Important Note: This policy applies to the University’s TAFE operations and to students enrolled in the University’s TAFE vocational educational and training courses and units. This policy does not apply to Train@ CQUniversity enrolled students.
Table of Contents

INTRODUCTION ........................................................................................................................................ 4
SCOPE ...................................................................................................................................................... 4
PERSONAL CONDUCT AND BEHAVIOUR ........................................................................................ 4
General Behaviour .................................................................................................................................. 4
Compliance with Legislation ................................................................................................................... 5
Alcohol on CQUniversity Premises ......................................................................................................... 5
Drugs on CQUniversity Premises ............................................................................................................. 5
Weapons on CQUniversity Premises ....................................................................................................... 5
Stealing ................................................................................................................................................... 5
Tattoo Devices on University Premises ...................................................................................................... 5
Animal Use ............................................................................................................................................. 5
Smoking .................................................................................................................................................. 5
Discrimination ....................................................................................................................................... 6
Confidentiality .......................................................................................................................................... 6
Dress Code ............................................................................................................................................. 6
Children on Campus ............................................................................................................................... 6
Student Identification ............................................................................................................................. 6
CAMPUS ENVIRONMENT AND RESOURCES ................................................................................... 7
Appropriate Use of Computing and Electronic Resources ...................................................................... 7
Computing and Electronic Resources ....................................................................................................... 7
Mobile Phones, Sound and Photographic Equipment, and Other Electronic Devices .............................. 8
Copyright ................................................................................................................................................ 8
Food and Beverages in Learning Areas ..................................................................................................... 8
Safety ...................................................................................................................................................... 8
ENROLMENT, ATTENDANCE, AND PROGRESS OF STUDY ............................................................. 9
Enrolment ................................................................................................................................................ 9
Enrolment Fees and Charges .................................................................................................................... 10
Change of Enrolment ............................................................................................................................... 10
Withdrawal ............................................................................................................................................. 10
Transfer within CQUniversity ................................................................................................................... 11
Enrolling in a Queensland TAFE Institute .............................................................................................. 11
Attendance ............................................................................................................................................ 11
Progress of Study .................................................................................................................................. 12
Course Progress ....................................................................................................................................... 12
Course Extensions ................................................................................................................................... 12
Probation (Higher Education Qualifications Only) .................................................................................. 12
Exclusions (Higher Education Qualifications Only) .................................................. 13
Immunisation and Health Screening ........................................................................... 13
Blue Card for Child-Related Employment ................................................................. 13
Police and Criminal History Checks ......................................................................... 13

ASSESSMENT, ACADEMIC APPEALS, MISCONDUCT AND MISCONDUCT APPEALS .... 13

Assessment .................................................................................................................. 13

Assessment Guidelines .............................................................................................. 13
Alternative Assessment ............................................................................................... 14
Deferred Assessment .................................................................................................. 14
Examinations ............................................................................................................... 14
Re-Evaluation of Assessment Item ............................................................................. 16
Review of a Final Grade for a Unit (Higher Education Qualifications Only) .............. 16

Academic Appeals .................................................................................................... 16

Misconduct and Misconduct Appeals ....................................................................... 17
Academic Misconduct – Cheating, Plagiarism, and Collusion ................................. 17
Behavioural Misconduct ............................................................................................ 17
Immediate Consequences of Misconduct ................................................................... 18
Attendance of Parent/Guardian at Interviews of Students Under 18 Years of Age ..... 18
Formal Disciplinary Process ....................................................................................... 18
Misconduct Appeals ................................................................................................. 19

RESULTS AND AWARDS ............................................................................................. 20

Results of Assessment ............................................................................................. 20
Awards and Statements of Attainment ...................................................................... 20
Replacement of a Qualification or Statement of Attainment .................................... 20
Cancellation of Award or Statement of Attainment .................................................. 20
Graduations ............................................................................................................... 21

FEEDBACK .................................................................................................................. 21
INTRODUCTION

CQUniversity provides education and training services to students throughout Central Queensland and beyond. Students emanate from a variety of age groups and backgrounds, and participate in a wide range of courses, including on-campus, online and workplace training. In such a diverse environment it is essential that you understand the rules and regulations governing student conduct within CQUniversity.

To carry out their work of teaching, training, and public service, CQUniversity has an obligation to maintain conditions under which its work can proceed freely. This policy is designed to ensure that you are aware of your rights as a CQUniversity student, as well as your responsibilities to CQUniversity and to other students. CQUniversity students assume these rights and responsibilities upon admission, and therefore you cannot use ignorance of these rules and regulations as justification for violating the Student Rules Policy (TAFE). Accordingly, you are encouraged to familiarise yourself with the rules upon admission to CQUniversity.

In matters that are not specifically covered by the Student Rules Policy (TAFE), you must observe the principles outlined in the rules to ensure the dignity of each person, respect for others and their property, and mutual cooperation in the CQUniversity community. In addition, you must comply with local, State, and Australian laws. International students are also required to comply with all relevant visa conditions, legislative frameworks, and other relevant immigration rules and regulations.

Breach of this policy may occur on-campus, in connection with any approved activity associated with CQUniversity (such as vocational placement, excursions, or events), in close proximity to CQUniversity premises, or in any other way deemed to seriously impact the interests of CQUniversity. This policy applies to you if you enrolled in TAFE vocational education and training courses and units at CQUniversity, even if your training delivery and assessment is undertaken at another organisation or site. Breach of this policy will be subject to disciplinary procedures, and may also be subject to legal sanctions, as circumstances dictate.

SCOPE

This policy applies to the University’s TAFE operations and students enrolled in the University’s TAFE vocational education and training courses and units.

This policy does not apply to Train@ CQUniversity enrolled students.

