations, including residential houses, televisions are provided for the enjoyment of students, staff and guests. Consider the comfort of others using these spaces, whether it be noise level or nature of program. No 'inappropriate' programs are permitted to be viewed in the College.

#### **4.10 PIANO**

A piano has been generously donated to the College. Please follow the 'Piano Guidelines' to ensure care and longevity of the piano and everyone's enjoyment.

#### **4.11 ACCOMMODATION**

The College has on-site accommodation facilities, with male and female student rooms in separate wings and residential houses. Each wing has shared bathrooms. Two meals a day are served for all residents on campus Monday to Sunday. (Lunches may be available for purchase on weekdays, except during mid-term breaks). There is no self-catering accommodation

available, although the houses and the dorms are equipped with kitchens and kitchenettes.

Students intending to apply for accommodation on Campus should contact Reception or consult the website. Blankets and sheets are available for hire for residential students on payment of a fee. Students will wash their own sheets.

#### **4.12 DRESS**

Students are encouraged in the matter of dress to show consideration for others in the College community. The general expectation is that students will dress modestly and should ensure dressing appropriately in each situation. This includes a requirement to wear footwear (not thongs), to lectures and tutorials or in the kitchen and dining room.

#### **4.13 ILLNESS AND MEDICAL CENTRES**

If you do not arrive for a meal or lectures, there is no guarantee that anyone will assume you are sick and offer to help. We do not want you to be without some kind of help and assistance in these situations. For this reason it is important to notify the Student Administration Assistant, or the Dean's Office, when you are unable to attend meals or lectures because of sickness.

A number of medical facilities are located in the general area of the College. Emergency treatment can be sought at Westmead Hospital, located on the corner of Darcy and Hawkesbury Roads, Westmead (Ph: 02 8890 5555).

Nearby Medical Centres include:

- Fitzwilliam Road Medical Centre, (cnr Reynolds St.) Shop 14, 62 Fitzwilliam Road, Old Toongabbie. Is open 8.00am to 12.30pm, 1:30pm to 6.00pm weekdays and 9.00am to 12.30pm, 1.30pm to 4.00pm on Saturdays. Closed on Sundays. They offer bulk billing to patients (Ph: 9873 0085).
- Toongabbie Family Practice, 52 Aurelia Street, Toongabbie (shop side of the railway line) is open 8.30am to 5.30pm weekdays and 8.30am to 12noon Saturday. Closed on Sundays. They offer bulk billing to patients. (Ph: 02 9636 2337).
- Wentworthville Medical Centre, 122-128 Station Street, Wentworthville is open 7.00am to 8.00pm weekdays and 8.00am to 6.00pm on weekends. Some doctors offer bulk billing to patients. (Ph: 02 8868 3800).





- Winston Hills Medical Centre, located inside Winston Hills Shopping Centre, Shop 68 (next to the Chinese restaurant) on Caroline Chisholm Drive, Winston Hills. Open 9.00am to 5.00pm weekdays and 9.00am to 1.00pm Saturdays. Closed on Sundays. They offer bulk billing to patients. (Ph: 02 9838 4800)
- Dr Alice Park, 17 Fitzwilliam Road. This GP bulk bills. (Ph: 02 9896 0011).
- Dr Paulette Calabro, Psychological and counselling help. (Mobile: 0458 011 444) By appointment only.

#### 4.14 COVID-SAFE PLAN

The College implements a Covid-Safe Plan which is reviewed periodically. This plan consists of measures designed to minimise the risk of the introduction of the virus on campus and, if introduced, to limit its spread. Of paramount concern is the safety of all staff and students. Changes to the Covid-Safe Plan and associated rules are communicated via email and may affect many different aspects of College life.

#### 4.15 HARASSMENT & UNJUST DISCRIMINATION

##### Sexual Assault and Sexual Harassment

A person harasses another person if he or she subjects them to unwelcome, offensive, humiliating or intimidating behaviour. Examples include behaviour such as bullying, wolf-whistling, sexually suggestive gestures, unsolicited remarks of a sexual nature and use of offensive language.

##### Unjust Discrimination

Unjust discrimination is when people are treated differently on the basis of sex, disability or race. Unjust discrimination does not have to be malicious or intended, targeted at a particular person, or even foreseen.

##### What can you do if you are being unjustly discriminated against or harassed?

This type of behavior is considered a breach of the Student Code of Conduct and constitutes misconduct under the College's policies. Grievance procedures have been established to deal with unjust discrimination and harassment and to ensure that you receive a confidential hearing (please refer to the Non-Academic Complaints Policy). The College will actively pursue complaints if you decide to proceed. There is also the choice of an external mediator (Dr Dominic McLoughlin). For contact details see the Student Administration Assistant. For more on the College's approach to sexual assault and sexual harassment, see Student Rules and Selected Policies.

#### 4.16 BEHAVIOUR

There are several policies in the latter part of this Handbook that relate to expectations for behaviour by students. Some of these are general expectations whereas others deal with specific issues (e.g. consumption of alcohol on Campus). Students are expected to be aware of and follow the rules and policies relating to behaviour. Disciplinary action can be taken, with potential consequences including warnings, fines, removal of privileges, suspension or expulsion.

#### 4.17 SAFETY PRECAUTIONS

In the event that the College emergency system is activated, all students are to immediately leave the buildings and proceed to the Emergency Assembly Point located near the statue of St Peter Chanel.

Fire fighting equipment and emergency exits are designed for student safety. At no time should these be used for other than approved purposes. For reasons of fire safety, no smoking is permitted in the College buildings. Students are not permitted to use College vehicles, machinery, tools or other equipment without permission. Students who are required to use College equipment may need to be instructed on the correct procedures for use to meet Occupational Health and Safety requirements.

#### 4.18 FIRE AND EMERGENCY PROCEDURES

When the fire alarm sounds this means that there is a potential emergency in one of the buildings:

- Switch off all appliances
- Collect your room keys
- Leave other belongings behind (unless instructed otherwise)
- Evacuate by the nearest EXIT
- Proceed to the fire assembly area where you should report to the Fire Warden.

Emergency and evacuation procedures are located on notice boards and on the back of the door of every room. They indicate your assembly area. Remember to:

- Leave the building by the nearest FIRE EXIT
- Never assume that the alarm is a drill or a false alarm
- Walk briskly but without hurrying the person in front of you
- Follow the instructions given by Fire Wardens
- Do not attempt to use fire-fighting equipment unless you have been trained and it is safe to.

**SUMMARY:** In case of emergency, on hearing the alarm or on instructions to evacuate

**R - RESCUE:** Rescue anyone in immediate danger

**A - ALARM:** Raise the alarm and follow the emergency procedures

**C - CLOSE:** Close doors and contain the fire

**E - EXTINGUISH:** Attempt to put out the fire only if you have been trained AND it is safe to do so.

#### 4.19 BOOKING OF ROOMS

Students wishing to reserve common or lecture rooms for meetings of any kind, should make arrangements before hand with the Executive Assistant. Suitability of the room to be booked and charges will be discussed when making the booking.

#### 4.20 NOTICE BOARDS

A Notice Board for Academic and Administrative issues is located on the rear veranda near the main lecture theatre. Students should regularly refer to this board for important information. A Student Notice Board is located in the café. Students may use this notice board for advertisements to sell items and other notices. Please do not display notices elsewhere or on official noticeboards. There is also a chaplaincy notice board and student life notice board near college reception.

#### 4.21 MAIL AND MESSAGES

Mail, notices and phone messages for resident and non-resident students will be placed in a marked tray in the cafe. Students should check regularly to see if there is anything being held for them.

#### 4.22 LOCAL SHOPPING FACILITIES

There are shopping facilities of varying sizes near the College. On Fitzwilliam Road (5mins walk) there is an IGA, a medical centre, a chemist and several food stores. On Bungaree Road (10 mins walk) there are several shops including a newsagent/post office, a small supermarket, a take-away, a hair dresser, a butcher and a bottle shop. At Toongabbie there is a shopping mall as well as numerous local shops including hairdressers, bread shops, coffee shops, restaurants and ATMs. At Winston Hills there is a medium sized shopping mall with Big W, Woolworths, Coles and 70 specialty stores, including a food court.

#### 4. 23 SPORT AND RECREATION

Student participation in sport and recreation is encouraged, as it provides a healthy component for a balanced life and an outlet for the pressures of study. The College supplies a small amount of sporting equipment for use by the students. All sporting equipment should be returned after use. The Students' Association oversees clubs and societies, including the formation and support of sporting and recreational groups. Sporting ovals on Binalong Road (near the Toongabbie Public School) are available for Campion College use from time to time.

The Toongabbie Leisure Centre is a commercial gym located nearby on Tucks Road and offers squash and gymnasium facilities. Check with the Student Life Co-ordinator to see if membership deals for students are available. A public swimming pool is located in Dunmore Street, Wentworthville, near the Cumberland Highway.

#### **4.24 PUBLIC TRANSPORT**

The closest train station to the Campus is Toongabbie Station, located approximately a 25 minute walk away. A bus (the 711) runs between Toongabbie and Wentworthville Stations. The nearest bus stop is at the corner of Fitzwilliam and Binalong Roads. The T-way provides regular buses (every 10 minutes at peak hour) to Parramatta and the Hills District from a bus stop at the end of Reynolds Street (5 minute walk).

Private buses in the area are operated by Hillsbus. Maps and bus timetables are available from [www.hillsbus.com.au](http://www.hillsbus.com.au).

#### **4.25 STUDENT CARDS**

All students of the College are issued with a student identification card, valid until the student's expected date of course completion. If the card expires before the student completes their course, a new student ID card may be issued upon request. The student card should be carried within the College at all times, as a means of identification. It must be presented when sitting for College examinations or class tests, borrowing from the Library, or on request by authorised officers of the College.

This student card remains a property of the College, and should be returned to the College if found. Students who lose their card must notify Student Administration of their loss as soon as possible, and will be required to pay a fine for a replacement card. Students who withdraw from their course are required to return the student ID card. The student card is not valid for travel concession within NSW, unless accompanied by an Opal Card.

#### **4.26 CONCESSION TRAVEL PASSES**

Full-time domestic students are eligible (subject to certain conditions) for Transport for New South Wales (TfNSW) concession, which provides concessional fares for travel on most public transport services

within NSW areas. International students are ineligible for travel concession.

For more information on TfNSW travel concessions, eligibility requirements, and conditions of entitlement, please visit the TfNSW website: <http://www.transportnsw.info/resources/documents/tertiary-guidelines.pdf>

#### **4.27 VEHICLES AND PARKING**

Campion College is located within a residential suburb and consideration of neighbours must be shown when entering and leaving the Campus. College students are not permitted to park in the local streets around the Campus. Please take care to look for pedestrians at the College entrances and to drive carefully in the local streets, as children may be playing.

The internal speed limit for the Campus is 10kph. Pedestrians have right of way within the College grounds. Parking is only permitted within indicated parking spaces.

#### **4.28 FEES AND FINANCIAL ASSISTANCE**

1. If students wish to make any upfront payments for their tuition fees, any upfront portion of tuition fees is payable by the date indicated on their invoice.
2. Students intending to use FEE-HELP assistance for the first time are required to complete and submit a request for Fee-Help assistance before commencement of the teaching period. See the Administrative Assistant for more information.
3. International students on student visas are required to pay fees up-front in accordance with their contract.
4. Students who have outstanding debts (Library fines, tuition fees & accommodation charges etc.) due to the College may be excluded from classes and may not receive results of assessments, or may not receive a testamur at graduation.
5. Accommodation charges are due each month. Amount payable, due date and methods of payments are stipulated on invoices that are emailed to students at least 7 calendar days prior to the due date. An administration fee is applicable if student account is overdue by more than 2 weeks (see page 75). To avoid the administration fee, students are encouraged to negotiate with Business Manager a payment schedule before the due date.

6. Amenities Fee: All students are charged an amenities fee each semester for all students for the provision of:

- Tea/coffee/water fountain/BBQ facilities;
- Sporting and recreational equipment;
- Support for CCSA activities (e.g. Debating, Classical Olympics, Theatre Society performances, Campion bus);
- Health and welfare services (e.g. Chaplaincy, Counselling);
- College community activities (e.g. Formal Hall, Coffee Club, Study Hall);
- Careers and Learning workshops and programs;
- Piano and Schola;
- Student newsletter;
- Orientation Week activities.

7. The College is a not-for-profit institution and Fees are set at a level which seeks to recover the costs of the College teaching program and residential costs.

8. Students must be in credit with the Student Account System. This system allows students to print and use the internet.

Students will be advised of their remaining credit when they open their student email. Once there is no credit available, students will be unable to print or use the Internet.

Cash payments for credit should be made to the Student Financial Services Officer. There are minimum applicable amounts for different payment methods.

9. Certain charges attract Goods & Services Tax (GST).

10. The College offers a number of scholarships and bursaries to students. There are also a number of jobs available under the Work Scheme. Contact the Reception Office for more information about scholarships, bursaries, the work scheme applications and relevant closing dates.

#### 4.29 GOVERNMENT FINANCIAL ASSISTANCE

The Bachelor of Arts is an approved course for STUDY ASSIST benefits. Domestic students taking at least 75% of the full-time load of an approved course are eligible for STUDY ASSIST benefits. Applications for STUDY ASSIST are available only from Centrelink. Letters of Confirmation of enrolment in the course or residency

at Campion College may be obtained at the College's Reception.

#### 4.30 ACADEMIC GOWNS

New students at Campion are presented with a black academic gown on the Matriculation day and charged a deposit. (see page 75). Students wear the academic gown to formal College events, including Formal Halls. It is expected that gowns will be kept clean and in good order. Fines may be issued for gowns left lying in public areas. The cost of replacing damaged or lost gowns will be borne by the student. When students graduate with a Campion Bachelor of Arts, they receive their deposit back. Students not completing the degree may keep the gown. The College has a right to declare this deposit forfeited.

#### 4.31 LOCKER HIRE

Lockers are available for hire on an annual or semester basis. The hire periods are:

##### **FULL YEAR**

Commencement of Orientation Week in February until the end of the examination period in November / December.

##### **SEMESTER 1 ONLY**

Commencement of Orientation Week in February until the end of the examination period in June.

##### **SEMESTER 2 ONLY**

Commencement of classes in July / August until the end of the examination period in November / December.

For the locker hire fees, please see Reception. The locker hire fee is not refundable. There is no pro-rata amount if locker hire is commenced or terminated during a semester.

After payment has been received, a combination number will be provided. Lockers are provided for the convenience of hirers. Items left in lockers are not covered by the College's insurance. The insurance of any such items is the sole responsibility of the hirer.

Allocation of these lockers is carried out on a first come first served basis. The College reserves the right to exercise discretion in these matters and may accommodate a request to hold a locker upon an evaluation of a written request should the circumstances warrant it.

Do not store food in locker. Students are responsible for clearing lockers by the end of the relevant hire period. After this date any occupied lockers will be cleared and items left in lockers will be disposed of at the College's discretion.

Hirers are responsible for the lock securing their locker. Replacement locks will incur an additional charge of a fee (see page 75).

Lockers are not available for use during Dec. - Feb. break.

#### **4.32 STORAGE**

During breaks between semesters, students may apply to use storage spaces available on campus. The following rules apply:

1. Each resident can use only one cubicle allocated for their room.
2. Residents are allowed to store items of a size that doesn't exceed the cubical size.
3. No items are allowed to be stored on the floor.
4. Loose items (clothing, towels, books, etc) are not allowed in the storage area. All personal belongings stored in the cubicle must be packed in a bag or box.
5. Food and drinks are not allowed in the storage area.
6. All bags and boxes with residents' belongings must be clearly labelled indicating Resident's FULL NAME and ROOM NUMBER.
7. Residents are allowed to hire an additional cubicle/ cubicles subject to availability.
8. The cubicle must be cleared upon termination of residential agreement. A student is not entitled to get their residential bond back until they pick up all their personal belongings from storage and clear their cubicle/s.
9. No valuable items should be stored in the storage area as items left in storage are not covered by the College's insurance. The insurance of any such items is the sole responsibility of the student.

10. Storage is available for use during Dec. - Feb. break upon request from a student for a fee.

#### **4.33 LOST PROPERTY**

Property taken to reception for one week, then will be discarded.

#### **4.34 INVITATIONS TO COLLEGE**

The following guidelines are for students wishing to invite distinguished visitors to Campion:

- a. As a basic courtesy, the President (or in his absence the Director of Operations) should be asked for permission first; the President may need to make enquiries about the appropriateness of the invitation;
- b. If it is envisaged that the visitor should be offered a meal or refreshments the President should instruct the Kitchen accordingly; catering arrangements ought never to be made without authority;
- c. Wherever possible, at least two weeks' advance notice should be given;
- d. An opportunity might arise when it is impossible to give much notice. The President is entirely open to that, but still claims the right to be consulted first.

The President may have a view about the circumstances in which the visitor should be received (at formal hall, public lecture, Mass, morning tea etc), and about the days on which such a visit might be scheduled.

#### **4.35 ACCOMMODATION FOR VISITORS**

If a student would like a visitor to stay in one of the residential areas, they must seek written approval from the Senior Residential Tutor, via email.

If approval is received (in writing), meals and accommodation for the visitor must be paid for at the Accounts Office, prior to the guest's arrival on campus.

Any visitor should abide by the College Rules. See schedule of fees and charges.

# Student Rules

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## PRELIMINARY

### DIVISION 1 - INTERPRETATION

#### 1. Definitions

In these Student Rules:

**“Academic Board”** means the body established by the Campion Institute Board to provide leadership on academic policy and practices of Campion College.

**“Dean of Studies”** means the academic staff member responsible for the operational conduct of Campion College award and non-award courses and units of study.

**“Academic penalty”** means that the unit of study in question is awarded a failing grade.

**“Assessment”** means work (e.g. an examination, assignment, or presentation) which a student is required to complete for any one or more of the following purposes -

- a) the fulfilment of an educational purpose (e.g. to motivate learning, to provide feedback)
- b) to provide a basis for a record of achievement or certification of competency;
- c) to permit grading.

**“Award course”** means a program of study leading to the award of an accredited degree, diploma or certificate offered by Campion College.

**“Board of Examiners”** means the meeting of staff held at the end of each teaching period for the purpose of reviewing unit of study results and student progression status.

**“Campion College”** or **“College”** means Campion College, Australia which is the trading name of Campion Institute Ltd.

**“Cancellation of enrolment”** means that a student has discontinued an award course or a program of non-award studies.

**“Course requirements”** means the specific requirements for completing an award course and includes the following -

- a) the course structure;
- b) any conditions for enrolment in or for completion of particular units of study required for the course;
- c) any conditions for academic progression through the course;
- d) any requirements for attendance type or mode of study.

**“Director of Operations”** means the College’s chief administrative officer.

**“Enrolment program”** means the units of study that a student selects to study in a teaching period.

**“International student”** has the same meaning as “overseas student” under the Educational Services for Overseas Students (ESOS) Act 2000 (Cwth).

**“Non-award studies”** means a unit of study or group of units of studies which a student undertakes at the College other than as part of an award course of Campion College.

**“Official examination period”** means a period of at least 2 weeks at the end of each semester or other teaching period designated by the Dean of Studies for conducting examinations.

**“Teaching period”** means a designated period in which the program of study and instruction for a unit of study or award course is undertaken and is approved by the Academic Board for each year.

**“Unit of study Coordinator”** means an academic staff member performing the functions of Unit of Study Coordinator specified by the Dean of Studies.



## **2. Application of these Student Rules**

These Student Rules apply to all students who are enrolled in an award course or a program of non-award study at Campion College.

### **3. Attendance type and mode**

3.1. A student's attendance type is normally designated as full-time if the enrolment program for the teaching period is:

- a) in the case of a student enrolled in an award course, at least 75 per cent of the number of credit points for a standard enrolment program load for full-time enrolment in that course in a teaching period; or
- b) in the case of a student undertaking non-award studies, at least 75 per cent of the number of credit points for a standard enrolment program load designated by the Dean of Studies for that purpose.

