



International Student Orientation



**AUSTRALIAN
GUILD *of*
EDUCATION**

Welcome
to the
Australian
Guild of Education
“AGE”



+61 3 9966 3671 | www.guildmusic.edu.au | 376 Victoria St, North Melbourne, VIC 3051
Provider ID PRV12114 | CRICOS Registration Code 04168K | ABN: 81 671 463 853



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**Welcome Address by
the AGE Executive
Dean & Chief
Executive Officer**

**Emeritus Professor
Greg Whateley**



**Professor Elizabeth
Woollacott**

**Registrar & Head of
Performance Music
and Arts
Management**



Priyanka Deswal

Student Services & Compliance Officer



**Associate Professor
Christopher McLeod**

**Senior Lecturer
Technology
Composition &
Musicianship**



**Associate Professor
Jordan Murray
Academic Director**



**Associate Professor
Christian Quimelli**

**Senior Lecturer
Musicology and
Pedagogy**



The Gateway to your learning at AGE

Link here:

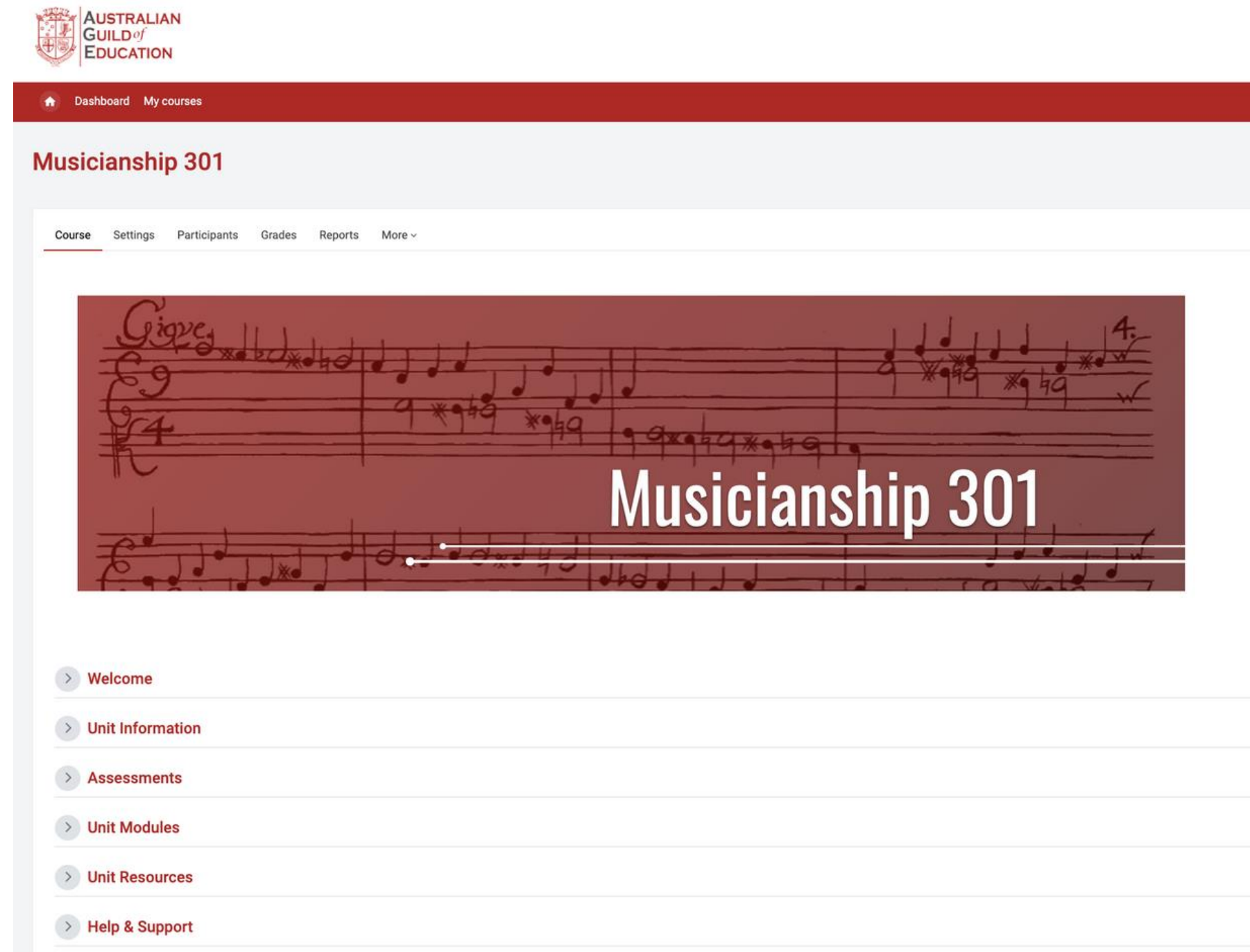
<https://moodle.age.edu.au/>

Bookmark this page

- Student Hub
- Virtual Library
- Your units of study



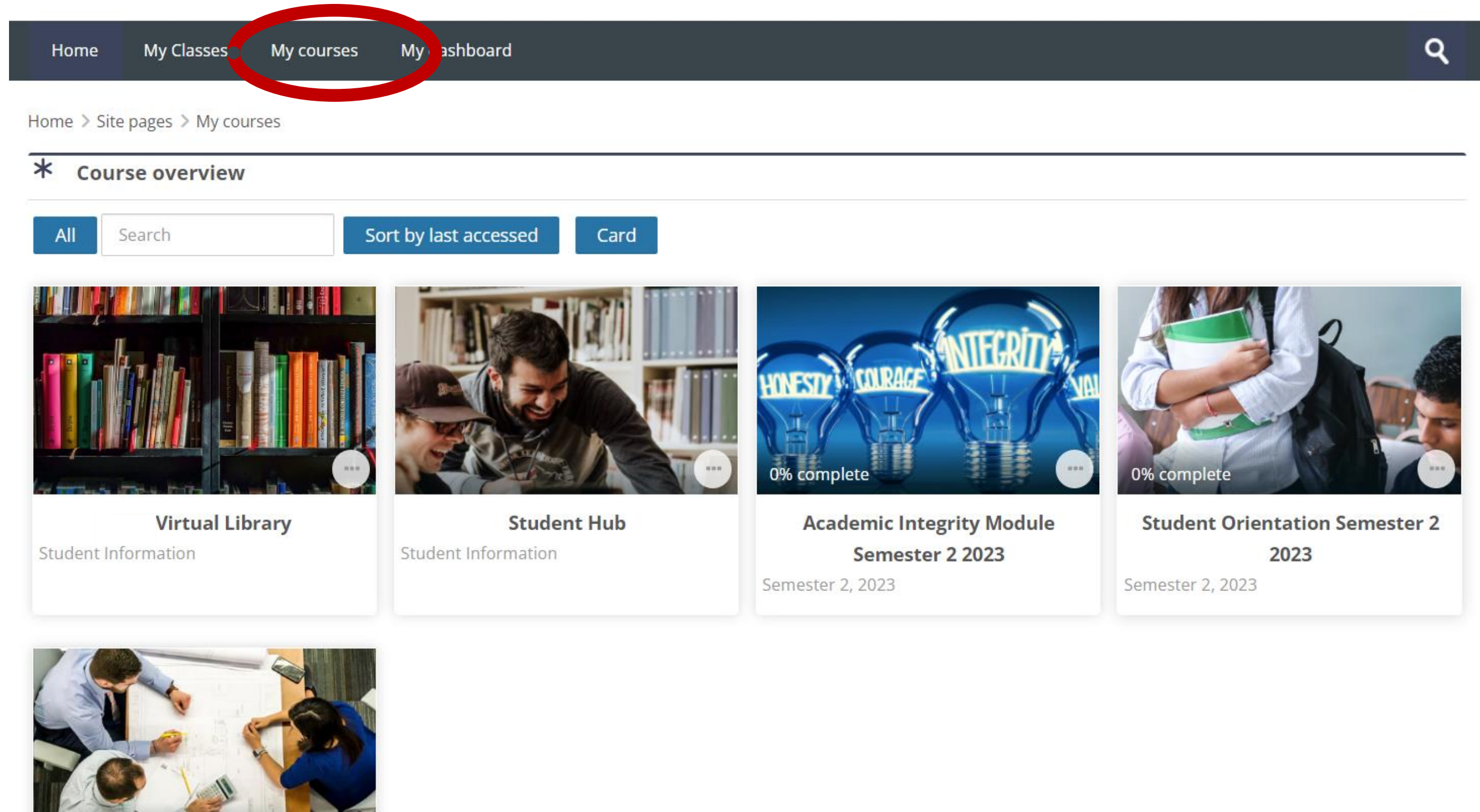
My Courses on Moodle



The screenshot shows the Moodle interface for the 'Musicianship 301' course. At the top left is the Australian Guild of Education logo. Below it is a navigation bar with 'Dashboard' and 'My courses'. The course title 'Musicianship 301' is prominently displayed. A secondary navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The main content area features a large banner with musical notation and the text 'Musicianship 301'. Below the banner is a vertical list of course sections: 'Welcome', 'Unit Information', 'Assessments', 'Unit Modules', 'Unit Resources', and 'Help & Support'.



