

# Online Study

Welcome to Deakin College Online. This document contains information for your online studies. Please ensure you read this document carefully as it will provide you the expectations of online study.

Please be aware that the online study mode is self directed, which means this requires independent study on a weekly basis.

If you feel you would benefit more from studying on campus rather than online, please contact your Academic Coordinator for information on how to have your enrolment changed to on campus. This must be done before the end of week 2 of any trimester.

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# Online Classes

## Class Preparation

It is expected that you have reviewed and completed the weekly class material and prescribed reading each week before attending the one-hour online class. The one-hour class is structured to cover the key concepts for that week, however, please be aware that it is not a condensed version of the weekly content. Please also check unit specific requirements and complete the reading all available material and resources each week to ensure you are adequately prepared for your studies (e.g. practical classes, group presentations).

## Weekly workload commitment

All units require a commitment of approximately 8-10 hours per unit per week. This includes reading all available material and resources each week which can also include

- pre-readings
- class time
- working on assessments
- revision of weekly material
- completing activities
- any other activities such as practical classes

This means that 3 units is a 30 hour per week commitment, 4 units is a 40 hour per week commitment.

Please account for this commitment each week to ensure you are kept up to date with your units and assessments. If you would like assistance with time management of your units throughout your week, please book a time to meet with a Student Learning Advisor who are more than happy to assist you. Bookings can be made via the Student Hub.

To be considered a 'full-time' student, you must enroll into units worth 3 or 4 credit points in total each trimester.

- Units worth 3 credit points = 75% study load
- Units worth 4 credit points = 100% study load

If you wish to study part time, you can complete 1-2 credit points.

- Units worth 1 credit point = 25% study load
- Units worth 2 credit points = 50% study load

Students may take a **MAXIMUM** of units worth four (4) credit points in total per trimester.

## One to two-hour weekly classes

Your timetable includes a one to two-hour weekly class that will be held via Zoom. This is an optional class to attend however we strongly recommend you attend this class on a weekly basis to ensure you are kept up to date with your unit material, assessments, and due dates. This is also where you can form groups for any team assignments or presentations. It's also a good place to discuss the weekly content, assessments, or any issues you may be having in your unit with your teacher.



# Assessments and Exams



## Assessments

Assessment for all units are ongoing and may consist of online quizzes, tests, oral presentations, assignments, practical assessments and case study analysis. Assessment are uploaded in Moodle, where you will also be able to access your class information.

Teachers help you develop the skills you need to complete assessment tasks successfully. If there are any questions about your assessments, such as due dates or assessment requirements, you can ask your teachers for advice.

Please note that all students, online or on campus, have the same due dates for all assessments. Please refer to the unit outline, other assessment materials, and exam timetable for specific dates and further information.

## Exams

Some units at Deakin College have a final exam. You will need to check your unit outline for information on the assessments and exams in your diploma. The unit outline will have the dates for exam week, and any special requirements for your exams.

The exact date and times for your exams will be released during the trimester. You will need to make sure you are available to complete your exams at that time.

Exams for students studying online must be completed at the same time as students studying on campus.

# Important Dates

Below are some important dates that all students should be aware of:

## End of Week 2

- Last day for students to make changes to their enrolment in the portal themselves and to enrol for the trimester

## End of Week 4

- Referred to as “Census Date”
- Last day for students to withdraw from unit/s without financial penalty
- Students will see a result of W, meaning “Withdrawn” as their result after this date

## End of Week 8

- Last day for students to withdraw from unit/s without academic penalty
- Students will see a result of WN, meaning “Withdrawn Fail” as a result if they withdraw from their unit after this date.
- Withdrawing after this date means the result will affect your Weighted Average Mark (WAM)

# Policies and Procedures

## Accessing Policies and Procedures

All of our policies and procedures are available online at the following address:

**[deakincollege.edu.au/policies-procedures/](https://deakincollege.edu.au/policies-procedures/)**

They can also be found in the Student Hub. We strongly encourage students to familiarize themselves with all Deakin College policies and procedures.

## Academic Progress

A 'Pass' grade is achieving 50% or higher in each unit.

If a student fails 50% or more of the study load for which they are enrolled in a trimester the student will be placed in an intervention program to help overcome any academic or personal obstacles.

If a student fails 50% or more of the study load undertaken in a second or third trimester, or fails to meet the conditions in their intervention program, the student may be excluded from Deakin College for 12 months.

The student will:

- be provided with an opportunity to show cause or explain the reason(s) for his or her unsatisfactory academic progress.
- not be permitted to re-enrol in the next trimester unless show cause outcome is successful and the student is eligible to re-enrol.
- be given the opportunity to submit an appeal if the show cause is unsuccessful.

There is support available to all students to help with their studies. Please reach out for support if there is anything that you need help with.

## Student Forms

All of our forms are found on the Student Hub. These can be accessed through the Student Portal or **[click here](#)**.

