



**AUSTRALIAN
PERFORMING ARTS
CONSERVATORY**

Student Handbook 2025

Disclaimer: This Handbook provides general information regarding facilities, services, policies, and procedures for students studying at APAC. The information provided is to the best of our knowledge accurate at the time of publication. Updates are made throughout the study period, and it is the students' responsibility to check updates regularly.

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Acknowledgement of Country

APAC acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters, and communities.

We pay our respect to Elders past and present and extend that respect to all First Nations people.

Your Safety at APAC

Your health and safety on campus is most important. Details around how APAC addresses student safety on campus can be found in the [Student Health, Safety and Wellbeing Policy and Procedure](#).

Who to Contact

Emergencies

Police/Fire/Ambulance	000
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Non-emergencies

Police Assistance	131 444
Poisons Information	131 126
Lifeline (Personal Assistance)	13 11 14
State Emergency Service (Flood and Storm)	132 500

The closest 24-hour police station to the APAC campus is at [16 Mary Street](#), Brisbane which can be contacted on (07) 3258 2582. There is a Police Beat Shopfront [at 67 Adelaide Street, Brisbane](#) which is open during business hours (07) 3258 2666.

Emergency Evacuation Procedure

- During an emergency that requires the evacuation of the campus, all students should follow the instructions of the APAC staff and the fire safety wardens.
- When an alarm is raised, gather your things, and get ready to evacuate.
- Wait for the signal by the fire safety warden to evacuate. These individuals are identified by their red or yellow hardhats.
- If directed to help, assist any persons with special needs to evacuate the building.
- When the signal is given, follow the wardens to the assembly area using the fire stairs. **DO NOT** use the lifts in case of fire.
- Wait in the Assembly area for further instructions. **DO NOT** leave the assembly area until instructed.

NB: Evacuation and fire drills will be conducted throughout the year.

Sexual Assault, Harassment and Wellbeing

Your safety and wellbeing are very important. At APAC we have a zero-tolerance policy on sexual assault and harassment towards any student or staff member. In Australia there are serious legal penalties for these actions. APAC has a number of policies and procedures to protect and support students and staff. We have a [Sexual Assault and Sexual Harassment Policy and Procedure](#) which provides specific details of your rights and obligations.

Daily Check In

Your attendance is recorded to confirm your presence in class and for use in emergency situations. It is important that each day you check in and out of campus on the tablet at reception.

The legal aspects: APAC's Major Policies and Relevant Legislation

APAC Policies and Procedures

APAC Policies and Procedures are readily available on the [APAC website](#) to help support you during your studies. These Policies and Procedures provide the framework to ensure we reach and maintain the highest levels of academic practice, protection of your rights while studying with us and that you are supported as a valued member of our APAC community. All the Policies and Procedures are important. Make sure that you read them and revisit them to keep your knowledge up-to-date.

Legislation

There are several pieces of legislation which will shape your studies at APAC.

Higher Education Legislation

APAC is able to operate as a Higher Education Provider under the following legislation:

- [Tertiary Education Quality and Standards Agency Act 2011](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Tertiary Education Quality and Standards Agency Guidance Notes](#)
- [National Register for Providers and Courses](#)

Commonwealth and State Legislation

All staff and students of APAC are required to be familiar with their rights and responsibilities under Commonwealth and State Legislation.

- [Age Discrimination Act 2004](#)
- [Australian Human Rights Commission Act 1986](#)
- [Disability Discrimination Act 1992](#)
- [Equal Opportunity Act 1991](#)
- [Work Health and Safety Act 2011](#)
- [Fair Work Act 2009](#)
- [Racial Discrimination Act 1975](#)
- [Return to Work Act 2017](#)
- [Sex Discrimination Act 1984](#)

International Students

The [Education Services for Overseas Students \(ESOS\) Act, 2000](#) sets out the responsibilities and obligations which require APAC, to ensure high standards of quality in the program of study in which overseas students are enrolled.

[The National Code of Practice for Providers of Education and Training for Overseas Students 2018](#) sets out the step-by-step requirements so we meet the ESOS Act requirements.

If you have any queries about these requirements, please contact student admissions on admissions@apac.edu.au , or the Compliance Manager - nakia.brighthouse@apac.edu.au .

Your Fees

All APAC subject/course fees are listed in the [Fee Schedule](#). You are responsible for the payment of your tuition and non-tuition fees.

Tuition Fees

Tuition fees can be defined as fees for each course, not including incidental, administrative, and other charges. Incidental, administrative, and other charges are fees that are incurred for goods or services related to the provision of a course that are additional to the tuition fee.

Some higher education students may be eligible for FEE-HELP, which is a loan from the Australian Government to pay tuition fees. FEE-HELP cannot be used for accommodation, laptops, or textbooks.

