

**WHITEHOUSE**  
whitehouse  
institute  
of design,  
australia

Bachelor of Design Student Handbook 2012



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# WELCOME

It gives me great pleasure to welcome you to the Whitehouse Institute of Design, Australia and into the Bachelor of Design.

Whitehouse Institute is renowned for the quality of its courses, which are a unique blend of practice and theory. You will have the opportunity to meet and learn with some of the most creative students from Australia and beyond. You will also have the opportunity to get to know your lecturers all of whom have substantial industry experience as well as high academic qualifications and, who are looking forward to working with you to develop your talents.

This handbook is your reference directory, designed to assist you whilst you study at the Whitehouse Institute. It contains important information that you should become familiar with, including your role and responsibilities whilst studying here.

The Whitehouse Design staff and I look forward to working closely with you this year and wish you well in your studies.

**Professor Andrew Gonczy**  
*Chair, Academic Committee*

## ABOUT WHITEHOUSE

### MISSION STATEMENT

Whitehouse Institute prepares graduates for careers in the creative industries as designers in fashion, styling & creative direction and interior design. Specialised design skills and knowledge are developed through the Institute's teaching and learning programs, and collaborations with commerce, industry and cultural organisations. Graduates will contribute to an equitable and civilised society through their engagement in public programs and experimentation with new materials and sustainable technologies. The Institute fosters a learning culture that values scholarship, critical reflection, creativity, innovation and entrepreneurship enabling graduates to continue learning throughout their lives and contribute to the quality of life and wealth of the economy.

***Board of Governors June 2011***

### WHITEHOUSE INSTITUTE PHILOSOPHY

The Whitehouse Institute of Design, Australia sees design as positioned at the forefront of rapid and ongoing change in industry, commerce and all aspects of social and community life. In a world of constant flux, education provides a valuable key to innovation, adaptability, personal growth and professional sustainability.

Whitehouse Institute creates and sustains a unique learning environment. This is intentionally designed to induct students into studio practice, working individually, in groups and teams to prepare motivated and reflective practitioners for careers in design and related industries. Courses focus on creative development through drawing, design and fabrication, together with an appreciation of the importance of design history and aesthetics, in addition to enhanced visual, verbal, written and interpersonal communication. Underpinning this is a commitment to collaboration and shared diligence from staff and students in progressively acquiring the essential specialist insights, design skills and knowledge required to work as a professional designer in a range of creative and technical roles in industry.

Whitehouse Institute is located in the Sydney and Melbourne CBD where students have the opportunity to observe and participate in a creatively dynamic and multicultural environment. In this respect, the Whitehouse Institute directs student energies and talents so that they may explore and respond to their environment. This brings a richness of experience to student work, linked to critical judgement, problem solving and decision making, while concurrently developing visual and practical skills. In a consumer oriented society, design and style are inseparable; each growing from shaping the other, often across different design disciplines. Students are encouraged to discover themselves through visual and spatial surroundings. By building an awareness of their personal style and approach to creativity, they soon discover their own unique means of personal expression.

All courses delivered by the Whitehouse Institute focus on developing the professional capabilities of the designer. Individual growth and creativity are encouraged within the parameters of communication and client liaison, consumer demands with a focus on commercial awareness. Designers have a professional responsibility to work with a moral, ethical and social conscience. Design, fashion, textiles, interiors, visual communication, illustration, styling, merchandising, professional practice, business and management provide an arena for personal and career development - always with a view to creating income generating opportunities in the industry.

Students are assisted to exploit their potential by the highly professional and creative lecturers engaged by the Whitehouse Institute. As a practising professional working within a collaborative teaching environment, each lecturer devotes their educational energies toward implementing the curriculum in a knowledgeable, interesting and engaging manner. The goal is to inspire and motivate students, stimulate the aesthetic self-awareness of the students and develop their professional design talents, whilst enacting and upholding the philosophy of the Whitehouse Institute of Design, Australia.

## BOARDS AND COMMITTEES

### **BOARD OF GOVERNORS**

The Board of Governors is responsible for ensuring the Whitehouse Institute Pty. Ltd fulfils its duties with regard to the Institutes Higher Education Mission Statement as well as ensuring the Whitehouse Institute meets its legal responsibilities with regards to the provision of higher education.

### **ACADEMIC BOARD**

The Academic Board is an independent and collegiate body composed of academic experts, (internal to Whitehouse and independent of Whitehouse), as well as staff and student representatives, established under the authority of the Board of Governors. It is empowered to report directly to the Board on all matters relating to, and affecting, the quality of educational programs offered by Whitehouse including any new or emerging issues that may arise.

The primary role of the Academic Board is to ensure that the manner in which Whitehouse conducts its educational activities, together with the courses it delivers and the outcomes it achieves are of high and comparable standards to equivalent qualifications of other Higher Education providers. A complementary role of the Academic Board is to monitor the development and delivery of the Institute's courses and their outcomes so that graduates:

- Possess the requisite graduate attributes, knowledge and skills for employment in their respective professional fields;
- Are prepared for further and life-long learning; and
- Can, through their engagement in their practices, contribute to an equitable and civilized society as socially responsible citizens.

### **TEACHING, LEARNING AND CURRICULUM COMMITTEE**

The Teaching, Learning and Curriculum Committee is a standing committee of the Academic Board. The primary role of the Committee, under delegated authority from the Academic Board to which it reports, is to take responsibility for the deployment in practice of the core educational functions of Whitehouse, including the curriculum development processes, and the day-to-day academic operations so that these meet quality educational standards.

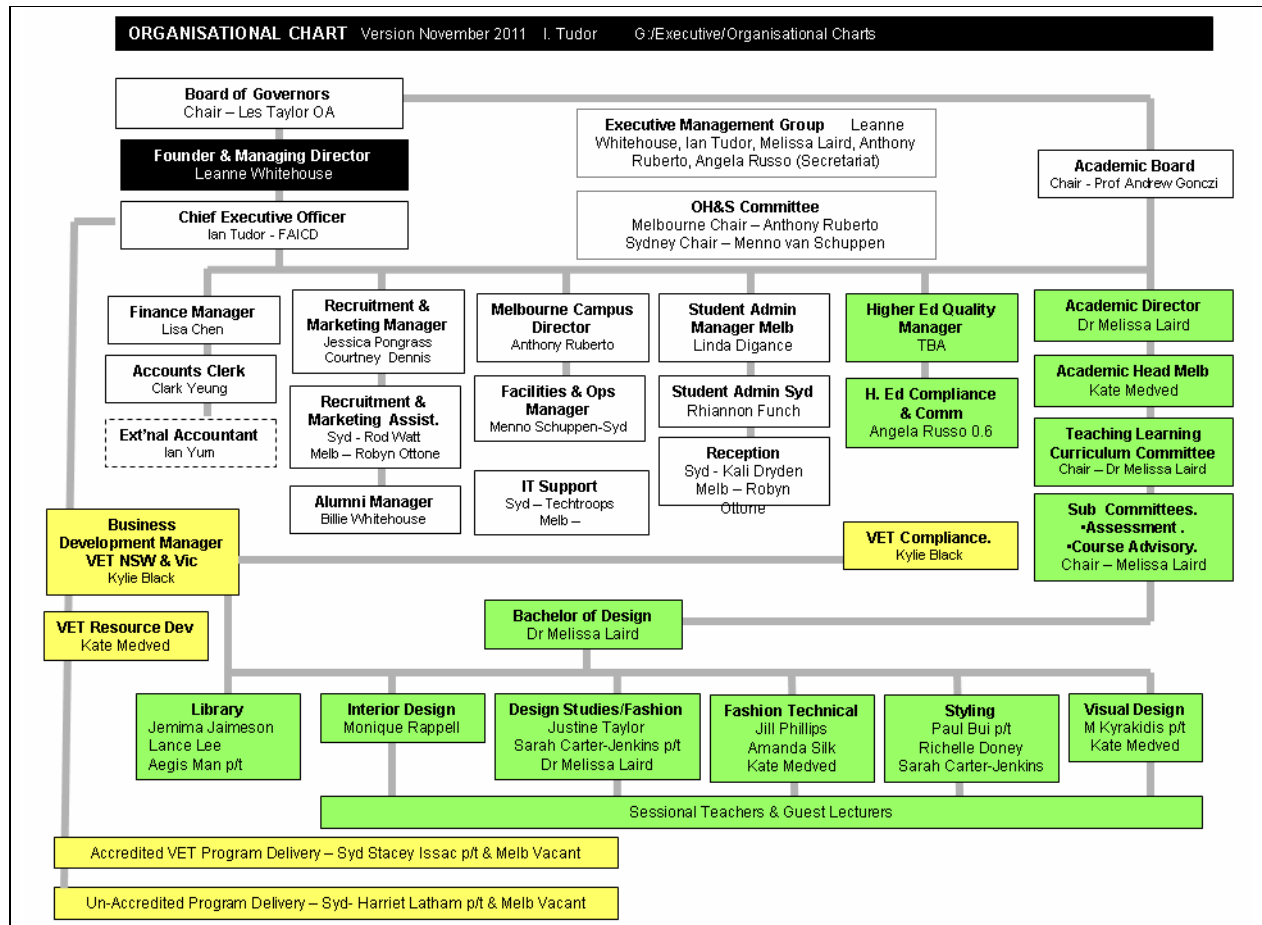
### **QUALITY COMMITTEE**

The Quality Committee is a standing committee of the Academic Board. The primary role of the Quality Committee, under delegated authority from the Academic Board to which it reports, is to ensure that Whitehouse conducts its educational activities to comply with external regulations, meet internal quality assurance standards and adheres to a cycle of continuous improvement in teaching and learning outcomes.

### **ASSESSMENT COMMITTEE**

The Assessment Committee is a standing committee of the Academic Board. The primary role of the Assessment Committee, under delegated authority from the Academic Board to which it reports, is to review all students' results in line with standards laid down by the Academic Board. The Assessment Committee is required to ensure all results allocated to students have been developed with integrity, completeness and validity so that they may be recommended to the Academic Board for final approval.

# ORGANISATIONAL STRUCTURE



# PRINCIPAL DATES FOR 2012

## ACADEMIC CALENDAR

Orientation:	<b>Tuesday 21 and Wednesday 22 February (new students)</b>
Semester 1:	<b>Monday 27 February to Thursday 5 April</b>
Mid Semester break:	Friday 6 to Sunday 15 April
Semester 1 (cont):	<b>Monday 16 April to Friday 29 June</b>
Mid-year recess:	Saturday 30 June – Sunday 5 August (5 weeks)
Semester 2:	<b>Monday 6 August – Friday 28 September</b>
Mid Semester break:	Saturday 29 September to Sunday 7 October
Semester 2 (cont):	<b>Monday 8 October – Friday 30 November</b>

## PUBLIC HOLIDAYS

Australia Day:	Thursday 26 Jan
Labour Day (VIC):	Monday 12 March
Easter:	Friday 6 & Monday 6 April
Anzac Day:	Wednesday 25 April
Queens Birthday:	Monday 11 June
Labour Day (NSW):	Monday 1 October
Christmas Day:	Tuesday 25 Dec
Boxing Day	Wednesday 26 Dec

## CENSUS DATES

**Census date** is the date on which all enrolment requirements must be finalised for all FEE-HELP and non FEE-HELP domestic students. It is a student's responsibility to be aware of the census dates for each unit of study and specify any arrangements for enrolment required on or before this date.

It is also the last day that a student can withdraw from a unit of study without financial liability or academic penalty except in *exceptional circumstances*. For further information, please refer to *Changing Enrolment, Tuition Fees, Exceptional Circumstances or the relevant Refund Policy..*

### CENSUS DATES 2012

Semester 1:	<b>Friday 23 March</b>
Semester 2:	<b>Friday 31 August</b>

## EXHIBITION DATES

Open Day – Sydney Campus	Friday 22 and Saturday 23 June
Open Day – Melbourne Campus	Sunday 12 August
EOY Exhibition & Parade – Syd Campus	Monday 26 and Tuesday 27 November
EOY Exhibition & Parade – Melb Campus	Wednesday 28 and Thursday 29 November

# ENROLMENT

## NEW STUDENTS

Successful applicants are issued with an offer pack that which confirms their acceptance into the Bachelor of Design, and the design specialisation of their choice. The offer pack will include the Letter of Offer Enrolment form and will include details on Course Offering, Fee Schedules and Registration Day.

A place in the program will only be confirmed once the completed Letter of Offer Enrolment form is returned to the Whitehouse Institute along with the tuition reservation deposit and relevant supporting documentation (refer to *Tuition Fees* for further information). Upon submission of enrolment documentation and payment of fees, the enrolment will be confirmed, applicant will be enrolled and a unique Student Number will be allocated for the term of the student's studies.

### REGISTRATION

Students enrolled in the Bachelor of Design are to attend an allocated Registration Day to finalise enrolment procedures.

DURING REGISTRATION STUDENTS WILL:

- Meet with Academic staff
- Meet with Student Administration
- Receive draft timetable
- Collect pre-purchased Art Kits
- Receive information on course equipment (e.g. computer requirements)
- Finalise outstanding enrolment documentation
- Finalise tuition fees
- Arrange Student Identification Cards
- Apply for Student Transport Concession (domestic students only)

STUDENTS WILL ALSO BE REQUIRED TO COMPLETE THE FOLLOWING DOCUMENTATION:

- Commercial in Confidence Agreement (Open Day and End of Year responsibilities)
- Publicity Release Form
- Student Declaration
- Duty of Care (under 18's only)

### ORIENTATION

Student orientation is scheduled prior to the formal commencement of studies for the academic year. Orientation is compulsory for all new students so that students can familiarise themselves with their surroundings once on campus.

THE OBJECTIVES OF ORIENTATION FOR STUDENTS INCLUDE TO:

- Become familiar with the Institute's facilities
- Meet with academic and administration staff
- Inspect the Library as an academic resource
- Receive equipment/technical kits
- Meet fellow students
- Become aware of the roles and responsibilities in relation to Environmental Occupational Health and Safety
- Finalise any late enrolments

Orientation is also an opportunity for overseas students to become familiar with support services that are available to assist with studying and adjusting to life in Australia.

## CONTINUING STUDENTS

### RE-ENROLLING STUDENTS

First and second year students who have successfully fulfilled the requirements of the course are required to confirm their progression in the Bachelor of Design by submitting a signed Notification of Re-enrolment Form to Student Administration, by the specified date. Re-enrolment forms and information will be available 4 weeks prior to end of the academic year. Students who re-enrol after class commencement will incur the late enrolment penalty fee. Please note that students who do not re-enrol within three weeks of class commencement will not be re-admitted to the course.

### NON RE-ENROLLING STUDENTS

If a student fails to formally notify Whitehouse Institute of withdrawal/deferment or lodge their Notification of Re-enrolment Form to Student Administration in accordance with the specified enrolment procedures, the Whitehouse Institute will assume that the student has relinquished their offer of re-enrolment and their place in the course will be cancelled.

If a student decides to formally withdraw from their studies prior to course completion, the student will be issued a record of results (Academic Transcript) for units of study attempted, upon request. *For more information refer to **Statements of Results, Academic Transcripts and Testamurs section** later in this handbook.*

## ACADEMIC CREDIT (INCLUDING RECOGNITION OF PRIOR LEARNING)

### WHAT IS ACADEMIC CREDIT?

The Whitehouse Institute accepts applications for Academic Credit on the basis of previous study successfully undertaken, and on the basis of recognition of prior learning (previous informal studies that involved learning that is less structured in nature; employer-based training and development, and/or, relevant life experience).

### PREVIOUS STUDY

Previous study refers to courses completed at university or another accredited higher education provider. To be eligible for consideration, the content of the completed courses must be equivalent to those currently offered by the Whitehouse Institute. Furthermore, the student's academic record must be of a satisfactory standard to support their application for academic credit.

### APPLICATION PROCESS

Students wishing to apply for Academic Credit should obtain a copy of the **Application for Academic Credit/RPL** & Subject Descriptors from Student Administration. The Whitehouse Institute recommends potential applicants do a self-assessment whereby students compare their own skills with the learning outcomes of the Bachelor of Design. If a student feels confident that their skills and knowledge is equivalent to specified outcomes of the Course, an application should be submitted.

An Application for Academic Credit must be submitted with relevant documentation such as testamur of qualifications, academic records/transcripts of courses attempted/completed and/or evidence of work achievements. Original documentation must be sighted by the Student Administration or the Academic staff member appointed to assess the application, or a certified copy of your academic transcript provided.

Applications for Academic Credit should be submitted at least four (4) weeks prior to the commencement of study for the specified unit. A \$100 application fee applies for each unit of study that credit is being applied for. This amount will be refunded once a student's enrolment is processed. The fee is waived for existing Whitehouse Institute students.

### **ACADEMIC CREDIT FOR OVERSEAS STUDENTS**

Overseas applicants are invited to apply for Academic Credit. A successful application may shorten an overseas student's length of stay or study load, thereby affecting visa arrangements. In accordance with the *ESOS Act 2003*, the Whitehouse Institute is required to report any change in duration to the Commonwealth Government.

