



# Academic Information

## Student Handbook

# ACADEMIC INFORMATION

## Overview

This handbook is designed to provide students with key information about the academic aspects of their course, and about the academic services that are available at HELI to support them to successfully complete their course. For information about HELI's services please click [here](#).

## Course Information

Students will find information about course entry requirements, course duration, course structure, career outcomes, course accreditation information and Course Learning Outcomes (CLOs) that the course is designed to ensure students achieve through their course [here](#).

Please note: international students are required by law to be enrolled in full-time study, and to complete their course within the expected duration specified in their electronic Confirmation of Enrolment (CoE). If you have enquiries about your CoE, or about your enrolment, please contact [admin@heli.edu.au](mailto:admin@heli.edu.au).

## Award of Credit (AoC) for Previous Study (also called Recognition of Prior Learning [RPL])

Award of credit (AoC) is granted when there is evidence that a student has gained knowledge and skills equivalent to those required in the course for which AoC is being granted through their prior learning (including formal, informal and non-formal learning). AoC may be granted as either:

1. Specified credit - where the volume of learning, AQF level and subject matter of units completed previously are judged to be equivalent to those of units in the HELI course in which the student is enrolled. To be considered equivalent, the content of the previous unit and the HELI unit must be at least 75% common. Specified credit can be granted for core or elective units, and the name of the unit for which specified credit is granted is listed on the student's transcript along with the grade "AS" (advanced standing); OR
2. Unspecified credit - where the volume of learning and AQF level, but not the subject matter of units completed previously are judged to be equivalent to those of units in the HELI course in which the student is enrolled. Unspecified credit can be granted for elective units, and the term "unspecified credit" is listed on the student's transcript along with the grade "AS" (advanced standing).

HELI aims to ensure that all students complete their courses in the shortest possible time and therefore students will be granted the maximum AoC for successfully completed units of study, subject to the limits described in the HELI Award of Credit Policy which specifies that credit will be granted for no more than 50% of an HELI course (see the HELI Award of Credit Policy on the HELI website [here](#)).

Award of credit for prior learning requires academic judgement. Academic staff who make decisions about AoC must ensure that their decisions are equitable, transparent, timely and academically defensible. Students are encouraged to discuss applying for AoC at the time that they apply to enrol at HELI. To avoid delays in processing applications students should ensure that they include certified copies of all academic transcripts and unit guides for all units for which they wish to claim AoC.

As a successful application for AoC changes the units that a student needs to complete at HELI it is essential that applications for AoC are submitted no less than 10 (ten) working days before the census date of the first study period at HELI. This is to allow time for the AoC application to be assessed and for any variations to unit enrolments to be completed before the census date. The Institute takes no responsibility for students completing unnecessary units if AoC applications are submitted late. Further information about how to apply for award of credit is available [here](#).

### Pathways and Award of Credit for Previous Study

Pathways link approved qualifications that you have already obtained, or are in the process of obtaining, with courses at HELI. Pathways allow articulation and credit transfer between courses without the need to complete AoC applications as described above. Please note that award of credit can only be awarded for units successfully completed. For more information on pathways, please see [here](#).

### Online Learning System (OLS)

Detailed information about each unit of study, including the Unit Study Guide and contact details for teaching staff, is provided to students through the Online Learning System (OLS), Canvas. Each student is expected to check the OLS for the units that they are enrolled in at least three times per week to access learning and teaching resources required to prepare for classes, to complete learning activities, to submit assessments and to receive announcements.

For technical support with using the OLS please contact the HELI Canvas Support Help Desk by raising a ticket at **Submit a ticket : Canvas Service Desk**. Canvas support is available Monday to Friday 9:00am to 5:00 pm.

Access to HELI's OLS is provided on the condition that students use it solely for the purpose of their education and students are expected to keep their login details secure. Students are also expected to use the OLS in accordance with the HELI **Student Code of Conduct** and are not permitted to use the contents of the OLS for any purpose other than to complete their studies at HELI.