Further information on FEE-HELP and eligibility requirements can be found by visiting: <https://www.studyassist.gov.au/help-loans/fee-help>.

Refer to the relevant fees and refunds policies and procedures for domestic students and international students. There are specific policies for the refund or remission of fees for domestic students and international students. Please note that any student who is excluded, suspended, or expelled from APAC may not be entitled to a refund.

Non-tuition Fees

Fee	Domestic	International
Materials Fee – Musical Theatre (includes personal issue specified headset & microphone for performance)	\$450	\$450
Materials Fee – Acting (includes headshot)	\$270	\$270
Materials Fee (optional) showreel	\$200	\$200
Materials Fee - Screen Production (includes personal issue specified headset for sound design)	\$150	\$150
Admin charge (re-issue documents, timetables, provide photocopies, reset passwords, replacement student ID) excludes first re-issue which will be free of charge	\$15	\$15

Please refer to the [Fee Schedule](#) for specifics on clothing on campus and off campus computer and internet requirements for your discipline which may represent additional costs.

Relevant Documents relating to Fees available [here](#)

- Domestic Student Fees Policy and Procedure
- International Student Fees Policy and Procedure
- Domestic Student Refund Policy and Procedure
- International Student Refund Policy and Procedure
- Student Review Procedure for Re-crediting a FEE-HELP Balance

Advanced Standing

(Do you have existing qualifications that you may be able to receive some credit from?)

If you have previous qualifications, you may apply for consideration for advanced standing. This means you may be able to receive credit for past academic studies. If approved, Advanced Standing will reduce the duration of your studies and the fees you need to pay. Each case will be determined on its individual merits and circumstances.

All applications must be made using the [Advanced Standing Application Form](#) and emailed to admissions@apac.edu.au. You can complete the form and include it, and relevant verifiable evidence, with your application and/or discuss it with the Head of Discipline (HoD) during your interview. The final decision will be determined by the Director of Higher Education (DoHE) and you will be notified of the outcome in writing in a timely manner.

All International applications for Advanced Standing must include certified copies of qualifications and English translations if the original qualification is issued in another language.

Relevant Documents relating to Advanced Standing available [here](#)

- Advanced Standing Application Form
- Advanced Standing Application Policy and Procedure

Course Deferral

If you are accepted into a Course but your circumstances dictate that you can no longer commit to attend from the course commencement date, you have the option to defer.

To defer the commencement of the course you have been accepted into, you need to complete a [Deferral form](#) and email to Admissions BEFORE the census date to avoid incurring a debt. The Census dates are listed in the Academic Calendar.

Relevant Documents relating to Course Deferral available [here](#)

- Application for Deferment Form
- Admissions Policy and Procedure
- Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy and Procedure



General Academic Calendar 2025

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
01	New Year Holiday
11	Campus Open Day
15	Trimester 1 Orientation
20	Trimester 1 Commences
27	Australia Day

February	
03-07	Graduation Ceremony (week of)
10	Trimester 1 Census

March	
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April	
12	Campus Open Day
14-18	Trimester 1 Exam Week
19	Good Friday
21	Easter Sunday Holiday
22	Easter Monday Holiday
24	Trimester 1 Concludes
25	Anzac Day

May	
05	Labour Day
07	Trimester 2 Orientation
12	Trimester 2 Commences

June	
02	Trimester 2 Census

July	
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August	
13	Brisbane EKKA Holiday
04-08	Trimester 2 Exam Week
15	Trimester 2 Concludes
16	Campus Open Day
27	Trimester 3 Orientation

September	
01	Trimester 3 Commences
22	Trimester 3 Census

October	
06	King's Birthday

November	
24-28	Trimester 3 Exam Week

December	
05	Trimester 3 Concludes
24-26	Christmas Standard Holidays
31	New Years Eve

Public & National Holidays	■	APAC Trimesters	■
Orientation Days	■	Campus Open Days	■
Census Dates	■	Campus Shutdown	

*may be subject to change

Induction and Orientation

APAC has three intakes each year, in January, May and September. Orientation Day takes place in the week prior to the trimester beginning and is designed to assist students with familiarising themselves with learning at APAC and the campus. The [Student Orientation Policy and Procedure](#) provides the framework for all related activities. We recognise there is a lot of information provided in these early days of your orientation and induction. Much of the information is repeated here in this Handbook. Our Student Services Team at Reception is available to provide further help if you need.

Electronic Check In

Attendance is tracked both for our records and for use in emergency situations. As such, you are required to electronically check in and out of campus on the tablet at reception daily.

Student ID

You will be issued with a Student Identification Card (Student ID). Your Student ID includes your photograph, name, student number, and your commencement and completion dates. You are required to always have your Student ID with you whilst on campus. If you have not yet submitted a photo within your application, you will need to have your photo taken at reception during orientation day.