Where Academic Credit is granted before a visa has been issued the net course duration (as reduced by RPL) will be indicated on the CoE issued for that student. Where Academic Credit is granted after a visa has been issued, the resulting change of course duration will be reported to the Commonwealth Government.

### **ACADEMIC CREDIT OUTCOME**

The Program Co-ordinator, in consultation with the Academic Co-ordinator, will consider the application. Evidentiary documentation must support the academic credit request. Where documents are insufficient further evidence may be requested, for example an interview or an internally set practical assessment task to demonstrate academic skill level. Students will be notified within ten (10) working days of the outcome of their application.

If an application for academic credit is successful, it is a student's responsibility to withdraw from the enrolled subject by completing a *Notification to Withdraw or Defer* prior to semester census date. Failure to do so will result in a financial liability. In some cases the applicant's previous experience may only provide partial recognition for a unit, under these circumstances there is no reduction in the fees for that unit of study. See the **Academic Credit Policy and Procedure** for more details.

### **APEALS**

Students who are dissatisfied with the decision may appeal. *Academic Grievance* forms are available from Student Administration or the website. Please refer to **Student Grievance and Appeals Policy and Procedure** for detail.

## **CHANGING ENROLMENT**

### **CHANGING COURSE SPECIALISATIONS**

A change to subject selection by transferring to another design specialisation is subject to program availability. Normally this will not be considered after the course has commenced unless there is a compelling reason for the change and the student fully understands the implications the transfer will have on their study outcomes. A change to specialisation will then be actioned if the Academic Co-ordinator and student agree on the benefits of the change. The student may be required to undertake private tuition to bring skills to required level to fully participate in the program and to ensure it does not disrupt other students.

### **DEFERMENT OR WITHDRAWAL**

If a student (domestic and overseas) is considering deferring or withdrawing from studies after enrolment/re-enrolment, they are to meet with their Program and or Academic Co-ordinator and Student Administration to discuss their intentions and submit the appropriate documentation to support the request. The Whitehouse Institute assesses all requests to defer or withdraw (in full or part) based on factors that need to be taken into consideration such as academic progression, attendance, course suitability, study load and/or student welfare. The Whitehouse Institute will take no action until a completed *Notification to Withdraw or Defer form* is submitted to Student Administration.

If approved, deferral with no academic penalty is granted for a maximum period of two (2) years. All students need to be aware of the financial conditions of changing their enrolment status and are advised to refer to the relevant Refund Policy.

### **DOMESTIC STUDENTS**

If, after the meeting, the student decides to fully defer or withdraw from the course **on or before the census date**, the student is to submit the *Notification to Withdraw or Defer form* and return his/her Whitehouse Institute student ID card and transport concession when the notification is submitted. The student will then be invoiced the late withdrawal fee. The student's enrolment will remain in effect until all outstanding Whitehouse fees the student has incurred during their enrolment, including the withdrawal fee, are paid in full.

If all outstanding fees are paid on or before the close of business census date, the student's enrolment will be cancelled. A Withdrawal/ No Fee Payable (WDNFP) code will be recorded on the student file. If the student has requested FEE-HELP assistance, the FEE-HELP debt will be removed. If the student has pre-paid tuition fees, the balance of fees will be refunded to their nominated payee within four (4) weeks or held in credit against future re-enrolment for a maximum of two (2) years.

If the student has not correctly followed this process and the enrolment is still in effect after the census date, the FEE-HELP debt will remain.

If a partial deferral is approved after the meeting and submission of the *Notification of Withdrawal or Deferral form*, **on or before the census date**, the deferred unit(s) of study will be removed from the student's study load. A Withdrawal/ No Fee Payable (WDNFP) code will be recorded against the deferred units on the student file. The FEE-HELP debt will be removed and/or the student is eligible for a refund or credit of pre-paid tuition fees for the deferred units of study. The Late Withdrawal fee does not apply for partial deferral on or before the census date.

When the student withdraws or defers in full or part on or **before the census date**, the unit(s) of study are removed from the study load and no academic result will be recorded for these unit(s) of study.

If, after the meeting, the student decides to defer or withdraw (in full or part) from studies **after the census date**, the student is to submit a completed *Notification of Withdrawal or Deferral form* and return his/her student ID card and travel concession. A Withdrawn/Fee Payable (WDFP) code will be recorded on the student's file and pre-paid tuition fees will not be refunded. If the student has applied for FEE-HELP assistance, he/she will incur the FEE-HELP debt of all enrolled units of study. Where a student withdraws from the course without notification, the student is deemed as 'withdrawn without notice'. The student's enrolment will be cancelled with the Withdrawn/Fee Payable (WDFP) code recorded on the student's file. Pre-paid tuition fees will not be refunded and/or the FEE-HELP debt for all enrolled units of study will remain. No Attempt (no work submitted) or FAIL (results for work submitted to date) will be recorded against the student's academic record.

#### **OVERSEAS STUDENTS**

Special rules apply to overseas students and holders of student visas. Changing enrolment status could have serious consequences for the student and may lead to the cancellation of a student visa.

Under the National Code of Practice, student visa holders are not permitted to apply for deferment or withdrawal after enrolment except in *exceptional circumstances*. If *exceptional circumstances* are applied for and approved, the student's enrolment will be cancelled and Withdrawn/Fee Payable (WDFP) will be recorded against the student file. DIAC will be informed of any changes to a student's status. The student may then apply for a full or partial refund or credit against future re-enrolment depending on the *exceptional circumstances* – refer to the relevant refund policy.

Student visa holders are restricted from transferring to another Australian education provider if the student has not completed six calendar months of study in their enrolled program. If, after the completion of six months of study and meeting with the academic staff, the student decides to cancel their enrolment at Whitehouse, the student is required to submit the completed *Notification to Withdraw or Defer form* to Student Administration with a valid offer of enrolment from another registered education provider along with their student ID. This is to be done 28 days prior to semester commencement. Failure to lodge the notification before the deadline will result in the enrolment and tuition liability remaining. A Letter of Release and Academic Records/Transcripts will be withheld until all fees are paid.

If, after the meeting, the student visa holder decides to submit the *Notification to Withdraw or Defer form* and fails to provide a valid offer of enrolment from a registered education provider, the Whitehouse Institute will cancel the student's enrolment and CoE. Withdrawn/Fee Payable (WDFP) will be recorded against the student file. Where a student withdraws from the course without notification, the student is deemed as 'withdrawn without notice'. The student's CoE and enrolment will be cancelled, Withdrawn/Fee Payable (WDFP) code recorded on the student's file. Pre-paid tuition fees will not be refunded. DIAC will be informed by cancellation of the CoE, which may result in the cancellation of the student visa. The appropriate grade for work(s) submitted will be awarded and recorded against the student's academic record. No Letter of Release will be issued. Academic Records/Transcripts will be withheld until all fees (tuition and/or incidental) are paid.

For an overseas student on a temporary residency visa (other than a student visa), deferral or withdrawal (in full or part) is permitted. If, after the meeting, the student decides to defer or withdraw in full or part, no further action will be taken by the Whitehouse Institute until a completed Notification of Withdrawal or Deferment form is submitted to Student Administration. The Student's ID card must be returned (if deferring or withdrawing in full). The student's enrolment will be cancelled or updated (if deferring in part) and Withdrawn/Fee Payable (WDFP) will be recorded. The student will not be eligible for refund except in exceptional circumstances. The appropriate grade for work(s) submitted to date will be awarded and recorded against the student's academic record.

#### **DEFERMENT OR WITHDRAWAL DUE TO EXCEPTIONAL CIRCUMSTANCES**

If the student believes that deferral or withdrawal is due to *exceptional circumstances*, they are to submit an *Application to Refund Tuition Fees or Re-Credit FEE-HELP Debt form* with documentation within 12 months of deferral or withdrawal. If approved, the student's file will be updated as Withdrawn (No Fee Payable) and no academic result will be recorded. Pre-paid tuition fees will be refunded to nominated payee and/or FEE-HELP debt credited. If the application is not approved, all fees or FEE-HELP debt for units of study will apply and the previous academic results awarded such as No Attempt (no work submitted) or FAIL (results for work submitted to date) will stand.

All students need to be aware of the financial conditions regarding changing their enrolment status and are advised to refer to the relevant **Refund Policy** later in this handbook.

## STUDENT CARDS/TRAVEL CONCESSIONS

Whitehouse Institute students are allocated a Student Number and are required to have a Student Identification Card for access to the Institute's facilities and resources. Student Identification Cards are issued when all enrolment requirements, including financial commitments are submitted and processed, at the commencement of each academic year. Students are required to carry the student id card at all times when on campus. Lost cards must be replaced at the student's expense. Applications for replacement cards are available from Student Administration or the student zone. It may take up to ten (10) working days to issue a new card.

Domestic students studying at Whitehouse are eligible to apply for a student transport concession card. Overseas students are not eligible for transport concession. For students located at the Sydney campus the application is processed on registration/re-enrolment day. Melbourne campus students are advised to apply directly to the Victorian Transport Authority, please note that fees apply.

# STUDYING AT WHITEHOUSE

Studying in a higher education course is a serious commitment. A student who is fully engaged and participates in all aspects of learning and campus activities will have a good chance of success. The Whitehouse Bachelor of Design is creative, challenging and includes content that incorporates industry expectations in design. Course content is delivered by formal lectures, tutorials, studio and practical workshops. Attendance is essential in order to understand assessment tasks and what is required to successfully complete the course. Following is additional information about campus facilities and student services.

## ADMINISTRATION

### SYDNEY

CAMPUS ADMINISTRATION HOURS

Monday to Friday: 8:30AM – 5:00PM

#### CAMPUS CONTACTS

Issue	Who to approach
Issues with attendance including illness, misadventure or ongoing personal concerns	Student Administration or Program/Academic Co-ordinator
Academic issues	Tutor, Program or Academic Co-ordinator
Access to a classroom	Campus Assistant or Tutor
Injury to self or others	Senior First Aid Officer or any staff member
Identification of a potential hazard on Campus	OH&S Officer, Tutor or Reception
Unauthorised person/s on Campus	Campus or Student Administration, Tutor or Reception

#### LOCKERS

Locker hire is available at a cost of \$50 for duration of enrolment.

Lost keys can be replaced at an additional cost of \$20.00. Students are required to clear out lockers prior to the end of academic studies and return locker keys in order to obtain a \$20.00 refund. A refund will not be issued if locker keys are not returned on or before the last day of academic studies. Please note that the Whitehouse Institute takes no responsibility for property left on the campus during or after academic studies.

Student Administration Co-ordinator: Rhiannon Funch

Ph: 02 9267 8799

Email: [admin.syd@whitehouse-design.edu.au](mailto:admin.syd@whitehouse-design.edu.au) (student and academic enquires)

Email: [rhiannon@whitehouse-design.edu.au](mailto:rhiannon@whitehouse-design.edu.au)

### MELBOURNE

CAMPUS ADMINISTRATION HOURS

Monday to Friday: 8:30AM – 5:00PM

#### CAMPUS CONTACTS

Issue	Who to approach
Issues with attendance including illness, misadventure, ongoing personal concerns	Student Administration or Program/Academic Co-ordinator
Academic issues	Tutor, Program or Academic Co-ordinator
Access to a classroom	Campus Assistant or Tutor
Injury to self or others	Senior First Aid Officer or any staff member
Identification of a potential hazard on Campus	OH&S Officer, Campus Manager or Reception
Unauthorised person/s on Campus	Campus Manager, Tutor or Reception

## LOCKERS

Locker hire is not available at the Melbourne campus.

National Student Administration Manager: Linda Digance

Ph: 03 9600 3625

Email: [admin.melb@whitehouse-design.edu.au](mailto:admin.melb@whitehouse-design.edu.au) (student and general academic enquires)

Email: [linda@whitehouse-design.edu.au](mailto:linda@whitehouse-design.edu.au)

## LIBRARY

The library at the Whitehouse Institute is an important resource for all staff and students. Students are encouraged to use the library to research academic texts, journal articles and other resources in order to build on research capabilities. The library is available for use at all times during open hours at both campuses.

### LIBRARY HOURS

The John Henry Library – Sydney Campus

During semester

Monday to Thursday 8:30am to 6.00pm - Friday 8.30am to 5.00pm

During break/independent study

Monday to Friday 9.00am – 5.00pm

Melbourne Campus Library

During semester

Monday to Friday 8:30am to 5:00pm

During break/independent study

Monday to Friday 9.00am – 5.00pm

If there are any changes to Library times students will be notified by the *library news and events board* or a notice will be placed on the library door.

### LIBRARY RULES

- To access the Library during class time students must obtain permission from their respective tutor (failure to do so may result in being marked absent from class).
- Students are not permitted to undertake any studio design work (cutting, painting, pasting, patternmaking etc) in the Library.
- No food, drinks or mobile phones are permitted in the Library.

### BORROWING FROM THE LIBRARY COLLECTION

#### GENERAL COLLECTION

- Items may be borrowed from the Library's general collection for one week (seven days).
- Items must be renewed or returned by 5pm on the due date or late fees will apply.
- Loaned items can be renewed twice after which items must be returned.

#### MAGAZINES

- The latest issue of a magazine cannot be loaned out, however these are available for use in the Library.
- Back dated issues of magazines can be loaned, *General Collection* rules apply.

#### SET TEXTS

- Set texts are the books recommended by the Program Co-ordinators for each subject
- Set texts cannot be loaned out, however they are available for use in the Library.

#### CLOSED RESERVE

- Items from the closed reserve section may be used in the Library once permission to do so has been granted by the Librarian.

#### REFERENCE

- Reference items are not available for loan, however they may be used in the Library.
- There is no time limit on using items from the reference section.

### FAILURE TO RETURN LIBRARY ITEMS

- An email notification will be sent to students who have overdue items.
- Each overdue loan will be charged a late fee of \$1 per day for the first 7 days and \$10 per day thereafter.

- Students who incur late fees totalling more than \$5 will not be permitted to borrow from the library until late fees are paid in full.
- Late fees are payable to the Librarian or Finance Officer. A receipt will be issued which should be presented to library staff so that borrowing rights can be re-instated.
- After 14 days, the overdue item will be considered 'lost' and the Lost or Damaged book penalty fee will be imposed in addition to overdue fees.
- Students who have outstanding library fees/items will not be issued with academic results until fees are paid and/or items are returned.

#### **LOST OR DAMAGED ITEMS**

- In the event that an item is damaged or lost a minimum \$50 penalty fee applies in addition to the actual replacement cost of the lost item.

#### **PRINTING & COPYING**

Students are permitted to photocopy Library resource material, in accordance with the *Copyright Act*. Queries regarding copyright laws can be directed to the Librarian.

To print or photocopy, students will need to purchase credit on their student card from the Librarian (minimum credit \$5.00).

Photocopy Charges	
A4 black & white copy	\$0.20
A3 black & white copy	\$0.40
A4 colour copy	\$1.20
A3 colour copy.	\$2.40

#### **COMPUTERS**

The Whitehouse Library also has a number of computers available for student use. Please note:

- The computers are for research and academic purposes only,
- Use of Library computers during class time requires prior permission from tutors/lecturers,
- Items can be printed from the computers, please note that photocopying fees apply.

In addition, times can be made available for students to access the computer labs – this will be subject to availability. Please see the Digital Communication Studies teachers for more information and availability. Please note: if a class is being run in the computer lab, it will not be available for student use.

## CLASSROOM MAINTENANCE

A clean and orderly studio/lecture room promotes a positive learning culture, and the condition in which it is left after a class is everyone's responsibility. All students and staff are required to:

- Put all rubbish in the bins provided, and ensure that the desk area is clean
- Put chairs on or under the desk, and ensure desks are left as found and not moved
- Take assessed work home. Please note, work that is left on campus 2 weeks after assessment becomes the property of the Whitehouse Institute.

## MATERIALS, RESOURCES & EQUIPMENT

The Whitehouse Institute offers students the opportunity to experience a wide range of different studio practices, each of which will require specific materials and equipment. It is the student's responsibility to determine what materials and equipment are required for each class prior to the class being held. Students should attend each class with the correct equipment.

The cost of materials and supplies will vary depending on the specialisation. Additional costs will be incurred for special art papers, fabrics and accessories. Specialised Studio Workshops require additional materials and supplies and the costs are determined by the student's choice of items.

If Whitehouse resources and/or equipment is lost, damaged or broken by a student then the Whitehouse Institute will expect the student to meet the cost of replacing the item.

# STUDENT INFORMATION

## TIMETABLES

Classes are normally scheduled between 8AM and 9PM Monday to Friday and run in accordance with a pre-set timetable. Timetables are usually published four (4) weeks prior to semester commencement but are subject to change with little notice. Timetables are published on the student zone and displayed on the community noticeboards around each campus.

## ATTENDANCE

It is a student's obligation to maintain an acceptable attendance rate in order to facilitate classroom participation and discussion. The Whitehouse Institute monitors the attendance of domestic & overseas students.