### Logging In to the OLS

Logging In to the OLS

URL: **<https://heli.instructure.com/login/canvas>**

Username: **Your institute email address (e.g. [student ID]@student.heli.edu.au)**

Password: **"HELI" + "Your date of birth" in this format: HELIddmmyyyy (e.g. HELI09021999)**

Please note the user name and password are both case sensitive. After you have accessed the OLS for the first time please change your password.

### Unit of Study Guides

The Unit Study Guide for each unit that you are enrolled in is available through the HELI OLS for the unit. The Unit Study Guide provides key information about the unit of study, including the name, contact information and consultation times of the unit coordinator along with information about the unit content, learning outcomes, teaching schedule, required readings and assessment tasks. You should review the Unit Study Guide as soon as possible and clarify any questions that you have with the unit of study coordinator.



## HELI Library

ECA Library provides students with access to information resources and offers information skills training to support learning. The Library has a comprehensive range of online information resources including e-books, journals, newspapers and videos via ProQuest and Informit databases and E-Book Central. The Library's electronic information resources can be accessed 24/7 via the ECA Library Catalogue or via individual databases. All prescribed texts are available electronically via ECA Library to ensure texts are accessible to students at all times.

HELI has established a physical library in Melbourne Institute with hard copies of prescribed texts, as well as a range of recommended books and learning materials. The institute library offers a comfortable and welcoming place to study, with areas for group and individual study, and desktop computers with internet access. Qualified library staff are available to assist students with their library research. Library staff offer face-to-face and online training sessions and individual support to teach students how to use the library resources. Further details about the library services and resources can be found on the [Library Page](#).



## Learning Support at HELI

HELI provides a range of face-to-face and online learning support for students. HELI's Learning Advisors offer advice and resources about:

- managing time;
- understanding assignment questions;
- reading academic texts;
- structuring and formatting assignments;
- referencing;
- academic writing; and
- preparing for exams.

Details about the resources and services available through Student Learning Support can be found **[here](#)**.

## English Language Support

All HELI courses are delivered in English. If English is not your first language and you are studying at the Institute in Melbourne, you can attend English workshops held at ELSIS free of charge. Further information about the free English classes for HELI students can be found [here](#).

## Equity and Accessibility Support

HELI recognises that some students will have a substantiated disability, ongoing medical or psychological condition, or other significant factors beyond their control that will necessitate 'reasonable adjustments' or academic strategies to support them to complete their studies while managing their symptoms. Please contact the Learning Support Team for guidance on formally requesting accessibility support. More information can be found in the **HELI Student Welfare and Support Policy**.

## Submission of Assessment Tasks

Assessment tasks take a variety of forms including essays, examinations, plans, projects, presentations, reports, quizzes, web-based discussion, and vivas. Each Unit Study Guide contains specific information on assessment tasks and due dates. All written assessments must be submitted with an **Assessment Cover Sheet** available through the Library page. Assessment tasks are uploaded and submitted via the OLS.

HELI acknowledges the family, work and community commitments and responsibilities of students; however, all students are expected to submit their assignments by the due date and plan their time to ensure this occurs. The timely submission of assignments or the appropriate negotiation of an extension is the responsibility of the student.

For more information about staff and student responsibilities regarding assessment tasks, submission of assessments, requests for special consideration and extensions, late submission and appeals against a grade, please see the HELI **Assessment and Moderation Policy** and the **Student Academic Grievance and Appeals Policy and Procedure** and **Student Non-academic Grievance and Appeals Policy and Procedure**.

## Referencing Styles

Referencing is a method of acknowledging the sources of information that you use in writing your assignments. Most assessment tasks will require you to incorporate information from sources to support and inform your work. It is essential to acknowledge the sources of information you use correctly. You must reference whenever you draw on a source of information:

- as the source of a particular theory, argument or viewpoint;
- for specific information, such as statistics, examples, or case studies;
- for direct quotes (reproducing the writer's exact words); and
- for information that you have paraphrased.

HELI uses the APA referencing style. In-text citations are used in the body of the text to acknowledge the sources of information. A list of references is given at the end of the paper with full information for all sources mentioned in the text. For further information on how to reference, see the HELI **Student Guide to APA Referencing Style** available through the OLS.

