

Student Handbook 2024

Bachelor of Information Technology
Master of Information Technology
Master of Business Administration
(Leadership and Innovation)

Acknowledgement of Country

We acknowledge this land that we meet on is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today. We pay respect to their Elders past and present.

We also pay respects to the cultural authority of Aboriginal people from other areas of Australia.

If you would like to learn more about Acknowledgement of Country and the relationship of Aboriginal and Torres Strait Islander peoples to the land, here is a useful website.

<https://australianstogether.org.au/discover/indigenous-culture/the-importance-of-land/>

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CEO's Welcome

Welcome to the Australian Institute of Advanced Technologies.

The Australian Institute of Advanced Technologies (AIAT) is an Institute of Higher Education, based in Adelaide, South Australia, dedicated to providing quality and personalised higher education courses that address the future needs of our technological world. With a strong focus on real world applications and industry transformation, our specialised courses are educating a new generation of global leaders and innovators who are at the leading edge of emerging technologies.

The purpose of this Student Handbook is to guide you through all aspects and expectations of your educational experience at AIAT. The Handbook is a useful go-to guide and summarises the policies and processes affecting student life and how we deliver our courses.

It is updated each year and is valid for the academic year stated on the front cover. Our list of policies, and other important information, is available on the [AIAT website](#).

Please take the time to understand the policies and rules that guide your studies with us. Students are responsible for reading the Handbook and to be familiar with Institute's expectations.

Greg Black

CEO

Australian Institute of Advanced Technologies

General Information

About the AIAT campus

The AIAT campus is located in the CBD, next door to Rundle Mall – the shopping hub of Adelaide.

Our fitted-out premises at Level 9, 50 Grenfell Street Adelaide include six classrooms, two of which are configured as computer laboratories and two further classrooms can be used as traditional lecture halls if required.

There is a library room, two quiet study areas, a student kitchen and dining area, a staff kitchen and meeting space, staff rooms and a counselling room.

Opening Hours of Operation are:

Monday to Friday: 9:00 am to 5:00 pm

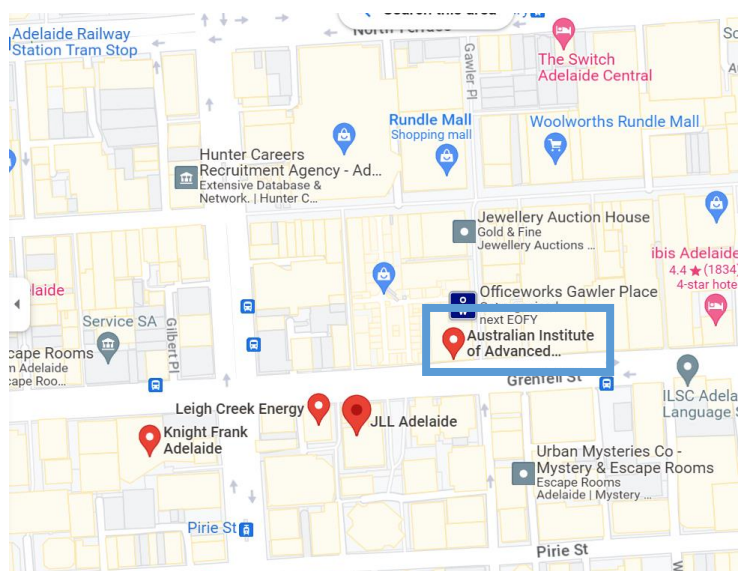
Contact details

Phone: +61 8 6118 7888

Email: info@aiat.edu.au

Website: www.aiat.edu.au

Postal Level 9, 50 Grenfell Street Adelaide 5000



There are many different ways to get to AIAT. We encourage people to use sustainable methods of travel where possible. Many buses come to the campus and if you live nearby cycling and walking are healthy and cheap transport methods. If you drive, car-pooling might be an option to save travel costs.

Transport and parking

By car – the closest paid parking space is Secure Parking Rundle Place.

The Adelaide Metro website (<https://www.adelaidemetro.com.au/>) sets out the different ways of accessing the campus by public transport.

Transport concessions

If you are studying full-time on campus (more than 75% of a full-time load) you are eligible for a South Australian student card which will give you discounted prices on public transport. Please see the Student Services Office to organise a photo and your ID card.

Part time student cards are not available.

AIAT website

Please explore the AIAT website during your orientation and throughout each study period.

The website contains all the information you need, including admissions, staff contacts, program details and structure, policies and procedures, student support, campus life, key dates, the teaching calendar and class schedules. Information can change so it's important to keep up-to-date.

| Item | Go to |
|--|---|
| Key dates, teaching calendar and class timetable | Calendar and Key Dates |
| Course Structure | Bachelor of Information Technology Masters of Information Technology Masters of Business Administration (Leadership and Innovation) (MBA) |
| Policies and procedures | Policies and Procedures |
| Student Handbook | is available on the AIAT website |

Key contacts

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| General Enquiries | Reception Phone: 08 6118 7888, 0466 942 201 Email: info@aiat.edu.au |
| Admission Enquiries Including Visa Queries | Student Services Office Phone: 08 6118 7888, 0466 942 201 Email: admissions@aiat.edu.au |
| International Student Contact | Admissions Officer Phone: 08 6118 7888, 0466 942 201 Email: admissions@aiat.edu.au |
| It Support / Help Desk | Help Desk Email: helpdesk@aiat.edu.au |
| Finance Enquiries | Finance Officer Email: info@aiat.edu.au |
| Student Support & Welfare Enquiries | Student Welfare Officer Email: studentwelfare@aiat.edu.au |
| Learning Support Enquiries | Learning Support Officer Email: learningsupport@aiat.edu.au |
| Library Services | Library and Learning Support Email: library@aiat.edu.au |
| Academic Staff | Individual academic staff members are to be contacted via their email address which are provided in subject outlines to enrolled students |

Communications with students

All student correspondence will be sent to your **aiat.edu.au** email address.

It is your responsibility to check your AIAT email at least weekly and on each week day during teaching and examination periods to receive important notices from staff such as late changes to teaching arrangements, timetables, student information sessions, availability of computing facilities, enrolments, latest news, announcements, other events, etc. Information may also be posted on the LMS. You must also let us know when you change your address or other contact details within seven (7) days of the change.

AIAT does not accept responsibility for communication not being received by students where such communication is sent:

- via primary channels of communication; or
- to a prospective student's email address; or
- as a physical letter to a student's stated current address.

Students:

- are required to check primary channels of communication regularly (at least weekly and on each weekday during teaching and examination periods) and to respond in a timely manner where necessary.
- are responsible for ensuring that only they have access to secure communication accounts associated with them and provided by the University; this includes their student email, student portal and LMS accounts.
- requesting personal or academic information by email should do so via their student email address, as this shall be deemed to verify their identity.
- are required to maintain accurate and up-to-date contact details in the student management system, including their current physical address and next of kin/emergency contact details.

Please refer to the [Student Communication Procedure](#) for more information.

Student records and privacy

AIAT complies with the Australian Privacy Principles set out in the Privacy Act 1988 in respect of students' personal information. These principles are incorporated into the AIAT [Privacy Policy](#).

You may contact the Senior Academic Administration Officer if you want more information about how your personal information is handled by AIAT, or if you want to get access to your student record.

Student Code of Conduct

AIAT is committed to promoting and encouraging a safe environment for its students and staff, where everyone is treated with courtesy and respect.

The **Student Code of Conduct** sets out AIAT's expectations of students, which include:

- taking responsibility for their own actions;
- undertaking academic work with integrity and honesty;
- treating others with respect regardless of gender, race, cultural and religious background, disability, age, and sexual orientation; and
- acting honestly and ethically in all dealings with AIAT and members of its community.

Breaches of the Student Code of Conduct and other policies and procedures are managed through the AIAT Policy Framework:

- Student Academic Misconduct Procedure for academic issues.
- Student General Misconduct Procedure for other issues.
- Responding to Sexual Assault policy in relation to sexual assault allegations.

Students are encouraged to report any incidents of misconduct they have witnessed, and to intervene where it is safe to do so. AIAT supports the safety of those who report incidents.

All students are expected to participate in any misconduct process that they are involved in in good faith and with respect to the other participants. Parties are afforded procedural fairness when reports are made.

All students are referred to the Student Code of Conduct at the time they enrol.

It is important that you read and understand it. Breaches of the Code are taken seriously and disciplinary action can be taken against a student breaching the Code.

