



tabortasmania

*Empowering God's people
through Christian tertiary education*

STUDENT HANDBOOK 2009

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PREAMBLE

Tabor College Tasmania Inc. is a theological college, accredited as a higher education provider. As such, it is committed to the usual goals of a university or college; that is academic excellence. In addition, Tabor is committed to the growth and resilience of its students as it equips them for ministry either personally or professionally.

In every aspect of the work of the College, Tabor seeks to mirror the growth and adaptability it seeks to foster in its students. These policies and guidelines, then, are developmental. The principles on which they are founded are, however, foundational. Where there is no policy or procedure to guide practice, the principles should be seen as guidance.

Where detailed guidance is required in respect of some aspect of College life or function, please let the registrar know so that it can be developed.

STATEMENT OF BELIEFS

Tabor College is a multi-denominational charismatic Christian Education Centre offering government-accredited courses at tertiary level. The College seeks to equip people for Christian life and ministry by providing teaching which is Christ-centred, biblically based, ministry-oriented, academically sound, positively expressed and spiritually empowered.

Tabor College considers spiritual development to be of primary importance. Students are encouraged and assisted to relate their studies to their personal and vocational lives, and to be open to the transforming power of the Holy Spirit. At Tabor College, teaching and learning take place in an atmosphere of charismatic worship, ordinary Christians study at their own pace and people called to various ministries prepare for their vocations.

The College encourages Christian subjectivity and revival, offering courses for people of all Christian churches and any nationality, and seeks to be a witness to the majesty of Christ in the whole of life. Tabor Tasmania is evangelical and charismatic, believing in, teaching and seeking to make known salvation by grace through faith in Jesus Christ as a free gift from God effected by the power of the Holy Spirit, the wonder of a personal relationship with the Lord, and the importance of spiritual gifts for serving and glorifying the Lord Jesus Christ.

In particular, Tabor holds to the following articles of belief:

1. THE GODHEAD—TRINITY IN SUBJECTY

There is one true eternal God, existing eternally in the three Persons of the Father, the Son and the Holy Spirit; the Maker and Preserver of all things, visible and invisible. He is infinite in power, wisdom and goodness.

2. THE HUMAN CONDITION

People were created by God in His image and were intended to enjoy fellowship with God.

Human nature became corrupted by sin. Every human being is a sinner, separated by sin from God. Every sinner deserves God's wrath and damnation and is powerless to save himself/herself from this deplorable state. No human being can be justified before God by works. There is only one means of salvation and that is through Jesus Christ, by grace through faith. By this means only can human fellowship with God be restored.

3. GOD THE FATHER

The First Person of the Godhead is God the Father. He is the Father of the Lord Jesus Christ and of all those who believing in Jesus Christ are born again by the Spirit and become members of His family. He is the true Father from whom all fatherhood derives its name.

He is Spirit and is to be worshipped in spirit and in truth. He is omnipresent, omnipotent and omniscient. He is sovereign. He is unchanging. He is love. He is good, merciful, just and faithful. His love is shown supremely in that he gave his only Son, Jesus Christ, for the redemption of humankind.

4. JESUS CHRIST THE SON

Jesus Christ is the eternal Son of God. He existed before all things. For the salvation of human beings, he became man, the living Word made flesh, the image of the invisible God, a unique person, fully God and fully man.

He lived a sinless life, revealing God and his kingdom to humankind, and was crucified and died, giving his life as an atoning sacrifice for all people. This offering provides full, perfect and sufficient redemption, propitiation and satisfaction for the sins of the whole world, both original and actual. No other sacrifice for sin is necessary or effectual.

He rose again from the dead, and was thus declared with power to be the Son of God. He ascended into heaven to be exalted to the highest place, Lord of all, with a name above all names, supreme over all from which he will one day return visibly in power and great glory to gather his elect for eternal life and to bring judgment on all those who do not obey the gospel.

By his triumphant victory over death, Jesus Christ has destroyed the devil who has power of death, and is able to free all those who are held in bondage through fear of death. Jesus Christ is victorious over, and provides deliverance from, all the powers of darkness.

5. THE HOLY SPIRIT

The Holy Spirit is co-equal and co-eternal with the Father and the Son. He is the Spirit of truth, sent by the Father and the Son to be with believers forever. He reveals the truth about Jesus, convicts of sin and righteousness and judgment, and gives new birth to those who repent of their sins and believe in the Lord Jesus Christ. The Holy Spirit effects on-going spiritual changes in human lives, producing spiritual fruit in those who obey Him, and giving spiritual gifts for effective life and ministry. He is the Spirit of mission who leads and empowers believers to witness to Jesus Christ among people of all nations. His supreme task is to bring glory to Jesus.

6. THE HOLY SCRIPTURES

The Canonical Books of the Old and New Testament, as originally written are the infallible, inerrant and inspired word of God. They explain all that is necessary to salvation and are solely and absolutely authoritative in all matters of Christian faith and praxis. They are to be accepted by faith. They are complete and must not be added to, subtracted from or changed because of tradition or supposed new revelation. Anything that is not in Scripture must not be declared to be believed as an article of faith or be considered to be necessary for salvation.

The Holy Scriptures are to be interpreted with regard to their content and purpose and in reverent obedience to the Holy Spirit as He reveals their true meaning.

7. SALVATION

Jesus Christ is the only Saviour. Salvation is by grace through faith. It is a totally unmerited gift of God. No one can earn it. The gospel of Jesus Christ is the power of God for the salvation of those who believe. This salvation is received by genuine repentance of sin and by faith in the Lord Jesus Christ. It sets a person free from the power, penalty and, ultimately, the presence of sin. It involves being born again by the Holy Spirit, being adopted into the family of God, becoming a new creation, being counted righteous before God by faith, being rescued from the kingdom of darkness and brought into the Kingdom of the Son, being redeemed, regenerated and sanctified, and being blessed with every spiritual blessing in Christ. It sets a person free to obey God and to live a holy and upright life for his purposes.

8. THE DEVIL

The devil is a real and powerful created spiritual being who sought to destroy Jesus and who seeks to destroy all Christians. He is the god of this world. The death and resurrection of Jesus Christ has stripped the devil of his power, but he continues his evil works tempting, accusing and hindering the people of God. At the final judgment, the devil and all evil spirits will be consigned to eternal torment. Christians are entitled to exercise the authority of Jesus Christ over the power of the devil.