NB: An admin fee of \$15 will be payable for a replacement if your card is lost or stolen.

Student Email Accounts at APAC

When your enrolment at APAC is confirmed, you will be given access to your student email service, (Firstname.lastname@student.apac.edu.au) which is hosted by Microsoft Office 365. Your student email address will come with a temporary password. You will need to follow the instructions to re-set your password preference to get you started. All APAC correspondence will be sent to this account, so be sure to check your student email regularly.

Student Contact Details

Students are required to advise Administration of any changes to their contact details while studying at APAC. For international students it is a condition of your visa. International students must notify Administration at APAC within 7 days of changing address.

Living and studying in Australia (International Students)

APAC is in the heart of Brisbane City. Although we do not provide on campus student accommodation, we can recommend a wide range of independent accommodation available to an international student. Visit the APAC International Students webpage for more information: <https://apac.edu.au/about/international-students/>

Electric Bikes or Scooters

Electric bikes and scooters are not permitted on APAC campus or in the building in which APAC is situated.

Relevant Websites relating to Living and Studying in Australia

Live and Study in Australia: [Learn more](#)

Study Australia website: [Learn more](#)

Tuition Protection Service: [Learn more](#)

Working In Australia: [Learn More and Fact Sheet](#)

Queensland Student Hub: [Learn more](#)

Online Resources

As an APAC student you will have access to the following resources and software to support your studies, including:

- Microsoft Office 365 – full, free access to the entire suite of office, inc. Word, Excel, PowerPoint and OneDrive – 1 terabyte of free online data storage
- Internet – wireless services on campus
- Library Computer Use - Log in to any student computer located in the library on campus
- Microsoft Teams – APAC’s video and audio online conferencing solution
- Turnitin – anti plagiarism software.
- Zotero – bibliography application

Student Portal

The APAC Student Portal is home to the Student Handbook, Moodle, Paradigm and Online Library. You may find it helpful to have the Student Portal saved as a bookmark on your browser.

Log In Details:

Student Portal: <https://apac.edu.au/student-portal/>

Password: BSSPortal4000 (for all students)

You will then be taken to the following page:

The screenshot shows the APAC Australian Performing Arts Conservatory website. The header includes the APAC logo, contact information (Call: +61 7 3229 6929), and navigation links (ABOUT, COURSES, BLOG, NEWS & EVENTS, CONTACT US, STUDENT PORTAL). The main heading is 'RESOURCES'. Below this, there is a paragraph: 'Please see the student resource links below. If you need any help accessing these or logging in, please call us on (07) 3229 6929 or email the corresponding support email.' To the right of this paragraph is a button labeled 'STUDENT HANDBOOK 2022 (DOCUMENT)'. Below the paragraph are three columns of resources:

- Moodle**: Moodle is an online learning platform used to provide resources, activities and announcements for your units for the submission of assignments. We also use it for discussion forums (student chat) within units. You can download the App to use Moodle on your phone too. Support: admin@apac.edu.au. A button labeled 'GO TO MOODLE' is at the bottom.
- Student Records**: Manage your contact details, enrolments and finances. Please login with your Paradigm EMS username and password. Username = Student ID number. Password = yyyyymmdd. If you re-set your Paradigm password, it will not change your Moodle or Student Webmail password. Support: admin@apac.edu.au. A button labeled 'GO TO PARADIGM' is at the bottom.
- Library**: As well as our physical library at APAC we have an online library. This enables you to access resources at home or on the go. Click on the **Member Login** tab to enter this. To log in you must enter your User Number (on your Member Card) and your Password (DOB ddmmyyyy). Support: admin@apac.edu.au. A button labeled 'GO TO LIBERO' is at the bottom.

Moodle

APAC's Learning Management System (LMS) is Moodle. Through this system you will be able to engage in your learning activities, submit assessments, receive assessment feedback, and connect in discussion forums via your Moodle account. You access Moodle through the Student Portal.

Moodle Details:

Moodle: <https://apac.moodlesite.pukunui.net/>

Support: admin@apac.edu.au

Paradigm

Paradigm is APAC's Student Management System (SMS) where you can manage your contact details, enrolment and finances.

Paradigm log In Details:

Log In: <https://apac.moodlesite.pukunui.net/>

Username: Student ID number

Password: yyyyymmdd (year of birth, month, day)

Example: Your DOB is 23 January 1991, your password will be 19910123

Support: admin@apac.edu.au

Note: If you re-set your Paradigm password, it will not change your Moodle or Student Webmail password. Usernames and Passwords are case sensitive. For your security we recommend you change your password under 'change login' section of your account.

