



Student Handbook

Domestic Students



Student Handbook – Domestic Students

Version 8.0

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This handbook is for use by all domestic students.

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1 Welcome to AIE Institute

Welcome to AIE Institute and to your future within the digital games and entertainment industry. You are joining a community of passionate students and teachers and embarking on an innovative course in game development at an exciting time for the industry. As the global appetite for games, simulation and gamification grows, so too do the limits and boundaries of knowledge, creating new arenas and technologies for development and exploration. Your time studying at AIE Institute will provide you with the skills and knowledge to use your technical, artistic and creative abilities to lead in the development of these future applications and technologies.

AIE Institute acknowledges the Aboriginal People and Torres Strait Islander People as the first inhabitants of the nation, and acknowledges the Traditional Owners of the lands where our staff and students live, learn and work. AIE Institute celebrates diversity in all its forms and welcomes students to our harmonious and supportive environment. I hope you enjoy your studies with us and urge you to make the most of the study, work, leadership and social opportunities your time here provides. Work hard, have fun and get involved as you commence your journey into an exciting future.

Vicki De Margheriti
Chief Executive Officer



1.1 AIE Institute vision and mission

1.1.1 Vision statement

To be the world's best educator in computer game development, film and visual effects.

1.1.2 Mission statement

To produce work-ready and job-creating graduates who will pioneer a future of innovation and enterprise.

1.2 About this student handbook

This student handbook is intended for domestic students and provides information to assist you with your studies at AIE Institute. As a student, it is important that you understand your responsibilities and the policies, procedures and processes used at AIE Institute. This handbook contains information on these, and it is important that you read and understand this information.

You can access the most up-to-date version of AIE Institute's student handbook at any time via your Learning Management System (LMS) and our website: www.aieinstitute.edu.au/.

2 Contacts

Standard office hours of operation are 9.00 am to 5.00 pm on weekdays, excluding public holidays.

2.1 Campus contacts

2.1.1 Campus locations

Campus	Address
Sydney	Level 1, 33 Mountain Street, Ultimo NSW 2007
Melbourne	Tower 4, Atrium Level, World Trade Centre, 18–38 Siddeley Street, Melbourne VIC 3008
Adelaide	Level 1, 32 Grenfell Street, Adelaide SA 5000
Canberra	Canberra Technology Park, 49 Phillip Avenue, Watson ACT 2602

2.1.2 Campus receptions and student administration offices

Campus	Phone	Email
Sydney	02 8514 8800	administration@aieinstitute.edu.au
Melbourne	03 8612 1900	administration@aieinstitute.edu.au
Adelaide	08 7325 6300	administration@aieinstitute.edu.au
Canberra	02 6162 5166	administration@aieinstitute.edu.au

2.1.3 Heads of school

Campus	Name	Phone	Email
Sydney	Alexandra Mannell	02 8514 8807	alexandra.mannell@aieinstitute.edu.au
Melbourne	Frank Farfalla	03 8612 1902	Frank.farfalla@aieinstitute.edu.au
Adelaide	Travis Hart	08 7325 6311	Travis.hart@aieinstitute.edu.au
Canberra	Lea Michael	02 6162 5133	lea.michael@aieinstitute.edu.au

2.1.4 Workplace Health and Safety (WHS) contact officers

Campus	Name	Phone	Email
Sydney	Alexandra Mannell	02 8514 8807	alexandra.mannell@aieinstitute.edu.au
Melbourne	Frank Farfalla	03 8612 1902	Frank.farfalla@aieinstitute.edu.au
Adelaide	Ann-Maree Davies	08 7325 6311	annmaree.davies@aieinstitute.edu.au
Canberra	Lea Michael	02 6162 5133	lea.michael@aieinstitute.edu.au

2.1.5 Harassment officers

Campus	Name	Phone	Email
Sydney	Alexandra Mannell	02 8514 8807	alexandra.mannell@aieinstitute.edu.au
Melbourne	Frank Farfalla	03 8612 1902	Frank.farfalla@aieinstitute.edu.au
Adelaide	Travis Hart	08 7325 6311	travis.hart@aieinstitute.edu.au
Canberra	Lea Michael	02 6162 5133	lea.michael@aieinstitute.edu.au

2.1.6 First aid officers

Campus	Name	Phone	Email
Sydney	Alexandra Mannell	02 8514 8807	alexandra.mannell@aieinstitute.edu.au
	Jason Hayward	02 8514 8815	jasonh@aie.edu.au
Melbourne	Paul Bowers	03 8612 1939	paulb@aie.edu.au
Adelaide	Matthew Sallis	08 7325 6331	matthew.sallis@aie.edu.au
Canberra	Lea Michael	02 6162 5133	lea.michael@aieinstitute.edu.au

2.2 Emergency contacts

In a **life-threatening** situation, **emergency**, or critical incident that requires **emergency services support** – you are responsible to immediately call emergency services.

**Dial 000
immediately**

2.3 Student administration, student support services, library services, and IT services

For further information on student support services, library services, and IT services, please see relevant sections within this handbook.

Campus	Phone	Email
Student Administration	1300 972 622	administration@aieinstitute.edu.au
Student Support Services	1300 972 622	studentsupportservices@aieinstitute.edu.au
Library Services	1300 972 622	library@aieinstitute.edu.au
IT Services	Urgent support: 1300 323 182	IT Service Desk

2.4 Academic contacts

2.4.1 Academic teaching contacts

Academic staff are available for consultation with students at each campus during their consultation hours. All academic staff consultation hours and contact details are available on your LMS. The consultation hours and contact details relevant to each particular unit are also found within that unit's study guide, also available on your LMS.

