



# **Bachelor of Music in Jazz Performance**

## **Student Handbook**

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## 1. INTRODUCTION

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*Welcome to the Jazz Music Institute (JMI)<sup>1</sup>.*

*Since 1998, JMI has offered jazz training at certificate and diploma levels, and the company is proud of its established reputation and strong presence in the community as a hub of jazz excellence. The Director and all appointed staff are prominent members of the Queensland jazz community, and provide strong professional role models to JMI students.*

*JMI provides this book of information to assist you as you approach your studies and in all your dealings with JMI staff. It is expected that you will understand and abide by all relevant legislation, the Student Code of Practice, and all published procedures related to your studies.*

*As a company, we pride ourselves on supporting our students in the realisation of the JMI objectives. If there is any way in which we might assist you to that end, please do not hesitate to let me know.*

*We hope that you enjoy your experience studying at JMI.*

Greg Quigley  
Director  
Jazz Music Institute

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<sup>1</sup> *Jazz Music Institute Pty Ltd trading as Jazz Music Institute is a Registered Training Organization RTO Number 6124 that comes under the auspices of the Department of Education, Employment and Workplace Relations.*

## 2. CURRENT CALENDAR

Semester	2011	2012
Orientation (new Students)	21 Feb to 25 Feb	20 Feb to 24 Feb
<b>Session 1</b> (Total 17 weeks)	28 Feb to 22 April	27 Feb to 5 April
<b>MID-SESSION RECESS</b>	<b>25 April to 29 April</b>	<b>9 April to 15 April</b>
Session 1 continues	2 May to 3 June	16 April to 1 June
Study Period	6 June to 10 June	4 June to 8 June
<b>Examinations</b>	<b>13 June Queen's Birthday</b> <b>14 June to 24 June</b>	<b>12 June to 22 June</b>
Mid -year recess	27 June to 22 July	25 June to 22 July
<b>Semester 2</b> (Total 17 weeks)	25 Jul to 23 September <i>Includes Exhibition Holiday</i>	23 July to 21 September
<b>MID-SESSION RECESS</b>	<b>26 September to 30 September</b>	<b>24 September to 28 September</b>
Session 2 continues	3 October to 28 October	1 October to 26 October
Study Period	31 October to 4 November	29 October to 2 November
<b>Examinations</b>	<b>7 – 18 November</b>	<b>5 November to 16 November</b>
End of year recess	21 November to March 2012	19 November to February 2013

### 3. STAFF

NAME	Qualifications	Role(s)	Subjects taught
QUIGLEY, Daniel	M.Mus (QCGU), B.Mus (QCGU), Dip Mus (QCGU), AdvDipMus (JMI); Cert IV Workplace Assessment & Training (TAU)	Head of School, Course Coordinator, Lecturer F/T	Principal Study Tpt/Tbn, Ensemble, Contemporary Performance, Jazz Materials, Presentation Skills Improvisation Techniques
GIRVAN, Paula	BMus (QCGU), AssocDipMus (QCGU), AdvDipMus (JMI), Cert IV Workplace Assessment & Training (TAU)	Academic Administrator, Lecturer F/T	Principal Study Piano, Ensemble, Contemporary Performance, Jazz Materials, Presentation Skills, Improvisation Techniques, Aural & Analysis
QUIGLEY, Gregory	AdvDipMus (JMI), Dip TAA (TAU), Dip FLM (TAU)	CEO	Trumpet/Trombone, Ensemble
WOODWARD, Bruce	B.Mus (QCGU), ADPA (Jazz) (ECU),	Lecturer Perm P/T	Principal Study Guitar, Ensemble.
RUSSELL, Sharny	B.Mus (QCGU)	Lecturer (sessional)	Voice
NORRIS Graeme	Ass Dip Mus (SCUS)	Lecturer (sessional)	Saxophone
RUSSELL, Steve		Lecturer (sessional)	Piano
SANDERS, David	BA(Con Mus) (SCU)	Lecturer (sessional)	Drum kit
FORAN, Sean	B.Com (UQ), BMus (QCGU), Marts(JazzPerf), GradCertArtsAdmin	Lecturer (sessional)	Business Studies
ESBENSEN, Brad	BMusEd (UQ)	Lecturer (sessional)	Jazz Arranging
WESTERN, Melissa		Lecturer (sessional)	Presentation Skills
RUSSELL, Helen	DipCreativeArts(Mus), GradCertHighEd	Lecturer (sessional)	Double Bass
GARTON, Andrew	BMath(Hons)	Lecturer (sessional)	Jazz in Context

#### Visiting Fellows

NAME	Qualifications
MANRICKS, Jacam	DMA (Manhattan), MComp/Arr (WPU), BMus (QCGU)
NOCK, Mike	MMus (ANU), International jazz musician/educator
SCOTT, Craig	MMus (ANU), GradCertHE (UniSyd)

## 4. INFORMATION FOR STUDENTS

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*This document summarises matters and processes pertinent to students enrolled in courses at the JMI. For **details of all policies and process**, students are advised to consult the documentation published to the website.*

### 4.1 ADMISSION

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Except with the permission of the Head of School, admission to any courses requires completion of high school year 12 or equivalent, and successful audition.

#### **4.1.1 Students from a non English-speaking background:**

Students from a non-English speaking background will be required to have either attained a score of 5.5 in the IELTS test or satisfactorily completed an equivalent Academic English preparation course or have an equivalent English language qualification, to be eligible for admission.

#### **4.1.2 Mature aged applicants:**

Adult applicants who have not completed Year 12 or its equivalent and who are seeking alternative entry into higher education shall be required to complete a short written task and provide a resume of their employment experience and references. They shall also be required to attend for interview with the Head of School. The Head of School shall determine the outcome of these applications based on a combination of the four criteria.

#### **4.1.3 Physical demands of the course:**

It is the responsibility of JMI students to ensure that they complete all requirements of the course. Intending students should therefore acquaint themselves with all demands, expectations and requirements of the course, and their physical implications. Intending students with any concerns regarding this should contact the Head of School for clarification. Refer also to *Health and Safety Information* (page 10 of this Handbook) and *Special Needs* (page 11).

## **4.2 RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER**

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Students admitted to a course who have completed units at another recognised tertiary institution may apply to the Head of School for advanced standing (Credit Transfer) in respect of units completed that are similar in content to units in the relevant course. The maximum value of Credit Transfer for students from other institutions is 120 credit points.

Graduates of JMI diplomas or certificates may apply for credit transfer of up to 130 credit points.

The JMI recognises and refers to the Australian Quality Framework for its definitions of RECOGNITION OF PRIOR LEARNING and CREDIT TRANSFER and for its recommended policies and procedures. Students wishing to assess their potential claims for either/both should refer to the AQF website (<http://www.aqf.edu.au>) for detailed policies regarding both pathways for achieving advanced standing in the JMI course.

The following definitions are available on the AQF website (<http://www.aqf.edu.au/rplnatprin.htm#definition>):

*While RPL and credit transfer are related, and the boundaries between them are often blurred, they are distinguished ... by the way they relate to learning achieved through formal education and training (credit transfer) and learning achieved outside the formal education and training system (RPL):*

- *RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification; and*
- *credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.*

In accordance with policies and procedures recommended by the AQF, JMI offers Credit Transfer and RPL via the following processes:

### **A. CREDIT TRANSFER**

Students admitted to a course who have completed units at another recognised tertiary institution may apply to the Head of School for advanced standing (credit

transfer) in respect of units completed that are similar in content to units in the relevant course.

**Step 1:**

Students seeking credit transfer shall submit a letter of application to the Head of School, including the following information which is related to the coursework already completed at another institution:

- official academic transcripts
- unit descriptions
- detailed course information upon which their request is based, including content of the subject(s) concerned, mode of assessment and results.

***Please note that professional English translations are required for any academic transcripts or awards which are not in English.***

**Step 2:**

A sub-committee of the Academic Advisory Board will examine the evidence provided, and align it to the course in which the student is already enrolled to find parallels and equivalence which may potentially be allowed advanced standing.

**Step 3:**

The sub-committee will report the decision to the Head of School who will inform the student in writing of the decision.

Should the student wish to appeal the decision, the Appeals Process should be followed.

**B. RECOGNITION OF PRIOR LEARNING**

Students who have been admitted to the course and who have relevant workplace experience may apply to the Head of School for recognition of prior learning (RPL) in respect of units completed that are relevant to the experience gained.

RPL may be granted on the grounds of experience such as (but not exclusively) any of the following (as recommended by the AQF):

- a. *specified credit for designated subjects, modules, units or competencies;*
- b. *unspecified credit, resulting in the student being required to complete fewer subjects, modules or competencies (for example, by exempting a student from undertaking elective units);*
- c. *block credit, resulting in exemption from the requirement to undertake a block component of a course (for example, first semester or first year); and,*
- d. *exemptions or advanced standing. This involves exempting a student from undertaking preparatory subjects, units, modules or competencies in the early stages of the course or qualification, while still requiring them to undertake the same number of subjects, units, modules or competencies as they would be required to complete if they had not been granted the exemption. This usually involves substituting the exempted subjects, units, modules or competencies with others;*

### **Step 1:**

Students seeking any one (or other) of these forms of RPL shall submit a letter of application to the Head of School, which includes the following:

- 1.1 An identification of the category (see a - d above) the application is being made, or a description of an alternate category which conforms with the AQF guidelines;
- 1.2 Detail of the experience on which the claim is based.
- 1.3 Relevant evidence to support the claim, for example
  - official documents demonstrating type and level of experience, and any notable outcomes
  - a letter of reference from a professional who has experienced the student's work on which the claim is based

*Please note that professional English translations are required for any documentation which is not in English.*

At this stage of the process, students may request the opportunity to demonstrate their claim in some other appropriate fashion, e.g. via recordings or performances where they are appropriate to the claim being made.

**Step 2:**

A sub-committee of the Academic Advisory Board will examine the evidence provided, and align the specific request for RPL to the category indicated to assess parallels and equivalence which may potentially allow advanced standing.

**Step 3:**

The sub-committee will report the decision to the Head of School who will inform the student in writing of the decision.

Should the student wish to appeal the decision, the Appeals Process should be followed.

**C. COMBINATION OF CREDIT TRANSFER & RPL**

Credit may be awarded on the basis of a combination of credit transfer plus an individual RPL assessment for additional non-formal or informal learning.

**Once a student has been awarded credit on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment, but should be based on credit transfer agreements, articulation arrangements or other agreements between institutions.**

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**4.3 ENROLMENT**

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Except with the permission of the Head of School, a student may enrol in a maximum of four subjects in a semester.

Except with the permission of the Head of School, a student's enrolments must satisfy the pre-requisite and co-requisite conditions specified in the units of study.

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## 4.4 ATTENDANCE AT CLASSES

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### 4.4.1 LOCAL STUDENTS

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For local students, attendance will be monitored by lecturing staff who will advise of significant student absences. In some cases class participation may form part of the assessment for a unit. Students should advise the lecturer in the event of unavoidable absences.

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### 4.4.2 OVERSEAS STUDENTS

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- a) For overseas students it is a **condition of your Visa (Condition #8202)** under the Migration Act that, where a course runs for a semester or longer, the student must attend for at least *80% of the contact hours* for each term of semester.
- b) In the case of overseas students, absences are managed by the Academic Administrator on a weekly basis.
- c) This data is provided from class rolls completed by relevant academic staff members. This in turn ensures a staff member can vouch for a student's attendance from the class rolls as required in Section 37 of the National Code.
- d) Students are advised to provide JMI administration with a copy of their medical certificates for inclusion on their student file in accordance with Section 39.1 of the National Code.
- e) If a student is absent for more than five consecutive days without approval of JMI administration, staff members shall notify the student's teacher and/or the Head of School so that the student can be contacted and advised to return to their course immediately.
- f) If the student's attendance reaches 82%, administration staff members shall send an "Attendance Warning" letter to the student.
- g) If the absences continue, a second warning letter will be sent by administration staff requiring the student to meet with the Academic Administrator.
- h) The administration staff shall forward on letter via fax to the agent of the student (if existent) to enable them to inform the student's family of the poor attendance or alternatively communicate directly with the student.
- i) A list of the students who cannot improve their attendance record shall be provided to the CEO for approval prior to reporting to DIAC.