Library

APAC uses an e-library to assist you with your studies as well as a collection of reference books and journals on campus which are available to read on campus. We have also been gifted with a valuable collection of books from Teone Reinthal. Please see reception for access.

In the physical APAC library, you can access APAC's subscription to the Drama Online Collection.

To access the e-library click on the **Member Login** tab for access using the below details.

Log In Details:

Log In: <https://pac.libero.com.au/>

Username: User Number (on your Member Card)

Password: ddmmyyyy (your date of birth)

Support: admin@apac.edu.au

Relevant Documents relating to APAC online resources available [here](#)

- Student Usage of Internet and Email Policy and Procedure
- Cyber Security Policy and Procedure

Your Study Journey

Our purpose-built facilities consist of rehearsal studios, dance studios and screen production and audio studios. Classes are generally scheduled for either morning or afternoon sessions and the academic day commences at 9am (generally concludes at 5pm).

APAC reserves the right to make timetable adjustments as required due to public holidays or circumstances beyond our control such as natural disasters (e.g. flooding), pandemic responses or other critical incidents, to ensure continuity of learning and teaching so no students are disadvantaged.

To protect you and the custom-built facilities, NO food, or drinks other than bottled water, street shoes or mobile phones are to be taken into classrooms.

Attendance and Leave

As a lot of the work that you will do in the performing arts is collaborative, we expect that you will participate in all your scheduled classes. Your fellow students and your development rely on you being present and active in all classes and rehearsals. Collaboration in group assessments is crucial.

If you cannot attend a class or are running late, unwell or have to leave earlier than the schedule finish time of your lesson please:

1. Email your HoD and cc your lecturer (if different from your HoD).
2. Outline relevant details for your absence (are you intending to take a leave of absence or are you unable to attend class for the day due to sickness, family emergency, transportation issues etc.)
3. Identify your expected return to study date.
4. Attach any supporting documents such as a medical certificate, where applicable.
5. If your absence coincides with an assessment due date, ensure that you complete the [Assessment Extension Request Form](#) which may help you to avoid penalty.

If you need to take a leave of absence (also known as suspending your studies) you will need to apply in writing to the DoHE by completing an Application for [Application for Suspension of Studies form](#).

International Students should note that a leave of absence will only be granted under compassionate and compelling circumstances.

Relevant Documents relating to Attendance and Taking Leave available [here](#)

- Attendance, Progression and Exclusion Policy and Procedure
- Application for Suspension of Studies Form
- Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- International Student Transfer Between Registered Providers Policy and Procedure
- Domestic Student Refund Policy and Procedure
- International Student Refund Policy and Procedure

Assessment

Assessment occurs in every unit of study. It allows us to test whether you are meeting the required standards. It is an important tool for measuring student understanding and achievement of the unit learning outcomes. You will be assessed throughout each trimester through a variety of assessment instruments, depending on your discipline and the type of unit. Assessments will be discussed in detail in class, and you will also be able to access and view your assessments in Moodle.

APAC has processes in place for when a student is unable to submit or attend an assessment. Any absences from practical assessments impact on your colleagues, cohort, and your progression. If you are unable to attend an in-class assessment, you must notify the unit lecturer of your intended absence in advance and provide a valid reason in writing. If students encounter extenuating circumstances and cannot notify the lecturer prior to the in-class assessment, students must show cause for special consideration within 48 hours following the assessment task. A supplementary practical assessment may be arranged at a suitable time. Failure to communicate a valid reason for non-attendance will result in a fail grade for that assessment activity.

Relevant Documents relating to Assessment available [here](#)

- Academic Honesty and Misconduct Policy and Procedure
- Assessment Policy and Procedure
- Application for Leave of Absence Form
- Attendance, Progression and Exclusion Policy and Procedure
- Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- Student Complaints and Appeals Policy and Procedure

Copyright and Academic Integrity

APAC expects its teachers and students will act with honesty, trust, fairness, respect, and responsibility (TEQSA). As such adherence to copyright and academic integrity (such as plagiarism and/or contract cheating) rules is expected. APAC sets work for assessment with the expectation that it is either:

- the individual effort of the student.
- effort of an individual student who may discuss with others to better understand the topic, but who is responsible for submitting an individual piece of work.
- Group performance or production tasks, with allocated roles and responsibilities

Relevant Documents relating to Copyright and Academic conduct

Copyright Guidelines: [Learn more](#)

Student Code of Conduct: [Learn more](#)

Plagiarism and Contract Cheating

Plagiarism and contract cheating represent serious academic misconduct.

Plagiarism is the reproduction and/or presentation of someone else's words, ideas or research as one's own ideas without proper acknowledgement. Consequences of Plagiarism are determined by the seriousness of the misconduct, and in part by whether the conduct is regarded as intentional or unintentional.