PERSONAL CONDUCT AND BEHAVIOUR

General Behaviour

CQUniversity is committed to creating and maintaining a community in which students, staff, employers, and clients can work together in an environment that is free of violence, harassment, intimidation, and exploitation. As a CQUniversity student you have a responsibility to:

- treat people with respect and fairness, regardless of their age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status
- show respect for others by not swearing, using obscenities, making offensive remarks, or offensive gestures
- avoid behaviour that could offend, embarrass, or threaten others
- refrain from harassing or disrupting others in the performance of their studies or duties
- avoid bullying, aggressive, threatening, and abusive behaviour, including using social networking websites (such as Facebook, Twitter, or MySpace) and University webpages and forums (such as my.CQU) to make threatening or derogatory statements about other students or staff
- desist from behaviour that subjects another person to an unsolicited act of physical intimacy; makes an unsolicited demand or request of a sexual nature to another person; makes a remark with sexual connotations relating to the other person; or engages in any other unwelcome conduct of a sexual nature towards the other person, and
- make only truthful statements in regard to your student status, representation as a student, or entitlement as a student.
A particular action or behaviour may be deemed inappropriate by the effect on the recipient, independent of the intentions of the perpetrator. It is not sufficient for you to assume that your behaviour is acceptable and will not constitute inappropriate behaviour.

**Compliance with Legislation**

As a CQUniversity student you also have responsibility in managing your behaviour to comply with Queensland and Commonwealth legislation.

**Alcohol on CQUniversity Premises**

You are not allowed on CQUniversity premises or to use University facilities when in possession of or under the influence of alcohol. Consumption of alcohol on CQUniversity premises, including sites used for excursions, field trips, and live work, is prohibited, except at an authorised function on licensed premises (providing you are 18 years of age or older).

You may be required to undertake alcohol testing by your employer whilst attending CQUniversity or the workplace as part of the normal working environment.

**Drugs on CQUniversity Premises**

You are not allowed on CQUniversity premises or to use the University facilities when in possession of or under the influence of illegal drugs or controlled substances. The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on University premises is against the law and will be reported to the police.

If you are taking prescription medication it is your responsibility to ensure that it does not affect your safety, or the safety of others, for example in operating machinery or equipment. In addition, prescription medication should be kept secure at all times and never given to another person to whom it is not prescribed.

You may be required to undertake drug testing by your employer whilst attending CQUniversity or the workplace as part of the normal working environment.

**Weapons on CQUniversity Premises**

You are not to bring knives or other weapons on to University premises. It is an offence under the **Weapons Act 1990** (Qld) to be in possession of a weapon in a public place or an educational facility unless the implement is to be used for educational purposes, for example, possession of a knife for butchery or cookery training. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students, animals, or property will be reported to police immediately.

**Stealing**

It is an offence under the **Criminal Code Act 1899** (Qld) to unlawfully take tools, equipment, or resources from CQUniversity, or the property of other persons. If you would like to borrow University equipment or resources you must ask the appropriate staff member for permission before so doing.

**Tattoo Devices on University Premises**

You are not to bring tattoo devices on to University premises. It is an offence under the **Public Health (Infection Control for Personal Appearance Services) Act 2003** (Qld) to use a tattoo device except in licensed premises with suitably trained persons.

**Animal Use**

Animals may be used in some courses delivered by CQUniversity, for example veterinary nursing, rural studies, and environmental practices. The use of animals for teaching is addressed by the **Animal Care and Protection Act 2001** (Qld). You are not permitted to unduly interfere with animals, engage in unauthorised use of animals, or engage in acts of cruelty. Any unauthorised acts will be reported to the appropriate authorities.

**Smoking**

The **Tobacco and Other Smoking Products Act 1998** (Qld) prohibits you from smoking in or around buildings or in University motor vehicles. It is an offence to smoke within 4 metres of any part of the entrance to a building. Any breaches to the Act can result in fines being issued. You are only permitted to smoke in marked designated smoking areas, and must remain in these areas whilst smoking.
Discrimination

Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status. Discrimination whether direct or indirect is unlawful under the Anti-Discrimination Act 1991 (Qld) and Disability Services Act 2006 (Qld). Acts of discrimination will be considered as acts of behavioural misconduct and will result in disciplinary action, and may be reported to the appropriate authorities.

Confidentiality

As an enrolled student of CQUniversity, you may be required to attend practical work placements as part of your studies. During these placements, you may become familiar with information that is confidential to that workplace (for example financial or business affairs, personal affairs and family background of staff and clients, technical information, trade secrets, know-how, formulae, processes, ideas, and inventions). You must not divulge any confidential information that you become aware of during a placement. Breaches of confidentiality will be considered to be acts of behavioural misconduct and may result in disciplinary action.

Dress Code

CQUniversity is predominantly an adult learning environment that prepares you for employment in business and industry, as well as for further career-related training. As such you are expected to dress in a manner that is neat, clean, and safe at all times, and in a manner that would be expected in the workplace.

CQUniversity's aim is not to make dress standards too rigid. However, whilst attending CQUniversity or any off-campus training, you must wear appropriate clothing. In particular you must:

- wear all personal protective equipment and/or clothing necessary to meet the work health and safety requirements of your course. You are responsible for wearing appropriate clothing which minimises risk to yourself.
- wear clothing appropriate to the course of study. Many apprenticeships and traineeships will require that students not wear singlets and board shorts whilst undertaking training.
- wear appropriate footwear at all times. It is not permitted for anyone to enter CQUniversity grounds or buildings with bare feet. Enclosed footwear is recommended. Apprentices and trainees must wear enclosed footwear and will not be permitted to undertake training in open footwear, such as thongs or sandals.
- not wear clothing that is likely to offend others in terms of its lack of decency, modesty, or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn, or ridicule others.
- not wear motorcycle helmets in CQUniversity buildings.

Children on Campus

CQUniversity acknowledges that there will be times when parents or carers may need to bring children onto campus. However, it is expected that children will only be on campus when a difficulty or emergency has made it impossible to arrange for appropriate care of the childcare off campus, or for the child to be placed in temporary care on campus.

Whilst on campus children must be under the direct supervision of a responsible adult. Children are welcome to accompany their parents to the library provided their behaviour does not disturb others. Children are not permitted to attend classes with parents or carers, or to use University computing and electronic resources.

