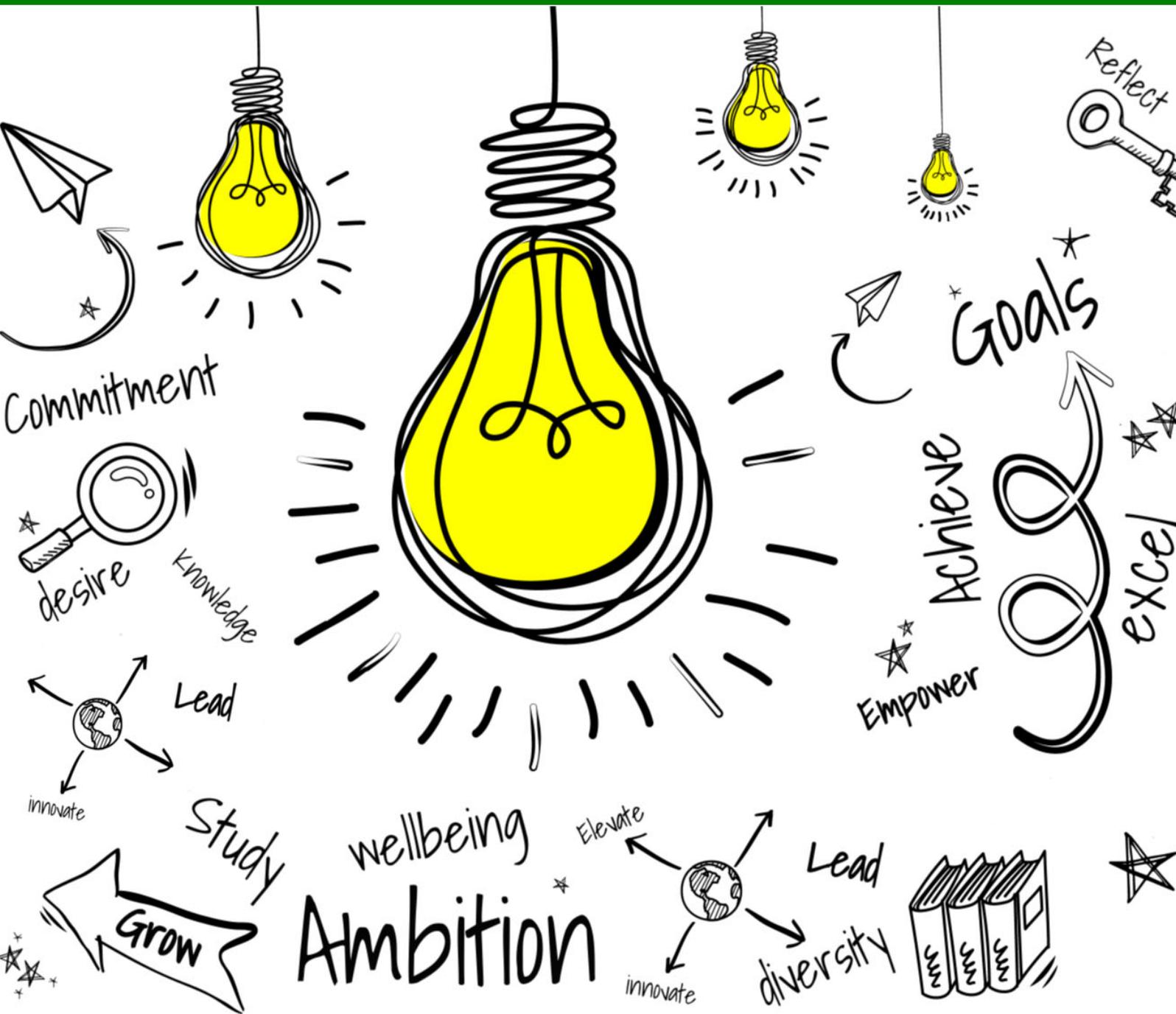


STUDENT HANDBOOK

2020 Academic Year





I WILL
#BETHECHANGE

Student Handbook

This handbook provides general information relevant to your study at Ikon. For course specific information, see the website (or Moodle for subject materials once enrolled).

Ikon Institute makes every effort to ensure that the information in this handbook is correct at the time of publication but reserves the right to make changes when necessary.

You will be notified of changes that are essential to your studies via Moodle and we recommend that you check the accuracy of other information with Student Experience prior to making any decisions regarding your enrolment.

