CENTRE FOR PAVEMENT ENGINEERING EDUCATION Inc.

DISTANCE EDUCATION

REGULATIONS & PROCEDURES
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DISTANCE EDUCATION COURSES
ACADEMIC REGULATIONS

All students enrolled in the Graduate Certificate in Pavement Technology and Master of Pavement Technology are bound by the CPEE Academic Regulations.

1. CPEE STUDENT CHARTER

The student charter outlines what students can expect from CPEE and also what responsibilities the student has when enrolled in a CPEE program. Its aim is to promote the active involvement of all students and staff as responsible professionals in the efficient dispersion and acquisition of knowledge.

1.01 Student Expectations

Students can expect from CPEE:
- to be given ready access to policies and procedures related to their rights as students enrolled in CPEE programs.
- to be supported by CPEE staff with respect to academic and personal issues.
- to be provided with timely access to relevant staff to discuss concerns and grievances.
- to be treated with respect.
- to be inspired to acquire skills and knowledge that can be applied immediately in their workplace.
- to have private and confidential information they supply to CPEE to be protected.
- to be supplied with all necessary information about their course of study and to academic and personal support services.
- to provide students with the opportunity to study and to sit final examinations wherever they are located within or outside Australia.
- to be given the chance to complete their course in a timely manner by CPEE offering core units every study period and elective units at demand levels well below those set by other higher education providers.
- to provide students with the opportunity to submit feedback on the quality of study materials, the performance of CPEE Academic and Administrative staff.

1.02 CPEE Expectations

CPEE expects from students:
- to make themselves aware of the enrolment process and comply with its requirements.
- to take responsibility for their own course planning.
- to act on feedback on their individual academic performance.
- to be familiar with the services available from CPEE that support academic and personal needs.
- to provide assistance to the CPEE process of continuous improvement by submitting reliable feedback on all CPEE services.
• to treat CPEE staff and other students with good manners and respect.
• to actively seek opportunities to discuss issues raised during their studies with professional colleagues in the workplace and to translate the knowledge gained from studies into practice.
• to take joint responsibility for their studies and that they be self-directed in the way they learn.
• to appreciate that plagiarism and cheating are not acceptable.
• to conform with the requirement that all work submitted by a student for assessment shall be the sole work of the student unless specific approval is given for the submission of work by a group of students.
• to fully acknowledge all sources of information used, and assistance received, in the preparation of submissions.
• to at all times provide correct information to CPEE, including any application for credit.
• to comply with the procedures for the conduct of examinations as prescribed from time-to-time.
• to behave in a manner normally expected of responsible professional people and shall not engage in unconscionable conduct
• to use only media provided by the program, including email and other internet services, for the purposes of the program. Students shall not use the media to promulgate incorrect information. Students shall take particular care not to make defamatory statements about any persons or organisations which could result in legal action being taken against them or against CPEE.

1.03 Student Charter Breach
Any student committing a breach of the requirements of the Student Charter may be excluded from a CPEE course. A student may request a review of the decision to exclude by directing documentation to the Executive Officer, Centre for Pavement Engineering Education.
On receipt of a written result of the review, the student shall have the right to appeal to the Appeals Committee within 15 working days from the date of the letter of review.

2. COURSE ENTRY

2.01 Entry requirements for the Graduate Certificate in Pavement Technology
Entry requirements for the Graduate Certificate in Pavement Technology include any of the following:
• 3 or 4 year bachelor degree in Engineering, Science, Applied Science
• Postgraduate qualification in a discipline related to pavement engineering
• Advanced Diploma in Engineering plus at least three years of high level pavement engineering experience
• Associate Degree in Engineering plus at least 5 years of high level pavement engineering experience
• Diploma in Engineering plus at least 5 years of high level pavement engineering experience
• “Special entry” based upon significant industrial experience in a supervisory capacity plus evidence of previous study or completion of two course units (single “non-award” units) with an average of greater than 65%. Provisional enrolment applies to a new candidate accepted under the CPEE special entry provision. In this case the candidate is allowed to enroll in “Introduction to Pavements” only and if a passing grade is not achieved in this unit then the candidature will be terminated.

2.02 Entry requirements for the Master of Pavement Technology
Entry requirements for the Master of Pavement Technology includes any of the following:
• 4 year bachelor degree in Engineering
• Graduate Certificate in Pavement Technology
• Postgraduate qualification in a discipline related to pavement engineering

2.03 Applicants with qualifications from overseas institutions
Applicants with qualifications from overseas institutions should provide a translated copy of their qualification with their application form. Before being considered for enrolment applicants must provide evidence of English language proficiency. This can be satisfied by providing documentary evidence of one of the following:
• First language in English and secondary and/or undergraduate studies were conducted in English. Certified documentation is required
• Successful completion, within the 2 years prior to submission of the application, of a tertiary degree program completed in a country where English is the official language and the degree program was instructed and examined in English
• IELTS (Academic) - 6.0 (no individual band less than 6.0)
• TOEFL (PBT) 575 TWE 4.5; TOEFL (iBT) 88 (no score below 20)
• PTE Academic 50 with no score lower than 50
• Cambridge CAE (Certificate of Advanced English) - B Grade
• Cambridge CPE (Certificate of Proficiency in English) - C Grade
• Cambridge BEC (Business English Certificate) Higher - C Grade

Qualifications from a university in an overseas country are assessed in accordance with the AEI-National Organisation of Overseas Skill Recognition (NOOSR) guidelines.

3. COURSE ENROLMENT

3.01 Joint responsibility for enrolment
CPEE and the student share joint responsibility for the student’s enrolment:
• CPEE will make available to students advice on planning their patterns of study to meet course requirements;
• Students shall be responsible for availing themselves of all relevant information concerning the requirements of their course, deadlines and fees as well as other relevant CPEE policies;

• In each study period in which a person seeks to become a student or continue as a student for any course or unit, they must formally enroll or re-enroll on or before the dates prescribed, completing the procedures which have been prescribed by CPEE for that study period.

• Students who do not follow the published procedures and timelines for all matters pertaining to enrolments and fees may incur penalties as determined by CPEE. These may include academic penalty, financial penalty, loss of services or termination of enrolment.