Forms found on the Student Hub include (but not limited to):

- Enrolment Variation Form
- Leave of Absence Application
- Request for Extension of Assignment Due Date
- Special Consideration Request
- Student ID Card Application
- Recognition of Prior Learning Application



# Support services

## Academic Support services

There are a variety of support services available to you during your studies. This can include, but is not limited to, one-on-one consults with teachers and Unit Coordinators, Student Learning Advisors, Student Learning Mentors, and Student Counselling Services. Arranging a time to meet with a teacher or Unit Coordinator can be made through each Moodle page in the Information and Resources tile. Please see the Student Hub for information on how to access these services. You can also use the below table to book a consultation session:

### Learning Mentors

Students who have done well in DC units

**[Book here.](#)**

### Student Learning Advisors

Teachers who are experts at study skills and assignments

**[Book here.](#)**

### Study Skills Online

Newly updated, independent learning resources

Find it in your moodle list:



You can also contact us using the button on the Student Hub or email us at **[dcoll-studyskills@deakin.edu.au](mailto:dcoll-studyskills@deakin.edu.au)**

## Student counselling services

At Deakin College, we are committed to providing you with support to help you reach your full potential while you study with us. Our experienced counsellors provide free, confidential, short term professional counselling support to currently enrolled students, to address issues that may be affecting their studies and life. This support includes counselling, information, advice, and referral for academic and personal issues. Counselling can help you:

- Develop a better understanding of your concerns so that you can deal with them better
- By offering different perspectives and help you think of creative solutions to problems
- Develop new skills to manage personal and educational issues. Sharing your thoughts and feelings with someone not personally involved in your life can bring enormous relief. We offer all students counselling in person, by phone, online or by email

### Deakin College Counsellor bookings:

Online Meeting: **[Book here.](#)**

Email: **[dcoll-counselling@deakin.edu.au](mailto:dcoll-counselling@deakin.edu.au)**

Phone: **+61 490 432 256**

If you require general student welfare support, please email:

Burwood: **[dcoll-studentservices@deakin.edu.au](mailto:dcoll-studentservices@deakin.edu.au)**

Geelong: **[dcoll-sasgeelong@deakin.edu.au](mailto:dcoll-sasgeelong@deakin.edu.au)**



# Contact Us



Department	Email
<b>Reception</b> <ul style="list-style-type: none"><li>• General enquiries only</li><li>• Your enquiry is likely to receive a swifter response if you can direct it straight to one of the departments below</li></ul>	<b>deakincollege@deakin.edu.au</b>
<b>Study Skills</b> <ul style="list-style-type: none"><li>• Study skills services such as study skills workshops and appointments</li></ul>	<b>dcoll-studyskills@deakin.edu.au</b>
<b>Appeals</b> <ul style="list-style-type: none"><li>• Appealing a decision or outcome made by Deakin College</li></ul>	<b>dcoll-appeals@deakin.edu.au</b>
<b>Student complaints</b> <ul style="list-style-type: none"><li>• Student and staff complaints</li></ul>	<b>dcoll-complaints@deakin.edu.au</b>
<b>Compliance</b> <ul style="list-style-type: none"><li>• Compliance forms and enquiries</li><li>• Applications for release from Deakin College</li></ul>	<b>dcoll-compliance@deakin.edu.au</b>
<b>Finance</b> <ul style="list-style-type: none"><li>• Finance and fees</li></ul>	<b>deakinfinance@navitas.com</b>
<b>IT support</b> <ul style="list-style-type: none"><li>• Problems accessing the Student Portal, Moodle, Email, WiFi or setting up your Deakin Uni username and password</li></ul>	<b>dcoll-ithelp@deakin.edu.au</b>
<b>Student Services</b> <ul style="list-style-type: none"><li>• Leave of absence (intermission)</li><li>• Withdrawing from Deakin College</li></ul>	<b>dcoll-studentservices@deakin.edu.au</b>
<b>Student Counselling</b> <ul style="list-style-type: none"><li>• Counselling support</li><li>• Confidential and free counselling</li><li>• Short-term Counselling to address issues affecting studies and life</li></ul>	<b>dcoll-counselling@deakin.edu.au</b>
<b>Burwood Academic Services</b> <ul style="list-style-type: none"><li>• Finance and fees</li></ul>	<b>dcoll-acadserv@deakin.edu.au</b>
<b>Geelong Student and Academic Services</b> <ul style="list-style-type: none"><li>• Change of course</li><li>• Dual enrolment</li><li>• Enrolment variation (enrolling and unenrolling in units)</li><li>• Review of assessment/review of final grade</li><li>• Special consideration</li><li>• Examination queries</li></ul>	<b>dcoll-sasgeelong@deakin.edu.au</b>

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### Melbourne Burwood Campus

E [dcoll-studentservices@deakin.edu.au](mailto:dcoll-studentservices@deakin.edu.au)

T (03) 9244 5197

### Geelong Waterfront Campus

E [dcoll-sasgeelong@deakin.edu.au](mailto:dcoll-sasgeelong@deakin.edu.au)

T (03) 5227 2890

### Geelong Wairn Ponds Campus

E [dcoll-sasgeelong@deakin.edu.au](mailto:dcoll-sasgeelong@deakin.edu.au)

T (03) 5227 3433

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