2.4.2 Academic management contacts

Role	Name	Email	Consultation Hours
Academic Director	Ann-Maree Davies	annmareed@aieinstitute.edu.au	Mon & Tue 1pm – 4pm
Course Coordinator	Tony Oakden	tony.oakden@aie.edu.au	Friday 10am - 12pm

3 Course Information

3.1 Why study at AIE Institute

AIE Institute is offering a Bachelor of Game Development in 2024, building upon AIE's 25+ years as Australia's peak non-profit Registered Training Organisation (RTO) for the Australian video games, 3D animation and related digital industries. Specialising in game art, game design and game programming, AIE Institute provides students with real avenues to employment and further studies through innovative programs that combine current knowledge and role-based learning within a project-based professional simulation environment. Our course is developed and continuously reviewed in close consultation with industry and is delivered by industry-experienced faculty.

AIE Institute's Bachelor of Game Development course is nationally accredited and recognised through the Tertiary Education and Quality Standards Agency (TEQSA) and complies with the Australian Qualifications Framework (AQF).

3.2 Bachelor of Game Development overview

Course Code: CRS1400953

AIE Institute offers a Bachelor of Game Development with three majors. This enables you to study a broad and coherent range of knowledge in game development, whilst also specialising to develop a depth of knowledge in game art, game design or game programming.

You can choose among:

- Bachelor of Game Development Major in Game Art - *BGameDev (Art)*
- Bachelor of Game Development Major in Game Design - *BGameDev (Design)*
- Bachelor of Game Development Major in Game Programming - *BGameDev (Programming)*.

Upon graduation you will have a depth of knowledge in the disciplines of game art, game design or game programming as a basis for lifelong learning and practice in game development. You will have the cognitive, creative and technical skills to critically analyse, problem-solve and communicate game projects. You will be able to apply your knowledge and skills individually and collaboratively in professional practice. AIE Institute's Bachelor of Game Development will qualify you for professional work in game development and provide a pathway for further learning in game studies.

3.2.1 Course learning outcomes

Upon graduation of this course, you will be able to:

- Demonstrate broad technical and theoretical knowledge of contemporary practices and processes in digital game development, with specialised knowledge in game art, design or programming as a basis for independent lifelong learning
- Use cognitive and research skills to analyse, critically review and synthesise theoretical and practical information in game development
- Use cognitive, technical and creative skills to solve game design problems and produce innovative concepts for game development

4. Write effectively and deliver engaging and influential presentations and proposals for original game concepts and projects to a range of stakeholders
5. Apply initiative and judgement to make effective decisions in the production of innovative digital game projects and scholarship
6. Adapt knowledge and skills across diverse contexts that underpin the development of digital games
7. Practise responsible and ethical behaviour with respect to diversity and inclusion across a range of contexts
8. Apply effective self-management skills to work individually, or collaboratively as part of a team.

3.2.2 Graduate attributes

Through completion of the Bachelor of Game Development in one of three majors, AIE Institute graduates will be work-ready, entry-level professionals with:

1. Broad discipline knowledge and skills, with deep knowledge in areas of specialisation to be lifelong learners
2. Cognitive and research skills to be critical and analytical thinkers
3. Creative and innovative problem-solving skills
4. Effective and influential communication skills
5. The ability to make effective decisions, exercising initiative and professional judgement
6. Skills to be adaptable, responsible and ethical local and global citizens
7. Effective teamwork and self-management skills.

3.3 Overview of Bachelor of Game Development Major in Game Art

Short form: BGameDev (Art)

3.3.1 Major description

This major specialises in game art and targets the development of skills required by game artists. You will gain a deep critical understanding of digital game art and production through critical analysis of games and animations; create levels, avatars, and animations using problem solving skills, and develop a multitude of artistic, creative, cognitive and technical skills in order to foster your creativity and professional knowledge in the domain of game art.

As a graduate of the course specialising in this major, you will have broad discipline knowledge and skills, with deep knowledge in the area of game art to be a lifelong learner, and develop a range of skills including cognitive and research skills, creative and innovative problem-solving skills, as well as teamwork and self-management skills. You will apply initiative and judgement to make effective decisions in the production of innovative digital game projects and scholarship for independent game production including digital and mobile marketplaces, and demonstrate characteristics of being an adaptable, responsible and ethical local and global citizen, as well as a critical and analytical thinker.

This major:

- a. Immerses you in a collaborative, creative game development process, cultivating a research culture with an emphasis on teamwork, critical analysis, evaluation and reflection in game development projects
- b. Gives you deep experience in game art, including graphic design principles, art optimisation techniques, modelling and texturing, digital lighting and visual effects, principles of animation, character pipeline, character design and animation, level design, graphical user interface design, user experience design, and virtual and augmented reality technologies
- c. Teaches you expansive creative control of complete game projects through agile game development, project management, communication and teamwork skills in order to go beyond technical mastery and build up a professional portfolio of game development

- d. Presents you with the necessary business knowledge and skills needed to launch your own game products and sustainably operate a game studio
- e. Equips you with a critical language for researching games for wellbeing and embedding research throughout your professional creative and reflective practice.

Graduates will design and develop levels, avatars, and animations in highly advanced game projects, for the enjoyment and wellbeing of the community, while specialising in game art. Critical and broader games research including the development of games for wellbeing is embedded throughout the degree.

Throughout the course of study, you will utilise role-based learning and gain the experience of working in a game studio environment supervised by experienced industry practitioners and academics. You will work collaboratively in teams with game design and game programming students in a dynamic and multidisciplinary environment.

The course has two capstone projects: Major game production 1 and Major game production 2, with the intention that you will leave with a complete game produced in a team environment creatively driven by you, but advised and curated by academic and professional staff.

Students complete a total of 240 credit points across their course, with each unit of study counting as 10 credit points, except for the capstone project, Major game production 2, which is 20 credit points. In your final semester you will have the option of applying for a full-time industry internship worth 40 credit points or undertaking Major game production 2 and completing two electives. In the elective units, you will have an opportunity to build your interdisciplinary knowledge and breadth by choosing and combining courses in the areas of game design and programming, if you wish to develop design skills or programming capabilities.