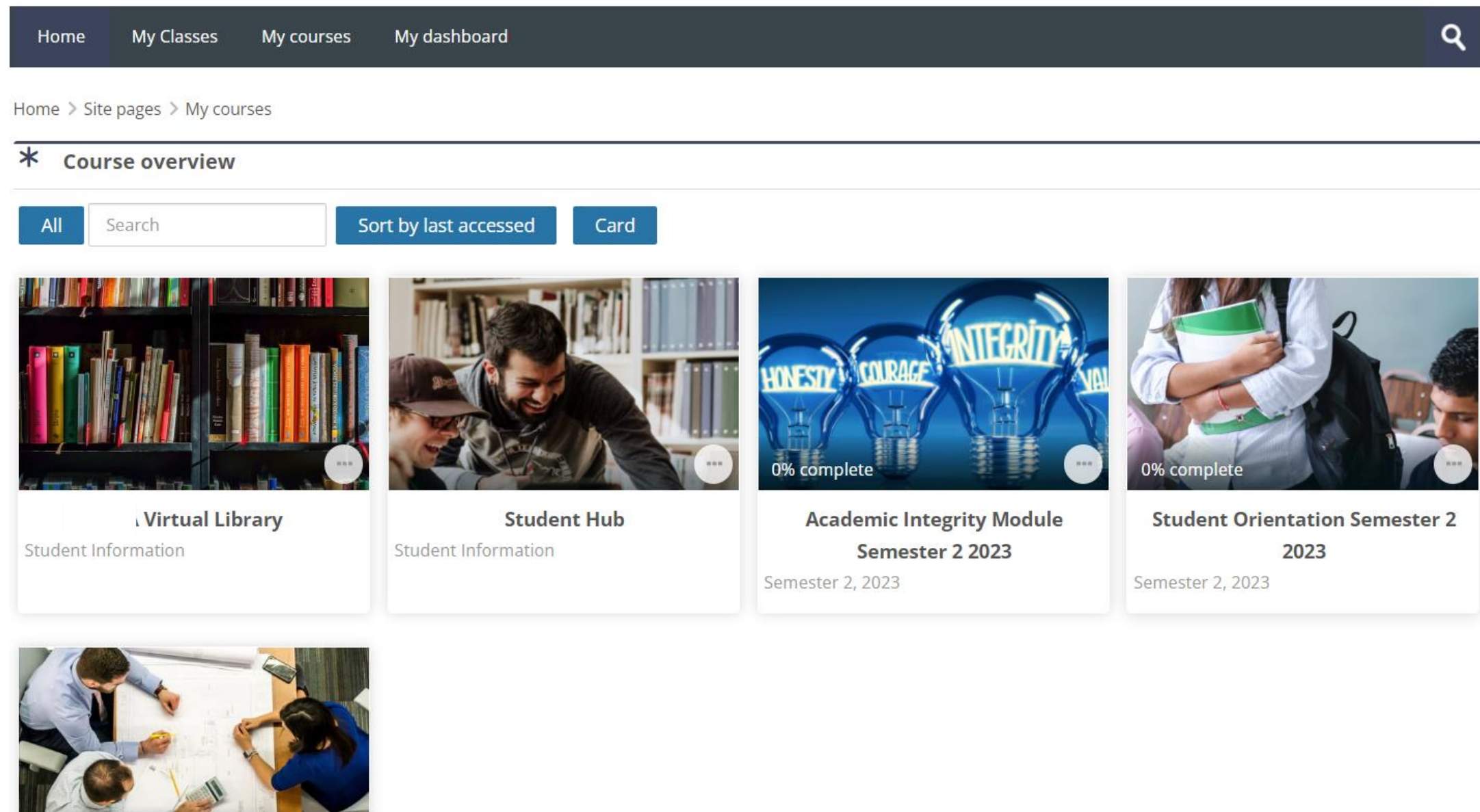
My Courses on Moodle



The screenshot shows the Moodle user interface. At the top, a dark navigation bar contains the links 'Home', 'My Classes', 'My courses', and 'My dashboard'. The 'My courses' link is circled in red. Below this is a breadcrumb trail: 'Home > Site pages > My courses'. A section titled '* Course overview' contains a search bar, a 'Sort by last accessed' button, and a 'Card' view selector. Below these are four course cards: 'Virtual Library' (Student Information), 'Student Hub' (Student Information), 'Academic Integrity Module Semester 2 2023' (Semester 2, 2023), and 'Student Orientation Semester 2 2023' (Semester 2, 2023). Each card shows a 0% completion status. A fifth card is partially visible at the bottom left, showing a group of people working at a table.



Go to Student Orientation on Moodle



The screenshot shows the Moodle course overview page. At the top, there is a navigation bar with links for Home, My Classes, My courses, and My dashboard, along with a search icon. Below this, a breadcrumb trail reads Home > Site pages > My courses. The main heading is '* Course overview'. Underneath, there are filters: 'All' (selected), a search box, 'Sort by last accessed', and 'Card'. The course overview displays four cards:

- Virtual Library**: Student Information
- Student Hub**: Student Information
- Academic Integrity Module Semester 2 2023**: Semester 2, 2023, 0% complete
- Student Orientation Semester 2 2023**: Semester 2, 2023, 0% complete

Below these cards, there is a partial view of a fifth card showing a group of people working together at a table.



Moodle Student Orientation

Welcome to Student Orientation



Welcome to AGE

During Orientation, you will get to know each other, meet your Heads of Disciplines and familiarise yourselves with your new learning system and the free Microsoft Office applications you have access to at AGE. We encourage you to engage, participate, and ask questions to get the most out of this orientation. Completion of these sessions will set you up for success on your journey with us here at AGE.

Student Orientation Agenda

Complete all activities to earn the
Orientation Badge



Once you have successfully completed all the required elements in the AGE Student Orientation, you will receive a badge that can be added to your professional networking profile.

