

CONTENTS

ACADEMIC ISSUES

Academic Misconduct.....	3
Academic Progress, Attendance and Exclusion.....	3
Academic Statement of Results	3
Access, Equity and Equal Educational Opportunity	3
Advanced Standing/Progression to Deakin University.....	4
Assessment Review/Appeals	4
Assessment	4
Attendance	4
Awards.....	4
Cancellation of Enrolment.....	5
Careers and Course Advice	5
Change of Enrolment	5
Conceded Passes	5
Confidentiality.....	5
Examinations	5
Exemptions.....	6
Fees	6
Grades	6
Leave of Absence	7
Refund Policy	7
Scholarships	8
Special Consideration.....	8
Student Behaviour.....	9
Unit Outlines.....	9
Unit Selection	9

SUPPORT SERVICES

Academic Staff.....	10
Address.....	10
Mobile Phone Numbers	10
Student Lounge.....	10
Computer Lab	10
Student Resource Centre.....	10
Lost Property	10
MIBT Indonesia Student Identification Card	10

WELFARE AND COUNSELLING

Accidents	11
Accommodation	11
Counselling Services	11
Deakin University Counselling	11
English Language Support	11
Grievance Procedures	11
Harassment	11
Smoking	11

APPENDIX A

Examination Regulations for Students	12
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NOTE: Information in this publication was correct at the time of printing but MIBTi reserves the right to make changes if necessary.



Dear Student

I am pleased to welcome you to Melbourne Institute of Business and Technology Indonesia (MIBTi).

This Student Handbook has been prepared to provide you with information on a range of matters relevant to your studies at MIBTi. Appendix A outlines Examination Regulations for Students.

Should you need any clarification of any of these matters please come and see me or speak to one of the MIBTi staff.

I hope your studies at MIBTi are enjoyable, challenging and successful.

David Bruce
Campus Director

ACADEMIC ISSUES

ACADEMIC MISCONDUCT

Honesty in study/research is highly valued at MIBTi and academic misconduct is a very serious offence. Academic misconduct includes:

- Plagiarism.
- Unauthorised collaboration.
- Cheating in examinations.
- Theft of other students' work and passing it off as your own.
- Behaving in any other manner that is designed or calculated to provide a misleading basis for assessment.

"Plagiarism" is a form of cheating. It means to knowingly or unknowingly present as one's own work the ideas or writing of another without appropriate acknowledgement or referencing, including:

- Paraphrasing text inadequately, or without acknowledging the source.
- Copying another student's assignment.
- Copying of visual representations (e.g. drawings, photos, etc).

Any cases of the aforementioned academic misconduct will be reported to the Academic Manager, who will review the offence and if necessary meet with the student. If it is decided that there is a case to be answered, the matter will be referred to the Campus Director who will decide on the outcome. The standard penalty if a student has been found guilty of committing an academic offence is an award of zero for that piece of assessment. For a second offence an award of zero will be given for that unit. Finally, for a third offence – students run the risk of termination of their enrolment.

ACADEMIC PROGRESS, ATTENDANCE AND EXCLUSION

MIBTi is required to monitor students for compliance with academic course requirements and provide opportunities for students to overcome any difficulties they may have with their studies. Students must achieve satisfactory academic performance each trimester. Satisfactory performance generally means that a student must pass 50% or more of their units each trimester. If a student fails to achieve this, they will be placed on conditional enrolment in the following trimester and must pass a minimum of 50% of the units enrolled in. Students who fail to meet these conditions will be terminated accordingly. However, all terminations are subject to a final right of appeal.

ACADEMIC STATEMENT OF RESULTS

A Statement of Academic Results will be provided for students at the end of each trimester. The report will be a summary of units studied.

ACCESS, EQUITY and EQUAL EDUCATIONAL OPPORTUNITY

In Australia Deakin University and MIBT promote a workplace and learning environment that is culturally diverse and supports the self-esteem and personal development of staff and students to enable each person to achieve their full potential. Both institutions are committed to providing an environment where students and staff are able to work and study effectively, without fear of discrimination and harassment.