The roll is marked at the beginning of each lecture/lesson and it is the student's responsibility to ensure their name is marked on the roll. Late arrivals (15 minutes) and early departures will also detract from the attendance record i.e. three (3) late arrivals or early departures is equivalent to one (1) absence. Students who arrive more than fifteen minutes late for a tutorial/studio class are required to advise the tutor upon arrival to class and state the reason for being late. Failure to do so may result in the student being marked absent for the whole lesson.

It is important to be punctual for all lectures and classes; it shows respect for the teacher and classmates and demonstrates a commitment to studies. At the start of each class, the tutor provides an overview of the lesson content which is important information. Therefore being late could affect a student's understanding and comprehension of a particular subject. It is unfair to expect the tutor to repeat material as this also detracts time the tutor can spend with each student during class. Students who are habitually late to class or absent without reason may be required to undertake private tuition at their own expense to catch up on missed content.

Students are expected to attend all scheduled lectures & classes, and maintain an overall attendance rate above 80%. A student with 80% or less attendance (either overall or on an individual unit of study) or has been recorded absent for four (4) or more scheduled classes for an individual unit will be issued with an Attendance Notification.

If a student's attendance continues to decline after the initial Attendance Notification, the student will be notified in writing as being potentially academically at risk and maybe be required to meet with their Program Co-ordinator and Student Administrator to discuss the continued absence and it's affect on the student's academic progression.

If a student returns to class after being continually absent from the Institute for two (2) weeks the student will be required to meet with the Program Co-ordinator before returning to class.

These requirements apply to both domestic and overseas students. Refer to ***Leave & Absenteeism and Academic Progression*** for further information.

Overseas students who do not adhere to the attendance requirements set by the Whitehouse Institute risk being reported to the Department of Immigration and Citizenship (DIAC) as being in breach of their visa conditions. Refer to ***Information for Overseas Students*** for further details.

## LEAVE & ABSENTEEISM

### ILLNESS/ UNFORSEEN CIRCUMSTANCES

Students unable to attend class due to illness or unforeseen circumstances are required to contact Student Administration/Reception before 9:30am on the day of the illness and submit a **Student Leave Form** to Reception with relevant supporting documentation within five (5) days of returning to class. Proof of absence such as medical certificates cannot alter a student's attendance record; however this is taken into consideration if a student's academic performance comes under review - refer to **Assessment Requirements**. Students should try to make appointments for medical/dentist visits etc. outside class hours.

In the event of an unexpected circumstance which requires a student to leave before the end of class, the student is to complete a **Student Leave Form** and seek authorisation from the Tutor. It is the student's responsibility to obtain a copy of class notes from another student for missed classes. Lecturers/Tutors are under no obligation to repeat a session or provide notes.

If sudden or acute illness or unforeseen circumstances have had a significant impact on a student's study, an **Application for Special Consideration** can be submitted. Refer to **Assessment Requirements** for further information.

### REQUEST FOR ABSENTEEISM

In the case of an important pre-planned personal event within the academic calendar that cannot be rescheduled, i.e. participation at an important family event, wedding, hospitalisation for scheduled surgery, Citizenship ceremony etc; students can apply for approved absenteeism. Please note the following:

- Absenteeism normally will not be approved in the first semester of study
- Students must have an 80% attendance rate and a Credit grade average
- Students must seek the Tutor/Program Co-ordinator's approval and are to negotiate assessments and due dates before application for absenteeism is lodged
- The approved request for Student Absenteeism form must then be submitted to Student Administration a minimum of 4 weeks before the requested leave with supporting documentation attached as proof of the pre-planned absenteeism
- If approved, Student Administration will record leave as 'approved' but this contributes to a student's overall attendance rate
- If a student doesn't apply for Student Absenteeism within four (4) weeks of the leave date, the application may not be approved. If a Request for Student Absenteeism is not approved the student will not be eligible to apply for special consideration for assessments which fall within these dates.
- Overseas students are not permitted to apply for absenteeism

The academic calendar is provided at enrolment and is available from the Student Zone or Administration – please plan your leave or overseas travel within these dates.

## CONTACT DETAILS

All students are required to advise Student Administration of their current contact details. Changes must be reported by completing a **Change of Contact Details** form available on the Student Zone or from Reception. Any changes will be updated within 5 days of receipt. Contact details include:

- Mailing and residential address
- Phone numbers
- Email address
- Emergency contact details

The Whitehouse Institute does not have an internal student emailing system therefore it is recommended that students create a personal email account for the duration of study.

Whitehouse assumes that recorded contact details are correct. The Institute is not liable if students do not receive correspondence due to incorrect contact details. This includes all administration notices and/or academic correspondence such as the issue of transcripts or graduation notices. If contact information is incorrect, students will be liable for the cost of re-issued documents. *Overseas Students are to also refer to **Information for Overseas Students**.*

## OFF CAMPUS ACTIVITIES

### EXHIBITIONS AND EXCURSIONS

Students are expected to participate in the scheduled on and off campus activities planned by the Whitehouse Institute and Program Co-ordinators throughout the year. Activities are designed to ensure students learn within an industry context. Cost of entry and travel associated with excursions is the student's responsibility.

### VOLUNTARY INDUSTRY EXPERIENCE

At times, students volunteer to undertake industry experience. This is to be completed during the non-academic periods of a student's enrolment. Students who are interested in undertaking voluntary industry experience must meet with their Program or Academic Co-ordinator beforehand to discuss if placement is suitable. If voluntary industry experience conflicts with a student's timetable, the student must apply to their Program Co-ordinator for absenteeism at least 4 weeks beforehand. Students who undertake voluntary industry experience during the academic period will not be eligible for extensions or special consideration.

## OCCUPATIONAL HEALTH & SAFETY

The Whitehouse Institute of Design, Australia undertakes to provide all students with a safe learning environment in accordance with state and commonwealth legislative and regulatory requirements. Nonetheless, students are responsible for their own safety and should note the following:

- Become familiar with information regarding hazard risks and emergency procedures
- Observe safe work practices when operating machinery or working with chemicals
- Observe standard workplace principles for safety when moving or lifting any equipment
- Wear appropriate footwear for Specialised Studio Workshop classes, i.e. shoes/boots that have a full covered front and practical non-slip sole (e.g. Trainers)

If there is any doubt about safe practice, please seek advice from tutors or other senior members of staff. Please report any damage to equipment or personal injury immediately to an OH&S officer, lecturer/ tutor or Administration.

## STUDENT FEEDBACK

Students are encouraged to participate in all aspects of campus life including membership of the Student Representative Council (SRC). Furthermore, up to two SRC students are invited to be members of the Academic Board for a 12 month term. Students are also encouraged to provide feedback by completing annual student surveys.

### SRC

At the commencement of the academic year, each class elects a student representative to the SRC. The representative will be invited to discuss issues concerning individual or group concerns with administration and management. SRC meetings are held approximately four times per year. Meetings provide an open forum for representatives to raise issues and/or feedback on behalf of the student body.

### SURVEYS

Students are invited to complete Student Subject Experience Questionnaires (SEQ's) at least once per year. The surveys are an important way for Whitehouse to ensure the ongoing quality of each subject offered in the Bachelor of Design Degree. Students are encouraged to provide honest and thoughtful feedback. Feedback is sought on course contact, workload requirements, campus facilities and the quality of teaching. The Institute considers feedback to make improvements to the course content and campus facilities and to assist staff to enhance the student experience.

## SUPPORT SERVICES

The Whitehouse Institute recognises its duty of care to students. Additional services are available to students in need. To confidentially discuss any additional support required please contact the Student Welfare Officer and/or Academic Co-ordinator. The following services are available:

- Career and course decisions
- Ongoing health issues affecting studies
- Options for resolving grievances and conflicts
- Referral to professional support services, as required, such as financial, legal and health services etc.

A Local Community Services Directory is located on the Student Zone and is available from Student Administration. Although not exhaustive, this list is a good starting point, particularly to students that have relocated to study at Whitehouse Institute.

## MISCELLANEOUS STUDENT INFORMATION

- All classes are subject to cancellation if minimum numbers are not reached – refer to the **Refund Policy**.
- Course content, timetables and lecturers are subject to change without notice.
- Students are able to download and print off academic dates, timetables, readers, policies and procedures, student forms and unit schedules from the Student Zone on the Whitehouse Institute website: [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au) Information on accessing the Student Zone will be made available during Orientation, in the first week of the academic year or by contacting administration or library staff. Student access to library resources, reference materials and support documentation is also available via the student zone. It is the student's responsibility to ensure that he/she accesses these important support tools.
- Statements of Results and/or Academic Transcripts/Testamurs will be withheld if fees are outstanding. This includes but is not limited to, tuition fees, incidental or administration fees and library fees or fines.
- Each student is responsible for their own personal belongings and the transportation of work selected for display on campus. This includes work submitted for competitions, promotions and activities supported by the Whitehouse Institute in which students are involved. All work must be clearly labelled.
- Telephone calls or messages for students will only be taken in emergency situations.
- The Whitehouse Institute accepts no responsibility for goods left on the premises.
- The Whitehouse Institute will recommend and assist students with job placements however the Institute does not guarantee job placements.
- The Whitehouse Institute reserves the right to use students' work, which has been prepared as part of the curriculum, for educational and promotional purposes.
- Students who enter competitions under the Whitehouse Institute banner must have all designs approved by Whitehouse Institute prior to submission.
- Student Administration requires at least 48 hours notice to process requests to stamp visa applications, certify official documents and prepare proof of study letters.
- The Institute does not lend equipment, machines or tools to students.
- Students' designs are showcased to the public annually and participation and attendance during the Open Days, End of Year Exhibitions and Parades is compulsory.
- Students are required to collect assessed work no later than two weeks after the date that it has been submitted. Please note that uncollected work becomes the property of Whitehouse Institute and will be disposed of after this time.

# INFORMATION FOR OVERSEAS STUDENTS

## STUDYING IN AUSTRALIA

The Whitehouse Institute of Design, Australia is pleased to welcome overseas students into the Bachelor of Design. The Whitehouse Institute has a diverse student community with students coming from different parts of Australia and the world to study design at our campuses in Sydney & Melbourne. The following information is provided to assist overseas students to understand what is needed to study at the Whitehouse Institute in order to satisfy visa requirements. Overseas students on a student visa have the following responsibilities:

- Maintain an Overseas Student Health Cover (OSHC) for the period of stay
- Meet the obligations specified in the written agreement with Whitehouse Institute
- Maintain up to date contact details
- Maintain satisfactory course progression
- Follow the attendance policy set by the Whitehouse Institute

In order to meet these requirements, Whitehouse recommends that overseas students read the following information carefully.

## ATTENDANCE/ABSENTEEISM

Overseas Students at the Whitehouse Institute must attend all classes to support academic progression and to meet visa requirements. All absences including late and early departure are recorded which affect a student's attendance rate.

Overseas Students are expected to attend all scheduled classes, and maintain an overall attendance rate of 85%. Where attendance falls to 80% or less (either overall or for an individual unit of study) the student will be identified as potentially 'Academically at Risk'. The Institute will contact the student to arrange a meeting with the Program Co-ordinator and Academic Co-ordinator to discuss issues and provide support and/or counselling.

If an overseas student's attendance continues to decline, the student will be notified in writing as being 'Academically at Risk' and a meeting will be arranged with the Program and/or Academic Co-ordinators to discuss continuing absence. The student will also be informed that if their attendance does not improve, they are in breach of their visa conditions and the Institute may be required to report him/her to the Commonwealth Government. Continued non-attendance without reason after the 2<sup>nd</sup> notification could cause the student's enrolment to be cancelled. The student will be advised in writing of the Institutions intention to cancel enrolment and notify the Commonwealth Government of the breach of their visa conditions. The letter will advise the student of his/her right to access the Institute's complaints and appeals process and that the student has 20 working days from the date of the letter in which to do so.

An overseas student who returns to class after being absent from the Institute for more than five consecutive days without approval will be required to meet with the Program Co-ordinator before returning to class.

### ILLNESS/ UNFORSEEN CIRCUMSTANCES

Where a student is unable to attend classes due to minor illness or other unforeseen circumstances, the student **MUST** contact Student Administration or Reception as soon as possible. A student must also provide a doctor's certificates or documentation from a registered medical practitioner to cover the entire period of absence on immediate return to class.

If sudden or acute illness or unforeseen circumstances have had a significant impact on a student's study, an **Application for Special Consideration** may be submitted and an intervention strategy will be put in place (if required). Refer **Assessment Requirements** for further information.

## REQUEST FOR ABSENTEEISM

Due to meeting visa requirements, requests for extended leave or absenteeism are not permitted. The academic calendar is provided at enrolment and is available from the Student Zone or Administration – please plan your leave or overseas travel within these dates.

## CONTACT DETAILS

Overseas students on a student visa are legally required to advise the Whitehouse Institute:

- Their Australian residential address within seven (7) days of arrival in Australia.
- Their permanent overseas address as part of their visa requirements (regardless of how long the student has lived or will live in Australia).
- Any changes to their contact details (residential or mailing address, email address and telephone number) by completing a **Change of Contact Details form**, which can be obtained from Administration or the Student Zone – please provide notice prior to moving address or not less than seven days afterwards. By law the Whitehouse Institute is required to keep a current record of an overseas student's residential address and contact number in the event that the student is contacted by officers of DIAC.

Failure to adhere to these and other enrolment conditions could have serious repercussions on the student's academic progression and student visa conditions.

## DEFERMENT/WITHDRAWAL

Overseas students are not permitted to defer or temporarily suspend their studies except in *exceptional circumstances* which must be by agreement with the Institute. Exceptional circumstances are 'compassionate or compelling circumstances such as illness where a medical certificate states that the student is unable to attend classes'. The Whitehouse can also defer or temporarily suspend the enrolment of a student on the grounds of misbehaviour by the student.

In such cases, Whitehouse will inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa and is obligated under Section 19 of the *ESOS Act* to notify the Commonwealth Government that the student's enrolment is deferred, temporarily suspended or cancelled. Whitehouse will also inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access the Whitehouse complaints and appeals process.

Overseas students need to be aware of the financial conditions regarding changes to their enrolment status and are advised to refer to the relevant **Refund Policy** later in this in this handbook.

## ESOS

As a higher education provider, the Whitehouse Institute of Design, Australia is required to adhere to the Education Services for Overseas Students (ESOS) legislative framework, designed to ensure that Australia's reputation for delivering quality education services is maintained and that the interests of overseas students are protected. It sets minimum standards and provides tuition and financial assurance.

The ESOS framework applies to all International Students studying at Whitehouse. Students should be aware of their rights and responsibilities under the *Act*. Failure to comply with these requirements means that the Institute is required by law to report to the Department of Immigration and Citizenship (DIAC) any breaches of the visa conditions.

## OSHC

Students on an overseas student visa are legally required to provide evidence of maintaining Overseas Student Health Cover (OSHC) while studying in Australia. When the reservation deposit is paid to Whitehouse upon acceptance into the course at the Institute, overseas students are required to also take out OSHC for the proposed duration of their student visa.

If a new student already has OSHC or a current student is returning to studies, Whitehouse can renew the cover on the student's behalf once payment for the proposed duration of the student visa has been made to

Student Administration. If a student chooses to renew OSHC independently, the student must provide proof of renewal to Student Administration before the commencement of studies or prior to OSHC expiry date. Please note that overseas students who do not maintain OSHC will be in breach of their student visa conditions.

Belgian and Norwegian students do not have to take out OSHC. Under agreement between the Commonwealth Government and the Belgian and Norwegian Governments, these students are considered to have met 'adequate insurance' requirements on the basis of the Reciprocal Health Care Agreement between Australia and Belgium/Norway.

The compulsory OSHC visa requirement may be waived for Swedish students. Swedish students whose insurance is provided by CSN International (the Swedish National Board of Student Aid) or Kammarkollegiet (the Swedish Legal, Financial and Administration Agency) will not need to take out OSHC. However, Swedish students who are not covered by CSN or Kammarkollegiet, will need to take out OSHC.

## PRIVACY/USE OF PERSONAL INFORMATION

The Whitehouse Institute is required to comply with the *ESOS Act 2000*, the National Code 2007 and privacy legislation. In order to meet legislative requirements the Institute is required to collect and report information about overseas students. The Whitehouse Institute is also required to inform the Commonwealth about certain changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance.

*Also refer to **Privacy** in the previous section and the **Privacy Policy** included in the Policy & Procedures attachment or refer to the Student Zone.*

## VISA & IMMIGRATION MATTERS

The Whitehouse Institute is not permitted to assist an overseas student with visa or immigration matters including but not limited to:

- Initial applications to the Australian Government to obtain a student visa
- Subsequent applications for visa renewal or variation
- Reversing visa cancellations for defaulting students
- Visa applications from family members or associates of students
- Residency applications following course completion
- Requests from immigration agents or lawyers.