Go to Student Hub

Welcome to Student Orientation



Welcome to AGE

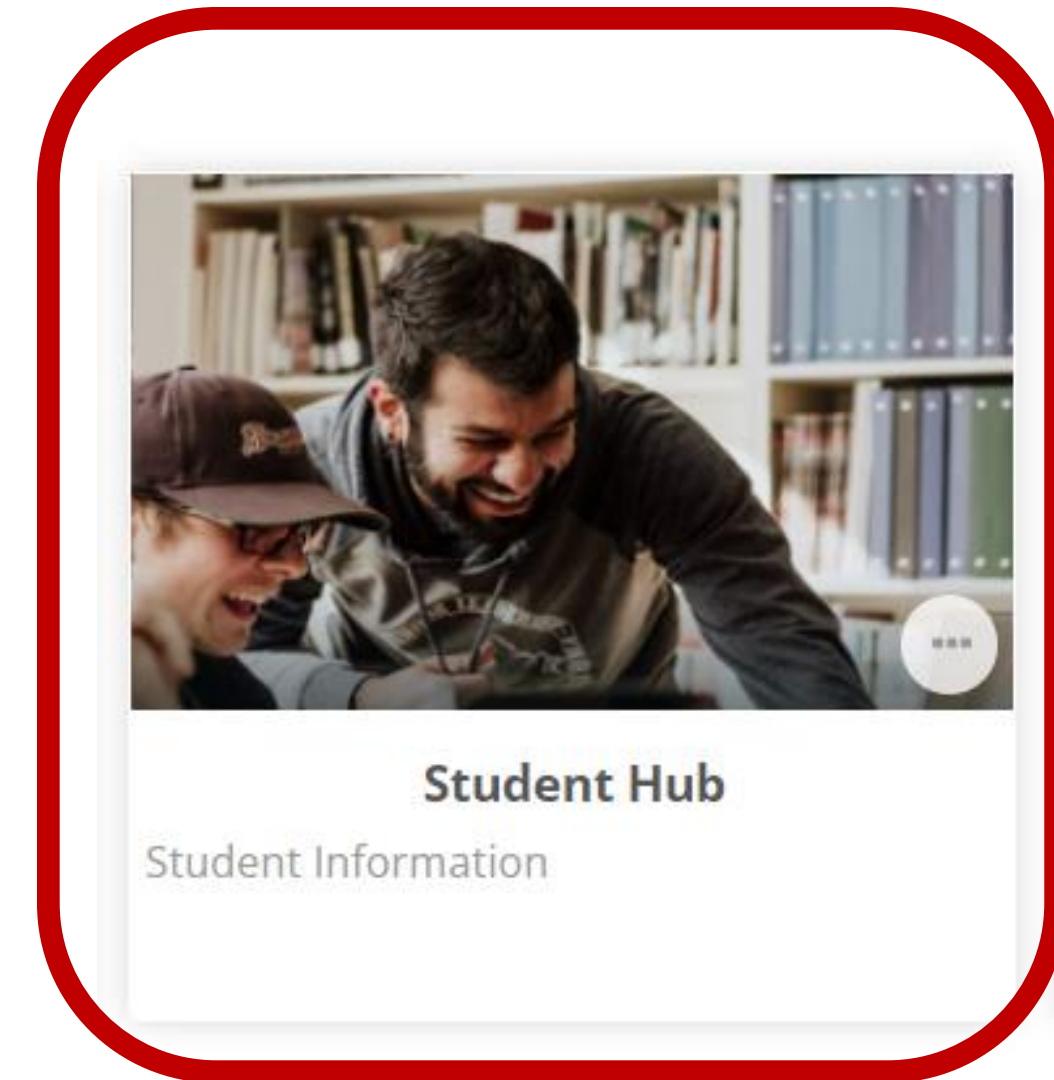
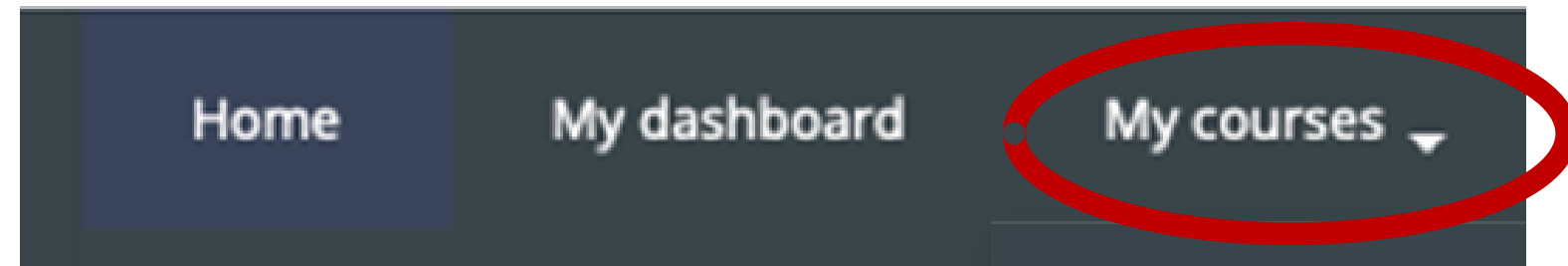
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Student Hub



Click here to visit the Student Hub

Go to Student Hub



Student Hub

Welcome to the Student Hub



Welcome to the PIA Student Hub - This area is your one-stop shop to access all the information you will require whilst studying at PIA.

We are here to support you. So do not hesitate to reach out to us when you need support and do not leave it till too late!

We look forward to accompanying you on your journey at PIA and seeing you succeed in your studies and beyond!



Announcements

Introduction



Policies, Procedures and Forms



IT Systems



Student Support Services



Academic Integrity at PIA



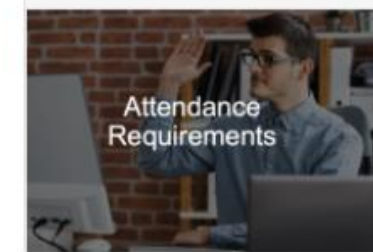
PIA Virtual Library



Study Skills



Important Information



Life, Health and Wellbeing

COVID-19 Resources

Evacuation Processes

Copyright Notice



Navigating your way around the Student Hub

Who should you contact if you have a question about fees?

“Non-Academic Related Support Services”



Where will you find any forms that need to be completed?

“Procedures and Forms Portal”



Where would you find instructions to add your AGE email account to your phone?

“Microsoft Outlook”



Navigating your way around the Student Hub

Where do I go to learn more about academic writing?

“Academic writing”



Where can I find guides about referencing?

“APA 7th Referencing Resources”



Go to the Library

- Student Hub
- My Modules
- **AGE Virtual Library**
- Student Portal
- Academic Integrity Module
- Geelong Student Handbook
- Sydney Student Handbook
- Staff Lounge
- Site announcements



Welcome to the Student Hub - This area is your one-stop shop to access all the information you will require whilst studying at PIA. We are here to support you. So do not hesitate to reach out to us when you need support and do not leave it till too late! We look forward to accompanying you on your journey and seeing you succeed in your studies and beyond!



Introduction

Policies, Procedures and Form

IT Systems

Student Support Services

Academic Integrity at PIA

AGE Virtual Library

Study Skills

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AGE Virtual Library via Moodle

Virtual Library

Welcome to your essential

Virtual Library Resources








We offer access to a wide range of electronic resources, eBooks and eJournals, which are available to our students and staff. We enable you to harness new technologies and effectively find, evaluate and use information. Your lecturers will also link essential resources on your Moodle unit pages so ensure you engage with them.



Announcements

Hidden from students

 <p>EBSCOhost</p>	 <p>IEEE Xplore[®] Digital Library</p>	 <p>Google Scholar</p>	 <p>Oxford Reference</p>	 <p>JSTOR</p>
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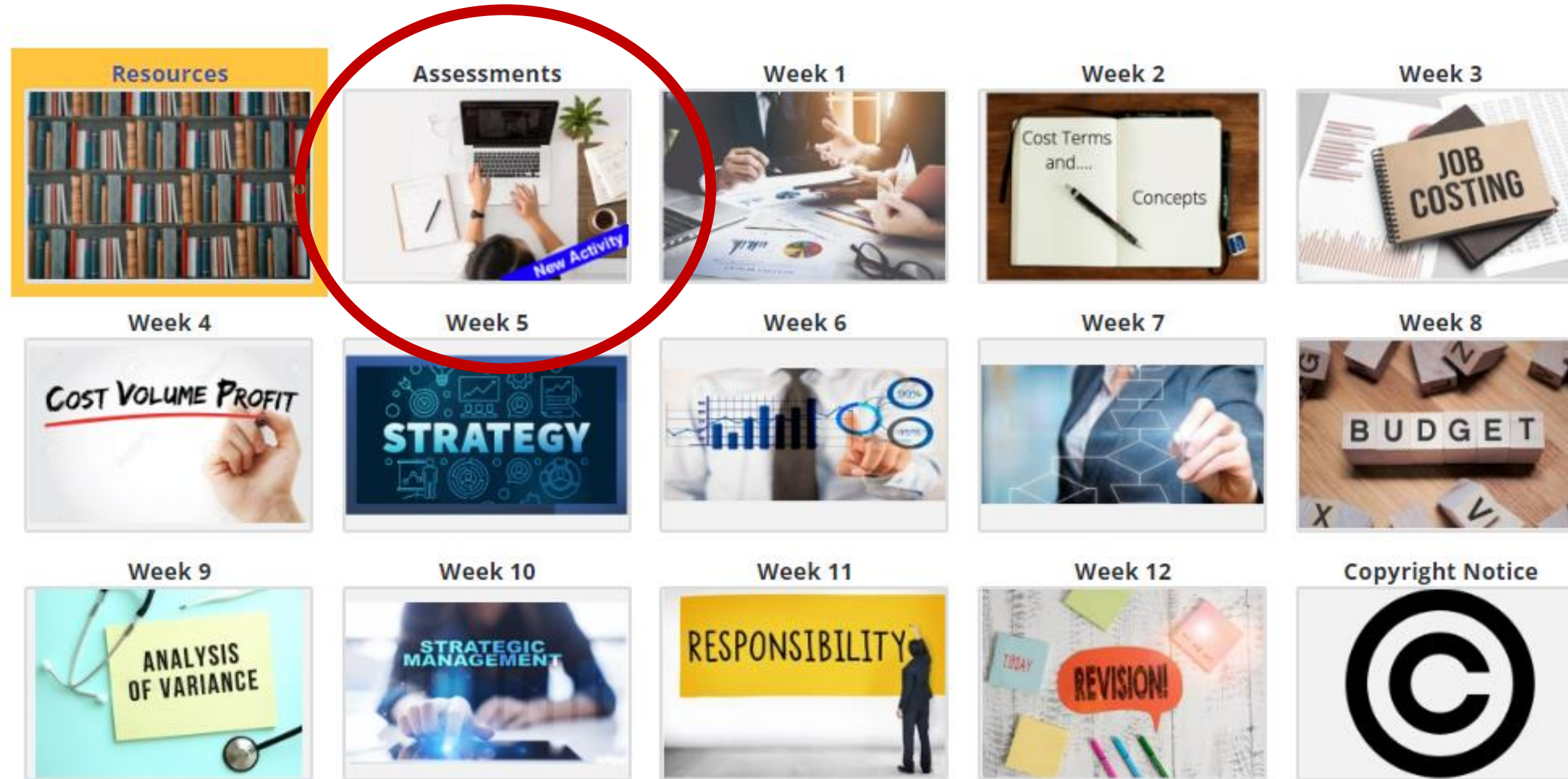
Your units of study on Moodle

