



Australian
Chiropractic
College

acc.sa.edu.au

Student Handbook 2020



Contents

1.0 The Bachelor of Chiropractic	5	4.10 Safe Practice	36
1.1 The Curriculum Model	5	4.11 Student Representatives	36
1.2 Graduate Profile	5	4.12 Health and Safety Requirements	37
1.3 Program/Curriculum Structure	6	4.13 Serious Misconduct	37
		4.14 Guidelines for Referencing Chiropractic in a Public Setting	37
2.0 Studying at the College	9	4.15 Functions and Extracurricular Activities	38
2.1 Admissions	9	4.16 Legal Name	38
2.2 Study Commitment	11	4.17 Photographs and Recordings	39
2.3 Subject Outlines	11	4.18 Recording Academic Content	39
2.4 Student Attendance	11		
2.5 Granting of Credits	12	5.0 Enrolment and Finances	40
2.6 Program Deferment	13	5.1 Enrolment Deposit Refund Policy	40
2.7 Program Withdrawal	14	5.2 Tuition Fees Payments	40
2.8 Progression through the Program	15	5.3 Compulsory Student Services and Amenities Fee	41
2.9 Supplementary Chiropractic Practice Course	15	5.4 Failure to Meet Financial Obligation	41
2.10 Remedial Program	15	5.5 Tuition Fee Increases	41
2.11 Satisfactory Academic Progress	16	5.6 Australian Loans and Allowances	41
2.12 Unsatisfactory Academic Progress	16	5.7 Tuition Fee and Compulsory Student Services and Amenities Fee Refund Policy	42
2.13 Academic Dismissal	17	5.8 Additional Course Related Costs	43
2.14 Probationary (Conditional) Admission	18	5.9 Minimum Enrolment Date	43
2.15 English Language Competence	18		
2.16 Graduation Requirements	19	6.0 Pastoral Care and Student Services	44
		6.1 Accommodation	44
3.0 Assessment and Examinations	20	6.2 Childcare	44
3.1 Assignments	20	6.3 Counselling	44
3.2 Marking Schedules/Rubrics	21	6.4 Information and Communication Technology	44
3.3 Referencing	21	6.5 Library	45
3.4 Handing in Assignments	21	6.6 Students with Learning Disabilities	45
3.5 Late Assignments and Extensions	21	6.7 Student Clubs	46
3.6 Marking and Return of Assignments	22	6.8 Attendance of Extracurricular Seminars	46
3.7 Missed Assessment: Aegrotat or Alternative Assessment Date	22		
3.8 Examinations	22	7.0 Administration	47
3.9 Exam or Assessment Irregularities	23	7.1 College Cleanliness	47
3.10 Special Assistance in Examinations	23	7.2 College Security	47
3.11 Marking	23	7.3 Communication	47
3.12 Ratification of Results	23	7.4 Copyright	47
3.13 Final Grade Appeal	24	7.5 Equipment	47
3.14 Return of In-Semester and Final Exams	25	7.6 Faculty Office Hours	48
3.15 Final Exam Re-sit and Assignment Resubmission	25	7.7 First Aid and Medical Care	48
3.16 Grades	25	7.8 Forms	48
3.17 Notification of Results/Official Transcripts	26	7.9 Graduation	48
3.18 Failure in a Course	26	7.10 Graduation (Degree) Certificates	48
3.19 Dishonesty during Assessment	27	7.11 Registration as a Chiropractor	48
3.20 Legible Handwriting	27	7.12 Photocopying	49
		7.13 College Hours	49
4.0 General requirements	28	7.14 Student Identification	49
4.1 Code of Conduct and College Values	28	7.15 Textbooks and Equipment	49
4.2 Unacceptable Behaviours	28	7.16 Mobile Phones	50
4.3 Standards of Behaviour	29	7.17 Transport	50
4.4 Campus Conduct	30	7.18 Conflict of Interest Declaration	50
4.5 Dress Code	30	7.19 Facilities	50
4.6 Use of ACC Computing and Information Resources	30	7.20 Working and Calendar Days	50
4.7 Intellectual Property Rights	32	7.21 Record Management	50
4.8 Disciplinary Procedures	32	7.22 Babies and Children in the Classroom	51
4.9 Student Concerns, Complaints and Grievances	34		
		8.0 Appendices	52

About the Australian Chiropractic College

The Australian Chiropractic College (ACC) is the sole provider in South Australia of a Bachelor of Chiropractic degree accredited by the Tertiary Education and Quality Standards Agency of Australia (TEQSA).

We offer innovative and contemporary courses for a new generation of chiropractors, responding to a growing public demand for holistic and collaborative healthcare.

The Australian Chiropractic College is created by chiropractors, for chiropractors. We are supported by a broad network of practitioners who are seeking independent, practice ready intelligent and analytical graduates with an authentic passion for traditional chiropractic health care – the premise upon which the ACC has built its curriculum and educational experience.

Our affiliations with international organisations such as the Rubicon Group and the New Zealand College of Chiropractic (NZCC), provide exciting educational opportunities for our students to ensure that ACC is at the forefront of chiropractic education and practice.

The Australian Chiropractic College offers a boutique educational experience, rich in both scientific theory and practical application, with access to leading educators and practitioners.

Our curriculum is also unique in offering entrepreneurial business education to produce practice ready graduates, confident to launch their own businesses and establish themselves as qualified chiropractors.

Students of the ACC represent a new generation of chiropractic graduate. Our graduates will:

- Enjoy a leading-edge curriculum that honours chiropractic tradition
- Embrace lifelong learning
- Emerge as proud ambassadors of Chiropractic, versed in traditional principles
- Become leaders, authorities and representatives of an esteemed profession
- Meet the needs of the wider community, contributing to global health

We welcome you to the Australian Chiropractic College and look forward to sharing in your development as a qualified chiropractor who will contribute positively to the health and well-being of all people.

Dr Patrick Sim
President and CEO
Australian Chiropractic College

The Australian Chiropractic College (ACC)

Student Handbook

This Student Handbook contains a reference of relevant information required for all students attending ACC and is available on the College website at: www.acc.sa.edu.au/policies with a hard copy kept in the library.

The purpose of this handbook is to guide students through all aspects and expectations of their chiropractic educational experience. The Student Handbook is a useful go-to guide for all aspects of college life and summarises the policies and processes that govern the program.

The ACC Student Handbook is orientated toward chiropractic practice. It is updated each year and is valid for the academic year(s) stated on the front cover. The ACC has the right to update the student handbook throughout this year. Students are notified of the changes through the College email system. The Academic Registrar is responsible for the content and notifying students of changes.

It is each student's responsibility to understand the policies and rules that guide their studies at the College. Graduates from the four-year Bachelor of Chiropractic program (plus the one year pre-chiropractic science program) are highly skilled, confident practice ready graduates who demonstrate intellectual independence, ethical business and professional practice. ACC graduates will possess critical business skills that will assist in maintaining a successful private practice. Students may also work in associate positions in addition to locums.

1.0 The Bachelor of Chiropractic

1.1 The Curriculum Model

The curriculum model followed by the ACC builds upon the model gifted by the New Zealand College of Chiropractic (NZCC) yet has been modified to suit the Australian landscape, and most importantly, reflect the requirements of The Australian Qualifications Framework (AQF) for degrees and degree-related programs. This model is based on a commitment to openness and clarity of learning outcomes and assessment standards.

ACC Graduate Outcomes

A graduate of the ACC Bachelor's degree is able to:

- demonstrate knowledge and skills related to the ideas, principles, concepts, chief research methods and problem-solving techniques relevant to chiropractic practice;
- demonstrate the skills needed to acquire, understand and assess information from a range of sources;
- demonstrate intellectual independence, critical thinking and analytic rigour;
- engage in self-directed learning;
- demonstrate excellent communication and collaborative skills.

1.2 Graduate Profile

Students who study the ACC Bachelor of Chiropractic program develop a critical knowledge and understanding of chiropractic practice through opportunities to study and reflect upon a range of specialised chiropractic techniques and chiropractic philosophy. Graduates will be well placed to make significant contributions to the practice of chiropractic.

Specifically, the ACC aims to produce graduates who are:

- considered highly skilled and 'practice ready', being well prepared for the diversity and scope that chiropractic practice has to offer;
- equipped to successfully run and maintain a business;
- ethical and professional;
- highly capable of critical thought;
- strong communicators demonstrating the practical and theoretical aspects of chiropractic principles in addition to contributing to the health of their communities;
- willing to commit to continuous personal and professional development;
- willing to understand and to develop a high degree of emotional intelligence and resilience.

1.3 Program/Curriculum Structure

The Bachelor of Chiropractic is a 480 credit degree (with an additional 120 credit prerequisite program in basic sciences).

The degree includes:

- Course work
- Practical work
- Chiropractic practice (internship)
- Chiropractic community and outreach activities.

The degree consists of a combination of credit courses organised into two semesters, over four years of full-time study at the College, plus one year of prerequisite courses.

In total, the Bachelor of Chiropractic is a five-year program including one year of prerequisite courses completed before admittance to the College and four years of the chiropractic program including an internship in the last two years in the Chiropractic Centre.

The pre-requisite course studies for entry into the College is the equivalent of one year of full time basic health science study at AQF 5. The pre-chiropractic year can be undertaken at any university that offers the appropriate courses with prior approval from the College.

Students may apply to the Australian Chiropractic College before starting their pre-chiropractic year.

Prerequisite studies for entry into the Australian Chiropractic College include:

Anatomy and Physiology	30 Credits
Biochemistry	15 Credits
Microbiology	15 Credits
Biophysics	15 Credits
Electives	45 credits

If the applicant has completed prerequisite study before applying to the College and would like their previous study assessed, the applicant must first apply to the College. The College will not assess the prerequisite study if the prospective student has not applied accordingly.

Timeframe Prerequisite Course completed	Guidelines and Conditions for Recognition of Prior Learning (RPL)
Up to 5 years before the enrolment year	Applicant may apply for RPL credit.
Between 6-10 years before the enrolment year	Applicant must have been working or studying in the pre-requisite related field of study in the last 5 years before the College enrolment year and asked to sit a competency exam for each course that does not directly qualify for the RPL process.
Over 10 years before the enrolment year	Applicant must have been working or studying in the pre-requisite related field of study in the last 5 years before the College enrolment year and asked to sit a competency exam for each course that does not directly qualify for the RPL process.

The Bachelor Of Chiropractic Program

YEAR ONE: Semester One	
Course Code	Course Name
1ANAT1	Musculo-skeletal Anatomy - Axial
1HUM1	Philosophy of Chiropractic I
1BIOMEC	Biomechanics
1IMMU	Immunology
1TECHSAC	Technique Skills Acquisition
1PROFENV	Chiropractic and Health Environment (Professional Practice 1)
1EBCHIRO	Evidence Based Chiropractic
1PATHGEN	Pathology General
YEAR ONE: Semester Two	
1ANAT2	Musculo-skeletal Anatomy 2 - Appendicular
1HUM2	Philosophy of Chiropractic II
1TECHDIV	Technique Diversified
1NEURO1	Neuro Science 1
1PSYCH1	Psychology (Human Behaviour)
1TECHUCS1	Technique Upper Cervical Specific 1
1PATHSYS1	Pathology Systemic 1
YEAR TWO: Semester One	
1ANAT3	Musculo-skeletal Anatomy 3 - Head and Neck
1HUM3	Ethics and Public Health
1RADPHYS	Radiography - Physics
1PHIL3	Philosophy of Chiropractic 3: Integration of philosophy and practice
1NEURO2	Neuro Science 2
1CTCHIRO	Critical thinking Chiropractic
1PRECHIRO1	Pre-Chiropractic Practice 1
1PROFCOM	Professional Communication (Professional Practice 2)
1PATHSYS2	Pathology Systemic 2
1CHIROSCI	Chiropractic Science
YEAR TWO: Semester Two	
1NEURO3	Neuro Science 3
1DIAG1	Diagnosis 1
1TECHGON	Technique Gonstead 2
1DIAG	Diagnosis 1
1TECHEXT1	Technique - Extremities
1PRECHIRO2	Pre-Chiropractic Practice 2
1PROFCCP	Professional Practice 3 - Culturally Competent Practice
1NUTR	Nutrition
1RADPOS	Radiography - Positioning
1DI1	Diagnostic Imaging 1

The Bachelor Of Chiropractic Program continued

YEAR THREE: Semester One	
Course Code	Course Name
2PRECHIRO3	Pre-Chiropractic Practice 3
2DIAG	Diagnosis 2
2DI2	Diagnostic Imaging 2
2REHAB	Rehabilitation
2TECHACT	Technique Activator
2CHIROPRAC1	Chiropractic Practice 1
2NEURO4	Neuro-Diagnosis 1
2PSYCH2	Psychology (Clinical Psychology)
YEAR THREE: Semester Two	
2PROFRISK	Practice Safety and Risk Management (Professional Practice 4)
2DI3	Diagnostic Imaging 3
2TECHMAS	Technique Mastery
2SPCHIRO1	Special Population Chiropractic - Children
2CHIROMAN1	Chiropractic Management 1
2CHIROPRAC2	Chiropractic Practice 2
YEAR FOUR: Semester One	
2DI4	Diagnostic Imaging 4
2PROFBUS1	Business Management 1 (Professional Practice 5)
2CHIROMAN2	Chiropractic Management 2
2SPCHIRO2	Special Population Chiropractic - Elderly
2PHARM	Pharmacology
2LABDIAG	Lab Diagnosis
2CHIROPRAC3	Chiropractic Practice 3
YEAR FOUR: Semester Two	
2PROFBUS2	Business Management 2 (Professional Practice 5)
2CHIROMAS	Chiropractic Mastery
2PHIL4	Philosophy of Chiropractic 4: Advanced concepts and Current issues
2CHIROPRAC4	Chiropractic Practice 4

Course outlines are provided to each student at the beginning of the course.

