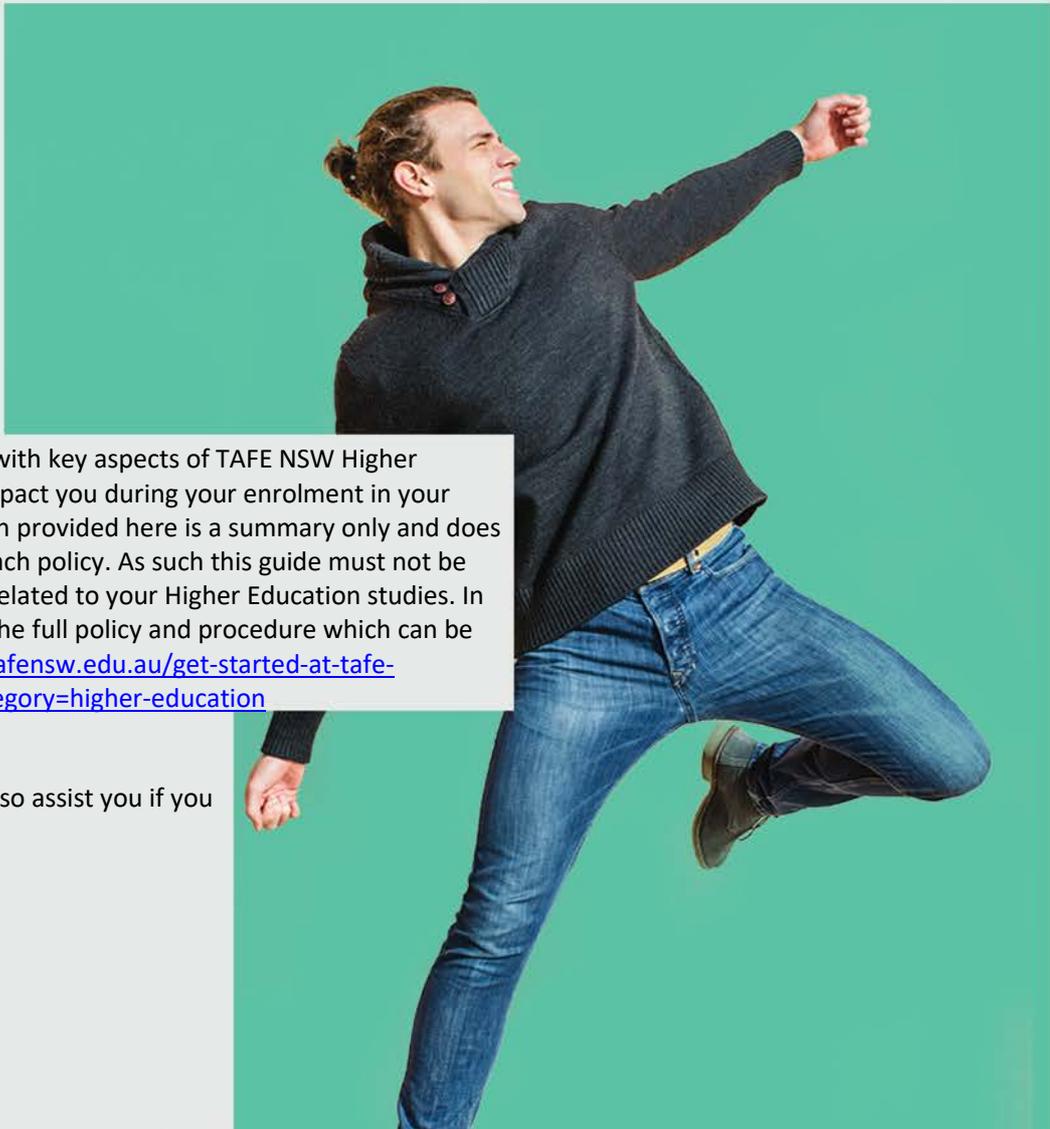


Students' guide to Higher Education policies



This guide will familiarise you with key aspects of TAFE NSW Higher Education policies that may impact you during your enrolment in your degree course. The information provided here is a summary only and does not provide the full detail of each policy. As such this guide must not be relied on if you have an issue related to your Higher Education studies. In such cases you should access the full policy and procedure which can be downloaded at <https://www.tafensw.edu.au/get-started-at-tafe-nsw/tafe-policies/policies?category=higher-education>

Your course coordinator can also assist you if you require further information.

