



CHRISTIAN HERITAGE COLLEGE

THE DEGREES • THE PEOPLE • THE DIFFERENCE



SCHOOL OF BUSINESS
STUDENT HANDBOOK 2012

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**Christian Heritage College
School of Business
Student Handbook 2012**

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Dean's Introduction

To meet the standards of a Christian institution of higher education, one must learn to write clearly and think critically using Christian worldview as a unifying concept. To do so in an atmosphere of spiritual intensity, love, support and intellectual challenge is a broadening, deepening and edifying experience. Dr. Mark Rutland observes (*Charisma*, May 2005), "Education is no substitute for anointing, but young professionals being interviewed for a job, may discover that those doing the hiring expect both".

To some people, the words "Christian" and "business" are opposites. The reality is that Christianity originally spread because of the honesty of Christian traders following the trade routes of the time. Therefore, **doing Business God's way** is a unique and special calling of Christian ministry.

If you wish God to guide you in business, you need to learn business from a Christian perspective. Jesus spent 30 years studying God's Word, learning the carpentry business and then working professionally before going into his fulltime ministry for three years.

Work in the business world can be a witness to others and satisfy what God has called you to do, just as in any other profession. As a student in Business at CHC you will be here for a season to be prepared for the plans God has for your professional life. You will find that you will master the same content knowledge and develop the same competencies as your contemporaries at other higher education institutions, but you will do so in the context of Christian worldview and missional business. So, study the course, take the tests and learn the skills to build your character to result in success in both the business world and the Kingdom of God. As you do, you will learn how to manage yourself, other people and an office/institution situation. For those who love God, no experience is ever wasted because "all things work together for good to those who love God, to those who are the called according to His purpose" (Rom 8:28, NKJV).

Paul told Timothy to "study to show thyself approved" (2 Tim. 2:15 KJV) and ensure that no-one took him captive through philosophy and empty deception, according to the tradition of men (Col.2:8 NIV). Those of us who teach in the School of Business understand our role to focus on 'the equipping of the saints for the work of the ministry' (Eph 4:11-13). Obviously, then, God can use educated, well-trained minds in every profession, or He would not have instructed to us to learn. Christians are not being drawn away from the application of Biblical truth in the marketplace because secular Humanism is superior, but because they are not exposed to the Biblical alternative, which we in the School of Business think makes much more sense. Therefore we need to be transformed by the renewing of our minds (Rom 12:2, 2 Cor 3:18).

I suggest you decide to use this season of your life to prepare yourself to fulfil your side of God's covenant promise by studying at CHC. That promise is, "And you shall remember the Lord your God, for it is He who gives you power to get wealth, that He may establish His covenant which He swore to your father ..." (Deut. 8:18).

I pray that God will bless you during your time with us.

Dr Rod St Hill
Dean, School of Business

Campus Map



Section 1: Introduction

- 1.1 About Christian Heritage College
- 1.2 Vision
- 1.3 Our purpose
- 1.4 Our values
- 1.5 CHC calendar 2012
- 1.6 Important dates 2012

Welcome to Christian Heritage College (CHC). If you are new to CHC, we are delighted to have you enrolled with us. To those who are returning, thank you for continuing to study with us. To everyone, we appreciate your desire to study at a Christian institution, and we pray that we can help you to progress personally and professionally.

CHC is interested in seeing you grow academically, professionally and spiritually, and this handbook provides information about services and advice that can help facilitate this growth while you study. It also contains procedural information to help you understand how CHC functions, and things you need to know regarding your enrolment and studies.

1.1 About Christian Heritage College

Christian Heritage College is the result of Christian Outreach Centre's vision for Christian higher education in Australia. This desire led to the establishment of CHC in 1986.

CHC is committed to the development of programs, based on a Christian worldview and philosophy, which will meet the needs of both the Christian community and society in general. We wish to establish and foster an ethos and standard of Christian scholarship within a caring Christian environment. CHC endeavours to fulfil this by providing high quality graduates who possess a strong Christian commitment to God's call upon their lives, excellence in Christian scholarship and the integration of their Christian faith with their professional lives.

1.2 Vision

The vision of CHC is to be a Christian University.

1.3 Our purpose

The purpose of CHC is:

Transforming people to transform their world.

CHC believes that its courses can equip you to affect the world *within* as well as the world *around* you. A vital concept embedded in all CHC programs is transformation (Romans 12: 1-2) – the notion that we can be transformed by the power of Christ working in us, and that we can transform our world and the worlds of others as we become skilled in the gifts we have been given.

1.4 Our values

1. Faith

Christian Heritage College values our heritage of Christian belief as expressed in the creeds of the church.

2. The Word

Christian Heritage College values the Bible as the inspired Word of God in which we find the foundations of a Christian worldview.

3. Truth

Truth exists, and all truth is God's truth. Consequently Christian Heritage College values the integration of faith and learning and the unhindered pursuit of truth within a rigorous and responsible scholarly community.

4. Scholarship

Christian Heritage College values excellence in teaching and learning, scholarship, research and professional education.

5. Caring for the Individual

Christian Heritage College values the individual person as one made in the image of God, and for whom Christ died and rose again.

6. Transformed Lives

Christian Heritage Christian values the transforming work of the Holy Spirit in building Christian community and in developing individuals as whole persons.

1.5 CHC calendar 2012

SEMESTER 1, 2012			SEMESTER 2, 2012			SEMESTER 3, 2012		
COMMENCING	CHC WEEK		COMMENCING	CHC WEEK		COMMENCING	CHC WEEK	
			July 9		Winter Break			
February 20	0	Orientation Week	July 16		2012S1 Def & Supp exams			
February 27	1		July 23	1		December 3	1	
March 5	2		July 30	2		December 10	2	⊗ 2012S2 Def & Supp exams
March 12	3	⊗	August 6	3	⊗	December 17	3	★
March 19	4	★	August 13	4	♯ ⑥ ★	December 24	4	⑧ ⑨
March 26	5		August 20	5	①	December 31	5	⑩
April 2	6	①	August 27	6		January 7	6	
April 9 *		② Easter Break	September 3	7		January 14	7	
April 16	7		September 10	8		January 21	8	
April 23	8	③	September 17	9		January 28	9	
April 30	9		September 24 *		Spring Break	February 4	10	
May 7	10	④	October 1	10	⑦	February 11	11	
May 14	11		October 8	11		February 18	12	
May 21	12		October 15	12		February 25	-	Semester 1, 2013 begins
May 28	13		October 22	13		<p>The information included on the 2012 Calendar applies to CHC as a whole.</p> <p>For dates regarding teaching weeks for particular CHC Schools, please contact the relevant School Administration Office.</p>		
June 4	14		October 29	14				
June 11	15	⑤ Study Week	November 5	15	Study Week			
June 18	16	Exam Week	November 12	16	Exam Week			
June 25		Winter Break	November 19		Summer Break			
July 2		Winter Break	November 26		Summer Break			

Important Dates 2012: ⊗ Last day for adding units: Semester 1 - 12 March; Semester 2 - 6 August; Semester 3 - 10 December ★ Census Date: Semester 1 - 21 March; Semester 2 - 16 August; Semester 3 - December 21

Public Holidays 2012: ① Good Friday: 6 April ② Easter Monday: 9 April ③ ANZAC Day: 25 April ④ Labour Day: 7 May ⑤ Queen's Diamond Jubilee: 11 June

⑥ Brisbane Exhibition: 15 August ⑦ Christmas Day: 25 December ⑧ Boxing Day: 26 December ⑨ Queen's Birthday: 1 October ⑩ New Year's Day: 1 January

CHC Events 2012: ♯ School of Ministries retreat: Week of 13 August ① Open Day: Saturday 25 August ♯ Graduation: Friday 7 December CHC Office closed December 24 - January 2

* Universities Australian common vacation week

1.6 Important dates 2012



Please check the CHC website on a regular basis as dates may change during the year

Orientation Week for Semester 1, 2012 commencing students	20 February
Semester 1, 2012 classes commence	27 February
School of Ministries Graduation Ceremony (2011 graduands)	4 March
Semester 1, 2012 Last day for adding units	12 March
Semester 1, 2012 Census date	21 March
Semester 1, 2012 Mid-semester Break	9-13 April
Classes resume Term 2	16 April
Due date for application to graduate – mid-year conferral	1 May
Semester 2, 2012 unit selection on-time submission	9 July
Semester 1, 2012 Exam Week	18-22 June
End of Semester 1, 2012	22 June
Winter Break	25 June - 20 July
Applications for 2013 open	1 July
Semester 1, 2012 results released	9 July
Semester 1, 2012 Deferred and Supplementary Exam Period	16-20 July
Semester 2, 2012 classes commence	23 July
Semester 2, 2012 Last day for commencing units	6 August
Semester 2, 2011 Census date	16 August
School of Ministries Retreat	13 - 17 August
CHC Open Day 2012	25 August
Due date for application to graduate – end-of-year conferral	1 September
Semester 2, 2012 Mid-semester Break	24 - 28 September
Close of on-time applications for 2013 – Direct applicants and QTAC applicants	30 September
Classes resume Term 4	1 October
Year 4 Education School-based Internship commences Term 4	<i>According to school dates</i>
Semester 2, 2012 Exam Week	12-16 November
End of Semester 2, 2012	16 November
Semester 3, 2012 commences	3 December
Semester 2, 2012 results released	3 December
CHC Graduation Ceremony (2012 graduands) (except School of Ministries)	7 December
Semester 3, 2012 Last day for commencing units	10 December
Semester 2, 2012 Deferred Examination period	10-14 December
Semester 3, 2012 Census date	21 December
Semester 1, 2013 unit selection on-time submission	29 January

Section 2: Administrative Matters – Domestic Students

- 2.1 Classification of students
- 2.2 Full-fee places
- 2.3 Commonwealth supported places
- 2.4 Tuition fees and Student contribution amounts
- 2.5 Higher Education Loan Program (HELP)
- 2.6 Equivalent Full-time Student Load (EFTSL)
- 2.7 Census dates
- 2.8 Commonwealth Assistance Notice (CAN)
- 2.9 Commonwealth Higher Education Student Support Number (CHESSN)
- 2.10 Accessing your student assistance record
- 2.11 Code of Conduct
- 2.12 Course Assurance arrangements for Domestic students
- 2.13 *Domestic Student Grievances Policies*

Further information regarding most of the topics presented in this section can be found on the Australian Government website, 'Study Assist', at www.studyassist.gov.au.

CHC advises all domestic students to become familiar with this website during their course.

2.1 Classification of students

The Commonwealth Government's *Higher Education Support Act (HESA) 2003* classifies students as **Domestic students** or **Overseas students**.

Domestic students are Australian citizens, New Zealand citizens (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative), or holders of a permanent visa. CHC can offer Domestic students a *full-fee place* (see Section 2.2) or a *Commonwealth supported place* (see Section 2.3) depending upon the course of enrolment and the number of places available.

All other students are considered to be **Overseas students**. For information regarding Administrative Matters and Enrolment Matters, Overseas students should refer to Sections 3 and 5 of this Handbook.

2.2 Full-fee places

Students who are enrolled in **full-fee places** are required to pay **tuition fees** as set by CHC (see Section 2.4). The majority of students enrolled at CHC, and at other private higher education providers, are in full-fee places.

2.3 Commonwealth supported places

A **Commonwealth supported place (CSP)** is a higher education place for which the Commonwealth Government provides the majority of the cost of a student's education.

CHC offers Commonwealth supported places in preservice Education courses.

Commonwealth supported students contribute to the cost of their education through a **student contribution amount** (see Section 2.4). It is considered reasonable that students who directly benefit from higher education should pay part of the cost of their studies, while the Australian Government meets the major part of the costs involved. CHC, like all other higher education providers, determines the amount you contribute for each unit of study up to a maximum set by the Commonwealth Government. The range that applies to a unit is dependent on the student contribution band in which the unit is classified.

2.4 Tuition fees and Student contribution amounts

If you are in a full-fee place, you pay **tuition fees** as set by CHC.

For information regarding 2012 tuition fees and all additional fees and charges, please see the 'Fees and Charges for 2012' information sheet on the CHC website.

If you are in a Commonwealth supported place, you pay a **student contribution amount** as set by CHC in relation to maximum amounts set by the Australian government.

For information regarding 2012 student contribution bands and amounts and all additional fees and charges, please see the 'Fees and Charges for 2012' information sheet on the CHC website.

For information regarding assistance which may be available to help you to meet your study costs, please see Section 2.5 below regarding the Australian Government's *Higher Education Loan Program (HELP)*.

2.5 Higher Education Loan Program (HELP)

Students who meet citizenship requirements (Australian citizen or holder of a permanent humanitarian visa) have access to the *Higher Education Loan Program (HELP)* loan to assist in paying either their tuition fees or their student contribution amount. These are income-contingent loans and are known as **FEE-HELP** and **HECS-HELP**.

Students in full-fee places who meet citizenship requirements are eligible for **FEE-HELP** assistance to defer payment of all or part of their tuition fees.

Commonwealth supported students who meet citizenship requirements are eligible for **HECS-HELP** assistance to defer payment of all or part of their student contribution amount.

For further information, please consult the appropriate booklets, *FEE-HELP Information 2012* and *Information for Commonwealth Supported Students 2012*, or access the information via the CHC website or the 'Study Assist' website.

Graduates of a CHC preservice Education course may be eligible for the HECS-HELP benefit. For details regarding this benefit, please refer to the *Higher Education Support Act 2003 Guidelines* (Cth), HECS-HELP Benefit Guidelines (http://www.comlaw.gov.au/Details/F2010L00630/Html/Text#_Toc230684784).

2.6 Equivalent Full-Time Student Load (EFTSL)

Equivalent Full-Time Student Load is known as **EFTSL**. It is a measure of the study load, for a year, of a student undertaking a course on a full-time basis. This means that each unit you undertake has an **EFTSL value** attached to it which indicates its value in relation to a normal full-time study load. A normal full-time study load over one year in any given course is equivalent to a value of '1'.

Each unit in which you enrol in an academic year has an EFTSL value which is related to the number of units that constitutes a normal full-time study load in your course, and is an equal fraction of '1', as follows:

- for courses in which a normal full-time study load for one year is eight units, each of those units will have an EFTSL value of one-eighth of 1, which 0.125;
- for courses in which a normal full-time study load for one year is ten units, each of those units will have an EFTSL value of one-tenth of 1, which 0.1.

For further information, please consult the 'EFTSL Values for Units of Study in 2012' on the CHC website.

2.7 Census dates

What is the Census date?

The Census date is the date within a semester on which all your enrolment requirements for that semester must be finalised.

CHC sets the Census date for each unit of study available in a calendar year. Information for units which have a Census date between 1 January and 30 June (Semester 1) will be published by 1 October of the year prior to the commencement of those units, while information for units which have a Census date between 1 July and 31 December (Semesters 2 and 3) will be published by 1 April of the same year in which those units commence.

You should check the Census date for your units, which is available on the CHC website, as you are responsible for meeting CHC's Census date deadlines. You must check that all enrolment and payment details are correct on or before the Census date for each unit. Please note that the Census dates apply to **all** units, including *intensives*, *practicum* and *internship* units, being offered in a particular semester.

The Census dates for 2012 are as follows:

- | | |
|--------------------|---------------------------|
| • Semester 1, 2012 | Wednesday, 21 March, 2012 |
| • Semester 2, 2012 | Thursday, 16 August, 2012 |
| • Semester 3, 2012 | Friday, 21 December, 2012 |

Importance of the Census date

The Census date is important because it is the **deadline** for all of the following:

- finalising your enrolment with CHC;
- completing and submitting a *Request for FEE-HELP* form (students in full-fee places);
- completing and submitting a *Request for Commonwealth support and HECS-HELP* form (all students in Commonwealth supported places);
- paying part or all of your student contribution upfront, if you wish to pay upfront;
- paying part or all of your tuition fees upfront, if you wish to pay upfront;
- providing your Tax File Number, if you have requested a FEE-HELP or HECS-HELP loan.

Please note that payments cannot be made to CHC after the Census date for a semester. After the Census date, all payments must be made directly to the Australian Taxation Office (ATO).

If you remain enrolled in a unit as a student in a full-fee place at the close of business on the Census date you will:

- be liable for the balance of any part of your tuition fees which have not been paid upfront;
- incur a FEE-HELP debt, if you have requested a loan for your tuition fees for that unit.

If you remain enrolled in a Commonwealth supported unit at the close of business on the Census date you will:

- be liable for the balance of any part of your student contribution amount which has not been paid for that unit;
- incur a HECS-HELP debt, if you have requested a loan for your Student contribution amount for that unit.

Census date and your enrolment

The following table outlines the impact of missing the Census date.

If, by the Census date, you do not ...	Then ...
<ul style="list-style-type: none"> complete your enrolment requirements 	CHC may cancel your enrolment.
<ul style="list-style-type: none"> complete your <i>Request for FEE-HELP</i> form and not have paid your tuition fees in full 	CHC may cancel your enrolment.
<ul style="list-style-type: none"> submit your Tax File Number (TFN) and your <i>Request for FEE-HELP</i> form, or make a full upfront payment of your tuition fees 	CHC may cancel your enrolment as a full-fee paying student.
<ul style="list-style-type: none"> complete your <i>Request for Commonwealth support and HECS-HELP</i> form 	CHC must cancel your enrolment as a Commonwealth supported student.
<ul style="list-style-type: none"> submit your Tax File Number (TFN), or make a full upfront payment of your student contribution 	CHC must cancel your enrolment as a Commonwealth supported student.

Census date and your HELP debt

If you have requested a FEE-HELP loan for your tuition fees or a HECS-HELP loan for your student contribution amount, you will incur a debt on the Census date.

You will not incur a HELP debt if you formally withdraw on or before the Census date. Please note that the date of withdrawal is the date on which written notification is received by CHC.

Requesting a remittance of monies paid

If, after the Census date for a semester, you discontinue your enrolment in a unit(s) or course(s) and wish to request a remittance of monies paid, either as student contribution amount or tuition fees, for that unit(s) or course(s), you are to submit your request *in writing* to the CHC Registrar outlining the reasons for your request and including any information and/or documentation which is relevant to your request. In making decisions regarding such requests, CHC must abide by the legislation which covers the remittance of monies, under which students must meet three tests:

- the condition was not in evidence prior to the Census date for a semester; and
- the impact of the condition was not known; and
- the condition was beyond your control

Please consult the policy, *Re-crediting of 'HELP' Debts and Review of Decisions*, for further information. This policy is available on the CHC website.

2.8 Commonwealth Assistance Notice (CAN)

CHC must issue a Commonwealth Assistance notice (CAN) to all students enrolled in a unit of study who have sought FEE-HELP or HECS-HELP assistance, and/or who are Commonwealth supported for that unit. The CAN sets out varied information depending on whether you are in a full-fee place or a Commonwealth supported place.

Receiving the Commonwealth Assistance Notice

You will be sent a Commonwealth Assistance Notice (CAN) after the Census date if you have received Commonwealth assistance.

Students in full-fee places

If you have applied for FEE-HELP assistance, your CAN will include information on:

- the tuition fees for your unit(s);
- the units of study for which you have received FEE-HELP;
- the amount of any upfront payments you have made;
- the loan fee for undergraduate units of study.

Students in Commonwealth supported places

If you are in a Commonwealth supported place, your CAN will include information on:

- the units of study for which you have received Commonwealth assistance;
- your student contribution amounts;
- the amount of any upfront payments you have made;
- your HECS-HELP assistance.

Checking your CAN

It is your responsibility to ensure the accuracy of the information contained in the CAN. If you believe that any information in your CAN is incorrect, follow the steps outlined in the table below.