Student Experience

📞 1300 000 933

✉ experience@ikon.edu.au

TABLE OF CONTENTS

ETHICAL GUIDELINES	1
ADMISSION	2
Admission Criteria	2
Recognition of Prior Learning.....	2
Tuition Fees.....	2
GENERAL INFORMATION	3
Equal Opportunity for Students	3
Where to find information	3
Grievance & Appeals Process	3
Code of Conduct.....	3
2020 ACADEMIC YEAR	4
Key Academic Dates	4
Census Dates.....	4
Key Contacts	4
CAMPUS INFORMATION	5
Campus Locations	5
Student ID Cards.....	5
Transport Concession Cards	5
Campus Rules.....	6
Lost Property	6
Emergency Evacuation.....	6
IT & LEARNING SYSTEMS	7
Computer Network and Internet Access, Use and Safety.....	7
Learning Systems	7
Software	7
Equipment Safety and Protocol	7
MANAGING YOUR ENROLMENT	8
Student Workload	8
Deferring Enrolment.....	8
Suspending Enrolment.....	8
Withdrawing from a Course or Subject.....	8
Termination	8
Transferring between Courses	8
Change of Personal Details.....	8
Attendance.....	8
ACADEMIC SERVICES & SUPPORT	9
Orientation	9
Timetables.....	9
Academic & Learning Support	9
Counselling	9
Confidentiality	9
Records.....	9

ASSESSMENT	10
APA Referencing	10
Submitting Assessments	10
Extensions	10
Special Consideration	10
Late Submission	10
Copyright	11
Academic Honesty & Integrity	11
ACADEMIC PROGRESSION	11
Rules of Progression	11
Satisfactory Academic Progress	11
SAFE ENVIRONMENT	12
Health & Safety.....	12
Personal Safety.....	12
Reporting Emergencies.....	12
Privacy	12
PLACEMENT	13
Insurance	13
Official Clearances and Extra Curricula Training	13
Placement Code of Conduct.....	13

ETHICAL GUIDELINES

Ikon's ethical guidelines is to express the values and principles, which are integral to, and characteristic of, the organisation. It is intended to assist students and staff to act in ethically accountable ways while on campus, on placement and into their professional life.

Ikon aims to produce graduates who are able to develop their own potential, and whose skills, knowledge and therapeutic client-centred practice contribute to an international community of people and practitioners committed to social change, community building and individual healing.

Ikon contributes through the delivery of quality educational programs and is committed to the basic values of:

- Human dignity and worth
- Honesty and integrity
- Ethical practice
- Personal and professional growth
- Respect
- Courtesy
- Competence

In carrying out their duties, particularly while preparing or undertaking placement, staff and students are expected to comply with institutional policy. It is also expected that students and staff will:

- **Respect diversity** by practicing non-discrimination on all levels including spiritual, gender, personal, political, culture, sexuality, religion, other's beliefs and practices.
- **Maintain confidentiality of other students and clients**, including clear explanations to clients about the manner in which written records are made and stored, communications with colleagues and social conversations.
- **Behave in a respectful and courteous manner**, including punctuality in class, on placement and with clients; understanding the expectations of organisations and client groups (eg appropriate behaviour, dress code and hygiene habits); and respectful treatment of property and environments.

- **Act with honesty and integrity**, including copyright issues and submission of original work, contributing to a constructive classroom environment, seeking personal support, counselling and supervision as directed by the Institute and as necessary and to continue to behave in a professional manner.
- **Maintain professional competence** and use the knowledge and training received to practice to your best ability; commit to keeping yourself, your clients and others safe, which may include refusing service; set and maintain appropriate boundaries in keeping with professional body relevant to your course; do not pursue, nor allow, inappropriate relationships with clients.
- **Commit to ongoing professional development and supervision**, including membership in relevant professional associations.

Responsibilities

Ikon Institute of Australia

Ikon is expected to support students to achieve their course outcomes and:

- Provide students with quality education and a positive student experience
- Prepare students for professional practice
- Provide support services and a safe learning environment
- Provide access to study and information resources
- Be available to students seeking individual assistance with their studies

Students

Students are expected to maintain satisfactory academic progress and:

- Work to the best of their ability and make genuine attempts to complete course requirements, submit assessment tasks by the due date, maintain regular attendance, and actively engage in learning activities
- Work in a manner consistent with the principles of academic integrity
- Conduct themselves in a professional manner in both the classroom and clinical setting

ADMISSION

Admission to a course of study at Ikon Institute of Australia is based on the principles of academic merit, access and equity, fairness and the right to recognition of prior learning.

Ikon will give all applicants the opportunity to prove themselves capable of completing the course they have applied for and provide a duty of care to each applicant to ensure they are not placed in a situation in which it is unlikely they can succeed.

Admission Criteria

Applicants will be admitted into a course of study at Ikon where they meet the following criteria:

- a) satisfy the admission criteria most relevant to their circumstances
- b) satisfy the additional admission criteria for all applications
- c) satisfy any course specific admission criteria relevant to their chosen course
- d) meet the published English Language Proficiency requirements for the course
- e) be at least 18 years of age at course commencement

The above admission criteria apply to entry to all courses of study at Ikon.

If you have any questions about applying for a course of study at Ikon, contact Admissions on 1300 000 933 or admissions@ikon.edu.au.

 *Domestic Student Admission Policy*

Recognition of Prior Learning

Students may be eligible for subject exemptions in recognition of learning from previously completed study.

Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a subject to receive credit towards a course of study at Ikon. This may result in the grade of 'Advanced Standing' (AS) in that subject.

Application for course credit must be lodged at least one month before the trimester begins. Applications may not be accepted after the course has commenced. The application fee is \$500 per subject.