3.2. If a student's enrolment program load is less than the amount specified in Student Rule 3.1, the student's attendance type is normally designated as part-time.

3.3. Addition or withdrawal of units of study in accordance with Division 2 of Part 3 of these Student

Rules may be deemed by the Dean of Studies to change a student's attendance type.

3.4. A student's attendance mode is considered as one of:

- a) Internal - where all classes are attended on campus
- b) External - where no classes are attended on campus, including fully-online
- c) Mixed - where some classes are on campus and some learning is done externally, including block attendance supported by online classes.

## **DIVISION 2 - STUDENTS' RESPONSIBILITIES UNDER THESE STUDENT RULES**

### **4. Student responsibility for compliance with these Student Rules and other requirements**

4.1. As required under the Campion College General Rules (5.1.2), no person may be admitted as a student of the College unless he or she signs an undertaking to observe and comply with the Student Rules, student related policies and the Student Code of Conduct.

4.2. It is the student's responsibility to do all acts associated with admission, enrolment and academic



progression in compliance with these Student Rules.

4.3. In the case of international students, the student must also comply with any requirements for enrolment or study at the College specified in the Educational Services for Overseas Students (ESOS) Act 2000 (Cwth), including, but not limited to -

## 5. Identification

5.1. Each enrolled student will be issued with a Student Identity Card.

5.2. Student Identity Cards remain the property of the College and are not transferable.

5.3. A student is required to produce his or her Student Identity Card upon request of an officer of the College.

5.4. A student who takes leave of absence, ceases to attend or withdraws from all study is obliged to return his or her Student Identity Card to the College.

5.5. A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the earliest practicable opportunity. A fee will apply for replacement of a

lost Student Identity Card, unless a police report is presented proving theft. (Refer to the current Schedule of Fees and Charges for details).

## 6. Communication

6.1. The Campion College email address allocated to each student at the time of first enrolment is the primary channel for specific official College communications with students.

6.2. Students have a responsibility to acquaint themselves with official College notices communicated generally or to individual students. Failing to read, misreading or misunderstanding of official information or correspondence will not be accepted as a reason for students being unaware of matters so notified.

6.3. Students will notify the Director of Operations of any change in their contact details. The College will not accept responsibility if official communications fail to reach a student who has not notified the Director of Operations of a change of contact details.

6.4. Notices sent by email, or mail to the mailing address provided by a student, will be presumed by the College to have been received by the student.

## ADMISSION

### 7. Application for admission

7.1 A person must apply for admission to the College before first enrolling in an award course or non-award studies.

7.2. Except where specified by the Dean of Studies, a person must apply for admission before each teaching period in which they propose to enrol in non-award studies.

7.3. A person who seeks to re-enrol in an award course must apply for re-admission following -

- a) cancellation of enrolment in an award course; or
- b) an unapproved period of absence; or
- c) a period of exclusion from an award course imposed under Part 6 of these Student Rules.

7.4. The Dean of Studies must prescribe the dates for and the manner of applying for admission to the College.

### 8. Criteria for admission

8.1. The Academic Board may specify general requirements to be met by a person applying for admission to the College.

8.2. The Academic Board must specify minimum course entry requirements for each award.

8.3. The Dean of Studies determines the maximum number of persons to be offered admission to the College.

### 9. Offer of admission

9.1. The Dean of Studies makes offers of admission.

9.2. An offer of admission may be conditional upon the person providing documents or fulfilling other requirements specified in the offer.

9.3. The Dean of Studies may withdraw an offer of admission and reject enrolment where -

- a) the person fails to provide documents or to fulfil other requirements specified in the offer of

admission; or

- b) the offer of admission has been made as a result of the provision of incomplete, falsified or inaccurate information by the person or a certifying authority; or
- c) the person fails to enrol in accordance with the offer of admission by the specified date.

9.4. Champion College reserves the right to not make any offers of admission to any award course for either a specific or indeterminate period of time.

9.5. Champion College reserves the right to discontinue or vary courses and/or units of study, arrangements for courses and/or units of study, or staff allocations at any time without notice.

9.6. Champion College may allow students to defer enrolment following an offer of admission.

## ENROLMENT

### DIVISION 1 - GENERAL REQUIREMENTS FOR ENROLMENT

#### 10. Enrolment procedures

10.1. The Dean of Studies -

- a) must prescribe closing dates for submission of an enrolment program for each teaching period; and
- b) may prescribe different closing dates for different categories of students.

10.2. The Dean of Studies must prescribe the manner of submitting the enrolment program, and the information to be included with the enrolment program.

10.3. For each teaching period, the Dean of Studies must -

- a) publish the closing dates for addition or withdrawal of units of study; and
- b) specify the manner of submitting changes to the enrolment program.

#### 11. Valid enrolment

11.1. Subject to Student Rule 11.2, enrolment in any teaching period means that the student has



submitted an enrolment program for study at the College in that teaching period.

11.2. A student is validly enrolled upon -

- a) submission of an enrolment program for the teaching period by the specified date or such later time as permitted by the Dean of Studies; and
- b) acceptance of the enrolment program by the Dean of Studies (see Student Rule 18); and
- c) payment of fees and charges required under these Student Rules by the specified date or such later time as permitted by the Director of Operations; and
- d) fulfilment of any other requirements specified in these Student Rules.

11.3. The Dean of Studies may reject a student's enrolment where the student has not met all of the requirements of Student Rule 11.2.

## **DIVISION 2 - ENROLMENT PROGRAMS**

### **12. Requirements for enrolment programs**

12.1. A student's enrolment program must comply with the general requirements specified in this division.

12.2. In the case of a student enrolled in an award course, the student's enrolment program must also comply with the specific course requirements for that award course.

### **13. Addition of a unit of study to enrolment program**

Subject to the requirements of this division, a student may add a unit of study to their enrolment program in a teaching period if -

- a) the unit of study is added by the published addition date; or
- b) where the student proposes to add the unit of study after the published addition date:
  - i. the student pays the published administrative charge (if applicable); and
  - ii. the Unit of study Coordinator agrees to the addition of the unit of study; and
  - iii. the Dean of Studies is satisfied that the student has demonstrated that exceptional circumstances for addition of the unit of study exist.

### **14. Withdrawal from a unit of study**

14.1. Subject to the requirements of this Division,

a student may withdraw from enrolment in a unit of study

- a) by the withdrawal date published by the Dean of Studies - without academic penalty; or
- b) after the withdrawal date published by the Dean of Studies - with academic penalty.

14.2. Despite Student Rule 14.1, the Dean of Studies may permit withdrawal without academic penalty if the student has demonstrated that exceptional circumstances for withdrawal from the unit of study exist.

14.3. Withdrawal from a unit of study may incur a financial penalty, in accordance with Student Rule 29, regardless of whether withdrawal from the unit of study is approved with or without academic penalty.

### **15. Relationship among units of study**

15.1. Course requirements may specify any of the following conditions for enrolment in a specified unit of study:

- a) a student must have achieved a passing grade in a prerequisite unit of study before enrolment in the unit of study;
- b) a student must have achieved a specified minimum number of credit points before enrolment in the unit of study;
- c) a student may enrol in the specified unit of study only if -
  - i. the student also enrolls in a corequisite unit of study at the same time; or
  - ii. the student has previously achieved a passing grade in the corequisite unit of study;
  - iii. a student must not enrol in the specified unit of study if the student has achieved a passing grade in an incompatible unit of study.

15.2. In this section, an "incompatible unit of study" means a unit of study in which the subject matter or the body of learning is substantially similar to that included in the specified unit of study.

15.3. The Dean of Studies may permit a student to enrol in a specified unit of study without having satisfied the condition listed in Student Rule 15.1 if the Dean of Studies is satisfied that the student has demonstrated sufficient knowledge to undertake the unit of study.

## **16. Maximum and minimum enrolment program load**

16.1 Course requirements may specify either, or both, of the following -

- a) the maximum number of credit points permitted for full-time enrolment;
- b) the minimum number of credit points for part-time enrolment.

16.2 Students must seek approval from the Dean of Studies to enrol in an enrolment program load above the standard full-time load in a teaching period.

## **17. Time limits for completion of an award course**

The Academic Board may specify time limits for completion of an award course, and may impose different time limits for different categories of courses.

## **18. Acceptance of enrolment program**

The Dean of Studies may not accept a student's enrolment program in any of the following circumstances -

- a) the student has not enrolled in accordance with their offer of admission, including, where specified, major area of study, attendance type, and attendance mode;
- b) if the student is enrolled in an award course, the student has not submitted an enrolment program which is consistent with course requirements;
- c) except where permitted by the Dean of Studies or Unit of study Coordinator, as the case may be, the student has not complied with the requirements of Division 2 of Part 3 of these Student Rules;
- d) if the student is enrolled in an award course, the student has not met the requirements of Part 6 of these Student Rules relating to unsatisfactory academic performance;
- e) the student is subject to a disciplinary penalty which prohibits their enrolment in the current teaching period;
- f) the student is in breach of any other rule of the College which specifies rejection or suspension of enrolment as a penalty;
- g) the student has outstanding fees.

## **19. Amendment of enrolment program**

The Dean of Studies may amend an enrolment program, if any of the following conditions exist -

- a) the student has not complied with the requirements

of Student Rule 16;

- b) the student has not complied with other course requirements;
- c) the student cannot attend classes or meet other unit of study requirements due to timetable incompatibility;
- d) the student has not complied with any conditions of probationary enrolment imposed under Part 6 of these Student Rules.

## **20. Provisional Enrolment**

Since not all applicants meet the required standards which would qualify them for entry into the BA, Campion permits such applicants to enrol as miscellaneous students, where they attend one or two of the BA units of study to prove their ability.

Enrolment in Miscellaneous Studies excludes students from access to both FEE-HELP and some other Centrelink benefits.

Consequently, a category of 'Provisional Enrolment' in the Bachelor of Arts is an alternative pathway into the BA for those applicants who do not meet the required standards. To be offered provisional enrolment, applicants must:

- Attend an admission interview and be deemed by Campion staff as having the potential to succeed as a provisional enrolment student;
- Submit a written statement assessed by Campion staff as indicating capacity to succeed as a provisional enrolment student; and

The conditions are to:

- Enrol in one or two of the units of study listed for the standard first year program of the Bachelor of Arts. Applicants may be permitted to enrol in three units of study in exceptional circumstances where academic potential is demonstrated, at the discretion of the Dean of Studies. All provisional enrolments are also required to enrol in Study Skills 101.

## **21. Concurrent Study**

The College may specify procedures for the recognition of concurrent studies at another institution that may be recognised as equivalent to, or a substitute for, units of study within an award course.

20.1. Concurrent study will not normally be recognised



as equivalent to units of study within an award course at Campion unless it has been:

- a) Undertaken as part of a formal exchange agreement; or
- b) Undertaken after receiving prior approval from the Dean of Studies.

### **DIVISION 3 – RECOGNITION OF PRIOR LEARNING**

#### **22. Recognition of Prior Learning (RPL)**

21.1. The College may specify the amount and type of RPL, credit transfer or advanced standing which may be granted in award courses to recognise prior learning, and may specify different amounts of credit for different categories of award courses or students.

21.2. The Dean of Studies must specify the procedures to be followed, the documentation to be supplied, and any charges to be paid by students applying for recognition of prior learning.

21.3. The Dean of Studies must determine the amount and type of credit to be granted for prior learning in accordance with any approved specifications.

### **DIVISION 4 - DISCONTINUATION OR INTERRUPTION OF ENROLMENT**

#### **23. Leave of absence**

23.1. The Academic Board may specify the circumstances in which a student may take Leave of Absence

from an award course.

23.2 A student must apply to the Dean of Studies for leave of absence from an award course in the manner and within the time frame prescribed.

#### **24. Cancellation of enrolment**

24.1. A student must notify the Dean of Studies if he or she wishes to cancel their enrolment in an award course or non-award studies.

24.2. A student who cancels their enrolment is deemed to have withdrawn from enrolment in all units of study in their enrolment program, in accordance with Student Rule 14.

## **FEES AND CHARGES**

#### **25. Imposition of fees and charges**

25.1. In accordance with the Campion College General Rules, the College may impose fees and charges for enrolment and study at the College, or for services and facilities associated with enrolment and study, and may impose different fees and charges for different categories of students.

25.2. For each teaching period, the Director of Opera-





tions must prescribe the dates for payment of fees and charges.

25.3. A student must pay the fees and charges specified in these Student Rules by the prescribed dates.

25.4. A student is not validly enrolled unless all fees and charges specified in these Student Rules have been paid.

## **26. Students' Association fee**

26.1. Membership of the Students' Association is voluntary.

26.2. An enrolled student who wishes to join the Students' Association must pay the specified Students' Association fee to the Students' Association.

## **27. Tuition fee**

27.1. All students (other than an international student) who enrol in a unit(s) of study for an award course must pay the tuition fee specified for that teaching period as a condition of enrolment.

27.2. An international student must pay the international student tuition fee specified in their International Student Contract as a condition of enrolment.

27.3. A non-award student who enrolls in a unit of study or units of study must pay the non-award tuition fee specified for that teaching period as a condition of enrolment.

## **28. Administrative fees and charges**

28.1. The Director of Operations must publish any administrative services for which fees and charges are payable in addition to tuition and/or other fees, including, but not limited to –

- a) Library overdue fees
- b) Photocopying & Printing charges;
- c) Internet usage charges;
- d) Late application for admission fees;
- e) Parking fees and charges;
- f) Residential accommodation fees;
- g) Amenities fee;
- h) Storage fees.

28.2. A student or a person requiring an administrative service that incurs an additional charge must pay the relevant administrative charge prior to taking the action or requesting the service listed.

28.3. If the administrative charge has not been paid, service will not be supplied.

## **29. Deferment or exemption from fees and charges**

29.1. The Director of Operations may permit a student to defer payment or partial payment of fees and charges within a teaching period.

29.2. Where action has been approved in accordance with Student Rule 29.1, the student must agree to an instalment plan for repayment of the fees and charges.

29.3. If a student does not follow an agreed instalment plan, the Director of Operations may take action in accordance with Student Rule 31.

29.4. The President may exempt a student from payment or partial payment of fees and charges in exceptional circumstances.

### 30. Cancellation charges and refunds

30.1. The College may retain a proportion of fees paid by a student as a charge for cancellation of enrolment in a course, unit of study or units of study and may impose different cancellation charges for different categories of students.

30.2. The Director of Operations will publish the refund policy which will specify the different proportions of fees and charges paid to be refunded, based upon the time a request for cancellation is lodged in relation to a teaching period or delivery of a service.

30.3. A student who withdraws from enrolment in a unit(s) of study must apply by the date specified to the Director of Operations for a refund of fees paid to the College, if applicable.



## STUDENT FINANCIAL SERVICES

### 31. Consequences of non-payment of fees & charges

Except where action has been approved in accordance with Student Rule 29, if a student does not pay the full amount of fees and charges required by the College by the required date, the Dean of Studies / Director of Operations may do one or more of the following:

- reject the student's enrolment, in accordance with Student Rule 11;
- require the student to pay a specified administrative charge;
- withhold the student's academic transcript;
- withhold the testamur of a graduand;

- exclude the student from College events, activities or services.

Most payments will need to be made via Job Ready Plus.

When directed payments may also be made at the Accounts Office from 12:30pm to 1:30pm Monday to Friday.

The minimum for cash transactions is \$10.  
The minimum for credit/eftpos transactions is \$10.

When directed payments may also be made via direct deposit.

Account name: Campion College  
Account number: 27905201  
BSB: 062784  
Ref: Student name

## SCHEDULE OF FEES & CHARGES 2022

(GST included where required. Costs may be subject to change.)

| TYPE OF FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COST                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>TUITION &amp; AMENITIES</b></p> <p>Tuition fees (domestic students - EFT)</p> <p>Tuition fees (international students - EFT)</p> <p>Amenities Fee - per semester</p>                                                                                                                                                                                                                                                                                                                                                | <p>\$15,960 per EFTSL</p> <p>\$16,800 per EFTSL</p> <p>\$50</p>                                                                                                   |
| <p><b>RESIDENTIAL ACCOMMODATION</b></p> <p>Weekly residential accommodation fee (including meals)</p> <p>Daily accommodation fee outside semester for residential students</p> <p>Daily accommodation fee outside semester for non residential students</p> <p>Blanket Hire</p> <p>Sheets Hire</p> <p>Pillow Hire</p> <p>Storage hire (for up to 2 large items for up to 90 days)</p>                                                                                                                                     | <p>\$285 to \$335</p> <p>\$35</p> <p>\$38.50</p> <p>\$25</p> <p>\$10</p> <p>Free</p> <p>\$25</p>                                                                  |
| <p><b>OTHER ADMINISTRATIVE FEES AND CHARGES</b></p> <p>Replacement academic transcript (one copy)*</p> <p>Replacement testamur*</p> <p>Replacement Australian Higher Education Graduation Statement (AHEGS)*</p> <p>Replacement Student Identity Card</p> <p>Replacement key</p> <p>Formal Hall fee (for day students/non-student)</p> <p>Locker Hire (per semester)</p> <p>Locker Hire (per year)</p>                                                                                                                    | <p>\$25</p> <p>\$100</p> <p>\$50</p> <p>\$25</p> <p>\$50 per key, \$200 per fob</p> <p>\$20</p> <p>\$25</p> <p>\$40</p>                                           |
| <p><b>FINES</b></p> <p>Library fine (for lost items)</p> <p>Library fine (for overdue items)</p> <p>Misplaced academic gown</p> <p>Administration fee for late residential payments (2 + weeks overdue)</p> <p>Administration fee for late tuition fee payments (2 + weeks overdue)</p> <p>Administration fee for release of withheld results due to non payment</p> <p>Room cleaning fee</p> <p>Uncollected items in storage (after the due date)</p> <p>Fine for triggering fire alarm</p> <p>Breach of Covid rules</p> | <p>cost of replacement</p> <p>\$1 per day per item</p> <p>\$5</p> <p>\$20</p> <p>\$100</p> <p>\$100</p> <p>\$25 - \$50</p> <p>\$100</p> <p>\$100</p> <p>\$100</p> |
| <p><b>DEPOSITS</b></p> <p>Academic gown deposit (for BA students)</p> <p>Residential accommodation bond</p> <p>Storage deposit for non-residential students</p>                                                                                                                                                                                                                                                                                                                                                           | <p>\$110</p> <p>\$700</p> <p>\$100</p>                                                                                                                            |

\* Plus postage charges for international destinations. Some services (including readers, photocopying, printing and internet usage) are covered separately to this Schedule however, and are charged at an amount determined to cover or contribute towards the College's costs.

## ASSESSMENT

### DIVISION 1 - GENERAL REQUIREMENTS FOR ASSESSMENT

#### 34. Notice of assessment requirements

A student who is enrolled in a unit of study must receive notification of assessment requirements for that unit of study in the manner and by the time prescribed by the Academic Board.

#### 35. Academic integrity

35.1. Academic integrity and respect for knowledge and truth are fundamental tenets at the College. Accordingly, a student must not act in a manner which constitutes academic misconduct.

35.2. Academic dishonesty means an action or practice which may compromise or defeat the purposes of assessment, and includes, but is not limited to:

- Deliberate Plagiarism: quoting directly from another source without acknowledgement.
- Collusion.
- Contract cheating
- Cheating of any type in exams, such as copying from another student, talking or exchanging information during an exam, using impermissible materials during an exam, attempting to acquire information through any means during exam toilet breaks.
- Repeatedly poor acknowledgement of sources and inadequate referencing.

For such cases, one or more of the following penalties may be applied:

- formal reprimand and warning
- reduction in marks in the assessment item
- a fail grade for the unit to which the breach relates
- suspension from the College for a period not exceeding two weeks (ten working days)
- attendance at the Learning Centre to conduct

remedial work on referencing

- attendance at a workshop on academic integrity

Repeated breaches may result in further application of the above penalties and Exclusion.

In cases where a student is in breach of academic integrity due to acts involving or resembling criminal activity, such a student will receive a fail grade for the unit and may be excluded from the College for a period of up to 24 months. Examples of such activity include falsification or forgery of College documents, theft of examination papers, bribery, sabotaging another student's work.