Step	Action
1	Provide a written request to the CHC Business Manager asking for the <i>Commonwealth Assistance Notice</i> (CAN) to be corrected.
2	Your written request should identify information in the CAN that you believe is not correct, and specify why you believe it is incorrect.
3	Submit your request to the CHC Business Manager within 14 days of the date of the dispatch of your CAN which is noted on your CAN.

If you do not submit *in writing* a request for the accuracy of the information in the CAN to be reviewed, you will incur the debt for the units noted in the CAN.

2.9 Commonwealth Higher Education Student Support Number (CHESSN)

What is a Commonwealth Higher Education Student Support Number (CHESSN)?

A Commonwealth Higher Education Student Support Number (CHESSN) is a unique identifier that all higher education providers, including CHC, must use in communications with the Australian Government concerning a person who:

- is enrolled, or seeking to enrol, in a unit of study with any higher education provider in Australia;
- has indicated that he or she is seeking to access HECS-HELP or FEE-HELP for the unit, or is a Commonwealth supported student for the unit.

This CHESSN will remain linked to you for the remainder of your academic life and, after that, for the purposes identified below.

What is the CHESSN used for?

The CHESSN is used to manage the:

- Higher Education Loan Program (HELP); and
- Commonwealth Scholarships.

The CHESSN is limited in its use to monitoring Commonwealth Assistance to eligible higher education students, including the provision of data to the Tax Office regarding HELP debts.

You can use your CHESSN to access information regarding your student assistance record via the private records area of the *Study Assist* website.

2.10 Accessing your student assistance record

You can use your CHESSN to log in to the 'My Uni Assist' area of the *Study Assist* website. The table below indicates the information which is contained in this area.

It is important that you are familiar with the information which can be accessed via this portal and with the need to ensure that you provide CHC with up-to-date personal details. Information regarding the collection and use of your personal details, and how to change your personal details, can also be found on the *Going to Uni* website.

'My Uni Assist' area	Available information
FEE-HELP assistance	<ul style="list-style-type: none"> • available FEE-HELP assistance • use of FEE-HELP assistance • remaining FEE-HELP assistance • FEE-HELP debt reported to the Australian Taxation Office (ATO) • FEE-HELP assistance, loan fees and total debts incurred for each unit of study that has incurred a FEE-HELP debt
Commonwealth supported units	<ul style="list-style-type: none"> • total HECS-HELP debt • remission of HECS-HELP debts due to special circumstances • HECS-HELP debts and discounts incurred for each Commonwealth supported unit of study

2.11 Code of Conduct

In accordance with its foundation on Christian principles, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Further, CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect, and the basis for dealings among members of the CHC community should be one of mutual respect. The CHC *Code of Conduct* aims to engender a commitment to these values.

The CHC *Code of Conduct* encourages all members of the CHC community to recognise the potential of each individual for personal growth and transformation, and acknowledge, with grace, the varied life journeys of individuals. It promotes academic integrity and seeks to allow reasonable freedom for students to pursue study and research and to participate in community life at CHC, as well as respect the property of CHC, the wider Citipointe campus and members of the CHC community. The CHC *Code of Conduct* also provides clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.

The CHC *Code of Conduct* can be found on the CHC website.

2.12 Course Assurance arrangements for Domestic students

Under the provisions of the *Higher Education Support Act 2003*, Christian Heritage College is obliged to provide domestic students with course assurance arrangements. The objective of such arrangements is to afford protection to students by ensuring that, if Christian Heritage College ceases to be able to provide a course of study, all students enrolled in that course are able to:

- enrol in a similar course of study with another higher education provider and receive full credit towards the same or a comparable qualification from the second provider for any successfully completed units of study undertaken as part of that course of study; and
- if necessary, receive a payment equivalent to any student contribution amount (applicable to students in Commonwealth Supported Places) or tuition fees (applicable to students in Full-fee places) paid for any undelivered unit of study. (A refund need not be paid to a student where Christian Heritage College, with the agreement of the student, transfers to another provider the student's contribution amount or tuition fees for any uncompleted units of study in order for the student to complete study with that provider).

The full details of the course assurance arrangements for Domestic students are available on the CHC website.

2.13 *Domestic Student Grievances policies*

In accordance with its foundation on Christian principles, Christian Heritage College is concerned to maintain the highest levels of student confidence in the quality and integrity of CHC's courses and administrative practices.

Because people are important, people's grievances are especially important. Students are entitled to justice in all their interactions with CHC. In addition, unresolved grievances prevent students from gaining the full benefit from the course in their learning and growth.

Three separate *Student Grievances* policies exist for Domestic students, depending upon the specific nature of the grievance.

- Academic grievances

The procedure for academic grievances concerns issues such as transfer of credit, student assessment, academic grades and other course-related matters.

- Non-academic grievances

The procedure for non-academic grievances provides a mechanism for addressing grievances regarding administrative matters such as institutional practices, financial issues, resources, marketing, physical access for students with disabilities to facilities and services, and other issues covered by CHC's Code of Practice. The non-academic grievance procedures are available to both CHC students and to those seeking admission to CHC.

- Applications for re-crediting of HELP debts

If a student does not complete the requirements of a unit due to special circumstances, they can apply to have their HELP balance remitted. The legislation which governs re-crediting and remittance requires that these special circumstances were beyond the student's control, did not make their full impact on the student until after the Census date for the unit (the last date for withdrawal without financial penalty), and made it impracticable for the student to complete the requirements of the unit.

For complete statements of the *Domestic Student Grievances* policies, please see the CHC website.

Section 3: Administrative Matters – Overseas Students

- 3.1 Classification of students
- 3.2 The ESOS Act (2000) (Cth)
- 3.3 Other legislation
- 3.4 Overseas student tuition fees
- 3.5 Courses and units
- 3.6 Completion within the expected duration of study
- 3.7 Equivalent Full-Time Student Load (EFTSL)
- 3.8 Study loads
- 3.9 Modes of study
- 3.10 Census dates
- 3.11 Satisfactory course progress
- 3.12 Code of Conduct
- 3.13 Course Assurance arrangements for Overseas students
- 3.14 *Overseas Student Grievances policy*

Further information regarding most of the topics presented in this section can be found on the Australian Government website, 'Study Assist', at www.studyassist.gov.au.

CHC advises all overseas students to become familiar with this website during their course.

3.1 Classification of students

The Commonwealth Government's *Higher Education Support Act (HESA) 2003* classifies students as **Domestic students** or **Overseas students**.

Domestic students are Australian citizens, New Zealand citizens (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative), or holders of a permanent visa (see Sections 2 and 4).

All other students are considered to be **Overseas students**.

Overseas students who come to Australia for the purpose of undertaking a course of study do so under the provisions of a **student visa** issued by the Department of Immigration and Citizenship (DIAC) of the Australian Government. Student visas are a type of temporary visa and, as with holders of all types of temporary visas, overseas students must observe the conditions of their visa. These conditions are outlined in legislation such as the *Education Services for Overseas Students (ESOS) Act* of the Australian Government (see Sections 3.2 and 3.3), and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code) which is established under the ESOS Act.

There may be circumstances when individuals who are in Australia on other types of temporary visas, such as Business visas or Spousal visas, may wish to apply to undertake a course of study. In this case, DIAC should be consulted for advice regarding whether the conditions of the particular visa held by an individual include the right to study. If the right to study is allowed and an application for admission is approved, the student is classified as an Overseas student and pays Overseas student tuition fees (see Section 3.4), but is not subject to the conditions of the ESOS Act (2000) or the National Code (2007).

The information which is included in Section 3 applies to Overseas students who are studying under the conditions associated with student visas. Overseas students who are in Australia on other types of temporary visas are to contact the Registrar's Office to ensure that their enrolment at CHC does not contravene the conditions of their visas.

3.2 The ESOS Act (2000) (Cth)

The Department of Education, Employment and Workplace Relations (DEEWR) of the Australian Government regulates the education and training sector's involvement with Overseas students studying in Australia on student visas. It does this through the *Education Services for Overseas Students (ESOS) Act (2000) (Cth)* and associated legislation which protects the interests of these students. The legislation mandates a nationally consistent approach to registering education providers so that the quality of the tuition, and associated pastoral services offered to students, remains high. The professionalism and integrity of the industry is further maintained by the ESOS legislation's interface with immigration law. This imposes visa related reporting requirements on both students and providers.

CHC is registered with the Australian Government to provide higher education courses to Overseas students and complies with the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code). A description of the ESOS framework is available on the DEEWR website at: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf.

3.3 Other legislation

CHC is also registered with the Queensland Government to provide higher education courses to Overseas students. This registration is based on compliance with Queensland Government legislation, in particular the *Education (Overseas Students) Act 1996* and the Education (Overseas Students) Regulation 1998, and leads to the inclusion of CHC and its courses on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

3.4 Overseas student tuition fees

Tuition fees for Overseas students at Christian Heritage College are calculated in accordance with guidelines set by the Australian Government, which indicate minimum indicative fees for Overseas students. Overseas students should be aware that their tuition fees are subject to annual increase as these minimum indicative fees are reviewed annually, and that the revised annual fee will apply to all Overseas students.

Overseas students are not eligible for FEE-HELP or HECS-HELP assistance and are to pay their tuition fees upfront on a semester-by-semester basis, following the payment of the first year's fees as part of the enrolment process.

3.5 Courses and units

At Christian Heritage College, students enrol in a **course** which is the complete award with which a student graduates upon the completion of the requirements for that course. Courses consist of **units**, which are individual components of a course which are usually one **semester** in length. The academic year is divided into two compulsory semesters, each of 16 weeks (excluding holidays): Semester 1 runs from February/March to June, and Semester 2 from July to November. CHC also offers a Summer Semester for a limited number of its courses. This is a non-standard, non-compulsory teaching period in the academic year, running between December and mid-February, which has fewer teaching weeks than Semesters 1 or 2 and in which selected units are available in Intensive or External modes.

All units in CHC courses carry 10 **credit points (cp)**, unless otherwise indicated. Each credit point indicates an expected student involvement of one hour per week for one semester in both formal contact hours and individual study. Therefore, for each 10 credit point unit, a student is expected to complete 10 hours of study per week for a full semester.

3.6 Completion within the expected duration of study

Each course at CHC has an **expected duration of study** based upon the number of units required to complete the course and the full-time study load in each semester (compulsory study periods only) associated with that course. For example, a course which requires 24 units for completion with a full-time study load of four units per semester (compulsory study periods only) will have an expected duration of study of six semesters, or three years.

The expected duration of study of a course is used to determine the **course end date** which is specified on your Confirmation of Enrolment (CoE).

CHC is able to extend the expected duration of your course in a limited number of circumstances only. These include:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that you are unable to attend classes or if CHC is unable to provide a prerequisite unit); or
- CHC has implemented its intervention strategy for students who are at risk of failing to meet satisfactory academic progress requirements (see *Satisfactory Course Progress* below); or
- an approved leave of absence has been granted due to compassionate or compelling circumstances, or CHC has suspended your enrolment due to misconduct (see Section 5.4).

Where any of these circumstances result in the expected duration of your course being increased, CHC will notify DEEWR of this extension and will issue you with a new Confirmation of Enrolment (CoE) which indicates a revised expected course end date. Please note that any such change to your expected course end date will require you to apply to DIAC for a new student visa.

3.7 Equivalent Full-Time Student Load (EFTSL)

Equivalent Full-Time Student Load is known as **EFTSL**. It is a measure of the study load, for a year, of a student undertaking a course on a full-time basis. This means that each unit you undertake has an EFTSL value attached to it which indicates its value in relation to a normal full-time study load. A normal full-time study load over one year in any given course is equivalent to a value of '1'.

Each unit in which you enrol in an academic year has an EFTSL value which is related to the number of units that constitutes a normal full-time study load in your course, and is an equal fraction of '1', as follows:

- for courses in which a normal full-time study load for one year is eight units, each of those units will have an EFTSL value of one-eighth of 1, which 0.125;
- for courses in which a normal full-time study load for one year is ten units, each of those units will have an EFTSL value of one-tenth of 1, which 0.1.

For further information, please consult the 'EFTSL Values for Units of Study in 2012' on the CHC website.

3.8 Study loads

Australian student visa conditions require that Overseas students maintain a study load which results in the completion of their course within the expected duration of study. Overseas students will normally need to undertake a standard full-time study load in each semester (compulsory study periods only) in order to complete their course within this timeframe.

However, the conditions of your student visa allows some flexibility in your study program by permitting you to vary your study loads across semesters – that is, to undertake a *normal*, *reduced* or *increased* study load in each study period – as long as you complete your course by the course end date specified on your Confirmation of Enrolment (CoE).

In advising you of a study program to ensure that you complete your course within the expected duration of study, CHC will assume that you will undertake a standard full-time load in each semester (compulsory study periods only) as applicable to your course.

Any variations you wish to make to your study load are to be discussed with and approved by your Course Coordinator as early as possible after your enrolment to ensure that you are able to undertake the remaining units in your course in such a way that your course end date is not affected – for example, by enrolling in a Summer Semester, or by enrolling in an increased or a reduced study load in Semesters 1 and/or 2 of a year. In proposing any such variations to your study program, you should be aware that not all units are offered in each study period and, consequently, that the schedule of units may not facilitate a variation to your study load.

3.9 Modes of study

Overseas students must generally undertake units of study in the *Internal* mode: that is, classes which are conducted oncampus in a face-to-face context for which classes are scheduled weekly across the semester. Where appropriate, Overseas students may also enrol in units which are offered as *Intensives*, in which the total number of contact hours for the semester are condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of one-, two- or three-day sessions at various points during the semester, and may be held both at weekends and during holiday periods. All arrangements regarding *Internal* and *Intensive* units, are advertised prior to the beginning of the semester in which they are being offered.

Australian student visa conditions also allow Overseas students to undertake up to 25% of their **total** course in the *External* mode: that is, where a unit is offered off campus by distance education. While Overseas students must not enrol exclusively in distance education units in any compulsory study period (at CHC, this is Semester 1 and Semester 2 of a year), they may study entirely by distance education in any non-compulsory study period (at CHC, this is Semester 3).

If you wish to undertake units in the *External* mode, you will need to consult your Course Coordinator for information regarding which of the units in your course are available in this mode and also to ensure that you do not exceed the maximum number of units which you are able to undertake by distance education.

If you reach the final semester of your course and have one unit complete and wish to remain in Australia for this unit, you must undertake it in the *Internal* mode, unless it is undertaken in the Summer Semester. If this final semester is either Semester 1 or Semester 2 of a year, and the unit is available in the *External* mode, you may ask CHC to cancel your Confirmation of Enrolment (CoE) and return to your home country to complete the unit by distance education.

3.10 Census dates

What is the Census date?

The Census date is the date within a semester on which all your enrolment requirements for that semester must be finalised.

CHC sets the Census date for each unit of study available in a calendar year. Information for units which have a Census date between 1 January and 30 June (Semester 1) will be published by 1 October of the year prior to the commencement of those units, while information for units which have a Census date between 1 July and 31 December (Semesters 2 and 3) will be published by 1 April of the same year in which those units commence.

You should check the Census date for your units, which is available on the CHC website, as you are responsible for meeting CHC's Census date deadlines. You must check that all enrolment and payment details are correct on or before the Census date for each unit. Please note that the Census dates apply to **all** units, including *intensives*, *practicum* and *internship* units, being offered in a particular semester.

The Census dates for 2012 are as follows:

- Semester 1, 2012 Wednesday, 21 March, 2012
- Semester 2, 2012 Thursday, 16 August, 2012
- Semester 3, 2012 Friday, 21 December, 2012

Importance of the Census date

The Census date is important because it is the **deadline** for all of the following:

- finalising your enrolment with CHC;
- paying your tuition fees upfront.

Census date and your enrolment

The following table outlines the impact of missing the Census date.

If, by the Census date, you do not ...	Then ...
• complete your enrolment requirements	CHC may cancel your enrolment.
• make a full upfront payment of your tuition fees	CHC may cancel your enrolment.

Requesting a remittance of monies paid

If, after the Census date for a semester, you discontinue your enrolment in a unit(s) or course(s) and wish to request a remittance of monies paid, you are to submit your request *in writing* to the CHC Business Manager outlining the reasons for your request and including any information and/or documentation which is relevant to your request.

Please consult the policy, *Refunds for Overseas Students*, for a full statement regarding this process. This policy is available on the CHC website.

3.11 Satisfactory course progress

It is a condition of your student visa that you maintain satisfactory course progress. At CHC, if you fail two or more units in a semester, or if you fail the same unit more than once, you will be identified as being at risk of failing to maintain satisfactory course progress, and a Review of Academic Progress (RAP) will be implemented. The aim of this intervention strategy is to assist you to identify the reasons for you being at risk of failing to maintain satisfactory course progress and to develop an Action Plan to avoid its repetition. This intervention strategy may include reducing your study load to assist you to achieve satisfactory course progress. In the case that this intervention strategy results in an extension to your course end date, CHC will notify DEEWR of this extension and will issue you with a new Confirmation of Enrolment (CoE) which indicates the revised course end date. In such a case, you will need to apply to DIAC for a new student visa.

The policy, *Review of Academic Progress for Overseas Students*, can be found on the CHC website.

If, after this intervention strategy is implemented, you again fail two or more units in a semester or fail a further unit more than once, you will be deemed as failing to maintain satisfactory course progress. At this point, CHC will notify you in writing that it intends to report you to DEEWR for failing to maintain satisfactory course progress and to cancel your enrolment. You will then have 20 working days in which to formally request a review of this decision, as outlined in the *Overseas Student Grievances* policy (Section 3.14). CHC will not report you to DEEWR during this period, or the period of any review process, and your enrolment at CHC will remain active.

Should any review process find in your favour, your enrolment will continue. Should you withdraw from any review process, or should any review process uphold CHC's intention to report, or following the expiration of the 20 working days without CHC having received a request for a review of this decision, CHC will notify DEEWR that you have failed to maintain satisfactory course progress. You should be aware that this will have severe implications for your student visa. You will be required to report to a DIAC officer within 28 days of receiving notice that CHC has reported you for failing to maintain satisfactory course progress, or your student visa will be cancelled and you will be required to leave Australia.

3.12 Code of Conduct

In accordance with its foundation on Christian principles, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Further, CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect, and the basis for dealings among members of the CHC community should be one of mutual respect. The CHC *Code of Conduct* aims to engender a commitment to these values.

The CHC *Code of Conduct* encourages all members of the CHC community to recognise the potential of each individual for personal growth and transformation, and acknowledge, with grace, the varied life journeys of individuals. It promotes academic integrity and seeks to allow reasonable freedom for students to pursue study and research and to participate in community life at CHC, as well as respect the property of CHC, the wider Citipointe campus and members of the CHC community. The CHC *Code of Conduct* also provides clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.

The CHC *Code of Conduct* can be found on the CHC website.

3.13 Course Assurance arrangements for Overseas students

CHC has in place Course Assurance arrangements in the event that it cannot continue to provide a course in which Overseas students are enrolled. These arrangements vary according to whether the course concerned is covered by CHC's Tuition Assurance Scheme (TAS) or by Ministerial Exemption as granted by the Australian Government.

For those courses which are covered by a TAS, the following arrangements apply:

In the unlikely event that CHC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by Tabor College, Adelaide or Avondale College at no extra cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If CHC is unable to provide a refund or place you in an alternative course, our Tuition Assurance Scheme (TAS) with the Council of Private Higher Education (COPHE) will place you in a suitable alternative course at no extra cost to you.

Finally, if COPHE cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Overseas students who accept the offer of a place at an alternative institution must accept that offer in writing and will not be paid any refund for the non-delivery of any course at CHC in which they were previously enrolled.

For those courses which are covered by Ministerial Exemption, the following arrangements apply:

In the unlikely event that CHC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Tabor College Adelaide, or Avondale College at no extra cost to you.

You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Finally, should CHC be unable to provide a refund or place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

3.14 Overseas Student Grievances policy

In accordance with its foundation on Christian principles, Christian Heritage College is concerned to maintain the highest levels of student confidence in the quality and integrity of CHC's courses and administrative practices.