AIAT Courses

Bachelor of Information Technology

Course Entry Requirements

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| Minimum age criteria: all applicants | To be eligible for admission, the applicant must be at least 18 years of age on the course commencement date. |
| Applicants with higher education study: (bridging or enabling course) | A completed or partly completed qualification at AQF level 5 (Diploma) or above from an Australian higher education institution or an equivalent overseas higher education qualification. |
| Applicants with Vocational Education and Training (VET) study: | A completed Vocational Education and Training (VET) qualification at AQF Level 4 (Certificate IV) or above from an Australian vocational education institution or an equivalent overseas vocational education qualification. |
| Applicants with work and life experience: | <ul style="list-style-type: none">• a Special Tertiary Admission Test (STAT) percentile rank or equivalent or• a completed foundation studies or preparatory program that is recognised for admission purposes. |
| Applicants with recent secondary education: | Completion of an Australian Year 12 secondary education qualification with a minimum ATAR of 60 or equivalent qualification from an overseas institution. |
| Assumed knowledge: all applicants | Before the applicant starts this course, it is assumed they have studied mathematics or a related subject in the final year of secondary education or equivalent. If the applicant does not have the subject knowledge they can still apply for the course and will be encouraged to actively participate in the support activities provided by AIAT. |
| Additional admission criteria for international students: | Applicants must meet the English Language requirements set out in AIAT's Admission Procedure. Applicants meet the minimum requirement if they have: <ul style="list-style-type: none">• completed two years or longer of study in Australia; or |

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| | <ul style="list-style-type: none"> • successful completion of an Australian Year 12 program; or • successful completion of an English language course approved by AIAT from a registered English Language Intensive Course for Overseas Students (ELICOS) provider. Such courses give students the minimum English Language Proficiency (ELP) standard as specified in Table A of the admissions policy; or • achievement of the minimum requirements in an approved English language test no less than 24 months prior to commencement of studies at AIAT. These are documented in Table B of the admissions procedures and are: <ul style="list-style-type: none"> ○ IELTS (Academic) Overall 6.0 (min. score of 5.5 for each subscale) ○ TOEFL paper based test score of 550 (min. 4.5 TWE – Test of Written English) ○ TOEFL – (IBT) 60 (min.18 in writing) ○ PTE 50 (no skill score < 42) ○ CAE Level B2 (169) |
| <p>Special entry pathway: (exceptional circumstances)</p> | <p>Applicants may be eligible for special entry in exceptional circumstances in line with AIAT’s Admissions Policy.</p> <p>Special Entry</p> <p>Applicants in any category whose study has been impacted by circumstances such as disability, illness or family disruption will be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applicants applying for special entry are required to meet the criteria of demonstrating their ability to study at the level required for the degree by satisfactory completion of one or more of the following:</p> <ul style="list-style-type: none"> • written or numerical tasks to assist with assessing eligibility for admission • interview with the applicant |

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| | <ul style="list-style-type: none"> • written assignment which demonstrates their knowledge and abilities in the discipline area • statement from previous education institution • other evidence as requested. |
| <p>Applicants with Indigenous Australian or Torres Strait Islander background:</p> | <p>Applicants are required to confirm their Aboriginality or Torres Strait Islander heritage at the time of application to be eligible for priority admission and access to Indigenous specific scholarships. Applicants who require support during the application process are encouraged to contact the Director, Learning and Teaching.</p> |
| <p>Additional Note: Assessment of admission requirements is in accordance with AIAT's Admissions Policy and Procedures. Meeting minimum admission criteria does not necessarily guarantee a place in the course.</p> | |

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| Course structure and course rules: | <p>This course includes structure and progression rules as outlined below:</p> <p>To be eligible to graduate from the Bachelor of Information Technology students are required to complete 24 subjects which must include:</p> <ul style="list-style-type: none">• 12 core IT subjects including 2 Capstone project subjects; and• an IT major of 8 subjects; and• either a minor of 4 subjects or an extended IT major of 4 subjects. <p>The minor can be chosen from subjects outside of the IT discipline with approval from the Course Director.</p> <p>Subjects are offered over levels 100, 200 and 300, as follows:</p> <ul style="list-style-type: none">• Level 100: 8 core subjects• Level 200: 2 core subjects, 5 major subjects and 1 minor or extended major subjects• Level 300: 2 core subjects (Capstone projects), 3 major subjects and 3 minor or extended major subjects. <p>Initially only the major and extended major in software development will be offered by AIAT as shown below. It is envisaged that additional majors, extended majors and minors will be added in the future.</p> <p>All subjects are worth 10 credit points. To be eligible for the Capstone project subject, students must complete all 10 core subjects listed at levels 100 and 200 and the five subjects listed in their major at level 200. Pre-requisites are noted at each level below.</p> <p>To be awarded the Bachelor of Information Technology with a specialisation in Software Development, students must complete 24 subjects (240 credit points) which must include the 12 core subjects and the software development major of 8 subjects listed below.</p> <p>The maximum duration to complete the course is 8 years.</p> |
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| Year | Study period | Subject code | Subject name | Subject type | Pre/Co-requisites | Mode of delivery | Credit points |
|------|--------------|--------------|--|--------------------|------------------------------|------------------|---------------|
| 1 | 1 | SYS101 | Systems Analysis and Design | Core | NA | F2F | 10 |
| | 1 | COM101 | Professional Communication Skills for ICT | Core | NA | F2F | 10 |
| | 1 | NET101 | Networked Infrastructure Foundations | Core | NA | F2F | 10 |
| | 1 | PRO101 | Programming Fundamentals | Core | NA | F2F | 10 |
| | 2 | COM102 | Information Technology and Society | Core | COM101 | F2F | 10 |
| | 2 | PRO102 | Object-Oriented Programming | Major SD | PRO101 | F2F | 10 |
| | 2 | DAT101 | Database Design and Implementation | Core | NA | F2F | 10 |
| | 2 | ENG101 | Human-Computer Interaction | Core | PRO101 and SYS101 | F2F | 10 |
| 2 | 3 | PRO203 | Mobile Software Development | Extended Major: SD | DAT101 and PRO102 and ENG101 | F2F | 10 |
| | 3 | COM203 | Information Technology Entrepreneurship and Innovation | Core | COM102 | F2F | 10 |
| | 3 | PRO204 | Web Application Development | Major: SD | PRO102 and DAT101 and ENG101 | F2F | 10 |
| | 3 | ENG203 | Cloud Computing for Smart Applications | Major: SD | NET101 | F2F | 10 |
| | 4 | ENG202 | Software Security | Major SD | SYS101 and PRO102 | F2F | 10 |
| | 4 | COM204 | IT Service Delivery and Management | Core | NA | F2F | 10 |
| | 4 | ENG204 | Software Design and Development | Major: SD | DAT101 and ENG202 | F2F | 10 |

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|---|---|--------|--|--------------------------|--|-----|----|
| | 4 | SYS202 | ICT Project Management | Core | SYS101 | F2F | 10 |
| 3 | 5 | SYS303 | Applied Distributed Systems | Major: SD | ENG203 and DAT101 | F2F | 10 |
| | 5 | ENG305 | Software Quality | Major: SD | ENG204 and SYS202 | F2F | 10 |
| | 5 | CAP301 | Final Project A (Analysis and Design) | Core | All level 200 core and major subjects | F2F | 10 |
| | 5 | PRO305 | Introduction to the Internet of Things | Extended Major: SD | ENG203, PRO102 | F2F | 10 |
| | 6 | PRO306 | Computer Vision Programming | Extended Major: SD | PRO305 | F2F | 10 |
| | 6 | PRO307 | Enterprise Software Development | Major: SD | ENG203 | F2F | 10 |
| | 6 | DAT302 | Applications of Business Intelligence | Extended Major: SD | DAT101 and COM204 | F2F | 10 |
| | 6 | CAP302 | Final Project B (Implementation) | Core | CAP301 | F2F | 10 |

Delivery Mode

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| Face to face | 3 hours per week of facilitated on-campus lecture/seminar/workshop time and 7 hours self-study per week. |
| Blended | AIAT students undertaking blended learning mode will attend lectures/seminars on campus. They will submit assignments and complete some collaborative work online. |
| Full time | Enrolled in 75% or more of full time load (4 subjects per study period) |
| Part time | Enrolled in less than 75% of full time study load |

Masters of Information Technology

Course Entry Requirements

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| Minimum age criteria: all applicants | To be eligible for admission, the applicant must be at least 18 years of age on the course commencement date. |
| Applicants with higher education study: (bridging or enabling course) | Applicants must have an Australian Bachelor's degree (AQF level 7) or overseas equivalent in any discipline. |
| Applicants with Vocational Education and Training (VET) study: | Not Applicable |
| Applicants with work and life experience: | Not Applicable |
| Applicants with recent secondary education: | Not Applicable |
| Assumed knowledge: all applicants | Before the applicant starts this course, it is assumed they have studied mathematics or a related subject in an undergraduate degree or the final year of secondary education or equivalent. If the applicant does not have the subject knowledge they can still apply for the course and will be encouraged to actively participate in the support activities provide by AIAT. |
| Additional admission criteria for international students: | Applicants must meet the English Language requirements set out in AIAT's Admissions Policy and Procedure. Applicants meet the minimum requirement if they have: <ul style="list-style-type: none"> • completed two years or longer of study in Australia; or • successful completion of an Australian Year 12 program; or • successful completion of an English language course approved by AIAT from a registered English Language Intensive Course for Overseas Students (ELICOS) provider. Such courses give students the minimum |

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| | <p>English Language Proficiency (ELP) standard as specified in Table A of the AIAT Admissions Procedure; or</p> <ul style="list-style-type: none"> • achievement of the minimum requirements in an approved English language test no less than 24 months prior to commencement of studies at AIAT. These are documented in Table B of AIAT’s Admissions Procedure and are: <ul style="list-style-type: none"> ○ IELTS (Academic) Overall 6.5 (min. sub-score of 6.0 each) ○ TOEFL paper-based test score of 550 (min. 4.5 TWE – Test of Written English) ○ TOEFL – (IBT) 79 (min. 18 in writing) ○ PTE 60 (no skill score < 45) ○ CAE Level B2 (176) |
| <p>Special entry pathway: (exceptional circumstances)</p> | <p>Applicants may be eligible for special entry in exceptional circumstances in line with AIAT’s Admissions Policy.</p> <p>Special Entry</p> <p>Applicants whose study has been impacted by circumstances such as disability, illness or family disruption will be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applicants applying for special entry are required to meet the criteria of demonstrating their ability to study at the level required for the degree by satisfactory completion of one or more of the following:</p> <ul style="list-style-type: none"> • written or numerical tasks to assist with assessing eligibility for admission • interview with the applicant • written assignment which demonstrates their knowledge and abilities in the discipline area • statement from previous education institution • other evidence as requested. |