9. THE CHURCH

The Church is made up of all true Christians in all denominations throughout the world. It is the Body of which Christ is the Head. The Church exists to worship and serve God. The chief task of the Church is to make disciples of Jesus Christ in every nation by the proclamation of the gospel by word and deed. The Church functions through local congregations of believers who gather for worship, prayer, teaching, fellowship, celebrating the Lord's supper and mutual ministry.

The members of the Church are to relate to one another in the love of the Lord, counting others before themselves. The Lord has given ministry gifts to his Church to prepare its members to serve Him and to build them up in subjectivity to maturity.

10. THE SACRAMENTS

Jesus Christ ordained two sacraments, Baptism and the Lord's Supper (Holy Communion).

10.1 Baptism

Baptism symbolises the identification of the believer with Christ in his death, burial and resurrection. It represents the burial of the old nature and the old way of life and the rising to new life in Christ. It indicates separation from the old life and entry into the new life. It symbolises the washing away of sins.

While baptism is an integral part of Christian initiation, it is not essential to salvation.

10.2 The Lord's Supper

The Lord's Supper is a sharing by believers of bread and wine in remembrance of Christ's death, presence, victory and promised return in power.

It bears witness to the new covenant between God and humanity, established by the shedding of the blood of Jesus Christ, which brings forgiveness of sins and restores relationship with God.

11. CHRISTIAN SUBJECTY

Subjecty amongst believers is the will of God. Such subjecty is to be a testimony to the Lord Jesus Christ and is evidence of the love of God. Where believers dwell together in subjecty, God's blessing is promised. It is a subjecty that is to transcend differences of culture, background, experience, denomination, gender and social standing.

Believers are to have a Kingdom orientation, working together to proclaim the Kingdom of God and building one another up in love.

12. BAPTISM IN THE HOLY SPIRIT

The term "baptism in the Holy Spirit" may be used to describe the experience of being "overwhelmed by", "immersed in" or "flooded by" the Holy Spirit, which first became reality for believers at Pentecost, when the ascended Jesus poured out the Holy Spirit on his disciples. As then, so today, Jesus is the one who baptises in the Holy Spirit.

Baptism in the Spirit is received by faith and empowers the believer for witness to Jesus Christ. It is a free gift of God available to every believer. It does not depend on spiritual maturity.

The book of Acts suggests that the normal initial evidence of baptism in the Spirit is speaking in tongues. This is closely linked to prophecy, which throughout the Bible is a mark of the Spirit's presence and which characterised the first speaking in tongues at Pentecost in Acts chapter 2.

13. THE FRUIT OF THE SPIRIT

The Holy Spirit changes human lives, producing the fruit listed in Galatians 5: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control in the life of the believer. These develop increasingly, as the believer obeys the Lord, cooperates with the working of the Holy Spirit within and progresses towards Christian maturity.

14. THE GIFTS OF THE SPIRIT

The grace gifts of the Spirit include, but are not restricted to, the supernatural gifts listed in 1 Corinthians 12: the word of wisdom, the word of knowledge, faith, gifts of healing, miraculous powers, prophecy, distinguishing between spirits, speaking in different kinds of tongues and the interpretation of tongues.

These are gifts, given and distributed by the Spirit as He wills. They are not earned or deserved. They are to be exercised in the church today in the context of Christian love for mutual building up and for the common good.

MISSION

Tabor College seeks to train individuals who understand the times in which we live and who have a passion to live their lives in the world for the sake of the gospel; equip individuals to have a positive and healing influence in society; see graduates not only serving in the church, but also in such areas as education, youth, cross cultural work, counselling, business, commerce and politics

PRINCIPLES

We teach, preserve and model the Scriptures in every aspect of college life.

We recognise that increase in knowledge and skills alone will not prepare individuals for ministry under Christ, and so we seek to foster the development of each person through the inculcation of that knowledge and those skills.

We manage our resources - physical, academic and human - as befits stewards of God's provision.

We entrust people with the positions to which they have been appointed, encouraging excellence and recognising that our ultimate accountability is to God.

We aim to provide an environment that is safe physically, emotionally and spiritually for all students and staff.

We recognise that, in awarding academic qualifications, we must meet the requirements of accrediting bodies.

We respect individuality and diversity in the development of godliness within the members of the college community.

We recognise the traditions of denominations within the Christian church and seek to foster the development of ministry appropriate to the area within which the individual will work.

We recognise that consideration of a variety of opinions strengthens students, and we therefore undertake to provide appropriate resources and references for that study.

We honour partnerships and strategic alliances entered into with other universities and accrediting bodies and keep records accordingly.

POLICIES

Equity and Opportunity

Based on Tabor's principles that govern policy and practices, education at Tabor College is provided for persons seeking to serve in Christian and community organisations. The courses on offer reflect this purpose. Enrolments are offered to students who meet the criteria as detailed in the relevant Faculty Course Handbook.

Tabor will strive to ensure that programs and services are relevant, accessible, fair and inclusive by:

- Offering as wide a mix of modules and learning experiences as resources permit
- Ensuring that all prospective students are well informed on the options available to meet their individual training needs
- Providing or directing students towards support services that address specific learner needs – such as literacy, numeracy and study skills support
- Selecting teaching and support staff with the skills and commitment to ensure students have the best possible chance of success in their chosen studies
- Soliciting student feedback on the effectiveness of all aspects of college life and addressing issues raised
- Accepting qualifications and statements of attainment awarded by registered educational authorities in other States and Territories as prior learning

Discrimination and Harassment

Tabor College Tasmania acknowledges the requirements of the following Federal and State Acts:

- The Human Rights and Equal Opportunity Commission Act 1986
- The Racial Discrimination Act 1975
- The Tasmanian Sex Discrimination Act 1994
- The Disability Discrimination Act 1992

Accordingly, it accepts that it has the responsibility of ensuring that all individuals have the same opportunity to participate fully, without unfair discrimination or harassment of any kind. All members of staff will be judged on merit and not on factors such as gender, race, theological stance or disability. Individuals are required to identify and report any barriers to fairness, access and equity in the workplace.

Conduct

Students are expected at all times to conduct themselves in a manner that is consistent with Biblical principles and standards. Tabor College will always seek to create an environment in which learning is made as easy as possible. Where the conduct of any student compromises the capacity of others to succeed, disciplinary action may be taken as described in the grievance procedures of the College.

The College will endeavour to guide and counsel a student before disciplinary action is taken, but reserves the right to enforce immediate action when Tabor staff consider it appropriate to protect the safety of individuals or property.