For assistance in these or other visa matters, overseas students are advised to refer to the Department of Immigration and Citizenship or visit their website [www.immi.gov.au](http://www.immi.gov.au) and/or [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## STUDENT GRIEVANCE

The Whitehouse Institute is committed to ensuring that overseas students have access to a transparent process for the purposes of resolving grievances and handling complaints. A grievance can be a complaint about an academic or non-academic matter. The Institute has a mediation and grievance/appeal resolution policy and procedure which are available to all staff and students. Further information is available in the Student Grievance section of this handbook and full details are in **Part II** of this handbook and also available from the **Student Zone, Library or Student Administration**.

In addition to these processes overseas students also have access to the Overseas Students Ombudsman, an external complaints and appeals mechanism available to all current and intending overseas students under Standard 8 of the National Code 2007.

The Overseas Students Ombudsman can investigate complaints about action taken by the Whitehouse Institute in relation to an overseas student. Complaints might, for example, be about:

- refusing admission to a course
- fees and refunds
- course or provider transfers
- course progress or attendance

- cancellation of enrolment
- accommodation or work arranged by a provider
- incorrect advice given by an education agent.

However, the Overseas Students Ombudsman cannot investigate complaints about:

- public providers (which are already covered by the State and Territory Ombudsman)
- domestic Australian students
- students from overseas who are not on a student visa (e.g. students studying on a visitor, working holiday or temporary business visa).

If an overseas student would like to lodge an external appeal or complain about a Whitehouse Institute decision that affects him/or, the student can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the Whitehouse Institute. For further information refer to the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

# INFORMATION ABOUT FEES

By accepting a place at the Whitehouse Institute, the student enters into an agreement with the Whitehouse Institute to study the Bachelor of Design. The signed Letter of Offer Enrolment or Notification of Re-enrolment form becomes the agreement. This agreement means there is an obligation on the student's behalf to pay the published program fees throughout the student's enrolment. The following information is to assist students to understand the payment options available as well as their financial obligations upon enrolment and continuing study.

## TUITION FEES

The Bachelor of Design is delivered full time over three years. To complete the Bachelor of Design, a student's academic commitment to the Whitehouse Institute is for a minimum of three years with the financial commitment on an annual basis. Students study four units a semester and there are two semesters per year, totalling 24 units over the three years.

It is a requirement of the Whitehouse Institute that the annual tuition fees are paid in full and in advance or alternative methods of payment can be arranged.

**DOMESTIC STUDENTS** (new and returning) are to pay the annual tuition fees upfront in full or take up alternate payment methods. Students can lodge a Request for FEE-HELP assistance form to defer all or part of their tuition fees. Alternatively, a student can apply for the Time Payment plan; an application is due 4 weeks before course commencement. Students who lodge enrolment/re-enrolment documentation after this time will need to finalise tuition fees or advise their preferred payment method when submitting the enrolment documents. Changes to the method of payment of tuition fees may be made prior to or on the census date each semester.

**NEW ENROLMENTS** require payment of the tuition reservation deposit regardless of the payment method selected. The tuition reservation deposit will be refunded within 4 weeks after the semester one census date if 100% FEE-HELP assistance is elected.

**RE-ENROLLING STUDENTS** will need to finalise tuition fees or advise the Institute of their preferred method of payment when re-enrolment documentation is submitted. The tuition reservation deposit and balance of fees are required as per the relevant payment schedule unless deferring fees in full through FEE-HELP. The late withdrawal fee will apply if a returning student elects to defer or withdraw after confirmation of re-enrolment. Late enrolment fee will apply if re-enrolment is received after the re-commencement of studies.

**OVERSEAS STUDENTS** (new and returning) are required to pay the annual tuition fees in full on or 4 weeks prior to course commencement. Students who lodge enrolments or re-enrolments forms after this time will need to finalise tuition fees when the forms are submitted or late fees will apply. Alternatively, overseas students can pay their tuition fees by instalment with first instalment fees payable at enrolment/re-enrolment and then pay the second instalment on or before the date nominated by the Whitehouse Institute. The Late Fee will apply from the due date for payments not made by the nominated dates.

**CONFIRMATION** of enrolment/re-enrolment will be issued once the Letter of Offer Enrolment form or Notification of Re-enrolment form is submitted and the tuition fee, (part or full) as per the relevant fee schedule, is paid. Once a student's enrolment/re-enrolment is confirmed, the student makes a commitment to complete that year's study and undertakes the financial liabilities for the full year; this applies for all students. *For more information refer to **Changing Enrolment**, relevant **Refund Policy** and/or **FEE-HELP Assistance Booklet** supplied at enrolment.*

### TERMS OF PAYMENT

- Fees are to be paid in Australian Dollars only
- Payment methods include: personal or bank cheque, Australia Post money order, direct bank deposit, credit card (Visa & MasterCard) or EFTPOS. Please note that a 2% surcharge applies for ALL electronic transactions
- Cheques are to be made payable to 'Whitehouse Institute of Design, Australia'
- Cash payments exceeding \$150 cannot be accepted

## TUITION FEE SCHEDULE - 2012

The tuition fees for 2012 are outlined below. Fees are reviewed annually and are subject to change. All prices are in Australian Dollars and inclusive of GST, where GST is applicable. Fees do not include any surcharges that may apply, depending on the preferred method of payment selected. Refer to **Incidental Fees** for surcharges that might apply. Also, refer to **Units of Study** to determine how the Annual Tuition Fee is calculated.

### DOMESTIC STUDENT FEE SCHEDULE - \$21,736.00 PER ANNUM

There are 8 units of study @ \$2,717.00 per unit delivered over 2 semesters. To secure enrolment/re-enrolment, the total amount due is the tuition reservation deposit of \$2,173.00 + \$19,563.00 balance = \$21,736.00. For new students who elect 100% FEE-HELP assistance, the tuition reservation deposit is required at enrolment but will be refunded within 4 weeks of the semester one census date; the full tuition fee will then be deferred to FEE-HELP. The reservation deposit is required at re-enrolment except for returning students who elect to defer all tuition fees through FEE-HELP. Fees can also be paid in advance by instalment, refer to **Time Payment Plan** later in this section.

### OVERSEAS STUDENT FEE SCHEDULE - \$24,680.00 per annum

There are 8 units of study @ \$3,085.00 per unit delivered over 2 semesters. To secure enrolment/re-enrolment, payment of \$24,680.00 is due at enrolment/re-enrolment. Alternately, tuition fees can be paid by time payment being \$13,840.00 + \$400.00\* at lodgement of enrolment/re-enrolment documentation and balance \$10,840.00 + \$400.00\* on or before 26 June 2012. Please note the \$400.00\* surcharge applies per semester for the time payment plan.

## UNITS OF STUDY

UNIT No	UNIT NAME	WHEN	EFTSL	UNIT FEE 2011	
				DOMESTIC	OVERSEAS
COR101	DESIGN IN HISTORICAL CONTEXTS I	SEM 1	0.125	\$2,717.00	\$3,085.00
COR102	VISUAL DESIGN COMMUNICATION I	SEM 1	0.125	\$2,717.00	\$3,085.00
COR103	DESIGN METHODS & PROCESSES	SEM 1	0.125	\$2,717.00	\$3,085.00
FAS104/STL104/INT104	SPECIALISED STUDIO WORKSHOP I	SEM 1	0.125	\$2,717.00	\$3,085.00
COR105	HISTORICAL CONTEXTS II	SEM 2	0.125	\$2,717.00	\$3,085.00
COR106	VISUAL DESIGN COMMUNICATION II	SEM 2	0.125	\$2,717.00	\$3,085.00
COR107	DESIGN IDEAS & CONCEPTS	SEM 2	0.125	\$2,717.00	\$3,085.00
FAS108/STL108/INT108	SPECIALISED STUDIO WORKSHOP II	SEM 2	0.125	\$2,717.00	\$3,085.00
COR201	DESIGN IN CONTEMPORARY CONTEXTS	SEM 3	0.125	\$2,717.00	\$3,085.00
FAS202/STL202/INT202	SPECIALISED COMMUNICATION I	SEM 3	0.125	\$2,717.00	\$3,085.00
FAS203/STL203/INT203	SPECIALISED MATERIALS & PROCESSES I	SEM 3	0.125	\$2,717.00	\$3,085.00
FAS204/STL204/INT204	SPECIALISED STUDIO WORKSHOP III	SEM 3	0.125	\$2,717.00	\$3,085.00
COR205	DESIGN IN BUSINESS CONTEXTS	SEM 4	0.125	\$2,717.00	\$3,085.00
FAS206/STL206/INT206	SPECIALISED COMMUNICATION II	SEM 4	0.125	\$2,717.00	\$3,085.00
FAS207/STL207/INT207	SPECIALISED MATERIALS & PROCESSES II	SEM 4	0.125	\$2,717.00	\$3,085.00
FAS208/STL208/INT208	SPECIALISED STUDIO WORKSHOP IV	SEM 4	0.125	\$2,717.00	\$3,085.00
COR301	DESIGN IN MARKETING CONTEXTS	SEM 5	0.125	\$2,717.00	\$3,085.00
COR302	ADVANCED COMMUNICATION	SEM 5	0.125	\$2,717.00	\$3,085.00
FAS303/STL303/INT303	SPECIALISED MATERIALS & PROCESSES III	SEM 5	0.125	\$2,717.00	\$3,085.00
FAS304/STL304/INT304	SPECIALISED STUDIO WORKSHOP V	SEM 5	0.125	\$2,717.00	\$3,085.00
COR305	DESIGN IN PROFESSIONAL CONTEXTS	SEM 6	0.125	\$2,717.00	\$3,085.00
COR306	PROFESSIONAL COMMUNICATION	SEM 6	0.125	\$2,717.00	\$3,085.00
FAS307/STL307/INT307	SPECIALISED MATERIALS & PROCESSES IV	SEM 6	0.125	\$2,717.00	\$3,085.00
FAS308/STL308/INT308	SPECIALISED STUDIO WORKSHOP VI	SEM 6	0.125	\$2,717.00	\$3,085.00

## EFTSL

Each unit of study has an EFTSL (equivalent full time student load) of **0.125**. Students are required to attempt 8 units per annum to maintain a full time study load. Students are to successfully complete 24 units in total to be awarded the Bachelor of Design qualification.

## INCIDENTAL FEES – 2012

Incidental fees are those other than Tuition fees that the Whitehouse may apply to a student's enrolment (depending on circumstance). Incidental fees are subject to annual review and alteration. All prices are in Australian Dollars and inclusive of GST where GST is applicable.

Early Withdrawal Fee – written notice of withdrawal or deferral received <b>28 days or more before course commencement</b> (applies to new domestic students only)	\$1,086.50
Late Withdrawal Fee – written notice of withdrawal or deferral received in the period of <b>28 days of course/semester commencement date through to the census date</b> (domestic students only)	\$2,173.00
O/S Withdrawal Fee – written notice of withdrawal or deferral received 28 days or more before course/semester commencement or refusal of student visa by DIAC (overseas students only)	\$3,000.00
Electronic transactions surcharge (EFTPOS and Credit Card)	2%
Time payment surcharge (per semester)	\$400.00
Application for Academic Credit (including Recognition of Prior Learning) – for prospective students only*	\$100 per unit
Late Enrolment Fee	\$200.00
Late Payment Fee	\$20.00 per day
Dishonoured Payment	\$50.00
Reissue of Whitehouse Cheque	\$30.00
Re-issue of Testamur**	\$50.00
Issue of an Academic Transcript**	\$30.00
Locker Hire (Sydney campus only)	\$50.00
Locker Key re-issue (Sydney campus only)	\$20.00
Re-issue Student Card	\$30.00
Overdue Library Book Fee: \$1 per day for first 7 days, \$10 per day thereafter	\$1.00 / \$10.00
Lost Book Fee: minimum \$50 or replacement cost (whichever is higher)	\$50 minimum
Readers***	\$15.00 – 20.00
Graduation Ceremony (approx only)	\$130 - \$165

\*Application for Academic Credit (RPL) - \$100 per unit of study applied for. This applies to students who have not yet enrolled at the time of academic credit application. The amount paid will be applied to the student's account at the time of enrolment. The fee is waived for existing Whitehouse students.

\*\*Requests for issue (i.e. prior to completion of studies) or re-issue of academic transcripts or recognition of qualification documents must be made in writing (see *Request Issue of Transcript form*) with payment/credit card authority. Please include current mailing and contact details in advance. The turnaround time to process requests will depend on the year of study. For current or previous year of study, allow 5 - 10 days to process. Allow 10 – 20 days for students who completed studies 2 or more years prior, depending on archive retrieval. If a student requires documents to be mailed (other than standard surface mail), the appropriate postal/courier charges will apply.

\*\*\*Readers are available each semester/academic year for students to purchase on a voluntary basis. They are available for download from the Student Zone without charge and printed by the student at their own cost.

Private tuition may be available upon request at \$85.00 per hour (inclusive GST), however it is at the personal request of the student. Private Tuition not considered an incidental fee as it is not included in the academic program.

## CENSUS DATE

**Census date** is the date on which all enrolment requirements must be finalised for all FEE-HELP and non FEE-HELP domestic students. It is a student's responsibility to be aware of the census dates for each unit of study and specify any arrangements for enrolment required on or before this date.

It is also the last day that a student can withdraw from a unit of study without financial liability or academic penalty except in *exceptional circumstances*. For further information, please refer to *Changing Enrolment, Tuition Fees, Exceptional Circumstances or the relevant Refund Policy*.

## FEE-HELP

### WHAT IS FEE-HELP?

The Whitehouse Institute of Design, Australia has been approved by the Department of Education, Employment and Workplace Relations (DEEWR) to offer the Commonwealth Government FEE-HELP loan, to assist with part or all of eligible students' tuition fees, which is paid directly to the Whitehouse Institute.

Students may borrow up to the amount of the tuition fee being charged by Whitehouse for the unit of study; however there is a limit to how much a student can borrow over a lifetime. In 2012, the maximum amount is \$89,706.00 – this amount is indexed annually to maintain its real value by adjusting it in line with changes to the cost of living.

A 25% loan fee applies to FEE-HELP loans for undergraduate courses; this fee does not count towards the FEE-HELP limit and is subject to change. FEE-HELP does not cover any additional expenses such as course materials, incidental fees or living expenses. There is no interest applied to this part of the debt.

As students use FEE-HELP to pay tuition fees, the amount they may borrow in future is reduced. Once a person has borrowed an amount equal to the FEE-HELP limit (the indexed amount at that time), they will not be able to receive FEE-HELP to pay tuition fees. This applies even if a person has partially or fully repaid their FEE-HELP loan.

### ELIGIBILITY

To be eligible the student must be an Australian citizen or hold a permanent humanitarian visa whilst remaining a resident in Australia for the duration of studies. New Zealand citizens or holders of overseas student or temporary/permanent residency visas are not eligible for FEE-HELP assistance.

### REQUESTING FEE-HELP ASSISTANCE

A Request for FEE-HELP Assistance form is available from Student Administration. This form must be completed, signed and submitted to Student Administration at enrolment but no later than **on or before the census date** (refer to **Census Date**). If the form is not submitted by census date, students will be required to pay the tuition fees in full and wait until the next census date to lodge an Application for FEE-HELP assistance. This is also the last day that that a student can supply their Tax File Number (TFN) or Certificate of application for TFN.

As part of the enrolment process, the Whitehouse Institute will require students to consent to provide personal information to DEEWR and the Tax Office for the allocation of a Commonwealth Higher Education Student Support Number (CHESSN) and the reporting of FEE-HELP debt. This request is embodied in the Request for FEE-HELP Assistance form. *Please refer to **Privacy** for further information.*

### CHESSN

Students who apply and are approved for Commonwealth assistance will be allocated a CHESSN. This number is a unique identifier to assist higher education providers and the Australian Government to provide information about FEE-HELP assistance.

Student can use their CHESSN to check the amount of Commonwealth assistance received by accessing **myUniAssist** ([www.goingtouni.gov.au](http://www.goingtouni.gov.au)). It is a student's responsibility to be aware of their FEE-HELP balance.

### **FEE-HELP DEBT**

Debt will be incurred immediately after the **census date** for the unit/s of study a student is enrolled in for that study period. Within 28 days of the census date, the Whitehouse Institute will issue a Commonwealth Assistance Notice (CAN) advising the FEE-HELP debt incurred for the study period, including the loan fee. If a student thinks that their CAN is incorrect the student can request in writing to Student Administration, that the CAN be corrected within 6 weeks of issue.

### **REPAYMENT OF FEE-HELP DEBT**

Students will be required to commence repayment of their accumulated debt when their taxable income reaches the minimum threshold for compulsory payments.

#### COMPULSORY REPAYMENT AMOUNTS - WHEN AND HOW MUCH?

Compulsory repayments are made when students lodge their tax return and their FEE-HELP repayment income is above the minimum threshold. The compulsory repayment amount depends a student's FEE-HELP repayment income for each income year. For example:

- A person with a FEE-HELP repayment income of \$45,000 in the 2010-11 income year will make a repayment equivalent to 4 per cent of their income, or \$1,800
- A person with a FEE-HELP repayment income of \$50,000 in the 2011-12 income year will make a repayment equivalent to 4 per cent of their income, or \$2,000.