### 4 CREDITS

#### 4.01 Application
Prospective and existing students seeking credit must apply during enrolment periods (November/December for Study Period 1 and April/May for Study Period 2). Applications received outside these periods will be considered with applications for the following study period. When applying for credit applicants should provide a copy of the syllabus or subject outline of the subjects completed, a certified copy of results and a certified copy of the certificate relating to the credit application.

#### 4.02 Limitations
A maximum of 25 per cent of course requirements for previous postgraduate level studies not considered for any awards may be credited for prior study. No credit is available for units studied as part of a completed Masters degree. Study must have been completed in the last ten years. Each case is reviewed individually. Credits or exemptions will not be granted for undergraduate qualifications. Credit is not available for a unit that a student has already enrolled in.

#### 4.03 Maximum credit
To graduate from a CPEE awarded or CPEE jointly awarded program at least 50% of the designated program structure must be completed. Credit is not available for more than 50% of the program.

#### 4.04 Types of credit
Types of credit that may be granted:
- **Specified Credit:**
  Credit for specific units as identified by their unit code.
- **Exemption:**
  Where, on the basis of previous similar study, a student is waived the requirement to pass a unit, but in its place is required to complete another unit of the same credit value.
• **Recognition of prior learning (RPL):**
  Where, based on the individual’s non-formal and informal learning, it is assessed that the required learning outcomes for unit(s) in the program or standards for entry to a qualification have been met, appropriate credit will be given or entry to the program approved.

Refer to Credit/ Recognition of Prior Learning (RPL) Application Form

4.06 **Application processing**
Applications for Credit / RPL will be assessed at the next meeting of the CPEE Academic Board immediately following receipt of the application by CPEE. Applications that do not include all the necessary information will not be assessed.

5. **ENROLMENT VARIATIONS**

5.01 **Change of address**
Students who change their address must inform CPEE without delay. Students in this situation should also amend their nominated examination location if necessary. This can be done personally or in writing. CPEE cannot accept responsibility for problems that occur as a consequence of incorrect or inadequate address information having been provided.

Refer to Change of Details Form

5.02 **Change of name**
Students who change their name must submit documents which support the change, such as a certified copy of a marriage certificate or Registry of Births, Deaths and Marriages change of Name form.

Refer to Change of Details Form

5.03 **Termination of enrolment**
Students whose enrolments are terminated for non-payment of fees may apply for re-instatement of their enrolment in the same academic year provided that they pay all outstanding fees and charges.

5.04 **Voluntary withdrawal from enrolment**
Students who voluntarily withdraw from studies while owing fees may apply for re-instatement of their enrolment in the same academic year provided that they pay all outstanding fees and charges.

5.05 **Variation request prior to or on the census date**
• In the event of a subject being discontinued
  • A full refund of fees IS payable to the student
  • The full fee is payable upon re-enrolment in the unit deferred regardless of when re-enrolment occurs.
- Students may retain their current study materials
- A new study guide will not be issued unless the study guide has been revised.

- In the event of an additional subject being requested
  - The full fee is payable and is to be included with the variation form.
  - A period of up to two weeks from the receipt of the variation form to the dispatch of subject material may occur.

5.06 Variation request post census date
- In the event of a subject being discontinued
  - A full refund of fees **IS NOT** payable.
  - The full fee is payable upon re-enrolment in the unit deferred regardless of when re-enrolment occurs.
  - Students retain their current study materials.
  - A new study guide will not be issued unless the study guide has been revised.

Refer to the Variation of Enrolment Form

5.07 Course discontinuation
5.07.01 Students excluded for non-payment of fees, withdrawal from studies or allowing enrolment to lapse may apply for re-admission in subsequent years, provided that they pay all outstanding fees and charges applicable to those prior studies. All applicants for re-admission will be considered on the basis of their academic performance and availability of places in the course. These applicants will compete for selection with the total applicant pool and may be subject to returning student quotas.

5.07.02 Students may discontinue their studies for a variety of reasons, both academic and personal. It is recommended that students discuss reasons for discontinuation with CPEE academic staff, family and friends to assist with making this decision. Any assistance from CPEE staff will be non-judgmental.

5.07.03 Each semester has a critical date (census date) by which students can vary their enrolment without penalty.

5.07.04 Other options
To discontinue from all enrolled units but retain a place in their course students must apply for an intermission of studies.

5.07.05 Application processing
Applications for discontinuation of studies will be assessed at the next meeting of the CPEE Academic Board immediately following receipt off the application by CPEE.

Refer to Application for Course Discontinuation Form
5.08 Intermission of studies
5.08.01 Intermission of studies is normally available up to 12 months (one year) only. Intermission is not typically granted for students to pursue studies at another tertiary institution.

1. If approved for intermission:
   a. Prior to census date, the subject will be deleted and a full refund of fees will be received.
   b. After Census date the subject will remain effective and a withdrawn grade will be applied. No refund will be granted.

2. If an application is not approved, the current enrolment will remain unchanged.

To cease studies, it will be necessary to complete and submit a Course Discontinuation Form.

5.08.02 Payment of outstanding fees

1. All outstanding monies including student loans become due and payable from the date of intermission.

2. Graduation or re-enrolment will not be permitted, nor will an Academic Transcript be available, or To Whom it May Concern Letters be issued until all outstanding monies have been paid.

5.08.03 Application processing

Applications for Intermission of studies will be assessed at the next meeting of the CPEE Academic Board immediately following receipt off the application by CPEE.

5.09 Course Transfer

Program transfer between the Graduate Certificate in Pavement Technology and the Master of Pavement Technology is subject to CPEE Academic Board consideration and approval. Each case is reviewed individually

5.06.01 Credit Transfer

If an application for course transfer is successful, a student may be eligible for credit towards the new course. (Refer to clause 4 “Credits”)

5.06.02 Notification of Transfer

Students will be notified of the outcome of an application for course transfer including (if applicable), credit transfer following a decision being made. A student must be enrolled in their current program while waiting for notification. If all requirements of the current program have been completed, and they wish to transfer they should contact CPEE.