### DIVISION 2 - EXAMINATIONS

#### 36. Availability for examinations

36.1. A student must be available to undertake an examination -

- a) at the time and place specified for the examination in the official examination period; and
- b) at any other time specified for an examination in the notification of assessment requirements for a unit of study.

36.2. The Dean of Studies will publish an examination timetable for each official examination period.

#### 37. Conduct during examinations

The Academic Board specifies procedures for examinations (see Conduct & Examinations Policy & Procedure), including -

- a) requirements for a student entering or leaving the examination room; and
- b) requirements for a student's conduct during the examination;

#### 38. Deferred examinations

38.1. A student who, due to exceptional circumstances beyond the student's control, is unable to attend an examination at the prescribed time, may apply in the manner and within the time frame prescribed by the Dean of Studies for a deferred examination.





38.2 Not reading, misreading or misunderstanding the examination timetable does not constitute sufficient grounds to apply for a deferred examination.

38.3 The Dean of Studies determines the outcome of an application for a deferred examination.

### **DIVISION 3 - FINAL GRADES**

#### **39. Grading scale**

The Academic Board specifies the grading scale to be used in allocating a record of achievement for studies at the College.

#### **40. Allocation and notification of grades**

40.1 The Dean of Studies approves a student's final grade for a unit of study.

40.2 Student will be notified of their grades in the manner determined by the Dean of Studies.

#### **41. Special consideration**

41.1 A student who believes that their performance in completing an assessment item has been adversely

affected by exceptional circumstances may apply for special consideration in the manner and within the time frame prescribed by the Dean of Studies.

41.2 The Dean of Studies determines whether the application for special consideration should be granted.

41.3 The Academic Board may specify the manner in which special consideration is to be applied to an assessment item.

41.4. The Unit of study Coordinator determines whether additional marks for the assessment item should be granted.

#### **42. Supplementary and deferred assessment**

Supplementary or deferred assessment may be granted to a student only in exceptional circumstances, as determined by the Dean of Studies.

## UNSATISFACTORY ACADEMIC PERFORMANCE

### 43. Requirement to perform satisfactorily in course

A student undertaking an award course must maintain a satisfactory level of academic performance.

### 44. Referral Progression Status

- a) A student may be placed on a progression status of 'referral' by the Dean of Studies and/or the Board of Examiners if concerns arise regarding their progress.
- b) Students placed on referral will be required to meet with the Dean of Studies and/or the Associate Dean of Studies to discuss their progress, identify problems, plan for improving results, and seek approval for future enrolment. They may also be required to attend the Learning Centre or report to an academic advisor for an agreed period and/or program.
- c) Referral status expires at the end of the semester.
- d) Referral status is not linked to the determination of probation or exclusion status.

### 45. Probationary enrolment

45.1 The Dean of Studies must place a student undertaking an award course on a progression status of probationary enrolment if the student -

- a) Passes less than 51% of the credit points which the student has attempted within the prescribed period as defined in 45.3; or
- b) Fail the same unit of study, or its equivalent, two times.
- c) Discontinues more than 51% of the credit points which the student has attempted in two consecutive semesters; or
- d) Discontinues the same unit of study, or its equivalent, two times.

45.2 The Dean of Studies determines the students to be placed on probationary enrolment for the prescribed period.

45.3. The Dean of Studies must notify a student in writing of the decision to place the student on probationary enrolment. The prescribed times for assessing unsatisfactory academic performance are:

- a) Every semester, for students enrolled in at least the minimum full time load for a semester.
- b) Every two semesters, for a student enrolled in less than the minimum full time load for a semester.

### 46. Conditions of probationary enrolment

46.1 A student is placed on probationary enrolment for 12 months.

46.2 While on probationary enrolment, a student must -

- a) consult the Dean of Studies about their enrolment program; and
- b) if the Dean of Studies specifies an enrolment program, submit the enrolment program as specified.

46.3 If a student on probationary enrolment cancels their enrolment in the course but is subsequently re-admitted to the same award course in accordance with Part 2 of these Student Rules, the Dean of Studies, upon re-admission -

- a) must place the student on probationary enrolment for the remainder of the academic year; and
- b) may require the student to submit an enrolment program.

### 47. Exclusion from enrolment in an award course

47.1 A student is an "eligible student" for the purposes of exclusion if -

- a) the student is currently on probationary enrolment and qualifies for a further period of probationary enrolment on the basis of Student Rule 42; or
- b) having been readmitted to the award course following a period of exclusion, the student qualifies for probationary enrolment in the semester following readmission; or
- c) the student fails the same unit of study, or its equivalent, three times; or
- d) the student has exceeded the maximum time limit for the award course imposed in accordance with Student Rule 17.

47.2 At the end of each study period, the Board of Examiners meeting may exclude an eligible student from enrolment in that course.

47.3 If the Board of Examiners meeting does not exclude an eligible student, the Dean of Studies may place the eligible student on probationary enrolment in accordance with this Part (Part 6).

47.4 The Dean of Studies must notify a student in writing of the decision to exclude the student from enrolment in the award course.

#### **48. Consequences of exclusion**

48.1 If exclusion is imposed on a student under Student Rule 44, the student is excluded from an award course for a period of 12 months, unless permitted to re-enrol in accordance with Student Rule .

48.2 A student who is excluded from an award course is not permitted to enrol in any units of study forming part of that award course either as an award or non-award student.

#### **49. Enrolment following exclusion**

49.1 An excluded student may re-enrol in a unit of study or units of study as part of the award course if the student successfully appeals against exclusion.

49.2 Where a student re-enrols in the award course in accordance with Student Rule 46.1, the Dean of Studies must place the student on probationary enrolment for the academic year.

## **ELIGIBILITY TO GRADUATE**

#### **50. Eligibility to graduate from an award course**

50.1 A student is eligible to graduate from an award course upon completion of all course requirements.

50.2 The Academic Board determines whether a student has completed all course requirements.

50.3 The Champion Institute Board of Trustees confers the award on a student who is eligible to graduate.

## **REVIEW AND APPEALS**

#### **51. Review of grades and academic decisions**

51.1 The Academic Board must prescribe procedures for dealing with applications for review of grades and academic decisions.

51.2 A student may apply for a review of -

- a) their assessment grade for a specific assessment item; or
- b) their final grade for a unit of study; or
- c) other academic decisions made under these Student Rules.

#### **52. Appeals**

The Academic Board prescribes procedures for dealing with appeals against academic decisions, including dissatisfaction with the outcome of a review.

#### **53. Status pending outcome of review or appeal**

Pending the outcome of a review or appeal, the Dean of Studies may permit a student to attend classes or undertake examinations.

## **MISCELLANEOUS**

#### **54. Delegation of powers and functions**

54.1. Where these Student Rules specify that a particular person or body exercises a power or function, that person or body may delegate the power or function to another person or body.

54.2 Despite Student Rule 54.1, a Unit of study Coordinator may not delegate a function or power to another person.



# Selected Policies

(More policies and procedures accessible on College website.)

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## GRADUATION POLICY & PROCEDURES

Graduation is the formal process of the conferring of a degree or diploma by the Institute Board. Graduations usually take place at Campion College in the month of December. In order to be eligible to graduate, students must have successfully completed the minimum sequence of units as specified in the Structure of the Course in which they are enrolled (on page 28).

- The Diploma of Classical Languages consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The Diploma of Liberal Arts-Foundations of the Western Tradition consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The Bachelor of Arts in the Liberal Arts consists of a minimum of 24 six-credit point units of study; that is a minimum total of 144 credit points.
- The Graduation Certificate for Religious Education (Primary) consists of a minimum of 4 six-credit point units of study; that is a total of 24 credit points.

Students who expect to be eligible to complete their course at the end of a semester should complete a Graduation Registration Form. Students will be informed if they will be eligible on academic grounds to graduate at the end of that semester.

Some students may apply for and receive official Recognition of Prior Learning in accordance with College policy, usually on the basis of prior formal studies, that will count as successful completion of a unit or units.

Students who are otherwise eligible to graduate but who will not be able to attend the official graduation ceremony should apply to graduate *in absentia*.

Academic gowns, hoods, sashes and trenches must be worn at the graduation. Hoods, sashes and trenches must be purchased prior to the graduation ceremony.

Students who have satisfied all academic requirements for the completion of the course in which they have enrolled will not be permitted to graduate until they have settled all their financial obligations, including:

- Tuition fees and residential fees,
- Fines.

The graduation package will include:

- Testamur,
- Academic transcript,
- Australian Higher Education Graduation Statement.

Extra copies can be requested after the graduation ceremony but they may incur an administration fee to cover the costs of staff time and materials.

For the complete Graduation, Transcripts and Testamurs Policy and Procedure, see: [www.campion.edu.au](http://www.campion.edu.au)

## ACADEMIC GRIEVANCE POLICY & PROCEDURES

### 1. Purpose

1.1 This policy is to ensure that all academic grievances are managed in a fair and objective manner, with the desired outcome of reaching a mutually acceptable solution in the shortest possible timeframe.

1.2 Academic grievances relate to matters such as admissions, student progress, assessment, curriculum and awards in a course of study. Where the issue is non-academic or administrative in nature, the procedures outlined in the Non-Academic Grievance Procedures should be followed.

### 2. Definitions

**Academic Decisions** means decisions requiring the exercise of academic judgment.

**Administrative decisions** means decisions on administrative matters, the quality of administrative service or the provision of facilities.

**Appeal** means:

- a formal written request for reconsideration of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to a person or body with authority to undertake that reconsideration within or on behalf of the College; or
- a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision.

**Advocate** means a person other than a legal practitioner or a member of staff identified by a student to represent, accompany or assist in any meetings, hearings or interviews related to a student's formal complaint or appeal.

**College Mediator** means an independent external person appointed from time to time to investigate and/or mediate grievances.

**External Appeal** means a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision.

**Formal Process** means a process for addressing a student's grievance, dispute or appeal other than by "informal processes" (as defined later) and involving investigations and decisions being made in relation to the matter by an impartial and independent person or group of persons or body.

**Formal Complaint** means a complaint made or lodged by a student in relation to:

- any matter in the control of the College that affects the student in his/her capacity as a student or as a general member of the College community; or
- a decision made by the College or any person or body acting for, or on behalf of, the College that affects the student in his/her capacity as a student.

**Grievance** means a problem or concern raised by a student in relation to an action, decision or omission within the control or responsibility of the College.

**Independent Advocate** means a person from the Champion College Students Association who can provide assistance to students regarding these grievance procedures and potential consequences or outcomes in the form of independent advocacy, provision of advice and/or seeking information on their behalf.

**Informal Process** means a process which involves direct discussion between a student and a member of staff of the College, or internal mediation of a dispute, in relation to a student's grievance with a view to reaching a settlement that is acceptable to the student and the College – the process cannot be followed where a student makes a written grievance .

**International Student** means a student or intending student who is not an Australian or New Zealand citizen and does not have Australian Permanent Residency status and who has entered into a current written agreement with the College to undertake a course or program of studies with the College.

**Investigating Officer** means a member of staff appointed by the President to investigate a formal complaint.

**Mediation** means processes that are designed to resolve a dispute by bringing together the people involved in the dispute to talk over their differences to try to reach a mutually acceptable resolution or settlement of the dispute; the processes are organised and facilitated by persons who are trained and experienced in dispute resolution and independent of the people involved in the dispute.

**Notification** means the official notice provided to a student or provisional student (defined later) of the outcome of the student's grievance or appeal, including any related decisions and the date from which the decisions take effect.

**Preventative Action** means action, resulting from decisions reached in favour of, or in support of, a student through grievance or appeal processes, that needs to be taken by the College in future to ensure quality or compliance in relation to specific matters.

Respondent means a person or persons or body concerning whose actions or omissions or decisions a student has a grievance.

**Responsible Officer** means a person identified by the College as having authority to attempt to resolve a student's grievance through informal processes.

**Student** means, for the purposes of these procedures, a person who is currently enrolled at the College; or an intending student of the College.

### 3. Scope

3.1 This policy applies to all students undertaking a course at Campion College or in the process of being admitted into a course at Campion.

### 4. Principles

4.1 Campion College is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations. The College's Student Code of Conduct expresses the expectations which students may have of the College and which the College has of its students. The Student Code of Conduct, together with the rules and policies of the College, provide the framework for the interaction between the College, its staff and students.

4.2 Where a student has a concern regarding an academic decision or situation, the student has the right to raise and to have that grievance or appeal considered with courtesy, in a timely fashion, and without fear of prejudicial treatment. The student and respondent (if applicable) will not be victimised or discriminated against as a result of a grievance being raised.

4.3 The student and/or the respondent have the right to be accompanied and assisted by a third person such as a family member, friend, counsellor or other professional support person if they so desire. The support person is not permitted to be a legal representative of the student or the respondent. All Campion College students, regardless of the location where the matter has arisen, the student's place of residence or the mode in which they study, can use the procedures outlined below. At all stages of the process, reasons and a full explanation for decisions and actions taken as part of the procedures will be provided if requested by a student and/or respondent.

## 5. Grievances and Appeals Process

A student has the option of pursuing a grievance through four levels internally, as well as an external review avenue:

- 1) Informal discussion
- 2) Re-mark of assessment item (*optional*)
- 3) Formal written complaint or appeal to the Dean of Studies
- 4) Formal written complaint or appeal to an Investigating Officer or the College Mediator
- 5) Written request for review to external agencies.

At each level, the student has the right to be assisted or accompanied by a support person. Minutes of meetings during the formal levels of a grievance procedure will be taken and include:

- time and date,
- names and positions of those in attendance,
- decision, including reasons for the decision.

### 5.1 First Level - Informal Discussion

5.1.1 Students should first attempt to resolve any problem by discussion and/or correspondence with the lecturer or tutor directly involved in, or close to, the situation which is the source of the grievance, as this is likely to lead to a resolution in the most straightforward way. Where a student has a concern about the mark or grade received for an assessment



item or a unit of study, they must discuss the grievance with the lecturer, tutor or Unit Co-ordinator before considering a request for remark or a formal appeal.

5.1.2 Students have 20 working days from the receipt of a decision to notify the academic staff members responsible for the decision in writing that they wish to discuss their concerns.

5.1.3 The academic staff member has 10 working days to convene a meeting with the student.

5.1.4 Where this does not lead to a resolution, or does not occur in a timely manner, the student may request a second marker, thus entering the formal level of the grievance procedures.

5.2. Second Level – Request for a Re-mark of an Assessment Item.

5.2.1 If the matter pertains to the result received for a particular assessment item, the student can decide to submit a request to have that assessment item re-marked by another academic.

5.2.2 Such a request should be submitted to the original lecturer, tutor, or Unit Co-ordinator who will arrange for a second marker; another academic staff member at the College.

5.2.3 A request for a second marker must be made within 20 working days from the receipt of the original decision.

5.2.4 The academic staff member has 10 working days, after the request is made, to acquire a result from a second marker and convey the result to the student and the Dean of Studies.

5.2.5 The application should state clearly in writing the specific grounds upon which the request for a review of the decision is based and include all necessary supporting information and documentation.

5.3. Third Level – Formal written complaint or appeal to the Dean of Studies

5.3.1 If students are not satisfied that the matter has been resolved after the Second Level, they should take their complaint or appeal to the Dean of Studies. The Dean of Studies will deal with the matter within 10 working days of receipt of the formal written complaint or appeal.

5.3.2 In a circumstance where the Dean of Studies is the original marker of an assignment or was already involved in the earlier stages of a grievance, the student may address this formal written complaint to the Associate Dean of Studies.

5.3.3 Note that where a student experiences illness or misadventure during the teaching period or during an examination, these are not normally grounds for a complaint or an appeal. Provision for these circumstances is made through a Request for Special Consideration, which must be lodged prior to the end of the examination period.

5.3.4 Where a student complaint or appeal includes allegations concerning the conduct or actions of a staff member, the staff member (the respondent) will be immediately notified of the particulars of the matter. The staff member must be given an adequate opportunity to respond to the allegations.

#### **5.4. Fourth Level – Formal written complaint or appeal to an Investigating Officer.**

5.4.1 If dissatisfied with the response that has been received from the Dean of Studies or the Associate Dean of Studies, or the time taken under the Third Level to respond, the student may submit the complaint or appeal in writing to be considered by an Investigating Officer who may be:

- a member of the academic staff, or
- the Director of Operations, or
- the College Mediator,

at the choice of the complainant. The Investigating Officer so chosen must declare any conflict of interest in writing to the President.

5.4.2 The submission must set out, in writing, the grounds for the complaint or appeal and should include supporting material, such as previous correspondence and a description of the actions taken to date to resolve the matter.

5.4.3 The appeal should be lodged with the Director of Operations (unless the Director of Operations is part of the complaint, in which case the President) and explicitly seek the involvement of the Investigating Officer.

5.4.4 The Investigating Officer will respond to the student within 10 working days of the receipt of the complaint or appeal to advise the action taken in respect of the appeal.

#### **5.4.5 Consideration of Complaint or Appeal**

On receipt of a student complaint or appeal, the Investigating Officer considers the complaint or appeal, and may take the following action:

- a) Dismiss the complaint or appeal because the academic action involved is appropriate and the student has not presented sufficient argument to justify further consideration of the matter. The student is advised of the outcome with supporting reasons.
- b) Refer the student and the complaint or appeal to the appropriate academic staff member because,

in the opinion of the Investigating Officer or College Mediator, the initial consideration of the matter has not been fully undertaken. If, after this consideration, the student is still dissatisfied, the student can request that the Investigating Officer or College Mediator reconsider the matter.

- c) Uphold the appeal and recommend change to the academic decision or matter.
- d) Find that the appeal presented by the student constitutes sufficient justification to require the Dean of Studies to take certain actions in order to review the original academic decision or matter (for example, appoint an independent examiner, set another assessment task).
- e) Take such other reasonable action which, in the opinion of the Investigating Officer or College Mediator, will assist the resolution of the complaint or appeal. If meetings, interviews or hearings are held, both the student and the staff member have the right for an advocate to attend if desired.

#### **5.4.6 Appeals Report**

The outcome of the Investigative Officer or College Mediator's deliberations will be a report setting out the decision, the modifications to the original academic decision or matter where appropriate, and the reasons for the decision. The report is provided to the student and to the Dean of Studies. A summary report outlining the number of academic complaints or appeals lodged and outcomes (without providing specific appeal details) will be provided to the Academic Board each semester.

#### **5.5 Fifth Level - External Review**

5.5.1 In the event that the decision at the Fourth Level does not resolve the issue, the student may decide to proceed to the fifth level of the process. This level is to refer the grievance to one of the bodies listed below:

- a) TEQSA: <https://www.teqsa.gov.au/complaints-domestic-students>
- b) Australian Competition and Consumer Commission (ACCC):  
<https://www.accc.gov.au/consumers/complaints-problems/make-a-consumercomplaint#step-2---contact-the-accc-or-another-third-party>

5.5.2 International Students may contact the Overseas Students Ombudsman (OSO):

<http://www.ombudsman.gov.au/about/overseas-students> or TEQSA: <https://www.teqsa.gov.au/complaints-international-students>

5.5.3 Students considering this stage must initiate the final stage process within four weeks of the decision from the second stage being communicated in writing.

## 6 Roles and Responsibilities

6.1 The Dean of Studies is responsible for maintaining all records of formal academic grievances. Records of all formal grievances and appeals, applications for review of decisions and outcomes of the process will be kept for a period of five (5) years. These records are strictly confidential. Parties to the complaint or appeal will be allowed supervised access to these records.