3.3.2 Structure of Bachelor of Game Development Major in Game Art

Year One		
	Unit	CP
Semester 1	GDC101 Introduction to game art	10
	GDC102 Introduction to game design	10
	GDC103 Introduction to game programming	10
	GDC100A Game development project 1	10
Semester 2	GDX101 Level design theory	10
	GDX102 Graphic design principles	10
	GDX103 Art optimisation techniques	10
	GDC100B Game development project 2	10
Total CP		80
Year Two		
	Unit	CP
Semester 1	GDA201 Principles of animation	10
	GDC201 Human-computer interaction and user experience design	10
	GDA101 Modelling and texturing for game environments	10
	GDC200A Game development project 3	10

Semester 2	GDA202 Character pipeline		10
	GDA203 Digital lighting and visual effects		10
	GDX201 Graphical user interface design		10
	GDC200B Game development project 4		10
Total CP			80
Year Three			
	Unit		CP
Semester 1	GDA301 Character animation		10
	GDC301 Game studies for wellbeing		10
	GDC302 Virtual and augmented reality technologies		10
	GDC300A Major game production 1		10
Semester 2	GDC300B Major game production 2	OR GDC300I Internship* (40cp) Must be taken as full-time study	20
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
Total CP			80
*GDC300I Internship is not available for AIE Articulating students as they have already met the outcomes for this unit.			

3.4 Overview of Bachelor of Game Development Major in Game Design

Short form: BGameDev (Design)

3.4.1 Major description

This major specialises in game design and targets the development of skills required by game designers. You will gain a deep critical understanding of digital game design processes through the critical analysis of games, synthesise game elements using problem solving skills, and develop a multitude of artistic, creative, cognitive and technical skills in order to foster your creativity and professional knowledge in the domain of game design.

As a graduate of the course specialising in this major, you will have broad discipline knowledge and skills, with deep knowledge in the area of game design to be a lifelong learner, and develop a range of skills including cognitive and research skills, creative and innovative problem-solving skills, as well as teamwork and self-management skills. You will apply initiative and judgement to make effective decisions in the production of innovative digital game projects and scholarship for independent game production including digital and mobile marketplaces, and demonstrate characteristics of being an adaptable, responsible and ethical local and global citizen, as well as a critical and analytical thinker.

This major:

- Immerses you in a collaborative, creative game development process, cultivating a research culture with an emphasis on teamwork, critical analysis, evaluation and reflection in game development projects

- b. Gives you deep experience in game design, including graphic design principles, art optimisation techniques, system design, level design, interactive narrative design, graphical user interface design, user experience design, virtual and augmented reality technologies, and quality assurance and game play testing
- c. Teaches you expansive creative control of complete game projects through agile game development, project management, communication and teamwork skills in order to go beyond technical mastery and build up a professional portfolio of game development
- d. Presents you with the necessary business knowledge and skills needed to launch your own game products and sustainably operate a game studio
- e. Equips you with a critical language for researching games for wellbeing and studying critical game studies, and embedding research throughout your professional creative and reflective practice.

Bachelor of Game Development Major in Game Design graduates will design and develop highly advanced game projects, for the enjoyment and wellbeing of the community, while specialising in game design. Critical game studies and broader games research including the development of games for wellbeing are embedded throughout the degree.

Throughout the course of study, you will utilise role-based learning and gain the experience of working in a game studio environment supervised by experienced industry practitioners and academics. You will work collaboratively in teams with game art and game programming students in a dynamic and multidisciplinary environment.

The course has two capstone projects: Major game production 1 and Major game production 2, with the intention that you will leave with a complete game produced in a team environment creatively driven by you, but advised and curated by academic and professional staff.

Students complete a total of 240 credit points across their course, with each unit of study counting as 10 credit points, except for the capstone project Major Production 2 which is 20 credit points. In your final semester you will have the option of applying for a full-time industry internship worth 40 credit points or undertaking Major Production 2 and completing two electives. In the elective units, you will have an opportunity to build your interdisciplinary knowledge and breadth by choosing and combining courses in the areas of game art and programming, if you wish to develop artistic skills or programming capabilities.

3.4.2 Structure of Bachelor of Game Development Major in Game Design

Year One		
	Unit	CP
Semester 1	GDC101 Introduction to game art	10
	GDC102 Introduction to game design	10
	GDC103 Introduction to game programming	10
	GDC100A Game development project 1	10
Semester 2	GDX101 Level design theory	10
	GDX102 Graphic design principles	10
	GDX103 Art optimisation techniques	10
	GDC100B Game development project 2	10
Total CP		80
Year Two		
	Unit	CP

Semester 1	GDD201 Interactive narrative design		10
	GDC201 Human-computer interaction and user experience design		10
	GDD202 System design principles		10
	GDC200A Game development project 3		10
Semester 2	GDD203 Modular level design for game environments		10
	GDD204 Quality assurance and game play testing		10
	GDX201 Graphical user interface design		10
	GDC200B Game development project 4		10
Total CP			80
Year Three			
	Unit		CP
Semester 1	GDD301 Critical game studies		10
	GDC301 Game studies for wellbeing		10
	GDC302 Virtual and augmented reality technologies		10
	GDC300A Major game production 1		10
Semester 2	GDC300B Major game production 2	OR GDC300I Internship* (40cp) Must be taken as full-time study	20
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
Total CP			80
*GDC300I Internship is not available for AIE Articulating students as they have already met the outcomes for this unit.			

3.5 Overview of Bachelor of Game Development Major in Game Programming

Short form: BGameDev (Programming)

3.5.1 Major description

This major specialises in game programming and targets the development of skills required by game programmers. You will gain a deep critical understanding of digital game programming through critical analysis of games, design and develop algorithms for game engines using problem solving skills and programming languages, and develop a multitude of analytical, cognitive, and technical skills in order to foster your creativity and professional knowledge in the domain of game programming.

As a graduate of the course specialising in this major, you will have broad discipline knowledge and skills, with deep knowledge in the area of game programming to be a lifelong learner, develop a range of skills including cognitive and research skills, creative and innovative problem-solving skills, as well as teamwork and self-management skills. You will apply initiative and judgement to make effective decisions in the production of innovative digital game projects and scholarship for independent game production including digital and mobile marketplaces, and demonstrate characteristics of being an adaptable, responsible and ethical local and global citizen, as well as a critical and analytical thinker.

