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

Campion College is a unique institution in Australia - the first 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 in relation to 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. Due to our 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
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.

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.
RECEPTION / SWITCHBOARD
(02) 9896 9300

STUDENT ADMINISTRATION
(02) 9896 9301

PRESIDENT’S OFFICE RECEPTION
(02) 9896 9317

LIBRARY
(02) 9896 9327

PRESIDENT’S OFFICE FAX
(02) 9631 9200

MAIN FAX / RECEPTION FAX
(02) 9631 5611

LIBRARY CATALOGUE
See ‘Library’ on website

EMAIL - GENERAL INFORMATION
info@campion.edu.au

EMAIL - COLLEGE LIBRARIAN
k.VanAardt@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

WEBSITE
www.campion.edu.au
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5 STUDENT RULES AND SELECTED POLICIES

5.1 STUDENT RULES
5.2 SELECTED POLICIES

6 INTERNATIONAL COURSE ADVISORS
1.1 MISSION

The mission of the college is:
‘To provide a foundational education in the Liberal Arts that integrates the insights of faith and reason’.

The vision of the college is:
‘To be a University of Specialisation by 2022’.

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 units of study 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 2008. 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.

### INSTITUTE BOARD MEMBERS

<table>
<thead>
<tr>
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<th>Title/Qualifications</th>
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<tr>
<td>Mr Joseph de Bruyn</td>
<td>BAgSc (Melb), Chairman</td>
</tr>
<tr>
<td>Dr Paul Morrissey</td>
<td>BA (Monash), Dip Ed, Grad Cert R.E. (ACU), BTh (MCD), STL (Lateran), STD (CIS)</td>
</tr>
<tr>
<td>Dr Luciano Boschiero</td>
<td>BA Honours I (Wollongong), PhD (UNSW), Dip Ed St (CoT, London)</td>
</tr>
<tr>
<td>Mr Raymond Draybi</td>
<td>B.Com (UWS), FIPA, JP</td>
</tr>
<tr>
<td>Mrs Kerry Jones</td>
<td>BMus DipEd MA (USyd), MEdAdmin (UNE)</td>
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<tr>
<td>Prof Sandra Lynch</td>
<td>Dip Teach, BA (Illinois), MA Honours in Philosophy (Macquarie), PhD in Philosophy (UNSW)</td>
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<tr>
<td>Mrs Lesa Meese</td>
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<tr>
<td>Mrs Irina Namroud</td>
<td>BEc (Moscow State Ins IR), FCCA</td>
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<td></td>
<td>Company Secretary</td>
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<td>Business Manager/Deputy Director of Operations</td>
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<tr>
<td>Mr Edmond O’Donovan</td>
<td>BE (Syd), MS (Minn)</td>
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<tr>
<td>Mr James G. Power</td>
<td>B.Comm LLB (Old)</td>
</tr>
<tr>
<td>Miss Siobhan Reeves</td>
<td>BA (LA) Campion, GCertSc (Astr) Swinburne, MA (IntR) Melb</td>
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<tr>
<td>Associate Professor Susanna Rizzo</td>
<td>Dott. Lett. (Classiche) (Federico II-Napoli), MA, PhD (UoW), Dip Ed St (CoT, London)</td>
</tr>
<tr>
<td>Mr Karl Schmude KSG</td>
<td>BA (USyd), MLitt (UNE), DipLib (UNSW),</td>
</tr>
<tr>
<td>Dr Adam Walk</td>
<td>BA (UNSW), BBus (QUT), MAppFin (Finsia), PhD (Griff), GCertTheol (Newcastle)</td>
</tr>
<tr>
<td>Mrs Erica Schuman</td>
<td>BA (Christendom), MCAP (Jansen Newman Institute)</td>
</tr>
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</table>
A broad and deep education in the Liberal Arts as a strong foundation for future studies and career pathways.
1.4 EDUCATIONAL PHILOSOPHY

The educational philosophy adopted by the College is to provide a broad and deep education in the liberal arts as a strong foundation for future studies and career pathways. The strategy employed within this philosophy is to develop students’ capacity for critical analysis, to think logically and communicate effectively so that they can more effectively engage in specific professional development at the postgraduate level. Within this philosophical context, the College offers a Bachelor of Arts in the Liberal Arts (AQF Level 7), a Diploma of Liberal Arts - Foundations of the Western Tradition (AQF Level 5), and a Diploma of Classical Languages (AQF Level 5). As the College student and staff populations increase and separate academic departments develop, the College will consider the development of a number of double-degree offerings, and postgraduate courses. The Campion Constitution and the Strategic Plan, in fact, state this aspiration for the medium term future. Within the College’s academic profile, the Bachelor of Arts in the Liberal Arts is a critical foundation upon which to build a sound postgraduate education in a variety of disciplines.

Pastoral formation and professional development through the generic skills implicit in the humanities and social sciences contribute to the intellectual, personal and spiritual growth of each student at Campion. Moreover, the College is committed to small group teaching, particularly through tutorials and seminars, to provide the foundation for an effective and close learning relationship among staff and students.

The Campion Liberal Arts degree produces graduates who not only have a broad and in-depth appreciation of reality. The College presents an array of units of study in foundational areas of human knowledge, combining aspects of the humanities and the sciences in an academic environment where the cross-fertilisation of ideas and practical applications are fostered and expected. It produces graduates who have acquired the capacities for logical thought, analysis, and problem-solving, and a rich reservoir of knowledge which is historically contextualised as well as philosophically rigorous. These graduates have access to the lessons of history, literature, philosophy and theology as they seek to provide solutions to contemporary problems.
Academic staff

Full-time, part-time and casual members of the academic staff with their chief academic fields are listed here.

DR LUCIANO BOSCHIERO
BA Hons I (Wollongong)
PhD (UNSW) Dip Ed St
(CoT, London)
Dean of Studies/ Director of Operations, Senior Lecturer in History & Science

DR JEREMY BELL
BA MPhil (Sydney)
PhD (Chicago)
Lecturer in Philosophy & History

REV DR LUKE HOLOHAN
BA (Qld) Ass Dip Rel St (UTI),
Grad Dip Ed (SIE) BTh Grad
Dip Min Lead (SCD) PhD
(Trinity Coll Dublin) Dip Ed St
(CoT, London)
Lecturer in Theology

DR YVETTE DEBERGUE
BA (Hons) (USyd), Phd (USyd)
GradCertEdLaw (ACU),
GradCert-Learning (UNE)
Lecturer in History

DR PAUL MORRISSEY
BA (Monash), Dip Ed,
Grad Cert R.E. (ACU),
BTh (MCD), STL (Lateran),
STD (CIS)
President, Lecturer in Theology

DR GEORGE MENDZ
PHD (UNSW), MSC
(UBARC), MBIOETH (UNAV)
Lecturer in Science

MR THOMAS FLYNN
BA Hons, MA (Oxon.)
MPhil (UNDA)
Lecturer in Latin & Greek

DR STEPHEN MCINERNEY
BA Hons (ANU) PhD (Syd)
DipEdSt (CoT, London)
DipTh (Cambridge)
Senior Lecturer in Literature

MR FRANCIS WINKELS
BA (Lib Arts) (CCA),
BA (Hons) (USyd)
Lecturer in Latin

DR AMITAVO ISLAM
BSc Hons (ANU), PhD Math
(Sydney) PhD Philosophy
(UNSW) Dip Ed St (CoT, London)
Associate Dean of Studies,
Lecturer in Philosophy & Mathematics

DR JEREMY BELL
BA MPhil (Sydney)
PhD (Chicago)
Lecturer in Philosophy & History

DR AMITAVO ISLAM
BSc Hons (ANU), PhD Math
(Sydney) PhD Philosophy
(UNSW) Dip Ed St (CoT, London)
Associate Dean of Studies,
Lecturer in Philosophy & Mathematics

DR GEORGE MENDZ
PHD (UNSW), MSC
(UBARC), MBIOETH (UNAV)
Lecturer in Science

MR THOMAS GOUBAR
MA (OXON.), M PHIL (UNDA)
Lecturer & Tutor in Greek & Latin

DR STEPHEN CHAVURA
BA Hons I, PhD (UNE)
Lecturer in History

MR LAWRENCE QUMMOU
BA Science (UWS), M Teaching
(UWS), M Theology (UNDA)
Tutor in Theology

DR COLIN DRAY
BA, BCA Hons I (Wollongong),
PhD (Sydney)
Lecturer in Literature

MR LAWRENCE QUMMOU
BA Science (UWS), M Teaching
(UWS), M Theology (UNDA)
Tutor in Theology

DR JEDIDIAH EVANS
BA Hons 1 (Macquarie),
PhD (Sydney)
Lecturer in Literature

DR GEORGE MENDZ
PHD (UNSW), MSC
(UBARC), MBIOETH (UNAV)
Lecturer in Science

MR THOMAS FLYNN
BA Hons, MA (Oxon.)
MPhil (UNDA)
Lecturer in Latin & Greek

DR GEORGE MENDZ
PHD (UNSW), MSC
(UBARC), MBIOETH (UNAV)
Lecturer in Science

MR FRANCIS WINKELS
BA (Lib Arts) (CCA),
BA (Hons) (USyd)
Lecturer in Latin

DR JEDIDIAH EVANS
BA Hons 1 (Macquarie),
PhD (Sydney)
Lecturer in Literature

MR THOMAS FLYNN
BA Hons, MA (Oxon.)
MPhil (UNDA)
Lecturer in Latin & Greek

DR GEORGE MENDZ
PHD (UNSW), MSC
(UBARC), MBIOETH (UNAV)
Lecturer in Science

MR THOMAS GOUBAR
MA (OXON.), M PHIL (UNDA)
Lecturer & Tutor in Greek & Latin

DR STEPHEN CHAVURA
BA Hons I, PhD (UNE)
Lecturer in History

MR LAWRENCE QUMMOU
BA Science (UWS), M Teaching
(UWS), M Theology (UNDA)
Tutor in Theology

DR COLIN DRAY
BA, BCA Hons I (Wollongong),
PhD (Sydney)
Lecturer in Literature
2.2 CONSULTING HOURS FOR ACADEMIC STAFF

Academic staff are 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 units of study. Each academic staff member will post consultation hours on their door indicating the times that they will be in their offices for students to seek their advice. Academic staff are still available to talk to students outside of consultation hours by appointment. 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.

The Academic Board consists of Ex-officio Members: the President; the Dean of Studies/Director of Operations; the College Librarian; the Associate Dean of Studies; one permanent academic staff member of the College elected by the academic staff of the College; 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:

- Course Advisory and Review Committee
- Board of Examiners
- Teaching and Learning Committee
<table>
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<td>Mrs Marian Foster</td>
<td>Dip Ed St (CoT, London), Dip Health Couns (Med Reg of Australia) Executive Assistant</td>
</tr>
<tr>
<td>Mrs Kezia Van Aardt</td>
<td>BA (Lib Arts) (CCA), MTeach (UWS), GradCert IS (CSU) College Librarian and Learning Skills Advisor</td>
</tr>
<tr>
<td>Mr Bernard Kirkpatrick</td>
<td>A MusA, BEc, BMus (Syd) Director of Music</td>
</tr>
<tr>
<td>Mrs Irina Namroud</td>
<td>BEc (Moscow State Inst IR), FCCA Business Manager &amp; Deputy Director of Operations</td>
</tr>
<tr>
<td>Miss Madeleine Kirk</td>
<td>BA (Lib Arts) (CCA) Alumni Officer</td>
</tr>
<tr>
<td>Miss Teresa Gambino</td>
<td>Cert G Des, Dip Mgt, Dip Bus Admin (TAFE) Student Administration Assistant/Reception</td>
</tr>
<tr>
<td>Mr Graeme Edwards</td>
<td>Grounds Coordinator</td>
</tr>
<tr>
<td>Mr Nicholas Augimeri</td>
<td>BA (Lib Arts) (CCA) Coordinator of Admissions and Student Life</td>
</tr>
<tr>
<td>Mrs Nadia Mansutti</td>
<td>BA, Dip Ed (Flinders), BA Hons (UAdel), MeEdAdmin (UNE), Cert Res Care (ACU) Administrative Assistant</td>
</tr>
<tr>
<td>Fr PeterKrduk Op</td>
<td>MMark (Koszalin, Pol), MTh (Cracow, Pol) College Chaplain</td>
</tr>
<tr>
<td>Mr Cosimo Miccoli</td>
<td>Buildings Maintenance Officer</td>
</tr>
<tr>
<td>Miss Tania Mitev</td>
<td>Chef</td>
</tr>
<tr>
<td>Mr Jonathan Grace</td>
<td>BA (Lib Arts) (CCA), GradCertES (USyd) Senior Residential Tutor</td>
</tr>
<tr>
<td>Mrs Sue Huxley</td>
<td>Dip Mgt (Deakin), Dip Acctg (ACBM) Bookkeeper and Student Financial Services Officer</td>
</tr>
<tr>
<td>Miss Anna Hitchings</td>
<td>BA (Lib Arts) (CCA) Media and Communications Officer</td>
</tr>
</tbody>
</table>
DR DOMINIC MCLAUGHLIN
BCom (Newcastle)
MBus (UTS) PhD
(UNSW) FAHRI
Mediation

DR PAULETTE CORRY CALABRO
BA (Hons) (Temple)
MSc (Villanova) PhD,
AdvDocCert (Immaculata)
Psychology / Counselling

MR SCOTT CARROLL
BBS (Psych) (Swinburn),
BPsychSc (Hons) (AlPsych)
Catholic Care Social Services
Counsellor/Psychologist
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, the Student Portal or Student Administration;
2. For course-related or more specific academic concerns, contact the Dean’s office which is also the contact point for International Students;
3. For unit-of-study-specific academic concerns contact the unit-of-study lecturer or Student Administration;
4. For pastoral concerns, contact the Chaplain;
5. For counselling needs, contact Scott Carroll (CatholicCare) at: Parramatta (02) 9323 0222; or Scott.Carroll@ccss.org.au;
6. For psychological care contact
Dr Paulette Calabro 0458 011 444 or paulette@silverpsychology.com.au
6. For the First Aid Officer contact the Student Administration Assistant on 02 9896 9300;
7. For Residential and Student Life matters contact Mr Nicholas Augimeri 9896 9313

In emergencies, Lifeline has a 24 hour phone counselling service (ph: 13 11 14).

If you are not sure of whom to contact for a particular matter, please speak with Student Administration.

2.7 STUDENTS WITH A DISABILITY

Campion is committed to providing appropriate care, guidance and support for students facing physical and mental challenges that have the potential to impede their academic progress and participation in college life. Students facing such challenges are encouraged to seek support from the Student Life Coordinator.

2.8 STRUCTURE OF THE ACADEMIC YEAR AND TERM NAMES

The College year is divided into two semesters. The first semester begins on the nearest Monday occurring either before or after March 1 in any year. The second semester begins on the nearest Monday occurring either before or after August 1 in any year. Each semester consists of 13 teaching weeks followed by a study vacation and a formal examination period. It includes a one-week mid-semester break.

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.

2.9 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 for exams; effective time-management; and referencing and academic integrity. The Learning Centre is located in the College Library and is managed by the learning skills advisor.

Group Seminars and Workshops are held regularly during the beginning of each semester. Individual appointments are also available and can be booked by contacting the Learning Skills Advisor.
The Library

The 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 many online resources and DVDs. A detailed LIBRARY GUIDE is available from the Loans Desk, and the Librarian will happily provide individual assistance to students.

**OPENING HOURS (DURING SEMESTER)**

The Library Operational Hours are:

9:00am - 5:00pm weekdays, and
1:00pm - 5:00pm on Saturdays.