Refer to Program Transfer Application Form

6. SINGLE (non-award) UNIT ENROLMENTS

6.01 Definition

A non-award unit is a unit which does not lead to an award, but which:

- Is a unit of study from an award course or courses;
• May be counted as credit towards an award course, subject to admission to an award course and approval by CPEE Academic Board.

6.02 Completion
If admitted to a single (non-award) unit, students must complete all administrative and academic requirements in order to obtain formal acknowledgement that they have satisfied all requirements of the unit.

6.03 Unit fee
CPEE charges the full-fee for a single (non-award) unit enrolment.

7. CROSS-INSTITUTIONAL ENROLMENT

7.01 Application
Continuing students may apply to study units offered at another Australian tertiary institution and have them credited to their CPEE degree. Prior approval from CPEE is necessary. Units approved for cross-institutional study will normally be restricted to those not offered by CPEE. Each application for cross-institutional enrolment is assessed individually.

7.02 Approval
Approval from the host institution is also required. Early enquiries are necessary to ensure meeting the deadlines of the host institution.

7.03 Academic record
A student’s results from cross-institutional enrolment at other institutions will be recorded on their CPEE academic records as EP (External Pass) or N (fail).

8. STUDY HOURS

8.01 Personal study time
Each unit requires an average of eight hours personal study time per week. For the purpose of determining how much time off work to allow, eight hours of self study can be considered equivalent to four hours of lecture plus four hour of self study.

8.02 Study periods
Study Period 1 and 2 both run for a period of twenty weeks.

9. MAXIMUM TIME PERIOD FOR COMPLETION OF THE AWARD

9.01 Graduate Certificate
The maximum time for completion of the Graduate Certificate in Pavement Technology from the date of first enrolment is three years of part-time study.
9.02 Master of Technology
The maximum time for completion of the Master of Pavement Technology from the date of first enrolment is six years of part-time study.

10. STUDENT WORKLOAD

10.01 Credit Points and Student Workload
A system of credit points based on student workload applies in the Graduate Certificate of Pavement Technology and the Master of Pavement Technology.

Each unit represents 8 hours of study per week for each of the twenty week semester totaling 160 hours of student workload. An Equivalent Full-time Student Load (EFTSL) is a measure of the workload for students. 1.0 EFTSL is 8 units of study. Each unit of study is 1 credit point.

One credit point involves a student workload of approximately 8 hours per week over a semester.

10.02 Full-time study load
The maximum number of units a student can enroll in each study period is four units; this is considered a full-time study load.

11. MAXIMUM NUMBER OF ATTEMPTS

11.01 Maximum
The maximum number of attempts allowed for any one unit is two.

11.02 Progress requirements
If a student fails a unit twice, they will be asked to show proof of extenuating circumstances in order to continue study in the program. Refer to Appendix A for the Academic Progress Rules.

12. ASSIGNMENTS

12.01 Guidelines
All units require assignments to be submitted. The assignment questions are included with the study modules. Guidelines regarding the preparation of assignments are included in the CPEE Student Handbook and on the CPEE website www.pavementeducation.edu.au

12.02 Assignment value
The assignment component of each CPEE unit is worth 40%, and final examinations are worth 60% of the total unit mark. Students must pass the assignment and exam component to gain a pass in a unit.
12.03 Study unit module
The assignment questions are included in the study unit modules.

12.04 Assignment exemptions
Only students who have been granted a deferred examination are exempt from submitting an assignment.

The following directions for the submission of an assignment are taken from the CPEE Student Handbook which is available at www.pavementeducation.edu.au

12.05 Assignment submissions
Please read the following rules carefully as not complying with them could affect your assignment result and the return of your assignment.

12.05.01 Students must ensure that assignment submissions include cover sheets with the name and unit code clearly entered and Check to make sure the submission is complete before submitting it on e-campus

12.05.02 Submitting assignments requires that you have access to both the Internet and email. Students entering the program without this access will be unable to submit their assessment requirements or receive feedback.

12.05.03 The assignment due date for the unit you are studying is provided on the front page of the assignment included in the units study material.

12.05.04 Assignment submission rules
- Assignments must be received by CPEE by the due date via online submission.
- Online submission closes at 12 midnight, Australian Eastern Standard Time on the due date. You will be unable to submit online after the due date.
- Faxed or mailed submissions will not be accepted.
- Always keep a copy of your assignment.

12.06 How to submit your assignment
The site for online submission of assignments may not be open until two weeks after the commencement of the study period.

12.06.01 To access the online submission, go to e-campus: http://www.pavementeducation.ecampus.com.au and enter your login details. Your login is your first & last name (no space between) as indicated on your enrolment form, and your password is your last name unless you have changed this initial setting. It is suggested that you change your password following your first login (‘Tools’ tab then select ‘personal info’).

12.06.02 Please refer to the e-campus instructions guide included with your hard copy study material.
If you are enrolled in more than one unit, you will be required to select the unit for which you are submitting your assignment. Please ensure you choose the correct unit for which you are submitting your assignment.

12.06.03 Important information regarding submission
You can only submit one file per unit online, so you need to carefully consider the file type options. The following file extensions will be accepted: DOC, PDF, PPS, RTF, TXT, XLS, ZIP. Please see instructions in the next point for zipping several documents into one file. There is no option available to submit part of your assignment online and part hard copy.

You are permitted to zip up to eight documents into one file. To do this you will need to use software such as WinZip. You can download an Evaluation version of WinZip from the website http://www.winzip.com. To zip several documents into one file, open WinZip and click ‘new’. Type a name for your zipped file. You will then be asked which documents you want to add to your final zipped file. Find your documents and click ‘add’. For most units, the maximum file size you may transmit is 5mb.

Please ensure that uploaded files are readily identifiable by their file name. Please include unit code or name, assignment number and student name or initials in the title. Additionally, including these details will safeguard you against submitting another unit’s assignment by mistake. Try not to make the file name too long as it will be difficult for your unit chair to access/open the file for marking. E.g. 650_A2_John_Smith.doc or Intro_to_Pave_A2_JSmith.doc

Where possible please try to reduce the size of uploaded files by compressing images and graphs that are not required for high resolution to a web/screen resolution (96dpi) prior to uploading.

