

Study Adjustment and Course Flexibility Guidelines

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Purpose

Federation University Australia seeks to provide a learning environment that promotes and values diversity and offers equality of access and opportunity to all.

This document guides decision-making to reduce the impact of significant personal circumstances on students' capacity to study or demonstrate their abilities. It aims to provide a transparent and equitable set of principles that describe the University's approach to supporting students to:

- Progress successfully through their studies without compromising academic integrity or inherent requirements of the program, or
- Access an appropriate deferment, leave or withdrawal option to suit their specific circumstances.

Scope

This Guideline applies to all Vocational Education and Training (VET), undergraduate, post-graduate and Higher Degree Research students of Federation University Australia - both domestic and international students including those studying via third party providers.

Definitions

Note: definitions throughout this Guideline can be accessed via the Policy Glossary which is currently under development

A further list of definitions specifically relevant to this Guideline is included below:

Term	Definition
Policy Administration Management System (PAMS)	The University-approved centrally controlled policy repository policy library which is the authoritative source for all University-wide policies and procedures, accessible through the FedUni website policy portal/
Review	A formal, comprehensive review of a governance document conducted by the Document Owner for the purposes of establishing the need for amendment (major or minor) or further development.

Legislative Context

- Federation University Australia Act 2010
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- The National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- Federation University Australia Statute 2021
- Federation University Australia (Students) Regulations 2023

Guideline Statement

Federation University Australia is committed to:

- Supporting students of all backgrounds and circumstances to participate in the pursuit of learning and university activities
- Fair, consistent and transparent decision-making processes
- Compliance with all legislative, regulatory and reporting requirements

This Guideline provides a set of principles to maximise students' learning and wellbeing through the provision of support options accessed in specific circumstances:

Principle	Demonstrated by
The University protects the confidentiality of information about students	<ul style="list-style-type: none"> • Ensuring that the student understands the level of disclosure necessary to enable their application to be appropriately addressed • Requiring Health professionals to conduct themselves ethically in respecting the student's right to confidentiality and privacy • Maintaining academic records that contain only necessary personal information for academic purposes • Ensuring that all personal information is kept in accordance with the Australian Privacy Principles and other standards related to health records, where appropriate

	<ul style="list-style-type: none"> Ensuring transparency in communicating what records are maintained, in what format and who has access to them
The University supports deferment of programs and granting of leave from studies across higher education programs	<ul style="list-style-type: none"> Allowing deferment and leave from studies from all non-exempted higher education award programs up to a maximum of 12 months in line with the Deferral/Leave from Studies Procedures Facilitating completion and submission of either deferment or leave from studies applications Not applicable to VET – VET/TAFE students are encouraged to talk to their teaching staff about their options
The University provides options for all students (H.Ed and VET) to maintain academic progress whilst managing health conditions, disabilities and caring responsibilities	<ul style="list-style-type: none"> Encouraging and supporting completion of an Applications for Special Consideration Encouraging eligible students to register with the Disability & Learning Access Unit (DLAU) for Learning Access Plan (LAP) development Making reasonable adjustments to study and assessment based on a LAP Implementing Special Consideration adjustments for assessments Providing free, confidential counselling and other personal support services Providing a procedure for Remission of Debt where after census date the student's circumstances result in course failure or late withdrawal Delivering targeted and supportive academic intervention strategies Encouraging study plan adjustments such as reduced study loads where appropriate
The University takes a student-centred approach to discussing students' personal circumstances and to assessing and managing adjustments to study	<ul style="list-style-type: none"> Proactively suggesting processes to negotiate adjustments Making Special Consideration processes as streamlined and simple to navigate as possible Providing guidance to all staff on administrative decision-making
Special Consideration, discretionary assessment extensions, reasonable adjustments or flexible study options must not compromise academic integrity or standards or the inherent requirements of the Program	<ul style="list-style-type: none"> Supporting students to plan and manage their study loads in order to met program requirements Facilitating Special Consideration or reasonable adjustments within completed Special Consideration Application Forms and/or Health Care Professional Forms and/or LAP
The University is transparent in cases where study or assessment adjustments are not possible	<ul style="list-style-type: none"> Explicitly stating inherent requirements of each Program Explaining reasons for denying adjustments, extensions or special consideration on the basis of academic integrity, standards or inherent requirements

Supporting Documents

- [Students and Support for Students Policy](#)
- [Higher Education Special Consideration Procedure](#)
- [Higher Education Deferral or Leave from Studies Procedure](#)
- [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#)

- [Disability Learning Access Plan \(LAP\) Procedure](#)
- [Equal Opportunity and Valuing Diversity Guidelines](#)

Responsibility

- Chief Learner Experience Officer, as the Approval Authority, is responsible for monitoring the implementation, outcomes and scheduled review of this guideline and its accompanying procedure.
- Director, Student Services and Registrar, as the Document Owner, is responsible for maintaining the content of this guideline as delegated by Approval Authority.

Promulgation

The Student Access Guidelines will be communicated throughout the University via:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Policy.
- Academic Board
- Learning and Teaching Committee
- School meetings
- Academic Induction Program
- Student Health & Wellbeing meetings
- Student Senate meeting

Implementation

The Student Access Guidelines will be implemented throughout the University via:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Policy

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Eg. RPL / RCC evidence and assessment record.	Student File	Head of Department	2 years
Consultancy Agreement	Legal Office	University Solicitor	7years after contract has expired
Standard Enrolment Form	Student Centre	Team Leaders - Student Services SMB/Horsham	7 years after enrolment has expired