WELCOME TO CAMPION COLLEGE

Dear Students,

Welcome to the 2015 academic year! I would particularly like to welcome all new students to the College.

Campion College is a unique institution in Australia - the only institute of higher education dedicated to the Liberal Arts. Here at Campion we are committed to the Catholic Liberal Arts tradition whereby an education is truly about the fostering of the life of the mind and the pursuit of wisdom. In order to think freely as humans we need the tools that liberate us to know and contemplate all that is good and true. These tools are what Campion provides. Engaging with ideas, reflecting on the big questions, knowing our past, thinking logically, investigating the insights of faith and reason, reading great works, constructing arguments, are just some of the ways that the life of the mind is fostered at Campion College.

Campion though is not just about the life of the mind; we attempt to engage and to form the whole person. Grounded in the Catholic tradition, we see no conflict between a dedicated life of study and the flourishing of the whole person. At the heart of Catholic culture is liturgy and prayer from which flows a social, artistic and sporting life that is truly integrated with the intellectual life. Here at Campion there are many opportunities to participate in this culture as well as space for you to contribute your own initiatives in developing the life of the College. I invite you to participate fully in all that is offered.

As part of educating you in wisdom there is special care taken at Campion on your individual academic development. We are fortunate to have a dedicated and talented academic staff that will instruct, prompt and guide you in the life of the mind. With small classes you will not be lost in a crowd and I encourage you to engage with the academics and your fellow students to create a true community of learning.

I wish you every blessing and happiness for your time at Campion College. I am confident that these will be some of the most memorable and fulfilling years of your life.

Dr Paul Morrissey
President

Preface

Campion College is Australia’s first Catholic Liberal Arts College and its foundational program is the Bachelor of Arts in the Liberal Arts.

This Handbook applies to all students of the College. It outlines the currently agreed ways of achieving the aims of the College and describes the Bachelor of Arts in the Liberal Arts.

Students should also consult the Residential Accommodation Handbook, if appropriate.

Any queries concerning the arrangements for community life or study within the College should, in the first instance, be addressed to Student Administration.

Contact Numbers
Reception/Switchboard ......................................................... (02) 9896 9300
Student Administration ......................................................... (02) 9896 9301
President’s Office Reception .................................................. (02) 9896 9317
Library ................................................................................. (02) 9896 9327
College Librarian ............................................................... (02) 9896 9307
Main Fax/Reception Number ................................................ (02) 9631 5611
President’s Office Fax ............................................................ (02) 9631 9200

E-mail Addresses
General Information ............................................................. info@campion.edu.au
College Librarian ............................................................... k.doughty@campion.edu.au
Website ........................................................................ www.campion.edu.au
Library Catalogue ............................................................. See ‘Library’ on www.campion.edu.au

Street Address: 8-14 Austin Woodbury Place
Old Toongabbie NSW 2146 Australia
Postal Address: PO Box 3052
Toongabbie East NSW 2146 Australia

In accordance with the ESOS Act 2000, Campion College is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas students (CRICOS), Provider Number: 02738G.
Campion College Australia................................................. ABN: 41 096 681 140

Campion College Australia

ABN: 41 096 681 140
SECTION 1 - INTRODUCING THE COLLEGE

1.1 MISSION
The mission of the College is -

To form future leaders of society and the Church by a broad program of learning in the Liberal Arts that integrates the insights of faith and reason.

This mission statement was formally adopted by the Board of Trustees on 10 October, 2010. The mission clearly sets forward the key purpose for the College and provides clear guidance to the educational activities of the institution.

1.2 HISTORY
Proposals for the establishment of a liberal arts-based university or college named after St Edmund Campion emerged from the Campion Fellowship, a national association of Australian Catholics formed in 1973. This organisation initiated discussions regarding the type of course and subjects that should be offered. Explorations included visits to similar Colleges in the USA, with the first such visit being conducted in 1977.

In 2001, the Campion Foundation Limited was established to build upon this earlier work and to raise funds to establish Campion College Australia, and then to continue to operate as its long-term fundraising arm. The Foundation bought the nearly 12 acre College campus at Old Toongabbie, from the Roman Catholic Diocese of Parramatta in 2009.

The Campion Institute Limited, with the trading name of Campion College Australia, was registered as a company in 2001, at the same time as the Foundation. The College was officially approved as a registered Australian higher education institution on 1 July 2005 by the NSW Department of Education and Training, with the Bachelor of Arts in the Liberal Arts accredited on the same date. The first intake of students into the College commenced studies in late February 2006. The Inaugural Graduation ceremony was held in December 2009. The College’s registration and accreditation is now managed by TEQSA, the Tertiary Education Quality and Standards Agency.

1.3 GOVERNANCE
Campion Institute Limited is a ‘not-for-profit’ public company limited by guarantee. It is an independent institution that is faithful to the teachings of the Catholic Church through voluntarily allying itself in its Constitution with the authoritative Catholic statement on the operation of Catholic tertiary institutions, Ex Corde Ecclesiae.

The governing body is the Board of Trustees, which is formed according to the Constitution of Campion Institute Limited, and has overall legal responsibility for all operations of the College, including its courses, and has the authority to establish, review and implement policies to govern and carry out the College’s mission. The framework for this authority is set out in the Constitution and in the Campion College General Rules that have been lawfully made under the Constitution.

The members of the Board of Trustees in 2015 are:

Mr Joseph de Bruyn
BAgrSc (Melb)
Chairman

Emeritus Professor Geoffrey Caban
BA MEd (Syd), Dip Ed (STC), GradDipCommunication (UTS)

Mr Jim Cosgrave

Mrs Kerry Jones
BMus DipEd MA (USyd) MEdAdmin (UNE)

Mrs Lesa Meese

Dr Paul Morrissey
BA (Monash), BTh (MCD), Dip Ed (ACU), Grad Cert R.E. (ACU), STL (Lateran), ThD (SCD), STD (CIS)

Mrs Irina Namroud
BEc (Moscow State Inst IR), CPA, ACCA
(Observer)

Mr Edmond O’Donovan
BE (Syd), MS (Minn)

Rev Dr Tony Percy
BComm (Hons) (UNSW), STB (CIS), BTh (SCD), STL (Lateran), STD (Lateran)

Mr James G. Power
B.Com LLB (Qld)

Dr Susanna G Rizzo
Laurea Magistralis Hons. Classics (Federico II-Napoli), MA Int. Rel.; PhD History (Wollongong), Dip Ed St (CoT, London)
(Dean of Studies)
Mr Karl Schmude  
BA (USyd), MLitt (UNE), DipLib (UNSW)

Emeritus Professor A G Shannon AM KC*HS  
MA MLitt PhD (UNE) EdD (CITY) DSc (UTS) FCP, FACE
Registrar (Observer)

The Registrar is the Company Secretary for Campion Institute Limited and attends the Board meetings as an observer.

1.4 EDUCATIONAL PHILOSOPHY

The educational philosophy adopted by the College is to provide a broadly based liberal arts education upon which can be built specific professional studies at the postgraduate level. The strategy employed within this philosophy is to develop the students’ capacity to critically analyse, think logically and communicate effectively in the context of a broad view of reality so that they can more effectively engage in specific professional development at the postgraduate level. Within this philosophical context, the College intends to offer only a Bachelor’s degree in the Liberal Arts at undergraduate level in the early years of its operation. As the College student and staff populations increase and separate academic departments develop, the College will consider the development of submissions for approval for a number of double-degree offerings, such as a combined Bachelor of Arts/Bachelor of Theology. The strategic plan provides for the development of applications to seek approval to offer postgraduate coursework and research degrees in the medium term future. Within the College’s planned academic profile, the Bachelor of Arts in the Liberal Arts is a critical degree for these future developments as it will provide the necessary foundation upon which to build a first class postgraduate education.

The College is committed to the use of small group tutorials to provide the foundation for an effective learning relationship to develop between staff and students. The academic staff at the College will know who the students are and will assist them to realise their academic potential.

The Campion Liberal Arts degree will produce students who not only have a broad and in-depth appreciation of reality. The College presents an array of subjects in foundational areas of human knowledge, combining the humanities and the sciences in an academic environment where the cross-fertilisation of ideas and practical applications is fostered and expected. It will produce students who will have acquired the capacity for logical and rational thought, the capacity for analysis, the capacity for problem-solving, and a rich reservoir of knowledge which is historically as well as philosophically formed. These students will have access to the lessons of history as they seek to provide solutions to contemporary problems.

SECTION 2 - RESOURCES AND SERVICES

2.1 ACADEMIC STAFF

The full-time members of the academic staff with their chief academic field are:

Dr Paul Morrissey  
(Chairman)  
BA (Monash), BTh (MCD), Dip Ed (ACU), Grad Cert R.E. (ACU), STL (Lateran), ThD (SCD), STD (CIS)

Emer Prof Anthony Shannon AM  
(Registrar & Lecturer)  
MA, MLitt, PhD, DipEd, DSc, FCP, FACE.

Dr Susanna Rizzo  
(Dean of Studies & Senior Lecturer)  
BA (Hons), MA, PhD (History), DipEd.

Dr Luciano Boschiero  
(Senior Lecturer)  
History & Science

Dr Colin Dray  
(Lecturer)  
BA, BCA (Hons), PhD.

Rev’d Dr Luke Holohan  
(Lecturer)  
BA, Ass Dip Rel St, DipEd, BTh, GradDip Min Lead, PhD.  
Theology

Dr Amitavo Islam  
(Lecturer)  
BSc (Hons), PhD (Mathematics), PhD (Philosophy), DipEd.  
Philosophy

Dr Stephen McInerney  
(Associate Dean of Studies & Senior Lecturer)  
BA (Hons), PhD, DipEd.

Dr Matthew Tan  
(Lecturer)  
Theology & Philosophy

2.2 CONSULTING HOURS FOR ACADEMIC STAFF

Academic staff will be on Campus for substantial periods of time during the week and students are encouraged to contact their lecturers for any issues or concerns relating to their subjects. Each academic staff member will post consulting hours on their door indicating the times that they will definitely be in their offices for students to drop in to see them. Academic staff will still be available to talk to students outside of consulting hours. However outside of the posted times it is advisable to seek an appointment to discuss matters that are important or may entail a lengthy discussion. The Associate Dean of Studies has responsibility for student academic matters.
2.3 ACADEMIC COMMITTEE STRUCTURES
The Board of Trustees has delegated the academic functions and policies of the College to the Academic Board, constituted in accordance with the Campion College General Rules. The Board of Trustees has also delegated authority to the chief executive officer, the President, and to various senior administrators of the College for much of the day to day management of the institution. Academic Board consists of Ex-officio Members (the President; the Registrar; the College Librarian; the Dean of Studies; and the Associate Dean of Studies; Elected Members, one academic staff member of the College (other than casual staff) of the College elected by and from the academic staff of the College; and one student member elected by and from the students of the college and Appointed Members (four external senior academic staff from external higher education institutions).

The Academic Board meets at least four times per year.

The following Committees report to the Academic Board:
• Library Committee
• Course Advisory Committee
• Board of Examiners
• Teaching and Learning Committee

2.4 PROFESSIONAL STAFF
Emeritus Professor A G Shannon AM KC*HS
MA MLit PhD (UNE) DipEd (CITY) DSc (UTS) FCP, FACE
Registrar

Miss Jenna Barlow
BA (Lib Arts) (CCA)
Receptionist, Marketing Officer

Miss Keziah Doughty
BA (Lib Arts) (CCA)
College Librarian

Mrs Marian Foster
Dip Ed St (CoT, London), Dip Health Couns (Med Reg of Australia)
Executive Assistant

Miss Teresa Gambino
Cert G. Design, Dip Mgt, Dip Bus. Adm. (TAFE)
Student Administration Assistant

Fr Luke Holohan SM
BA (Qld), Ass Dip in Rel St. (Union Th Instit), Grad DipEd (Syd Inst of Ed), BTh (Syd Coll Div), Grad Dip Min Lead (Syd Coll Div), PhD (Trinity Coll Dublin), Dip Ed St (CoT, London)
College Chaplain

Mrs Sue Huxley
Dip Mgt (Deakin), Dip Acctg (ACBM)
Book Keeper

Mr Bernard Kirkpatrick
A MusA, BEd, BMus (Syd)
Director of Music

Mr Dylan Littler
BA (Lib Arts) (CCA)
Library Assistant

Dr Valentine Mukuria
BSc (US International U) MBA (Alliant) Med (San Diego) PhD (Ohio State)
Student Life: Residential Coordinator

Mr Michael Mendieta
BA (Lib Arts) (CCA)
Director of Development, Campion Foundation

Mrs Irina Namroud
BEc (Moscow State Inst IR), CPA, ACCA
Business Manager

Mr Neil Simpson
Grounds and Maintenance Manager

Miss Monica Tamayo
BA (Sociology) (USyd)
Administrative Assistant

Mrs Cherise Van Der Merwe
Cert IV Cookery (ICA)
Catering

Mrs Ivy Wallace
BA (Lib Arts) (CCA)
Foundation Development & Alumni Relations Officer
2.5 ADJUNCT STAFF

Dr Paulette Corry Calabro  
*Psychology/Counselling*

- BA (Hons) (Temple) MSc (Villanova)
- PhD AdvDocCert (Immaculata)
- BA (Hons) (Temple) MSc (Villanova)
- PhD AdvDocCert (Immaculata)

Dr Dominic McLaughlin  
*Mediation*

- BCom (Newcastle) MBus (UTS)
- PhD (UNSW) FAHRI

Prof George Mendz  
*Lecturer in Science*

- MSc (Barcelona) MBioEthics (Navarre)
- PhD (UNSW)

Mr Chris Meney  
*Lecturer & Tutor in Human Biology & Bioethics*

- B App Sc, Grad Dip Ed, Grad Cert RE, Ass Dip Mgmt, MA, M Bioeth, MACE

Mr Thomas Flynn  
*Tutor in Classics*

- MA (Oxford) MPhil (UNDA)

Mr Jeremy Bell  
*Lecturer in Philosophy & History*

- BA MPhil (Sydney)

Dr Stephen Chavura  
*Lecturer in History*

- BA (Hons I), PhD (UNE)

2.6 STUDENT SUPPORT SERVICES

Academic staff are available to assist students with their needs at any time and students should feel free to approach any academic staff member at any time. Within this, particular concerns may be addressed as follows:

1. For general academic concerns, consult the Student Handbook or Student Administration;
2. For course related or more specific academic concerns, contact the Dean of Studies who is also the contact person for International Students;
3. For subject-specific academic concerns contact the subject lecturer or Student Administration;
4. For pastoral concerns, contact the Chaplain;
5. For counselling needs, contact CatholicCare at Parramatta (02) 9933 0222; or Blacktown (02) 8822 2222; or the Campion Student Welfare Team on Ph: 9896 9301;
6. For the First Aid Officer please contact the Student Administration Assistant on 02 9896 9301.

In emergencies, Lifeline has a 24 hour phone counselling service (ph: 13 11 14). If you are not sure whom to contact for a particular matter, please speak with Student Administration.

2.7 STRUCTURE OF THE ACADEMIC YEAR AND TERM NAMES

The College year is divided into two semesters. The first semester begins on the nearest Sunday occurring either before or after March 1 in any year. The second semester begins on the nearest Sunday occurring either before or after August 1 in any year. Each semester consists of 13 teaching weeks followed by a one-week study vacation and a two-week formal examination period, and includes a one-week mid-semester break. Please see Section 6, for the 2015 Academic Year dates. Each semester consists of two terms, split by the mid-semester break. The names of the four terms, in order, are:

1. Lent
2. Easter
3. Trinity
4. Michaelmas

Orientation Week is held the week immediately prior to the commencement of studies in each year. Enrolment for students takes place by mail and during Orientation Week. During enrolment all students are required to enrol and pay fees for the coming semester or submit an application for FEE-HELP assistance.

2.8 LEARNING CENTRE

Campion College provides academic assistance to students through the College’s Learning Centre. The centre assists students in developing and enhancing those generic skills crucial to learning and communicating ideas in a tertiary context. These include skills in critical reading and note taking; structuring and writing essays; developing an argument; preparing and delivering oral presentations; preparing effectively for exams; and effective time-management. The Learning Centre is located in the College Library and is managed by the learning skills advisor.

2.9 THE LIBRARY

Campion College Library has a specialised collection of books that reflects the courses offered in the Liberal Arts Programme, to support students and staff in their study, teaching and research needs. The Library also provides online resources, DVDs. A detailed LIBRARY GUIDE is available from the Loans Desk, and the Librarian will happily provide individual assistance to students in their information needs and in using the catalogue.

OPENING HOURS (during Semester):
The Library Operational Hours are under review – these will be announced at the commencement of Semester.
The hours can vary during the Semester depending on demand and the schedule of the Semester. Information will be provided to students in advance should there be changes.

LIBRARY RESOURCES & FACILITIES

- A MAIN COLLECTION of about 24,000 books. As Campion College grows, the collection is growing accordingly in all subject areas.
- A REFERENCE COLLECTION, which includes encyclopaedias, dictionaries and other high-demand works
- A COURSE RESERVE COLLECTION of recommended readings during Semester
- Development of ONLINE RESOURCES specially selected to support the disciplines in the Integrated Liberal Arts Course
- SPECIAL SUB-COLLECTIONS (e.g. J H Newman, Chesterton, Church Fathers)
- A SCHOLARLY COLLECTION on the World around St. Edmund Campion, College Patron and Elizabethan scholar
- TWO COMPUTER ANNEXES with 15 computers – all with access to the catalogue and online resources, printing facilities and additional access points for laptop use
- STUDY Areas with Carrels
- A COLOUR/BLACK & WHITE PHOTOCOPIER, PRINTING & SCANNING FACILITIES for students’ use

CATALOGUE SEARCH

All books in the Library are catalogued and shelved according to the Dewey Decimal Classification system. The Library uses the ALEPH computerized catalogue searching and borrowing system. Two dedicated computers are available for catalogue searching in the Library near the Loans desk. Students can search online from home or other locations by going to the Library website on the Campion College home page.

BORROWING

LOAN LIMITS & LOAN PERIODS for students

- Main collection: Max 7 books; one week; one renewal.
- Course reserve: Max 2 book for 4 hours or overnight; Renewal is possible depending on demand.
- Three day loan: Max 2 books; Renewal is possible depending on demand.
- Reference books: Can only be used within the Library.
- Journals: Can only be used within the Library - photocopying facilities are available.

No. of loans & loan periods are flexible depending on demand and essay schedules.

Penalty for Overdue Books: Blocked from borrowing
More detailed rules are to be found in the Library Guide 2015.

RECIPIROCAL BORROWING & INTER-LIBRARY LOAN

Reciprocal Loans from other UNILINC libraries can be requested at the Loans Desk for third year students, without charge. Inter-Library Loans from non-UNILINC libraries can be obtained if approved by a lecturer.

LIBRARY RULES

1. Enter & leave the Library via the MAIN ENTRANCE. (The rear doors in the Study Room and Computer Laboratory are emergency fire exits only).
2. When leaving, present for inspection at the LOANS DESK all books that are to be borrowed from the Library, including any other books brought into the Library.
3. Bags should be left just inside the MAIN ENTRANCE.
4. Eating is NOT PERMITTED in the Library or Computer Laboratory, BOTTLED water only is allowed.
5. Avoid loud or prolonged conversations when others nearby are trying to read and study.
6. Treat all books, journals, CDs, DVDs and other Library property with care.
7. All resources in the Library are College property. No item is to be removed from the Library, without application for loan.

COPYRIGHT

Most items in the Library and all lecture notes and other materials distributed to students are copyright. It is illegal to copy material in breach of copyright. Notices concerning copyright are displayed adjacent to the photocopier and students should ensure that all copying complies with the Copyright Act. Copyright covers both print and digital material. The uploading of material using personal scanners is subject to the same copyright restrictions, and the Library is not liable for any breaches by users of scanners, who are responsible to ensure that they remain within the law.

LIBRARY STAFF

Miss Keziah Doughty, College Librarian
Mr Dylan Littler, Library Assistant
Library Student Assistants to be announced at the commencement of Semester 1.

2.10 COLLEGE IT RESOURCES

All users of College Information Technology resources, including the College network and the Internet, must abide by the Acceptable Use of IT Resources Policy, available on the College website and in this Handbook.
2.10.1 College Network
The College operates a wireless computing network throughout the main building, the Library and with coverage on the deck and in the grounds to the rear of the main building. Access to the College network is by an authentication process and only authorised users will be able to gain access. Students are encouraged to bring their own laptop computers for use at the College and details will be provided in the Orientation Week regarding access from a personal laptop to the network. At other times, please contact Student Administration for details about authorisation for access to the College network.

2.10.2 E-mail
E-mail is provided to every student enrolled in the College and is the official means of communication between the College and its students. It is the responsibility of students to monitor their College e-mail account to ensure they are aware of official College communications. The email address assigned to each student is ‘Firstinitial.Lastname@student.campion.edu.au’. No aliases are provided (except in the case of duplicate names). The College e-mail server may be accessed from the main College website at webmail.student.campion.edu.au.

2.10.3 Student Server
Students can access the Student Server at the following web address: www.student.campion.edu.au or by following the link from the main College website. Access will be granted by entering the same user name and password as required to access the student’s e-mail account. The Student Server provides information such as Subject Outlines; collections of readings; lecture outlines or supplementary material provided by lecturers. A Bulletin Board service for each subject is also available.

2.10.4 College Web Site
The address for the College website is www.campion.edu.au

SECTION 3 - THE UNDERGRADUATE PROGRAM
CRICOS CODE 057407F

3.1 QUALIFICATION AND TITLE OF AWARD
The College currently offers two undergraduate degrees, the Bachelor of Arts in the Liberal Arts and the Diploma of Liberal Arts - Foundations of the Western Tradition. The standard of the BA (Lib Arts) is formally Level 7 on the Australian Qualifications Framework, the same as that of a three-year degree at any Australian University.

3.2 ACADEMIC REGULATIONS

3.2.1 Student Rules
Reference should be made to the Campion College Student Rules, which are included in Section 5 of this Handbook, for the College’s academic regulations. Details below are supplementary and do not replace the Student Rules.

3.2.2 Admission
Admission to the Bachelor of Arts takes the form of a ranking based on prior educational studies, assessment of a supporting statement and references, and performance at an interview. Admission is competitive based upon the total ranking and attainment of minimum standards will not guarantee an offer of admission to the degree.

The normal minimum qualification standards for entry to the Bachelor of Arts include:
• Completion of an Australian Year 12 qualification such as the NSW Higher School Certificate with an ATAR of at least 70; or
• Completion of a semester in a degree course from an Australian university; or
• Completion of one subject at Campion College with a credit result or two subjects with pass results; or
• A completed AQF diploma or higher level award course from TAFE or accredited private education providers; or
• A recognised tertiary preparatory course; or
• Certain overseas senior secondary qualifications such as the International Baccalaureate, GCE A Levels, or the New Zealand Bursary; or
• One or more full-time years of study in a degree course from universities overseas where this is deemed at least equivalent to NSW HSC standard.

The College offers three special entry schemes for current school leavers. The “Early Acceptance Scheme” provides the opportunity for successful applicants to receive their offer based upon examination results up to but not including the final HSC equivalent examination and a recommendation from their high school. Results are considered for Humanities based subjects in conjunction with a written statement and an interview.
Campion also offers an Educational Access Scheme (EAS) to help students who have experienced long-term educational disadvantage gain admission to the College. Up to five (5) bonus points are allocated on top of an ATAR based upon the assessed level of demonstrated hardship. The EAS is available to students who have been impeded in their studies by virtue of their individual experience/s, with seven broad categories of disadvantage:

- disrupted schooling
- financial hardship
- home environment
- English language difficulty
- personal illness/disability
- refugee status
- school environment.

Provisional entry to the BA is also possible for students falling below the academic requirements for normal entry, subject to specific criteria. Provisional entry students are required to enrol in STU101 as well as one or two standard first year subjects.

Applicants who have not completed any formal qualifications will be encouraged to undertake the Tertiary Preparation Certificate through TAFE. Where no formal qualifications have been studied, applicants may sit for the Special Tertiary Admissions Test (STAT) to assess the level of academic skills that they have developed through life and work experience. The results from these will be used in conjunction with rankings from the Personal Statement and the interviews as with other applicants.

Entry to all Campion courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to Campion College by one of the following:

- Satisfactory completion of secondary schooling in Australia;
- One year of full-time (or equivalent) accredited diploma level studies or higher in Australia;
- Successful completion of a recognised English Language Bridging program;
- Successful completion of studies equivalent to secondary school or higher outside Australia where English was the medium of instruction;
- A test result at an appropriate level of achievement from IELTS, TOEFL or CULT.

For the Bachelor of Arts, the approved minimum English language standards are:

- IELTS – 7.0 overall with a result of 7.0 in writing (academic strand)
- TOEFL – 600 overall with TWE of 5.0 (paper based)
- TOEFL – 250 with essay rating of 5.0 (computer based)
- CULT – 70 percent overall

Applicants who have experienced educational disadvantage will be encouraged to provide full documentation of their circumstances for consideration for up to 10 additional points in the admission evaluation. These disadvantages could be disabilities; serious illness; disrupted education; low income; or other significant factors impacted upon the applicant's previous academic performance over a substantial period of time. Applications for consideration of educational disadvantage are open to current and non-current school leavers. Where consideration has already been given during prior studies and results appropriately adjusted, additional marks will not be granted.

3.2.3 Duration of the course

1. The Bachelor of Arts is awarded on the basis of three years of full-time study, or equivalent part-time study.
2. Government regulations mean that the College may not allow international students (holders of student visas) to repeat a subject more than once.

3.2.4 Requirements for Graduation

The Bachelor of Arts consists of a minimum of 24 six-credit point subjects. Students who successfully complete the minimum sequence of subjects as specified in the Course Structure will be eligible for graduation. Note that some students may apply for and receive official Recognition of Prior Learning from the College, usually on the basis of prior formal studies, that will count as successful completion of a subject or subjects.

3.2.5 Assessment

Students undertake tertiary education for a variety of reasons including to gain a specific qualification, to pursue their interest in a particular field and to broaden their education. Good academic practice demands personal integrity and respect for scholarship. For example, academic staff are responsible for assessing work fairly and consistently, and providing feedback within a reasonable timeframe, and students are responsible for submitting work that represents their own efforts to meet the stated requirements.

Assessment is an integral part of the learning process. Through assessment, judgements can be made about the quality and extent of students' achievements and performances. The forms of assessment used throughout Campion
College are diverse and vary according to academic discipline. The methods of assessment should demonstrate appropriateness to a subject’s learning outcomes and graduate attributes. Assessment plays an important educative role in conveying to students the kind of intellectual engagement desired and provides feedback on learning. Assessment enables students to meet academic requirements and allows Campion College to meet its responsibilities to the community. Students need confidence in the continuing standing of their courses and the rigorous environment in which learning occurs.

Assessment in Campion College is based on the general principle of criterion-based assessment, with students’ work assessed against stated criteria that reflect the objectives of the subject. Grades are based on a student’s level of performance in achieving stated objectives (criterion-referenced assessment), not on the number of other students who achieve a particular grade (norm-referenced assessment).

