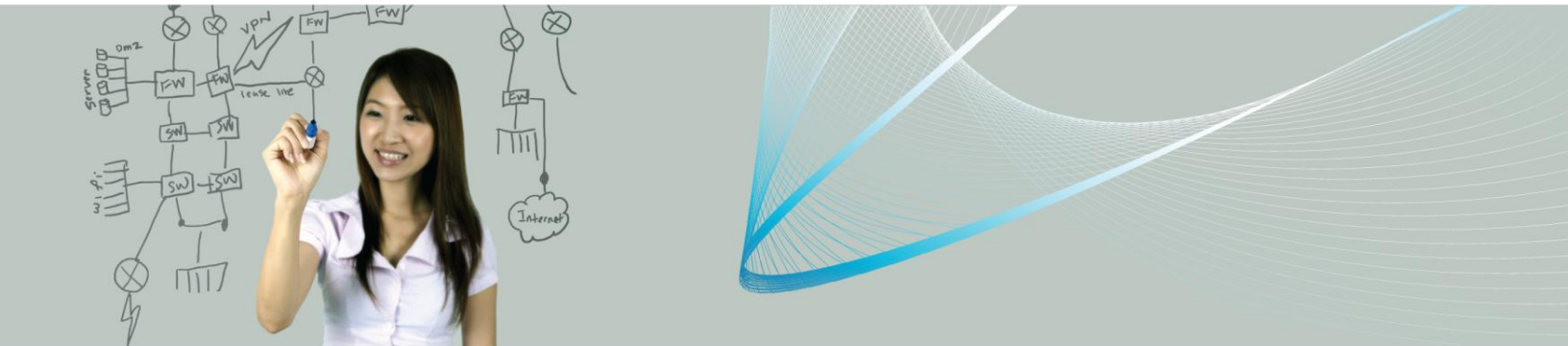


International Institute of  
**Business & Technology**  
Australia



# Student Handbook 2017

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## WELCOME TO IIBT

Welcome to IIBT, a vibrant and dynamic educational institution with a commitment to excellence.

Your academic program is delivered by leading education practitioners and qualified industry experts who provide real-life applications for your studies accompanied by contemporary theoretical application and workplace knowledge. Our goal is to equip our graduates to meet the challenges of a complex, interconnected and changing world.

Our administration and academic staff are here to assist you with any enquiries and help you familiarise yourself with our campus and programs.

You will find the key information you require as a new student here in the Student Handbook. More detailed information, especially in relation to Policies and Procedures, is available on the Student Portal and I encourage you to read them to fully understand your rights and responsibilities as a member of our community.

I wish you all the very best for your studies and trust that your time at IIBT is both personally and academically rewarding.

Dr Glenn Watkins

Chairman



## **GENERAL INFORMATION:**

### **IIBT Mission**

IIBT has as its mission is to provide high quality, practical business education to students from all backgrounds that inspires critical inquiry and a commitment to life-long learning. Our Institute aspires to prepare students to meet the challenges and opportunities they will face in their personal and working lives in the 21st century and beyond. At IIBT, we embrace diversity and ensure a supportive and collaborative learning environment that encourages curiosity, promotes creativity and innovation, establishes a global perspective and brings together cultures promoting individual thought and mutual respect amongst both students and staff to produce career opportunities that can make a positive difference.

### **IIBT Student Charter**

At IIBT, the needs of our students are our highest priority. Our focus is on encouraging you to explore, expand and enjoy your education. We are committed to the ongoing development of our programs and teaching staff to ensure you receive an outstanding, industry-relevant education.

The Student Charter sets out the standards of service that IIBT aims to provide you as a student.

It is hoped that together IIBT, its partners and students, will create a rewarding learning experience which promotes the growth of every graduate, academically, socially and personally.

IIBT provides all students with equal opportunities in an environment free of any form of discrimination.

We respect the privacy of our students and prospective students by complying with the National Privacy Principles (NPPs) contained in the Privacy Act (Privacy Amendment (Private Sector) Act 2000).

IIBT aims to provide students with fair, accessible and efficient administrative procedures and full, transparent information about these.

We have in place fair and efficient complaints and appeals procedures and promote their existence to our students via our website, through enrolment and course information and in our Student Handbook.

IIBT provides a suitable and effective learning environment to meet diverse needs.

Access to extra training and support in literacy and numeracy is provided for those students requiring additional assistance.

Pathway programs articulating students into Australian universities are designed to fully prepare students for the student-focused and continuous assessment approach to learning used in Australia.

## IIBT Administration

### Address:

350 Albany Highway  
VICTORIA PARK WA 6100

### Postal Address:

International Institute of Business and Technology (Australia) Pty Ltd  
PO Box 819  
VICTORIA PARK WA 6979

**Phone:** (+61) 8 6180 2188

**Fax:** (+61) 8 9355 5781

**Email:** [enquiries@iibt.wa.edu.au](mailto:enquiries@iibt.wa.edu.au)

**Web:** [iibt.wa.edu.au](http://iibt.wa.edu.au)

### College Opening Hours:

Monday – Friday  
8.00am – 5.00pm

## IIBT Location

IIBT is located in the busy town area of Victoria Park, Western Australia. Our campus is located less than 10 minutes from the city centre and is easily accessible by bus and train. There is nearby street parking, and the campus is only a 10 minute walk from the train station and seconds from the bus stop. There is a bus route from the campus to most of the universities in WA and one of WA's major universities, Curtin University, is located approximately 10 minutes away. The campus is in close proximity to shops, restaurants, a supermarket, banks and the post office.

## IIBT Contacts

Administration	Chantal Catalano	<a href="mailto:admin@iibt.wa.edu.au">admin@iibt.wa.edu.au</a>
Admin/Student Support	Zackary Delorme-Watkins	<a href="mailto:zac.delormewatkins@iibt.wa.edu.au">zac.delormewatkins@iibt.wa.edu.au</a>
Marketing/Student Support	Anna Bortignon	<a href="mailto:anna.bortignon@iibt.wa.edu.au">anna.bortignon@iibt.wa.edu.au</a>
Director, International	Tina Hou	<a href="mailto:tina.hou@iibt.wa.edu.au">tina.hou@iibt.wa.edu.au</a>
Academic Director/Lecturer	David Clark-Murphy	<a href="mailto:david.clarkmurphy@iibt.wa.edu.au">david.clarkmurphy@iibt.wa.edu.au</a>
Campus Manager	Fran Kennedy	<a href="mailto:fran.kennedy@iibt.wa.edu.au">fran.kennedy@iibt.wa.edu.au</a>
English Program Manager	Linda Resnick	<a href="mailto:linda.resnick@iibt.wa.edu.au">linda.resnick@iibt.wa.edu.au</a>
Student Support Officer	Nancy Song	<a href="mailto:nancy.song@iibt.wa.edu.au">nancy.song@iibt.wa.edu.au</a>
Accountant	Kevin Suryawijaya	<a href="mailto:kevin.suriawijaya@iibt.wa.edu.au">kevin.suriawijaya@iibt.wa.edu.au</a>
Academic Lecturer	Kevin Vanderplank	<a href="mailto:kevin.vanderplank@iibt.wa.edu.au">kevin.vanderplank@iibt.wa.edu.au</a>
Academic Lecturer	Nicholas Ainsworth	<a href="mailto:nicholas.ainsworth@iibt.wa.edu.au">nicholas.ainsworth@iibt.wa.edu.au</a>
Academic Lecturer	Chinelle van der Westhuizen	<a href="mailto:chinelle.westhuizen@iibt.wa.edu.au">chinelle.westhuizen@iibt.wa.edu.au</a>
Academic Lecturer	Shahid Ghauri	<a href="mailto:Shahid.ghauri@iibt.wa.edu.au">Shahid.ghauri@iibt.wa.edu.au</a>
English Teacher	Emily Dortch	<a href="mailto:emily.dortch@iibt.wa.edu.au">emily.dortch@iibt.wa.edu.au</a>
English Teacher	Charlotte Faine	<a href="mailto:charlotte.faine@iibt.wa.edu.au">charlotte.faine@iibt.wa.edu.au</a>
English Support & Mandarin	Lisa Lyu	<a href="mailto:yang.lyu@iibt.wa.edu.au">yang.lyu@iibt.wa.edu.au</a>
Business Trainer	Rosa Commisso	<a href="mailto:rosa.commisso@iibt.wa.edu.au">rosa.commisso@iibt.wa.edu.au</a>



## IIBT Admissions Policy

Please refer to the IIBT Admissions Policy available on the website for information about entry requirements, letters of offer and a number of related matters.

