



INVESTMENT BANKING INSTITUTE
BUSINESS SCHOOL

2016

Student Diary

Bachelor of Investment Banking

Study Now and Pay Later



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Institute Business School Pty Ltd (ABN 46 142 988 921)
TEGSA Higher Education Provider Number: PRV12188

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Welcome from the College Director

Welcome to IBIBS, Investment Banking Institute Business School.

IBIBS is a nationally registered higher education provider with the Tertiary Education Quality and Standards Agency (TEQSA).

Like other higher education institutions, IBIBS is a place of learning, in which all members of the IBIBS, staff and students alike, develop knowledge and acquire skills that will be useful throughout life.

Not all educational providers are the same and IBIBS is committed to providing a practical and personal learning environment. IBIBS high quality programs meet the current and future needs of Investment Banking professional organisations, industry and the community. We ensure students gain direct experience and ongoing exposure to professional agencies and their workplaces. We also offer modern, safe and well supervised facilities so students can focus appropriately and remain motivated to become leaders in their chosen fields.

To align with ongoing change, IBIBS is committed to further development of its activities including a growing emphasis on technology transfer and the establishment of optional learning strategies. These strategies will impact upon both individual and social development.

IBIBS is not just a business school experience, it is a life experience. The intensity and the focus on investment banking disciplines from a strategic, transactional as well as academic perspective forges an integrated intellectual and social bond between classmates.

Internship opportunities are available as this consolidates their learning and ensures they enhance their opportunity to cement themselves within the industry.

IBIBS allows eligible students to pay tuition fees directly or apply for FEE-HELP.

IBIBS promotes ethical values throughout its operation and looks forward to your high achievements whilst a student at the IBIBS.

Investment Banking Institute Business School
College Director

Emeritus Professor
Dr David James AO

1. Introduction

Welcome to IBIBS, Investment Banking Institute Business School.

Our mission is to excel as a higher education institution dedicated to delivering investment banking advisory education.

Purpose of This Diary

This Diary should be used as a source of reference as it provides information about rights and responsibilities of undergraduate students, IBIBS requirements, general policies, and the IBIBS Style Guide. All operations involving students are based upon information in this Diary. It is expected that all students are familiar with its contents.

This Student Diary is also available on our website by logging into the Student Portal (refer to www.ibibs.edu.au/current-students-login)

The forms referred to in the Diary are all available from our website. All completed forms must be submitted to Student Administration.

All policies referred to throughout this Diary are available in full on the IBIBS website. (www.ibibs.edu.au)

Disclaimer

All information contained in this Diary was accurate at the time of printing. However, the IBIBS reserves the right to alter or amend rules, policies and procedures subject to Higher Academic Board approval. Students will be informed of any changes made subsequent to printing via the website and notice boards.

The Educational Philosophy of the IBIBS

IBIBS developed from a need to provide a more practical approach to higher education. To ensure this, IBIBS promotes three key policies, namely:

- To establish strong links between professional organisations and the IBIBS in the development of educational programs;
- To research world-wide for leading initiatives and best practice within relevant disciplines; and
- To engage suitably qualified practising professionals with appropriate teaching skills to participate in program delivery wherever possible.

These objectives have been maintained and students attending the IBIBS can look forward to learning within a world-standard practical environment.

TEQSA Registration and Course Accreditation

IBIBS is a private higher education provider that is registered with the Tertiary Education Quality and Standards Agency (TEQSA) to deliver degree qualifications in the Investment Banking sector to domestic students.

You are a domestic student if you have Australian or New Zealand citizenship, Australian permanent residency, or hold an Australian permanent humanitarian visa. This is regardless of where you have studied and what qualifications you have.

TEQSA course accreditation provides students with confidence that their IBIBS course is fully supported by the relevant State and Federal Government Departments, and that the resulting qualification is equivalent to any offered by public universities. (www.aqf.edu.au)

TEQSA accreditation provides certification that IBIBS courses are equivalent in standard to an award of that type or level in universities and that the methods proposed to deliver it are likely to achieve the purpose of the course.

Accreditation and government approval also means that the IBIBS is subject to regular audits, which ensures that the IBIBS's courses are academically sound, that the teaching staff are suitably qualified, that management and administrative functions are performed effectively and efficiently, and that the IBIBS itself maintains financial viability.

In addition IBIBS has been approved by the Commonwealth as a "higher education provider" for the purposes of offering FEE-HELP, a government funded loan scheme which applies to full-fee paying courses (visit <http://studyassist.gov.au>)

FEE-HELP is a Commonwealth supported loan scheme that allows eligible students to borrow their tuition fees. Eligible students may borrow up to the FEE-HELP limit of \$96,000 to pay tuition fees over their lifetime. Refer to Section 8 for further information about FEE HELP funding for IBIBS students or visit www.ibibs.edu.au for all financial assistance options available at IBIBS. (<http://studyassist.gov.au>)

IBIBS courses are accredited and listed on the TEQSA national register as higher education courses. Please visit the following websites for further information:

1. The Australian Qualifications Framework Register of Recognised Education Institutions & Authorised Accreditation Authorities in Australia:
www.aqf.edu.au
2. Tertiary Education Quality and Standards Agency (TEQSA)
www.teqsa.gov.au/

Quality Assurance framework

All operations of IBIBS are conducted in accordance with the IBIBS Quality Assurance Framework, Governance Charter as shows in Governance and Organisational Assurance Framework diagram (See Appendix 2).

All academic governance matters are overseen by the Higher Education Academic Board, which includes personnel external to and independent from the owners and the executive management committee of IBIBS. Our Course Advisory Committee consists of experts from the various investment banking disciplines are that advise on the course and its development. Our Teaching and Learning Committee ensures consistency of academic standards.

ACPET Tuition Assurance

IBIBS is a member of Australian Council for Private Education and Training (ACPET)(www.acpet.edu.au) IBIBS does not take any tuition fees in advance and has secured ASTAS tuition assurance from ACPET. This ensures that enrolled students are placed in an equivalent course and/or are entitled to fee repayments in the event that the IBIBS is unable to offer a course. Refer to Section 17 for details of the IBIBS's course assurance arrangements.

2. Contact Details

Telephone Numbers

Australia 1300 659 298

info@ibibs.edu.au

Student Administration

admin@ibibs.edu.au

Future Students

For further information, please visit:

- www.ibibs.edu.au
- futurestudent@ibibs.edu.au
- 1300 659 298

3. Important Dates 2016

(based on the Academic Calendars approved by Higher Education Academic Board November 2015)

2016

FIRST SEMESTER 2016		Census Dates 2016
Program for all first year undergraduate students		Semester 1 – Monday 11 April 2016
Orientation	Wed 9 March – Fri 11 March	Semester 2 – Monday 22 August 2016
Classes	Monday 14 March – Friday 1 April 2016 (3 teaching weeks)	Study Now and Pay Later
Mid-semester break	Saturday 2 April 2016 – Sunday 10 April 2016	
Classes	Monday 11 April 2016 – Fri 10 June 2016 (9 teaching weeks)	
Revision Period*	Saturday 11 June 2016 – Sunday 19 June 2016 (SWOT Vac)	
Examination period*	Monday 20 June 2016 – Wednesday 29 June 2016	
Semester ends	Thursday 30 June 2016	
Results final release date	Tuesday 12 July 2016	
SECOND SEMESTER 2016		
Mid-Year Orientation	Monday 18 July 2016 – Friday 22 July 2016	
Classes	Monday 25 July 2016 – Friday 19 August 2016 (4 teaching weeks)	
Mid-semester break	Saturday 20 August 2016 – Sunday 28 August 2016	
Classes	Monday 29 August 2016 – Friday 21 Oct 2016 (8 teaching weeks)	
Revision Period*	Saturday 22 October 2016– Saturday 30 October 2016 (SWOT Vac)	
Examination period*	Wednesday 10 November 2016 – Friday 18 November 2016	
Semester ends	Saturday 19 November 2016	
Results final release date	Tuesday 6 December 2016	
Graduation Day	Friday 9 December 2016	
SUMMER SEMESTER		
Saturday 10 December 2016 – Monday 13 March 2017		
PUBLIC HOLIDAYS 2016 Proposed		
New Year's Day 2017	Sunday 1 Jan	
Australia Day	Tues 26 Jan	
Labour Day**	Mon 14 Mar	
Good Friday	Fri 25 Mar	
Easter Monday	Mon 28 Mar	
Anzac Day**	Mon 25 Apr	
Queen's Birthday**	Mon 13 Jun	
Melbourne Cup Day**	Tue 1 Nov	
Christmas Day	Sun 25 Dec	
Boxing Day	Mon 26 Dec	
Christmas	Tus 27 Dec	
* Refer to Assessment Policy (Assessment Scheduling)		
** Lectures and tutorials scheduled on public holidays will be transferred to the Friday of that week. See course timetable for details.		
Please Note: Some variations to the Academic Calendar are approved annually on a program by program basis.		

4. Higher Education Staff

See Appendix 2 for IBIBS Governance and Organisational Structure.

Dean of Studies

The Dean of Studies is responsible for overseeing the academic program and ensuring the maintenance of high quality programs by regularly monitoring teaching and assessment standards. The Dean is also responsible for issues relating to academic progress.

College Director

The College Director is responsible for all matters related to curriculum within IBIBS. The College Director works in conjunction with other members of the Executive Management Committee to ensure students and teaching staff receive the support and guidance required.

Registrar

The Registrar coordinates all Higher Education operations, including administration, admission, finance and library staff. The Registrar also ensures appropriate resources are available for students and staff, is responsible for drafting policies, and production and publication of all student information.

Student Administration Staff

The Student Administration staff are responsible for ensuring the efficient running of undergraduate programs and the maintenance of student records, both financial and academic. The Student Administration staff are responsible for maintaining attendance records, timetabling, organising examinations, coordinating the submission of assessment tasks and collating and disseminating results. The Student Administration Officer is also responsible for dealing with day to day administrative issues concerning students.

Library Staff

Library staff support the teaching, learning and research undertaken at IBIBS. The Librarian is responsible for reference assistance, collection development, and the Library pages of the IBIBS website. The library assistants are responsible for circulation, collection, and maintenance of the computerised library catalogue.

(refer to www.ibibs.edu.au/library)

Student Support Officer

The Student Support/Field Placement Officer assists students with course and study related issues, housing, finance, personal issues and all aspects of career decision making including elective choices, placement opportunities, job hunting, resume writing and interview skills. The Student Support Officer also organises industry placements.

Teaching Staff

Teaching staff have all been employed for their recognised expertise in the field as well as their academic qualifications. They are keen to ensure every student is afforded the best possible opportunity to develop a realistic and worthwhile career.

Teaching staff are responsible for subject content, writing lectures, assignment topics and exams, selecting textbooks for their subject, marking and otherwise assessing work. Teaching staff are also responsible for ensuring students are provided with constructive feedback on written work and meeting with students to discuss their work, academic progress and improvement strategies.

Staff Contact details

Please note that personal email addresses and/or telephone numbers for teaching staff are NOT provided to students. Teaching staff may be contacted electronically via the subject discussion boards on TURNITIN.

5. Undergraduate Subject Information

5.1 Credit Points

In order to meet the requirements of an IBIBS Course, you must satisfactorily complete core subjects (known as units of study) and various elective subjects.

All subjects equate to credit points, and in order to complete the course, students must complete 300 credit points for a Bachelor, 200 points for a Associate Degree and 100 for a Diploma. Each semester long subject is worth 12.5 credit points. The IBIBS Skills Pathway program (SPP) is not worth any credit points, but is a hurdle requirement – refer to Section 5.5 for further details of this subject.

Each unit of study (subject) has an EFTSL (equivalent full-time student load information) value of 0.125 (refer to Section 8)

5.2 Investment Banking Course Structure

The following IBIBS Investment Banking courses have these course structures:

5.2.1 Diploma of Commerce

Students enrolled in the Diploma of Commerce are required to complete 8 core subjects that constitute the first year of the Bachelor of the Investment Banking. Refer to Diploma of Commerce Course Guide (TEQSA Course Code CRS1201456)

5.2.2 Associate Degree of Finance

Students enrolled in the Bachelor of Investment Banking may elect to leave the course after successfully completing 16 core subjects, with an Associate Degree of Finance that constitutes two years of the Bachelor of the Investment Banking.

IBIBS is accredited to offer this course as an exit point from the undergraduate degree. This is a lesser qualification than a Bachelor Degree, but is more academic in nature than an Advanced Diploma in VET. Students taking this degree are eligible to graduate with other graduands at the graduation ceremony and have a tertiary qualification. For further information about this qualification, please see the Student Administration Officer. (refer to www.ibibs.edu.au) Associate Degree of Finance TEQSA Course Code CRS1201455

5.2.3 Bachelor of Investment Banking

Students will need to complete 24 subjects to be awarded the Bachelor of Investment Banking. This is comprised of 22 core subjects and 2 elective units of study selected from the Course Structure. A copy of each course structure is contained in the IBIBS course units brochure. The Bachelor of Investment Banking course structure can be viewed with the following link - (refer to www.ibibs.edu.au)

Bachelor of Investment Banking TEQSA Course Code CRS12001454. Subjects can be completed in any combination except where prerequisites and co-requisites apply but recommend students comply with the suggested study structures. First year subjects can be undertaken in any sequences but must be all completed prior to commencing a 2nd year subject.

5.3 Prerequisites

(refer to www.ibibs.edu.au/policies)

Prerequisite subjects are those subjects which must be successfully completed in order to enrol in another, more advanced subject, which is normally taken later in the course. The reason prerequisites exist is to ensure that certain knowledge is obtained before proceeding to a more advanced subject in which this knowledge is assumed.

Subjects may only be enrolled in once their prerequisite subjects have been successfully completed. If a Transcript of Results at the end of a study period indicates a Fail, Did Not Sit or Late

Withdrawal of a prerequisite, this subject must be repeated and any subject that it is a prerequisite for cannot be enrolled in until the prerequisite is passed. Please refer to the sections on repeating subjects, overloading and fee information about repeated and additional subjects.

A copy of this policy is available from the IBIBS student administration centre and/or please refer to the website: www.ibibs.edu.au/policies

5.4 Subject Summaries

A copy of course subject summaries are available from the student administration centre and/or can be viewed on the IBIBS website. (www.ibibs.edu.au)

5.5 Skills Pathway Program (SPP)

The Skills Pathway Program, or (SPP), is an innovative and valuable subject, that is part of all IBIBS courses in 2016.