Because people are important, people's grievances are especially important. Students are entitled to justice in all their interactions with CHC. In addition, unresolved grievances prevent students from gaining the full benefit from the course in their learning and growth.

Two separate grievances procedures exist for Overseas students, depending upon the specific nature of the grievance.

- Academic grievances

The procedure for academic grievances concerns issues such as transfer of credit, student assessment, academic grades and other course-related matters.

- Non-academic grievances

The procedure for non-academic grievances provides a mechanism for addressing grievances regarding administrative matters such as institutional practices, financial issues, resources, marketing, physical access for students with disabilities to facilities and services, and other issues covered by CHC's Code of Practice. The non-academic grievance procedures are available to both CHC students and to those seeking admission to CHC.

For a complete statement of the policy, *Overseas Student Grievances*, please see the CHC website.

Section 4: Enrolment Matters – Domestic Students

- 4.1 Communicating with CHC
- 4.2 Providing your personal details
- 4.3 Course enrolment and unit selection
- 4.4 Enrolment status
 - 4.4.1 Maintaining your 'active' enrolment status
 - 4.4.2 Changing your enrolment status
 - 4.4.3 Non engagement in studies
- 4.5 Changing your unit selection
- 4.6 Remittance of HELP debts
- 4.7 Cross-institutional enrolment
- 4.8 Transfer of Credit/Recognition of Prior Learning (RPL)
- 4.9 Commission for Children and Young People and Child Guardian – 'Working With Children' check
- 4.10 Student identification cards
- 4.11 Cancellation of enrolment

4.1 Communicating with CHC

Who to contact

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table which appears in Section 11 indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

How to contact

Contact may be made with CHC staff via a variety of means, such as by telephone, email and in writing. Contact details for CHC staff may be found on the CHC website.

The only way in which CHC staff will contact you will be via your **CHC email address** (see Section 8). If you are a commencing student, you will receive information regarding your CHC student account and email address shortly after you accept your offer and finalise your enrolment. It is important that you activate your CHC student account and email address immediately by following the instructions contained in this information. If you are a continuing student, you should have already activated your CHC student account and email address. If you have any trouble with the activation process, please contact resources@chc.edu.au.

Your CHC email address is the **only** email address which CHC staff will use to both send and receive emails from you. Please note that, with the submission of your *Unit Selection* form each semester, you declare that you will access your CHC email account **at least weekly**. It is recommended that you do this on a daily basis. This email address will be used to deliver to you important information and documents regarding your enrolment at CHC, such as your Confirmation of Enrolment form, your Commonwealth Assistance Notice (CAN) and your Statement of Results, as well as communication regarding any applications you may make, for example, for changing your unit selection, requesting a leave of absence, or withdrawing from your course.

If you wish to discuss your enrolment with CHC staff via telephone, you must be able to provide the answer to the **identification verification question** which you have provided on your most recent *Unit Selection* form.

Forms

For all actions associated with your enrolment at CHC you will need to complete and submit the relevant forms to CHC. All such forms are available from the CHC website. Please note that the date on which CHC receives the form is the effective date of submission.

4.2 Providing your personal details

You must ensure that you provide CHC with up-to-date personal and contact details as this information is used for reporting purposes to the Department of Education, Employment and Workplace Relations (DEEWR) of the Australian Government. Please note that no personal identifying information is reported to DEEWR.

To make changes to your personal details as held by CHC, such as your name, address, telephone and mobile number, you are to submit a completed *Change to Personal Details* form. Alternatively, you may inform CHC of changes to your personal details via email or telephone (see Section 4.1).

Please note that certified copies of any official documentation associated with changes to personal details, such as a change of name, marital status or citizenship/residency status, must be submitted to the CHC Reception before such changes will be processed.

4.3 Course enrolment and unit selection

When you received your offer of admission to CHC, you were also provided with a link to the 'Enrolment Information for New students' page on the CHC website, on which could be found a *Unit Selection* form for **commencing** students. On this form you supplied personal data and information which is used for CHC records and for statistical reporting to the Department of Education, Employment and Workplace Relations (DEEWR) in Canberra. You indicated both your course enrolment and unit selection for your commencing semester.

For each of the remaining semesters of your course, you will need to complete a *Unit Selection* form for **continuing** students to indicate your unit selection for the coming semester. This form will normally be available on the CHC website following the release of Statements of Results each semester.

4.4 Enrolment status

All students have an **enrolment status** associated with their enrolment at CHC. This is used to describe your enrolment on a semester-by-semester basis.

Following your acceptance of this offer and your submission of a *Unit Selection* form for commencing students, your enrolment status becomes 'active'. You will retain this status while you remain continuously enrolled in your course. When you have completed your course requirements and have had your award conferred upon you, your enrolment status is converted to 'graduated'.

4.4.1 Maintaining your 'active' enrolment status

To maintain your 'active' enrolment status, you simply need to continue your enrolment in your current course. To do this, all you need to do is to submit the appropriate *Unit Selection* form for continuing students by the advertised date.

4.4.2 Changing your enrolment status

After your enrolment status has been converted to 'active', you may apply to change your enrolment status according to certain actions you may take – either prior to the Census date of a semester in relation to that semester, or at the end of a semester in relation to the coming semester. These actions are explained below:

Taking a leave of absence from your course

To take a leave of absence means that you wish to suspend your enrolment in your course for a specified period of time, after which you intend to return to your course. Formal approval for a leave of absence is required to preserve your enrolment status and/or entitlement to Commonwealth support and/or assistance. Leave of absence applies to Semesters 1 and 2 of a year only: that is, you do not have to apply for a leave of absence if you are not undertaking studies in Semester 3. Please be aware that periods of leave of absence contribute to course completion times.

Please note that leave of absence does not refer to your unit enrolment within a particular semester, but to your enrolment in your course as a whole. If you wish to discontinue your studies in a particular unit(s) in a semester, please see Section 4.5, *Changing your unit selection*.

All applications for leave of absence must be made prior to the Census date of the semester in which the leave of absence is to take effect using an *Application for Leave of Absence* form. The date of application is the date that the form is received by CHC. If you wish to apply for a leave of absence in a semester for which the Census date has passed, you are to contact the CHC Registrar's Office.

If you are granted a leave of absence, your enrolment status will change to 'leave of absence'. You must contact your Course Coordinator by May 31 (if the leave of absence is for Semester 1) or October 31 (if the leave of absence is for Semester 2, or for Semesters 1 and 2) to indicate your intention to return to your studies in the subsequent semester.

The table below provides a summary of this information. 'Census date' refers to the Census date of the semester in which the leave of absence is to take effect (Semesters 1 and 2 only).

Date of application	Action and academic and/or financial implications
Prior to and including Census date	Action: submit a completed <i>Application for Leave of Absence</i> form Academic implications: no academic implications Financial implications: no financial implications
After Census date	Action: contact the CHC Registrar's Office

Transferring to a different CHC course

If you begin your studies at CHC in a particular course but later consider that a different course may better suit your needs and interests, you may apply to transfer to a new course. You may transfer to a course *within a school* (that is, to a course which is offered by the same school as the course in which you are currently enrolled) or you may transfer *across schools* (that is, to a course which is offered by a different school to the course in which you are currently enrolled).

To transfer *within a school*, submit an *Application for Transfer of Course* form by the closing date for applications, which is the second Friday prior to the commencement of the subsequent semester.

To transfer *across schools*, submit a *Direct Application for Admission* form by the closing date for applications, which is the second Friday prior to the commencement of the subsequent semester.

Semester 3 is normally not available for transferring course *across schools*.

If you have completed any previous studies, **other than CHC studies**, which you wish to be considered for transfer of credit into your new course, you must submit a completed *Application for Transfer of Credit* form, and any supporting documentation, with your application form (see Section 4.8).

Please be aware that applications to transfer course are not granted 'automatically' but are subject to issues such as entry requirements, personal suitability and the availability of places.

If your application is successful, you will be made an offer of a place within your new course. You may accept this offer, or reject it and remain in your original course. You do not surrender your place in your original course upon submitting an application to transfer to a new course. If you decide to accept the offer, your enrolment status will change to 'active' upon your submission of all relevant forms. Your enrolment status in your former course will show as 'transferred'.

If you accept the offer of a place in your new course, you become a commencing student in that course. Consequently, you should not complete a *Unit Selection* form for **continuing** students for the semester in which you begin your new course. Rather, you are to complete a *Unit Selection* form for **commencing** students, which will be sent with your offer materials. If you access 'HELP' you will be required to submit a new 'HELP' form. This will be provided with your offer materials.

The table below provides a summary of this information.

Nature of transfer	Action
Within a school	Action: submit a completed <i>Application to Transfer Course</i> form no later than the second Friday prior to the commencement of the subsequent semester
Across schools	Action: submit a completed <i>Direct Application for Admission</i> form no later than the second Friday prior to the commencement of the subsequent semester

Withdrawing from your course

To withdraw means that you wish to cancel your enrolment in your course completely and that you do not intend to return to your course. Your enrolment status will be noted as 'withdrawn'.

Please note that withdrawal does not refer to your unit enrolment within a particular semester, but to your enrolment in your course as a whole. If you wish to discontinue your studies in a particular unit(s) in a semester, please see Section 4.5, *Changing your unit selection*.

You are eligible to withdraw from your course at any time following your acceptance of an offer of admission to CHC, using an *Advice of Withdrawal* form. However, there are academic and financial implications associated with withdrawing from your course which relate to the point in the semester at which the withdrawal is to take effect. The date of the advice is the date that the form is received by CHC.

Please note that, if you withdraw from a course of study, you are able to apply to reenter that course, or to apply for entry to a different course, at any time in the future.

The table below provides a summary of this information. 'Census date' refers to the Census date of the semester in which the withdrawal is to take effect.

Date of application	Action and academic and/or financial implications
Prior to and including Census date	Action: submit a completed <i>Advice of Withdrawal</i> form Academic implications: no academic implications Financial implications: no financial implications
After Census date	Action: submit a completed <i>Advice of Withdrawal</i> form Academic implications: the following grades are awarded: Grades awarded: After Census date to end of Week 8 (S1/S2); After Census date to end of Week 6 (S3)* – W Week 9 to end of semester (S1/S2); Week 7 to end of semester (S3)* – WF Financial implications: liable for full tuition fees or student contribution amount

* Only applies if you withdraw from a course while enrolled in units in Semester 3

Graduating from your course

Upon your fulfilment of the requirements of your course, you will become eligible to graduate with an award from CHC. To graduate you must submit an *Application to Graduate* form by the publicised closing date, return all CHC resources and settle all financial accounts with CHC (including Library fines). Once you receive your award, your enrolment status will be changed to 'graduated'.

There are two occasions in each year when awards are conferred – mid-year, for students who complete course requirements in Semester 1 or Semester 3, and end-of-year, for students who complete course requirements at the end of Semester 2.

All students who have awards conferred in a calendar year are invited to participate in the annual Graduation Ceremony, which is held in December of each year.

It is your responsibility to ensure that you have completed the requirements of your course in order to be eligible to graduate and to submit an *Application to Graduate* form by the closing date for applications.

The table below provides a summary of this information.

Conferral process	Eligibility and action required
Mid-year	Eligibility: for students who complete their course requirements at the end of Semester 1 or Semester 3 Action: submit a completed <i>Application to Graduate</i> form by the date advertised on the CHC website
End-of-year	Eligibility: for students who complete their course requirements at the end of Semester 2 Action: submit a completed <i>Application to Graduate</i> form by the date advertised on the CHC website

4.4.3 Non engagement in studies

It is CHC's intent that students are as up to date as possible with changes to courses and policies. Given CHC's review cycle of courses, units and policies, if you have not engaged in study for a period of more than two years you are to reapply to study at CHC. This helps us make sure that you are aware of any changes that have occurred during your absence.

4.5 Changing your unit selection

Circumstances may arise which mean that you wish to change the units you have selected for a particular semester. This refers both to **adding** units to and **dropping** units from your study load. Please note that advertised Census dates apply to all units, including practicum and internship units, and also to the mode of delivery of a unit (eg internal, intensive, external).

If, after the submission of a *Unit Selection* form you wish to **add** units to or **drop** units from your study load in a particular semester, you are to use an *Application for Change to Unit Selection* form. This should be done in consultation with your Course Coordinator.

Applications to **add** units must be received by the end of Week 2 of the semester in which the units are being offered.

Applications to **drop** units may be made at any time during the semester, but are subject to both academic and financial penalties depending upon the date on which the application is received by CHC. These are shown in the table below. The date of application is the date that the form is received by CHC.

Please note that, if you wish to **drop** all of the units in which you are enrolled in a particular semester, you should first consult your Course Coordinator and then complete an *Application for Change to Unit Selection* form or *Application for Leave of Absence* or *Advice of Withdrawal* form, depending upon your circumstances and upon the point in the semester that you make application.

You will be notified of the outcome of your application to change your unit selection, and should not begin or cease your engagement in the units which form the basis of your application until you have received this advice.

The academic and financial implications of dropping units are as follows:

Date of dropping units		Transcript entry	Financial implications
Semesters 1 & 2	Semester 3		
Prior to and including Census date	Prior to and including Census date	Nil	Nil
After Census date to end of Week 8	After Census date to end of Week 6	W – Withdraw	Full tuition fees/student contribution amount payable
Week 9 to end of semester	Week 7 to end of semester	WF – Withdraw Fail	Full tuition fees/student contribution amount payable

4.6 Remittance of HELP debts

If you do not complete units within a semester due to what you consider to be special circumstances, you may apply to have your HELP debt re-credited. You must apply within twelve months of the date of your withdrawal from the unit(s) concerned or from the end of the semester concerned, as applicable. Applications are to be made in writing to the CHC Registrar. The date of application is the date that the written notification is received by CHC.

Before re-crediting a HELP debt, CHC must be satisfied that the circumstances involved satisfy each of the following requirements, as set by Commonwealth Government legislation:

- were beyond your control;
- did not make their full impact on you until after the Census date for the unit; and
- made it impracticable for you to complete the requirements of the units.

These arrangements do not remove students' rights to take further action under Australia's consumer protection laws. CHC's Grievance Procedures do not circumscribe students' right to pursue other legal remedies.

4.7 Cross-institutional enrolment

In certain circumstances, you may wish to pursue studies at other institutions ('host' institutions) at the same time as you are studying at CHC. This is known as cross-institutional enrolment. Instances when cross-institutional enrolment may be appropriate are:

- you want to complete a major which CHC cannot offer;
- you have an interest in a particular unit offered by another institution; or
- CHC is unable to offer a specific unit at an appropriate time.

Cross-institutional enrolment includes studies undertaken through Open Universities Australia (OUA).

If you are considering cross-institutional enrolment, you should first discuss this with your Course Coordinator. You should be aware that cross-institutional enrolments can be difficult to arrange, and it is the responsibility of individual students to contact other institutions regarding enrolment procedures and other specific requirements. Issues that need to be considered are:

- the admission requirements of the host institution for the particular unit(s);
- the costs that will be incurred for the particular unit(s);
- travelling to another campus and avoiding timetable clashes;
- whether the proposed unit(s) complement your CHC program.

If you wish to apply to study as a cross-institutional student, submit a *Cross-Institutional Enrolment Application Form A* to CHC prior to the beginning of the semester in which the study is to take place. If you wish to undertake cross-institutional study, you should attend to the arrangements as early as possible and within the dates for submission advertised by host institutions.

When the official result from your cross-institutional study is available, you must submit an *Application for Transfer of Credit* form to CHC.

Please be aware that, if you are undertaking a cross-institutional unit in your final semester of study, CHC cannot guarantee the finalisation of your results from the host institution in sufficient time for CHC's graduation processes. This may result in the conferral of your award being delayed until the following conferral period.

4.8 Transfer of Credit / Recognition of Prior Learning (RPL)

The Australian government has established principles and guidelines for transfer of credit. Most commonly, transfer of credit is granted where students have previously undertaken formal higher education studies. It is sometimes possible for students to be granted credit towards a course on the basis of prior learning experiences. However, limited amounts of credit may be granted in recognition of other forms of prior learning (RPL).

In assessing an application for transfer of credit based on prior studies, issues which are taken into consideration include the academic standing of the institution and course in which the student has studied, the standard of achievement obtained by the student and the recency, relevance and equivalence to the CHC program of the prior studies. In terms of other prior learning experiences, assessment is made whether the student could be considered to have gained sufficient prior experience and/or undertaken adequate reflection in relevant areas equivalent to the type of learning experience gained through the unit(s) being considered for credit.

In cases where a student has relevant prior learning in relation to the content of a particular unit, but has not engaged with or reflected on the content in a way commensurate with university level study, it is sometimes possible to grant an **exemption**, as an alternative to credit. Unlike transfer of credit, an exemption does not reduce the total number of units to be completed for the award of the relevant qualification; however, it does allow the student to avoid the need to undertake further study in a content area with which they are already familiar, and opens up the opportunity for them to enrol in an alternative unit more relevant to their current interests and level of personal and academic development.

Students should consult the rules of their particular courses regarding the maximum amount of transfer of credit and/or recognition of prior learning that is allowed. Students should be aware that there are limits which apply to the age of previous studies and also to the length of time which can be taken to complete a course for which transfer of credit has been granted. The policies, *Recency of study for transfer of credit purposes* and *Time limits for course completion*, contain the rules which apply to these issues. These policies are available on the CHC website.

If you wish to apply for transfer of credit or recognition of prior learning, you should submit a completed *Application for Transfer of Credit* form, accompanied by certified copies of relevant documentation, to the CHC Reception. This application will be assessed by your Course Coordinator. Following this assessment, you will be sent a letter which outlines the transfer of credit and/or recognition of prior learning which is being offered to you. You are to respond to this letter either accepting the offer, or declining the offer. If the offer is accepted, you are at that point deemed as having utilised your transfer of credit and/or recognition of prior learning.

4.9 Commission for Children and Young People and Child Guardian – ‘Working With Children’ check

Some professions have specific legal requirements attached to the right to practise in those professions. In professions such as teaching, counselling, youth work and ministry, in which contact will be made with children under the age of 18, practitioners in Queensland are required to hold a Blue Card. Other states and territories have similar restrictions on professional practice. If you are enrolled in a course which leads to a qualification in one of these professions, you must hold a valid Blue Card in order to undertake the practical requirements of the course.

Blue Cards are valid for two years. All students who require Blue Cards should submit applications early in their course in order to allow time for processing prior to the commencement of their practical requirements. Failure to gain a Blue Card prior to the commencement of practical requirements will impede students' progress through their course.

The eligibility requirements for obtaining a Blue Card can be found on the Commission for Children and Young People and Child Guardian website (www.ccydpcg.qld.gov.au). Application forms can be accessed from this site, and are also available from the CHC Reception.

4.10 Student identification cards

Student ID cards are issued free of charge in Orientation Week. These enable access to the CHC Library and, for **full-time internal students**, Queensland Rail and other concessions. Replacement cards are provided at a cost of \$15.00 (see Section 6.3).

All students must carry their ID cards at all times whilst on the Citipointe Church property.

4.11 Cancellation of enrolment

The *Higher Education Support Act 2003* (HESA) stipulates that the enrolment of a student in a Commonwealth supported place must be cancelled if the student has not supplied CHC with a completed *Request for Commonwealth support and HECS-HELP* form by the Census date in the initial semester of enrolment.

CHC reserves the right to cancel the enrolment of any student who has not paid their Tuition fees in full by the relevant Census dates, or submitted a completed *Request for FEE-HELP Assistance* form by the Census date in the semester in which the initial request for FEE-HELP is made.