Equal opportunity means all people are treated fairly and on merit, and are not discriminated against on the basis of attributes, real or imputed, that are not relevant to a policy, practice or decision. It also means that all staff and students are provided with equal access to the resources and services available to support them in their pursuit of their goals. At MIBTi students should contact the Academic Manager if they have any concerns in the matter of discrimination, harassment, and any other misconduct. MIBT Indonesia recognizes that all staff and students and members of its public should be treated fairly and with respect at all times and all inquiries are in confidence and consent will be sought before action is taken. MIBTi would like to provide an equal opportunity to feel safe and comfortable for anybody with no exception.

ADVANCED STANDING/PROGRESSION TO DEAKIN UNIVERSITY

Students who complete a Diploma (minimum eight units) are guaranteed a fee-paying place in the relevant Bachelor program at Deakin University provided that an average of at least 50% is maintained in all units attempted.

ASSESSMENT REVIEW/APPEALS

All final marks on Diploma courses are moderated by Deakin University before being released to students. However, students may appeal against any component of the assessment for any unit they are enrolled in – including the final result. Students should be thoroughly familiar with the assessment rules for each unit they study, for example, in the majority of units, students must pass the examination to pass the unit.

To have assessment in any unit reviewed students must complete the “Request for Review of Assessment” form within 14 calendar days of the date of publication of the examination result and hand it to Admin for the attention of the Academic Manager. A fee of A\$50 is payable before the application will be processed. Such fee will be refunded only if the outcome is successful.

For Diploma courses all appeals will be considered by the Academic Director (MIBT Melbourne) and Unit Chair at Deakin University while for International Foundation Program courses all appeals will be considered by the Academic Manager, MIBTi.

ASSESSMENT

Students will be notified of the composition and format of assessment required in each unit during the first week of classes. Assignments are to be placed in the assignment box, given to Admin, or sent by email to the respective lecturer (but make sure you get confirmation of receipt). If you have any doubts about the assessment requirements for each subject, please see your lecturer.

Students should note the following rules relating to absence from tests or late submission of assignments.

Absence from Tests

Students must contact MIBTi reception and ask for a message to be left for their lecturer stating the reasons that they are unable to sit for the test. If illness is the reason, a medical certificate must be obtained. Usually your lecturer will require you to do a make up test as soon as possible.

Late Submission of Assignments

Students must apply in writing to their lecturer if they require an extension of time for submission of assignments. An extension of time is not normally given unless there are exceptional circumstances. Students who submit an assignment late and who do not have an approved extension will lose 5% of marks per day. Assignments submitted one week after the due date will not be marked. Exceptions from the above rules will only be made in exceptional circumstances by the lecturer. An application to vary the rules must be made in writing with supporting documentation attached.

ATTENDANCE

To comply with MIBTi regulations, student’s attendance at all classes is compulsory. There is a high degree of correlation between student’s attendance and their performance in examinations. Attendance records are kept for each class and these records are passed to the Academic Manager. If a student’s attendance is unsatisfactory a formal warning (written notice) will be sent to the student and their parent/guardian. Students who do not maintain an average of at least 80% attendance at all classes will not be permitted to sit deferred final examinations or appeal results. In the event that the student does not meet attendance requirements their enrolment at MIBTi may be terminated.

AWARDS

Upon completion of the International Foundation Program, students will receive an award which is nationally recognised. Upon completion of a Diploma course, students will receive an award which is recognised by Deakin University and many other Australian universities.

CANCELLATION OF ENROLMENT

MIBTi may cancel a student's enrolment if the student has:

- Gained admission to the Institute by misrepresentation, falsification of documents or other fraudulent means.
- Failed to fulfil the normal requirements for admission or enrolment.
- Committed an act of grave academic misconduct.
- Failed to meet the requirements of a conditional enrolment.