It is important to note that if you submit your assignment more than once your original transmission will be overwritten. The submission received the closest to the assignment due date will be the one forwarded for marking—be careful with your submission.

By submitting your assignment/s online using E-campus, you are declaring that the material is your own original work. You must acknowledge with a reference whenever you: use another person’s ideas, opinions or theory, include any statistics, graphs or images that have been compiled or created by another person or organisation, paraphrase another’s written or spoken word. Please refer to the section on Plagiarism for further details.

12.07 Late assignment policy

12.07.01 Extensions to the due dates for assignment submissions are not approved prior to the specified deadlines.

12.08.02 Assignments submitted after the due date but during a three week cut-off period immediately following the deadline, must have a written reason, with supporting documentation, as to why the assignment was submitted late. It is also important that the number of days cited in the supporting evidence corresponds to the number of days that the assignment is late.

12.08.03 Please note that if your assignment is late, you must submit your assignment by email to admin@pavementeducation.edu.au if the file size is less than 2Mb. Larger files may need to be posted.
12.08.04 Assignments received more than three weeks after the published due date will be returned unmarked.

12.08.05 Special consideration for assignments received after the due date, but before the end of three weeks after the assignment was due will only be given in extenuating circumstances such as illness or personal crisis. Supporting evidence must be forwarded with the assignment. In such cases it may not be possible to return the marked assignment to the student prior to the final examination.

12.08.06 If your application to submit a late assignment is not approved, your assignment marks will be held until after the final examination and will only be taken into consideration if your final exam mark is a marginal fail. Extenuating circumstances such as illness or personal crisis will be considered. However, being busy at work is not, by itself, sufficient reason to be late in submitting your assignment.

12.09 Assignment remarks

12.09.01 Students requiring a re-mark of their assignment submission must apply in writing, include their marked assignment and supporting documentation and the appropriate payment as outlined in section 19.

12.09.02 The Unit Chair will re-assess the submission and CPEE will notify the student of the outcome in writing.

12.09.03 CPEE cannot guarantee the notification of the outcome of your re-mark application prior to your examination.

13 ACADEMIC INTEGRITY

13.01 Academic Misconduct

The term Academic Misconduct includes cheating, plagiarism and any other conduct by which a student -

- (a) seeks to gain, for themselves or for any other student, any academic advantage or advancement to which they or that person are not entitled; or
- (b) improperly disadvantages any other student

13.02 Assignment & Examination Submissions

While studying with CPEE you are expected to submit work that is your own. All material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source. Failure to do so constitutes academic dishonesty.

13.03 Plagiarism Definition

Plagiarism occurs whenever you do any of the following things without acknowledging the original source:

- copy information from any source (including the Study Guide, books, newspapers, the internet)
• attach any tables, diagrams, graphs or other images produced by another person
• use another person’s concepts, opinions, theories or ideas
• summarise or paraphrase another person’s work.

13.04 Penalties for plagiarism
Plagiarism is regarded by CPEE as cheating and is considered to be a serious breach of the program’s Academic regulations. Representing someone else's work as your own or using someone else's work without the correct acknowledgment through referencing is plagiarism. By plagiarizing, you can be subject to penalties such as:

• deduction of marks
• a mark of zero for the assignment or unit, or
• exclusion from the program

Plagiarism is dealt with on a case-by-case basis and the penalties will reflect the seriousness of the breach.

13.05 Avoiding plagiarism
To ensure you are not plagiarising, you must acknowledge with a reference whenever you:
use another person’s ideas, opinions or theory, include any statistics, graphs or images that have been compiled or created by another person or organisation, paraphrase another's written or spoken word.

Claiming that you were not aware of the need to reference is no excuse.


13.06 Referencing systems
There are three main referencing systems:

- the Harvard or author/date system; e.g. ‘Smith (1985) listed five key factors’
- the Oxford or footnote system, e.g. ‘Smith listed five key factors’
- the use of end notes in place of footnotes.

The Style Manual for authors, editors and printers, 6th Edition Chapter 12 published by the Commonwealth of Australia in 2002 provides more advice on how to acknowledge sources of information.

13.07 Collaboration
If you have collaborated with any other students in preparing your assignment, you must inform the assessor that you have done so by recording the name(s) of any such student(s) on the assignment. By submitting without having done this it is assumed that the work you are submitting is entirely your own.

13.08 Other forms of Academic Misconduct

- Collusion - assisting another student with work that should have been work of the individual student, including giving your own assignment to a student to use as well as writing an assignment together
14. EXAMINATIONS

Failure to comply with the following rules may result in disciplinary action.

14.01 Examinations are closed book, and only a Standard English Dictionary is allowed. Text retrievable calculators or calculators with word processing facilities are not permitted in the examination room. Hand-held, battery or solar operated, non-print out calculators are permitted.

14.02 Each unit requires the completion of an examination (with the exception of the research project, unit 661).

14.03 To assist in examination preparation, a sample examination with sample examination questions is provided in each units study material.

14.04 A student is automatically registered for an examination in a unit following completion of an enrolment/re-enrolment form in that unit at the beginning of each study period. If it is not intended to sit for the examination, it is necessary to advise CPEE of withdraw/deferment using the Variation of Enrolment form, available on line.

14.05 Monash University Examination Services, on behalf of CPEE, will arrange and confirm examination venues at the beginning of each study period. By utilising Monash University’s examination centres, we are able to provide the majority of students with a local venue for sitting their examination/s.

14.06 Monash University will mail notification letters 6 weeks prior to the beginning of the exam period. This letter gives the address of examination venue, examination start time and other important information. This information must be checked carefully as venues may change from previous Study Periods and start times are different for each examination. If a letter has not been received by this time CPEE must be contacted to confirm arrangements.

14.07 All examinations, unless otherwise stated, are ‘closed book’.

14.08 Examination requirements

14.08.01 Students undertaking examinations are required to bring the following material to the examination:

- Examination notification letter sent by Monash Examination Services;
- Photographic Identification

14.09 EXAMINATION VENUE/CENTRE

14.09.01 Changes to venue/centre
Students wishing to change a nominated venue, must complete the Request to Vary Examination Arrangements form provided with their Examination Notification Letter. The form must be sent 3 weeks before the start of the exam period; otherwise the venue change cannot be guaranteed and a fee will be charged for each unit that is changed.