Contract cheating is when students outsource their assessments to a third party, whether paid or unpaid. Consequences of contract cheating at APAC is immediate fail and dismissal from the course.

APAC's Assessment Policy and Procedure clearly states that the organisation does not tolerate plagiarism or contract cheating. The organisations expectations regarding authorship for individual and group assessments are detailed in this policy which states that "all sources used in an assignment are acknowledged. Failure to provide such acknowledgment is plagiarism. Work that is not completed by a student yet submitted as that student's work is cheating" (Assessment Policy and Procedure, version 5).

The use of Generative Artificial Intelligence (GenAI) software in any assessment task is prohibited unless specified in the assessment guidelines. The Assessment Policy and Procedure states that "unauthorised or undisclosed use of generative artificial intelligence tools to create assessable content is considered academic misconduct and will be managed according to APAC's Academic Honesty and Misconduct Policy and Procedure". All cases of suspected academic misconduct will be managed according to the Academic Honesty and Misconduct Policy and Procedure.

Relevant Documents relating to Academic Integrity

TEQSA Definition of Contract Cheating: [Learn more](#)

Student Code of Conduct: [Learn more](#)

Academic Honesty and Misconduct Policy and Procedure: [Learn more](#)

Grading

Grades will be awarded in accordance with a student's level of academic achievement relative to described academic standards as described in the table of grade codes and grade notations in section 3.1 of the *Assessment Policy and Procedure*.

The system of grades that apply to learning achievement in assessment tasks and in Units of study will be High Distinction (HD), Distinction (D), Credit (C), Pass (P), Pass Conceded (PC), Fail (F), Fail Non-Submission (FNS) and Withdrawn (W), Academic Credit (AC), Recognition of Prior Learning (RPL).

Minimum Pass Requirements

To pass a unit, students must achieve an overall pass mark of 50% or higher.

Extenuating Circumstances

APAC will provide appropriate and confidential support to students experiencing circumstances that are adversely affecting their study and progression. Support may include academic, personal, and cultural support.

Extenuating, compassionate, or compelling circumstances are generally those beyond the control of the student and which have a detrimental impact on the student's capacity or ability to progress through a course. These may include:

- Medical and/or psychological reasons;
- Compassionate or emergency grounds (bereavement, hardship, trauma, victim of crime).

Please contact your Head of Discipline (HoD) if your ability to attend classes, assessments or exams is impacted by extenuating circumstances.

Relevant Documents relating to Extenuating Circumstances available [here](#)

- Student Support Policy and Procedure
- Students with a Disability Policy and Procedure
- Application for Deferment Form
- Assessment Extension Request Form
- Application for a Reduced Study Load Form
- Application for Suspension of Studies for Higher Education Domestic and International Students Form
- Domestic Student, Deferment, Suspension and Cancellation Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy
- Student Complaints and Appeals Policy and Procedure
- Student Appeals Form
- Student Health, Safety and Wellbeing Policy and Procedure

Special Consideration

If you feel that your ability to demonstrate achievement of the unit learning outcomes in an assessment or assessments in a teaching period has been adversely affected by special circumstances, you can apply for Special Consideration.

To apply for Special Consideration, you need to talk to your HoD, in the first instance, who will find the most appropriate course of action for you. We care about you; we care about your success, and we want to support you in your journey to that success.

Relevant Documents relating to Special Consideration available [here](#)

- Student Support Policy and Procedure
- Students with a Disability Policy and Procedure
- Application for Deferment Form
- Assessment Extension Request Form
- Application for a Reduced Study Load Form
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- Domestic Student, Deferment, Suspension and Cancellation Policy and Procedure
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- Student Complaints and Appeals Policy and Procedure
- Student Appeals Form
- Student Health, Safety and Wellbeing Policy and Procedure

Extensions

It goes without saying, that you should not leave it to the last minute to begin an assessment task. There are academic penalties for late assessment submissions. If you are unable to meet your assessment deadline, you MUST request an extension no less than 24 hours BEFORE your published assessment deadline, using the extension request form, if you have a valid reason. Only written requests for extension via the Extension Request form will be considered.

Extensions of up to 7 days can be approved by your unit lecturer by emailing a completed Extension Request form. Requests for extensions beyond one week will be considered, if there are extenuating circumstances and, on a case-by-case basis, by the relevant HoD or DoHE.

Relevant Documents relating to Extensions available [here](#)

- Application for Deferment Form
- Assessment Extension Request Form
- Application for a Reduced Study Load Form
- Application for Suspension of Studies for Higher Education Domestic and International Students Form
- Domestic Student, Deferment, Suspension and Cancellation Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy

Appeals

APAC provides avenues for students to express dissatisfaction with any aspect of its services and activities including academic matters. There is an appeal process which will allow you to request a review of a mark or grade if you believe that an error has occurred, or an assessment has been unfairly marked.