This major:

- Immerses you in a collaborative, creative game development process, cultivating a research culture with an emphasis on teamwork, critical analysis, evaluation and reflection in game development projects
- Gives you deep experience in game programming, including object oriented-programming, discrete maths and transformations, fundamentals for computer graphics, computer graphics using shaders, algorithms and data structures, advanced programming techniques, connected games, software engineering, graphical user interface design, user experience design, and virtual and augmented reality technologies
- Teaches you expansive creative control of complete game projects through agile game development, project management, communication and teamwork skills in order to go beyond technical mastery and build up a professional portfolio of game development
- Presents you with the necessary business knowledge and skills needed to launch your own game products and sustainably operate a game studio
- Equips you with a critical language for researching games for wellbeing and embedding research throughout your professional creative and reflective practice.

Bachelor of Game Development Major in Game Programming graduates will write code for game engines used in highly advanced game projects, for the enjoyment and wellbeing of the community, while specialising in game programming. Critical and broader games research including the development of games for wellbeing is embedded throughout the degree.

Throughout the course of study, you will utilise role-based learning and gain the experience of working in a game studio environment supervised by experienced industry practitioners and academics. You will work collaboratively in teams with game art and game design students in a dynamic and multidisciplinary environment.

The course has two capstone projects: Major game production 1 and Major game production 2, with the intention that you will leave with a complete game produced in a team environment creatively driven by you, but advised and curated by academic and professional staff.

Students complete a total of 240 credit points across their course, with each unit of study counting as 10 credit points, except for the capstone project Major Production 2 which is 20 credit points. In your final semester you will have the option of applying for a full-time industry internship worth 40 credit points, or undertaking Major Production 2 and completing two electives. In the elective units, you will have an opportunity to build your interdisciplinary knowledge and breadth by choosing and combining courses in the areas of game art and game design, allowing you to develop art and design capabilities.

3.5.2 Structure of Bachelor of Game Development Major in Game Programming

Year One		
	Unit	CP
Semester 1	GDC101 Introduction to game art	10
	GDC102 Introduction to game design	10
	GDC103 Introduction to game programming	10
	GDC100A Game development project 1	10
Semester 2	GDP101 Introduction to OO programming and C++	10
	GDP102 Maths for games	10
	GDP103 Introduction to computer graphics	10

	GDC100B Game development project 2		10
Total CP			80
Year Two			
	Unit		CP
Semester 1	GDP201 Advanced programming techniques for games		10
	GDC201 Human-computer interaction and user experience design		10
	GDP202 Algorithms and data structures		10
	GDC200A Game development project 3		10
Semester 2	GDP203 Software engineering		10
	GDP204 Network programming for connected games		10
	GDP205 Computer graphics using shaders		10
	GDC200B Game development project 4		10
Total CP			80
Year Three			
	Unit		CP
Semester 1	GDP301 Systems programming and cross-platform development		10
	GDC301 Game studies for wellbeing		10
	GDC302 Virtual and augmented reality technologies		10
	GDC300A Major game production 1		10
Semester 2	GDC300B Major game production 2	OR GDC300I Internship* (40cp) Must be taken as full-time study	20
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
	Elective: Choose any 2 nd or 3 rd year unit from another major		10
Total CP			80
*GDC300I Internship is not available for AIE Articulating students as they have already met the outcomes for this unit.			

3.6 Certification and graduation

3.6.1 Graduation

You will be eligible to receive a testamur for your award on completion of all requirements of the course in which you are enrolled. Students must apply to receive a testamur and official academic transcript using the *Testamur Request Form* or *Academic Transcript Request Form*. Students must have met all requirements and finalised all financial matters prior to the published cut-off date to ensure a place at the graduation ceremony. If you are unable to attend the graduation ceremony, you may graduate in absentia in which case your testamur and official academic transcript will be posted to you.

For further information on graduation and links to relevant policies and procedures, please refer to the *Graduation and Certification Policy and Procedure* available at: <https://aieinstitute.edu.au/about-us/policies-and-procedures/>.

If you have any questions, please contact Student Administration: administration@aieinstitute.edu.au.

3.6.2 In-progress transcript

Official or unofficial academic transcripts may be requested at any time after completing at least one unit of study. An official academic transcript will incur a fee as it will be signed by the official delegate and printed on official transcript paper. An unofficial transcript does not incur a fee. Please contact Student Administration for further information: administration@aieinstitute.edu.au.

4 Commencement information

4.1 Entry requirements

Information regarding admissions, applications and commencement can be found in the Admissions Policy and Procedure, available at: <https://aieinstitute.edu.au/apply-to-study/policies-and-procedures/>.

You may also refer to our application process webpage at: <https://aieinstitute.edu.au/apply-to-study/application-process/>.

If you have any questions that have not been resolved, please contact us directly at: admissions@aieinstitute.edu.au.

4.1.1 How to apply

To apply for admission, you must complete your application using the approved *Admissions Application Form – Domestic Students* and demonstrate that you meet the entry requirements by providing relevant evidence. You will find the form on the prospective students' webpage, and you must submit it by the due date. The form contains all information on how to fill out the form, evidence requirements, the submission process, letters of offer and enrolment. We advise you to apply as early as possible to allow sufficient time for your application to be processed as late applications may not be processed in time for the upcoming semester. Your application form and required documentation must be submitted to admissions at: admissions@aieinstitute.edu.au.

For further information refer to the Admissions Policy and Procedure to ensure that you understand the process, available at: <https://aieinstitute.edu.au/apply-to-study/policies-and-procedures/>.

You may also refer to our application process webpage at: <https://aieinstitute.edu.au/apply-to-study/application-process/>.

If you have any questions that have not been resolved, please contact us directly at: admissions@aieinstitute.edu.au.