The screenshot shows a Moodle user interface. At the top, a dark navigation bar contains links for 'Home', 'My Classes', 'My courses' (highlighted with a red circle), and 'My dashboard'. Below this is a breadcrumb trail: 'Home > Site pages > My courses'. The main heading is '* Course overview'. There are filters for 'All', a search box, 'Sort by last accessed', and 'Card' view. Five course cards are displayed in a grid. Each card has a representative image, a title, a category, and a progress indicator. The cards are: 'Virtual Library' (Student Information), 'Student Hub' (Student Information), 'Academic Integrity Module Semester 2 2023' (Semester 2, 2023), 'Student Orientation Semester 2 2023' (Semester 2, 2023), and 'GBU100 Business Communications_S22023'.

- Your enrolled units for the Semester
- Your common modules

1. What subjects (units) are you studying this semester?

Your unit homepage



What subjects (units) are you studying this semester?
What are the assessments for each of the units?



Enrolling in each teaching period

- You must enrol for each compulsory teaching period.
- As an international student, if you do not enroll, your enrolment in your course will be cancelled.

Teaching Period	Compulsory
Semester 1	Yes
Semester 2	Yes
Summer Semester	No



Student Support Services



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Non-Academic Related Support Services

Email: support@guildmusic.edu.au or call +61 3 9966 3671

- Moodle related queries
- Software queries
- Letters/ transcripts/ official documents
- ID cards
- Personal details updates – can be updated online here



Non-Academic Related Support Services

Email: support@guildmusic.edu.au or call +61 3 9966 3671

- Offer Letter / Confirmation of Enrolment (COE) extension
- Change of Units / Timetable
- Deferment / Suspension / Cancellation / Withdrawal
- Advanced Standing / Credits related query



Non-Academic Related Support Services

Email: support@guildmusic.edu.au or call +61 3 9966 3671

- Fee related queries
- Fees receipts / invoices
- Refund related queries
- Fees instalments / extension related queries



Key points to note

- Always remember to check your student email account, Moodle Home Page, and announcements made under each unit in Moodle.
- Please read the emails regularly and follow the instructions carefully
- When enrolling into units, double-check and avoid any units that you got credits for, and any units completed already (this can be checked in the portal and the offer letter)
- Be aware of the Census Date - the last day to make changes
- You can find our contact details at [Non-Academic Related Support Services](#)
- Ensure to email the questions to the relevant department



Key points to note continued...

- Ensure you pay your fees on time to avoid penalties
- Remember to mention your student ID and semester as reference when making payments.
- During busy periods - please bear with us and have more patience
- Upload a headshot photo to student portal. Then talk to the reception staff to obtain your Student ID card. Please ensure that you carry your ID card when attending the campus.
- Please ensure you bring your laptops and chargers to quizzes.



Housekeeping Rules

- When on campus, please be considerate of others sharing the same building. When not attending classes, try to use the common student areas to minimize noise.
- Please contribute to maintain a hygienic, clean and pleasant environment for everyone.
- It is important to use AGE devices responsibly to prevent damage, such as laptops, microwave, etc.
- In case of a fire, immediately evacuate the building upon hearing the fire alarm and follow staff instructions to gather at the designated assembly point.



Smoke-free and Vape-free

**NO
SMOKING
OR VAPING**



**on this premises and
within 4 metres of entrance**

PENALTIES MAY APPLY

Tobacco Act 1987

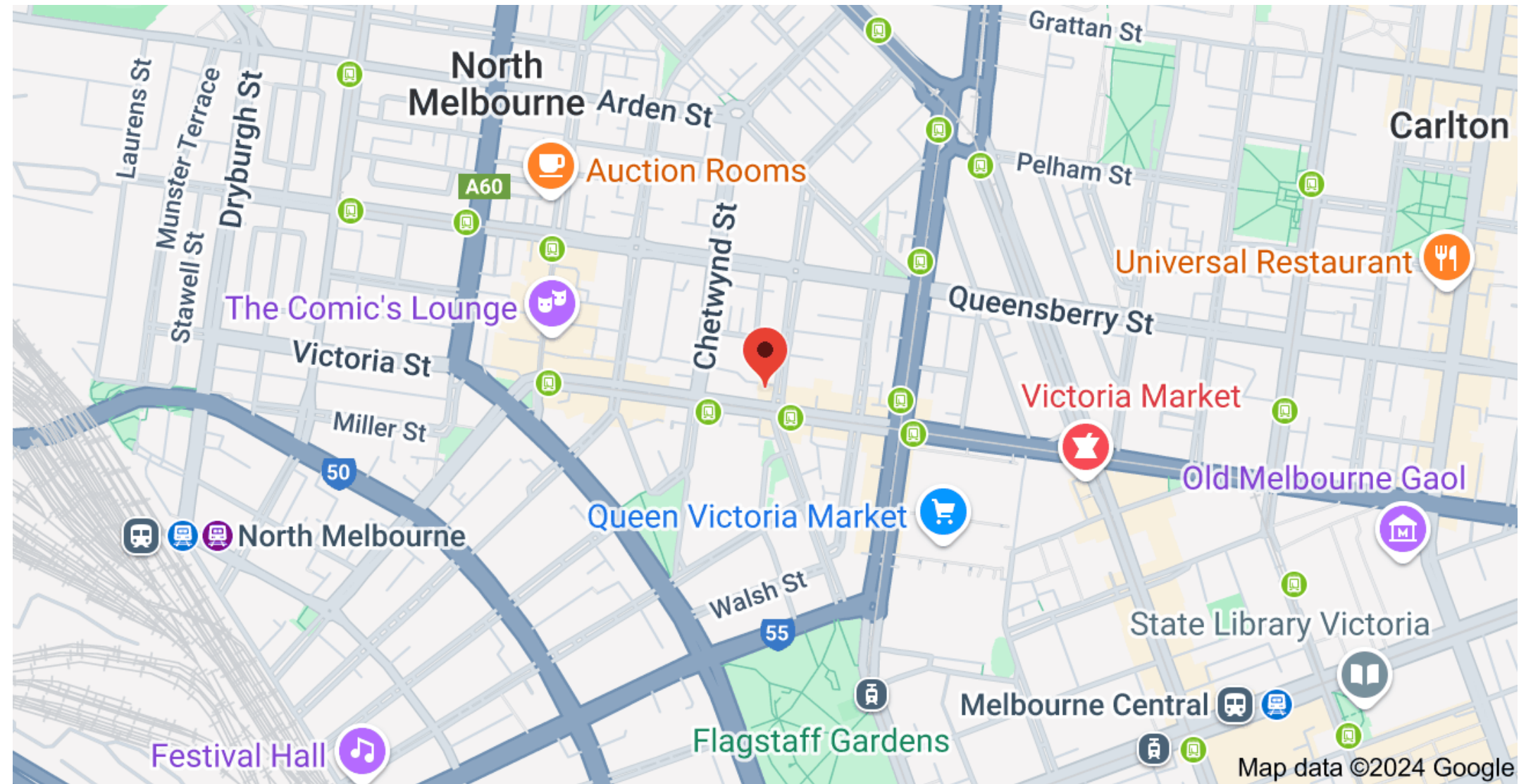


Melbourne Campus Map

Public Transport to and from campus

AGE is located in the heart of the North Melbourne, near Queen Victoria Markets.