- j) If approval is gained, the Academic Administrator shall report the student through the PRISMS system as required by Section 39.5 of the National Code. A “non compliance” letter is generated by PRISMS, signed by the CEO and shall be sent to the student for his/her information. The reporting of the student(S) should be done as soon as practicable as required by Section 19 of the ESOS Act 2000. The student will need to present him/herself to Immigration office within 28-day period.
- k) After the student has been reported, DIAC shall be provided with copies of attendance records upon request, which enables it to verify the situation and to confirm that JMI has reported the non-compliance within an acceptable time frame.

#### **4.5 Information specific to the Bachelor of Music in Jazz Performance:**

The Bachelor of Music in Jazz Performance is offered over three years, two semesters per year.

##### ***4.5.1 RESOURCES REQUIRED FOR THE BMJP:***

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Students are required to have:

- ***JMI STUDENT FOLDER (INCLUDES 9 JAZZWORX! PLAYALONG CDS, MANUSCRIPT AND WRITING MATERIALS)***
- ***REPERTOIRE CDS\* (6)***
- ***THE REAL BOOK (LEGAL VERSION)\****
- ***THE GUITAR BOOK (JAZZWORX!)***
- ***THE BASS BOOK (JAZZWORX!)***
- ***THE PIANO BOOK (JAZZWORX!)***
- ***PATTERNS FOR JAZZ BY JERRY COKER\****
- ***RECORDED VERSION OF ALL REPERTOIRE TUNES,\* DOWNLOADABLE FROM ITUNES***
- ***AURELIA EAR TRAINING SOFTWARE\****
- ***SIBELIUS 4 MUSIC SOFTWARE\****
- ***COMPUTER AND PRINTER ACCESS***
- ***INTERNET ACCESS; EMAIL ADDRESS***
- ***METRONOME***

#### **Copyright Notice**

All students are required to abide by the law in respect of copyright. If you hold illegal copies of any material in any format, you are individually liable for same (see Appendix 13.5 *Brief Guide to Copyright*).

## **4.6 VARIATION OF ENROLMENT**

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Variations in enrolment must be submitted to the Academic Administrator on a Variation of Enrolment form, available from Reception. All such variations must be approved and are subject to the requirements of the relevant course. No enrolment variations shall be permitted after the Friday of Week 4 of the semester.

Students will be permitted one variation per semester, free of charge. Each subsequent variation will incur an administration fee of \$30. This fee must accompany the form when it is submitted. Before considering a variation to enrolment, students are advised to familiarise themselves with the Conditions of Enrolment for their course to determine if there may be academic or financial penalty for doing so.

JMI reserves the right not to offer units in which there are insufficient enrolments. Should a unit be cancelled, any students enrolled in that unit will be assisted to transfer to an alternative unit without financial or academic penalty.

## **STUDENT LEAVE OF ABSENCE & WITHDRAWAL POLICY**

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### **1. POLICY STATEMENT**

The Jazz Music Institute understands that unforeseen circumstances may necessitate temporary interruption to a student's study. To accommodate this, a student may apply to the Jazz Music Institute for a leave of absence or may withdraw from a unit or program of study.

### **2. PURPOSE**

The purpose of this policy is to provide students with a consistent approach for applying for Leave of Absence or Withdrawal from a unit of study and/or their program of study.

### **3. SCOPE**

This policy applies to:

- A student who is enrolled in a study program at the Jazz Music Institute and seeks to withdraw or take a leave of absence from their program of study
- Jazz Music Institute staff who administer student withdrawals and leave of absences.

### **4. POLICY DETAILS**

*Leave of Absence*

Any student may apply for leave of absence (LOA) provided one full year of study has been undertaken by the student requesting the leave of absence. Where a student has not completed one full year of study the student will discuss alternative options with the Chief Executive Officer.

LOA may be granted for up to one academic year at the discretion of the Chief Executive Officer. Each application will be treated on its merits and will depend on the student's academic history and reasons for the application. It is not an automatic entitlement. Where a student is granted a LOA during a semester financial and academic penalties may still apply.

A student who is granted LOA must notify the Jazz Music Institute of their intention to recommence the program of study at least two months prior to the commencement of classes or their place may be lost and the student may be required to reapply for admission to the program.

### *Withdrawal*

#### *Withdrawal from a program of study*

Any student who wishes to discontinue their studies must formally withdraw in writing to the C.E.O. from their program of study regardless of the period of time in which they have been enrolled at the Jazz Music Institute. Students withdrawing must also hand in their student identification card.

Withdrawing students may reapply for entry back into their chosen program of study at a later date, however, there is no obligation on the part of the Jazz Music Institute to reinstate any student that has withdrawn.

If an overseas student is applying for re-entry into a program of study he/she is subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

A student withdrawing from a program of study must also withdraw from any units of study they are enrolled in.

#### *Withdrawal from a unit of study*

A student seeking to withdraw from a unit of study must do so before the census date to avoid financial penalty.

Where a student has completed all of the assessment required for a unit a withdrawal will not override a fail grade and academic penalty will be incurred in such instances.

A student may be allowed to withdraw without academic penalty if special consideration is given in writing by the Chief Executive Officer.

A student may appeal a decision in relation to their results status.

### *Late Withdrawal*

Late withdrawal from a course may be granted if serious and unforeseen circumstances make it impossible for the student to complete classes for the remainder of the semester. Special consideration under such circumstances is to be approved by the Chief Executive Officer.

### *Inactive Withdrawal*

Any student that does not return for commencement of the classes in which they are enrolled, will be reported for cessation of studies.

### *Refunds*

Students who formally withdraw or are granted Leave of Absence after the Census Date will remain liable for fees pertaining to all units of study in which they were enrolled for the current teaching period including VET and HE FEE-HELP debts.

International students who are permitted to withdraw are subject to the refund policy contained in their agreement with the Jazz Music Institute.

For more information please refer to the Fees and Refunds Policy.

### *International Students*

Overseas students studying on a student visa may only suspend studies on the grounds of compassionate and compelling circumstances (eg illness or injury where a medical certificate states that the student is unable to attend classes; evidence of a traumatic experience, bereavement of an immediate family member, care for immediate family member with illness or terminally ill, delay in receiving student visa). Supporting documentation must accompany the application.

Overseas students cannot suspend their studies for a holiday or if they feel they need a break from study.

Overseas students on a student visa who require an absence of more than 6 months must withdraw from the program.

Overseas students on a student visa suspending or cancelling enrolment may affect his or her student visa.

## 5. ROLES AND RESPONSIBILITIES

Chief Executive Officer            Approves: Special Considerations, LOA & Withdrawals

Head of Department                Liaises between Chief Executive Office and Students and Staff members to coordinate Special Considerations, LOA & Withdrawals

May approve Special considerations, LOA & withdrawals in the Chief Executive Officer's absence.

Student  
Consideration,                        Completes internal documentation for Special

LOA, Withdrawal forms & provides any relevant supporting documentation e.g. Medical Certificate.

## 6. RELEVANT LEGISLATION

- The Education Services for Overseas Students Act 2000 (ESOS)
- HESA Act 2003, VET FEE-HELP guidelines
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- The Equal Opportunity Act, 1984
- The Occupational Health, Safety and Welfare Act, 1986

## 7. ASSOCIATED DOCUMENTS

Leave of Absence & Withdrawal Procedure

Leave of Absence Form  
 Withdrawal Form  
 Special Consideration Policy  
 Special Consideration Procedure

## 8. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Withdrawal from the program of study	Withdrawal from the program of study refers to a student formally withdrawing from a program of study in which they are enrolled.
Withdrawal from a unit of study	Withdrawal from a unit of study refers to a student formally withdrawing from a unit in which they are enrolled
Leave of Absence	Leave of Absence (LOA) is a period of approved absence by a student from a program of study in which they are enrolled. Students who are on LOA are considered to be a student of the Jazz Music Institute.
Census Date	<p>The date set by the Jazz Music Institute up to and including which students enrolled in a Jazz Music Institute program may normally withdraw from a program or unit of study without financial or academic penalty. The date will be not less than twenty percent (20%) of the way through the period during which the unit is undertaken, including the assessment period, as defined by the Higher Education Support Act 2003.</p> <p>The census dates are published on the Jazz Music Institute's Academic Calendar.</p>

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### 4.6.1 ACADEMIC PENALTIES

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- Should a student withdraw from a unit after Week 4 of the semester, an academic penalty will apply and the results for the unit/s concerned will be shown on the student's academic record.

- A student, having withdrawn after Week 4 shall receive the grade of NI (Fail Incomplete).
- Withdrawals prior to the end of Week 4 of the semester shall not incur an academic penalty, and a grade of W (Withdrawn) shall be recorded.

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#### **4.7 HEALTH AND SAFETY INFORMATION**

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As a music student you are involved in an industry that is dependent upon good hearing. Please protect yours!

Tests have indicated that if you are rehearsing, recording, performing, listening to recorded music (especially through portable equipment) and/or attending gigs, concerts and nightclubs, it is very likely that you are experiencing daily sound levels well above those recommended for good aural health.

Damage to your hearing is not reversible. Avoid noisy environments as much as possible. Wear earplugs for your protection. Disposable earplugs are available from the chemist, or you can see an audiologist to have specialised hearing protection devices designed specifically for you.

The document called **A Guide to Noise in the Music Entertainment Industry** is a very valuable tool and can be found at <http://www2.whs.qld.gov.au/guide/gde33.pdf>

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#### **4.8 ACCIDENTS**

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If a student suffers any type of injury as a result of an accident while on the campus it should be reported immediately to Reception.

If a student notices any unsafe or dangerous situation on campus, the student should report it immediately for rectification.

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#### **4.9 DRESS CODE**

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Students are to maintain a standard of dress reasonably expected of a tertiary student and in keeping with the spirit of the campus.

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#### **4.10 FIRE DRILL**

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Evacuation Drills to familiarise students with procedures will be held on a regular basis. If a fire is detected by a student, Reception should be advised as soon as possible.

Staff will assist in evacuation by ensuring all occupants of their classroom or work space leave the building by the quickest and safest route to a designated assembly point.

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#### **4.11 LOST PROPERTY**

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Items lost on the campus will be held at Reception for collection. If personal property is found by a student please consider the welfare of your fellow student and return the property to reception as soon as possible.

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#### **4.12 OFFICE HOURS**

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Reception is attended from 10:00am – 4:00pm Monday to Friday.

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#### **4.13 SECURITY**

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Students should exercise general vigilance and care with personal property and personal safety. It is not recommended that wallets, handbags and other such valuables be left unattended at any time.

If a student has a special need for securing an item or a large amount of cash on a particular day, please approach reception for assistance.

If walking to bus or train station it is recommended that students walk in pairs or groups.

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#### **4.14 SMOKING**

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All buildings and immediate surrounds near doorways are smoke free zones. Please respect the personal space of others when smoking on campus.

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#### **4.15 SPECIAL NEEDS**

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It is recognised that, in order to cope with their studies, students suffering from physical or mental disabilities may require additional or special assistance, over and above that available to other students, and may require special consideration or special arrangements in order to be effectively assessed in the units they take.

At the same time, any special arrangements made for students with disabilities must be transparent and non-arbitrary, and not give those students an unfair advantage over other students.

The purpose of the following procedures is to ensure that the needs of students who have disabilities to study effectively, or that will adversely affect their ability to demonstrate knowledge and competence in a unit, are given due consideration so that they are able to effectively study the prescribed material in a unit and to be fairly and efficiently assessed in that unit.

In all of the following processes, the JMI Policy on Information Privacy (see website and Student Handbook) shall apply.