2.0

Studying at the College

2.1 Admissions

The Admissions Committee sets the policies for admissions to the College. The Admissions Office manages the College's admissions processes.

2.1.1 Application and Application Fee

Students intending to study at the College must submit a completed application. The application fee is \$100 and is not refundable if an applicant is not accepted or changes their mind. Students must also submit an essay, participate in up to two face-to-face interviews, and submit official transcripts of prerequisite courses.

The College accepts applications all year around, however, reserves the right to close applications for the following academic year without notice.

2.1.2 Enrolment Offers

The timetable for enrolment offers a guide and is subject to change based on when pre-requisite courses finish and when the college opens enrolment. The College determines when enrolment is offered.

Priority one Enrolment:

Enrolment may be offered to approved applicants who have completed and met all admissions requirements.

Priority Two Enrolment (November/December)

Enrolment may be offered to approved applicants who have completed and met all admissions requirements. The College recognises that for many students, official transcripts may not be available by the November due date. The College will accept unofficial transcripts for the purpose of Priority Two enrolment offers. If official transcripts have not been provided, the enrolment offer will be conditional on the provision of official transcripts by the due date.

General Enrolment (January)

Enrolment may be offered to approved applicants who have completed and met all admissions requirements based on available places.

There are limited spaces available for applicants. There is no guarantee that an applicant will be offered enrolment. The Admissions Committee determines who receives an enrolment based on admissions and enrolment criteria that includes:

- completion and academic achievement in prerequisite courses;
- essay score;
- interview/s score;

If an applicant has been declined enrolment, they may reapply by starting the application process again in the following year. All fees associated with the application process would apply. The decision to offer enrolment to an applicant is final. There is no appeal.

Refer to the College website at www.acc.sa.edu.au/admissions or contact Admissions at applications@acc.sa.edu.au for specific information relating to admissions requirements, policy and procedure.

2.1.3 Offer of Enrolment

Applicants who accept the offer of enrolment must pay an enrolment deposit to hold their place. This payment is due at the time the applicant accepts the enrolment offer.

2.1.4 Minimum Age

Students must be 18 years of age or older at the time of the first day of the College course/s start date. Students are unable to study at the College if they are under 18 years of age.

2.1.5 Withdrawing an Application or Enrolment for a New Student

If a new student wishes to withdraw before the course start date, they should contact Admissions.

If a student wishes to withdraw or defer after the course start date, they must defer or withdraw through the Dean of Academics.

2.1.6 Withdrawing and Application for Admission

An applicant should contact Admissions in writing. The application fee is non-refundable.

If the applicant would like to be considered for future enrolment, they should state the next academic year they wish to apply to attend. In most cases, the information will be able to transfer. The applicant must meet the admissions requirements.

2.1.7 Incompletion of Secondary School

Applicants who apply without the intention of completing secondary school must also include with their application a reference letter from their senior school official. This letter must attest the applicant's ability to study their prerequisite year.

2.1.8 Meeting Satisfactory Academic Progress for Pre-requisite Courses.

All applicants must show evidence of meeting Satisfactory Academic Progress for prerequisite and recognised prior learning courses through official course transcripts (also known as a record of learning).

As a general rule, the College does not offer enrolment to applicants who have not met Standard Academic Progress in their previous study or have been Academically Dismissed from a previous institution.

2.1.9 Admissions for Transfer Students and/or Chiropractors

The College accepts applications from students who have previously studied chiropractic at a university level or who have graduated from a chiropractic based institution.

Applicants must:

- meet all admissions requirements including completion of prerequisite courses; and
- meet all required graduate outcomes and competencies required for all graduates of the College.

Transfer students may apply for Recognised Prior Learning once they have completed the enrolment process. The Dean of Academics approves the Recognised Prior Learning credits and the study program for all transfer students.

Enrolment offers will only be made if space is available.

2.2 Study Commitment

Studying at the College requires the investment of considerable time beyond formal class and Chiropractic Centre time. Each course is allocated a number of credits, which indicates the expected learning commitment. One (1) credit indicates a learning commitment of 10 hours. This includes any scheduled class time, reading and assessment time.

Approval from the Academic Dean is required for any student enrolment in a study program of more than 120 credits in any one year. A maximum of one course per semester on top of the normal study workload of 60 credits per semester can be approved. This is to ensure that students are able to manage their studies.

2.3 Subject Outlines

Subject Outlines are developed by the College and approved by the Course Development Committee, a sub-committee of the Academic Board. Subject Outlines guide the development, delivery and assessment of the subject. Lecturers contribute to the development, evaluation and review of Subject Outlines. In the first week of each semester, lecturers provide students with a Subject Outline, which includes the timetable and assessment schedule for the course.

Subject Outlines include:

- Subject title, code, credit point rating
- Aim
- Learning outcomes
- Assessment tasks, including weightings, and dates due
- Assessment standards
- Any specific requirements including texts
- List of recommended references and learning resources

Subject Delivery:

Each subject is allocated to a lecturer who has primary responsibility for determining and implementing the methodology for delivery of the course in consultation with the relevant Subject Coordinator or Dean of Academics.

Where a subject has different sub-sets, the delivery may be shared by two or more lecturers. In this case, the Subject Coordinator will have the coordinating role so that preparation and delivery of the subject is well-balanced, and documents provided to students incorporate all necessary material.

Subject planning and delivery may include:

- Case study analysis;
- Current journal article analysis;
- Project and portfolio development;
- Research used where possible to develop student critical thinking and problem-solving skills.

Lecturers present each class with an overview of the aim of the class and how this contributes to the learning outcomes.

Scheduled classes are outlined on a timetable for each semester. Classes operate for 50 minutes or 1hr 50 minutes (commencing at the allocated time and finishing 10 minutes before the next class).

2.4 Student Attendance

Attendance Requirement for all Students

Attendance of 90% is required in all technique and practical courses. Attendance for all other courses is specified in the subject outline. Any subject that contains clinical placement (either internal or external), requires 100% attendance.

Students who arrive after the lecturer takes the roll will be marked absent. Students who arrive late need to report to the lecturer to be marked late rather than absent. Reporting to the lecturer is the student's responsibility.

It is the prerogative of a lecturer to take attendance again after a break and mark students late if they disappear during the break without permission. Three late recordings will be counted as one absence.

Students who are absent for four consecutive weeks without notifying the College will be withdrawn. The effective date of the withdrawal is the first working day of the fifth week.

Excused Absence

All students are eligible for an Excused Absence if they provide a medical or a chiropractic certificate from a licensed doctor, registered chiropractor, accident and emergency centre or a hospital for the date/s of their absence. There can be no family relationship from the issuing doctor. Any certificate provided where there is a conflict of interest will be voided.

The certificate must be provided to the College within two working days of the date the student returns to class following their absence. The certificate must explicitly state that the student was unable to attend a class or classes on the date or dates of the absence. The certificate will only be valid for the class or classes missed on the date or dates listed on the certificate. Late certificates will not be accepted. Certificates must have the practice or business name and address, Chiropractor or Doctor's name and signature.

Students may also apply for an Excused Absence when representing Australia or the College in a sporting or other event or in the case of bereavement. Evidence is required and must be applied for through the Dean of Academics before the actual absence.

Fraudulence or obtaining a certificate under false pretenses is considered a serious offence.

Notified Absence

A Notified Absence is when a student chooses not to attend a class. The student must notify the College by emailing admin@acc.sa.edu.au.

Notified Absences are counted as an absence when determining whether to award dispensation.

2.5 Granting of Credits

Credits are granted to students after the Course Coordinator and the Ratification Committee confirm the lecturer's assessments. Course credits are assessed by the dean in consultation with the relevant subject coordinators, levels of credits and if the course requirements have been filled.

The Academic Board is responsible for determining if a student has accumulated the required number and level of credits and if the program requirements have been fulfilled.

Notwithstanding the above, credits may be granted by the Academic Board in accordance with the following:

- Credits may be awarded by credit transfer and/or recognition of prior learning (RPL) credit;
- Credit transfer/RPL credit is awarded to whole courses only

2.5.1 Credit Transfer and Recognition of Prior Learning (RPL) Credit.

Credit transfer is the granting of credit in recognition of a student's prior formal education and must be supported by an official transcript that includes a pass in an equivalent course at the appropriate level.

Credit transfers and RPLs are considered for subjects taught in Years One and Two of the Bachelor of Chiropractic degree. Credit transfers and RPLs are rarely given for subjects in Years Three and Four, unless a student has a degree majoring in the course topic or its equivalent from an institution approved by the College.

For a credit transfer/RPL to be considered, a student must apply by submitting a completed form for Cross-Credit/Recognition of Prior Learning by the due date. The due date is 20 working days and no later than five days before the start date of the course. The student is intending to apply for a credit transfer/RPL. No credit transfer/RPL application will be accepted after the due date. If the student does not include all required information, the application will not be approved, and the due date will not be extended.

Students must be enrolled in the course to be able to apply for an RPL. An application for an RPL will be declined if the student is not enrolled in the course at the time of the application.

For a credit transfer/RPL to be considered, a student must have gained a minimum of a pass grade and received credit for the course, as determined by the granting institution.

A \$75 processing fee will be charged for each course application.

All approved credit transfers/RPLs will be noted in the student's academic record as 'RPL'.

No more than 50% of the program can be cross-credited.

Recognised Prior Learning and credit transfers will only be considered if the study was completed before admission to the College. Prerequisite courses are exempted from this requirement.

A course used for RPL credit may only be used once and is not able to be used for multiple RPL credits including courses used for prerequisite credits.

Students are required to complete 600 credits to be eligible to graduate from the College which includes the prerequisite credits.

2.5.2 Competency Exams

In very special circumstances, the College will offer a competency exam to support a Prior Recognised Learning application or to meet prerequisite and program requirements.

Competency exams may be offered if there has been a significant gap since the previous study was undertaken; the previous study has been fragmented; and/or the applicant/student has recent work experience.

Applicants/students may not apply for a competency exam.

There is a \$100 fee per competency exam that must be paid before the exam date.

2.6 Program Deferment

If a current student wishes to defer enrolment in the program, they must apply to the Academic Registrar by completing the Application to Defer or Withdraw form. The Dean of Academics can recommend the deferment to the Academic Board, who grants the deferment. If the Dean of Academics or the Academic Board rejects the deferment, the student may apply to withdraw from the program. The effective date of the deferment is the date the student submits the Application for Withdrawal/Deferment form.

If a first-time student who has been offered and accepted enrolment wishes to withdraw prior to the semester start date they must contact Admissions to process their request. Refer to the Admissions policies and specifically the policy relating to Withdrawing an Application or Enrolment for a New Student in Section 2.1 of this Student Handbook.

A student may defer their program of study for up to two consecutive semesters. Any student deferring for more than two consecutive semesters must withdraw. A student who defers and does not return after two consecutive semesters will be considered a withdrawn student.

The student must not have any outstanding money owing to the College nor have any obligations outstanding to the Library, Chiropractic Centre or to any other College department. Any tuition fee refunded is subject to the refund policy. The refund policy also includes information about the grade the student receives in relation to the date of the deferment. Any refund due will be held until all outstanding obligations to the College are met.

The student must return their ID card within 10 days of the approval date.

If a student does not re-enrol after two consecutive semesters, they will be withdrawn from the program and subject to the withdrawal policy. The Student Loan and Fee Policy applies.

2.6.1 Enrolment for a Student Returning from Deferment

A deferred student who has been absent from the College for no more than two consecutive semesters must meet with the Dean of Academics or the Academic Registrar and complete an enrolment form at least 14 days before the semester start date to be considered for enrolment. The College is not obligated to accept enrolment from a student who does not meet this 14-day deadline.

Returning students must meet admissions requirements and may need remediation to reintegrate into the program. Remediation can include competency exams, auditing courses and remedial sessions with faculty.

A deferred student who returns to the College may not be able to enrol in all required courses due to class size limits, and this may extend their study time. It is particularly relevant for students wishing to enrol in Chiropractic Practice courses.

If courses are full, the student will need to wait until a place is available in the course to enrol.

2.7 Program Withdrawal

If a current student wishes to withdraw from the program, they must apply to the Academic Registrar and meet with the Dean of Academics to complete an exit interview. The effective date of the withdrawal is the date the student submits the Application to Defer or Withdrawal form.

The student must not have any outstanding money owing to the College nor have any obligations outstanding to the Library, Chiropractic Centre or to any other College department. Any tuition fee refunded is subject to the refund policy. The refund policy also includes information about the grade the student receives in relation to the date of the withdrawal. Any refund due will be held until all outstanding obligations to the College are met. Any student withdrawal after 75% of the course start date will record an 'F' on their course transcript.

The student must return their ID card within 10 days of the approval date.

A withdrawn student who wishes to return to study at the College must apply through Admissions and meet all admissions requirements, including the application fee. There is no guarantee that the student application will be accepted.

Students who have withdrawn and have successfully been offered enrolment will have to apply for Recognised Prior Learning credit (RPL) for previous study. Recognised Prior Learning credit may not be granted for technique courses, courses that have been significantly changed and chiropractic practice courses that have been previously completed. Recognised Prior Learning application fees will be charged.

Refer to the refund policy for refunds and grades for a withdrawal.

2.7.1 Course Withdrawal

Students withdraw from an individual course or courses by applying to the Academic Registrar and meeting with the Academic Dean. The effective date of the withdrawal is the date the student submits the form or the date the form is completed by the Academic Dean.