Contact Student Experience to obtain advice about the evidence required to support applications.

 *Domestic Student Admission Policy*

Tuition Fees

Tuition Fee Payment Options

Students have four options for payment of tuition fees:

- Payment in full upfront
- Payment by direct debit instalments
- Deferral of fee payments through the FEE-HELP government loan scheme
- Part payment upfront/instalments, balance FEE-HELP

Tuition Fee Payments by Direct Debit Instalments

Students paying fees by direct debit instalments need to ensure that the required level of funds is available in their accounts so that their monthly payments can be accommodated.

Direct debit payments will be processed on the 15th of each month.

If the required funds are not available at the time of processing and Ikon incurs a fee, the fee will be passed on to the student. To change payment arrangements, contact the Finance Administration Manager by the 1st day in the month.

📞 1300 000 993

FEE-HELP

For information on deferring your tuition fees through the FEE-HELP loan scheme please refer to the FEE-HELP Information booklet available online via www.studyassist.gov.au/help-loans/fee-help.

 *Deferral, Withdrawal, Fee Refund & Assurance Policy*

Tuition Fee Refunds

Ikon will issue a refund of tuition fees paid for education not delivered where:

- An offer of a place is withdrawn.
- Ikon cancels a course.
- The student fails to meet course progression requirements and is subsequently not permitted to continue the course. The student is eligible for a full refund of any pre-paid tuition fees for subjects not yet attempted.
- A student withdraws from a subject on or before census date.

In any other circumstances, a refund of tuition fees paid upfront will only be considered if verifiable compassionate and compelling circumstances preventing a student from continuing in their course.

 *Deferral, Withdrawal, Fee Refund & Assurance Policy*

GENERAL INFORMATION

Equal Opportunity for Students

Ikon is committed to ensuring that all students and prospective students feel comfortable and respected. Ikon policies and the Student Code of Conduct prohibit discriminatory practice and uphold government legislation.

Where to find information

Ikon policies, procedures and codes of conduct are available on the website and can be accessed via <https://ikoninstitute.edu.au/policies-procedures/>.

Students should make themselves aware of the relevant policies as well as being informed about requirements of the course in which they are enrolled.

Subject outlines, assessment requirements and reading materials are Moodle two weeks prior to the first day of class. Students receive a login to Moodle as part of the enrolment process.

Grievance & Appeals Process

Ikon will take all reasonable steps to ensure decisions are fair, objective and consistently applied in accordance with policy, legislation and regulation. Ikon recognises, where reasonable grounds exist, to appeal against decisions and will ensure grievance and appeals are dealt with quickly and impartially.

The Ikon grievance framework is a four-stage resolution process designed to determine complaints, grievances and appeals with fairness and protection for all parties.

Complainants are encouraged to seek resolution informally with the person/s directly involved before initiating a formal grievance resolution.

Stage 1: Make an informal approach

Stage 2: Lodge a formal grievance

Stage 3: Lodge an internal appeal

Stage 4: Make an external appeal

During the grievance process, students must continue their studies until a resolution is reached.

 *Grievance & Appeals Policy, Formal Grievance Form, Application to Appeal Form*

Code of Conduct

In all interpersonal interactions with other members of the Institute's community, students are expected to:

1. Honour this code of conduct and comply with the policies and procedures of Ikon.
2. Honour the confidentiality of information provided by other students.
3. Respect the political, spiritual and personal beliefs of colleagues and recognise the benefits that individual learning styles, needs and points of view bring to the classroom.
4. Attend class appropriately dressed.
5. Treat other students, teachers and members of the Institute's community with respect and courtesy.
6. Refrain from intimidating or bullying behaviour towards others and from harassing, discriminating against or vilifying other members of the Institute's community on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions or background in accordance with policy and with Government legislation.
7. Use computer equipment, systems and network provided by Ikon in an appropriate and legal manner.
8. Comply with directions given by Ikon staff to promote good order and management.
9. Recognise and respect the student/teacher relationship and act accordingly in class.
10. Recognise and respect the student-to-student relationship and act accordingly.
11. Conduct themselves with honesty, integrity, respect and courtesy.

2020 ACADEMIC YEAR

Key Academic Dates

Trimester 1, 2020

Orientation Week	24-28 February
Teaching Period	3 March to 29 May
Census Date	see Schedule of Fees
Inter-Trimester Break	1-12 June

Trimester 2, 2020

Orientation Week	8-12 June
Teaching Period	15 June to 4 Sept
Census Date	see Schedule of Fees
Inter-Trimester Break	7-18 September

Trimester 3, 2020

Teaching Period	22 Sept to 11 Dec
Census Date	see Schedule of Fees

Census Dates

The census date is the last date you can finalise or withdraw from a subject, suspend your enrolment or cancel your enrolment without it affecting your grades.

Census dates are also the deadline for the payment of your tuition fees. If you withdraw from a subject, suspend or cancel your enrolment after a census date you are financially liable for the tuition fees and may not be eligible for a refund.