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##### **4.15.1 DEFINITION**

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- a) For the context of this rule, a disability is a temporary or permanent impairment, which has the potential to adversely affect a student's ability to study or play a musical instrument. Disabilities may include visual impairment; hearing impairment; mobility impairment; speech impairment; specific learning disabilities; psychological or psychiatric conditions; recovery from substance abuse; long-term illness (e.g. cancer, diabetes, AIDS); short-term medical conditions (e.g. Glandular fever); short-term physical impairment (e.g. limb fracture); and allergies (e.g. light or chemical sensitivity).
- b) Lack of intelligence or motivation, family and other social problems, and any other circumstances that may affect a student's ability to study and affect their performance in a unit and that are not related to a medically certified disability will not be considered under this rule.

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##### **4.15.2 PROCEDURE**

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- c) Students with long-term disabilities and seeking assistance should notify the Student Counsellor or nominee of their special needs on the enrolment form and by completing the Special Needs Form available from the website or Reception (copy in Appendix), which should be forwarded in confidence to the Student Counsellor or nominee.
- d) Students who encounter short-term disability and are seeking assistance should immediately complete the Special Needs Form, which is available from the website or Reception and forward it in confidence to the Student Counsellor or nominee.
- e) The Student Counsellor or nominee shall make a professional judgment based on the information contained in the Special Needs Form. Any recommendation for special arrangements and or assistance will be forwarded to the Head of School.
- f) The Head of School must approve any special assessment arrangements and the nature of the special assistance provided. A copy of this approval shall be attached to the student's Special Needs Form. The Head of School shall then action the special arrangements or assistance, if necessary in consultation with the CEO.
- g) The Student Counsellor will hold all information relating to the Special Needs Form or arising from it.
- h) The Student Counsellor shall inform the Education Administration Co-ordinator of any recommendation for special arrangements and/or assistance, which will then be entered as a file note on the student's file.
- i) Students with special needs are subject to all relevant JMI rules and regulations and to the specific requirements of units for which they are enrolled, except where these are explicitly waived by any special arrangements approved under this policy.

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## **5. STUDENT SERVICES**

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### **5.1 COUNSELLING AND ACADEMIC SUPPORT STAFF**

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- A student counsellor and academic support staff are available for personal and academic counselling or academic support on an appointment basis and by telephone in urgent situations.
- Details and initial contact are made during Orientation classes and also available on the website.

### **5.2 LIBRARY**

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- There is a library on campus
- Students also have access to the Griffith University libraries, including Queensland Conservatorium's extensive music library. To access this service, students must present TWO FORMS OF IDENTIFICATION (e.g. current photo ID, and proof of current address). The JMI Student ID must be presented.

## **6. ASSESSMENT POLICIES & PROCEDURES**

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### **6.1 GRADES**

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- Grades cut-offs for each of your assessment tasks and for the final examination, as well as for the final aggregated mark are normally:
  - 85%+ High Distinction
  - 75-84% Distinction
  - 65-74% Credit
  - 50-64% Pass
  - <50% Fail
- Successful completion of a unit requires submission of all assignments and other assessable work specified for that unit, and completion of a final examination where one is required.
- Detailed assessment requirements for all units of study are provided at the commencement of a unit.
- Final grades in each unit are subject to the approval of the relevant unit coordinators and to moderation. Grades may be re-scaled in the course of the moderation process. Grades will be released only when the moderation process has been completed.
- Grades will be published on JMI official noticeboard as soon as possible after the moderation process has been finalised.

### **6.2 ASSIGNMENTS**

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- Written assignments and other assessable work must be submitted by the dates specified unless prior permission for an extension of time has been obtained. Details of the assignment submission policy and procedure for obtaining an extension of time are included in this Handbook.
- All assignments required for a unit must be submitted prior to the commencement of examinations, and failure to do so shall result in a grade of NI – Fail Incomplete – being awarded unless a Special Extension of Time has been granted.

### **6.3 EXAMINATIONS (ALSO REFER SPECIAL NEEDS INFORMATION)**

- Students are expected to sit all examinations and class tests specified for the units they are enrolled in at the scheduled time for those examinations or tests, unless they are prevented from sitting due to a medical condition or other unforeseen and serious social, legal or family-related problem. Students who are unable to undertake a particular examination or test must:
  - If possible, contact campus reception before the examination is due to commence to notify the School of their absence from the examination.
  - Within 24 hours, provide a written explanation for the absence, together with any relevant documentation. This is to be lodged with Campus reception.
- Appropriate supporting documentary evidence, for example a medical certificate, must be lodged with the explanation. This should clearly state the circumstances that prevented the student sitting the examination or test at the specified time.
- Students without a reasonable excuse who fail to sit an examination or test will receive a result of NI – Fail Incomplete – for the unit.

### **6.4 SPECIAL EXAMINATIONS AND OTHER SPECIAL CONSIDERATION**

Also refer *Special Needs* Information

#### **6.4.1 Special Examinations**

A student who has been prevented through circumstances which may include, illness or an unexpected event that are not part of the normal risk of academic studies, employment, family or social life and are outside of the student's control to prevent or to overcome, and which have disrupted previously satisfactory work from attending or satisfactorily completing an examination, may at the discretion of the Head of School, be granted a special examination.

- To be eligible for a special examination, a student generally must have:
  - Sat for all class tests in that unit;
  - Submitted all required assignment work;
  - A satisfactory attendance record in that unit (above 80% for all lectures and tutorials); and

- Lodged a written explanation with supporting documentary evidence, as prescribed above.
- Students shall be advised in writing of the Head of School's decision and the reason for it and may appeal against that decision to the Academic Advisory Board.

#### **6.4.1 Special Extensions of Time for Assignments and tests beyond the Examination Date**

A candidate who has been prevented through circumstances which may include illness or unexpected events that are not part of the normal risk of academic studies, employment, family or social life and are outside of the student's control to prevent or to overcome, and which have disrupted previously satisfactory work from completing required course work prior to the relevant examination period, may request a special extension of time.

Requests, together with supporting documentation, shall be lodged with the Head of School. No requests for extensions of time received after the final teaching week of the relevant semester will be considered under any circumstances.

The Head of School shall consider the request. Students shall be advised in writing of the Head of School's decision and the reason for it and may appeal against that decision to the Academic Advisory Board.

#### **6.4.2 Special Consideration**

A candidate, who believes that his or her performance during the relevant semester has been adversely affected by continuing medical, social or similar problems, may lodge a request for special consideration, to be considered by the relevant Course Committee or the Academic Advisory Board.

Requests, specifying the basis for special consideration and with supporting documentation attached, are to be lodged with the Head of School.

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### **6.5 ASSIGNMENT SUBMISSION POLICY**

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- All assignments are to be submitted with a JMI Assignment over sheet, which is available from Reception. No responsibility will be taken for assignments with incomplete coversheets. Please ensure that your name, your lecturer's name, and the name of the unit are completed so your assignment is given to the appropriate staff for marking.
- Assignments are to be submitted in the Assignment box at Reception. This box is cleared daily at 4pm. If you require a receipt, you may submit your assignment to staff on Reception between the hours of 9.00 am and 5.00 pm, who will issue a receipt on request.
- Once the assignment has been submitted, it will not be returned until it is marked. Before submitting, please make absolutely sure that you have finished the assignment.
- You should retain a copy of all work submitted for your own record.
- Assignments are to be stapled. Plastic pockets or folders should not be used.
- Assignments submitted after the due date without an assignment extension form attached will be subject to penalties as specified in the relevant Unit Guide. Extension forms are available online at [www.jazz.qld.edu.au](http://www.jazz.qld.edu.au). The form is to be complete by the student, and signed and dated by the lecturer. It is then attached to the completed assignment when it is submitted.
- Requests for extensions must be made before and not on or after the due date with lecturer. Where this is not possible because of unforeseen circumstances, a request must be made at the earliest possible time and accompanied by appropriate evidence.

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## **6.6 STUDENT EVALUATION**

At the conclusion of each semester, students will be requested to complete relevant Student Evaluation Form(s) to provide feedback on the content, delivery and assessment of the subject and teaching of the subject.

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## **6.7 ACADEMIC TRANSCRIPTS**

- Students will receive an Academic Transcript free upon.
  - All applications for interim and replacement transcripts should be on the request form for such and should be accompanied by an application fee of \$50
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## **6.8 ACCESS TO COMPLETED EXAMINATION SCRIPTS**

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- Student shall have the right to view their marked examination scripts and may request, and shall be granted, access to their scripts under the following conditions.
- Students shall direct their request to do so to the Head of School.
- Immediately upon receipt of the request the Head of School shall arrange to meet with the student at a mutually suitable time, so that student can view the marked script.
- At the meeting the student may view the script in the coordinator's or nominee's presence.
- At the meeting also the student may request specific feedback on his or her performance and on the criteria that were used to assess the performance. The coordinator or nominee shall provide that feedback if It is requested by the student.
- The student shall not remove the script from the meeting or be given a copy of the script.
- The coordinator or nominee shall decide the form (verbal or written) in which the marking criteria are provided to the student.
- Students who are subsequently dissatisfied with their examination mark may seek a review of the mark under the Rules pertaining to Appeals against Grades.

## **6.9 ACCESS TO PAST EXAMINATION PAPERS**

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- The relevant unit coordinator shall have sole discretion to decide whether past examination papers may be released for future use.
- If the unit coordinator determines that a past examination paper may be released for future use, then the examination paper shall be made available in the library at JMI.

## **6.10 GRADUATION**

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- Upon successful completion of the course requirements, students shall be eligible to receive a testamur.
- In order to obtain their testamur, students must complete a graduation form.
- All fees must be honoured and library books and other resources returned prior to the issuing of the testamur.

## **7. APPEALS PROCESS**

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### **7.1 APPEALS AGAINST GRADES**

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- Where a student believes an error has been made or an injustice done in respect of a grade awarded in a unit, the student should first discuss the issue and seek a review of the grade with the relevant lecturer.
- If this does not resolve the issue, the student may request a review in writing, stating the grounds for the review request. The request must be lodged with the Head of School within 2 weeks of the grades being posted on the official JMI noticeboard.
- The Academic Advisory Board shall establish an Appeals Committee comprising:
  - Chair of the Academic Advisory Board or nominee (with the right of a casting vote) who will act as Chair;
  - The CEO of JMI
  - One academic staff representative appointed by the Board of Studies (A staff member involved in an appeal shall not be eligible for membership of the Committee); and
  - One student representative from the most senior cohort of students and nominated by the senior cohort.
- The Academic Appeals Committee shall convene within 7 working days of an appeal having been lodged.
- The Academic staff member or Subject Coordinator will be invited to present to the Committee the reasons for the action taken in relation to the grade.
- The student may present a case in person to the Committee.
- The student and academic staff member involved in the case shall have an opportunity to question each other.
- The Committee shall advise the student and the Subject Coordinator in writing of the outcome of the appeal and the reasons for the decision within three working days of the Committee having made a decision.
- A student who is aggrieved by a decision of the Committee may appeal the decision to Appeals Committee of Governing Council.

## **7.2 APPEALS AGAINST ACADEMIC DECISIONS OF THE ACADEMIC APPEALS COMMITTEE**

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- A student may appeal any academic decision of the Academic Board in writing to the CEO of JMI.
- Upon receipt of an appeal, the CEO shall notify the Chair of the Governing Council who, after consulting with members of Council, shall establish an Appeals Committee to hear the appeal.
- The Appeals Committee of Council shall consist of:
  - A senior academic who is independent of JMI, shall chair the Committee and have a casting vote;
  - The Head of School
  - A senior academic of JMI not associated with the unit assessment; and
  - A student representative nominated by the Student Group who has not served on a previous committee considering the appeal.
- The Appeals Committee of Council shall meet within 7 days of its establishment.
- The Appeals Committee of Governing Council will hear, examine and determine student appeals against decisions of any Committee or staff member in relation, but not limited, to award of grades, academic progress, exclusions, assessments, special consideration, special arrangements, and academic progression.
- The Chair of the Academic Advisory Board whose decision is the subject of the appeal and the student shall have the opportunity to address the Appeals Committee of Governing Council.
- The Chair of the Appeals Committee shall make whatever inquiries are necessary outside of the evidence provided by those parties, and the Appeals Committee shall consider all information and evidence at its disposal in order to reach a decision, provided that the parties to the appeal are afforded natural justice in relation to the information that the Appeals Committee considers.
- The Chair of the Appeals Committee shall convey the Committee's decision to the student and the Academic Advisory Board in the form of a written response stating the reasons for the decision within 7 days.
- The decision of the Appeals Committee shall be final. After the chair has informed the student and the Academic Advisory Board, the Head of School shall action the decision.
- The Chair of the Appeals Committee shall convey the Committee's decision to the student and JMI in the form of a written response stating the reasons for the decision within 7 days of the Appeals Committee having made a decision.

