

Offshore Student Handbook



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Welcome to Edith Cowan University

Congratulations on enrolling in a course at Edith Cowan University (ECU). ECU is a young and progressive university with a strong reputation for excellence in teaching and research. Together with our partners in different countries we offer quality programs where you will learn the combination of theory and practical skills needed to take advantage of every opportunity. Skills that will allow you to understand and meet new challenges, thrive in an evolving world and graduate world ready.

This handbook aims to familiarise you with ECU's rules and policies and your responsibilities as an ECU student. It also provides information on the services, facilities and academic support available to ECU enrolled offshore students. It is intended as a general guide to assist you in your studies, please refer to it whenever you need assistance. ECU wishes you all the very best in your future studies.

ECU Student Charter

ECU is committed to providing a challenging education environment in which all members of its culturally and geographically diverse community can realise their potential. The needs of the students are our highest priority, and the University seeks continuously to improve the quality of its courses and services to students. In return, ECU invites students to honour their responsibilities to their studies and to contribute to the life of the University.

The University is pledged to providing all students with equal opportunities and embraces its statutory obligations to guarantee an environment free of racial, sexual, religious, cultural and physical discrimination. In addition, the University is committed to the values of integrity, respect, rational inquiry and personal excellence, and the Student Charter is informed by these values.

The [Student Charter](#) sets out the standards of provision which students are expected to assume as members of the University.

Orientation

Orientation is a program of activities designed to help you as a new student. Attendance is compulsory; it will provide you with the essential information you need to help you successfully transition into student life. Orientation is a good opportunity for you to make new friends familiarise yourself with your local ECU provider and to obtain important information about what to expect during your studies.

Orientation checklist:

- Become familiar with SIMO, and set up your ECU student email address to receive
- news and information. Your ECU student email address is our official means of communication;
- Register your classes with your local ECU provider to plan your timetable;
- Check what units you are enrolled in and access the unit outlines using the ECU Handbook
- Go to any orientation sessions including academic events, campus & library tours and
- find out at which venues your classes will be held; and
- Explore your local ECU provider's student clubs and associations

Academic Integrity Module

As a new student you become part of and contribute to a global academic community. Acting with academic integrity in this community means that you:

- commit to your studies
- take responsibility for doing your own work
- establish trustworthiness by acting honestly
- respect the ideas and work of others

Academic integrity is fundamental to ECU's expectations of you. We expect you to uphold the principles of academic integrity and our core values of Integrity, Respect, Rational Inquiry and Personal Excellence.

You will be required to complete an online Academic Integrity Module (AIM) during your first few weeks as a student. Completing this module is compulsory for all students and typically takes about 2 hours to complete. If you fail to complete your AIM before the end of your first semester your final grades may be withheld.

For more information please visit the [Academic Integrity](#) website.

Policies and Procedures

ECU's [Policy Database](#) provides relevant information to staff and students, and can be accessed via the ECU website. ECU offshore students are regarded as ECU students and are entitled to the rights and privileges of ECU students. As such ECU offshore students are subject to the ECU Statutes, By-laws and Rules, policies and procedures.

ECU Student Account and Email

To set up your ECU student account and email, you need to log on to the [My Uni Start](#) website and complete Step two (2) – Activate your account. You will need your student number, which can be found on your offer letter, to activate your account. Once you have completed this step, you will be provided with a login ID and student email account.

It is a requirement that all students check their official ECU student email account regularly as important University information will be sent to this address. All email correspondence with the University should be conducted via your ECU student email account. This identifies that you are an ECU student and allows staff to act on your requests in a timely manner.

If you encounter issues activating your account or you have forgotten your password please contact the ECU IT Service Desk on itservicedesk@ecu.edu.au for assistance. Your student email account can be accessed under Easy Logins in the [Student Portal](#).

Student Information Management Online (SIMO)

SIMO is ECU's online student management system. It provides you with access to your student record, enrolment details and results. In addition, you can update your contact/address details and view your academic progress. SIMO can be accessed via the Easy Logins menu in the [Student Portal](#).

Canvas

[Canvas](#) is ECU's new centrally managed and supported Learning Management System (LMS). Canvas will replace Blackboard as ECU's LMS from Semester 2 2022.

It supports learning by providing an online environment and a suite of tools to enhance and extend the learning experience for our students, as well as providing some efficiencies for our teaching staff. Canvas contains unit outline documents and study information for units in which you are currently enrolled.

The information varies from one unit to another, but generally all Canvas sites will provide you with:

- lecturer contact details;
- important announcements;
- unit outline;
- lecture notes; and
- assignment submission areas.