Each subject in your course has a census date, based on the session in which it is taught. Census dates are published in the Schedule of Fees on the website. Download via ikoninstitute.edu.au/fees-payment-options/.

Census dates cannot be changed.

Contact Student Experience to make any changes to your enrolment.

Key Contacts

Student Experience

☎ 1300 000 933
✉ experience@ikon.edu.au

Claire Biggs, Cassi Perry

You may also speak to your campus-based Student Experience Coordinator. We will endeavour to respond within 48 hours.

Student Support

☎ 1300 000 933
✉ support@ikon.edu.au

Suzanne Pfitzner, Adelaide Campus
Candyce Linington, Melbourne Campus
Grace Versace, Sydney Campus
Lisa Duggan, Brisbane Campus
Ingrid Stotesbury, Perth Campus

Support sessions can be booked online via ikoninstitute.edu.au/student-support/.

Admissions

☎ 1300 000 933
✉ admissions@ikon.edu.au

Kunthear Yi, Maddison O'Reilly-Norris

International Students

☎ 1300 000 933
✉ kunthear.yi@ikon.edu.au

Kunthear Yi

Head of Faculty

☎ 1300 000 933
✉ tra-ill.dowie@ikon.edu.au

Dr Traill Dowie
School of Counselling and Psychotherapy

CAMPUS INFORMATION

Campus Locations

Adelaide Campus
Level 3, 127 Rundle Mall
Adelaide SA 5000

☎ 1300 000 933

Brisbane Campus
Level 4, 243 Edwards Street
Brisbane QLD 4000

☎ 1300 000 933

Sydney Campus
Level 1, 65 York Street
Sydney NSW 2000

☎ 1300 000 933

Melbourne Campus
Level 7, 341 Queen Street
Melbourne VIC 3000

☎ 1300 000 933

Perth Campus
Unit 12, 40 Lord Street
East Perth WA 6004

☎ 1300 000 933

Byron Bay Campus
1 Porter Street
Byron Bay NSW 2481

☎ 1300 000 933

Information about campus facilities, transport options and location can be found on the website via <https://ikoninstitute.edu.au/locations/>

Student ID Cards

All students are issued with a Student ID card that provides photographic identification and evidence of student status for public transport concessions.

Student ID cards are prepared at the Head Office in Adelaide. Photos are taken during orientation. Students should contact Student Experience to replace lost or stolen student identification cards.

Transport Concession Cards

Full-time students may be eligible for concession rates for public transport. Eligibility and application processes differ in each State.

South Australia

Ikon is authorised to issue SA Transport Concession Cards to full-time students. Speak to a member of the Administration Team to obtain your card.

Queensland

Full-time students apply online for tertiary student concession rates via the Translink website. You must also carry your Ikon Student ID at all times.

[Apply Online](#)

Western Australia:

Full-time students apply for a Tertiary SmartRider via the Transperth website.

[Download Application Form](#)

Victoria:

Full-time students apply for a PTV Tertiary Student ID via Public Transport Victoria.

[Download Application Form](#)

New South Wales:

Full-time students apply online for a Transport Concession Entitlement Card. Choose the Tertiary Student option from the drop down list.

[Apply Online](#)

Campus Rules

- Students must carry their Student ID card at all times while on campus.
- Students are expected to dress appropriately.
- Smoking on campus premises is prohibited. Do not loiter or smoke on pavements or areas outside entrances or nearby public areas.
- Smoking, consumption of alcohol or use of illegal substances on campus is considered misconduct. These activities will result in disciplinary procedures, which may include expulsion (cancellation of enrolment).
- Food and beverages are not permitted in classrooms. They must be consumed in designated areas only, before or after class.
- Mobile phones, and other electronic devices must be switched off (or on vibrate) and hidden from view during class time.
- Laptop and tablet computers are allowed for note taking only i.e. other activities such as checking personal email or surfing the web during class is inappropriate and disrespectful.
- Arrive on time to class and stay for the entire duration of the class (or until dismissed). Random arrivals and exits are disrespectful and distract the class.
- Participate in classroom discussion in a constructive manner and avoid side conversations with classmates during class.
- Disruptive behaviour is not permitted while classes are in session. The lecturer reserves the right to ask a student to leave the classroom.
- Respect classmates and lecturers and the views expressed by others. This includes verbal and physical behaviour as well as messages via email, text or social media platforms.
- Posters and notices may only be displayed on the notice boards with campus approval.
- Students are subject to all policy and regulations which may be in force at the time, including those laid down by Ikon and those governing the building and its facilities.

Lost Property

Campus Administration is responsible for managing lost and found property. If you have lost or found property on campus, please see your Campus Administration Team.

Ikon takes no responsibility for lost or damaged property on campus.

Emergency Evacuation

Each campus building has an evacuation plan and map showing the emergency exits, evacuation and assembly routes, and safety points.

In the case of an evacuation, Fire Wardens will lead students and staff through the evacuation process to safely leave the building and assemble at the safety points.

Follow instructions from fire wardens, safety officers and emergency services personnel. Do not return to campus unless instructed.