Student learning will be more effective and enjoyable if basic principles of good academic practice are followed. These include the following:

- Academic integrity
- Self-motivation and commitment to learning
- Awareness of requirements
- Participation
- Respecting the rights of others
- Seeking timely help from appropriate sources

Students have a responsibility to:

a) Engage actively in the learning process and participate according to subject and assessment requirements.

b) Complete assessment tasks diligently and honestly to provide evidence of learning achievements in a subject.

c) Meet assessment requirements as specified in the subject outline, including submission of work by the due date.

d) Apply the principles of good academic practice.

Students are required to sign a statement at enrolment whereby they agree to follow the College rules, policies and the code of conduct. Students are reminded that this includes their agreement not to engage in behaviour such as plagiarism and cheating in assessment tasks. Care should be taken with group study practices to ensure that assessment items submitted do not contain components that are identical to those of other students, which may result in an allegation of plagiarism.

3.2.6 Submission of Assessments

Students are required to submit a hard-copy and an electronic copy of all written assignments, and this includes the summary, tutorial write-up, essay plan and major essay.

a) Hard Copies

Assessment items are to be deposited in the Assessment Item box which is located at reception by 4.30pm on the due date. Before lodging any assessment in the submission box, students must detach the receipt from the cover sheet after it has been signed by a member of staff at reception.

Assessment items should be printed on one side of the paper only and should be presented on A4 paper in black ink and must be typed (double-spaced with a 3cm margin to allow the marker to provide feedback). The pages should be numbered consecutively throughout the document.

Students must retain a copy of all work submitted along with the receipt issued by the receptionist.

b) Soft Copies

Students may be requested by lecturers to submit electronic copies of particular assessment items.

3.2.7 Assessment Due Dates

The due dates for assessment items are published in the Subject Outline provided by the Subject Coordinator at the commencement of classes for each subject. The Assessment Item box will be cleared at 4.30pm on the due date by the Student Administration Assistant. An assessment item submitted after 4.30pm on the due date and without approval for late submission will attract a penalty of 10% of the available grade for that assessment item for each day late. Extensions will not normally be granted to students on the day on which an assessment item is due. Extensions should be applied for only in exceptional circumstances and at least 24 hours in advance of the due date.

In case of sickness or circumstances warranting compassionate extension, the Subject Coordinator must be informed and may determine that an extension of time is permitted. In cases of sickness, a medical certificate (or copy) may be required. In cases of compassionate consideration (bereavement, family sickness, etc.) the student may also wish to inform the Chaplain of the situation. An Approval of Extension Form must be completed and submitted with the assessment item and conditions may apply to extensions of more than 24 hours.
Any student unable to take an examination at the published time must apply to the Registrar for permission to sit for the exam during the supplementary exam period.

3.2.8 Remark of Essays
Students who are not satisfied with the mark received on an essay should first discuss their concerns with the relevant lecturer. After speaking with the lecturer, if they are still unsatisfied they can request a re-mark. To have an essay remarked, students should complete the Request for Re-mark form, attach a clean copy of the essay and submit it with $55 to the Reception Office. The application will be passed on to the Dean of Studies to make the appropriate arrangements. The outcome should be advised to the students within 10 working days.

3.2.9 Attendance Requirements
The expectation at Campion College is that students will attend all classes and where possible notify the Subject Coordinator or tutor if they are unable to attend a class. Students must attend at least 80% of lectures and 80% of tutorials in a subject or risk failing the subject. The attendance requirement at lectures and tutorials cannot fall below 60%, even in cases of serious medical or personal difficulties, or a 44 Fail will be awarded. Students who are afflicted by such circumstances should apply for a withdrawal from the subject on medical or compassionate grounds. The maximum mark for students who fail to meet the attendance requirements of the subject (or fail to provide a satisfactory explanation) is a 44 Fail. Classes begin promptly at the stated time and finish 10 mins prior to the start of the next scheduled class. Students are expected to be punctual.
3.2.10 Grade Guides
Grades are the symbols that indicate the level of student performance in a subject against specified criteria and standards. Grades are awarded so that Campion College can provide a statement for the students and outside community that indicates the student's achievement of the learning objectives in a subject. Generally at Campion College the subjects are graded with the grades of high distinction, distinction, credit, pass and fail.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notation</th>
<th>Mark Range</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>85–100</td>
<td>Work of outstanding quality on all objectives of the subject, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology.</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>75–84</td>
<td>Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>65–74</td>
<td>Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50–64</td>
<td>Work showing a satisfactory achievement on the overall objectives of the subject.</td>
</tr>
</tbody>
</table>
| Pass - Conceded | PC     | 46-49      | A conceded passing grade awarded where a student has:  
• Failed one subject only for the semester; with a result in the range 46-49  
• Has passed all other subjects in the semester. |
| Fail           | F       | 0–49       | Unsatisfactory performance in one or more objectives of the subject as contained within the assessment items. |
| Satisfactory   | S       |            | Progress is satisfactory in a pass/fail only outcome (for example, at the end of the first semester of a full-year research project) |

Interim and Administrative Grades

Withdrawal without academic penalty W
Can be awarded if a student provides evidence of serious illness or misadventure experienced after the relevant Census date. Not normally used for known or ongoing health conditions (for these, students should seek special consideration and/or arrangements to be applied during the semester).

Discontinued – fail DF
Subject discontinued with academic penalty.

3.2.11 Subject Variations
Variations to enrolment in subjects may be made on the Subject Variation form available in the Reception Office. Please note that no subject may be added without the approval of the Dean of Studies after the second week of lectures is completed. Any withdrawal after the Census Date (31 March or 31 August) may be considered a failure in that subject for the semester, and be so recorded on the student's academic transcript. The following provisions from the Refund Policy apply to refunds of tuition fees:

<table>
<thead>
<tr>
<th>Subject Tuition Fees:</th>
<th>a) 100% of tuition fees paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) 100% of tuition fees paid</td>
</tr>
<tr>
<td></td>
<td>c) 100% of tuition fees paid</td>
</tr>
<tr>
<td></td>
<td>d) No refund of tuition fees</td>
</tr>
<tr>
<td></td>
<td>e) 100% of tuition fees paid</td>
</tr>
</tbody>
</table>
3.2.12 Fairness Policies

The College seeks to embody the principles of Christian faith and life in all its dealings with students. As part of this a number of policies are in place to ensure fairness in treatment of students. The policies comply with the requirements of Higher Education Providers whose students are eligible for FEE-HELP assistance. The following policies may be found at www.campion.edu.au and also in Section 5 of this Handbook.
1. Academic Complaints and Appeals Policy;
2. Non-academic Complaints Policy;
3. Privacy Policy;
4. Review Procedures: Re-crediting FEE-HELP Policy;
5. Admissions Policy; and
6. Tuition Assurance Statement.

3.3 DIPLOMA OF LIBERAL ARTS - FOUNDATIONS OF THE WESTERN TRADITION

Diploma of Liberal Arts - Foundations of the Western Tradition is a basic and accredited Higher Education Course that provides understandings of Western society and culture. The subjects within the undergraduate Diploma provide students with the opportunity to develop an appreciation of theoretical concepts and ideas in history, literature, philosophy and theology which have contributed to the genesis and development of the Western tradition.

Diploma consists of eight core (100 level) units, and can be studied as a standalone award for interest or as a pathway into a degree program.

The admission requirements are analogous to those of the Bachelor of Arts in the Liberal Arts.

3.3.1 Learning Outcomes

1. The ability to adapt to a variety of employment and career opportunities because of generic attributes such as independence of thought, critical evaluation, and research and communication skills.
2. Interpersonal and teamwork skills appropriate to employment and/or further study.
3. A capacity and foundation for further learning.

3.4 THE BACHELOR OF ARTS IN THE LIBERAL ARTS (CRICOS Code: 057407F)

The purpose of the College’s course in the Liberal Arts is to provide students with an integrated understanding of the influences which have shaped the development of human culture, especially Western culture. Those influences include philosophy, science, religion, literature, and language as they develop within a particular historical epoch.

As the course develops over three years, each of the core curriculum subjects is taught in such a way that the essential links between them are laid bare and become subject to analysis and critique. In this way the student is led into an ever deeper and more incisive understanding of the world in which he or she lives and the necessary interconnectedness of the various elements of the entire human, social, political and cultural enterprise. Sometimes these links seem to take the form of a ‘challenge’. Examples of this include those times when the findings of science and philosophy challenge settled religious positions, or when the political, social and religious aspirations of some challenge the settled community life of the many, or when new scientific discoveries and theories challenge previously established and seemingly settled scientific positions. However, since the entire human intellectual enterprise centres around the search for truth and meaning, so this course will offer students not only the means by which they can see the interconnectedness of the human intellectual and artistic endeavours, but also such a sophisticated and in-depth understanding of the core subjects that they will be able to apply rigour of thought, supported by real knowledge, to an analysis of contemporary culture.

In each year, the core subjects are linked in time or general perspective, fostering the opportunity for synthesis and integration. For example, in First Year, the subjects of history, literature, philosophy and theology are all studied against the common background of the ancient world. Classical thought and poetry are studied in conjunction the early development of Christian theology. Similarly, in Second Year, the Middle Ages provide a unifying background for the study of philosophy, literature and theology. Each core subject is taught in such a way that the student can trace the causative links that account for changes in cultural perspective and expression.

At the same time, students undertake three years of subjects in each discipline, engaging in a process of a progressively deepening understanding across the length of the degree. Thus, history unfolds from the ancient world, through the medieval and modern periods to a chronicle of local experience (Australian) and exposure to a global perspective.

The following features of Campion’s program exemplify the way in which the curriculum promotes an understanding of the interconnectedness of the ideas and perspectives across various subjects, thereby fostering the intellectual skill of synthesis:

- Chronological harmony, offering students a variety of perspectives in the same period (in subjects like history, philosophy, literature, and science), so that the realities of life can be viewed through different lenses.
- Chronological progression, so as to give students a sense of historical context, continuity, and change.
• Local & global vantage points, allowing students the opportunity to study both universal and indigenous cultural expressions.
• The complementarity of faith & reason - as distinct but converging channels of access to the pursuit of truth and the development of a full and integrated mind.

3.5 COURSE OBJECTIVES AND GRADUATE ATTRIBUTES

The expected educational outcomes of this degree will be reflected in the Graduate Attributes:

• the capacity to think logically, to critically analyse situations and find responsible solutions to problems
• an advanced understanding of the way society has developed and the critical strands of human thinking and activity which have shaped and continue to shape Western culture
• an integrated grasp of reality which will serve as the basis for lifelong learning
• the ability to adapt to a wide variety of employment and career opportunities because of enhanced and developed generic attitudes such as independence of thought, critical evaluation, research abilities, and communication skills
• a well-rounded appreciation of the world in which he or she lives together with a strong sense of purpose
• a commitment to truth, including moral truth, as a sure basis for character development
• advanced writing and presentation skills

By the nature of a Liberal Arts degree, the expected occupational outcomes would be broadly defined. Graduates will be capable of engaging in a wide range of occupations particularly those in which communication and conceptual skills are significant. They will be prepared to appreciate learning as a lifelong endeavour and equipped to pursue higher studies in various vocational areas.

Certain occupational areas would hold particular appeal and possibility for students – such as business, politics, the public service, administration, law, medicine, education, journalism, radio, and librarianship – by virtue of their reliance on communication and conceptual skills nurtured by the Campion degree.

3.6 STRUCTURE OF BACHELOR OF ARTS IN THE LIBERAL ARTS

Please refer to table on page 23.

The course structure includes the option for students to major in an area of study in the third year.

3.7 SUBJECTS

3.7.1 Rationale for the subjects

The Liberal Arts is a long-established program of academic breadth and rigour at the tertiary level, including a substantial body of scholarship. It provided the basic curriculum of the first European universities in the Middle Ages, where the integration of subjects in the Arts and Sciences assumed the form of the trivium (grammar, rhetoric and logic), cultivating the verbal arts, and the quadrivium (arithmetic, geometry, astronomy and music), concentrating on the numerical arts.

The key subjects to be studied at Campion College are a standard feature of Liberal Arts curricula.

History

History is the accumulated record of human experience. It gives students insight into both the changing patterns of culture and the constant elements of human nature. Campion’s program nourishes a strict respect for factual evidence and historical truth, while also opening students’ minds to the transcendental dimension introduced into human history by the Incarnation of Christ, which brings every age into a different realm of judgment and perspective.

The special focus of the Campion curriculum in history is that of culture – the patterns of life embodied in beliefs and ideals as well as customs, symbols, social institutions, literature and art. Over two millennia, Christianity in particular has found expression in an array of material as well as spiritual channels. The aim at Campion College, in line with its integrative approach throughout the curriculum, is to address the overall process of cultural development, and particularly of Christian culture, arising from its roots in spiritual inspiration, through its organic historical growth to its cultural manifestations. Attention is also given to the Australian historical experience and to world traditions and interactions. In short, the objective is to assist students to penetrate their own cultural background and heritage as a basis for understanding other cultures and grappling with the present-day challenge of intercultural relations.

Literature

Literature provides the gateway to human experience transfigured by the imagination. The imagination is a source not only of inspiration but also meaning. It offers both practical and moral insights. It deals with the immediate sphere of human experience as well as the ultimate reality of human destiny. It gives entry to the human mind and heart in which the perennial engagement of truth and falsehood, of good and evil, is laid bare.
The Campion curriculum in literature has a twofold purpose. It aims to nurture in students an understanding of verbal and literary forms together with an advanced ability to express themselves, clearly and cogently, in both written and spoken language. It will also provide a systematic introduction to the vast and varied tradition of mainly Western literature, covering major periods, authors and genres.

**Philosophy**

Philosophy is a fundamental discipline for all branches of knowledge – and thus a core subject in the Liberal Arts curriculum. Subjects at Campion College are designed to bring to fruition the root meaning of philosophy – namely, the love of wisdom. In an age of specialised knowledge and the separation of disciplines, philosophy at Campion affirms the need for intellectual order and the systematisation and synthesis of knowledge. It provides a common ground for various studies and a basis for intelligible conversation across different fields.

The aim of the College’s program is to help students to integrate their understanding and foster the habits of clear thinking and communication relevant to any field of endeavour.

**Theology**

Campion College recognises the vital importance of theological thought and history. As a transcendent discipline, it provides a source of knowledge and perspective that extends the power of understanding and capacity for synthesis. The curriculum proposes a progressive dialogue between natural reason and supernatural faith as the setting and stimulus for such an understanding and synthesis. It focuses on the foundational beliefs of Catholic theology and moves to a study of its animating sources in Judaeo-Christian scripture and tradition. It also extends to a study of moral theology as the basis of human love and virtue, and human bioethics as the touchstone of mature moral judgment in many of the critical and controversial issues currently facing contemporary society.

The purpose of the study of theology at Campion is to expose students to the world of higher knowledge and meaning in the context of Catholic faith, responding to the deepest desires of the human mind and heart, and developing a consciousness of spiritual realities and moral values in life and society.

**Science**

The impact and importance of science are unmistakable. The College’s program exposes students to the value and the limits of scientific knowledge. It incorporates the subjects of biology and mathematics introducing students to the foundations of scientific understanding, while elucidating scientific principles and methods. The broad impact of scientific discoveries on society and the environment is examined, as well as the inter-relationship between science and religion. The key aims here are to nurture in students an appreciation of the physical universe, of scientific methods and the principles of scientific enquiry, and a critical appreciation of the philosophical issues raised by the scientific project.

**Language**

Speech is uniquely human. Understanding the phenomenon of language, its structure and its textual richness, is crucial to understanding what it means to be human. Languages reflect human culture while also contributing to its identity, shape and development. Language embodies cultural experience and provides the chief means by which people are able to express and communicate what they feel and how they think, and at the same time provide a crucial contribution to the ordering of thinking. Languages such as Latin and English (together with Greek, French and German) have had a greater global influence than others, and have made particular contributions to the great cultures of the East and West.

**Mathematics**

Mathematics forms an important part of the original Liberal Arts, as four of the seven subjects (the quadrivium) have a numerical character – arithmetic, geometry, astronomy and music. Mathematics has plainly had a huge impact on our grasp of knowledge and truth. It is a vital basis of scientific understanding and investigation as well as a valuable means of developing logical thought, the skills of precise analysis, and universal conceptions about the natural order.

Campion's courses cover both pure and applied mathematics and offer insight into the historical and philosophical background to the nature of mathematics as well as to current issues such as social aspects and statistical thinking. Their overall purposes are to give students the opportunity of developing habits of objective investigation and analysis, and learning of approaches to problem-solving.
3.7.2 Subject Descriptions, 2015

**Code:** The initial letters indicate the field: e.g. LiT = Literature

The first digit indicates the level in the College course: 100, 200 or 300 level. Broadly, the differences between these levels are:

100 level: students will engage with this foundation level material in a manner that asks them to comprehend the new knowledge and be able to describe and explain it.

200 level: students will engage with this intermediate level material in a manner that asks them to analyse the underlying assumptions and interrelationship between models, tools and contexts and apply this understanding in more challenging situations.

300 level: students will engage with this advanced level material in a manner that asks them to evaluate the appropriateness and interrelationship of existing models, tools and contexts in particular situations and to synthesise and design original ways to address such situations.

**GRE101: Classical Greek I**

This subject is designed for beginners and those who have not completed HSC Ancient Greek. The course requires no previous knowledge of a foreign language and/or of English Grammar. The grammatical concepts and categories of the Classical Greek language, encountered during the course, are explained and related to those of the English language so that students can develop a clear frame of reference. The course introduces the student to Classical Greek phonetics, morphology, composition and vocabulary through the translation from and into Greek of simple, often made-up, sentences, and the reading and translation of abridged passages adapted from Greek literature in order to meet the linguistic experience and competence of students. The course is preceded by an introduction regarding the linguistic evolution of Greek from early documentary evidence in the Mycenaean tablets until the development of the Ancient Greek Literary Tradition with the writing of the Homeric poems in the VIII century B.C.

**GRE102: Classical Greek II**

GRE102 builds on the basic knowledge acquired in GRE101. It advances and completes the understanding of Greek morphology and introduces fundamental notions of Greek syntax. The grammatical knowledge of the language is reinforced through the translation of sentences and passages from and into Greek, while reading skills are further developed through the reading of excerpts of adapted prose and verse texts of classical authors such as Homer, Herodotus, Xenophon & Plutarch.

**GRE201: Classical Greek III**

GRE201 introduces students to the study of Greek syntax through the study of the texts of classical authors. It is an intermediate course and presupposes a sound knowledge of classical Greek morphology. Through the examination of excerpts from the works of classical authors the student gradually develops an understanding of the semantics and pragmatics of classical Greek and an appreciation of the strong connection between syntax and semantics (i.e. structure and meaning). Students are also introduced to the study of Greek prosody and to the metric reading of Greek poetry.

During the course, students engage in the reading and translation of (often adapted) excerpts from the works of Herodotus, Aeschylus, Sophocles, Euripides, Aristophanes, Plato, Aristotle and Demosthenes.

**GRE202: Classical Greek IV**

GRE202 is an advanced course and presupposes a sound knowledge of both classical Greek morphology and syntax. The study of Greek syntax, initiated in the previous unit is completed before the students move on to the examination of excerpts from the works of classical authors, which allows them to gradually develop an understanding of the semantics and pragmatics of classical Greek and an appreciation of the strong connection between syntax, semantics (i.e. structure and meaning) and the context of discourse. Students are introduced to the problems connected with the transmission of the text and with translation, including the linguistic phenomenon of ‘text variety’, namely the relation of the language and its social environments, and its variations in response to changes in context and use (i.e. literary genre). Students also continue the study of Greek prosody and to the metric reading of Greek poetry already initiated in the previous unit.

During the course, students engage in the reading and translation of excerpts from the works of Herodotus, Thucydides, Euripides, Menander, the Lyric Poets, Plato, Aristotle, Demosthenes and Plutarch, and examine how language is affected by the literary genre and the style of the author.

**GRE301: Koiné Greek**

GRE301 introduces students to the study of Koiné Greek, the language of the Septuagint and in particular of the New Testament. The course examines comparatively the differences between the morphology and syntact of Classical Greek and those of Koiné Greek, and how these changes affected the domain of semantics. The course explores also the historical and cultural causes which prompted the evolution of Classical Greek. The course presupposes the
knowledge of Classical Greek at an advanced level. During the course students engage in the reading of texts from both the Septuagint and the New Testament. Texts from the Septuagint and the New Testament are read and compared with contemporary Greek prose texts written between the IV B.C. and the 1 century AD such as Aristotle, Demosthenes, Diodorus Siculus, Dionysius Halicarnassus, Flavius Josephus.

CLA302 The Bible in the Graeco-Roman World
Designed for students who have an interest in Biblical Studies and who have a good knowledge of classical Latin and Koiné Greek, the subject focuses on the comparative study of the Greek and Latin versions of the Scriptures the (Septuaginta; Novum Testamentum Graece; Vulgata) and their underlying culture. Through the examination of passages from the Greek and Latin Scriptures students are able to develop an appreciation of how the translation from Greek into Latin of the Old and New Testaments affected meaning and how the translators were simultaneously engaging in the interpretation of those texts.

HIS101: Societies from Antiquity to the Present
This subject presents a broad introduction to the study of history and the context of Western history, in particular Christianity. It examines several approaches to historical inquiry and examples of the ways in which those approaches have been put into practice. The periods, people and themes studied include Old Testament history, Alexander the Great, the fall of the Roman Empire, the Scientific Revolution, the Enlightenment, and Marxism. Each of these topics introduces students to new themes in Western Christian history and new methodologies in historical inquiry.

HIS102: The Ancient World: from the Birth of Greek Rationalism to the Crisis of the Roman Republic
This course explores the roots of Western civilization in the ancient Greco-Roman world, from the so-called Age of Revolution in the seventh century BC to the reign of Constantine the Great in the fourth century AD. Along the way, students will examine the works of Plato, Aristotle, Lucretius, Cicero, Marcus Aurelius, Augustine, and Eusebius. In the company of these authors, students will acquaint themselves with the religious, political and philosophical trends at various times in Hellenistic and Roman history. Emphasis will be placed on the fusion and tension between these trends and Christian culture, especially in Imperial Rome. Students will also have the opportunity to study the development of various aspects of Greco-Roman culture, including theatre.

HIS203: The Early Church and the Roman Empire: From the Principate of Augustus to the Reign of Justinian
This subject explores the rise of the early Christian Church from the Principate of Augustus to the reign of the emperor Justinian. It will first examine the question of the origins of Christianity and its relation with the Judaism of the Second Temple and then the emergence of the early Christian communities in the empire following the death of Jesus, the changing nature of the persecutions against Christians, along with the structuring and organisation of the Christian institution of the Church, its triumphant recognition by Constantine, its internal fight against heresy, and the formulation and formalisation of dogmas and rituals through the work of the apologists, the early Church Fathers and the various Councils.

HIS204: The Medieval World
This subject presents a survey of the formative era of Christendom, covering the rise of Christian culture, from the emergence of the Carolingians in the seventh century, to the birth of universities and the growth of cities in the thirteenth century. More specifically, students will study how and why the Carolingian Empire rose to prominence, the issues at stake for the European monarchies and the Church during the calls for reform and the investiture controversy in the twelfth century, and the philosophical, religious, and technological expansion of Europe during the twelfth and thirteenth centuries. Special attention will be given to the historiographical debates regarding the ways in which we characterise and describe the events of the Middle Ages.

HIS205: Ancient Rome and the Politics of Space, VIII BC - IV AD
To be held in Rome focuses on the study of the city of Rome as a space of social activity and cultural exchange from its foundation to the advent and spread of Christianity. The course traces the evolution in the function and meaning of the Urbs (city) through an examination of key public spaces (most of which are now regarded ‘archaeological sites’) and monuments, and the analysis of relevant literary texts in Latin from the III century B.C. to the IV century AD. The course explores the relationship between space, power and politics in the city of Rome from its foundation in the VIII century B.C. to its transformation in Late Antiquity. Contrary to traditional approaches, which tend to conceptualise space and architecture as manifestations of hegemonic political and economic discourses or forces, this course considers them as discourses or forces shaping the daily life of individuals. Hence for the historian, the built environment and its ‘places’ contains a complex set of meandering and intersecting narratives of experiences, preserved in the collective memory.
HIS301: War, Science and Religion in the Twentieth Century
The dialogue between faith and reason since the XVIII century has been marked by moments of convergence and divergence among theologians and scientists. In the XX century the debates grew into a polemics which intensified as the pace of technological and scientific development gained momentum, leading to a hiatus between the two spheres whereby religion came to be regarded as the antithesis of science. The XX century represents the culmination of that process of ‘secularisation’ of the European mind which began in the intellectual milieu of the Renaissance and later the Enlightenment. This subject focuses on the examination of the dramatic events which marked European history from the XVIII to the XX century, along with the cultural ferment and social changes which characterised the period. The fallacy and inherent contradictions of secularism are examined on the backdrop of the events of the time.

HIS302: Australian Politics, Culture and Religion since 1788
This subject will focus primarily on the historical interaction between politics, culture and religion in Australian History since 1788. It will examine the historiographical debates regarding the nature of Australian history. Topics will include the relationship between the first European settlers in Australia and the indigenous population; the arrival of European immigrants/settlers to Australian shores; the contribution of leading political, religious and intellectual figures to Australian nation- and state-building; the contribution of Australia to the major world conflicts and events and their effects on Australian politics and society; multiculturalism and the problem of Australian national identity.

HIS303: Humanists and Reformers: The Renaissance
This course explores the period in Western European history known as the Renaissance, from the middle of the fourteenth century to the middle of the eighteenth century. It will focus mainly on the literary and intellectual achievements of this period, especially during the Italian humanist movement, the Reformation and Counter-Reformation, the Scientific Revolution and the early Enlightenment. It presents a history of early modern times emphasising the philosophical, political and theological issues discussed amongst some of Europe’s best-known writers, including Machiavelli, Erasmus, Calvin, Kepler, Descartes, Newton and Voltaire.

HIS304: Enlightenment Europe and the Creation of the Modern World
At the end of the seventeenth century and beginning of the eighteenth century, many philosophers in Britain and France considered the advancements in science and society of the previous era. They argued that such advancements were the beginnings of great social and political change based on notions of human liberty and progress. Such ideals were used in the publication of dictionaries, encyclopaedias, political tracts, historical works, novels, and a variety of scientific treatises. All these writings were intended to promote human knowledge and assist social advancements. The aggressive ideology of these philosophers, as well as the perceived demise of traditional institutions, including Christianity, also led to social and political revolutions in France and North America. In the nineteenth century, such changes continued to manifest themselves in religious and political conflict, including the emergence of various scientific views, as well as competing nations and empires. This subject asks students to consider these events and to examine critically the writings of Locke, Hume, Voltaire, Montesquieu, Condorcet, Smith, Paine, and others, as well as several secondary sources related to the so-called Age of Reason.