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| Applicants with Indigenous Australian background: | Applicants are required to confirm their Aboriginality or Torres Strait Islander heritage at the time of application to be eligible for priority admission and access to Indigenous specific scholarships. Applicants who require support during the application process are encouraged to contact the Director, Learning and Teaching. |
| Additional Note: Assessment of admission requirements is in accordance with AIAT's Admissions Policy and Procedure. Meeting minimum admission criteria does not necessarily guarantee a place in the course. | |

Course Structure and Completion Requirements

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| Name of course: | Master of Information Technology with majors in Applied Artificial Intelligence, Data Analytics and General streams |
| Course structure and course rules: | <p>This course includes structure and progression rules as outlined below:</p> <p>To be eligible to graduate from the Master of Information Technology students are required to complete 16 subjects which must include:</p> <ul style="list-style-type: none"> • 8 core subjects including 2 capstone project subjects and • an IT major of 8 subjects (AAI and DA) • 8 electives (4 electives commencing with DAT, PRO, MAT or ENG for the General stream) <p>Subjects are offered over levels 500 and 600 as follows:</p> <ul style="list-style-type: none"> • Level 500: 5 core subjects, 3 major subjects • Level 600: 3 core subjects, 5 major subjects <p>Initially AIAT will offer majors in Applied Artificial Intelligence, Data Analytics and General as shown below. It is envisaged that additional majors will be added in the future.</p> <p>All subjects are worth 10 credit points. To be eligible for the Capstone project subject students must complete all 5 core subjects and 3 major subjects listed at level 500. Pre-requisites are noted at each level below.</p> <p>To be awarded the Master of Information Technology with a specialisation in Applied Artificial Intelligence, students must complete 16 subjects (160</p> |

credit points) which must include the 8 core subjects and the 8 subjects listed in the Applied Artificial Intelligence (AAI) major in the table below.

To be awarded the Master of Information Technology with a specialisation in Data Analytics, students must complete 16 subjects (160 credit points) which must include the 8 core subjects and the 8 subjects listed in the Data Analytics (DA) major in the table below.

To be awarded the Master of Information Technology students must complete 16 subjects (160 credit points) which must include 8 core subjects plus 8 elective subjects. Four of the elective subjects must be taken from non-core subjects commencing with DAT, PRO, MAT or ENG.

The maximum duration to complete the course is 6 years.

| Year | Study period | Subject code | Subject name | Subject type / major | Pre/Co-requisites | Mode of delivery | Credit points | |
|------|--|-------------------------------------|--|----------------------|-------------------|------------------|---------------|--|
| 1 | 1 | COM501 | IT Professional Communication and Ethics | Core | NA | F2F | 10 | |
| | 1 | DAT501 | Database Design and Implementation | Core | NA | F2F | 10 | |
| | 1 | PRO501 | Introduction to Programming and Algorithms | Core | NA | F2F | 10 | |
| | Select one subject from a major: | | | | | | | |
| | 1 | MAT501 | Discrete Mathematics | AAI | NA | F2F | 10 | |
| | 1 | DAT502 | Introduction to Data Science | DA | NA | F2F | 10 | |
| | | | | | | | | |
| | 2 | PRO502 | Artificial Intelligence | Core | PRO501 | F2F | 10 | |
| | 2 | ENG501 | Software Design and Development for Data Science | Core | PRO501 and DAT501 | F2F | 10 | |
| | Select two subjects from a major: | | | | | | | |
| 2 | DAT503 | Foundations of Statistical Learning | DA | DAT501 and DAT502 | F2F | 10 | | |

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|--|---|--------|--|----------|------------------------------------|-----|----|
| | 2 | PRO503 | Programming AI Applications | AAI | PRO501 and DAT501 and MAT501 | F2F | 10 |
| | 2 | DAT504 | Data Wrangling | DA | DAT501 and DAT502 | F2F | 10 |
| | 2 | ENG502 | AI Planning for Autonomy | AAI | PRO502 | F2F | 10 |
| General Stream Electives: | | | | | | | |
| | 2 | MLI507 | Creative thinking for innovation and strategy | Elective | | F2F | 10 |
| 2 | 3 | CAP601 | Final Project A (Analysis and Design) | Core | First year core and major subjects | F2F | 10 |
| Select three subjects from a major: | | | | | | | |
| | 3 | DAT605 | Big Data Processing | DA | DAT503 and DAT504 | F2F | 10 |
| | 3 | DAT606 | Data Mining | DA | DAT503 and DAT504 | F2F | 10 |
| | 3 | DAT607 | Social Media and Networks Analytics | DA | DAT503 and DAT504 | F2F | 10 |
| | 3 | PRO605 | Computer vision and Automation | AAI | ENG502 | F2F | 10 |
| | 3 | PRO604 | Evolutionary Computing | AAI | PRO502 | F2F | 10 |
| | 3 | PRO606 | Machine Learning | AAI | PRO502 and PRO503 | F2F | 10 |
| General Stream Electives: | | | | | | | |
| | 3 | MLI601 | Entrepreneurship and innovation | Elective | | F2F | 10 |
| | 3 | MLI602 | Digital transformation through innovative technologies | Elective | | F2F | 10 |
| | 4 | COM602 | Information Technology, Entrepreneurship, and Innovation | Core | COM501 | F2F | 10 |

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|--|--------|--|----------|--------|-----|----|
| 4 | CAP602 | Final project B (Implementation) | Core | CAP601 | F2F | 10 |
| Select two subjects from a major: | | | | | | |
| 4 | PRO607 | Intelligent Decision Making | AAI | PRO606 | F2F | 10 |
| 4 | PRO608 | Deep Learning | AAI | PRO606 | F2F | 10 |
| 4 | DAT608 | Applications of Business Intelligence | DA | DAT504 | F2F | 10 |
| 4 | DAT609 | Big Data Management | DA | DAT605 | F2F | 10 |
| General Stream Electives: | | | | | | |
| 4 | MLI605 | Project Management (IT) | Elective | | F2F | 10 |

Delivery Mode

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| Face to face | 3 hours per week of facilitated on-campus lecture/seminar/workshop time and 7 hours self-study per week |
| Blended | AIAT students undertaking blended learning mode will attend lectures/seminars on campus. They will submit assignments and complete some collaborative work online. |

Master of Business Administration (Leadership and Innovation)

Course Entry Requirements

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|--|---|
| Minimum age criteria: all applicants | To be eligible for admission, the applicant must be at least 18 years of age on the course commencement date. |
| Applicants with higher education study: (bridging or enabling course) | Applicants must have: <ul style="list-style-type: none"> a. an Australian Bachelor's degree (AQF level 7); or b. equivalent overseas qualification in any discipline; or |
| Applicants with Vocational Education and Training (VET) study: | NA |
| Applicants with work and life experience: | NA |
| Additional admission criteria for international students: | <p>Refer <i>Admissions Policy and Admissions Procedure</i></p> <p>Applicants must meet the English Language requirements set out in AIAT's Admission Procedure. Applicants meet the minimum requirement if they have:</p> <ul style="list-style-type: none"> a. completed two years or longer of study in Australia; or b. successful completion of an Australian Year 12 program; or c. successful completion of an English language course approved by AIAT from a registered English Language Intensive Course for Overseas Students (ELICOS) provider. Such courses give students the minimum English Language Proficiency (ELP) standard as specified in the <i>Admissions Procedure</i>; or d. achievement of the minimum requirements in an approved English language test no less than 24 months prior to commencement of studies at AIAT. The following approved English language tests and minimum standards are documented in Table B of the <i>Admissions Procedure</i>: <ul style="list-style-type: none"> a. IELTS (Academic) Overall 6.5 (min. sub-score of 6.0 each) b. TOEFL paper-based test score of 550 (min. 4.5 TWE – Test of Written English) |

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| | <ul style="list-style-type: none"> c. TOEFL – (iBT) 79 (min. 18 in writing) d. PTE 60 (no skill score < 45) e. CAE Level B2 176 <p>Prospective students are required to submit acceptable evidence of their English language proficiency at the time of application to study with AIAT, such as an IELTS document showing their overall scores.</p> <p>In addition to meeting the requirements, in some cases applicants may be required to successfully complete an AIAT approved English language test.</p> <p>Students may be required to attend an interview conducted by the Director, Learning and Teaching (or delegated officer), designed to ascertain levels of ability to study at the appropriate level and to successfully complete the course.</p> |
| <p>Special entry pathway: (exceptional circumstances)</p> | <p>Refer <i>Admissions Policy and Admissions Procedure</i></p> <p>Applicants may be eligible for special entry in exceptional circumstances in line with AIAT's Admissions Policy.</p> <p>Special Entry</p> <p>Applicants whose study has been impacted by circumstances such as disability, illness or family disruption will be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant.</p> <p>Applicants applying for special entry are required to meet the criteria of demonstrating their ability to study at the level required for the degree by satisfactory completion of one or more of the following:</p> <ul style="list-style-type: none"> • written or numerical tasks to assist with assessing eligibility for admission • interview with the applicant • written assignment which demonstrates their knowledge and abilities in the discipline area • statement from previous education institution • other evidence as requested. |

| | |
|--|---|
| Applicants with Indigenous Australian background: | <p>Refer <i>Admissions Policy and Admissions Procedure</i></p> <p>Applicants are required to confirm their Aboriginality or Torres Strait Islander heritage at the time of application to be eligible for priority admission and access to Indigenous specific scholarships. Applicants who require support during the application process are encouraged to contact the Director, Learning and Teaching.</p> |
| <p>Additional Note: Assessment of admission requirements is in accordance with AIAT's <i>Student Access and Equity Policy, Supporting Students with a Disability Procedure and Admissions Policy, Credit Transfer and Recognition of Prior Learning Policy and Procedure.</i></p> | |