FEE-HELP repayment income is:

- your taxable income for an income year, plus
- any amount your taxable income had been reduced by a net rental loss, plus
- your total reportable fringe benefits amounts shown on your pay as you go (PAYG) payment summary, plus
- any exempt foreign employment income.

#### VOLUNTARY REPAYMENTS

Students can make voluntary repayments towards their FEE HELP debt at any time directly to the Tax Office.

Voluntary repayments:

- are made in addition to compulsory repayments
- reduce the FEE-HELP debt immediately.

#### BONUS FOR VOLUNTARY REPAYMENTS

From 1 January 2012, the FEE-HELP voluntary repayment bonus, applied to payments of \$500 or more, will be reduced from 10 per cent to 5 per cent.

### **HOW TO CORRECTLY WITHDRAW OR DEFER FROM A UNIT OF STUDY**

Whitehouse has a procedure on how to formally withdraw or defer from a unit of study or units of study. The *Notification of Withdrawal or Deferral form* must be correctly completed and submitted to Student Administration. All outstanding debts to Whitehouse must be paid before the request is processed. Refer to **Changing Enrolment**.

#### **WITHDRAWAL OR DEFERRAL ON OR BEFORE THE CENSUS DATE**

A completed *Notification to Withdraw or Deferral form* is to be submitted **on or before the census date**. The student will incur the late withdrawal fee when withdrawing or deferring in full. All outstanding Whitehouse debts, including the late withdrawal fee, are finalised by close of business census date. The FEE-HELP debt for the units of study will then be removed. The *Notification to Withdraw or Deferral* will not be processed and the FEE-HELP debt for the units of study will continue to apply if any outstanding Whitehouse debts, including the late withdrawal penalty, are not paid in full by close of business census date. If deferring in part, the late withdrawal penalty fee does not apply and the FEE-HELP debt will be removed from the corresponding unit(s) of study. For more information on the correct withdrawal/deferral process, refer to **Changing Enrolment** earlier in this handbook. Also refer to **Incidental Fees** and **Domestic Student Refund Policy**.

#### **WITHDRAWAL OR DEFERRAL AFTER THE CENSUS DATE**

A formal application to withdraw or defer from a unit or units of study **after the census date** will incur the FEE-HELP debt for the unit(s) of study. Please note that the debt cannot be transferred or deferred to another unit of study.

If, after the census date, a student becomes seriously ill or other *exceptional circumstances* occur that prevent the student from continuing their studies, the student can make an application for consideration to have their FEE-HELP balance adjusted. Note: There are time limits for applying to have your debt removed.

#### FURTHER INFORMATION

The information provided in this section of the handbook only provides the key points about FEE-HELP and an overview of each student's obligations and rights. For more detailed information about FEE-HELP, refer to the FEE-HELP Information Booklet supplied at enrolment, available from Student Administration or visit [www.goingtouni.gov.au](http://www.goingtouni.gov.au) the Australian Government Going to Uni website.

## TIME PAYMENT PLAN

As an alternative to paying the fees in full upfront or applying to defer tuition fees through FEE-HELP, domestic students can apply for a Time Payment Plan. The Time Payment Plan is the total year's tuition fees divided into two instalments, payable in advance on a semester basis.

An application for time payment can be made by completing the *Guarantee and Indemnity Agreement form*. The form must be submitted on an annual basis 4 weeks prior to course/semester commencement or when lodging the enrolment/re-enrolment forms. It is recommended that the guarantor seeks independent legal advice prior to executing the Guarantee and Indemnity Agreement form. Please note that time payments incur a surcharge.

#### TIME PAYMENT SCHEDULE 2012

Reservation Tuition fee payable upon enrolment	\$ 2,173.00
1 <sup>st</sup> instalment payable by 1 Feb 2012 + \$400 surcharge	\$10,181.50
2 <sup>nd</sup> instalment payable by 26 June 2012 + \$400 surcharge	\$10,181.50
Total fees paid on completion of 2012	<b>\$22,536.00</b> p.a.
<i>(\$21,736.00 Annual Tuition Fee + \$800 time payment surcharge)</i>	

#### CONDITIONS OF TIME PAYMENT OPTION

- Guarantee and Indemnity forms are available from the Finance Office or upon request. Time Payments are approved once the Guarantee and Indemnity Agreement form has been approved by the Institute on or before 1 February or Registration Day and payment of the surcharge and first instalment have been receipted
- Students under the age of 18 must be accompanied by a parent or guardian at meetings where payment options are discussed
- Time Payment is only available to domestic students who have an approved guarantor (family member, legal guardian or spouse) residing in Australia
- Guarantor and Indemnity Agreements for time payments are to be executed in advance annually
- Late payment of fees may incur a \$20 per day penalty, applied from the due date
- Fees are correct at the time of printing but are subject to change
- A surcharge of \$400 per semester is payable with each instalment
- The surcharge is non refundable if an alternative payment options is taken after the agreement is in place on or before the semester census date\*.

\*If a student opts to cancel the Guarantor and Indemnity Agreement and apply for FEE-HELP assistance the *Request for FEE-HELP assistance* form must be submitted on or before the semester census date. Once the agreement is cancelled the pre-paid tuition fees will be refunded after the census date. Please note that the agreement cannot be cancelled after the relevant semester census date.

## REFUND POLICIES

#### DOMESTIC STUDENT REFUND POLICY

If a student withdraws or defers from studies after enrolment/re-enrolment and has paid for tuition fees (in full or part) or has made commitment to pay tuition fees through FEE-HELP the following applies:

- Newly enrolled students, who lodge the *Notification to Withdraw or Defer Studies* to Student Administration **28 days or more before the course commencement date** will incur the early withdrawal fee of \$1,086.80 – to be paid before the withdrawal/deferment is processed. After receipt of the withdrawal fee, the FEE-HELP debt for enrolled units of study will be removed and/or the balance of

pre-paid tuition fees will be refunded to the nominated payee within 4 weeks of the Institute's confirmation of withdrawal or deferral or held in credit against future enrolment.

- New and existing students who lodge the *Notification to Withdraw or Defer form* to Student Administration to defer or withdraw in full in the **period 28 days before the semester commencement date through to the census date** will incur the late withdrawal fee of \$2,173.00 – depending on the method of tuition payment the following will apply:
  - FEE-HELP assistance students: The student's enrolment will remain in effect until all Whitehouse fees, including the late withdrawal fee and library fines/incidental fees, are paid in full. Provided the fees are paid **on or before the close of business census date**, the withdrawal/ deferral will be processed and the FEE-HELP debt will be removed.
  - Pre-paid tuition fees: Refunds will be paid to the nominated payee within four weeks of the Institute's confirmation of withdrawal/deferral or held in credit against future re-enrolment less the applicable Whitehouse fees – including the late withdrawal fee and library fines/incidental fees.
- Students who lodge the *Notification to Withdraw or Defer form* to Student Administration to defer or withdraw in full or part **after the census date** will incur the FEE-HELP debt for enrolled units of study and/or not qualify for a refund of pre-paid tuition fees. An application can be made to refund the tuition fees or re-credit FEE-HELP debt if the student believes the withdrawal or deferral was due to *exceptional circumstances*.
- No refund or re-credit of FEE-HELP debt will be granted to a student whose enrolment is terminated for failure to comply with Whitehouse policies including, but not necessarily limited to: withdrawal without notice, unacceptable conduct and unsatisfactory progress.
- If the course does not start on the notified starting date, or if the course ceases to be provided before it is completed, or if the course is not provided in full (known as 'provider default'), refunds will be paid within 14 days of the provider default. The Whitehouse Institute may arrange for another course, or part of a course, to be provided to the student at no extra cost as an alternative to refunding course fees. Where the student agrees to this arrangement, the Whitehouse Institute will not be liable to refund the money owed for the original enrolment

#### **OVERSEAS STUDENT REFUND POLICY**

- Withdrawal or Deferral is not permitted for holders of student visas except in *exceptional circumstances*. Written applications with supporting documentation for withdrawal or deferment in *exceptional circumstances* and a request for a refund must be submitted to the Student Administration Manager. Applications will then be considered on an individual basis, at the discretion of the CEO.
- Overseas students on temporary residency visas other than a student visa, are permitted to defer or withdraw (in full or part) and are required to lodge a completed *Notification to Withdraw or Defer Studies* with supporting documentation to the Student Administration Manager for consideration.
- If an overseas student lodges a *Notification to Withdraw or Defer Studies* after submitting their enrolment/re-enrolment documents, all tuition fees are paid and the withdrawal or deferral is approved, the following applies:
  - Notification is received **28 days or more before the course** commencement date, prepaid tuition fees will be refunded, less the O/S Withdrawal Fee being \$3000
  - Notification is received in the **period 28 days of course/semester commencement date through to course/semester commencement or once course/semester has commenced**: Tuition fees are non-refundable except in *exceptional circumstances*
    - Refunds will be paid within four (4) weeks of approval by the CEO
    - The students CoE will be cancelled and reported to DIAC.
- No refund will be granted to a student whose enrolment is terminated due to failure to comply with Whitehouse policies including, but not necessarily limited to, withdrawal without notification, bad behaviour and unsatisfactory progress or due to the cancellation of their visa by DIAC for non-compliance. The appropriate debt recovery actions will be enforced for any outstanding annual tuition fees and academic transcripts will be withheld until all fees are paid.
- In accordance with the provision of the *ESOS Act 2000* and ESOS Regulations, if the course does not start on the notified starting date, or if the course ceases to be provided before it is completed, or if the course is not provided in full (known as 'provider default'), refunds will be paid within 14 days of the provider default. The Whitehouse Institute may arrange for another course, or part of a course, to be provided to students at no extra cost as an alternative to refunding course fees. Where the student agrees to this arrangement, the Whitehouse Institute will not be liable to refund the money owed for the original enrolment.

These policies do not remove a student's right to take further action under the consumer protection laws of Australia or to pursue other legal options available. *For more information, refer to **Changing Enrolment or Tuition Fees**.*

## EXCEPTIONAL CIRCUMSTANCES

A written request for withdrawal or deferral after the census date due to exceptional circumstances may be accepted as grounds for a total or partial refund of tuition fees or re-credit of FEE-HELP debt. This is subject to the submission of the *Application to Refund Tuition Fees or Re-credit FEE-HELP debt form* and the provision of acceptable documentary evidence in support of claim if:

- Enrolment in a unit of study is withdrawn after the census date due to exceptional circumstances, or
- A student has not completed the requirements for a unit of study due to exceptional circumstances.

Exceptional circumstances are considered unusual, uncommon or abnormal - these include:

- Death of a close family member (parent, guardian, sibling, spouse, child)
- Partial or total incapacitation
- Medical or personal circumstances
- Department of Immigration and Citizenship (DIAC) refusing to grant a student visa for study in Australia (applies only to overseas students)

Exceptional circumstances, as outlined in the *Higher Education Support Act 2003*, are circumstances that:

- Were beyond a student's control
- Did not have a full impact until on or after the census date of the unit of study
- Made it impractical for the student to complete the unit of study requirements.

## FINANCIAL ASSISTANCE

Domestic student who are Australian citizens may be eligible for Youth Allowance, Austudy and Abstudy. Students are required to apply directly to Centrelink to determine if they are eligible for government financial support. Whitehouse cannot intercede on a student's behalf, except to provide proof of enrolment upon request. If a student applies for and is eligible for government financial support, Whitehouse is required to report to Centrelink the student's progress and study load as requested. For further information, contact Centrelink. [www.centrelink.gov.au](http://www.centrelink.gov.au)

## TUITION ASSURANCE

Whitehouse has met the tuition assurance requirements of the *Higher Education Support Act (HESA)* and is a member of the Australian Council for Private Education and Training (ACPET). Whitehouse has Australian Student Tuition Assurance Scheme (ASTAS) cover for domestic students and Overseas Student Tuition Assurance Scheme (OSTAS) cover for overseas students. For further information, contact Student Administration.

## ACCREDITATION

The Whitehouse Institute of Design, Australia is a registered Non-Self Accrediting Higher Education Institute with the New South Wales Department of Education and Training (DET) and the Victorian Registration & Qualifications Authority (VRQA). Whitehouse is approved to deliver the accredited Bachelor of Design in NSW and Victoria to local and overseas students and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The Institute is also a Registered Training Organisation (RTO) in NSW.

NSW Higher Education Provider No: 5082  
NSW CRICOS Provider No: 02863C  
NSW CRICOS Course Code: 061438J  
NSW RTO No: 91319

VIC Higher Education Provider No: 9515  
VIC Higher Education Course Code No: V13922  
VIC CRICOS Provider No 02963K  
VIC CRICOS Course Code: 063936G

# BACHELOR OF DESIGN

## COURSE PHILOSOPHY

The body of knowledge contained in the Bachelor of Design is inter-disciplinary and cross-disciplinary, supporting the study of design by drawing from the humanities, business, marketing and the social sciences.

The degree coursework is provided in four strands;  
Design Contexts (design and business theory)  
Design Communications (visual literacy and practice)  
Design Methods and Processes (design process)  
Design Synthesis (techniques and skills for production)

The three specialisations fashion design, interior design, and styling and creative direction contextualise students' focus for each particular area of the design industries. This provides the foundation for abundant opportunities for a student to develop professional capacities in their area of specialisation.

### COURSE DURATION

This is a (3) three year course, studied full time. There are two semesters annually, of eighteen weeks each consisting of 14 weeks academic study (classes) 2 independent study weeks and 2 academic administration weeks. Students are timetabled to attend the Institute for 20 - 24 hours per week and should expect to spend the same amount of time again in private study, reading and completing required assessment tasks.

### COURSE STRUCTURE

As well as undertaking core subjects common to the Bachelor of Design, students will also need to attempt those subjects relevant to their elective specialisation. The elective specialisations are Fashion Design, Interior Design or Styling and Creative Direction.

## FASHION DESIGN SPECIALISATION

### SUBJECT DESCRIPTORS

Fashion Design	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Design Context	COR101	COR105	COR201	COR205	COR301	COR305
Design Communications	COR102	COR106	FAS202	FAS206	COR302	COR306
Design Methods	COR103	COR107	FAS203	FAS207	FAS303	FAS307
Design Synthesis	FAS104	FAS108	FAS204	FAS208	FAS304	FAS308

### DESIGN CONTEXT

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the history of design and art. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design. These include contemporary and historic contexts, and a business, marketing and professional focus for designers.

#### COR 101 Design in Historical Contexts I

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to develop a critical awareness of developments in the history of design with a focus on identifiable design philosophies, styles and movements that continue to impact on contemporary practice.

#### COR 105 Design in Historical Contexts II

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to develop an understanding of the theoretical frameworks necessary to develop critical awareness of design, with a focus on the emergence of the individual designer and identifiable design philosophies, styles and movements resultant from the industrial revolutions, that continue to impact on contemporary practice.

#### COR 201 Design in Contemporary Contexts

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to utilise the contextual and theoretical frameworks necessary to provide a critical awareness of societal and technology developments in recent design history with a focus on identifiable design philosophies, styles and movements, that impact on contemporary practice.

#### COR205 Design in Business Contexts

The purpose of this module is to introduce students to the commercial and management frameworks within which design operates. The subject addresses changes to the competitive nature of business brought about by globalisation of markets and the effect of this on manufacturing and operations. It gives students a fundamental understanding of business principles, labour markets and economics and the role each plays in the design industry.

#### COR301 Design in Marketing Contexts

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design.

#### COR305 Design in Professional Contexts

The aim of the Design Context Curriculum is to support the students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers a different context within which to analyse and understand the processes and outcomes of design.

### **DESIGN COMMUNICATIONS**

The purpose of these subjects is to provide students with the knowledge, skills and attitudes required to create basic print-ready full colour fashion illustrations depicting a range of specialist fabrics using a range of media. These are an essential component of the fashion design strand which assists fashion students to develop skills in professional communication and development of design ideas. Design Communications fall into 2 categories being Illustration and Digital.

#### COR102 Visual Design Communications I

The purpose of this subject is to provide students with an introduction to the knowledge of communications systems employed by designers and the skills and attitudes required to draw the human figure and objects in a variety of contexts and spaces, applying the principles of design with a focus on illustrative techniques and use of a range of media.

#### COR106 Visual Design Communications II

The purpose of this subject is to provide students with the basic knowledge, skills and attitudes required to create and present to an audience, basic drawings and illustrations to support design ideas, working with multiple visualisation, media exploration and detailed illustrations of objects and structures to describe design intent.

#### FAS202 Specialised Communications I (Fashion Illustration)

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to create basic print-ready full colour fashion illustrations for female figure groups and children's wear across a range of specialist fabrics using a range of media.

#### FAS206 Specialised Communications II (Fashion Illustration)

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to create advanced fully rendered professional fashion illustrations for menswear and women's-wear in a range of textured fabrics.