Refer to the refund policy for refund and grade information.

2.8 Progression through the Program

Students are required to fulfill all prerequisites, year one and year two requirements before they can enroll in any year three subjects.

All prerequisite courses and/or any other conditions that may be placed on a student by the Academic Board must be complied with before a student can advance to the next level/course.

Students are required to achieve Satisfactory Academic Progress. Refer to Academic Warning and Academic Probation for information regarding unsatisfactory Academic Progress.

To be awarded the qualification, all coursework, practical work and Chiropractic Centre requirements must be passed, and all obligations owed to the College including fees/charges must be met.

The program is 6000 hours (including 1200 hours of prerequisite courses) and calculated on a formula based on 1 credit = 10 student learning hours.

Students are allowed a maximum of eight academic years (16 semesters) with a limit of ten calendar years to complete the Bachelor of Chiropractic program.

Recognised Prior Learning does not necessarily reduce the length of time of the program but could reduce the number of subjects required in a given semester.

Students access their academic results at the end of each semester via the student portal.

Students who are not meeting the allowed timeframe to complete the program or Satisfactory Academic Progress must meet with the Dean of Academics before enrolling in the next semester.

2.8.1 Student Progression and Leadership Roles

The College offers a number of opportunities for students to hold leadership positions through the College Chiropractic Students' Association, class representatives, World Congress of Chiropractic Students, clubs, mentorships and other extra-curricular activities. Students must be in good academic standing to hold a leadership position at the College. A student in a leadership position will be disqualified to hold that position if their program has been restructured, or if they have been placed on academic warning or academic probation.

2.9 Supplementary Chiropractic Practice Course

A supplementary chiropractic practice course is required when:

- A student has completed all Chiropractic Centre requirements, but has not completed all academic requirements; and/or
- A student has not passed the prerequisite courses to be able to proceed through the internship in the Chiropractic Centre.

2.10 Remedial Program

In extenuating circumstances, a student who fails a course may be offered the opportunity to participate in a remedial program. The Academic Board determines whether a remedial program is offered; a student may not apply for a remedial program.

To participate in a remedial program, a student must meet the following conditions:

- achieved a minimum attendance requirement for the failed course;
- achieved Satisfactory Academic Progress;
- achieved no less than 10% below the passing grade.

Students will need to enrol for the remedial program as a normal course enrolment. Full tuition fees apply.

2.11 Satisfactory Academic Progress

Academic progress is measured at the completion of each semester and measures the semester and cumulative results. Satisfactory Academic Progress is defined as passing all enrolled courses.

2.12 Unsatisfactory Academic Progress – Academic Warning and Academic Probation

Unsatisfactory Academic Progress is defined as failing one or more courses in a semester. A student must meet with the Dean of Academics or appointed person prior to the start of the following semester and is notified by the Academic Registrar that they are no longer meeting Satisfactory Academic Progress.

2.12.1 Academic Warning

A student receives an Academic Warning when they earn two or more grades of D and/ or F in any semester or maintain a minimum overall grade of less than a D+ or less.

- A student on Academic Warning must take a reduced load the next semester, not to exceed 45 credits (.75 of 60 credits), including all courses in which unsatisfactory grades were received;
- If the course is not offered the next semester, the student must complete the course at the next offering. This will cause the student to be placed on special schedule, which is likely to change the student's projected graduation date;
- A student on Academic Warning is not permitted to enrol in any course/s for which the course that is being repeated is a designated prerequisite, or in any course that would conflict with the course that is being repeated;
- A student on Academic Warning is required to participate in academic support.

Academic Progress following Academic Warning

A student on Academic Warning who achieves Satisfactory Academic Progress the following semester is permitted to enrol in the standard course load of 60 credits. If a student fails any course/s while on Academic Warning they will immediately be placed on Academic Probation.

2.12.2 Academic Probation

A student is placed on Academic Probation under the following conditions:

- they are put on Academic Warning for the second time; or
- they fail any course while on Academic Warning

A student on Academic Probation must reduce his/her course load in the following semester to a maximum of 45 credits (.75 of 60 credits), including all courses in which unsatisfactory grades were received.

If the course is not offered the next semester, the student must complete the course at the next offering and this may extend the length of time to complete the program.

The student is not permitted to enrol in any course(s) for which the course that is being repeated is a designated prerequisite, or in any course that would conflict with the course that is being repeated.

A student on Academic Probation is required to participate in academic support. A student on Academic Probation is also required to meet with a designated faculty advisor fortnightly.

Academic Progress Following Academic Probation

A student on Academic Probation who achieves Satisfactory Academic Progress will be permitted to enrol in a maximum of 45 credits (.75 of 60 credits) the next semester. If the student achieves Satisfactory Academic Progress while taking 45 credits, he/she may return to a standard course load.

A student who fails a course and is currently on Academic Probation or has previously been on Academic Probation, will be referred to the Academic Board, of which the consequence will most likely be academic dismissal.

2.12.3 Academic Probation Affecting Financial Aid Eligibility

Students on Academic Probation may lose or have their financial aid decreased. Some providers reinstate aid once the student achieves Satisfactory Academic Progress. The financial provider makes these decisions, and the College is obligated to follow the policies and directives of the financial provider.

If the committee determines that the student will require more than one semester (one payment period) to meet Satisfactory Academic Progress, the program restructure plan will include a strategy for the student to regain Satisfactory Academic Progress eligibility within a certain probationary timeframe. The plan can be for one semester (payment period) or longer. The Student Academic Appeal Committee has the right to specify any conditions that must be met for the period covered by the appeal such as:

- the specific coursework that must be taken;
- the minimum GPA that must be attained;
- the number of credits that must be successfully completed; and
- compulsory attendance to academic support and programs.

2.13 Academic Dismissal

A student will be academically dismissed from the program when they fail to comply with the terms of:

- Probationary Admission;
- Academic Probation;
- Two Strikes Rule;
- First Year Study Rule.

First Year Study Rule

A student in their first year of study who fails two or more courses in either semester or has a grade point average of less than D+ will be academically dismissed.

The Academic Board has the authority to academically dismiss a student.

The refund policy applies if a student is academically dismissed.

2.13.1 Appeal of Academic Dismissal

Any appeals against the decision of the Academic Board shall be submitted in writing to the President within 10 calendar days of the communication to the student of the decision.

The written communication to the President must include:

- the academic and personal circumstances that contributed to the student's inability to achieve Satisfactory Academic Progress; and
- the circumstances that the student believes will ensure that they are able to achieve Satisfactory Academic Progress in future semesters if given an opportunity to remain enrolled.

The President may allow an appeal outside this period if the student can show good reason why a delay had occurred. However, no appeal will be considered if it is not lodged within three months of the date of the notification of the original decision.

In respect of any appeal, the following procedures will apply:

- The President will appoint a committee with a minimum of three members;
- The student will be informed of the procedures that will be followed;
- The student can be accompanied to any meeting by a student representative and/or up to two support persons of their choice;
- The Committee will hear and review evidence as it sees fit;
- The Committee will make a recommendation to the President;
- The President makes the final decision and will notify the student and the Academic Board.

A student who is successful in their appeal will be placed on academic probation.

A student who has been academically dismissed may not reapply to the College

2.13.2 Multiple Course Enrolments (Two Strikes)

A student may withdraw from a course and/or earn a grade of 'D' or 'F' in any given course only once.

When a student enrolls in a course for a second time, the student must successfully complete and pass the course.

If the student fails the course for the second time, they will be referred to the Academic Board, which will result in the student being academically dismissed from the College.

2.14 Probationary (Conditional) Admission

A student offered Probationary or Conditional Admission to the College must be approved by the Admissions Committee. An applicant may not apply for probationary or conditional admissions. The Admissions Committee under the following conditions may consider Probationary or Conditional admissions:

- Due to extenuating circumstances, a student has a prerequisite course/ prerequisite courses outstanding;
- A student has not met an admissions criterion.

Students who are offered enrolment under the Probationary or Conditional Admission rule must not receive a 'D' or 'F' grade for any course during the designated probationary admission period. Students who fail a course under a probationary or conditional admission will be academically dismissed. The refund policy applies if a student is academically dismissed.

2.15 English Language Competence

Enrolment for the College must include evidence of acceptability of the applicant's English competence in writing, listening, speaking and reading.

The College may be satisfied that an applicant meets English language standards with the following:

- If English is the applicant's first language, or;
- If the applicant has an Australian university entrance qualification, or;
- If the applicant has an overseas university entrance qualification from a country where the main language is English and the main language of instruction and assessment for the qualification is English, or;
- If the applicant is 20 years or older, and is an Australian citizen or permanent resident;
- The applicant provides a valid IELTS certificate.

The standard of English Language competence that the College requires is, or is equivalent to, an academic IELTS overall score of 7.0, with no individual language skill under 6.5.

An IELTS certificate is normally valid for two years.

In the case of a first-time student, if in the opinion of the Admissions Committee an applicant requires an IELTS to be considered for enrolment, the applicant must provide a valid IELTS certificate irrespective of whether they meet any of the above standards.

2.16 Graduation Requirements

In order to graduate with a Bachelor of Chiropractic degree a student must have:

- Successfully completed the required 120 credits prerequisite courses;
- Successfully completed the required 480 credits;
- Met all Chiropractic Centre requirements;
- Passed the Professional Proficiency Exit Examination;
- No outstanding financial obligation to the College;
- Satisfied all library requirements;
- Conducted themselves ethically and in accordance with the College Policies and Procedures.

Graduating students will need to meet the costs of gown hire, photographs, and some other graduation activities.

3.0 Assessment and Examinations

The purpose of assessment is to:

- Assist students in identifying areas of personal and professional growth, and areas requiring further development in relation to the objectives of the program and the outcomes of each course;
- Assist staff so that their teaching programs meet the needs of the students;
- Report on the achievements of students and graduates relative to the roles they may assume on graduation.

Internal and external moderators ensure that assessment tasks are fair, valid and appropriate and that the marking and grading of student work is consistent with standards expected in other tertiary institutions both local and international. If a student fails an examination or assessment, it is internally moderated to ensure fair and consistent marking.

All courses will include in-course assessment. In-course assessment may include assignments, research projects, practical activities, tests or other activities. In-course assessment will guide students on examination practises, progressive feedback to students on their achievement, and evidence in the event students seek aegrotat passes. In-course assessment requirements, including due dates, will be advised to students in the first class of the semester and specified in the course outline.

Most courses will also include end-of-course assessment by examination (written and/or practical). Please refer to Appendix for rules on the examination process.

Some courses may be better assessed by assignments and may include an additional assignment or class presentation in lieu of an exam.

The structure and weighting of assessments for each course will be specified in the course outline.

3.1. Assignments

Assignments will include an indication of length, such as word count or timing for presentations and practical assignments. Lecturers will expect assignments to be within 10% of the indicated length and marks may be deducted for not keeping within this range. Requirements for assignments are found in the course outline.

3.2 Marking Schedules/Rubrics

Assignments will include a marking schedule that provides a broad indication of how marks will be allocated (e.g. percentage for content, presentation, completeness, referencing, etc).

3.3 Referencing

The College uses, and expects students to use, the American Psychological Association (APA) referencing system for citing and referencing sources in their assignments. Official guides are available on the internet or in hard copy through the Library. Wikipedia is not considered by the College as a valid source of information and should therefore not be included as a reference. Please refer to appendix B for information on APA referencing.

3.4 Handing in Assignments

The College subscribes to Turnitin and lecturers will provide Turnitin details for assignment submission. A cover sheet should not be included when submitting to Turnitin, however, all conditions stated on the cover sheet apply. Assignments that are due through Turnitin are not accepted in any other format (i.e. through the drop box or email).

If a Lecturer has requested submission of a hard copy assignment, it should be handed to the identified point of collection on or before the due date. If this point of collection is not in class, then assignments must be dropped into the Assignment Box in the College's Reception by 4.00 p.m. on or before the due date. Each assignment **must** have a cover sheet. Cover sheets are available in the Library and on the College website.

3.5 Late Assignments and Extensions

Extensions must be applied for in writing to the course lecturer using the Assignment Extension Request form at least **two days before the due date**. An extension for an assignment will only be granted where a student has a genuine reason, such as illness, and can demonstrate 'diligence of effort' in attempting to meet the due date.

Late assignments will be penalised unless an extension was applied for on the Assignment Extension Request form and granted before the due date. Penalties for late assignments will be enforced to support equity for all students. Late assignments will be penalised as follows:

- 1-3 days late: Less 10% of the final mark;
- 4-7 days late: Less 20% of the final mark;
- 8-10 days late: Less 30% of the final mark;
- More than 10 days after the due date: Assignment will not be marked.

If the cause of the student's lateness is beyond their control, they may be eligible to apply for an Aegrotat Assessment. Applications must be received within 14 calendar days of the assignment due date. Students will need to supply evidence of the circumstance that prevented the assignment being handed in by the due date. Application forms are available at the College's Reception desk.

Students who have completed an assignment but are unable to hand it in by the due date because of circumstances beyond their control, should contact the course lecturer as soon as possible with supporting evidence. An appeal against any penalty applied to the student may be made to the Dean of Academics.

3.6 Marking and Return of Assignments

Marking of assignments will generally be completed and papers returned within two weeks. Students will be given feedback on how results were determined.

3.7 Missed Assessment: Aegrotat or Alternative Assessment Date

Students may be granted either an aegrotat or an alternative date for an assessment.

An aegrotat is a concession allowing a student to pass an assessment despite having missed all or part of the assessment due to illness or other extenuating circumstances. An aegrotat is determined through a mathematical calculation using the student's other assessments for that course. An aegrotat may be granted in the case of a student's or an immediate family member's illness (where a medical certificate is required) or in the event of a bereavement (where evidence is required).