Suspension

A student may be suspended for any specified length of time deemed appropriate by the Tabor Board of Management. Suspension will mean a partial or total loss of rights and privileges of being a student at the College, including the right to be on College premises. Notices of suspension will be given in writing. Appeals against suspension can be made using grievance procedures.

Termination

Termination is a total and permanent loss of rights and privileges of being a student at the College, including the right to be on College premises. Notice of termination will be given in writing. Appeals against termination can be made using grievance procedures.

GENERAL STUDENT INFORMATION

Application to Study

All first time prospective students should apply to Tabor College Tasmania using the prescribed *Application form* available from the College office or the College website www.tabor.tas.edu.au. Applications should include a colour passport-sized photo (can be sent via email to registrar@tabor.tas.edu.au), proof of citizenship and a statement addressing the criteria as detailed on the prescribed application form, and provision of the nominated number of referees. Applications should be received at least two weeks prior to the commencement of a semester.

As part of the application process, students are required to attend an interview with one of our staff to discuss their aspirations, study-load, enrolment and financial obligations. Students will be informed by letter of the receipt of their application, and of their acceptance or non-acceptance into Tabor College. Appeals regarding non-acceptances can be made using the grievance procedures explained elsewhere in this handbook.

Attendance

Students are expected to attend all prescribed sessions for their course of study. Partial attendance or late attendance at sessions may be considered to be an absence, at the discretion of the lecturer.

When a student is aware that they will be absent, notification must be given to the College prior to the session, if possible, and the lecturer informed. When circumstances don't allow for early notification, a phone call to the college will be accepted. A notified absence is designated as an 'excused absence'. The student will complete an *Absentee Notification form* - available from the mail centre or the College website www.tabor.tas.edu.au and given or emailed to the Registrar as soon as is practicable. If no notification of absence occurs, the absence will be designated as an 'unexcused absence'. The lecturer will report to the Registrar via the Lecturer Session Report any unexcused absences for two consecutive sessions.

Persistent unexcused absences may result in compromise of academic outcomes. Attendance of at least 75% of prescribed sessions is required for a student to pass a subject.

College Community

A College Community lunch time session is held every week at Tabor, as indicated on the timetable for each semester. This is an important time for subjected worship, prayer, reflection, sharing and inspiration, and forms part of the course work for the Spiritual Formation subject. College Community is compulsory for all credit students. When unable to attend, students will submit an *Absentee form* available from the mail centre or the College website www.tabor.tas.edu.au and given or emailed to the Registrar as soon as is practicable

College Year

Tabor College runs on two 14 week semesters each year, with a semester break between each semester. Public and school holidays are also allowed for. The College Calendar and Timetables are available on the College website at www.tabor.tas.edu.au.

Computers and Internet Access

There are two computers available for student use in the study room adjacent to the library. One is simply for word-processing assignment work. The second is part of a radio-linked LAN network and is Internet-linked. Each is connected to a printer. A manual giving details and conditions of use is available beside the computers. Additional internet access ports are available to students adjacent to the mail centre wall. Students should bring their own internet cables to connect to the ports.

Enrolment

All continuing students must enrol in the subjects of their choice each semester using the *Enrolment form*. Tabor does not automatically enrol students. Students should select from the subjects on offer in a semester, taking care that their selection meets their study needs, and that they have any required prerequisites for each subject. It is recommended that students seek advice from the appropriate Faculty Head before finalising their enrolment. Enrolments should be lodged with the Registrar at least two weeks before the commencement of a semester, or subject.

Enrolment Variation

Any variations to enrolments must be notified using the *Variation of Enrolment form* – available from the mail centre or the College website www.tabor.tas.edu.au

Variations include:

1. Withdrawal from subjects must be notified using a *Variation of Enrolment form* For full details see 'Refund of Fees' under Financial Practices contained within this handbook.
2. Enrolment in subjects – after a semester has commenced.
3. Changing credit status – Degree level to post graduate level or vice versa, diploma to degree or vice versa, or diploma level to audit or vice versa. This can only occur within the first two weeks of a subject, unless special circumstances apply.
4. Variation forms must be placed in the 'letter-box' in the mail centre or emailed to registrar@tabor.tas.edu.au. Verbal notification will not be accepted or acted upon. Students should advise lecturers personally of changes in their enrolment.

Entrance PIN

Both the entrance to the college area at the back of the premises and the library at the front of the premises are kept locked for security reasons. If locks have been 'disarmed' (green light on back door key pad, and 'OPEN' sign on library door) the secret code number will give you access. This number may be obtained by ringing Tabor office or asking your lecturer. The same code opens both doors. Please keep this number confidentially to ensure the safety of the premises.

Food and Beverages

Self-serve tea and coffee is available in the main foyer and in the study room. Students are requested to make a contribution to this service by placing donations in the tin provided. Each student is responsible for maintaining the cleanliness of the kitchens at all times.

Graduation

A graduation ceremony for Tabor students who have completed their course is held each December. The date is shown on the College Calendar. All student fees must be paid up to date in order for a student to graduate.

Internal Mail

Each student, staff member and lecturer has a named folder through which internal mail, notices and assignments are distributed. This is located in the study room behind the left roller door. Students are to check their folders regularly. In addition, there is a locked 'letter-box' for delivery of assignments and documents to the Registrar. Notices placed in the internal mail system must not contravene the Solicitation rules explained in the Policy section of this handbook. Students may also be corresponded with by the College via email, including for provision of financial statements of account and transcripts.

Koorong Discount

Tabor students are offered a 15% discount on all items (excluding sale items), at the Koorong Bookshops in Hobart and Launceston. To receive this discount a current student ID card must be shown.

Marketing

Photographs, digital, audio and visual images taken during College activities that may include students will be used by the College for training and promotional purposes. Any student not wishing for this to occur should notify the College in writing.

Mobile Phones

As a courtesy, all mobile phones must be turned off during classes. If you need to have it turned on for something important, please seek permission from the lecturer and turn off the sound.

Orientation and Spiritual Emphasis Week

Each year, in the week prior to the commencement of semester one, Tabor holds an orientation and spiritual emphasis week. This time will acquaint students with college requirements, physical facilities and access to resources. In addition, guest speakers will speak and encourage spiritual development. Attendance at this week is compulsory for full-time students. Part-time students should attend as many sessions as possible. Students will be given opportunity to raise individual issues with the teaching staff.

Parking

Please note – there is no parking provided for students on the college premises in Hobart. All car park spaces are commercially rented out by Grace Christian Church. The nearby Council car park is convenient and provides a three hour duration. Worldview College in Launceston offers parking for northern students.