The Admissions Policy has been created as the framework that determines the criteria for admission into IIBT courses. The policy sets out the standards by which the criteria for admission will be determined, maintained, monitored, evaluated and communicated. The Policy also explains the responsibilities that IIBT has towards potential students and to the wider community in adhering to these standards.

## IIBT Code of Conduct

The IIBT Code of Conduct outlines the standards of acceptable behavior required of all IIBT students in order to maintain the reputation and integrity of the Institute.

As members of an academic environment IIBT students are expected to:

Treat others respectfully and courteously as individuals and in relation to their views and opinions.

Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.

Avoid conduct that could reasonably be perceived as bullying, intimidation or harassment.

Attend classes, maintain consistent levels of study, submit assessments or assignments on time; take note of and apply academic performance feedback from teaching staff.

Familiarise themselves with and abide by IIBT's policies and procedures;

Maintain high standards and a professional approach to their study program.

Ensure personal and general hygiene are of the highest standards.

Avoid littering by using rubbish bins and leaving washrooms and other facilities clean.

Not attend class under the influence of alcohol or any other substance.

## Student Expectations

Students of IIBT can expect to:

- be treated with courtesy and respect.
- be treated equitably, irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
- freely communicate and voice points of view in rational debate.
- participate in a learning environment free of sexual, racial, gender-based, or other forms of harassment.
- have their personal information protected. IIBT respects the privacy of our students and prospective students by complying with the National Privacy Principles (NPPs) contained in the Privacy Act (Privacy Amendment (Private Sector) Act 2000).
- access personal records, subject to the provisions of the Freedom of Information Act [1992].
- be provided with timely and accurate information relating to units, courses, enrolment, and administration.
- have reasonable access to academic staff in private consultation outside normal contact hours.
- receive fair assessment of their course work.
- have access to safe facilities and equipment compliant with health and safety guidelines.

## Classroom Behaviour

All students are expected to comply with the following rules of behaviour whilst enrolled at IIBT:

- Demonstrate mutual respect for staff and fellow students.
- Turn off mobile phones, paging devices and portable personal music players during class times and examinations.
- Prepare for each class by completing the required reading and tutorial work.
- Attend all classes except when prevented by illness or exceptional circumstances. Class attendance is a courtesy to fellow students and lecturers in the interest of your own academic progress and a condition of your student visa if you are an international student.
- Arrive at classes at the scheduled time as late arrival is both disrespectful and disruptive to teachers/lecturers and fellow students.
- Work to the best of their ability.
- Participate actively in learning activities.
- Avoid all forms of general and academic misconduct.
- Provide constructive feedback when evaluating courses and lecturers.
- Refrain from any activities that might have a negative impact on other members of the IIBT community.
- Familiarise themselves with the responsibilities required of their course and program of study.
- Refrain from eating or drinking in classrooms at any time.
- Abide by any other rules of classroom behaviour as determined by, and/or negotiated with their teacher/lecturer or IIBT staff.

## Payment of Fees

Full information about fees payable, due dates and non-refundable fees can be found in your Letter of Offer.

Fees must be paid by the due date prior to the commencement of a relevant trimester or study period. For Diploma students, the due date is posted on the Student Portal at the end of the preceding trimester. Fee payment schedules are also provided to student on Orientation Day. Students with exceptional /serious grounds for inability to make payment by the due date must submit valid documents to Student Support Services outlining the grounds for consideration, one week prior to the due date.

### ***Unpaid Tuition Fees***

Unless you are experiencing exceptional circumstances that are substantiated by written evidence submitted seven days before the fee due date ,you will be penalised with a \$200.00 overdue fee if fees are unpaid by the due date. Any Diploma student who has outstanding overdue fees by the examination period start date will not be allowed to sit for exams.

## How to Pay

Tuition fees must be paid in advance. It is important that you identify the transaction with your Student ID Number.

By Bank Cheque or Bank Draft – please make cheque payable to:  
International Institute of Business and Technology (Australia) Pty Ltd

### Electronic Funds Transfer (EFT) to:

Bank: ANZ  
Address: 43 The Crescent Midland WA 6056  
Account Name: International Institute of Business and Technology (Australia) Pty Ltd  
BSB: 016 359  
Account Number: 207365314  
SWIFT Code: ANZBAU3M

### Additional Fees & Charges

The following is a list showing additional fees and charges you may incur at IIBT

Administration		Academic	
ITEM	COST	ITEM	COST
Replacement Student ID Card	\$10.00	Late- Enrolment Fee per unit	\$50.00
Photocopying	20 cents per page	Reprint of Graduate Certificate	\$50.00
Colour	60 cents per page		
Overdue Payment Fee	\$200	Reprint of Academic Transcript	\$10.00
Credit card surcharge	2.5%		
Enrolment fee	\$180 (non-refundable for all courses)		
Resource fee	Diploma: \$600	\$190 all other courses	

### Course Fee Refund Policy

Every student must sign that they have read the IIBT Refund Policy when applying for a place in a course at IIBT. A refund of tuition fees will only be granted in accordance with the Institute's Refund Policy located on the IIBT website.

Students seeking a course refund should direct their initial inquiry to Student Support Services. Student Support Services will provide students with the Refund Request Form. The form is also obtainable on the IIBT website.

## Emergency Contacts

Police	131 444 or 000 if life threatening
Ambulance	000
Fire	000

## Other Contacts

Poisons Information Centre	131 126
Translating and Interpreting Service	131 450

## Help Lines and Crisis Support Counselling

Lifeline	24 hours, 7 days	13 11 14
Salvation Army	24 hours, 7 days	1300 363 622
Men's Line	24 hours, 7 days	1300 789 978
Samaritans Crisis Line	24 hours, 7 days	1800 198 313
Kids Help Line (5 – 25 years)	24 hours, 7 days	1800 551 800

**IIBT has a list of local medical and dental practitioners. Ask at Student Support Services for a copy of our Guide to local doctors and dentists.**

## Support Groups

### Financial and Legal Support

Anglicare WA Financial Counselling: [www.anglicarewa.com.au](http://www.anglicarewa.com.au) 9325 7033  
Financial Councillors Hotline: 1800 889 364  
Citizens Advice Bureau Legal Services: [cab@cabwa.com.au](mailto:cab@cabwa.com.au) 9221 5711  
Justice of the Peace: [jps@justice.wa.gov.au](mailto:jps@justice.wa.gov.au) 1300 657 788