Nearest Metro train station: Flagstaff station. Take the #58 tram (West Coburg-Toorak) outside Flagstaff Station and disembark at Victoria street.



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Course Planning



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Course Planning: Programs offered at AGE



- Bachelor of Music specialising in Instrumental or Vocal Teaching
- Bachelor of Music specialising in Instrumental or Vocal Performance
- Bachelor of Music specialising in Composition
- Bachelor of Music specialising in Musicology

Course Planning



Bachelor of Music

Duration

International Student: 3 years full time; 6 Semesters

Domestic Student: 3 years full time; 6 Semesters OR up to 6 years PT - up to 12 Semester

Accelerated programme: 2 years full time plus 2x Summer School; 6 Semesters

Course Planning



Bachelor Degree Structure

Year 1 Sem 1: **3 core units** & 1 elective

Year 1 Sem 2: **3 core units** & 1 elective

Year 2 Sem 1: **3 core units** & 1 elective

Year 2 Sem 2: **3 core units** & 1 elective

Year 3 Sem 1: **2 core units** & 2 electives

Year 3 Sem 2: **2 core units** & 2 electives

Total of 24 units @ 12.5 credit points per unit

Total credit points = 300

CORE SUBJECTS	YEAR 1		YEAR 2		YEAR 3	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
MUSICIANSHIP	Musicianship 101	Musicianship 102	Musicianship 201	Musicianship 202	Musicianship 301	Musicianship 302
PROFESSIONAL SKILLS	Professional Skills 101	Professional Skills 102	Professional Skills 201	Professional Skills 202	Professional Skills 301	Professional Skills 302
MUSIC as CULTURE	Music as Culture 101	Music as Culture 102	Music as Culture 201	Music as Culture 202		
ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
					ELECTIVE	ELECTIVE

ELECTIVES	YEAR 1		YEAR 2		YEAR 3	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
MUSICOLOGY	Music as Culture 101	Music as Culture 102	Music as Culture 201	Music as Culture 202	Music as Culture 301	Music as Culture 302
					Musicology/Pedagogy 301	Musicology/Pedagogy 301
INSTRUMENTAL / VOCAL TEACHING	Music Pedagogy 101	Music Pedagogy 102	Music Pedagogy 201	Music Pedagogy 202	Music Pedagogy 301	Music Pedagogy 302
					Practical Teaching 301	Practical Teaching 302
COMPOSITION	Music Composition 101	Music Composition 102	Music Composition 201	Music Composition 202	Music Composition 301	Music Composition 302
					Composition Portfolio 301	Composition Portfolio 302
PERFORMANCE	Music Performance 101	Music Performance 102	Music Performance 201	Music Performance 202	Music Performance 301	Music Performance 302
					Instrumental/Vocal Recital 301	Instrumental/Vocal Recital 302

DAY 1					
TEACHING SPACE	SPACE 1	SPACE 2	SPACE 3	SPACE 4	SPACE 5
Morning Session					
8:30 - 12:00	Musicians hip 101	Pro Skills 102	Music as Culture 101	Music as Culture 102	Class
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 1	GROUP 1	GROUP 2	GROUP 2	
Afternoon Session					
1:00 - 4:30	Musicians hip 102	Pro Skills 101	Class	Class	Class
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 1	GROUP 2			
Evening Session					
5:00 - 8:30	Composition 102	Composition 101	Music Pedagogy 102	Music Pedagogy 101	Performance 101 & 102
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 1	GROUP 1	GROUP 2	GROUP 2	GROUP 1 & 2

DAY 2					
TEACHING SPACE	SPACE 1	SPACE 2	SPACE 3	SPACE 4	SPACE 5
Morning Session					
8:30 - 12:00	Musicians hip 101	Pro Skills 102	Music as Culture 101	Music as Culture 102	Class
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 2	GROUP 2	GROUP 1	GROUP 1	
Afternoon Session					
1:00 - 4:30	Musicians hip 102	Pro Skills 101	Class	Class	Class
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 2	GROUP 1			
Evening Session					
5:00 - 8:30	Composition 102	Composition 101	Music Pedagogy 102	Music Pedagogy 101	Performance 101 & 102
	Lecturer	Lecturer	Lecturer	Lecturer	Lecturer
	GROUP 2	GROUP 2	GROUP 1	GROUP 1	GROUP 1 & 2

Course Planning

Why Change the Plan?

- Have not met Prerequisites
- Need to meet study visa requirements
- NOTE: when changing your plan remember that not all units are offered every semester



Course Planning

Semester 1 (March to May)

Semester 2 (July to October)

Summer Semester (December to February)



Bachelor of Music Brochure

[LINK](#)

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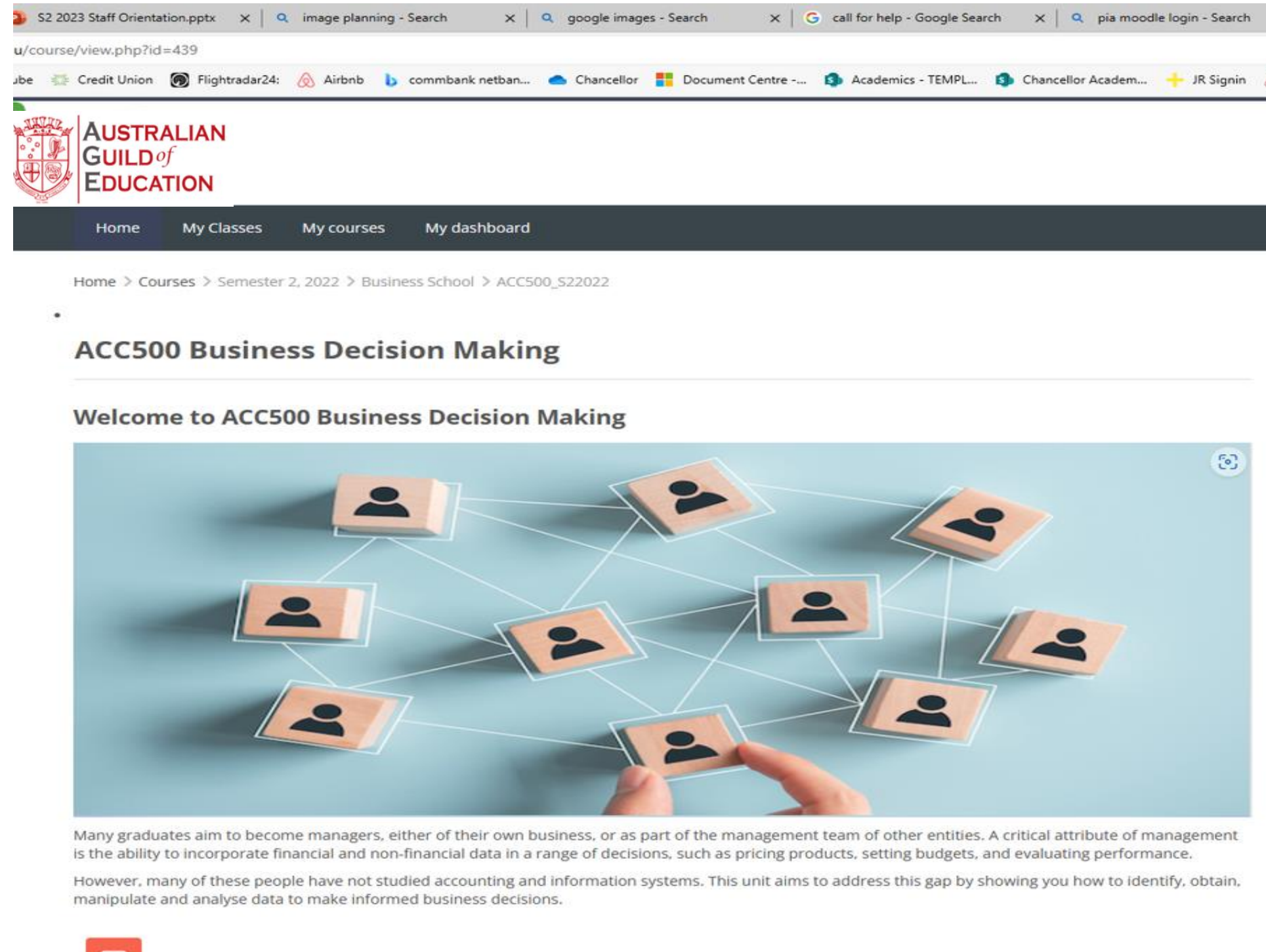