- The decision of the Appeals Committee shall be final. After the Chair has informed the student and JMI, the CEO shall action the decision.

### **7.3 GRIEVANCES AND COMPLAINTS ABOUT NON-ACADEMIC DECISIONS**

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- Any student who has a grievance or complaint is encouraged in the first instance to speak immediately with the facilitator/lecturer or the relevant staff member involved in an attempt informally to resolve the matter.
- If the matter can not be resolved informally with the immediate staff member, the student should make an appointment with the relevant Academic or Administrative Manager to discuss, and attempt to resolve, the matter. The Manager will consult with staff member and, if possible, arrange a meeting between the student, staff member and the Manager in an attempt to reach an acceptable solution.
- If the matter still cannot be resolved, the Academic or Administrative Manager shall ask the student to submit a written grievance/complaint and shall record the discussion and its outcome on the Student file for further reference. The student's written grievance/complaint shall be forwarded to the CEO for action.
- The CEO shall consider the written complaint, consult with the relevant Manager and the student either separately and/or in the course of a meeting, and shall make a determination on the matter, which shall be relayed to the student in writing along with the reasons for the decision.
- If it is not possible to resolve the dispute internally via the above process, JMI will arrange for independent mediation to resolve the dispute. Independent mediation is available either through an "official visitor" or through the Dispute Resolution Branch, Queensland Department of Justice and Attorney-General. There are six Dispute Resolution Centres throughout Queensland. The Brisbane Centre is located on Level 13 of the Central Court Building, 170 North Quay, Brisbane (Ph +61 7 32396269 or 1800 017 288 toll free outside of Brisbane). At present there is no fee for the use of this service but this is subject to change.
- The maximum timeframe for procession of written complaints from date of receipt of the student's written complaint by the CEO to the referral to the mediator, if required, shall be fourteen (14) days.
- If the matter remains unresolved, then the mediator shall provide the student with information about appropriate referral of the complaint to external agencies.
- Nothing in JMI's grievance and complaint procedure negates the right of local and overseas students to take action under Australia's consumer protection laws in the case of financial disputes.

- Nothing in JMI's grievance and complaint policy negates the right of local and overseas students to pursue other legal remedies – Commonwealth Ombudsman, 288 Edward Street, Brisbane [www.ombudsman.gov.au](http://www.ombudsman.gov.au); Office of Higher Education, [www.education.qld.gov.au/office/higher-education](http://www.education.qld.gov.au/office/higher-education)
- Students may nominate a support person to accompany them at any stage of the dispute resolution process.
- If an overseas student is concerned about JMI's actions the student may approach the State Authority for CRICOS Registration. In Queensland this is the State Department of Education. The Director General of the Department of Education has the power to cancel a College's registration if a breach of the requirements of the registration is proved. Concerns about a College's actions should be addressed to the Senior Education Officer, Queensland Department of Education, PO Box 33, Brisbane Albert Street QLD 4002. Complaints must be made in writing.

## **8. SATISFACTORY AND UNSATISFACTORY PROGRESS**

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### **8.1 DEFINITIONS**

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- For the purpose of this policy, satisfactory and unsatisfactory academic progress are determined on the basis of the percentage of units of study or competency attempted by the student over the course of an academic year that the student has completed satisfactorily.
- A student who, in the course of an academic year, has successfully completed 50 per cent or more of the units of study or competency he or she has attempted shall be deemed to have progressed satisfactorily.
- A student who, in the course of an academic year, has successfully completed less than 50 per cent of the units of study or competency she or he has attempted shall be deemed to have progressed unsatisfactorily.

### **8.2 PROCEDURES FOR DETERMINING UNSATISFACTORY ACADEMIC PROGRESS**

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- At each meeting of the Academic Advisory Board convened specifically for consideration and ratification of results, the Board shall consider the performance of all students who,

in the course of that semester, have failed to complete successfully 50 per cent or more of the units of study or competency they have undertaken in that semester.

### **8.3 PROCEDURES FOR MANAGING STUDENTS AT RISK OF UNSATISFACTORY PROGRESS**

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- Following the Board of Studies review of student progress, the Chair shall write to students whose names appear on the Board's list of students who are at risk of progressing unsatisfactorily to inform them of their inclusion on the list.
- The Chair shall, in writing, also invite students on the list to make and attend an appointment with the Chair or other academic staff member identified by the Board to discuss reasons for their at-risk performance and ways of improving their performance in future semester.
- The Chair shall, at the same time and in writing, remind students about the definition, requirements and consequences of unsatisfactory progress and that their future progress will be reviewed by the Board.
- The Chair shall report to the CEO on the names of students who have been classified as at risk and to whom the Chair has written, and on any matters of major concern that have emerged from the academic counselling of at risk students.

### **8.4 PROCEDURES FOR MANAGING STUDENTS WHO HAVE PROGRESSED UNSATISFACTORILY**

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- The Chair of the Board of Studies shall write to students who appear on the Board's list of students who have performed unsatisfactorily. In doing so, the Chair shall invite those students in writing to show cause as to why:
  - Their unsatisfactory progress should not be recorded on the student's academic record and, if they are overseas students, on PRISMS; and
  - They should not be excluded from their programme of study.
- The Chair shall consider student's responses to the show cause request and, after appropriate consultation with the student and/or with academic staff members teaching in the course, shall determine whether (a) the student's unsatisfactory progress should be recorded on the student's academic record and, where required, on PRISMS and (b) whether the student should be excluded from the programme of study. In making those decisions, the Chair shall consider appropriately detailed documentary evidence that the student may provide of health problems or of unexpected events that are no part of the normal risk of academic studies, employment, family or social life and are outside of the

student's control to prevent or to overcome, and which have disrupted previously satisfactory work.

- The Chair shall provide the CEO with lists of students:
  - Whose progress was deemed unsatisfactory but whose unsatisfactory progress should not be recorded or result in exclusion from the programme;
  - Whose progress was deemed unsatisfactory but whose unsatisfactory progress should be recorded but not result in exclusion from the programme; and
  - Whose progress was deemed unsatisfactory and whose unsatisfactory progress should be recorded and result in exclusion from the programme.
- The CEO shall write to the students on each list advising them of the outcome of the show cause action. In doing so, the CEO shall draw the attention of those students to the procedures for appealing the Chair's decision.
- Subject to no appeal being received or following the outcome of an appeal against the decision, the CEO shall cause the decision to be enacted so that either no action will be taken or the student's unsatisfactory progress will be recorded but the student will not be excluded from the programme of the student's unsatisfactory progress will be recorded and the student will be excluded from the program.

## ***8.5 PROCEDURES FOR RECORDING UNSATISFACTORY PROGRESS***

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- If the final result of the review of academic progress is either that the student's unsatisfactory progress will be recorded but the student will not be excluded from the programme or that the student's unsatisfactory progress will be recorded and the student will be excluded from the programme, the CEO shall notify the Academic Administrator of the outcome and the action that should be taken.
- The Academic Administrator, upon receiving advice that a student has progressed unsatisfactorily, shall cause a file note of the finding to be placed on the student's file and annotate the student's academic record accordingly.
- If the student is an overseas student, the Academic Administrator at the same time shall report the student through the PRISMS system as required by the National Code. A 'non compliance' letter will be generated by PRISMS, signed by the CEO and sent to the student for his or her information. The reporting of the student should be done immediately up on receipt of the CEO's notification and simultaneously with the annotation of the student's file. The student shall be informed to present to Immigration office within 28-day period.
- Following 6.3, DIAC, upon request, shall be provided with a copy of the student's annotated academic record verifying that the student has progressed unsatisfactorily so that the

Department can verify the situation and confirm that THM has reported the non-compliance within an acceptable time frame.

- The Academic Administrator, upon receiving advice that a student has been excluded from a course, shall cause a file note of the finding to be placed on the student's file and annotate the student's academic record accordingly.
- If the student is an overseas student, the Academic Administrator at the same time shall report the student through the PRISMS system as required by the National Code. A 'non compliance' letter will be generated by PRISMS, signed by the CEO and sent to the student for his or her information. The reporting of the student should be done immediately upon receipt of the Academic Administrator's notification and simultaneously with the annotation of the student's file. The student shall be informed to present to Immigration office within 28-day period.
- Following 6.6, DIAC, upon request, shall be provided with a copy of the student's annotated academic record verifying that the student has been excluded from the course so that the Department can verify the situation and confirm that JMI has reported the non-compliance within an acceptable time frame.

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## **9. CODE OF CONDUCT**

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### **9.1 CONDUCT EXPECTED OF STUDENTS**

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- English is the language of communication in the program and English language should be spoken during lectures and tutorials.
- Students should be punctual in their attendance at class.
- Smoking, eating and drinking are not permitted in lecture rooms.
- Mobile phones are to be switched off during lectures.
- Students shall not attend class when under the influence of alcohol or an illegal substance.
- Students shall not use JMI equipment inappropriately or contrary to the law (refer particularly copyright laws).
- When vacating rooms, all rubbish should be removed, and furniture returned to its original position.
- Students should not obstruct any teaching activity, examination or official meeting or proceeding on JMI campus.

- Students should not disobey any reasonable instruction issued by a JMI staff member.
- Students should not obstruct or deter an member of staff in the performance of their duty.
- Students should not damage or wrongfully deal with any property in or on the Campus.
- Students should not engage in any verbal or physical abuse or harassment against staff or other students.

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## **9.2 PENALTIES FOR MISCONDUCT**

- Students who breach the General Code of Conduct may be liable for:
  - A warning or reprimand; or
  - Loss of privileges, including internet access; and/or
  - Suspension from attendance at lectures and tutorials; and/or
  - Suspension of access to the Library or computing facilities; or
  - Suspension from the course for a specifies period; or
  - Exclusion from the course.
- Alleged misconduct shall be referred to the CEO
- The CEO shall write to the student inviting a response to the allegations. The student shall also have the right to be heard on the matter. After considering all of the evidence, the CEO shall make a determination on the allegations and, if proven, shall decide on a penalty.
- The CEO shall, in writing and within 7 working days of receiving the original report, inform the student of that determination and the reasons for it.
- Any student who is aggrieved with the CEO's determination may, if the penalty is an academic one, appeal the decision to an Appeals Committee of Council. If the penalty is of a non-academic nature then the decision should be dealt with under The Appeals process (See Appeals).

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## **9.3. ACADEMIC MISCONDUCT**

- JMI views with greatest concern the action of students who act dishonestly or improperly in connection with their academic work.

