

**LA TROBE UNIVERSITY  
FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING**

**Information provision to students**

**Faculty provision**

The Faculty will provide each commencing student with

1. First-year guide containing information about:
  - a. Enrolment process
    - i. Understanding course structures
    - ii. Understanding timetable
    - iii. Credit applications
    - iv. Changing subjects
    - v. Orientation
  - b. Support services
    - i. Faculty Office
    - ii. Language and Academic Skills Unit
    - iii. Library
    - iv. Student Centre
    - v. Student Accommodation and Financial Aid
    - vi. Equity and Access Service
    - vii. Counselling Services
  - c. Health and Safety Requirements in Classes
  - d. Faculty and Course Regulations
  - e. Timetabling
  - f. Variation of Enrolment
  - g. Pre-requisite studies
  - h. Course transfers
  - i. Academic Progress Rules
  - j. Conceded Passes
  - k. Supplementary Assessment
  - l. English Language Skills
  - m. International student information
  - n. Notifying change of address
2. First-year timetable
3. Email account information
4. HECS information

The Faculty will provide each student annually with:

1. Policy and Administration Guide, providing information on
  - how to obtain course advice
  - coping with study difficulties
  - academic progress requirements
  - English language proficiency requirements
  - LASU support
  - the International Programs Office
  - Faculty Office support
  - notifying a change of address
  - HECS/fee liability
  - first semester prerequisites for second semester subjects
  - overloads
  - variations to enrolments
  - transfers between courses
  - deferral
  - Faculty entrance requirements for honours degrees
  - re-enrolment
  - industry experience
  - examination periods
  - applying for special consideration
  - supplementary assessment
  - conceded passes
  - notification of final results
  - mid-year completions
  
2. Re-enrolment Guide, providing information on
  - process for on-line and on-campus re-enrolment
  - checking results using StudentOnLine and Interactive Voice Response System
  - Late re-enrolment penalty
  - Enrolment process for new Honours and PGD students
  - Planning course of study
  - On-campus assistance from course and subject advisers
  - Checking for quotas and timetable clashes
  - Notifying a change of address
  - Dates/times for re-enrolments
  - Information for show cause students
  - Information about supplementary assessments and special examinations

Faculty Web site includes information about:

- Courses
- Subjects
- Research
- Cadetships
- Bridging programs
- Study abroad
- Frequently asked questions about selection and enrolment
- Animal and Human Ethics
- Course Advisers and contact details
- Prizes and scholarships
- Code of conduct with a pointer to university policy

## **School and Departmental provision**

Schools and Departments will provide each student at least annually (either in a consolidated form, such as a Handbook, or in subject information sheets) with information on

- departmental course advice
- departmental web pages
- requirements for academic honesty
- access to teaching staff outside of classes
- access to examination scripts
- appeals against assessment decisions
- requirements for honours
- complaints procedure
- prizes and scholarships
- subject advice
- extensions
- special considerations
- list of subject and year co-ordinators
- submitting work
- penalties for late work
- laboratory safety and equipment requirements

For each subject students will be provided at the start of the subject with information, supplementing the University Handbook description, on

- subject aims
- subject content/description and/or lecture outline
- class requirements
- enrolment procedures for tutorials etc.
- material required, including any textbooks or printed notes
- field trip requirements
- assessment processes including any hurdle requirements
- permitted use of calculators and special equipment
- submitting work
- penalties for late work
- deadlines
- advice and consultation times
- safety procedures
- plagiarism