

# Swinburne University of Technology

OUA Student Information Guide 2008



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SWINBURNE UNIVERSITY  
OF TECHNOLOGY

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# Studying with Open Universities Australia at Swinburne University of Technology

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## Welcome

Welcome to Swinburne University of Technology's OUA group. We wish you every success with your study.

Whether you are a potential Open Universities Australia student deciding to study with Swinburne University of Technology or a current student, we suggest you read this guide to ensure you are aware of all rules and regulations regarding studying with OUA and Swinburne University.

## Contact

For any queries you have regarding your study at Swinburne University, contact the Open Universities Australia Office at Swinburne University on (03) 9215 7206. You can also send an email to [ouald@swin.edu.au](mailto:ouald@swin.edu.au)

OUA contact details are

Telephone 1300 36 36 52 (toll free) or 8628 2555

Email: [advisors@open.edu.au](mailto:advisors@open.edu.au)

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## Change of Enrolment

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After your initial enrolment you may wish to make amendments to your enrolment. The changes should be made through OUA.

### Swapping units in your Study Program

You can swap from one unit to another up until two weeks before the Close of Enrolment of each study period at no cost. From then until the start of the study period there is a flat fee penalty of \$50 if you swap, up to four, undergraduate or postgraduate units.

To change units in your study program, you need to pay any applicable penalty to OUA directly and email your request to [advisors@open.edu.au](mailto:advisors@open.edu.au)

### OUA Census Date

The OUA final Census Date is the end of Week 3. Please refer to the OUA Handbook or website for further information.

### **Withdrawal Prior to Census Date**

The Census Date is the last date you can drop (withdraw from) your unit(s) without incurring a FEE-HELP debt or if you have paid upfront, it is the last date you can claim a refund for some of your unit fees.

After the Census Date, you are not eligible for a refund of your unit fees unless you meet the Special Circumstances criteria and can support your case with appropriate documentation.

If you are using FEE-HELP, you will incur a debt for your unit fees immediately after the Census Date.

Please refer to the OUA website for further information concerning the financial penalties of withdrawing prior to the Census Date.

### **Withdrawal from Study after the Census Date**

You need to apply to Swinburne University for withdrawal from a unit, **after the Census Date**, and before the end of week 8 in the Study Period in which you are enrolled.

(A Withdrawal Form is located at <http://www.lilydale.swinburne.edu.au/oua/withdrawal.htm>.)

**Remember** - If you withdraw after the Census Date you will not be eligible for a refund of fees or be eligible to have your FEE-HELP balance re-credited, unless you meet the following Special Circumstances.

**Special Circumstances** Special Circumstances are circumstances beyond your control that did not make their full impact until after the Census Date and made it impractical for you to complete the study requirements of your units.

For more information you will need to contact the Student Advisers at OUA, Melbourne.

Email: [advisers@open.edu.au](mailto:advisers@open.edu.au)

Phone: 1300 36 36 52

### **Financial impact of enrolment change**

Please visit the OUA website to find out the impact your enrolment change will have on your fees, or contact an OUA student adviser.

Tel: 1 300 36 36 52

<http://www.open.edu.au>

**Deferring your study**

From 2008 students are unable to defer units, that is, to move the enrolment in a unit into a later study period. You will be required to withdraw from units (see withdrawal procedures above). Students currently on deferment from a unit will be permitted to return to studies in 2008.

**Change of address**

It is important that you keep OUA and Swinburne University informed of any change of postal address. Please notify OUA Melbourne in writing of any change.

All mail will be sent to the address that Swinburne University receives from OUA Melbourne. If mail is returned unclaimed we will attempt to contact you to ascertain a new address. If our attempts fail, we will hold on to your mail until we receive notification of a new address or until the end of the study period.

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**Enrolling/Re-enrolling with OUA**

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The number of units you take depends upon the amount of time which you have available for study, and the extent of your experience with external study.

If you are returning to study through OUA Swinburne suggests you register for one unit in the first study period.

If you have any concerns about your registration, contact a student adviser at OUA Melbourne at

[advisers@open.edu.au](mailto:advisers@open.edu.au)

Tel: 1 300 36 36 52

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## Unit materials

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### Unit Study Package

Once Swinburne has received enrolment details from OUA a study pack will be emailed to you. A confirmation of enrolment and a welcome letter will be posted to you. Units which also include a C D Rom, will also have the CD posted to them

Your unit pack will include a *Unit Outline*, which includes examination information and other related information to assist with your study. You will find your Swinburne Student Number (ID) on the top right hand corner of your Confirmation of Enrolment which will be posted to you. Your Swinburne ID is also your login to Blackboard. Your password is your date of birth in the dd/mm/yy format.