Alternative assessment is the allowance granted to a student to undertake an assessment at a different date than the posted assessment date. Approval is granted for absence due to circumstances beyond a student's control. Applications must be received two (2) weeks prior to the assessment date to be considered. Applications will not be accepted after this date.

Supporting evidence must be supplied to apply for an aegrotat and/or an alternative assessment.

Students must submit an application form, pay the application fee, attach evidence for the application (e.g. medical certificate) and submit the application to the Academic Coordinator's Office. The Dean of Academics will make an appointment with the student to discuss the merit of the application if this is necessary, determine whether the approval is granted and notify the student and faculty members involved.

Fees:

- \$25 for an aegrotat application;
- \$25 for an alternative assessment date;
- \$75 for an alternative assessment date when the assessment is a final exam.

3.8 Examinations

Final examinations will usually be held during the two-week exam period at the end of each semester. The Academic Registrar will schedule these exams. The examination timetable is published at least two weeks before examinations begin.

Students are expected to present themselves at the examination venue at least five minutes before the start of the exam. Late students will be admitted only if no student has left the examination room. Students who are too late for the exam will be considered as having failed the exam. If a student is admitted to an exam late, there is no provision for additional time to complete the exam.

Students are not normally permitted to leave the room to go to the rest room during exams that are less than 90 minutes.

Examinations will be conducted in line with the College's Examination Procedures (at Appendix A).

Students must sit for the examination at the scheduled time. Students who are not able to be present at the examination due to exceptional circumstances must inform the College before the examination takes place, and he/she will need to make an Application for Missed Assessment to sit for the examination on another date. Students making this application will be charged \$75 for administration and invigilation costs.

Students who are unable to sit their exams due to medical or compassionate reasons are advised to make an Application for Aegrotat Consideration within 7 calendar days of the examination. Please note that stringent criteria are applied to the approval of an Aegrotat Pass. No practical component of examinations will be approved with an Aegrotat Pass however students can apply to sit the practical examination together with the re-sit schedule. Students who have not met the attendance requirements of the College will not be eligible to apply for Aegrotat Consideration.

Below are the conditions and evidence that students are required to provide to the College before they can apply to take their examinations on another day or during the re-sit schedule:

- Medically unwell on the day of examination – a medical certificate for the day of the examination;
- Hospitalisation of family members – evidence from the hospital;
- Representing Australia or the College in a national/international event – evidence of being chosen to participate in the event;
- Bereavement of close friend/relation – documentation.

For courses that cover two or more subject areas, or are taught by two or more lecturers, a single examination paper will be prepared. This paper may have more than one section.

The College follows a semester course and examination system. The specific composition of grades earned by students is indicated in individual course outlines.

3.9 Exam or Assessment Irregularities

If a student feels there has been an exam or assessment irregularity, the student must first contact the lecturer and then the Dean of Academics.

3.10 Special Assistance in Examinations

Students with a disability may have assistance during an examination if they have had prior approval from the Academic Registrar. Evidence will be required and in some cases an assessment from an external provider to determine the special assistance.

Special assistance is granted in accordance with the disability, and can take one or more of the following forms:

- More time to complete the examination (generally no more than 20 minutes per hour);
- Assistance with a writer;
- Assistance with a reader;
- Assistance with a reader/writer;
- Assistance in the use of electronic or other approved specialised equipment, which could include computer equipment.

3.11 Marking

For assessment tasks other than examinations, marking will generally be completed within 14 calendar days. Final examination marking will generally be completed, and students advised of ratified results within four weeks.

Upon receipt of their results, and within two working days students may apply for a review of grade, including a check that all questions have been marked and no errors have been made.

3.12 Ratification of Results

Final course results and grades will be presented to the Ratification Committee, who will examine the spread of marks and grades. The Ratification Committee will make recommendations to the Academic Board, who ratifies results. The Academic Registrar will advise students when the results are available on the student portal.

3.13 Final Grade Appeal

A student may appeal against the final grade or final exam grade as granted by the Academic Board in respect of a course or program if there was a material irregularity in the conduct of the assessment or in the application of the Academic Credit and Recognition of Prior Learning and Procedure Policy.

A student must submit their appeal and all evidence within seven calendar days of receiving their result. The appeal submission should be addressed to the Chair of the Student Academic Appeal Committee. The submission should be handed in at reception. To avoid doubt, the student should request a time stamp on the submission. The submission must include a statement outlining the reason for the appeal and ALL evidence to support the appeal. The appeal must be in writing.

Appeals Committee Review:

- Upon receiving the appeal, the Chair of the Student Academic Appeal Committee will open an investigation and provide all evidence to the Student Academic Appeal Committee. If the appeal is based on Academic Credit and Recognition of Prior Learning Policy procedure, the Chair of the Student Academic Appeal Committee will furnish a report or obtain a report on the issues raised in the appeal and refer that report to the Student Academic Appeal Committee;
- The Student Academic Appeal Committee will determine whether to proceed with the appeal in accordance with what are valid or not valid grounds for appeal. If there are valid grounds for appeal, the appeal will be forwarded to the Academic Board for consideration. Students will be notified by email the outcome of the Student Academic Appeal Committee review.

The following are **not** valid grounds for appeals:

- Questioning the objectives of the course;
- The assessment methods approved for the course;
- The standard required to receive particular grades in the course;
- Study overload or work overload;
- Personal and medical problems, which normally should be dealt with by Aegrotat pass or exceptional circumstances;
- Financial implications of not passing the course;
- Grades received by the student in another course/other courses;
- The amount of work the student has done;
- A penalty imposed by the Disciplinary Committee;
- A failure as a result of a discipline issue;
- General grievances;
- Poor teaching;
- The need for additional marks to enable a pass/grade;
- A delay in receiving written notification of an assessment.

Academic Board Appeals Review:

- The Academic Board will review all evidence provided by the Student Academic Appeal Committee;
- The Academic Board may request further information from any party;
- The Student Academic Appeal Committee may confirm, raise, or lower the appealed result or grade;

The student will be notified of the outcome of the appeal by email or letter.

The student, the Dean and the Student Academic Appeal Committee will be notified of the decision of the Academic Board.

3.14 Return of In-Semester and Final Exams

In-Semester Exams:

All lecturers provide feedback to students following an in-semester exam or assessment. However, it is up to the lecturer to determine whether an in-semester exam or assessment is returned to the student. In some instances, a lecturer may provide feedback to the class rather than individually.

Final Exams:

Final exams are not returned to students. After results have been ratified, students will be notified of their results.

Upon receipt of their results, and within two working days:

- Students may apply to their lecturer to view their examination script. Granting the request is at the discretion of the lecturer, and may depend on the nature of the assessment; where an exam cannot be viewed, the lecturer will provide a summary of the exam issues;
- Students may apply for a recount of marks, including a check that all questions have been marked and no errors have been made;
- Practical exam videos are for moderation purposes only and may not be viewed by the student;
- No discussion regarding allocated marks is permitted.

3.15 Final Exam Re-sit and Assignment Resubmission

Re-sit opportunities are restricted to the following conditions:

- For competency based assessments, no student is allowed more than two (2) re-sits per semester. If a student achieves grades that require more than two (2) re-sits, it will be the prerogative of the Dean of Academics to nominate the course(s) that the student will fail and have to repeat;
- Students are allowed a maximum of six (6) re-sits during the Bachelor of Chiropractic Program;
- A student may only apply for a re-sit for a final exam or a resubmission of a final assignment unless otherwise stated in the course outline.

The College sets the dates for re-sit exams. Students should make allowances for a re-sit. If a student misses the scheduled re-sit exam, the student will fail the course. Students who make travel plans during the re-sit timetable will not be excused from a re-sit.

The maximum grade a student can receive for a course if they re-sit the final exam or resubmit an assignment is the minimum passing grade for the course.

3.16 Grades

The College uses the following grading system for final levels of achievement for each course:

Percentage Equivalent of Grades are:	GPA equivalence of grades are:
A+ (>90%)	4
A (85%-89%)	
A- (80-84%)	
B+ (75-79%)	3
B (70-74%)	
B- (65-69%)	2
C+ (60-64%)	
C (55-59%)	1
C- (50-54%)	
Fail D+ (44.5-49.5%)	May be eligible to re-sit
D/F (<44%)	Not eligible to re-sit

Total GPA is an average calculation of completed courses and is calculated both as a semester and overall cumulative GPA.

Recognised Prior Learning (RPL), credit transfer, withdrawal and Did Not Complete (DNC) are not included in the calculation of GPA. Refer to 2.10 for calculation of pace through the program.

3.16.1 Definition of Results

Withdrawal (WD) is listed on the record of learning when a student has withdrawn or deferred after 10 days of the course start date but before 75% of the course is completed.

Fail (F) is listed on the record of learning when a student has not met the minimum assessment criteria to pass a course or withdraws or defers after 75% of the course is complete.

Did Not Complete (DNC) can only be granted by the Academic Board in exceptional circumstances when a student is unable to complete their courses. Students may not apply for this result.

3.17 Notification of Results/ Official Transcripts

After ratification by the Academic Board, grades are updated to the College's Student Portal.

All graduating students are issued an official transcript for the Bachelor of Chiropractic degree on their graduation. These are available at graduation ceremony.

Additional copies of transcripts that are provided by the College will incur a \$15 administration charge per transcript.

The Academic Registrar provides final grades after the Academic Board has ratified them. Final grades are accessible by students through the online Student Portal at the end of each semester.

3.18 Failure in a Course

The College undertakes an annual enrolment at the beginning of each year. Should a student fail a course in the first semester that is a prerequisite for a course in the second semester, the student will be withdrawn from the second semester course for failure to pass the required prerequisites.

A student who fails a course must repeat that course. The student must re-enrol and pay the full tuition fee for the course. An exemption may be granted from some attendance requirements and/or from some assignments at the discretion of the Dean of Academics.

These will only be granted if:

- the repeated course clashes with the academic timetable and this would significantly disadvantage the student's program progression; and
- the course content must remain substantially the same.

Approval from the Dean of Academics is required for any student enrolment in a study program that is more than 120 credits in any one year. No student will be approved for more than one (1) course per semester on top of his or her normal study workload.

A student who fails a prerequisite course due to disciplinary reason may not repeat the prerequisite course concurrently with the course that the required failed course was a prerequisite.

3.19 Dishonesty during Assessment

The College has zero tolerance for any student engaging in dishonest means. Students are reminded that they will be in breach of the College policies if they:

During an examination:

- Copy;
- Communicate with another person other than those who are in charge of the exam at the time of the exam;
- Are found in possession of unauthorised books or any printed or written paper or electronic material or any other unauthorised material;
- Use any unfair means.

During assessed work:

- Plagiarise the work of another without indicating that the ideas are not the student's own. (Plagiarism is defined as the act of appropriating, taking, borrowing or cribbing another person's work and using it as one's own). It includes:
 - Copying another student's work, or part thereof;
 - Direct copying of another person's work without acknowledgement;
 - Taking another person's ideas, theories or conjectures and using them as one's own;
 - Using experimental results obtained by another.

- Collaborate with others in the preparation of material, except where this has been approved as an assessment requirement;
- Submit the same or similar work for more than one assessment without prior approval of the lecturer.

Any report of a breach of these policies or other program regulations is made to the Dean of Academics on behalf of the Academic Board. All reports are referred to the Disciplinary Chair for review who will determine whether the breach results in a Disciplinary Hearing. Refer to the Disciplinary Process in this Student Handbook.

3.20 Legible Handwriting

It is the student's responsibility to write legibly in tests and exams. If a student's handwriting is not considered legible for an average person, the examiner cannot award marks.

4.0 General Requirements

4.1 Code of Conduct and College Values

Code of Conduct

Staff and students of the College will:

- Behave honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the College and the welfare of colleagues;
- Show respect for others as individuals and as learners;
- Respect the diversity of ethnicity, cultures, abilities, disabilities and sexual orientations of other individuals within the College;
- Take responsibility for their actions;
- Support academic freedom: promoting vigorous debate, allowing challenges to ideologies and respecting the individual's rights to express diverse views;
- Be open and responsive to feedback that facilitates further learning and professional development in the pursuit of excellence.

4.2 Unacceptable Behaviours

The following behaviours are defined as unacceptable within the College community:

4.2.1 Harassment

Harassment is unsolicited verbal or physical conduct by a person or group that is unwelcome and offensive to the recipient, of a serious nature, or persistent to the extent that it has a detrimental effect on the individual's performance, job or training opportunities, and ability to learn. Harassment may involve elements of power, which make it difficult for the victim to prevent it.

4.2.2 Victimisation

Victimisation may be seen to occur where any person treats, or threatens to treat, any other person less favourably than he or she would treat other persons in the same or substantially similar circumstances because they:

- Made use of their pathways to redress issues outlined in these policies;
- Encouraged another person to make use of pathways for redress;
- Are currently involved in any way in any aspect of these pathways.

4.2.3 Endangerment

Endangerment is to deliberately and knowingly put others at physical or emotional risk.

4.2.4 Substance abuse

Substance abuse is defined as any use of illegal drugs, inappropriate use of prescribed or non-prescribed drugs, or the provision of illegal drugs to another person. It also includes the excess use of alcohol during or prior to periods of study or professional duty.

4.2.5 Abuse of power

Abuse of power is any attempt to apply excessive or inappropriate influence over another's behaviour or decisions, or over decisions affecting that person, on the basis of a formal hierarchical position.

4.2.6 Verbal abuse

Verbal abuse is the use of offensively profane, discriminatory or threatening language to another member of the College community.