In the case of an evacuation, Ikon appointed Fire Wardens will:

- Ensure all emergency exits are clear.
- Lead occupants in single file down any stairs to the Assembly Area. Please keep calm and avoid running or lagging behind.
- Assist any person who falls or trips.
- Ensure the noise level is kept to a minimum.
- Ensure all evacuees stay together.
- Allow room for Emergency Services personnel who may also be using the emergency exits.
- Prevent any person from re-entering the floor or building, unless authorised to do so by the Chief Warden or Emergency Services Officer.
- Prevent substances such as food, drinks or lit cigarettes, which could create a hazard, from being taken into the emergency exits.
- Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits for an evacuation other than a bomb threat.



If you are witnessing an emergency or a crime, dial 000.

Stay calm, encourage others to remain calm. Obey instructions. Do not be a hero. No amount of money is worth a life.

IT & LEARNING SYSTEMS

Computer Network and Internet Access, Use and Safety

The computer network is the property of Ikon and is to be used for legitimate educational and business purposes. Students have a responsibility to use computer resources and the internet in a professional, lawful and ethical manner. Abuse of the computer network or internet may result in disciplinary action.

Students are reminded and cautioned that even innocuous web search requests can result in contact with offensive, sexually explicit, and inappropriate material. Unsolicited e-mails can pose similar risks. Students and staff accessing the internet do so at their own risk and understand and agree that Ikon is not responsible for material viewed or downloaded by users from the Internet. Ikon has the right to utilise hardware and software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, users must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. Unless required as part of course work, these acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus Detection

Files obtained from sources outside the college, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the computer network. If you suspect a virus has been introduced into the network, notify Student Experience immediately.

Privacy

Ikon does not make a practice of monitoring email, personal web sites, or files and data stored on computers or traversing the network. However, Ikon reserves the right to access and monitor all activity, and so users should have no expectation of privacy when using institutional computer equipment.

Learning Systems

Courses at Ikon have a 'face to face' class component to provide students the opportunity to collaborate, learn with the support of their peers, and interact with academic staff.

Course design may also include online components where you are required to complete online activities or access e-readings in preparation for class. This model allows class time to focus on discussion, practicing skills and utilising the expertise of your lecturer.

Online activities are accessed via the Student Hub (also known as Moodle).

Students receive a login as part of the enrolment process. Login details are received via an email from donotreply@mywisenet.com.au.

[It could also be sitting in a Junk Folder].

If you do not receive your login details, contact Student Experience.

Software

Students will need access to the following software:

- Microsoft Word
- Adobe Reader
- Email (Outlook, Gmail etc.)

Equipment Safety and Protocol

Items such as personal computers, laptops and mobile phones are the student's responsibility and should not be left unattended at any time. All students must bring with them some form of digital storage device like a USB stick or other portable hard drive. Students are responsible for the safety and security of their work and it is recommended that you back up data regularly.

MANAGING YOUR ENROLMENT

Student Workload

Student workload is the number of hours a student should expect to spend on learning activities to achieve the requirements of their course and maintain satisfactory progress.

Student workload includes face-to-face class hours plus the hours spent away from the classroom completing readings, online learning activities, assessments and group work etc.

Ikon recommends students spend 3 hours on self-study for each hour in the classroom per subject per week ie. a total workload of 30 hours per week (for a full-time study load).

Deferring Enrolment

Where a student wishes to defer their enrolment and delay their commencement of study date, a written request must be lodged with Student Experience outlining the proposed return date.

Suspending Enrolment

Where a student wishes to suspend their enrolment to take a leave of absence from their course of study, a written request must be lodged with Student Experience outlining the reasons and the proposed return date.

Withdrawing from a Course or Subject

Where a student wishes to cancel their enrolment to withdraw from their course of study, or withdraw from a subject to reduce their study load, they must lodge a formal application with Student Experience outlining the reasons for withdrawal.

Contact Student Experience to make changes to your enrolment. A meeting will be arranged with a Student Experience Advisor prior to formally submitting your application.

It is important that any changes to enrolment are done prior to Census Date to avoid academic and financial penalty.

 *Deferral, Withdrawal, Refund & Assurance Policy*



International students should be aware that deferring, suspending or cancelling their enrolment may affect their course duration and therefore, the length of their student visa. Ikon will report changes to an international student's enrolment to the Department of Home Affairs via PRISMS (as per ESOS Act and National Code 2018).

Termination

Students are expected to maintain high standards of academic honesty and integrity. Ikon reserves the right to suspend or cancel the enrolment of any student or group of students where there has been a breach of academic or general conduct.

Transferring between Courses

If a student wishes to transfer to another course of study Ikon, a formal transfer request must be lodged with Student Experience. The student may be required to attend an interview with the Head of Faculty depending on the nature of the course transfer request. Contact Student Experience to request a transfer form. It is important that any transfers are processed prior to Census Date to avoid academic and financial penalty.

Change of Personal Details

If you change your personal details - address, email, mobile number etc. It is important your new details are provided to Student Experience. You can do this via the Learner App or an email to Student Experience at experience@ikon.edu.au.