### Legal Services

The Community Legal Centres Association of WA represents 29 Community Legal Centres in Western Australia. They primarily assist people who are unable to afford the services of a private lawyer. The following is the initial contact number:  
Community Legal Services Association [www.communitylaw.net](http://www.communitylaw.net) 9221 9322

### Mental Health Support

Beyond Blue (Depression) – 1300 22 4636  
Lifeline – 13 11 14  
Mental Health Emergency Line – 1300 55 788  
Health Direct – 1800 022 222  
Aidsline: 9482 0044  
Shadow of Suicide Support Services – 9381 5725  
Crisis Care (Suicide Support, Woman’s refuges, domestic violence & child abuse) – 9223 1100 or 1300 853 437  
Sexual assault (24 hrs) 9340 1828 / 1800 199 888/ 9340 1899  
Samaritans (24 hrs) – 9381 5555 / 1800 198 313

### Alcohol and Drug Support

Alcohol and Drug Information Services (ADIS) [www.dao.health.wa.gov.au](http://www.dao.health.wa.gov.au) 1800 198 024  
Alcoholics Anonymous: 9325 3566  
Quitline: 13 7848

### Childcare, Children and Families

Child Care Access Hotline [www.mychild.gov.au](http://www.mychild.gov.au) Mobiles 1800 639 327, 1800 670 305  
Australian Red Cross WA [www.redcross.org.au.wa](http://www.redcross.org.au.wa) 1800 810 710  
Family Helpline 1800 643 000  
Parenting WA Line [www.communities.wa.gov.au](http://www.communities.wa.gov.au) 1800 654 432

### Complaints and Discrimination

Equal Opportunity Commission [www.equal.opportunity.wa.gov.au](http://www.equal.opportunity.wa.gov.au) 1800 198 149  
Wageline [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au) 1300 655 266  
FairWork Ombudsman 131 394  
Overseas Student Ombudsman 1300 362 072

The Ombudsman's office is open from 8.30 am to 5.00 pm Monday to Friday.

Level 2 Albert Facey House  
469 Wellington St, Perth  
Postal Address: Ombudsman Western Australia  
PO Box Z5386, St Georges Terrace  
PERTH WA 6831  
Telephone: (08) 9220 7555  
Freecall: 1800 117 000 (toll free for country callers)  
Facsimile: (08) 9220 7500  
Email: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)

National Relay Service: TTY or modem users phone 133 677 and quote 9220 7555

Voice-only (speak and listen) users phone 1300 555 727 and quote 9220 7555

### **Disability**

Ethnic Disability Advocacy Centre (EDAC) [www.edac.org.au](http://www.edac.org.au) 1800 659 921

### **Multicultural**

Australian Government Department of Immigration and Border Protection [www.immi.gov.au](http://www.immi.gov.au)

General: 13 18 18 Passport: 13 12 32

Office of Multicultural Interest 9222 8800

### **Religious Establishments**

Perth Mosque, 300 William St, Perth WA 6003 9328 8535

Fo Kuang Shan Buddhist Association of WA,  
282 Guildford Rd, Maylands WA 6051

Ph: 9371 0048

Perth Hindu Temple, 25 Warton Rd, Canning Vale WA 6155,

Ph: 9455 2097

### **Sport and Recreation - Gyms, local sports teams**

There are recreation facilities in abundance from Karaoke, to the Swan River, riverside parks and playgrounds, multiple gymnasiums, squash courts, Olympic sized heated swimming pool and skate park, all within a 5 minute journey from the campus.

If you wish to join a local sporting club, contact Student Support Services or the City of Victoria Park 9311 8111. Some clubs are listed below:

### **Clubs**

Carlisle Football Club, Carlisle Cricket Club, Curtin University Soccer Club, Curtin Victoria Park Cricket Club, Fraser Park Soccer Club, Maniana Football Club, Perth Royals Soccer Club, Shamrock Rovers Soccer Club, South Perth Junior Cricket Club, Sporting GFK Soccer Club, Victoria Park Masters Football Club, Victoria Park Soccer Club and Victoria Park Raiders Junior Football Club.

## Active Reserves

Carlisle Reserve – Football and Cricket  
Fraser Park – Soccer and Cricket  
Harold Rossiter Reserve – Soccer and Cricket  
Higgins Park – Football and Cricket  
J A Lee Reserve – Soccer  
Parnham Reserve – Soccer  
Raphael Park – Soccer and Cricket

## Passive Reserves

Please follow the below link for all of the Towns passive reserves.

<http://www.victoriapark.wa.gov.au/community/parks-and-reserves/recreational-parks>

Please see the Student Services Policy for full details about the range of services available at IIBT.

## Public Holidays 2017

New Year Day	Sunday 1 January
Australia Day	Thursday 26 January
Labour Day	Monday 6 March
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
ANZAC Day	Tuesday 25 April
Western Australia Day (Foundation Day)	Monday 5 June
Queen's Birthday	Monday 25 September
Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December

The campus is closed from 25 December 2017 to 1 January 2018

## IIBT CAMPUS INFORMATION:

Information in this section is arranged in alphabetical order for ease of reference:

### Academic Calendar

For trimester and course dates, refer to the Academic Calendar on the IIBT website

### Accessing your Student File

All students are able to access their personal information held by IIBT. Current students can access personal information via the Student Portal.

You can request to view information not held on the portal by completing a 'Request to View Student Personal Information' form available on the IIBT website. You will be shown your complete student file and any notes IIBT has on record.

## **Accommodation**

Student Support Services can provide information about both short term and long-term accommodation options.

IIBT works with Australian Homestay Network (AHN) to provide homestay accommodation for International students.

## **Activities and Events**

IIBT runs a program of regular events and activities. These are a great way to meet other students in a relaxed and enjoyable atmosphere.

## **Back Door Access**

Access through the back door is for emergency purposes only.

## **Bags and Valuables**

Please keep your bag and valuables with you at all times whilst on the campus. You should avoid, as far as possible, bringing large sums of money or expensive personal items to the college. Please be aware that IIBT is not responsible for any lost or stolen items.

## **Bullying, Discrimination and Harassment**

IIBT recognises the right of all students and staff to study and work in an environment free of bullying, discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

IIBT will treat claims of bullying, discrimination and/or harassment seriously, and these will be thoroughly and confidentially investigated.

For further information, refer to the Bullying, Anti-Discrimination and Harassment Policy on the IIBT website.

## **Complaints and Appeals**

Students who have a complaint about an academic or non-academic matter or a decision that affects their studies at IIBT have the right to make a complaint or seek an appeal.

IIBT has in place a fair and efficient Complaints and Appeals procedure which includes avenues for internal and external appeal.

For more information, refer to the Complaints and Appeals policy on the IIBT website.

## **Computer Laboratory**

IIBT has a well-equipped computer laboratory with 20 desktop computers, Internet and email access. The laboratory is to be used strictly for the purpose of learning. Information and rules about the use of the computer laboratory, including opening hours, can be found in the laboratory itself.

Food and drink must not be consumed in the laboratory.



## **Contact Details**

You must provide your current residential address and telephone number to IIBT. This enables the college to provide you with important information, such as enrolment and examination details. If you change your address or contact details, please inform IIBT by completing a 'Change of Address' form, available on the IIBT website.

International students must provide updated contact information to their education provider within 7 days of a change in information.

## **Critical Incidents**

A critical incident is defined as 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'. Critical incidents are not limited to, but could include:

- Missing students
- Severe verbal or psychological aggression
- Death, serious injury or any threat of these
- Natural disaster; and
- Issues such as domestic violence, sexual assault, drug or alcohol abuse.

