

## SCHEDULE A: RESPONSIBILITIES FOR MANAGING INFORMATION FOR CURRENT AND PROSPECTIVE STUDENTS

Section 7 of the Higher Education Standards Framework details requirements for the provision of information to current and prospective students. The following tables show the required information, when it is to be available and who is responsible for (manages) the information to ensure that it is available for students to reference and staff to use when consulting or advising students (using the authoritative source – links provided).

Clause 10 of the Student Communication and Information Policy details the required activities of the ‘Managed by’ areas in relation to the ongoing management of the information.

*All information in the table below must be available to students both before they apply to study and also while they are studying at Deakin*

Required information for current and prospective students (linked to authoritative source where appropriate)	Managed by
<b>General information</b>	
Administrative processes including <a href="#">requirements and timelines for exams</a> , <a href="#">re-enrolment</a> , <a href="#">change of enrolment</a> , <a href="#">intermission</a> , <a href="#">withdrawal from enrolment</a> , completion and <a href="#">graduation</a>	DSA
<a href="#">Applying for a specially considered entry to Deakin</a>	DSA
Arrangements for <a href="#">orientation and induction (getting started)</a>	DSL
<a href="#">Campus maps</a>	Facilities Services
<a href="#">Common terms used at Deakin</a>	SIPU
<a href="#">Disability support and resources</a>	DRC
<a href="#">Employment opportunities</a>	PVC (Graduate Employment)
<a href="#">IT equipment and connectivity requirements</a> Technical requirements to access IT systems for online activities	eSolutions / DVC (Education)
<a href="#">Key university contacts</a>	DSA
<a href="#">Key dates to know</a>	DSA
<a href="#">Obligations of and information for International students thinking of studying in Australia</a>	Deakin International
<a href="#">Obligations of and information for international students studying in Australia</a>	DSL
<a href="#">Support services</a> and <a href="#">information for all students (study/personal)</a>	DSL
<b>Information about courses</b>	
The five links below (marked with an *) will go to the ‘ <a href="#">Find a course</a> ’ web page. From that page, search for the course to see the general information about that course. Specific information about courses is included in the relevant course handbook, which is available via the link on the course page.	
<a href="#">What do I study and how?</a> * Course content, majors/units, completion requirements and outcomes	DSA
<a href="#">When is my course available and how will it be taught?</a> * Course availability and delivery arrangements (year, trimester, mode, dates)	DSA
<a href="#">What is my commitment?</a> * Expected student commitment (time, attendance, equipment)	DSA

<a href="#">What do I need to know before I start?</a> * Prerequisites, entry requirements and assumed knowledge?	DSA
<a href="#">Will I need to apply for registration to practise after I have graduated and before I start work?</a> * Eligibility for registration to practice	DSA
<a href="#">Assessment</a> and <a href="#">progress requirements</a> , including <a href="#">special consideration</a> and <a href="#">grading</a>	Student Complaints and Appeals / DSA (special consideration)
<a href="#">Credit and recognition for prior learning arrangements</a>	DSA
<a href="#">Pathways to employment</a> (Career education)	DSA
<b><i>Rights, responsibilities and obligations</i></b>	
<a href="#">Administrative requirements and financial obligations</a> (e.g. fees, deadlines)	DSA
<a href="#">Library Conditions of Use</a> (e.g. borrowing conditions, conduct, use of library resources)	Library
<a href="#">Rights and responsibilities; conduct requirements (including academic integrity), disciplinary procedures and grounds for suspension or exclusion</a>	Dean of Students
Student <a href="#">complaints</a> and <a href="#">appeals</a> (including sources of assistance)	Student Complaints and Appeals

All information in the table below must be available to students both once they have applied to study and while they are studying at Deakin

<b>Required information for current students (linked to authoritative source where appropriate)</b>	<b>Managed by</b>
<a href="#">Alumni opportunities</a>	Advancement
Changes to <a href="#">course requirements</a> , fees, costs or other changes that may affect intended course of study	DSA
<a href="#">Faculty, School and research centre contacts</a>	DSA
<a href="#">Feedback mechanisms</a>	Dean of Students
<a href="#">IT Help and support material</a>	eSolutions
<a href="#">Student involvement and engagement, including events and opportunities to participate in decision making and student representative bodies</a>	DSL
<a href="#">Survey of student satisfaction with teaching and units</a>	SIPU

All information in the table below must be available to students at class commencement and throughout the period of study

<b>Required information for current students (linked to authoritative source where appropriate)</b>	<b>Managed by</b>
<a href="#">UniStart study and learning materials</a>	DSL
Unit study and learning materials (via CloudDeakin unit sites)	Faculties