Canvas can be accessed via your Student Portal. Further assistance is available from the Help button within the Canvas environment.

Ask Us – Frequently Asked Questions (FAQ)

[Ask Us](#) is a University-wide on-line self-service consisting of FAQs on a wide range of topics.

ECU Online Handbook

If you need course or unit information you can find it in the [ECU Handbook](#). The type of information available in the handbook includes:

- Course structure (including unit outline)
- Unit content
- Majors available (if applicable)
- Admission requirements

Change of Personal Details

If your name or your personal details change while you are studying, you must record these changes with both ECU and the local provider. Please complete a [Notification of Change of Address/Name](#) form and submit it to your provider for processing. Change of name requests will require supporting documentation showing proof of name.

Enrolment

All students approved for entry into an ECU course offshore are required to complete and sign an ECU Unit Selection Form. This form is available from your local ECU provider administration office. All completed forms must be returned to your local ECU provider administration office two (2) weeks prior to commencement of your study period. Late submissions of the Unit Selection Form may result in you not being admitted or enrolled to your chosen units of study.

Students are not permitted to attend class for units they are not enrolled in. You can confirm that you have been successfully enrolled via the Study Timetable link in SIMO.

Credit and Recognition of Prior Learning

Sometimes referred to as Advanced Standing, this is the term we give to the process of determining whether you are eligible to receive credit points (exemptions) based on your previous study or work experience, towards the completion of your chosen ECU course. You can view your awarded Credit and Recognition of Prior Learning in SIMO.

Tuition Fees

You are responsible for ensuring all tuition fees are paid to your local ECU provider by the due date. Any enquiries about tuition fees should be addressed to your local ECU provider. Inability to pay tuition fees on time may result in an encumbrance being placed on your student record.

Unit Withdrawals/Variations

Once you have enrolled in the current teaching period, you may change your enrolment details either by enrolling in additional units or withdrawing from units. To do this, you must notify your Local ECU provider in writing. Enrolment after Week two (2) is generally not permitted unless relevant approval has been sought.

Before you amend your enrolment we recommend you consider your choice carefully. The decision to add or withdraw units not only has an impact on your workload, but also has an impact on other aspects of your enrolment, including potentially extending the time it will take you to complete your degree. You should familiarise yourself with the deadlines for unit withdrawal and enrolment variation to ensure you are aware of any academic and/or financial penalty that may apply. If you are unsure, please contact your local ECU provider.

Course Deferral (Intermit) or Withdrawal

You can apply to defer your course for up to twelve (12) months from the last unit you completed. Any student who withdraws from their course and then wishes to re-enter the SAME course must make a formal application for re-entry. If you wish to defer or withdraw from your course, you must notify your local ECU provider in writing.

Refund of Tuition Fees

Applications for tuition fee refunds will be assessed against the ECU [International Student Tuition Fee Refund Policy](#) or other relevant policy as advised by your local ECU Provider. Please refer to the information provided on your offer letter or contact your local ECU Provider administration office for more information.

ECU Library

The [ECU Library](#) provides an External Library Service for ECU students studying offshore. You can access all of the library's online resources and services anytime, anywhere, including databases, online journals and newspapers, library interactive tutorials, referencing guides and past examination papers.

If you are not sure how to find information for assignments or how to reference, try one of our online tutorials, accessible from [ECU Library Guides](#).

Student Assessments

Unit assessments are outlined in the unit plan which will be uploaded to Canvas prior to the commencement of each unit. The local lecturer will circulate the unit plan to students at the first lesson with an emphasis on key components, such as assessment tasks and due dates for assessments. Students should be reminded that deferrals for assessments are not normally given and penalties exist for late submission of work.

Assignments

All assignments must be submitted by the due date (as set by ECU unit coordinator) and as written in the unit plan. All assignments are to be submitted via Turnitin or as directed by the unit coordinator. Students who fail to submit assignments by the due date will be subject to penalties.

Penalties for Late Assignment Submissions

An assignment submitted after the fixed or extended time for submission will incur a penalty. For applicable [penalties](#), please refer to the ECU website.

Assignment Extension

To request an [extension](#) to the due date of an assignment, you must apply in writing to your local ECU teaching staff member. Your application must set out the grounds on which the deferral is sought. Approval of assignment extensions is at the discretion of the ECU Unit Coordinator.

Resubmission of an assignment

A local lecturer may recommend to the ECU Unit Coordinator that a student be required to re-submit an assignment. The decision is the responsibility of the ECU Unit Coordinator and cannot be made by the local lecturer.

The maximum mark that may be awarded for a resubmitted assignment is 50%.