LAN101: Classical Latin I (Introductory Level)
Lan101 is designed for beginners and those who have not completed HSC Latin. The course requires no previous knowledge of a foreign language and/ or of English Grammar. The grammatical concepts and categories of the Latin language encountered during the course are explained and related to those of the English language so that students can develop a clear frame of reference. The course introduces the student to Latin phonetics, morphology, composition and vocabulary through the translation from and into Latin of simple, often made-up, sentences and the reading and translation of abridged or adapted passages from Latin literature in order to meet the linguistic experience and competence of students. The course is preceded by an introduction to the linguistic evolution of Latin from its origins in the Proto-Indo-European ancestral language until the development of a Latin Literary Tradition in the III century B.C.

LAN102: Classical Latin II (Introductory Level)
Lan102 builds on the basic knowledge acquired in Lan101 and furthers and completes the student’s understanding of Latin morphology. The grammatical knowledge of the language is reinforced through the translation from and into Latin of sentences and passages either made up or adapted from classical texts. Students are encouraged to continue developing their knowledge of and familiarity with the Latin lexicon and basic phraseology. Pronunciation and reading skills are strengthened and further developed through the reading of passages in prose from classical authors, such as Cicero, Cornelius Nepos, Eutropius and Livy, adapted or abridged in order to meet the level of linguistic experience and competence of students.

LAN104: Ecclesiastical and Liturgical Latin
Ecclesiastical Latin is the Latin of the Catholic Church and therefore covers a wide range of uses: it is the Latin of Jerome’s Vulgate, of canon law, of the liturgy, of scholastic philosophers, of Church hymns and of papal bulls and Encyclicals. The course introduces students to the morphology and syntax of ecclesiastical
Latin and its pronunciation through the translation from Latin and the reading of ecclesiastical and liturgical texts. Students will be instructed to learn the quantities of vowels in order to appreciate the quantitative prosody of the Church hymns and understand the system behind accent-marks in extant Latin Missals and breviaries. Although desirable, no knowledge of Classical or Medieval Latin is required.

LAN203: Classical Latin III (Intermediate Level)
LAN203 introduces students to the study of Latin syntax: the syntax of cases and the syntax of the verb. The understanding of Latin syntax is reinforced through the translation of sentences and passages from and into Latin adapted from the texts of classical authors (loci antiqui) in order to meet the linguistic experience and competence of students. During the course students are encouraged to compose passages in Latin modelled on those of the authors examined before progressing to the reading, grammatical analysis and translation of passages drawn directly from Latin literature (loci immutati). Authors examined during the semester are: Phaedrus, Cicero, Livy & Cornelius Nepos. Since ancient classical cultures greatly valued the art of memory, students will be introduced to the art of memory and rhetoric and encouraged to memorise poetry and passages of prose.

LAN204: Classical Latin IV (Intermediate Level)
LAN204 builds on the knowledge of Latin syntax acquired in LAN203 and completes its study by introducing the student to the syntax of the period (i.e. coordination, consecutio temporum, clauses). The course focuses on the reading, grammatical analysis and translation of passages drawn directly from Latin literature (loci immutati). In order to reinforce the knowledge of Latin syntax and to begin introducing them to the pragmatics of the language, students engage in the composition of passages modelled on the authors examined. The course also introduces students to the study of Latin prosody and metric reading. Authors examined during the semester besides Cicero, are Pliny, Ovid and Virgil. Since ancient classical cultures greatly valued the art of memory, students will be invited to memorise poetry and passages of prose.

LAN205: The Eternal City from Paganism to Christianity
Is a 200-level (intermediate) intensive course held in Rome over a period of three weeks. Students are required to have a reasonable knowledge of elementary Latin (LAN101 & LAN102 or equivalent) before enrolling in the course. The course is thematic as it aims at introducing students to the linguistic and cultural processes involved in the transition from paganism to Christianity between the I and IV centuries AD through the examination and translation of Christian and pagan texts in their original geographic context. It was in this period that the synthesis between pagan and Christian thought eventuated thus laying the foundations of the Western Tradition. Through the philological examination of texts and excursions to relevant archaeological sites, monuments and museums students will be encouraged to contextualise the texts in their original historical, social and cultural milieu with the aim of developing an awareness and understanding of the problems involved in the translation of texts and terms from an original cultural (pagan to Christian) and linguistic (Latin into English) context into another.

The course will start by examining simple or adapted passages (loci antiqui) from the works of pagan and Christian authors to gradually move to more complex and non adapted passages (loci immutati). Among the authors examined are Seneca, Paul of Tarsus (the Vulgate translation), Augustine of Hippo, Jerome, Apuleius, Ambrose, Ammiianus Marcellinus, Namatian. Students will also be introduced to the metric reading of Latin poetry of imperial and late antiquity and to elements of Latin epigraphy.

LAN301: Language & Culture in Republican Rome (Advanced Level)
The subject focuses on the study of the Latin language within the context of the literary tradition of Ancient Rome. It aims at examining the development of the Latin language from the early documents or literary evidence (i.e. inscriptions) of Latin writing in the III century B.C. to its final standardisation in the works of Cicero and Varro (I B.C.). Students will engage in the reading and translation of texts of Latin authors such as Cato, Plautus, Terence, Ennius, Sallust, Catullus, Caesar, Livy, Lucretius, Cicero and Varro. During the course students are introduced to the problems connected with the transmission of the text and with the linguistic phenomenon of ‘text variety’, namely the relation of the language and its social environments, and its variations in response to changes in context and use (i.e. literary genre). Students also continue the study of Latin prosody and in the metric reading of Latin poetry initiated in LAN204.

LAN302: Pagans & Christians from Augustus to Augustine (Advanced Level)
The subject continues to explore the evolution of the Latin language initiated in the previous semester through the reading and translation of texts from the Age of Augustus to Augustine. It aims at examining the gradual transformation of semantics and syntax of the classical literary language prompted by the new spiritual, intellectual and cultural atmosphere characterising the first century of the Christian era. Students will examine how, as Rome gradually lost its cultural centrality and the political control over its empire, the standard grammatical rules regulating the functioning of the language became more relaxed and flexible and were able to express new ideas and concepts. While neologisms began to penetrate the Latin parlance, the structural changes hint to a certain degree of semantic shifts in the lexicon, most of which were caused by the emergence and spread of Christianity and by the influx of ‘barbarian’ cultures and languages.
The students will be able to charter such developments and changes through the reading of authors of the time such as Virgil, Horace, Propertius, Tibullus, Seneca, Petronius, Juvenal, Apuleius, Tacitus, Suetonius, Tertullian, Jerome and Augustine. Since students have completed the study of the Latin syntax in previous courses, in this subject they will focus on the phenomenon of linguistic change and text variety through the works of the authors examined.

LAN303: Medieval Latin
Medieval Latin is a historically and culturally contextualised introduction to the Latin of the Middle Ages. It is the language of the Liberal Arts par excellence. The course is designed for students, who have completed the learning of Classical Latin morphology and syntax. Medieval Latin is not a homogeneous language and regional variations in grammar and orthography are evident. Consequently it has no standard grammar in the traditional sense. It is the Latin learnt from grammars compiled in Late Antiquity with variations in orthography, occasional errors in morphology and syntax, brought about by external phenomena such as the emergence of a vernacular literary tradition and the changed intellectual environment which marked the end of Classical Antiquity. The course is based on the principle of discitur ambulando and focuses mainly on the reading, translation and contextualisation of medieval texts. The texts selected for the course cover various areas of use such as medieval history, philosophy, theology and literature.

LIT101: Composition and Literature
The subject presents an introduction to the nature of language as a means of communication, and to literature as a setting and stimulus for the language arts. This subject will focus on applying the principles of effective communication through a study of various literary genres, the classical canons of rhetoric, and the production of an academic essay. Composition assignments will follow the traditional “prognymasmata”, a series of graded and repetitive rhetorical exercises based on the reading of great works of literature, which may include fables, fairy tales and seminal texts such as Homer’s Odyssey and Plato’s Republic. The basic elements of narration – conflict and climax – will be seen to inform not only imaginative literature, but also expository discourse and persuasive argumentation, to the extent that an essential continuity between storytelling and effective argumentation will be discerned. Classical rhetoric will also supply the tools (including the ‘three modes of persuasion’) for the related task of analysing various forms of persuasive discourse.

LIT102: Literature of the Western World – Ancient
This subject presents an overview of ancient literature and explores the foundational works of the Western literary imagination from Homer to the close of classical antiquity. It also introduces students to the different traditions and themes of literary criticism and theory in classical times. Authors studied may include Homer, Plato, Aristotle, and Virgil. More specifically the topics and concepts may include: the characteristics of epic, as exemplified in the Iliad; the ideas of the poet in Plato's Ion and Republic; Aristotle’s theory of tragedy in the Poetics; Sophocles’ Oedipus the King as the ideal tragedy in Aristotle’s terms; the development of epic in Virgil's Aeneid; and selected works by Lucretius, Horace and Longinus.

LIT201: Literature of the Western World – Medieval and Renaissance
This subject examines major works of Western literature from the early Middle Ages through to the late Renaissance. The development of Christian literary culture is considered, as is the impact of tensions in European Christendom from the 16th century. More specifically, topics and concepts may include: Chaucer and selections from the Canterbury Tales; Dante and selections from the Divine Comedy; Sir Thomas More-Utopia; Christopher Marlowe-Dr Faustus; selections of sonnets and plays (comedy and tragedy) of William Shakespeare.

LIT202: Literature of the Western World – Milton to Modern
This subject presents a continuation of LIT 201, covering the period from the 17th to 20th century. It examines the changing vision of human nature and destiny as reflected in representative literary masterpieces, amid the growing fragmentation of Christian culture following the Protestant Reformation and the rationalist Enlightenment. It concludes by identifying and analysing the new challenges posed by twentieth-century Modernism. Emphasis will be given to the study and appreciation of primary works. More specifically topics and concepts are examined through a selection of works by various authors, including: John Milton; Thomas Gray; S.T. Coleridge; Mary Shelley; G.M. Hopkins; F. Dostoevsky & Evelyn Waugh.

LIT301: The Search for Meaning in 20th Century Literature
The unit presents a study of major modern literary works, from various national backgrounds, which explore fundamental questions of life’s meaning. Classes will focus on these works’ imaginative engagement with the problem of meaning, the search for meaning, and the apparent absence of meaning in the modern age. Writers studied may include Joseph Conrad, T.S. Eliot, Alexander Solzhenitsyn and Cormac McCarthy.
LIT302: Australian Literature
This subject presents a study of the distinctive works of the Australian literary imagination. It focuses on the characteristic features of Australian literature and the question of how to define it (and how it defines us). We shall observe the struggles and concerns that have helped shape Australian culture, particularly in the light of a spiritual sensibility at grips with a secularist society. Works studied may include the short stories of Henry Lawson, fiction by major novelists such as Patrick White, and selected poems from a range of authors.

LIT303: The Catholic Imagination in Modern Literature
This subject investigates different aspects of the Catholic imagination as expressed in important works of modern literature. We identify these works’ Catholic themes and consider the literary, cultural, historical and ecclesial contexts in which they are grounded. Writers studied may include G.K. Chesterton, Evelyn Waugh, Georges Bernanos and Flannery O’Connor.

LIT304: Shakespeare
This subject provides a study of a representative selection of Shakespeare’s plays. Emphasis is placed not only on Shakespeare’s technical brilliance as a poet and dramatist, but also on his handling of universal themes and on his roots in the traditional Christian culture of England and Europe.

MAT101 Introduction to Mathematical Thought
An introduction to the foundations of mathematics and mathematical thought provides, first, a basis for further studies in mathematics, and second, a broad sweep of mathematical ideas for those who do not plan to study more mathematics but wish to appreciate the role of mathematics in liberal education. The aim is to expose students to the basic structure of sound thinking, thereby increasing the clarity and force of their own thought and expression and aiding them in the intelligent analysis of the ideas of others.

MAT102 Single Variable Calculus
This subject introduces the student to the main historical features of the differential calculus through three problems which motivate the subject. It builds on what has been done at high school and provides sufficient detail for the mathematically literate citizen to have a conceptual framework with which to view the physical world.

PHI101: Introduction to Philosophy
This subject is designed to prepare students for clear philosophical thinking and discourse by introducing them to the principal areas of philosophy. The initial section focuses on logic and the development of the skills of reasoned argumentation, before turning to address other principal areas in an exploratory way. These areas include the nature of knowledge and of reality, the relationship of philosophy to science and to religion as well as ethical and political issues. The subject aims to develop students’ understanding of ideas and concepts implicit in the deep questions and issues which concern human beings. Questions such as: What is it to be a person? Can I be sure that other people’s experiences and sensations are like mine? Do human beings always act out of self-interest? How do we explain the regularity of nature? Must we presuppose the existence of God? How do we explain evil in the world?

PHI102: Metaphysics
Metaphysics is the philosophical study of ultimate reality. It explores the nature of our world and the arguments that have been devised in favour of various views as to what that nature is. A central strand within Western philosophy has traditionally explored these questions with reference to God and the role God plays in explaining how the world came to exist and why it is as it is. This subject will provide students with a broad grounding in the responses of philosophers to these questions, with some sustained reference to the work of Aristotle and St. Thomas Aquinas. Particular questions addressed include questions such as: What is it for something to exist? What is it that makes something the same entity over time? Are you something that can exist even if your body is destroyed? What is it for a person to act freely? Is human freedom compatible with God’s foreknowledge of your actions?

PHI201: Medieval Philosophy
This subject deals with the evolution of medieval philosophy from late classical antiquity onwards. An important theme will be the complex oppositions between Aristotelian and Platonistic tendencies, and between realistic and nominalistic tendencies, in the philosophical theories of that period, and the influence that such oppositions had on conceptions of the relationship between reason and faith. The thought of such Church Fathers as St. Augustine and Origen will be discussed, in relation to the background Platonistic or Neoplatonistic philosophical tendencies prevalent in late antiquity. Discussion of the context set by the Aristotelian logica vetus or ‘old logic’, within which Boethius and Abelard are major figures, will then lead into an exploration of the high scholasticism that followed the reintroduction into the Latin West of previously unavailable works of Aristotle, and of which St. Thomas Aquinas, Duns Scotus and William of Ockham are major figures. The synthesis of faith and natural reason argued for by Aquinas is explored in relation to various less synergistic views of the role of natural reason in relation to faith that were held both earlier (e.g. by St. Augustine) and later (e.g. by William of Ockham) in the Middle Ages. Also discussed will be the influence of certain non-Christian thinkers (such as Avicenna and Averroes) on the reception of Aristotle’s
thought in the West, particularly with respect to questions about the relations between bodies, souls, and intellects of persons.

**PHI202: Moral Philosophy**

This subject makes a contribution to the overall aim of integrated study at Campion College by presenting a study of the nature of morality and moral concepts via a broad historical overview of a range of moral theories, from the classical tradition to the contrasting theories of modern thinkers. The theories of such ancient and modern thinkers as Plato, Aristotle, Aquinas, Kant, Mill, Hegel and Nietzsche are carefully explored. In addition to its historical overview, the subject addresses metaethical questions, as well as some issues in applied ethics.

**PHI301: Modern Philosophy**

This subject will focus on various threads in the development of philosophy since the 17th century, near the beginning of what we call the Modern Era. By tracing these particular lines of development, we’ll come to see what makes the philosophy of the Modern Era distinctive, e.g. a certain sort of emphasis on the human subject or self, and on what is truly knowable by it, as opposed to what might transcend it. Starting with the rationalist Descartes, the father of the Modern philosophical world-view, we’ll follow - through the empiricisms of Locke, Berkeley and Hume - the development of a foundationalism predicated on the ‘idea’-idea. The first half of the course will end with a discussion of the transcendental idealism of Kant and its philosophical legacy. The second half of the course deals with 20th century analytic philosophy and its focus on linguistic meaning. We’ll begin with a discussion of the origins of the analytic tradition in the work of Frege and Russell, and continue through the growth and then the decline of logical empiricism, into the work of such later twentieth century figures as Kripke, Putnam and Kuhn.

**PHI302: Social & Political Philosophy**

This subject deals with philosophical issues that arise in connection with such concepts as state, government, civil society, community, economy, sovereignty, political power, legitimacy, political liberty, legality, right, justice and the like. It traces the response of the Western philosophical tradition to these issues onwards from its beginnings in the work of Plato and Aristotle. The first part of the course will take us from this classical Greek beginning through to the integration of the classical-era ideas into the Christian world-picture in the work of St. Thomas Aquinas. We’ll then explore various distinctively modern-era approaches to the understanding of the political realm, such as the social contract theories of Hobbes and Locke, the utilitarian politics of Mill and Bentham, and the historicisms of Hegel and Marx. In the last third of the course, theories of a more recent vintage will be engaged. These will include the very importantly distinct liberalisms of Rawls and Nozick, and the critiques of liberalism offered in various communitarian theories, such as those of Charles Taylor, Michael Sandel, and the neo-Aristotelian Alasdair MacIntyre.

**PHI303: Philosophy of Language**

This subject is intended to develop in the student an understanding of the nature and consequences of the so-called ‘linguistic turn’ of the late 19th and early 20th centuries, in the course of which philosophy moved, roughly speaking, from an emphasis on the mind to an emphasis on language. Key concepts and distinctions in the philosophy of language, to be addressed in this course, include: the analytic/synthetic distinction, logical atomism, the positivist verifiability criterion, internal vs. external questions, category errors, language games, meaning holism, the indeterminacy of translation, performativity, truth-conditional semantics, referential transparency and opacity, intensionality, the New Theory of Reference, naturalized semantics, neo-Russellian direct reference theories vs. neo-Fregean theories, the pragmatics/semantics distinction, and two-dimensionalism. Familiarity with these concepts will be developed in the course of an engagement with the work of Frege, Russell, and early Wittgenstein; Carnap, Ayer, and the Vienna Circle; late Wittgenstein, Quine; Austin, Grice and other speechact theorists; Kripke, Putnam and other proponents of the New Theory of Reference; Tarski and Davidson on truth-conditional semantics; Kaplan, Humberstone & Davies, Evans and Soames on two-dimensional semantics, and various theorists of the semantics of propositional attitude ascriptions.

**PHI304: Twentieth Century Analytic Philosophy**

This subject is intended to develop in the student an understanding of the key concepts and distinctions in twentieth-century analytic philosophy of science and philosophy of mind, including: the theory/observation distinction, the deductive-nomological model, theory-ladenness, the Quine- Duhem hypothesis, normal vs. revolutionary science, scientific paradigms, the mind-body problem, qualia, behaviourism, central-state materialism, functionalism, supervenience, naturalization, and the hard problem of consciousness. Familiarity with these concepts will be developed in the course of an engagement with the work of various positivist philosophers of science, Popper, Quine, Kuhn, Feyerabend, Wittgenstein, Ryle, Smart, Putnam, Lewis, Searle, Fodor, Millikan, Dreyfus, Dennett, Davidson, Kim, and Chalmers.
SCI305: Human Biology 1
The aim of this subject is to provide students with the necessary basic knowledge of human biology as well as the skills to expand and deepen that knowledge. The subject aims to give students a grounding in key concepts of human biology. It aims to help students appreciate the complexity of the human organism and understand how the various human organ systems interrelate, while also exploring the biological bases of some of the more common human diseases. Finally, as all knowledge is good in and of itself, this subject also aims to give an understanding and appreciation of how their own body works.

SCI303: The History, Philosophy and Social Studies of Science
Science holds a pre-eminent place in our culture as an authoritative source of knowledge. Scientists shape our daily activities and controversial scientific issues are constantly in the news: climate change, medical research, genetic engineering, and nuclear energy are just a few examples. But what exactly is this thing called ‘Science’? What do scientists actually do? What makes their knowledge ‘scientific’ and authoritative? And if sciences shape our lives, can society, in turn, shape science? This subject sets out to answer these vital questions. Students will learn how science works (or is supposed to work), and how science and society interact. Once students appreciate the complex relationship between science and society, they will focus on one case-study: Charles Darwin’s theory of evolution, including its formulation, its dissemination, and the controversy surrounding it in the twentieth century. In the process of their study of the Darwinian controversy, students will learn how religious, social and political values and interests shape the construction, formulation, as well as the acceptance or rejection, of scientific claims. Students will see how scientists must then debate and negotiate with each other, as well as the wider community, about their theories.

SCI304: The Darwinian Revolution
In light of the introduction to the history and philosophy of science in the first semester, students will have the opportunity to perform a case-study analysis of the complex relationship between science and society. That case-study is the so-called Darwinian Revolution of the nineteenth and twentieth centuries. Beginning with biological and geological treatises written during the Enlightenment, students will move onto an examination of works by pre-Darwinian scholars, including Thomas Malthus, William Paley and Charles Lyell in order to appreciate the social and intellectual context of Darwin’s work. Subsequently, students will study the formulation and reception of Darwin’s The Origin of Species, as well as modern debates regarding evolution and creationism. Without advocating one position or the other, students will learn how religious, social and political values and interests shape the construction, formulation, as well as the acceptance or rejection, of scientific claims. Students will witness how scientists must then debate and negotiate with each other, as well as the wider community, about their theories.

STU101 Study Skills
The subject Study Skills fosters development of a range of academic skills required for success in the study of the liberal arts including note taking in lectures, academic reading, academic writing and tutorial presentation skills. The writing component has a particular focus on the understanding of, and the preparation required, to produce an academic essay, and involves content knowledge, research and critical reading, note taking, academic writing, structuring and developing arguments, referencing, and time management. The presentation component covers the preparation for, structuring and delivery of tutorial presentations and critical reviews. Students are required to complete a range of assessment tasks directly related to study skills and drawn from the assessment tasks in other subjects being studied currently.

THE101: Theological Foundations of Christian Culture
This subject introduces the theological roots of Christian culture through a study of the contemporary state of secularized Western culture and the way in which Catholic theology interprets this phenomenon. The theological foundations of culture which are treated include the Incarnation of Christ as the focus of human history; the Church as the extension of the Incarnation in time and the organ of an historical tradition which the Church transmits and renews; an understanding of history as the arena of opposing spiritual forces, guided by Divine Providence; the Communion of Saints as a bond of historical continuity between past, present and future generations; prayer and the Liturgy as the means of maintaining communion with God and participating in the Paschal Mystery.

THE102: The Development of Revelation
This subject introduces revelation in the shared Judaeo-Christian tradition of the Old Testament and its fulfilment in the incarnation, the cross and the resurrection of Jesus Christ as presented and reflected on in the Christian New Testament. Students will be introduced to the topics of canonicity, inspiration, the relationship between Scripture and Tradition, the historical-critical method and contemporary methods of biblical criticism. The content and major themes of the various books of the Old and New Testaments will be treated.
THE201: Sacramental Theology
This subject provides an account of the theological principles governing each of the seven sacraments (Baptism, Penance, Eucharist, Confirmation, Marriage, Holy Orders and Anointing of the Sick) as well as the foundational principles of the associated theological anthropology. More specifically, the subject examines the following: the concept of the fall, original sin and redemption; the human person as Imago Dei; the theology of grace; the relationship between nature and grace; the meaning of redemption; elements of Christian eschatology; contemporary issues in Sacramental Theology such as the situation of those who die unbaptized and the ordination of women.

THE301: Theology of the Post-Conciliar Era
This subject reviews the Church’s encounter with modernity and postmodernity by a study of the documents of the Second Vatican Council, including an analysis of their theological background and the validity of different interpretations of the Council’s teaching, together with an examination of subsequent teaching, especially in the promulgations of John Paul II and the works of scholars associated with the Communio School.

THE202: Fundamental Moral Theology
This subject involves a study of the theological foundations of Catholic moral teaching. This encompasses the biblical sources of the teaching, the historical development of moral theology and the role of the Magisterium of the Church in authoritative pronouncements on moral questions. Topics treated include moral absolutes, moral development, freedom and responsibility, human sexuality, sin and reconciliation, and the primacy of charity in the life of a Christian. The course also deals with the broader social implications of Christian moral commitment, with extensive references to the defence of human dignity in papal social encyclicals.

THE302: Bioethics and the Catholic Tradition
Bioethics is an interdisciplinary study, relying on knowledge of, and the interaction between, human biology, medicine, moral philosophy and - in the context of a Catholic college-moral - theology. The purpose of this subject is to provide an interdisciplinary account of the ethical issues at stake where medical science and technology impact upon human beings and human society as a whole. This subject will further develop students’ understanding of the variety of ethical approaches on offer, building upon earlier subjects in theology, philosophy and science. More specifically the content examines a range of contemporary ethical issues including: the dignity of the human person and the notion of fundamental human rights; the anthropological and ethical issues involved with genetic engineering, gene therapies, genetic testing, human reproductive technologies and surrogacy; theories of human personhood and their application to humans with disabilities and those at the beginning and end of life; the Hippocratic tradition in medicine; human embryo experimentation; asexual reproduction; cloning and experimentation on human beings; euthanasia, organ transplantation, xenotransplantation and human-animal transgenesis; stem cell technology; and public policy, personal autonomy and choice in decision making.

THE303: Moral and Sexual Integrity
This unit considers human moral development and the integration of sexuality with Christian morality. Human sexuality is considered as an important manifestation of human dignity. Foundational to the course is the belief that sexuality for human persons “concerns affectivity, the capacity to love and to procreate and in a more general way the aptitude for forming bonds of communion with others” (Catechism of the Catholic Church, n.2332).

THE304: Public Morality and Catholic Social Ethics
This course initiates students issues of public morality in contemporary society. Through a detailed study of Catholic social teaching students will analyse the ethical dimensions of a range of public issues.

3.8 STUDY OVERSEAS
Campion currently permits students enrolled in the Bachelor of Arts in the Liberal Arts to study overseas and to have these studies counted towards their degree, normally for a one semester maximum. Information regarding overseas study can be obtained from the Receptionist. Interested students should note that overseas study is not a constituent part of the Campion degree; it is an option where all arrangements are the responsibility of the student. Approval for any overseas subjects must be given by the Dean of Studies or the Associate Dean of Studies prior to commencement. If the subject content does not closely correlate to Campion subjects, the subject(s) may not be recognised as equivalent. In this instance, the Campion subject will still need to be completed. Arrangements for international travel should be commenced early to receive necessary approvals, including student visas.

Overseas studies can be undertaken either as Study Abroad or Exchange. The difference between the two options is primarily based upon where fees are paid and how results are recorded.
Exchange is the preferred method and is undertaken normally with partner institutions where Campion has an exchange agreement. Participants enrol in the standard Campion subjects and pay tuition fees to Campion. They choose subjects at the overseas institution that closely match the Campion subjects. The results are recorded on the transcript as “EXCH”, indicating a passing grade achieved through an exchange program. Actual marks and grades can be shown through provision of the results received from the other institution.

Study Abroad can be undertaken either with institutions Campion has an agreement with or any other institution. Tuition fees are paid to the overseas institution and subjects closely matching the corresponding Campion subjects are selected. Results are recognised on the transcript as “RPL”, indicating a passing grade achieved through Recognition of Prior Learning. Actual marks and grades can be shown through provision of the results received from the other institution.

Students in receipt of Campion Scholarships or Bursaries who study overseas should speak to Student Administration about whether their funds will still be paid while overseas.

3.9 **GRADE POINT AVERAGE AND AVERAGE MARK**

These figures are indicators of the academic performance across a program of study. Only subjects studied at Campion College that are part of the standard Bachelor of Arts program are included, thus additional subjects not required for graduation such as Latin are excluded.