ADMISSION AND ENTRY REQUIREMENTS

All TAFE NSW Higher Education courses require students to meet minimum entry requirements. This is to ensure that you have the best chance of success in our courses. All applications for admission must be made on the course application form and submitted by the closing date indicated on the application form and advertised on the Higher Education website. Applications received after the closing date will not be considered unless there are places available in the course. Applicants who do not satisfy course entry requirements or who do not provide all necessary information in the application form cannot be considered for entry. Where there are more applications than study places, applications will be ranked and offers will be made to applicants in order of their ranking.

Minimum entry requirements

For domestic students minimum entry requirements mean that you must hold one of the following qualifications:

- NSW HSC (Higher School Certificate) or equivalent; or
- recognised Tertiary Preparation Certificate; or
- a qualification from a Registered Training Organisation at Certificate IV level or above; or
- successful completion of at least one year full-time or equivalent in a degree course at a higher education institution.

Special admissions

If you cannot satisfy any of the above four minimum entry requirements, you can apply for entry under our special admissions provisions which cover mature age (21 years and over) and disadvantage. If you apply for entry under special admissions provisions you will be required to provide supporting information with your application for entry. The course coordinator can advise what supporting information you will need to provide. Your application for entry will be assessed against this supporting information and any additional course specific entry requirements.

International students

In addition to proof of eligibility and course specific entry requirements, international applicants must demonstrate English proficiency at a minimum IELTS level of 6.5 (or equivalent), with a minimum level of 6 in any one band. A higher level of proficiency may be specified in the entry requirements for some courses of study.

Course specific entry requirements

In addition to the minimum entry requirements, some courses have additional entry requirements, eg: the submission of a portfolio, submission of a written piece, etc. Course specific entry requirements are indicated on the application form.

Supporting documents

Copies of documents to support your application must be certified copies. If you are submitting any documents in a language other than English to support your application for admission into a TAFE NSW Higher Education course, the documents must be translated by an accredited NAATI translation service.

Relevant TAFE NSW Higher Education policy: Student Selection and Admission.

ADVANCED ENTRY (also referred to as Recognition of Prior Learning or RPL)

TAFE NSW Higher Education students may be granted advanced entry for prior learning. This allows you to enter a course at the appropriate point without having to repeat learning you have completed elsewhere. Talk to the course coordinator if you have completed relevant previous studies, including workplace learning and work experience. The course coordinator will detail the evidence you need to provide to support your application for advanced entry (also referred to as 'recognition of prior learning' or 'RPL'). You must continue attending classes until your application for advanced entry is approved. RPL can only be provided for full subjects and is not granted for part of a subject.

If you are granted RPL for a subject you cannot get a grade for that subject and your result will be reported on your Transcript of Academic Record as 'By Advanced Standing'. If you receive RPL for more than 50% of subjects in the course you will receive an ungraded course award on completion of your studies. You will not be eligible for a Credit, Distinction or High Distinction course grade.

International students seeking advanced entry must fully discuss the impact of advanced entry with the International Students Manager at the campus as visa conditions may be impacted.

Relevant TAFE NSW Higher Education policies: Advanced Standing and Credit Transfer; Assessment; Student Selection and Admission.

ACADEMIC STUDY REQUIREMENTS

Course requirements

Each course is made up of a prescribed number of subjects for that course, some of which may be electives. To complete the course, you must successfully complete all required subjects.

Subject requirements

At the commencement of each semester, you will be issued with a Subject Guide for each subject you are enrolled in that semester. The Subject Guide outlines the learning outcomes, topics, weekly readings and assessment requirements. Most subjects require class attendance of about 4 or 5 hours per week per subject. In addition you are expected to undertake at least 5 hours per week of private study per subject in order to fully achieve the subject learning outcomes and to be able to satisfy assessment requirements.

