



Protecting the Integrity of Higher Education Awards Policy

1. PURPOSE

- 1.1. To outline the process for students wishing to undertake double or multiple courses and to protect the integrity of each higher education award received.

2. APPLICATION

- 2.1. This policy applies to all full-time and part-time students undertaking higher education courses.

3. EXCEPTIONS

4. DEFINITIONS

- 4.1. *Previous Academic Performance*: Learning at both secondary and tertiary level.

5. POLICY STATEMENT

- 5.1. Availability of, application to, and enrolment in multiple courses will be assessed on a case-by-case basis by the Portfolio Director in conjunction with student advisors and the student involved.
- 5.2. Selection into multiple courses will be based upon merit and the applicant's previous academic performance will be taken into consideration.
- 5.3. The duration of the course will vary, but will generally be less than the sum of the multiple courses if undertaken separately.
- 5.4. The course structure for multiple higher education courses shall offer an integrated pattern of studies in all disciplines. The structure must meet the college's requirements in respect to credits and number of units undertaken.
- 5.5. Students enrolled in multiple courses shall be eligible on an equal basis for scholarships, prizes and awards for excellence.
- 5.6. The student may elect to transfer from multiple courses to a single course in one discipline. In this case, the amount of credit to be transferred will be decided by the Portfolio Director.
- 5.7. Upon graduation, the student will receive a separate award for each course undertaken.

6. PRINCIPLES

- 6.1. Clearly state the process for students wishing to enrol in multiple courses within the higher education framework.
- 6.2. Protect the integrity of awards in cases where multiple awards are issued.

7. RELATED DOCUMENTS

7.1. *Protecting the Integrity of Awards Procedure*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
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Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.0	Approved	19 Aug 2016	HE Standing Committee	Updated reporting authority