CAREERS AND COURSE ADVICE

For careers and course advice, please make an appointment to see the Campus Director.

CHANGE OF ENROLMENT

Students who wish to change units may do so in the first week of the trimester. After that, a penalty of A\$50 per unit will apply. No units may be added after the third week of a trimester.

CONCEDED PASSES

Conceded Passes are not normally given at MIBTi. However, if there is an exceptional situation and such a situation would stop the student from completing the Diploma or Certificate, a Conceded Pass may be considered. Such a pass would not be accepted by Deakin University.

CONFIDENTIALITY

In Australia the MIBT Privacy Policy prohibits the release of personal information to a third party unless written permission has been granted. This is in accordance with the Australian Commonwealth Privacy Act 1988 and the National Privacy Principles (NPPs) which apply to private sector organisations. This prohibition includes even close relatives. In Indonesia the College applies these principles to ensure fair treatment and respect for students and staff. There are exceptions to this policy and the College will:

- Provide information when required by a legal warrant or summons.
- Release information in situations where harm to a person or substantial property is imminent.
- Contact parents or guardians of students where it is deemed to be in the interests of the student.

If students apply for a course at another institution or apply for a job, the College will not release academic results or personal details to the institutions or prospective employers without seeking consent. Teachers and administrators do not normally post students' names on College noticeboards – student ID numbers, not names, are used to identify students on College noticeboards. The exception to this is the student social noticeboard by the student lounge. Students who prefer to have their names excluded from postings here should notify the Academic Manager in writing.

EXAMINATIONS

Examinations are held at the end of each trimester. Examinations for the units in the Diploma of Commerce, the Diploma of Computing and the Diploma of Media and Communication are moderated by Deakin University. Students must observe all the Examination Regulations. A copy of the Examination Regulations is attached as Appendix A. Students must show their MIBTi identity card to the exam supervisor before commencing exams.

A deferred examination may be granted in extenuating circumstances if a student is unable to sit a scheduled examination. To be granted a deferred examination the following conditions must be satisfied:

- The student must have attended at least 80% of the scheduled classes in the respective unit.
- The student must have completed the trimester assessment requirements as specified in the unit outline.
- The extenuating circumstances must be significant and be supported by evidence.

Deferred examinations are held within two weeks after the scheduled examination period has finished. Applications for Deferred Examinations will be accepted on medical, compassionate, and/or trauma grounds. Supporting evidence, clearly stating specific reasons, must be given with the application. Headaches, colds, examination nerves, 'medical condition', arriving late for the examination, misreading of the examination timetable, public transport did not run, returning home, going on holiday, will not be accepted as grounds for a Deferred Examination.

Application forms are available at Admin. The completed form, together with supporting documentation and a A\$50 deposit for each deferred examination, must be submitted to Admin no later than two (2) days after the scheduled examination. The A\$50 fee will be refunded if the student attends the examination.

Submitting an Application for a Deferred Examination does not guarantee such an examination will be given. The Academic Manager will consider applications and determine an outcome. The student will be notified in writing of the outcome and if a Deferred Examination is granted, the letter will give the day, date, time and location of the examination.

EXEMPTIONS

Students may make application for exemption based on prior study elsewhere. Students should complete the Application for Exemption form, available from Admin, which should be accompanied by evidence including:

- Certified copies of academic results.
- Details of course content, for example, a syllabus.

For students who are undertaking the Diploma course an exemption will only be granted if students have undertaken tertiary or professional studies. The granting of an exemption will be approved by the Dean of the appropriate Faculty of Deakin University or nominee. Diploma students must complete the Exemption form obtained from Admin and lodge the completed form and supporting documentation no later than the end of the third week of a trimester.

FEES

Tuition fees are payable prior to the commencement of each trimester, and are due no later than 5pm on the Friday preceding the start of the first week of classes. Tuition fees are calculated on the basis of anticipated enrolment for that trimester. Fees not received by the due date will incur a late penalty of A\$200 plus A\$50 per week or part thereof. Students who have any enquiries about fees should see the Admissions Manager.