Non-life threatening events could still qualify as critical incidents.

IIBT is committed to ensuring that critical incidents are responded to promptly and managed effectively. Specifically, we will provide appropriate support and counselling services to those affected. All critical incidents require completion of a critical incident form.

## **Deferral or Withdrawal**

IIBT is committed to fairly assessing all applications for course deferral (taking a long break from studies) and withdrawal, ensuring that students are informed of their rights and provided with opportunities for appeal.

All applications for deferral or withdrawal must be made in writing with relevant supporting information attached.

Deferral may be granted to a student where compassionate and compelling circumstances can be demonstrated.

Students wishing to defer or withdraw should be aware of the Refund Policy as the date of deferral or withdrawal (before or after census date) will determine whether they are liable to pay fees or entitled to a refund. For more information, refer to the Deferral and Withdrawal policy on the IIBT website.

## **Dress Code**

Students are required to dress neatly and appropriately on campus. Sportswear (bicycle shorts, running shorts) and beachwear (swimwear, thongs) are not acceptable items of clothing to wear on campus.

## Email and Student Portal Login

### 1. Student Email login:

All IIBT students are provided with an IIBT email account:

Go to "mail.google.com"	
Username	(Your name)@students.iibt.wa.edu.au
Password	Your birthday (please change it when you first login)

### 2. Student Portal login:

IIBT has a college management system whereby students can access their timetables, fee payments, attendance and results, as well as receive communications from Student Support Services.

Go " <a href="http://www.iibt.wa.edu.au">www.iibt.wa.edu.au</a> "
1. Click Staff / Student Login
2. Input your username (your student number)
3. Input your password (your birthday, please change your password after first login)

Please note the following:

1. Change your password when you first login.
2. Your account should be used by yourself only. Keep your username and password secure
3. Update your information (eg. address) in the system within 7 days of any change.

## English Speaking Policy

IIBT requests that all students speak English when they are on the campus.

## Equity and diversity

IIBT is committed to providing an inclusive and supportive learning environment that welcomes and values individuals of diverse backgrounds and provides them with individualised learning assistance to meet their needs. IIBT prides itself on adherence to the principle of Equal Opportunity.

## **Evacuation drills**

IIBT is required to conduct two (2) emergency evacuation drills during the year.

These drills will not be advertised in any way prior to the event and should be treated as a genuine emergency evacuation.

At all times during an evacuation, students should stay together as a group and follow the directions of a staff member and/or the emergency evacuation personnel.

You should take with you only personal items or valuables when evacuating the building.

Please take the time to familiarise yourself with the evacuation routes, fire extinguishers and first-aid facilities on the campus.

Emergency evacuation plans can be found displayed on the walls of the campus. You will also be advised of the evacuation route at Orientation.

## **Food and Drinks**

Food must not be consumed in classrooms at any time. You may bring a bottle of water into class if you wish. If you want to bring food from home, a refrigerator and microwave is available for student use in the student kitchen. There are many restaurants and cafes nearby.

## **Health and Safety**

IIBT has an obligation to ensure the health and safety of all students and staff in accordance with the Occupational Health & Safety Act 1984. Please be aware of your surroundings whilst on campus and report any situations or incidents to reception.

You should follow the health and safety instructions of IIBT staff at all times.

If you are involved in an incident or sustain an injury on campus, a written report must be made and an incident report form completed. You will be asked to provide personal details (e.g. name, address, contact number etc.) and details of the incident.

## **Holidays**

Students are advised that if they wish to take holidays outside of scheduled course breaks, they need compassionate or compelling reasons. It is vital that students consult with the relevant Program Manager or the Campus Manager and obtain permission before purchasing air tickets for an early departure from or late arrival to a course. Students who take leave which is not approved by IIBT will be marked absent from their classes.

## **Library**

The IIBT library has a wide range of business and other texts, covering all major areas of teaching, including law, economics, management, marketing, professional communication, MIS, ecommerce, statistics accounting and finance and English. Please see Student Support Services if you wish to borrow a book.

Full payment at the current price for books that are loaned and not returned is required prior to students graduating.

## **Library Opening Hours:**

8.00am – 5.00pm weekdays

### **Available Resources**

Printed resources:

- Books are loaned through Student Services

Online Resources:

EBSCO Database – journals, market research, company and industry reports

Public Libraries

Victoria Park Library

WA State Library

## **Lost Property**

Please hand in any lost property you may find to reception.

## **Medical Certificates**

Students who are absent from class for medical reasons are required to present a medical certificate from a registered medical practitioner. Please hand your medical certificates to reception.

## **Misconduct**

IIBT students who breach any of the guidelines outlined in the Code of Conduct may be considered to have engaged in official misconduct. Serious misconduct may result in the termination of a student's enrolment at IIBT.

## **Mobile Phones**

Mobile phones must be switched off during classes and no calls or texting are permitted during class time. Mobile phones cannot be used in examination venues.

## **Noticeboards**

IIBT has several noticeboards around the campus containing useful information about IIBT and about upcoming events and activities. Please see reception if you wish to put a notice on the noticeboards.

## **Orientation**

Orientation is a half day of activities held before your course commences. It is a great way to meet other students and key staff, and familiarise yourself with the IIBT campus.

All students are required to complete an Enrolment Form at orientation. This form assists staff in keeping all student information relevant and up-to-date. It further assists our staff in identifying any medical problems a student may have should emergency medical treatment be required.

## **Overseas Student Health Cover (OHSC)(International Students)**

It is an Australian Government visa requirement that all international students take out Overseas Student Health Cover (OSHC). This is a basic medical and hospital insurance scheme which is renewable quarterly, half yearly or yearly. OSHC covers 85% of a doctor's consultancy fee and provides 100% hospital cover. Students must renew their insurance when it expires to maintain their visa requirements. For more information, refer to [www.overseasstudenthealth.com](http://www.overseasstudenthealth.com)

## **Personal Hygiene**

IIBT promotes good hygiene practices. To reduce the spread of infection, students are required to:

- cover their mouth by coughing or sneezing into their elbow
- wash their hands after using the toilet and before eating (correct hand washing method posters are displayed in the wash rooms)
- shower daily
- wear clean clothes every day
- use underarm deodorant
- use toilets and the sanitary disposal bins (ladies) correctly (as per posters in toilets)
- clean the toilet after use
- make a private appointment with the Campus Manager if they have any concerns about sexual issues

## **Photocopying and Printing Facilities**

The photocopier and printer are located at reception and are a pay for use service. Please see reception for your printing and photocopying needs.

Please be reminded that, under the Australian Federal Copyright Act 1968, no more than one (1) chapter of a book or 10% of the pages (where a book does not contain chapters) can be copied.

## **Privacy of Information**

IIBT has policies and procedures in place to ensure the confidentiality and effective management of student records.

IIBT is sometimes required by law to disclose student information to organisations, including Austudy, the Department of Education, the Tuition Assurance Scheme, the ESOS Assurance Fund Manager, AusAID and Centrelink. Please be aware that we may also share information with the university you will be attending.

For full details about privacy and student records, refer to the Privacy Policy on the IIBT website.

## **Public Transport**

Access to IIBT is easy with public transport.

Victoria Park Train Station is a short walk to IIBT. Buses stop right outside the campus.

Apply at Student Support Services for a Transperth Student Smart Rider Card to receive a discount on fares (full-time students only).

## **Punctuality**

Students must attend classes on time at the commencement of classes and after breaks. Late arrivals will be recorded by teachers/lecturers and students may not be allowed to enter the classroom.