Section 5: Enrolment Matters – Overseas Students

- 5.1 Communicating with CHC
- 5.2 Changing your personal details
- 5.3 Course enrolment and unit selection
- 5.4 Enrolment status
 - 5.4.1 Maintaining your 'active' enrolment status
 - 5.4.2 Changing your enrolment status
 - 5.4.3 Failure to apply for a change to your enrolment status
- 5.5 Changing your unit selection
- 5.6 Transferring to another provider
- 5.7 Transfer of Credit/Recognition of Prior Learning (RPL)
- 5.8 Commission for Children and Young People and Child Guardian – 'Working With Children' check
- 5.9 Student identification cards

5.1 Communicating with CHC

Who to contact

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table which appears in Section 11 indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

How to contact

Contact may be made with CHC staff via a variety of means, such as by telephone, email and in writing. Contact details for CHC staff may be found on the CHC website.

The only way in which CHC staff will contact you will be via your **CHC email address** (see Section 8). If you are a commencing student, you will receive information regarding your CHC student account and email address shortly after you accept your offer and finalise your enrolment. It is important that you activate your CHC student account and email address immediately by following the instructions contained in this information. If you are a continuing student, you should have already activated your CHC student account and email address. If you have any trouble with the activation process, please contact resources@chc.edu.au.

Your CHC email address is the **only** email address which CHC staff will use to both send and receive emails from you. Please note that, with the submission of your *Unit Selection* form each semester, you declare that you will access your CHC email account **at least weekly**. It is recommended that you do this on a daily basis. This email address will be used to deliver to you important information and documents regarding your enrolment at CHC, such as your Confirmation of Enrolment form, your Commonwealth Assistance Notice (CAN) and your Statement of Results, as well as communication regarding any applications you may make, for example, for changing your unit selection, requesting a leave of absence, or withdrawing from your course.

If you wish to discuss your enrolment with CHC staff via telephone, you must be able to provide the answer to the **identification verification question** which you have provided on your most recent *Unit Selection* form.

Forms

For all actions associated with your enrolment at CHC you will need to complete and submit the relevant forms to CHC. All such forms are available from the CHC website. Please note that the date on which CHC receives the form is the effective date of submission.

5.2 Changing your personal details

Australian student visas require that Overseas students inform their higher education provider of any changes to their contact details. It is important that CHC has up-to-date Australian residential addresses, phone numbers and email addresses for its Overseas students.

To make changes to your personal details as held by CHC, such as your name, address, telephone and mobile number, you are to submit a completed *Change to Personal Details* form to CHC. Where necessary, certified copies of official documentation are to be submitted with this form, such as in the case of a change of name or marital status, or a change to your citizenship/residency status.

You must ensure that you provide CHC with up-to-date personal and contact details as this information is used for reporting purposes to the Department of Education, Employment and Workplace Relations (DEEWR) of the Australian Government. Please note that no personal identifying information is reported to DEEWR.

If you wish, you may inform CHC of changes to your personal details via email or telephone. Please note that any documentation which is associated with changes to your personal details must be submitted to CHC before the changes will be processed.

5.3 Course enrolment and unit selection

When you received your offer of admission to CHC, you were also provided with a link to the 'Enrolment Information for New students' page on the CHC website, on which could be found a *Unit Selection* form for **commencing** students. On this form you supplied personal data and information which is used for CHC records and for statistical reporting to the Department of Education, Employment and Workplace Relations (DEEWR) in Canberra. You indicated both your course enrolment and unit selection for your commencing semester.

For each of the remaining semesters of your course, you will need to complete a *Unit Selection* form for **continuing** students to indicate your unit selection for the coming semester. This form will normally be available on the CHC website following the release of Statement of Results each semester.

5.4 Enrolment status

All students have an **enrolment status** associated with their enrolment at CHC. This is used to describe your enrolment on a semester-by-semester basis.

When you are made an offer of admission to CHC via your *Written Agreement*, your enrolment status is listed as 'on offer'. Following your acceptance of this offer by returning your signed *Written Agreement* and *Unit Selection* form for commencing students, and paying the required upfront fees, your enrolment status becomes 'active'. You will retain this status while you remain continuously enrolled in your course. When you have completed your course requirements and have had your award conferred upon you, your enrolment status is converted to 'graduated'.

5.4.1 Maintaining your 'active' enrolment status

To maintain your 'active' enrolment status, you simply need to continue your enrolment in your current course. To do this, all you need to do is to submit the appropriate *Unit Selection* form for continuing students by the advertised date.

5.4.2 Changing your enrolment status

After your enrolment status has been converted to 'active', you may apply to change your enrolment status according to certain actions you may take – either prior to the Census date of a semester in relation to that semester, or at the end of a semester in relation to the coming semester. These actions are explained below:

Deferring the commencement of your course

Following the submission of your Written Agreement, the conditions of your student visa allow you to apply to defer the commencement of your studies where there are compassionate or compelling reasons to do so. These are generally circumstances which are beyond your control and which have an impact upon your course progress or wellbeing. Such grounds could include, but are not limited to:

- serious illness or injury, where a medical certificate states that you are unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in your home country which requires emergency travel;
- a traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports);
- CHC not being able to offer a prerequisite unit; or
- your inability to begin studying on the course commencement date due to a delay in receiving a student visa.

Commencement is available in Semesters 1 and 2 only. If your offer is to commence in Semester 1 of a year, you may apply for a deferment of one year. If your offer is to commence in Semester 2 of a year, you may apply for a deferment of one semester.

Please note that deferment does not refer to your individual unit enrolments within a particular semester, but to enrolment in your course as a whole.

All applications to defer must be made prior to the Census date of the original semester of commencement. The date of application is the date that the appropriate form is received by CHC. Applications to defer do not attract a fee.

If you are granted a deferment, your enrolment status will change to 'deferred'.

All Library borrowing rights and access to CHC services are suspended for the period of deferment.

Should you wish to defer the commencement of your course, you should consult the CHC Registrar's Office for advice concerning your student visa; should you then wish to proceed with the deferment you are to submit a written application, and any documentary evidence to support your application, to the CHC Reception. CHC will assess your application and advise you in writing of its decision.

If your application is approved, CHC will notify DEEWR of the deferment of your enrolment and any impact it has upon your expected course end date. Should your expected course end date be extended as a result of the deferment, you will be issued with a new Confirmation of Enrolment (CoE), either prior to beginning your period of deferment or upon your notifying CHC of the date of your intended return. You will also be notified of the date by which you will need to contact your Course Coordinator regarding the processes which apply to your return from the period of deferment.

In the event that your application is denied, you have 20 working days in which to request a formal review of this decision, as outlined in the *Overseas Student Grievances* policy (see Section 3.14). Should you choose to access this policy, your enrolment will be maintained and CHC advises that you should remain in your classes until the process is complete. You will be advised in writing of the outcome of any review process.

If your application is denied, either as an initial decision by CHC or as the result of a review which upholds this decision, or if you request a review of the decision but then withdraw from the process, your enrolment will continue unchanged.

In general, if you have been granted a deferment which is 28 days or longer you are required to return to your home country, unless special circumstances exist. While it is CHC which determines your enrolment status, it is DIAC that decides whether you may remain in Australia during the period of deferment or if you must return home. You should contact DIAC if you have any questions regarding whether or not you are allowed to remain in Australia throughout the period of your deferment.

Please note that a decision which grants you permission to defer the commencement of your course such that your expected course end date is extended will affect your student visa. In this case, you will need to contact DIAC to apply for a new student visa.

Leave of Absence

The conditions of your student visa allow you to apply for a leave of absence from your studies where there are compassionate or compelling reasons to do so. These are generally circumstances which are beyond your control and which have an impact upon your course progress or wellbeing.

Please note that a leave of absence does not refer to your individual unit enrolments within a particular semester, but to enrolment in your course as a whole. If you wish to discontinue your studies in a particular unit(s) in a semester, please contact the Deputy Registrar.

For further information, please see the policy, *Leave of Absence for Overseas Students*, which is located on the CHC website.

Suspension of enrolment

Under the guidelines which govern the enrolment of Overseas students in Australia, CHC is able to suspend a student's enrolment on the grounds of misconduct.

For further information, please refer to Provision 3 of the policy, *Leave of Absence for Overseas Students*, which is located on the CHC website.

Transferring to a different CHC course

If you wish to transfer to a different course which is offered by CHC, you may transfer to a course *within a school* (that is, to a course which is offered by the same school as the course in which you are currently enrolled) or you may transfer *across schools* (that is, to a course which is offered by a different school to the course in which you are currently enrolled).

To transfer *within a school*, submit an *Application for Transfer of Course* form by the closing date for applications, which is the second Friday prior to the commencement of the subsequent semester.

To transfer *across schools*, submit a *Direct Application for Admission* form by the closing date for applications, which is the second Friday prior to the commencement of the subsequent semester.

Please note that, while these are the CHC closing dates, it is recommended that you apply to transfer course as early as possible as you will be required to contact DIAC to apply for a new student visa.

In making a decision regarding an application to change course, CHC will assess your meeting of the entry requirements for your proposed course. If it is determined that you meet these entry requirements, CHC will then consider any applications for Transfer of Credit, as well as any completed CHC studies, and apply them to your proposed course in order to determine a new course end date.

You will be advised in writing of the outcome of your application.

If your application to change your course is approved, you will be sent a new *Written Agreement* which sets out your new course details. Once you have signed and returned this agreement, and paid any associated fees, CHC will issue you with a new Confirmation of Enrolment (CoE). You should be aware that this action will affect your student visa, and that you will need to contact DIAC to apply for a new student visa.

When you have been sent your new *Written Agreement* your enrolment status will show as 'on offer'. If you accept the offer into your new course, your enrolment status will change to 'active' upon your submission of all relevant forms. Your enrolment status in your former course will show as 'transferred'.

In accepting the offer of a place in your new course, you become a commencing student in that course. Consequently, you should not complete a *Unit Selection* form for **continuing** students for the semester in which you will begin your new course. Rather, you will be sent a *Unit Selection* form for **commencing** students with your offer materials, which you are to complete and return to the CHC Reception.

If you have completed any previous studies, other than CHC studies, which you wish to be considered for transfer of credit into your new course, you must submit a completed *Application for Transfer of Credit* form, and any supporting documentation, with your *Application to Transfer Course* form (see Section 5.7).

Should your application to change your course be denied, you are able to request a formal review of this decision (see Section 3.14). Your enrolment will be maintained in your original course of study during any such review process. If a review process finds in your favour, the process will proceed as described above. If a review process upholds CHC's original decision, you may choose to remain in your original course or to cancel your enrolment at CHC (see below).

The table below provides a summary of this information.

Nature of transfer	Action
Within a school	Action: submit a completed <i>Application to Transfer Course</i> form no later than the second Friday prior to the commencement of the subsequent semester
Across schools	Action: submit a completed <i>Direct Application for Admission</i> form no later than the second Friday prior to the commencement of the subsequent semester

Canceling your enrolment (Withdrawal)

CHC recognises that the needs of Overseas students can change during their studies and that at times it may be necessary for students to cancel their enrolment in their course. This may be due to students wishing to return to their home countries – for example, due to changed family circumstances or an inability to meet the academic demands of their course – or to transfer to another registered provider to undertake a different course of study (see *Transferring to another provider* below).

Under the guidelines which govern the enrolment of Overseas students in Australia, CHC is able to cancel a student's enrolment on the grounds of failing to make satisfactory course progress or gross misconduct (see Sections 3.11 and 3.12).

Please note that cancellation does not refer to your individual unit enrolments within a particular semester, but to enrolment in your course as a whole.

For further information, please see the policy, *Cancellation of Enrolment for Overseas Students*, which is located on the CHC website.

Graduating from your course

Upon your fulfilment of the requirements of your course, you will become eligible to graduate with an award from CHC. To graduate you must submit an *Application to Graduate* form by the publicised closing date, return all CHC resources and settle all financial accounts with CHC (including Library fines). Once you receive your award, your enrolment status will be changed to 'graduated'.

There are two occasions in each year when awards are conferred – mid-year, for students who complete course requirements in Semester 1 or Semester 3, and end-of-year, for students who complete course requirements at the end of Semester 2.

All students who have awards conferred in a calendar year are invited to participate in the annual Graduation Ceremony, which is held in December of each year.

It is your responsibility to ensure that you have completed the requirements of your course in order to be eligible to graduate and to submit an *Application to Graduate* form by the closing date for applications.

The table below provides a summary of this information.

Conferral process	Eligibility and action required
Mid-year	Eligibility: for students who complete their course requirements at the end of Semester 1 or Semester 3 Action: submit a completed <i>Application to Graduate</i> form by the date advertised on the CHC website
End-of-year	Eligibility: for students who complete their course requirements at the end of Semester 2 Action: submit a completed <i>Application to Graduate</i> form by the date advertised on the CHC website

5.4.3 Failure to apply for a change to your enrolment status

If you fail to notify CHC of your intentions regarding your enrolment status for a particular semester prior to the commencement of that semester, CHC will inform you that it intends to cancel your enrolment and, if you are on a student visa, to inform DIAC (see *Cancelling your enrolment* above).

5.5 Changing your unit selection

Circumstances may arise which mean that you wish to change the units you have selected for a particular semester. This refers both to **adding** units to and **dropping** units from your study load. Please note that advertised Census dates apply to all units, including practicum and internship units, and also to the mode of delivery of a unit (eg internal, intensive, external).

If, after the submission of a *Unit Selection* form you wish to **add** units to or **drop** units from your study load in a particular semester, you are to use an *Application for Change to Unit Selection* form. This should be done in consultation with your Course Coordinator and the Deputy Registrar.

Applications to **add** units must be received by the end of Week 2 of the semester in which the units are being offered.

Applications to **drop** units may be made at any time during the semester, but are subject to visa conditions and to both academic and financial penalties depending upon the date on which the application is received by CHC. These are shown in the table below. The date of application is the date that the form is received by CHC.

Please note that, as an Overseas student, you are not permitted to drop all of the units in which you are enrolled in a particular semester unless that action is associated with an application for a leave of absence (see *Leave of Absence* above). Further, you must maintain a study load in each semester such that you complete your course within the nominated duration (see Section 3.6).

If you wish to change your unit selection for a particular semester, you should consult your Course Coordinator and the Deputy Registrar for advice regarding whether to complete an *Application for Change to Unit Selection* form or *Application for Leave of Absence* or *Advice of Withdrawal* form, depending upon your circumstances and upon the point in the semester that you make application.

You will be notified of the outcome of your application to change your unit selection, and should not begin or cease your engagement in the units which form the basis of your application until you have received this advice.

The academic and financial implications of dropping units are as follows:

Date of dropping units		Transcript entry	Fees payable
Semesters 1 & 2	Semester 3		
Prior to and including Census date	Prior to and including Census date	Nil	Nil
After Census date to end of Week 8	After Census date to end of Week 6	W – Withdraw	Full Tuition fees payable
Week 9 to end of semester	Week 7 to end of semester	WF – Withdraw Fail	Full Tuition fees payable

5.6 Transferring to another provider

If you begin your studies at CHC in a particular course but later consider that it does not suit your needs and interests, you may apply to transfer to a course offered by another provider. If you wish to enquire about changing your course, you are to consult the Registrar's Office regarding the processes involved and the implications of this action for your student visa.

Students who are in Australia on a student visa are able to transfer their enrolment from CHC to another registered provider following the completion of six months of study in their principal course of study at their original provider. In some circumstances, transfer may be permitted prior to this six-month period.

In the event that you wish to transfer from CHC to another registered provider, you should consult your Course Coordinator and the CHC Registrar's Office for advice concerning your student visa; should you then wish to proceed with the transfer, the following provisions apply according to whether you are seeking to transfer after or prior to the six-month period.

If you wish to transfer from CHC to another registered provider after the completion of the six-month period, you must submit an *Advice of Withdrawal* form to the CHC Reception. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course (see *Cancelling your enrolment* above). Please note that transferring providers may require that you be granted a new visa, and you should seek advice from DIAC in this regard. Following the completion of these processes, CHC will notify DEEWR of your transfer and your Confirmation of Enrolment (CoE) will be cancelled.

If you wish to transfer from CHC to another registered provider prior to the completion of the six-month period, you must provide CHC with a certified copy of a valid offer of enrolment from another registered provider and an *Advice of Withdrawal* form, after which CHC will provide you with a Letter of Release for sighting by your new provider. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course (see *Cancelling your enrolment* above). Please note that transferring providers may require that you be granted a new visa, and you should seek advice from DIAC in this regard. Following the completion of these processes, CHC will notify DEEWR of your transfer and your Confirmation of Enrolment (CoE) will be cancelled.

5.7 Transfer of Credit / Recognition of Prior Learning (RPL)

If you have completed previous higher education studies, you may be granted Transfer of Credit towards your course at CHC where these previous studies are comparable with CHC course requirements. You may also be eligible for exemption from units of your course, or parts of units, under Recognition of Prior Learning (RPL) provisions. RPL involves the determination of the competencies you have obtained through previous formal training, work experiences and/or life experiences and the advanced standing to which you are entitled as a result of these competencies.

It is your responsibility to make application for Transfer of Credit and/or Recognition of Prior Learning. While CHC staff may be able to make suggestions and give advice, the onus is on students to complete the appropriate application form(s), assemble the necessary documentation and submit the application(s).

A non-refundable application fee is charged to cover the costs of processing applications Transfer of Credit and/or Recognition of Prior Learning. Where applications are successful, a further fee per credit point granted is charged. Information regarding fees and charges at CHC are available on the CHC website.

It is CHC's policy that Overseas students must apply for Transfer of Credit and/or Recognition of Prior Learning at the same time as making Application for Admission to CHC in order that any credit and/or exemptions granted are taken into consideration when determining the course end date which will appear on your Confirmation of Enrolment (CoE). These evaluation processes include the development of a personal study plan which you are required to follow so that you finish your course within the proposed length of time. Applications for Transfer of Credit and/or Recognition of Prior Learning will not be accepted after you commence your studies.

For the processes associated with Transfer of Credit, please consult the *Courses Guide for Overseas Students*. Policies which apply to Transfer of Credit are available on the CHC website.

5.8 Commission for Children and Young People and Child Guardian – 'Working With Children' check

Some professions have specific legal requirements attached to the right to practise in those professions. In professions such as teaching, counselling, youth work and ministry, in which contact will be made with children under the age of 18, practitioners in Queensland are required to hold a Blue Card. Other states and territories have similar restrictions on professional practice. If you are enrolled in a course which leads to a qualification in one of these professions, you must hold a valid Blue Card in order to undertake the practical requirements of the course.

Blue Cards are valid for two years. All students who require Blue Cards should submit applications early in their course in order to allow time for processing prior to the commencement of their practical requirements. Failure to gain a Blue Card prior to the commencement of practical requirements will impede students' progress through their course.

The eligibility requirements for obtaining a Blue Card can be found on the Commission for Children and Young People and Child Guardian website (www.ccydpcg.qld.gov.au). Application forms can be accessed from this site, and are also available from the CHC Reception.

5.9 Student identification cards

Student ID cards are issued free of charge in Orientation Week. These enable access to the CHC Library and, for **full-time on campus students**, Queensland Rail and other concessions. Replacement cards are provided at a cost of \$15.00 (see Section 6.5).

All students must carry their ID cards at all times whilst on the Citipointe Church property.

Section 6: Financial Information

- 6.1 Fees and charges for Domestic students
- 6.2 FEE-HELP and HECS-HELP
- 6.3 Notification of tuition fees and student contribution amounts
- 6.4 Refunds for Domestic Students
- 6.5 Fees and charges for Overseas students
- 6.6 *Refunds for Overseas Students* policy
- 6.7 Financial assistance
- 6.8 Commonwealth government scholarships

Further information regarding most of the topics presented in this section can be found on the Australian Government website, 'Study Assist', at www.studyassist.gov.au.

CHC advises all students to become familiar with this website during their course.