## Academic Integrity

Academic integrity is based on honesty in all scholarly work. This includes always acknowledging ideas, opinions, theories and information that comes from the work of others in your academic work. If you do not acknowledge the author of ideas, opinions and theories that you present then it appears that you are attempting to present the work of another person as your own, which is known as plagiarism.

Maintaining academic integrity involves:

- creating and expressing your own ideas;
- acknowledging all sources of information;
- completing assignments independently yourself or acknowledging collaboration;
- accurately reporting results when conducting research; and
- following directions as specified when completing examinations.

HELI students are expected to conduct themselves in an honest and ethical manner at all times and to be familiar with the HELI **Academic Integrity Policy**.

## What is plagiarism?

Students must always acknowledge the source of the ideas and material used in assessments using the referencing guidelines found in the **HELI Student Guide to APA Referencing Style**. By not acknowledging the author of the source, it appears that you are attempting to present it as your own, which is plagiarism. Plagiarism may be intentional or unintentional; however, both are considered serious misconduct. All of the following are considered plagiarism:

- copying/using words, sentences or paragraphs from someone else (including from websites) without acknowledgement;
- closely paraphrasing sentences, paragraphs or ideas (e.g. copying sentences and substituting a few words with similar meaning) without acknowledgement;
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not;
- failing to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation;
- copying another student's assignment (or part of an assignment) and submitting it as your own assignment; and
- having someone else write your assignment for you (whether paid or unpaid) or buying an assignment online.

Plagiarism is a form of academic misconduct and is taken very seriously by the Institute and may result in a finding of academic misconduct that can incur penalties including loss of marks, a fail grade for an assessment, a fail grade for a unit, or expulsion from the Institute. Plagiarism can be accidental / unintentional, and this most often occurs when people do not understand what plagiarism is. Deliberate plagiarism is much more serious, and occurs when a person fails to acknowledge sources although they understand the implications of choosing not to do so. For this reason, the Institute seeks to educate students about plagiarism and to support new students to understand their responsibilities so as to ensure that they do not accidentally or deliberately plagiarise the work of others.

## Academic Integrity Module

To ensure that students understand academic integrity, all HELI students are required to complete the Academic Integrity Module within the first three weeks of their study at HELI. The Academic Integrity Module provides students with information about their academic integrity responsibilities, the importance of proper academic acknowledgement and referencing, and how to avoid plagiarism and other academic misconduct. The Module is available through the **online learning system**. Your teachers and Learning Advisors will also help you learn important skills and conventions to avoid plagiarising the work of others. These include taking good notes, paraphrasing and summarising well, referencing accurately.

## Turnitin

Turnitin is used at HELI to assist with the management of plagiarism. Students are required to submit their draft assignments through Turnitin. Turnitin compares the assignment with a range of sources including the internet, electronic journals, books and other student assignments which have been submitted previously through Turnitin. The system then produces a report that colour codes the sections of the assessment which appear in other sources. Turnitin also produces a similarity score indicating the percentage of the assignment that is found in other sources.

Students should submit their work through Turnitin before the due date and allow sufficient time for revision if required. Turnitin should be seen as a formative and educative tool that helps students maintain their academic integrity. It is important to note that Turnitin only compares the assignment to other sources it does not check whether correct referencing has been used. Correct referencing is the responsibility of the student and is assessed by the academic staff.

## Academic Progress

Each course has a Course Coordinator to advise students about:

- Course progression and degree requirements (see also **Student Progression Policy**);
- Award of Credit (see also **Award of Credit Policy**);
- Academic policies and procedures (see also **HELI Policies**);
- Academic resources to enhance students' ability to be academically successful (see also **HELI Student Learning Support**);
- Overcoming educational and personal problems (see also **HELI Student Learning Support** and **HELI Student Support Services**).

## Contact Us

For general enquiries about your enrolment, timetables and important dates, further information about applying for award of credit, fees, and help with submitting forms and other applications, please contact HELI Student Services at **admin@heli.edu.au**.