The SPP is designed to introduce students who are new to tertiary study to the skills required for successful academic life, covering research, writing and accessing support services. SPP also covers topics such as time management, effective note taking and reading, and examination techniques.

SPP guides students through the entire research and writing process, from receiving the essay topics to formulating a plan, undertaking appropriate and focussed research, establishing arguments, designing introductions and conclusions, appropriate referencing, right through to the finished essay which is ready for submission. Real essay topics will be used, so the subject is an adjunct to subjects already being taught, rather than an additional subject to study.

SPP is undertaken during the Orientation/Skill Foundation Week prior to the commencement of study. It is compulsory for all commencing students in all IBIBS courses.

Please note there is no fee payments for this subject. However, SPP is a hurdle requirement and must be attended in order to go on to all other subjects at the IBIBS.

The assessment for SPP is based on class based tasks and is graded as Satisfactory or Unsatisfactory.

The IBIBS is committed to assisting students achieve their full academic potential and this program has been introduced to achieve this aim. The IBIBS trusts that students will take advantage of this opportunity to enhance not only their chances of a successful academic outcome, but also assist them in any future career where written communication skills are important. We also believe the competence gained within SPP will also enhance your life skills generally.

6. Course Information

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

6.1 Duration of Courses

(refer to www.ibibs.edu.au/policies)

Our Bachelor of Investment Banking is completed over 6 study periods. Refer to IBIBS Time Limits for Completion of Course Policy, all IBIBS courses, which must be completed within ten years of commencement.

6.2 Study Load

Full Time Study

A normal full-time study load is 4 subjects (50 credit points) per study period.

Part Time Study

Enrolment in three or less subjects per study period constitutes part-time study. A normal part-time study load is 2 subjects (25 credit points) per study period.

A student may transfer between full and part-time loads upon authorisation by the Student Administration Officer. Students who receive Centrelink payments for Austudy or Youth Allowance MUST contact Centrelink if their study load changes during the course. Centrelink's contact details to report changed circumstances are:

Website: www.centrelink.gov.au

Telephone: 13 2490

6.2.1 Overloading

(refer to www.ibibs.edu.au/policies)

“Overloading” means undertaking more than four subjects in a study period. Undertaking and successfully completing the required four subjects per study period involves a considerable workload if undertaken seriously with all the required and associated work. Therefore overloading is discouraged as it is usually considered to be too much for students to undertake because other enrolled subjects may consequently suffer.

However, in strictly prescribed circumstances, students may be permitted to overload ie: undertake more than the prescribed four subjects per study period.

If overloading is granted, tuition fees must be paid for the extra subject eg: if a student enrolls in five subjects, they must pay for five subjects.

6.3 Credit Transfer/Exemptions

(refer to www.ibibs.edu.au/policies)

Any student currently enrolled in an IBIBS course may seek credit for subjects completed at another tertiary institution.

This type of credit is most frequently sought when eg: a student has deferred for a year and wants to complete a couple of subjects elsewhere during this time, or has failed a subject and undertakes the subject in a summer semester at another institution.

Work/professional experience does NOT constitute grounds for applying for Credit Transfer or the granting of exemptions.

The Credit Transfer Committee and/or the Registrar will consider all applications for credit, and make decisions regarding the granting of exemptions, in consultation with relevant subject lecturers, if necessary.

6.4 Study periods

(refer to www.ibibs.edu.au/policies)

IBIBS will conduct teaching over two study periods in 2016 (subject to demand). Refer to IBIBS Course Structure of the Academic Year Policy where each study period consists of 12 teaching weeks, inclusive of any examination and assessments. Where public holidays fall on days scheduled for classes, makeup classes will not generally be offered; the requisite material will be covered in the shorter time.

6.5 Contact and Non-Contact Hours

“Contact hours” means time actually spent in class. In most subjects, there are generally four contact hours per week. To be successful in the course, it is expected that students will undertake two hours of self-directed study, such as homework, required reading, library research or essay preparation and writing, for every contact hour.

6.6 Class Structure

(refer to www.ibibs.edu.au/policies)

Students should attend the required four hours of classes for each subject each week in which the student is timetabled and enrolled.

Most subjects in the Bachelor of Investment Banking have a two hour lecture and a one two hour tutorial per week.

Lectures are generally large, permitting little time for questions or discussion. Lectures tend to be formal in structure and focus on the theoretical aspects of the subject.

Tutorials have a smaller number of students and aim to include discussion, clarification and expansion of areas covered by the lectures, and are forums for group discussions, individual presentations, class exercises and homework, the showing of relevant videos, explanations of essay topics, exam preparation etc.

Generally any elective subjects generally use the three hour block in a seminar style, which allows for more interaction between teaching staff and students.

6.7 Timetables and Scheduled Classes

(refer to www.ibibs.edu.au/policies)

Class timetables are prepared in advance of the beginning of each study period. Some subjects have classes which are only offered once a week, while others have two or more class times to choose from and students are asked to indicate timetable preferences (known as “streams”).

Confirmed timetables for all classes are made available on the notice boards and website prior to the commencement of each study period. Individual timetables are available to students as soon as they are enrolled into their subjects for the study period.

While Student Administration attempts to accommodate each student's preferred timetable, this is not always possible. Students are advised to give their timetable preferences careful consideration, as it is not usually possible to alter timetables once they are set.

6.8 Class Attendance

(refer to www.ibibs.edu.au/policies)

Attendance at all scheduled classes is compulsory. IBIBS expects a commitment from students that they will attend all scheduled classes in every subject. It is difficult to successfully complete a subject if classes are not attended. It is particularly vital that students attend the first and last classes of the study period. At least 80% attendance in lectures/seminar and tutorials is a hurdle requirement in most subjects.

The flexibility to miss 3 to 6 classes, depending on the subject, provides for illness, accident and other personal or work related issues. The outcome of missing more than this number of classes is a Did Not Sit result for the subject, which will then have to be repeated – refer to section 9.12 for details of this academic penalty.

6.8.1 Attendance Records

Lecturers and tutors will keep attendance records in all classes. Students will be marked as absent from class if they arrive late or leave before the class is over or attend a class they are not scheduled for.

6.8.2 Absence

If students are not able to attend a lecture or tutorial they should contact the lecturer or tutor at the first available opportunity and get advice on how to catch up on any missed work. They should also borrow lecture notes from a class-mate and ensure that they have done all the required reading and homework (all available from the website). Many lectures are also taped and the tapes may be borrowed from the Library. Teaching staff are NOT expected to give any additional or individual help to students who missed classes for trivial reasons or who provide no explanation.

Students are strongly advised to miss classes ONLY when it absolutely unavoidable, such as in the case of illness, accident or other serious situation. It is also advisable to obtain and retain medical certificates or other documentary evidence in support of any absence – these are not required to be produced as long as no more than the allowable number of classes have been missed, but they may confirm the reason for the absence, and the teaching staff will be more inclined to assist in catch up work, when the reason for the absence is genuine.

If there are EXCEPTIONAL circumstances which result in the student being absent for more than the allowable number of classes, students MAY be exempted from receiving a DNS result. To be considered, students must submit a Special Consideration – Attendance Application (Form) to Student Administration, together with relevant supporting documentation within 7 days of the absence which resulted in them missing more than the allowable number of classes. Applications will not be considered after this deadline.

Teaching staff will refer any unexplained extended absences to Student Administration to investigate. If absences appear to be impacting on student progress, the student may be deemed to be “at risk”.

6.9 Lecture Notes

Students are expected to take notes during lectures and answer questions directed at them based on assigned readings (active learning model). To assist with preparation for lectures, lecture

outlines for all subjects are made available on the Current Students' homepage of the website prior to the lecture. This is not a replacement for taking notes or attending lectures; only the outlines are available on the website, and the lectures themselves contain considerably more content. The availability of the lecture outlines is a courtesy, and lecturers may decide not to make them available.

Lectures are also taped in some subjects. If so, these tapes are housed in the Library and may be borrowed overnight. Check with the Library to ascertain which lectures are taped. These taped lectures are an excellent resource for revision and/or missed lectures.

6.10 Classroom Etiquette

To ensure that teaching staff and other students are not inconvenienced by disruptive behaviour, and to ensure all students get the most out of class time, the rules are simple:

- No food or drink (except bottled water) in lecture or tutorial rooms.
- No mobile phone use; this means both phone calls and text messages. Phones must be switched off. Phones that ring or are used during class will be confiscated.
- Be punctual. Lecturers and tutors reserve the right to refuse latecomers admission to the class.
- Respectful including but not limited to any talking or other disruptive behaviour. Disruptive students will be asked to leave the lecture. Pursuant to the **IBIBS's Code of Conduct**, continued disruptive behaviour will result in disciplinary action being taken by the Dean of Studies. In extreme cases, exclusion from the course may result.

6.11 Subject Syllabi

(refer to www.ibibs.edu.au)

Subject syllabi (subject guides) shall be provided to students prior to the first class via the IBIBS website. The syllabus is a written statement detailing the objectives of the subject, weekly subject content, required reading, assessment methods, essay/assignment topics, due dates for submission of written assignments and any other requirements for satisfactory completion of the subject.

The syllabus is based on a curriculum that has been developed by the Course Advisory Committee and accredited by TEQSA (www.teqsa.gov.au). All students are expected to be familiar with the requirements of all enrolled subjects and to arrive at the first class with a copy of the syllabus, study guide and prescribed text, books and other subject requirements which will be discussed in detail in class. All subject requirements can be purchased from IBIBS directly or recommended bookseller.

6.12 Textbooks, Readers & Required Reading

(refer to www.ibibs.edu.au)

Prior to the commencement of each study period, students are issued with a textbook list.

A copy of this is available from the IBIBS student administration centre and/or the IBIBS website.

Students are expected to purchase all prescribed texts and legislation.

They are referred to heavily throughout the study period and weekly readings are usually set from these books. It is especially important for subjects which have Open Book exams that students own a copy of the text; Library copies are not permitted to be taken into examinations.

6.12.1 Second Hand Texts

Although IBIBS will not sell second hand texts for students, students may be able to sell their second hand texts after they receive their new textbook lists at re-enrolment and the end of first and second study period. Notices may be placed on the notice boards and the Second Hand Textbooks online bulletin board to advertise books for sale.

Recommended sale prices for second hand texts are as follows: two thirds of the retail price for books in excellent condition, and half the retail price for books in fair condition.

6.12.2 Reading Kits (Readers)

For many subjects, reading kits are compiled for the convenience of students. These consist of journal articles, book chapters, cases, legislation and other material that students are expected to read and/or will assist with essay topic research and exams. Rather than students having to locate and photocopy this material, it is bound into booklets, which are available for purchase from the Library at the beginning of each study period.

The cost is based on 10 cents per page, and the kits usually cost between \$10 and \$25.

To ascertain whether a specific subject has a reading kit, please refer to the subject syllabus.

6.13 Units of Study Evaluation

(refer to www.ibibs.edu.au)

At the conclusion of each teaching study period, students are asked to evaluate the content and delivery of all the subjects they have been enrolled in for that study period. Evaluation questionnaires are available for completion during the last week of teaching in the applicable class. They include questions on both subject content and delivery. IBIBS is very responsive to student suggestions and feedback, and the information contained in the questionnaires is forwarded to IBIBS management and the Academic Board, and acted upon where possible. IBIBS encourages students to complete these questionnaires as it is an effective method for students to participate in the ongoing development and improvement of the subjects and the courses overall.

6.14 Exclusion From the Course

(refer to www.ibibs.edu.au/policies)

Students may be excluded from the course or not permitted to re-enrol for various reasons, including:

- breaches of the Student Code of Conduct, including plagiarism;
- non-payment or continual late payment of fees or other monies owed; or
- poor academic performance, including failing to successfully complete 50% or more of enrolled subjects in an academic year and/or failing or receiving a Did Not Sit result twice for the same core subject.

7. Student Administration

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

The Student Administration staff aim to facilitate the academic process by ensuring the institution operates efficiently. Student Administration is responsible for maintaining student records, both academic and financial, receipting assignments, collating and recording assessment results, setting timetables, organising exams, communicating important information to both students and teaching staff, and dealing with student enquiries. The staff are able to help and advise students; students are encouraged to contact the Student Administration Officer if they have any problems, concerns or queries regarding the administration of the course.

7.1 Student Administration Web Page

This page on the website is updated constantly and contains important information which may not be duplicated on the notice boards. It also links to forms, exam information, timetables, events, and results information. Please refer to this page often; it is expected that all students are aware of the information contained in it.

All forms referred to throughout this Student Diary are available from IBIBS website, and must be submitted to Student Administration in hard copy and/or scanning application on your Android or iPhone.

Email completed forms to studentadmin@ibibs.edu.au

7.2 Student Cards

(refer to www.ibibs.edu.au/policies)

At enrolment of new students, photos are taken for inclusion on student cards, which will be issued to all new students at Orientation.

Returning students MUST retain their original student cards. These are validated at re-enrolment.

Students are required to keep their student cards with them at all times while on the IBIBS premises, as a means of identification. The card will also enable students to borrow books from the Library and must be produced during examinations. The card is also used for photocopying and printing at the IBIBS.

If a card is lost or stolen, students are required to obtain a Student Card Replacement Application form. The form must be completed and lodged at the Student Administration Office, and a \$25 replacement fee paid. A replacement card will be issued within 7 working days, and the student notified that it is ready to collect. Replacement cards will not be posted to students.

Please note that any offer made to a prospective student must be accepted online via the IBIBS website. (refer to www.ibibs.edu.au/study-at-ibibs/future-students/accepting-your-offer)

7.3 Applications for Public Transport Student Concession Cards

Full-time students who wish to obtain a public transport student concession card may bring the application form to the Student Administration Office or to enrolment or re-enrolment.

Either the Registrar or Student Administration Officer must sign and stamp the application. Application forms are available from any large train station such as Flinders Street and Spenser Street.

Concession application forms will NOT be authorised for part-time students.

Please note that if you are paying fees directly to the IBIBS, fee payments must be up to date in order for these applications to be signed.

For further information visit: www.ibibs.edu.au/study-at-ibibs/future-students/concession-card-applications

7.4 Confirmation of Enrolment – for Centrelink

Students will receive a printed 'confirmation of enrolment' when they enrol at the start of each study period. This will be necessary in order to claim Centrelink benefits.

