



School of Justice

Undergraduate Student Handbook 2011





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SECTION 1 : INTRODUCTION TO THE SCHOOL OF JUSTICE

1.1: Welcome by the Head of School

Congratulations on your admission into our undergraduate degree.

The school is staffed by qualified academic staff with strong research track records. Many have also had extensive experience as Justice Professionals in the real world. Biographies of school staff are available on the QUT web.

You are welcome to seek guidance and individualised assistance. The School's academic and professional staff are available to assist you and can be contacted by email or phone to arrange an appointment. Their contact details are listed in this handbook and are easily found on the QUT web pages.

The School of Justice encourages students to become active and independent learners, researchers and critical thinkers. Students are also encouraged to develop problem solving, high level written, oral and communication skills as these are in high demand by employers.

For some of you this may be your first experience with tertiary study. At tertiary level you are expected to take responsibility for attending lectures; preparing for seminars and tutorials; and actively engaging with study materials. This is the recipe for success.

Most information for your course will be conveyed to you via the [Justice Student Community website though Blackboard](#). I encourage you to use this site to check for up to date announcements, course and unit information and career information. The site will also provide an opportunity for you to communicate with other students doing the degree.

The best way to contact me is to arrange an appointment through my Personal Assistant on 07 3138 7118.

I wish you every success in undergoing your studies.

Professor Kerry Carrington
Head of School



1.2: Message from Assistant Dean, Learning & Teaching

To those students commencing their studies with the QUT Law Faculty this year, welcome! To our continuing students, welcome back! We are one of the largest Law Faculties in Australia. This means we can offer a great variety of academic courses, a wealth of experienced staff and one of the best technological learning platforms in Australia. Our size also presents us with some challenges however, in ensuring that each of our students feels valued and has the best individual learning experience possible. As Assistant Dean for Learning and Teaching I am committed to that aim.

QUT is at the forefront of many initiatives aimed at ensuring the quality of your learning experience. This includes our on-line teaching sites, our commitment to ensuring you develop skills and capabilities, as well as discipline specific knowledge whilst at University. Your Bachelor of Justice is also designed with a 'real world' focus to offer you both flexibility and specialisation in the areas of Criminology and Policing.

Whilst you are with us you will find that we are continually seeking your feedback on how we can improve our performance to meet your learning needs. Please take the opportunity to give us this information both formally and informally throughout the year. Simultaneously, we will be seeking feedback from your potential employers to ensure your degree keeps pace with changes in the professions in which you may ultimately be seeking employment.

Whilst that is our commitment to you, we do ask a few things in return:

1. We commit a lot of resources in ensuring that up to date information is available to all of our students. Please make use of the full range of information services and resources to answer administrative questions and solve problems for yourself as much as possible. Your lecturers, tutors, and administrative staff can then focus on assisting you with your learning from day one.
2. Sometimes changes will be necessary. Please read and, where necessary, respond to communications sent by QUT, particularly emails from your Unit Coordinator. This is to maintain effective communication and to avoid unnecessary misunderstandings which may interfere with your learning.
3. Please also ensure that your personal information details are kept up to date to receive and respond to communications from the Faculty.

As Assistant Dean for Learning and Teaching, I am proud to lead a team of academic and administrative staff across the faculty who are committed to making your learning experience with us the best we can. We hope your time with our Faculty is both rewarding and enjoyable as it prepares you for your professional life and establishes the pathway for lifelong learning in your chosen field.

Best wishes with your studies.

Melinda Shirley
Assistant Dean, Learning and Teaching



1.3: Overview of Bachelor of Justice

The Bachelor of Justice has been created in response to government and industry needs. The content is based on relevant, up to date trends in the growing field of Criminology and Policing. The degree has been carefully structured to provide students with an appropriate balance of theory and application. Justice students will have an opportunity to undertake first-hand work experience in the field during their course through the School's links with employers in the criminal justice system.

Students are introduced to the theories and concepts that underpin best practice in all areas of the criminal justice system. Graduates leave with problem solving skills, analytical ability and the capacity to perform in this ever changing and vitally important area. This course provides grounding in relevant social and criminal justice disciplines and allows specialisation in career focused majors – either Criminology and Policing with secondary majors in Criminology, Policing, Law, or Psychology and minors in Indigenous Justice and Forensic Investigation.

The School of Justice is located at QUT's Gardens Point campus where both the QUT and Law Library provide excellent on-line and other facilities for students. International exchange study may also be possible through one of the many exchange agreements QUT holds with universities around the world.

The Law Faculty provides a 24 hour computer lab in 'C' Block, Gardens Point with another computer lab located in 'V' Block (library) for all QUT students.

Student Enquiries Counter:

Level 4 C Block
Gardens Point Campus
QUT, Gardens Point

Enquiries Phone:

Email address: justice@qut.edu.au

Web address:

http://blackboard.qut.edu.au/webapps/portal/frameset.jsp?tab_tab_group_id=5_1&url=%2Fwebapp%2Fblackboard%2Fexecute%2FcourseMain%3Fcourse_id%3D_64322_1

1.5: Staff Members

Name	Position	Phone No.	E-mail address
Professor Kerry Carrington	Head of School	3138 7112	kerry.carrington@qut.edu.au
Ms Robyn Johnston	PA to Head of School	3138 7118	june.wendt@qut.edu.au
ASPRO Belinda Carpenter	Associate Professor	3138 7111	b.carpenter@qut.edu.au
Dr Matthew Ball	Associate Lecturer	3138 7115	mj.ball@qut.edu.au
Dr Peter Bell	Senior Lecturer	3138 7105	p6.bell@qut.edu.au