6.1 Fees and charges for Domestic students

Domestic students are those students who are Australian citizens, New Zealand citizens or holders of a permanent visa (see Section 2). Depending upon students' course of enrolment and their individual eligibility, domestic students occupy either a Full-fee place or a Commonwealth supported place.

Students who are in Full-fee places incur **tuition fees**. Students who meet the residency eligibility requirements may choose to defer the payment of their tuition fees through FEE-HELP. Those students who do not meet the residency eligibility requirements or who do not wish to defer their tuition fees through FEE-HELP must pay their tuition fees upfront.

Students who are in Commonwealth supported places incur a **student contribution amount**. Students who meet the residency eligibility requirements may choose to defer the payment of their student contribution amount through HECS-HELP. Those students who do not meet the residency eligibility requirements or who do not wish to defer their student contribution amount through HECS-HELP must pay their student contribution amount upfront.

CHC must declare additional fees and charges on the CHC website. For further information, please consult the 'Fees and Charges for 2012' information sheet on the CHC website.

6.2 FEE-HELP and HECS-HELP

Domestic students who meet eligibility requirements have access to Higher Education Loan Programs (HELP). Students in Full-fee places may defer all or part of their tuition fees through **FEE-HELP**. The Commonwealth government charges undergraduate students an administration fee of 25% for access to FEE-HELP.

Eligible students in Commonwealth supported places may defer all or part of their student contribution amount through **HECS-HELP**. Full upfront payments or payments of \$500 or more attract a discount of 10%. Please note this discount was previously 20% and has been reduced to 10% from 1 January 2012 through legislation passed in 2011.

Overseas students are not eligible for HECS-HELP or FEE-HELP loans.

FEE-HELP and HECS-HELP are income-contingent loans which become repayable when a student or graduate earns a specified income level. Please consult the appropriate booklet(s), *FEE-HELP Information 2012* and *Information for Commonwealth Supported Students 2012* or access the information via the CHC website or the *Study Assist* website.

6.3 Notification of tuition fees and student contribution amounts

CHC will notify you of your tuition fees or student contribution amount via a Tax Invoice. If you are an eligible student and wish to defer your tuition fees or student contribution, submit a completed FEE-HELP or HECS-HELP form as appropriate. Students who choose **not** to defer their tuition fees or student contribution amount through FEE-HELP and/or HECS-HELP, or who are not eligible to do so, must make full payment of each semester's tuition fees or student contribution amount by the commencement of that semester. Those students who choose to defer any or all of their tuition fees or student contribution amount through FEE-HELP and/or HECS-HELP will receive a Commonwealth Assistance Notice (CAN) after the Census date.

6.4 Refunds for Domestic Students

Students should be aware that fees are **not** refunded nor are loan debts remitted upon withdrawal from units after the Census date for the specific unit.

Information regarding the circumstances under which refunds or remission of debt is applicable is available in the *Grievance Policy and Procedures for Domestic Students – Recrediting and Review of Decisions* policy on the CHC website, and in the booklets, *FEE-HELP Information 2012* and *Information for Commonwealth supported students 2012*.

6.5 Fees and charges for Overseas students

Overseas students are students who do not meet the classification of Domestic students and are in Australia on a *temporary visa*, which includes student visas and other temporary visas, such as business visas and spousal visas, which grant holders the right to study. The Australian Government sets minimum indicative fees for Overseas students and institutions must set their fees accordingly.

For further information, please consult the 'Fees and Charges for 2012' information sheet on the CHC website.

6.6 Refunds for Overseas Students policy

Students should be aware that fees are **not** refunded upon withdrawal from units after the Census date for the specific unit.

Information regarding the circumstances under which a refund of fees is applicable is available in the *Refunds for Overseas Students* policy on the CHC website. This policy sets out the process which is to be followed when applying for a refund.

6.7 Financial assistance

Youth Allowance (for students under 25 years of age), ABSTUDY Living Allowance (for indigenous students) and Austudy (for students over 25 years of age) are available for eligible students enrolled in eligible courses. Other forms of income support are available for members of the community undertaking study such as the Pensioner Education Supplement (PES). Please contact your nearest Centrelink Student Services Centre for specific information concerning your course and duration of payment.

6.8 Commonwealth government scholarships

The Commonwealth Government makes available the *Student Start-up Scholarship* and the *Relocation Scholarship* to eligible students.

Student Start-up Scholarship

If you are a full time student undertaking an accredited course at a higher education institution and are receiving Youth Allowance, Austudy or ABSTUDY Living Allowance, you will receive the Student Start-up Scholarship. You will receive this scholarship at the beginning of each traditional tertiary semester to help with the up-front costs of studying, such as textbooks and specialised equipment. If you are eligible you will receive the full amount of the Start-up Scholarship, even if you are not on the maximum payment rate from Centrelink. The Start-up Scholarship will be reduced in 2012. It will then be indexed by the Consumer Price Index (CPI), starting from 1 January 2013.

To be eligible for this payment you must be:

- studying full time in an approved scholarship course
 - receiving ABSTUDY Living Allowance, Austudy or Youth Allowance as a full-time student
 - receiving at least \$1 of Youth Allowance or Austudy basic benefit, or \$1 of ABSTUDY Living Allowance in the fortnight that a scholarship is payable (i.e. you must be receiving more than just the Pharmaceutical Allowance and Rent Assistance component of Youth Allowance, Austudy or ABSTUDY)*.
- * You will not be able to receive a scholarship in the scheduled pay period if you do not qualify for at least \$1 of Youth Allowance or Austudy basic benefit, or ABSTUDY Living Allowance within that pay period. If you are eligible, you will be able to receive the scholarship in the next pay period in which you receive at least \$1 of basic benefit, or ABSTUDY Living Allowance.

You will not get this scholarship if:

- you also receive, or qualify for, a Commonwealth Education Costs Scholarship or a Student Start-up Scholarship paid by the Department of Veterans' Affairs
 - you do not start (or resume) full time study within 35 days of qualifying for the scholarship
 - you do not undertake full-time study for at least 35 days after qualifying for the scholarship
 - there are less than 35 days left in the relevant period*.
- * In most cases, the relevant periods for the Student Start-up Scholarship are 1 January to 30 June, and 1 July to 31 December.

The relevant period for an individual student may be shorter, depending on your actual study dates, and when you first qualify for ABSTUDY Living Allowance, Austudy or Youth Allowance as a full-time student.

In 2012, the Student Start-up Scholarship will be \$1,025 for each 6 months of eligible study (a total of \$2,050 in 2012). This amount will be indexed each year. You do not need to make a separate claim to receive this scholarship. When you claim a Centrelink payment, your eligibility for the Student Start-Up Scholarship is assessed at the same time.

For further information regarding the *Student Start-up Scholarship*, please contact the Registrar's Office or access the following website: http://www.centrelink.gov.au/internet/internet.nsf/payments/start_up_scholarship.htm

Relocation Scholarship

The Relocation Scholarship is an annual payment for eligible Youth Allowance and ABSTUDY Living Allowance customers who have to live away from the family home to study. You will receive this scholarship at the beginning of the academic year to help with the costs of living away from home. If you are eligible, you will receive a larger amount of the Relocation Scholarship for your first year of study, with subsequent years being at a lower rate, even if you are not on the maximum payment rate from Centrelink.

To be eligible for this payment, you must:

- be studying full time in an accredited course at a higher education institution; and
- be in receipt of ABSTUDY Living Allowance or Youth Allowance as a full time student; and

- receive at least \$1 of Youth Allowance basic benefit or \$1 of ABSTUDY Living Allowance in the fortnight that a scholarship is payable (i.e. you must be receiving more than just the Pharmaceutical Allowance and Rent Assistance component of Youth Allowance or ABSTUDY)*;
- be a dependent person who has to live away from home to study; or
- meet specific scholarship independence criteria.

* You will not be able to receive a scholarship in the scheduled pay period if you do not qualify for at least \$1 of Youth Allowance basic benefit or ABSTUDY Living Allowance within that pay period. If you are eligible, you will be able to receive the scholarship in the next pay period in which you receive at least \$1 of basic benefit or ABSTUDY Living Allowance.

You will not be eligible for this scholarship if:

- you also receive, or qualify for, a Commonwealth Accommodation Scholarship or a Relocation Scholarship paid by the Department of Veterans' Affairs;
- you do not start (or resume) full time study within 35 days of qualifying for the scholarship;
- you do not undertake full time study for at least 35 days after qualifying for the scholarship;
- there are less than 35 days left in the year;
- you have received the ABSTUDY Residential Costs Option in the current study year;
- you have reached the age of independence and have not previously received a Relocation Scholarship under one of the specific scholarship independence criteria, or have not previously received a Commonwealth Accommodation Scholarship.

Note: the Relocation Scholarship is no longer payable to you once you turn 25 years of age, or if you stop undertaking the course you started before you turned 25 years of age, whichever is later.

From 1 January 2012 the amount of Relocation Scholarship a student can receive each year will depend on:

- whether their family home is in an area classified as Inner Regional Australia, Outer Regional Australia, Remote Australia or Very Remote Australia, and
- what year of study they are undertaking

In 2012, the Relocation Scholarship for students whose family home is in an area classified as Inner Regional Australia, Outer Regional Australia, Remote Australia or Very Remote Australia will be:

- \$4,000 if it is the first year required to live away from home to undertake full-time study in an approved scholarship course
- \$2,000 if it is the second or third year
- \$1,000 if it is the fourth year or subsequent year

In 2012, the Relocation Scholarship for students whose family home is in an area that is **not** classified as Inner Regional Australia, Outer Regional Australia, Remote Australia or Very Remote Australia will be:

- \$4,000 if it is the first year required to live away from home to undertake full-time study in an approved scholarship course
- \$1,000 in any subsequent years

For further information regarding the *Relocation Scholarship*, please contact the Registrar's Office or access the following website: http://www.centrelink.gov.au/internet/internet.nsf/payments/relocation_scholarship.htm

CECS and CAS

Continuing students who are in receipt of a Commonwealth Education Costs Scholarship (CECS) or Commonwealth Accommodation Scholarship (CAS) will continue to receive them according to the conditions under which they were granted and subject to the normal eligibility requirements.

Section 7: College Life

- 7.1 Student services
- 7.2 Student Council
- 7.3 Pastoral Care Department
- 7.4 General information

7.1 Student services

CHC is a place where students are encouraged and supported in their academic, professional, personal and spiritual growth. Services are available to support students and facilitate the successful completion of their studies.

Accommodation

CHC operates a limited number of off campus student residences in close proximity to the CHC campus. It also holds a register of families within the vicinity of the CHC campus who have boarding facilities. Details regarding accommodation are available from the CHC Student Accommodation Officer.

A statement regarding expectations regarding the conduct of students within student residences is contained within the *Student Accommodation Handbook*, which is available from the CHC Reception and on the CHC website.

Food facilities

Rivers Café, located in the Citipointe Church building, offers a range of meals and food and drink items, and is open each week day of the semester. Opening hours are reduced during vacations.

The Student Common Room contains vending machines.

Noticeboards

CHC noticeboards are available for the displaying of information for students. CHC reserves the right to remove any information which is deemed to be inappropriate. Telephone messages, mail and other personal notices are displayed on the noticeboard in the Library.

Notices

Important notices are posted on CHC notice boards. Students are asked to keep themselves informed by checking noticeboards regularly. Notices from full-time lecturers will be displayed on the noticeboards outside their offices. Notices from part-time staff will be displayed at the CHC Reception.

Orientation program

CHC runs an Orientation Program in the week prior to the beginning of Semesters 1 and 2. New students are encouraged to engage CHC life, and activities are designed to cover a range of issues, from academic life to social activities which aim to connect students to others in their courses, as well as the wider CHC community, with particular activities to orient those students new to Brisbane.

Details of the Orientation Programs are available from Student Administration. Details of the Orientation Program for students in School of Ministries courses are available from the School of Ministries office.

CHC's Orientation activities are run jointly by the CHC Community Development Officers, CHC Student Representative Council, UniNet (a ministry of Citipointe Church) and various schools of CHC.

Student common room

The Student Common Room is an air conditioned space in which students can relax and get to know their fellow students. It contains refrigerators, vending machines and tea and coffee facilities. Students are expected to exercise personal responsibility for the maintaining of a clean, hygienic and welcoming space.

7.2 Student Representative Council

The Student Representative Council is elected as a representative body each year, and includes students from across schools and year levels. It aims to organise events which enrich student life and the CHC student experience, such as sporting activities, beach days, BBQs and other social activities. It also plays a prominent role in CHC functions such as Orientation Week and Open Day. See the SRC page on the CHC website for details and information regarding the SRC.

7.3 Pastoral care

CHC provides pastoral care for its students and seeks to support the growth of individual lives and encourage the development of a thriving CHC community through both its own activities and joint initiatives with bodies such as the Student Representative Council, the CHC Community Development Officers and UniNet

Pastor Tina McCrystal coordinates pastoral care for the School of Ministries. Please feel free to make an appointment to see her at any stage throughout your studies regarding professional or personal issues.

7.4 General information

Attendance

Attendance requirements may vary from school to school and course to course. Students have a responsibility to ensure that they are fully aware of such requirements as they relate to the unit(s) of study in which they are enrolled. For the attendance requirements which apply to your School, please see Section 10.

While many students may hold part-time employment during their studies at CHC, it should be noted that work schedules are not to interfere with the CHC timetable, practicum and/or internship arrangements and examination schedules.

Chapel

Each Wednesday during term, between 11:10-12:00, the CHC community meets for Chapel. Chapel is a vital part of campus life at CHC. In worshipping, praying and sharing together, staff and students grow together as a supportive, faith-built, encouraging community. Chapel includes a speaker each week, either from within the CHC community or an invited guest.

If you would like to be involved in Chapel, please contact the Chapel Pastor, David Pohlmann [dpohlmann@chc.edu.au].

The School of Ministries conducts Chapel times from 8.30-8.50am from Tuesday to Thursday during term time in Lecture Room L1 (located in the Citipointe Church building).

Dress code

CHC seeks to encourage an atmosphere conducive to study and positive social relationships. Dress is considered to be important for Christian witness in the community. Thus, students should dress modestly, in good taste and be neat and clean at all times, as good personal hygiene is an important part of a wholesome and Christ-honouring appearance. According to Workplace Health and Safety regulations, shoes must be worn on campus.

Social guidelines

Scripture establishes principles of godly living which should guide and govern Christian character and behaviour in personal and social relationships. Issues of personal conduct which are declared to be morally wrong according to Scripture should be regarded as unacceptable in the CHC community.

Students at CHC will be encouraged to grow in grace and in their love for one another, so that the fruit of their walk with God is increasingly evident in their relationships with others and in their words and actions.

The Scriptures do not provide specific guidelines covering every social practice or situation, but do advocate moderation and self-restraint in that which is offensive or harmful to others (Romans 14: 1-7).

Christians are also called to abstain from all appearance of evil (1 Thessalonians 5:22) and CHC takes seriously its responsibility to exemplify Christian values and standards in its institutional life. CHC specifically prohibits gambling and the possession or consumption of alcohol or illegal drugs on campus. The CHC campus is a smoke-free zone.

Please see the CHC *Code of Conduct* for further information about guidelines in this area.

Vehicles and parking

Car parking is provided free of charge to all students. Vehicles are parked at the owners' risk.

It is expected that drivers will exercise due care and attention at all times and observe the property speed limits as posted. Drivers should be aware of the *school zone reduced speed limit* which applies to Wecker Road.

Christian Outreach Centre International reserves the right to prohibit the entry of drivers who fail to exercise due care and attention at all times and to observe the property speed limit.

Section 8: Resources

- 8.1 Library
- 8.2 Computing and printing facilities
- 8.3 Use of CHC equipment
- 8.4 Text books
- 8.5 CHC website
- 8.6 IT services
 - 8.6.1 Your CHC student account
 - 8.6.2 Your CHC email address
 - 8.6.3 Your CHC Moodle™ account

8.1 Library

The CHC Library holds a significant collection of books, journals and non-print resources including special curriculum and Australian literature collections. There is also a range of academic journal databases accessible online. Please consult the *Library Guide* for details regarding all aspects of the work of the Library.

Library hours

During CHC terms	
Monday - Thursday	8:30am – 8:00pm
Friday	8:30am – 5:00pm
Saturday	9:00am – 2:00 pm
Sunday	CLOSED
During CHC vacations	
Monday to Friday	9:00am – 4:00pm
Saturday and Sunday	CLOSED

The Library is closed on public holidays and during Chapel (Wednesday 11:10-12:00). These hours are subject to change without notice. Please check the CHC website for any changes.

Contacting the Library

The Library may be contacted regarding loan requests, reservations and renewals on:

- Phone [07] 3347 7908
- Email circulation@chc.edu.au

General enquiries may be directed to:

- Phone [07] 3347 7941
- Email library@chc.edu.au

Library policies

The CHC website contains a number of policies which relate to students' use of the Library:

- The *Library Borrowing* policy outlines the number and type of resources that students are able to borrow from the Library, and the periods of borrowing that apply.
- The *Library Conduct* policy details the conduct expected of students while they are in the Library. Please note that food and drink are prohibited in the computer rooms but cold drinks and nibblies may be consumed in the study areas

8.2 Computing and printing facilities

The Library provides a range of computing facilities:

- Wireless access
- Free internet access
- Two computer rooms: all computers have access to the Library catalogue, internet and printing facilities
- Quick reference computers for catalogue and internet
- Interactive whiteboard installed for student use in Seminar Room 2
- Secure facility for charging laptops

Students are advised to save their documents to portable storage devices, as CHC cannot take responsibility for documents deleted from the computers.

Photocopying/printing costs 10 cents per A4 side. Students can enter money on their printing accounts at the Circulation Desk. Scanning is free.

Comb-binding and laminating facilities are also provided in the Production alcove adjacent to the photocopiers/ printers. Materials can be purchased at the Circulation Desk.

Students should be aware that the illegal copying of copyrighted software, and the use of illegally copied software, is prohibited on CHC computers. Any student found illegally copying or using such software will be banned from using CHC computers for a period of at least six months and will be placed on notice that, should a subsequent occurrence be proved, they will automatically be excluded from CHC under terms and conditions determined by the CHC Principal and staff.

8.3 Use of CHC equipment

Students who wish to use the laptop and data projector facilities located in the classrooms are to enquire with the CHC Reception .

Students are responsible for the costs of any repairs or replacement resulting from damage to any CHC equipment while in their use.

8.4 Text books

Lists of required text books and other materials for each unit offered in a semester of study are available from the CHC website. Students are to purchase the required texts and/or materials for each unit in which they enrol.

Students are free to purchase their textbooks from their choice of supplier. The following are some suggestions:

- The American Bookstore www.americanbookstore.com.au
- Amazon www.amazon.com
- The Book Depository www.bookdepository.co.uk
- Koorong www.koorong.com.au
- Word Bookstore www.word.com.au

8.5 CHC website

The CHC website contains many documents and forms, including handbooks and timetables, as well as policies regarding many of the items in this Handbook. Students should familiarise themselves with the website and make appropriate use of it as a source of information during their enrolment at CHC.

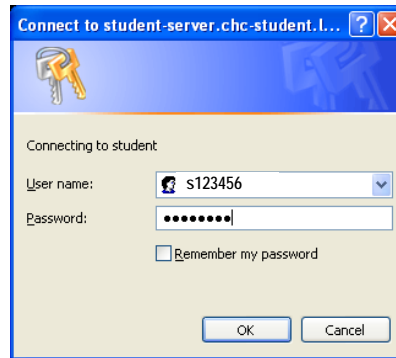
8.6 IT services

8.6.1 Your CHC student account

With your CHC student account, you can log into the student server which will provide you with space to store files whilst on campus. At this stage, we don't have remote access available but we are looking into that as well. Here is some important information that will help you get the most out of your account.