Photocopying

A photocopier is provided within the mail centre area for students wishing to make photocopies. To use this facility students will need to pay upfront a \$10 fee to Tabor, which represents a prepayment of 100 copies @ .10c each. to the Tabor office and be set up with your personal PIN to access the copier. If your 100 copy entitlement has been depleted access to the photocopier will be restricted, however you may top up your entitlement through paying an additional \$10 fee to Tabor. Copying related to College work may be made and paid for through the Registrar. All copying for purposes of individual research and study must comply with section 40 of the Copyright Act 1968.

Smoking

Tabor College is a smoke-free environment.

Solicitation

Solicitation of any kind, including selling, marketing or collecting donations; must be first approved by the College Registrar. The lodgement or display of any advertising material without permission is prohibited.

Staff and Lecturer Availability

Staff and Lecturers are committed to students and the successful completion of their studies. Therefore, they make themselves available to discuss with students any areas of concern related to their subjects or which affect their studies in any way. Contact details for lecturers can be found on the cover sheet of Subject Outlines. The Executive Officer and Heads of Stream are available for personal interviews by prior appointment.

Student Card

Each student is requested to supply a colour passport-sized photo (electronically if possible) of themselves each year to be included on their student ID card. Student cards are only valid for one year and will be distributed in the first week of study. Photos on expired cards may be recycled. A fee of \$5 will be charged for replacement of a lost student card.

Student Support

Where personal issues arise for students, College staff members are available to listen and/or help. However, students are encouraged to seek support through their own pastoral care avenues in their churches.

Study Room

The study room is adjacent to the library and is open for student usage during library hours. Students are asked to respect each other's needs and maintain this area as a quiet environment. Students are requested to refrain from reheating or eating foods that are strongly odiferous within this area.

Study Techniques

This is compulsory for all students until the tutor indicates that your level of competence is satisfactory. A study skills manual and Harvard referencing guides are also available at www.tabor.tas.edu.au.

Text books

The cost of prescribed text books is not included in Course fees. Purchase of any required text books is the responsibility of the student. Except for the Creative Living subject, the College does not stock or sell text books. Koorong Bookshop in Criterion Street pre-order text books for the College.

ASSESSMENT STRATEGY

Assessment methods

Assessment of achievement/proficiency is undertaken for each subject in the course. Between subjects there are differences in assessment methods. Assessment methods undergo regular review to determine their effectiveness and suitability as learning tools. It is expected that assessment tasks collectively reflect the focus of the course of study.

Common assessment tasks include:

- written assignments - essays, reports and tutorial/discussion papers
- oral presentations and contributions to tutorials
- practical exercises in the classroom and in field situations
- progress tests/examinations/alternative assessments

Written assignments are normally prepared in non-contact time with access to resources (e.g. library, Internet, resource persons, etc.). Examinations and tests normally take place under closed-book conditions, although occasionally, open-book examinations may be used. Assignments must be submitted by due dates or penalties will be applied, unless, for genuine reasons, extensions have been sought and granted.

Assessment is based on the extent to which an assessor considers that a student has achieved the particular objectives of the subject concerned. These objectives are detailed in the subject descriptions. Generally, a grade is assigned which indicates the student's assessed level of achievement/proficiency; however, non-graded assessment may be used in occasional subjects.

For the successful completion of each subject, the following are normally required:

- punctual attendance at, and participation in, all prescribed sessions except in extenuating circumstances where formal exemption from this requirement has been granted
- a reasonable attempt at each assessment task
- a satisfactory aggregate mark/subject grade

Assessment grading

Grades used to indicate a student's level of achievement of proficiency range from High Distinction to Fail 2, as described below.

- **High Distinction (HD): 85-100%** - an extremely high level of expertise/ competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Distinction (D): 77-84%** - a high level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Credit (C): 67-76%** - a commendable level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Pass 1 (P1): 60-66%** - an adequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Pass 2 (P2): 50-59%** - a barely adequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved and practical and/or presentation skills.
- **Fail 1 (F1): 40-49%** - an inadequate level of expertise/competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.
- **Fail 2 (F2): 0-39%** - a very inadequate level of expertise/ competence in demonstrating understanding of the topic, comprehension of the concepts involved, and practical and/or presentation skills.

Note: Tabor College Tasmania may also use the categories: incomplete (I); non-graded pass (NGP); recognition of prior learning (RPL); repeated (R); status (S); withdraw not fail (WN); withdrawn – compassionate grounds (WC) and exemption (X).

Pass marks, resubmissions and repeats

Tabor College Tasmania's policy with regard to these matters is defined in the *Pass Mark, Resubmission and Re-Marking Policy* and the *Repeating Failed Subjects Policy*. These policies are subject to review from time to time by the Academic Standards Committee and the Academic Board. The policies are outlined in brief below.

To pass in a subject, an undergraduate student must gain at least 50% of the total marks available in that subject. A student who scores below 50% for a particular assignment/ exercise will normally be permitted to resubmit or repeat that assignment/exercise, within a clearly specified timeframe, but will not be able to score more than 66% for that assignment/exercise.

A student who fails a test or examination may be granted a supplementary test or examination after a further period of study, if the student's performance in other components of the assessment has been satisfactory.

A student will not be permitted to repeat a failed subject more than twice without permission from the Faculty Head and at least two other faculty members.

A number of key skill-based counselling subjects are assessed on the basis of critical competencies required for professional competence. Students who fail these subjects more than once or in more than one subject may be given academic support regarding their career choice.

Late assignments

Due dates for assignments are clearly specified on the Subject Outline information sheets that students receive. If a student requires an extension (up to a maximum of two weeks), they must submit an *Assessment Extension Request form* (available from the Mail Centre or the College website www.tabor.tas.edu.au) directly to the subject lecturer before the due date of the assignment. Verbal requests will not be accepted. The form details the extension required and the reasons for it. Extensions of this type are granted at the lecturer's discretion.

If granted, the lecturer will sign the revised due date on the form and return it to the student. If granted, the student should attach the signed *Assessment Extension Request form* with the *Assignment Cover Sheet* to the assignment and submit it in the usual way.

Extensions requested after the due date will not be accepted unless there are exceptional circumstances involved. Taking too many subjects at a time, or poor time management are not acceptable reasons. Extensions will not be given beyond the end of a semester unless there are exceptional circumstances involved.