Name	Position	Phone No.	E-mail address
Dr Christine Bond	Senior Lecturer	3138 7113	christine.bond@qut.edu.au
ASPRO Geoff Dean	Associate Professor	3138 7116	g.dean@qut.edu.au
Dr Angela Dwyer	Lecturer	3138 7104	ae.dwyer@qut.edu.au
Dr Jodie Death	Lecturer	3138 7106	jodi.death@qut.edu.au
Dr Sharon Hayes	Senior Lecturer	3138 7119	s.hayes@qut.edu.au
ASPRO Barbara Hocking	Senior Lecturer	3138 7120	b.hocking@qut.edu.au
Dr Sam Jeffries	Lecturer	3138 7121	s.jeffries@qut.edu.au
Dr Mark Lauchs	Lecturer	3138 7124	m.lauchs@qut.edu.au
Mr James Morton	Lecturer	3138 7125	je.morton@qut.edu.au
Ms Erin O'Brien	Associate Lecturer	3138 7103	erin.obrien@qut.edu.au
Mr Juan Tauri (commencing March 2010)	Lecturer	TBA	TBA
Dr Colin Thorne	Lecturer	3138 7131	c.thorne@qut.edu.au
Administrative Staff:			
Ms Janice Burns (Tue-Fri)	Administration Officer (Client Services)	3138 7132	justice@qut.edu.au
Ms Jennifer Connell	School Coordinator	3138 7122	Jl.connell@qut.edu.au

1.6: Enrolling

Commencing students are required to enroll as specified in the University's letter of offer, including the specific course and, where applicable, specific major, attendance mode and/or specific campus.

Offers and Enrolment:

After receiving an offer of admission to QUT you need to accept the offer to secure your place. You will then be able to enrol using **eStudent** (accessed through the [QUT Virtual](#) Study tab). This is where you can manage your study plan and enrol in units throughout your studies. Enrolling correctly is your responsibility so please use the information in this section and detailed instructions provided in the [Using eStudent](#) section to help you stay on track.

If your application to study at QUT is successful you will receive confirmation of the **type of admission offer** you have been made. This confirmation will advise how you can view details of your offer in the QUT portal and may ask you to provide further information in order to secure your place.



You must accept your QUT offer before you can enrol. Your offer confirmation will tell you how to accept. If directed to accept via eStudent, please read the instructions in the [Using eStudent](#) section. If you are **an international student** more details on accepting your offer can be found on the [QUT International site](#).

You can add or withdraw from units, select study areas (majors and minors), apply for leave of absence or cancel your course using **eStudent** (accessed via [QUT Virtual](#) Study tab). Enrolling correctly is your responsibility so please use the information in this section and detailed instructions provided in the [Using eStudent](#) section to help you stay on track.

You can check your study program at any time via the Study Plan in eStudent (accessed via the Study tab in [QUT Virtual](#)). Written confirmation for external bodies, such as Centrelink, can be obtained by clicking 'Email enrolment advice' from the 'Current Enrolment' page in eStudent.

- [Enrolling for the first time](#) - if you are commencing a course at QUT
- [Changing your enrolment](#) - adding and withdrawing units and other enrolment changes
- [Class registration](#) - choosing your timetable for lectures, tutorials and other classes
- [Re-enrolling](#) - if you are continuing your studies

Students who change their name from that recorded by the University should submit their request in writing together with appropriate supporting documentation, such as a birth certificate or marriage certificate. This is done using a *Change of Personal Details* form (D form) available from Student Centres on each campus or online at http://www.studentservices.qut.edu.au/pdfs/forms/d_frm.pdf

Contact details: Students are required to provide a reliable contact phone number and mailing address for correspondence with the University. Failure to receive a notice because of change of address is not a sufficient excuse for missing a deadline or obligation. Students can update their contact details (phone number and addresses) through QUT Virtual.

The University is required by the Commonwealth Government to record for statistical purposes, each student's 'Permanent Home Residence'. This address cannot be a PO Box, a Mail Service, or care of another person or company. QUT will not normally send mail to a student's 'Permanent Home Residence'.



SECTION 2 : JUSTICE DEGREES

2.1: Structure of the Bachelor of Justice Course

To complete the JS32 course, you must complete:

- 8 core units
- 8 units to comprise a major of study (either Criminology or Policing)
- 8 additional units of study; either
 - 6 units for a second major, plus 2 elective units, or
 - 4 units for a minor (in either Indigenous Justice or Forensic Investigation) plus 4 elective units, (or a second minor of 4 electives), or
 - 8 elective units (can be comprised of Justice elective units, units from other courses, or a combination of both).