GRADES

The following grading system will be used for all courses at MIBTi:

Grade	Description	Percentage
HD	High Distinction	80-100
D	Distinction	70-79
CR	Credit	60-69
P	Pass	50-59
N	Fail	0-49
EX	Exempt	
DE	Deferred exam	
W	Withdrawn	
WN	Withdrawn Fail	
WH	Withheld	
XN	Requirement incomplete	

LEAVE OF ABSENCE

If students are unable to complete the course they are enrolled in due to medical reasons, compassionate grounds or other unforeseen circumstances they may apply for Leave of Absence from their course. Students who wish to apply for Leave of Absence should see either Admin or the Academic Manager before completing the Leave of Absence form, have it signed and then hand the completed form together with their MIBTi identity card to Admin by the end of the fourth week of the trimester.

Students who are granted Leave of Absence may have course fees they have paid to MIBTi held until such time as they commence the course again. A student may only take a Leave of Absence for a maximum of one trimester. Students who subsequently withdraw will be bound by the MIBTi Refund Policy rules applicable from the date of their original application for Leave of Absence. Deferment from a course is only approved when a student has received an offer but is unable to commence their studies at the beginning of a trimester. They defer before the course commences.

REFUND POLICY

Withdrawing from a Unit/s

The following refund policy applies to students who withdraw from a single unit/s:

- No changes to unit selection can be made two weeks after commencement of the trimester.
- A unit(s) can be dropped until the end of the fourth week with out penalty A\$50/Unit, the course fees can only be credited to the following trimester. No refund of the course fees will be given for any unit dropped under any circumstances.
- After the fourth week, a unit can be dropped, however no fees will be transferred to the next trimester. Students who drop a unit in week 5 will have "W" (Withdrawn) recorded as their result in the unit.
- Any unit dropped after the sixth week will be recorded as "N" (Fail).

Withdrawing from a Course

Students who wish to withdraw from a course must obtain *the MIBTi Guidelines for Withdrawal from a Course* from Admin before making an appointment to see the Academic Manager. The student will be interviewed and reasons for the application to withdraw will be approved or rejected. If approved, the student must complete the *Withdrawal from a Course Application* form and submit to administration together with supporting documentation. Withdrawals will not be processed unless a form has been completed. Students who withdraw will be bound by the MIBTi Refund Policy rule (see Refund Policy) applicable from the date of their original application to withdraw.

If a student withdraws from a course within four weeks of a trimester, i.e., from the published commencement date of a trimester, units of enrolment in that current trimester will be taken off the student's record. If a student withdraws from a course after four weeks from the published commencement date of a trimester and before the start of the eighth week, all units of enrolment in that current trimester will remain on the student's record and will be recorded as W (Withdrawn) in the student's record.

If a student withdraws from a course in week 8 and 9 of a trimester, all units of enrolment in that current trimester will remain on the student's record and be recorded as WN (Withdrawn Fail).

If a student withdraws from a course in week 10 onwards up until the end of a trimester which officially concludes immediately after results are released, all unit of enrolment in that current trimester will receive a numerical result according to the marks already obtained in tests and assignment, and as examinations were not attended all results will be recorded as N (Fail) or XN (assessment incomplete).

Any student who completes a withdrawal application from week 11 onwards in a trimester will not be approved and processed as withdrawn until after results are officially released. All weeks in a trimester are numbered consecutively to include holiday and mid trimester breaks.

Deferment

If a student wishes to defer their admission until a later trimester MIBTi will hold the fees paid until commencement without levying a penalty. If the student subsequently withdraws the Refund Policy will apply as at the date MIBTi was advised in writing of the deferment.

Leave of Absence

If a student wishes to take a leave of absence from their course after enrolment and within the first four weeks of course commencement, MIBTi will transfer any fees paid to the next trimester. If the student subsequently withdraws, the Refund Policy applies from the date MIBTi received advice regarding the leave of absence. If the student applies for a leave of absence from the fifth week of the trimester, their place will be held, but all tuition fees applicable to that trimester will be forfeited.