Grading penalties will apply for late assignments. With a signed *Assessment Extension Request form* attached, the revised due date will apply. Penalties will be applied for late submission of assignments as follows:

- Loss of 10% of available marks for assignments up to 2 days late
- Loss of 20% of available marks for assignments 3 to 7 days late
- Loss of 40% of available marks for assignments 8 to 14 days late
- An automatic fail for assignments over two weeks late

Marking of Assignments

Tabor College Tasmania's policy with regard to these matters is defined in the *Assessment Policy*. This policy is subject to review from time to time by the Academic Standards Committee and the Academic Board. The information below is a summary taken from the policy.

Assessment is both summative and formative. Assessors (markers) are expected to give reasons for the grades that they assign and to comment on the strengths and weaknesses of the work assessed. Where a student scores below 50%, feedback from markers will usually involve both written comments and personal counselling with directions for the further study necessary in each individual case.

Plagiarism and Honesty

Students are required to properly and accurately acknowledge all sources they use in research and assignment work. Using the work of others without referencing the source is 'plagiarism', and is a serious breach of academic ethics. Further information on referencing can be obtained from the Tabor *Study Skills Manual*. Work that students submit must be their own, not the expression, or wording, or work of others. Copying of others' work, or the substitution of names on any assessment work, is dishonest and unacceptable.

If a lecturer or assessor detects plagiarism or dishonesty they will inform the student and discuss the situation with them. If plagiarism or dishonesty is proven, the matter will be referred to the Academic Standards Committee who will recommend action.

A student who loses marks because of academic dishonesty or who is notified by the Executive Officer or the Faculty Head that they are being investigated for a reported instance of academic dishonesty shall have the right to submit an appeal in writing and to present their case in person to a College Faculty meeting. The student will be notified of the result in writing.

ARTICULATION AND CREDIT TRANSFER

Advanced Standing

Advanced standing may be granted when it is deemed that a student's application for academic credit for a subject is partially satisfied but that further bridging work is required for the student to meet the objectives of a subject, as in upgrading from one level to the next level. The cost is 50% of the enrolled subject.

Credit transfer, status and recognition of prior learning

Tabor has a formal RPL and credit transfer process which is available to all students. Subject credit may be granted towards a Tabor College Tasmania course for assessable learning outcomes achieved through formal and/or informal learning, work related experience and/or life experience, to an extent that is consistent with maximising student progression while maintaining established academic standards.

Applications for RPL will generally be considered during the first semester of a student's course of study, and not for subjects in which applicants are currently enrolled. Heads of Stream can provide initial advice regarding areas of prior learning for which an application for recognition should be made.

Applicants for RPL should ask the Registrar for a *Request for Recognition of Prior Learning Application Pack form*, and follow the process for submission, completing all of the required templates and submitting evidence to support the application. The assessment will be completed and the applicant notified of the outcome in writing within 4 weeks of receipt of the detailed submission. Associated fees are outlined in the *Payment of Fees* section of this handbook. Further detail regarding credit transfer, status and recognition of prior learning is contained within specific course handbooks.

DELIVERY MODES

Flexibility

Normal delivery modes are: lectures, tutorials, reading, field visits, practical exercises, written feedback from markers on student assignment work, oral and written feedback on practical exercises, and supervised reflective analysis. Day and evening classes, full-time, part-time and intensive study options may be available. The course may be offered on campus or in external or flexible mode. Prospective students should note, however, that whatever the mode of delivery, the nature of some subjects required as part of this course is such that to ensure achievement of learning outcomes personal attendance may be required at lectures, tutorials, practicums, other learning experiences or assessment tasks. Off Campus study is available through Tabor College Tasmania, provided the student is enrolled at TCT in at least one face-to-face class. A list of available subjects for off campus study can be obtained from the Registrar. Students are allocated a lecturer for support, and all assignment work is marked through the Hobart campus.

COURSE FEES

Payment of College Fees

Prompt and diligent payment of fees is considered to be an important aspect of proper student conduct at Tabor. All students undertake, when signing application and enrolment forms, to pay their fees according to College procedures. This is a serious undertaking and all aspects of financial matters will therefore be dealt with in a business-like manner.

Payment of fees is outlined below. Students cannot attend any College classes until these minimum conditions have been met. No discounts apply.

Table VEA: 2009 Tuition Fees for Audit, Certificate and Diploma Subjects

Subject fees	Domestic Student Tuition Fee
Audit fee per standard subject	\$220
Any standard core VET subject	\$440

Table HE1: Higher Education Tuition Fees for Standard Subjects

Subject of study	Equivalent full time student load (EFTSL) value	Credit point weighting (cp)	Fee per credit point (\$)	Subject fee (\$)
Undergraduate				
Any standard subject in an associate degree or ordinary bachelor degree course*	0.0625	3	166.66	500
	0.125	6	166.66	1000
	0.25	12	166.66	2000
Graduate Entry and Postgraduate				
Any standard subject in a graduate certificate or graduate diploma	0.0625	3	183.33	550
	0.125	6	183.33	1100
	0.25	12	183.33	2200

* See Table HE2 below for non-standard subjects with special fees

Any subject designated as Advanced Standing will have "AS" appended to the subject code. The subject fee for ETFSL value is calculated at 50% of the standard values for that subject.

Table HE2: Higher Education Tuition Fees for Other Subjects with Special Fees

Subject of study	Equivalent full time student load (EFTSL) value	Credit point weighting (cp)	Subject fee (\$)
CO2224 Counselling Skills 2, incorporating CO1001 Reflective Counselling Experience	0.125	6	1300

Brief Information on FEE-HELP Loans

Eligible students in any of Tabor College Tasmania's higher education courses (associate degrees, graduate certificates, and graduate diplomas) can obtain a FEE-HELP loan to cover the cost of their tuition fees.

FEE-HELP is a Commonwealth Government loan program (introduced in 2005) to assist eligible students in higher education courses offered by approved institutions to pay their tuition fees.

To be eligible for FEE-HELP you must be an Australian citizen or holder of a permanent humanitarian visa who will be resident in Australia for the duration of the subject (i.e. subject of study).

Eligible students will be able to borrow the full tuition fees charged by Tabor College Tasmania Inc up to a maximum of \$83,313 (in 2009, indexed) over their lifetime.

A loan fee of 20% will apply to FEE-HELP loans for undergraduate courses, but not for postgraduate courses. The loan fee is not included in the limit.

FEE-HELP will be available for full-time and part-time study.

Students who wish to do so will be able to pay all or part of their tuition fees up-front and to take a FEE-HELP loan to cover any balance. The 20% loan fee will apply only to the amount that is borrowed.

FEE-HELP loans are repaid through the tax system on a sliding scale, starting once a person's income is above the minimum threshold for compulsory repayment (\$41,594 in 2008/09) and are indexed annually.