Year 1, Full-time

Semester 1	Semester 2
JSB170 Introduction to Criminology and Policing	JSB173 Understanding the Criminal Justice System
JSB171 Justice and Society	JSB174 Forensic Psychology and the Law
JSB172 Professional Criminological Research Skills	JSB271 Policy Governance and Justice
JSB175 Social Ethics and the Justice System	Major Unit (Criminology or Policing)

Year 2, Full-time

Semester 1	Semester 2
JSB371 Indigenous Issues in Criminal Justice	Major Unit (Criminology or Policing)
Major Unit (Criminology or Policing)	Major Unit (Criminology or Policing)
Major Unit (Criminology or Policing)	Second Major, Minor or Elective Unit
Second Major, Minor or Elective Unit	Second Major, Minor or Elective Unit

Year 3, Full-time

Semester 1	Semester 2
Major Unit (Criminology or Policing)	Major Unit (Criminology or Policing)
Major Unit (Criminology or Policing)	Second Major, Minor or Elective Unit
Second Major, Minor or Elective Unit	Second Major, Minor or Elective Unit
Second Major, Minor or Elective Unit	Second Major, Minor or Elective Unit

Criminology Major Units (2011) – choose 8 from the following over the 3 years (more units will be available in 2012)

Semester 1	Semester 2
JSB272 Theories of Crime	JSB373 Penal Policy and Punishment
JSB273 Crime Research Methods	JSB260 Global Justice and Human Security
JSB255 Environmental Criminology	JSB374 Crime Prevention
	JSB984 Sex and Crime
	JSB372 Youth Justice (recommended for 3 rd year)

Policing Major Units (2011) – choose 8 from the following over the 3 years (more units will be available in 2012)

Semester 1	Semester 2
JSB273 Crime Research Methods	JSB377 Criminal Intelligence
JSB378 Drugs and Crime	JSB257 Policing Diversity
JSB274 Policing in Context (recommended for 3 rd year)	JSB376 Information Management & Analysis
	JSB985 Political Violence and Terrorism

Criminology Second Major Units (2011) – choose 6 from the following over the 3 years (more units will be available in 2012)

Semester 1	Semester 2
JSB272 Theories of Crime	JSB373 Penal Policy and Punishment
JSB273 Crime Research Methods	JSB260 Global Justice and Human Security
JSB255 Environmental Criminology	JSB374 Crime Prevention
	JSB984 Sex and Crime
	JSB372 Youth Justice (recommended for 3 rd year)



Policing Second Major Units (2011) – choose 6 from the following over the 3 years

Semester 1	Semester 2
JSB274 Policing in Context	JSB377 Criminal Intelligence
JSB378 Drugs & Crime	JSB257 Policing Diversity
	JSB376 Information Management & Analysis

Law Second Major Units (2011) – choose 6 from the following over the 3 years

Semester 1	Semester 2
LWB145 Foundations A	LWB145 Foundations A
LWB136 Contracts A	LWB136 Contracts A
LWB238 Fundamentals of Criminal Law	LWB147 Torts A
LWB147 Torts A	LWB239 Criminal Responsibility
	Choose one from:
	LWB144 Laws and Global Perspectives
	LWB149 Indigenous Legal Issues

Psychology Second Major Units (2011) – choose 6 from the following over the 3 years – All Units offered in INT mode only

Semester 1	Semester 2
PYB100 Foundation Psychology (Sem 1 GP & KG)	PYB100 Foundation Psychology (Sem 2 KG)
PYB159 Alcohol & Other Drug Studies (KG INT)	PYB203 Developmental Psychology (KG INT)
PYB202 Social and Organisational Psychology (KG INT)	PYB306 Psychopathology (KG INT)
PYB007 Interpersonal Processes & Skills (Sem 1 GP & KG INT)	PYB007 Interpersonal Processes & Skills (Sem 2 KG INT)

Indigenous Justice Minor (2011) – choose 4 units from the following over the 3 years

Semester 1	Semester 2
EDB041 Indigenous Australia: Country, Kin & Culture (KG)	EDB041 Indigenous Australia: Country, Kin & Culture (KG)
EDB040 Indigenous Knowledge: Research Ethics and Protocols (KG)	EDB040 Indigenous Knowledge: Research Ethics and Protocols (KG)
JSB256 Indigenous Justice in a Global Context (offered 2012)	LWB149 Indigenous Legal Issues
	JSB257 Policing Diversity

Forensic Investigation Minor (2011) – choose 4 units from the following over the 3 years

Semester 1	Semester 2
AYB114 Business Technologies (INT mode only)	JSB979 Forensic Scientific Evidence
AYB115 Governance and Fraud (INT mode only)	AYB341 Forensic & Business Intelligence (INT mode only)

Elective Units (2011) – additional Justice Studies Electives. Electives may also be chosen from other courses in the University (check prerequisites)

Semester 1 Electives	Semester 2 Electives
JSB975 Independent Study	JSB976 Independent Study
JSB259 Criminal Database Analysis (Block Mode)	JSB980 Professional Placement
	JSB979 Forensic Scientific Evidence



2.2: Structure of the Bachelor of Justice in Dual degrees

■ **Bachelor of Justice / Bachelor of Laws (LW43):** <http://www.studyfinder.qut.edu.au/cgi-bin/WebObjects/StudyFinder.woa/wo/3.0.19.55.9.3.0.5>

■ **Bachelor of Human Services / Bachelor of Justice (IX45):** <http://www.studyfinder.qut.edu.au/cgi-bin/WebObjects/StudyFinder.woa/wo/12.0.19.55.9.3.0.5>

■ **Bachelor of Corporate Systems Management / Bachelor of Justice (IX61):** <http://www.studyfinder.qut.edu.au/cgi-bin/WebObjects/StudyFinder.woa/wo/8.0.19.55.9.3.0.5>

The **Justice component** of the double degree comprises of 16 Justice units:

- ❖ Eight (8) Justice Core Units
- ❖ Six (8) Major Units. Primary majors are available in either Criminology or Policing

2.3: Justice Primary Majors

Criminology Major

Criminology is focused on the problem of crime and crime control in the new millennium. It is concerned with how particular social, political and economic relationships work to increase the likelihood that certain types of behaviour and certain subgroups of the population will be treated as 'criminal'. This Major will provide graduates with the means to engage with current practices in the criminal justice system and advance the voice of the politically disempowered in the justice process.

