

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

This Schedule is pursuant to the [Student Communication and Information policy](#) and was approved on 10 November 2022.

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 |
|--|---|
| General information | |
| Administrative processes including requirements and timelines for exams , re-enrolment , change of enrolment , intermission , withdrawal from enrolment , completion and graduation | Student Services, Student Administration Services |
| Applying for a specially considered entry to Deakin | Student Services, Student Administration Services |
| Arrangements for orientation and induction (getting started) | Student Services, Student Engagement, Orientation and Digital Exp |
| Campus maps | Campus Operations |
| Common terms used at Deakin | Academic Governance and Standards |
| Disability support and resources | Student Services, Student Operations |
| Employment opportunities | PVC Graduate Employment |
| IT equipment and connectivity requirements Technical requirements to access IT systems for online activities | Digital Services/DVC Academic |
| Key university contacts | Student Services, Student Engagement, Orientation and Digital Exp |
| Key dates to know | Student Services, Student Administration Services |
| Obligations of and information for International students thinking of studying in Australia | Deakin International |
| Obligations of and information for international students studying in Australia | Student Services, Student Operations/ Student Engagement, Orientation and Digital Exp |
| Support services and information for all students (study/personal) | Student Services, Student Operations/ Student Engagement, Orientation and Digital Exp |
| Information about courses | |
| The five links below (marked with an *) will go to the ‘ Find a course ’ 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. | |

| | |
|---|---|
| What do I study and how? * Course content, majors/units, completion requirements and outcomes | Student Services, Student Administration Services |
| When is my course available and how will it be taught? * Course availability and delivery arrangements (year, trimester, mode, dates) | Student Services, Student Administration Services |
| What is my commitment? * Expected student commitment (time, attendance, equipment) | Student Services, Student Administration Services |
| What do I need to know before I start? * Prerequisites, entry requirements and assumed knowledge? | Student Services, Student Administration Services |
| Will I need to apply for registration to practise after I have graduated and before I start work? * Eligibility for registration to practice | Student Services, Student Administration Services |
| Assessment and progress requirements , including special consideration and grading | Student Complaints and Appeals / Student Services (special consideration) |
| Credit and recognition for prior learning arrangements | Student Services, Student Administration Services |
| Pathways to employment (Career education) | Student Services, Student Administration Services |
| <i>Rights, responsibilities and obligations</i> | |
| Administrative requirements and financial obligations (e.g. fees, deadlines) | Student Services, Student Administration Services |
| Library Conditions of Use (e.g. borrowing conditions, conduct, use of library resources) | Library |
| Rights and responsibilities; conduct requirements (including academic integrity), disciplinary procedures and grounds for suspension or exclusion | Dean of Students |
| Student complaints and appeals (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

| Required information for current students (linked to authoritative source where appropriate) | Managed by |
|--|---|
| Alumni opportunities | Advancement |
| Changes to course requirements , fees, costs or other changes that may affect intended course of study | Student Services, Student Administration Services |
| Faculty, School and research centre contacts | Student Services, Student Administration Services |
| Feedback mechanisms | Dean of Students |
| IT Help and support material | Digital Services |
| Student involvement and engagement, including events and opportunities to participate in decision making and student representative bodies | Student Services, Student Engagement, Orientation and Digital Exp |
| Survey of student satisfaction with teaching and units | Academic Governance and Standards |

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

| Required information for current students (linked to authoritative source where appropriate) | Managed by |
|--|---|
| UniStart study and learning materials | Student Services, Student Engagement, Orientation and Digital Exp / Dean of Students, Academic and Peer Support |
| Unit study and learning materials (via CloudDeakin unit sites) | Faculties |