NOTIFICATION PERIOD	CANCELLATION FEE
Before Commencement Date	
More than 10 weeks	A\$500
More than 4 weeks and up to 10 weeks	30% of the course fee
4 weeks or less	60% of the course fee
After Commencement Date	
4 weeks or less	A\$500 plus 70% of the course fee
More than 4 weeks	No refund

SCHOLARSHIPS

A number of MIBTi Foundation student scholarships valued at A\$1,000 are available if a student continues to any MIBTi Diploma program. The basic requirement is passing the International Foundation Program with an average of 65% or above. In addition, any Foundation students who average 85% or above (on four units) in the first trimester may be entitled to jump directly to an MIBTi Diploma program. Please see the Academic Manager for further information.

SPECIAL CONSIDERATION

Special Consideration may be taken into account only when a student actually completes a section of assessment, for example, a class test, assignment or an examination and the student believes there have been adverse circumstances affecting their performance. Special Consideration is only given in serious and exceptional circumstances that are beyond the student's control and these circumstances prevent the student from performing at their best for a particular piece of assessment.

Applications for Special Consideration will be accepted on medical, compassionate, and/or trauma grounds. Supporting evidence, clearly stating the specific reason, must be given with the application. Headaches, colds, returning home, will not be accepted as grounds for Special Consideration.

Application forms are available at Admin. The completed form, together with supporting documentation, must be submitted to Admin before the relevant piece of assessment is submitted, or at the latest two days after submission. All applications will be considered but submitting a Special Consideration form does not guarantee the student will be given consideration. Applications will be considered by the Academic Manager for the unit and an outcome determined. The student will be notified in writing of the outcome.

STUDENT BEHAVIOUR

Classroom Behaviour

It is expected that there be mutual respect in the classroom. This means respect between both students and lecturers and fellow students. All students should conduct themselves in an appropriate manner, with consideration for others' right to personal space, speech and culture. For minor breaches of these rights, e.g. excessive noise, unruly behaviour, the student will be warned by the lecturer. In the event of continued inappropriate behaviour, the lecturer will ask the student to leave the classroom for that week's lecture.

For major breaches of these rights, e.g. violence, harassment or continual problems in behaviour, the lecturer will ask the student to leave the classroom and will advise the Academic Manager of the incident. In this event a meeting will take place between the Academic Manager, lecturer and student. A formal warning will be given to the student. For continued behavioural problems, a student's enrolment may be cancelled following a review by the Campus Director.

Mobile Phones

Mobile phones should be used with sensitivity and discretion. Mobile phones must be turned off in classrooms, computer labs, and the library.

Lateness to Class

Students are expected to arrive at their classes on time. It is disruptive to have students walking into the classroom after the class has started. The lecturer may require students to wait until the break to enter the classroom. If students must leave class early, they should also wait for the break to do so and get permission from the lecturer.

Cleanliness of Classrooms and Campus

No food or drink is permitted in classrooms, computer lab, or student resource centre. Only bottled water may be taken to these venues. It is a student's responsibility to dispose of their litter and rubbish in the appropriate bins located throughout the campus.

UNIT OUTLINES

Students will be given unit outlines in classes at the commencement of each trimester. These outlines will provide information regarding subject content, assessment procedures and resource requirements.

UNIT SELECTION

Students select units at the commencement of each trimester. Subject units will only be offered if there is sufficient demand from students. MIBTi reserves the right to cancel or withdraw any units at its discretion.

SUPPORT SERVICES

ACADEMIC STAFF

The academic staffroom and the Academic Manager's office are on the second floor. Times are posted on the noticeboard and consultation is by appointment.

ADDRESS

Students must advise Reception of their current address and any subsequent change to their mailing and/or contact address in Jakarta. Please complete the '*Change of Address*' form in Admin.

