

# Study Adjustment and Course Flexibility Guidelines

<b>Policy code:</b>	ST2092
<b>Policy owner:</b>	Director, Student Services and Registrar
<b>Approval authority:</b>	Chief Student Experience Officer
<b>Approval date:</b>	13 June 2024
<b>Next review date:</b>	30 August 2026

## Table of Contents

Purpose .....	1
Scope .....	1
Definitions .....	1
Legislative Context .....	2
Guideline Statement .....	2
Supporting Documents .....	3
Responsibility .....	4
Promulgation .....	4
Implementation .....	4
Forms/Record Keeping .....	4

## 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"> <li>• Ensuring that the student understands the level of disclosure necessary to enable their application to be appropriately addressed</li> <li>• Requiring Health professionals to conduct themselves ethically in respecting the student's right to confidentiality and privacy</li> <li>• Maintaining academic records that contain only necessary personal information for academic purposes</li> <li>• Ensuring that all personal information is kept in accordance with the Australian Privacy Principles and other standards related to health records, where appropriate</li> </ul>

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

## 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