Policing Major

The major introduces students intending to work in investigations, intelligence or policing to the relevant issues of social justice and equity. It also examines the inter-relationship between the police service, the government and other agencies - both public and non-government.

Specialist Elective Units

Although the School offers a number of electives in both semester 1 and 2 (refer to the JS32 Enrolment Guide), specialist electives are available to high achieving students who may be considering further studies in the JS40 Bachelor of Justice (Honours) program.

JSB980 Professional Placement is a Semester 2 elective option for high achieving students (a GPA of 5.0 or above) in their last year of study. Students undertake a Placement as a unit towards their Bachelor of Justice degree. As such, they are required to complete assessment tasks and receive a grade for their participation in the unit. Students are required to write a short essay and attend an interview to be approved to undertake the unit. Interested students may obtain an information booklet from the School office.

Due to the high demand for the unit, limited placements are available and therefore enrolment must be made prior to census date in Semester 1. Enrolments are closed after this date.

JSB975 Independent Study (Semester 1) and **JSB975 Independent Study** (Semester 2) – Students considering undertaking the Independent Study option as an elective must have a GPA of 5 or above, and have completed at least 192 credit points. Before Semester commences enrolled students must select a justice related topic and arrange to meet with an academic Supervisor for guidance towards a project.



2.4: Timetabling and Class Allocation System

Students can obtain class timetable information for units through a number of avenues:

- Via QUT Virtual under Administration
- on the 'Central Noticeboard' in 'V' Block outside the Library entrance QUT PG Campus

Register for your lectures and tutorials

Once you are enrolled in units the next step is class registration. Some classes are pre-registered for you, other classes you need to register for yourself, especially tutorials where multiple options exist. Once you are registered for a class you will attend it for the remainder of the teaching period.

You are encouraged to view the [class timetable](#) in [QUT Virtual](#) (Study tab), before registering your classes using eStudent.

Class types

The most common classes are lectures and tutorials however you may be required to participate in other activities like seminars, laboratories or workshops. Activities designated with a number, for example Lecture 1 / Lecture 2, require registration into a class for each activity and attendance at both sessions.

Classes where you have been pre-registered (system generated), or require registration, will be displayed within the Study page of QUT Virtual and in the Classes tab of eStudent.

Registration dates

- [Semester 2, 2011 registration dates](#)

Help with class registration

For information and assistance with registering your classes online visit [release of classes](#) on the Orientation website and, the [Using eStudent](#) section.

SECTION 3 : QUT POLICY STATEMENTS

3.1: Be part of the policy making process

The school values feedback from students. If you want to have a say in the future direction of the school, consider joining the School's Student Engagement Committee. Here you can have a very real input into the development of policy as it relates to students' learning experiences.

For further information contact Dr Mark Lauchs 07 3138 7124 or email: m.lauchs@qut.edu.au



3.2: QUT Student Charter

QUT Student Charter can be found on www.mopp.qut.edu.au/E/E_02_01.jsp

The purpose of the Student Charter is two-fold:

1. Describes the expectations students can hold as they receive their education.
2. Describes what can be expected of students in undertaking their studies to enhance the quality of their educational experience.

3.3: Leave of Absence

If you feel you need some time off from your studies you may be able to take a leave of absence. You can take up to a year off by submitting an application for Leave of Absence online L form. Normally leave will only be granted after completion of at least one semester of your course.

Visit: http://www.mopp.qut.edu.au/E/E_04_05.jsp

3.4: Withdrawal from Units

Requests to withdraw from units are made via your **Study Plan**. You are permitted to withdraw at any point up until a final grade is assigned except where the cancellation results in an enrolment program that has fewer credit points than the minimum allowable, or represents a departure from a prescribed program i.e. a student on a probationary enrolment. Changes submitted on any other document will be processed only if accompanied by a **\$50.00 administrative fee**.

Recording academic penalty

Academic penalty at QUT operates using the "2/3 rule", that is:

- cancellation **before** the last Friday 2/3 of the way through the teaching period: A status of 'Withdrawn' is recorded against the units concerned. A 'Withdrawn' unit is not included in the calculation of the student's GPA and does not appear on your official academic record,
- cancellation **after** the last Friday 2/3 of the way through the teaching period: A result of 'Withdrawn - Failure' is awarded. The examiner may award a passing grade on the basis of the assessment undertaken by the student prior to cancellation.

The full set of addition and withdrawal deadlines for teaching periods is available from '[Schedule 1: Unit Addition and Withdrawal](#)'. Calendar dates for your own teaching periods can be downloaded from the [key dates search](#) using the following criteria:

- For the current teaching period use **Quick search** and select *Unit withdrawal*
- For future dates use **Advanced search**, select the *Enrolments - Unit withdrawal* category and the relevant teaching period
- You will also see **when financial penalties apply**

Applying for withdrawal without academic penalty

The Registrar, on advice from the faculty, may waive the 'fail' result arising from late cancellation when satisfied that the cancellation was necessitated by special circumstances (medical, compassionate or other circumstances).



Domestic students

To apply for withdrawal without academic (and/or financial) penalty on the basis of special circumstances you may apply in writing by lodging a [Withdrawal without academic penalty \(RC Form\)](#) with Student Business Services.

Documentary evidence, such as originals or certified copies of medical certificates or statements from employers, must be submitted in support of your application.