6.2 The Dean of Studies is responsible for informing students and staff of this policy and procedures.

# NON-ACADEMIC GRIEVANCE PROCEDURES

## 1. Purpose

1.1 A non-academic grievance or formal complaint arises from an event occurring in the life of the College, or a decision made by the College, in which the student perceives lack of procedural fairness and/or unjust discrimination and/or an affront to person or conscience, which does not arise from the student's academic performance or potential. These procedures are intended to cater for circumstances in which a student seeks to complain against the College's rules, regulations, policies, procedures, and staff. Such circumstances may include, but are not restricted to:

- a) Alleged inappropriate or unprofessional behaviour of College staff;
- b) Unjust discrimination, such as treatment on the grounds of gender, colour, race or country of origin;
- c) The claim that a student has an unpaid financial obligation to the College;
- d) The use of personal information provided by a student.
- e) The Rules, policies or procedures of the College.

1.2 There is a separate Academic Grievance Proce-

dures document that relates to grievances and complaints involving academic decisions.

1.3 Allegations made against a student regarding general misconduct or academic misconduct may be handled under the provisions of the Student Misconduct Procedures. For general misconduct this includes allegations involving:

- Sexual Harassment, or harassment of any kind.
- Sexual Assault, or any physical violence.
- racial, gender or cultural vilification,
- destruction of public property,
- buying/selling illicit substances or possessing illegal items,

## 2. Definitions

**Academic decisions** means decisions requiring the exercise of academic judgment.

**Administrative decisions** means decisions on administrative matters, the quality of administrative service or the provision of facilities.

**Appeal** means:

- a formal written request for reconsideration of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to a person or body with authority to undertake that reconsideration within or on behalf of the College; or
- a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision.

**Advocate** means a person other than a legal practitioner or a member of staff identified by a student to accompany and assist the student in any meetings, hearings or interviews related to a student's formal complaint or appeal.

**College Mediator** means a dispute resolution officer employed by the College as an adjunct staff member. External appeal means a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that





has powers or authority to investigate and determine the legitimacy of the decision.

**Formal process** means a process for addressing a student's written formal complaint.

**Formal complaint** means:

- an allegation of misconduct by a member of College staff; or
- a complaint made or lodged by a student in relation to:
- any matter in the control of the College that affects the student in his/her capacity as a student or as a general member of the College community; or a decision made by the College or any person or body acting for, or on behalf of, the College that affects the student in his/her capacity as a student.

**Grievance** means a problem or concern raised by a student informally in relation to an action, decision or omission within the control or responsibility of the College, which may be resolved in discussion or by clarification.

**Informal process** means a process for addressing an informal grievance which may be resolved in discussion or by clarification. This process cannot be followed where a student makes a formal written complaint.

**International student** means a student or intending student who is not an Australian or New Zealand citizen and does not have Australian Permanent Residency status and who has entered into a current written agreement with the College to undertake a course or program of studies with the College.

**Investigating Officer** means a member of staff appointed by the President to investigate a formal complaint.

**Mediation** means processes that are designed to resolve a dispute by bringing together the people involved in the dispute to talk over their differences to try to reach a mutually acceptable resolution or settlement of the dispute; the processes are organised and facilitated by persons who are trained and experienced in dispute resolution and independent of the people involved in the dispute

**Procedural Fairness** means the Principles of Natural Justice including the provisions that:

- a) Students are informed, with adequate notice, of

allegations and proceedings,

- b) Students are provided with opportunity to respond and be heard
- c) Decision makers are without conflict of interest or prior involvement in the case
- d) Proceedings are carried out and determinations made without bias

**Respondent** means a person or persons or body concerning whose actions or omissions or decisions a student has a grievance.

**Student** means, for the purposes of these procedures, a person who is currently enrolled at the College; or an intending student of the College

### 3. Scope

3.1 These procedures apply to all students of the College or those seeking to enrol in a course of study and are entitled to access these procedures.

3.2 As these procedures also may involve staff member, all staff are entitled to access these procedures.

3.3 The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

### 4. Principles

4.1 Campion College is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations.

4.2 The student and/or respondent will not be victimised or discriminated against at any stage of the complaints process set out in these procedures.

4.3 The student and/or respondent will be provided with procedural fairness.

4.4 Campion College does not charge any fee for the processing of non-academic grievances and complaints.

### 5. Procedures

5.1 A student has the option of pursuing a grievance through an internal process as outlined below as First



Level (5.2). Should the student wish to escalate the level of the grievance to a formal complaint, there are two internal levels and one external level, as outlined below as Second, Third and Fourth Levels (5.3; 5.4; 5.5).

In relation to all levels of the process, students may request to admit the testimony of witnesses, where appropriate, and request the presence of an observer (see 5.2.3)

#### **5.2 First Level – Informal Process (Grievance)**

Students are encouraged to raise their grievance in the first instance directly with the person concerned, or the manager responsible for the non-academic service involved in the complaint. This is appropriate in matters where the student feels comfortable with making a direct approach, or where the grievance does not relate to allegations of unlawful behaviour. Grievances at this level are not considered as ‘formal complaints’ and do not require documenting unless they proceed to the next level.

#### **5.3 Second Level - Formal Process (written complaint to the Director of Operations)**

Where a student is not comfortable in discussing the issue informally, or has discussed their grievance with the relevant person and is unable to resolve the issue, or is dissatisfied with the outcome of an informal discussion, he or she may choose to lodge a formal complaint with the Director of Operations. Mindful of the nature of the complaint, it must be dealt with in a reasonable time-frame,

and at any rate within 21 days (3 weeks) of receipt of the complaint. The Director of Operations must give reasons and a full explanation in writing for decisions and actions taken in relation to this complaint as part of the procedures if requested by the student and/or respondent.

#### **5.4 Third Level - Formal Process (written complaint to an Investigating Officer or the College Mediator)**

In the event that the Director of Operation’s decision does not resolve the issue, the student has the right to lodge a complaint to be considered by an Investigating Officer or the College Mediator. The complaint must be submitted in writing to the President and explicitly seek the involvement of an Investigating Officer or the College Mediator. The President must acknowledge receipt of a complaint in writing within one week.

The College employs an adjunct staff member available for mediation and dispute resolution, Dr Dominic McLaughlin (Phone 0401 938 113; Email: mcl@gmail.com)

The Investigating Officer or College Mediator must address a complaint requiring its consideration within 10 business days of receiving the written complaint.

The student may be given the opportunity to be interviewed by the Investigating Officer or College Mediator, or participate in a mediation session if required. Any costs incurred by the student in attending such sessions must be borne by the student.

The student and the respondent have the right to be represented by an advocate, such as a family member, counsellor or other professional support person, if they so desire, but not for legal representation. If a request for an impartial observer is received from the student or the respondent, an observer agreeable to both the President and the student will be permitted to attend the proceedings. This observer will normally be drawn from an institution affiliated with the Council of Private Higher Education (COPHE) Inc or from a registered Catholic higher education provider.

The Investigating Officer or College Mediator must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the student or respondent. The student must be informed in writing that the College has a process by which the decision of the Investigating Officer or College Mediator can be reviewed externally.

#### **5.5 Fourth Level - External Review**

In the event that the Investigating Officer's or College Mediator's decision does not resolve the issue, the student may decide to proceed to the fourth level of the process. This stage is to seek an external review by the independent External Reviewer appointed by Champion College for this purpose.

The College has an agreement with the Independent Higher Education Australia (IHEA) to provide an independent External Reviewer to review decisions made by the College.

The contact person is the Chief Executive Officer, currently Mr Simon Finn.

The contact details for IHEA are:

Suite 612, Level 6198  
Harbour Esplanade Docklands VIC 3008  
Phone: (03) 9642 5212; [www.ihea.edu.au](http://www.ihea.edu.au)

Students considering this stage must initiate the final stage process within 28 days (four weeks) of the decision from the second stage being communicated in writing.

The task of the External Reviewer is to review the consistency of the College's decisions of with the published policies of the College. The decision of the Investigating Officer or the College Mediator and all tabled documents dealing with the complaint or appeal must be forwarded to the External Reviewer.

The External Reviewer must address a complaint requiring his or her consideration within 15 working days of the receipt of the written request. The External Reviewer must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the student or respondent.

If the External Reviewer makes recommendations in relation to a grievance they have reviewed, the External Reviewer will forward those recommendations to the President within 415 working days of the receipt of the written request. The President will ensure that the recommendations are implemented as soon as practicable, and within a maximum period of six months.

#### **6. Roles and Responsibilities**

6.1 It is the responsibility of the Director of Operations and Investigating Officer to keep notes and documentation at all stages of an investigation including records of meetings, discussions and actions proposed or taken. All records must be stored on a confidential file and in line with College policy. Those records are to be accessible under supervision to all parties involved for a period of five years. Such records must remain confidential.

6.2 It is the responsibility of the Director of Operations to report cases of non-academic complaints at least once a year to the Institute Board.

6.3 It is the responsibility of the Director of Operations to make these procedures available to all staff and students.

6.4 It is the responsibility of all students and staff to reasonably cooperate with the process outlined in these Procedures; not undermine the process in any way; and behave in an appropriate and civil manner during an investigation and during interviews and mediation sessions.

6.5 The Champion Executive Committee has the responsibility of implementing these procedures when formal complaints are made and reviewing the effectiveness of these procedures whenever they are tested.

6.6 The Champion Executive Committee is responsible for providing training for staff in matters related to these procedures.

## STUDENT ACADEMIC INTEGRITY POLICY

### 1. Purpose

1.1 This document states Campion College's commitment to academic integrity in all assessed and non-assessed scholarly work carried out by its students.

1.2 The purpose of this policy is to provide a transparent process for detecting and handling allegations of academic misconduct by students enrolled in Campion's courses.

1.3 This mirrors the College's support for research and scholarship conducted by academic staff that is conducted according to professional community standards of conduct and quality.

### 2. Definitions

2.1 For the purpose of this policy, the following definitions apply:

**Academic Integrity** means, as according to the Higher Education Standards Framework (Threshold Standards) 2015, 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'.

**Academic Misconduct** means obtaining academic advantage for oneself or for others by dishonest or unfair means. It refers to a breach of academic integrity.

**Plagiarism** means the use of someone else's ideas and/or words as if they were one's own. It is one form of academic misconduct. It may take the minor form of a non-deliberate omission of references or poor paraphrasing. It may also take the major form of a deliberate effort to draw upon unacknowledged sources in such a way as to pass off intellectual content and phrasing as one's own.

**Collusion** means conspiring with another student to pass someone else's work off as one's own. It refers to students sharing or using assignments; lending assignments to one another for the purpose of copying; acquiring an assignment from someone else

in order to plagiarise it; offering to complete another student's work.

**Assessment** means the process whereby student competency is determined, feedback is given to students on their progress and grades are awarded. Assessment is an overarching term and includes things such as tests, essays, papers, examinations, reports, exhibitions, performances, presentations, demonstrations and other work whether written or otherwise.

**Contract Cheating** means, as according to the TEQSA *Good Practice Note: Addressing Contract Cheating to Safeguard Academic Integrity* (October 2017), 'when students employ or use a third party to undertake their assessed work for them'.

### 3. Scope

3.1 This policy applies, without exclusion or exemption, to all students enrolled in Campion's courses.

### 4. Principles

4.1 These general principles apply to the use of the policy within the College:

- a) Campion College is committed to promoting a culture of academic integrity in which students and all staff appreciate and understand the value of research and scholarly activity that enriches the mind and benefits one's community.
- b) Plagiarism, contract cheating, collusion, or any other form of academic dishonesty does not promote such a culture and is therefore not tolerated at Campion College.
- c) Acknowledging the work of others is essential in all forms of research and scholarship and is a demonstration of one's respect for other scholars and writers.
- d) Teaching and encouraging acceptable forms of acknowledgement for others' works is an important part of the objectives of the College.
- e) Students are encouraged to study together, share ideas and compare notes, as long as appropriate standards of academic integrity are maintained.
- f) Campion College trusts its faculty, due to their experience and expertise, to provide appropriate assessment minimising the potential of academic misconduct, to detect acts of plagiarism and academic misconduct as far as is possible, and to report such cases to the Dean of Studies.

## 5. Policy

### 5.1 Fostering Academic Integrity

Promoting a culture in which academic integrity is valued by all staff and students is an essential component of combatting misconduct. Champion College's approach to the promotion of such a culture is based on the following strategies:

- a) Establishing a formal institutional approach through a policy framework in this area available to all students and staff.
- b) Setting clear expectations with commencing students during Orientation Week, exam periods and at other peak assessment periods during the semester.
- c) Educating commencing students on the value of an ethical approach to scholarship through Study Skills workshops, an Essay Writing Guide and a Referencing Guide, as well as the bridging unit, *STU101: Study Skills*.
- d) Educating and reminding all students of the College's expectations that written assignments adhere to appropriate methods of referencing and acknowledging one's sources.
- e) Encouraging student leaders and senior mentors to communicate to discuss academic integrity with commencing students.
- f) Ensuring that academics design an assessment which encourages independent research and original responses to questions.
- g) Reminding academics, through orientation and regular faculty meetings, of their responsibility to carefully monitor student submissions and report any cases of alleged academic misconduct.

### 5.2 Assessment Tasks

In accordance with Item 5.1.f, the following steps are encouraged among academics when designing assessment tasks:

- a) Assessment tasks must be designed in such a way that minimises opportunities for plagiarism or academic misconduct.
- b) Assessment tasks may be renewed and changed regularly to prevent plagiarism or collusion among students across year cohorts, and to avoid any students gaining an unfair advantage.
- c) Examination questions must not be re-used except where the academic is satisfied that academic integrity will not be jeopardised and no student will have an unfair advantage.

### 5.3 Detecting and Reporting Plagiarism

5.3.1 It is the duty of academics to be vigilant when assessing written tasks submitted by students. Marking criteria, distributed to all students either in unit outlines or by other means, and adhered to strictly by academics, must ensure (wherever appropriate) that:

- a) Well-referenced assignments demonstrating the use of a variety of appropriate sources will be rewarded.
- b) Language and structure that is consistent and coherent and clearly original, will be rewarded.
- c) Assignments that have previously been submitted will not be given credit.
- d) Assignments that show signs of plagiarism, collusion or dishonesty, will not be given credit.

5.3.2 Where academics become aware of a potential case of academic misconduct, they must investigate the matter further through a web search and/or search of relevant books and journals.

5.3.3 Where academics are confident that there has been a breach of academic integrity, they must report the allegation, with evidence, to the Dean of Studies for further assessment. A subsequent consultation with the student is carried out prior to reaching a resolution (See *CCA Student Misconduct Procedures*)

### 5.4 Breaches of Academic Integrity

There are two levels of academic misconduct. The following accounts for the seriousness of the breach and the possible corresponding penalties. All determinations relating to the seriousness of the breach are made by the Dean of Studies in consultation with the Associate Dean of Studies and the investigating officer, if one was appointed, and in accordance with the process set out in the *CCA Student Misconduct Procedures*.

#### 5.4.1 Level One Academic Integrity Breach

- a) Breaches of academic integrity at this level are at a low level. Examples are:
  - Inadequate referencing
  - Poor acknowledgement of sources
  - Poor paraphrasing
- b) Such cases, while minor, must be dealt with formally to ensure that the student understands the seriousness of the issue.
- c) Such cases are likely to occur among commencing students, unaccustomed to academic expectations, even if they have been educated about the College's culture of academic integrity. For such first-time offenders, one or more of the following penalties may be applied:
  - formal written reprimand and warning

- resubmission
  - attendance at the Learning Centre to conduct remedial work on referencing
  - attendance at a workshop on academic integrity
  - reduction in marks in the assessment item
- d) Breaches at this level by a senior student (second or third year of undergraduate study) will be viewed more seriously and may incur a significant deduction of marks.
- e) Breaches at this level do not include misconduct in examinations.

#### 5.4.2 Level Two Academic Misconduct (Serious Misconduct)

- a) Breaches of academic integrity at this level are considered serious. Examples are:
- Deliberate Plagiarism: quoting directly from another source without acknowledgement.
  - Collusion.
  - Contract cheating
  - Cheating of any type in exams, such as copying from another student, talking or exchanging information during an exam, using impermissible materials during an exam, attempting to acquire information through any means during exam toilet breaks.
  - Repeated Level One breaches.
- b) For such cases, one or more of the following penalties may be applied:
- formal reprimand and warning
  - reduction in marks in the assessment item
  - a fail grade for the unit to which the breach relates
  - suspension from the College for a period not exceeding two weeks (ten working days)
  - attendance at the Learning Centre to conduct remedial work on referencing
  - attendance at a workshop on academic integrity
- c) Repeated Level Two breaches may result in further application of the above penalties and Exclusion.
- d) In cases where a student is in breach of academic integrity due to acts involving or resembling criminal activity, such a student will receive a fail grade for the unit and may be excluded from the College for a period of up to 24 months. Examples of such activity include falsification or forgery of College documents, theft of examination papers, bribery, sabotaging another students' work.

## 6. Roles and Responsibilities

- 6.1. All students have the following responsibilities:
- a) To declare that their written assessment items are their own by signing such a declaration on the cover sheets of their submitted works;
- b) To ensure that their work is correctly referenced

- prior to submission;
- c) To report any cases of misconduct of which they may become aware.

6.2 All staff (academic and professional) have the following responsibility: When made aware of alleged academic misconduct, all staff are obliged to report such cases to the Dean of Studies.

6.3 All academic staff have the following responsibilities:

- a) To implement teaching strategies which support development of Academic Integrity.
- b) To check for cases of academic misconduct and reporting cases to the Dean of Studies.
- b) To reward students for appropriate referencing and acknowledgement of sources.
- c) To investigate cases of alleged academic misconduct, if requested by the Dean of Studies to be an Investigating Officer in such circumstances (as according to the *CCA Student Misconduct Procedures*).

6.4 The Dean of Studies has the following responsibilities:

- a) To develop and support academic integrity amongst the staff and students;
- b) To monitor the implementation of this policy;
- c) To appoint an Investigating Officer, if required, for cases of alleged misconduct;
- d) To consult the Associate Dean of Studies and relevant academics when assessing an allegation of misconduct;
- e) To report, at the end of the academic year, all misconduct investigations to the Academic Board.

## 7. References

- 7.1 This policy has been benchmarked against:
- a) Avondale College *Academic Integrity Policy* for its concision and directness
- b) The University of Sydney Academic Honesty in Coursework Policy for its comprehensiveness
- c) The University of Notre Dame Student Academic Integrity Policy for its focus on teaching and learning, which matches the purpose of Champion's policy.

7.2 TEQSA *Good Practice Note: Addressing Contract Cheating to Safeguard Academic Integrity*, October 2017

7.3 TEQSA *Guidance Note: Academic Integrity ver1.2*, 28 March 2019

7.4 TEQSA, *Protecting Academic Integrity*, 2021.  
URL: <https://www.teqsa.gov.au/protecting-academic-integrity>



## PRIVACY POLICY

### 1. Purpose

1.1 This Policy has been developed to ensure compliance by Campion College, its employees and others with legislation including the *Privacy Act 1988* (Cth); and also that appropriate systems are put in place and maintained to ensure ongoing compliance with privacy laws.

1.2 This document outlines Campion College's principles for protecting the privacy of personal information that it holds about its staff and students, and those who interact with the College.

### 2. Definitions

**Disclosure** refers to release of personal information out of the effective control of the College (that is, to a body, agency or person separate from the College).

**Health Information** means information or an opinion about:

- a) the health or a disability (at any time) of an individual; or
- b) an individual's expressed wishes about the future

- c) health service provided, or to be provided, to an individual; that is also personal information.

**Personal Information** means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a) whether the information or opinion is true or not; and
- b) whether the information or opinion is recorded in a material form or not.

**Staff** includes the College's officers, employees, contractors and volunteers.

### 3. Scope

3.1 This policy applies to all staff, students, and other stakeholders of Campion College.

### 4. Principles

4.1 Campion College recognises that staff and students, both past and present, and other clients and individuals having links to the College, have a legitimate expectation that the College will protect and appropriately manage the personal information it collects and holds about them.

4.2 Campion recognises that, in collecting, storing, and using information about staff, students, and clients, it has obligations for the protection of personal privacy.

The College is committed to:

- Complying with privacy legislation requirements; and
- Ensuring that the College's officers, employees, contractors and volunteers understand Campion's, and their own, rights and responsibilities in relation to privacy matters.

