

# Advocacy & Welfare

This glossary explains key terms and concepts used across UNE, helping you understand university processes and communicate more confidently with staff and services

## **Academic Improvement Plan (AIP)**

This is a plan created by a unit/course coordinator, tailored to student's progress so far. It addresses identified areas of concern in a student's skills/knowledge. The AIP aims to create actionable steps for academic improvement.

## **[Academic Integrity](#)**

UNE defines Academic Integrity as the practice of acting with honesty, trust, fairness, respect and responsibility in learning, teaching and research.

## **[Academic Integrity Module \(AIM\)](#)**

This is a mandatory MyLearn activity that must be completed before students submit their first assignment.

## **[Academic Misconduct](#)**

UNE defines academic misconduct as conduct where a student participates in any actions that give themselves or another student an unfair advantage in an assessment task or improperly disadvantages someone else.

## **[Academic Skills Office \(ASO\)](#)**

A UNE service providing a range of resources and study skill support.

## **[Advocacy and Welfare Charter](#)**

Our charter contains our principles and commitments that guide our work and details about what we expect from you as a client.

## **Appeal**

A formal request for a decision to be reviewed and changed. An advocate will let you know if you have a right to appeal a decision made against you. We can help guide you through the appeal process.

## **[Behavioural Misconduct \(Student Misconduct\)](#)**

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At UNE, behavioural misconduct is anything that contravenes the expectations outlined in the Student Behavioural Misconduct Rules, for college residents this will also include the Residential College Code of Conduct.

## [Census Date](#)

The Census Date is the last day that you can withdraw from a unit without incurring any financial liability. If you withdraw from a unit after this date, you will still be liable for any fees and charges relating to this unit.

## [Contract Cheating](#)

Contract cheating is categorised in UNE's Student Academic Integrity Policy as "using work freely obtained from another person, internet site, computer program, artificial intelligence tool or other tool". This is a form of academic misconduct.

## [Counselling and Psychological Services \(CAPS\)](#)

The UNE CAPS team are professionally qualified and registered psychologists and counsellors, who offer support no matter the stage of your student journey.

## **Course Completion Strategy**

A Course Completion Strategy is created through an appointment with a Course Advisor. It can include mapping out your unit enrolment, discussing your course structure and key dates, chatting about navigating the institution and exploring opportunities related to your study, career and life goals.

## [Course progression review](#)

Each trimester UNE sends out emails to students who are not progressing through their course satisfactorily. This might be due to failing units and or withdrawing from units after census date. An advocate

## [Deferred Exam](#)

If unforeseen or unavoidable circumstances prevent you from sitting an exam, or from performing as well as you normally would, you can apply to have your exam deferred (moved) to the following trimester's exam period.

## **Exclusion**

Means a student, for a fixed period of time, is denied enrolment at the University in a unit and/or a course and/or the University and/or they are excluded from entering the

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University's premises or any defined part of the University premises or engaging in an activity as a student.

## **Guidance Notice**

A notice in writing to the respondent student detailing their inappropriate conduct, and providing an opportunity for the student to correct their conduct.

## **Intermission**

An approved leave of absence of up to two years from a course.

## **Invitation to Respond**

A notification of a suspected breach of Academic Integrity or an allegation of Behavioural Misconduct.

## **Last Day to Withdrawal without Academic Penalty**

This date occurs after Census date. If you withdraw from a unit after census date but before the last day to withdrawal without academic penalty – you will receive a withdrawn grade but still need to pay fees for that unit.

## **Poor Academic Practice**

A category of Academic Misconduct involving mistakes or inexperienced writing, studying or referencing skills.

## **Probation**

When the student who has received a Reprimand is advised, in writing, that if found guilty of further acts of Academic and/or Behavioural Misconduct during a specified period not exceeding three years, a specific penalty will be applied.

## **Reversal of Fee Debt and Waiver of Academic Penalty (Formally known as Remission of Fees)**

Domestic students may be eligible for a refund or remission of a HECS-HELP or FEE-HELP and an academic penalty waiver, if you withdrew from a unit after census date. For assistance with this process, please contact us.

## **Special Assessment**

Students can apply for a special assessment due to unforeseen circumstances or personal health issues. Types of special assessments include: resubmission of assessment task, deferred examination, alternative form of assessment, special

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consideration, special extension of time, withdrawal without failure or deferred mandatory intensive school.

## **Special Consideration**

If unforeseen or unavoidable circumstances negatively impact your academic performance in a trimester, you can apply for an additional 3% of marks to be applied to your final grade.

## **Special Extension of Time (SET)**

A SET is a long extension (more than 21 days) that can be provided up until the last teaching day of the following trimester, but you can request a date sooner than that if you prefer.

## **Student Accessibility and Wellbeing Office (SAWO)**

UNE's SAWO aims to create an inclusive learning environment for UNE's diverse student population by helping students overcome barriers to their university studies. Once registered with this service, a Study Access Plan can be developed.

## **Student Grievance Unit (SGU)**

The central team that handles student feedback, formal complaints and reports of conduct, except in these circumstances involving: Gender Based Violence (reports are made to the Safe Communities team), Academic Integrity (reports are made to the Academic Integrity Unit), Research Misconduct (reports are made to the Research Integrity team).

## **Study Access Plan**

Outlines reasonable adjustments to allow equal access and participation in university life. Types of Adjustments might include: Assessment and exam adjustments, placement adjustments, access to accessible formats of learning materials, lecture support, library services.

## **Study Load**

The University considers a full time study load as 8 units (48 credit points) over the academic year. A part-time study load is 7 units (42 credit points) or less over the academic year.

## **Support Person**

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When attending meetings or interviews with UNE, an Advocate can attend with you as a support person. We can attend these meetings to make sure your voice is heard. We cannot speak for you or act on your behalf. Nor can we compel the University to act in a particular way.

## [Withdrawal without Academic Penalty \(WWAP\)](#)

If your application for Withdrawal Without Academic penalty is approved, your fail grade will change to a Withdrawn grade – but you will still have to pay for the unit.