#### COR302 Advanced Communication

The purpose of this subject is to provide learners with knowledge, skills and attitudes required to communicate fully rendered professional illustrations for a variety of purposes.

#### COR306 Professional Communication (Portfolio development)

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to communicate in a professional and sophisticated manner, a collection of creative works representative of individual design prowess for an industry audience.

### **DESIGN METHODS**

The purpose of these subjects is to support students' investigation of specialised fashion design materials and processes. Students will begin their exploration of the methods, materials and the processes involved in research and conceptual development of original and advanced design solutions, informed by the theoretical work they will be undertaking in the Design Context and Design Communications strands. These subjects contribute to the degree by providing students with the opportunity to develop knowledge in design process and materials that are used in the realisation and production of fashion designs.

#### COR103 Design Methods and Processes

The purpose of this subject is to introduce students to the theoretical underpinning of design by referring to aesthetics and function as foundation principles in the development of an understanding and appreciation of design processes and practice.

#### COR107 Design Ideas and Concepts

This subject builds on students' knowledge of elements that form the visual and physical vocabulary of design, and introduces the conceptual processes that determine how such elements are employed and manipulated.

#### FAS203 Specialised Materials and Processes I (Fashion Design)

The purpose of this subject is to begin students' investigation of specialised fashion design materials and processes. Students will begin their exploration of the materials and the processes involved in research and conceptual development of original and advanced design solutions, informed by the theoretical work they will be undertaking in the Design Context and Design Communications strands.

#### FAS207 Specialised Materials and Processes II (Fashion Design)

The purpose of this subject is to continue students' investigation of specialised and complex design materials and processes, building on the design concepts covered in the Design Contexts and Design Communications strands. Students continue exploring materials and design processes in relation to more advanced principles and industry practices involved in research and conceptual development of original and complex design solutions.

#### FAS303 Specialised Materials and Processes III (Fashion Design)

The purpose of this penultimate subject is to deepen the students' investigation of specialised and enhanced design processes and materials. Students will be given the opportunity to creatively display knowledge of design concept development, research, design processes and materials handling, participating in critical reflection of the design process and analysis of design solutions.

#### FAS307 Specialised Materials and Processes IV (Fashion Design)

This subject provides culmination of students' knowledge in superior and self-initiated design processes and materials, dependant on their particular area of interest. Students will use the expertise of lecturers to guide them in research and concept development for their final collection.

### **DESIGN SYNTHESIS**

The six subjects in the Design Synthesis strand provide the opportunity to integrate and apply learning from other subjects studied in the same semester, to conceptually and practically related design projects. These subjects are fundamental to the course and focus on the integration of progressively complex design principles with increasingly intricate patternmaking and garment construction techniques.

#### FAS104 Specialised Studio Workshop I (Fashion Design)

The purpose of this introductory subject is to give students the opportunity to critically apply fundamental theoretical knowledge of fabrics, technical construction to meet the requirements of a straightforward creative brief. Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing specific technical capability. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of their professional practice. The student's designs will be informed by the theoretical work they will be undertaking this year in the Design Context and Design Methods subjects.

#### FAS108 Specialised Studio Workshop II (Fashion Design)

The purpose of this basic subject is to give students the opportunity to continue to critically apply basic theoretical knowledge of fabrics and technical construction to meet the requirements of a straightforward creative brief. Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing specific technical capability. The student engagement with the creative brief also promotes their ability to participate in critical reflection of their professional practice.

#### FAS204 Specialised Studio Workshop III (Fashion Design)

The purpose of this subject is to give students the opportunity to continue to critically apply theoretical knowledge of fabrics and technical construction to meet the requirements of an advanced creative brief. Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing specific technical capability. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of their professional practice.

#### FAS208 Specialised Studio Workshop IV (Fashion Design)

The purpose of this subject is to give students the opportunity to continue to critically apply theoretical knowledge of fabrics and technical construction to meet the requirements of a complex creative brief. Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing specific technical capability. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of their professional practice.

#### FAS304 Specialised Studio Workshop V (Fashion Design)

The purpose of this subject is to give students the opportunity to critically apply enhanced theoretical knowledge of the principles and techniques of fabrics and technical construction to meet the requirements of a challenging and complex creative brief. Students are expected to demonstrate their creativity and capacity for innovation, whilst simultaneously exploiting their specific technical capability. The student's engagement with the creative brief will expose their enhanced ability to participate in critical reflection of their professional practice.

#### FAS308 Specialised Studio Workshop VI (Fashion Design)

This subject represents the culmination of student's learning and reflective practice in designing. The purpose of this subject is to give students the opportunity to display their creativity and technical prowess in the development and creation of a sophisticated project that is an expression of a personal theoretical and aesthetic framework. In this final project students are to respond in a sophisticated and professional manner to a design brief, with complex criteria.

## INTERIOR DESIGN SPECIALISATION

### SUBJECT DESCRIPTORS

Interior Design	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Design Context	COR101	COR105	COR201	COR205	COR301	COR305
Design Communications	COR102	COR106	INT202	INT206	COR302	COR306
Design Methods	COR103	COR107	INT203	INT207	INT303	INT307
Design Synthesis	INT104	INT108	INT204	INT208	INT304	INT308

### DESIGN CONTEXT

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the history of design and art. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design. These include contemporary and historic contexts, and a business, marketing and professional focus for designers.

#### COR 101 Design in Historical Contexts I

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to develop a critical awareness of developments in the history of design with a focus on identifiable design philosophies, styles and movements that continue to impact on contemporary practice.

#### COR 105 Design in Historical Contexts II

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to develop an understanding of the theoretical frameworks necessary to develop critical awareness of design, with a focus on the emergence of the individual designer and identifiable design philosophies, styles and movements resultant from the industrial revolutions, that continue to impact on contemporary practice.

#### COR 201 Design in Contemporary Contexts

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to utilise the contextual and theoretical frameworks necessary to provide a critical awareness of societal and technology developments in recent design history with a focus on identifiable design philosophies, styles and movements, that impact on contemporary practice.

#### COR205 Design in Business Contexts

The purpose of this module is to introduce students to the commercial and management frameworks within which design operates. The subject addresses changes to the competitive nature of business brought about by globalisation of markets and the effect of this on manufacturing and operations. It gives students a fundamental understanding of business principles, labour markets and economics and the role each plays in the design industry.

#### COR301 Design in Marketing Contexts

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design.

#### COR305 Design in Professional Contexts

The aim of the Design Context Curriculum is to support the students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers a different context within which to analyse and understand the processes and outcomes of design.

### **DESIGN COMMUNICATIONS**

The purpose of these subjects is to provide students with the advanced knowledge, skills and attitudes required to prepare technical interior drawings and illustrations in support of interior design projects, working with multiple visualisation, media exploration with a focus on detail documentation using analogue and digital processes. Design communications fall into 2 categories being Illustration and Digital.

These are an essential subject in the interior design strand which assists interior design students to develop skills in professional communication of design ideas.

#### COR102 Visual Design Communications I

The purpose of this subject is to provide students with an introduction to the knowledge of communications systems employed by designers and the skills and attitudes required to draw the human figure and objects in a variety of contexts and spaces, applying the principles of design with a focus on illustrative techniques and use of a range of media.

#### COR106 Visual Design Communications II

The purpose of this subject is to provide students with the basic knowledge, skills and attitudes required to create and present to an audience, basic drawings and illustrations to support design ideas, working with multiple visualisation, media exploration and detailed illustrations of objects and structures to describe design intent.

#### INT202 Specialised Communication I (Interior Illustration)

The purpose of this subject is to provide students with the advanced knowledge, skills and attitudes required to prepare a basic technical interior drawings and illustrations in support of interior design projects, working with multiple visualisation, media exploration with a focus on detail documentation using analogue and digital processes.

#### INT206 Specialised Communication II (Interior Illustration)

This subject provides students with the knowledge, skills and attitudes required to produce complex three-dimensional representations of interior spaces and environments. The subject explores the traditional techniques of perspective drawing as well as utilising computer aided design and drafting (CADD) software.

#### COR302 Advanced Communication

The purpose of this subject is to provide learners with knowledge, skills and attitudes required to communicate fully rendered professional illustrations for a variety of purposes.

#### COR306 Professional Communication (Portfolio development)

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to communicate in a professional and sophisticated manner, a collection of creative works representative of individual design prowess for an industry audience.

### **DESIGN METHODS**

The purpose of these subjects is to support students' advanced investigation of specialised design methods, materials and processes, building on basic design concepts. Students will begin their exploration of the structures and materials relevant to the interior design industry. These subjects contribute to the degree by providing students with the opportunity to develop advanced knowledge in the systems, technologies and materials that are used in the realisation and production of interior designs.

#### COR103 Design Methods and Processes

The purpose of this subject is to introduce students to the theoretical underpinning of design by referring to aesthetics and function as foundation principles in the development of an understanding and appreciation of design processes and practice.

#### COR107 Design Ideas and Concepts

This subject builds on students' knowledge of elements that form the visual and physical vocabulary of design, and introduces the conceptual processes that determine how such elements are employed and manipulated.

#### INT203 Specialised Materials and Processes I (Interior Design)

The purpose of this subject is to begin students' advanced investigation of specialised design materials and processes, building on basic design concepts. Students will begin their exploration of the structures and materials relevant to the interior design industry.

#### INT207 Specialised Materials and Processes II (Interior Design)

Students are required to continue their investigation of specialised design materials and complex processes including construction detailing. Students will continue their exploration of interior design into more advanced structural, service and regulatory constraints impacting on interior design.

#### INT303 Specialised Materials and Processes III (Interior Design)

At this stage of the learning program, students continue their investigation of specialised design materials and processes. In this subject students will develop their advanced knowledge of the materials and process involved in the interior design of complex large scale and challenging design projects.

#### INT307 Specialised Materials and Processes IV (Interior Design)

This subject provides the culmination of student's knowledge of specialised design materials and complex processes, dependant on their particular area of interest. Students will use the expertise of lecturers to guide them in research and concept development for their final major project.

### **DESIGN SYNTHESIS**

The purpose of these subjects is to introduce students to the critical application of fundamental theoretical and technical thinking to the conceptualisation and realisation of 2D and 3D design solutions. Students will focus on coordinating design elements within a spatial construct in response to a simple brief with the core

considerations being analysis, ideation and iteration. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of design process and professional practice.

Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing relevant technical ability with an introduction to discipline specific drawing and model making practices. These skills will further cultivate the student's visual and communications skills introduced in the Design Communications strand.

#### INT104 Specialised Studio Workshop I (Interior Design)

The purpose of this subject is to introduce students to the critical application of fundamental theoretical and technical thinking to the conceptualisation and realisation of 2D and 3D design solutions. Students will focus on coordinating design elements within a spatial construct in response to a simple brief with the core considerations being analysis, ideation and iteration. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of design process and professional practice.

#### INT108 Specialised Studio Workshop II (Interior Design)

The purpose of this subject is to give the student's the opportunity to critically apply basic theoretical and technical thinking to the creation of small scale spaces for human habitation. Students will focus on the use and manipulation of design elements and principles to order and orchestrate a thematic, creative and functional response to a simple residential brief. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of design process and professional practice.

#### INT204 Specialised Studio Workshop II (Interior Design)

The purpose of this subject is to give students the opportunity to critically apply theoretical and technical thinking in their creative response to advanced briefs for small scale commercial interior projects. Students will also engage in the design and production of prototypes that creatively respond to an interior design brief.

#### INT208 Specialised Studio Workshop IV (Interior Design)

The purpose of this subject is to give students the opportunity to critically apply theoretical and technical knowledge of interior design to independently undertake complex design briefs for medium scale projects. Students will also engage in the design of approved prototypes that creatively respond to an interior design brief.

#### INT304 Specialised Studio Workshop V (Interior Design)

The purpose of this penultimate subject is to give students the opportunity to critically apply theoretical and technical thinking in their creative and technically innovative responses to advanced briefs for medium to large scale projects. Students will initially explore and realise the project brief in collaborative teams and will subsequently develop a section in an individual design project. This subject extends the student's experience of interior design, and will require stringent project management to ensure brief requirements are met.

#### INT308 Specialised Studio Workshop VI (Interior Design)

This subject represents the culmination of students' learning and reflective practice in designing. The purpose is to give the students the opportunity to display their creativity and technical prowess in the development and creation of a sophisticated and technically innovative project that is an expression of a personal theoretical and aesthetic framework. In this final project students are to respond in a sophisticated and professional manner to a design brief, with complex criteria.

## STYLING AND CREATIVE DIRECTION SPECIALISATION

### SUBJECT DESCRIPTORS

Styling and Creative Direction	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Design Context	COR101	COR105	COR201	COR205	COR301	COR305
Design Communications	COR102	COR106	STL202	STL206	COR302	COR306
Design Methods	COR103	COR107	STL203	STL207	STL303	STL307
Design Synthesis	STL104	STL108	STL204	STL208	STL304	STL308

## **DESIGN CONTEXT**

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the history of design and art. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design. These include contemporary and historic contexts, and a business, marketing and professional focus for designers.

### **COR 101 Design in Historical Contexts I**

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to develop a critical awareness of developments in the history of design with a focus on identifiable design philosophies, styles and movements that continue to impact on contemporary practice.

### **COR 105 Design in Historical Contexts II**

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to develop an understanding of the theoretical frameworks necessary to develop critical awareness of design, with a focus on the emergence of the individual designer and identifiable design philosophies, styles and movements resultant from the industrial revolutions, that continue to impact on contemporary practice.

### **COR 201 Design in Contemporary Contexts**

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to utilise the contextual and theoretical frameworks necessary to provide a critical awareness of societal and technology developments in recent design history with a focus on identifiable design philosophies, styles and movements, that impact on contemporary practice.

### **COR205 Design in Business Contexts**

The purpose of this module is to introduce students to the commercial and management frameworks within which design operates. The subject addresses changes to the competitive nature of business brought about by globalisation of markets and the effect of this on manufacturing and operations. It gives students a fundamental understanding of business principles, labour markets and economics and the role each plays in the design industry.

### **COR301 Design in Marketing Contexts**

The Design Context Curriculum supports students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers the students a different context within which to analyse and understand the processes and outcomes of design.

### **COR305 Design in Professional Contexts**

The aim of the Design Context Curriculum is to support the students' understanding and appreciation of the complex issues that frame the contemporary practices of design. The curriculum approaches design as a pluralist activity that occurs within a spectrum of social, political, economic and technological contexts. This enables the students to see the broader relationships between their area of practice and the world around them. Each semester offers a different context within which to analyse and understand the processes and outcomes of design.

## **DESIGN COMMUNICATIONS**

The purpose of these subjects is to provide students with the knowledge, skills and attitudes required to create visual images and communications for professional production.

These subjects examine how analogue and digital visual media can be used and combined to produce meaningful effective communications. This subject forms part of the style direction strand and develops the students' abilities in creating visual material to describe, develop and market styling and event projects. Design Communications fall into 2 categories being Illustration and Digital.

#### COR102 Visual Design Communications I

The purpose of this subject is to provide students with an introduction to the knowledge of communications systems employed by designers and the skills and attitudes required to draw the human figure and objects in a variety of contexts and spaces, applying the principles of design with a focus on illustrative techniques and use of a range of media.

#### COR106 Visual Design Communications II

The purpose of this subject is to provide students with the basic knowledge, skills and attitudes required to create and present to an audience, basic drawings and illustrations to support design ideas, working with multiple visualisation, media exploration and detailed illustrations of objects and structures to describe design intent.

#### STL202 Specialised Communications I (Styling Illustration)

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to create basic visual images and communications for professional production. The subject examines how analogue and digital visual media can be used and combined to produce meaningful effective communications.

#### STL206 Specialised Communications II (Styling Illustration)

The purpose of this subject is to provide students with the knowledge, skills and attitudes required to use digital photography, design and technology in order to produce innovative and professional visual material and displays.

#### COR302 Advanced Communication

The purpose of this subject is to provide learners with knowledge, skills and attitudes required to communicate fully rendered professional illustrations for a variety of purposes.

#### COR306 Professional Communication (Portfolio development)

The purpose of this module is to provide learners with the knowledge, skills and attitudes required to communicate in a professional and sophisticated manner, a collection of creative works representative of individual design prowess for an industry audience.

### **DESIGN METHODS**

The purpose of these subjects is to support students' investigation of specialised styling and creative direction processes, building on the basic design concepts covered in the Design Communications and Design Context subjects.

Students explore materials and processes involved in visual communication strategies particular to the print media/ publication and styling design industries. These subjects contribute to the degree by providing students with the opportunity to develop basic knowledge in the systems, technologies and materials that are used in the realization and production of styling concepts.

#### COR103 Design Methods and Processes

The purpose of this subject is to introduce students to the theoretical underpinning of design by referring to aesthetics and function as foundation principles in the development of an understanding and appreciation of design processes and practice.

#### COR107 Design Ideas and Concepts

This subject builds on students' knowledge of elements that form the visual and physical vocabulary of design, and introduces the conceptual processes that determine how such elements are employed and manipulated.