The Grade Point Average is determined by assessing the grade (e.g. Credit; Pass) received in the best eight subjects studied at each of 100, 200 and 300 levels in the course to determine an average. It is calculated using the following formula:

\[
\text{Grade Point Average} = \frac{\text{Sum of (credit points for subject x GPA value of grade)}}{\text{Sum of credit points attempted}}
\]

Grades have the following GPA values:

- High Distinction .................. 7.0
- Distinction ......................... 6.0
- Credit ............................... 5.0
- Pass ................................. 4.0
- Conceded Pass .................... 3.0
- Fail .................................. 0.0

The Average Mark is determined by assessing the mark (e.g. 68; 73) received in the best eight subjects studied at each of 100, 200 and 300 levels in the course to determine an average. It is calculated using the following formula:

\[
\text{Average Mark} = \frac{\text{Sum of (credit points for subject x mark)}}{\text{Sum of credit points attempted}}
\]

The final average mark is rounded to the nearest whole number.

3.10 **COLLEGE MEDAL**

The award of the College Medal is determined by the Academic Board and recognises the achievement of outstanding academic results throughout a student’s program of study. To be eligible for consideration, a graduand must:
- be graduating from the Campion College Bachelor of Arts in the Liberal Arts;
- have completed at least two thirds of the subjects required for the course as a student enrolled at Campion College;
- have completed the final semester at Campion College (i.e. not as study abroad); and
- have an average mark across all subjects studied of at least 75.

The College medal is awarded to the graduand(s) meeting these criteria who have the highest average mark, calculated in accordance with the information contained in section 3.8 above.

3.11 **AUDITING OF SUBJECTS**

Enrolled students can attend (and fully participate in) any subject into which they are eligible to enrol until the Census Date for that subject. If they chose not to continue, they can withdraw from the subject and not be charged any fees. Normally, students would be required to formally enrol in the subject, and then delete it from their enrolment records if they choose not to continue. Beyond the Census Date, students can request approval from the Dean of Studies to audit a subject in which they do not wish to formally enrol. If approval is granted, they will not be charged a fee and can attend lectures only for that subject. They will not participate in assessable tasks beyond the Census Date and the subject will not be recorded on their academic transcript.

External people can request permission to audit a subject for the whole semester. If approval is granted, they will pay an upfront fee of not less than 50% of the domestic tuition fee and will be able to attend all lectures and tutorials for the subject. This fee will cover attendance at classes, but will not involve participation in assessable tasks.

The option to audit a subject will be available only in subjects with lectures and tutorials. Language subjects, for example, will not be available for audit.
SECTION 4 - COMMUNITY LIFE

Campion College is a community of staff and students that spends a significant amount of time together. There are rights and responsibilities that apply to each individual in the community, to groups within the community and to the College community as a whole. In a broad sense, care and consideration of others should underpin the actions of all within the College. Each person at Campion should consider not only what the College may offer them, but also what they may offer to the College in terms of contributing positively to the overall academic, spiritual and social life.

4.1 CHAPLAINCY
The Chaplaincy enables the Spiritual life and lived witness to the Gospel to be incorporated into the life of the College. The Chaplain plays a key role in this dimension of College life as well as being available to individuals. The Chaplain can be contacted any time during the day. All Chaplaincy events are publicised to staff and students via email and notice boards.

4.1.1 Mass
Mass is celebrated Monday to Friday and is the high point of life on Campus. It is here, each day, that the whole life and mission of the College is brought together and offered to God. There are regular times of Adoration of the Blessed Sacrament and some Hours of Prayer of the Church are celebrated publicly.

4.1.2 Opening Mass
The College’s official academic year commences on the first Monday of classes in the first semester. All students and families are invited to the Chapel to participate in the Opening Mass to celebrate the beginning of the academic year together in the presence of the Lord.

4.2 STUDENT WELLBEING TEAM
The Student Wellbeing team looks to proactively support students who have special needs or concerns, be they medical, mental, emotional, physical or spiritual. Made up of the College Chaplain, the Dean of Studies and support staff, the team addresses individual cases to support those as needs are identified.

4.3 ENVIRONMENT
Campion College is concerned about the environment and the impact its operations have on the environment, including energy usage, recycling and minimisation of waste. Examples of College actions to address these concerns include:

- Installation of a VRV air-conditioning system that minimises electricity usage in comparison with standard systems
- Preservation and remediation of the College’s woodland site, including re-introduction of native shrub-level vegetation
- Recycling of all recyclable items, including office paper, drink bottles and cans.

Commitment from both staff and students is required to ensure good environmental practices are successful, including thoughtful recycling of appropriate materials and ensuring rubbish is always placed in the bins provided.

4.4 ACCESS TO COLLEGE BUILDINGS AND CAMPUS
The College is open to the public during its office hours, Monday to Friday from 9.00am to 5pm. Outside of these hours, some or all of the buildings may be closed. Refer to the section on the Library for details of Library opening hours. Students living in residential accommodation will be issued keys to access specific parts of the buildings after hours; however other students will not be allowed access into locked areas without permission. Students are welcome to invite guests to visit the Campus during standard hours of operation.

4.5 CATERING AND FOOD SERVICES
The College Kitchen offers a range of meals that can be purchased during lunch time (12pm to 1.30pm). Arrangements for meals for residential students are covered in the Residential Accommodation Handbook. There is a kitchenette near the deck, where students can access a microwave and make tea and coffee. All plates, cups etc used by students and visitors must be cleaned and returned to kitchenettes after use.

Alcohol may be provided at some College events such as formal inners. Alcohol is not permitted in student accommodation areas or the common room and is only allowed in other areas in accordance with the College regulations (see page 128). Disciplinary action may be taken against Students who choose to consume alcohol on Campus, or who return to Campus after drinking alcohol.

4.5.1 Guest Meals
Students may invite guests to join them for meals provided that adequate notice is given and an appropriate fee is paid. Please see Reception for details.

4.5.2 Formal Halls
Formal dinners known as Formal Halls are held occasionally throughout the year, often occurring in conjunction with a special day in the Christian calendar. Academic gowns are worn (properly over a jacket and tie for men and equivalent smart clothing for women). There is a High Table, hosted by the President or his Deputy, to which students are regularly invited. Please note that
non-resident encouraged to attend all Formal Halls and required to pay a discounted rate of $10 fee. Non-residents are required to give prior notice for catering purposes. Resident students and those who have indicated that they will attend all formal halls, who do not inform ahead of time that they will be absent, will incur a fine of $10 per absence.

Students are welcome to invite friends and relations to Formal Halls, provided that:-
- they are accompanied by their host;
- prior notice has been given;
- and there is a space available;
- they pay a $12 fee.

Payment for attending Formal Hall is to be made by the host to the office in advance. Alumni are offered a discounted rate of $10.00. Names of guests are to be advised to the Executive Assistant by email no later than 12pm four days prior to ensure adequate catering.

4.9 RECORDING OF LECTURES
No private recorder is to be taken into lectures and no recording of lectures is allowed, except by explicit prior permission of the lecturer, and then only on serious compassionate grounds, using the College’s equipment. Even if compassionate grounds exist, a lecturer is not obligated to permit recording of lectures. The recording is to be wiped within seven days.

4.10 DRESS
Students are encouraged in the matter of dress to show consideration for others in the College community. The general expectation is that students will dress modestly and you should ensure that you dress appropriately in each situation. This includes a requirement to wear footwear, other than thongs, to lectures and tutorials or in the kitchen and dining room.

4.11 ILLNESS AND MEDICAL CENTRES
If you do not arrive for a meal or lectures there is no guarantee that anyone will assume you are sick and offer to help. We do not want you to be without some kind of help and assistance in these situations. For this reason it is important to notify the Student Adviser/Receptionist, the Dean or the Chaplain when you are unable to attend lectures because of sickness.

A number of medical facilities are located in the general area of the College. Emergency treatment can be sought at Westmead Hospital, located on the corner of Darcy and Hawkesbury Roads, Westmead (Ph: 02 9845 5555).

Nearby Medical Centres include:
- Toongabbie Family Practice, 52 Aurelia Street, Toongabbie (shop side of the railway line) is open 8.30am to 5.30pm weekdays and 8.30am to 12.00pm on Saturdays. They offer bulk billing to patients. (Ph: 02 9636 2337).
- Wentworthville Medical Centre, 122 Station St, Wentworthville is open 7.00am to 10.00pm weekdays and 8.00am to 10.00pm on Weekends. Some doctors offer bulk billing to patients. (Ph: 02 8868 3800).
- Winston Hills Medical Centre, located outside Winston Hills Shopping Centre (next to the Chinese restaurant) on Caroline Chisholm Drive, Winston Hills. Open 9.00am to 7.00pm weekdays, 9.00am to 1.00pm Saturdays and 10.00am to 1.00pm Sundays. They offer bulk billing to patients. (Ph: 02 9838 4800)
- Dr Alice Park, 17 Fitzwilliam Road. This GP bulk bills (Ph: 02 9896 0011).
4.12 HARASSMENT AND UNJUST DISCRIMINATION

Harassment
A person harasses another person if he or she subjects them to unwelcome, offensive, humiliating or intimidating behaviour. Examples include behaviour such as bullying, wolf-whistling, sexually suggestive gestures, unsolicited remarks of a sexual nature and use of offensive language.

Unjust Discrimination
Unjust discrimination is when people are treated differently because of an attribute such as sex, disability or race. Unjust discrimination does not have to be malicious or intended, targeted at a particular person or even foreseen.

What can you do if you are being unjustly discriminated against or harassed?
This type of behavior is considered a breach of the Student Charter and is likely to constitute misconduct under the College's policies. Grievance procedures have been established to deal with unjust discrimination and harassment and to ensure that you receive a confidential hearing (please refer to the Non-Academic Complaints Policy). The College will actively pursue complaints if you decide to proceed.

4.13 BEHAVIOUR
There are several policies in the latter part of this Handbook that relate to expectations for behaviour by students. Some of these are general expectations whereas others deal with specific issues (e.g. consumption of alcohol on Campus). Students are expected to be aware of and follow the rules and policies relating to behaviour. Disciplinary action can be taken, with potential consequences including warnings, fines, removal of privileges, suspension or expulsion.

4.14 SAFETY PRECAUTIONS
In the event that the College emergency system is activated, all students are to immediately leave the buildings and proceed to the Emergency Assembly Point located near the statue of St Peter Chanel.

Fire fighting equipment and emergency exits are designed for student safety. At no time should these be used for other than approved purposes. For reasons of fire safety, no smoking is permitted in the College buildings. Students are not permitted to use College vehicles, machinery, tools or other equipment without permission. Students who are required to use College equipment may need to be instructed on the correct procedures for use to meet Occupational Health and Safety requirements.

4.15 STUDENTS’ ASSOCIATION
The Students’ Association is an organisation comprised of and run by the students of the College. Membership of the Students’ Association is voluntary and a fee is charged. Membership of the body entitles students to run for office and participate in events and activities such as clubs and societies. The Students’ Association has its own Constitution which students can obtain if interested.

4.16 BOOKING OF ROOMS
Students wishing to reserve common or lecture rooms for meetings of any kind, should make arrangements before hand with the Reception Office. Suitability of room to be booked and charges will need to be discussed.

4.17 NOTICE BOARDS
A Notice Board for Academic and Administrative issues is located on the rear veranda near the main lecture theatre. Students should regularly refer to this board for important information. A Student Notice Board is located in the café. Students may use this notice board for advertisements to sell items and other notices. Please do not display notices elsewhere or on official noticeboards. There is also a chaplaincy notice board near college reception.

4.18 PUBLIC PHONE
A public phone is located to the left of the café entrance. Local calls cost 20c, while STD calls are charged at normal Telstra rates. The incoming number for the phone is 02 9896 6162. Students may give this number to friends and family. Note that the phone will be answered by students only. Students are not permitted to leave lectures or tutorials to answer the phone. Phone messages for students should be pinned to the Student Notice Board.

4.19 MAIL AND MESSAGES
Mail, notices and phone messages for resident and non resident students will be placed in a marked tray in the cafe. Students should check regularly to see if there is anything being held for them.

4.20 LOCAL SHOPPING FACILITIES
There are shopping facilities of varying sizes near the College. On Fitzwilliam Road (5mins walk) there is an IGA and several food stores. On Bungaree Road (10 mins walk) there are several shops including a newsagent/post office, a small supermarket, a take-away, a butcher and a chemist. At Toongabbie there is a shopping mall as well as numerous local shops including hairdressers, bread shops, coffee shops, restaurants and ATMs. At Winston Hills there is a medium sized shopping mall with Big W, Woolworths, Coles and 70 specialty stores including a food court.
4.21 SPORT AND RECREATION
Student participation in sport and recreation is encouraged as it provides a healthy component for life balance and an outlet for the pressures of study. The College supplies a small amount of sporting equipment for use by the students. All sporting equipment should be returned after use. The Students’ Association oversees clubs and societies including the formation and support of sporting and recreational groups. Sporting ovals on Binalong Road (near the Toongabbie Public School) are available for Campion College use from time to time.

The Toongabbie Leisure Centre is a commercial gym located nearby on Tucks Road and offers squash and gymnasium facilities. Check with the Student Life Co-ordinator to see if membership deals for students are available. A public swimming pool is located in Dunmore Street, Wentworthville, near the Cumberland Highway.

4.22 PUBLIC TRANSPORT
The closest train station to the Campus is Toongabbie, located approximately a 25 minute walk away. A bus runs along Fitzwilliam Road between Toongabbie and Wentworthville Stations. The T-way provides regular buses to Parramatta from a bus stop at the end of Reynolds Street (5 minute walk)

Private buses in the area are operated by Hillsbus. Maps and bus timetables are available from www.hillsbus.com.au

4.23 CONCESSION TRAVEL PASSES
Most full-time domestic students are eligible for a Government Travel Pass which provides concessional fares for trains and buses. Applications for these passes should be lodged at enrolment and passes collected from the Reception Office. International students are not eligible for concession passes.

4.24 VEHICLES AND PARKING
Campion College is located within a residential suburb and consideration of neighbours must be shown when entering and leaving the Campus. College students are not permitted to park in the local streets around the Campus. Please take care to look for pedestrians at the College entrances and to drive carefully in the local streets as children may be playing.

The internal speed limit for the Campus is 20kph. Pedestrians have right of way within the College grounds. Parking is only permitted within indicated parking spaces.

4.25 FEES AND FINANCIAL ASSISTANCE
1. If students wish to make any upfront payments for their tuition fees, any upfront portion of tuition fees is payable before the Census Date however students may negotiate a payment schedule with the Business Manager. Any enrolled student, who is eligible for FEE-HELP and has not paid up-front tuition fees before the Census date or negotiated a payment schedule, is required to apply for FEE-HELP if they wish to continue studying in that semester.

2. Students applying for FEE-HELP assistance are required to complete and submit completed Request for Fee-Help assistance form before the Census Date.

3. For international students on student visas are required to pay fees in accordance with their contract.

4. Students who have outstanding debts (Library fines, tuition fees & accommodation charges) due to the College may be excluded from classes and may not receive results of assessments, or may not receive a testamur at graduation.

5. Accommodation charges are due each month. Amount payable, due date and methods of payments are stipulated on invoices that are emailed to students at least 7 calendar days prior to the due date. On time payments attract a discount of $10 per week. An administration fee is applicable if student account is overdue by more than 2 weeks. To avoid the administration fee, students are encouraged to negotiate with Business Manager a payment schedule before the due date. Upfront payment for the whole semester entitles students to get a $15 per week discount.

6. The College is a non-for-profit institution and Fees are set at a level which seeks to recover the costs of the College teaching program and residential costs.

7. Students must be in credit with the Student Account System. This system allows students to print and use the internet.

Cash payments for credit should be made to the Student Admin Officer in Reception. EFTPOS or credit card payments of $50 or more may be processed in the Executive Assistant office.

8. Certain charges are subject to the Goods and Services Tax (GST).

9. The College offers a number of scholarships and bursaries to students. There is also a Work Scheme available. Contact the Reception Office for more information.
information about scholarships, bursaries, the work scheme applications and relevant closing dates.

4.26 GOVERNMENT FINANCIAL ASSISTANCE
The Bachelor of Arts is an approved course for AUSTUDY benefits. Domestic students taking at least 75% of the full-time load of an approved course are eligible for AUSTUDY benefits. Austudy application forms are available only from the nearest branch of Centrelink.

Letters of Confirmation of enrolment in the course or residency at Campion College may be obtained at the Reception.

4.27 ACADEMIC GOWNS
New students at Campion are presented with a black academic gown on the Matriculation day and charged a $110 deposit. Students wear the academic gown to formal College events, including Formal Halls. It is expected that gowns will be kept clean and in good order. Fines may be issued for gowns left lying in public areas. The cost of replacing damaged or lost gowns ($110) will be borne by the student.

When students graduate with a Campion Bachelor of Arts, the gown is the College’s gift to them.

Students not completing the degree must return the gown to Student Administration. The College has a right to forfeit the deposit if the gown is not returned to the College.

4.28 LOCKER HIRE
Lockers are available for hire on an annual or semester basis.

The hire periods are:
- **Full year** - Commencement of Orientation Week in February until the end of the examination period in November/December.
- **Semester 1 only** - Commencement of Orientation Week in February until the end of the examination period in June.
- **Semester 2 only** - Commencement of classes in July/August until the end of the examination period in November/December.

<table>
<thead>
<tr>
<th>Hire cost</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Full year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$25</td>
<td>$25</td>
<td>$40</td>
</tr>
</tbody>
</table>

Lock hire fee is not refundable. There is no pro-rata amount if locker hire is commenced or terminated during a semester.

After payment has been received, a combination number will be provided.

Lockers are provided for the convenience of hirers. Items left in lockers are are not covered by the College’s insurance. The insurance of any such items is the sole responsibility of the hirer.

Allocation of these lockers is carried out on a first come first served basis. The College reserves the right to exercise discretion in these matters and may accommodate a request to hold a locker upon an evaluation of a written request should the circumstances warrant it.

Do not store food in locker. Students are responsible for clearing lockers by the end of the relevant hire period. After this date any occupied lockers will be cleared and items left in lockers will be disposed of at the College’s discretion.

Hirers are responsible for the lock securing their locker. Replacement locks will incur an additional charge of $25.

Lockers are not available for use during the December - February break.

4.29 INVITATIONS TO COLLEGE
The following guidelines are for students wishing to invite distinguished visitors to Campion:

a. As a basic courtesy, the President (or in his absence the Acting President) should be asked for permission first; the President may need to make enquiries about the appropriateness of the invitation;

b. If it is envisaged that the visitor should be offered a meal or refreshments the President should instruct the Kitchen accordingly; catering arrangements ought never to be made without authority;

c. Wherever possible at least two weeks’ advance notice should be given;

d. An opportunity might arise when it is impossible to give much notice. The President is entirely open to that, but still claims the right to be consulted first.

The President may have a view about the circumstances in which the visitor should be received (at formal hall, public lecture, Mass, morning tea etc), and about the days on which such a visit might be scheduled.
SECTION 5 – STUDENT RULES AND SELECTED POLICIES

Student Rules
PART 1 - PRELIMINARY ........................................................................................................ 64
Division 1 - Interpretation .................................................................................................. 64
1. Definitions ...................................................................................................................... 64
2. Application of these Student Rules .............................................................................. 65
3. Attendance type and mode ........................................................................................... 65

Division 2 - Students’ responsibilities under these Student Rules ..................................... 66
4. Student responsibility for compliance with these Student Rules and other requirements .................................................. 66
5. Identification ................................................................................................................ 66
6. Communication .............................................................................................................. 66

PART 2 - ADMISSION ........................................................................................................ 67
7. Application for admission ............................................................................................... 67
8. Criteria for admission ................................................................................................... 67
9. Offer of admission ......................................................................................................... 67

PART 3 - ENROLMENT .................................................................................................... 68
Division 1 - General requirements for enrolment ................................................................ 68
10. Enrolment procedures ................................................................................................. 68
11. Valid enrolment ............................................................................................................ 68

Division 2 - Enrolment programs .................................................................................... 69
12. Requirements for enrolment programs ...................................................................... 69
13. Addition of a subject to enrolment program ............................................................... 69
14. Withdrawal from a subject ......................................................................................... 69
15. Relationship between subjects .................................................................................. 69
16. Maximum and minimum enrolment program load ................................................... 70
17. Time limits for completion of an award course ........................................................ 70
18. Acceptance of enrolment program ............................................................................ 70
19. Amendment of enrolment program ............................................................................ 71
20. Provisional Enrolment .................................................................................................. 71
21. Concurrent Study ......................................................................................................... 71

Division 3 – Recognition of Prior Learning ..................................................................... 72
22. Recognition of Prior Learning ..................................................................................... 72

Division 4 - Discontinuation or interruption of enrolment .................................................... 72
23. Approval of leave of absence ...................................................................................... 72
24. Cancellation of enrolment ......................................................................................... 73

PART 4 - FEES AND CHARGES ................................................................................... 73
25. Imposition of fees and charges .................................................................................. 73
26. Students' Association fee ............................................................................................ 73
27. Tuition fee.................................................................................................................... 73
28. Administrative fees and charges .............................................................................. 73
29. Deferment or exemption from fees and charges ....................................................... 74
30. Cancellation charges and refunds ............................................................................ 74
31. Consequences of non-payment of fees and charges ................................................. 74

PART 5 - ASSESSMENT ................................................................................................... 75
Division 1 - General requirements for assessment .......................................................... 75
32. Notice of assessment requirements ........................................................................... 75
33. Academic integrity .................................................................................................... 75

Division 2 - Examinations ............................................................................................... 76
34. Availability for examinations .................................................................................... 76
35. Conduct during examinations .................................................................................... 76
36. Deferred examinations ............................................................................................... 76

Division 3 - Final grades .................................................................................................. 76
37. Grading scale .............................................................................................................. 76
38. Allocation and notification of grades ........................................................................ 76
39. Special consideration ................................................................................................ 76
40. Supplementary and deferred assessment .................................................................. 77

PART 6 - UNSATISFACTORY ACADEMIC PERFORMANCE ............................................ 77
41. Requirement to perform satisfactorily in course ......................................................... 77
42. Referral progression status ........................................................................................ 77
43. Probationary enrolment ............................................................................................. 77
44. Conditions of probationary enrolment ..................................................................... 78
45. Exclusion from enrolment in an award course ........................................................ 78
46. Consequences of exclusion ....................................................................................... 78
47. Enrolment following exclusion ................................................................................ 79

PART 7 - ELIGIBILITY TO GRADUATE ......................................................................... 79
48. Eligibility to graduate from an award course ............................................................ 79

PART 8 - REVIEW AND APPEALS ............................................................................... 79
49. Review of grades and academic rulings .................................................................... 79
50. Appeals ....................................................................................................................... 79
51. Status pending outcome of review or appeal ........................................................... 79

PART 9 - MISCELLANEOUS ............................................................................................ 80
52. Delegation of powers and functions ......................................................................... 80
PART 1 - PRELIMINARY

Division 1 - Interpretation

1. Definitions

In these Student Rules -

“Academic Board”
means the body established by the Campion Institute Board to provide leadership on academic policy and practices of Campion College.

“Dean of Studies”
means the academic staff member having responsibility for the operational conduct of Campion College award and non-award courses and subjects.

“academic penalty”
means that the subject in question is awarded a failing grade.

“assessment”
means work (e.g. an examination, assignment, or presentation) which a student is required to complete for any one or more of the following purposes -

a) the fulfillment of an educational purpose (e.g. to motivate learning, to provide feedback);

b) to provide a basis for a record of achievement or certification of competency;

c) to permit grading.

“award course”
means a program of study leading to the award of an accredited degree, diploma or certificate offered by Campion College.

“Board of Examiners”
means the meeting of staff held at the end of each teaching period for the purpose of reviewing subject results and student progression status.

“Campion College” or “College”
means Campion College, Australia which is the trading name of Campion Institute Ltd.

“cancellation of enrolment”
means that a student has discontinued an award course or a program of non-award studies.

“course requirements”
means the specific requirements for completing an award course and includes the following -

a) the course structure;

b) any conditions for enrolment in or for completion of particular subjects required for the course;

c) any conditions for academic progression through the course;

d) any requirements for attendance type or mode of study.

“enrolment program”
means the subjects that a student selects to study in a teaching period.

“International Student”
has the same meaning as “overseas student” under the Educational Services for Overseas Students (ESOS) Act 2000 (Cwlth)

“non-award studies”
means a subject or group of subjects which a student undertakes at the College other than as part of an award course of Campion College.

“official examination period”
means a period of at least 2 weeks at the end of each semester or other teaching period designated by the Registrar for conducting examinations.

“Registrar”
means the College’s chief administrative officer.

“Subject Coordinator”
means an academic staff member performing the functions of Subject Coordinator specified by the Dean of Studies.

“teaching period”
means a designated period in which the program of study and instruction for a subject or award course is undertaken and is approved by the Academic Board for each year.

2. Application of these Student Rules

These Student Rules apply to all students who are enrolled in an award course or a program of non-award study at Campion College.

3. Attendance type and mode

3.1. A student’s attendance type is normally designated as full-time if the enrolment program for the teaching period is

a) in the case of a student enrolled in an award course, at least 75 per cent of the number of credit points for a standard enrolment program load for full-time enrolment in that course in a teaching period; or

b) in the case of a student undertaking non-award studies, at least 75 per cent of the number of credit points for a standard enrolment program load designated by the Registrar for that purpose.

3.2. If a student’s enrolment program load is less than the amount specified in Student Rule 3.1, the student’s attendance type is normally designated as part-time.
3.3. Addition or withdrawal of subjects in accordance with Division 2 of Part 3 of these Student Rules may be deemed by the Registrar to change a student’s attendance type.

3.4. A student’s attendance mode is considered as one of:
   - a) Internal where all classes are attended on-campus
   - b) External where no classes are attended on-campus, including fully-online
   - c) Mixed where some classes are on campus and some learning is done externally, including block attendance supported by online classes.

**Division 2 - Students’ responsibilities under these Student Rules**

**4. Student responsibility for compliance with these Student Rules and other requirements**

4.1. As required under the Campion College General Rules (5.1.2), no person may be admitted as a student of the College unless he or she signs an undertaking to observe and comply with the Student Rules, student related policies and the Student Code of Conduct.

4.2. It is the student’s responsibility to do all acts associated with admission, enrolment and academic progression in compliance with these Student Rules.

4.3. In the case of international students, the student must also comply with any requirements for enrolment or study at the College specified in the Educational Services for Overseas Students (ESOS) Act 2000 (Cwth), including, but not limited to -

---

5. Identification

5.1. Each enrolled student will be issued with a Student Identity Card.

5.2. Student Identity Cards remain the property of the College and are not transferable.

5.3. A student is required to produce his or her Student Identity Card upon request of an officer of the College.

5.4. A student who takes leave of absence, ceases to attend or withdraws from all study is obliged to return his or her Student Identity Card to the College.

5.5. A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the earliest practicable opportunity. A fee will apply for replacement of a lost Student Identity Card (refer to the current Schedule of Fees and Charges for details).