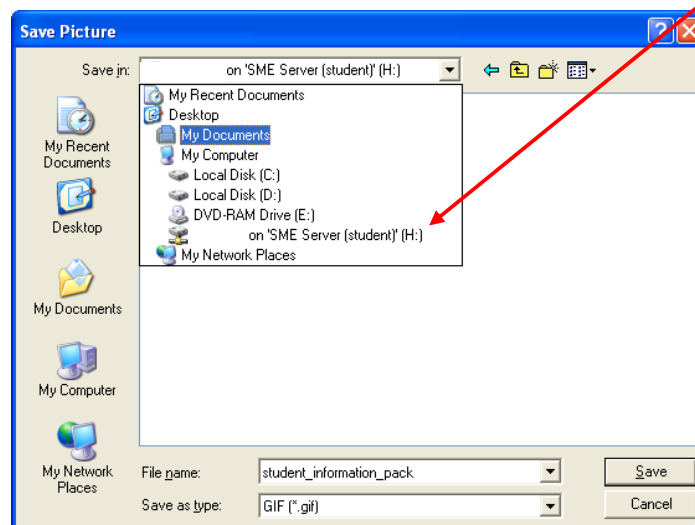
Logging in to your account

When you use the student computers in the library, you will be prompted for a username and password. Fill in your student number with an 's' in front. For example, if your student number is 123456, your username will be s123456. Your password is the password that has been supplied to you.



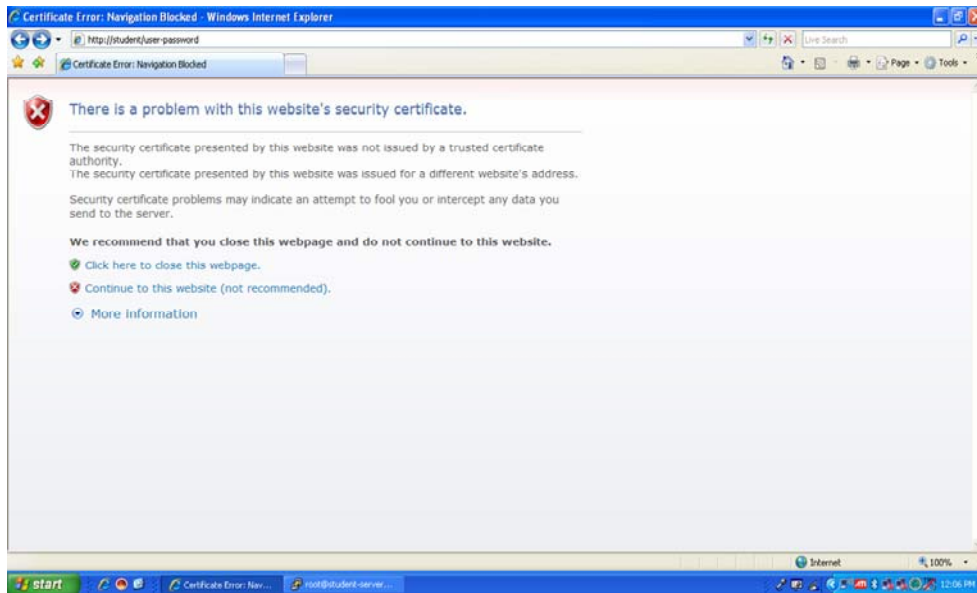
Saving files to your home area

When saving files to your home area on the student server, you will need to select your home area (H drive) in the drop-down box. If you don't do this and save files to the computer, you will lose those files the next time the computer reboots.

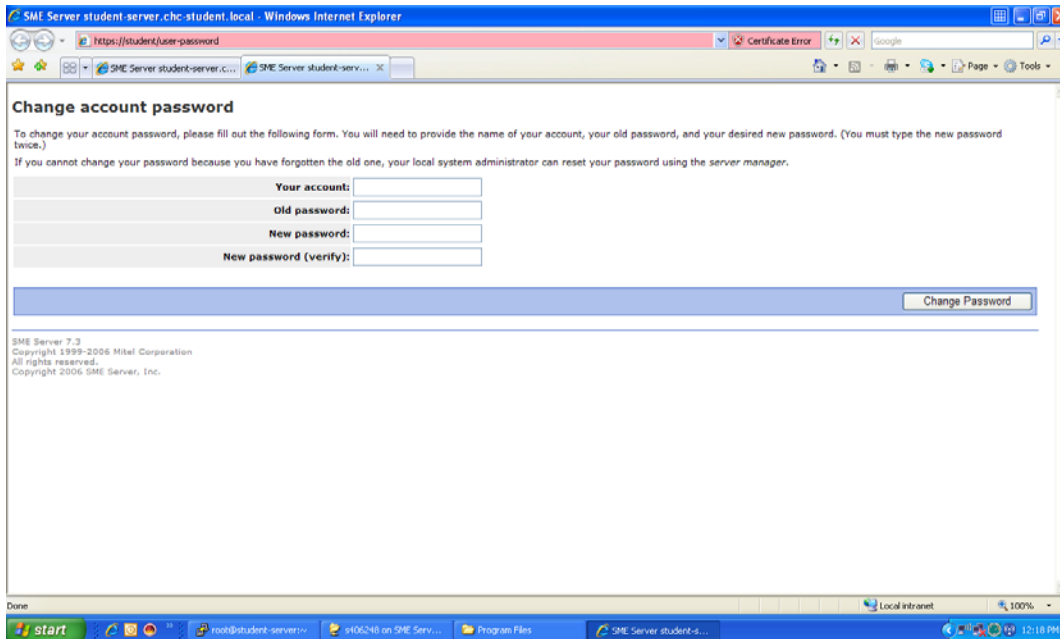


Changing your password

To change your user password, open the web browser and type in <https://student/user-password>. You will be brought to the screen below.



Click on "Continue to this website (not recommended)" and you will be brought to the password screen.



In the 'Your account' field, type in your student number with an 's' in front (see 'Logging in to your account').

In the next field, type in your current password and then, in the next two fields, type in the new password you have chosen.

Please note that it is most important that you remember to **log off** when you finish using the computer, otherwise you are giving other people access to your home area on the server.

Students with laptops

If you are on campus with a laptop, you may connect to the wireless network. The security settings are:

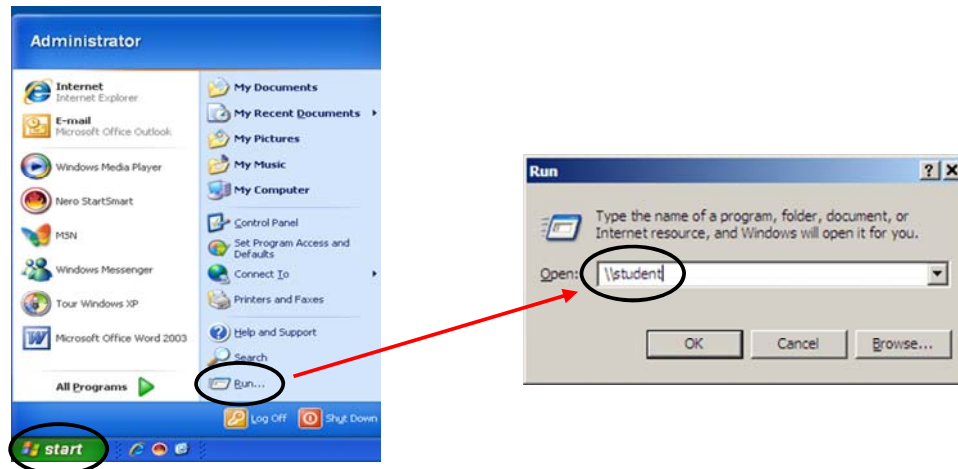
Network Authentication: WPA-PSK or WPA2-PSK

Data Encryption: AES

Network Key: This is available from the Library Frontdesk when you present your student card as identification

You are not to share the wireless access details with anyone who is not a CHC student.

Once you have connected to the wireless network, you can connect to the student server by clicking on 'Start', then clicking on 'Run' and typing in '\\student'.



For instructions on how to log in, please see 'Logging in to your account' (above).

Please note that documents which you save in to your home area on the server will not be available to you away from the CHC campus as a Remote Access facility has not been instigated on the server at this stage.

Contact

If you experience problems, please contact the CHC IT Administrator at resources@chc.edu.au.

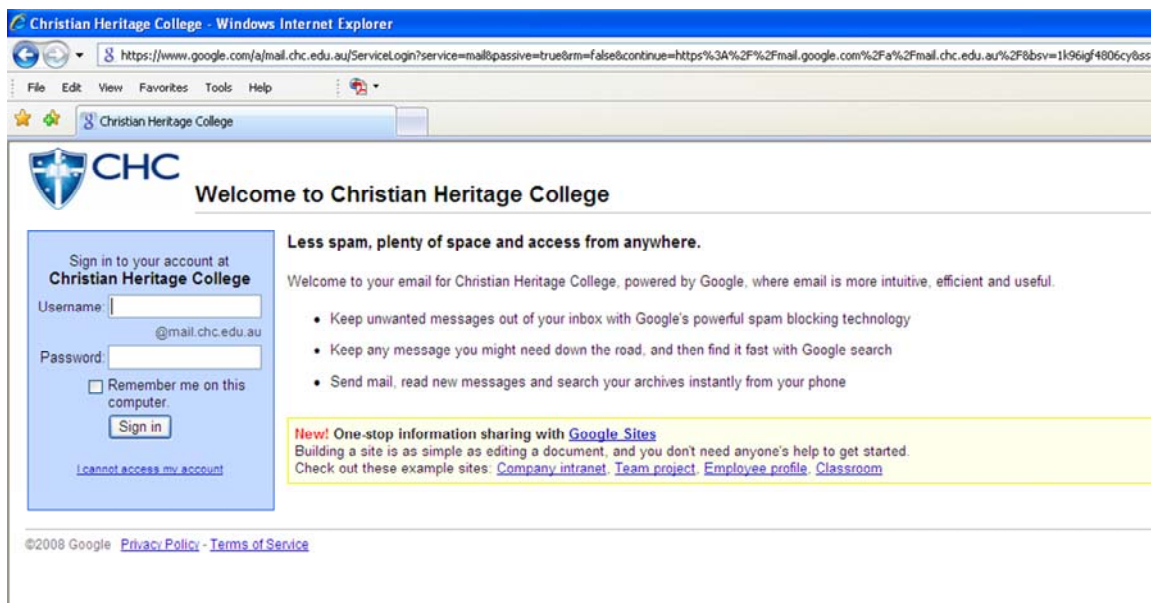
8.6.2 Your CHC email address

With your CHC email account, you can access your CHC emails from anywhere that you have internet access.

Logging in to your email account

To log in to your email account, simply open a web browser and type: <http://www.mail.chc.edu.au>.

The screen below is the log in screen for your email account:



Your username and password have been sent to your preferred mailing address.

When you log in to your email account, ensure that the box, 'Remember me on this computer', is not checked as it is not a good policy to have your passwords stored on a computer.

The first time you log in, you will be required to change your password. Please remember this new password as you will require it to access your emails in the future.

Contact

If you forget your password, you may have it reset by contacting resources@mail.chc.edu.au.

8.6.3 Your CHC Moodle™ account

While studying at CHC, it may be the case that you will enrol in units that are complemented by an online learning environment supported by Moodle™. Such units may be offered in either the Internal or External mode.

If you enrol in such a unit in the Internal mode the use of a digital learning space is not designed to replace face-to-face teaching and learning. As such, your engagement in face-to-face classes and activities remains the most significant avenue for teaching and learning, and the resources, materials and activities provided via the CHC Moodle™ website will be designed to support this learning.

If you enrol in such a unit in the External mode the use of a digital learning space will facilitate teaching and learning by providing you with immediate and timely access to resources and an opportunity to be involved with a community of learners.

Units that are supported by Moodle™ are referred to as 'Moodle™ units' and have their resources, materials and activities accessed via a Moodle™ unit page which is housed within the 'CHContheweb' site (see below).

Generally speaking, there are four items or tasks that you can expect to be used on all CHC Moodle™ unit pages:

1. *News Forum* – This is a specialised forum which lecturing staff will use to provide news and information relating to the unit.

2. *Calendar* – All important dates for a unit, such as assessment due dates, intensive dates and other special event dates, will be included in the Calendar. These will also appear as 'Upcoming Events' on the Moodle™ unit page or as highlighted dates on the Calendar (if included). You can download this information to other calendars, such as Outlook, if you wish.
3. *Dissemination of resources and materials* – The type and number of resources and materials uploaded to a Moodle™ unit page will depend on the nature of the particular unit. For units offered in the Internal mode, resources may be uploaded on a weekly basis, with the selection of resources provided being at the discretion of the lecturer.

Moodle™ is the preferred means for disseminating all resources for units that are offered in the External mode.

4. *Facilitation of online interaction* – At least one, but probably more, online interactive activities will be provided. These may include chatrooms, forums, wikis or one of the other activities supported by Moodle™. Lecturing staff will provide information about the expectations of students in relation to these activities. You may be required to participate in one or more of these activities as part of an assessment task or as a pre-requisite for completing a unit.

Logging into your Moodle™ account

The Moodle™ unit pages are accessed via the 'CHContheweb' site. Prior to logging into this site each semester, you will receive an email from the Moodle™ Student Administrator. Provided that your *Unit Selection* form has been submitted by the on time date, you will receive this email to your CHC email address on the last day of Orientation Week. Until you have received this email you will not have access to the units on the Moodle™ site.

At the beginning of the first semester in which you will be using the Moodle™ site, the email will provide you with the details of your username and an initial password. These will be in the following format:

Username: yourpreferredfirstname.lastname (eg. bruce.almighty)
 Password: (this will be a temporary password)

This username will remain the same for all subsequent semesters, but you may be required to change your password from time to time.

To log in to the Moodle™ site for the first time

1. From the Student Portal on the CHC website, select the "Moodle™" button. This will redirect you to the 'CHContheweb' site.
2. Click on the 'Login' link in the top right-hand corner of the Moodle™ site.
3. Enter the username that you have been given.
4. Enter the temporary password that you have been allocated.
5. Click the 'Login' button that is next to the password box.
 - a. *The Moodle™ site will then take you to a 'Change Password' screen.*
6. Enter your temporary password in the 'Old Password' box.
7. Enter a different password in the 'New Password' boxes.
 - a. *Make sure that it is something that you will remember, but others won't easily work out.*
 - b. *You may use the same password that you use to login to other CHC sites if you wish.*
 - c. *You have to put it in twice to ensure that you've got it right.*
 - d. *Do not share this password with anyone else, including another CHC student.*
8. Click the 'Save Changes' button at the bottom of the screen.
 - a. *A page should appear that says 'Password has been changed'.*
9. Click on the 'Continue' button.
 - a. *This will take you to your 'Profile' page.*
 - b. *You can edit this now or come back later to do so.*
10. Click on the 'CHContheweb' button at the bottom of the page.
 - a. *This will take you back to the home page where all the different Schools are listed. You can then navigate to the Moodle™ unit page that you need from this home page.*
 - b. *Please note that you will only have access to pages to which you have been allocated as a student.*

To login to the Moodle™ site after that

1. Use the Student Portal to connect to 'CHContheweb' or enter the url www.chc.moodle.com.au in your internet browser to access 'CHConthe web' directly.
2. Click on the 'Login' link in the top right-hand corner of the Moodle™ site.
3. Enter the username that you have been given.
4. Enter the Moodle™ password which you created.
5. Click the 'Login' button that is next to the password box.
 - a. *This will take you back to the home page where all the different Schools are listed. You can then navigate to the Moodle™ unit page that you need from this home page.*

Navigating around 'CHContheweb'

Generally speaking, 'CHContheweb' is navigated by following hyperlinks between the various parts of the site. These hyperlinks appear as blue text. However, once you have navigated away from the home page, a navigation 'ribbon' appears near the top of the page which will look something like this:



Each of the steps in the ribbon is also a hyperlink back to another part of the site: for example, from this ribbon the 'MA205' link will take you to the MA205 Moodle™ unit page; the 'CHContheweb' link will take you to the home page.

Another useful navigation tool is the button at the very bottom of the page. When you are inside a Moodle™ unit page, this will have the unit code on the button and it will take you back to the main page for the unit. When you are in other parts of Moodle™ site, such as in the profiles section, it may say 'CHContheweb'. If this is the case, the button will take you back to the home page.

Contact

If you are experiencing difficulties with your Moodle™ account you should firstly make contact with the lecturer for the unit. If they are not able to assist you, then each School has a Local Moodle™ Administrator. Please contact your School Administration Office for the name and contact details of your Local Moodle™ Administrator.

Section 9: Academic Guidelines and Procedures

- 9.1 Credit points
- 9.2 Levels of study
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9.1 Credit points

Each credit point indicates an expected student involvement of one hour per week for one semester in both formal contact hours and individual study. A standard unit carrying a weighting of 10 credit points will normally involve an expectation of ten hours of study and research per week for one semester.

9.2 Levels of study

Undergraduate courses

The first number of each unit code indicates the relative difficulty of the unit. 100-level units are introductory units which generally have no prerequisite units; 200-level and 300-level units are advanced units which generally have introductory and/or advanced units as prerequisites. In the case of the preservice Bachelor of Education courses, 400-level units are part of the undergraduate course.

Postgraduate courses

Postgraduate courses generally consist of 400-level, 500-level and/or 600-level units, the latter two of which indicate studies at Masters level. Course rules will indicate any prerequisite units required.

All CHC courses have rules governing the number of units which can be undertaken at particular levels. Students should consult the rules of their course to ensure that they fulfil all course requirements.

9.3 Modes of study

There are three modes in which units at CHC may be offered. These modes are *Internal*, *Intensive* and *External*.

Units which are offered in the *Internal* mode are conducted on campus in a face-to-face context and have classes which are scheduled weekly across the semester. Each unit normally has 3 hours of classes per week.

Units which are offered in the *Intensive* mode are scheduled in such a way that the total number of contact hours for the semester are condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of one-, two- or three-day sessions at various points during the semester, and may be held both at weekends and during holiday periods.

All arrangements regarding *Internal* and *Intensive* units are advertised prior to the beginning of the semester in which they are being offered, in the Timetable and Intensives Calendar, respectively.

Units which are offered in the *External* mode are those which are offered off campus. This is explained further below.

What are External studies?

External studies simply involves learning from a location that is not on campus. It is traditionally provided for students who do not live within a comfortable travelling distance from their institution. It makes use of telephone, CD and DVD, software and mail to deliver information.

If you are new to External studies, please don't feel alone. Though you may not be in actual classrooms, you are part of a very large body of students. Partly due to the vast distances between populated areas in this country, Australia has a strong tradition in External studies, and has been offering External studies programs for more than a century. As a result, Australia is considered by some to be a model as far as External studies are concerned.

It is our prayer that you complete the course in which you are enrolled. Unfortunately, there are many reasons that students do not complete their studies. Here are some ideas to keep you going.

- **Contact your lecturer**

External study is not necessarily a more difficult study mode, but it is different from what you may have experienced in the past. Please contact your lecturers whenever a need arises. Regular and focused communication with lecturers is not only an enriching experience, but also highly motivating: your lecturers can encourage, challenge, clarify, expound and enable learning. Too often, the only indication lecturers have of students' difficulties with their studies is when they fail to send in assignments. Your lecturers want to hear from you!

- **Use the Library**

Please refer to the pages giving information about the CHC Library, which include contact details. The Library will mail you loan items free of charge, on the understanding that you bear the cost of their safe and prompt return. The Library staff are most willing to help, and can assist you by sending photocopies, normally within 24 hours of receiving your request. Please phone or email them if you require any advice or assistance.