#### STL203 Specialised Materials and Processes I (Styling)

The purpose of this subject is to begin students' investigation of specialised styling and creative direction processes, building on the basic design concepts covered in the Design Communications and Design Context subjects. Students explore materials and processes involved in visual communication strategies particular to the print media/publication design industry.

#### STL207 Specialised Materials and Processes II (Styling)

The purpose of this subject is to continue students' investigation of specialised design materials and processes, building on the design concepts covered in earlier Design Context and Design Communications strands. Students will continue exploring styling and design coordination as it relates to interior design and lifestyle.

#### STL303 Specialised Materials and Processes III (Styling)

The purpose of this subject is to conduct in-depth research into event design and styling opportunities available. Students will focus on existing events within the public sector both locally and nationally. State convention centres could potentially provide pivotal points of entry from both corporate and private aspects. Central to this research is the identification of careers and the scope of responsibilities available to creative directors and stylists.

#### STL307 Specialised Materials and Processes IV (Styling)

The purpose of this culminating subject is to develop students' learning in specialised design materials and processes, dependant on their particular area of interest. Students will use the expertise of lecturers to guide them in research and concept development for their final total styling concept and realisation. Students will also investigate the mechanisms available for self promotion by using various forms of print media and unique applications of styling and creative direction.

### **DESIGN SYNTHESIS**

The six subjects in the Design Synthesis strand provide the opportunity to integrate and apply learning from other subjects studied in the same semester, to conceptually and practically related design projects. These subjects are fundamental to the course and focus on the implementation of creative design challenges across all styling fields from visual merchandising, fashion and beauty styling, interior styling, event design and creative direction.

#### STL104 Specialised Studio Workshop I (Styling)

The purpose of this introductory subject is to give students the opportunity to critically apply fundamental theoretical knowledge of the elements and principles of design to a simple brief that will allow them to develop their creativity and capacity for adaptive re-use and materials sourcing. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of their professional practice. The students' concepts and designs will be informed by the theoretical work they will be undertaking this year in the Design Context and Design Methods strands.

#### STL108 Specialised Studio Workshop II (Styling)

The purpose of this introductory subject is to give students the opportunity to critically apply basic theoretical knowledge of styling and design co-ordination to meet the requirements of a straightforward creative brief. Students are expected to cultivate their creativity and capacity for innovation, whilst simultaneously developing specific technical capability. The student's engagement with the creative brief also promotes their ability to participate in critical reflection of professional practice.

#### STL204 Specialised Studio Workshop III (Styling)

The purpose of this subject is to give students the opportunity to critically apply theoretical knowledge using digital technologies designing and developing dynamic visual communication presentations relevant to specific briefs, with a focus on preparing strategic promotion and marketing resources to meet defined client needs.

#### STL208 Specialised Studio Workshop IV (Styling)

This subject gives students the opportunity to develop and creatively realise complex concepts for a wide range of marketing activities. This enables student to work collaboratively with a wide range of creative professionals to realise a professional standard of styling concepts.

#### STL304 Specialised Studio Workshop V (Styling)

The purpose of this subject is to bring together all learning undertaken to date and apply it to a complex brief requiring the student to demonstrate professional levels of creative direction, styling and design co-ordination and project management. Students engage with the design process as creative directors where they conceive of multi dimension styling strategies as it relates to event design on both local and national levels. This project will demand that the student use these teams and partnerships to realise this project within resource parameters and to deadline.

STL308 Specialised Studio Workshop VI (Styling)

This subject represents the culmination of student's learning and reflective practice in designing. The purpose is to give students the opportunity to display creativity and technical prowess in the development and creation of a sophisticated brief that is an expression of a personal theoretical and aesthetic framework. The students are to respond in a sophisticated and professional manner to a design brief, with complex criteria.

## ACADEMIC MATTERS

The Academic Board has oversight of all academic matters at the Whitehouse Institute. The Board oversees academic governance, course delivery, curriculum development and assessment and provides advice to the Board of Governors on policies and procedures regarding academic affairs. It also provides leadership to academic staff for continuous improvement and encourages staff to engage in academic scholarship in order to maintain and develop high standards of teaching. It has developed a comprehensive Teaching and Learning Policy to provide a quality framework for all its activities.

Under the governance of the Academic Board, students can expect:

- To receive study materials, assessment tasks and assessment criteria within published timeframes
- That courses and programs are consistently delivered
- That consideration is given to the diverse range of backgrounds and learning needs of students, all students receive parity in terms of learning resources provision and guidance to support their learning
- Academic staff to ensure that students in any subject of study will embrace consistent learning and teaching experiences, particularly in relation to the moderation of assessment
- Staff to plan for and accommodate student progression from novice to mastery of discipline specific skills and academic writing over the course of their studies. In their first semester of study, students will be inducted to the field of knowledge and academic conventions and given guidance and opportunities for formative improvement through assessment regimes
- Both formative and summative kinds of assessment be regarded as central to the process of learning
- That assessment tasks will be provided with a clear description of the standards of performance and marking criteria
- Special provision be made to provide opportunities for formative assessment and guidance to students on assessment tasks in their first year of study
- The conduct of student assessment be transparent and fair, and follow approved assessment standards for all assessment tasks which are provided to students
- The course design and units/subjects have structures that, where appropriate, permit some choice in student learning and assessment
- Academic staff have responsibility for appraising the quality of student assessment, for ensuring appropriateness, fairness and constructive alignment of assessment tasks, and for ensuring that assessment practices conform to all assessment and quality assurance policies of the Academic Board
- Assessment practices will reviewed on an ongoing basis, and that
- Formative feedback is provided to students on completed assessment tasks which address how performance might be improved in the subject of study.

## ACADEMIC RESULTS

### RESULT CATEGORIES

Result	Symbol	Comments
High Distinction	HD	85-100%
Distinction	D	75-84%
Credit	C	65-74%
Pass	P	50-64%
Fail	F	0-49%
No Attempt	NA	Indicates that the student has not attempted any assessment after the Census Date
Withdrawn/no fee payable	WDNFP	Withdrew prior to or on Census Date
Withdrawn/fee payable	WDFP	Withdrawn after the Census Date

### HIGH DISTINCTION (HD)

Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject.

### DISTINCTION (D)

Excellent performance indicating a very high level of understanding of the subject matter; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject.

**CREDIT (C)**

Good performance indicating a high level of understanding of subject matter; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be fully achieved.

**PASS (P)**

Satisfactory performance indicating an adequate understanding of most of the basic subject matter; partial development of relevant skills; adequate interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be achieved.

**FAIL (F)**

Unsatisfactory performance indicating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the subject.

**NO ATTEMPT (NA)**

Students failed to submit any assessed work after the census date and who do not withdraw or defer prior to the academic withdrawal date.

**WITHDRAWN/NO FEE PAYABLE (WDNFP)**

Student withdrew from a subject on or before FEE-HELP Census Date.

**WITHDRAWN/ FEE PAYABLE (WDFP)**

Student withdrew from a subject after the FEE-HELP Census Date.

## DISTRIBUTION OF GRADES

The Academic Board does not allow grades to be distributed to fit a particular predetermined range ('fitting the bell curve' or 'scaling'). The Academic Board, through its standing committees, monitors the overall grade distribution of all subjects to ensure broad comparability from semester to semester and across the Whitehouse Institute.

## ACADEMIC PROGRESSION

In order to academically progress in the Bachelor of Design students are required to successfully complete all units of study attempted each semester and record a minimum grade of PASS. Recorded grades become part of a student's academic record of results.

**ACADEMICALLY AT RISK**

Students are identified as 'Academically at risk' when they have:

- In their first semester of enrolment failed to achieve a passing grade in 50% of the subjects in which that student has been enrolled, or
- Over the most recently elapsed two semesters, fail to achieve a passing grade in at least 50% of the course in which the student has been enrolled, or
- Failed the same subject twice, or
- Failed to maintain 80% attendance, or
- Failed to successfully complete required components as designated by the Whitehouse Institute.

**ACADEMICALLY AT RISK IN THE FIRST INSTANCE**

Students who are identified as being 'academically at risk' will be contacted by letter. The student will be invited to meet with the Program Co-ordinator to discuss their academic progress. The Program Co-ordinator will discuss and identify with the student support services that are available to assist with improving their academic results. The Program Co-ordinator and student will need to mutually agree on a plan for accessing the support services.

This plan is a contract between Whitehouse Institute and the student. Copies of this plan are forwarded to the student, the Program Co-ordinator, Academic Co-ordinator and Student Administration.

#### ACADEMICALLY AT RISK IN THE SECOND INSTANCE

Students who are identified as 'academically at risk' a second time will be notified in writing and asked to **show cause** as to why their enrolment should not be cancelled. The student must respond in writing within five working days of receipt of the letter. It is expected that the student response will include supporting documentation.

The Program and Academic Co-ordinators will review the response, and then will consult any relevant lecturers and/or tutors. The Academic Co-ordinator may consider the student's entire academic record at this point.

Where a student fails to respond to the **show cause** letter then their enrolment may be jeopardised. The Academic Co-ordinator prepares a report for the Academic Board detailing the students who have been identified as 'academically at risk' for a second time. The Academic Board will consider the report and the student will be notified in writing of the outcome of their considerations. This could lead to a student's enrolment being cancelled due to unsatisfactory academic progress.

If a student's enrolment is cancelled the student may not enrol in another higher education award at the Whitehouse Institute of Design for a period of one (1) year.

Students who consider themselves to be 'Academically at Risk', should make an appointment with the Program Co-ordinator to discuss the matter **well before** the end of semester.

## STATEMENT OF RESULTS, ACADEMIC TRANSCRIPTS AND TESTAMURS

Students are issued with a Statement of Results for the units of study attempted for each semester. This is a computer-generated record identifying the course, year, semester of attempt as well as the mark and grade achieved. The statement is mailed out at the conclusion of that semester of study- within 4 weeks of the published final academic date.

Please note that issuance of the Statement of Results might be delayed if academic staff have approved an extension due Special Consideration or requested that a student re-submit an assessment task. Statement of Results will be withheld if there are any outstanding fees. This includes but is not limited to tuition fees, incidental or administration fees and library fees or fines.

At the conclusion of studies in Semester 6 - a Transcript of Academic Record (Academic Transcript) will be issued. The transcript includes academic results for all units of study for completion of the award. The Whitehouse Institute Board of Governors will approve the issuing of the Testamur when it is satisfied that students have met all the requirements of the Award, and that all units of study have been successfully completed. Please note that the Testamur and Academic Transcript will be withheld if there are any outstanding commitments (eg financial, library, equipment resource etc). Qualifications are issued in accordance with the Institute's relevant policies and procedures. *Refer to **Graduation** for information on conferring of awards.*

Students who withdraw from their studies prior to the completion of their award can request, upon withdrawal, issue of their Academic Transcript as formal recognition of studies undertaken and recorded results at the time of withdrawal. Students who are currently enrolled can also request an Academic Transcript, current as at the time of the request, however fees apply.

Students are reminded to keep their contact details up to date at all times to ensure prompt receipt of academic results. *Refer to **Contact Details**.*

## GRADUATION

Graduation is the formal acknowledgement of a student's academic achievement at the completion of studies and recognition of that achievement. The Whitehouse Institute invites students to graduate and to attend a graduation ceremony on completion of their studies to receive their qualification. Students who are due to graduate should note the following:

- Prior to finishing the last academic semester at the Whitehouse Institute, students are required to complete a "Completion of Study Notification" form so that information on graduation can be forwarded as soon as practical after the finalisation of academic results.
- If a student accepts an invitation to participate in a graduation ceremony they will be required to wear appropriate academic dress comprising of a black gown, a sash or hood in the colour of the faculty, at the level of the award, and a cap.
- A Graduation fee will be payable by all graduands choosing to attend the ceremony. The fee includes the cost of:
  - Academic gown, cap and hood hire
  - Testamur and Academic Transcript
  - Entry of up to 3 guests at the Gradation Ceremony
  - Reception afterwards
- Conferring ceremonies are normally held in January/February in the year following the completion of studies.
- Graduands who do not wish to attend a conferring ceremony must still submit a 'Completion of Study Notification' form so that their award can be conferred in absentia.
- The date shown on the testamur shall be the date of the conferral of the award, which is the date of the Graduation ceremony, including those issued in absentia. Testamurs cannot be provided to graduands before the awards have been conferred.
- Graduands who have outstanding debts owing to Whitehouse are ineligible to have an award conferred and their names cannot be included on the graduation list. They cannot receive a testamur or academic transcript either in person or in absentia until any money owing to Whitehouse has been paid.

## STUDENT RECORDS

Student records are kept and maintained on a regular basis to ensure that accurate information on each student's academic achievements and progress is permanently recorded. The Institute complies with legislative requirements and maintains a comprehensive student records management system. Student records remain the property of the Whitehouse Institute of Design.

Academic information is released strictly by the student's request and authorisation. No information will be released, even to a student's parent, without a written release form, signed by the student. Students under the age of 18 are required to sign a Duty of Care release form, prior to commencement of studies.

## ASSESSMENT

Assessments are designed to provide feedback on performance or to establish that students have achieved an adequate standard to proceed or to graduate. Assessment is also designed to measure a student's achievements against explicit learning objectives, to promote learning and improve student performance. Assessment is the process of collecting evidence of a student's knowledge and skills in relation to published criteria. At Whitehouse Institute, the purpose of assessment is to confirm the student's achievements and award their effort with an appropriate grade.

## GENERAL ASSESSMENT INFORMATION

All students receive a Blueprint for each subject at the commencement of each semester. This Blueprint outlines subject content and information about the assessment tasks for that subject, including weighting and due dates. The Tutor will go over each assessment task in class. It is the student's responsibility to ensure that he/she understands what is required. Students are encouraged to seek clarification about anything that they are unsure about. Queries about assessment tasks should be directed to the Tutor. It is important that students understand what each assessment task requires them to do and the medium in

which the work is to be submitted eg Panel Assessment, digital submission, written or portfolio (hard copy) submission, group presentation and group assessment, in class exam etc.

Students are encouraged to meet all deadlines and submit work by the due date as late submission of assessment tasks may affect the final grade for the subject. Please note that all assessment tasks contribute to the final grade for each subject. Final results for each unit of study are published within four weeks of the end of each semester.

Students who receive a FAIL for any unit of study will be required to repeat the subject (at an additional cost) as all units of study must be successfully completed in order to be awarded the Bachelor of Design.

## ASSESSMENT REQUIREMENTS

All assessment submissions must be labelled and submitted by the due date with a signed Assessment Cover Sheet to the Library. Do not hand in your work to the Lecturer/Tutor. Where a student is unable to attend class on the day that the assessment task is due, the work may be delivered to the Institute by a third party, however the completed and signed Assessment cover sheet must be attached. The Institute takes no responsibility for assessment tasks that are submitted without an Assessment Cover Sheet. Please note that work that is submitted after the due date will be eligible for a maximum grade of Pass (P). Where a student fails to submit an assessment task the result will be recorded as a 'Not Submitted' and, depending on the weighting of that assessment task, may contribute to the student receiving a Fail (F) for that subject. The Institute recommends that students keep a copy of all assessment tasks that are submitted for their records.

### APPLICATION FOR AN EXTENSION

A student can request an extension to the due date of an assessment task by negotiation with the Lecturer/Tutor. An 'Application for Extension' form must be completed by the student and submitted no later than ten (10) working days before the submission date. Requests for extension cannot be accepted after this date. Please note where a student fails to submit an assessment task after the agreed extended due date the result will be recorded as a 'Not Submitted' and may contribute to the student receiving a Fail (Fail) for that subject.

### SPECIAL CONSIDERATION

A student may apply for special consideration if they consider that illness or misadventure adversely affected their assessment task or the student was prevented from submitting their work due to circumstances beyond their control.

Generally, serious illness or misadventure will be taken into account when considering a student's performance in a course or unit of study. There is, however, a clear distinction between longstanding illness and difficulties which prevent students from attending classes or completing work which seriously impacts on a student's ability to study for long periods and short-term illness and misadventure that may prevent a well-prepared student from completing a particular assessment. Please note that special consideration will NOT be given in the following instances:

- Occasional brief or trivial illness of a one or two week duration that occurs one week or more before an assessment is due.
- Workloads from other units of study, except where the request for special consideration is made within the first three weeks of semester.
- A commitment to work for an employer where the request for special consideration is made less than four weeks before the date of the assessment.
- Illnesses and misadventures that have prevented students from acquiring a pass level of knowledge/skills (including all illnesses/misadventures resulting in the student missing six weeks or more of lectures or tutorials).
- Adequate standards of documentation and processes have not been met.
- Requests for extensions for assignments made after the assignment is due or an assessment has taken place (except where the circumstances prevented earlier provision).
- No special consideration requests shall be processed if submitted more than one week after the assessment.
- The supporting documentation post-dates the period for which special consideration was sought.
- The performance of the student was equivalent or superior to that demonstrated in other assessments in the unit of study; and they pertain to planned commitments, such as elective surgery, holiday or work,

where the student could reasonably be expected to have scheduled the commitment or their studies to not adversely affect their studies.