Supporting documentary evidence must address why you are/were unable to complete the requirements for selected unit(s) and indicate why the special circumstances did not make their full impact until after the final date to withdraw without penalty.

International students

Withdrawing from a unit/s, may result in you not completing your studies within the duration specified in your CoE. As student visa holders you are required to maintain an enrolment program and complete your degree within your eCOE dates. Withdrawal from a course may result in QUT cancelling your CoE and may ultimately lead to your student visa being cancelled.

Study Abroad, Exchange and Offshore students cannot withdraw from units online. To add or withdraw from units Study Abroad and Exchange students should visit the Study Abroad and Exchange Office located in A Block - Ground Floor, Gardens Point campus. Other international students can withdraw from units online at any point in time subject to meeting student visa conditions. The final date to add or withdraw from units without academic and/or financial penalty may vary depending upon the unit and the teaching period in which you are enrolled. However to avoid academic penalty, you should carefully check unit addition and withdrawal dates using the [key dates search](#) (select **International** in *Type of Student*).

Please also note the following:

- International students apply using the [Application for Leave of Absence or Course Cancellation and/or Withdrawal Without Penalty \(LI Form\)](#).
- Request for tuition fee refunds must be made on an [International Refund \(IR Form\)](#), with appropriate supporting documentation and submitted to Student Business Services.
- It is also recommended that you refer to [the International Fee and Refund Policy](#) and an [outline of cancellation charges](#) for financial implications of unit cancellations.

Time limits for applying for withdrawal without academic penalty

Your application must reach Student Business Services within 12 months from the last day of the teaching period in which you were enrolled in the unit(s).

These arrangements apply to all teaching periods at QUT. QUT may consider applications made beyond 12 months if you can provide proof that there were special circumstances which prevented you from applying until the date of your application.



Refund of fees paid

If you have paid fees and withdraw prior to a financial penalty date, or have been successful in a request for withdrawal without financial penalty, you may be eligible for a [refund](#) of fees.

SECTION 4: ADVANCED STANDING

Advanced Standing is the term used to specify the number of unit(s) and number of credit points that a student is not required to undertake in their QUT course because of prior learning. A comprehensive and student friendly Advanced Standing Precedent List (ASPL) will enable you to assess in a reliable manner the amount of advanced standing you are likely to receive on admission to a QUT award course. <http://www.advancedstanding.qut.edu.au/cgi-bin/WebObjects/advstand.woa>

Advance Standing form: <http://www.studentservices.qut.edu.au/info/forms/index.jsp>

4.1: Cross Institutional Study

After the successful completion of units at the host institution, a student will need to have this advanced standing recognised towards their QUT course. This can be done by applying for an official academic transcript from the host institution which you will include with the completed advanced standing form.

4.2 Review of ruling on advanced standing

A student who is dissatisfied with the outcome of an application for advanced standing may appeal the decision through a review of academic application. Refer to Student Rule 46 <http://www.mopp.qut.edu.au/Appendix/append01cst.jsp#Rule46>

SECTION 5: ASSESSMENT

When you start a unit you will be given a [unit outline](#) that tells you the kind of assessment you can expect. Types of assessment include exams, assignments, group work, oral presentations and class participation.

Read the unit outline carefully so you know assessment details like due dates, weighting (how much the assessment is worth) and criteria (what your tutor/lecturer is looking for).

The purpose of assessment is to ensure you meet the learning objectives of your course and to monitor your progress in reaching these objectives.

If you find yourself struggling to meet assessment requirements, you should talk to your lecturer or tutor as soon as possible.

5.1: Feedback on Progressive Assessment

During the course of a semester, students should discuss any concerns they have regarding their progress with relevant teaching staff. The student should be provided with a clear indication of the extent to which they have or have not achieved the objectives set for each assessment item.

5.2: Submission of Assignments



Students who undertake Justice Unit(s) (ie JSBxxx) are required to submit **both a WRITTEN hard copy and ELECTRONIC copy of their assignment by the assignment's due date.**

Group Assignments: Only one member of the group can hand in a group assignment. All group members should be listed on the assignment submission sheet. The person who handed in the assignment has to collect the assignment.

For **both Internal and External** students, an **electronic copy** of the assignment must be submitted via the QUT BLACKBOARD unit site through the page entitled 'Assignment Upload'.

External Students

A **hard copy** of the assignment must be faxed to (07) 3138 3995 **or** mailed/delivered in person to:

External Study Support
Queensland University of Technology
R Block, Victoria Pk Rd
KELVIN GROVE QLD 4059

The External Study Support will forward External Students assignments through to **Assignment Minder.**

Internal Students

All written hard copy assignments, unless otherwise stated, must be submitted through the **Assignment Minder** services which are located at the IT Help Desks, GP or KG campus.

Assignment Minder (<http://www.am.qut.edu.au/>) is an assignment submission and collection service which will provide security for student's work and streamline the collection and distribution process for both staff and students. The Service is located at the IT Help Desks, Gardens Point or Kelvin Grove Campuses.

The **Assignment Minder** system is linked to the University student records database and is able to electronically track all assignments for any unit code throughout the assignment submission process

Assignment Minder Policy and Procedure can be found <http://www.am.qut.edu.au/students/policy.php>

It is advisable copies of submitted assignments be kept until marked originals are returned. Students must be able to produce their copy within 24 hours if requested by the Unit Coordinator.

It is suggested the returned and marked assignments be kept for a reasonable period of time, ie: the duration of the course, to allow for assignment remarks or Review of Grade, or to the satisfaction of the student, that final grades for a unit are complete.