## **Smoking**

IIBT is a non-smoking environment and smoking is not permitted within 100 meters of the IIBT campus.

## **Student Kitchen**

The student kitchen is equipped with a fridge and freezer, tea, coffee, sugar and 3 microwaves. One microwave is set aside for Halal food only. Students are required to wash their dishes, throw away their rubbish and clean tables after use. Please eat only your own food.

## **Student Feedback**

IIBT values the opinions of students on the service we provide. To gather this feedback, students are required to complete several surveys throughout their time with IIBT. Surveys are given out one week after orientation, in the middle of the course and at the end of the course. At any time, students should also feel free to place their suggestions for improvement in the Suggestion Box at Student Support Services.

IIBT has elected student representatives that are happy to chat with you or discuss any issues or suggestions you may have.

## **Student Identification (ID) Cards**

All students will receive a Student ID card after commencing studies with IIBT. Your student ID will show your photograph, name, student number, commencement and completion date.

Students must carry their Student ID card with them at all times. Students using public transport will need to carry their card and show it when requested by Transperth. A card replacement fee of \$10 is required if the card is lost or stolen.

## **Student Representation**

IIBT greatly values the ideas, opinions and input of its students. Students are given the opportunity to directly contribute to operations at IIBT through the Student Representative Committee. Committee members from each course are elected by their classmates and attend regular meetings at which their ideas and opinions about IIBT and the student experience are sought. This feedback is taken very seriously and will be implemented, by IIBT as part of its continuous improvement approach.

## **Student Support Services**

IIBT is a friendly and welcoming place to study and we are committed to creating a comfortable and caring atmosphere. Various services are available for our students to ensure that they achieve to the best of their ability. These include:

- Computing
- English
- Assignment Writing
- Referencing
- Counselling
- Visa Information
- Accommodation
- Living in Perth

For any assistance required, please contact a Student Support Services Officer. They are available Monday to Friday from 9.00am – 5.00pm or email [enquiries@iibt.wa.edu.au](mailto:enquiries@iibt.wa.edu.au)

Where staff are unable to provide the help required, students will be referred to a relevant external support service. Please be aware that a cost may apply to these services.

The emergency contact number for Student Support Services is: 0426 569 005 (please note: this is for genuine emergencies only)

### **Suspensions or Cancellations**

Where a student's conduct breaches IIBT rules of enrolment, a decision regarding ongoing enrolment will be made.

Where misconduct results in suspension or cancellation of enrolment by IIBT, students may access the internal /external appeals process within 20 working days of the decision.

Suspensions or cancellations of enrolment will affect a student's visa (International students). In this case, students should approach The Department of Immigration and Border Protection (DIBP) for further advice.

### **Timetables**

Students may view their timetables, including class times and room allocations, on the Student Portal.

### **Transfer of Student Enrolment (International students)**

In order to qualify for course transfer, a student must have completed at least six months of his or her principal course of study.

Where a student requests a transfer of their enrolment to another registered provider on the basis of compelling or compassionate grounds prior to the six month period, IIBT will advise the student on procedures for applying for course transfer, including the need to make the request in writing, stating the reasons for wanting a transfer. The request will be dealt with within 7 days and will not attract any fee.

### ***Course Transfer Refusal***

IIBT may refuse an application for transfer where a transfer is considered detrimental to the student's study progress. The IIBT Complaints and Appeals process is available should a release letter be refused.

### ***Course Transfer Approval***

Should a request for Course Enrolment Transfer be granted, the student will be supplied with an IIBT Letter of Release.

IIBT will only provide a letter of release after the student has provided a letter indicating a valid enrolment offer from another registered provider.

### ***Under 18 years of Age (International Students)***

Where a student is under-age, a Letter of Release will only be granted where the student's parent/s or legal guardian/s have confirmed, in writing, their support for the transfer.

### **Visa Matters**

Students who have enquiries about their visas or need to extend their visas should contact Student Support Services.

### **Wireless Internet Access**

IIBT has a wireless internet access service. Username: **IIBTG** Password: **Y3lv3rt0n**. The town of Victoria Park also has free Wi-Fi on Albany Highway: <http://www.pfr.com.au/albany-highway-wifi-town-of-victoria-park>

### **Working Rights (International Students)**

International students are allowed to work in Australia for forty (40) hours per fortnight. Employment must not be undertaken during scheduled class times

## **Academic Information – Diploma of Business Administration**

Information in this section is arranged in alphabetical order for ease of reference:

### **Academic Misconduct**

Academic dishonesty undermines the integrity of IIBT's assessment processes and academic awards and damages the Institute's reputation. Most significantly, it reduces the knowledge gained by students during their studies. Acts of academic dishonesty are deemed to be academic misconduct and treated as a very serious matter by IIBT.

#### ***Definitions***

IIBT defines Academic Misconduct as any conduct by a student in relation to academic work that is dishonest and includes, but is not limited to:

- Plagiarism;
- Unauthorised collaboration (collusion);
- Cheating in assessments/examinations;
- Theft of another student's work.

#### ***Penalties for Academic Misconduct***

IIBT will impose a penalty on any student who is found to have committed an act of Academic Misconduct. Penalties include:

- **A reprimand**
- **A request for resubmission**
- **Allocation of a zero mark (or other mark as appropriate) for the given assessment or examination**
- **Allocation of a zero mark (or other mark as appropriate) for the given unit;**
- **Allocation of a zero mark for all units in which the student is enrolled;**
- **Expulsion from the program.**

For full details on how Academic Misconduct is assessed, the procedures for dealing with it and the penalties that apply, refer to the Academic Misconduct Policy on the IIBT website.



## ***Plagiarism***

- **Plagiarism occurs when a student submits the work of another person as their own work or copies directly from a source without acknowledgement.**
- **Most incidents of plagiarism are due to a failure to understand scholarly practices. However, the fact that a student did not intend to plagiarise does not prevent it from being considered plagiarism.**
- **IIBT uses the APA Referencing system and it must be used correctly to ensure work is free of plagiarism. For more information about how to reference correctly, refer to the referencing section in your unit outlines.**

IIBT recognises that acquiring referencing skills takes both time and practice; therefore, students will be given ongoing training and support. However, failure to employ appropriate conventions will incur a penalty.

IIBT grades plagiarism into Low level (Level 1), Mid-Level (Level2) and High Level (Level 3) – each has its own disciplinary procedure. In determining the seriousness of an act of plagiarism, the following factors are usually taken into account:

- The experience of the student
- The nature and extent of the plagiarism
- Where evidence is available, the intention of the student to plagiarise

## ***Unauthorised Collaboration - Collusion***

Collusion occurs when a student works with another person for a fraudulent purpose with the intention of obtaining an advantage by submitting a co-authored assignment or other work. This can occur when:

- **A student works with others on an assignment that is meant to be individual.**
- **A person/student helps another student to complete an assignment against instructions (i.e. it is meant to be individual work).**

## ***Cheating***

IIBT defines cheating as dishonest conduct in any assessment or examination.

To avoid an allegation of cheating, you must not:

- **receive from any other student or give to any other student any information, answers, or help during an examination.**
- **use unauthorised sources for answers during an examination.**
- **take notes or books to an examination**
- **refer to any book or notes of any type while you are taking an examination unless the lecturer indicates it is an "open book" exam.**
- **obtain exam questions illegally before an exam or tamper with an exam after it has been marked.**
- **allow a person to sit an exam in your place.**

The penalty for cheating in examinations is a fail (F) grade for the examination and possible expulsion from the unit.