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Course Planning



Your Units



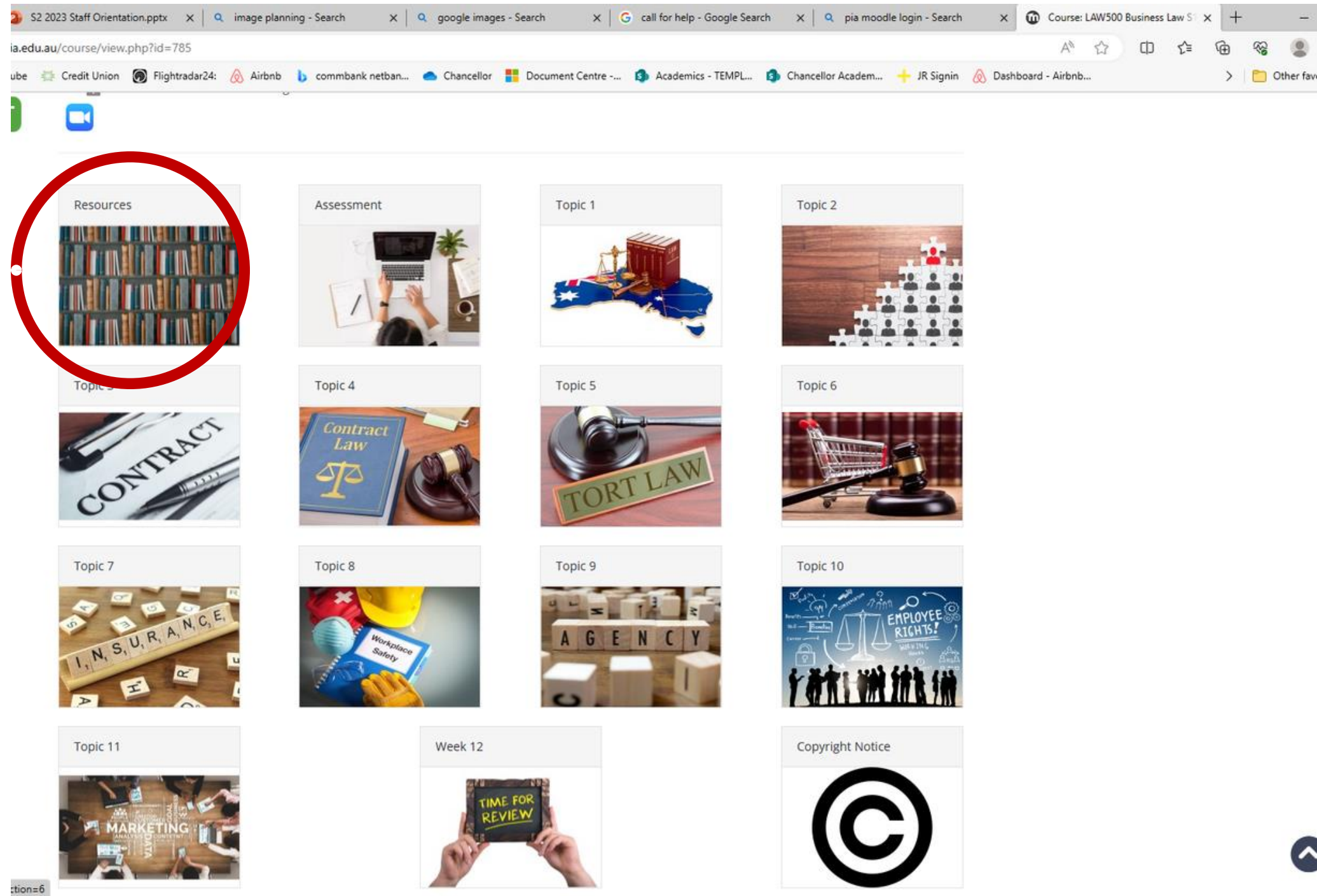
The screenshot shows a web browser with several tabs open, including 'S2 2023 Staff Orientation.pptx', 'image planning - Search', 'google images - Search', 'call for help - Google Search', and 'pia moodle login - Search'. The address bar shows 'u/course/view.php?id=439'. The browser's bookmark bar includes 'Credit Union', 'Flightradar24', 'Airbnb', 'commbank netban...', 'Chancellor', 'Document Centre - ...', 'Academics - TEMPL...', 'Chancellor Academ...', and 'JR Signin'. The page header features the Australian Guild of Education logo and a navigation menu with 'Home', 'My Classes', 'My courses', and 'My dashboard'. The breadcrumb trail reads 'Home > Courses > Semester 2, 2022 > Business School > ACC500_S22022'. The main heading is 'ACC500 Business Decision Making', followed by a sub-heading 'Welcome to ACC500 Business Decision Making'. Below this is a large image of a network diagram with ten person icons connected by lines, and a hand pointing at one of the icons. The text below the image states: 'Many graduates aim to become managers, either of their own business, or as part of the management team of other entities. A critical attribute of management is the ability to incorporate financial and non-financial data in a range of decisions, such as pricing products, setting budgets, and evaluating performance. However, many of these people have not studied accounting and information systems. This unit aims to address this gap by showing you how to identify, obtain, manipulate and analyse data to make informed business decisions.'

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Unit Outline



Unit Outline

Australian Guild of Education Pty Ltd

PRV12114 | CRICOS code 04168K

Pedagogy Specialisation 102 (PEDSPEC102)



Pedagogy Specialisation 102

PEDSPEC102

Pedagogical Frameworks

SPECIFICATIONS	DETAILS
AWARD	Bachelor of Music (CRS1201245)
CRICOS Course Code	113586G
Unit	Pedagogy Specialisation 102
Unit Name	Pedagogical Frameworks
Unit Code	PEDSPEC102
Core or Elective	Elective
Date	Study Period 3, 2024
Subject Head	Jordan Murray
Unit Coordinator	Jordan Murray
Lecturer	Jordan Murray
Tutor	NA

3. Weekly Teaching Outline

- Week 1 Introduction
- Week 2 The Brains of Musicians
- Week 3 Musical Ability
- Week 4 Self-Determination Theory
- Week 5 Motivation
- Week 6 Self-Efficacy
- Week 7 Procrastination
- Week 8 Effective Practice Strategies
- Week 9 Building Routine
- Week 10 Recovering From Setbacks
- Week 11 Self-Regulation
- Week 12 Summary and Review



Unit Outline

4. Assessments Overview

Assessment Type	When assessed	Weighting	Learning Outcomes Assessed
Assessment One: Teaching Strategy Assessment type: Essay or Oral and PowerPoint Presentation options) Assessment submission method: Online Word Count: 2100 words	Week 5	40%	1, 2
Assessment Two: Peer Review Assessment type: Essay or Oral and PowerPoint Presentation options) Assessment submission method: Online Word Count: 1050 words	Week 9	20%	3
Assessment Three: Assessment type: Essay or Oral and PowerPoint Presentation options) Assessment submission method: Online Word Count: 2100 words	Week 12	40%	4