Course Structure and Completion Requirements

| | |
|---|---|
| Name of course: | Master of Business Administration (Leadership and Innovation) |
| Course structure and course rules: | <p>The course structure comprises of 16 subjects. Students are required to complete:</p> <ul style="list-style-type: none"> • 14 core subjects including 2 capstone subjects; and • 2 elective subjects <p>Subjects are offered over levels 500 and 600 as follows:</p> <ul style="list-style-type: none"> • Level 500: 8 core subjects • Level 600: 6 core subjects including 2 capstone project subjects and 2 electives <p>All subjects are worth 10 credit points.</p> <p>CAPP601 Capstone Project A is a prerequisite for CAPP602 Capstone Project B</p> <p>To be eligible to enrol in CAP601 Capstone Project A students must complete 8 Level 500 subjects (80 credit points).</p> |

| Year | Study period | Subject code | Subject name | Subject type | Pre/Co-requisites | Mode of delivery | Credit points |
|-----------|--------------|--------------|---------------------------|--------------|-------------------|------------------|---------------|
| Level 500 | | | | | | | |
| 1 | 1 | MLI500 | Leadership and innovation | Core | NA | F2F | 10 |

| Year | Study period | Subject code | Subject name | Subject type | Pre/Co-requisites | Mode of delivery | Credit points | |
|-----------|---|--|---|--------------|--------------------------------|------------------|---------------|--|
| | 1 | MLI501 | Leading contemporary organisations | Core | NA | F2F | 10 | |
| | 1 | MLI502 | Leading diversity and inclusion | Core | NA | F2F | 10 | |
| | 1 | MLI503 | Data analytics, artificial intelligence and decision making | Core | NA | F2F | 10 | |
| | 2 | MLI504 | Leading for sustainability | Core | NA | F2F | 10 | |
| | 2 | MLI505 | Law and ethics | Core | NA | F2F | 10 | |
| | 2 | MLI506 | Financial strategies for growth | Core | NA | F2F | 10 | |
| | 2 | MLI507 | Creative thinking for innovation and strategy | Core | NA | F2F | 10 | |
| Level 600 | | | | | | | | |
| 2 | 3 | MLI601 | Entrepreneurship and innovation | Core | NA | F2F | 10 | |
| | 3 | MLI602 | Digital transformation through innovative technologies | Core | NA | F2F | 10 | |
| | 3 | CAPP601 | Capstone project part A* | Core | 8 Level 500 subjects | F2F | 10 | |
| | 3 | | Elective choice (see below) | Elective | NA | F2F | 10 | |
| | 4 | MLI604 | International environment and strategy | Core | NA | F2F | 10 | |
| | 4 | MLI603 | Innovative practices in strategic marketing | Core | NA | F2F | 10 | |
| | 4 | CAPP602 | Capstone project part B* | Core | CAPP601 | F2F | 10 | |
| | 4 | | Elective choice (see below) | Elective | | F2F | 10 | |
| | Elective subjects (Students complete two of the following: | | | | | | | |
| | 4 | DIR601 | Directed studies in contemporary practice | Elective | MLI500, MLI501, MLI502, MLI503 | F2F | 10 | |
| 4 | MLI605 | Project management | Elective | NA | F2F | 10 | | |
| 4 | MLI608 | Business Intelligence and data visualisation | Elective | NA | F2F | 10 | | |

Delivery Mode

| | |
|---------------------|--|
| Face to face | 3 hours per week of facilitated on-campus lecture/seminar/workshop time and 7 hours self-study per week |
| Blended | AIAT students undertaking blended learning mode will attend lectures/seminars on campus. They will submit assignments and complete some collaborative work online. |

Getting Started

Enrolment

Once you have been accepted into AIAT, you need to enrol in the subjects that you want to study for the forthcoming study period.

Information about how to enrol in your subjects is provided to new students when you commence on campus and during orientation.

International students are required to enrol in a 100% (full-time) study load to ensure they complete their course within the minimum duration and in the duration of their Confirmation of Enrolment (CoE).

Exceptions are permitted in certain circumstances and when approved in writing by AIAT.

Orientation

Orientation is held in the first week of the study period. It is compulsory for new students to attend orientation. International students will find it particularly useful as it covers many practical matters about studying and living in Australia.

Some of the topics covered in Orientation includes:

- Information about AIAT's facilities and resources to help you make the best of your studies.
- Information about the support services available, including assistance if your general, health or other personal circumstances are adversely affecting your study. Some of these services are available through AIAT; others are available through external providers with relevant expertise.
- Campus safety matters and general safety issues. This will include the protocols for responding to emergencies while on campus.
- Information about AIAT's complaints and appeals process and the options you have if you remain dissatisfied with the outcome (including seeking external help).
- How AIAT assesses your academic progress in your course.
- What we do to help you if you are at risk of failing in your course.

Study skills

An important component of orientation revolves around your study skills. At AIAT, we provide a study skills program for new students. Existing students may also participate if they want to refresh their study skills.

Fee-related Matters

Student tuition and other fees

Student tuition fees are the fees that directly relate to the provision of the course.

They do not include costs such as:

- Overseas Student Health Cover
- Incidental or other costs that may be required as part of your enrolment.
- Agent's recruitment fees (which are paid by AIAT from tuition fees); or
- Application fees.

The schedule of tuition and administration fees is available on [Fees and Charges](#).

- Tuition fees are payable each study period in advance.
- Fees are reviewed annually and are subject to change.
- You will be notified of any changes within a reasonable timeframe.

There are different ways for paying your fees.

- International students must pay the first semester fees in advance. Information about paying your tuition fees is available in **YOUR LETTER OF OFFER** and the [AIAT website](#).

Other fees

Please refer to the [Fees and Charges](#) page for more information about other fees.

Tuition Assurance

As an Australian higher education provider, AIAT participates in the tuition protection scheme. This protects students if AIAT is unable to deliver a course or subject that you have paid for ("provider default").

More information is available at the Department of Education, Skills and Employment website

<https://www.dese.gov.au/tps>

Other costs

Students can expect to pay approximately **\$500 - \$600 per annum** for non-tuition related expenses such as textbooks, equipment, printing, events etc.

Seeking a tuition fee refund

Important dates are available on the AIAT [Key Dates](#) page.

Census Date means the date on which a student's enrolment is finalised. Students cannot enrol or withdraw from one or more subjects after the Census Date without significant academic and/or financial penalties.

Final date for withdrawal without academic penalty – the date set is normally 50% into the subject delivery period. A student will normally remain liable for tuition fees accrued for that subject.

A student may be eligible, in certain circumstances, for a refund of all or part of their prepaid tuition fees. To apply for a refund, a student needs to follow the correct processes in making their application for a refund. The **date** an application is lodged affects how the withdrawal is recorded on a student's academic record.

Any fee stated as Non-Refundable in an international student's Letter of Offer is not refundable in any circumstances.

Students should complete a [Refund Request Form](#) and lodge the Form (and the required documentation) with Student Services Office. Speak with a member of the Student Services Office team who can assist you.

Please carefully read the following information about refunds. This applies whether you paid the tuition and non-tuition fees, or an education agent paid them on your behalf.

All application fees are non-refundable except where we cancel a course before it has started.

For further information on Fees and Fee Refunds, please refer to the:

Refund Application Process

Students must lodge a Refund Request Form and required supporting documentation with Student Support Services.

Applications which are received more than 12 months after withdrawal from the relevant subject must provide appropriate documentation outlining the reason/s for late application.

Separate documentation must be provided as explanation for making a late application, and this documentation cannot be the same as the documentation submitted for the application for refund.

Circumstances supporting late applications may include, but are not limited to:

- student incarceration;
- income threshold reaching repayment level for the first time;
- long term illness or extended family crises; or
- defence personnel being deployed.

These circumstances must be documented and submitted with the application.

AIAT will advise the student in writing of the outcome of their application, normally within 6 weeks of receipt of the application. The notice of decision will state:

- the reasons for the decision;
- the right of review; and
- an outline of the review process.

If the request is successful, AIAT will:

- authorise a refund of tuition fees; and/or
- grant a 'withdrawn not fail' for the approved units and adjust the students' Academic Record accordingly.

In the case of International Students, where a refund is payable under this Procedure due to student default, AIAT will provide advice and pay the student the amount within the time limits prescribed by the Education Services for Overseas Student Act 2000 as amended from time to time, and after receiving a written claim from the student.

Refunds will be paid directly to the student who submitted the application except for those International Students sponsored by a government authority. In these cases, the refund will be paid to the authority who originally paid the student's fees and not directly to the claimant.

If an application for refund is unsuccessful and a fail grade has been recorded against the subject(s) in which a refund is requested, the student may be eligible to apply for 'withdrawn not fail' in accordance with the Enrolment, Leave of Absence and Withdrawal Policy.

The refund policy does not remove your right to take further action under Australian Consumer Law.

Refunds for international students are calculated as per the situations identified:

| Reason | Refund payable calculation | Student requirements |
|---|---|---|
| Australian Government authorities refuse to grant an applicant a student visa before course commencement. | Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount), excluding: <ul style="list-style-type: none">• for reasons of fraud. No refund payable | Is not required to submit a claim form. |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> being an Unlawful Citizen. No refund payable. | |
| Australian Government authorities refuse to grant an applicant a student visa after course commencement. | Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount). | Is not required to submit a claim form. |
| AIAT does not allow a student to re-enrol following a finding of unsatisfactory academic progress (exclusive of Leave of Absence [LOA]). | Any credit balance related to fees paid for any study period after which the student was Precluded will be refunded. | Required to submit a claim Refund Request Form to commence refund process. |
| Student withdraws greater than 4 weeks prior to commencement of the course. | 20% of tuition fees for relevant teaching period and full refund of all paid future tuition fees. | Required to submit a claim Refund Request Form to commence refund process. |
| Student withdraws less than 4 weeks prior to commencement of the course. | 30% of tuition fees for relevant teaching period and full refund of all paid future tuition fees. | Required to submit a claim Refund Request Form to commence refund process. |
| Student withdraws from the course after the course commences AND before Census Date. | 50% of tuition fees for relevant teaching period and full refund of all future tuition fees. | Required to submit a claim Refund Request Form to commence refund process. |
| Student withdraws from the course after Census Date. | No refund is payable. | |
| Student withdraws from subject on or before Census Date. | No refund BUT have their course fees for the relevant subject put into fees in credit. | Is not required to submit a claim form. |
| Student withdraws from the subject after Census Date. | No refund AND forfeit their fees for that subject. | |
| A student withdraws or is expelled by AIAT for misconduct or fails to pay tuition fees. | No refund is payable. | |

Further information can be found in the [Refund Procedure](#).