---

6. Communication

6.1. The Campion College email address allocated to each student at the time of first enrolment is the primary channel for specific official College communications with students.

---

6.2. Students have a responsibility to acquaint themselves with official College notices communicated generally or to individual students. Failing to read, misreading or misunderstanding of official information or correspondence will not be accepted as a reason for students being unaware of matters so notified.

6.3. Students will notify the Registrar of any change in their contact details. The College will not accept responsibility if official communications fail to reach a student who has not notified the Registrar of a change of contact details.

6.4. Notices sent by email or mail to the mailing address provided by a student will be presumed by the College to have been received by the student.

---

**PART 2 - ADMISSION**

7. Application for admission

7.1. A person must apply for admission to the College before first enrolling in an award course or non-award studies.

7.2. Except where specified by the Registrar, a person must apply for admission before each teaching period in which they propose to enrol in non-award studies.

7.3. A person who seeks to re-enrol in an award course must apply for re-admission following -
   - a) cancellation of enrolment in an award course or program of non-award studies; or
   - b) an unapproved period of absence; or
   - c) a period of exclusion from an award course imposed under Part 6 of these Student Rules.

7.4. The Registrar must prescribe the dates for and the manner of applying for admission to the College.

---

8. Criteria for admission

8.1. The Academic Board may specify general requirements to be met by a person applying for admission to the College.

8.2. The Academic Board must specify minimum course entry requirements for each award.

8.3. The Dean of Studies determines the maximum number of persons to be offered admission to the College.

---

9. Offer of admission

9.1. The Registrar makes offers of admission.

9.2. An offer of admission may be conditional upon the person providing documents or fulfilling other requirements specified in the offer.

9.3. The Registrar may withdraw an offer of admission and reject enrolment where -
   - a) the person fails to provide documents or to fulfil other requirements specified in the offer of admission; or
b) the offer of admission has been made as a result of the provision of incomplete, falsified or inaccurate information by the person or a certifying authority; or

c) the person fails to enrol in accordance with the offer of admission by the specified date.

9.4. Campion College reserves the right to not make any offers of admission to any award course for either a specific or indeterminate period of time.

9.5. Campion College reserves the right to discontinue or vary courses and/or subjects, arrangements for courses and/or subjects, or staff allocations at any time without notice, subject to regulatory requirements.

9.6. Campion College may allow students to defer enrolment following an offer of admission.

**PART 3 - ENROLMENT**

**Division 1 - General requirements for enrolment**

10. Enrolment procedures

10.1. The Registrar -

a) must prescribe closing dates for submission of an enrolment program for each teaching period; and

b) may prescribe different closing dates for different categories of students.

10.2. The Registrar must prescribe the manner of submitting the enrolment program, and the information to be included with the enrolment program.

10.3. For each teaching period, the Registrar must -

a) publish the closing dates for addition or withdrawal of subjects; and

b) specify the manner of submitting changes to the enrolment program.

11. Valid enrolment

11.1. Subject to Student Rule 11.2, enrolment in any teaching period means that the student has submitted an enrolment program for study at the College in that teaching period.

11.2. A student is validly enrolled upon -

a) submission of an enrolment program for the teaching period by the specified date or such later time as permitted by the Registrar; and

b) acceptance of the enrolment program by the Registrar (see Student Rule 18); and

c) payment of fees and charges required under these Student Rules by the specified date or such later time as permitted by the Registrar; and

d) fulfilment of any other requirements specified in these Student Rules.

11.3. The Registrar may reject a student's enrolment where the student has not met all of the requirements of Student Rule 11.2.

**Division 2 - Enrolment programs**

12. Requirements for enrolment programs

12.1. A student’s enrolment program must comply with the general requirements specified in this division.

12.2. In the case of a student enrolled in an award course, the student’s enrolment program must also comply with the specific course requirements for that award course.

13. Addition of a subject to enrolment program

Subject to the requirements of this division, a student may add a subject to their enrolment program in a teaching period if -

a) the subject is added by the published addition date; or

b) where the student proposes to add the subject after the published addition date:

i. the student pays the published administrative charge (if applicable); and

ii. the Subject Coordinator agrees to the addition of the subject; and

iii. the Dean of Studies is satisfied that the student has demonstrated that exceptional circumstances for addition of the subject exist.

14. Withdrawal from a subject

14.1. Subject to the requirements of this Division, a student may withdraw from enrolment in a subject -

a) by the withdrawal date published by the Registrar – without academic penalty; or

b) after the withdrawal date published by the Registrar - with academic penalty.

14.2. Despite Student Rule 14.1, the Registrar may permit withdrawal without academic penalty if, following advice from the Dean of Studies, the Registrar is satisfied that the student has demonstrated that exceptional circumstances for withdrawal from the subject exist.

14.3. Withdrawal from a subject may incur a financial penalty, in accordance with Student Rule 29, regardless of whether withdrawal from the subject is approved with or without academic penalty.

15. Relationship between subjects

15.1. Course requirements may specify any of the following conditions for enrolment in a specified subject:

a) a student must have achieved a passing grade in a prerequisite subject before enrolment in the subject;

b) a student must have achieved a specified minimum number of credit points before enrolment in the subject;

c) a student may only enrol in the specified subject only if –

i. the student also enrols in a corequisite subject at the same time; or

ii. the student has previously achieved a passing grade in the corequisite subject;
iii. a student must not enrol in the specified subject if the student has achieved a passing grade in an incompatible subject.

15.2. In this section, an “incompatible subject” means a subject in which the subject matter or the body of learning is substantially similar to that included in the specified subject.

15.3. The Dean of Studies may permit a student to enrol in a specified subject without having satisfied the condition listed in Student Rule 15.1 if the Dean of Studies is satisfied that the student has demonstrated sufficient knowledge to undertake the subject.

15.4 ‘Early Acceptance Scheme’ and ‘Provisional Enrolment Scheme

16. Maximum and minimum enrolment program load

16.1 Course requirements may specify either, or both, of the following -
   a) the maximum number of credit points permitted for full-time enrolment;
   b) the minimum number of credit points for part-time enrolment.

16.2 Students must seek approval from the Dean of Studies to enrol in an enrolment program load above the standard full-time load in a teaching period.

17. Time limits for completion of an award course

The Academic Board may specify time limits for completion of an award course, and may impose different time limits for different categories of courses.

18. Acceptance of enrolment program

The Registrar may not accept a student’s enrolment program in any of the following circumstances -
   a) the student has not enrolled in accordance with their offer of admission, including, where specified, major area of study, attendance type, and attendance mode;
   b) if the student is enrolled in an award course, the student has not submitted an enrolment program which is consistent with course requirements;
   c) except where permitted by the Dean of Studies or Subject Coordinator, as the case may be, the student has not complied with the requirements of Division 2 of Part 3 of these Student Rules;
   d) if the student is enrolled in an award course, the student has not met the requirements of Part 6 of these Student Rules relating to unsatisfactory academic performance;
   e) the student is subject to a disciplinary penalty which prohibits their enrolment in the current teaching period;
   f) the student is in breach of any other rule of the College which specifies rejection or suspension of enrolment as a penalty.

19. Amendment of enrolment program

The Registrar may amend an enrolment program, after consultation with the Dean of Studies, if any of the following conditions exist -
   a) the student has not complied with the requirements of Student Rule 16;
   b) the student has not complied with other course requirements;
   c) the student cannot attend classes or meet other subject requirements due to timetable incompatibility;
   d) the student has not complied with any conditions of probationary enrolment imposed under Part 6 of these Student Rules.

20. Provisional Enrolment

Since not all applicants meet the required standards which would qualify them for entry into the BA, with the academic performance standard being the primary barrier, followed by the minimum qualifications required. Currently Campion permits such applicants to enrol as miscellaneous students, where they attend one or two of the BA subjects to prove their ability.

Enrolment in Miscellaneous Studies excludes students from access to both FEE-HELP and Centrelink benefits as they are not enrolled in an award program. They also need to be enrolled in a minimum of three subjects to meet the full-time studies requirement for Centrelink benefits, NSW transport concession cards, and some Campion scholarships/bursaries.

These circumstances represent a barrier to enrolment in Miscellaneous Studies, especially those students who have to relocate to Sydney to study at Campion, where they would attend exactly the same classes as BA students (although with a reduced load). Consequently a new category of ‘Provisional Enrolment’ in the Bachelor of Arts has been introduced as an alternative pathway into the BA for those applicants who do not meet the required standards.

To be offered provisional enrolment, applicants must:
   • Attend an admission interview and be deemed by Campion staff as having the potential to succeed as a conditional enrolment student;
   • Submit a written statement assessed by Campion staff as indicating capacity to succeed as a conditional enrolment student; and

The conditions are to:
   • Enrol in one or two of the subjects listed for the standard first year program of the Bachelor of Arts, with two subjects the normal enrolment pattern. Applicants may be permitted to enrol in three subjects in exceptional circumstances where academic potential is demonstrated, at the discretion of the Dean of Studies.
• Enrol in a newly created 6cp above-load elective subject, STU101 Study Skills, where they will receive intensive assistance to optimise future study success.
• To attend compulsory sessions at the Learning Centre and regular meetings with the lecturers of the subjects the student has enrolled in.

Students who receive a Pass in two subjects or a Credit in one subject will have the conditions on their enrolment removed.

21. Concurrent Study
The College may specify procedures for the recognition of concurrent studies at another institution that may be recognised as equivalent to or a substitute for subjects within an award course.

20.1. Concurrent study will not normally be recognised as equivalent to subjects within an award course at Campion unless it has been:
   a) Undertaken as part of a formal exchange agreement; or
   b) Undertaken after receiving prior approval from the Dean of Studies.

20.2. When submitting a request under Student Rule 20.1.b. a student must justify why they are reasonably unable to complete the relevant subjects at the College.

20.3. When considering a request under Student Rule 20.1.b the Dean of Studies will favour the primacy of the award course at the College over external subjects.

20.4. A student is required to be enrolled at the College in the study period immediately prior to their course completion.

20.5. The Dean of Studies may approve exceptions to this Student Rule in extraordinary circumstances.

Division 3 – Recognition of Prior Learning

22. Recognition of Prior Learning

21.1. The College may specify the amount and type of credit which may be granted in award courses to recognise prior learning, and may specify different amounts of credit for different categories of award courses or students.

21.2. The Registrar must specify the procedures to be followed, the documentation to be supplied, and any charges to be paid by students applying for recognition of prior learning.

21.3. The Dean of Studies must determine the amount and type of credit to be granted for prior learning in accordance with any approved specifications.

Division 4 - Discontinuation or interruption of enrolment

23. Leave of absence

23.1. The Academic Board may specify the circumstances in which a student may take Leave of Absence from an award course.

23.2. A student must apply to the Registrar for leave of absence from an award course in the manner and within the timeframe prescribed.

24. Cancellation of enrolment

24.1. A student must notify the Registrar if he or she wishes to cancel their enrolment in an award course or non-award studies.

24.2. A student who cancels their enrolment is deemed to have withdrawn from enrolment in all subjects in their enrolment program in accordance with Student Rule 14.

PART 4 - FEES AND CHARGES

25. Imposition of fees and charges

25.1. In accordance with the Campion College General Rules (Rule 9), the College may impose fees and charges for enrolment and study at the College, or for services and facilities associated with enrolment and study, and may impose different fees and charges for different categories of students.

25.2. For each teaching period, the Registrar must prescribe the dates for payment of fees and charges.

25.3. A student must pay the fees and charges specified in these Student Rules by the prescribed dates.

25.4. A student is not validly enrolled unless all fees and charges specified in these Student Rules have been paid.

26. Students’ Association fee

26.1. Membership of the Students’ Association is voluntary.

26.2. An enrolled student who wishes to join the Students’ Association must pay the specified Students’ Association fee to the Students’ Association.

27. Tuition fee

27.1. All students (other than an international student) who enrol in a subject or subjects for an award course must pay the tuition fee specified for that teaching period as a condition of enrolment.

27.2. An international student must pay the international student tuition fee specified in their International Student Contract as a condition of enrolment.

27.3. A non-award student who enrols in a subject or subjects must pay the non-award tuition fee specified for that teaching period as a condition of enrolment.

28. Administrative fees and charges

28.1. The Registrar must publish any administrative services for which fees and charges are payable in addition to tuition and/or other fees, including, but not limited to –
   a) Library overdue fees
b) Photocopying charges;
c) Printing charges;
d) Internet usage charges;
e) Late application for admission fees
f) Parking fees and charges
g) Residential accommodation fees

28.2. A student or a person requiring an administrative service that incurs an additional charge must pay the relevant administrative charge prior to taking the action or requesting the service listed.

28.3. If the administrative charge has not been paid, service will not be supplied.

29. Deferment or exemption from fees and charges
29.1. The Registrar may permit a student to defer payment or partial payment of fees and charges within a teaching period.
29.2. Where action has been approved in accordance with Student Rule 28.1, the student must agree to an instalment plan for repayment of the fees and charges.
29.3. If a student does not follow an agreed instalment plan, the Registrar may take action in accordance with Student Rule 30.
29.4. The President may exempt a student from payment or partial payment of fees and charges in exceptional circumstances.

30. Cancellation charges and refunds
30.1. The College may retain a proportion of fees paid by a student as a charge for cancellation of enrolment in a course, subject or subjects and may impose different cancellation charges for different categories of students.
30.2. The Registrar will publish the refund policy which will specify the specify different proportions of fees and charges paid to be refunded based upon the time a request for cancellation is lodged in relation to a teaching period or delivery of a service.
30.3. A student who withdraws from enrolment in a subject or subjects must apply by the date specified by the Registrar for a refund of fees paid to the College, if applicable.

31. Consequences of non-payment of fees and charges
Except where action has been approved in accordance with Student Rule 28, if a student does not pay the full amount of fees and charges required by the College by the required date, the Registrar may do one or more of the following -

a) reject the student’s enrolment in accordance with Student Rule 11;
b) require the student to pay a specified administrative charge;
c) withhold the student’s academic transcript;
d) withhold the testamur of a graduand;
e) exclude the student from College events, activities or services.
Division 2 - Examinations

34. Availability for examinations
34.1. A student must be available to undertake an examination -
   a) at the time and place specified for the examination in the official examination period; and
   b) at any other time specified for an examination in the notification of assessment requirements for a subject.
34.2. The Registrar will publish an examination timetable for each official examination period.

35. Conduct during examinations
   The Academic Board must specify procedures for examinations, including -
   a) requirements for a student entering or leaving the examination room; and
   b) requirements for a student’s conduct during the examination;

36. Deferred examinations
36.1. A student who, due to exceptional circumstances beyond the student’s control, is unable to attend an examination at the prescribed time may apply in the manner and within the timeframe prescribed by the Registrar for a deferred examination.
36.2. Not reading, misreading or misunderstanding the examination timetable does not constitute sufficient grounds to apply for a deferred examination.
36.3. The Dean of Studies determines the outcome of an application for a deferred examination.

Division 3 - Final grades

37. Grading scale
   The Academic Board must specify the grading scale to be used in allocating a record of achievement for studies at the College.

38. Allocation and notification of grades
38.1. The Dean of Studies meeting approves a student’s final grade for a subject.
38.2. A student will be notified of their grades in the manner determined by the Registrar.

39. Special consideration
39.1. A student who believes that their performance in completing an assessment item has been adversely affected by exceptional circumstances may apply for special consideration in the manner and within the timeframe prescribed by the Dean of Studies.
39.2. The Dean of Studies determines whether the application for special consideration should be granted.

39.3. The Academic Board may specify the manner in which special consideration is to be applied to an assessment item.
39.4. The Subject Coordinator determines whether additional marks for the assessment item should be granted, and must do so in accordance with any Academic Board determinations made in accordance with Student Rule 38.3.

40. Supplementary and deferred assessment
   Supplementary or deferred assessment may be granted to a student only in exceptional circumstances, as determined by the Dean of Studies.

PART 6 - UNSATISFACTORY ACADEMIC PERFORMANCE

41. Requirement to perform satisfactorily in course
   A student undertaking an award course must maintain a satisfactory level of academic performance in accordance with the this Part.

42. Referral Progression Status
   a) A student may be placed on a progression status of ‘referral’ by the Dean of Studies if concerns arise regarding their progress.
   b) Students placed on referral will be required to meet with the Dean of Studies and/or the Associate Dean of Studies to discuss their progress, identify problems, plan for improving results, and seek approval for future enrolment. They may also be required to attend the Learning Centre or report to an academic advisor for an agreed period and/or program.
   c) Referral status expires at the end of the semester.
   d) Referral status is not linked to the determination of probation or exclusion status.

43. Probationary enrolment
43.1. The Registrar must place a student undertaking an award course on a progression status of probationary enrolment if the student -
   a) Passes less than 51% of the credit points which the student has attempted within the prescribed period as defined in 41.3; or
   b) Fail the same subject, or its equivalent, two times.
   c) Discontinues more than 51% of the credit points which the student has attempted in two consecutive semesters; or
   d) Discontinues the same subject, or its equivalent, two times.
43.2. The Registrar determines the students to be placed on probationary enrolment at the prescribed period as defined in 42.3.
43.3. The Registrar must notify a student in writing of the decision to place the student on probationary enrolment. The prescribed period for assessing unsatisfactory academic performance is:
44. Conditions of probationary enrolment
   44.1. A student is placed on probationary enrolment for 12 months.
   44.2. While on probationary enrolment, a student must -
      a) consult the Dean of Studies about their enrolment program; and
      b) if the Dean of Studies specifies an enrolment program, submit the enrolment program as specified.
   44.3. If a student on probationary enrolment cancels their enrolment in the course but is subsequently re-admitted by the Registrar to the same award course in accordance with Part 2 of these Student Rules, the Registrar, upon re-admission -
      a) must place the student on probationary enrolment for the remainder of the academic year; and
      b) may require the student to submit an enrolment program specified by the Dean of Studies.

45. Exclusion from enrolment in an award course
   45.1. A student is an “eligible student” for the purposes of exclusion if -
      a) the student is currently on probationary enrolment and qualifies for a further period of probationary enrolment on the basis of Student Rule 42; or
      b) having been readmitted to the award course following a period of exclusion, the student qualifies for probationary enrolment in the semester following readmission; or
      c) the student fails the same subject, or its equivalent, three times; or
      d) the student has exceeded the maximum time limit for the award course imposed in accordance with Student Rule 17.
   45.2. At the end of each study period, the Board of Examiners meeting may exclude an eligible student from enrolment in that course.
   45.3. If the Board of Examiners meeting does not exclude an eligible student, the Registrar may place the eligible student on probationary enrolment in accordance with this Part (Part 6).
   45.4. The Registrar must notify a student in writing of the decision to exclude the student from enrolment in the award course.

46. Consequences of exclusion
   46.1. If exclusion is imposed on a student under Student Rule 44, the student is excluded from an award course for a period of 12 months, unless permitted to re-enrol in accordance with Student Rule 46.
   46.2. A student who is excluded from an award course is not permitted to enrol in any subjects forming part of that award course either as an award or non-award student.

47. Enrolment following exclusion
   47.1. An excluded student may re-enrol in a subject or subjects as part of the award course if the student successfully appeals against exclusion.
   47.2. Where a student re-enrols in the award course in accordance with Student Rule 46.1, the Registrar must place the student on probationary enrolment for the academic year.

PART 7 - ELIGIBILITY TO GRADUATE
48. Eligibility to graduate from an award course
   48.1. A student is eligible to graduate from an award course upon completion of all course requirements.
   48.2. The Academic Board determines whether a student has completed all course requirements.
   48.3. The Campion Institute Board of Trustees confers the award on a student who is eligible to graduate.

PART 8 - REVIEW AND APPEALS
49. Review of grades and academic decisions
   49.1. The Academic Board must prescribe procedures for dealing with applications for review of grades and academic decisions.
   49.2. A student may apply for a review of -
      a) their assessment grade for a specific assessment item; or
      b) their final grade for a subject; or
      c) other academic decisions made under these Student Rules.

50. Appeals
    The Academic Board must prescribe procedures for dealing with appeals against academic decisions, including dissatisfaction with the outcome of a review in accordance with Student Rule 48.

51. Status pending outcome of review or appeal
    Pending the outcome of a review or appeal, the Registrar may permit a student to attend classes or undertake examinations.
PART 9 - MISCELLANEOUS

52. Delegation of powers and functions

52.1. Where these Student Rules specify that a particular person or body exercises a power or function, that person or body may delegate the power or function to another person or body.

52.2. Despite Student Rule 51.1, a Subject Coordinator may not delegate a function or power to another person.

ACADEMIC GRIEVANCE PROCEDURES

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority</td>
<td>Institute Board</td>
</tr>
<tr>
<td>Date Approved</td>
<td>4 February 2014</td>
</tr>
<tr>
<td>Review Date</td>
<td>February 2018</td>
</tr>
<tr>
<td>History/Versions</td>
<td>Academic Complaints and Appeals Policy (2007)</td>
</tr>
<tr>
<td>Related Documents</td>
<td>Student Code of Conduct, College Mediator Policy</td>
</tr>
</tbody>
</table>

1. Overview
Campion College is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations. The College’s Student Code of Conduct expresses the expectations which students may have of the College and which the College has of its students. The Student Code of Conduct, together with the rules and policies of the College, provide the framework for the interaction between the College, its staff and students.

The Academic Grievance Procedures is for concerns which relate to academic matters such as student progress, assessment, curriculum and awards in a course of study. Where the issue is non-academic or administrative in nature, the procedures outlined in the Non-Academic Grievance Procedures should be followed.

Where a student has a concern regarding an academic decision or situation, the student has the right to raise and to have that grievance or appeal considered with courtesy, in a timely fashion, and without fear of prejudicial treatment. The student and respondent (if applicable) will not be victimised or discriminated against as a result of a grievance being raised. The student and/or the respondent have the right to be accompanied and assisted by a third person such as a family member, friend, counsellor or other professional support person if they so desire. The support person is not permitted to be a legal representative of the student or the respondent. All Campion College students, regardless of the location where the matter has arisen, the student’s place of residence or the mode in which they study, can use the procedures outlined below. At all stages of the process, reasons and a full explanation for decisions and actions taken as part of the procedures will be provided if requested by a student and/or respondent.
2. Definitions

**Academic decisions** means decisions requiring the exercise of academic judgment.

**Administrative decisions** means decisions on administrative matters, the quality of administrative service or the provision of facilities

**Appeal** means:
- a formal written request for reconsideration of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to a person or body with authority to undertake that reconsideration within or on behalf of the College; or
- a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision

**Advocate** means a person other than a legal practitioner or a member of staff identified by a student to represent, accompany or assist in any meetings, hearings or interviews related to a student’s formal complaint or appeal

**College Mediator** means an independent external person appointed from time to time to investigate and/or mediate grievances.

**External appeal** means a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision

**Formal process** means a process for addressing a student’s grievance, dispute or appeal other than by “informal processes” (as defined later) and involving investigations and decisions being made in relation to the matter by an impartial and independent person or group of persons or body

**Formal complaint** means a complaint made or lodged by a student in relation to:
- any matter in the control of the College that affects the student in his/her capacity as a student or as a general member of the College community; or
- a decision made by the College or any person or body acting for, or on behalf of, the College that affects the student in his/her capacity as a student

**Grievance** means a problem or concern raised by a student in relation to an action, decision or omission within the control or responsibility of the College

**Independent advocate** means a person from the Campion College Students Association who can provide assistance to students regarding these grievance procedures and potential consequences or outcomes in the form of independent advocacy, provision of advice and/or seeking information on their behalf.

**Informal process** means a process which involves direct discussion between a student and a member of staff of the College, or internal mediation of a dispute, in relation to a student’s grievance with a view to reaching a settlement that is acceptable to the student and the College – the process cannot be followed where a student makes a written grievance

**International student** means a student or intending student who is not an Australian or New Zealand citizen and does not have Australian Permanent Residency status and who has entered into a current written agreement with the College to undertake a course or program of studies with the College

**Investigating Officer** means a member of staff appointed by the President to investigate a formal complaint.

**Mediation** means processes that are designed to resolve a dispute by bringing together the people involved in the dispute to talk over their differences to try to reach a mutually acceptable resolution or settlement of the dispute; the processes are organised and facilitated by persons who are trained and experienced in dispute resolution and independent of the people involved in the dispute

**“Notification”** means the official notice provided to a student or provisional student (defined later) of the outcome of the student’s grievance or appeal, including any related decisions and the date from which the decisions take effect

**Preventative action** means action, resulting from decisions reached in favour of, or in support of, a student through grievance or appeal processes, that needs to be taken by the College in future to ensure quality or compliance in relation to specific matters

**Respondent** means a person or persons or body concerning whose actions or omissions or decisions a student has a grievance

**Responsible Officer** means a person identified by the College as having authority to attempt to resolve a student’s grievance through informal processes

**Student** means, for the purposes of these procedures, a person who is currently enrolled at the College; or an intending student of the College
3. Grievances and Appeals Process

A student has the option of pursuing a grievance through four levels internally, as well as an external review avenue:

1. Informal discussion
2. Re-mark of assessment item (optional)
3. Formal written complaint or appeal to the Dean of Studies
4. Formal written complaint or appeal to an Investigating Officer or the College Mediator
5. Written request for External Review to COPHE

In relation to all levels of the process, students are encouraged to contact the Campion College Students Association who can provide an independent advocacy service.

3.1. First Level - Informal Discussion

Students should first attempt to resolve any problem by discussion and/or correspondence with the lecturer or tutor directly involved in, or close to, the situation which is the source of the grievance, as this is likely to lead to a resolution in the most straightforward way. Where a student has a concern about the mark or grade received for an assessment item or a subject, they must discuss the grievance with the lecturer, tutor or Subject Co-ordinator before considering a request for remark or a formal appeal.

Where this does not lead to a resolution, or is not occurring in a timely manner, the student may choose to proceed to a remark of an assessment item or a formal complaint or appeal. There is a fee to have an assessment item remarked (currently $55).

3.2. Second Level – Request for a Re-mark of an Assessment Item (Optional)

If the matter pertains to the result received for a particular assessment item, the student can decide to submit a request to have that assessment item remarked by another academic. This is an optional step and there is a fee for the service provided, currently $55. To request a re-mark, a clean copy of the assessment item (if available) must be attached to the request form and submitted to Student Administration with the applicable fee.

3.3. Third Level – Formal written complaint or appeal to the Dean of Studies

If students want to pursue a formal process, they should take their complaint or appeal to the Dean of Studies. The Dean of Studies will deal with the matter within 10 working days of receipt of the formal written complaint or appeal.

Note that where a student experiences illness or misadventure during the teaching period or during an examination, these are not normally grounds for a complaint or an appeal. Provision for these circumstances is made through a Request for Special Consideration, which must be lodged prior to the end of the examination period.

Where a student complaint or appeal includes allegations concerning the conduct or actions of a staff member, the staff member (the respondent) will be immediately notified of the particulars of the matter. The staff member must be given an adequate opportunity to respond to the allegations.