Attendance

Timetabled classes are an essential part of the education program at Ikon. Students who do not attend class or participate in learning activities may not be able to meet all requirements of their course and often are at risk of failing.

Ikon expects students to attend class. Students also expected to arrive on time and remain for the duration. Students arriving more than 10 minutes late may not be admitted (at discretion of the lecturer).

Student attendance is recorded in an online roll. Holidays, employment and personal appointments should be arranged so attendance is not affected.

Students who plan to be absent from class for a period of time should contact Student Experience.

 *Attendance Policy*

ACADEMIC SERVICES & SUPPORT

Orientation

It is compulsory for all new students to participate in the orientation program.

Orientation begins in the week prior to the Course Commencement Date. You will be advised of your day/time via an email from Admissions.

Additional orientation sessions are provided on a needs basis. If a student is unable to attend their orientation session, they must contact Admissions as soon as possible to make alternative arrangements.

☎ 1300 000 933

Timetables

Timetables will be published in advance of each trimester. They are available for download from the website and the Student Hub.

Academic & Learning Support

Asking questions is a normal part of learning. Chances are, if you have a question in a class, someone else probably wants to know the same thing. So be brave and ask!

From time to time, you might want to clarify your understanding of a concept. You can also speak to your teacher after class.

Other times you might need a longer individual study session. There are specific learning support services for individual students in scholarship and writing techniques, computer applications, learning difficulties and study techniques.

Ikön will hold academic workshops for new students focussed on study skills and academic writing, topics include:

- Study techniques
- How to interpret a question
- How to research and evaluate learning materials
- How to structure an essay
- How to reference correctly

To take advantage of these services, book online via ikoninstitute.edu.au/student-support/.

Counselling

Transition into higher qualifications can be a stressful time. The pressure of work, assessment deadlines or the prospect of an exam may become event where feelings of stress and anxiety become difficult to manage.

As the learning builds, concepts become more difficult and it can feel overwhelming at times. Events at home can also cause difficulties and make the process of studying stressful.

Your mental wellbeing is equally important as your physical wellbeing and so Ikön offers all students access to private sessions with Campus Counsellors who are trained in therapeutic practice.

The counselling service is a professional service available to students to assist them with their student journey. Appointments are confidential

Sessions can be booked online via ikoninstitute.edu.au/student-support/.

Students are required to give 48 hours' notice if they cannot attend their appointment. To cancel an appointment, contact Student Experience or Administration.

☎1300 000 933

Confidentiality

Service provided by Campus Counsellors is confidential. Confidentiality does not apply in instances where the client is considered to be at risk of harming themselves or others or where the client agrees to liaise with another mental health professional or members of staff at Ikön.

Records

All records created within the counselling service are securely stored in accordance with the. Case notes will be kept for a minimum of seven years, then shredded, burned or destroyed through a confidential waste system when no longer required.

📄 *Student Services Policy, Record Management & Personal Information Policy*

ASSESSMENT

The achievement of learning outcomes for all subjects are measured through assessment. Assessment activities may include essays, reports, online tasks, quizzes, examinations, practical work, class participation, presentations, case studies and group work.

The assessment activity, weighting, due date and marking criteria are contained in the subject outline.

Students must make a reasonable attempt in all assessment events in order to be eligible to complete the unit and must achieve a combined result of at least 50% to pass the unit.

Failure to complete an assessment or failure to submit by the due date has consequences including late penalties and the grade of Fail.

Assessments are marked and returned electronically. Feedback for each assessment task is provided with final grades published at the end of each trimester.

APA Referencing

Students must not use other people's ideas and/or work and pass them off as their own. Doing this is considered plagiarism and an act of academic misconduct.

Cite all sources of information as a detailed reference list at the end of an assignment, and as in-text citations when quoting or paraphrasing somebody else's work within an assignment.

Ikon uses APA 7 Referencing (American Psychological Association, 7th Edition).

Academic Support are available to help with essay structure, grammar, logic and referencing. APA Referencing Guidelines can be downloaded from the Student Hub (Moodle).

Submitting Assessments

All assessments must be submitted via Moodle. Submission will not be accepted via email.

All written assessments must be submitted in Microsoft Word format. File size is limited to 5MB.

Assessment must be submitted with an Assessment Cover Sheet. Assessment Cover Sheets can be downloaded via the Student Hub (Moodle).

Assessments must be submitted by midnight of the due date or the agreed extension date (or late penalties apply).

Extensions

Students experiencing illness, or other difficulty beyond their reasonable control, may apply for a short extension to submit their assessment. Short extensions up to seven calendar days may be granted at the discretion of the subject lecturer.

Students requesting a short extension must lodge an *Application for a Short Extension* form to their lecturer at least three calendar days before the assessment due date. Application forms can be downloaded from the Policy Library in Moodle.



FUTURE POLICY CHANGE

Short extensions will be reduced to a maximum three calendar days

Effective: Trimester 3, 2020

Special Consideration

Students who need a longer extension or missed an assessment due to circumstances beyond their control may be eligible for special consideration. Each request will be assessed on merit but grounds for special consideration may include illness, injury, misadventure, death of a close family member, experiencing or witnessing an accident or crime.