If a student's study load changes, they MUST inform Centrelink.

7.5 Lost Property

Any personal property found on IBIBS premises will be held at the Student Administration office for collection. Any unidentified and uncollected lost property will be discarded at the end of each study period.

7.6 Personal Details

(refer to www.ibibs.edu.au/policies)

It is the responsibility of each student to ensure that the IBIBS has their current contact and other details, especially postal and email addresses and telephone numbers. Students must inform Student Administration staff of any change of name, address or other personal details by completing a Notification of Change of Personal Details form. Failure to notify the IBIBS of any relevant changes may result in misdirection of important mail or failure to receive important messages. The IBIBS assumes no responsibility for misdirection of information where correct details were not provided.

7.7 Confidentiality of Student Records

(refer to www.ibibs.edu.au/policies)

Pursuant to the IBIBS's Privacy Policy, all course documentation, official correspondence, including application and enrolment details will be treated with the utmost confidentiality. A student may gain supervised access to their personal records upon request, by applying in writing to the Registrar.

7.8 Transcripts of Results

(refer to www.ibibs.edu.au/policies)

At the end of each study period, students will receive an official Transcript of their academic record, which will show all results and, where applicable, exemptions granted. This Transcript is an official and important document and should be kept in a safe place.

If the transcript is lost, students may apply for a replacement transcript, by completing a Request for Transcript Form and lodging it, together with a \$10 administration fee, at the Student Administration Office. Transcripts requested in this way will be ready to collect within 3 working days of lodging the request.

7.9 Contacting Students

IBIBS staff often need to contact students individually or as part of a group. The usual method of contact is by email and students need to ensure that their email address on IBIBS records is kept current. It is vital that students have access to the Internet so they can receive emails from IBIBS.

Students may also be contacted by SMS; it is therefore vital that Student Administration has up to date mobile telephone numbers of each student.

The IBIBS accepts no responsibility for not providing important information to students who do not have internet access or do not access their student email account regularly.

Emergency contact details must be provided by each student and consent to the use thereof.

7.10 Contacting Teaching Staff

Appointments should be made to speak to teaching staff, by contacting the IBIBS Reception Desk. Teaching staff will also be available on a subject specific online discussion boards on the web-based ONLINE system at certain times each week, and will respond to student queries via the same means. Each teaching staff member will advise students of their availability at the start of the study period.

Personal contact details, such as telephone numbers or email addresses of teaching staff, will NOT be available to students. That is, students will only be provided teachers' contact details provided by IBIBS.

7.11 Notice boards

General student notice boards are situated in the student lounge. Information such as timetables, tutorial groups, employment information and other important administrative and subject information is displayed on these notice boards and updated regularly. Students should check these notice boards frequently.

7.12 Enrolled Students Website

(refer to www.ibibs.edu.au/policies)

The IBIBS website has a dedicated homepage for currently enrolled students. This homepage, at www.ibibs.edu.au, includes current and important information such as subject outlines, lecture notes, due dates of assignments, examination information, current awareness information, research and library information and research links, as well as most administrative forms students may require during their course.

The website is the IBIBS's primary form of communication with students and students must check it regularly.

7.13 ONLINE System (TURNITIN) (or similar software)

The website provides access to TURNITIN, which is accessed from the current student's homepage, via which essay plans, oral presentation reports and electronic copies of essays are submitted. It is also used to contact students, allow students to consult with teaching staff and other students in online forums.

7.14 Access to the Website and TURNITIN

Passwords are required to access the current student's homepage and TURNITIN. These passwords are issued to new

students at the beginning of their academic year. Students retain the same password throughout the course. If a password is forgotten or for some other reason needs to be changed, students must contact Student Administration. A new password will be accessible within three working days.

Website and TURNITIN access will be removed in the following circumstances:

- Library books are overdue or
- Library fines not paid; or
- Any monies owed are not paid by the due date.

Once the above matters have been dealt with satisfactorily, website and TURNITIN access will be restored within two working days. In order to be reinstated on the website and TURNITIN, receipts showing that the outstanding amount has been paid must be produced to Student Administration.

8. Fees and Charges

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

IBIBS is an approved higher education institution registered with TEQSA. IBIBS offers eligible students the option of paying their tuition fees either directly or applying for FEE-HELP. This Commonwealth Government scheme allows eligible persons to borrow up to \$96,000 to pay tuition fees over their lifetime.

Students do not begin to repay this loan until their annual income exceeds \$54,126 (2015/2016 figure). The loan is repaid via the taxation system. FEE-HELP loans for undergraduate courses incur a loan fee of 25% of the total tuition cost which is also repaid through the Australian Taxation Office.

Students need only apply for FEE-HELP once, with no need to repay tuition fees during the course. For more information about FEE-HELP including eligibility criteria, refer to the Commonwealth Government's Going to Uni website at www.goingtouni.gov.au and the FEE-HELP Information Booklet. All IBIBS commencing students shall receive this information when offered a place in the course. The booklet is also available from Student Administration and the going to uni website.

IBIBS is an independently funded education provider and receives no government funding like universities receive. IBIBS does not demand or collect tuition fees in advance from students. Therefore full tuition fees must be paid for courses studied at the IBIBS either directly by the student or FEE-HELP or through a scholarship (See Appendix 1).

To safeguard student interests, all fees are collected after the commencement date of the course that reflects the census dates. The IBIBS then transfers these fees for use after the commencement of the course. IBIBS also maintains tuition and course assurance, to further safeguard student tuition fees paid directly or under FEE-HELP.

8.1 Are You entitled to FEE-HELP?

To be entitled to FEE-HELP, you must be

- undertaking study at an approved higher education provider (IBIBS is approved);
- an Australian citizen or holder of a Permanent Humanitarian visa and be resident in Australia for the duration of their studies;
- enrolled in an eligible unit of study on or before the census date for the unit and remain enrolled in the unit at the end of the census date;
- not Commonwealth supported in relation to that unit;
- meet the tax file number (TFN) requirements;
- have completed, signed and submitted a valid Request for FEE-HELP assistance form for the unit of study or the course of study of which the unit forms a part, on or before the census date; and
- within the FEE-HELP limit.

You must maintain a 50% pass rate to remain eligible for FEE-

HELP once you have completed 8 or more units. A loan fee of 25% is applied to FEE-HELP loans for undergraduate courses of study. For further information and to download the FEE-HELP information booklet, please go to <http://studyassist.gov.au>

8.2 Tuition Fees - 2016

Tuition fees fund the teaching and learning resources of the IBIBS, including teaching and administrative staff salaries, library resources, exam invigilation, computer resources for students including hardware and software as well as the website and TURNITIN.

Tuition fees are calculated per enrolled subject, known as a "unit of study".

In 2016 tuition fees cost \$3,500 per unit of study (except the Level 1 subjects that are \$2,000 per unit). Please note that the SPP unit is offered totally free of tuition fees or FEE-HELP debt

The total fees for 2016 for a full-time student studying 4 units of study per study period during the year and paying fees directly to the IBIBS will therefore be \$28,000 per annum.

Factoring in CPI increases, tuition fees for a course begun in 2016 and completed in 2016 will cost approximately \$72,000 (1 year x \$16,000, plus 2 years x \$28,000 per annum).

IMPORTANT NOTE: Fees are subject to annual CPI increases, and other increases as determined by annual review.

Study Now and Pay Later

8.2.1 FEE-HELP Applications and Debts

IBIBS has HEP-FEE HELP approval from the Australian Government for eligible students. This allows students to Study Now and Pay Later. This loan amount does not need to be repaid until you earn income above \$54,126.

Students who apply for FEE-HELP must submit their FEE-HELP application form to the IBIBS at enrolment or re-enrolment. Only one FEE-HELP application need be submitted for the entire course.

Each enrolled unit of study paid for through FEE-HELP is recorded by the Commonwealth Government as a FEE-HELP debt. The debt to be repaid is calculated and the 25% loan fee added as each unit of study is enrolled in.

A student may transfer from direct fee payments to FEE-HELP and vice versa as they progress through the course, as long as FEE-HELP is applied for by the enrolment or re-enrolment date in any semester. Students may also pay part of the tuition fee for any unit of study up-front to the IBIBS and request FEE-HELP assistance for the remainder.

Census dates for IBIBS in 2016 are as follows:

Semester 1 – Wednesday 30 March 2016

Semester 2 – Thursday 4 August 2016.

FEE-HELP cannot be applied for after these census dates.

8.2.2 Other Costs and Incidental Fees

Students are expected to purchase all prescribed textbooks and reading kits for subjects selected. The cost per semester is generally approximately \$600 (\$150 - \$200 per unit of study, refer below for more information on purchasing prescribed and recommended textbooks).

Students are also required to pay for printing and photocopying, replacement of Student Cards, Transcripts of Results and Diaries, and some IBIBS functions such as the annual Ball and Graduation ceremony.

Incidental fees	How much is the fee?
Reading kits/Study Guides	\$25 per unit
Replacement student card	\$25 per year
Textbooks	\$150 per unit
Graduation Dinner/Ball	\$150 per course
Replacement transcript	\$25 per course
Reading brick on CDROM	\$10 per course
Late payment of tuition fees	no fee per unit
Payment fee for reinstatement	no fee per unit
Cancellation fee	no fee per unit
Administrative fee for withdrawing	no fee per unit
Library Fine	\$1 per day per book

8.3 Method of Payment and Fee Payment Dates

Students can either pay their tuition fees directly or via FEE-HELP

8.3.1 Direct Fee Payments & FEE-HELP Census dates - 2016

Students who elect to pay their tuition fees directly to IBIBS must pay after the commencement of each study period. The due dates for direct standard and dual instalment payments are published below.

The Study Period due dates for tuition fee payments in 2016 are:

Standard Instalment Payment:

(One payment for the study period)

Semester 1 – Monday 11 April 2016

Semester 2 – Monday 22 August 2016

Dual Instalment Payment:

(2 payments for the study period):

Semester 1 - Monday 11 April 2016 - 1st Instalment Due Date

Semester 1 - Fri 13 May 2016 – 2nd Instalment Due Date

Semester 2 - Monday 22 August 2016 - 1st Instalment Due Date

Semester 2 - Wed 31 August 2016 – 2nd Instalment Due Date

Fee payments may be paid by cheque, money order, cash, credit card or electronic transfers. Students who elect to pay fees directly to the IBIBS must make all required payments in full by the due dates.

Individual payment plans will not be entered into.

8.3 Unfinancial Students

Students paying fees directly to IBIBS are reminded that penalties apply for late payment of fees and charges. At enrolment, student cards are issued, concession forms stamped etc, only after tuition fees have been paid in full.

If tuition fees are not paid by the specified dates, IBIBS reserves the right to withdraw the offer. If fees remain unpaid after one week past the due date, enrolment will be automatically cancelled. Cancellation means that a student's enrolment will lapse and they will not be able to continue in the course. If enrolment has been cancelled for non-payment of fees and a student wishes to be reinstated in their course, they are required to apply for re-enrolment to the Registrar.

A student who has outstanding library fines is also deemed unfinancial. An unfinancial student will not be permitted to access the IBIBS website or online system, attend classes, have work assessed, sit for examinations, receive a statement of their academic results, have a statement of results made available to any outside body, re-enrol, or defer. If a student has been deemed unfinancial in these situations and any of the above penalties applied, a receipt showing that the outstanding amount has been paid in full must be produced at Student Administration.

The student's financial status will be restored within two working days of production of the receipt. Students who apply to defer, withdraw from the course or take Leave of Absence must still pay any outstanding fees or charges.

8.4 International Students

IBIBS does not take international students and is not approved under CRICOS. Therefore only domestic students can enrol in IBIBS courses.

If you are an Australian that has studied and completed their education overseas then you are not regarded as an international student. You are a domestic student if you have Australian or New Zealand citizenship, Australian permanent residency, or hold an Australian permanent humanitarian visa. This is regardless of where you have studied and what qualifications you have. International students are not legally permitted in IBIBS courses.

8.5 Other Costs

Students are expected to purchase all prescribed textbooks and reading kits. The cost per study period is generally approximately \$150 per subject (refer to Section 6.12 for more information on purchasing textbooks). Students are also required to pay for printing and photocopying, replacement of Student Cards, Transcripts of Results and Diaries, and some IBIBS functions such as the annual Ball and Graduation ceremony.

Withdrawing, deferring or taking Leave of Absence will not generally result in a charge (refer to IBIBS Refund Policy for details).

8.6 Repeating Subjects

Any unit of study for which a student is re-enrolled because it has been failed, or constitutes a Late Withdrawal or a Did Not Sit, must be paid for up-front or added to the FEE-HELP debt in order to be repeated.

8.7 Double Weighted Subjects

IBIBS does not have Double Weighted Subjects.

8.8 Fee Refunds

(refer to www.ibibs.edu.au/policies)

Students are entitled, in certain circumstances, to receive a full or partial refund of fees paid, if they withdraw from one or more subjects, withdraw from the course, defer or take Leave of Absence, as long as timely and formal notification is received. In the case of fees paid directly to the IBIBS, the refund will be paid to the student. In the case of FEE-HELP loans, no FEE-HELP debt is incurred.

8.8.1 Course or Subject Withdrawal

8.8.1.1 Cancellation Of Enrolment Or Subject Withdrawal After Enrolment And Prior To The Commencement Of Your Academic Year.

Refer to Section 10 for information regarding how to cancel an enrolment. If a student withdraws from a course after enrolment at the start of their academic year but before the commencement of study any tuition fees shall be refunded.

If a FEE-HELP loan has been applied for, no FEE-HELP debt will be incurred. The above refund policy also applies to withdrawal from one or more units after enrolment but prior to the commencement of your academic year.

Please note that SPP is not counted as an enrolled subject for the purposes of refunds ie: because no tuition fee is paid for this subject, no refund is payable in the case of fees paid directly.

The above refund policy also applies to withdrawal from one or more units but not the entire course after enrolment but prior to the commencement of your academic year. If a FEE-HELP loan has been applied for, no FEE-HELP debt will be incurred.

8.8.1.2 Withdrawal From The Entire Course Or One Or More Units After Semester One And Prior To The Start Of The Next census date

If a student withdraws from a course or one or more units of study prior to the census date no fees for the next units will have been paid, so no refund is payable to the student to IBIBS and no FEE-HELP debt is incurred.