3.4. Fourth Level – Formal written complaint or appeal to the Investigating Officer or College Mediator

If dissatisfied with the response that has been received from the Dean of Studies, or the time taken under the Third Level to respond, the student may submit the complaint or appeal in writing to be considered by the Investigating Officer or College Mediator. The submission must set out the grounds for the complaint or appeal and should include supporting material, such as previous correspondence and a description of the actions taken to date to resolve the matter. The appeal should be lodged with the Registrar and explicitly seek the involvement of the Investigating Officer or College Mediator.

The Investigating Officer or College Mediator will respond to the student within 10 working days of the receipt of the complaint or appeal to advise the action taken in respect of the appeal (see 2.2.1 below).

3.4.1. Consideration of Complaint or Appeal

On receipt of a student complaint or appeal, the Investigating Officer or College Mediator considers the complaint or appeal, and may take the following action:

(a) Dismiss the complaint or appeal because the academic action involved is appropriate and the student has not presented sufficient argument to justify further consideration of the matter. The student is advised of the outcome with supporting reasons.

(b) Refer the student and the complaint or appeal to the appropriate academic staff member because, in the opinion of the Investigating Officer or College Mediator, the initial consideration of the matter has not been fully undertaken. If, after this consideration, the student is still dissatisfied, the student can request that the Investigating Officer or College Mediator reconsider the matter.

(c) Uphold the appeal and recommend change to the academic decision or matter.
(d) Find that the appeal presented by the student constitutes sufficient justification to require the Dean of Studies to take certain actions in order to review the original academic decision or matter (for example, appoint an independent examiner, set another assessment task).
(e) Take such other reasonable action which, in the opinion of the Investigating Officer or College Mediator, will assist the resolution of the complaint or appeal. If meetings, interviews or hearings are held, both the student and the staff member have the right for an advocate to attend if desired.

3.4.2. Appeals Report
The outcome of the Investigative Officer or College Mediator’s deliberations will be a report setting out the decision, the modifications to the original academic decision or matter where appropriate, and the reasons for the decision. The report is provided to the student and to the Dean of Studies. A summary report outlining the number of academic complaints or appeals lodged and outcomes (without providing specific appeal details) will be provided to the Academic Board each semester.

3.5. Fifth Level - External Review
In the event that the decision at Stage 2 does not resolve the issue, the student may decide to proceed to the third stage of the process. This stage is to seek an external review by the independent External Reviewer appointed by Campion College for this purpose.

The College has an agreement with the Council of Private Higher Education (COPHE) to provide an independent External Reviewer to review decisions made by the College. The contact person is the Executive Officer, currently Mr Adrian McComb. The contact details for COPHE are: Suite 59, Level 5, 47 Neridah Street CHATSWOOD NSW 2067; Phone 02 8021 0841; www.cophe.edu.au

Students considering this stage must initiate the final stage process within four weeks of the decision from the second stage being communicated in writing.

The task of the External Reviewer is to review the consistency of the College’s decisions with the published policies of the College. The decision of the Academic Complaints and Appeals Committee meeting(s) at which the decision was originally made and all tabled documents dealing with the complaint or appeal must be forwarded to the External Reviewer.

The External Reviewer must address a complaint requiring his or her consideration within 15 working days of the receipt of the written request. The External Reviewer must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the student or respondent. If the External Reviewer makes recommendations in relation to a grievance they have reviewed, the External Reviewer will forward those recommendations to the President within 15 working days of the receipt of the written request. The President will ensure that the recommendations are implemented as soon as practicable, and within a maximum period of six months.

4. Confidentiality and Record Keeping
Records of all formal grievances and appeals, applications for review of decisions and outcomes of the process will be kept for a period of five (5) years. These records are strictly confidential. Parties to the complaint or appeal will be allowed supervised access to these records.

5. Timing
Students will be advised of specific deadlines to submit a grievance or appeal regarding certain academic decisions of the College, such as appealing against final assessment grades. Where a deadline has been specified in writing to students, Stage 1 grievances or appeals after that date will not be accepted.

For all other academic matters, the normal time limit for lodging a formal complaint or appeal is three months from the date of the original decision or event which is the subject of the complaint or appeal. Students are encouraged to lodge complaints or appeals promptly to avoid problems which may arise through the unavailability of documentation or staff.

Students should understand that delays in lodging complaints or appeals may result in critical deadlines passing and should also be aware of the consequences of these deadlines. For example, an appeal against an academic decision not to grant recognition of prior learning for a subject may be successful, however it may be too late to withdraw from that subject.

6. Approval and Distribution
This policy has been approved by the Board of Trustees on 4 February 2014. It is published on the College web site (www.campion.edu.au) and it is included in the Student Handbook. The Dean of Studies is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of professional staff in its application.
NON-ACADEMIC GRIEVANCE PROCEDURES

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority</td>
<td>Institute Board</td>
</tr>
<tr>
<td>Date Approved</td>
<td>4 February 2014</td>
</tr>
<tr>
<td>Review Date</td>
<td>February 2018</td>
</tr>
<tr>
<td>History/Versions</td>
<td>Non-Academic Complaints Policy (2007)</td>
</tr>
</tbody>
</table>
| Related Documents   | Student Code of Conduct  
|                     | College Mediator Policy |

1. Purpose and Scope

Campion College is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations. The College’s Student Code of Conduct expresses the expectations which students may have of the College and which the College has of its students. The Student Code of Conduct, together with the rules and policies of the College, provide the framework for the interaction between the College, its staff and students.

A non-academic grievance arises from an event occurring in the life of the College, or a decision made by the College, in which the student perceives lack of procedural fairness and/or unjust discrimination and/or an affront to person or conscience, which does not arise from the student’s academic performance or potential. This policy is intended to cater for non-academic grievances that are not restricted to and may encompass any of the following:

1. Harassment, sexual or otherwise, and/or vilification of an enrolled student by another student or member of the College staff;
2. Behaviour of College staff;
3. Unjust discrimination, such as treatment on the grounds of gender, colour, race or country of origin;
4. The claim that a student has an unpaid financial obligation to the College;
5. The use of personal information provided by a student.
6. The Rules, policies or procedures of the College.

There is a separate Academic Grievance Procedures document that relates to grievances involving academic decisions.

All students of the College or those seeking to enrol in a course of study with the College are entitled to access these procedures. The student and/or respondent will not be victimised or discriminated against at any stage of the complaints process set out in this policy. Campion College does not charge any fee for the processing of complaints.

The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

2. Definitions

**Academic decisions** means decisions requiring the exercise of academic judgment.

**Administrative decisions** means decisions on administrative matters, the quality of administrative service or the provision of facilities.

**Appeal means**:
- a formal written request for reconsideration of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to a person or body with authority to undertake that reconsideration within or on behalf of the College; or
- a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision.

**Advocate** means a person other than a legal practitioner or a member of staff identified by a student to accompany and assist the student in any meetings, hearings or interviews related to a student’s formal complaint or appeal.

**College Mediator** means an independent external person appointed from time to time to investigate and/or mediate grievances.

**External appeal** means a formal written request for a ruling on the legitimacy of a decision made by the College or any person or agent acting on behalf of the College and that is submitted to an external body that has powers or authority to investigate and determine the legitimacy of the decision.

**Formal process** means a process for addressing a student’s grievance, dispute or appeal other than by “informal processes” (as defined later) and involving investigations and decisions being made in relation to the matter by an impartial and independent person or group of persons or body.
Formal complaint means:
• an allegation of misconduct by a member of College staff; or
• a complaint made or lodged by a student in relation to:
  - any matter in the control of the College that affects the student in his/her capacity as a student or as a general member of the College community; or
  - a decision made by the College or any person or body acting for, or on behalf of, the College that affects the student in his/her capacity as a student

Grievance means a problem or concern raised by a student in relation to an action, decision or omission within the control or responsibility of the College

Independent advocate means a person from the Campion College Students Association who can provide assistance to students regarding these grievance procedures and potential consequences or outcomes in the form of independent advocacy, provision of advice and/or seeking information on their behalf.

Informal process means a process which involves direct discussion between a student and a member of staff of the College, or internal mediation of a dispute, in relation to a student's grievance with a view to reaching a settlement that is acceptable to the student and the College – the process cannot be followed where a student makes a written grievance

International student means a student or intending student who is not an Australian or New Zealand citizen and does not have Australian Permanent Residency status and who has entered into a current written agreement with the College to undertake a course or program of studies with the College

Investigating Officer means a member of staff appointed by the President to investigate a formal complaint

Mediation means processes that are designed to resolve a dispute by bringing together the people involved in the dispute to talk over their differences to try to reach a mutually acceptable resolution or settlement of the dispute; the processes are organised and facilitated by persons who are trained and experienced in dispute resolution and independent of the people involved in the dispute

Notification means the official notice provided to a student or provisional student (defined later) of the outcome of the student's grievance or appeal, including any related decisions and the date from which the decisions take effect

Preventative action means action, resulting from decisions reached in favour of, or in support of, a student through grievance or appeal processes, that needs to be taken by the College in future to ensure quality or compliance in relation to specific matters

Respondent means a person or persons or body concerning whose actions or omissions or decisions a student has a grievance

Responsible Officer means a person identified by the College as having authority to attempt to resolve a student's grievance through informal processes

Student means, for the purposes of these procedures, a person who is currently enrolled at the College; or an intending student of the College

3. Avenues Available to Pursue Grievances
A student has the option of pursuing a grievance through three levels internally, as well as external review avenues:
1. Informal discussion
2. Formal written complaint to the relevant supervisor
3. Formal written complaint to an Investigating Officer or the College Mediator
4. Written request for External Review to COPHE

In relation to all levels of the process, students are encouraged to contact the Campion College Students Association who can provide an independent advocacy service.

3.1. First Level – Informal Discussion
Students are encouraged to raise their grievance in the first instance directly with the person concerned, or the manager responsible for the non-academic service involved in the complaint. This is appropriate in matters where the student feels comfortable with making a direct approach, or where the grievance does not relate to allegations of unlawful behaviour. Grievances at this level are not considered ‘formal’ and do not require documenting unless they proceed to the next stage.

3.2. Second Level - Formal written complaint to the relevant supervisor
Where a student is not comfortable in discussing the issue informally, or has discussed their grievance with the relevant person and is unable to resolve the issue, or is dissatisfied with the outcome of an informal discussion, he or she may choose to lodge a formal complaint with the Registrar. Mindful of the nature of the complaint, it must be dealt with in a reasonable timeframe, and at any rate within 21 days of receipt of the complaint. The Registrar must give reasons and a full explanation in writing for decisions and actions taken in relation to this complaint as part of the procedures if requested by the student and/or respondent.
3.3. Third Level - Formal written complaint to an Investigating Officer or the College Mediator
In the event that the Registrar’s decision does not resolve the issue, the student has the right to lodge a complaint to be considered by an Investigating Officer or the College Mediator. The complaint must be submitted in writing to the Registrar and explicitly seek the involvement of an Investigating Officer or the College Mediator. The Registrar must acknowledge receipt of a complaint in writing within one week.

The Investigating Officer or College Mediator must address a complaint requiring its consideration within 10 working days of the receipt by the Registrar of the written complaint. The student must be given the opportunity to appear before the Investigating Officer or College Mediator. Any costs incurred by the student in attending such appearance must be borne by the student. The student and the respondent have the right to be represented by a third person (such as a family member, counsellor or other professional support person) if they so desire, but not to legal representation. If a request for an impartial observer is received from the student or the respondent, an observer agreeable to both the President and the student will be permitted to attend the proceedings. This observer will normally be drawn from an institution affiliated with the Council of Private Higher Education (COPHE) Inc or from a registered Catholic higher education provider.

The Investigating Officer or College Mediator must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the student or respondent. The student must be informed in writing that the College has a process by which the decision of the Investigating Officer or College Mediator can be reviewed externally.

3.4. Fourth Level - External Review
In the event that the Investigating Officer or College Mediator’s decision does not resolve the issue, the student may decide to proceed to the fourth level of the process. This stage is to seek an external review by the independent External Reviewer appointed by Campion College for this purpose.

The College has an agreement with the Council of Private Higher Education (COPHE) to provide an independent External Reviewer to review decisions made by the College. The contact person is the Executive Officer, currently Mr Adrian McComb. The contact details for COPHE are: Suite 59, Level 5, 47 Neridah Street CHATSWOOD NSW 2067; Phone 02 8021 0841; www.cophe.edu.au

Students considering this stage must initiate the final stage process within four weeks of the decision from the second stage being communicated in writing.

The task of the External Reviewer is to review the consistency of the College’s decisions of with the published policies of the College. The decision of the Investigating Officer or the College Mediator and all tabled documents dealing with the complaint or appeal must be forwarded to the External Reviewer.

The External Reviewer must address a complaint requiring his or her consideration within 15 working days of the receipt of the written request. The External Reviewer must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the student or respondent. If the External Reviewer makes recommendations in relation to a grievance they have reviewed, the External Reviewer will forward those recommendations to the President within 415 working days of the receipt of the written request. The President will ensure that the recommendations are implemented as soon as practicable, and within a maximum period of six months.

4. Reporting of Outcomes and Record-keeping
Records of all formal grievances and applications for review of decisions and their outcomes must be kept by the Student Administration Office and be accessible under supervision to all parties involved for a period of five years. Such records must remain confidential.

5. Approval and Distribution
This policy has been approved by the Board of Trustees on 4 February 2014. It is published on the College web site (www.campion.edu.au) and it is included in the Student Handbook. The Dean of Studies is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of professional staff in its application.
RE-CREDITING FEE-HELP POLICY

This policy applies only when all of the following conditions are satisfied:
• a student is enrolled in a subject within an accredited course of the College;
• the student has completed a ‘Request for FEE-HELP Assistance’ for the subject;
• the Census Date for the subject has passed;
• the student has been unable to complete the requirements of the subject; and
• the student believes that this inability to complete the unit was due to special circumstances.

Policy
1. Where all of the foregoing conditions are satisfied, a student may apply in writing for re-crediting of the applicant’s FEE-HELP balance for the subject.

2. Applications for the re-crediting of FEE-HELP balance must be made in writing to the Registrar of the College.

3. Applications for the re-crediting FEE-HELP balance must be accompanied by independent documentary evidence, provided by a competent person, that substantiates the claim that at least one of the following special circumstances exist or existed:
   3.1. medical circumstances; or
   3.2. family circumstances; or
   3.3. personal circumstances; or
   3.4. employment related circumstances; or
   3.5. course related circumstances.

4. Applications for re-crediting of FEE-HELP balance must be submitted within 12 months of the withdrawal date, or if the student has not withdrawn, within 12 months of the end of the semester (if it was a semester length subject) or year (if it was a year length subject) in which the subject was, or was to be, undertaken. If the College is satisfied that the application could not be submitted within this timeframe due to circumstances beyond the control of the student, the College may at its discretion waive this requirement.

5. The Registrar must consider each application for re-crediting of FEE-HELP balance on its merit. In order to approve an application, the Registrar must be satisfied that special circumstances (see par. 2, above) applied or applied to the applicant that are or were:
   5.1. beyond the applicant’s control;
   5.2. did not make their full impact on the applicant until after the census date; and
   5.3. made it impractical for the applicant to complete the requirements of the unit during the period in which the student undertook, or was to undertake, the subject.

6. The Registrar will be satisfied that the applicant’s circumstances were beyond the applicant’s control if:
   6.1. a situation occurred which a reasonable person would consider is not due to the applicant’s action or inaction, either direct or indirect, and for which the applicant is not responsible; and
   6.2. the situation was unusual, uncommon or abnormal.

7. The Registrar will be satisfied that the applicant’s circumstances did not make their full impact on the applicant until on or after the census date for the subject(s) concerned if the applicant’s circumstances occurred:
   7.1. before the census date, but worsened after that day; or
   7.2. before the census date, but the full effect or magnitude did not become apparent until on or after that day; or
   7.3. on or after the census date.

8. The Registrar must give a written response to applications for re-crediting of FEE-HELP balance within one month of receiving them in writing.

9. If the Registrar decides against re-crediting of FEE-HELP balance for the subject, the written response must inform the applicant or his or her right to apply for a review of the decision and that the time limit for such applications for review is 28 days from the time when the applicant receives the decision (or such longer period as the Registrar may, at the Registrar’s sole discretion, allow).

10. Requests for a review of a decision not to re-credit FEE-HELP balance must be made in writing to the President and must state the reasons why the application for review is being made.

11. Where an applicant applies for a review of the decision after the 28 day period and the President decides not to accept the request, the President will advise the applicant in writing that the appeal has not been considered because it was outside of the stipulated time period and provide the reasons why the time period was not extended. The applicant may appeal the decision not to accept the request to the Administrative Appeals Tribunal (AAT), see contact details and approximate costs below.

12. The President must acknowledge in writing receipt of an application for a review of a decision within fourteen days. This written acknowledgement must include advice that if the applicant has not been advised of a decision concerning the review within 45
days of the President receiving the request for review, the President is taken to have confirmed the original decision by the Registrar. The written acknowledgement of the application for a review must inform the applicant of the right to appeal a decision made by the President to the Administrative Appeals Tribunal (AAT) and will inform the applicant of the location of the nearest AAT Registry and the approximate costs of lodging an appeal with the AAT (see below for current details).

13. The President will review the consistency of decisions reached by the Registrar with the College’s published ‘Re-crediting FEE-HELP Policy’ and will consider information contained in the written reasons for the application for review in terms of this policy.

14. The President has available one of the following options:
   14.1. confirm the decision; or
   14.2. vary the decision; or
   14.3. set aside the decision and substitute a new decision.

15. The President must inform the applicant in writing of his or her decision on the review of the Registrar’s decision and state the reasons for making this decision. This written advice must also inform the applicant of the right to appeal a decision made by the President to the Administrative Appeals Tribunal and will inform the applicant of the location of the nearest AAT Registry and the approximate costs of lodging an appeal with the AAT (see below for current details).

16. An applicant dissatisfied with the President’s review of a decision by the Registrar has the right to appeal to the Administrative Appeals Tribunal (AAT) for a review of the President’s decision. The AAT may be contacted on Ph: (02) 9391 2400, on the internet at http://www.aat.gov.au or in person at 55 Market St, SYDNEY NSW 2000. An application to the AAT for review of a decision may involve an application fee of $816 (2013 rates).

This policy has been approved by the Board of Trustees. It is to be published on the College website and a reference to it is set out in the Student Handbook. The policy is to be communicated to staff through the Staff Handbook. The Dean of Studies is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of professional staff in its application.

**STATEMENT OF TUITION ASSURANCE**

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated HEP Guidelines Campion College Australia (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect a student in the event that Campion College Australia ceases to provide a course of study in which a student is enrolled. The meaning of ‘ceasing to provide a course of study’ is set out in the HEP Guidelines (http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm).

In the event that Campion College Australia ceases to provide a course of study in which student is enrolled the student is entitled to a choice of:

a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the “Course Assurance Option”);

OR

b) a refund of his or her up-front payments for any unit of study that the student commences but does not complete because Campion College Australia ceases to provide the course of study of which the unit forms part (this is known as the “Student Contribution/Tuition Fee Repayment Option”).

If Campion College Australia ceases to provide a course of study, the Deputy Vice - Chancellor, Sydney of the University of Notre Dame Australia will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify the Deputy Vice - Chancellor, Sydney of the choice they have made for each affected unit. The Deputy Vice - Chancellor, Sydney will provide this offer within 20 business days after he or she knows, or should know by reasonable enquiries, that Campion College Australia has ceased to provide a course of study.

The Course Assurance Option
Campion College Australia has met the course assurance option requirement of the HESA through a Deed of Course Assurance with the Second Provider listed below. If Campion College Australia is unable to provide a course of study the Second Provider will make all the arrangements necessary to ensure that a student enrolled in that course of study is able to enrol in a similar course of study with that Second Provider.
The following alternative course/s of study will be offered in the event that Campion College Australia is unable to deliver its higher education course(s):

<table>
<thead>
<tr>
<th>Campion College Australia (First Provider) course</th>
<th>Qualification to which Campion College Australia’s (First Provider) course leads</th>
<th>Course of Study offered by the University of Notre Dame Australia (Second Provider) as a replacement</th>
<th>Qualification to which the University of Notre Dame Australia (Second Provider) course of study leads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in the Liberal Arts</td>
<td>Diploma</td>
<td>Diploma</td>
<td>Diploma</td>
</tr>
<tr>
<td>Diploma of Liberal Arts - Foundations of the Western Tradition</td>
<td>Bachelor of Arts</td>
<td>Bachelor of Arts</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>

If a student accepts a place in a course offered by a Second Provider named above he/she will receive full credit for units of study completed towards the same or comparable qualification with the Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units.

The Second Provider may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study the Campion College Australia ceased to provide.

A student is not obliged to enrol in an offered course of study with a Second Provider under the Course Assurance Option. However, if he/she enrols with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with Campion College Australia or to offer a replacement/s unit free of charge.

The date until which the agreed Course Assurance arrangements apply is 30 June 2015. The arrangements will be renegotiated or alternative arrangements put in place, prior to this time expiring.

Student Contribution/Tuition Fee Repayment Option
Campion College Australia has met the Student Contribution/Tuition Fee Repayment Option requirement through a Repayment Deed of Guarantee with Campion Foundation Limited.

If a student chooses the Student Contribution/Tuition Fee Repayment Option, Campion Foundation Limited undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed. Students selecting this option will also get their SLE or FEE-HELP balances re-credited for uncompleted units.

PRIVACY POLICY

Campion College’s functions necessitate the collection and use of personal information about its students, staff and other clients. Campion recognises that, in collecting, storing, and using this information, it has obligations for the protection of personal privacy.

1. General principles and responsibilities for privacy
Campion College recognises that staff and students, both past and present, and other clients and individuals having links to the College, have a legitimate expectation that the College will protect and appropriately manage the personal information it collects and holds about them.

It is the responsibility of all staff to respect personal privacy in so far as they collect, access or use personal information in the course of their duties, and to comply with the specific requirements of this policy. The Registrar has general responsibility for privacy management.

2. Definition of personal information
This policy applies to “personal information”. This is defined as any information or opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. For the purposes of this definition, information includes unique identifiers such as student/staff numbers, tax file numbers, photographs and images, and extends to information in any format. Where data is recorded in a way which does not link it to a known individual, then the privacy principles do not apply.

3. Collection of personal information
Personal information should only be collected by the College for inclusion in its records or publications where:
- it is collected for a lawful purpose relating to a function or activity of the College;
- the information is relevant to the purpose of collection; and
- the information is as up-to-date and complete as can reasonably be expected.

The College will not collect personal information by unlawful, unfair or intrusive means.

4. Access to personal information records
A significant means of protecting personal privacy within the College is by ensuring that individual staff access personal information records (whether in physical files or computerised formats) only where there is a legitimate need to do so, and only to the extent required to perform the staff member’s duties.
Management of access to personal information records is a responsibility of the College Executive. Access to personal information in information systems should be granted on the "least privilege principle", so that rights to modify personal information are granted with particular care. Systems and processes should be in place to revoke access that is no longer required, for example, in the case of a change in position or formal responsibilities or termination of employment.

5. Security of personal information
The College has a responsibility to implement procedures to protect the security of personal information, to prevent loss and unauthorised access, use, modification, disclosure or any other misuse of such information. Care must be taken to ensure secure and confidential destruction of records containing personal information.

All staff must take responsibility for IT security, as this is an integral means of protecting personal privacy. Individual user responsibilities relating to security are outlined in the Policy on Acceptable Use of Information Technology Facilities

Personal information records held in physical files must be secured. Care should be taken by all staff handling physical files to ensure that storage facilities are locked when not in use and that work areas are also adequately secured.

6. Use of personal information records
Personal information should only be used in circumstances where it is relevant, and provided that it is used only for the purpose for which it has been collected or a directly related purpose.

7. Prohibition on disclosure of personal information
Disclosure refers to release of personal information out of the effective control of the College (i.e. to a body, agency or person separate from the College). Staff must not disclose personal information outside the College except as specified in this policy.

8. Exceptions relating to disclosure of personal information
Consent
Personal information may be disclosed where the individual concerned has consented to that disclosure. Consent must be expressly given and it is expected that the consent will be given in writing. In limited circumstances, verbal consent may be acceptable if it is verifiable and the disclosure is clearly in the best interests of the individual.

Previous provision of a privacy notice
Personal information may be disclosed where individuals have been informed of the usual practices for disclosure.

Other situations
Disclosure of personal information may also be permitted where:
- disclosure is necessary to prevent or lessen an imminent and serious threat to a person’s life or health;
- disclosure is required by law (for example, requirements to provide information to the ATO or DEST);
- disclosure is necessary for enforcement of criminal or other laws imposing penalties such as fines.

9. Register of graduates
Privacy principles do not apply to material which is maintained on a public register, which includes the register of graduates. A graduate’s name, the degree conferred and the date of conferral is available to any member of the public upon formal request in writing.

10. Access to and amendment of an individual’s own record
An individual is generally entitled to have access to the personal information which the College holds about them, and to amend it where it is inaccurate, incomplete, out-of-date or misleading.
REFUND POLICY

1. Enrolment or re-enrolment at Campion College constitutes a contract between the student and the College for the period of one academic year or for the length of the program if it is less than one year. This contract means there is an obligation on the student to pay any fees, charges or fines for that year or for the length of a shorter program.

6. Under the College Rules, the President has the authority to approve fees, charges and penalties which apply to the College’s staff and students. The Schedule attached to this policy outlines the current rates for most fees, charges and fines.

7. Refunds of funds paid to the College will normally be made in accordance with the refund policy; however the College reserves the right to refund amounts in excess of those stated in this policy for compassionate reasons or where extraordinary circumstances apply.

8. Current or previous students with special circumstances seeking refund (re-crediting) of tuition fees deferred through FEE-HELP should refer to the Re-crediting FEE-HELP Policy.

9. All applications for refunds must be submitted in writing with supporting documentary evidence.

10. Students may elect to have fee refunds paid by EFT or credited to their Campion account.

11. Overpayment of fees will normally be credited to the student’s Campion account.

12. Any students withdrawn from subjects, suspended, expelled or excluded due to disciplinary reasons will forfeit all fees and deposits paid.

13. Students wishing to appeal against decisions under the Refund Policy should refer to the College’s grievance policies.

14. The Registrar has delegated authority to approve the full or partial refund of fees, charges or fines if recommended as part of the resolution of grievances.

15. The Refund Policy does not remove the student’s right to take further action under Australia’s consumer protection laws or as outlined in the College’s grievance policies.

16. Any deposits held by the College may be used to discharge outstanding debts to the College incurred by a student, including unpaid fines.