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 AND FACILITIES**

- A main collection of 25,000 books. As Campion College grows, the collection is growing accordingly in all unit of study areas.
- A reference collection which includes encyclopaedias, dictionaries and other high-demand works.
- A course reserve collection containing recommended readings during Semester.
- Online resources specially selected to support the disciplines in the Integrated Liberal Arts Course.
- Special sub-collections (e.g. JH Newman, and Chesterton collection).
- A scholarly collection on the World of 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 and white photocopier, and printing and 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 Primo catalogue to search resources. Two dedicated computers are available for catalogue searching in the Library near the Loans desk. Students can search online from home or other locations or by going to the Library website on the Campion College home page.

**BORROWING**

Loan limits and loan periods for students:

- Main collection: Max 8 books; one week; one renewal.
- Course reserve: Max 2 book for 4 hours or overnight; Renewal is possible depending on demand.
- Reference books: Can only be used within the Library.
- Journals: Can only be used within the Library.

Number of loans & loan periods are flexible depending on demand and essay schedules.

Penalty for Overdue Books: the student will be blocked from borrowing. More detailed rules are to be found in the Library Guide.
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. Eating is not permitted in the Library or Computer Laboratory, bottled water only is allowed.

4. Avoid loud or prolonged conversations when others nearby are trying to read and study.

5. Treat all Library property with care.

6. All resources in the Library are College property. No item is to be removed from the Library, without application for loan.

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**RECIPROCAL BORROWING AND INTER-LIBRARY LOAN**

Third year students may request Inter/Library Loans from other libraries if approved by a lecturer.

**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.

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**LIBRARY STAFF**

Mrs Keziah Van Aardt, College Librarian
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.

2.11.1 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.

2.11.2 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 email 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.

In cases where students experience difficulties accessing the internet and/or email accounts, they should contact the student administration assistant on 9890 9301.

2.11.3 STUDENT PORTAL

Through the Student Portal, students are able to access a diverse range of information and services which are available to students of the College, to help manage their studies. The portal allows students to view and manage their personal, course and enrolment details, access official student email accounts and available Unit of Study Intranet sites, and other College resources. The Student Portal can be accessed through student.campion.edu.au using their student email login details.

2.11.4 COLLEGE WEBSITE

The URL address for the Campion College website is www.campion.edu.au
3.1 QUALIFICATIONS AND TITLES OF AWARD

The College currently offers one undergraduate degree and two undergraduate diplomas. The Bachelor of Arts in the Liberal Arts, the Diploma of Liberal Arts - Foundations of the Western Tradition and the Diploma of Classical Languages. The standard of the BA (Lib Arts) is formally at Level 7 within the Australian Qualifications Framework, the same as that of a three-year degree at any Australian University. The standard of the Diploma of Liberal Arts - Foundations of the Western Tradition, and the Diploma of Classical Languages is formally at Level 5 within the Australian Qualifications Framework.

3.2 ACADEMIC REGULATIONS

3.2.1 STUDENT RULES

Refer to the Campion College Student Rules and Policies, 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 unit of study at Campion College with a credit result or two units of study 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 units of study 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 units of study.

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 gained, applicants may sit for the Special Tertiary Admissions Test (STAT) to assess the 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.

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
3.2.3 DURATION OF THE COURSE

1. The Bachelor of Arts in the Liberal Arts is awarded on the basis of three years of full-time study, or equivalent part-time study.

2. As per government regulations the College may not allow international students (holders of student visas) to repeat a unit of study more than once.

3.2.4 REQUIREMENTS FOR GRADUATION

The Bachelor of Arts in the Liberal Arts consists of a minimum of 24 six-credit point units of study. Students who successfully complete the minimum sequence of units of study 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 unit(s) of study.

3.2.5 ASSESSMENT

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 unit of study’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 at Campion College is based on the general principle of criterion-based assessment, with students’ work assessed against stated criteria that reflect the learning objectives of the unit of study. 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 unit of study and assessment requirements.

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

c) Meet assessment requirements as specified in the unit of study 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 SUPPLEMENTARY & DEFERRED ASSESSMENTS (& EXAMS)

Supplementary assessment offers students an opportunity to gain a supplementary pass (SP). Supplementary assessment may involve an examination or other form of assessment. The Academic Board authorizes supplementary assessment to be used in a course. Supplementary assessment will be available to students under specific conditions as specified in the College’s Assessment Policy and Procedures, only if the Academic Board or a delegated committee (e.g. Teaching & Learning Committee) reasonably expects that the student could achieve a supplementary pass in the course.

Deferred assessment is granted to students who have been unable to undertake the final assessment or examination. Students may apply for deferred assessment if they are able to demonstrate, with supporting documents, that they were unable to sit the final examination or submit the final assessment by the due date because of unanticipated or exceptional circumstances. The documents must demonstrate that the circumstances prevented the student from sitting the exam or submitting the final assessment item. Deferred assessments may be granted only once for each unit of study, unless determined otherwise by the Dean of Studies/Director of Operations.

Students must lodge an application for deferred assessment with the Dean of Studies/Director of Operation’s Office no later than five working days after the scheduled examination or the submission date of the final assessment. The application must be simultaneously accompanied by supporting documents demonstrating that the unanticipated or exceptional circumstances prevented the student from sitting the final exam or submitting the final assessment item. The student must also indicate on the form whether other variations of assessment
(e.g. extensions on assessment items; supplementary assessments; etc.) have been granted during the course. (Please refer to Section 5 for further details)

3.2.7 SUBMISSION OF ASSESSMENTS

Students are required to submit a hard copy and if requested by lecturers an electronic copy of all written assignments, and this includes summaries, tutorial write-ups, essay plans and essays.

a) Hard Copies
Assessment items are to be deposited in the Assessment Item box which is located at reception by 4.00pm 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.

3.2.8 ASSESSMENT DUE DATES

The due dates for assessment items are published in the Unit of Study Outlines provided by the Unit Coordinator at the commencement of classes for each unit of study. The Assessment Item box will be cleared at 4.00pm on the due date by the Student Administration Assistant. An assessment item submitted after 4.00pm 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 Unit 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 or request counselling services be provided. 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 Dean of Studies/ Director of Operations for permission to sit for the deferred exam.

3.2.9 REMARK OF ESSAYS

Students who are not satisfied with the mark received for 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 submit a clean copy of the essay and pay the fee ($50) to the Reception Office. The application will be passed on to the Dean of Studies to make the appropriate arrangements.

3.2.10 ATTENDANCE REQUIREMENTS

The expectation at Campion College is that students will attend all classes and where possible notify the Unit 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 unit of study or risk failing the unit. The attendance requirement at lectures and at tutorials cannot fall below 60%, even in cases of serious medical or personal difficulties, or a Fail Incomplete will be awarded. Students who are afflicted by such circumstances should apply for a withdrawal from the unit of study on medical or compassionate grounds. The maximum mark for students who fail to meet the attendance requirements of the unit of study (or fail to provide a satisfactory explanation) is a Fail Incomplete (FI). Classes begin promptly at the stated time and finish 10 minutes prior to the start of the next scheduled class. Students are expected to be punctual.

3.2.11 SPECIAL CONSIDERATIONS & EXTENSIONS
Campion College is committed to provide its students with the best learning experience and learning environment. The College is aware that a student may be affected during his/her studies by adverse events, unhappy circumstances or misfortune such as personal illness or loss or disabilities which may affect his/her academic performance. Consequently the College has developed strategies to assist a student, affected by any serious personal circumstances or disabilities in achieving his/her academic goals. These strategies may be in the guise of extensions on single assessment items, or special arrangements which include extensions or alternative forms of assessment tailored to meet the student’s needs or circumstances.

**Extensions**

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 may be required.

- In case 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.

Supplementary or deferred assessment may be granted to a student only in circumstances prescribed by the Academic Board. The Associate Dean of Studies, in consultation with the Dean of Studies, will assess the terms and conditions of both supplementary or deferred assessments. Any student unable to take an examination at the published time must apply to the Dean of Studies/Director of Operations for permission to sit for the exam during the deferred & supplementary exam period.

**Special Considerations**

Special considerations are granted to those students who are affected by a certified and disclosed physical disability or learning difficulty, or who are affected by chronic illness or longstanding family issues. Supporting documentation must be provided. The Dean’s Office will determine the terms and conditions of Special Considerations and consider the recommendations eventually provided by the student’s physician or therapist.
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<tr>
<th></th>
<th>YEAR 1 SEMESTER 1</th>
<th>YEAR 1 SEMESTER 2</th>
<th>YEAR 2 SEMESTER 3</th>
<th>YEAR 2 SEMESTER 4</th>
<th>YEAR 3 SEMESTER 5</th>
<th>YEAR 3 SEMESTER 6</th>
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<tr>
<td><strong>MINIMUM REQUIREMENTS</strong></td>
<td>4 x 6cp core units of study</td>
<td>4 x 6cp core units of study</td>
<td>4 x 6cp core units of study</td>
<td>4 x 6cp core units of study</td>
<td>4 x 6cp core options 1 x science</td>
<td>4 x 6cp core options 1 x science</td>
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<td>HIS101</td>
<td>HIS102</td>
<td>HIS203</td>
<td>HIS204</td>
<td>HIS301 (Elective)</td>
<td>HIS302 (Elective)</td>
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<td></td>
<td>HIS205 (Rome School) (Elective) (NOT FOR CREDIT)</td>
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<td>HIS303 (Elective)</td>
<td>HIS304 (Elective)</td>
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<td><strong>LITERATURE</strong></td>
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<td>LIT102</td>
<td>LIT201</td>
<td>LIT202</td>
<td>LIT301 (Elective)</td>
<td>LIT302 (Elective)</td>
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<td><strong>PHILOSOPHY</strong></td>
<td>PHI101</td>
<td>PHI102</td>
<td>PHI201</td>
<td>PHI202</td>
<td>PHI301 (Elective)</td>
<td>PHI302 (Elective)</td>
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<td><strong>THEOLOGY</strong></td>
<td>THE101</td>
<td>THE102</td>
<td>THE201</td>
<td>THE202</td>
<td>THE301 (Elective)</td>
<td>THE302 (Elective)</td>
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<td><strong>SCIENCE</strong></td>
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<td>SCI305 or SCI303</td>
<td>SCI304</td>
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<td>SCI307</td>
<td>SCI306 or SCI308</td>
</tr>
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<td><strong>LATIN</strong></td>
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<td>LAN102 (Elective) (NOT FOR CREDIT)</td>
<td>LAN203 (Elective) (NOT FOR CREDIT)</td>
<td>LAN204 (Elective) (NOT FOR CREDIT)</td>
<td>LAN301 (Elective) (NOT FOR CREDIT)</td>
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<td>LAN205 (Rome School) (Elective) (NOT FOR CREDIT)</td>
</tr>
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<td><strong>GREEK</strong></td>
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<td>GRE102 (Elective) (NOT FOR CREDIT)</td>
<td>GRE201 (Elective) (NOT FOR CREDIT)</td>
<td>GRE202 (Elective) (NOT FOR CREDIT)</td>
<td>GRE301 (Elective) (NOT FOR CREDIT)</td>
<td>GRE302 (Elective) (NOT FOR CREDIT)</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
<td>MAT101 (Elective) (NOT FOR CREDIT)</td>
<td>MAT102 (Elective) (NOT FOR CREDIT)</td>
<td>MAT201 (Elective) (NOT FOR CREDIT)</td>
<td>MAT202 (Elective) (NOT FOR CREDIT)</td>
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</tr>
<tr>
<td><strong>STUDY SKILLS</strong></td>
<td>STU101* (NOT FOR CREDIT)</td>
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<td><strong>TOTAL CREDIT POINTS</strong></td>
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</tbody>
</table>

* Compulsory for students whose enrolment is Provisional.

**ADDITIONAL UNIT OF STUDY LOAD**

Students may study more than 144cp in total and/or more than 24cp in any one semester with the permission of the Dean of studies. The credit points of elective units defined as "not for credit" cannot be used towards the BA (Lib Arts) or Diploma of Liberal Arts.
<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 expected learning outcomes of the unit of study, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodological principles.</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>75 - 84</td>
<td>Work of high quality on all expected learning outcomes, 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 expected learning outcomes, 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 unit of study.</td>
</tr>
<tr>
<td>Pass - Conceded</td>
<td>PC</td>
<td>46 - 49</td>
<td>A conceded passing grade awarded where a student has: • Failed one unit of study only for the semester; with a result in the range 46-49; • Has passed all other units of study in the semester.</td>
</tr>
<tr>
<td>Terminating Pass</td>
<td>PT</td>
<td>46 - 49</td>
<td>A terminating pass is a grade which allows for a course to be included in a student's progression through their program of study, but proscribes the course from being used as a prerequisite.</td>
</tr>
<tr>
<td>Supplementary Pass</td>
<td>SP</td>
<td>50</td>
<td>Satisfactory performance on a supplementary assessment item.</td>
</tr>
<tr>
<td>Fail Level 1</td>
<td>F1</td>
<td>40 - 49</td>
<td>Unsatisfactory performance in one or more objectives of the unit of study as contained within the assessment items; OR failure to meet specified assessment requirements.</td>
</tr>
<tr>
<td>Fail Level 2</td>
<td>F2</td>
<td>Below 40</td>
<td>Unsatisfactory performance on the majority of learning outcomes.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td></td>
<td>A non-graded pass indicating a satisfactory outcome (for example, at the end of the first semester of a full-year research project).</td>
</tr>
</tbody>
</table>

**INTERIM NOTATION - RESULTS NOT FINALISED**

<table>
<thead>
<tr>
<th>INTERIM NOTATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withheld</td>
<td>Result withheld, (only able to be granted by the Board of Examiners on the recommendation of a Unit of Study Coordinator or the Dean of Studies). This may be due to pending supplementary assessment(s), alternative assessment(s) due to misadventure, or extension of time due to misadventure. Will revert to a 'F - fail' grade if not resolved within the specified time frame.</td>
</tr>
<tr>
<td>Exchange</td>
<td>Student is participating in an approved exchange program and is attending classes at an overseas institution. RPL will be granted for the units studied.</td>
</tr>
<tr>
<td>Supplementary Assessment</td>
<td>Mark pending as student has been granted a supplementary assessment or examination.</td>
</tr>
</tbody>
</table>
3.2.12 GRADE GUIDES

Grades are the symbols that indicate the level of student performance in a unit of study 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 unit of study. Generally at Campion College the units of study are graded with the grades of high distinction, distinction, credit, pass and fail.

3.2.13 UNIT OF STUDY VARIATIONS

Variations to enrolment in units of study may be made by completing the Variation of Enrolment form available at Reception and on the website. Please note that no unit of study may be added without the approval of the Dean of Studies. Students may withdraw from units of study before the Census Date without penalty. Any withdrawal after the Census Date may be considered a failure in that unit of study 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:

- a) Course/unit of study cancelled by Campion College: 100% OF TUITION FEES REFUND
- b) Withdrawal before the teaching period commences: 100% OF TUITION FEES REFUND
- c) Withdrawal before the Census Date: 100% OF TUITION FEES REFUND
- d) Withdrawal after the Census Date: NO REFUND OF TUITION FEES
- e) Withdrawal due to visa application by international students unsuccessful: 100% OF TUITION FEES REFUND
- f) Withdrawal after the Census Date in cases of serious and certifiable misadventure (subject to certain conditions): 100% OF TUITION FEES REFUND

### ADMINISTRATIVE GRADES

<table>
<thead>
<tr>
<th>Withdrawn</th>
<th>W</th>
<th>Units of study discontinued without academic penalty (only used in cases of serious and certifiable misadventure). Both academic &amp; financial penalties are waived.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued - fail</td>
<td>DF</td>
<td>Discontinued with academic penalty: The student withdrew from the course after the date (census date) for withdrawal without academic penalty.</td>
</tr>
<tr>
<td>Discontinued - no fail</td>
<td>DNF</td>
<td>Units of study discontinued without academic penalty. The student withdrew before the date for withdrawal or having withdrawn after the census date because of fortuitous circumstances has applied for the granting of DNF. While academic penalties are waived, the student is obliged to pay tuition fees.</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>RPL</td>
<td>Credit outcomes based on identified equivalence.</td>
</tr>
<tr>
<td>Pass Recognised (Credit Transfer)</td>
<td>PR</td>
<td>Credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.</td>
</tr>
</tbody>
</table>
3.2.14 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:
5. Re-crediting FEE-HELP Policy;
6. Admissions Policy; and
7. Tuition Assurance Statement.