4.2.7 Bullying

Bullying is repeated behaviours that are unreasonable and create a risk to health and safety. Bullying is typically deliberate behaviour such as:

- Intimidation;
- Belittling remarks;
- Ignoring and/or excluding the target;
- Setting up the target to fail.

Cyber bullying

Cyber bullying is the inappropriate use of social media to commit any unacceptable behaviour as defined in the Student Handbook.

4.2.8 Fraudulent behaviour

Fraudulent behaviour is acting with or having the intent to deceive, participate in fraud or engage in a dishonest action. Fraudulent behaviour is considered serious misconduct. Examples of fraudulent behaviour include (but are not limited to) forging signatures or falsifying documents.

4.2.9 Criminal offence

Any student convicted of a criminal offence in a court of law.

The statements in this Code of Conduct must be read in conjunction with the laws of the land, College policies and the contracts to which the College is a party.

The College considers any unacceptable behaviour to be serious misconduct. Any student who displays these behaviours will be referred to the Disciplinary Chair and may face a Disciplinary Hearing of which one consequence may be dismissal from the College. Some situations may be referred to the Police. Refer to the Disciplinary Process in this Student Handbook.

4.3 Standards of Behaviour

All chiropractic students must adhere to the standards of behaviour and ethics that regulate the profession: The Chiropractic Board of Australia Code of conduct and Standards of Practice website <https://www.chiropracticboard.gov.au/>

In summary:

- A student shall not refer to themselves as a chiropractor, or lead others by their actions, or the spoken or written word, to believe they are a chiropractor;
- Chiropractic care shall be performed only under direct supervision of an approved Chiropractic Centre Intern Mentor in the College's Chiropractic Centre;
- A student must not at any time say, write or do anything that would damage the reputation of the profession in the eyes of the community;
- A student must not say or write anything that portrays either chiropractic or the College in a way that differs from the chiropractic principles and objectives taught in class;
- The Privacy Act must be complied with at all times. This means that no information about an individual or organisation shall be divulged in any way without the permission of the individual or their appointed representative, guardian or the organisation's appointed officer.

Wilful or negligent conduct or damage to property in the Chiropractic Centre, College or community is unacceptable.

Harassment, be it on the grounds of race, gender, sexual preference, religious belief, political belief, age or physiology, is unacceptable.

The public display of objectionable/offensive material is unacceptable.

Breaches of ethical standards, guidelines and rules and Chiropractic Centre guidelines will be dealt with in accordance with the Regulations.

Failure to uphold the accepted standards of professional, acceptable and ethical behaviour can result in the student referred to the Disciplinary Committee, of which one consequence may be dismissal from the College.

4.4 Campus Conduct

Students should behave professionally at all times while on campus. When students are on campus with children, care should be taken not to disturb students in classes.

4.5 Dress Code

All staff and students must be dressed professionally at all times. Tattered jeans or indecent garments are not allowed. For health and safety reasons, all students must wear proper shoes or sandals on the College premises at all times. Open footwear such as thongs, jandals or flip flops are not considered acceptable footwear.

4.6 Use of ACC Computing and Information Resources

The computer and network systems belong to the College, and must be used for the business, educational and research purposes of the College. The computer resources of the College must be applied and used in a legal and ethical manner that is consistent with the College's educational purposes, policies and professional standards.

All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to use resources in an appropriate manner.

The College deems misuse of computing resources and privileges as unethical and unacceptable. Disciplinary action will be taken against those who misuse the resources and privileges.

Authorised users include:

- Students with current study contracts;
- Academic staff (full-time, part-time or contract);
- Administration staff;
- Library staff;
- Other approved users whose access is consistent with the College's purpose, and whose usage does not compromise in any way other users' access to resources.

Students are issued with a college email account in their legal name. In some instances, a surname may be shortened as the email system has limited character spaces. This is the official College communication channel to students. It is expected that all students regularly check their email for College news and information.

4.6.1 Licenses and Copyright

Users must comply with all software licenses, copyrights and all laws governing intellectual property. Users may **not** use the College's equipment to illegally copy software.

In addition to software, all other copyright information (text, images, icons, programs, etc.) may only be used in conformance with the applicable copyright.

4.6.2 Use of Resources

Users may use only those computer resources that are specifically authorised and must have a valid authorised account to use computer resources that require one.

Resources may be used only in accordance with authorised purposes, and users may not use unauthorised access for any other purpose.

Users should be aware that the College does not guarantee the protection of any student work or other material saved by students by College computers to either individual computer drives or to shared drives, from erasure or lack of access for whatever reason.

4.6.3 Acceptable Use

The use of computers and internet must not be illegal and must be of the highest ethical standards. Further, it means that usage must not include involvement with material unacceptable to the College environment, acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any computer without authorisation, plagiarism, impersonation/identity theft, spoofing, gambling, or cheating in an examination.

4.6.4 Inappropriate Use

Inappropriate use includes, but is not restricted to:

- Using resources for any illegal activity, including violation of copyright;
- Using abusive or objectionable language or material in either public or private communications;
- Using computer equipment to disseminate or display material that may be considered fraudulent, harassing, discriminatory, obscene or threatening or causing annoyance or inconvenience;
- Viewing pornographic, racist, discriminatory or terrorist material;
- Reading other users' data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission;
- Circumventing or attempting to circumvent normal resource limits, log-on procedures, and security regulations;
- Using computing resources for purposes other than those for which they were intended or authorised;
- Attempting to modify or remove computer equipment, software, or peripherals without proper authorisation;
- Using of computer resources for private purposes without approval, including (but not limited to) the using of computer resources for profit making;
- Knowingly using any method or system to produce system failure or degraded performance; Sending emails to all students at the College. If a need arises to send an email to all students, this can be done through the marketing department Clubs can communicate via the College Connection Facebook page and their club email distribution lists.

4.6.5 Security

The College takes all reasonable steps to ensure the security of networks, systems and equipment. Anti-virus software is installed on the network, however external material (disks, memory sticks, emails, etc.) still has the potential to infect the system.

Users should be aware of the damage viruses may cause in exposing the College to unnecessary loss and damage and should take steps to ensure that any material used on College equipment is virus free. Users should avoid adjusting settings of any anti-virus software installed on individual computers.

4.6.6 Privacy

The College respects and upholds an individual user's right to privacy but reserves the right to monitor usage and audit the use of systems, networks and equipment to ensure compliance with College procedures, including the monitoring of internet and email traffic.

Users should also be aware that:

- Internet and email use do not guarantee confidentiality or privacy of information. Material transferred in these ways may be at risk of detection by a third party;
- Email messages may be used as evidence in Australian courts, and the College can be required to provide copies of email messages for discovery purposes.

4.6.7 Wireless Access

The College, at its discretion, grants students' access to the wireless networks (WIFI) from students' devices. Information about the College WIFI is available from the College's Reception desk.

- Students must ensure that they have up-to-date and appropriate anti-virus security tools enabled on all devices accessing the College WIFI;
- The College reserves the right to track internet usage, activity and content usage over the wireless network, and will take action against any activity that is deemed in breach of the Use of Computing and Information Resources policy. The College reserves the right to block any user from the WIFI who is deemed to be abusing the WIFI service.

4.6.8 How to Request IT Support

If students have a technical problem related to internet, WIFI, printing or Library computers, they should report it to Reception. If the student's computer problem is found to be unrelated to the College network, then the College reserves the right to charge for the IT support services.

If students require their computer to be set up on the College WIFI or printing system, they should contact Reception.

4.7 Intellectual Property Rights

All student scripts, models, designs, research, and works, including those produced for assessment are the property of the student who originated them. This is on the condition that the original content was not a product of shared discussion with other students, lecturers or external parties.

Where a student's material, be it for assessment, project, research or demonstration is the result of collaboration or supervision, then this must be acknowledged when the material is presented for public scrutiny.

Lecturers may only use the work of students with the consent of that student.

Students may contribute by assisting the lecturer or contributing data and information, or ideas and theories. The student's contribution must be acknowledged.

The intellectual property rights of external parties are not to be infringed.

4.8 Disciplinary Procedures

Any student failing to comply with requirements of the College Policies and Procedures, Program Regulations, Chiropractic Centre Guidelines and Rules or standards of behaviour, or who engages in unacceptable behaviour may be investigated and face a Disciplinary Hearing.

The Disciplinary Committee is a sub-committee of the Academic Board that considers and makes recommendation/s on cases of Academic Ethics and/or Code of Conduct breaches. This committee is established on an ad hoc basis as required.

The Disciplinary Chair is granted delegated authority by the Academic Board to direct disciplinary investigations and Hearings on their behalf.

The Dean may Chair or appoint a Chair for any Disciplinary Hearing. The Chair appoints the disciplinary committee members to hear the case. A minimum of three members but not more than five members (including the Chair) will be appointed.

An investigation can include a review of the evidence, interviews with the student and staff, other students, patients and others who may be related to the situation and can request written statements. The purpose of the investigation is to determine whether a Disciplinary Hearing is warranted. It is not a formal Hearing.

If an investigation leads to a Disciplinary Hearing, the following procedures apply:

The student is notified in writing of:

- The allegations;
- The procedures that will be followed;
- The date of the hearing;
- Their rights in defence.
- The student is invited to submit a statement about the incident;
- The student is invited to appear before the Disciplinary Committee and if the student declines to appear, the Hearing will proceed;
- The student may be accompanied to any Hearing by a student representative and/or up to two support persons of their choice;
- The student may present additional evidence in defence;
- The Disciplinary Committee may hear any evidence it considers relevant;
- Evidence reviewed by the Disciplinary Committee at the Hearing will be provided to the student;

- The Disciplinary Committee decision is notified to the Academic Board by the Disciplinary Chair;
- The Disciplinary Committee Chair notifies the student of the decision.

The purpose of the Disciplinary Committee is to:

- Give a fair and impartial hearing to both sides;
- Record a judgement with itemised justifications;
- Determine a penalty should the allegation be proven;
- Report the decision to the Academic Board and the student.

The Disciplinary Committee may impose one or more of the following penalties:

- A reprimand;
- Require the student to complete an alternative assessment;
- Reduce the mark awarded for assessed coursework or project;
- Fail a student from a course;
- Suspend the student from the College for a stipulated period;
- Limit or prohibit student attendance to any class or classes for a stipulated period;
- Dismiss the student from the College;
- Report the offence to the police. If the offence is of a very serious nature, the College may report to the police immediately upon being aware of the situation.

Any student on disciplinary suspension is unable to reschedule a missed assessment and will receive no credit for any missed assessment in the period they are suspended.

The student concerned will be informed in writing of the outcome of the hearing, of any penalty imposed and of the student's right of appeal. Any public minutes or reports of the hearing will refer to the student by their ID number only; however, administrators and lecturers will be informed as part of College's responsibility to manage student affairs such as attendance and grades.

Any student who fails a course as a result of disciplinary action will receive a Fail grade.

4.8.1 Disciplinary Decision Appeal

A student may appeal a decision of the Disciplinary Committee on the following grounds:

- There has been an error of procedures; or
- The penalty is deemed/considered too severe given the nature of the complaint.

Any appeals against the decision of the Disciplinary Committee shall be submitted in writing to the President within ten calendar days of the communication to the student of the decision.

The Dean may allow an appeal outside this period if the student can show good reason why a delay should have occurred. However, no appeal will be considered if it is not lodged within three months of the date of the notification of the original decision.

In respect of any appeal, the following procedures will apply:

- The Dean may Chair or appoint a Chair for any Appeals Hearing. The Dean also appoints the Student Academic Appeal Committee Members to hear the case. A minimum of three members but not more than five members (including the Chair) will be appointed;
- The student will be informed of the procedures that will be followed, including a Hearing date;
- The student will be invited to submit a detailed statement outlining why the appeal should be upheld;
- The student can choose to be accompanied to any Hearing by a student representative and/or up to two support persons of their choice;
- The Student Academic Appeal Committee may hear evidence as it sees fit;
- The Student Academic Appeal Committee notifies the President of their decision;
- The Dean notifies the student, and the Disciplinary Chair who will notify the Academic Board.

Refer to External Complaint Procedures in this Student Handbook to understand your rights if you are dissatisfied with the College's internal procedures. Please note there are two different procedures depending on whether you are an international or domestic student.

4.9 Student Concerns, Complaints and Grievances

4.9.1 Student Concerns

The first person a student should discuss course or lecturer concern is with the course lecturer.

If the concern is regarding an exam or assessment irregularity, students should **not** speak to the course lecturer. Refer to the Assessment policies in this Student Handbook to understand the process to deal with an assessment irregularity concern.

If the issue is not resolved, the class or intern representative is the next step. The Deans are also available to informally discuss student concerns.

Student reps should also be the first point of contact if the class has an issue with a policy or concern.

Individual concerns regarding the academic program should be directed to the Dean of Academics. Other College-related concerns can also be directed to the President.

The College welcomes student feedback and input. Do not hesitate to discuss any concerns, suggestions or ideas. College faculty and staff are always willing to listen.

4.9.2 Student Concern Regarding Harassment or Bullying

The first step a student should take if they feel they are being harassed or bullied is to speak to the person directly and tell them to stop the behaviour.

If this approach is not successful or it is difficult to approach the person, seek guidance from a Student Contact Person.

Students who would like to make a formal complaint should refer to the process detailed in the next section and also refer to the definitions under the heading Unacceptable Behaviours in this Handbook.

4.9.3 Complaints and Grievances

Formal Complaints and Grievances will be received and addressed in line with the following principles:

- All complaints will be taken seriously;
- Issues are to be resolved as close to the complaint as possible;
- The rules of natural justice will apply;
- Timeliness of resolution is a factor;
- Staff and students have the right to expect protection against frivolous or vexatious complaints.