Further information about FEE-HELP is available on the Department of Education Science and Training's website: <http://www.goingtouni.gov.au> or in hard copy from the registrar at Tabor College Tasmania Inc.

Abstudy and Austudy

Tabor students eligible for Centrelink's Austudy allowance must be studying and maintaining at least 75% of a full time load. For diploma level students this means 4 subjects each semester, for undergraduate degree students this means 3 modules each semester. Students are reminded that Abstudy and Austudy are basically a living allowances and do not allow for the cost of student fees. Students are fully responsible for their own application to Centrelink and payment of fees. The College is regularly required to report to Centrelink on students' study status

Payment of Tuition Fees by Upfront Payment

Diploma and Audit students – Tabor Tasmania requires at least \$440 per enrolment from Diploma, and \$220 per enrolment from Audit students as an up-front payment by the first week of study. A 10% administration fee will be added to all outstanding accounts in the second week of semester, and the balance will be required to be paid in 7 fortnightly payments, finalising the account by the end of the semester. If you have any problems with this expectation, or require special arrangements for payment, please talk with the Business Manager as soon as possible.

Degree and Graduate Diploma students who do not wish to apply for FEE-HELP must pay their fees in full by the first week of semester. The College does not offer the option of paying degree or graduate diploma level fees by instalments throughout the semester.

Continuing Degree and Graduate Diploma students paying part upfront part FEE-HELP. If you wish to pay part or all of a semester's fees you need to make the payment before the census dates, prior to 10th March 2009 (Semester 1) and 10th August 2009 (Semester 2), as the balance of any outstanding fees for a semester as at the census date will be added to your FEE-HELP debt.

Degree and Graduate Diploma students who did not apply for FEE-HELP last semester and who intend to apply for FEE-HELP this semester, please ensure that you have collected and read a copy of the *FEE-HELP Information booklet*, and an *Application form*. This form needs to be submitted prior to the census dates, prior to 10th March 2009 (Semester 1) and 10th August 2009 (Semester 2).

Graduate Diploma students – you will need to pay your full fees by the first week of semester, or fill in an Application form for FEE-HELP to cover your Graduate Diploma fees. If you have previously applied for FEE-HELP with regard to a degree course, you will need to submit a fresh application for your Graduate Diploma course if you wish to use FEE-HELP. FEE-HELP forms need to be submitted prior to the census dates, prior to 10th March 2009 (Semester 1) and 10th August 2009 (Semester 2).

Advanced Standing - when Advanced Standing is granted, the fee will be 50% of the normal fee for the subject in which they are being accredited.

Method of Fee Payment

Fees can be posted to the college, or payment can be made to the Registrar located on the second floor at the front of the college building. Credit/debit and Eftpos cards can be accepted with minimum \$20 (no cash withdrawals allowed). If you prefer to transfer funds electronically, our banking details are as follows – please ensure that you include your name in the transaction: Commonwealth Bank, BSB: 067 000 A/c No: 10437449 Name: Tabor College Tasmania Inc.

Non-payment of fees

Non-payment of fees will result in:

- Student enrolments being refused or cancelled. Suspension or termination from College may apply in some cases
- Overdue monthly letters, the primary objective of which is to have the student pay off their account in full, or at least to commit to regular payments over time. Unsatisfactory outcome after 3 months will result in the College obtaining the services of a debt collection agency
- Subject results remain 'not-complete' until fees are fully paid
- De-barring from receiving awards for courses
- De-barring from receiving Statements of Attainment

Up-to-date student accounts can be requested from the Business Manager (email: accounts@tabor.tas.edu.au)

Refund of fees

Refunds for fees paid by students to Tabor are given as follows:

- If a subject is cancelled by the College a full refund will be given to students for any fees paid for that subject.
- Students (both Fee-Help and self-paying) who withdraw after commencement of a subject and before the relevant census date will incur a penalty fee of \$200 for each subject. Any subject fees already paid by the student will be refunded in full. The penalty fee will then be charged.
- Students (both Fee-Help and self-paying) who withdraw after the census date are liable for full payment of the subject fee.
- Students who believe that their withdrawal after the census date is due to extenuating circumstances may apply to the Registrar to have any fees they have paid refunded, or where applicable, their Fee-Help balance for that subject re-credited. See Fee-Help Information book for full details.

The Registrar must be notified of withdrawals as soon as possible using the Tabor *Variation of Enrolment Form* available from the mail centre and from the website www.tabor.tas.edu.au.

Tuition Assurance

In the event that Tabor College Tasmania Inc. ceases to provide a course of study in which a student is enrolled, the student is entitled to a choice of:

- a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement subjects (this is known as the "Course Assurance Option"). A student will receive full credit from the Second Provider for any subjects of study successfully completed at Tabor College Tasmania; OR
- b) a refund of his or her up-front payments for any subject of study that the student commences but does not complete because Tabor College Tasmania Inc. ceases to provide the course of study of which the subject forms part (this is known as the "Student Contribution/Tuition Fee Repayment Option")

LIBRARY

The library is available for use by all faculty, staff and currently enrolled students of Tabor College, and by non-Tabor students who have purchased borrowing rights.

Hours of Operation

During semester, the library is open during Mondays to Fridays from 9am – 5pm. Access to the library will only be possible by using the access code during opening hours. Evening and distance students may contact the Librarian by email, by leaving requests in her folder in the mail centre or by telephoning 6231 5889 during opening hours.

Librarian

The current Librarian is Ruth Jones who is available to assist you during Tuesdays to Thursdays from 10am to 4pm.

Borrowing Library Items

Checking out of library loans is done using the circulation terminal near the library exit/entrance. A student library card is necessary for this procedure.

1. Select '1.Loans', then press enter
2. Scan your library card barcode to 'open' your account
3. Scan the barcode of each book (top right hand corner on back cover).
4. Scan 'finish' (barcode on bottom right hand corner of monitor)

Important - once a loan has been registered on the system, write or stamp the due date on the date due slip in the front of the library book.

Charges

Late Returns - fines will be payable on late returns. Seven day loans will incur a fine of 25c per item/per day. Seven day and overnight loans will incur \$1.10 per day. Borrowers holding items for 3 weeks over their loan period will forfeit their borrowing privilege until those items are returned.

Lost Items - replacement costs will be charged for library items which are lost. Any item which is 3 months overdue will be considered lost and the appropriate charge will be applied.