Student Identification

CQUniversity staff are entitled to request that you produce photo identification (either an Student Identification card, or alternative identification where an Student Identification card is not issued) when undertaking activities in which photo identification is required, including assessment tasks, examinations, administrative activities, and in managing campus security.
CAMPUS ENVIRONMENT AND RESOURCES

You are required to assist in maintaining serviceable facilities, resources, and equipment by:

- refraining from interfering with campus infrastructure and resources, including security systems and fire alarms.
- reporting breakages and/or faults with equipment to the teacher, or University administration. Should you be found responsible for breakages you may be required to pay the costs of repair.
- leaving classrooms, workshops, and laboratories neat and tidy after classes and tutorials, and ensuring equipment and tools are cleaned and correctly stored.
- ensuring all electrical and gas appliances are switched off.
- returning or renewing library resources according to the borrowing regulations stated in the library policies and procedures.

Appropriate Use of Computing and Electronic Resources

Computing and Electronic Resources

CQUniversity recognises that computing and electronic resources are a valuable source of learning and information relevant to educational courses. These resources include videoconferencing, internet, and intranet services provided by CQUniversity such as the Learning Management System (e.g. my.CQU), email, email lists, web browsing, website publication, chat and newsgroups (forums).

You are encouraged to use these resources for study being undertaken through CQUniversity. University computing and electronic resources are not to be used for purposes other than course requirements.

CQUniversity reserves the right to:

- moderate access to internet and intranet services, including filtering of websites, and blocking selected non-educational and training websites to improve the speed and quality of vocational education and training delivery.
- monitor and record all usage of its computer networks, including its internet and intranet services.
- access a student email account where it is considered that there may have been misuse of the email system.
- take disciplinary action when breaches of this clause occur.

Note 1: Any unlawful use of computing or electronic resources may lead to legal action being taken.

Note 2: Any misuse of computing or electronic resources is considered to be an act of behavioural misconduct and will be addressed as such. This may mean the withdrawal of access to computing and electronic resources, suspension, or expulsion.

‘Misuse’ refers to wrongful, improper, inappropriate, unauthorised, or unlawful use of computing or electronic resources. Examples of misuse of computing and electronic resources include:

- excessive personal use
- unauthorised use of documentation that would normally require payment of a fee for us.
- accessing or downloading website materials or files or transmitting material that is defamatory (including posting defamatory statements on the internet)
- accessing, displaying, disseminating, or storing obscene or offensive material including abusive, pornographic profane, or sexually oriented material
- using computing and/or electronic resources to access or to assist in concocting or distributing illegal drugs or dangerous materials
- use of computing and/or electronic resources to access or distribute material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status
- using computing and/or electronic resources to stalk, harass, threaten, bully, or intimidate anyone.
• downloading, uploading, copying, storing or distributing software applications or other material with content that is illegal
• breaching copyright, such as unlicensed copying of a computer program
• intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs
• deliberately vandalising computing and/or electronic resources.

Mobile Phones, Sound and Photographic Equipment, and Other Electronic Devices
The use of mobile phones, sound and photographic equipment (including smartphones, mp3 players, tablet computers, and cameras), and other electronic devices in classrooms is to be limited, and you must comply with the instructions of your teacher in their use.

Mobile phones, sound and photographic equipment, and other electronic devices must not be used in a manner that contravenes the appropriate use of computing and electronic resources and misconduct provisions in this policy.

Copyright
You may only copy material in accordance with the Copyright Act 1968 (Cwlth). For study and research purposes, you are allowed to copy:

• One chapter or 10% of a book, or
• One chapter, or 10% of the number of words of text materials in electronic form, or
• One article per issue of a journal, magazine or newspaper – or more than one article if each article relates to the same subject matter.

Internet material, artist, dramatic, film, and musical works are also covered by copyright legislation. Please check with the University' library staff. Remember to reference carefully the copyright works you use to avoid plagiarism, which is considered academic misconduct.

You must comply with licences for the use of intellectual property, including software. All software loaded on University computers or provided by CQU is licensed and there is no permission to copy software unless permitted by licence.

If you need further information about your copyright obligations, refer to the CQU library website.

Food and Beverages in Learning Areas
The presence and/or consumption of any variety of food in classrooms is strictly prohibited, unless this is part of supervised class activity (e.g. hospitality). You are responsible for ensuring that food is not taken into classrooms.

Hot beverages are not permitted in classrooms. Other beverages must be carried in a secure container/bottle to minimise spills and leakages. You are responsible for ensuring the sensible storage and consumption of beverages in classrooms and for the removal and correct disposal of drink containers from classrooms. No beverages are permitted in computer laboratories.

It is acceptable to carry food and beverages that are stored securely inside bags carried into classrooms.

Safety
The Work Health and Safety Act 2011 (Qld) applies to all University students. You have a responsibility to ensure that you work safely, without risk of injury to yourself or others, and follow all safety practices required.

You have an obligation to:

• comply with the instructions given for workplace health and safety at CQU or workplace.
• use personal protective equipment and wear any clothing necessary to meet the work health and safety requirements of your course when you are working with machinery and equipment.
• ensure you are properly instructed in the use of machinery and other equipment.
• use machinery in accordance with safety procedures and follow lawful directions, both written and
spoken, given by University staff or your employer during work experience or vocational placement.
• not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at
CQUniversity or workplace.
• not wilfully place at risk the workplace health and safety of any person at CQUniversity or workplace.
• not wilfully injure yourself.

You are entitled to challenge, in a respectful manner, directions or decisions of University staff or the
employer, if you consider them to be unlawful, unreasonable, or to potentially endanger a person’s health or
safety.

ENROLMENT, ATTENDANCE, AND PROGRESS OF STUDY

Enrolment

CQUniversity includes enrolment information and advice in Student Guides, Course Guides, websites, and
Customer Service Centres. The following provides a broad overview of your responsibilities when enrolling in
a TAFE vocational education and training course or unit at CQUniversity.

When enrolling at a CQUniversity, you will need to:

• select the course you want to study
• check that you meet the recommended entry requirements, including that you have the underpinning
  skills and knowledge to undertake the course, and seek further information about any language,
  literacy, and numeracy requirements
• ensure that you have read and understood the Student and Course Guides
• check the entry method for your chosen course, and
• notify CQUniversity if you have any special requirements and/or require any reasonable adjustments
to meet your needs.

There are a variety of entry methods allowing you to enrol and study at CQUniversity:

• enrol by application
• enrol by direct entry
• enrol through the Queensland Tertiary Admissions Centre (QTAC), and
• Enrol as an apprentice or trainee.