5.3: Penalty for Late Submission of Assignments

All late assignments without an approved assignment extension form/letter/email attached will be penalised 5% per day (including weekends) of the overall mark of the assignment. For example, if an assessment piece is worth 30% and is 1 day late 1.5 marks will be lost from the mark attained. To further explain, if the mark received is 25/30, and 1.5 marks applied as late penalty, the final mark of the assignment would be 23.5.



5.4: Granting of Extensions for Assignments

A due date for an assignment is the **final** acceptable date for submission of that assignment. In most cases assignment topics will be available to students several weeks before they are due. These may be handed in any time up to and including the due date. If you have medical or extenuating circumstances preventing the submission of assessment on or by the due date, you should submit a *Request for Extension of Assignment Due Date* form, available from School of Justice office or online www.law.qut.edu.au/files/js_extension.pdf.

Generally the following reasons are not regarded as reasonable to substantiate granting an extension:

- Other essays due the same day
- Work pressures or commitments
- An interruption to study during the semester
- Travel arrangements which conflict with the due date
- Computer failure

Request for Extension of Assignment Due Date Application form must be submitted to the Law Faculty Student Administration Counter in person or by fax 07 3138 7123 or email lawjs_enquiries@qut.edu.au no later than 4:30pm on the due date of the assignment. Extension applications received after this date and time will not be considered unless there are extenuating circumstances.

Similar considerations apply in regard to **Oral Presentations**. Where a student has contracted to present oral work on a particular day, the student must do so unless there are exceptional circumstances. If there are insufficient grounds, students will not be permitted to present their work at a later date or, at the discretion of the unit coordinator, will be penalised 5% per day (including weekends) of the mark achieved.

In regard to **Take Home Examinations**, under the current School Policy **NO EXTENSIONS** are granted for this type of assessment task. Where it is deemed that a student cannot complete a Take Home Examination, due to medical, emergency or extenuating circumstances, an Alternative piece of Assessment may be undertaken at the discretion of the Unit Coordinator, and would be to the same value/weighting as the Take Home Exam.

Students who are experiencing serious difficulties with their study should seek help or assistance from the Faculty of Law staff, School of Justice staff, Counselling Services from QUT or other agencies as soon as possible. More info about QUT counselling services <http://www.counselling.qut.edu.au/>



5.5: Examinations

Exams can be school based, where your school or faculty delivers the exam, or organised centrally through Student Business Services. These are held at the end of each semester and summer program. You'll find the dates for this year's central examination periods on the [academic calendar](http://www.studentservices.qut.edu.au/info/calendar/) <http://www.studentservices.qut.edu.au/info/calendar/>

Internal students must be available to undertake examinations at the relevant QUT campus throughout periods designated for centrally organised exams and at times specified in the unit outlines for school-based exams.

External students will sit exams at the same time as internal students. However, they undertake them at external examination centres.

Preliminary exam timetables are released five weeks before examinations begin. Staff and students may propose changes to the timetable during the week following the release of the preliminary timetable.

The **final examination timetable** is released four weeks prior to the start of examinations. Timetables are no longer displayed on noticeboards. For timetable information, students should access their personal profile on [QUT Virtual](#).

It is important you know exactly what is expected of you in the examination process and how exams are delivered.

Things you need to know about:

- [scheduling exams](#)
- using past [exam papers](#) for preparation
- [conduct](#) during exams
- [deferring](#) an exam
- [special consideration](#)
- [exams for other institutions](#)
- [students from non-English speaking backgrounds](#)
- [students with disabilities](#)
- [students with religious obligations](#).

Please visit www.studentservices.qut.edu.au/assess/exams/ for information on topics listed above.

5.6: Cheating and Plagiarism

Students are expected to exhibit honesty and ethical behaviour in undertaking the assessment requirements of units. In the case of Honours and Postgraduate students undertaking research, the expectation is high because the pursuit of truth in research is a vital institutional function.

Cheating is defined as any behaviour whatsoever by students in relation to any item of assessment which may defeat the purposes of the assessment.

- A student shall not cheat, attempt to cheat, or incite or assist another student to cheat in any assessment item.
- A student shall not plagiarise in any item of assessment.



Plagiarism is the act of taking and using another person's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a unit or course, it shall be regarded as, and treated in the same manner, as cheating in an examination. Any of the following acts constitute plagiarism unless the work is appropriately acknowledged:

- copying the work of another student
- directly copying any part of another person's work
- summarising the work of another person
- using or developing an idea or thesis derived from another person's work
- using experimental results obtained by another person
- incitement by a student of another to plagiarise.

However, there are other actions or practices which undermine fairness in assessment and which constitute academic dishonesty. These might include giving one's own work to another for copying, recycling an item of assessment from one unit or course and using it in another, fabricating or falsifying data, experimental results or sources of information, collaborating with another student about assessable work and representing that as individual work when this has not been contemplated by unit outlines or assessment requirements.

It is also recognised there are an increasing variety of web-based tools which provide assignment completion and assistance techniques, the use of which may defeat the purposes of the assessment item and so be regarded as academic dishonesty.

5.7 Penalty for academic dishonesty

A student found guilty of academic dishonesty may be liable for one of the following penalties:

1. The award of a low fail result in the units concerned
2. The award of low fail results in all units in which the student would have received final results in the same academic semester
3. Exclusion from the University for a period
4. Expulsion from the University.