17. Table of refunds (next page):

<table>
<thead>
<tr>
<th>Type of fee paid</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject tuition fees:</td>
<td></td>
</tr>
<tr>
<td>a) Course/subject cancelled by Campion</td>
<td>a) 100% of tuition fees paid</td>
</tr>
<tr>
<td>b) Withdrawal before the teaching period commences</td>
<td>b) 100% of tuition fees paid</td>
</tr>
<tr>
<td>c) Withdrawal before the Census Date</td>
<td>c) 100% of tuition fees paid</td>
</tr>
<tr>
<td>d) Withdrawal after the Census Date for the teaching period (incl. forced withdrawal due to disciplinary action)</td>
<td>d) No refund</td>
</tr>
<tr>
<td>e) Withdrawal due to visa application by international students unsuccessful</td>
<td>e) 100% of tuition fees paid</td>
</tr>
<tr>
<td>Residential Accommodation deposits:</td>
<td>100% minus expenses for additional cleaning, replacement items required, or repairs to any damage incurred</td>
</tr>
<tr>
<td>a) at the conclusion of the total period of residence</td>
<td></td>
</tr>
<tr>
<td>Residential Accommodation weekly fees:</td>
<td></td>
</tr>
<tr>
<td>a) At least 2 weeks’ notice</td>
<td>a) 100% of fees from the date of moving</td>
</tr>
<tr>
<td>b) Less than 2 weeks’ notice</td>
<td>b) The balance remaining after two weeks’ fees from the date of notice are paid</td>
</tr>
<tr>
<td>Other deposits</td>
<td>100% if and when the item is returned in good working condition</td>
</tr>
</tbody>
</table>
SCHEDULE A

SCHEDULE OF FEES AND CHARGES – 2015

(GST included where required)

Tuition
Tuition fees (domestic students) .................................................... $15,960 per EFTSL
Tuition fees (international students) ................................................ $16,800 per EFTSL

Residential Accommodation
Weekly residential accommodation fee (including breakfast and dinner) .... $290 - $340
Residential accommodation deposit .............................................. $700
Replacement key ........................................................................... $30
Blanket Hire .................................................................................. $20
Sheets Hire ................................................................................... $10
Pillow Hire ................................................................................... free

Library Fines
Replacement service fee (lost items) .............................................. $50 + cost of replacement

Other administrative fees and charges
Replacement academic transcript (three copies)* ............................ $25
Replacement testamur* ................................................................. $100
Replacement Student Identity Card .............................................. $20
Replacement academic gown ....................................................... $110
Storage hire .................................................................................. $20
Trencher and hood hire ................................................................. $20 each
Administration fee for late residential payments (2 + weeks overdue) .... $20
Administration fee for late tuition fee payments (2 + weeks overdue) .... $100
Administration fee for release of withheld results due to non payment ... $100

Deposits
Gown deposit ................................................................................ $110
Storage deposit .............................................................................. $80
Trencher and hood deposit ............................................................. $25 each

* Plus postage charges for international destinations.

Services including readers, photocopying, printing and internet usage are covered separately to this schedule, however are charged at an amount determined to cover or contribute towards the College's costs.

STUDENT CODE OF CONDUCT

1. Preamble
The Student Code of Conduct is the basis for the relationship between the College and its students. The College is committed to providing a fulfilling and rewarding experience that enables students to achieve their full academic potential. This commitment is underpinned by an expectation that all members of the College will conduct themselves in a manner consistent with the College's values and guiding principles to support our intention to be a community of learning, in Christ, for others.

1.1. Purpose
The Student Code of Conduct
The Student Code of Conduct (“the Code”) sets out what the College expects from students as members of the Campion community. All students at enrolment must accept their shared responsibility for maintaining a safe, harmonious and tolerant environment in which to study and work.

The Code details the College’s responsibilities and what students can reasonably expect in terms of quality provision, a safe and fair learning environment and the Campion student experience.

Student Conduct
The Code provides a framework for the standard of conduct expected of students of the College with respect to their academic integrity and behaviour. It outlines the primary obligations of students, and directs staff and students to the code and related procedures.

Where a student breaches the Code, the College may take disciplinary action. Such matters will be handled in accordance with the Student Misconduct Procedures.

Student Complaints
The policy also provides a framework for the Student Complaints Procedures which outline guiding principles and processes in student grievance resolution.

2. Scope
This policy applies to:
- All enrolled students of Campion
- Students previously enrolled or on leave, where the event forming the basis of the grievance occurred while they were enrolled or is directly related to their enrolment
- Students on exchange from other universities where the matter relates the student's experience at Campion
- The College and its staff
In the context of:

• All aspects of a student's experience at the College
• All activities on Campion premises, the local community and all external activities related to study
• Activities in relation to online academic work, and to examinations and academic work in remote locations
• Actions taken by students representing the College (such as at conferences or sporting and cultural activities or on a College facilitated international exchange)
• Behaviour in College owned or managed residential accommodation
• The activities of the College and its staff in relation to students

2. The Student Code of Conduct

The full Student Code of conduct is attached as Appendix A and forms part of this policy.

There are five primary student responsibilities under this Code:

1. A condition of enrolment that students inform themselves of and obey the College’s rules and policies affecting them, and conduct themselves accordingly.
2. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely.
3. An obligation to observe standards of equity and respect in dealing with every member of the College community.
4. An obligation to use and care for College resources in a lawful and appropriate manner
5. An obligation to not diminish the College’s reputation in the carrying out of academic and other associated College activities.

3. Legal & Policy Framework

This policy operates within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other College rules and policies. It is not possible, to cover every circumstance and situation in the Code. If a circumstance or situation arises which is not expressly covered in the Code, individuals are expected to act in accordance with the underlying principles of the Code.

4. Implementation

Student grievances and allegations of breaches of the College’s obligations under the Code are to be dealt with pursuant to the Student Complaint Procedures.

Allegations of student breaches of the Code or grievances of student misconduct, whether academic or non-academic, are to be dealt with pursuant to the Student Misconduct Procedures.

4.1 Roles, Responsibilities and Rights

The responsibilities of the College and students are set out in the Code.

The President has overall responsibility for supervision of the discipline of the College and has power to impose penalties for breach of discipline or for misconduct or any kind. This power may be delegated.

Any student or staff member may make a grievance about an aspect of the College’s responsibilities or make a report of an allegation of student misconduct to the Registrar, pursuant to the Procedures.

4.2 Support & Advice

Information, support and guidance on the Code or related procedures can be found on the Student Life and Learning web site.

4.3 Communication

This policy will be communicated to students through the Student Handbook. It will be communicated to staff via the Staff Handbook and will be kept in the Policy Master File on the server.

5. Acknowledgements

NSW Ombudsman Complaint Handling at Universities: Best Practice Guidelines 2006

Complaints policies and procedures from a range of universities were reviewed as part of the process to revise of the Student Conduct and Complaints policies. The documents from UNSW in particular have formed the basis of this policy.
Appendix A - The Student Code of Conduct

COLLEGE RESPONSIBILITIES
The College’s responsibilities are underpinned by two primary objectives:
1. To provide a teaching and learning environment that enables students to achieve their full potential
2. To provide a Campion experience for students consistent with the College’s values and guiding principles

1. Teaching and Learning
   The College aims to provide students with the opportunity to:
   • Study in an academic environment which fosters student participation in debate and in which students can freely express alternative points of view
   • Be considered for selection into courses or subjects on the basis of criteria that are valid, explicit, fair and reliable
   • Enrol in programs of study that are of a high standard
   • Have reasonable access to appropriately qualified academic staff and learning support services
   • Have reasonable access to materials, equipment and other resources to enable completion of academic courses
   • Receive timely and clear information in relation to courses and administrative procedures
   • Provide feedback on the teaching and learning environment
   • Receive recognition of their copyright in relation to theses, essays and other submitted work; receive recognition for their contribution to published work of Campion staff; and, protection of their legitimate share of intellectual property rights
   • Study and work in a safe, tolerant and productive academic environment

2. The Campion experience
   The College will use its best endeavours to ensure that students:
   • Are treated with courtesy, tolerance and respect as valued members of the College community
   • Are provided with opportunity to participate in the decision-making processes of the College through elected student representatives
   • Are treated fairly, impartially and consistently in all aspects of College policy, procedures and practice
   • Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
   • Receive timely and clear feedback on assessment
   • Have reasonable access to support services if experiencing personal, academic or disability related difficulties
   • Have reasonable access to records held about them
   • Receive respect and protection of their privacy
   • Can make a grievance based on any aspect of their experience at the College
   • Can lodge a grievance or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality

STUDENT RESPONSIBILITIES
There are five primary student responsibilities under this Code:
1. A condition of enrolment that students inform themselves of and obey the College’s rules and policies affecting them
2. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely
3. An obligation to observe standards of equity and respect in dealing with every member of the College community
4. An obligation to use and care for College resources in a lawful and appropriate manner
5. An obligation to not diminish the College’s reputation in the carrying out of academic and other associated College activities

1. Conditions of enrolment
   Students must:
   • Inform themselves of and obey all College rules and policies which apply to them
   • Ensure that their contact details are up to date
   • Identify themselves truthfully when required to do so by a College staff member fulfilling the requirements of that staff member’s duties
   • Meet their financial commitments to the College

2. Integrity in academic work
   Students are expected to:
   • Conduct themselves honestly and in compliance with College policy
   • Not engage in plagiarism or other academic misconduct
   • Conduct themselves in a manner conducive to the proper functioning of the College, recognising that a primary function of the College is the pursuit of academic excellence
   • Actively participate in the learning process
   • Attend scheduled teaching and learning activities
   • Submit assessment tasks by required dates and times, unless unforeseen or exceptional circumstances arise
3. Equity, respect and safety
Students are expected to:

- Treat all College staff, other students, and visitors to the College with courtesy, tolerance and respect. This extends to venues off-campus and online and within the local neighbourhood where student behaviour is likely to be linked to the College.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment and bullying
- Respect the rights of others to express political and religious views in a lawful manner
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being
- Not behave in a way that deliberately, recklessly or negligently endangers a person’s life, health or safety on a College site or in connection with legitimate College activities
- Not behave in a way that disrupts or interferes with any teaching, learning or academic activity of the College or any political, cultural, social or sporting gathering conducted by the College or authorised to be held on campus
- Not engage in unlawful behaviour
- Not participate in any learning activity under the influence of alcohol or a prohibited substance
- Comply with any reasonable direction or request from a Campion staff member where the direction or request supports safety, good order and compliance with Campion policy

4. College resources
Students are expected to:

- Use and care for all College resources, such as buildings, equipment and grounds, Library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the College community
- Not engage in behaviour that is detrimental to College property
- Not misuse Library, computing or communications or other facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others

5. College reputation
Students are expected to:

- Conduct themselves in an appropriate manner while on a Campion facilitated exchange program at an overseas institution, including complying with relevant academic standards and protocols
- Conduct themselves in an appropriate manner while participating in College activities conducted off-campus, or within the immediate neighbourhood where student behaviour is likely to be linked to the College
- Ensure their actions or inactions do not harm, or bring into disrepute, the College’s reputation or good standing
- Not use the College’s name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission
- Not use College resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission
- Not engage in any fraudulent or corrupt conduct
POLICY ON ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

1. Background
The College is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. Increased legislation pertaining to information technology and telecommunications is compelling all organisations to review their internal policies and procedures to ensure compliance. The cost to the College of providing information technology facilities and in particular Internet access is a significant component of College budgeting requiring careful management of the use of these resources. Campion College is committed to providing an appropriate work and study environment supported by its policy framework.

2. Objectives
The College communications network and all computing devices are provided for the purpose of teaching, learning, research, professional development and administration. This policy informs users of their rights and responsibilities in relation to their use of this technology. It applies to all users of the College’s information technology (IT) facilities and is consistent with the provision of an environment that respects freedom of inquiry and expression, privacy and confidentiality, the law and due process.

3. Information technology facilities
This policy governs the use of:
• All network services, internet access, computer equipment and software that is owned, leased or used under license by the College;
• Computer facilities maintained by other bodies but available for use through an agreement or agreements with the College.

The College cannot guarantee the availability of its IT facilities and reserves the right for them to be unavailable from time to time for either planned or unforeseen circumstances.

4. User rights
Users have the right to access and use the College’s IT facilities for legitimate work, study and related purposes. Personal use of IT facilities is a privilege and is to be kept to an incidental level. The College reserves the right to block or restrict access and/or the use of software, protocols, and techniques that impact negatively upon the objectives for the provision of College IT facilities.

5. User responsibilities
Through the use of the information technology facilities users agree to abide by this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant State and Federal laws and to College rules, policies and codes of conduct. Users are responsible for the security, privacy and confidentiality of data of a private or personal nature, held or transmitted using IT resources.

6. Audits
The College may actively log, monitor and filter usage of all IT systems and internet usage; users acknowledge that they may be monitored without warning to ascertain compliance with this policy. Usage and activity records belong to the College, not to the individual user. In most cases, these are admissible as evidence and are subject to relevant State and Federal Laws.

7. Compliance
7.1. Ethical use
Users should observe ethical standards of conduct. Unethical activities may include:
• Denying access to other authorised users
• Obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
• Granting access to unauthorised users
• Using another person’s computer account (even with the owners permission)
• Disclosing their own or attempting to discover any other computer user’s password
• Attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service.
• Sending bulk unsolicited mail (commonly known as SPAM)
• Utilising access for commercial or personal gain not associated with the College’s mission.
• More than an incidental level of personal use.
• Illegitimate monitoring of individual users

7.2. Socially responsible use
Users must ensure that their use of the College’s facilities is socially responsible. In particular State and Federal laws and College policy prohibit harassment and unjust discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, or disability.

College IT facilities must not be used to humiliate, intimidate or offend others. This includes the sending of offensive emails, displaying inappropriate images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at Campion College except as is necessary to accommodate legitimate research or study needs. Approval
to access these materials for legitimate purposes must be obtained from the President. Users unsure if their activities fall within these parameters should seek advice from appropriate College officers.

7.3. Legal use
Users must ensure their use of the IT facilities complies with all relevant State and Federal legislation as well as all College rules and policies. Illegal activities may include:
- Intentional damage of facilities
- Violating a software licence
- Unauthorised access by “hacking”
- Downloads of movies, music or other forms of media or content
- Theft of equipment, software or data
- Creation, possession or distribution of illegal pornography (eg. child pornography)
- Any other unlawful activity

7.4. Academic standards of conduct
Users of the IT facilities must observe standards of conduct expected in an academic environment. Unacceptable activities include:
- Plagiarism
- Unauthorised publication on behalf of the College
- Breach of copyright
- Unauthorised experimenting with, or demonstrating of network or system vulnerability

7.5. Competent Use
Users should ensure that they are competent in the general use of network and computing facilities and services. In particular users should:
- Choose a secure password and change it periodically
- Know how to back-up programs and data for which they are responsible
- Not attempt to open or make unauthorised repairs to equipment
- Not eat food or drink in IT areas
- Ensure that they log off/log out of systems after they have finished using them
- Understand their responsibilities with respect to IT security
- Assume responsibility for the maintenance and protection of data and software in their charge
- Take all practicable measures to ensure current local virus protection mechanisms are in place, with respect to their own computers used within the College

7.6. Efficient use
Users should ensure technology resources are utilised in the most effective manner to reduce wastage and costs incurred by the College in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:
- Storage of excess mail
- Processing and storage of large documents (eg video, audio and high resolution images)
- Storing excessive personal data or files
- Downloading of large files from the internet
- Wasteful printing

Individual IT resource needs will vary widely across the College ¬ this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.

8. Breach of policy
While the College would generally employ an educative approach, breach of this policy could lead to:
- Counselling and/or user education
- Appropriate administrative or disciplinary action (which may lead to suspension, dismissal or exclusion) in accordance with the rules and policies of the College
- Immediate termination of the right to use IT facilities on a temporary or permanent basis
- Criminal or other legal proceedings in accordance with Federal and State legislation

9. Need help?
Users requiring assistance with interpretation of this policy, or who wish to report an incident should contact the Registrar.
ACADEMIC MISCONDUCT PROCEDURES

The Student Code of Conduct provides a framework for the standard of conduct expected of students of the College with respect to their academic integrity and behaviour. Where a student breaches the Code the College may take disciplinary action. Such matters are handled in accordance with the Student Misconduct Procedure. Allegations of academic misconduct including misconduct during examinations, misconduct concerning academic works and plagiarism may be dealt with under these procedures.

The procedure sets the framework for the handling of allegations of student misconduct in a manner that is fair, consistent, clear and in accordance with the principles of natural justice.

These procedures do not preclude the College from instituting civil or criminal proceedings.

This procedure applies to:
- All enrolled students of Campion
- Students previously enrolled or on leave, where the event forming the basis of the grievance occurred while they were enrolled or is directly related to their enrolment
- Students on exchange from other universities where the matter relates the student’s experience at Campion
- The College and its staff

In the context of:
- All aspects of a student’s experience at the College
- All activities on Campion premises and all external activities related to study
- Activities in relation to online academic work, and to examinations and academic work in remote locations
- Actions taken by students representing the College (such as at conferences or sporting and cultural activities or on a College facilitated international exchange)
- Behaviour on campus, including in College owned or managed residential accommodation
- The activities of the College and its staff in relation to students

Academic Misconduct: This term is broad. It covers practices such as cheating, copying and using another person’s work without appropriate acknowledgement (plagiarism) and misconduct during examinations.

Advocate: An independent person who can provide support and guidance to a student or help in presenting a case.

Allegation: A formal complaint or accusation made about a student’s conduct. Any student or member of staff may make a written allegation of student misconduct. Allegations made by an external organisation or anonymous allegations will only be investigated where the Registrar determines that an investigation is warranted.

Anonymous: Where the complainant withholds their name and does not wish to be identified in any way. Anonymous complaints and allegations of misconduct will only be investigated at the discretion of the College, where the conduct raised is of a serious nature.

Conflict of interest: Interest, involvement or information which may influence or be perceived to influence a person’s ability to make objective recommendations or decisions in investigating an issue of misconduct.

Expulsion: The permanent cancellation of the enrolment of a student and termination of all rights and privileges as a student of the College including the right to enter or to be on College grounds.

Investigating Officer: A person appointed to investigate an allegation of misconduct and make recommendations based on the outcome.

Misconduct Register: A register of findings of misconduct and serious misconduct. A finding is entered on the register whether or not a penalty had been awarded. Access to the register is limited and records are stored confidentially.

Plagiarism: The presentation of the thoughts or work of another as one’s own, such as copying parts of a document without acknowledging and providing the source for each quotation or piece of material. Plagiarism may be unintentional. Students are expected to use proper referencing practices.

Procedural Fairness: For procedures to support the Principles of Natural Justice including the provisions that:
- Students are informed, with adequate notice, of allegations and proceedings,
- Students are provided with opportunity to respond and be heard
- Decision makers are without conflict of interest or prior involvement in the case
- Proceedings are carried out and determinations made without bias

Property: Includes material, personal, intellectual and shared property in any (including digital) form.

Designated Officer: A person with the authority to determine allegations of student misconduct because of their role or by delegated appointment.
Serious matters: A matter is considered serious where:
   a) There is reason to believe that there is a significant risk to the College and its staff and/or students
   b) A criminal offence may have been committed
   c) There are a number of allegations of a similar nature received against a respondent
   d) A possible penalty for the conduct is suspension or expulsion.

Support person: A person who may help a student, provide support or give advice on the misconduct procedures. A support person may be a friend, student, staff member or family member. A support person does not speak on behalf of the student and is not an advocate.

Suspension: The cancellation of enrolment of a student and the withdrawal for a specified time of all rights and privileges as a student of the College, including the right to enter or to be on College grounds. The student has the right to recommence their studies at the end of the suspension.

Restriction: A temporary restriction of a student from all or parts of the College, including access to specific facilities.

The College has two processes for handling student misconduct, depending upon the seriousness of the allegation:
For straightforward matters or where the matter is deemed not to be serious (see Appendix A). The allegation is referred to the Designated Officer, who will carry out an investigation in accordance with Section 5 of these procedures.

At the conclusion of a misconduct investigation the Designated Officer may determine the outcome.

For serious and/or complex matters (see appendix A). To be used where the possible penalty, should the matter be proven, is suspension or exclusion. Allegations of Level 3 plagiarism are to be considered as serious misconduct. The allegation is referred to the Registrar, who may refer the matter to an external body. For internal investigations, the Registrar will appoint an Investigating Officer. The Registrar may also decide to perform the role of Investigating Officer.

The Investigating Officer carries out an investigation in accordance with Section 7 of these procedures. At the conclusion of a serious misconduct investigation the Investigating Officer will prepare a report for the Registrar, setting out the findings of fact. The Registrar will then determine the outcome.

5.1 Investigation
   a) Allegations must be made in writing and supported by evidence. Allegations may be altered during the course of an investigation but the student must be given notice of any change.
   b) The student will be notified of the allegation in writing by email to their student email address. The notification will include the information in the example in Appendix B.
   c) Where a student does not respond, the notification should be repeated. If there is no response, the investigation should proceed.
   d) In investigating the matter, parties may be interviewed and relevant College policy and procedure reviewed.

5.2 Determination
In making a determination regarding whether the allegation is proven, any previous findings relating to a past misconduct offence should not be taken into consideration other than for serial offences. After evaluating the evidence presented, it should be considered whether it is more likely than not, on the balance of probability, that the allegation/s or any number of the allegations against the student are proven.

Where the student admits the allegation/s and the conduct is found to have occurred the outcome may determine;
   a) To impose no penalty because no penalty is warranted; or,
   b) That one or more of the relevant penalties are appropriate; or
   c) That the matter be referred to the Registrar.

Where the student denies the allegation/s the outcome may determine that;
   a) The student has satisfactorily addressed the allegation/s and that the allegation/s should be dismissed; or
   b) The misconduct is proven and that one or more of the relevant penalties are appropriate; or
   c) The matter is referred to the Registrar.

5.3 Penalty
Where a penalty is appropriate the following should be considered and may be taken into account at this stage;
   • Any previous findings of misconduct and the penalty/ies imposed
   • The year or level of study of the student
   • Any intention behind the conduct, and the level and effect of that intention
   • Any personal health, family or other factors that contributed to the conduct
   • Matters considered relevant in the particular circumstances
   • The information in Appendix A should be referred to before imposing or recommending any penalty to ensure consistency
5.4 Indicative Time Frame (max. 25 days)

- Student typically notified within 5 working days of the receipt of the written allegation.
- Referral or appointment of an IO will typically be communicated within 5 working days of the preliminary enquiry conclusion.
- Formal investigations will usually be completed within 10 working days.
- The determination will be confirmed in writing giving reasons and the detail of any penalty typically within 5 working days of the conclusion of the investigation.
- If a fine is imposed, the notification of the penalty must include instructions on how, and by when, the fine is payable.
- The student will be informed of any delays and advised of new time frames.

The student may appeal the decision of an investigation into student misconduct in accordance with the Student Grievance procedures. A written appeal may be lodged only on the grounds of procedural unfairness, unreasonable determination or new evidence not available at the time of the original investigation (see the Student Grievance procedures for details of how to lodge an appeal).

Campion may decide to restrict a student in urgent circumstances from all or part of the College, including its facilities or services. This power is to be used only to prevent or terminate a clear and present threat from the student concerned to the safety of any person within the College, the proper functioning of any College activity or the damage of College resources.

5.1 The President or the Registrar can restrict a student from all or part of the College. A student may be restricted from part or all the College residential accommodation by the Residential Manager.

5.2 A restriction in urgent circumstances must be notified to a student in writing via their student email address, and shall include advice on how to make representations regarding the decision. Should a student not have had an opportunity to make representations prior to their restriction, a student may make representations to the Dean of Studies as to why a restriction in urgent circumstances should be overturned.

5.3 A restriction imposed on a student does not preclude the making of an allegation of student misconduct.

5.4 A restriction shall not in the first instance exceed 14 days. The Dean of Studies may extend the restriction period to cover the time taken to finalise any misconduct investigation, including any appeal, and may broaden or reduce the areas from which the student is restricted.

5.5 If in the course of misconduct proceedings or subsequent to a determination it appears that a restriction of a student was not warranted, the restriction may constitute a ground on which the student may apply for special consideration in the assessment of any subjects being taken.

At any stage the College may withdraw an allegation of misconduct or decline to proceed with an investigation. Where the formal process is underway all parties will be notified in writing that the allegation has been withdrawn. In most instances the College will then deem the matter resolved. However, in certain circumstances the College may deem the matter serious enough for an internal investigation to continue or for referral to an external agency.

5.6 Notes and documentation are to be kept at all stages of an investigation including records of meetings, discussions and actions proposed or taken. All records must be stored on a confidential file. The file must be created and stored in line with College policy.

5.7 No record of any misconduct allegation or proceedings brought against a student will be included on the student’s academic transcript. Outcomes of mark adjustment, suspension or exclusion will appear on a student’s academic transcript.

5.8 At the conclusion of a matter where a student is found guilty of misconduct, the details should be added to the Misconduct Register regardless of whether a penalty was made or not.

5.9 The Registrar will provide a report to the Academic Board summarising misconduct cases. Reports are written to ensure parties involved cannot be identified.

All parties involved in a case are to maintain confidentiality. Information and records about a misconduct matter are divulged to those with direct involvement in the case with the following exceptions:

- Where there is risk of harm to a person or persons, it may be necessary to breach confidentiality.
- Where the matter is subject to legal proceedings or other action which require the presentation of Campion held records by way of subpoena or similar.
- Where a student lodges a complaint or appeal regarding a decision under these procedures.
- Where there is a clear public interest or obligation to share information (such as a duty to disclose information to a regulator, or a duty to report under legislation).

A matter may be referred to an external agency. Where this occurs the College may decide to cease any internal process pending external investigation. External agencies include:

- Anti-Discrimination Board
- Council of Private Higher Education (COPHE)
- NSW Police

A range of documents were reviewed in developing these procedures and are gratefully acknowledged, in particular the student misconduct procedures from UNSW.
APPENDIX A: Examples of misconduct and serious misconduct; relevant Designated Officers for that type of offence; and possible penalties.