Leave of absence

For some students, an option to withdrawal is to seek a **leave of absence** from their course for a specified time. Students may seek approved leave of absence in certain circumstances once they have completed a minimum of twenty (20) credit points of study.

International students must also demonstrate compassionate or compelling circumstances as part of their application. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's academic progress or wellbeing. More details are available in the [Enrolment Procedure](#).

These applications need the formal approval of the Course Director. Queries about leave of absence should be directed to the Student Services Office in the first instance.

Academic progress

Requirements for successfully completing a subject

In order to successfully complete a subject, you must:

- Attempt all assessment tasks
- Achieve at least a cumulative 50% of the total marks
- Pass any hurdle requirements

Students' academic progress is monitored throughout your enrolment.

Students are expected to complete a minimum number of subjects each year, and to complete the Course within the maximum duration provided by the Course rules. Extensions to this maximum duration are only given in exceptional circumstances.

International students on a student visa must also comply with the progression and enrolment requirements of their visa. We are legally required to monitor and report students who do not meet certain conditions to the Australian Government.

If a student fails to meet academic progression or enrolment requirements, AIAT may suspend or preclude the student or impose strict conditions on their enrolment.

Attendance requirements

Students are expected to attend all scheduled classes and activities associated with each subject they are enrolled in. Academic staff record students' attendance and this information is collated by the Student Services Office. They generate attendance reports at the end of each week and monitor and analyse attendance.

If you are unable to attend a class (for example, for medical or other acceptable reasons), we ask that you notify the Course Director in advance of the class and indicate when you next expect to attend.

If a student is absent from all scheduled classes for more than five consecutive South Australian working days, the Student Services Office contacts the student by email and/or telephone to check on their safety and welfare, unless they have an approved exemption from attendance.

A student may be required to meet the Course Director or access other support to address attendance concerns.

Please refer to the [Attendance Policy](#) and [Attendance Procedures](#) for more details.

Assessments and Examinations

Assessment of student performance in all subjects is continuous and the final grade is determined at the end of the study period in which the subject is studied.

You also refer to the **Subject Guide** for each of your subjects. The **Subject Guide** contains all the details about how students are assessed in each subject and how the results are combined to produce an overall mark. It also sets out the assessment schedule, how each assessment task is to be submitted and the due dates and times.

In addition, the [Assessment Procedure](#) contains a lot of important information for students including:

- The penalties for submitting after the due date.
- Re-marking, re-submitting and supplementary assessment tasks.
- The rules for face-to-face and online examinations.
- How to apply for special consideration.
- How to request a review of an assessment decision.

Aim of assessments

The aim of the assessment tasks set by your Lecturer is to assess how well you have achieved the subject's learning outcomes.

A feature at AIAT are the **authentic assessment tasks** where students need to perform real-world tasks demonstrating the application of professional and industry-specific knowledge and skills. We use a combination of individual and group-based assessment tasks.

Students are expected to adhere to AIAT's requirements for **academic integrity** at all times. Student assignments will be run through Turnitin.

Submitting assessments and late penalties

All assessments need to be submitted by the due date unless Special Consideration has been granted or an approved extension given.

Late submission is normally penalised 5 percentage points of the total mark for the assessment item each day (or part day) the item is late (Including weekends).

- For example, a student who receives 60% for the assessment task, and is two days late, would receive 50%.
- Assessments submitted more than 10 days late will be awarded zero marks.

Re-marking, re-submitting and supplementary assessments

Students can request a **re-mark** of an assessment task where they consider it has been unfairly or inappropriately marked. The request has to be made to the Lecturer within 5 working days of the task being returned to you.

- If a re-mark is agreed, the second mark will be the mark for the assessment task.
- No further re-marking is permitted.

A **re-submission** is where a student is permitted by the Lecturer to revise an assessment task within a specified time-frame where they have received a Fail mark between 44 - 49.

- Re-submission can be initiated by either the lecturer or the student.
- Students who pass a re-submission will receive a maximum mark of 50 percent (unless the Lecturer considers exceptional circumstances apply).
- Re-submitted assessments cannot be re-marked.

A **supplementary** assessment offers a student an opportunity to gain a supplementary pass. They are intended to test the same areas of skill and depth of knowledge as the original assessment.

- Supplementary assessments may be offered for an individual assignment or a subject.
- There are limits on the eligibility for supplementary assessments. Decisions about eligibility are made by the Academic Assessment, Results and Integrity Review Committee.
- Students will be awarded either a Pass (50 percent) or Fail grade.

Examination requirements

Students are given advanced notice of all scheduled examinations. Students are required to sit the exam during the scheduled time irrespective of any conflict with a planned holiday or special event.

Examinations will be held either face-to-face or online. There are strict requirements that apply to sitting exams so it is important that you read **parts 3.4 and 3.5 of the [Assessment Procedure](#)** closely.

A student who breaches any exam protocols will be investigated and subject to disciplinary proceedings under the **[Student Academic Misconduct Procedure](#)**.

Information about exams will also be published on the LMS and in the Subject Guide.

Special Consideration

Special consideration is a process by which a student may be given an extension on the due date that they need to submit their assessment. Extensions by way of special consideration are for unforeseen circumstances of a short-term nature that are outside a student's control.

Examples of acceptable grounds for special consideration include:

- *Unexpected illness or injury*
- *Personal / family situation (such as a death/serious illness of a close family member; or being a victim of crime or accident)*
- *Employment-related, community service or court summons*
- *Religious observance.*

The type of supporting documentation that you need to support an application of Special Consideration, and the process to be followed, is set out at **subsection 3.6 of the [Assessment Procedure](#)** . Applications must be made in writing.

Where possible, it is preferable that a special consideration application is made **before** the assessment task is due, or normally within five working days after the due date.

Review of assessment decisions

Students may request a review of an **assessment decision (part 3.12 [Assessment Procedure](#))**, including their final grade.

In the first instance, students are encouraged to approach their Subject Coordinator or Lecturer to discuss their concerns.

If you are unable to resolve the matter at that stage, you may proceed to request a formal review. This has to be lodged with the Course Director within 5 days of being formally notified of your assessment result.

The grounds for review are:

- That you believe an error has occurred in the calculation of the grade; and/or
- That the assessment decision is inconsistent with the published assessment requirements or assessment criteria.

Grades and Graduation

What the different grades mean

AIAT uses the following grades to reflect student achievement of learning outcomes:

| CODE | GRADE | MARK | DESCRIPTION |
|------|--------------------|----------|---|
| HD | High Distinction | 85 - 100 | In addition to successfully attaining passing requirements, the student's work demonstrated a consistently high level of performance on all criteria for assessment. Where appropriate, students can make connections within and beyond the subject field. They are able to transfer principles and concepts from one subject area into a new and different domain. |
| D | Distinction | 75 - 84 | In addition to all the passing requirements, the student's work demonstrated a consistently high level of performance on most criteria for assessment. Students can link ideas and concepts to provide a coherent understanding of the whole. |
| C | Credit | 65 - 74 | In addition to the passing requirements, the student's work demonstrated a sound level of performance on the criteria for assessment. Students demonstrate understanding of several aspects of the subject and are able to connect some ideas and concepts. |
| P | Pass | 50 - 64 | The student's work demonstrated a satisfactory level of performance on the criteria for assessment. The student is able to make limited connections between concepts and ideas resulting in the reduced understanding of the broader significance of the subject content. |
| SP | Supplementary Pass | 50 | The student has attained a total mark of between 45% and 49% in a subject and subsequently demonstrates a satisfactory level of performance in the subject through completing a supplementary assessment. |

| | | | |
|-----|----------------------|---------------------|---|
| F | Fail | Below 50 | The student's work demonstrated a serious failure to achieve a satisfactory performance on the criteria for assessment. |
| XN | Non-assessed Fail | Fail 0 | The student did not complete any assessed work. |
| I | Incomplete | Grade Not Submitted | Subjects are incomplete. |
| EC | Enrolment Continuing | Grade Not Submitted | The subject is taken over more than one study period and the assessment will be finalised in a later session. |
| WNF | Withdrawn Not Fail | Grade Not Submitted | The student withdraws from a subject or subjects prior to the final date for withdrawal without academic penalty. |
| WF | Withdrawn Fail | Fail 0 | The student withdraws from a subject after the final date for withdrawal with academic penalty. |

Releasing Results

You will be notified of your overall (final) subject results once the grades have been approved. The notification will come via the LMS only.

Graduation

To be eligible for graduation, you must successfully complete all the specified requirements of the course you are enrolled in within the time specified in the rules for the Course.

Our academic awards are conferred by the Board of Directors on the recommendation of Academic Board. Graduates receive a testamur certifying their completion of their award, as well as a Statement of Attainment.

In addition, you must have no outstanding financial obligation to AIAT and have conducted yourself ethically and in accordance with AIAT policies and procedures.

Learning Support

Monitoring academic performance

Your Lecturers will be monitoring your academic performance in each subject that you study – such as your attendance in class, whether you have failed to submit assignments, or if you do poorly in assignments. If they are concerned about your academic progress, they will refer you to get extra support.