8.8.1.3 Withdrawal From The Entire Course Or One Or More Units Prior To Census Date

Specific Census dates in 2016 are detailed in Section 3. Refer to Chapter 10 for information regarding how to withdraw from a course or a subject.

If a student withdraws from a course or one or more units of study after the study period commences but on or before the Census Date of that semester, any fees paid up-front will be refunded.

If a FEE-HELP loan has been applied for, no FEE-HELP debt will be incurred.

8.8.1.4 Withdrawal From The Entire Course Or One Or More Units After The Census Date

If a student withdraws from the course or one or more units of study after the Census Date of any semester, no refund of the relevant semester's fees will be paid to students who have paid up-front fees, and a FEE-HELP debt will be incurred by students with a FEE-HELP loan (refer to IBIBS Policy for the special exception to this rule).

8.8.5 Refunds after Census Dates - Special Circumstances Exception

(refer to IBIBS Policy - Special exception)

Students who take Leave of Absence or withdraw from an enrolled unit or the course after the Census Date in each trimester will incur a FEE-HELP debt for those units and/or are not entitled to any fee refund, unless special circumstances apply, in which case the IBIBS will remove the FEE-HELP debt for the enrolled subjects and/or refund the fees paid upfront.

8.8.2 Deferment and Leave of Absence

The same refund policies apply to students deferring from the course and taking Leave of Absence as to students withdrawing from the course. Please note, however, that students may only defer up until the census date in a study period.

9. Assessment and Results

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

9.1 Assessment - General

Assessment is the key determinant in the learning process and will provide students with feedback on their abilities, strengths and weaknesses. Assessment will also indicate direction for future improvement and clearly outline the rationale for the lecturer's evaluation of a student's work.

Assessment may include:

- Essays;
- Practical Assignments;
- Case Studies;
- Class Presentations;
- Homework submitted in tutorials;
- Drafting legal agreements;
- Participation; and
- Examinations.

Students are advised of all assessment requirements and tasks for each subject at the beginning of the study period in the syllabus and in class.

IBIBS operates a policy of anonymous marking for all centrally organised examinations wherever reasonably practicable. Student names are hidden from the markers in order to ensure that marking is fair and is not influenced by factors other than the standard of work.

9.2 Completion and Submission of Assessment Tasks

It is vital to note that all pieces of assessment for a subject must be submitted/attempted in order to be eligible to pass the subject. For example, if a subject includes one written assignment, a class presentation and an examination, all assessment tasks must be attempted. If the essay is not submitted, the student will not be permitted to sit the exam. Whether or not the essay is passed, the student has submitted it, and is entitled to stay enrolled in the subject.

The only exception to the above is essay plans – if these are compulsory and not submitted, marks are lost but the student may stay enrolled in the subject (refer to Section 9.3.2 for more information on submission of essay plans).

Failure to submit any piece of assessment or successfully complete any hurdle requirement in a subject, will result in a DNS (Did Not Sit) for the subject, which will be recorded on the Student's Transcript at the end of the study period. A Did Not Sit is an academic penalty, which may have serious consequences regarding academic progress in the course (refer to Section 9.1.2 for more information on a Did Not Sit Result).

It is compulsory to submit some assessment tasks electronically. It is therefore vital that students have access to a computer and the Internet. Failure to submit work because of difficulty accessing a computer or because of computer problems will NOT be accepted as reasons for late or non-submission, and penalties will be strictly applied.

While working on draft versions of a written assessment task such as an essay, it is vital that students back up their work by, for example, emailing themselves versions of the draft to their student email address, so that if a computer fault causes work to be lost, the emailed version can be accessed from any computer. Alternatively, USBs should be used; not floppy disks. Students are reminded that, irrespective of the word processing software used to create the document, it should be saved with the extension .rtf or .doc or it may not be able to be opened on the IBIBS computers.

9.3 Written Assignments

Essay/Assignment topics are provided in the subject syllabi, which are available from the first week of the study period, and students are strongly advised to begin planning and researching immediately. Essays done at the last minute with little thought inevitably result in a poor mark and students may be tempted to plagiarise in order to submit the task on time, risking serious

academic and disciplinary penalties.

9.3.1 Cheating and Plagiarism

(refer to www.ibibs.edu.au/policies)

Any cheating, whether by fabrication, falsification of data, or plagiarism, is an offence subject to IBIBS disciplinary procedures.

Academic Integrity

Academic integrity is about honest presentation of work. The submission of essays, assignments and homework is an essential part of the learning process and a vital way of assessing students' understanding of a subject. The submitted work must therefore be the students' own work in their own words. Academic integrity means students acknowledging the work of others, while developing their own knowledge, insights and ideas. All work produced must acknowledge the sources of ideas presented and cite the original written work which informed it.

Academic work in tertiary education depends on the practice of academic integrity as a core value. It is essential to academic thought and practice.

Plagiarism

Plagiarism is a breach of academic integrity. Failure to acknowledge ideas appropriately constitutes 'plagiarism', the most serious of academic cheating offences, which the IBIBS will not tolerate. Plagiarism is regarded as fraud and may also be breaching copyright law. It makes any feedback received about an assignment and the mark achieved for the work meaningless and it denies the student a valuable learning experience. It devalues the original work of other students and the worth of an IBIBS degree and goes against the principle of graduating independent thinkers.

Collaboration and Collusion

It is accepted that students will assist each other with problems associated with their studies and discuss issues with each other. However, all assigned work must be undertaken by students independently and students must not work in groups of two or more unless specifically requested to do so by the lecturer. Where work is submitted for assessment by two or more students and is the same or substantially the same, the work so submitted is prima facie evidence of cheating by those persons.

Plagiarism Detection at IBIBS

The IBIBS implements plagiarism detection software called TURNITIN (or similar software).

TURNITIN is text matching software which matches students' work against internet sources, other students' work and books and journals.

Responsibility for Plagiarism

- It is the student's responsibility to avoid plagiarism. Students must sign a statement on each **Assignment Cover Sheet Form** - available from the IBIBS website) declaring that the written assignment is their original work, unless indicated by the use of appropriate referencing.
- It is no defence to claim a mistake in referencing, especially when plagiarism occurs more than once in materials. Intent is irrelevant.
- If you lend your work to another student who then plagiarises it, it is no defence to claim that you did not know the other student was going to use your work in this way.
- Claiming not to know how to avoid plagiarism is also no defence. The SPP program deals extensively with correct referencing and avoiding plagiarism. Missing the Orientation/Skill Foundation Program is no defence to a charge of plagiarism.

Penalties

Penalties for plagiarism and other forms of cheating include:

- Failing the particular piece of assessment, while retaining a mark; cancellation of the piece of assessment ie: a mark of 0%;
- Failing the subject;
- Suspension or exclusion from the course;
- Having completed degree cancelled after graduating.

9.3.2 Essay Plans

Essay Plans are an important tool for ensuring students are on the right track with regard to the structure and content of a major essay, and also require a disciplined approach to time management, encouraging students to begin researching and planning the essay well before the due date. Detailed information on constructing essay plans will be discussed during the Skills Pathway Program week.

Submission of Essay Plans is compulsory for all core subjects except for Research and Practicum. Teaching staff will not accept draft essays from students.

Essay Plans are usually due at least three weeks prior to the essay being due. Dates and times for submission are advertised in the subject syllabi at the beginning of each study period. Essay Plans are to be submitted on the **Proposed Essay Plan Form** electronically ONLINE only.

Teaching staff will read and provide feedback on plans within one week of submission, and this will serve as a useful guide when writing the actual essay. While no marks are awarded for submitting an essay plan, 5% of the marks available for the essay will be deducted for non-submission of essay plans.

* Please note that essay plans cannot be submitted late; at the time specified in the syllabus as the due time, the online system closes off and will not permit work to be uploaded. At this point, the 5% of marks is simply lost — students cannot request extensions or Special Considerations in relation to essay plans.

** Please also note that failure to submit an essay plan will NOT result in a Did Not Sit result – students may still submit their essay and continue in the subject.

9.3.3 Layout and Presentation of Work Submitted in Hard Copy

All major assessment pieces must: be double spaced;

- use 12 point Times New Roman font
- for the body of the assignment;
- indent quotations and use 10 point font;
- contain a sufficient left-hand margin for comment;
- contain appropriate headings and sub-headings;
- contain a bibliography and footnotes;
- include a title page, using the **Title Page template form**. This title page must be typed, not handwritten;
- include an assignment cover sheet, using the **Cover Sheet template form**. Refer to 9.4.2.1 for details of using this cover sheet; and
- be stapled together with the title page and cover sheet. Do not bind assignments or submit them in display folders. The exception to this is any major research report that is submitted for a subject which must be bound.

9.3.4 Length/Word Count

Word limits are imposed in order to teach students to relay all pertinent and necessary information in the correct format and in a succinct and concise way.

What is/is not counted in the word count?

Footnotes, bibliographies and headings are NOT included in the word count. Quotations within the body of an essay are also not included in the word count, but be wary of “over quoting”; as it may be more appropriate to put long quotations into an appendix. Appendices such as statistical data, extracts and other material not forming a direct and integral part of the line

of argument are not counted in the word count.

Word limits must be adhered to. An allowance of 10% above or below the stipulated limit may be acceptable at the discretion of the subject lecturer.

Any deviation from this will incur the following penalties:

- An actual word count above or below the word to be typed on A4 paper; limit by 11-15% will result in the loss of 5% of the total marks available for the assessment task.
- An actual word count above or below the word limit by 16-20% will result in the loss of 10% of the total marks available for the assessment task.
- An actual word count in excess of 20% above or below the word limit means that the marker may refuse to mark assessment task at all. If it is marked, 15% of the total marks available for the assessment task will be deducted. If it is not marked, a 0% result will be recorded (please note that this is not the same as a DNS result; the work was submitted and the student may still continue in the subject).
- It is most important when submitting a piece of written work that students ACCURATELY record the actual word count; this will be checked, and students found to be deliberately falsifying the word count may:
 - Lose 15% of the total marks available for the assessment task; or
 - Receive 0% for the piece of work.

In addition to the above, falsifying the word count may be treated as a disciplinary offence.

The action to be taken depends on the discretion of the lecturer in charge of the subject.

If a piece of written work is over or under the allowable word limit AND the word count is falsified, the essay will automatically receive a mark of 0% and disciplinary action may ensue.

9.4 Submission of Written Work

(refer to www.ibibs.edu.au/policies)

Submission Method Summary

- Essay plans: submit electronically.
- Essays and other major pieces of work:
 - submit 1 hard copy to Student Administration, AND
 - 1 electronic copy on TURNITIN, unless otherwise stipulated in the subject syllabus (eg: Research Report – 1 hard copy and one electronic copy must be submitted).
- Oral presentation reports: submit on TURNITIN.

9.4.1 Due Dates/Times

Students are informed of due dates for all written work in the subject syllabi and in classes at the beginning of the study period, and these dates must be strictly adhered to. Written work must be submitted to Student Administration on the date due and by the specified time, and the electronic copy is due at the same time and date. Written work that is submitted after this time will be treated as “late” and penalised accordingly (refer to section 9.4.6), unless the Registrar has approved an extension of time.

While every effort is made to ensure that assignments for different subjects are due in different weeks, it is sometimes unavoidable that two or more assignments are due on the same date. Most assignments for all subjects are due within a short period – this can be a stressful time, and it is therefore essential to begin assignments early in the study period and practice effective time management and disciplined study habits.

9.4.2 Written Assignments

Written assessment tasks that have a common due date (ie: that all students in the subject submit on the same date) are collected and administered centrally by Student Administration. Two copies of all written work must generally be submitted; one electronically and one in hard copy.

The hard copy is the one that will be actually marked and returned to the student, and the electronic copy is required so

that it can be checked for word count and plagiarism and stored for future reference.

The only exception to the above is the Research Report; one bound copies plus an electronic copy must be submitted.

9.4.2.1 Hard Copy Version

A hard copy of all assignments must be personally submitted and lodged with Student Administration. Students do not have to submit the hard copy themselves; a friend, colleague or family member may submit it for them.

The hard copy version is NOT permitted to be emailed, faxed or submitted on floppy disk or CDROM. Assignments submitted in this way will be treated as a non-submission of the assignment. The IBIBS does not recommend posting assignments, but if students choose to do this, they must still be received by the due date and time. If assignments are posted, students should send them by Registered Mail marked to the attention of Student Administration. If an assignment is posted and not received, or received after the due date and therefore subject to a late penalty, the electronic version will not suffice as a substitute or proof of being sent.

Students must complete the following steps when submitting the Hard Copy of an assignment:

- Complete all three parts of the **Assignment Cover Sheet Form**, including the declaration that the assignment is their own work;
- Staple the Assignment Cover Sheet to the front of the work (Student Administration is NOT permitted to do this for students, in case the cover sheet becomes separated from the assignment);
- Submit the work with the Assignment Cover Sheet to Student Administration.
- All submitted work will be stamped with the IBIBS stamp.

One part will be given to the student as a receipt, one part will be detached and kept in the student's file as proof of submission, and one part will be attached to the assignment for the information of the marker; and Keep the receipt as proof of submission.

Please note that the Assignment Cover Sheet is not the same as the title page. Both must be completed.

All assignments received will be date stamped by Student Administration and submitted to the relevant academic staff member for marking.

Students must keep a photocopy and electronic copy of any work submitted for assessment. Please note: Students are not permitted to submit assignments to the Library or to teaching staff; unless otherwise stipulated in the subject syllabus they must be handed in to the Student Administration Office and receipted, or they will be treated as non-submissions.

Students may submit other forms of assessment to lecturers or tutors, such as tutorial homework. Teaching staff will advise the correct submission procedure in such cases.

9.4.2.2 Electronic Version

An identical electronic copy must be submitted by the same due date and time as the hard copy version. Electronic copies of written work are to be submitted ONLINE in the same way as essay plans. Failure to submit the essay electronically by the due date will be treated as a late submission. Computer faults or lack of access to a computer will NOT be accepted as reasons for late submissions of the electronic version of essays; nor will the electronic version replace or be treated as a substitute for the hard copy.

Submissions rules for the electronic copy are as follows:

- The assignment must be submitted as one document e.g, the cover sheet, title page, assignment and bibliography must be contained in a single word document.

- The file name must contain the author's name e.g. Peter Smith – investment banking essay.rtf
- The assignment must be in .doc or .rtf format. Failure to submit in either format will result in a penalty for non-submission of work.