## **Assessment**

The forms of assessment for each unit are outlined in detail in each Unit Outline. These forms may include some or all of the following:

- **Examinations**
- **Tests**
- **Assignments**
- **Tutorials**
- **Seminars**
- **Class participation**
- **Laboratory work**

**To pass a unit, students must achieve the following:**

1. Attempt all assessments
2. Pass the Final Exam
3. Achieve and overall FINAL score of 50%

It is the student's responsibility to read thoroughly the information in each Unit Outline and to familiarize him or herself with deadlines for all assessment tasks.

### ***Assignment Presentation Guidelines***

All assignments are to be presented as follows:

1. Font – Times New Roman or Calibri
2. Font size – 12 points
3. Line Spacing – 1.5
4. Footer: Task title, Candidate name, Date and Page number

All assignments should include an assignment cover sheet which is available on the IIBT website.

### ***Late Submission of Assignments - General Extensions***

If you wish to obtain an extension for your assignment, you must request this in writing, via email, from your lecturer at least three days prior to your assignment due date. You should provide supporting documentation, such as a medical certificate, with your application. Approval for extensions will be notified by return email. A maximum of 14 days may be granted for an extension, unless special consideration is approved by the lecturer.

Please attach your assignment extension approval email to your assignment when submitting it. This must be done otherwise your assignment may be graded according to the late submission policy.

### ***Special Consideration***

Special consideration is only given in the case of serious and exceptional circumstances which are beyond the student's control where these circumstances prevent the student from performing at his or her best for a particular piece of assessment.

The reasons for special consideration must be classified as one of the following: medical, compassionate or hardship / trauma. Students must provide evidence to support the reasons for their application. The Special

Consideration application form is found on the IIBT website. The form must be submitted to your lecturer prior to the due date of the assessment/date of the examination.

For full details about Special Consideration, refer to the Special Consideration Policy on the IIBT website

### ***Late Submission Policy***

Late submissions of assignments will be administered as follows:

- “Working Day” means 9am to 5pm, Monday to Friday, in the time zone of your study.
- Assessment tasks submitted after the advertised date of submission without an approved extension being granted will receive a penalty of five percent (5%) per day off the given grade for each working day late.
- Where students have class scheduled on the day the assignment is due, it must be submitted in class within the first fifteen minutes of class starting. Students arriving later than fifteen minutes into class will be treated as having their assignment handed in a day late and five percent will be deducted from the final mark.
- No assessment task will be accepted more than two weeks after the advertised date of submission, unless an extension has been granted or an application for Special Consideration has been approved.
- Students submitting an assignment for which they have been granted an extension must clearly record both the amended approval date for submission and the name of the approving staff member along with a copy of the email or written approval.
- Where an assessment has been submitted late, the lecturer will provide feedback to the student as soon as they are able.

## Academic Grades

Students must complete all assessments in a unit to be eligible to pass that unit. The following table outlines how grades are awarded at IIBT:

Award	Grade	Grades
High Distinction	(HD)	80 to 100
Distinction	(D)	70 to 79
Credit Pass	(CP)	60 to 69
Pass	(P)	50 to 59
Fail*	(F)	<50%
Credit Transfer	(CT)	
Supplementary not yet taken	(S)	
To be delivered	(T)	
Result not yet available	(NA)	
Incomplete	(I)	
Withdrawn	(W)	

Students who fail a unit are required to repeat the unit at full cost

### Assignment Marking Criteria

All written assignments are marked using the following marking criteria.

Content and Structure 70%	Presentation 30%
Concise introduction	Appropriately referenced
Sensible explanatory theory	Concise use of English language
Well thought through and justified content	Quality of presentation
Well-reasoned arguments	
Logical structure and organisation	
Detailed analysis and evaluation	
Justifiable recommendations and conclusions	

## **Attendance**

Class attendance is recorded for all students enrolled at IIBT and students should attend at least 80% of the scheduled classes for their program. This attendance percentage is the student's actual attendance in class plus approved absences. An approved absence is one which is supported by a medical certificate or other evidence of extenuating circumstances resulting in absence from class.

## **Award**

IIBT's courses are approved by the Department of Education. On successful completion of these courses, students are awarded the relevant qualification by IIBT.

## **Course Progress**

IIBT is committed to monitoring the course progress of all students. Where a student is believed to be at risk, IIBT staff will provide the required support to assist the student.

A Course Progress Intervention Strategy will be initiated which may include, but is not limited to, providing the student with:

- Counselling concerning the appropriateness and suitability of courses undertaken by the student
- Reduction in course load
- Additional English language support
- Knowledge and practical skills support
- inclusion in study groups or tutoring
- a mentor for ongoing monitoring and support
- Information concerning the rescheduling of reassessment events
- Information concerning the potential need to report the student to DIBP (International student only) if they have unsatisfactory course progress over two consecutive study periods;

## ***Unsatisfactory Academic Performance***

Unsatisfactory academic performance occurs when a student:

- is below the pass mark in 50% or more of units undertaken in two consecutive study periods
- fails a unit more than once

When this happens, IIBT management may commence enrolment cancellation procedures. IIBT will notify the student in writing of its intention to report his or her unsatisfactory course progress to DIBP (International students only). Students may appeal the decision via the IIBT Complaints and Appeals procedure.

## ***Repeating Units***

If students fail a unit, they will need to repeat the unit again to be eligible to graduate from their course. Students who need to repeat units need to pay the full fee for that unit.

## **Examinations**

Examinations are held at the end of trimester and it is the students' responsibility to ensure that they are aware of exactly when their exams are scheduled. Not all subjects will have examinations; please refer to the Unit Outlines for this information. Failure to attend a final examination without satisfactory explanation will result in an automatic award of a fail (F) grade in that particular unit.

Examinations for Higher Education Diploma courses are set by IIBT and final decisions on results will be made by IIBT. If you wish to dispute your results, you are encouraged to first raise the issue with your lecturer or via the processes contained within the Complaints and Appeals Policy and/or the Examination Policy located on the IIBT website.

Please note: Students must pass the final examination to be able to pass each unit.

### ***Examination Guidelines***

Students may only bring a pen into the examination room. Calculators may be brought if the examination allows for this. Students are not allowed to use electronic devices such as electronic dictionaries and mobile phones in examinations.

In the case of "open book" examinations, a photocopy of the prescribed text book or any other copied books or materials will not be allowed where such copies are a violation of copyright laws in Australia.

If a student is found to be non-compliant with Examination Guidelines, this will be considered cheating. The student will be reported and could be excluded from the examination room or awarded a fail (F) grade for the unit.

Students must bring their current student ID card or other photo identification to examinations and show it to the Examination Supervisor (invigilator) before commencing the examination. Students who do not bring their ID cards will not be permitted to attend the examination.

Most examinations will be of 2-3 hours duration and will have 10 minutes reading time at the commencement of the examination.

No student will be admitted to an examination after 1 hour from the time of commencement of the examination.

### ***Examination Rules and Regulations***

An invigilator will be in charge at every examination.