You may also realise yourself that you need extra learning support because you are experiencing ongoing or significant issues related to your academic progress and/or attendance.

Learning support needs can arise from different factors, such as:

- English language;
- understanding the requirements of the course;
- study techniques;
- group work;
- time management and organisation skills;
- IT skills; and
- orientation to Australian culture.

AIAT offers workshops and has resources to help you develop your study and exam skills, such as:

- academic integrity and avoiding plagiarism;
- report writing;
- learning strategies and styles;
- general study skills in critical reading;
- oral presentations;
- APA referencing;
- assessment tips;
- library information sessions (including electronic databases);
- time and stress management.

If you feel you need extra learning support, you can make an appointment with your LECTURER / SUBJECT COORDINATOR to discuss early intervention strategies.

Learning resources and the AIAT Library

The AIAT Library plays a key role in supporting excellence in learning, teaching, and scholarship by the AIAT community, its students and staff. The library also provides quiet study spaces, computers, internet access, photocopying and printing. Once you are an enrolled student, you are able to borrow from the AIAT Library.

The library provides a range of research tools and services, including electronic databases such as ProQuest and Harvard Business Review, and both electronic and hardcopies of prescribed texts. Hardcopy books can only be used in the library. Electronic databases are available at all times.

A Library induction session is part of orientation for new students.

The library is open the same hours as the campus.

LIBRARIAN AVAILABILITY: to be confirmed, please see Reception for more information.

Monday to Friday 10:00 am to 3:00 pm

Photocopying, printing, and scanning are available in the library. Please see administration staff to connect your laptop to the photocopier or to have your documents printed.

Copyright

AIAT is bound by the Commonwealth Copyright Act 1968 and other copyright licences. Restrictions applicable under the Copyright Act 1968 include restricting the amount of photocopying of copyrighted material to 10% or one chapter, whichever is less. Unless permitted by the Act, it is an infringement to copy the work of another author. Please speak with the Copyright Officer if you have any queries about copyright and what you can and cannot do.

Please note that copyright restrictions also apply to study materials issued to students as part of their subjects. The content of these course materials and any associated resources provided remains the intellectual property of AIAT. Students are not authorised to use these materials for purposes other than their own study and development and may not give course materials to others not enrolled in the course.

Academic Integrity

What is academic integrity?

AIAT takes academic integrity seriously. As set out in the [Student Academic Integrity policy](#) AIAT is committed to promoting and fostering a culture of academic integrity. This is a shared responsibility for students and staff. We take an educative approach to academic integrity throughout the learning process.

The Institute does not tolerate any form of academic misconduct. Academic misconduct is a breach of academic integrity.

All your assessments must be your own independent and original work. This also means properly acknowledging (referencing) the ideas and work of others. Students are reminded of this each time they submit work through the LMS.

Examples of academic misconduct and plagiarism

Examples of **academic misconduct** can include:

- plagiarism
- breaching exam procedures
- including material in individual assessments that involves significant assistance from a third party (unless this is specifically allowed)
- submitting an Assessment Task produced, in part or fully, by a third party (eg. contract cheating)
- providing assistance to another student in the presentation of individual work (unless this is specifically allowed)
- falsifying or misrepresenting academic records or other documents
- other actions that contravene the principles of academic integrity.

Plagiarism is a specific type of academic misconduct. It means using another person's work as though it is your own work. It includes:

- directly copying any material from electronic or print resources without acknowledging the source
- incorporating source code of a computer program written by another person
- closely paraphrasing sentences of whole passages without referencing the original work
- submitting another student's work in whole or in part (unless this is specifically allowed in the subject outline)
- using another person's ideas, work or research data without acknowledgement
- appropriating or imitating another's ideas (unless this is specifically allowed in the subject outline)

Taking action against academic misconduct

AIAT uses different methods to detect academic misconduct. This includes:

- Manually detecting cheating.
- Using content matching or authenticity software
- Monitoring and blocking websites that breach academic integrity such as assessment file sharing, or illegal contract cheating services.

A student who breaches academic integrity will face a range of penalties. The penalties can include a reduction in marks, a failure, suspension for up to 12 months or permanent expulsion.

Please refer to the [Student Academic Misconduct Procedure](#) for more details.

To avoid academic misconduct, we strongly recommend that students attend academic and learning support workshops to improve their academic skills. For more information or assistance, please contact your Lecturers, library, or other academic staff.

Academic inquiry and academic freedom of speech

As a higher education institution, AIAT respects academic inquiry and freedom of speech.

Students have the right to open inquiry, critique, publication and association. Freedom of speech provides students with the right to express their views freely, within the remit of the law and AIAT mission and academic standards, are demonstrably reasonable considering discipline expertise and is consistent with the rights and freedoms of others.

For further details please refer to the [Academic Inquiry and Academic Freedom of Speech policy](#).

Student Support and Welfare

General support

AIAT is committed to providing a supportive learning environment for students. Please contact the **Student Services Office** for advice on any of the following matters:

- application, recognised prior learning and enrolment procedures;
- deferral, leave of absence, withdrawal and cancellation procedures;
- subject/course availability and descriptions;
- graduation;
- financial support;
- information on how to access impartial/confidential advice/counselling through the Counsellor;
- tuition fees;
- disability support (seeking a reasonable adjustment);
- access to medical professionals;
- accommodation support;
- support groups available for equity groups including LGBTIQA+;
- adjusting to Australian cultural practices and norms;
- Aboriginal and Torres Strait Islander support.

For further information, contact student services:

T: 08 6118 7888

E: studentwelfare@aiat.edu.au

Counselling and other personal support

AIAT's Student Welfare Officer is available for free and confidential advice / and or counselling to support your wellbeing.

Counselling can be helpful to support you through stressful times associated with illness, grief, overload, work, family or relationship difficulties, anxiety and depression, or anything that arises to throw you off balance. Remember that counselling does not have to be for major crises. Sometimes all we need is a neutral person who will just listen.

Contact the Student Welfare Officer for further details.

AIAT may also refer you to other external professional services that are available in Adelaide. Depending on the service, you may be required to pay all or part of the fee. This will be explained to you if a referral is made.

Some useful external services are at Attachment A.

Supporting students with a disability

A specific component of AIAT's commitment to student access and equity is supporting students with a disability.

Under Australian laws, 'disability' includes a range of physical or mental health disabilities, sensory impairments or medical conditions.

We encourage all potential and current students to notify AIAT of any condition that may impact your studies, as soon as you enrol in your course, or as soon as possible. This allows us to have sufficient time to discuss the impact of your condition on your studies and to assess whether any reasonable adjustments are needed to help you while studying. If so, we will work with you to develop a **Student Access Support Plan**.

In the first instances students should contact the Student Services Office or the Admissions Officer (for students seeking enrolment) for help and advice.

Please refer to the [Supporting Students with a Disability Procedure](#) for more details.

Commitment to diversity and freedom from discrimination

AIAT welcomes a diverse range of students to our campus. We are committed to meeting student learning and support needs so that as far as possible, students have equal opportunities for academic and personal success.

In welcoming diversity, we are also committed to a learning environment that is free from discrimination, bullying and harassment (including sexual harassment). This includes any behaviour that is facilitated by technology or involves image-based abuse.

We all share responsibility for supporting an environment that is respectful of others and their differences.

In addition to AIAT policies, there are a number of Commonwealth and South Australian laws that make this sort of behaviour unlawful - including on the grounds of race, disability, sex and gender, sexual preferences and age.

If you are the victim of any form of discrimination, bullying or harassment, please speak immediately with an appropriate staff member such as the Campus or Student Services Office Manager. They will advise you on the appropriate course of action (including making a formal report) and refer you to external assistance if needed.

Please refer to the [Discrimination, Bullying and Harassment Prevention policy](#) for more details.

Disciplinary action (including expulsion) can be taken against a student who breaches this policy.

Responding to sexual assault

AIAT has zero tolerance towards sexual assault in any form. This includes attempted sexual assault, and conduct that is intimidating, abusive, disrespectful or threatening. A person of any gender may be the victim, or the perpetrator, of sexual assault.

Sexual assault is a criminal offence and is normally a Police matter.

At all times, the priority is to support victims to:

- Seek immediate assistance.
- Access on or off-campus support as required.

AIAT can also take action to remove offenders from the campus Immediately.

Campus Manager: +61 424 099 777

Emergency Services (Police / Ambulance / Fire): 000 (Triple Zero)

If you want to get advice about how to report a sexual assault, what happens when an incident is investigated by AIAT and what sort of support that may be available to you, please contact the Campus Manager or any senior manager for help.

Remember: You are still able to seek help from AIAT for assaults that occurred outside of AIAT.

Please refer to the **Responding to Sexual Assault [Policy](#) and [Procedure](#)** for more information.

Health and Safety

Health and safety on campus

We want you to be safe on campus. Students, as well as staff, are responsible for taking reasonable care to protect their own health and safety and that of others.

If you have a concern about a health or safety matter, or a potential hazard, please contact the Campus Manager.

All students and staff on campus have a 'duty of care' to each other. This means we are required to assist each other and any visitors in the event of a potentially dangerous situation.

Please make sure you read and understand the Emergency Evacuation diagram, which is posted in various locations around the campus.

You must also observe all safety regulations that apply to fire escape stairs. Please contact the reception in case of emergency.

Emergencies and first aid

- **FIRST AID** – The First Aid box is located in the Admin Room
- **EMERGENCIES** – For any emergency, report immediately to a staff member.
 - Ring 000 (Triple Zero) for Emergency Services (Police, Ambulance, Fire)
- **FIRE or NATURAL DISASTER** – In the event of a fire or natural disaster, please evacuate via the fire stairs in a safe manner and make your way to a designated safe area away from the building.
- See **Attachment B** for more details about Emergency Procedures at the AIAT campus.