4.3 Note that College officers, employees, contractors and volunteers are responsible for ensuring their own work practices comply with this Policy and any related Procedures. A breach of this Policy may constitute misconduct and be subject to disciplinary action, or a breach of contract.

## **5. Policy**

### **5.1. Collection of personal information**

5.1.1 The College will not collect personal information by unlawful, unfair or intrusive means. Personal information will only be collected by the College for inclusion in its records or publications where:

- It is collected for a lawful purpose relating to a function or activity of the College;
- The information is relevant to the purpose of collection; and
- The information is as up-to-date and complete as can reasonably be expected.

5.1.2 The College will collect and hold personal and health information such as name, date of birth, contact details, next of kin and emergency contact details, tax file number, visa and/or passport details, health information (if required), information about educational history or work experience and academic records.

5.1.3 The College may also collect personal information and other data from you through the use of a cookie or other automated means including server logs. A cookie is a packet of data that a website puts on your computer's hard disk to identify you as a visitor to that website. The information collected by the College through cookies and other means may include your server address, your domain name, your IP address, the date and time of your visit, the pages accessed and documents downloaded, the previous site visited and the type of browser you used. You may choose to disallow cookies through your web browser settings.

### **5.2. Access to personal information records**

5.2.1 A significant means of protecting personal privacy within the College is by ensuring that individual staff access personal information records (whether in physical files or computerised formats) only where there is a legitimate need to do so, and only to the extent required to perform the staff member's duties.

5.2.2 Management of access to personal information records is a responsibility of the College Executive. Access to personal information in information systems should be granted on the "least privilege principle", so that rights to modify personal information are granted with particular care. Systems and processes should be in place to revoke access that is no longer required, for example, in the case of a change in position or formal responsibilities or termination of employment.

### **5.3. Security of personal information**

5.3.1 The College has a responsibility to implement procedures to protect the security of personal information, to prevent loss and unauthorised access, use, modification, disclosure or any other misuse of such information. Care must be taken to ensure secure and confidential destruction of records containing personal information.

5.3.2 All staff must take responsibility for IT security, as this is an integral means of protecting personal privacy. Individual user responsibilities relating to security are outlined in the Policy on Acceptable Use of Information Technology Facilities.

5.3.3 Personal information records held in physical files must be secured. Care should be taken by all staff handling physical files to ensure that storage facilities are locked when not in use and that work areas are also adequately secured.

### **5.4. Use of personal information records**

5.4.1 Personal information should only be used in circumstances where it is relevant, and provided that it is used only for the purpose for which it has been collected or a directly related purpose. Staff must not disclose personal information outside the College except as specified in this policy, including to cross-border parties. The main purposes for which the College will collect, hold, use and disclose personal information are:



- To identify and verify identities;
- To communicate about services, activities, events or matters relevant to the College's mission as a Catholic higher education institution;
- To provide services, including:
  - processing applications and/or enrolments;
  - processes relating to College residential accommodation; and
  - processing of payments;
- To help improve services;
- To manage health and safety situations (if required); and
- For any other purposes that has been consented to.

5.4.2 Where the College has express or implied consent, or where otherwise permitted by law, it may use personal information to send information about its services, as well as other information by mail, email, SMS, telephone, or other online communication platforms. Individuals receiving information may opt out at any time by contacting the College (see section 5.8 below).

#### **5.5.Exceptions relating to the disclosure of personal information**

5.5.1 Personal information may be disclosed where the individual concerned has expressly consented to that disclosure or where individuals have been informed of the usual practices for disclosure.

Disclosure of personal information may also be permitted where:

- disclosure is necessary to prevent or lessen an imminent and serious threat to a person's life or health;
- disclosure is required by law (e.g. requirements to provide information to the ATO, TEQSA or the Department of Education and Training);
- disclosure is necessary for enforcement of criminal or other laws imposing penalties such as fines.

#### **5.6.Register of graduates**

5.6.1 Privacy principles do not apply to material which is maintained on a public register, which includes the register of graduates. A graduate's name, the degree conferred and the date of conferral is available to any member of the public upon request.

#### **5.7.Access to and amendment of an individual's own record**

5.7.1 An individual is generally entitled to have access to the personal information which the College holds about them, and to amend it where it is inaccurate, incomplete, out-of-date or misleading. An employee should also be advised of any adverse reports or documents relating to performance placed on his/her individual record. Requests to access records will be responded to as soon as is reasonably possible and may be to advise that access is not possible (such as when the information is no longer held or used).

#### **5.8. Complaints**

5.8.1 Individuals may wish to make a complaint about the College's privacy policy or its compliance with the Australian Privacy Principles. In the first instance, contact should be made with the Director of Operations, who will consider the complaint in accordance with the College's *Non-Academic Grievances Procedures*. These procedures also provide an option for external review of College decisions where individuals are not satisfied with the College's response, or these may be referred to the Office of the Australian Information Commissioner ([www.oaic.gov.au/privacy/privacy-complaints](http://www.oaic.gov.au/privacy/privacy-complaints))

### **6. Roles and Responsibilities**

6.1 It is the responsibility of all staff to respect personal privacy in so far as they collect, access or use personal information in the course of their duties, and to comply with the specific requirements of this policy. The Director of Operations has general responsibility for privacy management.



#### **1. Purpose**

The purpose of this policy is to outline procedures related to refund of fees for Campion College students.

#### **2. Definitions**

**Census Date** means the last day that a student can withdraw from a course without incurring an academic or financial penalty.



**FEE-HELP** means a Government loan scheme that helps eligible higher education students enrolled in a fee paying course pay their tuition fees.

### 3. Scope

This policy applies to all students enrolled in courses at Campion College. It is in regard to:

- Tuition fees (the course fees).
- Residential accommodation fees.
- Other goods and services.
- Residential and other deposits.
- Fines and penalties.

### 4. Principles

A student who withdraws from a course after the census date must be entitled to apply for a refund of tuition fees paid or a remission of their FEE-HELP debt in accordance with the *Withdrawal from Studies and Course Variation Policy*.

## 5. Policy and Procedures

### 5.1 Tuition Fees

5.1.1 Enrolment or re-enrolment at Campion College constitutes a contract between the student and the College for the period of one academic semester or for the length of the program if it is less than one year. This contract means there is an obligation on the student to pay tuition fees for that semester or for the length of a program.

5.1.2 A total refund (minus processing fee and non-refundable enrolment fees if applicable) will only be granted under the following circumstances:

- a. Course/unit of study cancelled by Campion;
- b. Withdrawal before the Census Date;
- c. Withdrawal due to an unsuccessful visa application by international students;
- d. Withdrawal after the Census Date for the teaching period where compassionate and/ or compelling circumstances exist (refer to *Withdrawal from Studies and Course Variation Policy*).

5.1.3 A total refund will be processed in the form of:

- a. Electronic funds transfer to an account nominated by the student if the student has paid the tuition fees upfront; or
- b. Re-crediting of Fee-Help balance if the student has deferred the tuition fees through FEE-HELP.

5.1.4 No refund is available under the following circumstances:

- a. Exclusion or suspension due to disciplinary action (refer to *Student Code of Conduct; Student Misconduct Procedures and Academic Misconduct Procedures*);
- b. Withdrawal after the Census Date for the teaching period;
- c. the offer was made on the basis of incorrect or incomplete information supplied by the student.

5.1.5 In the case of the College's default, refunds, when requested by a student, will be processed when:

- a. The College ceases operations;

- b. The course enrolled in does not begin on the agreed commencement date and an alternate date cannot be arranged;
- c. The course enrolled in ceases to be provided at any time after it commences but before it is completed;
- d. The course enrolled in is not provided in full to the student because a sanction has been imposed on the registered provider.

- Meals.
- Services:
  - Printing and photocopying;
  - Academic transcript (three copies);
  - Testamur Replacement;
  - Locker hire and storage;
  - Formal Hall dinner (for day students and guests);
  - Amenities.

## 5.2 Residential accommodation fees

5.2.1 The Residential Agreement between a residential student and the College constitutes a fixed-term lease agreement between the student and the College for the period of one academic semester (up to 18 weeks). This agreement means there is an obligation on the student to pay College Accommodation and the Catering Service fees for the entire semester.

5.2.2 No refund for College Accommodation fees is available if the premises are vacated by the student before the end date of the rental agreement.

5.2.3 If the College is able to find another suitable tenant for the vacated premises, the student who has vacated the premises before the end date of the Residential Agreement, may be entitled to be refunded for the period when the premises were rented to the new tenant, provided all relevant sections of the Residential Agreement are met, as well as all other conditions as stipulated under 5.2.4.

5.2.4 A total refund for residential fees may only be granted under the following circumstances:

- a. Withdrawal from the course;
- b. One week notice has been given by the student.

5.2.5 If a student is required to vacate the premises in the case of Provider default (see clause 5.1.5), the student will be granted full refund of Residential accommodation and catering fees.

## 5.3 Other goods and services

5.3.1 Other goods and services include but are not limited to:

- Goods:
  - Academic gowns;
  - Graduation gear (hood and trencher);
  - Campion merchandise;
  - Academic readers;
  - Books/DVDs/CDs;

5.3.2 A total refund will be granted for goods (except for academic readers and meals) if they have not been used and returned within 14 calendar days from the date of their purchase.

5.3.3 No refund is available for academic readers and meals.

5.3.4 A total refund will be granted for a required service if that service has not been provided by the College.

5.3.5 No refund is available for a required service if that service has been provided by the College. For the purpose of this clause, a service is deemed to be provided if the College has made it available to the student irrespective of the fact whether the student has actually used the service.

## 5.4 Residential and other deposits

5.4.1 Residential and other deposits include but are not limited to:

- a. Residential Bond/Holding deposit;
- b. Storage deposit;
- c. Gown deposit;
- d. Key deposit.

5.4.2 A student is entitled to receive a total refund of their Residential Bond when they permanently move out of the College Accommodation, provided all conditions stipulated under the Residential Agreement are met, as well as all other conditions as stipulated under 5.2.4.

5.4.3 The College is entitled to withhold any expenses for additional cleaning, replacement items required, or repairs to any damage incurred from Residential bond paid by the student.

5.4.4 When a student applies for residential accommodation and pays residential bond, it is deemed to be a holding deposit and is not refundable in the case of change of mind.

5.4.5 A total refund is granted for key deposits when the keys are returned to the College.

5.4.6 The College has a right to forfeit deposits for lost or damaged blankets or keys.

5.4.7 A total refund will be granted for gown deposit, when the student graduates with a Champion Bachelor of Arts.

5.4.8 The College has a right to forfeit gown deposit if the student withdraws from Champion Bachelor of Arts course.

5.4.9 Any deposits held by the College may be used to discharge outstanding debts to the College incurred by a student, including unpaid fines.

### 5.5 Fines and penalties.

5.5.1 Fees and penalties include but are not limited to:

- a. Administration fee for late payment of accommodation invoices;
- b. Administration fee for late payment of tuition invoices;
- c. Release of results (if withheld due to debts);
- d. Replacement Academic Gown;
- e. Replacement key;
- f. Replacement Student Identity Card;
- g. Lost Gown fine;
- h. Library fines.
- i. Residential fines (breach of rules or expectations);
- j. Other fines (breach of rules or expectations).

5.5.2 No refund is available for fines or penalties.

### 5.6 Refund Procedures

5.6.1 The College reserves the right to refund amounts in excess of those stated in this policy for compassionate reasons or where extraordinary circumstances apply.

5.6.2 Overpayment of fees will normally be credited to the student's Champion account.

5.6.3 Students may elect to have fee refunds paid by EFT.

5.6.4 All applications for refunds must be submitted in writing to Accounts.

5.6.5 Students wishing to appeal against decisions

under the Refund Policy should refer to the Non-Academic Grievance Procedures.

5.6.6 The President and the Director of Operations have the authority to approve the full or partial refund of fees, charges or fines if recommended as part of the resolution of grievances.

5.6.7 The Refund Policy does not remove the student's right to take further action under Australia's consumer protection laws.

## 6. Roles and Responsibilities

6.1 The President is responsible for approving fees, charges and penalties which apply to the College's staff and students.

6.2 Relevant administrative staff are responsible for the implementation of this policy.

## 7. References

- Alphacrucis College Refund Policy was referenced for its clarity regarding tuition fees refunds.
- UNSW Student Fee Policy was referenced for how it distinguishes between different types of fees.

# STUDENT CODE OF CONDUCT

## 1. Purpose

1.1 This policy supports the Student Code of Conduct ("the Code") appended.

1.2 The Code sets out what the College expects from students as members of the Champion community. All students at enrolment must accept their shared responsibility for maintaining a safe, harmonious and tolerant environment in which to study and work.

1.3 The Code details the College's responsibilities and what students can reasonably expect in terms of quality provision, a safe and fair learning environment and the Champion student experience.

1.4 The Code provides a framework for the standard

of behaviour expected of students of the College with respect to their:

- a) academic integrity (in combination with the Student Academic Integrity Policy), and
- b) general conduct (in combination with the Consumption of Alcohol on Campus Policy and the Acceptable Use of Information Technology Facilities).

It outlines the primary obligations of students, and directs staff and students to the code and related procedures.

1.5 The Code is underpinned by two primary objectives:

- a) To foster a learning environment that enables students to achieve their full potential.
- b) To provide a safe environment where students and staff are not threatened, intimidated or harassed.

1.6 Where a student breaches the Code — either through a breach of academic integrity or general misconduct — the College may take disciplinary action. Such matters will be handled in accordance with the Student Misconduct Procedures.

## 2. Definitions

**Academic Integrity** means, as according to the Higher Education Standards Framework (Threshold Standards) 2015, 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'.

**Academic Misconduct** means obtaining academic advantage for oneself or for others by dishonest or unfair means. It refers to a breach of academic integrity.

**General Misconduct** means conduct by a student that is contrary to accepted standards of behaviour at the College including conduct that:

- a) places at risk the health, safety or welfare of any person;
- b) places at risk the ability of the College to provide a learning environment that enables students to achieve their full potential.

**Plagiarism** means the use of someone else's ideas and/or words as if they were one's own. It is one form of academic misconduct. It may take the minor form of a non-deliberate omission of references or poor paraphrasing. It may also take the major form of a deliberate effort to draw upon unacknowledged

sources in such a way as to pass off intellectual content and phrasing as one's own.

**Sexual harassment** means conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour. It includes, but is not limited to: leering; obscene sexual communication in any media including social networks; stalking; unwelcome invitations, telephone calls or emails; sending sexually explicit emails or text messages; using sexually suggesting language in any form of communication; distributing sexually suggestive materials through any means or media; touching another individual in a way that offends, intimidates, embarrasses or humiliates.

## 3. Scope

3.1 This policy applies to:

- All enrolled students of Campion.
- Students previously enrolled or on leave, where the event forming the basis of the grievance occurred while they were enrolled or is directly related to their enrolment.
- Students on exchange from other universities where the matter relates the student's experience at Campion.
- The College and its staff.

3.2 In the context of:

- All aspects of a student's experience at the College.
- All activities on Campion premises, the local community and all external activities related to study.
- Activities in relation to online academic work, and to examinations and academic work in remote locations.
- Actions taken by students representing the College (such as at conferences or sporting and cultural activities or on a College facilitated international exchange).
- Behaviour in College owned or managed residential accommodation.
- The activities of the College and its staff in relation to students.

## 4. Principles

4.1 The Student Code of Conduct is the basis for the relationship between the College and its students.

The College is committed to providing a fulfilling and rewarding experience that enables students to achieve their full academic potential.

4.2 The Code of Conduct is aimed at providing a safe learning environment for all students, without fear of suffering from physical harm, emotional distress, harassment, bullying, or any form of discrimination.

4.3 The College takes a zero-tolerance approach to proven cases of harm caused by one student toward another individual.

4.4 This policy operates within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other College rules and policies. It is not possible, to cover every circumstance and situation in the Code. If a circumstance or situation arises which is not expressly covered in the Code, individuals are expected to act in accordance with the underlying principles of the Code.

4.5 This policy will be communicated to students through the Student Handbook and College website. It will be available to staff via the Policy Master File on the server.

## 5. Policy

The Student Code of Conduct is attached as Appendix A and forms the central platform of this policy. It consists of the general objectives and the standards to be observed.

The standards consist of five primary student responsibilities:

5.1 A condition of enrolment that students inform themselves of and obey the College's rules and policies affecting them, and conduct themselves accordingly.

5.2 An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically.

5.3 An obligation to observe standards of equity and respect in dealing with every member of the College community.

5.4 An obligation to use and care for College resources in a lawful and appropriate manner.

5.5 An obligation to not diminish the College's reputation in the carrying out of academic and other associated College activities.

## 6. Roles, Responsibilities and Rights

6.1 The President has overall responsibility for supervision of the discipline of the College and has power to impose penalties for breach of discipline or for misconduct of any kind. This power may be delegated.

6.2 All staff and students are responsible for reporting breaches of the Code that they have witnessed or heard about.

6.3 Any student or staff member may report an allegation of student misconduct to the Director of Operations, pursuant to the Student Misconduct Procedures.

6.4 All staff who witness or receive reports of criminal activity, including using, selling or possessing illegal substances and items, or cases of assault or rape, are obliged to encourage complainants to contact authorities immediately.

# APPENDIX A: THE STUDENT CODE OF CONDUCT

This Code of Conduct provides a guideline for appropriate standards of behaviour. Breaches of this code will not be tolerated and may be dealt with in accordance with the Student Misconduct Procedures.

## General Principles

The Code of Conduct is underpinned by two primary objectives:

1. To foster a learning environment that enables students to achieve their full potential.
2. To provide a safe environment where students and staff are not threatened, intimidated or harassed.

To achieve these objectives, the College has a regulatory framework, consisting of guidelines, policies and proce-



dures. But the successful implementation of those regulations relies not only on staff. Students also have a duty to behave appropriately in order to create and maintain a safe and productive environment for all.

### **Standards to be Observed**

All students enrolled at the College have the following responsibilities under this Code.

#### **1. Conditions of enrolment**

Students must:

- Inform themselves of and obey all College rules and policies which apply to them
- Ensure that their contact details are up to date.
- Ensure that they read all emails sent by Campion to their Campion provided email address.
- Identify themselves truthfully when required to do so by a College staff member fulfilling the requirements of that staff member's duties.
- Meet their financial commitments to the College.

#### **2. Academic integrity**

Students are expected to:

- Conduct themselves honestly and in compliance with College policy.
- Not engage in plagiarism or other academic misconduct.
- Conduct themselves in a manner conducive to the proper functioning of the College, recognising that a primary function of the College is the pursuit of academic excellence.

- Actively participate in the learning process.
- Attend scheduled teaching and learning activities.
- Submit assessment tasks by required dates and times, unless unforeseen or exceptional circumstances arise.
- Behave ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student.
- Comply with the conventions of academic scholarship and ensure the proper use of copyright material.
- Ensure their academic activities are conducted safely and do not place others at risk of harm.
- Be familiar with the programs and resources made available or recommended by the College to assist them in conducting their studies appropriately, including resources to help students avoid plagiarism.
- Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the College.

#### **3. Equity, respect and safety**

Students are expected to:

- Treat all College staff, other students, and visitors to the College with courtesy and respect. This extends to venues off- campus and online and within the local neighbourhood where student behaviour is likely to be linked to the College.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment and bullying.

- Respect the rights of others to express political and religious views in a lawful manner.
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being, including sexual harassment.
- Not behave in a way that deliberately, recklessly or negligently endangers a person's life, health or safety on a College site or in connection with legitimate College activities.
- Not behave in a way that disrupts or interferes with any teaching, learning or academic activity of the College or any political, cultural, social or sporting gathering conducted by the College or authorised to be held on campus.
- Not use, sell or possess drugs or banned alcoholic beverages on Campion premises or any residences run by the College.
- Not use any form of physical violence which may cause serious personal injury to another individual, including rape.
- Not participate in any learning activity under the influence of alcohol or a prohibited substance.
- Comply with any reasonable direction or request from a Campion staff member where the direction or request supports safety, good order and compliance with Campion policy.