9.4.3 Class Presentation Written Reports

If an oral presentation must be accompanied by a written report, this report must be submitted on TURNITIN on the same day that the oral presentation is given. Failure to submit the report by the due date will be treated as a late submission, and the same rules apply as for all work submitted late – refer to Section 9.4.6 below for information on Late Submissions. The report will be marked and returned electronically after all students in the class have presented. Refer to Section 9.5 below for information on Class Presentations.

9.4.4 Extension Applications

(refer to www.ibibs.edu.au/policies)

As essay and other assignment topics are set by the start of each study period and students are given ample time to undertake the required research and writing, extensions will only be granted in special cases where there is clear evidence of hardship to the student concerned which has prevented them from submitting work by the due date.

Students must apply for an extension of time, using the **Application For Extension for Submission of Written Work Form**.

The form must be completed and submitted in person or mailed to and received by Student Administration a minimum of three working days before the due date of the assignment. For example, for an assignment due on a Friday, an application to extend the due date must be received by the close of business on the preceding Tuesday. Any request made after this deadline will not be accepted by Student Administration for consideration by the Registrar. Faxed and emailed requests will not be accepted.

9.4.5 Administrative Penalties

Penalties will be incurred for Word Count contraventions and late submissions of written work (see section 9.3.4 above on Word Limits, and 9.4.6 below on Late Submissions).

The percentages lost for these will be deducted from the academic mark for the piece of work, and this may result in a piece of work or possibly an entire subject being failed or receiving a lower grade than is indicated by the quality of the work. Students should give themselves every chance to complete a subject satisfactorily by adhering to word counts and submitting work on time.

9.4.6 Late Submissions

If an assessment task must be submitted in both hard copy and electronically, then both pieces of work must be submitted by 4pm on the due date, otherwise the piece of work will be classified as LATE.

At their discretion, lecturers may choose not to accept late work if an extension application has not been lodged, or has been lodged but has been refused.

Any late work submitted will be receipted by Student Administration and identified as late before submission to the relevant marker.

If a lecturer decides to accept late work, students will be permitted to submit no later than one week after the due date.

Work submitted after this time will not be accepted by Student Administration (unless Special Consideration has been sought and accepted). This constitutes a non-submission = DNS result. Please note that at 4pm on the seventh day after the due date, TURNITIN will refuse to accept the work. This time is calculated by the internal TURNITIN clock, so students are strongly advised not to try to submit work at 3.59pm, according to their watch – it may be too late!

In all circumstances, when a lecturer accepts late work to which an extension or Special Consideration does not apply, the student's work will be penalised by a significant loss of marks. Marks are deducted incrementally based on the lateness of submission, and result in losing 25% of the total marks available for the work for the first day late after the due date, and 20% for each subsequent day.

For example, if an essay is due at 4pm on Friday and is submitted at 9am on the following Monday, 25% of the total marks available for the essay will be deducted. If the essay is worth 40 marks, 10 marks will be deducted. While this is a significant deduction, the student has had the advantage of two extra days to work on their essay. If the essay is submitted on the next day (Tuesday), 18 of the available 40 marks will be deducted. At this stage, it becomes almost not worthwhile submitting at all. The answer is simply to submit on time!

Late Penalty Summary

Type of Late Submission

Essay

1. Hard copy and electronic copy both submitted late
Marks lost – 1 day late (weekends are not counted)
1 day late = 25% of available marks deducted
Marks lost – additional days late
Every additional day late = 20% of available marks deducted
7 days late - DNS
Example: 2 days late = 45% deducted.
If the essay is worth 40 marks = 18 marks deducted.

Essay

1. Hard copy submitted on time and electronic copy late.
2. Electronic copy submitted on time and hard copy late

Class Presentation Written Report

- 1 day late = 12.5% of available marks deducted
- 1 day late = 10% of combined marks available for presentation and report
- Every additional day late = 10% of available marks deducted
- Every additional day late = 10% of combined marks available for presentation and report

7 days late - DNS

- Example: 2 days late = 22.5% deducted.
- If the essay is worth 40 marks = 9 marks deducted.
- Example: 2 days late = 20% deducted.
- Presentation = 15 marks Report = 15 marks
- 30 marks available in total = 6 marks deducted

Students should be aware of the serious implications of submitting work late — if an assessment task is failed because of the loss of marks through late submission, it puts additional pressure on the student to achieve very high results in the remainder of the assessment tasks for that subject. Ultimately the entire subject may be failed and therefore have to be repeated. To avoid this, it is vital to submit work on time.

Please note that computer problems, time management issues and other commitments such as paid or unpaid work do not constitute valid grounds for avoiding late submission penalties.

9.5 Class Presentations

Several subjects in the course include assessment tasks that involve an oral presentation individually or in a group. This usually takes the form of presenting a project to the class, usually in tutorials, with the aid of PowerPoint slides. Other forms of presentation include debates and role playing tasks. Oral presentations have many benefits — they help develop public speaking and presentation skills, they allow students to articulate verbally what they have learnt in researching a topic, and they add variety to assessment so that it is not all based on written work.

Oral presentations which form part of the formal assessment for the subject must always be done alone, not in groups, with regard to researching the topic, preparing the presentation and slides and in actually doing the presentation.

Students are reminded that PowerPoint presentations should be stored in suitable format and tested well before the presentation is due. Presentations should preferably be stored on USB devices or CDROM. PowerPoint presentations should also be emailed to yourself as a backup and stored in Word format.

Irrespective of the program used, PowerPoint files should be saved with the following extension .ppt or they may not be able to be opened on the IBIBS computers.

Students may also have to provide a 500 – 600 word supporting document/report; this must be submitted to the lecturer on TURNITIN on the same day as the presentation (refer to Section 9.4.3 above for information on submission of the accompanying report).

Generally, part of the marks for this type of assessment is derived from the presentation itself, and part from the written supporting document. The subject syllabus will contain details of the marks awarded for each component. Students will receive an evaluation of their oral presentation and have their written report marked and returned online – after all presentations have been given by the students in that class. If the subject has two teaching staff, such as a lecturer and a tutor, the person who watches the class presentation will usually be the one who marks the written report.

Some presentations are administered and timetabled by tutors, and the marks awarded form part of another assessment task eg: “tutorial participation”. However, in most cases, presentations are an assessment task in their own right and are timetabled and administered by Student Administration. Teaching staff may provide a list of topics to Student Administration at the beginning of the study period. Student Administration will randomly match topics to students, timetable the students, and make these timetables available to students via the notice boards and website, and to teaching staff.

Presentations are generally spread throughout the study period, beginning in week 3 and concluding in week 9. It is important to note that students MUST present at their allocated time and date, unless they have sought a formal extension from Student Administration (see Section 9.4.4 above). In this case they will be rescheduled if the application for the extension is approved.

If an emergency on the day of the presentation prevents a student from presenting, they must contact Student Administration as soon as possible so the lecturer or tutor can be informed and submit a request for Special Consideration (see Section 10.6 below). If this request is approved, the student will be rescheduled.

A student who simply fails to present without reason, without contacting Student Administration or without submitting the required paperwork will receive a Did Not Sit result for the assessment, and therefore a DNS for the subject. Contacting the tutor or lecturer via the Discussion Board or in person to request rescheduling will not suffice – Student Administration must be contacted and approval sought in the correct way to reschedule.

9.6 Special Consideration in Assessment

(refer to www.ibibs.edu.au/policies)

A student whose academic performance has been adversely affected or who has been unable to sit an exam because of illness, accident, bereavement or other serious cause may submit a request for Special Consideration. Special Consideration applications may apply to:

- a particular piece of assessment;
- all exams sat in the examination period;
- an entire subject; or
- the student's entire body of work for the study period.

Students must complete an **Application for Special Consideration Form**, and submit it to Student Administration, together with appropriate supporting documentation such as a medical certificate. If relevant documentary evidence is impossible to provide, then a Statutory Declaration must be submitted. Statutory Declarations are available from the forms page of the website and must be witnessed by a Justice of the Peace.

9.6.1 Applying for Special Consideration for an Entire Subject, all Exams Sat or for an Entire Study period's Work

If a student feels that they have been suffering serious disadvantage which has impacted on their academic performance for the duration of the examination period, or throughout the entire study period, either in relation to one or all of the subjects they are enrolled in, they may apply for Special Consideration. Applications must be received by Student Administration by the end of the examination period in the relevant study period. The Registrar considers these applications in the first instance.

Applications pertaining to all work in a single subject will be considered in consultation with the relevant subject lecturer who, after all work in the subject has been marked, may

- allow the student to submit additional work for assessment;
- allow the student to sit a Supplementary exam;
- increase the student's total study period mark/s (this will be notated in brackets next to the percentage for the subject by an "SC"); or
- not change the total results and
- not permit additional work.

Applications pertaining to all exams or all subjects are forwarded to the Teaching and Learning Committee to consider at their end of study period meeting, if the Registrar considers the requests suitable for determination by the Board.

Students are advised in writing whether their request will be considered by the Board.

Once all assessment pieces for the study period have been marked, the Teaching and Learning Committee will consider all Special Consideration applications relating to all work in all subjects or all exams.

Possible outcomes of a successful application may include:

- permission to submit additional work for assessment;
- permission to sit Supplementary exams;
- an increase to a student's total study period mark/s (this will be notated in brackets next to the percentage for the subject by an "SC"); or
- no change to the total results and
- no additional work permitted.

Acceptance of Special Consideration applications which result in an increase to a student's total study period mark/s, will not necessarily convert a grade from, for example, a Fail to a Pass or a Credit to a Distinction. If the increase to the total study period marks brings the result into the 45%-49% range, the student will be entitled to sit a Supplementary Examination, if an examination was part of the original assessment for the subject in question (refer to Section 9.13.3), or will be eligible for a Conceded Pass, if applicable (refer to Section 9.13.4).

If a student has successfully applied for Special Consideration for a particular piece of work during the study period, an application for Special Consideration for the entire subject will not be accepted unless there are extenuating circumstances so extreme that the Teaching and Learning Committee, in its discretion, accepts the application.

Students will be informed of the outcome of any deliberation by the Teaching and Learning Committee in writing and forwarded together with the Transcript of Results at the end of the study period.

9.7 Resubmission

Students may be permitted to resubmit work in certain limited circumstances. This will usually result from a successful Special Consideration request, but individual lecturers may also permit resubmissions in rare instances. For example, a student who normally performs well may produce a poor piece of work, which the lecturer feels is uncharacteristic. The lecturer may ask for the work to be resubmitted.

Resubmissions such as this are at the discretion of the lecturers, dealt with on a case by case basis and may not be requested by students. Results are withheld until the resubmitted work is marked.

Resubmissions do not only apply to failed work, but all work assessed.

9.8 Marking

Some subjects have one academic staff member marking the assessment tasks, and some have two. In the case of two markers, marking is shared by them, with half of the class's first piece of assessment being marked by each. The next piece of assessment is then marked in the opposite way, so that the tutor and lecturer both mark some of every student's work. Usually, the person who provides feedback on a student's essay plan will also mark that student's

essay.

While the markers generally teach in the subject, some subjects have markers who do not actually teach in the subject; this is an excellent way to ensure consistency and objectivity in marking.

Markers will mark and provide written feedback on all submitted work, providing that work has been submitted in accordance with IBIBS policy and by the due date. A completed Written Assessment Report will be attached to each assignment. A sample assessment report is available on the Forms page of the website, so that students can see in advance how the marking is apportioned and what important areas they should cover in any written work.

9.8.1 Common Criteria for Essay Marking

Markers look for the ability to analyse a topic in depth by researching widely and demonstrating this using appropriate written skills, but also the ability of a student to test their own ideas as well as analyse the ideas of others.

In particular, markers look for:

- Understanding of the question or topic;
- Analytical abilities;
- Original thought;
- Excellent written skills;
- Appropriate structure;
- Coherence and logical progression; and
- Correct referencing.

To achieve 80% or over for an essay (HD):

- The work should be logical and demonstrate detailed knowledge and critical analysis of relevant areas. Specifically students must demonstrate an understanding of relevant legislation, policies and other pertinent areas.
- Reference to material covered in the lectures is critical. The work should demonstrate excellent research skills where appropriate. English expression should be of a very high standard.
- To achieve between 70% and 79% for an essay (D):
- The work should achieve most of the above elements but will not have the same high level of knowledge of the legislation, policies and other relevant areas, and may not discuss them in sufficient depth. There should be detailed analysis and logical argument. The work should demonstrate a high degree of research skills where appropriate. English expression should be more than adequate.

To achieve between 60% and 69% for an essay (C):

- The work should demonstrate knowledge of the issues under discussion but there will only be limited analysis. The answer should still show a logically sustainable argument. There should be a competent level of research skills where appropriate. English expression should be adequate.

To achieve between 50% and 59% for an essay:

- There should be a basic understanding of the issues under discussion. The information should show some degree of logic and sustained argument. There will be a degree of research skills shown where appropriate. There may be some problems with the student's English expression.

9.9 Return of Marked Work and Marks

Teaching staff will endeavour to return all assignments and results to Student Administration within two weeks of the submission dates.

Second marking is then conducted for all High Distinction and Failed assignments and collation and recording of results by Student Administration staff takes another few days.

Pursuant to the IBIBS's Privacy Policy, results are not available on the notice boards or general website, however some individual results are available on TURNITIN. Student Administration will not divulge results by telephone or email to anyone, including the student themselves.

9.9.1 Collecting Marked Work

After results are collated and recorded by Student Administration, students will be notified via the notice boards and website that essays are ready for collection. Until all students are notified in this way no results will be issued or assignments handed back. Student Administration will hold assignments for four weeks after this notification, after which time uncollected assignments will be discarded.

9.10 Examinations

(refer to www.ibibs.edu.au/policies)

Most subjects have an examination as part of the assessment.

All exams are held during the teaching period. The examination times are outlined in the syllabus available to students at the commencement of each study period. Some subjects will have exams mid study period with a final exam in the last week of teaching, other subjects will have only one exam at the end of the teaching period.

A copy of the examination rules and important information are available on the website. Examinations are conducted under strictly controlled and regulated conditions. All students are advised to be familiar with the examination rules and dates and times of their exams. It is important to note that missing or being late for an exam because a student has misread the syllabus does NOT constitute valid grounds to apply for Special Consideration.