3.2.15 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 (physical disability), using the College’s equipment. The recording is to be wiped within seven days.

3.2.16 GRADE POINT AVERAGE AND AVERAGE MARK

These figures are indicators of the academic performance across a program of study. Only units studied at Campion College that are part of the standard Bachelor of Arts program are included, thus additional units of study 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 units studied at each of 100, 200 and 300 levels in the course to determine an average. It is calculated using the following formula:

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

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

3.2.17 COLLEGE MEDAL

The award of the College Medal is determined by the Academic Board and recognises the achievement of outstanding academic results throughout a Bachelor of Arts in the Liberal Arts 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 units of study 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 units of study studied of at least 85;
- have demonstrated that they possess the Campion College graduate attributes. (see 3.6)

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 3.2.16 above.

- Medals are only awarded for the Bachelor of Arts in the Liberal Arts.
- Only one medal may be awarded each year, except in the instance of a tied result when the weighted average marks are calculated as above.
- Where no student meets the criteria for consideration, the Academic Board will not award a medal for that year.

3.2.18 AUDITING OF UNITS OF STUDY

Enrolled students can attend (and fully participate in) any unit of study into which they are eligible to enrol until the Census Date for that unit of study. If they choose not to continue, they can withdraw from the unit of study and not be charged any fees.
The 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 units of study 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.

The 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.

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 DIPLOMA OF CLASSICAL LANGUAGES

The Diploma of Classical Languages complements the Bachelor of Arts in the Liberal Arts. Students who enrol in the course will be able to learn the languages in which the Western Tradition was originally articulated and expressed, and thus access the texts in their original language, free from the interpretations of translation.

Latin and Ancient Greek are far from being ‘dead languages’. They are very much alive in our modern languages and culture. The benefits deriving from the study of classical languages are various, as they enable students to develop a variety of intellectual and practical skills. For instance, how to appreciate the value of and learn from foreign languages and remote cultures; how to engage critically with texts and ideas which stand at the beginning of longstanding literary, philosophical and historiographical traditions, and problematize them; how to analyse and question time-honoured beliefs, axioms and theories, and identify the origins and trace the genealogies of modern concepts; how to articulate, communicate, and defend one’s own ideas by gaining mastery of the ancient art of rhetoric.

Language is the means by which human beings interact with one another and in which they configure and articulate their understanding of the world of experience. Thus by exploring the way in which a language is structured, one gradually gains an understanding of a people’s worldview and culture.
3.5 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 units of study is taught in such a way that the essential links between them are laid bare and become subject to analysis and critique (see Attachment B). 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 interrelatedness of the human intellectual, moral and aesthetic endeavour, but also such a sophisticated and in-depth understanding of the core units of study 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 units of study are linked in time or themetically in general perspective, fostering the opportunity for synthesis and integration. For example, in First Year, the units of study 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 with 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 unit of study 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 units of study 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 units of study, thereby fostering the intellectual skill of synthesis:

- Chronological harmony, offering students a variety of perspectives in the same period (in units of study 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.

3.6 COURSE OBJECTIVES AND GRADUATE ATTRIBUTES

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

1. the capacity to think logically, to critically analyse situations and find responsible solutions to problems
2. 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
3. an integrated grasp of reality which will serve as the basis for lifelong learning
The key units of study 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 unit of study in the Liberal Arts curriculum. Units of Study 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 units of study 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 formed an important part of the original Liberal Arts, as four of the seven units of study (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.
UNITS OF STUDY
DESCRIPTIONS

The initial letters indicate the field: For example ‘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

The unit of study is designed for beginners. It provides the essential linguistic foundation to the study of Greek literature, philosophy, culture and history. It 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. The unit 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 passages adapted from Greek literature in order to meet the linguistic experience and competence of students.

GRE102 CLASSICAL GREEK II

This unit builds on the knowledge of Greek grammar and the translation skills acquired in GRE101. It furthers and completes the study of Greek morphology, and introduces fundamental notions of Greek syntax. The grammatical knowledge of the language is reinforced through the translation of sentences and short excerpts from Classical Greek authors.

GRE201 CLASSICAL GREEK III

The unit introduces students completes the study of Greek morphology and syntax, and introduces students to the study of the texts of classical authors. It involves the close reading of excerpts from classical works of Greek prose and/or poetry, and practice in Greek composition. Through the examination of excerpts from the works of classical authors students gradually develop an understanding of the semantics and pragmatics of Classical Greek; an appreciation of the connection between syntax and semantics (i.e. structure and meaning) and of the problems involved in ‘translating’ texts from one linguistic-cultural context to another. Students are also introduced the study of Greek prosody and the metric reading of Greek poetry.

GRE202 CLASSICAL GREEK IV

The unit is based on the close reading, examination and translation of extended excerpts from selected classical texts of Classical Greek prose and/or poetry. Students examine the problems involved in the phenomenon of the ‘translation’ of texts from one cultural-linguistic context into another, and are introduced to the phenomenon of ‘text variety’, namely the relation of the language to its social environments, and its variations in response to changes in context and use. During the course students are also introduced to the ‘history of reception’ which is intimately connected with the problem of translation, interpretation and philological examination of texts.
GRE301 THE MAIN THEMES OF GREEK LITERATURE

This unit offers advanced study in the literary language of ancient Greece. Reading, comprehension and translation skills are refined through weekly exercises and the translation of unseen excerpts from the texts of classical Greek authors. Exercises in Greek composition allow students to gain insight into the structural aspects of Greek literary genres and the relation between the pragmatics and semantics of the language, and the historical, cultural and social context in which the text was produced. The unit is based on the close reading and philological analysis of texts of Greek prose and/or poetry with particular attention to style, pronunciation and narrative techniques.

GRE302 THE GENRES OF GREEK LITERATURE

This unit is based on the advanced study of selected genres of Greek Literature, such as epic poetry, choral lyric, monodic lyric, the novel, the tragedy and the comedy. It builds on the skills and knowledge acquired in the previous unit. It is designed for students who have a solid grasp of Greek literary language and knowledge of the poetic and/or prose genres introduced in previous units. Comprehension skills continue to be assessed and developed by continuing exercises in unseen translation.

HIS101 WESTERN SOCIETIES FROM ANTIQUITY TO THE PRESENT

This unit of study introduces students to several approaches to historical inquiry and examples of the ways in which those approaches have been put into practice. In the process, it covers various personalities, periods and themes in Western history, including the history of Christianity. They include Athens in the fifth century BC, the rise and fall of Rome, the growth of medieval cities and the twelfth-century renaissance, the Scientific Revolution, and the Enlightenment world till today. Each of these topics introduces students to new themes in Western 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 unit of study explores the processes and events which contributed to the emergence and structuring of Western Civilisation. After a preliminary introduction to the problems associated with the study of the ancient world and the methodologies and theories developed by historians, the unit of study examines the rise of Greek rationalism, the birth of the Polis and of Greek democracy and their decline, and how the Romans absorbed and transformed the Greek and Hellenistic political and cultural heritage. The second part of the unit of study examines the rise of the Roman Republic, its expansion into the Mediterranean world, the political and social crises of the 1st Century BC, initiated by the Gracchan Revolution, and the cultural tensions and processes, which led to its transformation during the reign of Augustus.

HIS203 THE EARLY CHURCH AND THE ROMAN EMPIRE: FROM THE PRINCIPATE OF AUGUSTUS TO THE REIGN OF JUSTINIAN

This unit of study 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 fathers and the various Councils.

HIS204 THE MEDIEVAL WORLD

This unit of study presents a survey of the formative era of Christendom, covering the rise of Christian culture after the fall of Rome until the end of the thirteenth century. More specifically, students will study how and why the Carolingian Empire rose to prominence during the eighth century, the issues at stake for the European monarchies and the Church during the investiture conflict of 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

The unit, based on fieldwork, 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. It traces the evolution in the function and meaning of the Eternal City through an examination of key public spaces and monuments, and the analysis of relevant literary texts. It 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, the course considers them as discourses or forces shaping the daily life of individuals. Consequently the built environment and its ‘places’ contain a complex set of meandering and intersecting narratives of experiences, preserved in the collective memory.

HIS301 WAR, SCIENCE AND RELIGION IN THE TWENTIETH CENTURY

This unit of study explores major world events in the XX century. The focus is on the intellectual and scientific developments at the turn of the century, the First World War, the Russian Revolution, the Rise of the Weimar Republic, the rise of totalitarian & Fascist Regimes, the Great Depression, the Inter war Period, the Spanish Civil War, the Second World War, the Holocaust and the cultural and political institutions, events and tensions of the Cold War Period and its aftermath. While exploring the ways in which science, politics and religion interact and combine in a growingly global society, the unit of study will also examine the different ways historians approach and interpret the recent past.

HIS302 AUSTRALIAN POLITICS, CULTURE AND RELIGION SINCE 1788

This unit of study 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 unit of study explores the period in Western European history known as the Renaissance, from the middle of the fourteenth century to the middle of the seventeenth century. It focuses mainly on the literary and intellectual achievements of this period, especially during the Italian humanist movement, the Reformation and Counter-Reformation and the early Scientific Revolution. 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 Boccaccio, Machiavelli, Erasmus, Calvin, Galileo, and Descartes.
At the end of the seventeenth century and beginning of the eighteenth century, philosophers in Britain and France considered the advancements in science and society of the previous era. Such advancements, they argued, ushered into European society ideals of human liberty and progress, resulting in the publication of dictionaries, encyclopaedias, political tracts, historical works, novels, and a variety of scientific treatises. 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 political and religious institutions, also led to social and political revolutions in France and America. And in the early nineteenth century, such changes continued to manifest themselves in religious and political conflict and thought, including the flourishing of German romanticism in the midst of the Napoleonic Wars. This unit of study considers these events and examines critically the writings of 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.

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.
LAN301 LANGUAGE & CULTURE
IN REPUBLICAN ROME (ADVANCED LEVEL)

The unit of study 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 unit continues to explore the evolution of the Latin language and the Roman literary tradition initiated in the previous unit through the reading and translation of texts written between the I and IV centuries. It examines 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 Common Era. Students explore 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 become more relaxed and flexible in order to express new ideas and concepts reading and translation skills are honed by regular exercises, the translation of unseen passages, and Latin composition. The unit involves the close reading and analysis of classic works of Latin prose and poetry with particular attention to style and literary and narrative technique and performance.

LAN305 THE ETERNAL CITY FROM PAGANISM TO CHRISTIANITY: THE POLITICS AND POETICS OF SPACE IN IMPERIAL ROME (I - IV AD)

The unit focuses on the study of the city of Rome as a space of social activity and cultural exchange in the first four centuries of the Christian Era. The unit traces the evolution in the function and meaning of the Urbs (city) and the contested relation between space, power and politics through the examination of key public spaces and monuments, and the analysis of relevant literary texts in Latin from the Age of Augustus to the Late Empire in order to identify the complex repertoire of often conflicting narratives meandering across time, and which contributed to shape the built environment. The unit of study is based on field learning as it includes excursions to relevant sites of historical significance and is delivered in intensive mode over a three week period in Rome.
LIT101  COMPOSITION AND LITERATURE

The unit of study 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 unit of study 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. The study and practice of written rhetoric, as the master-art of the Trivium, which incorporates grammar and logic, will be based on the reading of great works of literature, which may include fairy tales, famous speeches and seminal texts such as Homer’s *Odyssey*.

LIT102  LITERATURE OF THE WESTERN WORLD – ANCIENT

The unit of study 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, Virgil and St Basil the Great. 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 the Christian view of pagan literature.

LIT201  LITERATURE OF THE WESTERN WORLD – MEDIEVAL AND RENAISSANCE

This unit of study examines major works of Western literature from the 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; selections of sonnets and drama of William Shakespeare; selected poems of John Donne and George Herbert.

LIT202  LITERATURE OF THE WESTERN WORLD – MILTON TO MODERN

This unit of study 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, and 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, William Wordsworth, Mary Shelley, Gerard Manley Hopkins, Oscar Wilde and T.S. Eliot.

LIT301  THE SEARCH FOR MEANING IN 20TH CENTURY LITERATURE

The unit of study presents a study of major twentieth and twentieth-first-century 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, in the context of the growing social and cultural dislocation evident through this period. Writers studied may include Joseph Conrad, T.S. Eliot, F. Scott Fitzgerald, Alexander Solzhenitsyn and Cormac McCarthy.
LIT302 AUSTRALIAN LITERATURE

This unit of study 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 unit of study investigates different aspects of the Catholic imagination as expressed in important works of modern literature, from various national backgrounds, covering the period from the early twentieth-century to today. We identify these works’ Catholic themes and consider the literary, cultural, historical and ecclesial contexts in which they are grounded. Consideration will be given to the idea of the Catholic writer and the problems inherent in defining a Catholic literature. Writers studied may include G.K. Chesterton, Evelyn Waugh, Graham Greene and Flannery O’Connor.

LIT304 SHAKESPEARE

The unit of study presents an overview of the life and canon of William Shakespeare, exploring a representative selection of work from across the span of his career. Concentrating upon six of his most celebrated works – Richard II, Romeo & Juliet, Julius Caesar, Twelfth Night, King Lear and The Tempest – this unit of study will explore the several major movements in Shakespeare’s artistic output, including his historical, comic, tragic and romantic periods. Emphasis will be placed upon performing close readings of these texts in order to appreciate Shakespeare’s achievements as a poet and dramatist, and to examine the manner in which his works are both shaped by and transcend his age.

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 unit of study introduces the student to the main historical features of the differential calculus through three problems which motivate the unit of study. 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.

MAT201 SOCIAL ISSUES AND MATHEMATICS

This unit of study has some of the characteristics of the history of mathematics, but its main aim is to sensitise the participants to conceptual issues in mathematics of which the educated graduate should be sufficiently aware so as to make critical judgements.

MAT202 STATISTICAL THINKING

This unit of study offers a hands-on introduction to the principles of statistical analysis. Its intention is not to produce statisticians but to prepare students to be able to ask the right questions and to criticize the answers, particularly in those biomedical areas which impinge on ethical questions.

PHI101 INTRODUCTION TO PHILOSOPHY

This unit of study is designed to prepare students for an engagement with clear critical thinking and discourse by introducing them to some important areas of philosophy. The first main section focuses on epistemology, which deals with various questions about the nature of human knowledge. Our discussion of these questions leads naturally into the second main section: an examination of various competing theories of the nature of truth and objectivity. The third and final main section of the course introduces students to the study of logic, familiarising them with conceptual tools indispensable for the critical analysis of arguments. Throughout the course, the aim is to develop the students’ understanding of these ideas as not being remote and merely technical, but as being implicit in questions and issues at the heart of human self-understanding.

PHI102 METAPHYSICS

Metaphysics is the philosophical study of ultimate reality. It explores the nature of our world and the arguments which attempt to explain why reality has the features it has. 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 unit of study will provide
students with a broad grounding in the responses
of philosophers to these questions, with some
sustained reference to the work of 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?
If determinism were true, would that rule out
human freedom?