#### 4. College resources

Students are expected to:

- Use and care for all College resources, such as buildings, equipment and grounds, Library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the College community.
- Not engage in behaviour that is detrimental to College property.
- Not misuse Library, computing or communications or other facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others.

#### 5. College reputation

Students are expected to:

- Conduct themselves in an appropriate manner while on a Campion facilitated exchange program at an overseas institution, including complying with relevant academic standards and protocols.
- Conduct themselves in an appropriate manner while

participating in College activities conducted off-campus, or within the immediate neighbourhood where student behaviour is likely to be linked to the College.

- Ensure their actions or inactions do not harm, or bring into disrepute, the College's reputation or good standing.
- Not use the College's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
- Not use College resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
- Not engage in any fraudulent or corrupt conduct.

## POLICY ON ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

### 1. Purpose

1.1 The College Information Technology (IT) Facilities are provided for the purpose of teaching, learning, research, professional development and administration.

1.2 The College is committed to ensuring the appropriate, effective, safe, and legal use of its IT Facilities.

1.3 This policy informs users of their rights and responsibilities in relation to their use of this technology.

### 2. Definitions

**Information Technology Facilities** means services and systems and associated computing hardware and software used for the communication, processing and storage of information.

### 3. Scope

3.1 This policy applies to all users of the College's IT Facilities. It covers computing, collaboration and communications facilities, examples of which include telephones, facsimiles, mobile telephones, computers, tablets, printers, photocopiers, email, internet access, network applications, web services and similar



resources. Use of remote systems accessed via IT Facilities is also covered by this policy. Remote services may have additional local rules and regulations.

#### **4. Principles**

4.1 This policy aims to be consistent with the provision of an environment that respects the freedom of inquiry and expression, privacy and confidentiality, the law and due process.

4.2 IT Facilities are provided to Campion staff and students to conduct academic and administrative pursuits.

4.3 Staff and students must take responsibility for using IT Facilities in an ethical, secure and legal manner; having regard for the objectives of the College and the privacy, rights and sensitivities of other people.

4.4 Use of IT Facilities to bully or harass other students or staff will not be tolerated.

#### **5. Policy**

##### **5.1 User Rights**

5.1.1 Users have the right to access and use the College's IT facilities for legitimate work, study and related purposes.

5.1.2 Personal use of IT facilities is a privilege and is to be kept to an incidental level. The College reserves the right to block or restrict access and/or the use of software, protocols, and techniques that impact negatively upon the objectives for the provision of College IT facilities.

5.1.3 IT facilities must not be used to defame any person.

##### **5.2 Audits**

The College Executive may actively log, monitor and filter usage of all IT systems and internet usage; users acknowledge that they may be monitored without warning to ascertain compliance with this policy. Usage and activity records belong to the College, not to the individual user. In most cases, these are admissible as evidence and are subject to relevant State and Federal Laws.

##### **5.3 Ethical Use**

Users should observe ethical standards of conduct.

Unethical activities may include:

- Denying access to other authorised users
- Obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
- Granting access to unauthorised users
- Using another person's computer account (even with the owners permission)
- Disclosing their own or attempting to discover any other computer user's password
- Attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service.
- Sending bulk unsolicited mail (commonly known as SPAM)
- Utilising access for commercial or personal gain not associated with the College's mission.
- More than an incidental level of personal use.
- Illegitimate monitoring of individual users

##### **5.4 Socially Responsible Use**

5.4.1 Users must ensure that their use of the College's facilities is socially responsible. In particular State and Federal laws and College policy prohibit harassment and unjust discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, or disability.

5.4.2 College IT facilities must not be used to humiliate, intimidate or offend others. This includes the sending of offensive emails, displaying inappropriate images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at Campion College except as is necessary to accommodate legitimate research or study needs. Approval to access these materials for legitimate purposes must be obtained from the President. Users unsure if their activities fall within these parameters should seek advice from appropriate College officers.

##### **5.5 Legal Use**

Users must ensure their use of the IT facilities complies with all relevant State and Federal legislation as well as all College rules and policies. Illegal activities may include:

- Intentional damage of facilities
- Violating a software licence
- Unauthorised access by "hacking"
- Illegal downloads of movies, music or other forms of media or content
- Theft of equipment, software or data
- Creation, possession or distribution of illegal pornography (eg. child pornography)
- Any other unlawful activity

### 5.6 Academic Standards of Conduct

Users of the IT facilities must observe standards of conduct expected in an academic environment. Unacceptable activities include:

- Plagiarism
- Unauthorised publication on behalf of the College
- Breach of copyright
- Unauthorised experimenting with, or demonstrating of network or system vulnerability

### 5.7 Competent Use

5.7.1 Users should ensure that they are competent in the general use of network and computing facilities and services. In particular users should:

- Choose a secure password and change it periodically
- Know how to back-up programs and data for which they are responsible
- Not attempt to open or make unauthorised repairs to equipment"
- Not eat food or drink in IT areas
- Ensure that they log off/log out of systems after they have finished using them
- Understand their responsibilities with respect to IT security
- Assume responsibility for the maintenance and protection of data and software in their charge
- Take all practicable measures to ensure current local virus protection mechanisms are in place, with respect to their own computers used within the College
- Seek assistance if they do not know how to competently use the IT facilities

5.7.2 In addition users must accept that the College cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

### 5.8 Efficient Use

5.8.1 Users should ensure technology resources are

utilised in the most effective manner to reduce wastage and costs incurred by the College in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:

- Storage of excess mail
- Processing and storage of large documents (eg video, audio and high resolution images)
- Storing excessive personal data or files
- Downloading of large files from the internet
- Wasteful printing

5.8.2 Individual IT resource needs will vary widely across the College → this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.

### 5.9 Breach of Policy

While the College would generally employ an educative approach, confirmed breach of this policy could lead to:

- Counselling and/or user education
- Appropriate administrative or disciplinary action (which may lead to suspension, dismissal or exclusion) in accordance with the rules and policies of the College
- Immediate termination of the right to use IT facilities on a temporary or permanent basis
- Criminal or other legal proceedings in accordance with Federal and State legislation

## 6. Roles and Responsibilities

- It is the responsibility of all staff and students to adhere to this policy and to report cases of misconduct in relation to this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant State and Federal laws and to College rules, policies and codes of conduct.
- Users are also responsible for the security, privacy and confidentiality of data of a private or personal nature, held or transmitted using IT resources.
- It is the responsibility of the College Executive Committee to consider misconduct procedures in relation to this policy and in accordance with the misconduct procedures for staff and students.



## STUDENT MISCONDUCT PROCEDURES

### 1. Purpose

1.1 The Student Misconduct Procedures provide the guidelines for reporting and investigating alleged breaches of academic integrity and allegations of general misconduct.

1.2 For guidance on what those cases of misconduct entail, this policy relies primarily on the:

- a. Student Academic Integrity Policy, and the
- b. Student Code of Conduct.
- c. Range of other rules, policies and procedures related to acceptable behaviour of students on campus and measures for mitigating risks to student safety and wellbeing, Such policies concern use of IT facilities, consumption of alcohol, reactions to critical incidents, and academic and non-academic grievance procedures.

1.3 The procedures set the framework for the handling of allegations of student misconduct in a manner that is timely, fair, consistent, clear and in accordance with the principles of natural justice.

1.4 These procedures do not preclude the College from instituting civil or criminal proceedings.

### 2. Definitions

**Academic Integrity** means, as according to the Higher Education Standards Framework (Threshold Standards) 2015, 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'.

**Academic Misconduct** means obtaining academic advantage for oneself or for others by dishonest or unfair means. It refers to a breach of academic integrity.

**Advocate** means an independent person who can provide support and guidance to a student or help in presenting a case.

**Allegation** means a formal complaint or accusation made about a student's conduct. Any student or

member of staff may make a written allegation of student misconduct. Allegations made by an external organisation or anonymous allegations will only be investigated where the Director of Operations determines that an investigation is warranted.

**Anonymous** means that the complainant withholds their name and does not wish to be identified in any way. Anonymous complaints and allegations of misconduct will only be investigated at the discretion of the College, where the conduct raised is of a serious nature.

**Conflict of interest** means an interest, involvement or information which may influence or be perceived to influence a person's ability to make objective recommendations or decisions in investigating an issue of misconduct.

**Designated Officer** means a person with the authority to determine allegations of student misconduct because of their role or by delegated appointment.

**Expulsion** means the permanent cancellation of the enrolment of a student and termination of all rights and privileges as a student of the College including the right to enter or to be on College grounds.

**General Misconduct** means conduct by a student that is contrary to accepted standards of behaviour at the College including conduct that:

- a) places at risk the health, safety or welfare of any person;
- b) places at risk the ability of the College to provide a learning environment that enables students to achieve their full potential.

**Investigating Officer** means a person appointed to investigate an allegation of misconduct and make recommendations based on the outcome.

**Misconduct Register** means a register of findings of misconduct and serious misconduct. A finding is entered on the register whether or not a penalty had been awarded. Access to the register is limited and records are stored confidentially.

**Plagiarism** means the presentation of the thoughts or work of another as one's own, such as copying parts of a document without acknowledging and providing the source for each quotation or piece of material. Plagiarism may be unintentional. Students are expected to use proper referencing practices.

**Procedural Fairness** means the Principles of Natural Justice including the provisions that:

- a) Students are informed, with adequate notice, of allegations and proceedings,
- b) Students are provided with opportunity to respond and be heard
- c) Decision makers are without conflict of interest or prior involvement in the case
- d) Proceedings are carried out and determinations made without bias

**Property** means materials--personal, intellectual and shared—in any (including digital) form.

**Respondent student** means a student against whom an allegation of misconduct is made.

**Serious misconduct** means an alleged act where:

- a) there is a Level Two case of Academic Misconduct (see Student Academic Integrity Policy).
- b) there is reason to believe that there is a significant risk to the College and its staff and/or students.
- c) a criminal offence may have been committed.
- d) there are a number of allegations of a similar nature received against a respondent.
- e) a possible penalty for the conduct is suspension or expulsion.

**Sexual harassment** means conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour. It includes, but is not limited to: leering; obscene sexual communication in any media including social networks; stalking; unwelcome invitations, telephone calls or emails; sending sexually explicit emails or text messages; using sexually suggestive language in any form of communication; distributing sexually suggestive materials through any means or media; touching another individual in a way that offends, intimidates, embarrasses or humiliates.

**Support person** means a person who may help a student, provide support or give advice on the misconduct procedures. A support person may be a friend, student, staff member or family member. A support person does not speak on behalf of the student and is not an advocate. A staff member receiving a report of an allegation may also have a support person who can verify the details of the allegation.

**Suspension** means the cancellation of enrolment of

a student and the withdrawal for a specified time of all rights and privileges as a student of the College, including the right to enter or to be on College grounds. The student has the right to recommence their studies at the end of the suspension.

**Restriction** means a temporary restriction of a student from all or parts of the College, including access to specific facilities.

### 3. Scope

#### 3.1 This procedure applies to:

- All enrolled students of Campion.
- Students previously enrolled or on leave, where the event forming the basis of the grievance occurred while they were enrolled or is directly related to their enrolment.
- Students on exchange from other universities where the matter relates the student's experience at Campion.
- The College and its staff.

#### 3.2 In the context of:

- All aspects of a student's experience at the College
- All activities on Campion premises and all external activities related to study
- Activities in relation to online academic work, and to examinations and academic work in remote locations
- Actions taken by students representing the College (such as at conferences or sporting and cultural activities or on a College facilitated international exchange)
- Behaviour on campus, including in College owned or managed residential accommodation
- The activities of the College and its staff in relation to students

### 4. Principles

4.1 The College takes a zero-tolerance approach to proven cases of physical or emotional harm caused by one student toward another individual.

4.2 Victims of misconduct, especially criminal acts, must be provided with free counselling services and information about other support services.

4.3 All allegations of misconduct must be dealt with as quickly as possible.

4.4 Students accused of misconduct must be provided with procedural fairness.

4.5 Students reporting an alleged act of misconduct and student respondents must be afforded complete confidentiality.

4.6 No student reporting an alleged act of misconduct should be in fear of acts of reprisal and the College will demonstrate zero-tolerance of such acts.

4.7 These procedures operate within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other College rules, policies and procedures.

4.8 This policy will be communicated to students through the Student Handbook and College website. It will be available to staff via the Policy Master File on the server.

## 5. Procedures

### 5.1 Powers and Delegations

5.1.1. A Designated Officer will be either:

- a) The Dean of Studies, for matters relating to academic integrity.
- b) The Director of Operations or President for matters relating to general misconduct.
- c) Any other staff member delegated by the President, Dean of Studies or Director of Operations.

5.1.2 A Designated Officer may investigate an allegation of misconduct. A Designated Officer may choose to appoint an Investigating Officer, especially in the following circumstances:

- a) cases of suspected serious misconduct.
- b) where there may be a perceived conflict of interest.
- c) if the Designated Officer is unavailable to carry out the investigation.

5.1.3 When receiving a report or investigating an allegation, the Designated Officer and Investigating Officer has the power to:

- a) summon a staff member or student to give evidence at any hearing of misconduct.
- b) summon a staff member to be present when first meeting with a student about an allegation of misconduct, especially in cases of suspected serious misconduct and alleged criminal activity,

including sexual harassment and rape.

- c) obtain advice or assistance from another person (such as a unit coordinator).

### 5.2 Reporting

5.2.1 Any student or staff who reasonably suspects a student has committed a criminal act may choose to report it to the police. Such acts include, but are not restricted to:

- sexual harassment,
- sexual assault,
- racial, gender or cultural vilification,
- destruction of public property,
- buying/selling illicit substances or possessing illegal items.

Given the seriousness of such crimes, especially sexual assault, staff or students must encourage victims to file a criminal complaint. The College will support victims who file a criminal complaint directly to the police. If a criminal act is committed off campus, it is still in breach of the Student Code of Conduct and may be investigated internally under College policies and procedures. The College will, meanwhile, support any criminal investigation conducted by external authorities such as the police.

5.2.2 Any student or staff who reasonably suspects a student has committed any other form of misconduct, may report it to any one or more of the following:

- a) Dean of Studies (Designated Officer)
- b) Director of Operations (Designated Officer)
- c) President (Designated Officer)
- d) any member of staff, including Residential Assistants. In this case, the staff member must then refer it promptly to one or more of the Designated Officers listed above.

5.2.3 While a student's privacy must be respected and confidentiality and safety assured, all staff must encourage students to report cases of misconduct directly with a Designated Officer. A student making an allegation will remain anonymous to the accused.

5.2.4 When an allegation of misconduct is reported directly to a Designated Officer verbally, the student is permitted to bring a support person. The Designated Officer may also have a support person present in order to verify the details of the allegation. The reporting student will then be asked to submit the allegation in writing.



5.2.5 In cases concerning criminal acts, the College will not issue any penalties for misconduct for any reporting student for other violations of College policy. For example, if a student reports a sexual assault while he/she was intoxicated, and consuming alcohol in an area or a time prohibited under policy, the College will not charge the reporting student with misconduct.

### 5.3 Preliminary Action

5.3.1 After receiving a written report of misconduct, the Designated Officer must conduct a preliminary assessment of the allegation, to be concluded within ten business days. When conducting this assessment, the Designated Officer may interview the respondent student. In this case, the respondent student must be invited to attend an interview to discuss the allegation and offered the opportunity to bring a support person. They must also be provided with a copy of this policy. If the respondent student does not attend the interview or respond to the Designated Officer's invitation, then the process will continue in his/her absence. The Designated Officer is not obliged to provide the student respondent with the written allegation or provide the name of the student reporting the allegation, especially if it may compromise the integrity of the investigation or the safety of any other students involved.

5.3.2 Following the interview, or if no interview is conducted, the Designated Officer may do one of the

following:

- a) dismiss the allegation if it is deemed trivial or misconceived and does not warrant any further action;
- b) if the student respondent denies the allegation, arrange for an investigation (see Item 5.4);
- c) if the student respondent admits the allegation, impose a penalty (see Item 5.7).

5.3.3 The Designated Officer must inform, in writing, the reporting student and the student respondent of the outcome of the preliminary assessment. If an investigation is to proceed, all parties must be notified if they will be required to provide further evidence, written statements, or participate in more interviews. The accused student must be provided with as much information as possible, in writing, about the case, keeping in mind the conditions under Item 5.3.1.

### 5.4 Investigation

5.4.1 Investigations will be conducted by an Investigating Officer who may or may not be the same person as the Designated Officer.

5.4.2 The investigative process must be concluded within ten business days.

5.4.3 The Investigating Officer must compile as much information as possible about the case. The Investigating Officer must consider all available evidence about the

allegation and make findings of fact on any relevant evidence.

5.4.4 The Investigating Officer must give the student respondent a reasonable opportunity to respond to any new claims, findings or evidence and to present his/her own evidence or statements. Reporting students and respondent students may also be permitted to call witnesses to give evidence who must be prepared to be questioned by the Investigating Officer.

5.4.5 The Investigating Officer may choose to conduct a hearing, if appropriate, with the presence of all students involved in the case, including witnesses and support persons. If a hearing takes place, minutes must be recorded and another staff member must be present.

### 5.5 Decision

5.5.1 At the conclusion of an investigation, the Investigating Officer, if different from the Designated Officer, will present a report of his/her findings to the Designated Officer. The Designated Officer will then decide if the allegation is proven or not proven.

5.5.2 In making a decision regarding whether the allegation is proven, any previous findings relating to a past misconduct offence should not be taken into consideration other than for serial offences. After evaluating the evidence presented, it should be considered whether it is more likely than not, on the balance of probability, that the allegation against the student is proven.

5.5.3 If proven, a penalty will be decided upon (see Item 5.7).

5.5.4 If not proven, the allegation is dismissed.

5.5.5 Reporting student and the student respondent will be notified of the outcome in writing. The notification must set out:

- a) the findings of fact;
- b) a summary of the evidence on which those findings of fact are based;
- c) any finding of misconduct;
- d) if applicable, any penalty to be imposed;
- e) the grounds and methods for lodging an appeal against the decision and/or the penalty.

5.5.6 Students must be notified of the decision within five business days after the conclusion of the investigation.

### 5.6 Appeal

5.6.1 An appeal against the finding of misconduct may only be made in accordance with the Non-Academic Grievance Procedures and on any one or more of the following grounds:

- a) a failure to accord procedural fairness at any stage of the process;
- b) new or fresh evidence is presented that was not known or reasonably available to the Investigating Officer before the decision was made.

5.6.2 An appeal against the penalty may only be made if:

- a) inconsistent with Item 5.7; or
- b) it is believed to be excessive and out of proportion to the act of misconduct, taking into account any current rules and policies.

5.6.3 To lodge an appeal a student respondent must write to the Designated Officer no later than fifteen days following notification of the misconduct decision. A notice of appeal must specify:

- a) the finding or penalty under appeal;
- b) the grounds for the appeal; and
- c) details and copies of any new or fresh evidence, if this is the grounds of the appeal.

5.6.4 If an appeal is lodged according to the conditions stated above, the Designated Officer must delegate the appeals process to another staff member. If any new or fresh evidence is presented as the grounds of the appeal, the reporting student must be notified and given the opportunity to respond.

5.6.5 Any appeal must be considered on the basis of:

- a) the material and evidence that was before the Investigating Officer;
- b) any new or fresh evidence submitted for the appeal, if this is the grounds of the appeal;
- c) any submissions of the respondent student or the reporting student concerning the appeal.

5.6.6 The staff member delegated with the responsibility of considering the appeal must then report his/her findings to the Designated Officer within ten business days of receiving the appeal notice. This report must indicate the following:

- a) If the appeal is dismissed, the original decision and/or penalty are sustained.
- b) If the appeal is allowed, the original decision and/or penalty is substituted.



5.6.7 The Designated Officer will then write to the respondent student and reporting student about the outcome of the appeal within one business day of receiving the report from the delegated staff member.