Academic integrity

All students enrolled in TAFE NSW Higher Education courses are expected to conduct themselves honestly and ethically in their academic studies and must acknowledge the work of others in all their academic activities using appropriate referencing as advised by the course coordinator.

Plagiarism, cheating including contract cheating, using smart devices during exams or failure to reference someone else's work is not tolerated and penalties are applied. Penalties for academic misconduct are serious. Students may receive a zero result for the assessment event, fail the subject, and/or be excluded from the course.

Workplace learning

Students in some courses are required to undertake a work placement (or internship) as part of their course requirements. Students in work placements must at all times act professionally and ethically, and preserve the integrity and confidentiality of business processes.

Progression and minimum academic standards

As a general rule, you must complete the requirements of all subjects at a level before progressing to the next level (ie: you must complete Level 100 subjects before commencing Level 200 subjects). In addition, if a subject has pre-requisite requirements, you must first complete the pre-requisite subject.

If you fail a subject more than once, or fail two or more subjects in a semester, you will be deemed 'at academic risk'. Students at academic risk will be closely monitored and may have conditions placed on their enrolment. Continued failure to meet minimum academic standards may result in your exclusion from the course.

Withdrawing from a subject or course

If you wish to withdraw from a subject or the whole course, you must complete a withdrawal form and return it to your course coordinator. Failure to attend classes is not notification of withdrawal and may result in a fail result for the subject. Domestic students wishing to withdraw must do so by the advertised census date, otherwise you will be liable for the tuition fees for that semester. International students wishing to withdraw must first consult with the International Students Manager at the campus to ensure visa conditions are not affected.

Deferring your studies

If you have been offered a place in a course you can defer the commencement of your studies for a period of up to 12 months by applying to the course coordinator.

If you are already enrolled in a course you can apply to interrupt your studies (take leave of absence) by applying to the course coordinator, providing you do not exceed the maximum period allowable for completion of the full course. If you interrupt your studies for more than a total of two years you may be required to enrol in additional subjects to ensure your learning is current.

Relevant TAFE NSW Higher Education policies: Academic Integrity and Honesty; Assessment; Student Progression, Exclusion and Graduation; Tuition Fees, Payments, FEE-HELP, Refunds and Review.

ASSESSMENT

Assessment is a fundamental part of learning. Subjects use a range of assessments to ensure students' understanding of all subject learning outcomes. The subject guide issued to students at the commencement of the semester details assessment requirements including type of assessment, due date, requirements including word count, and which learning outcomes are assessed by the event.

Some assessment events are termed 'must pass' events. This means that if you fail that event, you will fail the whole subject, even if you have successfully passed all other events in the subject. 'Must pass' events are identified in the Subject Guide.

Late submission and extension

Penalties for submission of an assessment event after the due date will apply unless your teacher has granted you an extension of the due date. You must apply for an extension prior to the original due date, and must provide sound reasons and supporting evidence such as a medical certificate to support your request for an extension.

Special consideration

Students can apply for special consideration if they feel that they did not perform to their ability in an assessment task including exams. You must provide sound reasons and supporting evidence such as a medical certificate to support your application for special consideration.

Withdrawing from a subject

Students can apply to withdraw from a subject using the prescribed withdrawal form. Students withdrawing from a subject before census date will not have to pay the tuition fee for the subject. Students withdrawing after census date will be liable for the tuition fee for the subject and if they have taken out a FEE-HELP loan will be liable for the loan.

Students who withdraw from a subject on or after the final assessment due date, or examination date, will have a fail result recorded for the subject.

Subject grade bands

The table below shows the grades that are used to report final subject results and which will appear on your transcript of academic record. The table also shows the mark range and standard of work required to achieve each grade. Note that only the subject grade is reported, not the subject mark.