- In the course of their study with JMI, students shall not infringe copyright laws (refer to *Copyright Guide* p.23).
- Alleged cases of academic misconduct, including plagiarism and/or infringement of copyright law, by students enrolled in JMI shall be referred to the relevant Academic Advisory Board or a committee thereof.
- The Academic Advisory Board or its committee shall hear the evidence of the alleged misconduct. If misconduct is proved, based on its seriousness, the Board shall decide to either (a) require the student to resubmit the work with appropriate revisions, or (b) fail the piece of assessment with which the misconduct was associated, or (c) fail the student in the unit of study with which the conduct was associated or (d) exclude the student from the course.
- The Academic Advisory Board or its committee, within 3 working days of considering the matter, shall notify the student of its decision.
- Decisions on allegations of academic misconduct made by an Academic Advisory Board committee shall be reported to the next full Board meeting for minuting.
- Students who are aggrieved by the Academic Advisory Board's decision may lodge an appeal against the decision. (See Appeals Process)

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### 9.3.1 PLAGIARISM

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- Plagiarism, cheating, and falsification of data are dishonest practices that contravene academic values of respect for knowledge, scholarship and scholars. These practices devalue the quality of learning, both for the individual and for others enrolled in the unit. They constitute academic misconduct as such. Academic misconduct also involves consciously acting in a manner that would assist another student to commit plagiarism or acting in an inappropriate manner to obtain information with the intent to plagiarise.
- Plagiarism is the intentional or unintentional use of the work of other persons, copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from written, printed, electronic or other media in a student's written, oral, electronic/online or group assignment work without due acknowledgment. Plagiarism involves giving the impression that a student has thought, written or produced something that has, in fact, been taken from another. Any act of plagiarism constitutes a breach of this policy.

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### 9.4. EXAMINATION MISCONDUCT

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- Students are expected to familiarise themselves with the following Code of Conduct prior to sitting an examination. Students who breach the Code may be asked to leave the examination room and may be subject to disciplinary action.

- Candidates are permitted normal writing implements (pens, pencils, erasers, rulers, etc.) during an examination, but no written materials, books, notepaper, calculator, computer, etc, are permitted unless this is specifically stated on the first page of the examination paper.
- Among items specifically prohibited in all examinations are radios and mobile phones.
- Candidates may bring modest quantities of bottled or canned drinks and small snack items into the examination room, but substantial food items are not permitted.
- All bags and prohibited items should be left in the examination room near the entrance, to be collected when the candidate leaves.
- All candidates must leave their student ID cards on their desks until their names have been checked off.
- No candidate will be permitted to enter the examination more than 30 minutes after the commencement of the examination.
- No candidate will be permitted to leave the examination room during the first 30 or last 15 minutes of an examination.
- Candidates are expected to behave with due consideration for others sitting examinations at the same time.
- There should be no communication between candidates. Candidates who wish to talk to a supervisor should raise their hand and remain seated.
- Candidates are advised that toilet breaks will be permitted only under reasonable supervision. (Supervision schedules will be arranged so that a second supervisor is available in each venue from time to time.)
- At the completion of the examination, candidates should remain seated until the supervisor confirms that all scripts have been collected.

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## **10. FEES**

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Fees for the Degree courses are payable prior to the commencement of each semester. Failure to pay scheduled fees by the due date may result in the student being precluded from sitting examinations, receiving results, attending lectures, or accessing computer facilities. Students should refer to the Conditions of Enrolment for full details of the JMI Fee and Refund Policies.

The complete Fees and Charges Policy is found as Appendix 1 in this document.

## 10.1 REFUND POLICY

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Notification of cancellation or withdrawal from individual subjects or a program must be made in writing to JMI.

- 10.1.1 Application fees are non-refundable.
- 10.1.2 For any cancellation, a cancellation fee applies: Course cancellation: \$300  
Subject cancellation: \$75
- 10.1.3 Refunds are normally paid within 4 weeks of approval, after application is received.
- 10.1.4 Requests for refunds from continuing students who are enrolled should be made to the Administration, by completing the Application for Refund of Fees form.
- 10.1.5 If you notify JMI of your intention to withdraw **before your original start date** and are eligible for a refund, then the appropriate refund will be paid to you, less the cancellation fee.
- 10.1.6 Cancellation **prior to week 3**: Where students withdraw from a course or subjects prior to week 3 of the semester, they will receive a refund minus the appropriate cancellation charge.
- 10.1.7 If you notify JMI before the end of week 3 of your intention to defer subjects to the following semester, your paid fees shall be transferred to the following semester. Notification of intention to defer *after the end of the third week* will result loss of the fee for the semester.
- 10.1.8 Cancellation **after week 3**: No refund of course fees will be given for notification of withdrawal, which occurs after week 3 of the semester except where “special circumstances” are apparent and acceptable. “Special circumstances” include those circumstances that:
- are beyond the person’s control; and
  - do not make their full impact on the person until on or after the census date for the course of study for the semester; and
  - make it impracticable for the person to complete the course of study for the semester during the semester or during the year in which the semester occurs.
- Where “special circumstances” are apparent after week 3, students should seek advice from Administration re fee remission.*
- 10.1.9 No academic penalty will be incurred if you notify JMI of your intention to withdraw from individual subjects or a program before the end of week 3 of the semester.
- 10.1.10 All debts to the JMI must have been paid before any refund can be calculated. Any outstanding amounts are deducted from any refund.
- 10.1.11 Any refund will be paid to the person or to the entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid, although JMI retains the right

to make the payment in Australian Dollars (AUD). Exchange rates may fluctuate and JMI is not liable for any variance.

10.1.12 ***In the unlikely event that JMI is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.***

*Students may elect to take a full refund of course fees, or to accept a place in another course. If a student chooses placement in another course, he/she is required to sign a document to indicate that acceptance of such placement. (Refer also 7.11).*

10.1.13 If an **international student** withdraws, completes their course early, transfers to another provider, is excluded on academic grounds (and thereby fails to meet their student visa condition), or defers or intermits their study or otherwise changes the duration of their course, then JMI is obliged to inform the immigration authorities of this change or status and the student may be required to leave Australia.

10.1.14 For **international students** who are withdrawing prior to enrolment or discontinuing from a course after enrolment, applications for a full or partial refund must be made to the Administrator, JMI, by completing the Application for Refund of International Fees form and accompanied by supporting documentation, as appropriate. The authority for approving a refund of fees for a commencing international student rests with the Administrator, JMI, or their nominee.

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## 10.2: OTHER STUDENT FEES & FINES

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This section lists general fees and charges that apply to students at JMI.

### COURSE MATERIALS FEE

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Students will be required to pay for compulsory course materials in some subjects each semester. Specific lists are made available prior to each semester.

### MISCELLANEOUS FEES

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#### ENROLMENT - ACADEMIC RECORD

One copy of the academic record (also known as a transcript or academic statement) is provided free at Graduation. Unofficial copies are available free from the web. Additional formal records are available on request upon payment of a fee.

#### ENROLMENT - STUDENT LETTERS

Students may request short letters for use as:

- Proof of qualification
- Proof of enrolment
- Proof of Graduation
- Date of Graduation

#### ENROLMENT - LATE ENROLMENT FINE

Applicable when a student has not completed re-enrolment by due date. The rate displayed in the table is applicable for the 2010 re-enrolment period commencing in late 2009.

#### ENROLMENT - LATE SUBJECT CHANGE

Applicable when a student seeks to change subjects, with the approval of the Head of School and upon payment of the prescribed charge a student may add a subject later than two weeks into the semester in which that subject is offered.

#### ENROLMENT - LATE CONFIRMATION OF ENROLMENT DISPUTE

Applicable when a student seeks to dispute their enrolment after the Census date and beyond the defined period to do so.

#### ENROLMENT - VARIATION TO ENROLMENT OUTSIDE THE CURRENT SEMESTER

Students have a number of opportunities each semester to check and amend their enrolment: viz. fee statement, enrolment statement, results notice, and via the JMI Website for extended periods of time. This fee only applies to students who request variation of enrolment for a prior semester.

#### ENROLMENT - REINSTATEMENT OF ENROLMENT AFTER INVALIDATION

Applicable when a student who has been invalidated, due to outstanding fees, seeks to be reinstated.

#### REPLACEMENT - IDENTITY CARD

All students receive a free ID card. A fee is applicable for replacing a lost card.

#### GRADUATION - ATTENDANCE

There is a fee associated with graduation at a ceremony, primarily to cover gown hire, catering and other associated costs. Graduation "in absentia" is free

#### GRADUATION - LATE APPLICATION TO GRADUATE

Applicable when a student has not applied to graduate by the prescribed closing date. Late applications will be considered only if received one month or more prior to the scheduled date of the ceremony, and if the JMI is able to accommodate the late application

#### GRADUATION - CHANGE OF GRADUATION MODE

Applicable when a student identifies a graduation mode (viz. attendance, or in absentia) but subsequently chooses, more than once, to change the mode after the closing date for application to graduate.

#### GRADUATION - ADDITIONAL TICKETS

Students who graduate in attendance receive three guest tickets as part of the attendance package. Where available, limited additional tickets can be purchased.

#### GRADUATION - TESTAMUR REPLACEMENT

Initial testamur is free. Fee is applicable for a replacement testamur.

#### SCHEDULE OF MISCELLANEOUS FEES 2010

Your tuition fee does not cover the cost of additional services such as Academic Transcripts or Graduation. See Schedule of Miscellaneous Fees (below).

<b>Schedule of Miscellaneous Fees</b>	<b>Amount</b>
Enrolment - Academic record (per copy)	\$20
Enrolment - Student Letter	\$30
Enrolment - Late enrolment fee	\$250
Enrolment - Late subject change	\$89
Enrolment - Variation to enrolment outside the current semester	\$316
Enrolment - Reinstatement of Enrolment after invalidation	\$165
Replacement - Identity card	\$60
Examinations - Customised examination charge	\$379
Graduation - late application fee	\$121
Graduation fee - change of mode fee	\$121
Graduation - additional ticket fee	\$27
Graduation - replacement testamur	\$217

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## **11. GUIDE TO COPYRIGHT**

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All students must attend a mandatory lecture on all copyright issues regarding print and all forms of recorded music. This lecture is held at the start of each new intake, in each semester.

A brief copyright guide is provided in this Handbook (see 13.5), giving summary notes on copyright and suggesting web sources for further information.

**All students are required** to consult and be familiar with copyright guides related to books and articles, print music, audio and visual performance and recording, digital downloading, and software, as published by APRA/AMCOS at [www.apra.com.au](http://www.apra.com.au) .

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## **12. PRIVACY POLICY**

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The JMI Privacy Policy is found in Appendix 13.6, and also published on the JMI website.

## 13. APPENDICES

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### 13.1 STUDENT FEES & CHARGES POLICY

Domestic students:	\$5800 per semester
	\$145 per Credit Point per semester
International students:	\$7800 per semester
	\$195 per Credit Point per semester

#### 1: PURPOSE AND CONTEXT

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This document sets out the policy and procedures of JMI concerning student fees, charges and refunds. The JMI Executive provides authority for this document, and periodically reviews content, authority to approve or vary fees within agreed parameters.

#### 2: GENERAL PRINCIPLES

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##### 2.1 Authority for Course and Non-course (including Miscellaneous) Fees

The JMI Executive has prime responsibility for the setting and approval of fees for courses offered by the JMI and all associated Miscellaneous Fees.

##### 2.3 Due Date for Payment

2.3.1 All student fees are required to be paid by the due date specified on the Enrolment Details and Fee Statement. (See 3.2 for invoicing cycle). Normally, **four weeks' notice** is given for payment of fees.

2.3.2 Funds covering tuition fees must be clear (i.e. cheques cleared, telegraphic transfers received) **by the specified due date.**

2.3.3 Failure to pay outstanding fees may result in encumbrances (See 4.2) or cancellation (See 4.3) of a student's enrolment.

2.3.4 Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding debts is made (See 4.2 & 4.3).

##### 2.4 Terms for Domestic & International Fee Paying Students

JMI reserves the right to adjust annual tuition fees. The Institute undertakes that any adjustment factor will not normally exceed 6% per annum and if applied, will be applied on the 1st of January each year for that calendar year.

### **3: INVOICING CYCLE**

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#### 3.1 General Principles

Fees are assessed and invoiced for each subject of study, corresponding to a specific teaching calendar and Semester. Enrolment Details and Fees Statements are published on the JMI website and can be viewed and printed accordingly.