14.09.02 Remote Examinations

Any student who lives more than 150kms from one of the established examination venues, may need to nominate a suitable venue and supervisor (invigilator) for their examination. The nominated invigilator must be someone who holds a position of responsibility, for example:

- Staff member of an educational institution i.e. School Teacher, Examinations Officer
- Clergyman
- Training/Personnel Manager
- Police Officer.

14.09.03 Relatives, friends or students studying with CPEE, Monash Examination Services or its affiliated bodies are unacceptable as invigilators.

14.09.04 Once the person has agreed to be an invigilator, the Examination Venue Nomination form (available on the Monash website: www.monash.edu.au/exams/off-campus-learning-exams), must be completed and returned to the address listed on the form. The form needs to be completed for each Study Period and the invigilator will need to provide a work email address and either a business card or company letterhead to verify their position.

14.09.05 Early attention to this matter will help Monash Examination Centre to secure a suitable examination venue.

14.09.06 CPEE cannot change the scheduled examination dates or times, under any circumstances.

14.09.07 Final selection of examination venues is subject to the approval of Monash University.

14.09.08 If an established examination venue already exists nearby a student’s residence or workplace, Monash University reserves the right to use that venue.

14.09.09 It is the student's responsibility to ensure that their nominated invigilator has completed and returned all the necessary documentation on time. Monash Examination Services cannot finalise a venue until all documentation has been received from the invigilator.

14.09.10 Failure to provide the request for a remote area examination invigilator or Examination Notification Form to Monash Examination Services by the date that is outlined on the form, will result in a late fee of $300 for each unit. Please note: the dates are different for Overseas and Australia-based students.

14.09.11 Monash Examination Services reserves the right to withdraw examination venues at their discretion.
14.10 Examination room procedures

14.10.01 Upon entering the appropriate examination venue, students must provide proof of identity by way of photographic identification, for example, Driver License or passport, and Examination Notification Letter to enable entry into the examination.

14.10.02 Students may not leave the examination room until 1 hour after the scheduled start time, nor during the final 10 minutes of an examination. If they leave before the end of an examination, they should do so as quickly and quietly as possible. Students in examination rooms must not communicate in any way.

14.10.03 At the beginning of each examination session, students must enter their personal details on either the examination script books or separate attendance slip, during writing time. These items will be collected by the Supervisor during the session.

14.10.04 Reading time of 10 minutes is specified for all examinations. Students must not commence writing until indicated by the Supervisor.

14.10.05 During the time allowed for writing, students must number their questions and complete the cover pages. A warning will be given 10 minutes before the end of the examination. At the end of the examination students must remain seated until all examination papers have been collected. The Supervisor will then give permission to leave. Students are asked not to loiter, talk or make a noise anywhere near the examination room.

14.10.06 All examination materials, both used and un-used including any rough notes, must be left on the desk for collection by the Supervisor.

14.10.07 Examination papers or script books must not be removed from the examination room.

14.10.08 At all times students must follow directions given by examination Supervisors.

14.11 Students with disabilities and the examination process

14.11.01 Provision for students with disabilities
Students with disabilities will be accommodated in an examination venue.

14.11.02 Where a condition is a known one, a medical certificate will be required in the first four weeks of the study period.

14.11.03 Where the condition is not known, one (1) month's notice prior to the exam will be required, after which time all effort will be made to accommodate a student, but this cannot be guaranteed.

14.11.04 Alternative examination arrangements can be made for students with a disability. These arrangements may include extra time, alternative formats and venue or specialized equipment.

14.12 Special consideration

14.12.01 A student who fails to attend an examination or whose performance at an examination has been adversely affected by illness or other cause and who wishes to apply for special consideration shall:
(a) Lodge a written application with the CPEE within 5 working days after the commencement of the examination; and

(b) In that written application provide reasons for the failure to attend or details of the basis of that illness or other cause; and

(c) With that application lodge documentation which supports the application including a medical certificate where the application involves illness.

14.12.02 Submission of application for special consideration
A special consideration application should be lodged together with supporting documentation not more than five working days after the original scheduled examination date.

Refer to the Special Consideration Form

14.13 Failure to attend
Students who fail to attend an examination at the time and date outlined and who have not been granted a deferment or withdrawal from that unit, will be recorded as a **Did Not Sit (DNS)**. If students do not submit a deferment or withdrawal form by the correct dates and attempt to re-enroll in that subject in the following study period they will not be sent study materials until results have been finalised.

14.14 Deferred examinations
14.14.01 A student may apply for a deferred examination if they are unable to attend the examination on the designated date and/or time due to extenuating circumstances. All requests are treated individually and must be made in writing to CPEE. Supporting documentation, e.g. medical certificate, must be attached. Deferred examinations are only granted under extreme circumstances.

14.14.02 Deferred examinations are only available to students who meet the following criteria:
- A passing grade was obtained in the assignment component for the study period,
- The study guide is not being revised in the following study period,
- A deferred examination has not previously been granted in this unit,
- The circumstances under which a deferred exam are being sought are deemed extenuating.

14.14.03 If granted, the examination MUST be taken in the following study period’s examination period, and the assignment mark will be carried over to the following study period. Further study guides, assignments etc. are not provided. CPEE will confirm deferred examinations in writing. Students who wish to apply for a deferred examination must complete the appropriate form and submit it to CPEE prior to the examination, where possible. To be considered, applications made after the examination must be received within 5 working days of the exam.