Sitting examinations can be quite a stressful experience; therefore teaching staff will often spend considerable time on discussing techniques for successful examinations and tips for preparing for and sitting exams. This is also covered in SPP program during the Skill Foundation week. There are also several books in the Library on strategies for sitting exams, and students are advised to use past or sample exam papers as "practice" exams. Past and sample exams are available in the library and on the website.

Students who suffer from exam anxiety and who feel that their performance in the exams may suffer as a consequence are strongly advised to seek assistance to overcome this well in advance of the examination period – students in this situation will be referred to Counselling Service (refer to Section 14.1 for more information about this service). [Students who do not seek such assistance and then submit an application for Special Consideration after the exams are over, may not be successful in this application.

See also sections 10.6 for information regarding Deferred Examinations, and 10.13.3 for information on Supplementary Examinations.

9.10.1 Exam Rules

Student identification cards must be brought into all examinations. Without these, students will be asked to complete a Permission to Sit form, which must be signed by the Registrar or Student Administration Officer. Students will not be granted permission to sit if this requirement is not met.

Students are permitted to bring stationery such as pens, pencils, erasers and rulers into the examination room.

Bottled water is permitted in the examination rooms, but no other food or drink. Personal belongings such as mobile phones (switched off), wallets and handbags may be brought into the examination room, but must be left at the front of the room under the supervision of the invigilator. Backpacks, briefcases etc. must be left outside the exam room.

Please note that students will not be permitted to enter the examination room after 30 minutes from the start of the examination reading time. If a student does arrive late but within the 30 minute deadline, they are NOT given any additional time to complete the exam; they must finish at the same time as all other students. Students will not be permitted to leave the examination room during the last 15 minutes of an examination. Detailed exam rules are displayed with exam timetables on the notice boards and on the website.

9.10.2 Closed and Open Book Exams

Most exams held at the IBIBS are Closed Book, which means that no written materials are permitted into the exam room.

However, certain subjects such as Company Law, Taxation, and

Corporate Finance are Open Book, so textbooks, legislation and other printed materials are permitted into the exam room, with the exception of books from any library, including the IBIBS Library; these are strictly prohibited in the examination room. Each subject syllabus explains whether the exam is closed or open book.

9.10.3 Marked Examination Papers

Markers do not write comments on exams; they simply write the mark. Marked exams will be available for students to peruse, but not to keep. Students are able to access their own exam papers from week two of the following study period. They must not be removed from the Student Administration area. The IBIBS retains all marked exams for one year; they are then discarded.

9.10.4 Past Examination Papers and Sample Answers

Any past and sample exam papers in most subjects and sample answers which received High Distinctions shall be housed in the Library for students to consult.

Past exam papers from previous exams shall also be available on the IBIBS's website.

9.11 Final Grades and Results Transcripts

9.11.1 Grading Scale

Results Grading Key

HD	High Distinction (80%-100%)
D	Distinction (70% - 79%)
C	Credit (60% - 69%)
P	Pass (50% - 59%)
N	Pending Fail (45%-49%)
NN	Fail (0%-44%)
RW	Result Withheld due to incomplete work – extension or resubmission granted.
EX	Subject Exemption because of credit granted for subject completed at another institution
S	Satisfied (no higher grade available in the subject)
LW	Withdrawn after 4 weeks from the beginning of the teaching period. No academic penalty.
DNS	Did Not Sit (One or more assessment pieces not submitted or withdrawal after week 8 of the study period.) Academic penalty.
SP	Passed with Supplementary Assessment (Highest percentage which can be achieved is 50%)
SC	Special Consideration applied to total study period marks. (Notated in brackets next to percentage for the subject)
CP	Conceded Pass (Only applicable to results in the 45%-49% range. Only one CP permitted per course and only for elective, Research and Practicum subjects in the last two study periods of study.

9.11.2 Transcripts of Results

(refer to www.ibibs.edu.au/policies)

At the end of each study period, students are issued with an official Transcript of Results. Transcripts are mailed to students at the end of each study period, following the Teaching and Learning Committee meeting.

The only exception is students who receive N (Pending Fail) results – Transcripts are not mailed until these results are finalised.

Please note that the results on Transcripts are cumulative ie: each new one issued at the end of a study period incorporates all previous results and supersedes all previous Transcripts. Each Transcript will indicate “Program Not Complete” until a student finishes the course. At that stage, the final Transcript will state “Program Complete”. It is also important to note that the final transcript is the document that informs potential employers or other tertiary institutions that students have graduated, not the certificate (known as a testamur) presented at the graduation ceremony. Therefore, as soon as their final transcript is received, students who have completed the course are able to state that they have graduated and the final Transcript is the proof of this.

Transcripts are important documents and students should keep them in a secure place. Original Transcripts may be replaced by the IBIBS – refer to Section 7.8 for details.

9.11.3 Review of Final Grade in a subject (Grading Review)

(refer to www.ibibs.edu.au/policies)

Following receipt of official Transcripts, students may apply in writing to the College Director seeking a review of any final grading by completing an Application for a **Grading Review Form** and submitting it to Student Administration within 14 days of receiving the Transcript.

The application must:

- clearly outline the reasons why the College Director should consider a review;
- disclose a serious matter not previously considered or addressed by previous markers;
- include all submitted/sat work for the subject. The work must be the marked version, including completed assessment sheets.

Please note that a Grading Review is not permitted to be requested for all work in a subject, where marks were lost due to plagiarism. The appropriate avenue of appeal in the case of plagiarism is to lodge a Grievance (refer to Section 16).

If the College Director is convinced that a grading review is warranted, two academic staff not involved in the original assessment for the subject will conduct a review. Possible outcomes include:

- no alteration to the original mark/s;
- amending of the original marks, either up or down, which may or may not alter a final grade.

The student will be advised of the outcome of the Grading Review application in writing within 14 days of its receipt.

Any student who has applied for Special Consideration for an entire subject or entire study period may NOT apply for a Grading Review, irrespective of the outcome of the Special Consideration request, because the grade will have already been extensively reviewed by the Teaching and Learning Committee during the Special Consideration process.

9.12 Did Not Sit Results

(refer to www.ibibs.edu.au/policies)

It is expected that all assessment pieces in all subjects will be attempted. Those students who do not comply with these requirements risk receiving DNS (Did Not Sit) results.

A Did Not Sit result on a Transcript means that:

- one or more assessment pieces were not submitted/sat and Special Consideration was not sought, or was sought but not approved; or
- an assessment piece was submitted after 7 days after the due date and was not accepted and therefore constituted a non-submission, and Special Consideration was not applied for, or

was applied for but not approved; or

- The student withdrew from the subject or course or took Leave of Absence after the end of week 8 in the study period.

For example, if a subject has an essay and an exam as its assessment, and the essay is not submitted, the student’s enrolment in the subject will be cancelled, they will not be permitted to sit the exam, and a DNS result is automatically recorded.

The only exception to the DNS rule for submission of assessment tasks is for essay plans. If a compulsory essay plan is not submitted, the student will be penalised by the loss of marks (refer to Section 9.3.2 above) but a DNS will not be recorded.

If a DNS result is recorded during the study period, the student will be notified in writing. If a DNS is recorded in all enrolled subjects, the student will also receive their Transcript at the time they become a DNS.

Did Not Sit is an academic penalty, and only one will be permitted per subject. For example, a subject for which a student receives a DNS result may be repeated, but the student must not receive another DNS. (A Fail (NN) can be recorded for the same subject, so theoretically a subject can be attempted three times, recording one DNS, one Fail and then successful completion; this is, however, not a recommended method of undertaking the course!)

A student who receives three or more DNS results in any academic year will be deemed “At Risk” of failing to meet academic progress requirements.

9.13 Failure

(refer to www.ibibs.edu.au/policies)

9.13.1 Failing a Particular Piece of Assessment

Any piece of work which receives less than 50% of the available marks is deemed by the marker as having failed to meet the minimum requirements of the assessment task and is therefore failed. Special Consideration can only be applied to the piece of work if it has been sought prior to marking. Failing a particular piece of work does not mean that the subject is automatically failed (refer to Section 9.11 for information on the calculation of final grades).

9.13.1.1 Second Marking

Any assignment or examination which has been failed will be second marked by the designated second examiner for the subject prior to the submission of results to Student Administration.

In the event of a higher mark being awarded by the second marker, the higher mark will prevail. If the second marker corroborates the first mark or assigns a lower mark than the original marker, the original fail result will be recorded.

Please note that the oral presentation component of class presentations cannot be second marked, because it cannot be presented for a second marker in exactly the same way.

9.13.1.2 Grading Review of a failed piece of work

(refer to www.ibibs.edu.au/policies)

Where an assessment task is failed again after being second marked, a student who feels aggrieved by this result is entitled to have a Grading Review conducted.

Students may apply in writing to the College Director seeking a review of any assessment task by completing an Application for a **Grading Review Form** and submitting it to Student Administration within 14 days of receiving the failed work after marking.

9.13.2 Failing the Subject

When all pieces of assessment for a subject have been marked and second marked, and any Special Consideration application considered by the Teaching and Learning Committee, a total mark of 44% or less for the subject will result in an NN or outright academic fail. An NN result will mean the student must repeat that subject.

Only one NN result may be recorded for any core subject – pursuant to **Grading Policy**, if a core subject is failed twice the student will not be permitted to continue in the course. The case will be referred to the Teaching and Learning Committee with a recommendation to exclude the student for unsatisfactory academic progress. If an elective is failed twice, the student may continue in the course and select another elective.

When all pieces of assessment for a subject have been marked and second marked, and any Special Consideration application considered by the Teaching and Learning Committee, a total mark of between 45% and 49% for the subject will result in a grade of N (pending fail) for the subject. In this situation the following options are open to students:

- failing the subject (NN) (where there is no exam as part of the assessment for a subject and N will automatically default to an NN); or
- doing a Supplementary Examination (refer to Section 9.13.3); or
- taking a Conceded Pass (refer to Section 9.13.4). 9.13.2.1 Grading Review

A student may apply in writing to the College Director seeking a review of an NN result on a Transcript of Results. Please refer to Section 9.11.3 for information about the Grading Review process in relation to a final grade. If a core subject is failed twice and the student wishes to apply for a Grading Review, it is essential that the application is submitted by the deadline, because of the serious consequences of this second fail.

9.13.3 Supplementary Examinations

Supplementary exams are only available in the following circumstances:

- When a subject's final study period mark, including amended marks for successful Special Consideration applications, is a Pending Fail ie: between 45% and 49% (N); and
- that subject includes an examination as part of the assessment.

A Supplementary examination is an equivalent exam ie: another exam of the same length and worth the same amount of marks as the original exam. Supplementary exams provide another chance to pass a subject. If the supplementary exam is passed, the mark for this exam is added to the other marks the student has received for the subject during the study period.

The final mark recorded will be the higher of the two – ie: all assessment plus the original exam or all assessment plus the Supplementary exam.

If the final total is 50% or more, then the subject is passed. The highest grade that can be given for the subject is an SP (Pass with Supplementary Assessment) ie: 50%, irrespective of the actual mark. The SP and 50% will be recorded on the student's Transcript of Results.

- If the total marks add up to less than 50%, the N will convert to an NN.
- If the Supplementary Exam is failed, the original final result for the subject stands and the N converts to an NN for the subject.

Student Administration Staff will attempt to contact all students who are eligible for Supplementary Exams as soon as final results are known and Supplementary Exams have been approved by the Teaching and Learning Committee. Contact will usually be made by telephone the day after the meeting and followed by a letter in order to ensure that the students receive as much notice as possible so they can study effectively for the Supplementary Exam. The exams will generally be held within a week or two of the Teaching and Learning Committee meeting.

It is the responsibility of students to ensure they are contactable. If they cannot be contacted by phone and/or do not receive the letter and therefore do not sit the exam, the N result will revert to an NN, and no further recourse is available. The Supplementary Examination period is set a year ahead and the dates widely available. The dates are included in the "important date's page" in this diary, on the website and the notice boards, and is included in the study period dates flyer handed out at re-enrolment. Students MUST be available to sit during this period. Supplementary exams will not be rescheduled.

If a student opts to sit a Supplementary Exam and then does not sit, their N for the subject will automatically revert to an NN, with no further recourse.

If a Supplementary Exam is to be sat, the student will not receive their Transcript of Results until after this exam is sat and marked.

9.13.4 Conceded Passes

(refer to www.ibibs.edu.au/policies)

A Conceded Pass means that a particular subject records a Pending Fail (N) but the IBIBS is prepared to record a Pass. The IBIBS offers Conceded Passes only after a decision by the Teaching and Learning Committee; students may not request them. Strict criteria apply, including:

- Students are only permitted one Conceded Pass for the duration of the course.
- The final result for the subject must be between 45% and 49% ie: an N (Pending Fail).
- A Conceded Pass cannot be granted
- for a subject that is a prerequisite.
- Conceded Passes are only offered for electives, Research and Practicum subjects and in the last two study periods of study.
- The student must have been performing well throughout the rest of the course.

All relevant information will be provided to the Teaching and Learning Committee at its meeting at the end of the study period.

Eligible students will be contacted immediately following this meeting and offered a Conceded Pass. If accepted, a "CP" will be recorded on the Transcript of Results, together with the actual final percentage.

If the Conceded Pass is refused, the student has the option of sitting a Supplementary exam (if the subject had an exam as part of the assessment), or failing and repeating the subject.

If a student is offered a Conceded Pass or a Supplementary exam and they choose to sit the Supplementary exam, they cannot, at any time after that decision was made, change their mind and take the Conceded Pass. Conversely, if they are offered both, elect to sit the Supplementary exam and end up with a final result between 45% and 49%, they may again be offered a Conceded Pass, provided they still meet the criteria.

9.14 Repeating Subjects

If a subject is academically failed ie: if all assessment pieces are submitted/attempted, including any supplementary assessment, and the final result at the end of the study period is less than 50% (NN), or is a DNS or LW, the subject must be repeated. A subject for which a result of NN or DNS is recorded may only be repeated once. Students are not permitted to go on to enrol in subjects for which the failed, DNS or LW subject is a prerequisite, until the subject is passed.

If a student re-enrols for the subject/s they have failed, received a DNS or LW for, they must undertake the subject fully ie: attend all classes and submit all required work for assessment. For example, if a student has already submitted an essay for which a result has been recorded, the student is not permitted to simply undertake the remaining assessment when they re-enrol in this subject; they must do all the assessment tasks again. Similarly, if a student has already attended some classes when enrolled in the subject the first time, they must attend them again when repeating the subject.