5.8: Grading Scale

Within the School of Justice, student performance in units is graded on a scale from one (1) to seven (7) unless the use of satisfactory / unsatisfactory grading has been approved for a particular unit.

The following percentage parameters will be used as a guide by the school in determining final grades.

Pass Grades:

7 - High Distinction: 85%-100%

Student provides evidence of deep and critical understanding in relation to the unit learning outcomes, competence in using the discourse/s of the relevant knowledge community/ies, and ingenuity, creativity and entrepreneurship in application.



6 - Distinction: 75%-84%

Student provides evidence of the integration and evaluation of critical ideas, principles and theories in relation to unit learning outcomes and the application of knowledge in new professional situations in flexible combinations to produce a novel, calculated effect.

5 - Credit: 65%-74%

Student provides evidence of learning going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of synthesising and analytical skills and the ability to apply fundamental concepts and skills of the unit with some originality or insight.

4 - Pass: 50% -64%

Student provides sufficient evidence of learning, such as demonstrations of knowledge of fundamental concepts and basic skills and some attempt at application, to be considered satisfactory or adequate or competent or capable in relation to unit learning outcomes.

S - Satisfactory (where approved for use).

Fail Grades:

3 - Fail: 40%-49%

Student provides evidence of limited and unconnected learning which falls short of demonstrating all unit learning outcomes.

Students who receive a grade of 3 in a unit may be eligible to apply for supplementary assessment. Visit http://www.mopp.qut.edu.au/E/E_06_04.jsp for more details.

2 - Fail: 25%-39%

Student provides minimal evidence of learning in relation to unit learning outcomes.

S2 - Fail Supplementary

1 - Low Fail: Less than 25%

Student provides little or no evidence of learning in relation to unit learning outcomes.

K - Withdrawn – Failure

U - Unsatisfactory (where approved for use)

Other Results:

E – Exempt

Unfinalised Results:

A - Result Unfinalised - The result will be issued when available.

SA - Supplementary Assessment - Student is to undertake supplementary assessment.

DA - Deferred Assessment - Student is to undertake deferred assessment.

T - Assessment Continues - Studies extend over more than one teaching period.



5.9: Access to Assessment Results and Marks

On QUT Virtual, the Unit Results function provides quick and ready access to a student's unit results. Students are able to view results obtained for units they have recently completed or view a complete list of unit results. Students can also view their assignment results on blackboard. To find out how, please visit TALSS for tip sheets <http://www.talss.qut.edu.au/blackboard/students/assignment.jsp>

5.10: Review of Grades

During the semester, students should discuss their progress with relevant teaching staff. Students who are dissatisfied with their final grade may lodge a review of grade by the following process:

Step 1 – Informal review at unit coordinator level

A student who is dissatisfied with their grade should firstly discuss their concerns with the unit coordinator in order to seek clarification.

Step 2 – Formal review at school level

If a student is dissatisfied with the results of step one or is unable to meet with the relevant academic then they may submit a School level review of grade. This review must be submitted within **10 working days** of the release of the grade. Any review must be accompanied by a written statement by the student stating why they believe the grade is unjust. Stating that the grade was unfair is not enough. The application must state how the item being reviewed met the criteria for a higher grade. Students should receive a response within 15 working days of submission. This review attracts a \$20 fee which is refunded if a higher grade is awarded.

Step 3 – Formal review at faculty level

A student who is dissatisfied with the outcome of the school level review of grade for a unit may apply for a faculty level review **within 5 working days** of notification of the outcome. The applicant must resubmit the original request and a written case stating why the previous review was inadequate. The student may modify his/her original written case for review and may include additional reasons or evidence. This appeal is reviewed by a faculty committee which includes a student representative. Students will be notified within 15 working days of lodging the application. This review attracts a \$30 fee which is refunded if a higher grade is awarded.

SECTION 6: ACADEMIC PERFORMANCE

Students whose performance is unsatisfactory will be placed on 'probationary enrolment'. This is a warning from the University that improved performance is needed. Students are placed on probationary enrolment if they:

- achieve a semester grade point average of less than 3.0 during the semester under consideration; and/or
- are awarded a failing grade in a unit which they have previously failed; and/or
- are awarded a failing grade in a designated unit. (Not applicable in the School of Justice)

If a student continues to struggle they will be asked to produce a 'Show Cause' letter explaining why they shouldn't be excluded from the University. Exclusion occurs when a student:

- achieves a semester grade point average of less than 3.0 in **two consecutive semesters** of their study (other than the first 96 credit points of an undergraduate course); and/or



- fails a unit three times; and/or
- fails a designated unit twice. (Not applicable in the School of Justice)

Research Higher Degree students are eligible for exclusion if they fail to maintain the agreed progress of work and reporting in accordance with [PhD Regulations](#) and other course rules.

A student's appeal should detail what exceptional circumstances have led to their poor performance and what will be done to redress these issues. Students who do not appeal or whose appeals are rejected may apply for readmission after one year.

SECTION 7: COURSE COMPLETION

Students should be aware it is their responsibility to ensure that the correct Course Completion date is entered into the personal profile on QUT Virtual. This date identifies potential graduates when the required number of credit points is achieved in the course and affects the process for graduation notice.

7.1: Supplementary Assessment

Applying

It is your responsibility to apply for supplementary assessment. When final results are released you will have five days to apply for supplementary assessment via [QUT Virtual](#). During this time a link will be visible on the 'Study' page of QUT Virtual under 'Unit Results'. Only eligible students will be able to apply.