Also included in the pack is a letter from Swinburne's library, and a schedule of important dates. We suggest you read all documents carefully, making a note of any important deadlines. This includes the assessment deadlines which will be contained in the Unit Outline.

### Texts

A list of the required texts for your unit (if applicable) is in your *Unit Outline*. You should **order your textbooks as soon as possible**. OUA has arranged for *Unibooks* to provide a mail order service for all OUA students, although the textbooks may be purchased from other bookstores or a copy may be found in a library. Contact details for *Unibooks* are as follows:

Telephone: 1 800 447 313  
Facsimile: 08 8223 4876  
Email: [open@unibooks.com.au](mailto:open@unibooks.com.au)  
Website: [www.unibooks.com.au](http://www.unibooks.com.au)

Textbooks for some Swinburne units are to be ordered directly from the *Swinburne University Bookshop*. You will need to contact [bookshop@swin.edu.au](mailto:bookshop@swin.edu.au) or telephone (03) **9214 5484**. Your unit outline will advise students as to whether you need to order from Unibooks or Swinburne University Bookshop.

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## Degree Registration

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Before a student can graduate with a degree from Swinburne University you must submit a Degree Registration form. There is a fee of \$200 to register for the degree. Students must complete at least one Swinburne University unit before being eligible to submit a degree registration form. At the same time students may also seek credit for previous study (see Credit section below).

Degree registration forms are available at  
<http://www.lilydale.swinburne.edu.au/oua/courses.htm>

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## Credit

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Students wishing to apply for credit and/or exemptions can do so on the basis of:

- previous formal post-secondary studies taken at another educational institution or in another sector or in another course or
- Recognition of Prior Learning (RPL) in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

Note: Study undertaken within the last 10 years can be considered for credit/exemption.

Students who are registered into one of our degree courses are eligible to seek credit/exemptions. Please fill in the exemption form found at <http://www.lilydale.swinburne.edu.au/oua/credit.htm> and attach relevant documentation.

Students wishing to have their exemptions assessed and are not registered for the degree need to complete an exemption assessment form found at <http://www.lilydale.swinburne.edu.au/oua/credit.htm>. Please note that there is a \$50 assessment fee. Students who have their exemptions assessed and then go on to register into the degree will then only be required to pay \$150 registration.

Applications will not be considered without the relevant documentary evidence and verified translations must accompany documents in languages other than English. The relevant documentary evidence includes:

- a certified copy\* of the previous academic record and
- syllabus details / course outlines of the units already studied which are the basis of the application OR
- details of the work experience on which the application is based.

\* A **certified** copy is a photocopy that has been **verified** as a true copy of the original – signed and stamped with an official stamp – by a person in any of the following positions of authority: Minister of religion, Medical doctor, Member of the police force or Notary public. This documentation must be forwarded by **mail – not faxed**.

Within the context of studies through Open Universities Australia an exemption can be either:

- A matched exemption, where a student is exempted from a particular unit

- an unmatched exemption, where a student is given an exemption/s which is not linked to any particular unit/s (it is often given in the form of credit points or exemption from elective requirements of a course)

Note: The undergraduate degrees can contain unmatched exemptions, however, the postgraduate degrees cannot.

When an exemption in a unit is granted, the student will not be required to take that unit within a course.

Please allow three weeks for exemptions to be assessed.

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## Students with a Disability

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Students with disabilities are advised to contact our Disability Support Services. This service will liaise on the students behalf with the convenor of the subject/s to ensure students receive any extra assistance as required. Please see <http://www.swinburne.edu.au/stuserv/disability>

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## Graduation

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Students must fill in a form to receive their testamur (certificate/award) and/or a letter of completion. This can be done during the final semester of study, before you sit final exams/assessments and before you receive your results! Application for Award/Graduate should be submitted by the closing date.

Please refer to

<http://www.swinburne.edu.au/corporate/registrar/graduation.htm>

for details.

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## Planning your time

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Students enrolled in OUA units usually have other commitments, whether it be family and/or work. Swinburne University suggests that you plan your time wisely. Students should plan to spend at least 8 – 10 hours studying per week on each unit. From the beginning of your enrolment you should familiarise yourself with the essential dates and deadlines. Awareness of these will minimise unnecessary anxiety at a later stage.