PHI201 MEDIEVAL PHILOSOPHY

This unit of study 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
titles, 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 unit of study deals with the various approaches
that have been developed in the effort to come to
philosophical grips with the ethical and moral
realm – an effort that has always been central to
the discipline. A wide variety of approaches will be
studied, including theories that fall under the rubrics
of ‘natural law ethics’, ‘virtue ethics’, ‘Kantian
deontology’, and ‘utilitarianism’. Both normative
and meta-ethical issues will be addressed. Figures
discussed will include Aristotle, St. Thomas Aquinas,
Kant, Hume, and Mill, as well as such contemporary
or near-contemporary philosophers as Alasdair
MacIntyre, Bernard Williams and John Finnis. The
unit of study also addresses meta-ethical questions (in
relation to, e.g., Ayer and Geach).

PHI301 MODERN PHILOSOPHY

This unit of study 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. One element
of this distinctiveness, for example, is a certain sort
of emphasis on the human unit of study 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 Modern philosophy, we’ll
follow the development of a foundationalist world-
picture, predicated on the ‘idea’-idea, through the
empiricisms of Locke, Berkeley and Hume.
The first half of the course will end with a discussion
of the transcendental idealism of Kant and its
philosophical legacy.

PHI302 SOCIAL & POLITICAL PHILOSOPHY

This unit of study deals with the 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 liberalism of Rawls, and the critiques of liberalism offered in critical and postmodern philosophies, such as those of the Frankfurt School, Michel Foucault, Jean-Francois Lyotard, William Connolly, Eric Voegelin and Radical Orthodoxy.

PHI303 PHILOSOPHY OF LANGUAGE

This unit of study deals with the nature and consequences of the so-called ‘linguistic turn’ of the late 19th and early 20th centuries, via which philosophy moved, roughly speaking, from an emphasis on the mind to an emphasis on language. Key concepts and distinctions to be addressed may include: the analytic/synthetic distinction, logical atomism, verificationism, language games, meaning holism, performativity, intensionality, descriptivism, the New Theory of Reference, and the pragmatics/semantics distinction. Philosophers discussed may include: Frege, Russell, and early Wittgenstein; Carnap, Ayer, and the Vienna Circle; late Wittgenstein, Quine; Austin and other speech act theorists; Kripke, Putnam and other proponents of the New Theory of Reference.

PHI304 TWENTIETH CENTURY ANALYTIC PHILOSOPHY

This unit of study is intended to develop in the student an understanding of certain key concepts and distinctions in (a) twentieth-century analytic philosophy of science and (b) philosophy of mind, which may include: the problem of induction, Goodman’s new riddle of induction, the hypothetico-deductive model of confirmation, the deductive-nomological model of explanation, the theory/observation distinction, logical empiricism, falsificationism, theory-ladenness, the Quine-Duhem hypothesis, scientific paradigms and normal vs. revolutionary science, the mind-body problem, behaviourism, central-state materialism, functionalism, realizer vs. role, supervenience, naturalization, qualia and the hard problem of consciousness. Philosophers discussed may include: Hempel, Goodman, Popper, Quine, Kuhn, Wittgenstein, Ryle, Smart, Armstrong, Putnam, Lewis, Dennett, Davidson, Kim, and Chalmers.
SC\textsubscript{I}305 HUMAN BIOLOGY I

This unit of study provides an introduction to the principles governing biological systems, and how they operate at different levels of organisation. This unit of study will provide a broad coverage of human biology, with an emphasis upon the interrelatedness of the different body systems, and how they function normally and in various disease states. The unit of study content includes: an introduction to conceptual models in biology; the chemical level of organisation; cellular and tissue organisation; the integumentary system; the cardiovascular system; the respiratory system; the digestive system; the renal system; musculoskeletal system; nervous system; endocrine system; and human reproduction and genetics. The subsequent study of Human Biology II/SCI\textsubscript{I}306 will complete and build upon this knowledge to provide students with sufficient understanding of human biology to better understand and critically appraise current developments in the biological sciences in relation to human life, health and well-being.

SC\textsubscript{I}306 HUMAN BIOLOGY II

This unit of study builds upon knowledge and skills attained through the study of Human Biology I, with a focus upon the immune and reproductive systems, human genetics, evolution and ecology. Greater emphasis is given to the critical appraisal of current developments in the biological sciences in relation to human life, health and well-being. Unit of study content includes: basic microbiology; the immune system; the male and female reproductive systems; basic embryology; genetics; current developments in reproductive and genetic science and their application; mechanisms of disease; basic pharmacology; biological and medical aspects of birth, development, aging and death; and an introduction to critical thinking about evolutionary principles and human ecology.

SC\textsubscript{I}307 HISTORY OF THE MATHEMATICAL SCIENCES: FROM ANTIQUITY TO THE PRESENT

Mathematics, a cornerstone of natural philosophical thought in ancient Babylonian, Greek and Roman civilisations, became also an integral part in antiquity and in the Middle Ages, of a holistic view of life, including moral and political philosophy. The search for mathematical harmonies in nature extends to ideals of societal order and rational understandings of man’s place in the universe. Consequently, some of Europe’s first universities taught pure and applied sciences as part of a liberal arts education. Arabic and Christian schools and philosophers of the late medieval and early modern Western world also developed specific applications for the practical mathematical sciences, such as astronomy, navigation, and engineering. The results of advanced mathematical techniques were evident in the exploration of new lands and construction of some of the world’s most enduring and magnificent structures. Today, mathematics is still regarded by scientists of almost all disciplines as a fundamental component in the search for natural knowledge. This subject explores the ways in which mathematics has been used and sustained in the history of Western tradition as a key component for understanding humanity and its relationship with the natural world.

SC\textsubscript{I}308 INTRODUCTION TO FORMAL LOGIC

Logic involves taking an argument, built out of sentences, and asking such questions as: is it valid? i.e., if the premises were true, would that require the conclusion to be true? If the answer is yes, we can show this by building a proof of the conclusion, given the premises. Formal logic deals with such notions in a strict and mathematical setting.

This first course deals with the basics of propositional and predicate logic, including proof in a natural deduction setting, simple semantics concepts, and some introductory metatheory results (soundness and completeness of propositional logic).

STU\textsubscript{I}01 STUDY SKILLS

The unit of study Study Skills fosters the 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 and preparation required to produce an academic essay, and involves knowledge of content, research and critical reading, note taking, academic writing,
structuring and developing arguments, referencing, and time management. The presentation component covers the preparation, 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 units studied.

THEOLOGY

THE101 THEOLOGICAL FOUNDATIONS OF CHRISTIAN CULTURE

This unit of study introduces the theological roots of Christian culture and explores how this culture compares and engages with modern, secularized Western culture. The theological foundations of culture which are treated follow the structure of the Nicene Creed and include creation and the *imago dei*, sin and the Fall, the covenant calling of Israel, the Incarnation and Christology, the Trinity, the Church, the communion of saints and the Virgin Mary, forgiveness, and the Eucharist.

THE102 THE DEVELOPMENT OF REVELATION

This unit of study 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 unit of study 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 unit of study 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.

THE202 FUNDAMENTAL MORAL THEOLOGY

This unit of study 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 the history of Moral Theology, moral absolutes, conscience, the role of emotions in morality, sin, freedom and responsibility, and conscience. There is also a general treatment of issues in social ethics, bio-ethics and sexual ethics.

THE301 THEOLOGY OF THE POST-CONCILIAR ERA

This unit of study reviews the Church's encounter with modernity and post-modernity 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. More specifically, the unit of study examines the following topics and concepts: the intellectual & historical antecedents-Vatican I, the modernist crisis and the ressourcement movement; the Conciliar & post-Conciliar documents on marriage and family; Lumen Gentium and Communio Ecclesiology; Dignitatis Humanae and political theology; the Encyclicals of John Paul II on the new evangelisation; the culture of modernity and postmodernity; and the emerging principles of a post-Conciliar synthesis.

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 unit of study is to provide an inter-
disciplinary account of the ethical issues at stake where medical science and technology impact upon human beings and human society as a whole. This unit of study will further develop students’ understanding of the variety of ethical approaches on offer, building upon earlier units of study 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 in light of an awareness of contemporary cultural conditions. It will begin with a consideration on how cultures in general work to form human persons. It will then cover the Christian account of forming persons with reference to the virtues, and with reference to John Paul II’s Theology of the Body. The next phase of the course deals with the fundamental nuptiality of the human body as revealed in Scripture and how current manifestations of human sexuality, from divorce to pornography, distort that inevitably theological account of the human body, and by extension, the human person.

THE304 PUBLIC MORALITY AND CATHOLIC SOCIAL ETHICS

This unit of study addresses issues of public morality in contemporary society. Through a detailed study of Catholic social teaching, students analyse the ethical and theological dimensions of a range of public issues. These are linked to important developments in the philosophical understanding of justice from Ancient Greece until the present era. There is a particular focus on issues that are the subject of robust political debate and on which the Catholic Church has enunciated a clear teaching. Specific topics treated include the strengths and weaknesses of the free market economy; the just war tradition; capital punishment; work and leisure; environmental ethics; and issues pertaining to poverty and underdevelopment.
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 Dean’s Office. 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 units of study undertaken at overseas tertiary institutions must be given by the Dean of Studies or the Associate Dean of Studies prior to commencement. If the unit(s) of study content does not closely correlate to Campion unit(s) of study, the unit(s) may not be recognised as equivalent. In this instance, the Campion unit(s) of study 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 recommended method and it is undertaken normally with partner institutions where Campion has an exchange agreement. Participants enrol in the standard Campion units of study and pay tuition fees to Campion. They choose units of study at the overseas institution that closely match the Campion units of study. 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 academic transcript received from the other institution.

Study Abroad can be undertaken either with institutions with which Campion has an agreement or any other institution selected by the student. Tuition fees are paid to the overseas institution and units of study closely matching the corresponding Campion units of study 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 academic transcript received from the other institution.

Exchange students continue to enjoy their entitlement to Campion scholarships/bursaries while overseas. Study Abroad students lose their entitlement to Campion scholarships/bursaries.
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 daily 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 also regular times of Adoration of the Blessed Sacrament and some Hours of Prayer of the Church are celebrated publicly.

4.2 STUDENT WELLBEING TEAM

The Student Wellbeing team looks to proactively support students who have special needs or concerns. Members of the Wellbeing Team are:

- Chaplain
- President
- Dean of Studies
- Associate Dean of Studies
- Business Manager
- Senior Residential Tutor
- Student Administration Assistant

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
- Installation of water storage tanks to retain rainwater for use in watering 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 5.00pm. 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. All guests must sign in at reception.

4.5 STUDENT COMMON ROOM

Campion College grants all students with access to a common room or ‘student lounge’, where students can meet and relax, or study. There are three common rooms: one in each of the new houses and one upstairs at the end of the girls’ dorm.

4.6 COFFEE CLUBS

Coffee Club is held for 30 minutes once per week. Residential students are encouraged to attend. It is a time for male and female students to meet informally in separate groups during the semester.

4.7 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.
The College Kitchen offers a range of meals that can be purchased by residential, day students and their guests, during lunch time (noon to 1.00pm). Arrangements for meals for residential students are covered in the Residential Accommodation Handbook. There is a kitchenette near the deck, where all residential and non residential 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 dinners. 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.

4.8.1 GUEST MEALS

Residential students may invite guests to join them for meals provided that adequate notice is given and an appropriate fee is paid. Please see the Student Financial Services Officer for details.

4.8.2 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 to which students are regularly invited. Please note that non-residents are encouraged to attend all Formal Halls and required to give prior notice for catering purposes. They are required to pay a discounted rate of a fee. 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 pay a fee 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;
- there is a space available; and
- they pay a fee.

Payment for attending Formal Hall is to be made by the host to the Student Financial Services Officer in advance. Alumni are offered a discounted rate of a fee. Names of guests are to be advised to the Executive Assistant by email no later than 12noon four days prior to ensure adequate catering.

4.9 TELEVISIONS

In a number of locations, including residential houses and the student common room, televisions (some with connections to EWTN, video and DVD) are provided for the enjoyment of students, staff and guests. Consider the comfort of others using these spaces, whether it be noise level or nature of program. No ‘inappropriate’ programs are permitted to be viewed in the College.

4.10 PIANO

A piano has been generously donated to the College. All staff and students require written approval to play the piano. Approval forms may be obtained from Reception. Approved persons must agree to and follow the ‘Piano Guidelines for Use’ to ensure care and longevity of the piano and everyone’s enjoyment.

4.11 ACCOMMODATION

The College has on-site accommodation facilities, with male and female student rooms in separate wings and residential houses. Each wing has shared bathrooms. Breakfast and dinner are served for all residents on campus Monday to Sunday. Lunches are available for purchase on weekdays except during mid-term breaks. There is no self-catering accommodation available although the houses and the dorms are equipped with kitchens and kitchenettes.

Students intending to apply for accommodation on Campus should contact Reception. Blankets and sheets are available for hire for residential students on payment of a fee. Students will wash their own sheets.
4.12 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 should ensure dressing 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.

4.13 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 Administration Assistant, the Associate Dean of Studies 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 12noon every second Saturday. 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 closed on 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).

- Psychological and counselling help (Dr Paulette Calabro)

4.14 HARASSMENT & 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 on the basis of 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 Code of Conduct 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. There is also the choice of an external mediator (Dr Dominic McLoughlin). For contact details see the Student Administration Assistant.

4.15 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.

4.16 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.

4.17 FIRE AND EMERGENCY PROCEDURES
When the fire alarm sounds be aware that there is a potential emergency in one of the buildings:

- Switch off all appliances
- Collect your room keys
- Leave other belongings behind (unless instructed otherwise)
- Evacuate by the nearest EXIT
- Proceed to the fire assembly area where you should report to the Fire Warden.
Emergency and evacuation procedures are located on notice boards and on the back of the door of every room. They indicate your assembly area. Remember to:

- Leave the building by the nearest FIRE EXIT
- Never assume that the alarm is a drill or a false alarm
- Walk briskly but without hurrying the person in front of you
- Follow the instructions given by Fire Wardens
- Do not attempt to use fire-fighting equipment unless you have been trained and it is safe to.

**SUMMARY:** In case of emergency on hearing the alarm or on instructions to evacuate

R - RESCUE: rescue anyone in immediate danger
A - ALARM: raise the alarm and follow the emergency procedures
C - CLOSE: close doors and contain the fire
E - EXTINGUISH: attempt to put out the fire only if you have been trained AND it is safe to do so.

**4.18 BOOKING OF ROOMS**

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

**4.19 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.

**4.20 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.

**4.21 LOCAL SHOPPING FACILITIES**

There are shopping facilities of varying sizes near the College. On Fitzwilliam Road (5 mins walk) there is an IGA, a medical centre, a chemist 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 bottle shop. 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.

**4.22 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.

**4.23 PUBLIC TRANSPORT**

The closest train station to the Campus is Toongabbie Station, located approximately a 25 minute walk away. A bus (the 711) runs between Toongabbie and Wentworthville Stations. The nearest bus stop is at the corner of Fitzwilliam and Binalong Roads. The T-way provides regular buses (every 10 minutes at peak hour) to Parramatta and the Hills District 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

4.24 STUDENT CARDS

All students of the College are issued with a student identification card, valid until the student's expected date of course completion. If the card expires before the student completes their course, a new student id card may be issued upon request. The student card should be carried within the College at all times, as a means of identification. It must be presented when sitting for College examinations or class tests, borrowing from the Library, or on request by authorised officers of the College.

This student card remains a property of the College, and should be returned to the College if found. Students who lose their card must notify Student Administration of their loss as soon as possible, and will be required to pay a fine for a replacement card. Students who withdraw from their course are required to return the student id card.

The student card is not valid for travel concession within NSW, unless a valid TfNSW icon is printed or affixed to the card.