Critical incidents

A critical incident is a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury staff, students and visitors.

Some examples include natural disasters, death or serious injury, attempted suicide, robbery, missing students, sexual assault, pandemics and epidemics, civil unrest, explosions, bomb sabotage, terrorist activities or civil unrest.

Any student involved in, witnessing, or becoming aware of a critical incident on campus must immediately contact the Campus Manager, or any available manager on campus (if safe to do so). Depending on the incident, it may be necessary for the student to contact the relevant Emergency Services.

The safety and security of students and staff are the main priorities during any critical incident. The Campus Manager or Critical Incident Management Team is responsible for managing AIAT's Critical

Incident response. This includes ensuring affected students get access to the appropriate support and counselling.

Contact numbers

- Emergency Services (Police, Fire, Ambulance) 000 (Triple Zero)
- Police – non-urgent police assistance 24/7 131 444

COVID-19

AIAT will follow all requirements for reducing the potential risk of COVID-19 transmission on campus. A COVID Safe Plan will be developed and made publicly available prior to students arriving on campus.

The COVID Safe Plan is updated when required following advice provided by the South Australian and Commonwealth governments.

Students are advised directly if the requirements change. Notices will be sent to your AIAT email address and made available on the AIAT website.

Smoking and other substances

AIAT is a smoke-free campus. South Australian law prohibits smoking in enclosed areas. This includes e-cigarettes.

If you want to smoke, you must do so in a designated outdoor area (outside of the campus) and dispose of cigarette butts and associated waste in the designated bins.

A student who is under the influence of an illegal substance, or providing it to others, will face disciplinary action.

Technology Matters

Computers on campus

Desktop computers will be available on campus.

Acceptable use of ICT

AIAT Information and Communication Technology (ICT) systems and resources must only be used in a lawful, ethical and responsible manner, in accordance with AIAT policies and procedures and relevant laws.

AIAT reserves the right to:

- Access, monitor and analyse the use of its ICT systems and resources; and
- Record, delete, block, quarantine, copy, use and take possession of ICT systems and resources, and any communications or data passing through the ICT systems. This includes passing on information to external organisation where legally required to do so.

AIAT allows students to bring their own tablet or laptop computer to support their studies. Students who BYOD (Bring Your Own Device) to access or connect to AIAT's ICT systems and networks must complete a Declaration Form and meet the requirements of AIAT's [BYOD Procedure](#) and the [Acceptable Use of ICT procedure](#).

Once you are enrolled, you will be issued with an authorised account so you can access AIAT ICT systems and resources during your studies. You must take all reasonable steps to protect your account from unauthorised use. You are responsible for keeping your login details and passwords safe. This includes not sharing your password with other people.

If you require assistance, please see IT Services Officer for the following services:

- Personal log in and password details to access the AIAT student internet
- Setting up your computer/laptop/tablet with AIAT WIFI or printer
- Assistance with technical problems related to internet, WIFI, printing or Library computers

When using computers and the internet, you must not engage in illegal or unacceptable activities as set out in the [Acceptable Use of ICT Procedure](#).

Social media

Students using AIAT social media are expected to behave professionally, ethically and in line with AIAT policies and procedures. This includes not engaging in content that is illegal, harassing, hateful or racist such as:

- using language that is profane;
- making spurious or derogatory comments;

- sexually explicit language, videos or images;
- copyrighted material (without lawful excuse or permission);
- defamatory content; or
- another person's personal information (including phone numbers and email addresses).

Students using social media for personal purposes (outside of AIAT) should ensure that any personal comments do not bring AIAT or members of the AIAT community into disrepute.

Please refer to the [Social Media policy](#) and [Social Media procedure](#) for further details.

Grievances, Complaints and Appeals

Overview of the complaints process

AIAT aims to provide students with a fair and timely grievance and complaint resolution process. In most cases, trying to informally resolve any concerns is the best option. However, where this is not possible, or the matter still unresolved, you may wish to proceed further.

A grievance is a minor issue that is normally suitable for dealing with informally and can usually be resolved easily.

A complaint is a more serious matter that involves a formal process for resolution.

AIAT aims to protect students and staff from frivolous or vexatious complaints.

The types of matters that may form the basis of a student complaint include:

- Most aspects of an academic program (specific processes apply to assessment and academic progress matters)
- Administrative or fees-related matters.
- Behaviour of a student or staff member
- Sexual assault

Complaint resolution and appeal procedures will be conducted in accordance with the principles of natural justice. Internal complaints and appeals can be lodged at no cost.

Stages of the Grievances and Complaint process:

There are four stages in the process associated with grievances and complaints, with each stage representing an increase in the level of formality with which the issue is managed.

- Stage 1 – Informal Discussion/Negotiation normally between the complainant and student or staff member involved, and/or the supervisor of the staff member involved.
- Stage 2 – Complaint.
- Stage 3 – Appeal, which is managed under the Student Appeals Procedure.
- Stage 4 – Independent External Review.

For all stages of the process, both the complainant and respondent may be assisted or accompanied by a support person but may not have legal representation.

Prior to raising a grievance, complainants are encouraged to seek advice on the issue and to clarify options for resolving their concerns.

Complainants wishing to raise a grievance should initially seek advice from an independent person knowledgeable about the process and aware of potential outcomes such as:

- an appropriate academic staff member; or
- the Student Services Office.

The complainant and the independent adviser should:

- consider whether the grievance is reasonable;
- clarify the details of the matter, including the events that occurred, the basis for the complaint and the resolution sought; and
- where appropriate, identify the most appropriate process under which the matter may be pursued.

The complainant may, on the basis of this discussion:

- take no further action;
- make an informal approach to the person concerned (see Stage 1); or
- raise a complaint (see Stage 2).

Complaint and appeal processes within AIAT are at no charge to the student.

All complaints should be lodged as soon as possible following the incident or issue occurring and within a maximum of 6 months.

Within five working days of the Formal Complaint Form being lodged, the Campus Manager will:

- acknowledge receipt of the complaint in writing;
- undertake a preliminary assessment to determine whether it should be handled under this Procedure or another Procedure;
- where the matter meets AIAT's definition of complaint, make a determination of how the matter should be managed and inform the complainant in writing including the name of the contact person;
- where the matter does not meet AIAT's definition of complaint, inform the complainant in writing; and
- record the matter and any action taken in the Student Complaints Register.

Complaint Management

Complainant complaints that meet AIAT's definition of complaint will be addressed as detailed in the table below.

| Nature of Complaint | Referred to | Methods of Resolution available | Available Decisions | Decision maker |
|---|------------------------------------|--|--|-----------------------|
| Any aspect of an academic program (excepting assessment and academic progress). | Student Complaints Committee (SCC) | - Facilitated conversations - Fact-finding activities - Conducting an Investigation. | The complaint can be substantiated in whole or in part or dismissed. | SCC |

| | | | | |
|---|--|---|---|---|
| Any administrative or fees related matter | Appropriate administration group | Fact-finding activities | <ul style="list-style-type: none"> - The complaint can be substantiated in whole or in part, or dismissed - Rectifications of administrative errors, including fee adjustment as appropriate. | Appropriate administrative officer as per Delegations Register |
| Assessment matters | <p>Subject Coordinator for relevant topic</p> <p>Where the Subject Coordinator was involved in the disputed assessment, the matter will be referred to the next most senior academic staff member.</p> | <p>Refer to the Assessment Procedure</p> <ul style="list-style-type: none"> - Remarking and resubmission or - Review of an assessment decision. | <ul style="list-style-type: none"> - Adjusting assessment grade - Allowing for remarking or resubmission of the assessment - Upholding the initial assessment outcome. | Subject Coordinator/ Other academic staff member as required |
| Academic progress matters | Academic progression process | Refer to Academic Progression Policy and Procedure | N/A | N/A |
| Behaviour of a student | Campus Manager | <ul style="list-style-type: none"> - Facilitated conversations - Fact-finding activities - Conducting an investigation. | <ul style="list-style-type: none"> - The complaint can be substantiated in whole or in part, or dismissed - Where appropriate, the complaint may be referred to the Student General | Campus Manager |

| | | | | |
|-----------------------------|--|--|--|--|
| | | | Misconduct Procedure. | |
| Behaviour of a staff member | CEO | - The complaint can be substantiated in whole or in part, or dismissed - Where appropriate, penalties may be applied in accordance with Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure. | Treated as a staff misconduct matter | CEO |
| Sexual Assault | CEO or nominated officer as defined in Responding to Sexual Assault Policy | As per Responding to Sexual Assault Policy | As per Responding to Sexual Assault Policy | As per Responding to Sexual Assault Policy |
| Other | SCC | - Facilitated conversations - Fact-finding activities - Conducting an investigation. | The complaint can be substantiated in whole or in part or dismissed. | SCC |

Complaints may be addressed using a range of approaches as appropriate. These include, but are not limited to:

- Fact finding activities (e.g. requesting documentation, checking data systems, conducting conversations and interviews)
- Facilitated conversations involving the complainant and other parties.
- Investigation which may include:
 - reviewing course materials or resources;
 - consulting other course/subject participants while maintaining privacy;

- reviewing course evaluations;
- reviewing processes if the complaint relates to an administrative or financial matter;
- reviewing information provided if the complaint relates to bullying and/or harassment;
- review potential unfair treatment of individuals on grounds of access and equity;
- review processes if there are health and safety concerns regarding delivery of subjects and/or assessments;
- speaking to relevant AIAT staff members to obtain further information.

The decision-maker (except Student Complaints Committee) will make a determination regarding the complaint, within 10 working days:

- Inform the complainant and any respondents of the outcome, reasons for the outcome, any proposed actions to follow, and their option to appeal the decision;
- record the matter and any action taken in the Student Complaints Register.