This notice must set out the following:

- a) the findings and decision on the appeal;
- b) a summary of the evidence or submissions on which it is based;
- c) any avenues of external review or appeal available to the respondent student. External agencies include:
  - Anti-Discrimination Board
  - Council of Private Higher Education (COPHE)
  - SW Police

## 5.7 Penalties

5.7.1 Penalties will be based on the guidelines in Appendix A for cases of general misconduct. Penalties for breaches of academic integrity, including academic misconduct, may be decided based on the Student Academic Integrity Policy.

5.7.2 Students found guilty of misconduct or admitting misconduct and receive a penalty, may appeal the penalty.

5.7.3 Where a penalty is appropriate, the following should be taken into account:

- a) Any previous findings of misconduct and the penalty/ies imposed.
- b) The year or level of study of the student.
- c) Any intention behind the conduct, and the level and effect of that intention.
- d) Any personal health, family or other factors that contributed to the act of misconduct.
- e) Other matters considered relevant in the particular circumstances.

5.7.4 Students found guilty of misconduct may also be required to undergo counselling or training.

5.7.5 It is imperative that if a reporting student has been physically and/or emotionally hurt by the act of misconduct, that they be made aware of counselling services available and, depending on the circumstances, the possibility of receiving Special Consideration for their academic work (See Special Consideration Policy and Procedures and Critical Incident Policy with regard to support services available). For procedures relating to the welfare of the victims of misconduct, see the Critical Incident Policy.



## 6. Roles and Responsibilities

6.1 It is the responsibility of the Designated Officer to keep notes and documentation at all stages of an investigation including records of meetings, discussions and actions proposed or taken. All records must be stored on a confidential file and in line with College policy.

6.2 It is the responsibility of the Dean of Studies/ Director of Operations to report cases of academic misconduct and breaches of academic integrity once a year to the Academic Board, and cases of general misconduct to the Institute Board, also once a year. Cases of sexual harassment and sexual assault must be reported at the earliest possible convenience to the Institute Board.

6.3 It is the responsibility of all staff to report cases of criminal activity on campus and, when hearing reports of sexual harassment, rape, or assault, to encourage students to notify the police.

6.4 It is the responsibility of all students and staff to reasonably cooperate with the process outlined in these Procedures; not undermine the process in any way; and behave in an appropriate and civil manner during an investigation and during interviews.

6.5 The Campion Executive Committee has the responsibility of implementing this procedures when allegations of misconduct are made and reviewing the effectiveness of these procedures whenever they are tested.

**APPENDIX A:  
ACADEMIC MISCONDUCT  
PROCEDURES**

Examples of misconduct and serious misconduct;  
relevant Designated Officers for that type of offence;  
and possible penalties.

| <b>ALLEGED MISCONDUCT</b>                                                                                                                                     | <b>DESIGNATED OFFICER</b>                                     | <b>PENALTIES IF MISCONDUCT IS PROVEN</b>                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level One Breach of Academic Integrity (see Student Academic Integrity Policy)                                                                                | Dean of Studies                                               | Any one or more of the following penalties: <ul style="list-style-type: none"> <li>• Formal reprimand or formal warning;</li> <li>• Resubmission;</li> <li>• Reduction in marks for the assessment item;</li> <li>• Remedial educative action.</li> </ul>                                                                    |
| Misuse of the teaching and learning facilities or resources; alleged failure to treat teaching staff and other students with courtesy, tolerance and respect. | Dean of Studies                                               | Any one or more of the following penalties: <ul style="list-style-type: none"> <li>• Formal reprimand or formal warning;</li> <li>• Financial penalty of up to \$200;</li> <li>• Withdrawal or restriction of access to resources for a period not exceeding the remainder of the semester;</li> </ul>                       |
| Misuse of Library facilities or resources                                                                                                                     | Director of Operations                                        |                                                                                                                                                                                                                                                                                                                              |
| Misuse of Campion IT facilities or resources                                                                                                                  | Director of Operations                                        |                                                                                                                                                                                                                                                                                                                              |
| Minor behavioural breach – e.g. refusal to follow reasonable instructions; lack of courtesy; breach of policies or procedures                                 | Residential Manager or Dean of Studies/Director of Operations | Any one or more of the following penalties: <ul style="list-style-type: none"> <li>• Formal reprimand or formal warning;</li> <li>• Financial penalty of up to \$200;</li> <li>• Withdrawal or restriction of access to resources, events or activities for a period not exceeding the remainder of the semester;</li> </ul> |
| Misuse of the facilities or resources of the College residential accommodation                                                                                | Director of Operations                                        |                                                                                                                                                                                                                                                                                                                              |
| Any other misconduct not covered elsewhere                                                                                                                    | Director of Operations                                        | Any one or more of the penalties listed above, as appropriate.                                                                                                                                                                                                                                                               |

## SERIOUS MISCONDUCT

### ALLEGED SERIOUS MISCONDUCT

Misconduct when assessed at the lower level results in a recommended penalty greater than those permitted at that level; or repeat offences classed as a minor behavioural breach and/or wilful disregard of College Rules, policies and procedures and/or wilful disregard of reasonable instructions by College staff.

Behaviour considered in serious breach of the Student Code of Conduct – e.g. unlawful; discriminatory; sexually inappropriate; endangering health and/or safety; bullying; harassing; invading another’s privacy; or causing any person to fear for their personal safety.

Level Two Academic Misconduct (See Student Academic Integrity Policy)

Serious misconduct relating to entry into a course or receiving an award the student was not legitimately eligible for, or entitled to.

Any other serious misconduct not covered elsewhere.

### PENALTIES IF SERIOUS MISCONDUCT IS PROVEN

Any one or more of the following penalties:

- Formal reprimand or formal warning;
- Withdrawal or restriction of access to resources, events or activities for a period not exceeding 12 months;
- Conditions placed on the student’s enrolment or re-enrolment;
- Suspension from the College for a period not exceeding 24 months;
- Expulsion from the College;
- Delay graduation [and certification of program completion] for a period not exceeding 12 months;
- A fine not exceeding \$500;
- Remedial educative action.

Any one or more of the following penalties, aside from those listed as Level One Breach of Academic Integrity:

- Reduction in marks;
- Failure in the unit;
- Suspension from the College for up to two weeks;
- Exclusion (in cases of repeated breaches).

Any one or more of the following penalties:

- Revocation of the relevant award [degree, certificate, prize or scholarship];
- Annul grades awarded on an academic transcript;
- Any one or more of the penalties listed above, as appropriate.

Any one or more of the penalties listed above, as appropriate.

**APPENDIX B:  
ACADEMIC MISCONDUCT  
PROCEDURES**

Sample text notifying a student of an allegation

Dear *[student's name]*

An allegation of *[academic/student]* misconduct concerning you has been referred to me by *[staff member's name]*. It is alleged that *(insert details of the allegation)*. *[If plagiarism, also include: I also attach a copy of the work in which plagiarism is suspected, with the relevant sections identified.]*

In accordance with the College's Student Misconduct Procedure, I have been appointed as the Investigating Officer designated for enquiries into the allegation against you. A copy of the procedure has been attached. You should read this document carefully, in particular Section 5 as it outlines how this matter will be investigated. I have also attached a copy of the Campion Student Code of Conduct.

In order to investigate a matter, you have the opportunity to attend an interview. If you wish to do so, please contact me by *[insert date not less than seven days away]*. You may bring a support person or friend to the interview if you wish.

Alternatively, you can provide a written statement by *[insert date not less than seven days away]* and I will finalise the investigation on the basis of the information I have before me and the statement you send me.

If you wish to obtain independent advice about or assistance with the College's student misconduct procedure, the Students Association is able to provide student advocacy services.

If you have any questions about these allegations or the misconduct processes, please contact me.

Regards,

*[name]*

**Investigating Officer**



# CRITICAL INCIDENT POLICY

## 1. Purpose

This policy and its associated procedures outline the College's response to critical incidents, including:

- Immediate response procedures;
- Appropriate support and counselling services available;
- Management of long-term consequences;
- Provisions for incidents involving international students.

## 2. Scope

This policy and its associate procedures apply to all students, staff, contractors, volunteers, and visitors — on and off campus while participating in College activities, including locally and overseas.

This policy and the procedures do not apply to minor injuries or accidents that affect an individual or isolated area(s) and do not pose and additional threat or risk to students, staff, contractors, volunteers, visitors, property, or affect the College's operations and/or reputation. Such minor incidents are managed under the College's Workplace Health & Safety Policy and Procedures.

## 3. Definitions

**Critical Incident** means a traumatic event, or the threat of such (within or outside Australia) which causes extreme physical and/or emotional distress. Critical incidents are not limited to, but could include:

- Sexual assault, or assault of any other kind;
- Sexual harassment, or harassment of any other kind;
- missing persons;
- severe verbal or psychological aggression;
- kidnapping or attempted kidnapping;
- death;
- serious injury;
- attempted murder or suicide;
- fire, explosion, bomb threat or toxic chemical release;

- natural disasters;
- domestic violence;
- robbery;
- drug or alcohol abuse

**NB.** Non-life threatening events may still qualify as critical incidents.

**Critical Incident Management Team** means the senior staff responsible for managing the incident after it has been reported by the Contact Person.

**Contact Person** means the individual(s) available at all times with immediate responsibility for controlling the situation and documenting details of the incident to report to the Critical Incident Management Team.

**International Student** means a person who is legitimately enrolled at Champion in an academic program and who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.

**Staff Member** means any staff member of Champion whether full-time, part-time, casual or sessional.

**Student** means a person who is legitimately enrolled at Champion in an academic program (including overseas students).

## 4. Principles

Champion is committed to implementing appropriate procedures to respond to critical incidents in order to provide for the safety and security of students, staff, contractors, volunteers, and visitors . Appropriate management of a critical incident may also mitigate the impact of an incident upon the College's operations.

Champion acknowledges that international students studying in Australia have special needs due to distance from family, language and cultural issues and lack of familiarity with government and community support systems. The College has specific obligations relating to critical incidents involving international students under the ESOS legislation.

## 5. Policy

Champion College's approach to Critical Incident Management incorporates the following key components:

- Implementing the Critical Incident Management

Procedures as outlined in Item 6, below.

- Providing guidelines for the immediate response to incidents and subsequent monitoring of the situation;
- Allowing for individuals impacted by a critical incident to access external emergency services and follow-up care;
- Reviewing the procedures annually or after every incident.
- Notifying all students and staff of the Critical Incident Management Procedures.
- Providing training, when needed, for staff and students with designated responsibilities.

## 6. Procedures

### 6.1 Contact Persons

Campion has designated Contact Persons in the event of a critical incident. Individuals involved in a critical incident may telephone a Contact Person at any time (24 hours a day, seven days a week, with the exception of the Receptionist during business hours). Contact details are provided to staff at the point of induction and to students at Orientation. Students are also provided with details of local emergency services and health providers in the Student Handbook.

The current Contact Persons are:

- SASH Support Officer  
(Office: 9896 9318; Mobile: 0402 732 379)
- Student Administration Assistant  
First Aid Officer (9896 9332)
- Senior Residential Tutor (male)  
First Aid Officer (0407 119 073)

The names and phone numbers of the Contact Persons are available on the student noticeboard and Student Handbook. Contact Persons will inform students of the existence of support services (Appendix A) and how to access them.

In cases of sexual assault and sexual harassment, a Support Officer is appointed with the responsibility of assisting students with reporting cases to authorities and investigating cases as part of the Critical Incident Management Team (Appendix B).

### 6.2 Critical Incident Reporting

Any staff member or student who becomes aware of a critical incident involving threat to life or risk of serious harm to a student, staff member, contractors, volunteers, visitors, or property, must immediately notify the Emergency Services by calling 000.

Any staff member or student who is notified of a critical incident or receives a report of a critical incident involving a student, staff member or visitor to Campion must immediately:

- during business hours (9am – 5pm weekdays) notify Reception (9896 9300) or the Senior Residential Tutor (Office: 9896 9313; Mobile: 0407 119 073) in person or by telephone.
- at other times notify any one of the Contact Persons listed above. (refer to the phone numbers above).

The Contact Person (or Support Officer in cases of sexual assault or sexual harassment) will:

- Attend the location and assess the situation;
- Offer immediate assistance to persons involved in the incident;
- Organise any additional support required;
- Remain at the location to liaise with Police or other emergency services as necessary;
- Document details of the incident
- Inform members of the Critical Incident Management Team and provide them with a report.

### 6.3 The Critical Incident Management Team (CIMT)

The Critical Incident Management Team comprises:

- The President
- The Dean of Studies
- The Director of Operations
- The Coordinator of Student Life
- Other specialists asked to join the CIMT for a particular incident relevant to their area

Other personnel that may need to be advised and be required to respond include:

- The Support Officer in cases of sexual assault and sexual harassment
- The Chairman of the Board of Trustees
- The Business Manager (for OH&S issues)

If a critical incident occurs, upon notification of the incident by the Contact Person and depending on the scope of the incident, the CIMT will be required to:

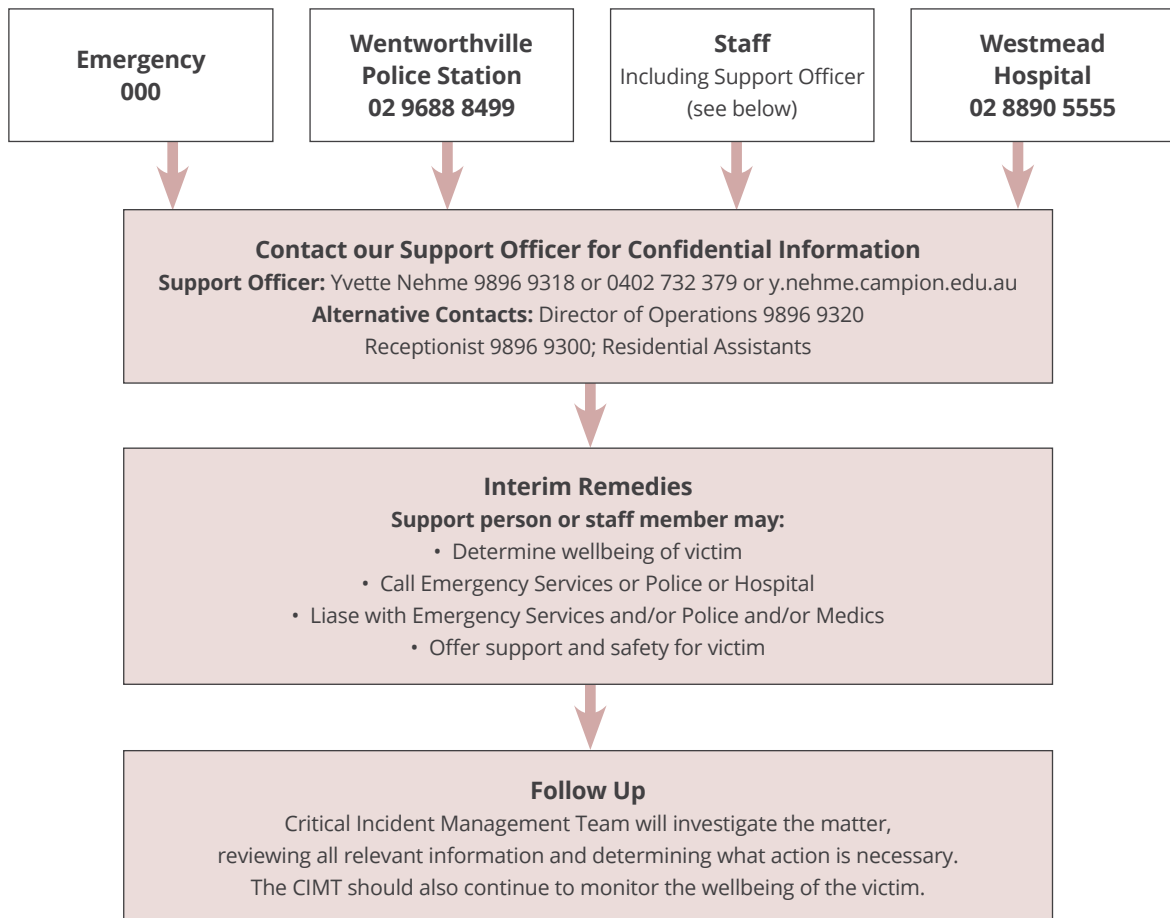
- If required, co-ordinate emergency evacuation procedures.
- Access student or staff records to verify family information and contact details, and contact family if necessary.
- Make an assessment as to whether the circumstances are such as to warrant any further immediate action.
- Liaise with emergency services to ensure effective

## REPORTING SEXUAL ASSAULT OR HARASSMENT

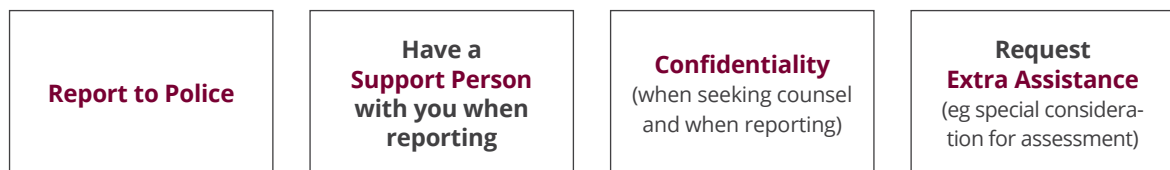
**If I have been a victim of sexual harassment or sexual assault OR witnessed such an incident...**  
(leering, obscene communication through any means of media, stalking; touching another individual in a way that offends, intimidates, embarrasses or humiliates; physical, verbal and non-verbal abuse)?

### WHAT ARE MY OPTIONS?

Victims and witnesses who report, in good faith, any incident of sexual harassment or sexual assault will NOT be penalised for misconduct for any other violations of the Student Code of Conduct.



### YOU ALWAYS HAVE A RIGHT TO:





- ongoing management of the incident and recovery.
- Formulate and implement a critical incident action plan, addressing risks and response actions, including liaison with external emergency services or support agencies.
  - Notify TEQSA if required.
  - Notify, if international students are affected, the Department of Immigration and Border Protection and/or the student's next of kin.
  - Formulate and implement a communication plan, including with students' relatives, carers, foreign embassies and the media.
  - Formulate a plan for appropriate after-incident care (including counselling) for those directly and indirectly affected by the incident and define personnel, resources and timelines for its implementation.
  - Ensure the effective implementation of after-incident responses (including effective communication to the College community and, where appropriate, the wider community).
  - Complete a Critical Incident Report.
  - Review and update these procedures as soon as practicable following any incident; or in accordance with the regular policy review cycle.

## 7. Roles and Responsibilities

- 7.1 All students and staff must be aware of this policy and the procedures for managing a Critical Incident and the contact details of the designated Contact Persons.
- 7.2 As members of the CIMT, the Campion Executive is responsible for the implementation and regular review of these procedures, including providing any Critical Incident Reports to the Institute Board.
- 7.3 The Campion Executive is responsible for arranging the training of the designated Contact Persons.
- 7.4 The Student Life Coordinator is responsible for taking part in the CIMT's actions and responsibilities during the management of a critical incident, including the review of the procedures.
- 7.5 The Student Wellbeing Team is responsible for monitoring the ongoing health and wellbeing of students affected by a critical incident, reporting any concerns to the Campion Executive Committee, and making recommendations for the management of such incidents in the future.

# RECOGNITION OF PRIOR LEARNING POLICY

## 1. Purpose

Campion College provides the opportunity for students to apply to have prior learning considered for credit towards a Campion College course where the prior learning is related to assessable components of that course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

## 2. Definitions

### 2.1 Credentialed prior learning

Course-related learning leading to the award of a tertiary qualification. This includes learning from:

- Completed tertiary education subjects and courses
- Vocational Education & Training Accreditation Board (VETAB) accredited courses
- Overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

### 2.2 Uncredentialed prior learning

Informal learning from work experience, life experience or courses taken outside the tertiary education system.

### 2.3 Exemption

The process of releasing a student from undertaking an individual unit of study and for the granting of equivalent academic credit.

### 2.4 Substitution

Releasing a student from undertaking a unit of study and specifying alternative unit(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

### 2.5 Credit transfer

Recognition that a block or group of units and their associated equivalent academic credit, that have been completed at different institutions, are being recognised as a valid component of a student's enrolled Campion College course.