*NOTE: Hard copy Enrolment Details and Fees Statements will not be sent via the post. Students will receive an email in their student email account which will advise them when their fees have been assessed and that their Enrolment Details and Fees Statement is available for viewing and printing via the JMI website.*

#### 3.2 Semester Invoices

Fees for Semester 1 are invoiced in early January (for continuing students), and on a weekly basis from then on. This cycle picks up, assesses and invoices any commencing students as they enrol. Fees for Semester 2 are invoiced in May.

### **4: CONSEQUENCES OF NON-PAYMENT OF FEES**

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#### 4.1 Final Notices

Where a student has been invoiced and there is an outstanding debt by the due date, then a Final notice and/or email will be issued within two weeks of the original invoiced due date.

#### 4.2 Encumbrance

4.2.1 Where a student continues to have an outstanding debt (i.e. tuition fees, fines etc), their enrolment will be encumbered if they have not paid this debt by the date/time period advised by the JMI. The encumbrance will cause the following restrictions to apply;

- Loss of access to library borrowing and other library services
- Loss of access to the JMI computer systems, including internet and email
- Loss of access to enrolment records, examination results and academic transcripts
- Final year students will not be recorded as having graduated
- No complete results or complete academic record will be issued

4.2.2 Encumbered students will be informed that if they make no further payment or do not contact the JMI concerning their debt, their enrolment may be cancelled (i.e. invalidated).

#### 4.3: Invalidation (Cancellation of enrolment) for Non-payment of Fees

4.3.1 The student's enrolment may be invalidated without warning at anytime throughout a semester, if fees remain unpaid 14 days after the due date shown on their Final Notice

4.3.2 Invalidation may be invoked in the following cases:

- Outstanding Course Fees where the outstanding value is \$500 or greater

4.3.3 Invalidation may not be invoked where the only outstanding debt is non-tuition related.

4.3.4 Invalidated students do not have access to their full academic history until payment of outstanding debt and the reinstatement fee is received.

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#### 4.4: Reinstatement

4.4.1 Where an invalidated student seeks reinstatement to continue their study at the JMI, they must pay:

- All outstanding debts
- A reinstatement fee

4.4.2 Once all payments have been made, students seeking to continue their course in the following semester must apply for readmission directly to the JMI for enrolment. The Head of School will determine if the student may be re-admitted to the course in which the invalidation occurred, and the manner in which re-admission might occur.

#### 4.5: Transcripts

Where an invalidated Full Fee paying student wishes to obtain a transcript without seeking re-admission to study at the JMI, then upon payment of outstanding debt and the Reinstatement fee at a campus Student Service Centre, a transcript will be issued.

#### 4.6: International Students

The JMI is obliged to inform the Department of Immigration and Citizenship (DIAC) of international students who have been invalidated because it constitutes a breach of student visa conditions.

### 5: Course Fees

#### 5.1 Award Course Fees

The term 'Course fees' refers to the tuition component of the total course cost.

Domestic students: \$5800 per semester

\$145 per Credit Point per semester

International students: \$7800 per semester

\$195 per Credit Point per semester

## 5.2 Single subject (non-Award) Fees

Single subject (non award) fees are charged at a rate not less than the equivalent fee for the subject if taken as part of the local or international award course.

## 5.3 International Student Fees

### **5.3.1 COMMENCING INTERNATIONAL STUDENTS**

Commencing International students are required to submit payment with their application to the JMI. Students pay before travel to Australia, by bank draft, in Australian currency.

*Note: Under the National Code 2007, international students holding a student visa are required to enrol so they complete their course within the duration specified in their electronic Confirmation of Enrolment Form (eCoE). Unless an Underload is approved, this generally requires that students maintain a full-time enrolment load for the duration of the course. Refund requests from international students must be authorised by the Administrator, or his/her nominee. To be eligible for a refund (less applicable administrative charges), an international student must withdraw from the course within the first 3 teaching weeks. Where fees are paid by a party on behalf of the student, the JMI reserves the right to notify that party. (refer to 7.3, 7.4, 7.5).*

### **5.3.2 SPECIAL PROVISIONS FOR STUDENTS WHO BECOME PERMANENT RESIDENTS (PR)**

Any enrolled international student whose visa has changed from any Temporary Visa (including a Student Visa) to an Australian Permanent Resident Visa (APRV) must notify the JMI within 14 days of the change.

This will result in the student's course fee and residency status being changed from international to domestic.

The Permanent Residency status must be granted and the *Change of Residency Status* Form must be submitted before the census date of the semester for the change to be effective. A *Change of Residency Status* Form is available from Administration, and on the website. A passport with a validated permanent residency date must also be provided.

The key date to determine the change in status is the date of the visa grant as indicated on the visa label affixed to the passport and NOT the date on which the original application for an APRV was made.

Any changes that occur prior to your subjects' census date will affect your fee status for those subjects. If the change occurs after your subjects' census date, your fee status will not be affected until the following teaching period. There are different census dates for subjects in various teaching periods but the most common subject census dates are as follows:

Semester 1 subjects: 31 March  
Semester 2 subjects: 31 August

Where tuition fees have been paid in advance for the semester and the change of status occurs before the census date, tuition fees payment for that semester will be allocated and any excess funds will be refunded (refer to 7.11).

**Certain conditions may limit the rights of students to continue on local status. Advice should be sought from the Academic Administrator.**

### **5.3.2 INTERNATIONAL STUDENTS - CONTINUING**

5.3.2.1 International students who have commenced study at JMI and have been invoiced for a second or subsequent semester may apply for refunds in the same manner as domestic fee paying students.

5.3.2.2 If an international student withdraws, completes their course early, transfers to another provider, is excluded on academic grounds (and thereby fails to meet their student visa condition), or defers or intermits their study or otherwise changes the duration of their course, then JMI is obliged to inform the immigration authorities of this change or status and the student may be required to leave Australia (refer 7.11).

5.3.2.3 For international students who are withdrawing prior to enrolment or discontinuing from a course after enrolment, applications for a full or partial refund must be made to the Administrator, JMI, by completing the Application for Refund of International Fees form and accompanied by supporting documentation, as appropriate. The authority for approving a refund of fees for a commencing international student rests with the Administrator, JMI, or their nominee (refer 7.13).

## **6: Fee Payment Extension**

An extension of time to pay tuition fees is possible for continuing students only, who have extreme financial hardship and difficulty in meeting payment terms outlined in their Enrolment Details and Fees Statement.

*An extension of time to pay is only available to students who can demonstrate financial hardship, or difficulty. It is not an alternative payment scheme.*

Students who meet the above criteria, must contact Administration before the due date for payment shown on the Enrolment Details and Fees Statement and advise their circumstances.

Extension of time to pay fees is *not applicable where a student's fees are paid under sponsorship arrangement*. Students will be notified by email, to their JMI email address, of the outcome of a request to extend the time for fee payment.

### **6.1 Short Term Extension**

6.1.1 The Administrator may determine after consideration of the submitted application that grounds for an extension exist and grant a short-term extension of up to twenty (20) working days.

6.1.2 Students who have outstanding fees, may appeal any adverse decision made against them regarding extension of fee payment dates, or request a longer-term extension. Written application must be made to the Administrator, who will assess the application. The student must be able to demonstrate that exceptional and abnormal circumstances exist and that all sources of obtaining financial support to pay fees have been exhausted. Other factors that will be taken into consideration may include:

- The ability to repay fees owing and the outline of any repayment plan
- The stage of the course which the student has reached and results,
- Previous requests for deferral and record of payment.

## 6.2 Further Extension

Upon written request, the Administrator may approve a further extension of up to twenty (20) working days, in the event of extreme circumstances, that may encompass events in the student's home country (or a personal family trauma) which has a major impact upon the student's ability to meet a payment deadline.

## 6.3 Final Semester Fee-paying Students

A fee paying student in the final semester of their studies, in extreme financial difficulties, may be able to defer the payment of fees for up to 6 months from the commencement of their final semester. Deferment will be subject to the following conditions;

- A substantial payment toward the final year's total fee must have been made. (i.e. at least semester one paid in full)
- The balance of fees to be carried over must be subject to a schedule of repayment and conditions agreed to and signed by the JMI and the student.
- Written application must be made as soon as possible and no later than the semester census date.
- The Course Coordinator must support the application and be satisfied that the student's reasons for the request are valid and his/her status in relation to further study at the JMI.
- The supported application must be sent to the Administrator.
- If approved, the Administrator will require that the student must sign a letter of agreement.
- Deferment of payment will be conditional upon the student receiving no detailed notification or academic transcript relating to his/her final year. The student will not be permitted to graduate prior to all debts being repaid, however a general information letter to acknowledge course completion will be provided, if requested.
- If the student fails to maintain the schedule of payments as outlined by the agreement, the student may be invalidated for non-payment of fees and all penalties associated with invalidation be applied to the student.

*It will be made clear to the student that he/she will not be recorded as a graduate, and no results or academic record will be issued, unless full payment of all outstanding debts (including debts in addition to fee debts and outstanding library loans and fines) is made (refer to 4.2, 4.3).*

## 7: Refunds

Notification of cancellation or withdrawal from individual subjects or a program must be made in writing to JMI.

7.1 Application fees are non-refundable.

7.2 For any cancellation, a cancellation fee applies:

Course cancellation: \$300

Subject cancellation: \$75

7.3 Refunds are normally paid within 4 weeks of approval, after application is received.

- 7.4 Requests for refunds from continuing students who are enrolled should be made to the Administration, by completing the Application for Refund of Fees form.
- 7.5 If you notify JMI of your intention to withdraw **before your original start date** and are eligible for a refund, then the appropriate refund will be paid to you, less the cancellation fee.
- 7.6 Cancellation **prior to week 3**: Where students withdraw from a course or subjects prior to week 3 of the semester, they will receive a refund minus the appropriate cancellation charge.
- 7.7 If you notify JMI before the end of week 3 of your intention to defer subjects to the following semester, your paid fees shall be transferred to the following semester. Notification of intention to defer *after the end of the third week* will result loss of the fee for the semester.
- 7.8 Cancellation **after week 3**: No refund of course fees will be given for notification of withdrawal, which occurs after week 3 of the semester except where “special circumstances” are apparent and acceptable. “Special circumstances” include those circumstances that:
- are beyond the person’s control; and
  - do not make their full impact on the person until on or after the census date for the course of study for the semester; and
  - make it impracticable for the person to complete the course of study for the semester during the semester or during the year in which the semester occurs.

*Where “special circumstances” are apparent after week 3, students should seek advice from Administration re fee remission.*

- 7.9 No academic penalty will be incurred if you notify JMI of your intention to withdraw from individual subjects or a program before the end of week 3 of the semester.
- 7.10 All debts to the JMI must have been paid before any refund can be calculated. Any outstanding amounts are deducted from any refund.
- 7.11 Any refund will be paid to the person or to the entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid, although JMI retains the right to make the payment in Australian Dollars (AUD). Exchange rates may fluctuate and JMI is not liable for any variance.

***7.12 IN THE UNLIKELY EVENT THAT JMI IS UNABLE TO DELIVER YOUR COURSE IN FULL, YOU WILL BE OFFERED A REFUND OF ALL THE COURSE MONEY YOU HAVE PAID TO DATE. THE REFUND WILL BE PAID TO YOU WITHIN 2 WEEKS OF THE DAY ON WHICH THE COURSE CEASED BEING PROVIDED.***

*Students may elect to take a full refund of course fees, or to accept a place in another course. If a student chooses placement in another course, he/she is required to sign a document to indicate that acceptance of such placement. (Refer also 7.11).*

- 7.13 If an **international student** withdraws, completes their course early, transfers to another provider, is excluded on academic grounds (and thereby fails to meet their student visa condition), or defers or intermits their study or otherwise changes the duration of their course, then JMI is obliged to inform the immigration authorities of this change or status and the student may be required to leave Australia.

7.14 For **international students** who are withdrawing prior to enrolment or discontinuing from a course after enrolment, applications for a full or partial refund must be made to the Administrator, JMI, by completing the Application for Refund of International Fees form and accompanied by supporting documentation, as appropriate. The authority for approving a refund of fees for a commencing international student rests with the Administrator, JMI, or their nominee.