If a unit result is unavailable at the official release of results date ('A' unfinalised or 'DA' Deferred assessment) and/or your grade subsequently changes so that you are eligible to apply for supplementary assessment, the grade change will trigger the link to appear in QUT Virtual. The link will remain for five days from the release of the result.

If you have a valid reason for a late application you should contact your school or faculty administration to discuss.

Successful applications

If your application is successful an 'SA' (supplementary assessment) grade will be applied as the unit result. You will be included in the supplementary/deferred examination timetable in QUT Virtual (if applicable), or contacted by your faculty/school within five working days with details about the supplementary assessment requirements. Please note that all successful applications will automatically use up a supplementary assessment from the quota allowed for your course.

Unsuccessful applications

Only students deemed eligible to apply for supplementary assessment should be able to apply online. If you believe that you are eligible but are unable to apply for supplementary assessment online, or if you are not satisfied with the decision, please contact your school/faculty in the first instance to discuss the matter. Formal appeals may be made by completing the [Application for Review of Academic Ruling](#) (RA Form).



Review of grade process

If you are eligible for supplementary assessment but wish to apply for a review of grade, you are encouraged to wait for the outcome of the review of grade process before deciding to apply for supplementary assessment. You will have five days from notification of the outcome to apply for supplementary assessment through your school/faculty administration. A copy of your outcome letter may be required as evidence to support your late application.

Results

Students who successfully complete their supplementary assessment requirements will be awarded a minimum passing grade (grade of 4). Students who fail their supplementary assessment will have their original grade reinstated.



SECTION 8: KEY ADMINISTRATIVE INFORMATION

8.1: QUT Academic Calendar

Academic Calendar and Key Administrative Dates:

<http://www.studentservices.qut.edu.au/info/calendar/>

8.2: QUT Forms

The forms listed below are the most commonly used forms that you may come across during your studies at QUT. QUT forms can be found on <http://www.studentservices.qut.edu.au/info/forms/>

8.3: Who to contact at QUT

- ❖ **Contact Unit Coordinator for enquiries regarding:**
 - Unit content
 - Assessment
 - Attendance
 - Lecture handouts
 - Collection of assignment topics

- ❖ **Faculty of Law Administrative Staff for enquiries regarding:**
(Where necessary, you will be referred to the course coordinator)
 - General course information
 - Requests for underload or overload of enrolment program
 - Student rules, policies and procedures

 - Extensions of time on assignments/items of assessment
 - Special consideration applications
 - Deferred examination
 - Review of grade

 - Questions about advanced standing (credit/RPL)
 - Unit/course outlines
 - Course progression and unit enrolment advice
 - Academic probation & exclusion
 - University and Faculty student forms

- ❖ **Student Business Services (SBS) Counters on each QUT campus or Phone 3138 2000**
<http://www.studentservices.qut.edu.au/> for enquiries regarding:
 - Change to personal details
 - Change of course
 - Course cancellation / Leave of absence
 - Readmission
 - Cross-Institution admission and visiting student applications
 - Application for advanced standing (credit/RPL)
 - Review of Academic ruling

8.4: QUT Publications

Students should be able to find the answer to most questions in the following publications:

- ❖ **Getting Started** <http://gettingstarted.qut.com/>
This site guides you through the steps you need to take to get your university life started - from enrolling in your course, paying your fees, through to attending orientation to life at university.
- ❖ **Computing Guide** <http://www.itsg.qut.edu.au/>
Student IT Services Guide is designed to assist new students in taking full advantage of online and computing facilities offered by QUT and help them get started with IT online services.
- ❖ **QUT Blackboard Support**
<http://www.talss.qut.edu.au/blackboard/students/studenttipsheets.jsp>
- ❖ [QUT Blackboard | Justice Students Community Site LAW JS COMMSITE | Justice Map](#)
- ❖ **University Handbook** <http://www.handbook.qut.edu.au/>
Students can access the University handbook on the QUT homepage
- ❖ **Faculty Web Page** <http://www.law.qut.edu.au/>
- ❖ **School of Justice Web Page** <http://www.law.qut.edu.au/about/justice.jsp>
- ❖ **Division of Technology, Information and Learning Support** <http://www.tils.qut.edu.au/>
- ❖ **IT Helpdesk** www.ithelpdesk.qut.edu.au provides a diverse range of support options including QUT Virtual support; Phone support; Email support; Counter locations and opening hours; Assignment Minder Assignment Submission and External Studies support.
- ❖ www.citewrite.qut.edu.au In support of student learning and the first year experience, **all commencing students will receive a free copy of the complete pack** (both *QUT cite*, *QUT write*) from Library Help Desks. In the first few weeks of semester, students will also be able to pick up selected writing and referencing guides from Library helpdesks, as well as accessing and printing them online.

As of the beginning of Semester 1, continuing students can access copies of the booklets and guides by purchasing the booklets at the QUT Bookshop; and/or by downloading the PDFs from the *QUT cite|write* website.

Copies of the *QUT cite* and *QUT write* booklets are also available on loan from all QUT libraries. A link to the website will be prominent on the student entry to QUT Blackboard and QUT Virtual. Signage and other materials will also be displayed in library foyers and at QUT Bookshop counters to indicate where the resource is available.

- ❖ **AskQUT** <https://ask.qut.edu.au/> is a knowledge base that has been designed to provide fast, accurate, 24/7 assistance to QUT students and visitors. Through AskQUT you can find answers to questions using the search function, ask a question of QUT staff if there is not enough information provided and view/update the status of question/s you have already logged.