4.25 CONCESSION TRAVEL PASSES

Full-time domestic students are eligible (subject to certain conditions) for Transport for New South Wales (TfNSW) concession, which provides concessional fares for travel on most public transport services within NSW areas. International students are ineligible for travel concession.

For more information on TfNSW travel concessions, eligibility requirements, and conditions of entitlement, please visit the TfNSW website: http://www.transportnsw.info/resources/documents/tertiary-guidelines.pdf

4.26 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.

4.27 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 by the date indicated on their invoice.

2. Students intending to use FEE-HELP assistance for the first time are required to complete and submit Request for Fee-Help assistance form before commencement of the teaching period.

3. 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 etc.) 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 per week (see separate insert). 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 an additional discount per week. (see separate insert)

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.

Students will be advised of their remaining credit when they open their student email. Once there is no credit available, students will be unable to print or use the Internet.
Cash payments for credit should be made to the Student Financial Services Officer. There are minimum applicable amounts for different payment methods.


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 about scholarships, bursaries, the work scheme applications and relevant closing dates.

4.28 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 College’s Reception.

4.29 ACADEMIC GOWNS

New students at Campion are presented with a black academic gown on the Matriculation day and charged a deposit. (see separate insert). 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 will be borne by the student. When students graduate with a Campion Bachelor of Arts, they receive their deposit back. Students not completing the degree may keep the gown. The College has a right to forfeit the deposit.

4.30 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.
For the locker hire fees, please see Reception. The locker 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 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 a fee (see separate insert).

Lockers are not available for use during Dec. - Feb. break.

4.31 STORAGE

During breaks between semesters, students may apply to use storage spaces available on campus. The following rules apply:
1. Each resident can use only one cubicle allocated for their room.
2. Residents are allowed to store items of a size that doesn’t exceed the cubical size.
3. No items are allowed to be stored on the floor.
4. Loose items (clothing, towels, books, etc) are not allowed in the storage area. All personal belongings stored in the cubicle must be packed in a bag or box.
5. Food and drinks are not allowed in the storage area.
6. All bags and boxes with residents’ belongings must be clearly labeled indicating Resident’s FULL NAME and ROOM NUMBER.
7. Residents are allowed to hire an additional cubicle/cubicles subject to availability.
8. The cubicle must be cleared upon termination of residential agreement. A student is not entitled to get their residential bond back until they pick up all their personal belongings from storage and clear their cubicle/s.
9. No valuable items should be stored in the storage area as Items left in storage are not covered by the College’s insurance. The insurance of any such items is the sole responsibility of the student.
10. Storage is available for use during Dec. - Feb. break upon request from a student for a fee.

4.32 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.

4.33 ACCOMMODATION FOR VISITORS

If a student would like a visitor to stay in one of the residential areas, they must seek written approval from the Senior Residential Tutor, via email.

If approval is received (in writing), meals and accommodation for the visitor must be paid for at the Accounts Office prior to the guest’s arrival on campus.

Any visitor should abide by the College Rules. See page 75 for schedule of fees and charges.
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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 responsible for the operational conduct of Campion College award and non-award courses and units of study.

“Academic penalty” means that the unit of study 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 fulfilment 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 unit of study 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 units of study 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 units of study 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 (Cwth)

“Non-award studies” means a unit of study or group of units of study 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 Dean of Studies/ Director of Operations for conducting examinations.

“Director of Operations” means the College’s chief administrative officer.

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

“Teaching period” means a designated period in which the program of study and instruction for a unit of study 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 Dean of Studies/Director of Operations 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 units of study in accordance with Division 2 of Part 3 of these Student Rules may be deemed by the Dean of Studies/Director of Operations 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 Dean of Studies/Director of Operations 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 Dean of Studies/Director of Operations 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.
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 Dean of Studies/Director of Operations, 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
   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 Dean of Studies/Director of Operations 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 Dean of Studies/Director of Operations 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 Dean of Studies/Director of Operations 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 units of study, arrangements for courses and/or units of study, or staff allocations at any time without notice, unit of study to regulatory requirements.

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

ENROLMENT

DIVISION 1 - GENERAL REQUIREMENTS FOR ENROLMENT

10. Enrolment procedures

10.1. The Dean of Studies/Director of Operations -

   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 Dean of Studies/Director of Operations 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 Dean of Studies/Director of Operations must -

   a) publish the closing dates for addition or withdrawal of units of study; 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 Dean of Studies / Director of Operations; and

b) acceptance of the enrolment program by the Dean of Studies / Director of Operations (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 Business Manager; and

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

11.3. The Dean of Studies/Director of Operations 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 unit of study to enrolment program

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

a) the unit of study is added by the published addition date; or

b) where the student proposes to add the unit of study after the published addition date:

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

ii. the Unit of study Coordinator agrees to the addition of the unit of study; and

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

14. Withdrawal from a unit of study

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

a) by the withdrawal date published by the Dean of Studies / Director of Operations – without academic penalty; or

b) after the withdrawal date published by the Dean of Studies / Director of Operations - with academic penalty.

14.2. Despite Student Rule 14.1, the Dean of Studies / Director of Operations may permit withdrawal without academic penalty if the student has demonstrated that exceptional circumstances for withdrawal from the unit of study exist.

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

15. Relationship among units of study

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

a) a student must have achieved a passing grade in a prerequisite unit of study before enrolment in the unit of study;

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

c) a student may enrol in the specified unit of study only if –

i. the student also enrols in a corequisite unit of study at the same time; or

ii. the student has previously achieved a passing grade in the corequisite unit of study;

iii. a student must not enrol in the specified unit of study if the student has achieved a passing grade in an incompatible unit of study.

15.2. In this section, an “incompatible unit of study” means a unit of study in which the subject matter or the body of learning is substantially similar to that included in the specified unit of study.
15.3. The Dean of Studies may permit a student to enrol in a specified unit of study 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 unit of study.

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 Dean of Studies/Director of Operations 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 Unit of study 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;  
g) the student has outstanding fees.

19. Amendment of enrolment program

The Dean of Studies/Director of Operations may amend an enrolment program, 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 unit of study 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 units of study to prove their ability.

Enrolment in Miscellaneous Studies excludes students from access to both FEE-HELP and some other Centrelink benefits.

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 provisional enrolment student;
- Submit a written statement assessed by Campion staff as indicating capacity to succeed as a provisional enrolment student; and

The conditions are to:

- Enrol in one or two of the units of study listed for the standard first year program of the Bachelor of Arts. Applicants may be permitted to enrol in
three units of study in exceptional circumstances where academic potential is demonstrated, at the discretion of the Dean of Studies. All provisional enrolments are also required to enrol in Study Skills 101.

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 units of study within an award course.

20.1. Concurrent study will not normally be recognised as equivalent to units of study 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.

DIVISION 3 – RECOGNITION OF PRIOR LEARNING

22. Recognition of Prior Learning (RPL)

21.1. The College may specify the amount and type of RPL, credit transfer or advanced standing 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 Dean of Studies / Director of Operations 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 Dean of Studies / Director of Operations for leave of absence from an award course in the manner and within the time frame prescribed.

24. Cancellation of enrolment

24.1. A student must notify the Dean of Studies / Director of Operations 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 units of study in their enrolment program in accordance with Student Rule 14.
25. Imposition of fees and charges

25.1. In accordance with the Campion College General Rules 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 Dean of Studies/Director of Operations 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 unit(s) of study 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 unit of study or units of study 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 Dean of Studies/Director of Operations 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 & Printing charges;
c) Internet usage charges;
d) Late application for admission fees;
e) Parking fees and charges;
f) Residential accommodation fees;
g) Amenities fee;
h) Storage 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 Business Manager 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 29.1, 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 Dean of Studies / Director of Operations may take action in accordance with Student Rule 31.

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, unit of study or units of study and may impose different cancellation charges for different categories of students.

30.2. The Dean of Studies / Director of Operations will publish the refund policy which will 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 unit(s) of study must apply by the date specified by the Dean of Studies / Director of Operations for a refund of fees paid to the College, if applicable.

31. Consequences of non-payment of fees & charges

Except where action has been approved in accordance with Student Rule 29, if a student does not pay the full amount of fees and charges required by the College by the required date, the Dean of Studies / Director of Operations 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.

STUDENT FINANCIAL SERVICES

Payments made at the accounts office from 12:30pm to 1:30pm Monday to Friday

The Student Financial Services Officer, Mrs Sue Huxley, will take payments from students/staff/visitors, at the Accounts Office upstairs in the Administration Hallway. Payments may be made for unit of study readers, meals, merchandise, student printing accounts, etc...

The minimum for cash transactions is $10.
The minimum for credit/eftpos transactions is $20.

Payments also can be made by direct deposit to:

Account name: Campion College
Account number: 27905201
BSB: 062784
Ref: Student name

Meal tickets

Meal tickets may be collected from reception after a receipt of payment has been issued from the Student Financial Services Officer. The meal ticket is then presented to the kitchen staff when collecting the meal. Meal prices are as follows:

• Breakfast $5
  (5 breakfast tickets must be purchased at a time)
• Lunch variable
• Dinner $10
  (2 dinner tickets must be purchased at a time)

When students have an external function organised, it is required that the chef be informed of their absence.
# Schedule of Fees & Charges 2019

(GST included where required)

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition fees (domestic students - EFT)</td>
<td>$15,960 per EFTSL</td>
</tr>
<tr>
<td>Tuition fees (international students - EFT)</td>
<td>$16,800 per EFTSL</td>
</tr>
<tr>
<td><strong>Residential Accommodation</strong></td>
<td></td>
</tr>
<tr>
<td>Weekly residential accommodation fee (including breakfast and dinner) (students may be entitled to early payment discounts up to $15 per week)</td>
<td>Up to $375</td>
</tr>
<tr>
<td>Daily accommodation fee outside semester for residential students</td>
<td>$35</td>
</tr>
<tr>
<td>Daily accommodation fee outside semester for non residential students</td>
<td>$38.50</td>
</tr>
<tr>
<td>Blanket Hire</td>
<td>$25</td>
</tr>
<tr>
<td>Sheets Hire</td>
<td>$10</td>
</tr>
<tr>
<td>Pillow Hire</td>
<td>Free</td>
</tr>
<tr>
<td>Storage hire (for one cubic during the summer break)</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Other Administrative Fees and Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Replacement academic transcript (one copy)*</td>
<td>$25</td>
</tr>
<tr>
<td>Replacement testamur*</td>
<td>$100</td>
</tr>
<tr>
<td>Replacement Australian Higher Education Graduation Statement (AHEGS)*</td>
<td>$50</td>
</tr>
<tr>
<td>Replacement Student Identity Card</td>
<td>$20</td>
</tr>
<tr>
<td>Replacement academic gown</td>
<td>$110</td>
</tr>
<tr>
<td>Replacement key</td>
<td>$30 per key</td>
</tr>
<tr>
<td>Formal Hall fee (for day students/non-student)</td>
<td>$10/$12</td>
</tr>
<tr>
<td>Locker Hire (per semester)</td>
<td>$25</td>
</tr>
<tr>
<td>Locker Hire (per year)</td>
<td>$40</td>
</tr>
<tr>
<td>Amenities Fee - per semester</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Fines</strong></td>
<td></td>
</tr>
<tr>
<td>Library fine (for lost items)</td>
<td>$50 + cost of replacement</td>
</tr>
<tr>
<td>Misplaced academic gown</td>
<td>$5</td>
</tr>
<tr>
<td>Administration fee for late residential payments (2 + weeks overdue)</td>
<td>$20</td>
</tr>
<tr>
<td>Administration fee for late tuition fee payments (2 + weeks overdue)</td>
<td>$100</td>
</tr>
<tr>
<td>Administration fee for release of withheld results due to non payment Room cleaning fee</td>
<td>$100</td>
</tr>
<tr>
<td>Uncollected items in storage (after the due date)</td>
<td>$25 - $50</td>
</tr>
<tr>
<td><strong>Deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Academic gown deposit</td>
<td>$110</td>
</tr>
<tr>
<td>Residential accommodation bond</td>
<td>$700</td>
</tr>
<tr>
<td>Storage deposit for non-residential students</td>
<td>$100</td>
</tr>
</tbody>
</table>

* Plus postage charges for international destinations. Some services (including readers, photocopying, printing and internet usage) are covered separately to this Schedule however, and are charged at an amount determined to cover or contribute towards the College’s costs.
DIVISION 1 - GENERAL REQUIREMENTS FOR ASSESSMENT

34. Notice of assessment requirements

A student who is enrolled in a unit of study must receive notification of assessment requirements for that unit of study in the manner and by the time prescribed by the Academic Board.

35. Academic integrity

35.1. Academic integrity and respect for knowledge and truth are fundamental tenets at the College. Accordingly, a student must not act in a manner which constitutes academic misconduct.

35.2. Academic misconduct means an action or practice which may compromise or defeat the purposes of assessment, and includes, but is not limited to:

35.3. Academic dishonesty means an action or practice which may compromise or defeat the purposes of assessment, and includes, but is not limited to:

- Deliberate Plagiarism: quoting directly from another source without acknowledgement.
- Collusion.
- Contract cheating
- Cheating of any type in exams, such as copying from another student, talking or exchanging information during an exam, using impermissible materials during an exam, attempting to acquire information through any means during exam toilet breaks.
- Repeatedly poor acknowledgement of sources and inadequate referencing.

For such cases, one or more of the following penalties may be applied:

- formal reprimand and warning
- reduction in marks in the assessment item
- a fail grade for the unit to which the breach relates
- suspension from the College for a period not exceeding two weeks (ten working days)
- attendance at the Learning Centre to conduct remedial work on referencing
- attendance at a workshop on academic integrity

Repeated breaches may result in further application of the above penalties and Exclusion.

In cases where a student is in breach of academic integrity due to acts involving or resembling criminal activity, such a student will receive a fail grade for the unit and may be excluded from the College for a period of up to 24 months. Examples of such activity include falsification or forgery of College documents, theft of examination papers, bribery, sabotaging another students' work.

DIVISION 2 - EXAMINATIONS

36. Availability for examinations

36.1. 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 unit of study.

36.2. The Dean of Studies / Director of Operations will publish an examination timetable for each official examination period.

37. Conduct during examinations

The Academic Board specifies procedures for examinations (see Conduct & Examinations Policy & Procedure), including -

a) requirements for a student entering or leaving the examination room; and

b) requirements for a student’s conduct during the examination;

38. Deferred examinations

38.1. 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 time frame prescribed by the Dean of Studies / Director of Operations for a deferred examination.

38.2. Not reading, misreading or misunderstanding the examination timetable does not constitute sufficient grounds to apply for a deferred examination.

38.3. The Dean of Studies determines the outcome of an application for a deferred examination.

DIVISION 3 - FINAL GRADES

39. Grading scale

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

40. Allocation and notification of grades

40.1. The Dean of Studies approves a student’s final grade for a unit of study.

40.2. Student will be notified of their grades in the manner determined by the Dean of Studies/Director of Operations.

41. Special consideration

41.1. 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 time frame prescribed by the Dean of Studies.

41.2. The Dean of Studies determines whether the application for special consideration should be granted.

41.3. The Academic Board may specify the manner in which special consideration is to be applied to an assessment item.

41.4. The Unit of study Coordinator determines whether additional marks for the assessment item should be granted.

42. 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.

Statement

43. 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.

44. Referral Progression Status

a) A student may be placed on a progression status of ‘referral’ by the Dean of Studies and/or the Board of Examiners 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.

45. Probationary enrolment

45.1. The Dean of Studies / Director of Operations 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 45.3; or

b) Fail the same unit of study, 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 unit of study, or its equivalent, two times.

45.2. The Dean of Studies / Director of Operations
determines the students to be placed on probationary enrolment at the prescribed period.