4.1.2 How to apply to change your enrolment

There are times when you may need to change your enrolment. As an example, you may need to:

- a. Apply to withdraw from unit(s) and enrol into other unit(s) – you can withdraw from a unit before or after the census date, however penalties apply for withdrawing from a unit or course after census date
- b. Change from one major to another (this requires formal approval)
- c. Apply for a leave of absence for one or two semesters, with the intention to return to your course of study with AIE Institute in a pre-determined semester.

For instructions and links to relevant policies and procedures to ensure that you understand the process and conditions of changing your enrolment, please refer to: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

For the enrolment deadlines and census dates for your semester, please refer to the academic calendar: <https://aieinstitute.edu.au/student-services/academic-calendar/>.

4.1.3 Access and equity

AIE Institute is committed to access and equity for all students, including those from under-represented equity subgroups. It is the responsibility of our whole learning community to make sure that no student is discriminated against because of race, colour, origin, nationality, gender, sexual preference, religious beliefs and/or any other circumstance, characteristic, appearance or belief. Specific equity subgroups will be identified through the *Admissions Application Forms* for domestic and international students to track their progress and completion.

For links to relevant policies and procedures, refer to: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

4.2 Student forms

All student forms are available at: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

If you have any questions regarding completion of these forms, please contact Student Administration.

4.3 Credit transfer and Recognition of Prior Learning (RPL)

AIE Institute aims to:

- a. Provide opportunities for students to have their prior learning recognised
- b. Permit progression through a degree course in a reduced timeframe, where appropriate
- c. Grant credit up to a maximum of 160 credit points, where prior learning has been demonstrated to meet the relevant degree course or unit outcomes
- d. Enable flexible pathways between degree courses to contribute to life-long learning.

For instructions on how to apply for credit transfer or RPL, please see: <https://aieinstitute.edu.au/apply-to-study/credit-and-rpl/>.

4.4 Fees and payments

4.4.1 Tuition fees

As the fee schedule is subject to change, students are encouraged to check the current fee schedule for the upcoming semester. For the current fee schedule, please refer to: <https://aieinstitute.edu.au/apply-to-study/fees-and-payments/>.

You will be invoiced for the full tuition fees payable as part of the admissions process. The due date for payment is stipulated on your invoice, with enrolment and payment due in full by the Census Date for each semester.

For further information and links to relevant policy and procedure to ensure that you understand the process and conditions of payments, please refer to: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

If you have any questions regarding payment of your fees, please contact student administration immediately so that we can work with you to resolve any queries: administration@aieinstitute.edu.au.

4.4.2 Payment plans

We appreciate that for many students, upfront payment of fees can be difficult. For students undergoing financial hardship, you may request to pay via a payment plan option, which, if approved, would permit you to pay fees in instalments. If you agree to a payment plan, you are responsible for adhering to the payment terms and conditions within that payment plan.

For further information, please contact student administration: administration@aieinstitute.edu.au.

4.5 Scholarships

AIE Institute have scholarships available for Aboriginal and Torres Strait Islander peoples and other equity subgroups. Applicants are able to indicate their application for a scholarship on their *Admissions Application Form – Domestic Students*.

For detailed information on scholarships which may be offered, including eligibility and how to apply, and links to relevant policy and procedure to ensure that you understand the process and conditions of scholarships, please refer to: <https://aieinstitute.edu.au/apply-to-study/scholarships/>.

4.6 Refunds

There are sometimes circumstances where a refund of tuition fees or charges related to study at AIE Institute may apply for commencing and continuing students. Administrative fees, incidental fees and fines are non-refundable.

Please refer to the *Refund Policy and Procedure Domestic Students* to ensure that you understand the process, available at: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

If you have any questions regarding refunds, please contact student administration: administration@aieinstitute.edu.au.

4.7 Orientation

Once you have enrolled in your first semester of study, you will be sent orientation information:

- a. Orientation week schedule and orientation week pack – please note that attendance of **orientation week is compulsory**
- b. Applying for and receiving your Unique Student Identifier (USI)
- c. Accessing your learning resources, including: your student email, your LMS, the Student Management System (SMS), and online and on-campus library services.

4.7.1 Orientation week

The week before weekly classes formally commence, AIE Institute holds an orientation week for all commencing students at their chosen campus. Attendance at this week is compulsory for all students. During orientation week you will meet the AIE Institute team and your fellow commencing students and receive valuable information to assist in commencing and progressing well through your studies with AIE Institute.

Orientation week includes:

- a. Welcome and introduction to the AIE Institute team
- b. Meeting fellow students of your cohort
- c. Lunches with the AIE Institute team, your cohort, and an industry speaker
- d. Finding your way around campus (includes facilities and resources, safety, emergency and evacuation procedures)

- e. Receiving your student card and completing any remaining necessary administration (includes how to seek assistance for, and report a critical incident that significantly impacts on student wellbeing, requirements for course attendance and progress, and complaints and appeal processes)
- f. An introduction to student buddies for peer support
- g. Living and studying in Australia (for international students) providing information on living and studying in Australia, including banking and indicative costs of food, transport, dependents' costs and medical charges
- h. Understanding student support services options and how to access these services
- i. Invitation to become and training for becoming a Peer Support Facilitator within the Guided Peer Support Program
- j. How to access and use your learning resources, including: your student email, your LMS and the SMS
- k. How to access and use library resources, both online and on-campus
- l. Academic study skills and study assistance workshops including research, referencing, academic honesty, academic writing and English Language Proficiency (ELP) expectations and skills
- m. Learning resources workshop on how to access and use your student handbook and unit study guides (including requirements for course attendance and progress, achieving expected learning outcomes and how to access to learning support services)
- n. Personal support skills workshop
- o. Basic ICT skills, SMS, LMS and administration drop-in clinic
- p. A questions and answers session.

4.7.2 Unique Student Identifier (USI)

All students studying tertiary education in Australia must apply for and receive a USI. All students must supply their USI at the point of enrolment. This will allow you to graduate and receive your award.