Applications for review must be completed using the [Lodging a Grade Appeal Form](#). Your appeal/review may result in your grade being allocated a mark which may be: the same, higher or lower. Please note that the outcome of this appeal process will be the final grade allocated.

The Commonwealth Ombudsman can investigate complaints from international students about their chosen higher education provider in Australia.

Further information for international students can be found by visiting the Commonwealth Ombudsman. Link: <https://www.ombudsman.gov.au/How-we-can-help/overseas-students>

Relevant Documents relating to Extensions available [here](#)

Assessment Policy and Procedure

Lodging a Grade Appeal Form

Student Complaints and Appeals Policy and Procedure

Student Complaint Form

Recording Student Assessment

Some assessments will be recorded for moderation purposes by APAC ensuring fairness and consistency in our evaluation process. These recordings will not be made available to students or used for any other purpose as they are not of a high enough quality. They will be securely stored and deleted once the assessment moderation and ratification processes are complete.

Sometimes students approach APAC staff for copies of in class recordings for their show reels. As an emerging artist, you are best placed to create a show reel using work specifically filmed for the purpose. A well filmed video of you performing a solo or duo in a rehearsal studio is more valuable than a shaky rehearsal video taken during class or an excerpt of an end of year showcase performance in which the camera is too far away and you are one of many people in the shot. Please reach out to the Head of Discipline Acting for advice on what to include in a show reel should you want to create one.

Acting students will receive copies of select scenes from ACT207 which are edited by the unit teaching staff, along with a copy of the entire film. Acting students will also receive a copy of ACT304 Rehearse and Perform a Period Role and ACT206 Rehearse and Perform a Contemporary Role (Stage). Musical Theatre students will receive a copy of MTH301 Musical Theatre Project 1 and MTH303 Musical Theatre Project 2: Showcase.

Academic Progression

Your Units are scheduled in a specific sequence. This sequence ensures that you have built sufficient capacity to be successful in the Units still to be undertaken. APAC may adjust the sequence of delivery, but at all times will ensure you have the required capacity prior to commencing any Unit. To be awarded the qualification at the end of your course, you need to have successfully completed all Units in the qualification. Therefore, you will need to re-enrol in failed Units. Re-enrolment will incur the Unit fee.

Feedback is an important component of successful student progression. As well as assessment tasks and assignments, you will receive constructive feedback on all aspects of your work be that participation, assessment, or performance so you know how you are going, and how to improve.

APAC offers a range of intervention and support strategies for students who may be at risk of failing Units and not progressing satisfactorily through your course. It is crucial that you reach out when you find yourself struggling or needing assistance during your studies.

Progression for Domestic Students

Progression for domestic students is contingent on the successful completion of the Units within the enrolled course. If you are paying your course fee with FEE-HELP, you need to be aware of the following:

1. your FEE-HELP balance
2. you must pass at least 50% of total attempted Units to remain eligible for FEE-HELP.

Your HoD will monitor your progress and will discuss options with you for re-enrolling in a unit.

Progression and Attendance Requirements for International Students

There is no compulsory amount of attendance required for the course. However, participation in group assessments and practical assessments is also essential to maintaining satisfactory progress and completing Units. APAC strongly encourages all students to attend all classes. APAC understands that international students gain significant benefits from engaging with their academic leaders, classmates and course resources to ensure they acquire the full academic and cultural benefits of studying in Australia.

The HoD will identify and offer support to any student at risk of not meeting course progress or attendance requirements. If an international student is identified as at significant risk in their studies, the student may be reported to the Department of Home Affairs for unsatisfactory course progress, which may impact their student visa (see 3.4 of the [Attendance, Progression and Exclusion Policy and Procedure](#)).

Failing a unit may not be sufficient grounds to extend your student visa and may mean you cannot complete your course by your visa end date. You will need to make an appointment with your HoD to plan how you will catch up on your studies so you can complete your course requirements before your visa end date. You will need to consider:

- Applying to extend your Confirmation of Enrolment;
- Applying to extend your Overseas Student Health Cover; and
- Applying to extend your student visa.

Relevant Documents relating to Attendance available [here](#)

- Attendance, Progression and Exclusion Policy and Procedure
- Standard 8, National Code of Practice for Providers of Education and Training to Overseas Students 2018: [Learn more](#)

Withdrawal

APAC accepts students into our programs after we evaluate that you are capable of completing the course successfully. We recognise that sometimes “life gets in the way” and you may need to withdraw. Before you take this step, please make sure that you’ve let us know your problem and that we’ve discussed any alternatives with you.