14.14.04 Approval for deferment of examinations will only be granted to students who are legitimately unable to attend their examination/s due to circumstances beyond their control. A deferred examination is only available if the student has received a passing grade was obtained in the assignment component for the unit, and a deferred examination has not previously been granted in this unit.
### 14.14.05 Examples of ‘exceptional circumstances’
which constitute acceptable grounds for an application to sit deferred examination/s, and
relevant supporting documentation are outlined in the table below.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Required documentary evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness of the student.</td>
<td>An original medical certificate, certifying the student’s medical condition before or at the scheduled time of the examination would prevent him/her from undertaking the examination/s.</td>
</tr>
<tr>
<td>Illness of an immediate member of the student’s family (for whom the student was the principal carer).</td>
<td>An original medical certificate, certifying an immediate member of the family was ill and required the presence of the student at the scheduled time of the examination/s.</td>
</tr>
<tr>
<td>Death or funeral of a member of the student’s family or a person with significant relationship to the student.</td>
<td>Official documentary evidence of the death or funeral, or a copy of the relevant published death or funeral notice. Evidence of the student’s relationship with the deceased.</td>
</tr>
<tr>
<td>Car accident or breakdown on the way to the examination.</td>
<td>The police report, NRMA/RACV/RACQ report or tow truck driver report or statutory declaration.</td>
</tr>
<tr>
<td>An unforeseeable and major disruption to the public transport system causing extraordinary delays (e.g. in excess of one hour).</td>
<td>A statement from the service provider (eg transport authority) or media statement confirming such disruption or statutory declaration.</td>
</tr>
<tr>
<td>Armed service postings or unscheduled demands on emergency services personnel.</td>
<td>Official documentation.</td>
</tr>
<tr>
<td>Sporting commitments at the state or national representative level.</td>
<td>Documentary evidence confirming representative selection.</td>
</tr>
</tbody>
</table>

### 14.14.06 Examples of circumstances which DO NOT constitute acceptable grounds for granting deferred examination/s include:
- holiday arrangements, travel or accommodation bookings
- work commitments, shift requirements or a call to work at short notice
- sporting commitments, other than at state or national representative level
- attendance at functions such as birthday or wedding celebrations
- misreading the examination timetable
- sleeping in
- failure to arrange transport to ensure timely arrival at the examination venue.

### 14.14.07 Submission of application
The deferment of examination form and supporting documentation must be lodged with CPEE not more than five working days after the original scheduled examination date.

### 14.14.08 If an application is successful, the enrolment fee is waived at re-enrolment in the following study period. The deferred examination must be taken in the study period immediately following the deferment when the unit is next offered.

### 14.14.09 Prior to completing this form please refer to the CPEE student handbook and the CPEE Program Operations & Regulations document for information pertaining to procedures and guidelines.
15. ACADEMIC RESULTS

15.01 Eligibility for assessment
Students are only eligible to receive assessment grades in units if they are officially enrolled in those units. Students studying a unit in which they are not officially enrolled, cannot receive a grade for that unit, nor can they enroll in it after the event. A candidate who enrolls in a unit, but does not complete any assessment requirements for the unit will receive a failure, not assessed grade (XN).

15.02 Result grades
All candidates enrolled in any unit or component will be graded according to CPEE standard grading schedule.

Key to results

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH DISTINCTION (HD)</td>
<td>80–100%</td>
</tr>
<tr>
<td>DISTINCTION (D)</td>
<td>70–79%</td>
</tr>
<tr>
<td>CREDIT (C)</td>
<td>60–69%</td>
</tr>
<tr>
<td>PASS (P)</td>
<td>50–59%</td>
</tr>
<tr>
<td>GRADED TO PASS ONLY (PX)</td>
<td></td>
</tr>
<tr>
<td>FAIL (N)</td>
<td>0–49%</td>
</tr>
<tr>
<td>RPL / CREDIT granted - recognition of prior learning (RPL)</td>
<td></td>
</tr>
<tr>
<td>EXEMPTION GRANTED (EX)</td>
<td></td>
</tr>
<tr>
<td>DID NOT SIT EXAMINATION (DNS)</td>
<td></td>
</tr>
<tr>
<td>WITHDRAWAL FROM UNIT – Prior to the census date (D1)</td>
<td></td>
</tr>
<tr>
<td>WITHDRAWAL FROM UNIT – Post census date (D2)</td>
<td></td>
</tr>
<tr>
<td>DEFERMENT OF UNIT EXAMINATION (D3)</td>
<td></td>
</tr>
<tr>
<td>EXTERNAL PASS (EP)</td>
<td></td>
</tr>
</tbody>
</table>

15.03 Assessment and Moderation
The aim of moderation is to achieve consistency in the application of standards within the Graduate Certificate in Pavement Technology and the Master of Pavement Technology courses as well as consistency across these courses. It involves the review of assignment briefs and examination question papers to ensure that they are well designed and include clear guidelines for students and markers. The CPEE marking scheme is used for all assignment work and examinations. Following assessment and before grades are finalized they are subject to a review so that consistency is achieved.

The Executive Manager, Academic is the moderator for the Graduate Certificate in Pavement Technology and the Master of Pavement Technology courses. The CPEE Academic Board reviews examination grades.
15.04  Special consideration
15.04.01 Special consideration is only given in serious exceptional circumstances which are beyond the student’s control and when these circumstances prevent students from performing at their best for a particular piece of assessment.

15.04.02 Students who genuinely believe their assessment in a unit has been, or is likely to be, adversely affected may apply for special consideration on medical or compassionate grounds for hardship/trauma beyond their control.

15.04.03 Application forms incorporating guidelines are available from CPEE. Applications and supporting documents must be lodged with CPEE no later than three working days after the due date of the assignment or the date of the examination.

15.05  Publication of results
15.05.01 Academic results are issued in late July for Study Period 1 and mid December for Study Period 2. On completion of the initial marking of examinations, a number of procedures are followed before results are available for distribution. These procedures are imperative to ensure the accuracy of results for all students, fair and appropriate moderation and the integrity of the program.

15.05.02 At the conclusion of each study period the unit information stored on the CPEE e-campus, including assignment marks and comments will be reset. All assignment marks that have been entered are recorded and stored by CPEE.

15.05.03 Procedure for processing academic results
- Data entry marks are double checked for accuracy.
- Student attendance is double checked against exam roll.
- All marginal and fail grades are automatically reviewed.
- All requests for special consideration are considered.
- Late assignment applications are considered.
- An Examiners Committee assesses and moderates examination results.

15.06  Assignment feedback
Unit chair comments along with assignment marks will be posted online via e-campus. Should the unit chair provide additional comments, these may be issued via email. The e-campus assignment instructions provider details on accessing assignment marks and comments.