Damaged Items - borrowers will be charged a minimum fine of \$20 if library items are returned in poor or damaged condition. Please do not repair books in any way. Return them to the Librarian. External library user fees are non-refundable.

Loans

Non-reference resources are either seven days or three weeks. Some reference books are available for overnight loan. A maximum of 6 items may be borrowed at any one time.

Library Cards

Your library card will be valid for the length of your enrolment at Tabor College Tasmania. At the end of your studies it is to be returned to the Librarian. A fee of \$5 will be charged for replacement of any lost or damaged library cards.

Other Libraries

We recommend students also use these libraries which are within walking distance of the college:

- | | |
|---------------------------------------|-----------------------------------|
| The State Library of Tasmania | (Cnr Bathurst and Murray Streets) |
| St John's Presbyterian Church Library | (69 Davey Street) |

Searching the Catalogue

The library database can be searched, and items located using the computer terminals in the library, or computer B in the study room. Any queries related to searching may be directed to library personnel.

Returning Library Items

When returning library items, place them in the trolley which is by the entrance door. However, if a reserve message is attached please leave the item with the Library Manager (do not leave it in the basket).

Reserving an Item

Reservations can be made using the public access module on the circulation terminal, or computer B in the study room. Follow instructions given on the screen. Alternative you can reserve items by using a Request Loan form available in the library and the mail centre.

Shelf Arrangement

Tabor library uses the Dewey Decimal Classification system to group its books and other resources. Classification details are available in the library.

HEALTH AND SAFETY

Tabor College Tasmania Inc. recognises its obligations under the *Workplace Health & Safety Act 1995*, and is committed to providing and maintaining, for all its students, staff and voluntary workers, a safe and healthy work environment.

It recognises the importance of a preventative approach to health and safety issues, and the need for setting in place and monitoring clear responsibilities and practices. The Board of Management is responsible for ensuring that every person works under safe conditions, and that appropriate and clear information and instructions are given.

However, it is the responsibility of all students, staff members and workers to take reasonable care for their own safety and to ensure that their work practices do not endanger themselves or their colleagues. It is their obligation to observe all safety regulations and directives, and to report any unsafe conditions, practices or equipment.

The statutory requirement of 'Responsible Officer' is carried out by the Registrar but does not diminish the responsibility of each staff member who has a position of authority within this workplace.

Duty of care

A duty of care is a legal responsibility. General duties of care are central to the legislation, requiring all workplace participants to take practicable steps to ensure that health and safety measures are met.

An employer's principal duty is to take all practicable steps to protect the health and safety of employees at the workplace. This requires the provision of a healthy, safe work environment. Employers must also take all reasonably practicable steps to ensure that others, such as visitors near or at the workplace, are not exposed to health and safety risks.

An employee or volunteer has a duty to act responsibly and perform work tasks in accordance with safety standards and directives, which apply to the particular workplace. Students, employees and voluntary workers are expected to take reasonable care to protect the health and safety of themselves and others. Any incident which occurs on the premises, must be reported to the Safety Officer and Registrar or senior staff as soon as possible. Failure to do this may jeopardise a subsequent claim for compensation. Near accidents, incidents or hazards should also be reported to the Safety Officer or to a senior staff member.

Hazard identification

The provision of a safe workplace by the employer requires the identifying and assessing of hazardous equipment, conditions or practices within the workplace, and then acting to eliminate or control them. Hazard identification is the first stage in the prevention process.

Safety & Emergency Procedures

Tabor staff should be notified immediately of anyone experiencing health difficulties, or of safety hazards or incidents. First Aid cabinets are located in the kitchen at the back of the complex, and in the photocopy room at the front of the complex.

In the event of an evacuation, all staff and students must leave the building as quickly as possible through the nearest available exit to a designated evacuation assembly point. Follow all instructions given by staff or emergency services officers. Remain at the evacuation assembly point and do not re-enter any buildings until permitted to do so. Fire extinguishers are located throughout the complex.

GRIEVANCE PROCEDURES

A student, a person seeking to enrol in a study program, or a staff member of the College may make an informal complaint or a formal complaint/appeal. Students of the College or those seeking to enrol in a course of study with the College are entitled to access the grievance procedures set out in this handbook, regardless of the location of the campus of the College at which the grievance has arisen, the student's place of residence or the mode in which they study. This procedure is free of charge. A complaint made by a former student of the College will be considered, according to the College's grievance procedures, for up to 24 months from the time when the student ceased enrolment with the College.

Academic and Non-academic

1. An informal complaint may be made orally or by email.
2. A formal complaint or an appeal must be made in writing and signed by the complainant.
3. Formal complaints/appeals should be addressed to the relevant senior staff member (see below).
4. Informal complaints may be dealt with informally whereas formal complaints/appeals will receive a written response, indicating the outcome and the reasons for the decision.
5. Complaints/appeals must always be dealt with in a constructive and timely manner.
6. The receipt of a formal complaint/appeal must be acknowledged in writing within 7 days.
7. Every effort must be made to ensure that decisions on formal complaints/appeals are made within 28 days and that the complainant/appellant is notified promptly of the decision in writing and advised of further avenues for appeal, where appropriate.
8. Reasons and a full explanation in writing for decisions and actions taken as part of these grievance procedures will be given in writing to the complainant/appellant and/or respondent, if requested by either the complainant/appellant or the respondent.
9. Where action is taken as the result of a complaint/appeal, the College will make every effort to ensure that all students or staff members who may have been affected receive equitable treatment and that no resultant victimisation occurs.
10. Written records of formal complaints/appeals and their outcomes will be kept strictly confidential and filed in a sealed envelope, in a strictly confidential locked filing cabinet with access restricted to authorised personnel specified by the Executive Officer or the College Registrar. These records will be kept separate from the personal files of students and/or staff members, except where disciplinary action has been taken, in which case documentation will be included in the student and/or staff member's personal file. Records will be kept for at least seven years. Parties to the complaint/appeal will be permitted supervised access to these records and may attach comments should they so desire.
11. The College will take great care to ensure that the implementation of this grievance process and the keeping of records related to it are managed in such a manner as to avoid victimisation of either the complainant/appellant or the respondent.
12. In the first instance, complaints should normally be discussed with the person/persons involved. However, if this does not resolve the problem, or is inappropriate or impracticable, complainants should communicate with one of the people listed below.
13. Generally, complaints should be directed to the first person listed in relation to any of the specific areas shown, but if the problem is related to this person, an alternative listed person should be selected.
14. *Complaints about academic programs* - Lecturer, Faculty Head or Executive Officer;
15. *Complaints relating to faculty decisions* – Lecturer, Faculty Head or Executive Officer;
16. *Complaints relating to academic records, academic transcripts, conduct of exams, or entry into a course of study* – Registrar, Faculty Head or Executive Officer;
17. *Complaints relating to reviewable decisions relating to assistance made under the Higher Education Support Act 2003* – Executive Officer;
18. *Complaints relating to assessments for credit transfer, recognition of prior learning or recognition of current competencies* – Registrar, Faculty Head or Executive Officer;
19. *Complaints relating to discrimination or victimisation* – Faculty Head or Principal;
20. *Complaints relating to harassment* – Registrar, Faculty Head or Executive Officer;
21. *Complaints relating to other matters* – Registrar, Faculty Head or Executive Officer.