9. Rubrics

PEDSPEC102 Task 1 (40%)					
Essay Rubric Task 1: Understanding and Addressing Student Motivation					
Criteria	Exemplary (HD) (85-100%)	Proficient (D) (75-84%)	Competent (C) (65-74%)	Developing (P) (50-64%)	Inadequate (N) (<50%)
Understanding of Situation from a Music Psychology Perspective	Demonstrates an insightful and comprehensive understanding of the situation, thoroughly drawing on music psychology theories and relevant literature.	Shows a solid understanding of the situation with reference to music psychology theories; minor areas could be developed.	Provides a general understanding of the situation but lacks full depth in music psychology applications.	Basic understanding is present but with minimal music psychology insights or depth of understanding.	Lacks clear understanding of the situation; little or no use of music psychology perspective.
Analysis of Student's Behavior	Provides an in-depth analysis using Self-Determination Theory and other motivation theories, with strong empirical support.	Provides a clear analysis using Self-Determination Theory and other relevant theories, with adequate evidence.	Attempts to analyze behavior with limited use of theories or minimal empirical evidence.	Analysis of behavior is basic, with vague references to theory; lacks depth or empirical support.	Fails to analyze student behavior meaningfully; no theoretical foundation or relevant evidence.
Reflection on Past Strategy	Thoughtfully reflects on the effectiveness of past strategies, with critical insight into both strengths and areas for improvement.	Reflects on past strategies with some critical insight into effectiveness and limitations.	Basic reflection on past strategies; lacks depth in identifying strengths and limitations.	Minimal reflection on past strategy; limited recognition of effectiveness or areas for improvement.	Little or no reflection on past strategies; no insight into effectiveness or limitations.
Proposed Future Strategies	Proposes innovative and feasible teaching strategies that are clearly grounded in theory and informed by empirical insights.	Suggests effective, feasible teaching strategies with theoretical grounding and some evidence of empirical support.	Offers basic future strategies, with limited grounding in theory or lack of clarity in feasibility.	Minimal or vague strategy suggestions; may lack theoretical support or relevance to the situation.	Provides no future strategies, or suggestions are irrelevant, infeasible, or unsupported by theory.
Use of Evidence and Sources	Skillfully integrates a range of sources, including empirical studies, to support arguments and analysis.	Uses relevant sources to support key points; may lack range or depth in source selection.	Relies on minimal sources with some support for points; limited depth in integration of empirical evidence.	Little evidence used, or sources are insufficiently integrated and fail to support arguments effectively.	No evidence or sources, or sources used are irrelevant or inaccurately cited.
Writing and Structure	Clear, coherent, and well-structured writing; excellent flow with no or few grammatical errors.	Generally clear writing; well-organized structure with minimal grammatical errors.	Writing is mostly clear; may have some structural issues or grammatical errors that slightly impede readability.	Writing is unclear in places; significant grammatical or structural issues affect coherence.	Poorly written with pervasive grammar or structural issues; difficult to follow or lacks coherence.



Unit Outline

Marking Criteria - Rubric

HD 85 – 100

Work of exceptional quality, which demonstrates comprehensive understanding of the subject matter, mastery of relevant skills, sophisticated or original critical and conceptual analysis and interpretation, and outstanding quality in clarity, precision, and presentation of work.

D 75 – 84

Work of superior quality, which demonstrates a thorough knowledge and understanding of the subject matter, proficiency in relevant skills, and analytical and conceptual ability of a high order.

C 65 – 74

Work of good quality, which displays a good understanding of the subject matter and a sound grasp of relevant skills.

P 50 – 64

Work of satisfactory quality, which displays an adequate understanding of most of the subject matter and a sufficient grasp of relevant skills.

N 0 – 49

Work which is incomplete or displays an inadequate understanding of the subject matter or an inadequate grasp of relevant skills.

All assessment items must be submitted to pass this unit. Class attendance of 80% is expected.

Alternative Assessments: Each assessment has an alternative Oral and PowerPoint Presentation option to the written component.

Return of assignments: Students can expect to have assignments marked and returned within two weeks from the submission date.

If you're currently on an EAP and require modified assessments or other approved adjustments, please contact the Unit Coordinator or the DLO.



Course Planning



Health and Wellbeing



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Student Support Services

- Visa and Health Insurance
- Adjusting to international student life in Australia
- Assistance accessing Religious services/facilities
- Organisation of social activities and events
- Temporary accommodation booking service
- Returning Home Program

The first point of contact for students is the Student Services and Administrative Officers that are available at the front desk or via email at support@guildmusic.edu.au to assist with all non-academic related inquiries and for direction to the most appropriate academic for all academic-related enquiries. A referral form will be completed to assist students to access the necessary support service.

The Student Support Framework, which is available on the website, provides further details on the type of supports services available to students.



Overseas Student Health Cover (OSHC)

- All International students undertaking formal studies in Australia (and dependents) must obtain OSHC.
 - It covers visits to the doctor, some hospital treatment, ambulance cover and medicine
 - The Department of Home Affairs requires overseas students to maintain OSHC for the duration of time they are in Australia.
- Please note that if you are unwell you are required to provide a Medical Impact Statement (MIS). AGE does not accept Standard Medical Certificates for Progression-related matters.
- Learn more about OSHC, including a list of the providers at www.privatehealth.gov.au

Health Cover



In the case of injury, sickness or an emergency

Where to go depends on the severity of the problem:

Hospital:

Injury, major cuts,

Drive yourself in or have someone drive you

Ambulance to Hospital:

Injury, Heart issues, Stroke

Call 000 – ask for an ambulance



What you need to know...

Where to go

- Closest doctor
- Closest Priority/Urgent Care Center
- Closest hospital



Counselling and External Support Services



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Counselling and External Support Services

- Harman Foundation
 - The Harman Foundation is modelled on a mission of delivering open, empathic support, guidance and reassurance to all multicultural community members.
- Tonic Psychology
 - The Tonic Psychology Employee Assistance Program (EAP) provides a wide range of services to improve the wellbeing of employees, empowering them to manage difficult times both at work and in their personal lives.
- CLS
 - CLS offers effective, confidential and early intervention counselling, mediation, and critical incident management. Offsite counselling facilities are available.



Harman Foundation
Helping, Supporting & Touching Lives



**TONIC
PSYCHOLOGY**



Useful Contacts

Fire, ambulance and police emergency Phone 000 or 112 (mobile only)
State Emergency Services (SES) Emergency assistance with storm, flood or tsunami damage. 132 500 ses.vic.gov.au
ABC Emergency List current alerts and warnings Australia wide – abc.net.au/news/emergency
After-hours medical services hotline (non-emergency) 1800 022 222 healthdirect.gov.au/after-hours-gp-helpline
AGME Student Services (03) 9822 3111
AGME 24hr Critical Incident line (03) 9822 3111 after office hours it diverts to an out of hours mobile
Translating and Interpreting Service 131 450 tisonational.gov.au
Lifeline 24-hour Counselling, Advice and Referral Services 131 114 lifeline.org.au
Police 131 444 (non-emergency number) Crimestoppers: 1800 333 000 (crime tip line)
Doctors near campus hotdoc.com.au/find/doctor/VIC/melbourne-3000
Pharmacies near campus healthdirect.gov.au/australian-health-services/results/melbourne-3004/tihcs-aht-12243/pharmacy?undefined&pageIndex=1&tab=SITE_VISIT
Dentist near campus healthengine.com.au/appointments/dentist/VIC/Melbourne-3000
Community health centres betterhealth.vic.gov.au/health/serviceprofiles/community-health-centres-service



Useful Contacts

Tonic Psychology

1300 668 256 | tonicpsychology.com.au/telehealth admin@mindfitpsychology.net

Lifeline

13 11 14 to access 24-hour crisis support and suicide prevention services or Lifeline website to find out more (lifeline.org.au).

Beyondblue

1300 22 4636 for 24-hour support for mental health issues including anxiety, depression and suicide. You can also get support through web chat, email and an online forum on the beyondblue website (beyondblue.org.au).