Examinations

Final examinations will be held at the end of each teaching period. The examination papers will be written by ECU lecturers. Exam venue details (including room numbers and contact information) will be provided to you by your local ECU provider.

Deferred Examinations

You may apply for a deferred examination on one or more of the following grounds:

- Ill health or injury;
- Compassionate grounds;
- Representation in sporting activities at a national level;
- A matter relating to employment; and
- A matter relating to cultural activities.

You must lodge a deferred exam application by completing the [online application form](#) no later than 3 working days after the date of the exam. Applications based on Ill health or injury must include an [ECU Medical Certificate](#) completed by a doctor.

Deferred exams will not be granted if you sleep in, misread the timetable, forget, etc or if you have already attempted the exam. All decisions regarding the approval of a deferred examination are made by ECU

If in exceptional circumstances, a student who has been granted a deferred examination fails to sit the deferred examination, and if the student is able to give a valid reason, the student may apply for an alternate exam.

Supplementary Assessments

The offer of a [supplementary assessment](#) may only be made under certain circumstances. The decision to offer a supplementary assessment is solely at the discretion of the ECU Progression Panel and is not obligatory, even if the criteria is met. You can not request a supplementary assessment.

Grading of Units

All students enrolled in any module will be graded according to [ECU's standard grading system](#). All final results for ECU programs must be approved by the ECU Progression Panel prior to release to students. You can access your final results, after results publication date, via SIMO.

Academic Progression Status

At the end of each teaching period, e.g. a semester, we send all students an Academic Progression Notification, letting you know how your studies are progressing. Depending on your results, your [progression status](#) will be green, amber, red or purple.

The [Admission, Enrolment and Academic Progress Rules](#) provide details of course status rules.

Academic Review and Appeal

The University's Admission, Enrolment and Academic Progress Rules (the "Rules") contain provisions for students who are dissatisfied with the assessment of their academic work or academic progress to request a formal Review or Appeal against those decisions.

The [How to request a Review or Appeal](#) website is a guide for any student considering submitting a Formal Review or Appeal application. It is not a substitute for, or a supplement to the Rules.

If you are considering submitting a Formal Review or Appeal application, it is essential that you familiarise yourself with the provisions of these Rules.

Submission Deadlines

There is a [time limit](#) for lodgement of a request for review or appeal. Note that failure to comply with these deadlines will result in the submission of the request for review or appeal being rejected.

Decisions

Students will be provided with written confirmation of decisions and the reasons for those decisions. Notification of decisions and reasons will normally be sent to the student's ECU email address.

More information on the [Reviews and Appeals](#) process is published on the ECU website and should be referred to for up to date information.

Academic Misconduct (Plagiarism and Cheating)

ECU regards [academic misconduct](#) in any form as unacceptable. Plagiarism and cheating are serious offences. Academic misconduct means any conduct by a student in relation to academic work that is dishonest or unfair and includes, but is not limited to:

- plagiarism;
- unauthorised collaboration (collusion);
- contract cheating;
- cheating in assessments; and/or
- theft of another students' work.

Plagiarism refers to the knowing or unknowing representation of one's own work as the ideas or writings of another without appropriate acknowledgement or reference. This includes but is not limited to:

- paraphrasing or copying text without acknowledgement of the source;
- copying, whether identically or in essence, the text of another student's assignment or other students' assignments; and/or
- copying, whether identically or in essence, of visual presentations (for example cartoons, line drawings, photos, paintings and computer programs).

For more information regarding Academic Misconduct, refer to the [Academic Misconduct Rules \(Students\)](#) and the [Academic Integrity](#) website.

It is important that you are aware of the correct standards and methods for [referencing](#), as ECU regards acts of plagiarism, unauthorised collaboration, cheating in assessment, and/or theft of another student's work very seriously. Depending on the severity of the offence, you could receive penalties ranging from a loss of marks to expulsion from the University.

Academic Support

The Academic Skills Centre (ASC) can help you effectively transition into university study and equip you with the necessary skills to become a successful student and lifelong learner. The centre has highly qualified and skilled staff who can:

- assist you with understanding assessment tasks;
- help you to develop your English language and numeracy skills;
- deliver academic skills workshops in the areas of academic literacy, writing, mathematics and study skills; and
- collaborate with your lecturer to make tacit assignment instructions accessible to you (within your lectures/tutorials and/or on your unit Canvas sites).

You can find more information about [Study Assistance](#) on our website. Alternatively, you can email learningadviser@ecu.edu.au for more information on how you can receive academic support.