45.3. The Dean of Studies / Director of Operations 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:

a) Every semester for students enrolled in at least the minimum fulltime load for a semester.
b) Every two semesters for a student enrolled in less than the minimum full time load for a semester.

46. Conditions of probationary enrolment

46.1. A student is placed on probationary enrolment for 12 months.

46.2. 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.

46.3. If a student on probationary enrolment cancels their enrolment in the course but is subsequently re-admitted to the same award course in accordance with Part 2 of these Student Rules, the Dean of Studies/Director of Operations, 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.

47. Exclusion from enrolment in an award course

47.1. 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 unit of study, 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.

47.2. At the end of each study period, the Board of Examiners meeting may exclude an eligible student from enrolment in that course.

47.3. If the Board of Examiners meeting does not exclude an eligible student, the Dean of Studies/ Director of Operations may place the eligible student on probationary enrolment in accordance with this Part (Part 6).

47.4. The Dean of Studies / Director of Operations must notify a student in writing of the decision to exclude the student from enrolment in the award course.

48. Consequences of exclusion

48.1. 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 .

48.2. A student who is excluded from an award course is not permitted to enrol in any units of study forming part of that award course either as an award or non-award student.

49. Enrolment following exclusion

49.1. An excluded student may re-enrol in a unit of study or units of study as part of the award course if the student successfully appeals against exclusion.

49.2. Where a student re-enrols in the award course in accordance with Student Rule 46.1, the Dean of Studies / Director of Operations must place the student on probationary enrolment for the academic year.

50. Eligibility to graduate from an award course

50.1. A student is eligible to graduate from an award course upon completion of all course requirements.

50.2. The Academic Board determines whether a student has completed all course requirements.

50.3. The Campion Institute Board of Trustees confers the award on a student who is eligible to graduate.
51. **Review of grades and academic decisions**

51.1. The Academic Board must prescribe procedures for dealing with applications for review of grades and academic decisions.

51.2. A student may apply for a review of -

a) their assessment grade for a specific assessment item; or 

b) their final grade for a unit of study; or 

c) other academic decisions made under these Student Rules.

52. **Appeals**

The Academic Board prescribes procedures for dealing with appeals against academic decisions, including dissatisfaction with the outcome of a review.

53. **Status pending outcome of review or appeal**

Pending the outcome of a review or appeal, the Dean of Studies / Director of Operations may permit a student to attend classes or undertake examinations.

54. **Delegation of powers and functions**

54.1. 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.

54.2. Despite Student Rule 54.1, a Unit of study Coordinator may not delegate a function or power to another person.
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<td>College Administrative Dates</td>
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</table>
Graduation is the formal process of the conferring of a degree or diploma by the Institute Board. Graduations usually take place at Campion College in the month of December. In order to be eligible to graduate, students must have successfully completed the minimum sequence of units as specified in the Structure of the Course in which they are enrolled (on page 28).

- The Diploma of Classical Languages consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The Diploma of Liberal Arts-Foundations of the Western Tradition consists of a minimum of 8 six-credit point units of study; that is, a total of 48 credit points.
- The Bachelor of Arts in the Liberal Arts consists of a minimum of 24 six-credit point units of study; that is a minimum total of 144 credit points.

Students who expect to be eligible to complete their course at the end of a semester should complete an Application for Graduation. Students will be informed if they will be eligible on academic grounds to graduate at the end of that semester.

Some students may apply for and receive official Recognition of Prior Learning in accordance with College policy, usually on the basis of prior formal studies, that will count as successful completion of a unit or units.

Students who are otherwise eligible to graduate but who will not be able to attend the official graduation ceremony should apply to graduate in absentia.

Academic gowns, hoods, sashes and trenches must be worn at the graduation. Hoods, sashes and trenches must be purchased prior to the graduation ceremony.

Students who have satisfied all academic requirements for the completion of the course in which they have enrolled will not be permitted to graduate until they have settled all their financial obligations, including:
- Tuition fees and residential fees,
- Fines.

The graduation package will include:
- Testamur,
- Academic transcript,
- Australian Higher Education Graduation Statement.

Extra copies can be requested after the graduation ceremony but they may incur an administration fee to cover the costs of staff time and materials.

For the complete Graduation, Transcripts and Testamurs Policy and Procedure, see: www.campoin.edu.au
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 the Council of Private Higher Education.

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 re-marked 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 an Investigating Officer

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 an Investigating Officer who may be:
- a member of the academic staff, or
- the Registrar, or
- the College Mediator,

at the choice of the complainant. The Investigating Officer so chosen must declare an conflict of interest in writing to the President.

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 (unless the Registrar is part of the complaint, in which case the Deputy Registrar) and explicitly seek the involvement of the Investigating Officer.

The Investigating Officer 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 3.4.2 below).

3.4.1. Consideration of Complaint or Appeal

On receipt of a student complaint or appeal, the Investigating Officer 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 Chief Executive Officer.
- 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

The student has the right to be assisted or accompanied by a support person as stipulated in Section 1 of this document. Minutes will be taken and include:

- time and date,
- names and positions of those in attendance,
- decision, including reasons for the decision.

This policy was approved by the Board of Trustees on 4 February 2014. It is published on the College web site (www.campion.edu.au) and in the Student Handbook.
1.2 There is a separate Academic Grievance Procedures document that relates to grievances and complaints involving academic decisions.

1.3 Allegations made against a student regarding general misconduct or academic misconduct may be handled under the provisions of the Student Misconduct Procedures. For general misconduct this includes allegations involving:

- Sexual harrassment, or harassment of any kind.
- Sexual assault, or any physical violence.
- Racial, gender or cultural vilification,
- Destruction of public property,
- Buying/selling illicit substances or possessing illegal items.

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 a dispute resolution officer employed by the College as an adjunct staff member. External appeal means a formal written request for a ruling on the legitimacy of a decision made by the
the people involved in the dispute

**Procedural Fairness** means the Principles of Natural Justice including the provisions that:

a) Students are informed, with adequate notice, of allegations and proceedings,
b) Students are provided with opportunity to respond and be heard
c) Decision makers are without conflict of interest or prior involvement in the case
d) Proceedings are carried out and determinations made without bias

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

**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. Scope

3.1 These procedures apply to all students of the College or those seeking to enrol in a course of study and are entitled to access these procedures.

3.2 As these procedures also may involve staff member, all staff are entitled to access these procedures.

3.3 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.

### 4. Principles

4.1 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.

4.2 The student and/or respondent will not be victimised or discriminated against at any stage of the complaints process set out in these procedures.

4.3 The student and/or respondent will be provided with procedural fairness.
4.4 Campion College does not charge any fee for the processing of non-academic grievances and complaints.

5. Procedures

5.1 A student has the option of pursuing a grievance through an internal process as outlined below as First Level (5.2). Should the student wish to escalate the level of the grievance to a formal complaint, there are two internal levels and one external level, as outlined below as Second, Third and Fourth Levels (5.3; 5.4; 5.5).

In relation to all levels of the process, students may request to admit the testimony of witnesses, where appropriate, and request the presence of an observer (see 5.2.3).

5.2 First Level – Informal Process (Grievance)

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 as ‘formal complaints’ and do not require documenting unless they proceed to the next level.

5.3 Second Level - Formal Process
(written complaint to the Director of Operations)

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 Director of Operations. Mindful of the nature of the complaint, it must be dealt with in a reasonable time-frame, and at any rate within 21 days (3 weeks) of receipt of the complaint. The Director of Operations 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.

5.4 Third Level - Formal Process
(written complaint to an Investigating Officer or the College Mediator)

In the event that the Director of Operation’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 President and explicitly seek the involvement of an Investigating Officer or the College Mediator. The President 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 business days of receiving the written complaint.

The student may be given the opportunity to be interviewed by the Investigating Officer or College Mediator, or participate in a mediation session if required. Any costs incurred by the student in attending such sessions must be borne by the student.

The student and the respondent have the right to be represented by an advocate, such as a family member, counsellor or other professional support person, if they so desire, but not for 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.

5.5 Fourth Level - External Review

In the event that the Investigating Officer’s 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 Simon Finn.

The College employs an adjunct staff member available for mediation and dispute resolution, Dr Dominic McLaughlin (Phone 0401 938 113; Email: mcl@gmail.com)

Students considering this stage must initiate the final stage process within 28 days (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 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.

6. Roles and Responsibilities

6.1 It is the responsibility of the Director of Operations and Investigating Officer to keep notes and documentation 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 and in line with College policy. Those records are to be accessible under supervision to all parties involved for a period of five years. Such records must remain confidential.

6.2 It is the responsibility of the Director of Operations to report cases of non-academic complaints at least once a year to the Institute Board.

6.3 It is the responsibility of the Director of Operations to make these procedures available to all staff and students.
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 a 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

6.4 It is the responsibility of all students and staff to reasonably cooperate with the process outlined in these Procedures; not undermine the process in any way; and behave in an appropriate and civil manner during an investigation and during interviews and mediation sessions.

6.5 The Campion Executive Committee has the responsibility of implementing these procedures when formal complaints are made and reviewing the effectiveness of these procedures whenever they are tested.

6.6 The Campion Executive Committee is responsible for providing training for staff in matters related to these procedures.

7. References

- Universities Australia, Respect. Now. Always. 10-Point Action Plan, August 2017
- TEQSA Guidance Note: Wellbeing and Safety, 8 January 2018
- TEQSA Guidance Note: Grievance and Complaint Handling, 23 October 2017
- A range of documents were reviewed in developing these procedures and are gratefully acknowledged, in particular the student misconduct procedures from UNSW, the Student Misconduct Rule from Western Sydney University, and the Sexual Assault and Misconduct Policy from Seton Hall University in the United States.

8. Policy History

VERSION 1
Date of Approval: February 2014
Amendment: n/a

VERSION 2
Date of Approval: April 2018
Amendment 1: Amendment of Item 1, including addition of item 1.3
Amendment 2: Addition of definition of Procedural Fairness.
Amendment 3: Addition of Items 3, 4, 6 and 7.
Amendment 4: Addition of Mediator’s contact details in Item 5.

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 a 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):

*See boxes above.*

- Bachelor of Arts in the Liberal Arts
- Bachelor of Arts
- Bachelor of Arts
- Diploma of Liberal Arts - Foundations of the Western Tradition
- TBA
- TBA
- TBA
- Diploma of Classical Languages
- TBA
- TBA
- TBA

Campion College Australia was 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 2020. 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 upfront 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.
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 Dean of Studies/Director of Operations 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.
which apply to the College’s staff and students. The Schedule attached to the Student Handbook outlines the current rates for most fees, charges and fines.

3. The College reserves the right to refund amounts in excess of those stated in this policy for compassionate reasons or where extraordinary circumstances apply.

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

5. Students may elect to have fee refunds paid by EFT.

6. All applications for refunds must be submitted in writing to Accounts.

7. Students wishing to appeal against decisions under the Refund Policy should refer to the Non-Academic Grievance Procedures.

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

9. The Refund Policy does not remove the student’s right to take further action under Australia’s consumer protection laws.

**Tuition Fees**

10. Enrolment or re-enrolment at Campion College constitutes a contract between the student and the College for the period of one academic semester 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 tuition fees for that semester or for the length of a program.

11. A total refund (minus processing fee and non-refundable enrolment fees if applicable) will only be granted under the following circumstances:

   a. Course/unit of study cancelled by Campion;
   b. Withdrawal before the teaching period commences;
   c. Withdrawal before the Census Date;
   d. Withdrawal due to an unsuccessful visa application by international students;
   e. Withdrawal after the Census Date for the teaching period where compassionate and/or compelling circumstances exist (refer to Withdrawal from Studies and Course Variation Policy).

12. A total refund will be processed in the form of:

   a. Electronic funds transfer to an account nominated by the student if the student has paid the tuition fees upfront; or
   b. Re-crediting of Fee-Help balance if the student has deferred the tuition fees through Fee-Help.

13. No refund is available under the following circumstances:

   a. Exclusion or suspension due to disciplinary action (refer to Student Code of Conduct; Student Misconduct Procedures and Academic Misconduct Procedures);
   b. Withdrawal after the Census Date for the teaching period;
   c. the offer was made on the basis of incorrect or incomplete information supplied by the student.

14. In the cases of Provider default specified below, refunds, when requested by a student, will be processed in accordance the Tuition assurance statement:

   a. The College ceases operations;
   b. The course enrolled in does not begin on the agreed commencement date and an alternate date cannot be arranged;
   c. The course enrolled in ceases to be provided at any time after it commences but before it is completed;
   d. The course enrolled in is not provided in full to the student because a sanction has been imposed on the registered provider.

**Residential Accommodation and Catering Fees**

15. Rental agreement between a residential student and the College constitutes a fixed-term lease agreement between the student and the College for the period of one academic semester (up to 18 weeks). This agreement means there is an obligation on the student to pay residential accommodation and catering fees for the entire semester.

16. No refund for Residential accommodation fees is available if the premises are vacated by the student before the end date of the rental agreement.

17. If the College is able to find another suitable tenant for the vacated premises, the student who has vacated the premises before the end date of the rental agreement, will be entitled to be refunded for the period when the premises were rented to the new tenant.
18. A total refund for catering fees will only be granted under the following circumstances:
   a. Withdrawal from the course;
   b. One week notice has been given by the student.

19. If a student is required to vacate the premises in the case of Provider default (see clause 14), the student will be granted full refund of Residential accommodation and catering fees.

Other Goods and Services

20. Other goods and services include but are not limited to:
   Goods:
   • Academic gowns;
   • Graduation gear (hood and trenched);
   • Campion merchandise;
   • Academic readers;
   • Books/DVDs/CDs;
   • Meals.
   Services:
   • Printing and photocopying;
   • Academic transcript (three copies);
   • Testamur Replacement;
   • Locker hire and storage;
   • Formal Hall dinner (for day students and guests);
   • Amenities.

21. A total refund will be granted for goods (except for academic readers and meals) if they haven’t been used and returned within 14 calendar days from the date of their purchase.

22. No refund is available for academic readers and meals.

23. A total refund will be granted for a required service if that service has not been provided by the College.

24. No refund is available for a required service if that service has been provided by the College. For the purpose of this clause, a service is deemed to be provided if the College has made it available to the student irrespective of the fact whether the student has actually used the service.

Residential and Other Deposits

25. Residential and other deposits include but are not limited to:
   a. Residential Bond/Holding deposit;
   b. Blanket deposit;
   c. Gown deposit;
   d. Key deposit.

26. A student is entitled to receive a total refund of their Residential Bond when they permanently move out of the College Residential Accommodation.

27. The College is entitled to withhold any expenses for additional cleaning, replacement items required, or repairs to any damage incurred from Residential bond paid by the student.

28. When a student applies for residential accommodation and pays residential bond, it is deemed to be a holding deposit and is not refundable in the case of change of mind.

29. A total refund is granted for Blanket and key deposits when the hired items are returned to the College.

30. The College has a right to forfeit deposits for lost or damaged blankets or keys.

31. A total refund will be granted for Gown deposit, when the student graduates with a Campion Bachelor of Arts.

32. The College has a right to forfeit Gown deposit if the student withdraws from Campion Bachelor of Arts course.

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

Fines and Penalties

34. Fines and penalties include but are not limited to:
   a. Administration fee for late payment of accommodation invoices;
   b. Administration fee for late payment of tuition invoices;
   c. Release of results (if withheld due to debts);
   d. Replacement Academic Gown;
   e. Replacement key;
   f. Replacement Student Identity Card;
   g. Lost Gown fine;
   h. Library fines.
   i. Residential fines (breach of rules or expectations);
   j. Other fines (breach of rules or expectations).

35. No refund is available for fines or penalties.
1. Purpose

1.1 This policy supports the Student Code of Conduct ("the Code") appended.

1.2 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.