- Computer-related problems, except where a police report is provided indicating that burglary or calamity has resulted in the loss of both a computer and backups from the students' place of residence (NB: it is assumed that students keep regular back-ups of their work, so theft of a laptop is not grounds for special consideration).

To apply for special consideration a student must complete the *Application for Special Consideration form* and submit to the Program or Academic Co-ordinator. The form must be signed by a Medical Practitioner, Counsellor or Minister of Religion. For assessment tasks the application must be lodged ten (10) days before the due date of the assessment item. Applications for special consideration received outside of this deadline will incur a penalty and the student will only be eligible for a PASS (P) when the assessment task/examination is graded.

The Academic Co-ordinator will consider the students request for consideration and inform the lecturer concerned about the request and the decision made, within three (3) working days of receiving the application for special consideration. The Academic Co-ordinator will advise Administration of the request so that the decision can be recorded on the student's file. The student must contact the lecturer concerned to confirm what alternative arrangements, if any, have been determined for the submission of the assessment task. In instances where the student does not contact the relevant lecturer and therefore fails to comply with the Academic Co-ordinator's decision, the student's result for that assessment/examination will be recorded as a 'Not Submitted' and may contribute to the student receiving a F (Fail) for that subject. A student may appeal the Academic Co-ordinator's decision by writing to the Chair of the Academic Board, in accordance with the Institute's Assessment Appeals Policy and Procedure.

Please note that unless it can be proven that a student was prevented from applying for 'special consideration' by the due date, an appeal against the grade obtained (on the grounds of illness or misadventure) will NOT be accepted.

#### **APPEALING GRADES**

Students can appeal against an academic decision by following the Assessment Appeals process. Refer to the ***Academic Grievance form*** and ***Assessment Appeals Policy and Procedure*** available from the Student Zone or Student Administration.

# Policies & Procedures

The Whitehouse Institute operates within State and Federal legislative frameworks. A comprehensive suite of Policies and Procedures ensures that the Whitehouse Institute meets a range of compliance standards and operates according to the principals of best practice. The information provided in this part of the Handbook overviews the Policies and Procedures related to Students. Therefore, the Whitehouse Institute recommends that all students familiarise themselves with each policy and procedure so that each student is aware of their rights and obligations as a student. Students are expected to adhere to the provisions of relevant legislation, and to the rules, policies, regulations, procedures and guidelines at the Whitehouse Institute, the accepted ethical practices of the higher education community and the standards of relevant academic disciplines and professional practice.

As part of the Whitehouse Institute's ongoing continuous improvement processes, policies and procedures are reviewed and updated on a regular basis. When updated policies and procedures have been approved, they will be uploaded to the student zone and will be made available from Student Administration. Please check that any enquires you may have pertain to the most recent version of the policy and procedure.

## PLAGIARISM

The Whitehouse Institute understands that a great deal of information is available to students about study topics in a variety of forms such as on-line, journal publications, books and magazines etc. However, to present the ideas in these works as your own is plagiarism, and runs counter to the teaching and learning philosophy of the Institute where students are being encouraged to develop their own creativity as well as a capacity to critically analyse others ideas.

Plagiarism is prohibited, where plagiarism is formally recognised as the 'presentation of thoughts or works of another as one's own' and this may include (but is not limited to):

- Copying or paraphrasing material from any source without due acknowledgment.
- Using another's ideas without due acknowledgment.
- Working with others without permission and presenting the resulting work as though it was completed independently.
- Working with others with permission and not accurately crediting each person's contribution to the final work.

### GUIDANCE FOR STUDENTS

In the preparation of work submitted to meet course requirements, students must take great care to distinguish their own ideas and language from information which they have used from other sources. These include published primary and secondary materials, the Internet and information and opinions gained directly from other people. Whenever ideas or facts are derived from someone else's work, the material must be acknowledged and cited properly. In general, students should provide references in the following circumstances:

- Direct quotation: whenever another author is quoted verbatim (i.e. word for word) by a phrase, a sentence or a paragraph, the words should be placed in single quotation marks and their source should be identified.
- Paraphrasing: whenever another person's words are summed up in the student's own words, they should be identified through an appropriate reference (e.g. John Galliano stated .....)
- Multiple summations: similar to paraphrasing, it involves the summary of several authors' works into a single paragraph in the student's words (e.g. George Bush, Charlie Brown and John Howard jointly declared .....)
- Statistics: indicate the sources of any statistics used in an assignment or project, e.g. Bureau of Statistics (2004)
- Controversial facts: acknowledge the source since it is not a commonly accepted historical fact, e.g. expensive clothing leads to higher self-esteem (Paris Hilton, 2006).

Students who are unsure of the acceptable standards of scholarly writing should seek guidance from their lecturers before beginning assignments and projects.

Group work can be a useful form of learning, and directed or approved legitimate co-operation does not per se constitute plagiarism or collusion, but students working as a group must adhere to academic standards and any instructions provided in their unit outlines regarding collaboration in assessment items. It is not acceptable for members of a group to submit identical sections or answers to assignments or projects by simply copying the work done as a group.

With the above exceptions, all assignments and projects must be submitted individually and the examiner is entitled to consider identical layout, identical mistakes, identical argument and identical presentation as evidence of possible collusion.

Students may not copy another student's assignment or project, computer program or parts of a program, or any part of another student's examination paper. No communication is allowed between students during an examination and no student is permitted to keep books, papers, calculators, computers or notes during an examination except with the explicit permission of the unit co-ordinator.

It is expected that all work submitted for a unit will have been done specifically for that unit. A student may not submit the same or similar work to any other unit without obtaining the prior written permission of the relevant unit co-ordinator.

#### **RIGHTS OF STUDENTS**

Students at Whitehouse Institute have the right:

- to have access to information and learning about academic integrity and the implications of academic misconduct;
- if suspected of academic misconduct, to have the case investigated in a way that observes procedural fairness and confidentiality;
- to bring a support person (but not a legal representative) to any hearing into alleged academic misconduct. A support person does not have a role in the proceedings or the right to speak without approval, but may assist a student to clarify the processes involved during any hearing.

#### **MISCONDUCT INVESTIGATION AND OUTCOMES**

The Academic Co-ordinator or Course Co-ordinator and a member of the Teaching and Learning Committee will conduct a formal hearing into any allegation of academic misconduct, and the Academic Co-ordinator shall normally act as Chair. Where the Academic Co-ordinator or Course Co-ordinator is directly involved in the matter to be investigated, then an alternative staff member shall be nominated by the Chair of the Academic Committee. The student shall be given at least seven days notice of the hearing and may attend or if unable to attend may otherwise participate (eg through telephone conferencing, at his or her own cost). If the student declines to attend or participate, then the hearing shall proceed in the absence of the student.

The student may make a written submission to the hearing and/or be accompanied at the hearing by a companion who may be either a relative or friend, or an Whitehouse Institute staff member or student, but not a member of the legal profession. The companion is present as a support to the accused student and is not permitted to act as an advocate or spokesperson for the student. In exceptional cases, for example a student with a disability which affects his or her communication, permission may be granted by the Chair for the companion to speak on behalf of the student. Neither the student nor any other person participating in the hearing is entitled to be legally represented.

At least 5 days prior to the hearing, the student shall be provided with a copy of (or given reasonable access to) relevant written materials and evidence available in the case, at the discretion of the Chair in order to protect the rights of other students. The Chair may call witnesses to give evidence at a hearing or may receive written statements of evidence.

If the Chair deems it appropriate, or if the student requests it, the Chair may require persons to attend the hearing and to answer questions. The accused student may ask questions of any witnesses in attendance at the hearing. The student may make verbal or written submissions to the panel after the evidence of all witnesses has been given, but the student shall not be present for the deliberations of the Chair or the panel following the student submission at the end of proceedings.

As an outcome of the hearing, the Chair or the panel may decide as follows:

- to dismiss the complaint of academic misconduct;
- to seek further information;
- to provide the student with a warning together with advice about what is acceptable academic conduct;
- to decide that the student is guilty of academic misconduct and impose one of the listed penalties.

The student shall be informed in writing of the decision of the Chair or panel, together with reasons for the decision, within five working days of the hearing.

The penalties for academic misconduct in minor cases may include one or more of the following:

- Issue of a formal written warning;
- A reduction in marks or grade for the relevant assignment;
- A requirement for the student to resubmit the assignment by a specified date (the maximum mark possible being a Pass grade).

The penalties for academic misconduct in major cases may include one or more of the following, and the most serious penalties may be considered in the case of repeated misconduct:

- The student may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- A grade of Fail may be recorded for the assessment task;
- A grade of Fail may be recorded for the unit;
- The student may be withdrawn from the course for a period of specified time;
- The student may be failed in the course overall and expelled from the Whitehouse Institute.

A student may appeal any decision in relation to this policy in writing to the Chair of the Academic Committee within ten days of being notified of that decision, setting out the grounds for appeal. The Chair of the Academic Committee shall consider carefully all aspects of the case and the procedures followed, and his or her decision shall be timely and final in all matters relating to this policy.

## PRIVACY

As an education provider, the Whitehouse Institute is required to collect and record information about its activities, and the people involved in those activities. Institute staff adheres to relevant policies and procedures to ensure effective administration and records management systems are in place to secure the accuracy, integrity and currency of records to keep documentation up to date, and to safeguard any confidential information obtained by the Institute.

The Institute is required to collect information that relates to students, including the student's contact details, personal welfare and medical details, financial information and information relating to the student's academic progress for the purposes of maintaining student records accurately.

Each time a student is asked by the Institute for personal information, the student will be told why it is required and for what purpose it will be used. The Institute will only use information it collects about a student for the purpose for which it was provided and in order to fulfil legislative requirements. A student may have supervised access to their student records by applying to Student Administration. No other party will be able to access a student's records, unless the student has provided written permission for the third party to do so, or at the time of the request the student was under 18 years of age.

### DISCLOSURE OF INFORMATION

Whitehouse Institute is required to disclose student information to various Commonwealth agencies for the purposes of: reporting academic progress and completion of studies to DEEWR (Department of Education, Employment and Workplace Relations), the allocation or verification of CHESSN (Commonwealth Higher Education Student Support Number) through HEIMS (Higher Education Information Management System) and the ATO (Australian Taxation Office) if deferring fees through FEE-HELP as well as Centerlink if applying for or receiving financial support whilst studying. In addition, Whitehouse reports to DIAC (Department of Immigration and Citizenship) through PRISMS (Provider Registration and International Students Management System) for the management of overseas student enrolments. This data may also be used for statistical reporting purposes through these commonwealth agencies. *Refer to the **Privacy Policy**.*

## STUDENT CONDUCT

The Whitehouse Institute of Design expects that all staff and students will adhere to the highest standards of conduct in relation to their work and studies, noting that the **Code of Conduct** specifies minimum standards and obligations for employees and students.

Staff and students at Whitehouse Institute are expected to perform their work in an ethical and collegial manner, and to carry out their duties with efficiency, fairness, impartiality, and honesty. Compliance with the Code will foster and maintain student, staff, and public trust and confidence in the integrity and professionalism of Whitehouse Institute.

The Whitehouse Institute expects students to adhere to the highest standards of conduct in relation to their studies. This includes, but is not limited to:

- A commitment to learning, appropriate methods of research, working to the best of their abilities and making genuine attempts to progress successfully by meeting study requirements, assessment deadlines and being punctual and attending lectures/tutorials and workshops
- An ethical approach to study by refraining from plagiarism, falsification of data or unauthorised use of facilities, equipment or other student works.
- Appropriate behaviour at all times while on Institute premises or elsewhere as a student
- A commitment to all students, staff, visitors and members of the community with respect, courtesy, fairness and equity
- Recognition and observance of the rights of fellow students
- Conduct which is fair and which has regard to Whitehouse Institute interests
- Comply with any reasonable directive given to you by a staff member of the Whitehouse Institute.
- Awareness of relevant legislation and adherence to policies and procedures developed by Whitehouse Institute.
- Avoiding behaviour which might reasonable be perceived as corrupt, harassment, bullying or intimidation
- Carrying out work in a safe manner and taking precautions to protect the health, safety and welfare of oneself and others.

### DISCRIMINATION

The Whitehouse Institute is committed to ensuring that it upholds the principles of access and equity. The Institute values the richness and diversity of its student and staff population, and is committed to meeting its disparate needs. Consequently, the Institute's policies and procedures have been developed and are updated to ensure that they are student and staff centered, reflect the ethics and values of the Institute, include equity principals and are compliant with relevant federal and state legislation. Therefore, the Whitehouse Institute will not tolerate any behaviour toward a staff member, a student or group of students that is discriminatory or aggressive. Such behaviour may constitute an offence under several Federal and State laws and will be considered a serious breach of Whitehouse policies. Discrimination on the following grounds is prohibited towards any group or individuals in any form:

- Race
- Sex
- Transgender
- Marital status
- Disability
- Homosexuality (male or female, actual or presumed)
- Age
- HIV/AIDS status
- Pregnancy
- Religious belief or activity

The Whitehouse Institute will not tolerate any acts of racial vilification or sexual harassment against a student or staff member.

## STUDENT MISCONDUCT

Student misconduct is conduct which impairs the reasonable freedom of other persons to pursue their study or participate in campus life at Whitehouse and conduct which undermines the integrity of the teaching and assessment processes at the Institute. Student misconduct includes:

- A breach of any rule relating to student conduct in the Institute
- Conduct which unduly disrupts or interferes with a class, a meeting or any other official activity within the Institute
- Conduct detrimental to Institute property, such as stealing, destroying or deliberately damaging studio equipment
- Stealing, destroying, impairing the accessibility of, or defacing any part of the Institute's Library collection
- Using Institute computing or communications facilities in a manner which is illegal or which will be detrimental to the rights and properties of others
- Acting so as to cause students or staff or other persons within the Institute to fear for their personal safety
- Refusing or failing to identify oneself truthfully when so required by a member of staff
- Academic misconduct including cheating, plagiarism etc.

Any student, employee or other member of the Institute may make a written complaint of student misconduct to the Chief Executive Officer (CEO). If a student believes that he/she has been the victim of discrimination or harassment, the student should report the matter. Allegations of harassment or discrimination are taken very seriously; the complainant can expect their allegation to be investigated fairly and discretely. The Whitehouse Institute reserves the right to take disciplinary action against a student who has been found to behaviour inappropriately and has breached the Whitehouse Institute's **Code of Conduct** policies and procedures. The Student Misconduct Procedure outlines the process for making a complaint and the process by which it is investigated including the penalties which may be imposed on a student who is found to be in breach of the code of conduct.

*Refer to the **Code of Conduct** and **Access and Equity Policy** as well the **Student Misconduct Policy and Procedure** which is available on the Student Zone.*

## CAMPUS RULES & REGULATIONS

- Students are not permitted to smoke in or around the Whitehouse Institute campus
- Mobile phones or personal stereos are not to be used in the classrooms
- Eating and drinking (with the exception of sealed bottled water) in classrooms is not permitted
- Students should not enter staff offices unless accompanied by a member of staff
- Student are not to complete work for other subjects in another lecturer's class
- For the comfort of all students and staff, students are asked to keep noise to a minimum.

## STUDENT GRIEVANCES

The Whitehouse Institute is committed to ensuring all staff and students have access to a transparent process for the purposes of resolving grievances. A grievance can be a complaint about an academic or non-academic matter. Academic Grievances Procedures are for grievances which include, but are not limited to:

- academic progression decisions
- assessment matters
- a decision of a member of academic staff that affects the academic program of an individual or group/s of students
- selection or admission decisions
- recognised prior learning and/or credit recognition
- structure of academic programs, nature of teaching, or assessment
- issues relating to authorship and intellectual property.

Non-Academic Grievances Procedures are for grievances which include, but are not limited to:

- administration of Whitehouse Institute policies and procedures by administrative groups and departments
- a decision by an administrative staff member that affects an individual or group/s of students
- access to resources and facilities
- payment of fees
- student charges
- enrolment
- scholarships
- course transfer
- time limits for completing rationalised/discontinued/modified courses
- interaction with Institute staff.

The Whitehouse Institute is committed to the provision of fairness and a caring attitude to deal with student concerns. The Institute has a mediation and grievance/appeal resolution procedure which is available to all staff and students. Where possible the Whitehouse Institute encourages the resolution of any student grievance and appeal in an informal manner, however where unsuccessful all students and staff are entitled to fully access the grievance processes in place. For a full copy of the Student Grievance policy and procedure refer to Part II of the Handbook.

*Full details of these policies and related procedures are in **Part II** of this handbook and are also available from the **Student Zone, Library or Student Administration**.*

**THANK YOU** for taking to the time to read through the Student Handbook, please do not hesitate to contact Student Administration if you have any enquires related to this handbook or any matters relating to your enrolment and ongoing design education at the Whitehouse Institute of Design, Australia.

Linda Digance  
National Student Administration Manager

## NOTES

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