Students wishing to withdraw from a Unit or Course must do so by completing an *Application for Withdrawal Form* and submitting it prior to census date. The census dates for each trimester are published in the Academic Calendar.

If you are an international student visa holder, withdrawing from your program may have significant visa implications for you and you may be at risk of being non-compliant with your visa conditions. As a result, the Department of Home Affairs may cancel your student visa and impose a ban.

International students wishing to leave APAC within six months of commencement of their study will require a release from APAC to enrol at another registered education provider. To apply for a release, international students must complete and submit an [Application for Withdrawal Form](#).

NB: Withdrawal after census date will attract both financial and academic penalties. Please seek further information in the Policy and Procedures below to ensure that you are fully aware of the financial and academic implications.

Relevant Documents relating to Withdrawal available [here](#)

- Application for Withdrawal Form
- Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy and Procedure
- Domestic Student Fees Refund Policy and Procedure
- International Student Fees Refund Policy and Procedure
- International Student Transfer between Registered Providers Policy and Procedure
- Student Review Procedures for Recrediting a FEE-HELP Balance

Support Services

APAC makes a number of resources available to students to support you during your studies. Facilities on campus designed to support your personal and academic journey include the library, Zen Zone and collaborative spaces are available for students. You can book spaces for personal use and enquires about and bookings for spaces and services can be arranged by contacting admin@apac.edu.au

If you decide to pause your studies you can request to voluntarily suspend your studies for one year for domestic students, or one trimester for international students by completing an [Application for Suspension of Studies for Higher Education Domestic and International Students Form](#).

Academic Support

Support is available should you need assistance with academic writing or research. If this is the case, you can speak to your lecturer or Head of Discipline. They will work with you to find the appropriate support or solution which may include literacy, English language, and dyslexia support. Your privacy will always be respected and protected at APAC.

Personal Support

Sometimes circumstances in life can throw us off balance. If you need counselling support, APAC can connect you with a confidential counselling service. Speak to your HoD to book a Counsellor appointment.

Disability Support

APAC access and equity practices facilitates equal opportunities to all students. We will provide Reasonable Adjustment for students with a disability or other conditions affecting their study.

Email your HoD to discuss any adjustment that you may require, or should you wish to discuss adjustments that you feel may benefit others.

International Student Support

APAC is committed to ensuring your success and will identify and offer support based on individual students' needs. If you find that you require additional support or assistance with Visa support or legal assistance/advice, financial support or similar matters please email nakia.brighthouse@apac.edu.au.

Relevant Documents relating to Support Services available [here](#)

- Student Participation Framework
- Student Health, Safety and Wellbeing Policy and Procedure
- Students with a Disability Policy and Procedure
- Application for Deferment Form
- Domestic Student, Deferment, Suspension and Cancellation Policy and Procedure
- International Student Deferment, Suspension and Cancellation of Study Policy
- Student Support Policy and Procedure

Your Conduct as a Student

APAC students are expected to behave in a legal, ethical, respectful, and principled manner. The Student Code of Conduct spells out the principles, expectations and rules that APAC students must adhere to.

Any misconduct, either academic, behavioural, or illegal will not be tolerated. This includes, but is not limited to, illegal substances, bullying, intimidation, harassment (sexual, race or gender harassment), or any behaviour that could be detrimental to the safety of APAC students, staff or brings APAC into disrepute. Misconduct will not be tolerated and may attract serious penalties up to and including immediate dismissal from the premises and/or course.

APAC recognises that some of the unacceptable behaviours listed in the Student Code of Conduct may be considered acceptable in a class or performance context under supervision. You are expected to familiarise yourself with the [Student Code of Conduct](#) and what are and are not acceptable behaviours.

Relevant Documents relating to student conduct available [here](#)

- Student Code of Conduct
- Academic Honesty and Misconduct Policy
- Student Health, Safety and Wellbeing Policy and Procedure

Student Grievance

APAC aims to provide a harmonious learning environment for all. If you experience or witness something that you think contravenes the Student or Staff Code of Conduct, you are encouraged to lodge a grievance. There is a formal process to protect all parties concerned. Any such grievance will be taken seriously by management and responded to in good faith. Your privacy and confidentiality will be respected and protected.

Relevant Documents relating to student complaints available [here](#)

- Student Complaints and Appeals Policy and Procedure
- Student Support Policy and Procedure
- Student Appeals Form
- Student Health, Safety and Wellbeing Policy and Procedure

Student Feedback (Learning and Teaching)

Students can provide constructive and meaningful feedback to management about APAC's operational practices and the teaching and learning experience. Your feedback is essential if APAC is to engage in continuous improvement and maintain the highest quality of education.

The following surveys and feedback mechanisms are available.