1.3 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.

1.4 The Code provides a framework for the standard of behaviour expected of students of the College with respect to their:
   a) academic integrity (in combination with the Student Academic Integrity Policy), and
   b) general conduct (in combination with the Consumption of Alcohol on Campus Policy and the Acceptable Use of Information Technology Facilities).

It outlines the primary obligations of students, and directs staff and students to the code and related procedures.

1.5 The Code is underpinned by two primary objectives:
   a) To foster a learning environment that enables students to achieve their full potential.
   b) To provide a safe environment where students and staff are not threatened, intimidated or harassed.

1.6 Where a student breaches the Code — either through a breach of academic integrity or general misconduct—the College may take disciplinary action. Such matters will be handled in accordance with the Student Misconduct Procedures.

2. Definitions

**Academic Integrity** means, as according to the Higher Education Standards Framework (Threshold Standards) 2015, ‘the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner’.

**Academic Misconduct** means obtaining academic advantage for oneself or for others by dishonest or unfair means. It refers to a breach of academic integrity.

**General Misconduct** means conduct by a student that is contrary to accepted standards of behaviour at the College including conduct that:
   a) places at risk the health, safety or welfare of any person;
   b) places at risk the ability of the College to provide a learning environment that enables students to achieve their full potential.

**Plagiarism** means the use of someone else’s ideas and/or words as if they were one’s own. It is one form of academic misconduct. It may take the minor form of a non-deliberate omission of references or poor paraphrasing. It may also take the major form of a deliberate effort to draw upon unacknowledged sources in such a way as to pass off intellectual content and phrasing as one’s own.

**Sexual harassment** means conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour. It includes, but is not limited to: leering; obscene sexual communication in any media including social networks; stalking; unwelcome invitations, telephone calls or emails; sending sexually explicit emails or text messages; using sexually suggesting language in any form of communication; distributing sexually suggestive materials through any means or media; touching another individual in a way that offends, intimidates, embarrasses or humiliates.

3. Scope

3.1 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.
5. Policy

The Student Code of Conduct is attached as Appendix A and forms the central platform of this policy. It consists of the general objectives and the standards to be observed.

The standards consist of five primary student responsibilities:

5.1 A condition of enrolment that students inform themselves of and obey the College's rules and policies affecting them, and conduct themselves accordingly.

5.2 An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically.

5.3 An obligation to observe standards of equity and respect in dealing with every member of the College community.

5.4 An obligation to use and care for College resources in a lawful and appropriate manner.

5.5 An obligation to not diminish the College's reputation in the carrying out of academic and other associated College activities.
1. To foster a learning environment that enables students to achieve their full potential.
2. To provide a safe environment where students and staff are not threatened, intimidated or harassed.

To achieve these objectives, the College has a regulatory framework, consisting of guidelines, policies and procedures. But the successful implementation of those regulations relies not only on staff. Students also have a duty to behave appropriately in order to create and maintain a safe and productive environment for all.

Standards to be Observed

All students enrolled at the College have the following responsibilities under this Code.

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.
• Ensure that they read all emails sent by Campion to their Campion provided email address.
• 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. Academic integrity

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.
• Behave ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student.
• Comply with the conventions of academic scholarship and ensure the proper use of copyright material.

APPENDIX A: THE STUDENT CODE OF CONDUCT

This Code of Conduct provides a guideline for appropriate standards of behaviour. Breaches of this code will not be tolerated and may be dealt with in accordance with the Student Misconduct Procedures.

General Principles

The Code of Conduct is underpinned by two primary objectives:
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.

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, including sexual harassment.
• 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 use, sell or possess drugs or banned alcoholic beverages on Campion premises or any residences run by the College.
• Not use any form of physical violence which may cause serious personal injury to another individual, including rape.
• 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

POLICY ON ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

1. Purpose

1.1 The College Information Technology (IT) Facilities are provided for the purpose of teaching, learning, research, professional development and administration.
1.2 The College is committed to ensuring the appropriate, effective, safe, and legal use of its IT Facilities.

1.3 This policy informs users of their rights and responsibilities in relation to their use of this technology.

2. Definitions

Information Technology Facilities means services and systems and associated computing hardware and software used for the communication, processing and storage of information.

3. Scope

3.1 This policy applies to all users of the College’s IT Facilities. It covers computing, collaboration and communications facilities, examples of which include telephones, facsimiles, mobile telephones, computers, tablets, printers, photocopiers, email, internet access, network applications, web services and similar resources. Use of remote systems accessed via IT Facilities is also covered by this policy. Remote services may have additional local rules and regulations.

4. Principles

4.1 This policy aims to be consistent with the provision of an environment that respects the freedom of inquiry and expression, privacy and confidentiality, the law and due process.

4.2 IT Facilities are provided to Campion staff and students to conduct academic and administrative pursuits.

4.3 Staff and students must take responsibility for using IT Facilities in an ethical, secure and legal manner; having regard for the objectives of the College and the privacy, rights and sensitivities of other people.

4.4 Use of IT Facilities to bully or harass other students or staff will not be tolerated.

5. Policy

5.1 User Rights

5.1.1 Users have the right to access and use the College’s IT facilities for legitimate work, study and related purposes.

5.1.2 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.

5.1.3 IT facilities must not be used to defame any person.

5.2 Audits

The College Executive 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.

5.3 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

5.4 Socially Responsible Use

5.4.1 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.

5.4.2 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.

5.5 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 (e.g., child pornography)
- Any other unlawful activity

5.6 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

5.7 Competent Use

5.7.1 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
- Seek assistance if they do not know how to competently use the IT facilities

5.7.2 In addition users must accept that the College cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

5.8 Efficient Use

5.8.1 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 (e.g., video, audio and high resolution images)
- Storing excessive personal data or files
- Downloading of large files from the internet
- Wasteful printing

5.8.2 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.

5.9 Breach of Policy

While the College would generally employ an educative approach, confirmed 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
1. Purpose

1.1 The Student Misconduct Procedures provide the guidelines for reporting and investigating alleged breaches of academic integrity and allegations of general misconduct.

1.2 For guidance on what those cases of misconduct entail, this policy relies primarily on the:
   a. Student Academic Integrity Policy, and the
   b. Student Code of Conduct.
   c. Range of other rules, policies and procedures related to acceptable behaviour of students on campus and measures for mitigating risks to student safety and wellbeing. Such policies concern use of IT facilities, consumption of alcohol, reactions to critical incidents, and academic and non-academic grievance procedures.

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

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

2. Definitions

Academic Integrity means, as according to the Higher Education Standards Framework (Threshold Standards) 2015, ‘the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner’.

Academic Misconduct means obtaining academic advantage for oneself or for others by dishonest or unfair means. It refers to a breach of academic integrity.

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

Allegation means 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 Director of Operations determines that an investigation is warranted.

**Anonymous** means that 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** means an 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.

**Designated Officer** means a person with the authority to determine allegations of student misconduct because of their role or by delegated appointment.

**Expulsion** means 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.

**General Misconduct** means conduct by a student that is contrary to accepted standards of behaviour at the College including conduct that:

a) places at risk the health, safety or welfare of any person;

b) places at risk the ability of the College to provide a learning environment that enables students to achieve their full potential.

**Investigating Officer** means a person appointed to investigate an allegation of misconduct and make recommendations based on the outcome.

**Misconduct Register** means 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** means 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** means the Principles of Natural Justice including the provisions that:

a) Students are informed, with adequate notice, of allegations and proceedings,

b) Students are provided with opportunity to respond and be heard

c) Decision makers are without conflict of interest or prior involvement in the case

d) Proceedings are carried out and determinations made without bias

**Property** means materials—personal, intellectual and shared—in any (including digital) form.

**Respondent student** means a student against whom an allegation of misconduct is made.

**Serious misconduct** means an alleged act where:

a) there is a Level Two case of Academic Misconduct (see Student Academic Integrity Policy).

b) there is reason to believe that there is a significant risk to the College and its staff and/or students.

c) a criminal offence may have been committed.

d) there are a number of allegations of a similar nature received against a respondent.

e) a possible penalty for the conduct is suspension or expulsion.

**Sexual harassment** means conduct with a sexual component which is unwelcome, unsolicited and un reciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour. It includes, but is not limited to: leering; obscene sexual communication in any media including social networks; stalking; unwelcome invitations, telephone calls or emails; sending sexually explicit emails or text messages; using sexually suggestive language in any form of communication; distributing sexually suggestive materials through any means or media; touching another individual in a way that offends, intimidates, embarrasses or humiliates.

**Support person** means 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. A staff member receiving a report of an allegation may also have a support person who can verify the details of the allegation.
Suspension means 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 means a temporary restriction of a student from all or parts of the College, including access to specific facilities.

3. **Scope**

3.1 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.

3.2 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

4. **Principles**

4.1 The College takes a zero-tolerance approach to proven cases of physical or emotional harm caused by one student toward another individual.

4.2 Victims of misconduct, especially criminal acts, must be provided with free counselling services and information about other support services.

4.3 All allegations of misconduct must be dealt with as quickly as possible.

4.4 Students accused of misconduct must be provided with procedural fairness.

4.5 Students reporting an alleged act of misconduct and student respondents must be afforded complete confidentiality.

4.6 No student reporting an alleged act of misconduct should be in fear of acts of reprisal and the College will demonstrate zero-tolerance of such acts.

4.7 These procedures operate within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other College rules, policies and procedures.

4.8 This policy will be communicated to students through the Student Handbook and College website. It will be available to staff via the Policy Master File on the server.

5. **Procedures**

5.1 **Powers and Delegations**

5.1.1 A Designated Officer will be either:

- The Dean of Studies, for matters relating to academic integrity.
- The Director of Operations or President for matters relating to general misconduct.
- Any other staff member delegated by the President, Dean of Studies or Director of Operations.

5.1.2 A Designated Officer may investigate an allegation of misconduct. A Designated Officer may choose to appoint an Investigating Officer, especially in the following circumstances:

- cases of suspected serious misconduct.
- where there may be a perceived conflict of interest.
- if the Designated Officer is unavailable to carry out the investigation.

5.1.3 When receiving a report or investigating an allegation, the Designated Officer and Investigating Officer has the power to:

- summon a staff member or student to give evidence at any hearing of misconduct.
- summon a staff member to be present when
5.2 Reporting

5.2.1 Any student or staff who reasonably suspects a student has committed a criminal act may choose to report it to the police. Such acts include, but are not restricted to:

- sexual harassment,
- sexual assault,
- racial, gender or cultural vilification,
- destruction of public property,
- buying/selling illicit substances or possessing illegal items.

Given the seriousness of such crimes, especially sexual assault, staff or students must encourage victims to file a criminal complaint. The College will support victims who file a criminal complaint directly to the police. If a criminal act is committed off campus, it is still in breach of the Student Code of Conduct and may be investigated internally under College policies and procedures. The College will, meanwhile, support any criminal investigation conducted by external authorities such as the police.

5.2.2 Any student or staff who reasonably suspects a student has committed any other form of misconduct, may report it to any one or more of the following:

a) Dean of Studies (Designated Officer)
b) Director of Operations (Designated Officer)
c) President (Designated Officer)
d) any member of staff, including Residential Tutors.

In this case, the staff member must then refer it promptly to one or more of the Designated Officers listed above.

5.2.3 While a student’s privacy must be respected and confidentiality and safety assured, all staff must encourage students to report cases of misconduct directly with a Designated Officer. A student making an allegation will remain anonymous to the accused.

5.2.4 When an allegation of misconduct is reported directly to a Designated Officer verbally, the student is permitted to bring a support person. The Designated Officer may also have a support person present in order to verify the details of the allegation. The reporting student will then be asked to submit the allegation in writing.

5.2.5 In cases concerning criminal acts, the College will not issue any penalties for misconduct for any reporting student for other violations of College policy. For example, if a student reports a sexual assault while he/she was intoxicated, and consuming alcohol in an area or a time prohibited under policy, the College will not charge the reporting student with misconduct.

5.3 Preliminary Action

5.3.1 After receiving a written report of misconduct, the Designated Officer must conduct a preliminary assessment of the allegation, to be concluded within ten business days. When conducting this assessment, the Designated Officer may interview the respondent student. In this case, the respondent student must be invited to attend an interview to discuss the allegation and offered the opportunity to bring a support person. They must also be provided with a copy of this policy. If the respondent student does not attend the interview or respond to the Designated Officer’s invitation, then the process will continue in his/her absence. The Designated Officer is not obliged to provide the student respondent with the written allegation or provide the name of the student reporting the allegation, especially if it may compromise the integrity of the investigation or the safety of any other students involved.

5.3.2 Following the interview, or if no interview is conducted, the Designated Officer may do one of the following:

a) dismiss the allegation if it is deemed trivial or misconceived and does not warrant any further action;
b) if the student respondent denies the allegation, arrange for an investigation (see Item 5.4);
c) if the student respondent admits the allegation, impose a penalty (see Item 5.7).

5.3.3 The Designated Officer must inform, in writing, the reporting student and the student respondent of the outcome of the preliminary assessment. If an investigation is to proceed, all parties must be notified if they will be required to provide further evidence, written statements, or participate in more interviews. The accused student must be provided with as much information as possible, in writing, about the case, keeping in mind the conditions under Item 5.3.1.
5.4 Investigation

5.4.1 Investigations will be conducted by an Investigating Officer who may or may not be the same person as the Designated Officer.

5.4.2 The investigative process must be concluded within ten business days.

5.4.3 The Investigating Officer must compile as much information as possible about the case. The Investigating Officer must consider all available evidence about the allegation and make findings of fact on any relevant evidence.

5.4.4 The Investigating Officer must give the student respondent a reasonable opportunity to respond to any new claims, findings or evidence and to present his/her own evidence or statements. Reporting students and respondent students may also be permitted to call witnesses to give evidence who must be prepared to be questioned by the Investigating Officer.

5.4.5 The Investigating Officer may choose to conduct a hearing, if appropriate, with the presence of all students involved in the case, including witnesses and support persons. If a hearing takes place, minutes must be recorded and another staff member must be present.

5.5 Decision

5.5.1 At the conclusion of an investigation, the Investigating Officer, if different from the Designated Officer, will present a report of his/her findings to the Designated Officer. The Designated Officer will then decide if the allegation is proven or not proven.

5.5.2 In making a decision 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 against the student is proven.

5.5.3 If proven, a penalty will be decided upon (see Item 5.7).

5.5.4 If not proven, the allegation is dismissed.

5.5.5 Reporting student and the student respondent will be notified of the outcome in writing. The notification must set out:
   a) the findings of fact;
   b) a summary of the evidence on which those findings of fact are based;
   c) any finding of misconduct;
   d) if applicable, any penalty to be imposed;
   e) the grounds and methods for lodging an appeal against the decision and/or the penalty.

5.5.6 Students must be notified of the decision within five business days after the conclusion of the investigation.

5.6 Appeal

5.6.1 An appeal against the finding of misconduct may only be made in accordance with the Non-Academic Grievance Procedures and on any one or more of the following grounds:
   a) a failure to accord procedural fairness at any stage of the process;
   b) new or fresh evidence is presented that was not known or reasonably available to the Investigating Officer before the decision was made.

5.6.2 An appeal against the penalty may only be made if:
   a) inconsistent with Item 5.7; or
   b) it is believed to be excessive and out of proportion to the act of misconduct, taking into account any current rules and policies.

5.6.3 To lodge an appeal a student respondent must write to the Designated Officer no later than fifteen days following notification of the misconduct decision. A notice of appeal must specify:
   a) the finding or penalty under appeal;
   b) the grounds for the appeal; and
   c) details and copies of any new or fresh evidence, if this is the grounds of the appeal.