MOBILE PHONE NUMBERS

Students must advise Reception or Admin of their current mobile phone number and any subsequent change in number.

STUDENT LOUNGE

It is located on the second floor and is usually open from 7.00 to 17.00 from Monday to Friday. The lounge is designed as a meeting area for students and includes:

- Comfortable lounge chairs/sofas
- Café selling snacks and soft drinks
- TVs
- Wi-Fi internet access
- Pool table

COMPUTER LAB

It is located on the second floor and is usually open from 7.00 to 17.00 from Monday to Friday, however, note that student access is limited to the times displayed on the noticeboard only. Note that all computers are equipped with Wi-Fi internet access.

STUDENT RESOURCE CENTRE

It is located on the first floor and is usually open from Monday to Friday, 8.30 to 17.00, however, please note you may be unable to borrow books from 13.00 – 14.00. The student resource centre includes:

- A library
- Daily newspapers
- On-line journal access
- Computers with internet access

LOST PROPERTY

Lost property enquiries should be directed to Admin and any unclaimed property will be disposed of after three months.

MIBTi STUDENT IDENTIFICATION CARD

Upon completion of a *Student Data Form* and enrolment procedures, students will be issued with a Student ID Card. Students should carry this card with them at all times for identification purposes. New ID cards can be collected from Admin. Cards will not be issued unless MIBTi has received all appropriate student data.

WELFARE AND COUNSELLING

ACCIDENTS

A first aid kit is available at MIBT Indonesia. Please notify a MIBTi staff member immediately should an accident or injury occur on campus.

ACCOMMODATION

Student accommodation is not offered on campus. Students who require assistance with accommodation should see Reception.

COUNSELLING SERVICES

General counselling is provided by appointment with either the Academic Manager or the Campus Director. Professional counselling services can be recommended upon request.

DEAKIN UNIVERSITY COUNSELLING

The Deakin representative visits regularly (see Deakin noticeboard for times) and is also available by appointment.

ENGLISH LANGUAGE SUPPORT

This is provided by the Academic Manager on an appointment basis.

GRIEVANCE PROCEDURES

If you have a complaint about anything related to your studies at MIBT Indonesia you should speak to the Campus Director. Every effort will be made to solve your problem.

HARASSMENT

Students subjected to any form of harassment by any individual or group of individuals are advised to report the matter to the Academic Manager.

SMOKING

Smoking is prohibited in all buildings at MIBTi.

APPENDIX A: EXAMINATION REGULATIONS FOR STUDENTS

TIMETABLE

The examination timetable will be published on the main notice board and also in Admin approximately four weeks before the commencement of exams. Check the timetable carefully and note the time of the examination and the room the examination is being held in. Misreading the examination timetable is not grounds for a deferred examination.

EXAMINATION TIMES

Students should assemble outside the examination room 15 minutes prior to the stated examination start time. Reading time commences at the stated examination start time. Writing time will commence immediately after the reading time is finished. Students will not be permitted to enter an examination room after 30 minutes have elapsed from the commencement of writing time. Students will not be allowed to leave the examination room in the last 15 minutes of the exam.

MIBTi IDENTITY CARDS

Students must have their MIBTi Identity Cards with them for all examinations. Students who have not obtained their ID cards will not be permitted to sit for examinations.

UNAUTHORISED MATERIALS IN THE EXAMINATION ROOM

No unauthorised materials are to be taken into the examination room. If you are unsure about what you are not allowed to have in the examination room ask the examination supervisor before the exam commences. If a student is caught with unauthorised material, the material will be taken from the student. The student will be allowed to finish the examination but will be reported to the Academic Manager at the conclusion of the examination. All bags should be placed at the front of the examination room as you enter.

NOTE:

- (i) Any student whose behaviour is considered inappropriate while examinations are in progress will be asked to move to another table and will be reported to the Academic Manager at the conclusion of the examination.
- (ii) Any student who owes fees will not be permitted to sit for examinations.
- (iii) Remember to bring your calculator, pens and pencils as appropriate.