Grade	Mark range	Definition of achievement
High Distinction	85 - 100%	The student has demonstrated highly original, relevant and sophisticated applications of research, appraisal, enquiry and evaluation techniques, resulting in innovative concepts that challenge existing conventions in the field of study.
Distinction	75 – 84%	The student has demonstrated a high level of performance indicating depth and breadth in research, appraisal, enquiry and application of knowledge and theoretical concepts and applied analytical thought.
Credit	65 – 74%	The student has undertaken an innovative and creative interpretation of assessment briefs, and has provided evidence of extended research and inquiry applied to assessment tasks.
Pass	50 – 64%	The student has met all requirements of assessment tasks to a satisfactory level.
Fail	Less than 50% or failure of a 'Must Pass' event.	The student has not demonstrated satisfactory performance in assessment tasks or has failed to meet subject requirements (eg: failing a 'must pass' assessment event).
Withdrawn		The student has withdrawn from the subject after the census date cut-off.
By Advanced Standing		The student has achieved the outcomes of the subject through previous study or experience.

Relevant TAFE NSW Higher Education policy: Assessment.

COURSE COMPLETION AND GRADUATION

Final course grading

On successful completion of all subjects in a course, a grade for the whole course is determined. The course grade is calculated by averaging all subject results. Course grade bands awarded are High Distinction, Distinction, Credit and Pass. Course grades fall within the same mark ranges as subject grades. Students who have completed more than 50% of their subjects by advanced standing will not receive a course grade.

Graduation

Once you have fulfilled all course completion requirements you will be advised in writing of your eligibility to graduate. You can choose to attend the graduation ceremony or to graduate in absentia.

If you have satisfied all course completion requirements but have outstanding TAFE fees, such as library fines or tuition fees, you will not be eligible to graduate until the debt has been paid. Documentation such as transcripts and testamurs will not be issued if you have outstanding TAFE fees.

Relevant TAFE NSW Higher Education policies: Assessment; Student Progression, Exclusion and Graduation.

COURSE FEES

Tuition fees

Tuition fees are payable for all TAFE NSW Higher Education courses. Domestic students pay for the subjects they are enrolled in each semester. International students pay an overall course fee which is payable by instalment each semester.

Eligible domestic students can choose to pay their tuition fees by taking out a FEE-HELP loan from the Australian government. This allows you to 'study now and pay later'. For more details about FEE-HELP go to www.studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help-

Tuition fees are reviewed annually and are subject to change. The current tuition fee schedule can be downloaded at www.tafensw.edu.au/courses/tafe-nsw-degrees/applying-and-fees/fees-and-payment

Students who withdraw from a subject after census date will be liable for the tuition fees for that subject and if they have taken out a FEE-HELP loan will be liable for the loan.

Incidental costs

In addition to tuition fees there may be additional costs to purchase resources for individual subjects. The course coordinator can advise you of any incidental course costs.

Relevant TAFE NSW Higher Education policies: Tuition Fees, Payments, FEE-HELP, Refunds and Review.

CONSULTING WITH TAFE STAFF

If you have any concerns in relation to your studies you should talk to the relevant teacher or course coordinator. Most issues can usually be resolved face to face, but it is best to make an appointment with the staff member to ensure enough time is available to fully discuss your concerns.

For non-academic issues such as tuition fees and enrolment processes you should talk to campus customer services staff. TAFE counsellors are also available at most campuses to assist you with personal issues that may be affecting your studies.

Complaints and grievances

If you wish to make a complaint in relation to your studies, you must first discuss your issue with the relevant teacher or with your course coordinator. If your complaint is not resolved you can write to the Dean of Higher Education, outlining your issue. The Dean will review your complaint and will keep you informed of the progress and outcome.

Appeals process

An appeals process exists should you be unhappy with the outcome of your concern or complaint.

Relevant TAFE NSW Higher Education policies: Assessment; Student Consultation; Student Grievance Procedures; Student Progression, Exclusion and Graduation; Tuition Fees, Payments, FEE-HELP, Refunds and Review.

FOR MORE INFORMATION

For more information about TAFE NSW Higher Education policies you should talk to your course coordinator.

You can access our policies at <https://www.tafensw.edu.au/get-started-at-tafe-nsw/tafe-policies/policies?category=higher-education>



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