Enrolments and payment can be made via the following methods:

• Phone: To enrol by telephone (credit card payments only) you can call the CQUniversity designated
  phone enrolment number – available at CQUniversity Australia - Home
• In Person: You can enrol by visiting a CQUniversity Customer Service Centre during opening hours.
• Post/Fax/Email: You can post enrolment documentation (and concession details/evidence if applicable)
to CQUniversity. Post/Fax details are available at CQUniversity Australia - Home. In most cases you
must be enrolled prior to the designated Start of Study date for the relevant semester.

CQUniversity cannot guarantee a position in a course unless you are enrolled prior to its start date. You are
not permitted to attend classes until you are fully enrolled in the relevant unit/s of competency.

Note 1: If a course’s capacity is exceeded, the University may place you on a waiting list before accepting your
enrolment. For further information and advice, please contact the CQUniversity location at which you are intending to
enrol.

Note 2: CQUniversity reserves the right to cancel courses, for example in cases of insufficient enrolment numbers. Any
student contribution fees will be refunded to the student, or deducted from the student’s alternative enrolment.

Note 3: There are special conditions for the admission of young persons into CQUniversity. For further information, refer
to the Admission of Young Persons Procedure (TAFE).
Enrolment Fees and Charges

CQUniversity fees are dependent upon the course of study. Once you have chosen a course of study, enrolment staff can provide you with accurate information about the fees and charges. Arrangements for the payment of fees must be made at the time of enrolment.

If you are experiencing financial difficulty CQUniversity may be able to give you time to pay your fees, via a student payment plan for government funded programs. Refer to the Student Payment Plan Procedure (TAFE) for details.

For government funded programs, fee concessions may be available to you depending on the course of study, and your status and circumstances. Evidence of concession eligibility must be provided at the time of enrolment, and concessions cannot be applied after enrolment has occurred. Depending on the course of study, fee concessions may be available to you in the following instances:

- You have a Health Care concession card or Pensioner concession card issued under Commonwealth law, or are the partner or a dependent of a person who holds a Health Care concession card or Pensioner concession card, or
- You have an official form under Commonwealth law confirming that you, your partner, or person on whom you are dependent is entitled to concessions under a Health Care concession card or Pensioner concession card, or
- You are an Aboriginal or Torres Strait Islander.

If you have outstanding/overdue payments to CQUniversity, you may not be eligible to:

- undertake/submit assessment
- continue to study
- enrol into further study with CQUniversity
- borrow items from the library
- attend the graduation ceremony
- apply for payment plans, and
- access the University's educational computer network.

Actions that may be taken against persons responsible for an outstanding student account include legal action or involvement of a collection agency, and the debt will remain payable.

If you are an international student and have not paid all relevant fees you will be issued with a ‘Letter of Intent to Report’, which can lead to cancellation of your enrolment and your student visa. For further information, please refer to the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students.

Note: For more information on student payment plans, refer to the Student Payment Plan Procedure (TAFE), including your responsibilities for repayment in cases where you withdraw from training before the completion of the course.

Change of Enrolment

Withdrawal

If you wish to withdraw from a competency or course, you must apply using the approved form.

If you have enrolled in a government funded competency or course, you may apply for a refund if you:

- accept a place offered through the Queensland Tertiary Admissions Centre (QTAC)
- suffer an illness or injury preventing you from completing the competency or course, or
- if exceptional circumstances prevent you from completing the competency or course.

Refer to the Student Refund Policy (TAFE) or contact the Student Advice Team for more information and advice on conditions for student contribution fee refunds when withdrawing your enrolment.

For non-government funded training, you may be eligible for a refund for competency or course changes. Refer to the Student Refund Policy (TAFE) or contact the Student Advice Team for further information.

International students wishing to withdraw must report to CQUniversity before a withdrawal application can be made. Contact the International Student Support Officer for further information and advice.
For further information and advice on the impact of withdrawal on your academic record contact CQUmiversity.

International students wishing to withdraw their enrolment must report to CQUmiversity before making an application. To ensure you are not breaching your visa conditions, contact the Student Advice Team for further information and advice.

Transfer within CQUmiversity

If you wish to cancel your enrolment in a competency or course and enrol in another competency or course at CQUmiversity, you must apply using the approved form.

If you have enrolled in a government funded competency or course, and cancel the enrolment and enrol in another competency at CQUmiversity no later than two weeks after the start of the cancelled competency or course, any student contribution fee payable on the original or cancelled enrolment will be applied to reduce the student contribution fee on the later enrolment. Any balance of the student contribution fee paid on the original or cancelled enrolment will be refunded, whilst you must pay any additional fees.

For non-government funded training, you may be eligible for a refund. Refer to the Student Refund Policy (TAFE) or contact the Student Advice Team for further information and advice.

If the qualification you are undertaking is superseded or cancelled, CQUmiversity will consult you about your study options. Depending on the circumstances, you may need to transition to (i.e. re-enrol in) the most current qualification. If you are required to transition to a new qualification you will be consulted about any change in enrolment, and any differences in fees and completion dates. If you are required to undertake gap training or additional training to transition to the new qualification additional fees may apply.

International students wishing to transfer their enrolment must report to CQUmiversity before making an application. To ensure you are not breaching your visa conditions, contact the Student Advice Team for further information and advice.

Enrolling in a Queensland TAFE Institute

If you wish to enrol in substantially the same competency or course at a Queensland TAFE institute, contact CQUmiversity's Student Advice Team for further information and advice on the administrative processes that need to be undertaken.

Attendance

You should attend classes, vocational placement, and any other study related activity as part of your course as required and on time.

- It is your responsibility to advise teaching staff of any absence/s by contacting the faculty/school directly. You should keep a record of your communication to CQUmiversity about your absence.

- Student attendance will be monitored and recorded by CQUmiversity (except for higher education courses). If you are undertaking vocational placement you are required to have attendance sheets signed off by your vocational placement employer and return them to the University at the completion of your placement.

- For international students, the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students requires CQUmiversity to have procedures to monitor the course progress of international students, and to ensure students complete their course in the expected duration. If you are an international student, your attendance will be recorded under student visa regulations, and unsatisfactory attendance will be reported to the Department of Immigration and Citizenship (DIAC). Please contact International Student Support Officer for further information and advice.