Studiosity

[Studiosity](#) offers free personal online study support wherever you are. A dedicated team of subject specialists are available after hours to give you the help you need, giving you the confidence and essential skills to succeed. You can connect live to a specialist 24/7 and get feedback on your writing in less than 24 hours.

Graduation and Completion Documents

[Graduation](#) is the culmination of your hard work, study and experience at ECU, and a celebration of your academic achievement. Graduation ceremonies are held in Perth twice per year, usually in February and September.

Your graduation invitation will be emailed to your ECU student email address several weeks prior to the graduation ceremony. When you receive your invitation, please respond via SIMO to indicate if you will attend, defer or decline to attend your graduation ceremony. At this time, you can also indicate on SIMO whether you would like to receive your graduation certificate (testamur) at the graduation ceremony or via post.

My eEquals

[My eEquals](#) is an online portal that gives students, graduates, employers and third parties secure access anytime, anywhere to certified academic documents. Your [academic transcript](#), testamur and AHEGS (Australian Higher Education Graduation Statement) will be uploaded to My eEquals following course completion. You'll receive an email about how to access My eEquals the day after your final results are released in SIMO.

Completion Document	How	When
Digital Statement of Academic Record (transcript)	Uploaded to My eEquals	Following course completion in SIMO
Digital Course Completion letter	Emailed to student	
Australian Higher Education Graduation Statement (AHEGS)	Uploaded to My eEquals	Following graduation ceremony
Testamur (certificate)	Hardcopy received at ceremony OR posted AND uploaded to My eEquals	

Other Resources

Sometimes there are difficulties that are hard to discuss with family, friends or work colleagues, and you may desire an independent party to confide in. A professional counsellor would be one such person, who may help you resolve problems and prevent future ones from developing.

The [ECU Counselling](#) website below contains various useful resources, including tip sheets, information, articles and self-help links. If you require the assistance of a counsellor notify your local ECU provider and check what services are available to you.

Student Feedback

ECU is committed to continual improvement in the quality of the teaching and learning experience. In order to do this we seek your honest and accurate feedback via [surveys](#).

Unit and Teaching Evaluation Instrument (UTEI)

The UTEI is a centrally administered survey which seeks your feedback on units and teaching. The data generated is used in improving the design of units and informs teaching practice. The survey is administered at the end of the teaching period. You will be sent an email to your ECU student email account and will be given six (6) weeks to complete the survey.

All responses to ECU surveys are confidential and are not traceable back to individual students in any way; the use of a student ID to login (online survey) is required only to identify the local ECU provider and course where the response has originated.

Security and Safety

A safe environment requires individual awareness of personal safety and security issues. Students should recognise and avoid any potentially risky situations and report suspicious behaviour to your local ECU provider's security services.

Sexual assault and sexual harassment

At ECU we are committed to a safe learning and working environment. We have zero tolerance for [sexual assault or sexual harassment](#).

We have a stand-alone [Sexual Assault and Sexual Harassment \(SASH\) Policy](#) to support and articulate the University's commitment to prevent and address sexual assault and sexual harassment.

Support is available from ECU, no matter when or where the assault or harassment happened.

Student Complaints

ECU is committed to providing a challenging educational environment in which all members of its culturally and geographically diverse community can realise their potential. The needs of the students are our highest priority, and the University will seek continuously to improve the quality of its courses and services to students. We are committed to ensuring matters of dispute between students and the University are resolved fairly and promptly. This commitment is consistent with our long-term goal to be recognised for providing world-class education and a fulfilling student experience, as articulated in ECU's strategy document, *Engaging Minds; Engaging Communities. Towards 2020*.

The ECU Office of Governance Services will provide information, for both students and staff, on what students can do if they have a concern or complaint about our services or administrative practices, including the steps that can be taken to resolve the concern or complaint.

The Student Complaints Policy does not supersede appeal processes established under statutes, rules, or by-laws. Students wishing to lodge a result appeal, academic progression status review, or an appeal to the Student Appeals Committee should refer to the Academic Appeals section of this handbook.

You can obtain Student Complaint forms and Procedures Information from the Office of Governance Services [Student Complaints page](#).

Alumni

When you finish your degree, your relationship with ECU does not end. Upon graduation you become an ECU alumnus and join over 140,000 graduates worldwide.

Staff at the Office of Development and [Alumni Relations](#) are committed to keeping the alumni network strong and connected. They facilitate a variety of activities that can open up opportunities to ECU graduates both onshore and offshore.

Disclaimer

Information in this publication is correct at the time of printing and may be subject to change.

In particular, the University reserves the right change the content and/or method of assessment, to change or alter tuition fees of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program, and/or to vary arrangements for any program.

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