9.15 Student Progress

Student advancement within the course will be subject to regular review by academic staff, the Teaching and Learning Committee.

9.15.1 At Risk Students

(refer to www.ibibs.edu.au/policies)

Students who receive either Fails (NN), DNS results or a combination of both on their end of study period Transcripts for fifty percent (50%) or more of the subjects in which they have been enrolled in any study period, or receive more than two DNS results in any academic year will be deemed to be “at risk” of failing to meet academic progress requirements, and details will be forwarded to the Teaching and Learning Committee. The Board will recommend that the Dean of Studies and Registrar, or nominees, make inquiries into the circumstances and consider appropriate action.

This process usually involves a discussion with the student and the Student Administration Officer and/or the Registrar. The content of this discussion is recorded and retained in the student’s file. It is important to note that the “at risk” process is not a disciplinary proceeding – it is used as a means of ascertaining why the student has achieved these results, to discuss any issues or concerns the student has regarding their academic progress, to collaborate with the student on possible strategies to overcome these difficulties in the future and to ensure the student’s successful completion of the course.

Students are only deemed to be “at risk” once; if the NN or DNS results continue to be received, the case is referred to the Dean of Studies to consider options such as refusal to grant permission to re-enrol.

9.15.2 Continued Unsatisfactory Progress – Academic Review

(refer to www.ibibs.edu.au/policies)

Students who do not satisfactorily complete fifty percent (50%) or more of the subjects in which they have been enrolled in any year of study (by receiving NN or DNS results), and whom have previously been deemed a “student at risk” (irrespective of the year this occurred), OR have failed (NN) a core subject twice, will have their case considered by the Teaching and Learning Committee and referred to the Dean of Studies for deliberation. The Dean will meet with the student and may subsequently refer the case a review panel.

The student will not be required to meet with the Panel, although they may choose to do so, but they will be required to show cause in writing why they should be permitted to re-enrol.

Based on the Dean’s recommendation, a review panel may recommend that the student repeat the failed or DNS subjects. Alternatively, the Panel may decide to refuse to permit the student to re-enrol. If a student receives two NN results in the same core subject, the Panel will automatically refuse to allow the student to re-enrol.

Any recommendation to exclude a student or not permit them to re-enrol will be ratified by the Higher Education Board before being implemented. The student will be notified in writing of the Panel’s decision.

10 Discontinuation and Suspension of Studies

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

This section deals with:

- discontinuation of studies, which means either: - withdrawal from the entire course with no intention to return; or
- withdrawal from one or more units of study while staying enrolled in the course; and
- suspension of studies, which means Deferring or taking Leave of Absence from the entire course with the intention to return to the course at a later date.

10.1 Withdrawal

10.1.1 From the Course

(refer to www.ibibs.edu.au/policies)

Students wishing to withdraw from their course of study must complete a **Withdrawal Notification Form**. The withdrawal is not valid until the date the Registrar receives and signs this form, and all library books are returned and monies owed up until that date are paid.

Results Transcript:

- Withdrawal up until the census date of any study period will mean there will be no record of the subjects enrolled in on the Transcript.
- Withdrawal after the census date of any study period will mean that the subjects enrolled in will have LW (Late Withdrawal (no academic penalty)) - as the recorded grades on the Transcript.
- The submission of Withdrawal Form after the end of Week 8 will mean a final result of DNS for the subject.

This is an academic penalty: only one Did Not Sit result is permitted per subject, and three or more DNS results in any academic year may result in the student being deemed “At Risk”.

10.1.2 Withdrawing From One or More Units of Study

(refer to www.ibibs.edu.au/policies)

Students wishing to withdraw from one or more unit of study, but remain enrolled in the course, must complete a **Subject Withdrawal Form** and submit it for approval by the census date of the relevant study period. A result for the unit of study will not be recorded and no academic penalty will be incurred.

The submission of **Subject Withdrawal Form** after the census date will mean a final result of LW (Late Withdrawal) in that unit of study, but no academic penalty.

The submission of **Subject Withdrawal Form** after the end of Week 8 will mean a final result of DNS for the unit of study. This is an academic penalty: only one Did Not Sit result is permitted per unit of study, and three or more DNS results in any academic year may result in the student being deemed “At Risk”.

10.2 Deferment

(refer to www.ibibs.edu.au/policies)

Students who have commenced their studies may apply to defer. The duration is granted at the discretion of the Registrar. There do not have to be extenuating circumstances or serious issues involved for a student to defer; many students defer at some time, usually prior to commencing their course, simply to take a year away from studying. All students are entitled to defer, and to have their place in the course held for them.

10.3 Leave of Absence

(refer to www.ibibs.edu.au/policies)

If an enrolled student requires an extended absence from the course, but is unable to defer (because the census date is past or because the student has previously deferred), and does not wish to withdraw from the course, they must apply for formal approval to suspend their studies by taking Leave of Absence.

Each Leave of Absence application must be submitted with appropriate supporting documentation and is considered on its merits.

11. Library and Computers

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

IBIBS Library Contact Details

Email: library@ibibs.edu.au

Detailed information regarding Library services, facilities, rules and procedures is contained in the Library Guides, available from the Library and on the Library page of the website.

Library Opening Hours

Opening hours are Monday – Friday 10.00am – 3.00pm.

Extended opening hours are usually available during teaching periods, generally by opening late at least two evenings per week until 7pm. Reduced opening hours operate during study period breaks and the end of year long vacation. Please check the Library notice boards for current opening hours.

Library Staff

The library staff are able to assist students; a qualified and experienced law librarian who can help with reference and research, and a library assistant and general assistant who will assist with locating and borrowing library material. Take advantage of their expertise; they are there to assist you and they can find information on any topic.

Collections and Services

The Library shall house approximately 500 relevant and up to date books, and is constantly purchasing new texts.

Three copies of all prescribed texts are held in the reference only Library. The collection also includes approximately 5 journal titles, and articles from these are searchable on the Library catalogue, as well as criminal cases, law reports, loose-leaf services, legislation, Annual Reports and Reference material. The Library also has an extensive collection of online resources, including full-text journal articles, online caselaw and legislation and an extensive “links” page on the Library website.

The Library produces “pathfinders”, lists of print and electronic resources on both entire subjects and specific topics; these are an excellent resource for essay topics, and are available on the library's website. The Librarian also maintain the Links page on the website; a valuable tool for researching any topic.

Refer to: www.ibibs.edu.au/library

12. Student Activities, Opportunities and Involvement

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

12.1 Careers Day

An Investment Banking careers day is held during third study period for the benefit of all students. Representatives from employers within the criminal justice system are in attendance to answer questions about careers and recruitment. Employer groups represented include Investment Banks, Corporate Advisory Services, Specialist Management Consulting firms and other leading financial institutions and entrepreneurs.

12.2 Careers Advice

The Student Support Officer will assist in making important career decisions, advise on which electives and placement opportunities will further particular career paths and assist in job seeking, resume writing and interview skills.

Please refer to the IBIBS Careers Services Brochure or visit: www.ibibs.edu.au/ibibs-experience/student-services

12.3 Student Ball

IBIBS holds an Annual Ball for students and staff. This is a great opportunity for students to dress up, bring along their friends and partners and have a great night out. The Ball is generally held in September of each year with tickets costing approximately \$150 per course.

Further information regarding date and venue will be disseminated to students during the year.

12.4 Graduation Ceremony

(refer to www.ibibs.edu.au/policies)

Students are eligible to graduate from the IBIBS after successfully completing all relevant subjects in their higher education course. Graduating students and their families are invited to attend a formal graduation ceremony to receive their degree. The Graduations are generally held twice a year and full academic dress is required. Graduation information is made available to all eligible students when they receive their final and complete Transcript of Results. The cost of attending the ceremony is approximately \$150 per student; guests are welcome for a small additional charge.

Graduating students who are unable to attend the Graduation ceremony will receive their testamur (degree certificate) in the mail after the ceremony.

12.5 Scholarships and Prizes

(refer to www.ibibs.edu.au/study-at-ibibs/scholarships)

IBIBS has a number of Scholarships available to under graduates and year 12 students.

In addition, each study period, scholarships will be awarded to those students with the highest academic scores.

- One student who achieves the highest marks in all enrolled subjects for their respective study period load will receive an 80% discount for the following study period's tuition fees.
- One student who achieves the second highest marks across all enrolled subjects for their respective study period load, will receive a 50% discount for the following study period's tuition fees.
- One student who achieves the third highest marks across all enrolled subjects for their respective study period load, will receive a 25% discount for the following study period's tuition fees.

Please note that scholarship discounts apply to tuition fees only.

Students applying for scholarships must not only complete the Scholarship Application forms but also the general Enrolment Application forms.

Prizes for academic excellence or other outstanding achievement will be awarded in specific subjects. For continuing students, the awards ceremony is held at the commencement of the academic year.

For graduating students, awards for academic excellence, in specific

subjects and overall, are presented at the Graduation ceremony.

12.6 Student and Staff Committee

The Student and Staff Committee provides an informal forum for IBIBS staff and enrolled students to:

- identify and resolve issues likely to impact on learning quality;
- review the effectiveness of the higher education courses;
- empower students to give feedback; and
- contribute to the continual quality improvement of the course.

Student representatives are to be elected by and from the student body during the first three weeks of February. Any enrolled student is eligible to become a member. Elections are organised by Student Administration and are conducted by ballot paper. Once elected, student representatives retain their position until the elections in the following year.

Student Representation on the Academic Board

One student member of the Student and Staff Committee is appointed annually to the Academic Board. The other members elect this representative from among the six students on the Student and Staff Committee.

The student representative is elected annually prior to the first Higher Education Board meeting after the commencement of the academic year, and is expected to attend all Higher Education Board meetings during that year, including the December meeting.

12.7 Alumni

Upon graduation, students automatically become a member of the IBIBS Alumni Society. Alumni is a Latin word, simply meaning “former students” or “graduates”. Alumni will receive quarterly newsletters which will keep them up to date with what their former classmates are doing, with career opportunities and industry news, and with upcoming IBIBS events. There is an Alumni page on the website, and being a member is a great way to stay in touch.

13. Student Welfare

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

Student welfare is the responsibility of the Student Support Officer, who is able to assist students with any issues they may be having that they believe are affecting their studies. These issues are kept in the strictest of confidence and are only discussed with other staff members with the permission of the student. However, if the Student Support Officer feels that the student is in direct danger, it will be reported to the authorities. If students would like professional counselling, the Student Support Officer will organise a referral to the IBIBS Counselling Service.

13.1 Counselling

(refer to www.ibibs.edu.au/policies)

The IBIBS recognises that some students may find that issues in their personal lives are impacting adversely on their academic performance or ability to study. For this reason, the IBIBS has developed a relationship with Cornerstone Psychology in regards to the Student Counselling Services. The counsellors are either social workers or psychologists with extensive experience in dealing with the problems that beset students. They will help through difficult times, and offer practical advice for dealing with issues. Students who wish to utilise this service should complete a referral form and submit it to the Student Support Officer who will make the referral.

Further information is available from the IBIBS website at www.ibibs.edu.au/cstudent/administration/counselling-service.pdf

13.2 Health and Safety

The IBIBS encourages students to consider health and safety at all times.

To achieve this, the following strategies are in place:

- Smoking is not permitted within the IBIBS environment;
- Any person apparently affected by alcohol or drugs will be refused admission to the IBIBS;
- Unruly and disruptive behaviour will not be tolerated by students or staff; and
- Students are not permitted to engage in any behaviour that may affect the health and/or safety of any other person.

If a student has concerns about a health and safety issue, they should contact the health and safety representative on staff. See Reception for further information.

13.2.2 Security Tips for Students

IBIBS seeks to protect the safety and security of its students. Where any safety or security breach occurs, the student(s) should contact an IBIBS staff member as they are trained to respond and, where necessary, refer the student to the appropriate authority.

Planning or thinking ahead about possible situations and response options can help students to deal with incidents where their personal safety is threatened.

13.2.2.1 Security at IBIBS

- If students observe anything suspicious occurring in or around IBIBS property, they should contact a member of staff immediately;
- If students are harassed by anyone, they should immediately report the incident to a staff member. Students should not confront the harasser but rather seek to put distance between themselves and the situation where possible.
- Students should not leave valuables such as wallets, purses, mobile telephones or similar in unattended bags, including in the bag racks outside the library; and
- When leaving IBIBS, students should ensure that they are accompanied by at least one other student, where possible.

13.2.2.2 Theft

Any theft should be reported immediately to Student Administration, and an Incident Report completed. IBIBS is under 24-hour surveillance, and CCTV cameras operate at strategic points such as the foyer, library and student lounge.

13.2.2.3 Security on the Street

- Students should walk purposefully and be aware of their surroundings, including the presence of people and public telephones;
- Keep to well lit major roads and paths at night;
- If students are approached for directions, they should not get any closer than three steps from the person(s);
- If students are approached requesting money or similar, they should keep walking and advise the person they are a student and have no money (or whatever they seek). The student should then walk toward other people; and
- If students think they are being followed, they should cross the road and change direction. If possible, they should find a place where there are other people.

13.2.2.4 Security on Public Transport

Persons using public transport should not be subject to challenging or harassing behaviours by others. A number of security measures have been implemented by transport operators to maximise the safety of travellers including security officers, police, transport staff, increased lighting and surveillance cameras. Most transport staff also have radio and other communication to call for assistance if required.

Students should report any form of harassment or abuse by any public transport employee to the manager of the organisation concerned, and any harassment, abuse or threats to their safety to the police.

14. Panels, Committees, Tribunals and Boards

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

14.1 Executive Management Committee

The functions of Executive Management Committee are to:

- i. Exercise an executive decision-making and coordination role in relation to IBIBS's business.
- ii. Implement policies and procedures to enable the efficient running of IBIBS.
- iii. Implement IBIBS's strategic, marketing, financial and risk management plans ensuring that IBIBS maintains a quality assured teaching and learning environment for all stakeholders including students, educators and staff.
- iv. Provide operational advice to the Board of Directors and Academic Board.

14.2 Academic Board

(refer to www.ibibs.edu.au/policies)

The academic management of all IBIBS higher education programs rests with the Higher Education Board.