- **Be organised, manage your time and stay motivated**

It is important that you choose your course carefully, so that your motivation is maintained because the units have interest and relevance for you. You will need a place to work where you are free from distraction, and can store your study materials undisturbed. It is vital that you develop effective study habits and can organise your study time separate from your leisure and family time, with regular time spent on study *each week of the semester*. Some students find it helpful to write out a weekly study schedule to organise a balanced plan of study, recreation and other responsibilities. If you are working or caring for children, it is important to plan your course so that you manage your weekly study commitments in addition to your other responsibilities. Most units normally require 10 hours of study per week (including reading, assessment preparation, assessment writing, etc).

9.4 Unit outlines

At the beginning of each unit, students will receive a unit outline. The unit outline must be distributed to students at the first class for the semester (for students undertaking the unit in the Internal mode), or provided with the unit study materials (for students undertaking the unit in the External mode).

The unit outline must contain at least the following information:

- Staffing information, including contact details;
- Unit rationale and learning outcomes;
- Program or schedule of content for the unit (this may be presented in 'Weekly' or 'Topic' format);
- Requirements and conditions for all summative assessment tasks, including genre, amount, details of the task, due date and assessment criteria;
- Required texts and suggested reading for the unit.

Each unit outline should indicate the requirements for students to exit the unit successfully. Some units require that all assessment items be completed and submitted, while for other units all assessment items are to be completed and submitted *and receive at least a passing grade*.

Students are to retain unit outlines for reference during and beyond the semester. Replacement unit outlines can be obtained from the CHC Library at students' cost.

To assist you in choosing units the Unit Outline from the previous offering of the unit will be available on the CHC website from Semester 1, 2012.

For further information regarding unit outlines, please refer to the *Assessment* policy which is available on the CHC website.

9.5 Style Guide

Please ensure that you access the CHC *Style Guide*. This important publication is available on the 'Documents and Forms' page of the CHC website and may be downloaded to your computer or printed for use when preparing written assignments.

The *Style Guide* contains information about essay writing, style, use of quotations, acknowledging sources, presenting a bibliography and appendices and general notes on assignment presentation. It also contains a statement regarding plagiarism (see Section 9.14).

Please also ensure that you use the version of the *Style Guide* which is relevant to your School – Harvard for the School of Business, School of Education and Humanities and School of Ministries; APA for the School of Social Sciences. The *Style Guide* is available to download as a complete document and also as separate 'Harvard' and 'APA' volumes.

9.6 Academic transcripts

Academic institutions maintain transcripts of past and current students which contain students' academic histories. A transcript is the only official academic record issued by CHC. Upon graduation, CHC issues each student with an official transcript. Should students request a transcript prior to graduation, or request additional or replacement copies, these may be requested from the CHC Reception at a cost of \$15.00 each (see Sections 6.3 and 6.5).

9.7 Academic Freedom

CHC considers that a fundamental pre-requisite to the fulfilment of its mission statement is a commitment to the principle of academic freedom. Academic freedom may be broadly defined as the freedom of the teacher to teach, of the student to learn, and of CHC to be truly an educational institution. While some have seen a contradiction between a commitment to academic freedom and a commitment to the authority of the Bible, CHC holds that, far from contradicting Biblical principles, academic freedom is mandatory for any institution seeking to be Christian in its principles and practice.

CHC's commitment to academic freedom is justified on four grounds: theological, academic, social and historical.

The theological justification acknowledges academic freedom as expressing the true volitional freedom and individuality with which God has endowed humanity. Thought, like faith, love or obedience, cannot be coerced without being destroyed. While CHC holds the Bible to be true, intellectual assent to the truth of Scripture must be the entirely free and voluntary act of an individual. If all truth is God's truth, then all must be free to explore and encounter it in their own ways as free individuals. Coercion of thought is intellectual suicide: rather than confirming truth, it will drive people from it; rather than defending orthodoxy, it renders it suspect to the inquiring mind. A coerced commitment to a Christian ethos debases the central values of that ethos. Far from prescribing Christian ethos, CHC seeks to model it and to declare its truth by demonstration and example, and thereby win and retain voluntary commitment to it. Thus, academic freedom represents an acknowledgement of the true human freedom which is the very essence of Christianity.

Academic freedom is essential to the academic task. A liberal education means the stretching of minds and imaginations, the engagement with honest inquiry, the appropriation of a cultural heritage, the transmission of ideas and values, and an exposure to the frontiers of learning. By definition, it requires freedom to grow, to meet great minds of the past and present and interact rigorously with ideas and values; freedom to analyse, criticise and evaluate the orthodoxies of past and present; freedom to explore and extend the frontiers of learning. A truly liberal education is founded upon academic freedom.

In serving its students and preparing them for life, a Christian college must teach its students to think, to decide truth for themselves, and to form their own values and make their own judgements. Thought which is isolated from challenge and criticism is likely to be poor thought; judgements formed on partial evidence to be imperfect judgements. Difficult questions ignored do not disappear. In preparing students to function as professionals in a world which is often hostile to Christian thought and faith, CHC needs to ensure that students are exposed within CHC to that which they will encounter outside it. The best training for clarifying and defending one's thinking is the experience of facing criticism and challenge. Furthermore, if Christianity is intellectually defensible, then its truth is best demonstrated by openly facing the challenge of scrutiny and criticism. Thus students' interests, CHC's mission and the course objectives are best served by an environment where orthodoxy is open to challenge within a context of a commitment to free inquiry, critical scholarship and the search for truth.

Thirdly, there is a social justification for academic freedom. CHC seeks to serve the wider society and, as academic freedom is essential to the self-scrutiny and improvement of society, it provides the basis for informed and responsible social criticism and contributes to the common good.

Fourthly, CHC holds to a historical justification for its commitment to academic freedom. The history of the Church indicates the futility of suppressing or ignoring opposing ideas; on the contrary, the Church has been reformed and religious liberty advanced where academic freedom has prevailed. As the experiences of Christian institutions from medieval universities to the present show, academic freedom is not only compatible with Christian conviction, but expresses basic Christian honesty, provides impetus for valuable criticism and reform of the church, and protects the church from subversion or coercion for political or personal ends.

This justification and rationale for CHC's real commitment to academic freedom is offered as a response to the criticism that the doctrinal position of CHC in some way inhibits the operation of freedom of thought or speech. In responding to this criticism, CHC would endorse the words of the American philosopher, Arthur Holmes:

If intellectual objectivity is presuppositionless thinking or learning without guiding purposes, then it exists neither in the Christian college nor anywhere else. Neutrality on matters of belief and value is humanly impossible. Objectivity consists rather in acknowledging and scrutinizing one's point of view and testing presuppositions. It is more a matter of honesty than neutrality. Every scholar has commitments. The Christian college is unique only because its faculty and administration have common commitments of a religious and moral sort, rather than the variegated commitments of a secular institution (*The Idea of a Christian College*, Rev. ed. Grand Rapids: Eerdmans, 1987, p71).

It is clear of course that the right to academic freedom is moderated by the responsibility for academic integrity. Academic integrity, on the part of both staff and students, implies a commitment to a genuine search for truth, to personal honesty and self-criticism, to scholarship, and to a responsible use of academic freedom. Matters involving academic integrity fall within the jurisdiction of the Academic Board.

For the teaching staff, academic freedom implies the freedom, within the constraints of course design, to teach without either prescription or proscription of unit content. This freedom is protected by staff representation on the Council, Boards and committees of CHC.

For students, academic freedom implies the freedom to learn, inquire, question and make judgements without being subject to a prescription of belief.

For CHC, academic freedom provides a defence against indoctrination, dogmatism and politicisation, and thereby guarantees CHC the freedom to be truly an educational institution. This freedom is guaranteed by the independence and board membership of the Council.

9.8 Assessment

CHC has adopted a criterion-referenced approach and thus student results reflect the extent to which the unit outcomes have been achieved in the light of the evidence developed and used for exit purpose, rather than representing students' achievements relative to group norms.

For further information regarding assessment, please consult the *Assessment* policy on the CHC website.

9.9 Assignment presentation

You should consult the CHC *Style Guide* regarding specific details for assignment presentation. The following guidelines also apply to the presentation of assignments:

- Details of approved referencing systems are outlined in the *Style Guide*. You should ensure that your assignments conform to the guidelines appropriate to your School.
- Where it is appropriate, you should make use of audio-visual equipment in your assignments, using non-print media such as audio, video or computer file formats. You are encouraged to use a wide range of display skills in the communication of your assessment work.
- You are to submit the originals of your work. *However, you are to keep copies of all work submitted for assessment in the possible event that the work is damaged or misplaced. This also applies if you choose to submit assessment tasks by mail. If you cannot produce copies of assessment tasks upon request and within the parameters defined by lecturers, the work in question will be considered as not submitted and the appropriate penalties applied.* Please note that the Declaration which appears on the CHC Assignment Folder includes a statement that you have kept a copy of the work being submitted.
- You are expected to use a computer to produce CHC assignments. A few simple precautions can help avoid common problems, such as data loss and virus infection.

Back up all data:

Most importantly, back up all your data. It cannot be emphasised too much that everyone using a computer to produce original material (such as assignments) needs to keep more than one copy of each file. Computers can be unreliable, and lost files are a fact of life for computer users. *If you have only one copy of an assignment, and that copy is corrupted, you will not be granted an extension on that assignment.* It is your responsibility to ensure that your data is backed up, so that such data loss cannot happen.

Saving data – in order of preference:

1. Save it on a hard drive and another media, such as a flash drive or CD.
2. Save it on two different computers (if necessary, you can protect your file with a password).
3. Save it on a single hard drive. Hard drives are generally reliable, but are still vulnerable to mechanical and/or electronic failure or virus infection. The older the drive is, the more unreliable it is likely to be.

Install Anti-Virus Software:

You should ensure that your computer is protected by anti-virus software. Some viruses are able to corrupt every file on a computer, requiring a complete reinstall of the operating system and programs. If this is the case, all personal data on the computer will be lost.

9.10 Assignment submission

The following guidelines apply to the submission of assignments:

- All assignments are to be securely fastened to an official CHC assignment cover (or CMC assignment cover for School of Ministries students) which can be downloaded from the CHC website. You are to complete all required information on the cover and to sign the Declaration before assignments are submitted. If this information is incomplete, or the Declaration not signed, assignments may be returned to you for resubmission. In such cases, original due dates will remain in force: consequently, you may be penalised for the late submission of assignments (see Section 9.9). Plastic folders using transparent sleeves and the like are **NOT** to be used for assignments.

Please note that assignments will not be processed unless they are received with an official assignment cover, and the appropriate sections completed.

- Assignment covers should only be used once, except where resubmitting an assignment, in which case the original cover should be used.
- Assignments may be submitted in person or by mail. **Assignments must not be forwarded directly to Lecturers.**
- Assignments which are personally delivered should be submitted to the CHC Reception (or CMC Reception for School of Ministries students). Assignments may be submitted between **8.30am** and **5.00pm**. No responsibility is accepted by CHC (or CMC for School of Ministries students) for assignments which are left at the front door of the CHC foyer (or CMC foyer for School of Ministries students).
- Assignments which are delivered by mail must bear a postmark date and time no later than 5.00pm on the due date of the assignment. You should ensure that you retain your postal receipt as proof of posting should your assignment fail to be delivered by the due date.
- It is strongly recommended that all assignments that are submitted by post are sent either by **registered post** or **overnight express post** in order that they may be tracked should they not arrive at CHC within the expected period. It is your responsibility to keep the tracking number secure in the event that you need to access this service.
- Assignments which are delivered by mail are to be addressed to:

*Assignments
Christian Heritage College
PO Box 2246
Mansfield BC QLD 4122*

Assignments for School of Ministries units which are delivered by mail are to be addressed to:

*Assignments
Citipointe Ministry College
PO Box 2111
Mansfield BC QLD 4122*

Assignments must be mailed in A4 envelopes only and must not be folded to fit into A5 envelopes or business-size envelopes.

- Students are responsible for collecting graded assignments. Assignments not collected within six months after the semester in which they were submitted will be destroyed.

9.11 *Extensions policy*

At the beginning of each semester, you will receive a unit outline for each unit in which you are enrolled for that semester. These unit outlines will indicate the dates on which the assessment tasks for those units are due. In some cases, such as student presentations, due dates may be negotiated between the unit lecturer and students.

You are expected to meet the due date for each assessment task. In certain cases, you may be granted an extension of the due date for a particular assessment task, with or without penalty.

The *Extensions* policy sets out the process for applying for an extension to the due date for an assessment task, the circumstances under which an extension may be given, and the conditions which may apply to such an extension.

To apply for an extension to a due date for an assessment task, please follow the steps described in the *Extensions* policy.

You should be aware that the *Extensions* policy allows each School to apply its own conditions, including penalties, to the granting of extensions. The details of the conditions applied by your School are indicated in Section 10.

Please note that students are subject to the particular policies of the Schools which house the units in which they enrol. Information regarding particular School policies may be found in the relevant Student Handbook.

The *Extensions* policy is available on the CHC website.

9.12 *Examinations policy*

The end-of-semester Exam Week which is held in Week 16 of Semesters 1 and 2 of the academic year are an official part of the CHC calendar. As such, you are expected to be available for examinations at any time during the end-of-semester Exam Week, until the date declared as the end of the semester. Each end-of-semester Exam Week also has an associated Deferred and Supplementary Exam Week in which exams are held for students who were unable to attend sittings in the declared Exam Week due to issues such as illness, and for those students who are granted supplementary exams following their School Examiners' Meeting for the semester.

The *Examinations* policy contains the guidelines which apply to the preparation and implementation of exams which are conducted during the end-of-semester Exam Week and associated Deferred and Supplementary Exam Week. Please note that exams which are held outside of these times, such as mid-semester exams, are the responsibility of the relevant School and are subject to school-based policies.

Special Consideration

The *Examinations* policy indicates the procedures and timelines which apply if you wish to seek special consideration for exams which are conducted during the end-of-semester Exam Week and associated Deferred and Supplementary Exam Week. Special consideration can take a range of forms, such as extra time allowed for the completion of exams and access to aids and resources such as laptop computers, and is based upon declared and documented medical and other conditions. Particular attention should be given to the timelines which apply to requests for special consideration, as there is a date prior to each end-of-semester Exam Week after which such applications will not be accepted.

The *Examinations* policy is available on the CHC website.

Examinations in External Units

If you are enrolled in a unit in the External mode and live within 150 kilometres of CHC, you are to attend the on campus sitting of any examination which forms part of the assessment schedule for that unit. Such examinations will be scheduled to occur at the same time as the sitting of the examination for students who are enrolled in the unit in the Internal mode.

If you do not live within 150 kilometres of CHC you may request an off campus sitting of an examination at a location and time approved by CHC. This examination will be supervised by an invigilator who has been approved by CHC.

If you live within 150 kilometres of CHC but consider that you have special circumstances which prevent you from travelling to CHC, you may apply in writing to the Registrar to attend an off campus sitting of an examination at a location and time approved by CHC. This examination will be supervised by an invigilator who has been approved and appointed by CHC.

The processes which apply to the nomination of external invigilators and to the administering of off campus examinations can be found in the policy, *Invigilation of External Examinations*, which is located on the CHC website.

9.13 Completion of unit assessment tasks

All unit assessment tasks are to be completed and submitted before a unit result is awarded. The requirements concerning the awarding of unit exit grades vary, and students should consult unit outlines for these requirements. Some units require all assessment items to be completed and submitted, while some units require that all assessment items be completed and submitted **and receive at least a passing grade**. It is the students' responsibility to understand the requirements regarding the completion of assessment tasks for each of the units in which they are enrolled.

No due dates, unless in exceptional circumstances which have been approved by the Course Coordinator, will be extended past the School Examiners' Meeting, where student work is moderated and authorised (see Section 9.10). At this meeting, a unit result of **INCOMPLETE FAIL (IF)** will be awarded unless the Course Coordinator has granted an extension.

9.14 Academic integrity

In accordance with its foundation on Christian principles as informed by Scripture, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Students have a responsibility to maintain the highest standards of academic integrity in their work. Honesty and integrity is at the heart of all academic discourse and is a value which is central to Christianity.

Any assignment submitted as part of CHC work must be the original work of the student who submits it. Although the thinking which goes into preparing the assignment rests on and builds on the work and ideas of others, the paper submitted should constitute the student's own ideas or an evaluation and critique of the ideas of others, and should be written in the student's own words. The ideas and words of others that have been used in forming opinions must be acknowledged through appropriate referencing where they occur in the text.

Please ensure that you read and are familiar with the policy, *Academic Integrity*, and the CHC *Code of Conduct*, which are located on the CHC website.

9.15 Unit results and Grade Point Average (GPA)

The various results awarded to students at the end of each academic semester are indicated in the table below.

Result	Grade
HD : High Distinction	7
D : Distinction	6
C : Credit	5
P : Pass	4
PC : Pass Conceded	3
F : Failure	1
IF : Incomplete Fail	1
N : Supplementary Task Granted	N/A
NP : Pass Following Supplementary Task	4
UP : Ungraded Pass	N/A
W : Withdrawal	N/A
WF : Withdrawal Fail	1
IX : Incomplete – Extension Granted	N/A
RP : Results Pending	N/A
TC : Transfer of Credit	N/A

Grade Point Average (GPA)

Where applicable, these results have corresponding numerical values, or grades, which are used to determine an individual's Grade Point Average (GPA). A GPA is calculated by dividing the sum of the grades for a particular period by the number of units to which a grade is attached. A GPA is usually only calculated for a single semester or for a course as a whole. It can be used as a means of comparing and/or ranking students' achievement during a particular period, or as a minimum requirement which must be met for entry to or progression within a course.

Guidelines regarding 'Pass Conceded'

The following guidelines apply in relation to a **Pass Conceded ('PC')** result:

- a) a PC will not be awarded in any 100-level unit which is a core unit for a particular course;
- b) a PC will not be awarded in any unit which is a prerequisite for a subsequent or advanced core unit;
- c) only one (1) PC is permitted in each strand of a course;
- d) *for Bachelor of Education students*, a PC will not be awarded for Field Studies or Professional Experiences units.

Statement of Results

At the end of each semester, a *Statement of Results* for that semester is forwarded to each student via their CHC email address. Please note that a *Statement of Results* is not an official academic record (see Section 9.5).

9.16 Review of academic decisions

Should you wish to request a review of an academic decision, such as the result for an individual assessment task or the awarding of a unit exit grade, you should consult the student grievances policies for the processes which apply to this action.

The policies, *Domestic Students Grievances* and *Overseas Student Grievances*, are available on the CHC website.

9.17 Review of Academic Progress (RAP)

CHC is interested in the success of its students in their studies. A central task of the Examiners' Meetings held at the end of each semester is to review students' progress through their courses in order that any indications of unsatisfactory progress are identified and, therefore, patterns of failure avoided. CHC recognises that unsatisfactory progress usually points to problems of some kind, often in areas such as study skills, background, ability, calling, motivation, commitment, self-discipline, finance, health, relationships, spiritual life and so on.

If your academic performance indicates that you are at risk of failing to progress through your course, you will be invited to participate in a Review of Academic Progress. The Review of Academic Progress is intended to identify any issues affecting your progress and assist you in deciding on a course of action to address these issues in the subsequent semester.

The conditions under which a Review of Academic Progress is conducted, and the processes which apply to it, are available in the policy, *Review of Academic Progress*, which is available on the CHC website.

The provisions of the Review of Academic Progress do not negate the right of CHC to require a student to show cause why enrolment should not be cancelled at any time where there is evidence of gross failure or academic impropriety.

9.18 Review of Enrolment Process (REP)

If the circumstances which resulted in a student being invited to participate in a Review of Academic Progress are found to recur, they will be required to engage in a Review of Enrolment Process. The Review of Enrolment Process is intended to ascertain the reasons that the actions undertaken as part of the previous Review of Academic Progress were not effective, and whether a student's enrolment in their course of study will continue.