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## Financial Costs

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There is a financial commitment with study, whether on or off campus. Financial costs that could be incurred during your study include:

- ❖ textbooks
- ❖ stationery
- ❖ postage
- ❖ phone calls
- ❖ travel

- ❖ software
- ❖ exam invigilator costs
- ❖ Late submission of exam invigilator form
- ❖ Degree Registration
- ❖ Exemption Assessment
- ❖ Graduation

Remember to include these costs in your budget.

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## Course work and assignments

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The number of assignments, the due dates and the method of submission of assessment vary for each unit. These details can be found in your Unit Outline. To avoid any stress we suggest you check these details as soon as you receive your package.

### Keep a copy of your assignments

When submitting your assignments, we request that you keep a copy in case your original submission goes astray.

### Extensions

Students requiring an extension on assessment due to exceptional circumstances should contact the unit convener. You may be required to fill out an Extension to Assessment Form (please refer to <http://www.lilydale.swinburne.edu.au/oua/forms.htm>). It is at the discretion of the convener as to whether or not an extension will be granted.

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## Assessment and examinations

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### Assessment methods

Units are assessed according to the following grading system:

HD	High Distinction	85-100%
D	Distinction	75-84%
C	Credit	65-74%
P	Pass	50-64%
N	Fail	Below 50%
NA	No attempt	

## Special Examination

A special examination may be granted if a student is unable to attend the examination on the scheduled date due to medical or personal reasons. To apply for a special examination please fill out the special consideration form at <http://www.lilydale.swinburne.edu.au/oua/forms.htm>. You will be required to attach appropriate documentation. You will not be granted a special examination for any other reasons.

## Examinations

Some Swinburne University units have an invigilated (supervised) exam. The details of date and time (if applicable) of this examination will be sent to you with your unit materials.

You are required to make your own arrangements for the examination to be held at the required time. This means that you need to organise a place to sit your examination, and a person to supervise you while you do this (an invigilator). An exam invigilator form is attached at the end of your unit outline. **Please read this information carefully.**

Your examination must be sat at the scheduled date. Bags, textbooks and notes must be left outside or at the front of the examination venue. You are not allowed to leave the room during the first thirty (30) minutes or the last ten (10) minutes of the examination.

**All Invigilator forms must be returned by the end of week 8. Failure to do so will incur a late fee of \$50. Invigilators (except authorised invigilator services) must include a letterhead or business card with the form. Failure to include these documents will mean the form is not accepted and the form will be returned to the student**

## Cost

Examination invigilation service costs are paid for by the student. You may be able to find an invigilator who will not charge you to supervise an examination. Details of approved invigilator services can be found at <http://www.lilydale.swinburne.edu.au/oua/examinations.htm>

## Materials allowed into examinations

The examination front page will include what materials are allowed in the examination room. Unless otherwise stated you can only bring writing materials (pens, ink, pencils, eraser, ruler) into an examination room.

**Late arrival at examinations**

If you are less than thirty minutes late in arriving for the examination you will be permitted to sit the examination. You will not be granted extra time. If you are more than thirty minutes late for your examination, you will not be permitted to sit the examination.

**Reading time**

At the commencement of the examination you are normally allowed reading time.

**Alternative examination arrangements**

Students with a disability or special medical condition which prevents them sitting an examination under normal conditions may be eligible for alternative examination arrangements. Medical evidence will need to be supplied. Students will be required to contact the Disability Support Services at <http://www.swinburne.edu.au/stuserv/disability/> to make alternative arrangements,

Students who are unable to attend the examination at the scheduled/time date for other reasons must contact the convenor advising the reason and seek permission. It is at the convenors discretion as to whether this will be permitted.

**Cheating**

Students found cheating or with unauthorised material during an examination may receive a fail mark for either the examination or the entire unit.

**Failed units**

If you fail a unit and wish to repeat it, you will need to re-enrol in this unit and pay the associated fees.

**Appeals**

Students wishing to appeal an assessment or grade should read the policy and procedure at <http://ppd.swinburne.edu.au/stuinf/AssessmentAndAppealsHigherEducation.htm>

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**Results**

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Swinburne University does not send out transcripts at the completion of a unit. To obtain your result you need to go to <http://my.swinburne.edu.au>

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## Support services

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### **Library services**

Swinburne Universities Library provides free library services for all OUA units taught by Swinburne University.

Visit the Library's website at

<http://www.swinburne.edu.au/lib/services/oua.html>

You may also wish to use another library closer to home. Please contact them for details about the services available and any fees (which will be your responsibility).

### **Information Technology**

Should you require technical assistance at any time please refer to the Blackboard website at <http://blackboard.swinburne.edu.au/webapps/login/>