

Enrolment policy

There are a maximum number of participants who can enrol in our online short-courses at any one time. Places in the courses are highly competitive with typically a long waiting list. For this reason, withdrawal from the course after enrolment may result in a place being vacant that otherwise could have been filled by someone on the waiting list.

Refund policy:

- If you withdraw from the course more than 2 weeks prior to commencement, you are entitled to a full refund.
- If you withdraw from the course with less than 2 weeks prior to commencement, you are entitled to a 50% refund only.
- If you withdraw from the course once the course has commenced, no refund is available. However, possible deferment to a future course may be possible if withdrawal is supported by a medical certificate/statutory declaration – this will be considered on a case by case basis.

We reserve the right to cancel any of the courses if the minimum number of registrants is not reached. Full refunds will be available to those registered in this instance. Notification of cancellation will be provided two weeks' prior to commencement date.

Assessment issues

Although this is a non-award short course, there is an expectation that participants will conduct themselves with academic integrity equivalent to that for a formal post graduate award course with respect to assessment tasks.

1. Word count

A recommended word count is provided for all written assignments. This ensures that students have a clear expectation regarding the length of the submitted task, and encourages students to respond to questions in a concise manner.

Tutors will stop correcting when they reach 10% over the word limit.

2. Late Submission policy

Extensions should be applied for in advance of the specified due date where possible and will usually only be granted for a maximum of one week. Students whose circumstances require longer extensions are advised to discuss with the Course convenor. Students seeking an extension of time for submitting an assignment are expected to make an application via email contact with the nominated tutor for the Week. The grounds for granting an extension include illness, compassionate grounds and documented misadventure, hardship or trauma.

The tutors will consider what is fair and reasonable with any request.

3. Remarking of Assessment

Students have a *one week* period from the release of result for an individual assessment item, during which they are expected to raise any queries about their mark, and make a formal request for a re-mark.

3.1 Student Responsibility Prior to requesting a remark

1. Prior to requesting a re-mark, the student is encouraged to raise concerns regarding the corrected piece of work with the marker (via email contact to the relevant tutor).
2. If the student is still dissatisfied, the student may proceed with a request for a re-mark.

3.2 Requesting remark

1. Re-mark requests must be made in writing within the specified one week period to the relevant educator (nominated tutor for that week, or Course convenor).
2. The request must outline the specific grounds for a remark and include the corrected work and an identical “clean” copy.

3.3 Remark Process

1. The relevant tutor may reject any request considered to be lacking in substance or a justifiable reason.
2. If the re-mark request is granted, an independent marker will be assigned to mark the “clean” copy of the work (i.e. ‘blind’ marking).
3. The adjusted mark will normally be based on the re-marked assessment.
4. Re-marking of an assessment item can result in an increase or decrease in marks.
5. No additional feedback will be given to the student following the remark process.

4. Plagiarism, cheating and collusion

Although this is not an award course, we adhere and promote university statements regarding plagiarism, cheating and collusion.

The University is actively committed to preventing plagiarism, cheating and collusion for the protection of the university’s reputation and standards for current and future students. Severe penalties may be imposed on students who engage in, or who support other students engaged in, activities which seek to undermine the integrity of the assessment process.

4.1 Plagiarism

Plagiarism means to take and use another person's ideas and or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgment. This includes material sourced from the internet, staff, other students, and from published and unpublished works.

Plagiarism occurs when you fail to acknowledge that the ideas or work of others are being used, which includes:

- paraphrasing and presenting work or ideas without a reference
- copying work either in whole or in part
- presenting designs, codes or images as your own work
- using phrases and passages verbatim without quotation marks or referencing the author or web page
- reproducing lecture notes without proper acknowledgement.

4.2 Collusion

Collusion means unauthorised collaboration on assessable work (written, oral or practical) with other people. This occurs when you present group work as your own or as the work of another person.

Collusion may be with another Monash student or with people or students external to the University. This applies to work assessed by Monash or another university.

Collusion occurs when you work without the authorisation of the teaching staff to:

- work with one or more people to prepare and produce work
- allow others to copy your work or share your answer to an assessment task
- allow someone else to write or edit your work
- write or edit work for another student
- offer to complete work or seek payment for completing academic work for other students.

Plagiarism, cheating and collusion are considered serious breaches of the academic integrity of the assessment process.

If tutors suspect that one of these has occurred, the penalties applied will depend on the seriousness of the offence and whether you have had prior warnings. These may include:

- the work not being assessed
- a zero grade for the course
- exclusion from the course.

For further information please refer to the University's Plagiarism Procedures

<http://www.monash.edu.au/students/policies/academic-integrity.html>