5.6.4 If an appeal is lodged according to the conditions stated above, the Designated Officer must delegate the appeals process to another staff member. If any new or fresh evidence is presented as the grounds of the appeal, the reporting student must be notified and given the opportunity to respond.

5.6.5 Any appeal must be considered on the basis of:
   a) the material and evidence that was before the
5.7.4 Students found guilty of misconduct may also be required to undergo counselling or training.

5.7.5 It is imperative that if a reporting student has been physically and/or emotionally hurt by the act of misconduct, that they be made aware of counselling services available and, depending on the circumstances, the possibility of receiving Special Consideration for their academic work (See Special Consideration Policy and Procedures and Critical Incident Policy with regard to support services available). For procedures relating to the welfare of the victims of misconduct, see the Critical Incident Policy.

6. Roles and Responsibilities

6.1 It is the responsibility of the Designated Officer to keep notes and documentation 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 and in line with College policy.

6.2 It is the responsibility of the Dean of Studies/Director of Operations to report cases of academic misconduct and breaches of academic integrity once a year to the Academic Board, and cases of general misconduct to the Institute Board, also once a year. Cases of sexual harassment and sexual assault must be reported at the earliest possible convenience to the Institute Board.

6.3 It is the responsibility of all staff to report cases of criminal activity on campus and, when hearing reports of sexual harassment, rape, or assault, to encourage students to notify the police.

6.4 It is the responsibility of all students and staff to reasonably cooperate with the process outlined in these Procedures; not undermine the process in any way; and behave in an appropriate and civil manner during an investigation and during interviews.

6.5 The Campion Executive Committee has the responsibility of implementing these procedures when allegations of misconduct are made and reviewing the effectiveness of these procedures whenever they are tested.
7. References

- Universities Australia, Respect. Now. Always. 10-Point Action Plan, August 2017
- TEQSA Guidance Note: Wellbeing and Safety, 8 January 2018
- A range of documents were reviewed in developing these procedures and are gratefully acknowledged, in particular the student misconduct procedures from UNSW, the Student Misconduct Rule from Western Sydney University, and the Sexual Assault and Misconduct Policy from Seton Hall University in the United States

8. Policy History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of approval</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERSION 1</td>
<td>Date of Approval: Not available</td>
<td>Amendment: Student Misconduct Policy</td>
</tr>
</tbody>
</table>

VERSION 2
Date of Approval: 7 September 2013
Amendment: Student Misconduct Policy replaced by Student Misconduct Procedures

VERSION 3
Date of Approval: April 2018

- Amendment 1:
  Formatting

- Amendment 2:
  Addition of Item 1, amending introduction of previous policy;

- Amendment 3:
  Addition of definitions of Academic Integrity; General Misconduct; Sexual Harassment; Respondent Student.

- Amendment 4:
  Addition of Items 4, 5 and 6, using and amending existing wording.
**APPENDIX A: ACADEMIC MISCONDUCT PROCEDURES**

Examples of misconduct and serious misconduct; relevant Designated Officers for that type of offence; and possible penalties.

<table>
<thead>
<tr>
<th>ALLEGED MISCONDUCT</th>
<th>DESIGNATED OFFICER</th>
<th>PENALTIES IF MISCONDUCT IS PROVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One Breach of Academic Integrity (see Student Academic Integrity Policy)</td>
<td>Dean of Studies</td>
<td>Any one or more of the following penalties:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Formal reprimand or formal warning;</td>
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<td></td>
<td></td>
<td>• Resubmission;</td>
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<td></td>
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<td>• Reduction in marks for the assessment item;</td>
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<td></td>
<td></td>
<td>• Remedial educative action.</td>
</tr>
<tr>
<td>Misuse of the teaching and learning facilities or resources; alleged failure to</td>
<td>Dean of Studies</td>
<td>Any one or more of the following penalties:</td>
</tr>
<tr>
<td>treat teaching staff and other students with courtesy, tolerance and respect.</td>
<td></td>
<td>• Formal reprimand or formal warning;</td>
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<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 for a period not exceeding the remainder of the semester;</td>
</tr>
<tr>
<td>Misuse of Library facilities or resources</td>
<td>Director of Operations</td>
<td></td>
</tr>
<tr>
<td>Misuse of Campion IT facilities or resources</td>
<td>Director of Operations</td>
<td></td>
</tr>
<tr>
<td>Minor behavioural breach – e.g. refusal to follow reasonable instructions;</td>
<td>Residential Manager or Dean</td>
<td>Any one or more of the following penalties:</td>
</tr>
<tr>
<td>lack of courtesy; breach of policies or procedures</td>
<td>of Studies/Director of</td>
<td>• Formal reprimand or formal warning;</td>
</tr>
<tr>
<td></td>
<td>Operations</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>Misuse of the facilities or resources of the College residential accommodation</td>
<td>Director of Operations</td>
<td></td>
</tr>
<tr>
<td>Any other misconduct not covered elsewhere</td>
<td>Director of Operations</td>
<td>Any one or more of the penalties listed above, as appropriate.</td>
</tr>
</tbody>
</table>
### SERIOUS MISCONDUCT

<table>
<thead>
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<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;  
- Remedial educative 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.** | Any one or more of the following penalties, aside from those listed as Level One Breach of Academic Integrity:  
- Reduction in marks;  
- Failure in the unit;  
- Suspension from the College for up to two weeks;  
- Exclusion (in cases of repeated breaches). |
| **Level Two Academic Misconduct (See Student Academic Integrity Policy)** | 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. |
| **Serious misconduct relating to entry into a course or receiving an award the student was not legitimately eligible for, or entitled to.** | Any other serious misconduct not covered elsewhere. |
| **Any other serious misconduct not covered elsewhere.** | Any one or more of the penalties listed above, as appropriate. |
Sample text notifying a student of an allegation

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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
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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:
- Female Senior Residential Tutor, Miss Catherine Brennan
- Male Senior Residential Tutor, Mr Elijah van Rensburg
- Dean of Studies/Director of Operations

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
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 / Director of Operations

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.

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. Definitions

2.1 Credentialed prior learning
Course-related learning leading to the award of a tertiary qualification. This includes learning from:

- Completed tertiary education subjects and courses
- Vocational Education & Training Accreditation Board (VETAB) accredited courses
- Overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

2.2 Uncredentialled prior learning
Informal learning from work experience, life experience or courses taken outside the tertiary education system.
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.

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. Principles
Campion supports an approach which acknowledges that learning may be achieved through formal, non-formal or informal pathways, and that provision should exist for recognition of these. Accordingly, this policy provides for:
- the legitimate interests of students with diverse prior educational experiences in obtaining credit for prior learning, without being disadvantaged in achieving the expected learning outcomes and graduate attributes of a qualification
- public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
- a consistent and equitable approach to the granting of credit for prior learning, while assuring the quality, integrity and standing of Campion qualifications.

5. Policy
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
(a) 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,
(b) unless they are or have been bona fide students at another higher education provider with which Campion has a formal articulation or exchange arrangement.

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) one-third of a course of three years or less full-time duration, or
(b) one-quarter 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 Previously acquired credentialed or uncredentialled learning may only be counted once as approved RPL exemptions for any course offered by the College.

5.12 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.

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

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

5.15 Wherever possible, NOOSR (National Office for Overseas Skills Recognition) guidelines should be used for assessing applications for RPL on the basis of overseas study.

5.16 Applicants for RPL will be informed of the outcome through timely written advice.

6. Roles and Responsibilities

6.1 The Dean of Studies will be responsible for the application of this policy and ensuring that the outcomes of RPL applications are appropriately recorded.

6.2 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.
CONSUMPTION OF ALCOHOL AND DRUGS ON CAMPUS POLICY

1. Purpose

1.1 This policy addresses what constitutes appropriate use of alcohol and drugs by staff and students, consistent with legislative requirements.

1.2 The policy also aims to ensure a safe environment for all staff, students, visitors and contractors.

2. Definitions

2.1 Prohibited substances means any substance, such as a drug, that is banned or forbidden by law to either manufacture, sell, purchase, or consume.

2.2 Alcohol means any alcoholic beverage.

2.3 Illicit drug means either:
   a) substances that are illegal to manufacture, sell, purchase or consume, or
   b) substances that are legal to purchase, sell and consume when processed in a licensed facility or prescribed by a physician, but become prohibited when misused (ie manufactured, purchased, sold or consumed without license and without a prescription.

2.3 Prescribed medication means any drug, whether prohibited or not, for which use is authorised by a physician.

3. Scope

3.1 This policy applies to all staff and students at Campion.

3.2 For all staff it applies at all times while on College campus.

3.3 For all students it applies while on College campus. However, it also applies if an alleged incident occurs partly or wholly off campus and impacts in any way on College life or the Student Code of Conduct.

3.4 This policy applies for incidents when messages are conveyed on social media or any other form of communication, whether explicitly or implicitly, about the use of alcohol and drugs contrary to this policy.

4. Principles

4.1 The overriding principle to be applied is that it is unacceptable to use prohibited substances on campus or to misuse alcohol, illicit drugs, or prescribed medication.

4.2 The College does not tolerate the illegal possession, cultivation, distribution or consumption of any drug on College premises, when using College equipment, attending a College or student association event, function or activity, or participating in any activity as a representative of the College.

4.3 Consumption of alcohol on campus is a privilege, not a right.

4.4 All persons consuming alcohol on campus are responsible for their own behaviour.

4.5 The College does not condone harassment or other unlawful behaviour that may result from the consumption of alcohol and/or drugs.

4.7 Overall, Campion College is committed to:
   a. providing a safe and healthy work and learning environment;
   b. promoting a responsible attitude towards the use of alcohol and drugs;
   c. minimising alcohol and other drug related harm to the College community, College property and the College’s reputation;
   d. meeting its legal responsibilities in relation to the sale and consumption of alcohol on College premises and at College events; and
   e. supporting students and staff with alcohol and
5. Policy

5.1 General Principles Concerning the Consumption of Alcohol

5.1.1 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 are not permitted to consume alcohol on campus and other persons are not permitted to serve or provide alcohol to those under the legal drinking age.

5.1.2 The following types of alcohol are permitted to be consumed on campus by staff and students in moderation:
   i. Beer (light, mid strength or full strength);
   ii. Wine; and
   iii. Commercial pre-mixed spirits.

5.1.3 The following types of alcohol are not permitted to be consumed on campus by staff and students:
   iv. Spirits (other than pre-mixed);
   v. Fortified wines (including port and sherry); and
   vi. Any other beverage with an alcohol content at or above 18%.

5.1.4 Alcohol may only be consumed in the areas designated by the Director of Operations.

5.1.5 Alcohol is not permitted in the residential bedrooms and may only be stored on campus in the manner prescribed by the Director of Operations.

5.1.6 Access to alcohol is restricted to the days and times prescribed by the Director of Operations. 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.

5.1.7 All alcohol served on campus must be served by an authorised individual (Responsible Service of Alcohol Competency Card) mindful of the possible presence of minors.

5.1.8 The brewing or distilling of alcohol is not permitted on campus.

5.1.9 Failure to observe provisions in this policy may result in one or more of the following:
   vii. forfeiting ownership of any alcohol remaining on campus;
   viii. being fined;
   ix. having the privilege of consuming alcohol on campus removed for a period of time;
   x. being banned from consuming alcohol on campus indefinitely;
   xi. being suspended or excluded from residential accommodation, if applicable;
   xii. formal disciplinary action being taken in accordance with the Student Misconduct Procedures and Staff Misconduct Procedures
   xiii. Alcohol and drug abuse counselling.

5.2 Use of Drugs

5.2.1 Apart from drugs which are prescribed medication, the manufacture, distribution, or use of illicit drugs is completely unacceptable.

5.2.2 Residential students are also bound by the residential agreement which prohibits any illegal activity of any kind on campus.

5.3 Transgression of Policy

5.3.1 Emergency situations that may arise as a result of misuse of alcohol or drugs should be managed in accordance with the Critical Incident Policy and Procedures.

5.3.2 Any staff or student suspected of being under the influence of alcohol or prohibited substances, or in breach of any of the conditions stated above, may be suspended following an investigation taking place in accordance with the Student Misconduct Procedures and the Staff Misconduct Procedures.

5.3.3 Incidents falling under this policy which constitute potential criminal conduct may be referred by the College directly to the police.

6. Roles and Responsibilities

6.1 It is the responsibility of all staff and students to adhere to this policy and to report cases of misconduct in relation to this policy.

6.2 The Director of Operations is responsible for implementing the specific procedures and guidelines
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.

ATTACHMENT A:
SPECIFIC PROCEDURES AND GUIDELINES FOR CONSUMPTION OF ALCOHOL ON CAMPUS

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.

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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 Director of Operations will consider requests to allow access to alcohol for specific events outside of these times. The Director of Operations 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 Director of Operations is unavailable the request must go through the President. The RT 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:

i. Rear courtyard,
ii. Café,
iii. Dining room,
iv. Quadrangle grass,
v. Common Room (including residential houses common areas),
vi. Designated smoking area.

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 RTs 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.
INTERNATIONAL COURSE ADVISORS

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BA (St Mary’s) MA (Toronto) + 18 Honorary Doctorates Distinguished Senior Fellow, Ethics & Public Policy Center, Washington DC, USA
### CONTACT NUMBERS / ADDRESSES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Police, Ambulance, Fire</td>
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<tr>
<td>Wentworthville Police Station</td>
<td>02 9688 8499</td>
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<tr>
<td>Wentworthville Avenue (Cnr of Wentworth Avenue and Railway Street)</td>
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<td>Wentworthville</td>
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<tr>
<td>Westmead Hospital</td>
<td>02 8890 5555</td>
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<td>Wentworth Avenue</td>
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<td>WENTWORTHVILLE</td>
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<td>Medical Centres:</td>
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<td><strong>Toongabbie Family Practice</strong></td>
<td>02 9636 2337</td>
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<tr>
<td>52 Aurelia St, Toongabbie (shop side of train station)</td>
<td>open 8.30am to 5.30pm weekdays and 8.30am to 12noon every Saturday. Closed on Sundays.</td>
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<tr>
<td><strong>Wentworthville Medical Centre</strong></td>
<td>02 8868 3800</td>
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<tr>
<td>122-128 Station St, Wentworthville</td>
<td>is open 7.00am to 10.00pm weekdays and 8.00am to 10.00pm on Weekends.</td>
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<tr>
<td><strong>Winston Hills Medical Centre</strong></td>
<td>02 9838 4800</td>
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<td>is located inside the Winston Hills Shopping Centre, shop 68 (next to the Chinese restaurant) on 180 Caroline Chisholm Drive, Winston Hills. It is open from 9.00am to 7.00pm on weekdays, 9.00am to 1.00pm on Saturdays and closed on Sundays and Public Holidays.</td>
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<tr>
<td><strong>Fitzwilliam Road Medical Centre</strong></td>
<td>9873 0085</td>
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<tr>
<td>is located at 62 Fitzwilliam Road. It is open 8.00am to 6.00pm weekdays, 8.00am to 5.00pm on Saturday and closed on Sundays.</td>
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<tr>
<td>CatholicCare Blacktown</td>
<td>02 8843 2530</td>
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<td>Free counselling appointments (service agreement with Campion by appointment on campus).</td>
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<tr>
<td>Counselling: Anne-Marie Goes</td>
<td>0402 472 619</td>
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<td>Bethany Health Centre, Strathfield.</td>
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<td>Lifeline Australia</td>
<td>13 11 14</td>
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<td>24 hour counselling service</td>
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<td>Department of Justice</td>
<td>1800 227 772</td>
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<td>24 hr Family &amp; Friends of Missing Persons support line.</td>
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<td>National Sexual Assault, Domestic Family Violence Counselling Service.</td>
<td>1800 737 772</td>
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<td><a href="http://www.1800respect.org.au">www.1800respect.org.au</a></td>
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