Decisions in complaint matters

The decision maker will make a finding of:

- substantiated
- substantiated in part or
- not substantiated.

If the complaint is substantiated or substantiated in part, the decision maker will determine any combination of the following outcomes or any other outcome appropriate in the circumstances:

- rectification of administrative or academic error
- implementation of negotiated solution
- a direction of no contact by any means or for any reason
- intervention by an academic staff member
- referral to another policy or process within AIAT (e.g. Academic Progression)
- misconduct action.

Student Complaints Committee

This ad hoc committee is created when required.

Membership

- Voting members
 - Campus Manager (who acts as the chair) or equivalent, not previously involved in the complaint;
 - Two senior members of either academic or non-academic staff depending on the nature of the complaint, not previously involved in the complaint;
 - A non-academic staff member from the Student Services Office; and

- A student nominated by the recognised student organisation who has received appropriate training.
- The committee may include an administrative staff member to assist with coordinating the meeting, taking minutes and corresponding with the student, but is not a voting member.
- The committee cannot include any person referred to in the complaint.

The committee will ensure the principles of natural justice are applied to any hearings and the management of the complaint.

The committee may, at any time:

- refer any matter initiated under this procedure to be dealt with under another AIAT policy or procedure as appropriate; and
- stop any actions commenced under this procedure.

Student Complaints Committee activities

The Chair will constitute the Student Complaints Committee and organise meeting to discuss the complaint within 10 working days of preliminary assessment.

The committee will:

- review the complaint
- obtain any additional information required to make a determination
- determine a finding for the complaint
- determine any outcomes
- Inform the complainant and any respondents of the outcome, reasons for the outcome, any proposed actions to follow, and their option to appeal the decision within 5 working days of the meeting;
- record the matter and any action taken in the Student Complaints Register within 5 working days of the meeting.

A majority of members of the committee must be satisfied that the complaint has been upheld or the complaint must be dismissed.

External review options

Independent External Review

The decision of the Student Appeals Committee or the Academic Appeals Committee are final and not subject to further review in AIAT.

If the student wishes to appeal the decision of the Student Appeals Committee or the Academic Appeals Committee, they will have twenty (20) working days to request an independent external review from the date of their letter notifying the appeal outcome.

An independent external review should only be made after all internal appeal processes under this Policy and Procedures have been addressed. However, at any part in the complaints or appeals process the complainant may refer the matter to an external agency.

All complainants may request mediation or an external review through Resolution Institute <https://www.resolution.institute/> . A student Mediation Scheme Information Kit can be obtained from the Resolution Institute, currently to be found at following link:

<https://www.resolution.institute/resolvingdisputes/tertiary-student-au>

Mediation and external reviews will be conducted in accordance with the Resolution Institute Mediation Rules (<https://www.resolution.institute/documents/item/1897>).

Please note that applying for an external review with the Resolution Institute will not incur a fee.

For international students, may lodge a complaint with the Commonwealth Ombudsman

<https://www.ombudsman.gov.au/How-we-can-help/overseasstudents>

Complaints can also be made to the organisations indicated below:

National Training Complaints Hotline

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Access to the Hotline is through:

Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally

Email: ntch@education.gov.au

Tertiary Education Quality Standards Agency (TEQSA)

Complainants may also complain to our registering body, Tertiary Education Quality Standards Agency (TEQSA). It is important to understand that TEQSA does not act as an advocate for individual students and is not responsible for resolving disputes between students and training providers. TEQSA only uses information from all complaints as intelligence to inform regulatory activities. More information can be found at:

<https://www.teqsa.gov.au/about-us/contact-us/raising-complaint-or-concern>

Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

Communicating with student

Written communication with students may be delivered and received in accord with the following table:

| Notice is sufficient if it is in writing and delivered by one of the following means: | Notice is deemed to have been received: |
|---|---|
| 1. emailed to the student's allocated AIAT email account. If the student does not have an AIAT email account, one of the three methods below must be used. | 24 hours after the time it was sent |
| 2. given to the student in person | Immediately |
| 3. posted by ordinary or express post (preferred) to the student <ul style="list-style-type: none">at the address shown on the student's record on the student document management system or,if the student is not on the student document management system, the last recorded address for that student | on the third business day after it was sent |
| 4. delivered by courier to the student at <ul style="list-style-type: none">the address shown on the student's record on the student document management system orif the student is not on the student document management system, the last recorded address for that student, | on the date recorded in the courier's records as the date of delivery |

Further information can be found in the [Student Grievances and Complaints Procedure](#).

Giving Feedback

We provide you with opportunities to offer feedback on your educational experiences. While participating is voluntary, AIAT welcomes students providing constructive feedback to help us maintain the quality and relevance of our courses and learning experience.

Some of the ways you may be asked to give feedback includes:

- Student Experience of Learning and Teaching surveys (SELT) providing regular feedback and evaluation of learning and teaching in each subject). These surveys are administered by AIAT staff, who are responsible for summarising the data so that individual student feedback is de-identified.
- National surveys (such as the Student Experience Survey (SES), Graduates Outcomes Survey (GOS), Quality Indicators for Learning and Teaching (QILT) and the International Student Barometer (ISB))
- Focus groups and committee input.

Your opinion is valued by AIAT, and the survey data is scrutinised and used as input for future teaching and learning developments and decisions. Students will be provided with feedback from the surveys each study period.

Informal Feedback

Students who wish to provide feedback or suggestions outside of the formal avenues are encouraged to speak with your Lecturer, the Campus Manager or a Student Services team member. Your constructive suggestions can then be passed on to the appropriate staff member, Committee or Board for consideration.

Attachment A: External Support Services

The Student Services Office can provide information on a range of external support services related to health and wellbeing, mental health support services, sexual harassment and sexual assault agencies and emergency contacts.

These include:

- **1800RESPECT** 1800 737 732 (National Sexual Assault, Domestic Family Violence Counselling Service) provides support services (available 24/7) for people who have experienced sexual assault, including sexual harassment, and domestic or family violence and abuse.
- **Yarrow Place Rape and Sexual Assault Service** (based in Adelaide): 1800 817 421.
- **Shine SA Sexual Health and Relationship wellbeing**: 1300 883 793.
- **Beyond Blue** provides mental wellbeing support services (available 24/7). Phone 1300 224 636.
- **Headspace** (National Youth Mental Health Foundation) for 12 – 25-year-olds headspace.org.au.
- **Black Dog Institute** Information about research in the mental health space blackdoginstitute.org.au.
- The **eSafety Commissioner** provides important information about how to stay safe online. esafety.gov.au.
- **Reachout.com** provides digital self-help resources for young people.
- **Women's Safety Services SA** for emergency and ongoing support related to domestic violence. Phone their Domestic Violence Crisis Line on 1800 800 098.
- **Mensline Australia** telephone and online counselling service (24/7) 1300 789 978.
- **Mental Health Triage Service** 13 14 65.
- **Lifeline** available 24/7 if you are feeling overwhelmed or having difficulty coping or staying safe. Call 13 11 14 for Crisis Support.
- **Suicide Call Back Service** available 24/7 for phone and online counselling 1300 659 467.
- **Legal Services Commission** offers free legal advice through a telephone service from Monday to Friday 9.00am – 4.30pm.
- **Legal Help Line** 1300 366 424.
- SA.gov.au/your-rights/tenancy-rights for Renting and Housing advice.
- **Fair Work Ombudsman South Australia** for workplace issues, employment rights and conditions. Phone 13 13 94.
- **SafeWork SA** for advice on health and safety in the workplace. Phone 1300 365 255.

Attachment B: Emergency Information

Display of Fire Action Notices

- Green “EXIT” lights are displayed prominently from the ceiling in all areas showing the position of safer exits.
- If needed, fire extinguishers are located in strategic places on campus, with instructions in their use displayed on the wall above the fire extinguishers.
- Glass fire alarm switches are also strategically located in all areas. These and the fire extinguisher locations are displayed in the floor plans.

Evacuations

- Trial evacuations will be conducted every study period, except for any study period in which an emergency evacuation has taken place.
- Trial evacuations will be managed by a member of the Health & Safety Committee, the Wardens, together with a representative from the relevant authority.
- In addition, students may randomly be deputised to help with the evacuation and with controlling the traffic.
- Lecturers affected will conduct a roll call for their class after evacuation at a designated assembly point and report to the building warden. They must therefore carry with them the attendance sheets.

Means of Escape

- Please ensure that exit doors are kept clear of obstacles at all times; and are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- Doors must be easily opened from the inside without the means of a key.
- Smoke control and fire stop doors must be kept closed at all times unless fitted with ‘hold open devices’, which comply with the building code.
- Stairways and passageways designed specifically for escape from a fire, are not used as places of storage or places where refuse is allowed to accumulate.
- Manual fire alarms, fire hose reels and fire extinguishers are not obstructed and easy access to any of these items is available at all times.
- If you discover a fire, raise the alarm immediately by operating the nearest fire alarm or informing a member of staff.
- Ensure that the Fire Service is notified by phoning 000. Clearly state the premises NAME, ADDRESS (including suburb and city/town) and NATURE OF EMERGENCY.
- Do not use the lift.
- Leave immediately by the NEAREST safe exit route. Move quickly but DO NOT panic or run.
- Evacuate the building promptly and in an orderly manner using the central fire stairway and report at the correct assembly area.

- Do not carry water bottles or heavy bags, loose sheets of paper, drinks such as coffee/tea when evacuating the building; you will need your hands to be free to hold handrails as you go down the stairs.
- Stand well clear of the building, as in a real emergency, there could be flying glass or smoke coming out. Also, the Fire Service must be able to get clear access to the building.
- Stay at the assembly area until the “all clear” is given.