<table>
<thead>
<tr>
<th>MISCONDUCT</th>
<th>Designated Officer</th>
<th>Penalties if Misconduct is Proven</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic misconduct that did not occur in a formal examination</td>
<td>Dean of Studies or Vice-Dean</td>
<td>Any one or more of the following penalties:</td>
</tr>
<tr>
<td>Plagiarism - inadvertent</td>
<td>Subject Co-ordinator, Associate Dean of Studies or Dean of Studies</td>
<td>• Formal reprimand or formal warning;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reduction in marks for the assessment item;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reduction in marks for the subject;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Failure in the subject [OF];</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remedial educative action.</td>
</tr>
<tr>
<td>Misuse of the teaching and learning facilities or resources; alleged failure to treat teaching staff and other students with courtesy, tolerance and respect within the College environment</td>
<td>Dean of Studies</td>
<td>Any one or more of the following penalties:</td>
</tr>
<tr>
<td>Misuse of Library facilities or resources</td>
<td>College Librarian</td>
<td>• Formal reprimand or formal warning;</td>
</tr>
<tr>
<td>Misuse of Campion IT facilities or resources</td>
<td>Registrar</td>
<td>• Financial penalty of up to $200;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Withdrawal or restriction of access to resources for a period not exceeding the remainder of the semester;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Restitution of damages;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remedial educative action.</td>
</tr>
</tbody>
</table>

Minor behavioural breach – e.g. refusal to follow reasonable instructions; lack of courtesy; breach of policies or procedures

<table>
<thead>
<tr>
<th>Misuse of the facilities or resources of the College residential accommodation</th>
<th>Residential Manager or Registrar</th>
<th>Any one or more of the following penalties:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Formal reprimand or formal warning;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial penalty of up to $200;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Withdrawal or restriction of access to resources, events or activities for a period not exceeding the remainder of the semester;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Restitution of damages;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remedial educative action.</td>
</tr>
</tbody>
</table>

Any other misconduct not covered elsewhere

| Registrar | Any one or more of the penalties listed above, as appropriate. |
### SERIOUS MISCONDUCT

<table>
<thead>
<tr>
<th>Alleged Serious Misconduct</th>
<th>Penalties if Serious Misconduct is Proven</th>
</tr>
</thead>
</table>
| Misconduct when assessed at the lower level results in a recommended penalty greater than those permitted at that level; or repeat offences classed as a minor behavioural breach and/or wilful disregard of College Rules, policies and procedures and/or wilful disregard of reasonable instructions by College staff. | Any one or more of the following penalties:  
• Formal reprimand or formal warning;  
• Withdrawal or restriction of access to resources, events or activities for a period not exceeding 12 months;  
• Conditions placed on the student’s enrolment or re-enrolment;  
• Suspension from the College for a period not exceeding 24 months;  
• Expulsion from the College;  
• Delay graduation [and certification of program completion] for a period not exceeding 12 months;  
• A fine not exceeding $500;  
• Remediative educational action. |
| Behaviour considered in serious breach of the Student Code of Conduct – e.g. unlawful; discriminatory; sexually inappropriate; endangering health and/or safety; bullying; harassing; invading another’s privacy; or causing any person to fear for their personal safety | |
| Academic misconduct in a formal examination | Any one or more of the following penalties:  
• Reduction in marks;  
• Failure in the subject [OF];  
• Any one or more of the penalties listed above, as appropriate |
| Plagiarism - deliberate | |
| Serious misconduct relating to entry into a course or receiving an award the student was not legitimately eligible for, or entitled to. | Any one or more of the following penalties:  
• Revocation of the relevant award [degree, certificate, prize or scholarship];  
• Annul grades awarded on an academic transcript;  
• Any one or more of the penalties listed above, as appropriate. |
| Any other serious misconduct not covered elsewhere | Any one or more of the penalties listed above, as appropriate. |

### APPENDIX B

Sample text notifying a student of an allegation

Dear [student’s name]

An allegation of [academic/student] misconduct concerning you has been referred to me by [staff member’s name]. It is alleged that (insert details of the allegation). [If plagiarism, also include: I also attach a copy of the work in which plagiarism is suspected, with the relevant sections identified.]

In accordance with the College’s Student Misconduct Procedure, I have been appointed as the Investigating Officer designated for enquiries into the allegation against you. A copy of the procedure has been attached. You should read this document carefully, in particular Section 5 as it outlines how this matter will be investigated. I have also attached a copy of the Campion Student Code of Conduct.

In order to investigate a matter, you have the opportunity to attend an interview. If you wish to do so, please contact me by [insert date not less than seven days away]. You may bring a support person or friend to the interview if you wish. Alternatively, you can provide a written statement by [insert date not less than seven days away] and I will finalise the investigation on the basis of the information I have before me and the statement you send me.

If you wish to obtain independent advice about or assistance with the College’s student misconduct procedure, the Students Association is able to provide student advocacy services.

If you have any questions about these allegations or the misconduct processes, please contact me.

Regards,

[name]  
Investigating Officer
CRITICAL INCIDENT POLICY

1. OVERVIEW
   This policy and its associated procedures address the need for a structured approach in responding to critical incidents as they occur; appropriate support and counselling services available to those affected; and appropriate training and information resources for staff. The policy recognises that special provisions are required to provide an appropriate response should international students be involved in a critical incident.

2. SCOPE
   This policy applies to all students, staff and visitors at Campion College. It centres upon the management of a critical incident, with particular focus upon the human impact. It is not a Disaster Recovery Plan.

3. DEFINITIONS
   Critical Incident – a traumatic event, or the threat of such (within or outside Australia) which causes extreme physical and/or emotional distress. Critical incidents are not limited to, but could include:
   • missing persons
   • severe verbal or psychological aggression
   • death, serious injury or any threat of these
   • murder or suicide
   • fire, explosion or bomb threat
   • natural disaster; and
   • issues such as domestic violence, sexual assault, drug or alcohol abuse
   Nb. Non-life threatening events may still qualify as critical incidents.

   International Student – A person who is legitimately enrolled at Campion in an academic program and who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.

   Staff Member – Any staff member of Campion whether full-time, part-time, casual or sessional.

   Student – A person who is legitimately enrolled at Campion in an academic program (including overseas students).

4. POLICY PRINCIPLES
   Campion is committed to implementing appropriate procedures to respond to critical incidents in order to provide for the safety and security of students, staff and visitors. Appropriate management of a critical incident may also mitigate the impact of an incident upon the College’s operations.

   Campion acknowledges that international students studying in Australia have special needs due to distance from family, language and cultural issues and lack of familiarity with government and community support systems. The College has specific obligations relating to critical incidents involving international students under the ESOS legislation.

5. PROCEDURES
   5.1 Contact Persons
   Campion has appointed specific staff members to act as Contact Persons. International students involved in a critical incident may telephone a Contact Person at any time (24 hours a day, seven days a week). Contact details are provided to international students at Orientation. Students are also provided with details of local emergency services and health providers in the Student Handbook.

   The current Contact Person for international students at Campion is:
   • Registrar, Tony Heywood (0419 208 438)

   Contact Persons will inform students of the existence of support services and how to access them.

   5.2 Critical Incident Reporting
   Any staff member or student who becomes aware of a critical incident involving threat to life or risk of serious harm to another student, staff member or visitor to any Campion campus or activity must immediately notify the Emergency Services by calling 000.

   Any staff member or student who is notified of a critical incident or receives a report of a critical incident involving a student, staff member or visitor to Campion must immediately:
   • during business hours (9am – 5pm weekdays) notify Reception or the Registrar in person or by telephone (02) 9896 9300 or (02) 9896 9316
   • at other times notify the contact persons (refer to the phone numbers above).

   The Registrar will:
   • Make an initial assessment of the situation, recording key details as appropriate
   • Organise any additional support required.
   • Liaise with Police or other emergency services as necessary.
   • Advise other members of the Critical Incident Management Team.
   • Access student or staff records to verify family information and contact details.
5.3 The Critical Incident Management Team (CIMT)
The CIMT has the responsibility to implement this policy. The Critical Incident Management Team comprises:
- The President
- The Dean of Studies
- The Registrar

Other personnel that may need to be advised and be required to respond include:
- The Chairman of the Board of Trustees
- The Business Manager (for OH&S issues)

If a critical incident occurs, the CIMT will be required to:
- Make an assessment as to whether the circumstances are such as to warrant any further immediate action.
- Formulate and implement a critical incident action plan, addressing risks and response actions, including liaison with external emergency services or support agencies.
- Notify DEEWR and DIAC, as required.
- Formulate and implement a communication plan, including with students’ relatives, carers, foreign embassies and the media.
- Formulate a plan for appropriate after-incident care (including counselling) for those directly and indirectly affected by the incident and define personnel, resources and timelines for its implementation.
- Ensure the effective implementation of after-incident responses (including effective communication to the College community and, where appropriate, the wider community).

6. REVIEW
The CIMT is responsible for the review and updating of this policy and related procedures as soon as practicable following any incident; or in accordance with the regular policy review cycle.

7. TRAINING
College staff will be made aware of the critical incident policy and given appropriate training.

8. COMMUNICATION
This policy is to be communicated to all international students during Orientation. It will also be communicated to all staff and included in the Staff Handbook.

Appendix A: Contact Numbers/Addresses

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police, Ambulance, Fire</td>
<td>000</td>
<td></td>
</tr>
<tr>
<td>Wentworthville Police Station</td>
<td>02 9688 8499</td>
<td>02 9688 8430</td>
</tr>
<tr>
<td>Westmead Hospital</td>
<td></td>
<td>02 9845 5555</td>
</tr>
<tr>
<td>corner of Darcy and Hawkesbury Roads, Westmead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Centres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toongabbie Family Practice, 52 Aurelia St, Toongabbie</td>
<td>02 9845 5555</td>
<td></td>
</tr>
<tr>
<td>(shop side of train station) is open 8.30am to 5.30pm weekdays and 8.30am to 12.00pm on Saturdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wentworthville Medical Centre, 122 Station St, Wentworthville is open 7.00am to 10.00pm weekdays and 8.00am to 10.00pm on Weekends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winston Hills Medical Centre is located inside the Winston Hills Shopping Centre (next to the Chinese restaurant) on Caroline Chisholm Drive, Winston Hills. It is open from 9.00am to 7.00pm on weekdays, 9.00am to 1.00pm on Saturdays and 10.00am to 1.00pm on Sundays.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CatholicCare Parramatta</td>
<td>(02) 9933 0222</td>
<td></td>
</tr>
<tr>
<td>Free counselling appointments (service agreement with Campion)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifeline Australia</td>
<td>13 11 14</td>
<td></td>
</tr>
<tr>
<td>24 hour counselling service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission Australia</td>
<td>1800 227 772</td>
<td></td>
</tr>
<tr>
<td>24 hr Family &amp; Friends of Missing Persons support line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RECOGNITION OF PRIOR LEARNING POLICY

1. PURPOSE
Campion College provides the opportunity for students to apply to have prior learning considered for credit towards a Campion College course where the prior learning is related to assessable components of that course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

2. OBJECTIVES
• To recognise and support the legitimate interests of students in obtaining credit for prior learning.
• To ensure public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
• To ensure a consistent and equitable approach to the granting of credit for prior learning.

3. SCOPE
This policy is applicable to all coursework programs of the College and it covers the granting of credit towards a Campion College award on the basis of:
• prior learning at tertiary or credentialed institutions
• prior learning in non-credentialed settings.

The Academic Board has determined that the College limits its recognition of prior learning undertaken at another institution to study completed within the previous ten years.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

4. DEFINITIONS AND CATEGORIES
4.1. Basis of Recognition
Credentialed prior learning – course-related learning leading to the award of a tertiary qualification. This includes learning from:
• Completed tertiary education subjects and courses
• Completed TAFE subjects and courses
• VETAB accredited courses
• Overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

Uncredentialed prior learning – informal learning from work experience, life experience or courses taken outside the tertiary education and TAFE systems.

4.2. Form of Recognition
Exemption – the process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit.

Substitution – releasing a student from undertaking a subject and specifying alternative subject(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

Credit transfer – recognition that a block or group of subjects and their associated equivalent academic credit that have been completed at different institutions, are being recognised as a valid component of a student's enrolled Campion College course.

4.3. Components of the Course that are Recognised
Specified credit – equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or uncredentialled) and Campion College subject outcomes. Only full subject credit can be granted, up to the limit allowable for the course.

Unspecified credit – credit granted where the prior learning (credentialed or uncredentialled) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific subjects within the course. Unspecified credit is usually granted towards meeting any elective requirements of a program.

Block credit – credit granted under pre-determined arrangements for study at TAFE or other tertiary providers. Block credit normally refers to the exemption from a period of study, usually expressed in credit points, as recognition of successfully completed periods of equivalent study. Block credit can consist of either specified or unspecified credit, or a combination of both.

5. POLICY PROVISIONS
Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.

5.1. Campion College recognises two types of prior learning:
(a) credentialed prior learning; and
(b) uncredentialed prior learning.
5.2. Applicants for RPL on the basis of uncredentialled prior learning may be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience.

5.3. Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their Campion College course.

5.4. Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

5.5. Applicants for RPL may be granted any combination of recognition as described above subject to the provision that, except with the approval of the Academic Board, no student will receive credit that totals more than:

(a) two-thirds of a course of three years or less full-time duration, or
(b) three-fourths of a course of more than three years full-time duration.

5.6. Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.

5.7. Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the Campion College award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Dean of Studies, must make full disclosure of the initial application and must set the circumstances which prevented an initial application or the changed circumstances which justify a second application.

5.8. This does not preclude a student’s right at any time to cancel exemptions or substitutions that have been granted previously. (It should be noted that cancellation of exemptions or substitutions often has fee implications for students.)

5.9. Students wishing to cancel previously approved credit must do so prior to their final (re-)enrolment.

5.10. In determining whether credit may be granted, the College must be confident of the currency of the applicant’s knowledge. Applications for RPL will be considered on a course by course basis, where currency of learning can be demonstrated to the satisfaction of the faculty.

5.11. Undergraduate subjects will only be accepted for credit towards postgraduate courses in the following cases:

(a) for existing courses, through approval by Academic Board of the conditions either for individual courses or for groups of courses; and
(b) for new courses, in the course accreditation proposals either by explicit definition or by reference to existing approved conditions, as per (a).

5.12. Previously acquired credentialed or uncredentialled learning may only be counted once as approved RPL exemptions for any course offered by the College.

5.13. Where students do not meet College standard on grade requirements, any relevant applications for RPL will be rejected automatically. Where TAFE courses do not provide a grade, or where grade criteria have not been set, applications will be directed to the Dean of Studies for individual consideration.

5.14. Students accepted under this policy may be required to complete a bridging program.

5.15. The normal Campion College procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.

5.16. Wherever possible, NOOSR guidelines should be used for assessing applications for RPL on the basis of overseas study.

6. RESPONSIBILITIES

The Dean of Studies will be responsible for the application of this policy and may delegate processing of precedent cases to administrative staff. A record of precedents will be kept within the Student Administration Office to facilitate processing.

In recognising prior learning, due regard will be had for the academic standards of the College, equity principles, promptness in processing applications and consistency of application of the policy between subjects and courses.

7. COMMUNICATIONS

This policy will be published in the Student Handbook and on the College website.
CONSUMPTION OF ALCOHOL ON CAMPUS POLICY

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority</td>
<td>College Executive Committee</td>
</tr>
<tr>
<td>Date Approved</td>
<td>24 February 2015</td>
</tr>
<tr>
<td>Review Date</td>
<td>November 2017</td>
</tr>
<tr>
<td>Related Documents</td>
<td>Student Code of Conduct, Student Misconduct Procedures</td>
</tr>
</tbody>
</table>

1. By the act of consuming alcohol on campus, students agree to abide by this policy and any other College regulations that may apply.
2. The overriding principle to be applied is that it is an offence to be drunk on campus.
3. Consumption of alcohol on campus is a privilege, not a right.
4. All persons consuming alcohol on campus are responsible for their own behaviour.
5. The College may choose to provide or allow alcohol to be consumed at events on campus. Even if the College provides the alcohol, students are responsible for their own behaviour and must not be drunk on campus.
6. Consumption of alcohol may only occur in accordance with NSW laws relating to the provision of alcohol. In particular, persons under the age of 18 years old are not permitted to consume alcohol on campus and other persons are not permitted to provide alcohol to those under the legal drinking age.
7. The following types of alcohol are permitted to be consumed on campus by students:
   i. Beer (light, mid strength or full strength);
   ii. Wine; and
   iii. Commercial pre-mixed spirits
8. The following types of alcohol are not permitted to be consumed on campus by students:
   i. Spirits (other than pre-mixed); and
   ii. Fortified wines (including port and sherry).
9. Alcohol may only be consumed in the areas designated by the Registrar.
10. Alcohol is not permitted in the residential bedrooms and may only be stored on campus in the manner prescribed by the Registrar.
11. Access to alcohol is restricted to the days and times prescribed by the Registrar. Ownership of alcohol is not sufficient reason to gain access outside of these times. The College reserves the right not to provide access to alcohol even within the prescribed times, especially where unforeseen events intervene.
12. The brewing or distilling of alcohol is not permitted on campus.
13. Failure to observe provisions in this policy may result in one or more of the following:
   i. forfeiting ownership of any alcohol remaining on campus;
   ii. being fined;
   iii. having the privilege of consuming alcohol on campus removed for a period of time;
   iv. being banned from consuming alcohol on campus indefinitely;
   v. being suspended or excluded from residential accommodation;
   vi. formal disciplinary action being taken.
14. Registrar reserves the right to revoke or vary this policy at any stage that is deemed necessary by the Registrar.
15. Grievances regarding this policy can be lodged in accordance with the Non-academic Grievances Procedures.
ATTACHMENT A – Specific Procedures and Guidelines

Effects of Alcohol
Campion College is concerned about the adverse effects of drinking alcohol. Alcohol impairs judgement, planning, memory and abstract thinking. Heavy drinking has been shown to cause a specific type of brain shrinkage. While inducing confidence, alcohol decreases one’s ability to operate any kind of vehicle, machinery or equipment satisfactorily, or even safely. Alcohol may reduce one’s tolerance of other people and heighten one’s tendency to behave unacceptably towards them, including in non-violent but nevertheless anti-social ways. Alcohol is strongly associated with domestic and public violence and with the majority of accidents on the roads, in the home and in the workplace. Alcohol can lower inhibitions about sexual activity.

If a person is under 25 years with a probationary Licence or learner’s permit, any alcohol will put the over the (zero) limit. For all other drivers .05 (g per 100 ml) is the limit. How quickly a person reaches the limit depends on their sex, weight and physique, but a rough guide is as follows:

- For females, more than one standard drink in the first hour and one standard drink per hour afterwards could put them over the legal limit;
- For males, more than two standard drinks in the first hour and one standard drink per hour afterwards could put them over the legal limit.

Storing Alcohol
Alcohol may only be stored in specified locked storage areas. These will either be a locked cupboard or a refrigerator. Keys to the storage areas will be held by the RAs. Any alcohol brought onto campus by students must be stored as soon as practicable in a designated storage area, unless it is brought onto campus during a period permissible for the consumption of alcohol on campus.

Access to Alcohol
Access to alcohol will be permitted during the following times:

i. Fridays between 5.30pm and 10pm;
ii. Saturdays and Sundays between 12pm and 10pm;

The Residential Coordinator will consider requests to allow access to alcohol for specific events outside of these times. The Residential Coordinator reserves the right to vary the hours and days for access to alcohol or the designated areas for consumption of alcohol by students at his/her discretion. Where the Residential Coordinator is unavailable the request must go through the Registrar. The RA or authorised staff member will unlock the storage areas during these times. Students requiring access to stored alcohol will be required to transport the alcohol they wish to be consumed to an area designated for consumption of alcohol by students. These areas are:

- The rear deck
- The café
- The dining room

Limit on Alcohol Consumed
The Australian Alcohol Guidelines state the following:

- For healthy men and women, drinking no more than two standard drinks on any day reduces the lifetime risk of harm from alcohol-related disease or injury.
- For healthy men and women, drinking no more than four standard drinks on a single occasion reduces the risk of alcohol-related injury arising from that occasion.

Standard drink sizes should not be confused with the size of the container the alcoholic drink comes in. For example, a beer may be served in a bottle that is equivalent to 1.4 standard drinks. In this instance, more than three such bottles would put an individual above the guidelines.

The RAs and staff members are not expected to actively police consumption of alcohol by students; however they may report any student suspected of not following the provisions of the policy.
CAMPION COLLEGE SMOKING POLICY

1. POLICY STATEMENT
   In recognition of the reality that some students and staff choose to smoke, the College has allocated a designated smoking area for use between the hours of 8am and 10pm. The designated area for smoking is situated west of the pond and is signed. All smoking outside of this area is strictly prohibited at Campion College.

   This Policy seeks to:
   i. minimise adverse health effects from passive smoking;
   ii. meet legal obligations;
   iii. meet student and community expectations.

2. FACTS ON TOBACCO SMOKING
   Tobacco smoking is the greatest single cause of premature death and is a leading preventable cause of morbidity in New South Wales. Smoking-related illness accounts for around 5,300 deaths and 46,000 hospitalisations per year. These hospitalisations are mainly due to lung cancer, chronic obstructive pulmonary disease and ischaemic heart disease.

   Non-smokers can also be adversely affected by exposure to environmental tobacco smoke (ETS). In children, breathing ETS can lead to bronchitis, pneumonia, asthma and other illnesses. In adults, breathing ETS can increase the risk of cardiovascular disease, lung cancer and other lung diseases. This is in addition to the “irritant” effects of ETS on the eyes, nose, throat and airway passages that arise from the presence of irritant chemicals in tobacco smoke. http://www.health.nsw.gov.au/tobacco/pages/default.aspx

   For this reason Campion College prohibits smoking in all buildings, and in all areas of the College other than the designated area.

3. IMPLEMENTATION OF THE POLICY
   This policy, and its implementation, applies to all students, staff members, contractors and other visitors to the College. Should there be a breach of the smoking policy, the College will take appropriate action based on existing student and staff management policies.

SECTION 6 – ANNUAL CALENDAR

6.1 CAMPION COLLEGE SEMESTER DATES 2015
   Orientation Week will be held in the week prior to Week 1.

   These dates in 2015 are:

   ORIENTATION WEEK: Wednesday 25 Feb - Friday 27 Feb

   FIRST SEMESTER
   Teaching weeks: Monday 2 Mar - Friday 5 June
   Easter Break: Holy Thursday 2 April - Friday 10 April
   Study Week: Monday 8 June - Friday 12 June
   Examination Period: Monday 15 June - Friday 26 June

   SECOND SEMESTER
   Teaching Weeks: Monday 3 August - Friday 6 November
   Spring Break: Monday 28 September - Friday 13 October
   Study Week: Monday 9 November - Friday 13 November
   Examination Period: Monday 16 November - Friday 27 November

6.2 NSW PUBLIC HOLIDAYS 2015
   The following Public Holidays in NSW will also be student and staff holidays where teaching or work would normally occur on that day:
   • New Year’s Day
   • Australia Day
   • Good Friday
   • Easter Monday
   • Queen’s Birthday (June Long Weekend)
   • Labour Day (October Long Weekend)
   • Christmas Day
   • Boxing Day
   • Monday 28 December has been declared a public holiday this year.
   • Any other Public Holiday proclaimed by the Governor of NSW as a Public Holiday throughout the whole of the state
6.3 COLLEGE ADMINISTRATIVE DATES 2015

SEMESTER 1

January
- Sun. 11-16: Summer Program
- Wed. 25: Orientation Week – begins

February
- Mon. 2: Lent Term - begins
- Fri. 6: Last day to add a subject
- Tue. 31: Semester 1 Census Day (Last day to withdraw without penalty)

March
- Mon. 2: Lent Term - begins
- Fri. 6: Last day to add a subject
- Tue. 31: Semester 1 Census Day (Last day to withdraw without penalty)

April
- Thur. 2: Holy Thursday
- Fri. 3: Good Friday (Public Holiday)
- Sun. 5: Easter Sunday
- Mon. 6: Easter Monday (Public Holiday)
- Fri. 10: Easter Break - finishes
- Mon. 13: Easter Term - begins

June
- Mon. 8: Study Break - begins
- Mon. 8: Queen’s Birthday (Public Holiday)
- Fri. 12: Study Break - finishes
- Mon. 15: Examination Period - begins
- Thur. 25: St Edmund Campion Lecture and Dinner
- Mon. 29: Mid-year Break - begins
- TBA: Start of Winter Program

6.4 INTERNATIONAL BOARD OF ADVISORS

Associate Professor Jane Adolphe
Professor Adolphe holds a Bachelor of Arts from the University of Calgary, as well as common-law and civil-law degrees from McGill University. She also earned a Licentiate in Canon Law and a Doctorate in Canon Law from the Pontificia Università della Santa Croce in Rome. Her course offerings include Family Law, Canon Law, International Law, and International Human Rights. She also recently participated as a delegate of the Holy See.

Associate Professor Helen Alvaré
George Mason University School of Law in Arlington, Virginia, where she teaches law and religion and family law. Consultant to the Pontifical Council for the Laity and a consultant to ABC News regarding the Catholic Church in the United States. She teaches, writes and speaks about matters concerning the family, marriage, respect for life, and religious freedom.

Professor Margaret Archer
Professor of Sociology at Warwick University where she developed her ‘Morphogenetic Approach’ to social theory. She now heads the project at EPFL ‘From Modernity to Morphogenesis’. She was elected as the first woman President of the International Sociological Association at the 12th World Congress of Sociology. She is a founder member of both the Pontifical Academy of Social Sciences and the Academy of Learned Societies in the Social Sciences and is a trustee of the Centre for Critical Realism.

Ms Lucy Beckett
A resident of Ampleforth, Yorkshire, Ms Beckett is an independent scholar who has written a number of books with Catholic themes, including a major work, In the Light of Christ: Writings in the Western Tradition. She taught for many years at Ampleforth Abbey and College, the largest Benedictine monastery in the UK

Gerard Bradley
Professor of Law, University of Notre Dame

Phillip Crotty
Emeritus Professor of Education, Northeastern University

Bernard Dobranski
Dean Emeritus and Professor of Law, Ave Maria School of Law

Ms Mary Eberstadt
Senior fellow, Ethics and Public Policy Centre, Washington DC
John Finnis
Biichini Family Professor of Law, University of Notre Dame (USA) and Emeritus Professor of Law, Oxford University

Kieran Flanagan
Reader in Sociology, Bristol University

Robert P. George
McCormick Professor of Jurisprudence and Director of the James Madison Program in American Ideals and Institutions, Princeton University

Samuel Gregg
Director, Center for Economic Personalism, Acton Institute, Michigan

John Haldane
Professor of Philosophy, University of St Andrews, Scotland

James Hitchcock
Emeritus Professor of History, St Louis University

Russell Hittinger
Warren Professor of Catholic Studies and Research Professor of Law, University of Tulsa, Oklahoma

Rev Dr Ian Ker
Faculty of Theology, Oxford University

Paul Mankowski SJ
Scholar-in-Residence, Lumen Christi Institute, Chicago

William E. May
McGivney Professor of Moral Theology, John Paul II Institute for Studies on Marriage and the Family Washington DC

Dr Michael McLean
President, Thomas Aquinas College

Peter Milward SJ
Director, Renaissance Centre, Sophia University, Tokyo

Dr Francesca Murphy
Professor of Systematic Theology at the University of Notre Dame du Lac, South Bend, Indiana. She was formerly Professor of Christian Philosophy in the University of Aberdeen. Her major interest is theological aesthetics. She has written books such as Christ The Form of Beauty, The Comedy of Revelation, Art and Intellect in the Philosophy of Etienne Gilson and God is not a Story: Realism Revisited. She has also edited several works, including The Providence of God: Deus Habet Consilium (Continuum, 2009).

William O’Connor
Senior Lecturer in Engineering, University College Dublin

Timothy T. O’Donnell
President, Christendom College

Glenn Olsen
Emeritus Professor of History, University of Utah.

Teresa Olsen Pierre
Dr Pierre is an independent scholar living in Toronto, Ontario, Canada. She trained in medieval history at the Pontifical Institute of Mediaeval History and the University of Toronto. Her specialties include twelfth-century intellectual history, the history of the body and the history of marriage.

Rev Dr John Saward
Fellow of Greyfriars Hall, Oxford and Associate Lecturer, Blackfriars Oxford

James V. Schall SJ
Emeritus Professor of Government, Georgetown University.

George Weigel
Dr George Weigel serves as Distinguished Senior Fellow of the Ethics and Public Policy Center in Washington, D.C.. He is the author of twenty books including the two-volume biography of Pope John Paul II, Witness to Hope and The End and the Beginning, both of which have been translated into many languages. Dr Weigel was Occasional Speaker at a Campion Appeal Dinner in Sydney in November 2011.