A USI can be acquired at <https://www.usi.gov.au/students/get-a-usi>.

Once the government has issued you with your personal USI, you are responsible for retaining this important information for your ongoing use. This USI is also used for any future studies that you may undertake at other education providers.

4.7.3 Student card

As part of studying at AIE Institute you will be issued with a student card. This card is an important personal identifier during your studies at AIE Institute. This student card may also entitle you to claim student or concession discounts at various businesses and organisations locally and around Australia.

You will be emailed information regarding your student card upon enrolment and will receive your student card during orientation week.

4.7.4 Safety

In a **life-threatening** situation, **emergency**, or critical incident that requires **emergency services support** – you are responsible to immediately call emergency services.

**Dial 000
immediately**

For your campus' Workplace Health and Safety (WHS) contact officer, first aid officer, and harassment officer, please refer to the contacts section of this handbook.

Local police services near AIE Institute campuses:

Campus	Police Emergency	Non-Police Emergency	Local Police Station (<i>Option 1</i>)	Local Police Station (<i>Option 2</i>)
Sydney	Ph 000	Ph 131 444	Day Street Police Station 02 9265 6499 192 Day St, Sydney 2000	The Rocks Police Station 02 8220 6399 132 George St, The Rocks 2000
Melbourne	Ph 000	Ph 131 444	Melbourne West Police Station 03 9624 3999 313 Spencer St, Docklands 3008	Southbank Police Station 03 8635 0900 66–76 Moray St, Southbank 3006
Adelaide	Ph 000	Ph 131 444	Hindley Street Police Station 08 7322 4600 55 Hindley St, Adelaide 5000	Adelaide Police Station 08 7322 4800 176 Grenfell St, Adelaide 5000
Canberra	Ph 000	Ph 131 444	Canberra City Police Station 02 6256 7777 16/18 London Cct, Canberra 2601	Belconnen Police Station 02 6256 7777 Cnr Benjamin Way & College St, Belconnen 2617

5 Study success

5.1 Student responsibility

We are committed to providing the best possible learning opportunities for students and ensuring that all students successfully complete the course for which they are enrolled. You are responsible for committing to your studies, letting us know of any concerns regarding your progression and seeking support as required.

If you are aware of any issues that may adversely impact your attendance or successful progression in your course of study, you are responsible for letting us know as soon as possible so that we can assist you. Please contact student support services: studentsupportservices@aieinstitute.edu.au.

Studying at AIE Institute simulates industry experience. You are therefore expected to act as a responsible industry member would in terms of attendance, meeting deadlines, communicating and conducting yourself in a professional manner.

5.1.1 Student Code of Conduct

As an AIE Institute student you are expected to adhere to the Student Code of Conduct. To view the Student Code of Conduct, please refer to: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

5.1.2 Students at risk of unsatisfactory progress

The Academic Director is responsible for managing student progress. The Academic Board has responsibility for oversight of student progress. AIE Institute is committed to monitoring student progress and ensuring that students who are potentially 'at risk' of unsatisfactory progress are identified, monitored and offered support.

Extra support in the form of peer support and reasonable adjustment of learning, as outlined in the Student Support Policy and Procedure will be provided for students who are Aboriginal and Torres Strait Islander peoples or one of the equity subgroups below:

- People from lower socio-economic backgrounds
- People with disability
- People from remote, rural or isolated areas
- Gender, especially women in the Game Programming specialisation.

5.2 Your study workload

Each unit of study that you are enrolled in may vary slightly in terms of the ratio of weekly required on-campus lecture and workshop hours and weekly recommended study hours. Your study hours will generally consist of reading unit materials, researching, revision for quizzes or exams, and working on assessments by yourself or with your team. In total, each unit of study requires approximately 10 hours of combined class and study time. This means that a full-time student taking four units is expected to commit 40 hours per week to their studies.

5.2.1 Attendance

You are expected to attend a minimum of 80% of formal on-campus lectures and workshop class times. If you do not attend your classes, you will miss important conceptual content, opportunities to develop your skills and opportunities to contact your teachers and peers. This will affect your ability to successfully undertake your assignments and may also negatively impact on your peers' ability to successfully undertake team project assignments. If you are absent for an extended period, you will need to provide a medical certificate or alternative evidence to student administration.

6 Administration

6.1 Student Management System (SMS)

All students are given access to the SMS during Orientation week. Through your SMS you can:

- a. Update your personal contact details
- b. View invoices and make payments
- c. Receive assessment marks and final grades
- d. Access other important information and administrative processes.

If you have any questions, please contact our student support services team:

studentsupportservices@aieinstitute.edu.au.

6.2 Student email

All students are given access to a student email which will be the primary means of communication between AIE Institute and you. Upon enrolment you will be issued with your student email and emailed instructions to your personal email account on how to access and use your student email. It is your responsibility as an AIE Institute student to check your student email regularly. Your personal email address will not be used after your student email has been successfully set up.

If you have any questions, please contact student administration: administration@aieinstitute.edu.au.

7 Learning resources

7.1 Learning Management System (LMS)

All students are given access to the LMS via the student portal during Orientation week. Through your LMS you can:

- a. Access academic staff contact details and consultation times
- b. Access unit outlines, unit study guides and learning materials for units in which you are enrolled
- c. Access and participate in any online learning components for units in which you are enrolled
- d. Submit assessments
- e. Receive feedback on assessments

- f. Access other important information.

These materials will be discussed in the first week of classes. You are responsible for reviewing these materials and clarifying any questions with your lecturer or tutor early in the semester.

If you have any further questions or require academic or personal support services to assist you in your learning, please contact our student support services team: studentsupportservices@aieinstitute.edu.au.

7.2 Library services

Both online and on-campus library services are available to assist you in your studies. The library catalogue is available via your student portal and includes a selection of electronic textbooks and journals and hard copy textbooks. For details on accessing and using these services, please refer to:

<https://study.aieinstitute.edu.au/>

If you have any further questions or require support accessing or using library services, please contact our librarian: library@aieinstitute.edu.au.