Terms of Reference - Functions

The functions of the Academic Board are to:

- i. Ensure the academic integrity, quality and credibility of IBIBS as a higher education provider is maintained.
- ii. Facilitate free intellectual enquiry.
- iii. Promote excellence in teaching and learning.
- iv. Ensure a culture of scholarship is developed and nurtured within IBIBS.
- v. Provide a forum to facilitate information flow on academic matters to and within all governance levels of IBIBS.
- vi. Consider and make decisions on all aspects of the development and accreditation or re-accreditation of courses, the admission of students, teaching, assessment and requirements for graduation, prizes, awards and scholarships.
- vii. Formulate, coordinate, approve and review academic policy.
- viii. Advise on the academic aspects of IBIBS's Strategic and Business Plans.
- ix. Maintain appropriate control over the administration and delivery of higher education courses consistent with educational objectives.
- x. Provide advice on the academic aspects of the conditions of appointment and employment of academic staff.
- xi. Establish appropriate committees to:
 - monitor academic activities and the quality of higher education courses at all delivery locations;
 - monitor and report upon course structure and content;
 - implement and report upon stakeholder feedback.
- xii. Receive reports from its committees and ensure that their referred responsibilities are discharged.
- xiii. Consider and recommend on any matter referred to the Academic Board by the Board of Directors.
- xiv. In addition to such matters as are specifically referred to the Academic Board, the Academic Board may generate reports and recommendations to the Board of Directors, including recommending new courses for development.

The Academic Board meets 4 times a year

– in January, May and September and December.

14.3 Course Advisory Committee

(refer to www.ibibs.edu.au/policies)

The Course Advisory Committee is a committee of advice to the Academic Board. The Committee comprises leading industry and professional representation and exists to ensure that subject and course content is current, relevant and appropriate.

The functions of each Course Advisory Committee are to:

- i. Consider and give advice to the Academic Board on the development of new courses, seeking expert advice where necessary to address specific issues
- ii. Consider and report on applications for accreditation of new courses or re-accreditation of existing courses.
- iii. Review higher education courses in the context of regulations, overall structure and management, units of study, specialisations, practicums, projects, and work experiences that make up the course.
- iv. Provide a high degree of external perspective to all IBIBS courses ensuring adequate benchmarking and relevance to external professional and accreditation standards is acknowledged and considered.
- v. Maintain a focus on the manner in which IBIBS courses continue to contribute to a positive student experience and an ongoing demonstration of defined student attributes required by IBIBS;
- vi. Draw to the Academic Board's attention recent developments and trends in specific fields of study and research and directions in course development.
- vii. Provide advice and guidance on the implications of changing government policy and procedures within the higher education sector and how these may relate to, or impact upon, IBIBS's courses.
- viii. Review course documentation to ensure that it meets standards of rigour and depth appropriate to the award and that course rationale, aims and content are consistent and reflect best practice.
- ix. Evaluate and recommend updates to course curriculum to better meet the needs of students.
- x. Keep under review quality assurance mechanisms paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education providers where possible.
- xi. In addition to such tasks and activities as are specially referred to a Course Advisory Committee by the Academic Board, a Course Advisory Committee may consider other matters as considered relevant and generate reports and recommendations to the Academic Board.

Each Course Advisory Committee will draft formal recommendations on issues arising from its meetings and submit these recommendations to the Academic Board for consideration and implementation.

14.4 Teaching and Learning Committee

(refer to www.ibibs.edu.au/policies)

The purpose of the Teaching and Learning Committee is to review the progress of all students, examine results trends across all subjects, consider applications for Special Consideration which apply to all exams sat during the general examination period or an entire study period's work, award Conceded Passes if applicable, identify students at risk and make recommendations.

The Teaching and Learning Committee meets three times a year, following the compilation of final results for all subjects at the conclusion of each study period. The Board comprises the Dean of Studies, the Higher Education Registrar and subject lecturers for all IBIBS higher education courses.

The functions of the Teaching and Learning Committee are to:

- i. Implement academic policies relating to all teaching and learning processes, including admissions, student progress, examinations and assessment, and academic appeals.
- ii. Monitor student progress and results, attrition and completion rates, and graduate destinations.
- iii. Oversee the process by which students are assessed including assessment moderation.
- iv. Approve all student results prior to publication.
- v. Make recommendations to the Academic Board on matters pertaining to delivery of existing courses.

- vi. Review and advise on teaching and learning facilities which provide a physical environment conducive to study.
- vii. Make recommendations regarding textbooks and other learning resources for IBIBS courses.
- viii. Coordinate the conduct of, and monitor the outcomes from admission processes and assessment (including examinations).
- ix. Receive reports and review statistics relating to student appeals against assessment, grievances, discipline and misconduct.
- x. Undertake benchmarking of courses according to IBIBS's Quality Assurance Framework;
- xi. Take steps to improve the quality of teaching through regular use and review of unit and course evaluations as a basis for continuous improvement.
- xii. Approve an annual Professional Development Plan for academic staff to ensure that professional and discipline based expertise is current and that teaching skills are maintained and updated and that scholarly activity is undertaken.
- xiii. Encourage a culture of scholarship throughout IBIBS;
- xiv. Act on any other references to it from the Academic Board.

14.5 Student Discipline

14.5.1 Student Discipline

(refer to www.ibibs.edu.au/policies)

IBIBS considers student discipline under two main areas:

- Breaches of Discipline; and
- Acts of misconduct (including academic offences such as plagiarism).

Breaches of Discipline

In general terms, a breach of discipline may be deemed to have occurred in the following circumstances:

Disobeying a reasonable instruction relative to the use of IBIBS equipment where a staff member considers it appropriate to give such instruction;

- Actions endangering students or staff at IBIBS or whilst on IBIBS field work, practicum activity or assignment;
- Damage, destruction or theft of IBIBS property including any form of graffiti or interference with such property;
- Any attack, harassment or threat of attack or harassment against any person;
- Any intimidation or attempt to intimidate any person including acts considered stalking as outlined in the Crimes Act 1958 (Vic);
- Any unruly, disruptive or offensive behaviour whilst on or about IBIBS property.
- Acts of misconduct include the following:
 - Any cheating whatsoever, including fabrication, falsification of data, plagiarism or assisting any other person to cheat on any assessment. Cheating includes another person copying a student's own work for the purpose of assessment; or
 - Any fraud on any document whatsoever or any fraudulent behaviour.

Any instance of the above will be dealt with by the Dean of Studies in the first instance and then referred to the Student Disciplinary Tribunal, which will be convened to consider the case.

Student Discipline Procedures

Any student whose behaviour is referred to the Dean will be:

- advised in writing of the nature of the issue; and
- invited to show cause within five working days why a penalty or penalties should not be imposed.

15. Appeals

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

If the Dean considers it appropriate to interview the student against whom the issue has been laid, the student will be given 10 working days notice of the time and place of the interview. The purpose of the notification is to allow the student time to prepare for their tribunal interview.

The Dean may call other students or staff to provide information.

All policies referred to in this section can be viewed on the IBIBS website where a comprehensive explanation is provided.

Any decision of any board, panel, tribunal, committee or individual staff member may be appealed to the Academic Board, with the exception of issues dealt with by a separate appeal process.

These exceptions include appeals against:

- academic results and marks for individual assessment pieces or subjects (these issues relevant to the case. If a student wishes to call other students or staff to provide relevant information they must notify the tribunal in their initial written submission. A representative of the student is permitted to attend the interview. However, the rules of evidence do not apply.
- are catered for by means of second marking and grading reviews. Grading reviews themselves may be appealed to the specially convened panels of the Academic Board;
- outcomes of Complaints and Appeals (these are appealed to an external review panel – refer to Section 16); and
- decisions regarding fee refunds for subject/ courses withdrawn from after census dates (these are appealed to the General Manager and ultimately the Administrative Appeals Tribunal).

Appeals to the Higher Education Academic Board must be lodged in writing within 14 days of receiving the information which forms the basis of the appeal.

16. Complaints and Appeals

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

In cases where student grievances, concerns and complaints, both academic and non-academic, are not catered for under other IBIBS policies, an aggrieved student is entitled to access the Complaints and Appeals procedures. This process ensures that complaints are dealt with fairly, consistently and confidentially and incurs no cost to the person making the complaint. Complaints will be dealt with in a timely manner and complainants and respondents are regularly informed of the progress of the matter.

The complete version of the Complaints and Appeals policy is available on the website.

17. Tuition and Course Assurance

IBIBS policies referred to in this section are available from:

- Student Administration centre
- view on www.ibibs.edu.au/policies

IBIBS has HEP-FEE HELP for eligible students. This allows students to Study Now and Pay Later. This loan amount does not need to be repaid until you earn income above \$54,126.

This is to ensure that, should IBIBS cease to be able to provide a course of study, any student enrolled in that course of study at the IBIBS will be able to:

- (i) enrol in a similar course with another higher education provider and receive full recognition by that other provider for any successfully completed units of study undertaken as part of the course of study with the IBIBS; and
- (ii) either receive a payment equivalent to any of the student's contribution or tuition fee that has been paid for a unit of study in that course with IBIBS that the person has not completed because IBIBS ceased to be able to provide the course or have the unused portion of funds paid for such incomplete units of study transferred (with the student's agreement) to the new provider with whom they enrol.

18. IBIBS Style Guide for Written Materials

Contribution or Tuition Fee Repayment

In the event that The IBIBS ceases to be able to provide a course of study, the TAS guarantees to either refund the student contribution or tuition fee for any incomplete units of study or that the funds paid for such incomplete units of study would be transferred (with the student's agreement) to the to the new provider with whom they enrol;

** Please note that in the event that the tuition assurance arrangements were needed, the new tertiary education provider may have a different student contribution or tuition fee for the course of study, so that the amount a student might be required to pay may vary; and

** Please note also that students are not obliged to enrol in the course in which they are offered enrolment under the course assurance arrangement, but if they enrol with a different provider there is no obligation on that provider to offer full credit transfer for the units of study completed.

SCHOLARSHIPS CATEGORIES



Current Year 12



Non-Year 12



Previous Year 12



Equity



Merit



Leadership



Equity & Merit



Indigenous



Regional



Industry



Women



State - Victoria



State - NSW



State - SA



State - Queensland



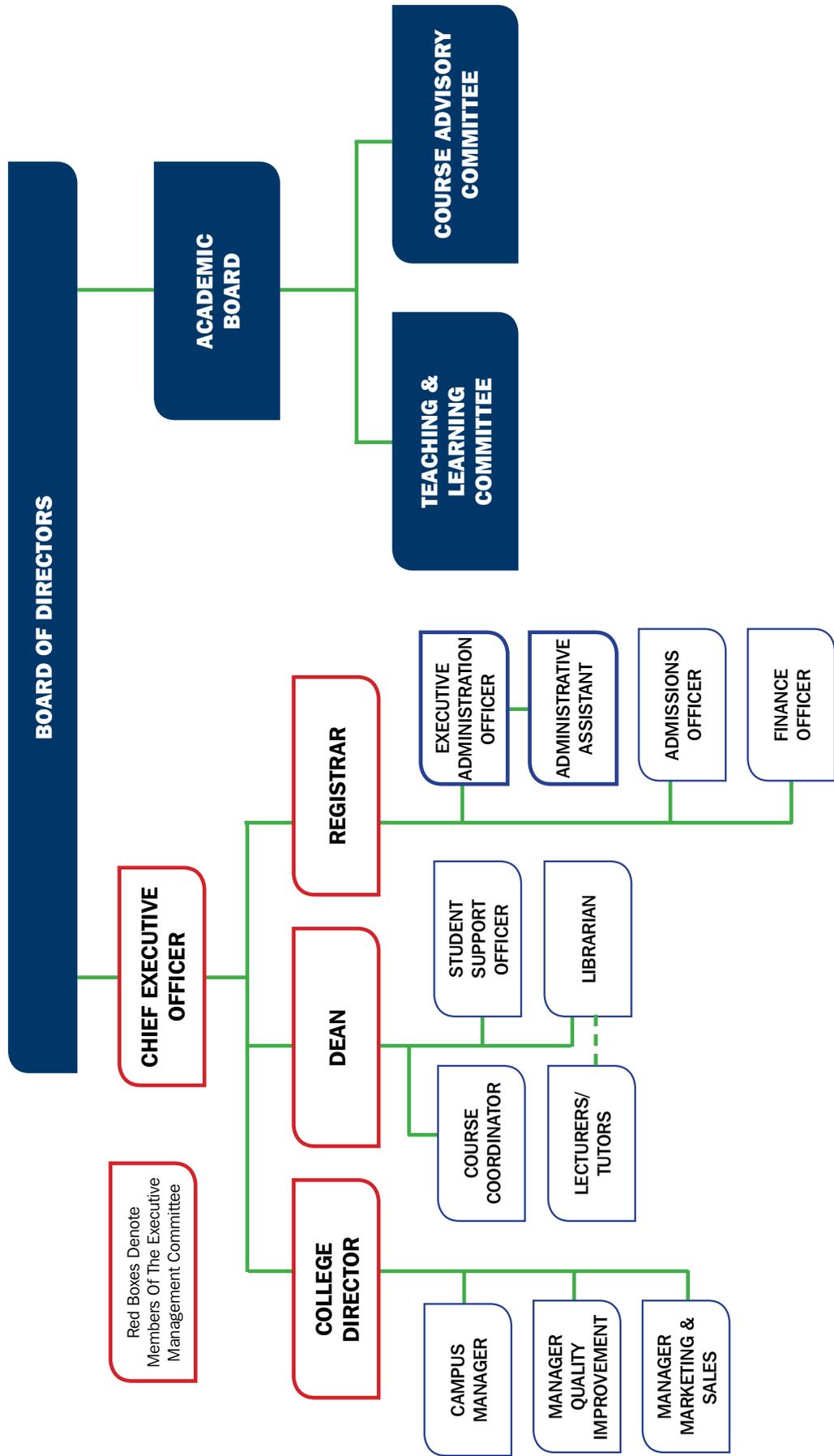
State - WA

Important Dates

Scholarship Applications

- Open - 1st July 2016
- Close - 1st November 2016

GOVERNANCE AND ORGANISATIONAL STRUCTURE



January 2016

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

February 2015

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Bachelor of Investment Banking



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Associate Degree of Finance TEQSA Course Code CRS1201455
Bachelor of Investment Banking TEQSA Course Code CRS12001454