22. Formal complaints will be handled as directed by the Executive Committee, normally through a small subcommittee appointed for this purpose. The Executive Committee will ensure that no decision-maker or decision-making body is biased or has a personal interest in the matter under consideration.
23. In each instance the complainant and/or respondent will be offered the opportunity to seek advice and/or advocacy from, and/or to be represented by, a third party, if desired.
24. In each instance the complainant and/or respondent will also be offered the opportunity to formally present their case and to have an independent person/group/committee appointed by the Executive Committee involved in assessing the situation.
25. Should the complainant consider that their complaint has not been satisfactorily addressed through the above mechanisms, they may seek a review of the situation, according to the practices described in section 7 below.
26. If a complaint is investigated and found to be unsubstantiated, vexatious or frivolous, the respondent is entitled to an apology and to the destruction of all records pertaining to the complaint.

Further grievance provisions

- Should complainants be dissatisfied with the outcome of a formal complaint and desire to appeal against this outcome, an appeal in writing, signed by the appellant, requesting reconsideration of the decision made, may be submitted through the appropriate channel listed in point 14 above.
- An appeal must be submitted within 28 days of the official notice of the outcome of the original decision regarding the complaint.
- An appeal will normally be handled in a similar manner and according to the same timeframes as a formal complaint.
- If, after the matter has been reconsidered the appellant is still dissatisfied, they may appeal in writing to the Board of Management for the matter to be submitted to an external dispute resolution process. The person who will conduct this review is Professor Carey Denholm, Dean of Graduate Research, University of Tasmania. Complaints will be addressed within 30 days. If Professor Denholm makes recommendations in relation to a grievance he has reviewed, Professor Denholm will forward those recommendations to the Executive Officer at Tabor College Tasmania Inc. within a further 7 days, who will ensure that the recommendations are implemented within 30 days.

Glossary of terms

Appeal: a written request for the reconsideration of a decision made in response to the outcome of a formal complaint.

Appellant: a person who lodges an appeal.

Confidentiality: limiting disclosure of information relating to a complaint or appeal to as few people as possible, and only to those who are legitimately involved in the process of resolving the matter.

Complainant: a person who makes a complaint in accordance with the procedures outlined in this document.

Conciliation: a process of seeking to resolve, to the satisfaction of both parties, a complaint made by one party against another, generally with the assistance of a neutral third party (the Conciliator), who may have an advisory role, but not a determinative role in the outcome of the process. Conciliation involves identifying disputed issues, developing options, considering alternatives and endeavouring to settle a complaint by mutual agreement, as well as calling for other evidence pertinent to the case, and the giving of impartial advice.

Discrimination: any action, direct or indirect, which disadvantages an individual and/or a group. Discrimination may be embedded in or take effect through the operation of a system.

Direct discrimination: where people are treated less favourably because they belong to a particular group or category of people.

Indirect (or systemic) discrimination: when there is a common requirement (a rule, policy, practice or procedure), which has an unequal or a disproportionate effect or result on a particular group or groups.

Formal complaint: a complaint is a grievance submitted to the College in writing (or in some other appropriate format if the complainant is prevented by a disability from making a written submission).

Grievance: a grievance is a concern or complaint, relating to perceived unfair treatment, discrimination, victimisation or vilification connected with work or study at Tabor College Tasmania; a complaint is a grievance expressed either formally or informally in accordance with the practices outlined in this document; an appeal is a request for reconsideration of the outcomes of a grievance process.

Harassment: behaviour, comments or images that are unwelcome, offensive or intimidating, and that in the circumstances, a reasonable person should have expected would be offensive or intimidating.

Informal complaint: a complaint made orally or by email.

Natural justice: justice that operates according to (1) the fair hearing rule and (2) the no bias rule. Hence (1) all parties must be given the opportunity to present their case, to be fully informed about any allegations and decisions made and to have the right to be represented by another person; and (2) a decision-maker must have no personal interest in the matter and must be unbiased.

Respondent: a person against whom a complaint has been laid and who is involved in any process involving mediation, conciliation, or investigation.

Staff: (for the purposes of this policy) any employee of the College and any staff visitor, such as a visiting fellow or adjunct appointment, whether or not those persons are employees of the College.

Student: any enrolled student of the College.

Victimisation: an act or acts causing someone to suffer for something that is not essentially a fault. It includes imposing unjust penalties or practices on a person as a result of a complaint.

Vilification: the public incitement of hatred, serious contempt or severe ridicule of a person on the basis of the race of that person. Vilification does not include legitimate academic debate.

RECORD KEEPING & CONFIDENTIALITY

Student record keeping including confidentiality and security of student records is to be ensured through all the processes of enrolment, attendance, student behaviour, assessment and the issuing of awards in accordance with the requirements of the Tasmanian Qualifications Authority and other regulatory authorities where appropriate. Verbal or written reference, discussion, copying, or transmission of the following records, in any form, is restricted to the entities identified in the table below.

Type of record	Access restricted to
Student Application and Enrolment forms	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, External Auditors, Funding Authority
Student assessment results, module results and RPL results	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President
Student accounts	Student, Business Manager, Registrar, Executive Officer, Executive Board, External Auditors
Student correspondence	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, staff to whom it is addressed
Student pastoral care notes	Student, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President, relevant teaching staff
Subject Feedback forms	Subject-lecturer, Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Executive Officer, President
College Feedback forms	Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Academic Board Quality Committee, Executive Officer, President
College Feedback analysis	Registrar, Business Manager, Faculty Heads, Academic Standards Committee, Academic Board Quality Committee, Executive Officer, President
Staff files and employment forms	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Organisational files	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
General correspondence files	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Financial transaction records	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors
Financial reports	Registrar, Business Manager, Faculty Heads, Executive Officer, Executive Board, External Auditors and Funding Authorities



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