8 Student support services

Student support services provide a range of academic support services so that you have the best opportunity for success in your studies. The following services are available:

- a. Academic Support
 - I. English language and academic support services such as
 - i. Academic study skills workshops
 - ii. learning support, including course attendance and progress, support for online or distance units of study,
 - iii. tutoring support
 - iv. study skills centres
 - II. English Language Proficiency (ELP) support internally or referral to external ELP service providers
 - III. Academic advice including consultation time with your lecturer or tutor,
 - IV. Individualised learning support strategies for students with disability and specific needs, or for other reasons
 - V. Guided Peer Support program
 - VI. Mentoring Program
- b. General Support
 - I. Emergency and health services such as
 - i. counselling and mental health support
 - ii. health and disability services
 - iii. critical incidents
 - II. Facilities and resources
 - III. Accommodation, housing and tenancy services
 - IV. Relevant legal services
 - V. Complaints and appeals processes
 - VI. Employment rights and conditions and the Fair Work Ombudsman
- c. Personal support such as
 - I. Personal support to ATSI and other equity subgroups

- II. Medical conditions or disability
- III. Mental health conditions
- IV. Disability and special needs support
- V. Emotional instability resulting from trauma, such as victimisation or sexual harassment
- VI. External issues such as financial hardship
- VII. Safety and personal security including sexual harassment,
- VIII. Advocacy support for assistance with rules and procedures from personnel independent to AIE Institute including Student Council
- IX. International student support services to assist with adjusting to study and life in Australia
- X. Personal and counselling support via referral to a relevant professional. AIE Institute offers financial support for the first session with a counsellor from AIE Institute's approved list.
- XI. Career services.

8.1 How do I access these services?

For further information, to RSVP for workshops, and for links to relevant policies and procedures, please refer to the student support services website: <https://aieinstitute.edu.au/student-services/student-support/>.

If you have a question regarding academic support services or to request a consultation, please contact our student support services team: studentsupportservices@aieinstitute.edu.au.

8.2 Personal and general support services

Student support services provide a range of personal and general support services for students so that you have the best opportunity for success in your studies. The following services are available:

- a. General support services and workshops, including:
 - I. Personal support workshops
 - II. Information on safety and personal security on campus
 - III. Contacts for your campus discrimination, harassment, and first aid officers
 - IV. Links to information and contact details for the Student Council
 - V. Referral to external counselling practitioners
 - VI. Referral to external medical practitioners
 - VII. Links to external health, wellbeing, accommodation, legal, employment rights services
 - VIII. Links to all AIE Institute's policies and procedures.
- b. Personal support services and workshops including:
 - I. Medical conditions or disability. AIE Institute can provide referrals to health practitioners
 - II. Mental health conditions
 - III. Disability and special needs support
 - IV. Emotional instability resulting from trauma, such as victimisation or sexual harassment
 - V. External issues such as financial hardship
 - VI. Safety and personal security including sexual harassment,
 - VII. Advocacy support for assistance with rules and procedures from personnel independent to AIE Institute including Student Council
 - VIII. International student support services to assist with adjusting to study and life in Australia
 - IX. Personal and counselling support via referral to a relevant professional. AIE Institute offers financial support for the first session with a counsellor from AIE Institute's approved list
 - X. Career services.
- c. These support services in addition to other relevant contacts listed below can be found in Students Support Services Information:

- I. Information on safety and personal security on campus
- II. Contacts for your campus discrimination, harassment, and first aid officers
- III. Links to information and contact details for the Student Council
- IV. Referral to external counselling practitioners
- V. Referral to external medical practitioners
- VI. Links to external health, wellbeing, accommodation, legal, employment rights services
- VII. Links to all AIE Institute's policies and procedures.

8.3 Disabilities and specific needs support services

Students with disabilities and specific needs are offered the same opportunity to study with AIE Institute as any other student. Please let us know of your disabilities and specific needs as soon as possible to arrange a consultation with our student support services team for the development of an individualised learning support strategy. Learning support strategies may include reasonable adjustment of learning and assessment, integration of support mechanisms, or additional support sessions.

If you have a question or would like to request a consultation, please contact our student support services team: studentsupportservices@aieinstitute.edu.au.

8.4 Support services for Aboriginal and Torres Strait Islander peoples and other equity subgroups

AIE Institute recognises that Aboriginal and Torres Strait Islander peoples and other equity subgroups such as those listed below may experience educational disadvantage:

- a. People from lower socio-economic backgrounds
- b. People with disability
- c. People from remote, rural or isolated areas
- d. Gender, especially women in the Game Programming specialisation.

AIE Institute is committed to providing additional support to the above groups through:

- a. English language support
- b. Peer mentoring
- c. Scholarships
- d. Reasonable adjustment of learning.

If you have a question or would like to request a consultation, please contact our student support services team: studentsupportservices@aieinstitute.edu.au.

8.5 English Language Proficiency (ELP) support services

Whether you are an Aboriginal or Torres Strait Islander person, international, or domestic student, if you require assistance with ELP, you are encouraged to contact our student support services team. Support for ELP may include assistance internally or direction to external ELP service provider programs, depending on the degree of assistance that you need.

If you have a question or would like to request a consultation, please contact our student support services team: studentsupportservices@aieinstitute.edu.au.

8.6 IT technical support services

IT technical support is available to all students. Students are to contact IT services directly with their support request: it@aie.edu.au

- a. **Expected response time:** one hour
- b. **Expected resolution time:** within one-two business days

9 Student voice

9.1 Student Council

The Student Council provides a voice for students studying at AIE Institute through advocacy in all areas of study and assistance in interpreting AIE Institute rules, policies and procedures. Through the Student Council, students can develop relationships with fellow students, share ideas, and encourage engagement between the student body, the governance and management of AIE Institute.

For further information on the Student Council, please refer to: <https://aieinstitute.edu.au/student-services/student-council/>.