College procedures are not intended to prevent the resolution of issues by following informal processes, which often offer the best chance to resolve issues when and where they happened. In these instances, no official records of issues, resolutions or people involved are kept.

Using informal processes should not prevent either party from moving to a more formal process as required.

Complaints and Grievances Concerning College Policies, Administration and Decisions

Students who wish to make a complaint regarding the fairness or consistency of a policy or administrative decision of the College should:

- Approach the Academic Registrar;
- Prepare a written complaint or sign a written complaint form after discussion with the appropriate department.

A complaint form is available at the College's Reception desk, and complaints are forwarded to the President.

Students may choose to seek the support of another student, the ACC Students' Association or another member of the College staff in presenting or resolving the complaint or grievance.

The President will interview the complainant and any other party and may appoint an independent person to assist in achieving a resolution through mediation.

The President will provide a written response to the complainant.

Written records will be held by the President for analysis and ongoing quality improvement but will be kept in such a way that will protect the confidentiality of the student.

Complaints and Grievances Concerning Professional Conduct

Staff and students of the College are expected to behave according to the College Code of Conduct and College values as outlined in this Student Handbook.

Any faculty member, staff member or student who wishes to make a formal complaint regarding the professional conduct of another staff member or student should:

- Approach the Dean, Academic Registrar or President.
- Prepare a written complaint or sign a written complaint form after discussion with the appropriate department.

A complaint form is available at the College's Reception desk, and complaints are sent to the President.

Students may choose to seek the support of another student, the ACC Students' Association or another member of the College staff in presenting or resolving the complaint. The Dean and Academic Registrar are designated as contact persons who will listen to a complaint, give information on options available, and give counselling and support to the complainant. The contact person will respect the complainant's wishes and feelings.

Options available to complainants include:

- Discussion with no further action;
- Supported informal communication between the complainant and the other party;
- Informal communication by the contact person with the other party.

The complainant need not be personally identified to the respondent; however, the detail provided must be sufficiently clear for the respondent to understand the nature of the complaint. In some situations, it may be impossible to pursue a complaint unless the complainant agrees to be personally identified. Both parties have the right to seek advice from independent advisors at any time.

The President may appoint at least two Complaints Officers to consider the complaint and response, and to interview both parties and appoint a Complaints Manager to manage the complaint.

If a formal complaint is made, the President, Complaints Manager or the Complaints Officer will interview the complainant and any other party involved.

The President or the Complaints Manager may appoint an independent person to assist in achieving a resolution through mediation. If mediation is inappropriate or unsuccessful, the President or the Complaints Manager will put the complaint in writing to the respondent, along with advice to consult his or her colleagues or professional association and specifying any details that must be included in a response.

The respondent must make a response to the complaint in writing within ten days of receiving the written complainant.

If the complaint is substantiated, resolution will be sought either through informal processes or through the formal disciplinary provisions.

The President or the Complaints Manager will provide a written response to the complaint.

Written records will be kept on file, and a record will be kept on the academic or personal files of the complainant and respondent.

4.10 Safe Practice

One of the key purposes of the College's Quality Management System is to provide reassurance and confidence to all parties that appropriate decisions will lead to appropriate actions in all foreseeable situations.

It is important that the College's academic program and systems are designed to provide appropriate protection and support for all parties: the public, patients, students, staff and trustees of the College.

Systems should also provide the College with the confidence that should an allegation be made relating to unsafe practice, it is more likely to result from a misunderstanding than from inappropriate action on the part of any student or staff member.

To this end, the College will:

- Ensure that clear instruction is provided to all students before they enter the Chiropractic Centre on the rights of all patients, professional (intern) interaction with clients, appropriate conduct in sensitive conditions, and how to ensure that chiropractic care does not infringe these rights. This will occur primarily in the pre-chiropractic courses;
- Ensure that the Chiropractic Centre Student Handbook references and reinforces the ACC Chiropractic Code of Conduct;
- Ensure that Chiropractic Centre Intern Mentors regularly monitor student practice to ensure that it is safe and not open to misinterpretation;
- Ensure that the Chiropractic Centre Student Handbook has procedures for receiving and processing complaints or allegations of misconduct in the Chiropractic Centre. These procedures will ensure that:
- Complaints and allegations of breach of the Code of Conduct are taken seriously and investigated before any action is taken;
- Allegations of inappropriate conduct are not discussed in public until they have been formalised;
- The College will at all times endeavour to maintain the confidentiality of all parties involved in a complaint or allegation;

- In the interests of student and public safety, the College may raise issues identified as a result of complaints or allegations with staff and students. General discussion/instruction relating to these issues will be undertaken in a general way, without referring to specific incidents;
- Respect protect and support students and staff while allegations or complaints are being investigated. This principle will apply across all levels of the College, from students to trustees.

4.11 Student Representatives

The role of student representatives is an important mechanism for communication between students and the College. The relationship may at times become difficult, as student representatives may also have a concurrent role as students of the College. Student representatives and staff should be clear in any situation as to which role they are adopting.

The relationship between the College and student representatives needs to be built on mutual respect, trust and honest communications.

If at times this relationship is at risk, student representatives and/or College staff should protect the relationship by involving third parties in discussions.

The ACC Students' Association has a delegated authority from the College to represent students, and each year has elected student representatives.

Health and Safety Requirements

All students have a duty of care to ensure they are responsible for their health and safety. Students must report any potential hazard or accident to the College's Reception desk or the Manager on Duty. Students must comply with all health and safety instructions or directives.

Any student who willfully acts in an unsafe manner, disregards a health and safety directive, or fails to follow the health and safety policies, may face disciplinary action and is considered serious misconduct.

Any chemical substances that may be used as part of laboratory study or in any situation must be handled and used in accordance with the instructions given.

Please refer to appendix C for further information on Health and Safety requirements.

4.12 Health and Safety Requirements (see also Appendix D)

All students have a duty of care to ensure they are responsible for their health and safety. Students must report any potential hazard or accident to the College's Reception desk or the Manager on Duty. Students must comply with all health and safety instructions or directives.

Any student who willfully acts in an unsafe manner, disregards a health and safety directive, or fails to follow the health and safety policies, may face disciplinary action and is considered serious misconduct.

Any chemical substances that may be used as part of laboratory study or in any situation must be handled and used in accordance with the instructions given.

4.13 Serious Misconduct

4.13.1 Reporting Serious Misconduct to the ACC Board

The College has a responsibility to report any incident in which a student is found guilty of serious misconduct to the ACC Board.

4.13.2 Serious Misconduct: Dismissal from the College

The Disciplinary Committee, on behalf of the Academic Board, determines the outcome of a student guilty of serious misconduct, of which one consequence may be dismissal from the College.

4.14 Guidelines for Referencing Chiropractic in a Public Setting

Students and staff of the College must adhere to the ACC Board's guidelines when referencing chiropractic in all public and social media platforms.

4.14.1 Guidelines for Facebook and Other Social Media

When using social media, as in all other situations, it is expected that College staff and students demonstrate respect for co-workers, students, the College and the profession. The College respects the right of staff and students to engage in constructive conversation regarding chiropractic by adding value to social media discussions without obscenities, ethnic slurs or degrading personal remarks, or raising topics that may be offensive (for example, religion and politics).

Social media profiles should not include the College name or any related entity (e.g. ACC Centre).

The College accepts that social media can be used as a forum to post general comments about work (e.g. "Glad It's Friday – big week with student exams"). This example is appropriate as exams are public knowledge; however, care must be taken that comments do not reveal confidential or private College information. Additionally, students and staff, unless explicitly authorised, must not use social media as official College communication.

Be mindful of privacy settings and appreciate that 'private' comments may not be private.

Respect copyright laws.

If you make an error, own up to it. If you correct your mistake by modifying an earlier post, then make it clear you have done this.

As a student, employee or contractor of the College, it could be interpreted that your comments are as a result of knowledge or authority due to your position within the College. Be mindful when posting something related to the College that you identify that your comments are your own, and that you are not representing the official views of the College.

If you see something posted that is disparaging about the College, Chiropractic, the profession, etc., you may be tempted to join in the online debate. Check with the President, Executive Vice President or the Marketing Department first to ensure you have the correct facts. These postings are generally best left to lose momentum without commenting in order to prevent attracting undue interest from online audiences, and unintentionally giving the post credibility by engaging with it. Time will see the post lose interest as new content is generated in the forum.

If you feel compelled to respond to a post, ensure that you have the correct facts and state that you are not representing the views of the College. Never say anything contradictory to any public information about the College. It's best to check with the College before you respond.

No staff member or student should speak for or publicly commit the College to an opinion on any issue unless the person has been authorised to do so by way of job description or direction by the President.

Think about the consequences. It's easy to get caught in the moment. Comments that embarrass, trash, criticise or make fun of students, staff, the College and chiropractic, in general, serve no one. It's best to avoid making these comments altogether.

Social media comments that breach College guidelines are subject to disciplinary action.

4.15 Functions and Extracurricular Activities

All College approved extracurricular activities and functions must fulfill the following criteria:

- Be approved in writing by the President;
- Have a clearly identified host or responsible person;
- Have a clearly defined program and arrangements in place to ensure success;

If alcohol is to be sold, the College must adhere to the Liquor Licensing Act 1997. The following conditions apply:

- No alcohol is to be sold without a valid Special Liquor Licence;
- The Host or Responsible Person will confiscate unofficial alcohol; it will not be returned to the owners.

If alcohol is to be served at an event, organisers must gain approval from the President and provide a host plan with their request.

All College policies and procedures (including Ethics and Disciplinary Policies) are applicable to official College extracurricular activities and functions whether they are held on campus or off-site.

Students may use/hire College rooms for College functions and club meetings. Application forms to use College facilities are available at the College's Reception desk and are approved by the President.

Unofficial or private gatherings of any groups of College students, staff or faculty do not constitute a College meeting/activity/function. The College takes no responsibility for any such meetings or any outcome of such meetings.

4.16 Legal Name

Students must use their legal name on all College formal communications and ID forms including ID card and email account, assignment submissions, tests and exams, all academic and formal forms.

4.16.1 Changing Legal Name

To change a legal name, students must provide an original copy of a divorce decree, marriage certificate or passport to the Academic Registrar.

4.17 Photographs and Recordings

The College advises that it regularly films and photographs students at the College and/or participating in College events and that these non-formal photographs and videos are posted on the College's Facebook pages and used in College newsletters, photo boards, websites, etc.

If a student does not wish to be filmed or photographed, they should move away from the camera. They should also inform the event organiser and the photographer.

The College will make every endeavour not to record a student who does not wish to be recorded if the student has informed the College as outlined above. The student must also take responsibility to remove themselves from any recording, group photo, etc. if they do not want their image to be used by the College.

Students may request a non-formal image to be removed by emailing the President.

Any photograph used in any formal promotional material will only be done so with the student's written permission. Formal material is usually in connection with a brochure and may include a professional photo shoot.

4.18 Recording Academic Content

Students should be aware that the content and delivery of the academic program is protected by copyright and College policy.

Recording any content (lecture and practical courses) is at the discretion of the lecturer and/or the College. If students wish to make a recording, they must seek permission from the lecturer concerned PRIOR to making the recording. The College owns the copyright of all academic content and in some situations uses material belonging to others solely for the educational purposes of the College under licence.

Once you have permission to make a recording, you may use the recording for the purpose only of private

5.0 Enrolment and Finances

5.1 Enrolment Deposit Refund Policy

Applicants who have met the admissions criteria and who are offered enrolment to the College must pay a deposit by the due date to guarantee their place. For domestic applicants the enrolment deposit is \$500.

The enrolment deposit is not refunded if the applicant withdraws their enrolment offer or enrolment before the semester start date.

Applicants who complete their enrolment and attend classes the first day of the semester will have their deposit refunded to them to a nominated Australian account.

In the event of serious illness, accident or circumstances beyond the student's control that results in the student withdrawing their enrolment before the semester start date, the student may apply to the President for a partial or full refund of the enrolment deposit.

Suitable documentary evidence must accompany the application. Applications must be received within 30 days of the student's notification they were withdrawing.

The President will review the application and forward it to the Admissions Committee for consideration.

Students should note that the Student Loan and Fee Policy applies from the semester or course start date.

5.2 Tuition Fees Payments

Tuition fees must be paid in full or by an ACC Installment Plan or FEE-Help by the notified date. Students may be withdrawn from unpaid courses.

Semester tuition fees are due on the first day of Semester One.

Tuition payments can be paid in cash, by bank cheque and through Internet banking. Credit card payment for tuition fees incurs a 2% surcharge. This only applies to tuition fee payments. The College accepts Visa and MasterCard.

Students who receive financial aid must meet the due dates and obligations required of their financial aid provider so that they meet the College payment due date. Failure to meet financial aid obligations that result in late payment to the College is subject to the College's Failure to Meet Financial Obligations policy. Students should refer to this policy to fully understand their financial obligations to the College.

The course fee of the course or courses that the student enrolls in determines the total tuition fee for the student. Refer to the Fees and Financial Assistance section on the ACC website.

All dollar amounts quoted in the Student Handbook are in Australian dollars.

Private party cheques must clear from the College Bank Account before refunds and credits are processed.

Payment plans for tuition fees are available in special circumstances if a student is facing financial hardship. Payment plans are applied for through the College's Corporate Services Manager and approved by the President.

Contact the Finance and Accounting department for payment plan information.

Third Party Payments: Tuition fee refunds or excess payments are referred to the originating payer. Exceptions to this rule apply when tuition fees are paid by College recognised financial aid lending institutions.