15.07  Review of results
15.07.01 Students wishing to challenge the final result in a CPEE unit can firstly contact the unit chair to get feedback on the result.

15.07.02 An application for a review of assessment is due 10 working days after the release of results.

15.08  Review of assignment mark
15.08.01 A review of an assignment mark can be requested within 5 working days of receiving that mark. Applications should include supporting documentation including specific reasons for requesting the review.
15.08.02 CPEE cannot guarantee the notification of the outcome of a re-mark application prior to a final examination.

15.08.03 Fees may apply when requesting a review as per the CPEE Student Handbook:

15.08.04 CPEE will assess each request, and notify each student of the outcome in writing.

### 15.09 Review of examinations

15.09.01 Students requesting re-marks of their examination paper must apply within 10 working days of the release of results using the Assessment Re-mark form. Applicants must apply in writing and include any supporting documentation including specific reasons for requesting the review. If a student fails an exam there is no charge for a re-mark. If a student has obtained a passing mark in their exam then the fees may apply when requesting a review as per the Student Handbook.

*A full refund of the re-mark charge is provided if the examination re-mark results in an increase to your grade. Refer examination re-mark request form*

15.09.02 CPEE will assess each request, and notify each student of the outcome in writing.

15.09.03 After the student has made the necessary request for an examination re-mark and has received a written report on the examination result, the student may appeal against the decision to the CPEE Academic Board. Such an appeal must be lodged with CPEE within 15 working days of receiving the written report. The Academic Board meets only three or four times a year. Scheduled meeting dates are available from CPEE.

### 15.10 Failed units

15.10.01 Students who need to re-sit a unit after failing, must attempt both the assignment and examination again and the full enrolment fee will be payable.

15.10.02 CPEE will organise to dispatch the new assignment and supplementary material once payment is received.

15.10.03 The rules on academic progress are presented in Appendix A.

### 16. GRADUATION

#### 16.01 Application to graduate
It is the responsibility of the student to apply to graduate, using this form. If students believe they have successfully completed the necessary components for an award they should complete this form and return to CPEE with any relevant supporting documentation, including academic transcripts of units completed not studied directly through CPEE e.g. MBA units.

#### 16.02 Receipt of testamur
Students must apply to graduate in order to receive their testamur.

#### 16.03 Application processing
Once CPEE confirms that students have completed the requirements of their course, those students become graduands and their Applications to Graduate are processed. Students
may choose to receive their degree either in person or in absentia (in their absence) at a CPEE conferring ceremony. All graduating students receive written advice to confirm the conferral of their award, whether it is advice about the ceremony they have chosen to attend or delivery advice regarding their testamur (for those graduating in absentia).

Refer to the Graduation Application Form

16.04 Conferring ceremony

Students must ensure that their Application to Graduate reaches CPEE by the second week in December for the April/May ceremony and by the final week in July for the August/October ceremony.

17. PRIVACY LEGISLATION AND CONFIDENTIALITY

17.01 Release of information by CPEE

17.01.01 Privacy laws and CPEE policy prohibit the release of information about students to a third party unless they have given written permission for that release. This prohibition even applies to their close relatives. There are a number of legal exceptions which apply, and they include:

- Statistical details on students’ enrolment form, which do not identify them, are released to the federal government department responsible for higher education.
- CPEE must respond to a Court which has issued a summons or subpoena.
- Some other legislation such as the Transport Accident Act also require personal information to be provided to authorized persons.
- In situations that are considered to be an emergency, where harm to a person or property is substantial and imminent information may be provided to avert that harm.

17.01.02 If students apply for a course at another institution or if they apply for a job, CPEE cannot release their academic record without their consent.

18. CPEE STUDENT GRIEVANCES PROCEDURES

18.01 Making a complaint

18.01.01 A student should attempt to resolve a complaint with the staff member concerned.
18.01.02 If the complaint is not resolved informally or it is one of bias on the part of the staff member concerned, the student may direct the complaint to the CPEE Executive Manager, Academic.

18.02 Lodging a grievance

18.02.01 If the complaint is not resolved, the student may make a written request for resolution of the matter to the CPEE Executive Officer.
18.02.02 The CPEE Executive Manager, Academic is available for any staff member requiring assistance in dealing with a grievance or accusation against her or him.
18.03 Role of the CPEE Executive Officer as “Grievance Officer”
18.03.01 The Grievance Officer must receive record and monitor the number and nature of grievances received from students.
18.03.02 The Grievance Officer must maintain a file of all correspondence and communication in relation to a grievance.

18.04 Processing of the grievance
18.04.01 The grievance officer will assist students to determine whether the grievance is academic or administrative in nature, record details of the grievance, acknowledge receipt of the grievance and explain the timelines for resolution and any other relevant information.

18.05 Investigation and conciliation
18.05.01 The person to whom the grievance has been directed will attempt to resolve it through investigation and conciliation, and may also direct the student to the CPEE Executive Manager Academic.
18.05.02 The person to whom the grievance has been directed must commence conducting an investigation, normally within ten working days of receiving the grievance, and consult with relevant staff.
18.05.03 The person to whom the grievance has been directed may determine that the grievance is frivolous, vexatious, or lacking in substance, and decide that no enquiry is necessary. The student must be advised in writing of this decision, including details of the reasons for this decision and the student’s right to make a written complaint to the CPEE Executive Officer.
18.05.04 A complaint by a prospective student against a selection decision may be dismissed as lacking in substance if the decision is consistent with the published selection criteria.
18.05.05 The person to whom the grievance has been directed may call a conciliation meeting with all parties concerned, for the purpose of arriving at an agreed resolution. The findings of the investigation to date may be presented at this meeting which will normally be held within ten working days of the conclusion of the investigation.
18.05.06 If, due to unforeseen circumstances (e.g. staff on leave), an investigation or conciliation cannot be concluded within ten working days, the person to whom the grievance has been directed will keep the student informed of the status of the matter and the reasons for any delay.

18.06 Monitoring and reporting
18.06.04 Appropriate confidential records of student grievances must be retained securely for at least five years after the closure of the matter.