- If your absence is for medical reasons you may be required to provide a medical certificate.

- If you are an apprentice, trainee, or enrolled as part of the compulsory participation phase of schooling and are absent from CQUmiversity, you are required to:
  - contact CQUmiversity as soon as possible to advise them of your inability to attend, and
  - provide a medical certificate if the absence is due to sickness for any period of more than 3 days.

- CQUmiversity is required to notify your employer or school of any absence from class.
• If you are receiving disability support services such as sign language interpreting, you must advise Disability Support Services of any planned absence, and provide at least 48 hours notice so that your interpreter/tutor can be advised.

**Progress of Study**

**Course Progress**

At times in your studies, you may have difficulty in attending classes, completing assignments, and passing exams. There can be very good reasons for this which are sometimes beyond your control. CQUniversity has learning support to ensure you receive adequate study support and have every opportunity to complete your studies.

You are expected to make satisfactory progress in your studies. If you are having difficulties, you are expected to take all possible steps to improve your performance and follow the directions below:

• If you are having difficulty maintaining acceptable progress, you must discuss the situation with your teacher and/or a student counsellor as soon as possible.

• In certain circumstances, for example if you are a carer or have a disability, you may need to negotiate a reduced study load.

• In the first instance, if you do not achieve the minimum competency for a class, you will be able to re-enrol, if a place is available, and pay the relevant fees. However, CQUniversity may not be able to guarantee you a place in the next semester, and you may be required to re-enrol in courses when places are available.

• You may be required to show cause in writing why one or more of the following actions should not be taken:
  o subsequent enrolment may be restricted to a limited series of classes in which any failure at the next attempt may lead to a refusal of further enrolment in those classes, and
  o further and continuing enrolment in any course offered by CQUniversity may be refused outright and this will be recorded on your student account.

• For international students, the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students requires CQUniversity to have procedures to monitor the course progress of international students, and to ensure students complete their course in the expected duration.

**Course Extensions**

Approval for requests for extensions for any assessment is at the discretion of your teacher and CQUniversity. Requests for extensions generally cannot extend past the Close of Study date for the course.

Any request for an extension past the Close of Study date:

• is decided by the Pro Vice-Chancellor (TAFE) or delegate, not your teacher

• may be declined by CQUniversity, and

• may impact on your Centrelink payment, if applicable.

For international students, the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students requires CQUniversity to have procedures to monitor the course progress of international students, and to ensure students complete their course in the expected duration.

**Probation (Higher Education Qualifications Only)**

If you have a cumulative grade point average (GPA) of less than 3.0 at the end of a semester you will be placed on probation for the following semester. Your enrolment in that semester will be determined by CQUniversity, and may include a restricted number of units. You will also be provided with advice to identify how you may access assistance to improve your academic performance.
Exclusions (Higher Education Qualifications Only)

You are liable for exclusion if you:

- fail a required unit more than twice, or
- have a cumulative GPA of less than 3.0 at the end of a semester, and have previously had at least one period of probation in your current course of study. If you have passed all units in the most recent semester, you will not be excluded but will be placed on a further period of probation. If you are excluded, you are not permitted to attend classes or undertake study in the qualification from which you were excluded, or re-enrol in the same qualification at CQUniversity for at least two standard semesters.

Immunisation and Health Screening

Some courses require you to obtain proof of immunisation against certain diseases. In other instances you may be required to undertake screening for disease in the case of an infectious breakout within the student community, based on the advice from Queensland Health.

Blue Card for Child-Related Employment

Some courses require you to apply for and receive a Blue Card for child-related employment before commencing work placement. For more information refer to the Commission for Children and Young People and Child Guardian Act 2000 (Qld).

Police and Criminal History Checks

Police and criminal history checks may be required for you to undertake vocational placement.

ASSESSMENT, ACADEMIC APPEALS, MISCONDUCT AND MISCONDUCT APPEALS

Assessment

Assessment Guidelines

There are a variety of assessment methods used within the vocational education and training sector, including written and practical tasks, work-based activities, and assignments. These assessment guidelines apply to all assessment methodologies.

You are responsible for:

- complying with the assessment item instructions, submission and collection requirements
- undertaking assessment tasks honestly, without any form of cheating, plagiarism, or collusion, and
- retaining a copy of all assessment items for a minimum period of 14 calendar days after you receive your result, unless an appeal is being lodged. In this case the copy of the relevant assessment items should be retained until the appeal is finalised.

Submit assessment items by the due date, unless an extension has been granted by your teacher. Extensions will only be granted due to personal illness, or for other extenuating circumstances. Formal requests for extensions are to be submitted to your teacher in writing 48 hours prior to the advertised deadline where possible. The following provisions apply to extensions:

- the length of extension is at the discretion of the teacher, and
- an original signed doctor’s certificate (or other documentary evidence, where applicable) must be produced to verify illness, and must be presented to CQUniversity in a reasonable timeframe (usually within 14 calendar days of the due date of the assessment item) determined by CQUniversity. For further information please contact CQUniversity.

To be deemed competent you must satisfactorily complete all of the requirements for the competency.
If, due to exceptional circumstances, you cannot comply with the above, you may negotiate with your teacher to submit your assessment at a date to be negotiated, within the study period.

- If you have submitted your assessment item by the due date, and you do not satisfy the assessment criteria on your first attempt, your teacher will provide feedback and negotiate additional assessment or resubmission requirements. For your reassessment you may be given a different assessment item, although it will assess the same elements of competency. Only one resubmission attempt may be granted for each assessment item. If you do not resubmit your assessment item by the due date, you will be given a 'not competent' result for the competency, and will need to re-enrol in the competency and pay the prescribed fees.
- If you attempt your reassessment and it is again assessed as unsatisfactory, you will be given a 'not competent' result for the competency, and will need to re-enrol in the competency and pay the prescribed fees.
- If you fail to attempt any assessment item you will be withdrawn (with or without participation depending on your attendance/participation) from the competency, and will need to re-enrol in the competency and pay the prescribed fees.
- No reassessments or late submissions are permitted after the final result for the competency has been issued.

