



Academic policy

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Academic Schedule

Academic schedule is created to help students progress in course by covering all the required units. It is subjected to change. Students are immediately informed if there is a change in schedule.

Academic schedule is sent individually to all students and uploaded in the learning platform, Moodle, one week before term start date.

The academic schedule does not apply to the students who are enrolled under “special circumstances” such as mid-term or extension of the course. They will be issued different academic schedule and updated/ notified by email/ phone.

Course Progress

To progress into the next term, student needs to:

- **Finalize and successfully complete all units in previous term.** The successful completion means receiving satisfactory standing for each unit covered in the previous term both in theory and practical components. Submission of units after the designated deadline will be considered as late submission and not satisfactory grade will be awarded for the assessment.
- **All the previous outstanding fees must be paid before the commencement of the new term.**

The following applies if any of the above-mentioned criteria are not met.

- **Course Cancellation / COE cancellation:** We as an RTO reserve the right to cancel COE based on poor academic performance.
- **Course extension:** Only if a student can provide with relevant supporting documentation.
- **Early intervention meeting (EIS):** At the end of each compulsory study period, students must be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy is implemented. The intervention strategy must be activated within the first 4 weeks of the following study period.
- **Re-attempt Fee:** Applies based on number of outstanding units from the previous terms and with acceptance from college Principal.

Academic warning emails

If a provider identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the provider must notify the student of its intention to report the student to DIBP for unsatisfactory progress. The provider does this through the written notice described below:

The written notice (of intention to report the student for unsatisfactory progress) must inform the student that he or she is able to access the registered provider’s complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so. A student may appeal on the following grounds:

- Failure to record or calculate a student’s marks accurately.
- Compassionate or compelling circumstances.
- Provider has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

Assessment Submission

Assessments need to be submitted before deadline. Students cannot ask for extensions without providing compassionate and compelling reasons to academic staff member such as doctor's note.

Students are responsible for meeting the designated deadlines specified in academic schedule. If a student has trouble submitting assessments, he/she needs to email to academic@libertycollege.edu.au several days before the official deadline.

Students need to utilize our video recordings, learning guide and PPT under each unit in the Moodle as the primary sources of reference. If you are still unable to complete the assessments, please contact our academic team by emailing to academic@libertycollege.edu.au.

Plagiarism

Liberty Construction College implements ZERO Tolerance for plagiarism. Penalties associated with plagiarism are:

- Cancellation of Confirmation of Enrolment
- Warning Email
- Re-attempt fee

Presenting someone else's work or ideas is categorized as plagiarism whether it is of a friend, from external sources or supporting resources provided to the student. If the assessment is group work, student must mention this clearly on top of the assessment along with the names of other group members.

Both parties involved will be penalized equally, the one who distributed the original work and the other who copied the work of the person from whom assessment was received.

Grading

Grading period is two weeks after the end of the term. The release of grading results is announced via email. If a student is not satisfied with the grade, he/she needs to email the academic department – academic@libertycollege.edu.au. We encourage students to submit most of the assessments several weeks prior to the deadline to take advantage of earlier feedbacks and attempt for resubmission which is not penalized as long as the resubmission is made before the official deadline.

Attendance

Attendance is mandatory. Students need to inform the college if they cannot attend the class.

In case of medical reason, he /she is advised to present medical certificate. Attendance reminder will be sent three times followed by warning emails. Unsatisfactory attendance can lead to penalties.

Misconduct

No form of misconduct will be tolerated. Students need to follow the procedures outlined on page 16 in Liberty Handbook. Please find the link below:

- <https://libertycollege.edu.au/wp-content/uploads/2021/02/Handbook-updated-2021.pdf>

Graduation

Graduation package is sent 28 days after SUCCESSFUL completion of course, which means students' need to get satisfactory standing for all the units and pay all outstanding fees for the course to receive Certificate.

Contacting the college

Appointment is mandatory through email or call. No direct walk-ins to Principal or Head Trainer offices are allowed.

Complains can be lodged by filing the form in the link below.

<https://libertycollege.edu.au/wp-content/uploads/2021/01/Student-Complaints-and-Appeals-Form-2021.pdf>

- **Send Complains/ complain forms to:** info@libertycollege.edu.au
- **Academic department:** academic@libertycollege.edu.au
- **Finance department:** finance@libertycollege.edu.au

If students want to specifically talk to Principal, they must first resolve the issue from one of the staff members at Liberty college. If situation cannot be resolved, staff member will redirect the call or schedule an appointment with either head trainer or principal.