19. CPEE FEES AND CHARGES

19.01 Academic transcript charge
All students receive one original academic transcript free of charge when they become eligible to graduate from a CPEE award. Further, at the completion of each study period,
students received a statement of results outlining the results they have achieved for that particular study period. Where students request an additional full statement of their academic results or results for individual study periods a service fee of $20.00 per request will apply. If at the time of the original request, subsequent copies are desired, an additional fee of $5.00 per copy will apply.

19.02 Duplicate receipt charge
Upon enrolment, students receive a confirmation of their enrolment in the form of a receipt. All students receive a receipt, whether paying by cheque or credit card. It is the responsibility of the student to maintain this receipt for taxation or reimbursement purposes.

Where students request a duplicate receipt a service fee of $20.00 per request will apply. If, at the time of the original request, subsequent copies are desired, an additional fee of $5.00 per copy will apply.

19.03 Fees payable as a condition of enrolment
The following fees and charges contained in this document are subject to change in accordance with subsequent legislative amendments. The Policy applies to all enrolled students or former students as applicable, unless otherwise specified herein. Refunds are available but they will be calculated in relation to relevant administrative costs of each enrolment. These are specified in the relevant section for each described fee or charge.

19.03.01 Tuition fees
Tuition fees are GST free.

19.03.02 Refund
- Discontinuation/withdrawal from unit(s) or course of study up to and including census date.
  
  **Full refund** of fees assessed in this period.

- Discontinuation/withdrawal from unit(s) or course of study after census date:
  
  **One hundred per cent (100%) fee retention** of fees assessed in this period.

19.03.03 Nil fee
No fee retention will apply if:

- A student withdraws from a unit and enrolls in a replacement unit of equal value in the same semester; or

- A student withdraws from a unit on the advice of CPEE before the census date

19.03.04 Postgraduate Non-award tuition fees
A non-award unit is a unit which does not lead to an award, but which:

- Is a unit of study from a CPEE award course: and

- May be counted as credit towards a CPEE award course, subject to admission to an award course and approval by CPEE.

These fees are GST free.
19.03.05 Application of the fee
In most cases the rate specified applies to each credit point of the candidate’s workload. The fee is assessed and invoiced each study period. The fees are to cover the full cost of tuition.

19.03.06
Students requesting re-marks of their examination paper must apply to CPEE in writing and include appropriate fees as outlined in the Student Handbook.

19.04  Penalty charges

19.04.01 Late Re-enrolment charge
This charge is levied on all re-enrolling students whose enrolment forms are not received by the scheduled dates. This charge if GST-free.

19.04.02 Reinstatements of enrolment charge
This charge applies to reinstatement of enrolment resulting from a termination of enrolment for non-payment of fees or voluntary discontinuation from a course of study. This charge is GST-free.

19.03.07 Late change of examination location charge
This charge applies to students who require their examination location to be changed between two to four weeks before the commencement of the applicable scheduled examination period. No change of examination centre is possible within two weeks of the commencement of the applicable scheduled examination period. The charge applies to late changes made within any examination period.

19.03.08 Testamur charges
a. This charge is to cover the cost of packaging and delivery of testamurs to those students who did not or were unable to attend a graduation ceremony or receive the testamur in person.

b. This charge is to cover the cost for replacement and mailing of testamurs which may have been lost by a student or destroyed.

c. This charge is to cover the cost for replacement and mailing of testamurs in a name different from that on the original award. Applications of this nature must be supported by original or certified documentation deemed appropriate by CPEE.

These charges are GST-free.

20. OVERSEAS STUDENTS

20.01  Tuition Fees
Fees for Overseas students apply to persons not living in Australia or New Zealand.

These fees are GST-free.

20.02  Application of the fee
The policy applies to all overseas students, irrespective of who pays the fees. It applies to commencing and continuing students.
Appendix A

**CPEE Academic Progress Rules**

**CPEE GRADUATE CERTIFICATE IN PAVEMENT TECHNOLOGY & MASTER OF PAVEMENT TECHNOLOGY**

<table>
<thead>
<tr>
<th>Level of Intervention</th>
<th>Stage of Course</th>
<th>Final Results</th>
<th>Progress Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>At risk</td>
<td>Student’s first study period</td>
<td>Failure in one or more units.</td>
<td>Student at risk but not yet on unsatisfactory progress list.</td>
<td><em>Early Warning Letter.</em> Student notified by mail/email that he/she at risk.</td>
</tr>
<tr>
<td>Initial Unsatisfactory Progress</td>
<td>Any study period apart from the student’s first study period.</td>
<td>First or second failure in one or more units. Exceeds the maximum time allowed to complete the course.</td>
<td>Student’s name entered on unsatisfactory progress list.</td>
<td><em>Initial Unsatisfactory Progress Report.</em> Unsatisfactory progress report sent to student.</td>
</tr>
<tr>
<td>Second Unsatisfactory Progress</td>
<td>Later study period.</td>
<td>First or second failure in one or more units. Exceeds the maximum time allowed to complete the course.</td>
<td>Student’s name entered/remains on unsatisfactory progress list.</td>
<td><em>Final Warning Letter.</em> Warning letter sent to student. Including any terms or conditions imposed by CPEE Academic Board</td>
</tr>
</tbody>
</table>
Third Unsatisfactory Progress | Later study period. | First or second failure in one or more units. Exceeds the maximum time allowed to complete the course. | Student may be excluded from the course. | Exclusion for Unsatisfactory Progress. Letter sent to student asking him/her to show cause why he/she be allowed to continue in the course.

**Appeals**

Students who believe they have grounds for appeal against the CPEE’s decision concerning exclusion from a course or restriction of enrolment, may then appeal in writing, within five working days from the date that the advice of the CPEE’s decision was mailed to them.

The appeal must be in writing, and must state the grounds of appeal. These must not relate to academic performance. Grounds must relate *only* to one or more of the following:

- New evidence relating to mitigating circumstances affecting a student's academic performance;
- Having regard to the evidence, the penalty imposed was too severe;
- There was a misapplication of procedures resulting in some disadvantage to the student.

Students who have submitted an appeal have the right to appear before the Committee. Following the hearing the candidate will be notified in writing within five working days. The decision of the Academic Appeals Committee is final.