**Alternative Assessment**

If you consider you will be disadvantaged, due to a literacy/language competency, disability, or unusual circumstance, you may request an alternative assessment. These requests:

- must be submitted directly to the assessor
- may come directly from you or through Student Participation and Wellbeing Centre
- will be verified with specialist staff
- will be approved/not approved and documented by the assessor
- must be made in a reasonable timeframe (usually within 14 calendar days of the due date of the assessment item) determined by CQUniversity.

**Deferred Assessment**

You may apply to the Pro Vice-Chancellor (TAFE) or delegate in writing for a deferred assessment giving the reason for the request.

The application is to be made at least 7 calendar days prior to the due date of the assessment, except:

- in emergency circumstances, and
- in cases of serious illness or injury where you will need to provide a medical certificate. If the assessment date has passed, the application must be made within 3 working days of the concluding date on the medical certificate.

If the Pro Vice-Chancellor (TAFE) or delegate is satisfied that you were unable by reason of illness or other exceptional circumstances to complete an assessment task, they may allow a deferred assessment. No resubmissions are permitted after the final result for the competency has been issued, unless agreed by CQUniversity.

**Examinations**

Due to the varying examination types available (e.g. practical, written, online) it is not possible to specify all the conditions that apply to examinations. However, the following conditions apply to CQUniversity examinations unless communicated to you prior to the commencement of the examination:

- You will be given notice of examinations in a reasonable timeframe determined by CQUniversity (usually within 14 calendar days). If the course is less than 14 days duration, then you will be advised of the examination schedule at the commencement of study.
- Only students enrolled in the competency, the examination supervisor, and other authorised personnel may enter or remain in an examination room during an examination session.
• The examination supervisor may ask you to produce photographic identification (e.g. student ID card, driver’s licence).

• If you are late for an examination, you will need the permission of the supervisor to enter the room. You should explain to the supervisor why you are late and they will record the reason for your lateness. If you are more than 20 minutes late, you may be refused entry.

To avoid distracting your fellow students, you may not leave the examination during:
  o the first 20 minutes of an examination session of up to and including 1.5 hours duration
  o the first 40 minutes of an examination session of more than 1.5 hours duration, and
  o the last 10 minutes of an examination session.

• If you are given permission to enter or leave an examination room, you must comply with all conditions upon which the permission is given.

• Unless approved by the examination supervisor prior to the examination (for example for open-book examinations), you may not bring into an examination any devices capable of conveying information about the examination such as textbooks, course notes, mobile phones, pagers, notebook computers, electronic organisers, electronic dictionaries, calculators, and other devices. You must also ensure that mobile phones or pagers placed in the designated area of the examination room are turned off prior to the commencement of the examination.

• You are required to comply with all directions:
  o detailed in examination material supplied
  o set out on any notice displayed in the examination room, and
  o given by the examination supervisor.

• During an examination session you may not:
  o communicate by word or otherwise with any person other than the supervisor
  o assist any other person to communicate with another person, and
  o willingly receive a communication from any person except with the approval of the examination supervisor.

• Unless permitted by the examination supervisor, you may not take from the examination room any papers or other materials provided for use during the examination.

• The examination supervisor may question you to ascertain whether there has been a breach of examination rules.

• If, in the opinion of an examination supervisor, your behaviour is disturbing or distracting any other student, the examination supervisor may require you to leave the examination. If you refuse to leave you may be dealt with as a trespasser.

• You are expected to be considerate of other students when entering or leaving the examination or when in the vicinity of an examination room.

• If you consider that your performance in an examination has been adversely affected by illness, disability, bereavement, or other exceptional circumstances, you may apply for special consideration.

• Special examination arrangements may be considered for students with disabilities (temporary in capacity) or students who have been hospitalised during the examination period. Students who cannot attend the scheduled examination due to hospitalisation should apply to the Pro Vice-Chancellor (TAFE) or delegate for a deferred examination, supported by appropriate documentary evidence.

Note: Except in the case of trainees and apprentices, permission to re-sit an examination will only be granted if the teacher considers that you have made a genuine attempt at the first examination.
Re-Evaluation of Assessment Item

If you are dissatisfied with the result of an assessment item, you may submit a written application for re-evaluation of the result to the Pro Vice-Chancellor (TAFE) or delegate. You must lodge your application, together with the scheduled charge, within 14 calendar days of notification of the result.

If the re-evaluation of assessment takes in excess of one hour, the approval authority or delegate may vary the amount of the scheduled charge to be at actual cost.

If the result is upgraded to successful, you will be refunded the scheduled charge.

Where possible, an assessor other than the original assessor will undertake the re-evaluation.

If you are dissatisfied with the re-evaluation outcome, you have a right to appeal. Refer to the Academic Appeals section below.

Review of a Final Grade for a Unit (Higher Education Qualifications Only)

Informal Review Process:

- If you are dissatisfied with the final grade you receive for a unit and believe it to be in error, you should first discuss the matter with the relevant teaching staff member. If the staff member agrees that an error has been made, they may make a recommendation to the Dean of School or delegate that the grade be amended.

Formal Review Process:

- If you remain dissatisfied after the informal review, you may submit a written application for a formal review of the grade to the Dean of School or delegate. You must lodge your application, together with the scheduled charge, within 10 calendar days of notification of the result.
- Where possible an assessor other than the original assessor will undertake the review.
- If the formal re-evaluation leads to a raised grade, the scheduled charge will be refunded.
- The Dean of School or delegate will provide you with a written statement detailing the decision, including information about your right to appeal.

Academic Appeals

This process is for appeals by students in relation to academic assessment decisions. Where you are dissatisfied with an academic assessment decision you must first request a re-evaluation of the assessment. If you are dissatisfied with the outcome of the re-evaluation process, you have a right to appeal.

Should you decide to appeal, your notice of appeal:

- must be in writing addressed to the Pro Vice-Chancellor (TAFE) who will refer the matter to an academic appeal committee.
- it must be submitted within 7 calendar days of notification of the outcome of the re-evaluation process.

If the appeal is not lodged in the specified time, the result will stand.