Orientation Feedback Survey: Conducted shortly after orientation this survey collects information on new student enrolment and orientation experiences.

Individual Units/Subjects: Detailed surveys on individual subjects are conducted in the final weeks of the trimester.

Navigating Physical Contact, Emotional Content, and Intimate Scenes at APAC

At APAC, we strive to prepare you for the dynamic and demanding entertainment industry. Part of this preparation involves exposure to various aspects of acting and performance, which may include physical contact, emotional content, intimate scenes, and the use of inappropriate language. While there is no obligation for you to engage in learning activities or theatrical work that contains this type of content, it is essential that all APAC students are aware of and understand the protocols and expectations surrounding these topics.

1. Physical Contact

- **Awareness:** Physical contact may be a part of certain performances or scenes. It can range from simple touching such as placing a hand on someone's shoulder or back, to choreographed fight scenes.
- **Consent:** Your consent is paramount. You should always feel comfortable, and you have the right to voice any concerns or boundaries you may have in every class, allowing you to be responsive to your needs and wellbeing.
- **Respect:** Always respect your fellow students'/actors' boundaries and personal space. Prioritise open communication and ensure that all parties involved have given their consent and are comfortable with the level of physical contact required.
- **Choreography and Safety:** For any scenes involving physical contact, APAC teaching staff or specialist movement directors/choreographers will guide you to ensure safety.

2. Emotional Content

- **Emotional Depth:** Acting often involves portraying a wide range of emotions, including those that might be personally challenging.
- **Mental Health:** APAC encourages students to be vigilant with their mental health when working with themes that are personally challenging. Be aware of the emotional toll this can take and seek support from teaching staff, counsellors and mentors if needed. Mental well-being is a priority at APAC and as a valued student you can contact ACESSEAP Student Assistance Program at any time, night or day, on 1800 959 192 or info@accessseap.com.au.

3. Intimate Scenes

- **Sensitivity:** Intimate scenes may be included in some productions. These scenes require a high degree of sensitivity and professionalism.
- **Consent:** Your consent is paramount. You should always feel comfortable, and you have the right to voice any concerns or boundaries you may have in every class, allowing you to be responsive to your needs and wellbeing.
- **Intimacy Professionals:** Professional intimacy directors or choreographers are employed to ensure that intimate scenes are handled with care, ensuring safety and consent.

4. Inappropriate Language

- **Role-specific Language:** Certain roles may require the use of unsavoury language, slurs, or offensive terms. This is done within the context of the character and the script.
- **Respect:** Be aware that the use of such language does not reflect your personal values, but rather the character's. Always approach these scenes with respect for your fellow students/actors.

5. Consent

- **Your Rights:** You have the right to give or withdraw your consent at any point during class, rehearsals or performances. Your comfort and boundaries are of utmost importance.
- **Consent Workshop:** APAC prioritises consent. A compulsory consent workshop delivered by an external industry intimacy choreographer is delivered during Trimester 1. However, all students are encouraged to renew their understanding of consent by attending this workshop.
- **Open Communication:** Maintain open communication with your teachers, directors, and fellow students. Discuss any concerns or discomfort you may experience.

In the performing arts at APAC, it is crucial to balance professional growth with personal well-being. While students are not obligated to participate in scenes involving physical contact, emotional content, intimate scenes, or unsavoury language, it is valuable to have a thorough understanding of these aspects within the entertainment industry. Our goal is to ensure that all students feel supported and equipped to navigate these challenges with confidence, professionalism, and respect for themselves and their peers.

APAC's Commitment to Quality

APAC is committed to providing a high-quality learning experience and environment for current and future students. Student feedback is an integral part of our focus on quality. We take seriously the feedback we seek through our surveys with the aim of responding to your observations and making ongoing improvements. Additionally, we ask APAC students to participate in the annual Quality Indicators of Learning and Teaching (QILT) surveys which are offered to all enrolled students and newly graduated tertiary education students. These surveys, the Student Experience Survey, and the Graduate Outcomes Survey, are endorsed by the federal government and undertaken by a large number of Australian higher education providers keen to understand the student experience to compare their performance with other providers.

Graduation

You must complete a total of 240 credit points to be conferred the award of Bachelor of Screen and Stage (Acting), Bachelor of Screen and Stage (Song and Dance) or Bachelor of Screen and Stage (Screen Production).

You will be eligible to receive a testamur for their award on successful completion of all unit requirements of the course as specified in the relevant Course Outline. In addition, the student must have finalised all financial matters and returned any library or loaned items. We also provide a formal ceremony where your achievement is publicly celebrated.

We look forward to celebrating your achievement with you at your Graduation Ceremony.

Relevant Documents relating to Graduation available [here](#)

- Graduation and Awards Policy and Procedure



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