## 2.6 Specified credit

Equivalent to a unit exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or uncredentialed) and Campion College unit learning outcomes. Credit can be granted, up to the limit allowable for the course.

## 2.7 Unspecified credit

Credit granted where the prior learning (credentialed or uncredentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific subjects within the course. Unspecified credit is usually granted towards meeting any elective requirements of a program.

## 2.8 Block credit

Credit granted under pre-determined arrangements for study at TAFE, VET providers or other tertiary providers. Block credit normally refers to the exemption from a period of study, usually expressed in credit points, as recognition of successfully completed periods of equivalent study. Block credit can consist of either specified or unspecified credit, or a combination of both.

## 3. Scope

This policy is applicable to all coursework programs of the College and it covers the granting of credit towards a Campion College award on the basis of:

- prior learning at tertiary or credentialed institutions
- prior learning in non-credentialed settings.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

## 4. Principles

Campion supports an approach which acknowledges that learning may be achieved through formal, non-formal or informal pathways, and that provision should exist for recognition of these. Accordingly, this policy provides for:

- the legitimate interests of students with diverse prior educational experiences in obtaining credit for prior learning, without being disadvantaged in achieving the expected learning outcomes and graduate attributes of a qualification
- public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.

- a consistent and equitable approach to the granting of credit for prior learning, while assuring the quality, integrity and standing of Campion qualifications.

## 5. Policy

Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.

5.1 Campion College recognises two types of prior learning:

- (a) credentialed prior learning; and
- (b) uncredentialed prior learning.

5.2 Applicants for RPL on the basis of uncredentialed prior learning may

- (a) be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience,
- (b) unless they are or have been bona fide students at another higher education provider with which Campion has a formal articulation or exchange arrangement.

5.3 Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their Campion College course.

5.4 Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

5.5 Applicants for RPL may be granted any combination of recognition as described above subject to the provision that, except with the approval of the Academic Board, no student will receive credit that totals more than:

- (a) one-third of a course of three years or less full-time duration, or
- (b) one-quarter of a course of more than three years full-time duration.

5.6 Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.

5.7 Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the Campion College award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Dean of Studies, must make full disclosure of the initial application and must set the circumstances which prevented an initial application or the changed circumstances which justify a second application.

5.8 This does not preclude a student's right at any time to cancel exemptions or substitutions that have been granted previously.

5.9 Students wishing to cancel previously approved credit must do so prior to their final (re-) enrolment.

5.10 Courses studied at secondary school, or at a level below the AQF level of the relevant course, are not accepted as a basis for Recognition of Prior Learning.

5.11 Previously acquired credentialed or uncredentialed learning may only be counted once as approved RPL exemptions for any course offered by the College.

5.12 Where students do not meet College standard on grade requirements, any relevant applications for RPL will be rejected automatically. Where TAFE courses do not provide a grade, or where grade criteria have not been set, applications will be directed to the Dean of Studies for individual consideration.

5.13 Students accepted under this policy may be required to complete a bridging program.

5.14 The normal Campion College grievance procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.

5.15 Wherever possible, NOOSR (National Office for Overseas Skills Recognition) guidelines should be used for assessing applications for RPL on the basis of overseas study.



5.16 Applicants for RPL will be informed of the outcome through timely written advice, within three weeks from the date of the submission of the application.

## 6. Procedures

### 6.1 Application Process:

A student may apply for Credentialed prior learning by:

- a) submitting a completed copy of the appropriate form (Appendix A)
- b) attaching, to the application form, details of the course or unit of study for which credit is being claimed. This should be in the form of a detailed course or unit outline, including description, learning outcomes, and assessment.
- c) Official, original or certified copied transcript(s) (translated into English where required) from the relevant institution for the courses in respect of which RPL is being claimed.

A student may apply for Uncredentialed prior learning by:

- a) submitting a completed copy of the appropriate form (Appendix A)
- b) complete and detailed information concerning life and work experience

Successful applicants will have 'RPL' recorded in their transcripts against the relevant units of study.

### 6.2 Criteria for Assessment

In assessing RPL applicants, the Dean of Studies shall consider the following criteria:

- a) Currency: In determining whether credit may be granted, the Dean of Studies must be confident of the currency of the applicant's knowledge. Applications for RPL will be considered on a course by course basis, where currency of learning can be demonstrated to the satisfaction of the Dean of Studies in consultation with the faculty.
- b) Equivalence: a course or unit of study completed at another higher education provider must closely correspond to the curriculum, learning outcomes, and assessment of the College's proposed equivalent course or unit.
- c) Relevance: in the case of uncredentialed prior learning, an applicant's life and work experience must be directly relevant to the course or unit proposed for credit.
- d) Completion: an applicant must have successfully completed a course or unit of study at a satisfactory level. Students who have attained a very low pass in

the proposed equivalent study may not be awarded credit.

## 7. Roles and Responsibilities

7.1 The Dean of Studies will be responsible for the application of this policy and ensuring that the outcomes of RPL applications are appropriately recorded.

7.2 In recognising prior learning, due regard will be had for the academic standards of the College, equity principles, promptness in processing applications and consistency of application of the policy between subjects and courses.

## ALCOHOL AND DRUGS POLICY

### 1. Purpose

1.1 This policy addresses what constitutes appropriate use of alcohol and drugs by staff and students, consistent with legislative requirements.

1.2 The policy also aims to ensure a safe environment for all staff, students, visitors and contractors.

### 2. Definitions

**2.1 Prohibited substances** means any substance, such as a drug, that is banned or forbidden by law to either manufacture, sell, purchase, or consume.

**2.2 Alcohol** means any alcoholic beverage.

**2.3 Illicit drug** means either: a) substances that are illegal to manufacture, sell, purchase or consume, or b) substances that are legal to purchase, sell and consume when processed in a licensed facility or prescribed by a physician, but become prohibited when misused (ie manufactured, purchased, sold or consumed without license and without a prescription).

**2.4 Prescribed medication** means any drug, whether prohibited or not, for which use is authorised by a physician.

### **3. Scope**

3.1 This policy applies to all staff and students at Campion.

3.2 For all staff it applies at all times while on College campus.

3.3 For all students it applies while on College campus. However, it also applies if an alleged incident occurs partly or wholly off campus and impacts in any way on College life or the Student Code of Conduct.

3.4 This policy applies for incidents when messages are conveyed on social media or any other form of communication, whether explicitly or implicitly, about the use of alcohol and drugs contrary to this policy.

### **4. Principles**

4.1 The overriding principle to be applied is that it is unacceptable to use prohibited substances on campus or to misuse alcohol, illicit drugs, or prescribed medication.

4.2 The College does not tolerate the illegal possession, cultivation, distribution or consumption of any drug on College premises, when using College equipment, attending a College or student association event, function or activity, or participating in any activity as a representative of the College.

4.3 Consumption of alcohol on campus is a privilege, not a right.

4.4 All persons consuming alcohol on campus are responsible for their own behaviour.

4.5 The College does not condone harassment or other unlawful behaviour that may result from the consumption of alcohol and/or drugs.

4.6 Overall, Campion College is committed to:

- a. providing a safe and healthy work and learning environment;
- b. promoting a responsible attitude towards the use of alcohol and drugs;
- c. minimising alcohol and other drug related harm to the College community, College property and the College's reputation;
- d. meeting its legal responsibilities in relation to the sale and consumption of alcohol on College premises and at College events; and

e. supporting students and staff with alcohol and drug dependency.

### **5. Policy**

5.1 General Principles Concerning the Consumption of Alcohol.

5.1.1 Consumption of alcohol may only occur in accordance with NSW laws relating to the provision of alcohol. In particular, persons under the age of 18 years are not permitted to consume alcohol on campus and other persons are not permitted to serve or provide alcohol to those under the legal drinking age.

5.1.2 The following types of alcohol are permitted to be consumed on campus by staff and students in moderation:

- a. Beer (light, mid strength or full strength);
- b. Wine; and
- c. Commercial pre-mixed spirits

5.1.3 The following types of alcohol are not permitted to be consumed on campus by staff and students:

- a. Spirits (other than pre-mixed);
- b. Fortified wines (including port and sherry); and
- c. Any other beverage with an alcohol content at or above 18%.

5.1.4 Alcohol may only be consumed in the areas designated by the Director of Operations.

5.1.5 Alcohol is not permitted in the residential bedrooms and may only be stored on campus in the manner prescribed by the Director of Operations.

5.1.6 Access to alcohol is restricted to the days and times prescribed by the Director of Operations. Ownership of alcohol is not sufficient reason to gain access outside of these times. The College reserves the right not to provide access to alcohol even within the prescribed times, especially where unforeseen events intervene.

5.1.7 All alcohol served on campus must be served by an authorised individual (Responsible Service of Alcohol Competency Card) mindful of the possible presence of minors.

5.1.8 The brewing or distilling of alcohol is not permitted on campus, including all fermented beverages.

5.1.9 Events organised by the student association that

include service of alcohol are not permitted to have BYO.

5.1.10 Failure to observe provisions in this policy may result in one or more of the following:

- a. forfeiting ownership of any alcohol remaining on campus;
- b. being fined;
- c. having the privilege of consuming alcohol on campus removed for a period of time;
- d. being banned from consuming alcohol on campus indefinitely;
- e. being suspended or excluded from residential accommodation, if applicable;
- f. formal disciplinary action being taken in accordance with the Student Misconduct Procedures and Staff Misconduct Procedures
- g. Alcohol and drug abuse counselling.

## 5.2 Use of Drugs

5.2.1 Apart from drugs which are prescribed medication, the manufacture, distribution, or use of illicit drugs is completely unacceptable.

5.2.2 Residential students are also bound by the residential agreement which prohibits any illegal activity of any kind on campus.

## 5.3 Transgression of Policy

5.3.1 Emergency situations that may arise as a result of misuse of alcohol or drugs should be managed in accordance with the Critical Incident Policy and Procedures.

5.3.2 Any staff or student suspected of being under the influence of alcohol or prohibited substances, or in breach of any of the conditions stated above, may be suspended following an investigation taking place in accordance with the Student Misconduct Procedures and the Staff Misconduct Procedures.

5.3.3 Incidents falling under this policy which constitute potential criminal conduct may be referred by the College directly to the police.

## 6. Roles and Responsibilities

6.1 It is the responsibility of all staff and students to adhere to this policy and to report cases of misconduct in relation to this policy.

6.2 The Director of Operations is responsible for

implementing the specific procedures and guidelines (Appendix A).

6.3 The Senior Residential Tutors are responsible for assisting the Director of Operations with the implementation of the specific procedures and guidelines (Appendix A).

6.4 It is the responsibility of the College Executive Committee to consider misconduct procedures in relation to this policy and in accordance with the misconduct procedures for staff and students.

## 7. References

7.1 This policy was benchmarked against, and is indebted to:

- a. St. John's College, University of Queensland, Alcohol and Drug Policy for its formatting and clarity of language;
- b. Western Sydney University, Alcohol and Drug Control Policy, for its broad coverage of policy detail.
- c. Australian Catholic University, Alcohol and Other Drugs Policy, also for its broad coverage of policy detail.

7.2 This policy complies with the requirements of the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012*, and the *NSW Liquor Act 2007*.

# ATTACHMENT A: SPECIFIC PROCEDURES AND GUIDELINES

## Effects of Alcohol

Campion College is concerned about the adverse effects of drinking alcohol. Alcohol impairs judgement, planning, memory and abstract thinking. Heavy drinking has been shown to cause a specific type of brain shrinkage. While inducing confidence, alcohol decreases one's ability to operate any kind of vehicle, machinery or equipment satisfactorily, or even safely. Alcohol may reduce one's tolerance of other people and heighten one's tendency to behave unacceptably towards them,

including in non-violent but nevertheless anti-social ways. Alcohol is strongly associated with domestic and public violence and with the majority of accidents on the roads, in the home and in the workplace. Alcohol can lower inhibitions about sexual activity.

If a person is under 25 years with a probationary Licence or learner's permit, any alcohol will put the over the (zero) limit. For all other drivers .05 (g per 100 ml) is the limit. How quickly a person reaches the limit depends on their sex, weight and physique, but a rough guide is as follows:

- For females, more than one standard drink in the first hour and one standard drink per hour afterwards could put them over the legal limit;
- For males, more than two standard drinks in the first hour and one standard drink per hour afterwards could put them over the legal limit.

### Storing Alcohol

Alcohol may only be stored in specified storage areas. These will either be a locked cupboard or a refrigerator. Residential Assistants and the SRT are responsible for monitoring the correct use of these areas. When in locked storage, keys to the storage areas will be held by the RAs. Any alcohol brought onto campus by students must be stored as soon as practicable in a designated storage area, unless it is brought onto campus during a period permissible for the consumption of alcohol on campus.

### Access to Alcohol

Access to alcohol will be permitted during the following times:

- i. Fridays between 5.30pm and 10.30pm;
- ii. Saturdays and Sundays between 12pm and 10.30pm;

The Director of Operations and Coordinator of Campus (SRT) will consider requests to allow access to alcohol for specific events outside of these times. The Director of Operations and SRT reserve the right to vary the hours and days for access to alcohol or the designated areas for consumption of alcohol by students at his/her discretion. Where the Director of Operations and SRT are unavailable the request must go through the President. An authorised staff member will unlock the storage areas during these times. Students requiring

access to stored alcohol will be required to transport the alcohol they wish to be consumed to an area designated for consumption of alcohol by students. These areas are:

- i. Rear deck,
- ii. Café,
- iii. Dining room,
- iv. Quadrangle grass,
- v. Common Room (including residential houses common areas),
- vi. Designated smoking area,
- vii. Courtyard,
- viii. Other designated events areas (authorised by the Director of Operations and the SRT).

### Limit on Alcohol Consumed

The Australian Alcohol Guidelines state the following:

- For healthy men and women, drinking **no more than two standard drinks on any day** reduces the lifetime risk of harm from alcohol-related disease or injury.
- For healthy men and women, drinking **no more than four standard drinks on a single occasion** reduces the risk of alcohol-related injury arising from that occasion.

Standard drink sizes should not be confused with the size of the container the alcoholic drink comes in. For example, a beer may be served in a bottle that is equivalent to 1.4 standard drinks. In this instance, more than three such bottles would put an individual above the guidelines.

The Student Residential Assistants and staff members are not expected to actively police consumption of alcohol by students; however they may report any student suspected of not following the provisions of the policy.

### Drug and Alcohol Addiction

Students and staff experiencing problems with drug or alcohol addiction are encouraged to seek professional assistance. The College recommends the following locations for help and advice:

- Reachout.com especially: <https://au.reachout.com/mental-health-issues/addiction>
- National Alcohol and other Drug Hotline: 1800 250 015

## APPENDIX A: CONTACT NUMBERS / ADDRESSES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Police, Ambulance, Fire</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>000</b>                                              |
| <b>Wentworthville Police Station</b><br>81 Wentworth Avenue (Cnr of Wentworth Avenue and Railway Street)<br>WENTWORTHVILLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>02 9688 8499</b>                                     |
| <b>Westmead Hospital</b><br>corner of Darcy and Hawkesbury Roads, Westmead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>02 8890 5555</b>                                     |
| <p><b>Medical Centres:</b></p> <ul style="list-style-type: none"> <li>• <b>Toongabbie Family Practice</b>, 52 Aurelia St, Toongabbie (shop side of train station) is open 8.30am to 5.30pm weekdays; and 8.30am to 12noon on Saturdays; closed on Sundays. (Bulk-billing available) <span style="float: right;"><b>02 9636 2337</b></span></li> <li>• <b>Wentworthville Medical Centre</b>, 122-128 Station St, Wentworthville is open 7.00am to 8.00pm weekdays; and 8.00am to 6.00pm weekends. (Bulk-billing available) <span style="float: right;"><b>02 8868 3800</b></span></li> <li>• <b>Winston Hills Medical Centre</b>, is located inside the Winston Hills Shopping Centre, shop 68 (next to the Chinese restaurant) on 180 Caroline Chisholm Drive, Winston Hills. It is open from 9.00am to 5.00pm on weekdays; 9.00am to 1.00pm on Saturdays; and closed on Sundays and Public Holidays. (Bulk-billing available) <span style="float: right;"><b>02 9838 4800</b></span></li> <li>• <b>Fitzwilliam Road Medical Centre</b>, is located at 62 Fitzwilliam Road. It is open 8.00am to 12.30pm, 1.30pm to 6.00pm weekdays; 9.00am to 12.30pm, 1.30pm to 4.00pm on Saturdays; and closed on Sundays. (Bulk-billing available) <span style="float: right;"><b>02 9873 0085</b></span></li> </ul> |                                                         |
| <p><b>Counselling</b><br/>Mr Scott Carroll, <i>Synergy Family Psychology</i><br/>Dr Paulette Corry Calabro, <i>Silver Psychology</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>s.carroll@campion.edu.au<br/><b>0458 011 444</b></p> |
| <p><b>Lifeline Australia</b><br/>24 hour counselling service</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>13 11 14</b>                                         |
| <p><b>Department of Justice</b><br/>24 hr Family &amp; Friends of Missing Persons support line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>1800 633 063</b>                                     |
| <p><b>National Sexual Assault, Domestic Family Violence Counselling Service</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>1800 737 732</b><br/>www.1800respect.org.au</p>   |



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## COLLEGE ADMINISTRATIVE DATES 2022

### January

**TUESDAY 11th - Friday 14th**

**TUESDAY 18th - Friday 21st**

Summer Program

**WEDNESDAY 26th**

Australia Day (Public Holiday)

### February

**MONDAY 21st - Friday 25th**

Orientation Week

**MONDAY 28th**

- Lent Term begins
- Academic Mass and Matriculation

### March

**FRIDAY 11th**

Last day to add a unit

**FRIDAY 11th - SUNDAY 13th**

Student Retreat

**FRIDAY 25th**

Semester 1 Census Date  
(Last day to withdraw without penalty)

### April

**THURSDAY 14th**

Holy Thursday

**FRIDAY 15th**

- Good Friday (Public Holiday)
- Mid-Semester/ Easter Break begins

**SUNDAY 17th**

Easter Sunday

**MONDAY 18th**

Easter Monday (Public Holiday)

**SUNDAY 24th**

Mid-Semester/ Easter Break finishes

**MONDAY 25th**

Anzac Day (Public Holiday)

**TUESDAY 26th**

Lent Term begins

### June

**MONDAY 6th**

Study Break begins

**FRIDAY 10th**

Study Break finishes

**MONDAY 13th**

Queen's Birthday  
(Public Holiday)

**TUESDAY 14th**

Examination period begins

**THURSDAY 23rd**

- Examination period ends
- St. Edmund Campion Lecture and Dinner

**FRIDAY 24th**

- Easter Term finishes
- End of Semester 1

### July

**TUESDAY 5th**

Board of Examiners Meeting

**FRIDAY 8th**

Publication of Results S1

### August

**MONDAY 1st**

Trinity Term begins

**FRIDAY 12th**

Last day to add a unit

**FRIDAY 19th - SUNDAY 21st (TBC)**

Student Silent Retreat

**FRIDAY 26th**

Semester 2 Census Date  
(Last day to withdraw without penalty)

### September

**MONDAY 26th**

Mid-Semester (Spring) Break begins

**SUNDAY 30th**

Spring Break finishes

### October

**MONDAY 3rd**

Labour Day (Public Holiday)

**TUESDAY 4th**

Michaelmas Term begins

### November

**FRIDAY 4th**

End of Teaching Period for Michaelmas Term

**MONDAY 7th**

Study Break begins

**FRIDAY 11th**

- Study Break finishes
- Neighbourhood Christmas Party

**MONDAY 14th**

Examination Period begins

**THURSDAY 24th**

- Examination period ends
- Reveillon Mass & Dinner

**FRIDAY 25th**

- End of Michaelmas Term
- End of Academic Year

### December

**TUESDAY 6th**

Board of Examiners Meeting

**MONDAY 12th**

Publication of Results S2

**THURSDAY 15th**

Graduation





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