Before the end of the period allotted for submitting a notice of appeal you may apply in writing to the Pro Vice-Chancellor (TAFE) for an extension of time due to difficult circumstances (i.e. because of serious illness or injury). You will be required to supply evidence supporting your request (i.e. a medical certificate).

The Committee will:

a) consider your notice of appeal, the academic decision in question and all other relevant material or information including information supplied by relevant staff.

When considering your appeal:

b) if, on the balance of probabilities the appeal is likely to fail in whole or in part, CQUniversity will provide you with a preliminary view notice setting out their preliminary findings on the material considered that the decision appealed is confirmed or to be varied, and invite you to respond in writing within 7 calendar days, and

c) If, on the balance of probabilities the decision appealed is to be set aside, CQUniversity will notify you of their decision and take any necessary action to set aside the decision.
In relation to b) above, after 7 calendar days, the Committee will make a decision based on the material set out in its preliminary view notice and upon your submission, if any, to confirm, vary or set aside the decision in question. Immediately after reaching its decision, the Committee will notify its decision in writing to the Pro Vice-Chancellor (TAFE) and to you.

The decision notice will comply with the requirements for a statement of reasons in the Judicial Review Act 1991 (Qld) (i.e. set out the decision and date, authority for the decision, name of decision makers, evidence considered, findings of fact, reasons for decision).

You may request the University’s Student Ombudsman to review the matter if you reasonably believe that the University has not followed procedural fairness in regard to the re-evaluation and the appeal. Refer to the Student Ombudsman Procedure for details.

External Appeals Process:

- CQUniversity is a registered VET FEE-HELP provider, and has an additional external appeals process in place for such students. Contact CQUniversity for more information, or refer to the University’s VET FEE-HELP policies and procedures on the University policy website.
- International students will also be able to access an additional external appeals process. Please contact CQUniversity for more information.

Misconduct and Misconduct Appeals

Student misconduct includes both academic misconduct and behavioural misconduct.

Academic Misconduct – Cheating, Plagiarism, and Collusion

Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and any other conduct by which a student:

- seeks to gain, for themselves or any other person, any academic advantage or advancement to which that person or they are not entitled, or
- improperly disadvantages any other student.

Some examples of offences of academic misconduct include:

**Cheating:**

- submitting the same assignment you had previously submitted for assessment in the same competency or another competency.
- taking unauthorised notes into an examination.

**Plagiarism:**

- copying the published work of authors without acknowledging the words or argument of the author by use of referencing.

**Collusion:**

- assisting another student with work that should have been the work of the individual student, by giving them an assignment to copy or writing an assignment together.
- copying answers from another person, or permitting another student to copy answers in an examination.

Behavioural Misconduct

Behavioural misconduct is broadly defined as actions that breach this policy and other CQUniversity policies. This includes but is not limited to:

- breaches of Commonwealth of State law which impinge on CQUniversity operations
- behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of CQUniversity
- refusing or failing to identify yourself truthfully
- any act or failure to act that endangers the safety or health of any other person
• actions that impair any person’s participation in a legitimate University activity or, by act or omission 
disrupts the peace or good order of CQUniversity, vocational placement site, or any organisation 
assembled with the business of CQUniversity
• acting in a way that causes students or staff or other persons within CQUniversity to fear for their 
personal safety
• acting in a way that causes damage to University property
• acting in a way that is detrimental to the conduct of an educational activity.

Immediate Consequences of Misconduct
Where State or Commonwealth laws appear to have been breached the matter may be referred to the police 
or other appropriate authority.

If a teacher or examination supervisor believes you are involved in academic misconduct during assessment:
• you will be instantly informed of such but if in the process of an examination/assessment item will be  
allowed to finish
• the teacher or examination supervisor will prepare a written report on the alleged academic 
misconduct and attach the report to your examination/assessment item, and
• the matter will be referred to the Pro Vice-Chancellor (TAFE) for appropriate action.

A member of the teaching staff or any senior staff member may, in respect to any misconduct by you 
committed in a class, laboratory, library, facility or premises under their management or control, immediately 
suspend you from attendance at such class or from use of such laboratory, library, facility or premises for a 
period not exceeding 24 hours in the first instance.

If a suspension action is taken, that staff member will advise the Pro Vice-Chancellor (TAFE) or delegate 
immediately.

Serious misconduct or repeated instances of misconduct, may incur a longer period of suspension.

If you are an apprentice or trainee, any disciplinary action or recommendations will be made in accord with 
the Vocational Education, Training and Employment Act 2000 (Qld).

If you are under 18, your parent/guardian may be notified, unless you are an independent person, or 
estranged from your parent/guardian.

If you are a school student your school will be notified of the misconduct.

An international student’s misconduct may result in cancellation of enrolment and may affect the status of the 
student visa. Please contact CQUniversity for further information.

Attendance of Parent/Guardian at Interviews of Students Under 18 Years of Age

In the event of serious or repeated misconduct which may lead to suspension or exclusion, your 
parent/guardian may be notified and invited to attend any subsequent interviews in the disciplinary and 
appeal process.

You may invite your parents/guardians to interviews during a disciplinary and appeal process.

The disciplinary and appeal process will continue whether or not a parent/guardian chooses to attend the 
terview/s.

Formal Disciplinary Process

Following receipt of advice of an act of misconduct, the Pro Vice-Chancellor (TAFE) or delegate will, if 
possible, speak to you directly about the matter seeking your version of events.

The Pro Vice-Chancellor (TAFE) or delegate may decide to suspend your enrolment until the issue of the 
alleged misconduct is resolved. You will be advised orally of such a decision and be provided with a notice of 
suspension within 7 calendar days. While suspended you are not permitted to enter any part of CQUniversity 
without the written consent of the Pro Vice-Chancellor (TAFE) or delegate.
If the Pro Vice-Chancellor (TAFE) or delegate is of the view that on the balance of probabilities you have engaged in misconduct you will be provided with a written notification, detailing:

- nature of the allegation
- decision as to whether there has been misconduct
- date of the decision
- materials considered
- findings of fact
- reasons for decision, and
- appeal rights.

Your responsibilities upon receiving written notification are to make a written submission regarding the preliminary view notice within 5 working days.