## **8: Complaints and Appeals**

In the event that a student wishes to contest the JMI rejection of their request for a refund, they will have access to established dispute resolution procedures, and/or may take further action under Australia's consumer protection laws.

## **9: Other Student Fees & Fines**

This section lists general fees and charges that apply to students at JMI.

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### **9.1 COURSE MATERIALS FEE**

Students will be required to pay for compulsory course materials in some subjects each semester. Specific lists are made available prior to each semester.

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### **9.2 MISCELLANEOUS FEES**

#### **9.2.1 ENROLMENT - ACADEMIC RECORD**

One copy of the academic record (also known as a transcript or academic statement) is provided free at Graduation. Unofficial copies are available free from the web. Additional formal records are available on request upon payment of a fee.

#### **9.2.2 ENROLMENT - STUDENT LETTERS**

Students may request short letters for use as:

- Proof of qualification
- Proof of enrolment
- Proof of Graduation
- Date of Graduation

#### **9.2.3 ENROLMENT - LATE ENROLMENT FINE**

Applicable when a student has not completed re-enrolment by due date. The rate displayed in the table is applicable for the 2010 re-enrolment period commencing in late 2009.

#### **9.2.4 ENROLMENT - LATE SUBJECT CHANGE**

Applicable when a student seeks to change subjects, with the approval of the Head of School and upon payment of the prescribed charge a student may add a subject later than two weeks into the semester in which that subject is offered.

#### **9.2.5 ENROLMENT - LATE CONFIRMATION OF ENROLMENT DISPUTE**

Applicable when a student seeks to dispute their enrolment after the Census date and beyond the defined period to do so.

#### 9.2.6 ENROLMENT - VARIATION TO ENROLMENT OUTSIDE THE CURRENT SEMESTER

Students have a number of opportunities each semester to check and amend their enrolment: viz. fee statement, enrolment statement, results notice, and via the JMI Website for extended periods of time. This fee only applies to students who request variation of enrolment for a prior semester.

#### 9.2.7 ENROLMENT - REINSTATEMENT OF ENROLMENT AFTER INVALIDATION

Applicable when a student who has been invalidated, due to outstanding fees, seeks to be reinstated.

#### 9.2.8 REPLACEMENT - IDENTITY CARD

All students receive a free ID card. A fee is applicable for replacing a lost card.

#### 9.2.9 GRADUATION - ATTENDANCE

There is a fee associated with graduation at a ceremony, primarily to cover gown hire, catering and other associated costs. Graduation "in absentia" is free

#### 9.2.10 GRADUATION - LATE APPLICATION TO GRADUATE

Applicable when a student has not applied to graduate by the prescribed closing date. Late applications will be considered only if received one month or more prior to the scheduled date of the ceremony, and if the JMI is able to accommodate the late application

#### 9.2.11 GRADUATION - CHANGE OF GRADUATION MODE

Applicable when a student identifies a graduation mode (viz. attendance, or in absentia) but subsequently chooses, more than once, to change the mode after the closing date for application to graduate.

#### 9.2.14 GRADUATION - ADDITIONAL TICKETS

Students who graduate in attendance receive three guest tickets as part of the attendance package. Where available, limited additional tickets can be purchased.

#### 9.2.15 GRADUATION - TESTAMUR REPLACEMENT

Initial testamur is free. Fee is applicable for a replacement testamur.

#### 9.2.16 SCHEDULE OF MISCELLANEOUS FEES 2010

Your tuition fee does not cover the cost of additional services such as Academic Transcripts or Graduation. See Schedule of Miscellaneous Fees (see next page).

<b>Schedule of Miscellaneous Fees</b>	<b>Amount</b>
Enrolment - Academic record (per copy)	\$20
Enrolment - Student Letter	\$20
Enrolment - Late enrolment fee	\$250
Enrolment - Late subject change	\$89
Enrolment - Variation to enrolment outside the current semester	\$316
Enrolment - Reinstatement of Enrolment after invalidation	\$165
Replacement - Identity card	\$60
Examinations - Customised examination charge	\$379
Graduation - late application fee	\$121
Graduation fee - change of mode fee	\$121
Graduation - additional ticket fee	\$27
Graduation - replacement testamur	\$217

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**13.2 SPECIAL NEEDS FORM - GENERAL**



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**SPECIAL Needs Form - GENERAL**

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**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Phone No. (Term): \_\_\_\_\_ (Home) \_\_\_\_\_

(Email Address) \_\_\_\_\_

Semester Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

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**AWARD INFORMATION**

What degree/diploma/certificate are you currently enrolled in? \_\_\_\_\_

\_\_\_\_\_

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**TYPE OF DISABILITY**

Please describe your disability: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SPECIAL NEEDS/SERVICES**

Do you need special facilities, resources, or considerations for study and/or examinations because of this disability/these disabilities?

**YES / NO (*please circle*)**

Please detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These facilities will only be provided if a current medical certificate (continuing students only need a medical certificate if their special needs have changed) or other appropriate supporting documentation is supplied. For learning disabilities, a psychologist's report prepared in the last three years may be required.

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**(Please tick appropriate section.)**

\_\_\_\_\_ Documentation is being provided

\_\_\_\_\_ Documentation was provided previously

\_\_\_\_\_ Documentation has not been provided

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**CONFIDENTIALITY**

We need your permission to inform appropriate staff of relevant details you outline in this form. Only JMI staff directly concerned with meeting your special needs will be given information, for example: Head of Schools, Lecturers, and Disability Support Staff, may need to be informed of your special needs.

Yes, I agree to the information on this form being provided to relevant JMI personnel.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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SPECIAL NEEDS FORM - EXAMINATIONS

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You must fill in this form if you have any special needs for examinations. **This form must be signed by a doctor or relevant health professional, or accompanied by a relevant doctor's certificate or specialist's report.** Please feel free to attach any additional letters or documentation, which will support your request for special examination arrangements.

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**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Phone No. (Term): \_\_\_\_\_ (Home) \_\_\_\_\_

(Email Address) \_\_\_\_\_

Semester Address \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

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**AWARD INFORMATION**

What degree/diploma/certificate are you currently enrolled in? \_\_\_\_\_

\_\_\_\_\_

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### TYPE OF DISABILITY, ILLNESS OR IMPAIRMENT

Please provide a brief description of your condition. Include how this condition will effect your performance during formal examinations, and indicate what you will require to compensate for this and, if applicable, present methods of coping

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### SPECIAL NEEDS/SERVICES

Please indicate if you will require any of the following:

- Level or wheelchair access to the examination venue and toilet facilities.
- The assistance of a scribe/reader.
- Enlarged examination papers (to A3 size)
- Examination papers printed in Braille
- Examination paper prepared on coloured paper. Please indicate colour  
 Blue    Yellow    Green    Buff    Pink
- The use of own computer or other mechanical writing device to type answers
- Examination time extension. Note that this is subject to approval. Please indicate how much **extra time per hour** you are requesting \_\_\_\_\_
- Other (please provide details) \_\_\_\_\_  
\_\_\_\_\_

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**REQUEST FOR ALTERNATE ASSESSMENT METHOD**

**Note:** This will not automatically be granted and will require consideration on a case by case basis where there are exceptional circumstances.

- Examinations at home
- Alternate method of assessment required

Please indicate your reason/s for this request, attaching relevant specialist reports:

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**DECLARATION TO BE SIGNED BY STUDENT**

I hereby state that the information provided by me is true and correct. I agree to the information on this form being provided to relevant JMI personnel.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE FILLED OUT BY A DOCTOR OR REGISTERED PROFESSIONAL**

Please provide a brief description of the student's condition and how it may affect the student's performance in formal examinations. Include any comments which may support the student's request for special examination arrangements.

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The special needs of (name) \_\_\_\_\_ will / will not change.

Name: \_\_\_\_\_ (please print or use stamp)

Address: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

Professional Registration/Membership of Professional Bodies: \_\_\_\_\_

\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

**NOTE: By providing a signature on this form, I verify the information provided on this form by the student, and support their request for special examination arrangements.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**13.4 STUDENT GRIEVANCE: FORMAL COMPLAINT FORM**



**FORMAL COMPLAINT FORM**  
**Complaint Details Form**  
**Private and Confidential**

**PART A – ABOUT YOU (THE COMPLAINANT)**

**YOUR DETAILS**

Surname	_____	Title	_____
Given Names	_____		
Address	_____ _____		
State	_____	Postcode	_____
Telephone Number	_____	Email	_____

**ONLY FILL OUT THIS BOX IF SOMEONE IS ASSISTING YOU WITH THE COMPLAINT – FOR  
EXAMPLE A SOLICITOR OR UNION REPRESENTATIVE**

Name of Representative	_____	
Organisation	_____	
Address	_____	
	_____	
State	_____	Postcode _____
Telephone Number	_____	Email _____

**PART B – YOUR COMPLAINT**

**WHO ARE YOU COMPLAINING ABOUT? (THE RESPONDENT)**

**Who are you complaining about? (the respondent)**

Name

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Telephone Number:

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Email

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What is this person's relationship to you?

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Name

---

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Telephone Number:

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Email

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What is this person's relationship to you?

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**IF YOU ARE COMPLAINING ABOUT MORE THAN TWO PEOPLE, PLEASE PROVIDE THIS ADDITIONAL INFORMATION ON AN EXTRA PAGE.**

**WHY ARE YOU COMPLAINING?**

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I am complaining because I believe (Please state the reason):

**WHEN DID THIS HAPPEN?**

Day/Month/Year

**WHAT HAPPENED?**

Describe the events that you want to complain about. We need to know what you say happened, where it happened and who did it. Please give us all the dates and other details that you can remember.

**I understand that the respondent to this complaint will be notified that a complaint has been made against them and of the nature of the complaint. I understand that making complaints that are vexatious or frivolous can be construed as misconduct.**

**SIGNATURE**

Signature	_____
Date	_____

**PART C – FURTHER INFORMATION**

**SUPPORTING EVIDENCE**

Please attach copies of any documents that may help us investigate your complaint. If you cannot do this, please tell us about the documents or other evidence and how this evidence can be obtained.

**HOW HAS THIS AFFECTED YOU?**

Please tell us how what you are complaining about has affected you?

**WHAT OUTCOME ARE YOU SEEKING?**

**HAVE YOU TRIED TO RESOLVE YOUR COMPLAINT?**

Please outline the steps you have taken so far.

**HAVE YOU MADE A COMPLAINT ABOUT THIS TO AN EXTERNAL AGENCY?**

(For example anti-discrimination or equal opportunity agency, a workers compensation agency, an ombudsman or an industrial relations commission).

If so, you must provide details of the complaints, the agency it was made to and any outcome. You should also attach copies of any letters you have received from the agency.

### WHAT IS COPYRIGHT?

Copyright is a system of laws that is designed to protect the works of authors from unauthorised copying and transmission, whilst at the same time allowing the public to have reasonable access to information. Australian copyright law is contained in a piece of federal legislation called The Copyright Act 1968.

### COPYRIGHT TERMINOLOGY

In the language of copyright, things a person creates are called "works", for example:

- literary works (books, letters, articles, written assignments, etc),
- dramatic works (plays, filmscripts, scenarios, treatments and the like)
- musical works (compositions of popular or classical music)
- artistic works (photos, paintings, drawings, maps, charts, diagrams, etc).

There are also:

- films and video
- sound recordings
- broadcasts

### WHO OWNS COPYRIGHT?

In most cases, copyright will be owned by the creator of the work. If you are a student, then you will own the copyright in the works that you create, as a general rule.

### WHAT DOES IT MEAN TO OWN COPYRIGHT IN MY OWN WORK?

As a copyright owner, you have a number of exclusive rights, that is things that only you can do, or authorise someone else to do. In general, these rights are:

- to make copies of the work
- to publish the work
- to perform the work in public
- to make adaptations of the work - e.g. make a novel into a screenplay
- to communicate the work to the public - i.e. to put the work online and make it accessible to the public.