Requests for special consideration should be genuine and made with good intent. Submitting a request for special consideration to gain academic advantage is an act of academic misconduct.

An *Application for Special Consideration* must be lodged with Student Experience via email to experience@ikon.edu.au. Application forms can be downloaded from the Policy Library in Moodle.

Application should be made as early as possible but at least three calendar days prior to the due date.

Requests will be assessed within two working days of receipt. It is important to note that lodging an application for special consideration does not guarantee the request will be granted.

Late Submission

Assessments are considered late if submitted after midnight of the due date or extension date. A late penalty of 5% of the total mark per day ≤10 calendar days will be applied. Students who have not submitted by the 10th calendar day will receive a mark of zero and a grade of Fail for that assessment task.



FUTURE POLICY CHANGE

5% of the total mark per day, up to a total of five calendar days. Students who have not submitted five calendar days of the set due day or extension date will receive a mark of zero.

Effective: Trimester 3, 2020

Late penalties will apply for late submission without an approved extension or special consideration.

 [Assessment Policy](#)

Copyright

Ikon and its students are required to comply with the Copyright Act 1968-73. It applies to any materials (printed, electronic, audio, visual). Under the Copyright Act you will not infringe copyright in someone else's material you are including in your scholarly work (essay or report), if you are using the material for the purposes of research or study and your use of the material is 'fair'. If it does not involve the taking of more than a 'reasonable portion' (less than 10%) it would be deemed fair, and you would not be required to get permission from the author/creator to reproduce their material, but you are required to cite its origin through appropriate referencing.

Academic Honesty & Integrity

Students are expected to maintain high standards of academic honesty and integrity.

Ikon sets assessment tasks with the expectation that work submitted is the sole effort of the student (or assigned students for group tasks).

It every student's responsibility to acknowledge all sources used in your work. Failure to do so is called plagiarism. In group assessments, each member of the group is jointly responsible.

A student may discuss general principles with others to understand a topic or the requirements of an assessment task, but they are responsible for submitting an individual piece of work. If a student works with another student to complete an individual assessment task and then submits that work as their own, this is called collusion.

Cheating is any act that gives a student or group of students an unfair academic advantage, for example copying another student's work, paying someone to complete an assessment, or in any way misleading academic staff about their ability, knowledge or skills.

Plagiarism, cheating, and collusion are considered acts of academic misconduct. Academic misconduct is a serious offence and will be dealt with according to the severity of the instance and the *Academic Integrity Policy*.

Unicheck software is used to check all assessments for plagiarism, contract cheating and collusion. It highlights common text and provides a similarity score with other submitted documents.

 *Academic Integrity Policy*
Student Academic Progress Policy
Attendance Policy

ACADEMIC PROGRESSION

Rules of Progression

Eligibility to graduate requires the successful completion of all subjects in the course.

Some subjects require pre-requisite knowledge and cannot be undertaken until specified subjects from the previous trimester/year have been completed. Placement subjects must be completed in order.

A typical full-time load is three subjects per trimester. Variations to study load will be considered on a case by case basis, but the maximum number of subjects a student can take under an accelerated load is four per trimester. The minimum number of subjects per trimester in a full-time load is two, unless there is a single final subject required to graduate.

Should a student fail an attempted subject they will be required to re-enrol in that subject in a subsequent trimester. Each subject may only be attempted twice.

Satisfactory Academic Progress

Satisfactory academic progress means completing the requirements of the course and achieving a minimum grade of 'Pass' in all subjects. Students are considered to be making satisfactory academic progress when they have:

- completed all assessment tasks in a subject
- passed 50% or more of attempted subjects in a study period
- passed any subjects being attempted for the second time

Failing a subject may delay academic progression as the student may be required to complete the remaining subjects over additional trimester/s, depending on the number of subjects that need to be retaken. Where a student is required to retake a subject, the order that they attempt the remaining subjects will be determined by Ikon with consideration for learning and the limitations of the timetable.

It can be difficult sometimes to keep up with your studies. It is important to remember there are many strategies to get you back on track. Ikon can help, you don't need to go it alone.

 *Student Academic Progress Policy*
Deferral, Withdrawal, Refund & Assurance Policy

SAFE ENVIRONMENT

Health & Safety

A key element of the Ikon community is the provision of a safe and supportive environment. In doing so, Ikon is committed to:

- Observing, implementing and fulfilling the requirements under the Work Health and Safety Act 2011.
- Ensuring staff, students and contractors receive the appropriate health and safety training to enable them to work and study safely.
- Ensuring management, staff and students carry out their health and safety responsibilities.
- Ongoing development and improvement of institutional health and safety systems.

Every member of the Ikon community must be able to pursue their activities in an atmosphere based on mutual respect, inclusion and dignity. Harassment, bullying and violence of any nature are unacceptable, unlawful and contrary to a safe work and learning environment.

Ikon takes all complaints of harassment or discrimination seriously. Everyone has a responsibility to not engage in or encourage harassment, bullying or intimidating behaviour.