The conditions under which a Review of Enrolment Process is conducted, and the processes which apply to it, are available in the policy, *Review of Enrolment Process*, which is available on the CHC website.

Section 10: School of Business Information

- 10.1 School of Business staff
- 10.2 School of Business policies
 - 10.2.1 Attendance
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 - 10.4.1 Graduate Certificate in Management (BS41)
 - 10.4.2 Graduate Diploma in Management (BS42)
- 10.5 Resource requirements

10.1 School of Business staff

Full-time staff

Dr Rod St Hill (Dean)

Fractional staff

Mrs Wendy Collins (Undergraduate Course Coordinator)

Mr D'Wayne Wigley (Postgraduate Course Coordinator)

Sessional staff

Each semester the School of Business contracts sessional lecturers to teach a range of units in its courses. In the main, these lecturers are active in the marketplace and specialise in the areas related to the units for which they are responsible.

10.2 School of Business policies

10.2.1 Attendance

In order to maximise learning, it is important to engage appropriately in the activities of the program. The School of Business therefore expects internal students to attend **at least 80% of class time** unless a reason for absence (such as traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been advised to the unit lecturer. Students who are unable to attend classes on a given day should phone the CHC Reception by 9.00am so that lecturers can be notified. To substantiate reasons for absences of more than two days, students are to provide their course Coordinator/Dean with a medical certificate for that period.

Internal students are expected to be punctual in their attendance at all CHC activities.

Attendance rules may vary between Schools and courses. Students have a responsibility to ensure that they are fully aware of the attendance policies which apply to the schools to which their units belong.

10.2.2 Classroom conduct

Christian Heritage College aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect and CHC expects students to maintain high standards of Christian conduct. Respect for fellow students and lecturers include the following:

- polite and appropriate engagement in class discussions;
- mobile phones should be switched off (restricted use of mobile phones may occur with permission from your lecturer, under special circumstances);
- appropriate use of personal computers (see note below);
- non-use of electronic games, mp3 players, etc.; and
- restricted eating and drinking. Students may bring water or appropriate refreshment to class but are requested to eat outside the rooms and to place all rubbish in the waste bins provided.

Students are welcome to use personal computers for class note-taking but should ensure that such use does not disrupt other students. Appropriate security of valuables such as lap top computers remains the responsibility of individual students.

10.2.3 Extensions

The *Extensions* policy sets out the circumstances under which extensions to due dates for assessment tasks may be given, and allows each School to apply its own conditions for the granting of extensions, including penalties. It is recognised that students may need extensions for work-, illness-, personal-, or mission-related issues and is committed to working with students to accommodate reasonable requests that are made on or before the due date of an assessment item.

The details of the conditions applied by the School of Business are indicated below:

- The penalty which applies to assessment tasks for which an extension has been granted with penalty will be up to a maximum of one grade level per day. Please refer to unit outlines for details.

Please see the *Extensions* policy on the CHC website for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

10.3 Undergraduate courses information

Modes of study

The undergraduate courses offered by the School of Business are available in both internal and external modes. Students may enrol in units within their courses in either internal or external mode. Units offered internally normally involve three hours of scheduled classes per week. However, at the discretion of the school, some internal units may be scheduled as intensives in which total contact hours are condensed into a number of whole days. Units offered externally are supported by learning resources that are provided to students electronically via a Moodle™ web page or, in some cases, via e-mail. Hard copy learning resources are provided in some units, but this practice is being gradually phased out and replaced by electronic delivery. In 2012 all units will be supported by Moodle™.

10.3.1 Diploma of Business (BS01)

The Diploma of Business is a one-year full time course (or part time equivalent) that requires 80 credit points for completion. The maximum time allowed for completion of the Diploma of Business is 4 years. Extensions beyond this time may be approved by the Dean in extenuating circumstances.

Students who successfully complete the Diploma of Business may articulate into the Associate Degree in Business or the Bachelor of Business.

Students who are enrolled in the Associate Degree in Business or the Bachelor of Business may exit with the Diploma of Business, subject to the completion of course requirements.

Course requirements

The Diploma of Business consists of the following units:

Unit code	Unit name	Enrolment requirements
<i>Christian foundation - two units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
<i>Core - six units¹</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	

Unit sequence

The normal unit sequence for full time students in the Diploma of Business is as follows:

Semester	Unit Code	Unit Title	Core/Elective	Credit Points
Semester 1	CS100	Christian Discipleship	Core	10
	BS110	Business Communication	Core	10
	BS120	Introduction to Business and Management	Core	10
	BS150	Accounting Principles	Core	10
Semester 2	CS125	Contours of a Biblical Christian Worldview	Core	10
	BS130	Information Systems for Business	Core	10
	BS140	Introduction to Marketing	Core	10
	BS170	Economics	Core	10

10.3.2 Associate Degree in Business (BS04)

The Associate Degree in Business is a two-year full time course (or part time equivalent) that requires 160 credit points for completion. The maximum time allowed for completion of the Associate Degree in Business is 6 years. Extensions beyond this time may be approved by the Dean in extenuating circumstances.

Students who successfully complete the Associate Degree in Business may articulate into the Bachelor of Business.

Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business, subject to the completion of course requirements.

Course requirements

The Associate Degree in Business consists of the following units:

¹ BS330 Directed Study is available with permission of the Dean for completion purposes only.

Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS252	Financial Management	Prerequisite: BS150
BS275	Data Analysis	Prerequisite: BS130
<i>Electives - three units²</i>		
Three undergraduate units selected from the School of Business OR, with the approval of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		

Unit sequence

The normal unit sequence for full time students in the Associate Degree in Business is as follows:

Semester	Unit Code	Unit Title	Core/Elective	Credit Points
Semester 1	CS100	Christian Discipleship	Core	10
	BS110	Business Communication	Core	10
	BS120	Introduction to Business and Management	Core	10
	BS150	Accounting Principles	Core	10
Semester 2	CS125	Contours of a Biblical Christian Worldview	Core	10
	BS130	Information Systems for Business	Core	10
	BS140	Introduction to Marketing	Core	10
	BS170	Economics	Core	10
Semester 3	CS200	Christianity and Worldviews	Core	10
	BS220	Human Behaviour in Organisations	Core	10
	BS275	Data Analysis	Core	10
		Elective	Elective	10
Semester 4	BS225	Leadership and Change Management	Core	10
	BS252	Financial Management	Core	10
		Elective	Elective	10
		Elective	Elective	10
Elective Units				
Students undertake three undergraduate units selected from the School of Business OR, with the approval of the Course Coordinator, another school at CHC or another university or accredited higher education provider.				

² BS330 Directed Study is available with permission of the Dean for completion purposes only.

10.3.3 Bachelor of Business (BS11)

The Bachelor of Business is a three-year full time course (or part time equivalent) that requires 240 credit points for completion. It is available on both a full time and part time basis. The maximum time allowed for completion of the Bachelor of Business is 10 years. Extensions beyond this time may be approved by the Dean in extenuating circumstances.

The Bachelor of Business is designed to meet the educational requirements for entry-level employment in business (both for-profit and not-for-profit) or for entry into higher degree study in business specialisations. The course integrates a Christian worldview, including missional business, into general business studies with majors offered in Accounting, Human Resources Management, Management, and Marketing.

The Bachelor of Business with a major in Accounting is accredited with the Institute of Chartered Accountants in Australia (ICAA) and CPA Australia. Graduates from this major meet the educational requirements for entry into the ICAA Program and the CPA Australia Program and are eligible for Associate Membership of CPA Australia and the Institute of Public Accountants.

Course requirements

The Bachelor of Business consists of the following units:

ACCOUNTING MAJOR		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS252	Financial Management	Prerequisite: BS150
BS270	Business Law	Prerequisite: 2 nd year FTE
BS275	Data Analysis	Prerequisite: BS130
BS300	Christian Spirituality and Philosophy of Business and Management	
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS351	Management Accounting	Prerequisite: BS150
BS362	Company Accounting	Prerequisite: BS150
BS398	Accounting Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
The remaining units in the major are to be taken by cross-institutional enrolment at The University of Southern Queensland until such time as they are offered by CHC.		
ACC1102	Financial Accounting*	Prerequisite: BS150
ACC3118	Auditing*	Prerequisite: ACC1102
LAW2106	Law of Business and Organisations	Prerequisite: BS270
LAW3130	Revenue Law and Practice	Prerequisites: BS252, LAW2106

<i>Electives - three units³</i>
A minimum of one and maximum of three undergraduate units selected from the School of Business and, with the approval of the Course Coordinator, a maximum of two units selected from another school at CHC or another university or accredited higher education provider.

* CHC is planning to develop its own units in the areas of Financial Accounting and Auditing for offering in Semester 2, 2012.

HUMAN RESOURCE MANAGEMENT MAJOR		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS252	Financial Management	Prerequisite: BS150
BS270	Business Law	Prerequisite: 2 nd year FTE
BS275	Data Analysis	Prerequisite: BS130
BS300	Christian Spirituality and Philosophy of Business and Management	
<i>Major - eight units⁴</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS321	Strategic Management and Planning	Prerequisite: BS225
BS325	Human Resource Management	Prerequisite: BS220 <i>or</i> BS225
BS327	Industrial Relations	Prerequisite: Completion of core 100-level units <i>or</i> permission of the Dean
BS328	Workplace Training and Assessment	Prerequisite: BS325
BS381	Creativity in Entrepreneurship	Prerequisite: BS120, BS140, <i>or</i> permission of the Dean
BS397	HRM Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units⁵</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		

³ BS330 Directed Study is available with permission of the Dean for completion purposes only.

⁴ Students may complete a double major in Management and Human Resource Management by completing the following units: BS220, BS225, BS321, BS325, BS327, BS328, BS363, BS365, BS381, and BS395 *or* BS397 PLUS one elective unit selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.

⁵ BS330 Directed Study is available with permission of the Dean for completion purposes only.

MANAGEMENT MAJOR		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS252	Financial Management	Prerequisite: BS150
BS270	Business Law	Prerequisite: 2 nd year FTE
BS275	Data Analysis	Prerequisite: BS130
BS300	Christian Spirituality and Philosophy of Business and Management	
<i>Major - eight units⁶</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS321	Strategic Management and Planning	Prerequisite: BS225
BS325	Human Resource Management	Prerequisite: BS220 <i>or</i> BS225
BS363	Business Planning	Prerequisite: BS120, BS140
BS365	International Business	Prerequisite: 2 nd year FTE
BS381	Creativity in Entrepreneurship	Prerequisite: BS120, BS140, <i>or</i> permission of the Dean
BS395	Management Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units⁷</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC, or another university or accredited higher education provider.		

⁶ Students may complete a double major in Management and Human Resource Management by completing the following units: BS220, BS225, BS321, BS325, BS327, BS328, BS363, BS365, BS381, and BS395 *or* BS397 PLUS one elective unit selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.

⁷ BS330 Directed Study is available with permission of the Dean for completion purposes only.

MARKETING MAJOR		
Unit code	Unit name	Enrolment requirements
<i>Christian foundation - three units</i>		
CS100	Christian Discipleship	
CS125	Contours of a Biblical World View	
CS200	Christianity and Worldviews	Prerequisite: CS125
<i>Core - ten units</i>		
BS110	Business Communication	
BS120	Introduction to Business and Management	
BS130	Information Systems for Business	
BS140	Introduction to Marketing	
BS150	Accounting Principles	
BS170	Economics	
BS252	Financial Management	Prerequisite: BS150
BS270	Business Law	Prerequisite: 2 nd year FTE
BS275	Data Analysis	Prerequisite: BS130
BS300	Christian Spirituality and Philosophy of Business and Management	
<i>Major - eight units</i>		
BS220	Human Behaviour in Organisations	Prerequisite: BS120 <i>or</i> permission of the Dean
BS225	Leadership and Change Management	Prerequisite: BS220
BS242	Market Research and Analysis	Prerequisites: BS140, BS275
BS243	Consumer Behaviour	Prerequisite: BS140
BS244	Marketing Communication	Prerequisite: BS140
BS322	Strategic Marketing	Prerequisites: BS120, BS140, BS220, BS225, BS242
BS382	Event Management	Prerequisite: BS140
BS396	Marketing Internship/Project	Prerequisite: 3 rd year FTE <i>or</i> permission of the Dean
<i>Electives - three units⁸</i>		
Three undergraduate units selected from the School of Business OR, with the permission of the Course Coordinator, another school at CHC or another university or accredited higher education provider.		

⁸ BS330 Directed Study is available with permission of the Dean for completion purposes only.

Unit sequence 2012-2014

The normal unit sequence for full time students in the Bachelor of Business is set out below. This sequence is subject to change based on student enrolments and staff availability.

Semester	Unit Code	Unit Title	Core/Elective	Credit Points
Semester 1	CS100	Christian Discipleship	Core	10
	BS110	Business Communication	Core	10
	BS120	Introduction to Business and Management	Core	10
	BS150	Accounting Principles	Core	10
Semester 2	CS125	Contours of a Biblical Christian Worldview	Core	10
	BS130	Information Systems for Business	Core	10
	BS140	Introduction to Marketing	Core	10
	BS170	Economics	Core	10
Semester 3	CS200	Christianity and Worldviews	Core	10
	BS220	Human Behaviour in Organisations	Core	10
	BS275	Data Analysis	Core	10
		One elective unit*	Elective*	10
Semester 4	BS225	Leadership and Change Management	Core	10
	BS252	Financial Management	Core	10
	BS270	Business Law	Core	10
		One or two elective units*	Elective*	10
Semester 5	BS300	Christian Spirituality and Philosophy of Business and Management	Core	10
	BS325	Human Resource Management	Core	10
	BS330	Directed Study*	Elective*	10
	BS395	Management Internship/Project <i>or</i>	Core	10
	BS396	Marketing Internship/Project <i>or</i>		
	BS397	Human Resource Management Internship/Project <i>or</i>		
	BS398	Accounting Internship/Project		
	Up to three elective units*	Elective*	10	
Semester 6	BS330	Directed Study*	Elective*	10
	BS363	Business Planning	Core	10
	BS395	Management Internship/Project <i>or</i>	Core	10
	BS396	Marketing Internship/Project <i>or</i>		
	BS397	Human Resource Management Internship/Project <i>or</i>		
	BS398	Accounting Internship/Project		
		Up to two elective units*	Elective*	10

*** Elective Units**

Students may choose alternating units required for their Major or elective units. Please refer to Course Requirements for details of Majors and elective units.

The following units will be offered in the years indicated to be taken towards students' majors or as Elective units. Please refer to Course Requirements for details of Majors and elective units.			
Years	Unit Code	Unit Title	Credit Points
2012 and 2014			
Semester 1	BS242	Market Research and Analysis	10
	BS321	Strategic Management and Planning	10
	BS322	Strategic Marketing	10
	BS351	Management Accounting	10
	BS362	Company Accounting	
Semester 2	ACC1102	Financial Accounting*	10
	BS365	International Business	10
	ACC3118	Auditing*	10
2013			
Semester 1	BS243	Consumer Behaviour	10
	BS244	Marketing Communication	10
	BS327	Industrial Relations	
Semester 2	BS328	Workplace Training and Assessment	10
	BS381	Creativity in Entrepreneurship	10
	BS382	Event Management	10

* CHC is planning to develop its own units in the areas of Financial Accounting and Auditing for offering in Semester 2, 2012.

10.4 Postgraduate courses information

Modes of study

The postgraduate courses offered by the School of Business are available in the external mode only.

10.4.1 Graduate Certificate in Management (BS41)

The Graduate Certificate in Management is a one-semester full time course (or part time equivalent) that requires 40 credit points for completion. The maximum time allowed for completion of the Graduate Certificate in Management is 6 years. Extensions beyond this time may be approved by the Dean in extenuating circumstances.

Students who successfully complete the Graduate Certificate in Management may articulate into the Graduate Diploma in Management.

Course requirements

The Graduate Certificate in Management consists of the following units:

Unit code	Unit name	Enrolment requirements
<i>Christian Foundations - one unit</i>		
BS400	Christian Thinking on Management	
<i>Electives - three units from the following⁹:</i>		
BS410	Information Systems Management	
BS420	Leadership and Change Management	
BS440	Marketing Management and Fund Raising	
BS450	Financial Management	
BS460	Human Resource Management	
BS490	Strategic Management	Must be completed in the last semester of enrolment
With the approval of the Course Coordinator, one 400 level unit from other units offered by the School of Business OR one 400-level unit from another school at CHC, another university or accredited higher education provider.		

10.4.2 Graduate Diploma in Management (BS42)

The Graduate Diploma in Management is a one-year full time course (or part time equivalent) that requires 80 credit points for completion. The maximum time allowed for completion of the Graduate Diploma in Management is 6 years. Extensions beyond this time may be approved by the Dean in extenuating circumstances.

Students who are enrolled in the Graduate Diploma in Management may exit with the Graduate Certificate in Management, subject to the completion of course requirements.

CHC has formalised articulation arrangements with Griffith University and The University of Southern Queensland. Upon completion of the Graduate Diploma in Management at CHC, students may be granted credit into nominated Masters Programs at these institutions. Details are available from the School of Business.

Course requirements

The Graduate Diploma in Management consists of the following units:

Unit code	Unit name	Enrolment requirements
<i>Christian Foundations - one unit</i>		
BS400	Christian Thinking on Management	
<i>Core - four units</i>		
BS410	Information Systems Management	
BS440	Marketing Management and Fund Raising	
BS450	Financial Management	
BS460	Human Resource Management	
<i>Electives - three units from the following¹⁰:</i>		
BS420	Leadership and Change Management	
BS470	Corporate Governance and the Legal Environment	
BS474	Business Planning	
BS480	Project and Event Management	
BS490	Strategic Management	Must be completed in the last semester of enrolment
With the approval of the Course Coordinator, one 400-level unit from another school at CHC, another university or accredited higher education provider.		

⁹ BS495 Directed Study is available with permission of the Dean for completion purposes only.

¹⁰ BS495 Directed Study is available with permission of the Dean for completion purposes only.

10.5 Resource requirements

All students require computer access for engaging with their studies. Internet access is also required as CHC will assign to each student a dedicated email address and will use this address to deliver important information and documentation to students. Students are also assigned individual space on the student server for the purpose of data storage. Access to a broadband internet connection is preferred, but not essential, in order to access the online Library catalogue and to engage in units which are supported by the Moodle™ learning platform.

Information regarding any additional specific requirements is published in each semester's Resource Lists.

Section 11: Staff Contacts

11.1 Staff contacts

11.1 Staff contacts

You are encouraged to discuss your progress in your units with each of your lecturers on a regular basis. If you are having difficulties with a unit or with meeting particular assignment deadlines, you should discuss the matter promptly with the lecturer for the unit concerned.

If you wish to see a lecturer, you may approach them before or after classes or visit them in their offices, either to speak with them at the time or to make an appointment to see them. If lecturers are not available in their offices, you may enquire at the CHC Reception.

While all staff may be consulted about general issues and questions, certain issues are the responsibility of the staff members listed below. If in doubt about which staff member to approach about a particular issue, please ask at the CHC Reception.

Staff contact information is available on the CHC website.

Topic/Issue	Staff Member
Principal, Christian Heritage College	Professor Brian Millis
Dean, School of Business	Dr Rod St Hill
Accommodation	Business Office
CHC timetable	Registrar's Office
Community Development Officers	David Bennetts Ellyse Brown
Course coordination	Wendy Collins (Undergraduate courses) D'Wayne Wigley (Postgraduate courses)
Disability support	Registrar's Office
Enrolment issues and student enquiries	Registrar's Office
LAUNCH Connect	Registrar's Office
Tuition fees, student contribution amounts and financial matters	Business Office
Overseas students	Registrar's Office
Payment of monies	CHC Reception
Resource materials	Library staff
Student academic grievances	Registrar's Office
Student non-academic grievances	Business Office, Registrar's Office
Unit work	Unit lecturers/tutors