5.3 Compulsory Student Services and Amenities Fee

The College charges all students, irrespective of full or part time study, a semester Compulsory Student Services and Amenities Fee (CSSAF) The College follows the Ministerial Direction from the Department of Education in the management of these funds. The fee is \$250 per year, waived for the 2020 student cohort.

5.4 Failure to Meet Financial Obligations

The College reserves the right to impose the following actions for any outstanding debt and resources owed to the College by any student:

- Withhold results;
- Withhold eligibility to graduate;
- Withdraw from classes;
- Restrict enrolment.

5.5 Tuition Fee Increases

Tuition fees for future years are subject to change at the discretion of the College. If tuition fees change, the College will notify students with reasonable notice.

5.6 Australian Loans and Allowances

Australian citizens and permanent residents have access to Australian Government student loans and allowances, although conditions do apply. For up-to-date information relating to the Australian Student Loan scheme check <https://www.education.gov.au/government-loans-students>

Students are encouraged to apply and complete student loan information early to ensure that loan providers make payment to the College by the tuition due date. Admissions manages most financial aid loan providers.

At the time of going to publication, the College has applied for registration as an approved FEE-Help provider. This may impact students enrolling for 2020 intake.

Information relating to ACC's FEE-Help registration will be made immediately available on the College website on receipt of decision by the Commonwealth Government.

Please visit www.acc.sa.edu.au/financial-assistance for information about the college's FEE-Help status.

5.7 Tuition Fee and Compulsory Student Services and Amenities Fee Refund Policy

Withdrawal Date	Administrative Fee for a Refund	Result recorded	Process and Approval
Prior to the semester or course start date:	Tuition Fee and Compulsory Student Services Fee – 100% refund. No refund for Course Related Costs.	No results recorded	New students must withdraw through Admissions.
After the semester or course start date, and up to, and including the census date	Domestic student: A student will be charged 10% of their semester tuition fee, an amount equal to or \$500, whichever is the lesser amount. There is no refund for Course Related Costs or the Compulsory Student Services Fee for Domestic students.	No results recorded	An existing student must withdraw through the Academic Registrar and the Dean of Academics must approve the withdrawal. Application for Withdrawal/Deferment forms is available from the College's Reception desk. A new student must withdraw through Admissions.
After the census date	No refund unless there are exceptional circumstances (see 5.71)	Withdrawal 'WD' If the course is 75% or more complete at the time of withdrawal, the result recorded is an 'F' – Fail.	An existing student must withdraw through the Academic Registrar and the Dean of Academics must approve the withdrawal. Applications for Withdrawal/Deferment forms are available from the College's Reception desk.

To withdraw or defer from a course or courses or from the program, a student must complete a withdrawal/deferment form available from the College's Reception desk. The date of the withdrawal or deferral is the date the form is completed in full and submitted. A partially completed form will not count towards the withdrawal or deferral date.

5.71 Exceptional Circumstance Rule

In the event of serious illness, accident or exceptional circumstances beyond the student's control arising before the mid-point of a course, which prevent a student from completing the course, the student may formally apply to the Dean under the exceptional circumstances rule for a partial refund. Students must submit their application to the Dean within 10 days of the withdrawal or deferment date.

Suitable documentary evidence must accompany the application.

The Dean will review the application and forward it to the Admissions Committee for consideration and approval.

If approval is granted under the exceptional circumstances rule, the course will show as a Withdrawal on the student transcript.

If approval is granted for a partial refund, the refund is calculated as defined in the Student Loans and fees Policy available on the ACC website.

There are no refunds after the above dates in any circumstances.

5.8 Additional Course Related Costs

At the end of the academic year, a Course Related Costs document becomes available for the next academic year. This document is uploaded to the College website. The College notifies students via their College email when this information becomes available. There are no refunds for course related costs.

5.9 Enrolment Due Date

The College determines the dates that enrolment forms are due. The College is not bound to accept enrolment forms after the due date. Students will only be permitted to enrol in a course 10 days from the course start date. In exceptional circumstances and on a case by case basis.

6.0 Pastoral Care and Student Services

6.1 Accommodation

The College does not provide accommodation facilities.

6.2 Childcare

The College does not provide childcare facilities.

6.3 Counselling

From time-to-time, students may require additional support. In these circumstances, they can be referred to specialist services that assist students. The College has a number of support services available for students.

Students seeking counselling should contact the Dean of Academics in the first instance. The integrity and confidentiality of the support provided is maintained by the counselling service, and the student's identity is kept confidential. The College pays for the student's first two sessions. If students wish to continue with counselling after the first two sessions it is at their own expense.

Academic Support

The College also offers support for students who suffer from exam stress and/or where study habits are affecting their wellbeing and/or grades. Students should make an appointment with the Dean of Academics to discuss their situation.

The College also offers workshops throughout the year to help students develop their study and exam skills.

6.4 Information and Communication Technology

The integration of information and communication technologies (ICT) in the teaching and learning program is an important mechanism for ensuring the currency of information referenced in the program.

Lecturers will increasingly make use of information and communication technologies. They will provide references to website and database information sources, and where appropriate, assignments will encourage exploration of appropriate sources.

Lecturers will also remind students of the practical and ethical risks of misuse of ICT and information overload.

The Library holds tutorial sessions for students throughout the year on various aspects of information access and use, as well as in-class sessions

6.5 Library

The ACC Library plays a key role in supporting excellence in learning, teaching and scholarship by the ACC community, its students and staff, through the provision and promotion of recorded knowledge.

The Library enables and enriches learning through the provision of robust, relevant and extensive information resources and services in line with the teaching and learning plans of the ACC. The ACC aims to build an exemplary Library service that draws on the professional expertise of staff, reflects a commitment to quality assurance principles, and is future-oriented.

The ACC will provide both an online and physical library resource, and ensure that the library collection aligns with the prescribed readings recommended in the course and subject outlines. The ACC is committed to ensuring that students and staff have access to appropriate information resources, and arrangements for the Library's operations to facilitate that commitment.

ACC will accommodate a collection for the first year of intake, with a view to enhancing the facilities as course offerings extend to second year and the scale of the student intakes increase. This will be bolstered by ensuring that students are apprised of public access libraries – in particular supporting students with training focused on accessing the State Library of South Australia.

6.6 Students with Learning Disabilities

Students must declare any learning disability at the time of the enrolment. The Academic Registrar coordinates support students with learning support needs.

Reasonable instructional consideration is available for students who have been evaluated and documented to have a learning disability. It is the responsibility of the student to provide the College with an up-to-date evaluation outlining his/her specific learning disability.

The College reserves the right to request that the student be re-evaluated by a trained evaluator, if the documentation provided is not sufficient for a proper analysis of the student's academic needs. This process should be completed prior to enrolment to the College.

A student who states a need for special consideration prior to accepting their enrolment offer, or submitting their enrolment form if a returning student, will be provided consideration if the College is able to do so.

If a student is diagnosed with a learning disability while enrolled at the College, special consideration will be provided within a reasonable amount of time if the College is able to do so.

If a learning disability is suspected, the student is responsible for the cost of any evaluation. The College reserves the right to require a student with a pre-existing verified learning disability to be re-tested.

6.7 Student Clubs

The College supports and encourages student clubs that are congruent with the mission, core values and ethos of the College. Clubs must have a Student Executive who is responsible for the day-to-day responsibilities of running the club and its meetings.

All clubs must have a faculty advisor, and the Corporate Services Manager, in consultation with the President of the College, prior to the Club's first meeting, must approve the club and the advisor. Where College facilities are required, the Student Executive must complete and sign a room hire agreement. The room hire in most cases is free and is determined by the President. All equipment in technique rooms may be used under faculty supervision. Clubs must operate within all policies of the College irrespective of their own terms of reference and agreements.

Club Attendance

- All students may attend any non-technique club;
- Students may attend technique clubs for College core techniques if they have completed, or are enrolled in, the corresponding technique course.

Students may **not** attend technique clubs for techniques not taught at the College until they have completed and passed all of the College core technique courses.

All club attendance is subject to the individual club's terms of reference.

No approved absence from class or assessments will be granted for attendance of any club meeting.

Adjusting is not permitted at any club, unless under the supervision of an approved College Intern Mentor or faculty member.

Clubs generally run during the semester, and do not meet during study and semester breaks or during exams.

6.8 Attendance of Extracurricular Seminars

The College recognises that students are interested and keen to enrich their knowledge. However, the timing of extracurricular learning, the potential for student overload and the need for contextual understanding should be considered.

- Students may attend any non-technique extracurricular seminar;
- Students may attend technique seminars for College core techniques if they have completed or are enrolled in the corresponding technique course.

Students should **not** attend technique seminars for techniques not taught at the College until they have completed and passed all of the College core technique courses.

All seminar attendance is subject to the individual seminar convener's terms of reference.

No approved absence from class or assessments will be granted for attendance of any seminar.

Only College core techniques may be used in the Chiropractic Centre.

Adjusting by College students is not permitted at any seminar, unless under the supervision of an approved College Intern Mentor or faculty member.

7.0 Administration

7.1 College Cleanliness

All students and staff have a responsibility to contribute to keeping the College clean and professional looking.

7.2 College Security

The College has a CCTV security system that records 24 hours a day. Emergency exits are alarmed. These must not be used except in an emergency.

7.3 Communication

- Electronic communications to students are sent via their College email account;
- Mail addressed to students can be collected at the College's Reception desk;
- Students must not send student-wide or class-wide emails unless the Corporate Services Manager has given them explicit permission.

7.4 Copyright

The College has a Copyright Licence that enables staff to include material from a variety of published formats in class material, remembering that all use must be documented. For details, please refer to the Copyright Brochure available at the College's Reception desk or from Library staff.

Newspapers are not included under our licence; this means that quotes, excerpts and clippings from newspapers may not be included in course material or copies made and distributed in any form.

7.4.1 Public Performance Screening Licences

Under the Copyright Act 1968, to screen a film in any format (e.g. 35mm or 16mm; DVD; videocassette; laser disc or use of any form of electronic transmitting device) at the College, you need the permission of the copyright owner. This applies whether a film or video is shown or intended to be shown in its complete form or only in part.

7.5 Equipment

If any equipment or facility (building) needs repair or maintenance, report this to the College's Reception desk.

7.6 Faculty Office Hours

Members of the teaching faculty have office hours that are posted at the beginning of each semester. These hours are published to allow the lecturer to be readily available to students on a first come first served basis. If you wish to make an appointment outside of these hours, it is best to contact the lecturer to confirm an appropriate time.

Campus hours are 8.00am-5.00pm, Monday - Friday.

The College is closed on public holidays and for a two-week period at the end of the year over Christmas and New Year.

Refer to the Academic Calendar for dates. The Academic Calendar can be found on notice boards and on the College website.

7.7 First Aid and Medical Care

First aid kits are kept at the College's Reception desk. Please consult the phone directory to locate any services that you require.

7.8 Forms

Most forms are available at the College's Reception desk and the Library.

7.9 Graduation

All students are welcome to attend graduation. Graduating students will need to meet the cost of gown hire, photography and other graduation activities. For information relating to graduation, contact the Events Office.

7.10 Graduation (Degree) Certificates

The degree certificate awarded by the College is a legal document, and only one original can be in existence at a time. The College cannot provide a copy of the degree certificate.

If the degree certificate has been lost, stolen or damaged, a replacement certificate can be ordered by completing a request form and a statutory declaration witnessed by a Justice of the Peace, Solicitor, Notary Public or Officer authorised to take and receive statutory declarations. The costs are outlined on the request form. Forms are available at the College's Reception and can be posted upon request. The College must receive the original form. If the degree certificate has been damaged, the original must be returned with the form.

The College awards the certificate at graduation. Certificates are generally not available prior to graduation. If students would like to request an early certificate, they need to complete the request form. Fees will apply. There is no guarantee that the College can meet the request. If this occurs, the fee will be refunded.

In some jurisdictions where multiple copies of a graduation certificate is required, you may have a certified copy made by a Justice of the Peace or Solicitor.

7.11 Registration as a Chiropractor

The College does not guarantee registration to any Chiropractic Board. Students are responsible for understanding all the registration requirements for any Board that has jurisdiction in the location the student is planning to practise.

Graduates must apply for registration from the appropriate Chiropractic Board.

The Australian Chiropractic College is currently undergoing staged professional Accreditation with the Council on Chiropractic Education Australasia (CCEA). The ACC has completed the first two stages of the accreditation process by submitting a written notification of intent in addition to providing a written Self-Evaluation Report. Over the next 4 years (2020-2023), the ACC will continue to work with the CCEA through the varying stages of the accreditation process.

Throughout this time, the ACC will be subject to numerous site visits and interviews with various professional and academic staff and students.

The initial accreditation decision will be provided 4 months prior to the first year of curriculum delivery.

The final accreditation process will include a full Course evaluation, which may include an final site inspection, during the 3rd year (2nd term) of curriculum delivery. A decision on final accreditation will be granted prior to the cessation of the 3rd year.

It should be noted that the ACC currently does not hold professional accreditation status, nor is professional accreditation guaranteed.

If registration is achieved, graduates will be eligible to apply for registration from the appropriate Chiropractic Board and graduation from the ACC will enable graduates to apply for registration from Chiropractic Boards worldwide, including in Australia.

The College does not guarantee registration to any Chiropractic Board. Students are responsible for understanding ALL the registration requirements for any Board that has jurisdiction in the location the student is planning to practice.

At no stage prior to graduation and registration are students eligible to act or represent themselves as a registered chiropractor.

Graduation from the College enables eligibility to apply for registration from Boards worldwide. On final accreditation by CCEA Admissions may provide a list of Boards that may accept the College's qualification.