Students are required to:

- provide photographic proof of identity for the duration of the examination. This must be visible at all times during the examination. Photographic proof can be an IIBT student card, a current Australian drivers licence, a current Australian Proof of Identity card or a current passport;
- leave mobile phones, electronic devices, bags, computers, notes, books or similar at the front of the examination venue or as instructed by the invigilator
- ensure that any water brought into the examination room is in a clear and unmarked bottle
- obey all instructions provided by the invigilator
- refrain from communicating in any way with other students once they have entered the examination venue

Students are not permitted to:

- enter an examination venue *after* one hour from the time of commencement (excluding any reading time) has elapsed
- leave an examination *before* one hour from the time of commencement (excluding any reading time) has elapsed
- be readmitted to an examination venue after departure unless they were under approved supervision during the full period of their absence
- obtain, or attempt to obtain, assistance in undertaking or completing the examination
- Provide assistance to others in undertaking or completing the examination
- remove the examination paper or script or any other materials relating to the examination from the examination room.

At the completion of an examination, students should:

- stop writing when instructed to and REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED and they are told that they may leave the room,
- insert all answer booklets inside one of the booklets,
- ensure that the invigilator receives their examination answer scripts

A student in breach of any of the conditions relating to an examination will be referred to the Academic Director and be subject to the provisions of the Academic Misconduct Policy.

### ***Cheating in Examinations***

The penalty for cheating in examinations is a fail (F) grade for the exam and possible expulsion from the unit.

### ***Deferred/Supplementary Examinations***

Students are reminded that deferred and supplementary examinations are not a right and are only granted in the case of a student experiencing exceptional circumstances beyond his or her control, such as documented illness or bereavement.

Supplementary examinations based on academic grounds are at the discretion of the Board of Examiners.

If you wish to apply for a supplementary exam based on non-academic grounds, you must apply in writing to the Academic Director within three working days of the completion of the examination and provide a medical certificate in the case of illness or personal distress.

Deferred examinations may only be given to students who apply for Special Consideration.

### ***Approval for Deferred Examinations***

If you are granted a deferred examination, the date of the examinations will be set by the Academic Director.

## **Review of Final Grade**

If you are dissatisfied with a final grade awarded for a unit, you must first discuss this with the lecturer of the unit. If you are still dissatisfied, you have a total of 20 working days from the date of release of the formal result to lodge a formal Appeal to the Academic Director. An appeals form is available from Student Services or on the website [www.iibt.edu.au](http://www.iibt.edu.au)

## **Illness during Examinations**

In the event that you fall ill prior to the commencement of an examination, you are advised to report your illness to IIBT staff and immediately see a registered medical practitioner who can provide a medical certificate. You must submit the medical certificate and Special Consideration form no later than three working days from the examination date.

In the event that you complete the examination, and you feel that you were disadvantaged, you may submit a Special Consideration form to request a supplementary examination within three working days of the completion of the examination.

If you enter the examination room but become obviously ill (requiring medical attention) at the commencement of the examination, you must report the illness to the examination invigilator.

## **Full Time Studies**

At IIBT 'full time' is defined as enrolment in four units a semester, i.e. a 100% load. International students are required to study full time and, only in exceptional circumstances, may be enrolled in less than 100% of a normal full time load. This must be approved in advance by the Academic Director or nominee. Exceptional circumstances include:

- **The student is studying English combined with their award study;**
- **The student is in their final semester of an award and completing remaining units;**
- **The student is experiencing ill health, as certified in writing by a medical practitioner;**
- **The student is experiencing course progress difficulties and advice is given in writing from an academic staff member that long term academic progress requires a reduced load for either one or two semesters**

If permitted to do fewer than four units, the student will be enrolled in all semesters in one academic year.

## **Prescribed Texts**

The prescribed text for each unit is listed in your Unit Outline. This is the text that you must have and failure to do so may result in exclusion from the class. Prescribed texts are available at reception.

## **Recognition of Prior Learning (RPL)**

IIBT recognises prior learning in the form of:

Units successfully completed towards a course at any Australian University, TAFE or Registered Training Organisation, or overseas equivalents of these

Non-accredited or informal study/learning, professional/work experience, volunteering or life experience where it is assessed that the prior learning is equivalent to the learning outcomes or competencies of an IIBT unit of study.

RPL Eligibility Criteria



The following criteria apply when applying for RPL:

1. To be eligible for RPL, previous study must have been completed within 10 years prior to the year of application.
2. Students may apply for RPL where they have successfully completed units at a similar level and standard in previous studies - a near pass grade is not considered successful completion of a unit.
3. A qualification will only be granted to a student with RPL where the student has successfully completed at least 50% of the course at IIBT. If 50% of the course is not completed, the student will only be entitled to an Academic Transcript.
4. RPL for individual units must be applied for at the time of enrolment, but will be accepted up to census date
5. After this date, RPL may still be granted but no refund will be given.
6. Should a student apply for RPL for a unit in which they are currently enrolled and are not making satisfactory academic progress in, an RPL application will not be accepted.

## **Results**

Student results will be published at the end of each trimester. Results will be available on the Student Portal. Academic Transcripts for each trimester will be posted to the student's current address four weeks after the publication of results.

## **Student Outcomes**

1. IIBT Graduates will have developed broad theoretical and practical understanding in the areas of business addressing accountancy, finance, economics, information systems, marketing, communication, statistics and law in order to solve a range of problems that arise in business contexts.
2. Graduates will be able to demonstrate sound commercial and professional judgement based on the principles of ethical and socially responsible behaviour.
3. Graduates will be aware of the social, ethical, economic, regulatory and global context in which business decisions are made.
4. Graduates will be able to think critically and creatively and apply analytical skills to identify and implement appropriate and innovative solutions to business problems.
5. Graduates will be able to acquire, synthesise and evaluate information required to make informed decisions.
6. Graduates will be able to communicate clearly and coherently using appropriate language and communication strategies that reflect the nature and level of different audiences.
7. Graduates will work confidently, collaboratively and inclusively in a group setting and contribute to the performance of the group.
8. Graduates will engage in lifelong learning and professional development by being aware of new areas of knowledge and new technologies relevant to the business environment.

## **Study Plan**

On enrolment, every student receives a Study Plan outlining their course of study and the sequence of units they are enrolled in. The Study Plan will be monitored every trimester and may be varied during the course of studies at IIBT. This plan is intended to ensure that progress through the course meets the academic requirements for students to successfully complete within the time frame and under conditions required by student visas (International students).

## **Academic Information –English Courses**

### **Attendance**

IIBT English students are required to attend at least 80% of their scheduled course hours. Students who fall below this percentage will be reported to DIBP. The IIBT Complaints and Appeals process is available to any student due to be reported to DIBP on the grounds of unsatisfactory attendance. If you are unable to attend school for a valid reason, please call reception or send a message to your teacher.

### **Course Outline**

Your teacher will give you a copy of the course outline for your course. This contains important information about your course duration and structure, class times and assessment.

### **Course Book**

Students are required to buy the prescribed course book for each IIBT English course they do. Your teacher will supply you with the course book. Second hand books with answers written in them may not be used.

### **Homework**

English students will be given and are expected to complete daily homework.

### **Learner Qualities**

At IIBT, students are required to be active participants in their own learning and to develop collaborative and self-directed learning skills.

You can achieve this by:

- Asking questions, including requesting clarification where required, and contributing ideas, opinions and suggestions in class
- Working actively, harmoniously and cooperatively in group based learning activities
- Carrying out research and project activities in an engaged and responsible manner both inside and outside of class
- Preparing fully for each class through undertaking self or teacher-directed activities
- Completing all assigned homework
- Revising all work covered in class through self-directed revision activities
- Being proactive about using English as your language of communication both inside and outside of class

- Making an effort to practice your English outside of class eg. watching English movies, reading newspaper articles or listening to the radio, talking to native speakers
- Keeping a vocabulary list and/or a journal or other form of self-directed learning
- Using the Internet as a rich source of self-directed or teacher-guided learning

The IIBT computer lab is an ideal place for you to carry out independent learning activities during your breaks or after class.