### WHAT CAN A STUDENT COPY?

The Copyright Act has a section related to fair dealing for research and study, which says that you may copy a "reasonable portion" of a literary, dramatic or musical work for your own research and study, e.g., a reasonable portion is 10% or one chapter of a book, or one article from any one issue of a journal.

Copying a whole textbook is not considered fair dealing under any circumstances.

There is no simple rule as to how much artistic work (e.g. video and audio) you can copy for research and study purposes.

Regarding computer software, if you are the licensed user, the Copyright Act says that you may make a copy of the program for the purposes of backup, research and study, error correction, interoperability (making your program interact with other software) and security testing.

Research and study includes assessment, so you may include fair portions of works in your assignments, projects and theses, provided that you attribute the sources properly in your reference list.

The copyright situation becomes more complicated if your project or work is published online.

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#### WHAT ABOUT MATERIAL FOUND ON THE INTERNET?

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If you want to use material found on the web for your research and study, you may do so under the fair dealing provisions, but remember that you are restricted to using the material for that purpose only. Of course, if the website states that you can use the material for other purposes, then you can use it as permitted. You should still attribute the source in your reference list.

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#### IS IT OK TO DOWNLOAD MUSIC AND MOVIES FROM THE INTERNET?

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Most music and movies available for download from websites or through peer to peer networks is in the form of illegal copies, which infringe copyright. If you come across a website offering lots of downloads from many different bands and artists for nothing or a very small fee, then you can be pretty sure they aren't legitimate.

You may not use JMI equipment to download, upload, share or store music or movies without the permission of the copyright owner. If you do, you will have your account suspended. You may also be prosecuted by the media industries who are very keen to defend such property. In 2003, three university students in Sydney were convicted of music copyright offences and one received a jail sentence

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#### MAY I COPY MUSIC FROM MY CDS?

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It is NOT legal to play or store music which has been copied from your CDs on JMI equipment, despite recent changes to Australian copyright law. The law allows you to copy a CD you own **but only for private and domestic use for playing on a device that you own.**

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#### WHERE CAN I GET MORE INFORMATION?

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The Copyright Act 1968 is on the web at [ComLaw](#).

You will also find information about copyright on the following websites:

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### GENERAL COPYRIGHT-RELATED BODIES

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- [The Australian Copyright Council](#) – an organisation that provides information, advice and training about copyright in Australia.
- [AESharenet](#)– an online service for sharing and trading Australian learning materials.
- [Australian Digital Alliance](#) – an organisation that promotes the retention of balance in copyright law between owner and user rights. Griffith is a member.
- [Australian Libraries' Copyright Committee](#) - an organisation that seeks to have the interests of users of libraries and archives recognised and reflected in copyright legislation
- Attorney General's Department [Information Law and Human Rights Division](#) - provides legal and legal policy advice to the Australian government on a range of copyright and related issues.

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### COPYRIGHT COLLECTING SOCIETIES

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These are organisations which administer their members' copyrights and collect licence fees on their behalf.

- [APRA/AMCOS](#) - the Australasian Performing Right Association and the Australasian Mechanical Copyright Owners' Society, which administer music copyrights
- [CAL](#) - the Copyright Agency Limited, which administers largely text-based copyright
- [Screenrights](#) - the Audio-Visual Copyright Society Limited, which administers copyright in educational film and television
- [PPCA](#) - the Phonographic Performance Company of Australia, which administers aspects of music recording copyrights owned by record companies
- [Viscopy](#) - the Visual Arts Copyright Collecting Agency, which administers copyright in visual arts such as paintings

## **13.6. JMI PRIVACY POLICY – INFORMATION COLLECTION & STORAGE**

This policy serves to inform students of JMI policy in relation to the collection, storage, security and disclosure of personal information collected about them, and their right to access their personal information.

As an organisation, JMI is committed to complying with the *Information Privacy Principles* as defined in the *Commonwealth of Australia Privacy Act 1988*. In so complying, JMI shall meet the minimum standards for collection, use and disclosure of personal information in the following manner:

### **13.5.1 Collection**

JMI shall only collect personal information that is necessary to carry out legitimate activities. Information shall be collected in a legal and just method, and shall not, where reasonably possible, be intrusive.

If practical, personal information shall be collected from individuals.

When collecting personal information, JMI shall take reasonable steps to inform the person about:

- The identity of this organization
- The purpose of collection
- Their rights to access personal information held by this organization

### **13.5.2 Use and Disclosure**

JMI shall only use or disclose information for the primary purpose (original reason) for which it was collected.

JMI shall not use or disclose the information for any secondary purpose without first gaining consent from the individual.

JMI shall provide reasonable opportunity for an individual to opt out of any activity that shall make use of their personal information.

Please note: JMI may be requested to make personal information available to authorized Australian Commonwealth and State agencies when required. Such information includes personal and contact information, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition. Personal information may also be collected to assess an individual's entitlement to Commonwealth Assistance under the *Higher Education Support Act 2003* and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). JMI will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR may disclose the information to the Australian Taxation Office. Personal details will not otherwise be disclosed without the individual's consent unless required or authorized by law.

### **13.5.3 Data Quality**

JMI will take all reasonable steps to ensure that personal information is accurate, complete, and up-to-date at the time of collection and use, and that any personal information collected is not misleading.

### **13.5.4 Data Storage and Security**

JMI will take all reasonable steps to ensure personal information is suitably and securely stored, including ensuring that appropriate filing procedures are in place.

Personal information shall be destroyed or de-identified when it is no longer required for the approved purpose(s).

### **13.5.5 Openness**

JMI shall make available, on request, our Privacy Statement and Policy. We shall also, on request and within reason, inform an individual of:

- The type of information we collect and hold
- The purpose for this information
- The method by which it is collected
- How it is used and disclosed

### **13.5.6 Access and Correction**

If requested, JMI shall give individuals access to and correction of their personal information held by this organisation. If requested, a copy shall also be provided. This information is provided on the condition that none of the following exceptions apply:

- In the case of personal information other than health information, providing access would cause a serious and imminent threat to the life or health of any individual; or
- In the case of health information, providing access would pose a serious threat to the life or health of any individual; or
- Providing access would have an unreasonable impact upon the privacy of other individuals; or
- The request for access is frivolous or vexatious; or
- The information relates to existing or anticipated legal proceedings between the organization and the individual and would not be accessible by the process of discovery in those proceedings; or
- denying access is required or authorized by or under law; or
- providing access would be likely to prejudice an investigation of unlawful activity; or
- the protection of public revenue; or
- the prevention, detection, investigation or remedying of seriously improper conduct.

When requesting access to their personal information, individuals shall:

- request to access their personal information formally in writing;
- provide two (2) acceptable forms to confirm their identity;
- advise in what format they require the information;
- provide data storage, if necessary;
- allow 14 working days for processing.

JMI will provide access to personal information free of charge, except for the charge of copying any documentation.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. When a record is found to be inaccurate, a correction is made. Where a student requests that a record be amended

because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

## **13.6 Library lending policies and borrowing arrangements**

### **1: Description of this Policy:**

This document outlines Jazz Music Institutes policies in relation to the borrowing of items from the library collection.

1.1 Jazz Music Institute has a range of resources including print, electronic and multi-media that are available for borrowing.

1.2 Upon enrolment Jazz Music institute students are registered to borrow from the Library. A Student/Staff Card is also a Library card.

1.3 The Library opening hours are: 9am – 5pm Monday to Friday

1.4 Borrowing times are between 12pm - 1pm & 4 - 5pm Monday to Friday. Borrowing is only available to all current Jazz Music Institute staff and students.

1.5 Students and staff can view the library catalogue online once enrolled and issued with a student/staff card.

### **1. Holds**

You may have up to 2 items on hold at any one time.

### **2. Lost or damaged items**

2.1 Communicate with the Library staff as soon as you become aware that a library item is lost or damaged. You will be charged for the replacement of the item. The replacement cost will include a \$30.00 administration fee.

### **3. Fines**

3.1 You are responsible for the return or renewal of borrowed library resources by the due time and date. \$0.50 a day up to a maximum of \$25.00 per item.

3.2 Item/s will be regarded as lost if you do not return the item after you have been issued an overdue notice.

3.3 Any outstanding library fines or charges are considered to be a debt to Jazz Music Institute and a financial encumbrance may be activated.

The financial encumbrance means that you may have

- your grades withheld
- problems enrolling in future semesters
- your academic transcript withheld
- graduation refused

### **3.4 Paying library fines**

- In person at the library (cash, eftpos, cheque).
- Telephone (07) 3216.1110 to make a credit card payment by telephone.
- Mail a cheque / money order to Jazz Music Institute, PO BOX 2215 Fortitude Valley BC Qld 4006

## **4. General Conditions of Loan**

4.1 The Librarian has discretionary power to lend or refuse to lend any item at any time.

4.2 The Librarian may alter the loan period of any item at any time.

4.3 No person may remove an item from the Library without a proper loan transaction having first been made.

4.4 A valid Student/Staff or Library card is required before any loan transaction is made.

4.5 Library cards are not transferable. In exceptional circumstances an authorized representative may borrow on a library cardholder's behalf, upon receipt of written authorization, and subject to the discretion of the Librarian.

4.6 The Library collects stores and uses borrower information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without the borrower's consent, except to meet government, legal and other regulatory authority requirements.

4.7 A borrower is responsible for the safe keeping and return of all items borrowed from the Library and for the cost of repair or replacement of any item damaged or not returned.

4.8 Restrictions are placed on the number of loans a user may have at any one time.

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## 5. RESPONSIBILITIES OF LIBRARY BORROWERS

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5.1 All Jazz Music Institute staff and students are responsible for maintaining accurate contact details through the office. Email is the main channel for communication concerning library borrowing.

5.2 The Library should be notified immediately of the loss of a Student/Staff or Library Card.

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## 6. LOAN POLICIES

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### 6.1 Library loan type

Standard loan – This is available to all staff and students.

- You may have up to 2 items on loan at any one time. 14 day loans on all books;

- All journals and magazines are only available as a reserve loan item for 2 hours during open hours of the Library;
- Compact disc recordings will be available as a 24 hour loan. All recordings are available for listening on all library computers. Available only in the library.

## 7. Renewals

7.1 Standard loan items may be renewed for a maximum of five additional loan periods. The new due date is calculated from the date on which the renewal is made.

7.2 The Librarian has the option of denying a renewal but will usually only refuse a request for such a renewal if:

- (a) the item has been or is about to be recalled; or
- (b) a hold has been placed by another borrower; or
- (c) the maximum number of renewals permitted has been reached

Renewals can be made in person or by telephone. A borrower will require the barcode numbers from his/her University Staff/Student or Library Card.

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## 8. RECALL ON BORROWED ITEMS

At the discretion of an officer authorised by the Librarian any item on loan may be recalled at any time, if it is required for the Reserve Collection or for another borrower. Recall notices specify a new due date for the item on loan, allowing a minimum 7-day loan period.

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## 9. PENALTIES FOR OVERDUE AND LOST ITEMS:

9.1 When an item is returned after the due date, penalties apply as follows:

Suspension of borrowing rights immediately the item is overdue, plus \$0.50 per day or part thereof, up to a maximum of \$25.00 per item.

9.2 The penalties for items that are not returned are:

Continued suspension of borrowing rights plus the replacement costs, which also includes a \$30.00 processing fee.

9.3 Suspension of borrowing rights remains in effect until either -

9.4 All overdue items are renewed or returned and any outstanding debts are paid;

9.5 Replacement costs are paid for any item declared lost.

9.6 Borrowers are notified of overdue and lost items.

## 10. APPEALS

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10.1 Persons to whom penalties are applied may appeal either orally, or in writing, to the CEO. to waive or reduce the penalty, or to defer payment of any fine.

A person making such representations may appeal to the C.E.O. against a decision relating to a penalty made by the Librarian, and may appeal against a decision made by the CEO whose decision shall be final.