7.12 Photocopying

Photocopying and printing is available in the Library and costs 20c per copy, access using your student ID and a personal PIN. See Library or Reception staff to add funds or credit to your account.

7.13 College Hours

The College is open 8.00am - 5.00pm weekdays. The College's reception is open Mondays - Fridays 8am - 4.00pm.

7.14 Student Identification

During orientation, new students will be issued a six-digit identification number. This will be a unique identifier used for administration and confidentiality purposes. To ensure privacy, students should not divulge their ID number to others. This ID number cannot be changed. For security purposes, students should carry the College ID card at all times. The College ID is required to access secure areas of the College.

7.15 Textbooks and Equipment

Textbooks and bound course notes are available for purchase from reception in only limited quantities. Therefore, students must be enrolled in the course to purchase. Students who are not enrolled in the course may only purchase if stock is available. If there is leftover stock or with the permission of the lecturer.

7.16 Mobile Phones

Mobile phones must not be used during class-time, left unattended or used at any other time when use may disturb others.

7.17 Transport

The College is located near bus stops and bus routes, close to the train station and tram line.

There is a commercial car park immediately behind the campus which is available to the public. Students bear the cost for all transport expenses including car park fees.

The College accepts no liability for any claim by any other person whether for loss or damage of a vehicle whether from using the car park or being unable to use the carpark or for negligence or otherwise.

7.18 Conflict of Interest Declaration

The College maintains a Conflict of Interest Register that requires faculty and staff to declare any business or related transaction that could lead to a material conflict between a staff or faculty member and the College including students.

7.19 Facilities

Maintaining the campus facilities is the responsibility of the Corporate Services Manager. Students and staff should notify the Corporate Services Manager of any damage or concerns.

7.20 Working and Calendar Days

For the purposes of this Student Handbook, a working day is a business day that the College is open. A calendar day includes days the College is closed such as weekends and public holidays.

7.21 Record Management

7.21.1 Applications

Applications and associated information from the Admissions process are included in the student academic file. Applicant files that have been inactive for two or more years will be destroyed.

7.21.2 Enrolment Records

Enrolment records are kept for each student. Enrolment information includes:

- Full name and address of the student;
- Contact details for the student;
- The student's national student number (where the student has a national student number);
- Nationality and whether a domestic or international student;
- The start and finish dates of the education or training;
- Details of the student meeting the entry requirements of the education or training including, where applicable, scores for English language entry requirements.

7.21.3 Student Academic Records

Records of individual student achievement that include the name of the student, the date of achievement and the relevant grade, are kept as a permanent record by the Academic Registrar. Any recognition of prior learning arrangements for individual students, and the evidential basis for them, are kept as a permanent record by the Academic Registrar. Records of student attendance are to be kept in electronic form for the duration of the student's enrolment. Records of the achievement and transcripts are kept by the Academic Registrar and electronically available permanently via the SMS; a hard copy is printed on graduation and kept permanently in the student file. All student assessment materials are kept until 12 months after the student has completed or withdrawn.

7.21.4 Student Access to Their Information

Students have the right to ask the College if it holds information about them, and in most cases, to have access to that information. The request should be in writing and sent to the President. The College will:

- provide assistance to the student in their request;
- transfer the request to another agency if the College does not hold the information but knows someone else who does;
- respond within time limits (as soon as practicable but no later than 20 working days);
- inform the student of the decision; and
- in most instances should make information available in the form requested.

The College may charge a reasonable fee for providing the information.

There is some personal information which may be withheld under the Privacy Act. Generally, the College will withhold information if disclosure will mean:

- the unwarranted disclosure of the affairs of another person;
- if disclosure of information is an evaluation or an opinion compiled solely for the purposes of awarding scholarships or awards, honours or other benefits and the evaluation or opinion was given in confidence;
- a breach of legal professional privilege;
- if the request is obviously not made for any legitimate reason, or the information requested is trivial.

7.21.5 Financial Records

Invoices and receipts paid to the College including course fees and other fees including dates of payment are kept as a permanent record by the College.

7.22 Babies and Children in the Classroom

On occasion a baby or child may be brought to a lecture with their parent or guardian provided permission from the Lecturer has been obtained prior to the course start time. It is up to the Lecturer to grant permission.

The Lecturer may determine the rules regarding babies and children in their course. If the baby or child is causing a distraction, the parent or guardian must minimise the disruption or leave the lecture.

8.0 Appendices

8.1 APPENDIX A: Examination Procedures

Written Examinations

- Students are advised to be present outside the venue at least thirty minutes before the set start time.
- Students are required to present student ID to the invigilator in order to be admitted to the examination. ID needs to be displayed clearly on the table. An invigilator will go around and mark roll call using the ID.
- Late students can be admitted up to 30 minutes after the start of the exam.
- All unauthorised belongings must be placed outside the examination room. The invigilator will remind students of the authorised material they may have with them.
- All authorised material for the examination must be laid out on the desk tops in clear view.
- Students may not move furniture or equipment without the specific permission of the invigilator.
- All papers are to stay untouched until the 15 minutes of perusal time commences.
- Students may write the required information on the front of the examination booklets and complete any attendance slips for the invigilator while waiting for the examination to start.
- Any correction or explanation will be clearly posted on the board and brought to the attention of all students sitting the examination.
- All answers must be written in only blue or black ink on either the paper provided for the examination, or in the examination booklet.
- No student is allowed to leave the examination room within the first 60 minutes of the exam and never, without the permission of the invigilator or without abiding by the instructions and conditions given.
- No student may communicate with another student in any manner during the examination. The invigilator has full authority and discretion to dismiss any student who is perceived to communicate with any other student after one verbal warning has been issued.
- No student shall bring into the examination room, or conceal on or about their person, any unauthorised notes, diagrams, symbols, or graphics that can be deemed to be associated in any way with the examination process.
- Where the material is 'open book', the student may take into the examination room any printed material, except English dictionaries, including annotated textbooks and lecture materials. Digital material i.e. eBooks are not permissible.
- The student shall accept and obey the procedures of the examination at all times and support the invigilator in providing a fair and equitable examination climate.
- A student, by their behaviour, must not disturb or distract other students.
- At the end of the examination, students will be required to:
 - Stop writing and place all writing instruments on the desk;
 - Gather all exam material to be handed back to invigilator including exam booklets, answer sheets and rough paper.
 - Check their names and ID are correctly marked on all material;
 - Remain seated until all examination material has been collected;
 - Leave the room silently ensuring they collect their personal belonging as they leave.
- No student is allowed to remove any paper from the examination room.
- An additional invigilator may be assigned to be present for a larger group of students who are taking written examinations.

- No laptops, cell phones or any other communication devices are permitted in examination rooms.
- Handwriting must be legible to a reasonable and average person in order to be marked.

Practical examinations

- All relevant aspects of Section A that apply to practical examinations must be complied with.
- Conduct of practical examinations may vary with the course. Students will be notified in writing of the requirements at least two weeks in advance of the date.
- One invigilator shall be present in the holding rooms of the examination.
- No laptops, cell phones or any other communication devices are permitted in examination rooms or holding rooms.

8.2 APPENDIX B: Assignment Guide to Referencing

The quality of assignment presentation is important for communication and professionalism. Every assignment submitted should meet the following requirements:

Format

All assignments must:

- be printed not handwritten (unless specified);
- be double spaced;
- have left and right margins of at least 2 cm;
- be checked for spelling and grammar;
- have fully labelled pictures, tables, graphs, figures and diagrams;
- be fully cited (including images, pictures etc credited) and with a reference list;
- have an assignment cover sheet attached.

Acknowledging Sources

Sources must be acknowledged and students must identify all the sources used in an assignment:

- to prove your work has a substantial, factual basis;
- to demonstrate the research used to reach your conclusions;
- to allow the marker or reader to follow-up your references and to check the validity of your arguments for themselves;
- to protect intellectual property;
- to protect yourself against **plagiarism**.

As well as acknowledging information **in the body of your work, a list of sources** must be provided at the end as a Reference List/ Bibliography.

If you do not acknowledge a source you are guilty of **plagiarism**. If you have worked on an assignment with another student, make this clear.

1. Plagiarism is defined as taking, using, and passing off as your own the ideas or work of another.

Plagiarism is cheating and a serious offence, and is treated as such by the College. The College will take actions and treat all instances of plagiarism formally.

The College takes a number of steps to detect any instances of plagiarism or collusion, including the use of plagiarism detection tools such as Turnitin that checks for collusion as well as on-line cheating.

Handing in completed assignments

All assignments are to be handed in by the allocated time and date, as indicated on in the Subject profile. Assignments handed in manually will be stamped with the date it is handed in on, before being given to the lecturer concerned. Assignments submitted digitally will be electronically tagged with the submission date and time. The use of an assignment cover sheet is mandatory.

2. Late assignments

If you need an extension for an assignment, you must apply on the appropriate form to the subject lecturer before the due date. Late assignments will be penalised as follows:

- Less 30% of the final mark for 1-3 days late;
- Less 40% of the final mark for 4-7 days late;
- Less 50% (or no higher than a C grade) for 8-10 days late;
- More than 10 days after the due date, assignment will not be marked;
- OR as specified in the Subject Outline.

Completed assignments that cannot be handed in on time due to circumstances beyond the student's control should be referred to the subject lecturer in the first instance.

8.3 APPENDIX C: Health Orientation

Health and Safety

The ACC is committed to the health, safety and wellbeing of all staff, students, visitors, and contractors. This policy demonstrates the ACC's commitment to providing a safe environment for work and study in accordance with relevant legislation and standards.

First and foremost responsibility lies in evacuation procedures especially in the event of fire and natural disasters. Some important information worth remembering for your and others' safety is listed below:

Display of Fire Action Notices

- Green "EXIT" lights are displayed prominently from the ceiling in all areas;
- Fire extinguishers are located in strategic places on campus with instructions in their use displayed on the wall above the fire extinguishers;
- Glass fire alarm switches are also strategically located in all areas. These and the fire extinguisher locations are displayed in the floor plans.

Evacuations

- Trial evacuations will be conducted every semester, except any semester in which an emergency evacuation has taken place;
- Trial evacuations will be managed by a member of the Health & Safety Committee, the Wardens, together with a representative from the relevant authority;
- In addition, students may randomly be deputized to help with the evacuation and with controlling the traffic;
- Lecturers affected will conduct a roll call for their class after evacuation at Assembly point and report to the building warden. They must therefore carry with them the attendance sheets.

Means of Escape

- Please ensure that these exit doors are kept clear of obstacles at all times; and are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time;
- Doors must be easily opened from the inside without the means of a key;
- Smoke control and fire stop doors must be kept closed at all times unless fitted with 'hold open devices' which comply with the building code;
- Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate;
- Manual fire alarms, fire hose reels and fire extinguishers are not obstructed and easy access to any of these items is available at all times;
- If you discover a fire, raise the alarm immediately by operating the nearest fire alarm;
- Ensure that the Fire Service is notified by phoning 000. Clearly state the premises NAME, ADDRESS (including suburb and city/town) and NATURE OF EMERGENCY;
- Leave immediately by the NEAREST safe exit route. Move quickly but DO NOT panic or run;
- Evacuate the building promptly, and report at the correct assembly area;

- Stand well clear of the building, as in a real emergency there could be flying glass or smoke coming out. Also, the Fire Service must be able to get clear access to the building;
- Do not carry water bottles or heavy bags, loose sheets of paper, drinks such as coffee/tea to help prevent spillage and falls;
- Stay at the assembly area until the "all clear" is given.

Safety Hazards at Work

- Slips, trips and falls, cuts and bruises account for most of the accidents in offices and class rooms. Such accidents can easily be prevented by remembering the following points:
 - Do not allow trailing leads to create tripping hazards;
 - Do clear up spillages quickly; for fear of slips on smooth surfaces;
 - Do not block passageways or corridors;
 - Do take adequate measures to avoid these: Computer and VDU overuse, repetitive movements, back, eye and neck strain, limb circulation problems, upper limb disorders etc (take breaks, exercise, good posture, adequate lighting, reduction of glare, positioning of the monitor and key board, adjustable chair, copy holder, vary tasks etc);
 - Do not hold the telephone handset or the cell phone between neck and shoulder as this can cause serious neck injury or stroke;
 - Do not stand at the photocopier if you have large amounts of continuous photocopying to do;
 - Do not lean back in chairs;
- Report any chair or furniture damage that could be hazardous;
- Report loose carpeting or damaged flooring;
- Never carry anything that obscures your vision;

- Wear stable shoes with non-slip soles. It is recommended that shoes be worn;
- Look toward the direction you are walking;
- If you find yourself heading for a fall, remember - roll, don't reach. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead;
- Do not use defective plugs, sockets and leads. These cause more electrical accidents than the appliances themselves;
- Do avoid or minimise the use of adapters. Overloaded sockets can lead to fire hazards;
- Do not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation;
- Do protect electricity cables from liquids e.g. spilled coffee;
- Do find out how to deal with an electric shock incident;
- Do report electrical equipment which is not working properly;
- Avoid cluttering of cables on the floor (office or lecture room). Haphazardly lying cables, wires and computer leads can cause trip accidents and avulsion of power sockets from the wall which is an electrical hazard;
- It is the responsibility of everyone to keep the refrigerator, various appliances, cutlery and kitchen area neat, tidy and uncluttered. Therefore hazard and accident free;
- Do look out for the periodic Health & Safety directives and follow the instructions given.

First Aid Boxes are strategically located throughout the campus – look out for the green sticker with a white cross.

If you use any of the contents please enter details in the notebook provided.

Report any Health & Safety hazard to the front desk or to the Corporate Services Manager.



Australian
**Chiropractic
College**

83 Currie Street, Adelaide SA 5000

July 2020