### Pass Marks

Course	Mark
General English	60% overall
Academic English III	55% in each module
Academic IV (undergraduate entry)	60% in each module
Academic IV (postgraduate entry)	65% overall and at least 60% in each module

### Plagiarism and Other Forms of Cheating

IIBT does not tolerate plagiarism and other types of academic dishonesty and will apply measures as necessary to deal with academic misconduct should it arise. Academic English students will be given full training in how to reference and paraphrase to avoid plagiarism. Please see this Student Handbook, pages 24-25, for more information about the IIBT Academic Misconduct policy.

### Students at Risk

IIBT will monitor, assess and inform students of their course progress.

Students who have failed any of the assessments in the first half of the course will be considered at risk and an intervention strategy will be initiated immediately to suit the student's individual needs and study goals.

Possible intervention strategies to assist students at risk include, but will not be limited to:

- support workshops
- additional tutoring
- additional self-directed study
- a learning contract
- an extension of English language tuition requiring a change or repetition of level or a deferred pathway.

### Other Course Materials

All English students are required to purchase a USB on which to save their coursework.

It is recommended that you purchase a Learner's Dictionary for use during your courses.

## Academic Information –VET Courses

### Credit Transfer

IIBT accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation
- b) Authenticated VET transcripts issued by the registrar

Learners are not required to repeat any unit or module in which they have already been assessed as competent

### Competency based assessment

Competency-based training and assessment requires that all parts of a unit of competency are addressed in order for a candidate to be deemed competent in that unit. To be found competent, students must provide sufficient evidence of their knowledge and skills. Students are evaluated as Satisfactory or Not Yet Satisfactory in each unit and as Competent or Not Yet Competent for the course as a whole. (See Reassessment)

### Language Literacy and Numeracy (LLN)

Prior to enrolment in a course, students will be assessed to ensure that they have the minimum required LLN skills.

Should a student's level of language, literacy and numeracy be considered insufficient to successfully complete the course, the student will be given additional support. Students may be referred to external support networks and/or IIBT may offer students internal support sessions to enhance their LLN skills

### Recognition of Prior Learning (RPL)

IIBT recognises prior learning in the form of:

Units successfully completed towards a course at any Australian University, TAFE or Registered Training Organisation, or overseas equivalents of these

Non-accredited or informal study/learning, professional/work experience, volunteering or life experience where it is assessed that the prior learning is equivalent to the learning outcomes or competencies of an IIBT unit of study.

#### RPL Eligibility Criteria

The following criteria apply when applying for RPL:

1. To be eligible for RPL, previous study must have been completed within 10 years prior to the year of application.
2. Students may apply for RPL where they have successfully completed units at a similar level and standard in previous studies - a near pass grade is not considered successful completion of a unit.
3. A qualification will only be granted to a student with RPL where the student has successfully completed at least 50% of the course at IIBT. If 50% of the course is not completed, the student will only be entitled to an Academic Transcript.

4. RPL for individual units must be applied for at the time of enrolment, but will be accepted up to census date
5. After this date, RPL may still be granted but no refund will be given.
6. Should a student apply for RPL for a unit in which they are currently enrolled and are not making satisfactory academic progress in, an RPL application will not be accepted.

A request for RPL is made by completing the IIBT RPL Application Kit.

### **Reassessment**

Where an assessment is considered Not Yet Satisfactory (NYS), IIBT gives students reassessment opportunities. Students are able to resubmit assessments up to two times. After this, IIBT may, at its discretion, grant a further reassessment opportunity based on the particular circumstances and the learner's needs. This will be evaluated on a case by case basis.

### **Results and Qualifications**

Qualifications will be issued to successful candidates within 60 days of them being declared competent.

### **Reasonable Adjustment**

This is a term applied to modifying the learning environment, making changes to the training delivered or changing an assessment or its process to assist a learner with a disability or a learner who is experiencing barriers due to a particular cultural or linguistic background. This gives the learner the same opportunity to perform and complete assessments as those not in these situations. IIBT will offer reasonable adjustment to students as required based on demonstrated learner need.

## Student Orientation Checklist

\*International Students only

Acknowledgement of Understanding

Please read each section in the handbook and tick when read	Pages	Tick	Please read each section in the handbook and tick when read	Pages	Tick
Privacy	20		Viewed IIBT Refund Policy		
Fees & Charges	9-10		Able to access Student Portal		
IIBT Code of Conduct	8-9		Able to access Student Email		
Health and Safety	18		Able to access Library		
Discrimination and Harassment	14		*Received a copy of ESOS Framework		
Equity and Diversity	17		*Attended the Student Visa and OSHC Information Session		
Complaints and Appeals	15		*International Student Arrival Guide		
Deferral and Withdrawal	16		*Received International Pre-departure Guide		
Suspension and Cancellation	21				
*Transfer of Student Enrolment	22				
Academic Information - DipBA	22-33				
Academic Information - English	34-35				
Academic Information - VET	36				

I \_\_\_\_\_ acknowledge, understand and will comply with the policies of International Institute of Business and Technology and have been provided this information on Orientation Day and received a copy of the IIBT Student Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IIBT COURSES

### Diploma of Business Administration

The IIBT Diploma of Administration (Dip BA) has been specifically designed as alternative pathway into the second year of related Bachelor courses at a range of leading Australian universities.

### 40649SA Certificate IV in Teaching English to speakers of other languages

The Certificate IV in TESOL course enables candidates to:

- Teach English around the world
- Teach English to international students in Australia
- Add 'English as a Foreign Language' to their teaching portfolio

### TAE40110 Certificate IV in Training and Assessment

This course equips participants with the skills necessary to formally train and assess in vocational skills and qualifications. Graduates will be able to design, implement, manage and evaluate assessment and training systems within a workplace or in a classroom environment.

### Certificate IV in Business

The Certificate IV in Business equips graduates with the necessary skills in order to progress into the IIBT Diploma of Business Administration (and then on to university) or begin their career in a business related field.

### Academic English III and IV

Academic English courses III and IV are designed to provide the English requirement for direct entry into the Diploma of Business Administration at IIBT (Academic English III) and partner Australian universities (Academic English IV)

### General English

General English is a study option for students who are looking to improve their English abilities for entry into Academic English III or for work, travel or social reasons.

These courses focus on the four key language skills of reading, writing, speaking and listening, as well as grammar, vocabulary and pronunciation.

General English allows students to build a solid foundation which will prepare them for further study in Academic English which is a pathway to the Diploma of Business and from there to second year of university.

### IELTS Intensive Training

IIBT offers industry-leading IELTS preparation courses based on demand.

### Mandarin

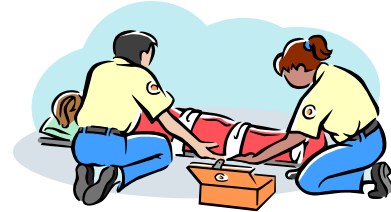
IIBT offers private or small group classes in Mandarin at a time of convenience to students. Please fill out an Expression of Interest Form available at IIBT reception.

## HLTAID003 Provide first aid

This short course deals with the skills and knowledge required to provide first aid response, life support, management of a casualty or incident and other first aiders until medical aid arrives. On completion of this course, successful participants will receive a Statement of Attainment with HLTF311A Apply first aid. The certificate is valid for 3 years from the date of issue.

These courses are run on the last Friday of each month.

Other course dates can be arranged as necessary eg. Saturday



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