Safety is the responsibility of us all. Ongoing and active dialogue about health and safety ensures a safe environment. Be aware and report all incidents and safety risks to campus staff.

First Aid supplies are kept on site at each campus.

 *Work Health & Safety Policy*
Contingency & Emergency Planning Policy

Personal Safety

Have a safety plan - plan your day, look at transport options, and ensure someone will know when you are late travelling home. Other safety tips include:

- Keep alert for the unexpected
- Be aware of what is happening around you
- Don't take unnecessary chances
- Know where you are going
- Walk in groups of two or more after dark
- Stay in well-lit areas
- Carry a personal alarm
- Be prepared to scream and shout if attacked

Reporting Emergencies

Students are also encouraged to report all incidents of crime such as theft, assault, domestic abuse, stalking, sexual or other harassment, or a medical emergency, fire or bomb threat.

Speak to Student Experience, your Head of Faculty or the Dean - whoever you feel most comfortable with- so Ikon can provide the appropriate support and understand any continued areas of risk to staff and other students.

Incidents and/or emergencies that should be reported to Ikon include:

- where a person may have collapsed or requires first aid assistance
- any accident involving death or serious injury
- any situation or circumstance where students or staff do not feel safe
- any situation where students believe they are being followed or stalked
- any instance of aggression, including severe verbal or psychological aggression
- an off-campus event

All reports will be treated in the strictest confidence.

Privacy

Ikon is committed to the protection of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The institutional Privacy Policy aims to protect the privacy of its employees, students and community in relation to the collection, protection and disclosure of personal information.

Ikon collects personal information about students and parents or guardians before and during the process of admission. Information collected is restricted to that which is needed to satisfy Ikon's legal and regulatory obligations, and to discharge its duty of care in areas such as public health and child protection.

Personal information collected is treated as confidential. Students may seek access to personal information collected about them by contacting Student Experience. Access may be denied if it will have an unreasonable impact on the privacy of others, or where access may result in a breach of the institute's duty of care. Ikon will not disclose student information to third parties without written consent.

 *Record Management & Personal Information Policy*

PLACEMENT

Supervised workplace experience, known as placement, is a part of all courses at Ikon to provide students the opportunity to acquire workplace skills and knowledge under professional supervision. The experience prepares the student for professional employment.

Placement Coordinators are the primary point of contact regarding placement queries and they oversee students while they are undertaking work placements. Ikon has an eligibility criterion for organisations to assess their suitability to host students on their placement.

Students are encouraged and supported by Ikon's Placement Coordinators to find placement in a suitable organisation. Coordinators must agree to all Placement Proposals at least two weeks prior to placements commencing. Students cannot commence placement, until the Placement Coordinator has granted approval.

Students can download the Placement Handbook and associated placement forms via Moodle.

Insurance

Ikon has a public liability insurance policy that covers students while they are participating in their placement.

Official Clearances and Extra Curricula Training

Nearly all host organisations will require placement students to have current police checks. Currency varies from state to state. Clearances can take a minimum of 6 weeks to process, sometimes much longer if there is a name match, or if a student has a criminal history.

Any students with a criminal history are advised to complete this process prior to enrolment as any disclosable offences are likely to significantly impact on the likelihood of getting work in the field.

Many host organisations will also require students to have completed the Child Safe Environments- Responding to Abuse and Neglect training by an approved provider. Youth Work students will usually be required to have a current First Aid qualification.

Hospitals often request evidence of a student's immunisation status and may need to be immunised.

Extra-curricular training, screening clearances and immunisations must be undertaken at student's own personal cost.

Placement Code of Conduct

The Student Placement Policy and Placement Code of Conduct guides students through the process of securing and completing placement. It also outlines the expectation of students in a professional setting.

In learning through practising transpersonal counselling and art therapy and related clinical practice, students are expected to:

1. Recognise that Ikon is not a clinic and techniques demonstrated with students during subjects and practice sessions are not treatment. Personal therapeutic issues should be managed outside of the learning process.
2. Only use the specified techniques during subject practice times unless otherwise informed.
3. Understand that studying at Ikon does not license students to diagnose, prescribe or to provide treatment, or to try to solve problems, diagnose or treat others students. Therefore, when finding an issue to work with, students should always select something manageable rather than choosing a major crisis.
4. Recognise that the philosophy of courses taught at Ikon is to facilitate self-healing through the client's own healing mechanisms.
5. Honour the confidentiality of information provided by other students; and keep all personal material confidential.
6. Call on the help of a supervisor whenever emotional issues arise during practice time that give rise to doubt about what to do, or to the student feeling vulnerable, exposed or needing assistance.
7. Refrain from inappropriate physical or verbal conduct of a sexual nature. This may be a reason for expulsion.
8. Use supportive language during practice time, and refrain from any inappropriate language, behaviour or verbal abuse.
9. Participate in class and allow others to participate, including sharing class time, listening to others and taking turns during discussion.
10. At all times maintain professional boundaries and ask a lecturer for clarification or assistance when required.

 *Student Placement and Placement Code of Conduct Policy*