To request advocacy assistance or assistance in interpreting AIE Institute's rules, policies and procedures, to apply to stand for election to the Student Council, or for questions regarding the Student Council, please email the Student Council: studentcouncil@aieinstitute.edu.au.

9.2 Student feedback

Student feedback is a vital part of continuous improvement processes at AIE Institute. AIE Institute will seek feedback on your course, units of study, and your lecturers and tutors via student surveys. Your feedback is important to ensure improvements are continuously made to teaching and learning and your feedback will be anonymous.

10 Complaints

AIE Institute does not tolerate bullying, discrimination, harassment, sexual harassment, victimisation or vilification through any means or medium. We aim to provide fair and equitable grievance handling processes. The grievance process includes academic and non-academic grievances, is offered at no charge to complainants, and will be completed confidentially, in a timely manner.

Often grievances can be resolved informally by speaking to the relevant person or their supervisor. However, if you wish to lodge a formal grievance, then you should complete the *Student Complaints Form* located on the complaints website: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

In certain circumstances, students are also entitled to appeal decisions and seek an external review of a decision according to AIE Institute's policies and procedures. If you have any questions, please contact student administration: administration@aieinstitute.edu.au.

For further information on types of grievances and the grievance processes, please refer to Student Grievance Policy and Procedure available at: <https://aieinstitute.edu.au/student-services/policies-and-procedures/>.

11 Related documents

- Academic Calendar 2024–2026
- Admission Application Form – Domestic Students
- Assessment, Moderation and Progress Policy and Procedure
- Course Admission Information – Game Art
- Course Admission Information – Game Design
- Course Admission Information – Game Programming
- Course Outline
- Credit and RPL Policy and Procedure
- Student Grievance Policy and Procedure
- Study Guide Template.

12 Revision history

Approval authority	Contact person	Revision due date	Revision date	Approved date	Version no.	Revision description
Academic Board	Chair	15/02/24		18/10/19	v1	AB approved with amendments: Left align text throughout, make description at 3.3.1 first person singular. Find and replace instances of 'more further' in both handbooks, delete 'student card' at 4.7 Orientation, order points alphabetically. Delete 'Poor attendance displays poor work habits' 'unexpected circumstances....work context' at 5.2.1, delete career and postgraduate pathways at 3.3.2, 3.4.2 and 3.5.2
				12/12/19	v1.2	Approved by BoD, final formatting including remove CRICOS code
				07/04/20	v2.0	AB approved
				07/01/21	V3.0	AB approved
				24/06/21	V4.0	AB approved
				27/10/22	V5.0	AB and BoD approved
				25/11/22	V6.0	BoD approved (CEO delegate)
				20/07/23	v7.0	Approved per BOD resolution.
				14/03/24	v7.2	AB approved
				01/08/24	V8.0	AB approved

Drafting details					
Prepared by	Preparation date	Revised by	Revision date	Draft no.	Revision description
AK	03/05/19			v0.01	First draft
		MK / NT / AK / HL	14/06/19-04/10/19	v0.02-0.14	Amendments resulting from consultation with NT & MK, & AM from AIE. Split original

				single handbook into separate domestic and international handbooks. Revised throughout, reducing level of detail, ensure all content aligned to P&P, updated GA5 resulting from CAC discussion, inserted calendar, removed duplication, minor edits.
	MK	26/03/20	v1.2	Emphasised majors in a single course throughout the document, replaced course overviews and structures with major overviews and structures, removed NT details, consolidated Course Code, revised copyright info.
	JS	07/04/20	V1.2	Tabled at AB for approval
	MK	07/04/20	V1.2	AB approved with amendments: Delete “before the published cutoff date” to receive a Testamur in 3.6.1
	AK/JS	06/01/21	V2.1	Amended handbook to reflect updates, mostly regarding Aboriginal and Torres Strait Islander peoples and other equity subgroups, Guided Peer Support program, and CLO and GA updates, in Admissions Application Form HE Domestic Students v4, Admissions Policy and Procedure v3, Assessment, Moderation and Progress Policy and Procedure v4, Course Learning Outcomes Grad Attributes Alignment AQF7 BGameDev v3, Credit and RPL Policy and Procedure v3, Student Support Policy and Procedure v3, and Guided Peer Support Program v0.01. Updated table of contents.
	AB	14/01/21	V2.1	Included reference to mentoring program in section 8 as per action item from AB on 7 th Jan. Removal of ATSI pathway – <i>Ingenious</i> reference as approved at AB on 07/01/21 and 14/01/21. Removal of specific ATSI admissions pathway information due to amendments by Chair to Admissions policy and application forms under

				delegated authority from BoD on ATSI pathway changes.
MK/JS/AB	13/07/21	4.0		<p>As approved at AB on 24/06/21, amendments made to Student Handbook – International Students were reflected in Student Handbook – Domestic Students. These include:</p> <p>Addition of Course and Provider ID.</p> <p>Categorised support services to align with Student Support Policy, and changed MK's title and start date</p> <p>Corrected section 4.3 to align with Credit and RPL policy and section 4.7.1 with Orientation Pack. Added country code to all numbers. Corrected the Academic Calendar reference under 'related documents' from 2021-2022 to 2023-2026</p>
JS	08/09/22 – 08//11/22	4.1		<p>Amended section 4.7.2 to clarify when a USI is to be provided and where to acquire one. Approved at AB on 13 October, pending BoD decision on equity subgroups received on 27 Oct. Removed 'first in family' and 'non English speaking background' from section 5.1.2 and 8.4</p>
CG	19/12/22	5.1		Removal of references to Canberra Campus and updating Contacts Tables.
NM	21/07/23	6.1		Updated for 2024. Removed extraneous and superfluous content in favour of linking to more up-to-date policies and web pages.
AMD	10/01/24	7.1		Added contact details for Academic Director
AMD	7/03/24	7.2		Changed Melb HOS details. Removed 2day workshop as an elective choice. Added disclaimer for articulating students so they cannot do WIL unit.
AMD	2 Jul 2024	7.3		Updated for use of generative AI.