Upon receiving your written submission, the Pro Vice-Chancellor (TAFE) or delegate will:

- make a decision and notify you of their decision within 5 working days after receiving your submission, but no later than 10 working days after you have been afforded the opportunity to make a submission.
- decide the matter based on the material set out in the written notification and upon your submission.
- communicate the decision to you in writing immediately after reaching a decision.
- ensure the decision complies with the requirements for a statement of reasons in the Judicial Review Act 1991 (Qld) (i.e. set out the decision and date, authority for the decision, name of decision makers, evidence considered, findings of fact, reasons for decision).

The following penalties may be applied if you are found to have engaged in misconduct:

- in the case of misconduct related to assessment, you may fail the assessment (and be required to resubmit the assessment under the Assessment section this policy, or be provided with a supplementary assessment at the discretion of CQUniversity), or be given a ‘not competent’ result for the competency, and will need to re-enrol in the competency and pay the prescribed fees.
- attach a reprimand to your file and warn you against repetition of the misconduct.
- suspend you from CQUniversity and from attending classes for a period not exceeding 21 calendar days, which shall include any period of suspension already served.
- suspend your access to all or some facilities and/or services, including library borrowing and computer access rights.
- exclude you from CQUniversity for a period or permanently.

Note 1: If you require assistance in undertaking any part of the formal disciplinary process because of language or literacy barriers, disability, or any other issue you may request that CQUniversity provide you with appropriate support.

Note 2: If you are excluded from CQUniversity while in the compulsory schooling phase or the compulsory participation phase, the school (if any) and the Executive Director, Schools (Education Queensland) for the region will be informed for the purposes of ensuring that you are provided with appropriate support and advice.

Note 3: Where you have been found guilty of misconduct, information relevant to the case may be shared with other CQUniversity staff for official purposes.

Misconduct Appeals

If you have been found guilty of misconduct, you may appeal the decision or the decision process in writing to the Deputy Vice-Chancellor (Industry, Vocational Education and Training). An appeal must be in writing and fully set out the grounds of appeal. In determining the appeal the Deputy Vice-Chancellor (Industry, Vocational Education and Training) or delegate will:

- make a decision within 20 working days of the receiving the application
- consider your submission, all material before them, and any further material considered relevant
- decide to confirm, vary, or set aside the misconduct decision
Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to Policy Portal for latest version
CQUniversity CRICOS Provider Codes: 00219C

Student Rules Policy (TAFE)
Reference Number/Code: 2873
Page 20 of 21

• upon making a decision, advise you of the decision as soon as practicable, and send a decision notice within 7 calendar days of making the decision

• ensure the decision complies with the requirements for a statement of reasons in the Judicial Review Act 1991 (Qld) (i.e. set out the decision and date, authority for the decision, name of decision makers, evidence considered, findings of fact, reasons for decision).

You may request the University’s Student Ombudsman to review the matter if you reasonably believe that the University has not followed procedural fairness in regard to the re-evaluation and the appeal. Refer to the Student Ombudsman Procedure for details.

External Appeals Process:

• As a registered VET FEE-HELP provider, CQUniversity has an additional external appeals process in place for students. Refer to the relevant VET FEE-HELP (TAFE) policies on the University policy website or contact the University’s Student Advice Team for more information.

• International students will also be able to access an additional external appeals process. Please contact the University’s Student Advice Team for more information.

Note: If you are an apprentice or trainee, your appeal must be lodged in accordance with the Vocational Education, Training and Employment Act 2000 (Qld).

RESULTS AND AWARDS

Results of Assessment

Your results of assessment will be made available to you electronically through Student Self-Service. You may request a re-issue (paper format) of your results of assessment. Fees are applicable.

Awards and Statements of Attainment

Awards and statements of attainment will be issued in accordance with the University’s Awards Policy and Procedure.

Replacement of a Qualification or Statement of Attainment

If you apply for a replacement award or statement of attainment, direct your application to CQUniversity or the relevant Queensland TAFE institute or other institution that issued the original award or statement of attainment, or its successor institution if the original institute has undergone a name change or amalgamation with other institutes. If you do not know the identity of the new institute, contact CQUniversity’s Student Governance Centre for further information and advice.

If you are applying for a replacement award or statement of attainment due to a name change you must provide:

• current photographic identification, displaying your current name (acceptable photographic identification includes a current driver’s license or learner’s permit, an Australian government issued proof of age card (18+ card), and current passport)

• if required, change of name documentation from the Registry of Births, Deaths and Marriages, and

• if required, a statutory declaration.

A statutory declaration is required when the original award or statement of attainment cannot be surrendered and requires re-printing resulting from a name change, damage, or loss.

Fees will apply for the replacement of an award or statement of attainment.

Cancellation of Award or Statement of Attainment

CQUniversity graduates are entitled to retain their award or statement of attainment once it has been issued, unless the award or statement of attainment is revoked by CQUniversity or the National VET Regulator, where it has been identified that the award or statement of attainment has been issued in error, or because a document or representation was determined to be false, misleading, or was obtained or made in another improper way. Refer to sections 56 to 61 of the National Vocational Education and Training Regulator Act 2011 (Cwlth).
Graduations

You will not be able to graduate until you have met all academic requirements for your qualification and been confirmed as eligible to graduate. If you are unsure of your eligibility to graduate, contact the CQUniversity’s Student Advice Team.

If you have outstanding results or credit transfers from previous semesters, you will need to liaise directly with CQUniversity to resolve these issues so that your eligibility to graduate is not affected.

Unless you are eligible to receive your qualification you will not be able to participate in the graduation ceremony.

For further information, refer to CQUniversity’s Awards Policy and Procedure.

Note: Information concerning the cancellation of an award or statement of attainment may be shared with other CQUniversity staff for official purposes.

FEEDBACK

CQUniversity is committed to continually improving its quality of service. You are encouraged to provide feedback to CQUniversity about its operations, and the quality of education and training you are receiving. Your feedback may be requested directly via surveys, and you may also provide feedback via CQUniversity’s online facility or to staff at the TAFE@ CQUniversity library or the student services/customer services.

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<tr>
<th>Approval and Review</th>
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<tr>
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<td>Administrator</td>
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Acknowledgement: CQUniversity acknowledges the use of TAFE Queensland’s Student Rules (Version 6) in producing this policy.