Additional Support

Insider Guides - International Student Resources

- <https://insiderguides.com.au/>
- [Download guides here](#)

International Student Hub - Melbourne

- <https://www.salvationarmy.org.au/melbourne614/what-we-offer/the-couch/>



Student Wiki – support requests

Students Home ▾ 🔍

Guidelines for submitting support requests

We offer a one-stop shop for all your academic, admin & technical questions

Email all your questions to:

support@guildmusic.edu.au

What happens next

- Your support request will arrive in a central location
- We will review it and assign it to the correct staff member
- And we will respond to you ASAP

What you need to do now

- Read on about how to create good support requests
- Check examples of writing support requests

Submitting good support requests will improve our response times by 5-48 hours

[What should a good support request look like?](#) ▾

- Course
- Contact directory
- ▾ Orientation
- Calendar
- Policies
- Support
- ▾ Units



Student Representative Council (SRC)

- The SRC:
 - represents the student body by having their voice heard
 - provides participation and leadership opportunities
 - contributes to decision making at AGE
 - organises events to enhance the student campus experience.
- Expressions of interest can be directed to support@guildmusic.edu.au



Policies & Procedures



Student Behaviour

- A safe, trusting and respectful learning environment is one of the key ingredients to success in your course.

Inappropriate Student Behaviour:

- angry, aggressive communications (verbal or written)
- unwanted attention
- threat to harm another or damage property
- sexual harassment (unwelcome sexual conduct of any kind)
- providing fraudulent documents
- use of illicit drugs and alcohol on AGE premises



Sexual Assault and Sexual Harm

[Good Practice Note: Preventing and responding to sexual assault and sexual harassment in the Australian higher education sector](#)



Sexual Misconduct Prevention and Response

- AGE maintains zero tolerance for negative behaviours
- AGE is committed to preventing sexual misconduct in its physical and online environments through ongoing education and training.
- Individuals who have directly experienced sexual misconduct involving AGE staff or students have the right to decide what information they disclose.



What to Do

If immediate assistance is required, use these emergency contacts:

ON campus emergency (24/7)

Ph: (+61) 02 9169 2660

OFF campus emergency (24/7)

Call 000:

- Ask for police if your life is being threatened.
- Ask for ambulance if someone is seriously ill or injured

EXTERNAL Counselling support and advice (24/7)

Ph: 1800 RESPECT (1800 737 737) for the National Sexual Assault & Domestic Violence Help Line.



Accessing your records

- Individuals have the right to access or obtain a copy of the personal information that AGE holds about them.
- Requests to access or obtain a copy of personal information must be made in writing.
- There is no charge for an individual to access personal information that AGE holds about them; however, the AGE may charge a fee to make a copy.
- Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within ten (10) days of receiving their written request.
- Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.
- Written requests for access to obtain a copy of, or to correct personal information held by AGE, should be sent to:
The Registrar
376 Victoria Street, North Melbourne VIC 3051
support@guildmusic.edu.au



Student Attendance Requirements

- Australian law requires international students to study full-time. A full-time study load at AGE is a minimum of 8 units per year.
- Students will have their attendance monitored because poor attendance means that students will not progress through the course at the required rate.
- For students who have unsatisfactory academic progress, AGE is required to review your involvement, counsel you, implement an intervention strategy and, if unsatisfactory progress persists, notify the Department of Education and Training.



Student Attendance Requirements

- Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated and a statement noting that the maximum period of candidature has been exceeded will appear on the final record of results issued to the student.
- The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty (20) working days from receiving notification of the decision to terminate their enrolment to appeal the decision.
- Students must meet the requirements of a course within a prescribed number of years from the date of first enrolment. The rationale for placing a timeframe on course completion is to ensure that the qualification awarded reflects currency of knowledge and skill.



Student Attendance Requirements

- International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered CRICOS course duration) less any time compensating for credit granted by the Institute. This time period is noted on the student's CoE.
- Where necessary an intervention strategy will be put in place, for student who are identified as at risk of non-course progression.
- The Dean may extend the duration of an international student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:
 - compassionate or compelling circumstances (e.g. illness where a medical impact statement states that the student was unable to attend classes); and/or
 - an intervention strategy being implemented for students who are at risk of not meeting minimum academic standards.



Student Attendance Requirements

- Where an international student has failed to meet minimum academic standards, the Dean may consider a reduction in their study load as part of the intervention strategy.
- All considerations for a reduction in study load due to failure to meet academic standards will be at the sole discretion of the Dean.



Complaints and Appeals

- If you are upset about something, should you:
 - 1) Ignore it?
 - 2) Decide not to bother anyone?
 - 3) Talk to your agent and not do anything?
 - 4) Make a complaint?

Complaints and Appeals

- All students have the right to:
 - Appeal against certain academic and administrative decisions taken by AGE
 - Lodge a complaint if they feel they have been wrongly treated by AGE or its staff members.
- International students should also be aware of the implications of AGE's decisions on their enrolment and student visa status.
 - Cancellation – appealing may delay it
 - Complaining – may delay AGE taking action



Complaints and Appeals - timeframe

- Students can enter a complaint at any time but should be aware that appeals need to be submitted within a set timeframe.
- For grade appeals, this needs to be within five working days of a student receiving the results of that assessment task.
- For appealing a grievance outcome, the student must appeal within ten working days of receipt of the decision.
- Appeals lodged outside of this timeframe may be dismissed.



Complaints and Appeals - Rights

- International students should familiarise themselves with the relevant rights and responsibilities as international students. See the [International Students Factsheet](#).
- If you wish to lodge an appeal or complaint, you can get advice on how to proceed from Student Services and Administration or by email support@guildmusic.edu.au
- All formal complaints are to be directed to:

Registrar

376 Victoria Street, North Melbourne, 3051

Or support@guildmusic.edu.au

For more information, see AGE's Student Grievance Handling Policy and Procedure.

Legal Support Services

Legal assistance	Victoria Legal Aid 1300 792 387 legalaid.vic.gov.au
	Consumer Affairs Victoria 1300 55 81 81 consumer.vic.gov.au/housing/renting/legal-and-dispute-support/resolving-disputes
Overseas Students Ombudsman	1300 362 072 ombudsman.gov.au/How-we-can-help/overseas-students
Other Ombudsmen <i>(Please note that you are required to go through the internal complaints resolution with the offending company prior to contacting the office of an Ombudsman).</i>	Commonwealth Ombudsman (complaints against federal government departments) – ombudsman.gov.au
	Victorian Ombudsman (complaints against Victorian state government departments) – ombudsman.vic.gov.au
	Australian Financial Complaints Authority (complaints against banks and lenders) – afca.org.au/about-afca/rules-and-guidelines/previous-edr-schemes
	Fair Work Ombudsman (complaints against employers) – fairwork.gov.au
	Private Health Insurance (Office of the Commonwealth Ombudsman) (complaints against private Health Insurance companies) - ombudsman.gov.au/How-we-can-help/private-health-insurance
	Energy and Water Ombudsman (complaints regarding gas, water and electricity companies) – ewon.com.au
	Telecommunications Industry Ombudsman (complaints regarding phone or internet services) – tio.com.au
Australian Competition and Consumer Commission	Advice on making a consumer complaint against businesses and alert authorities to potential scams – acc.gov.au/consumers/complaints-problems/make-a-consumer-complaint



Fees, Refunds and Visas



Fees and Refunds



Fees and other charges

- There is an Application Fee (\$200), in addition to the course fees.
- This fee is only refundable if the Institute defaults in the delivery of a course before it starts.

Refunds

- AGE will provide refunds to students in accordance with its policy.
- The refund provided will vary according to the times and circumstances in which it is sought, and the relevant milestones that are delineated within the policy and procedure.

Refer to AGE's Fees and Refunds Policy and Procedure for International Students for more information on fees and refunds.

AGE reserves the right to change its fees. Final fees are indicated on the Letter of Offer prior to the acceptance of offers.



Fees and Refunds

Non-Tuition fees and charges	Fee Amount (AUD)	Refundable	Non-Refundable
Application fee	\$200		✓
Overseas Student Health Cover (OSHC)	Approx. \$1,750	✓	
Academic Transcripts	\$50		✓
Assessment Re-checking	\$20		✓
Assessment Re-assessment/marking	\$80		✓
Holiday/Travel Letter	\$20		✓
Confirmation of Enrolment Letter	\$20		✓
Supplementary Assessment Fee	\$300		✓
Re-issue of Student Card	\$20		✓
Late course commencement fee per week	\$50		✓
Late payment per week late	\$100		✓
World Education Services (WES) Application completion	\$100		✓
Photocopying Prices vary according to size and colour. available options include A3, A4, single sided or double sided, black and white or colour.	\$0.10 -\$0.60		✓



Extending your COE

- The National Code 2018 allows extensions of course duration under the following circumstances:
 - **8.16** The registered provider must not extend the duration of the overseas student enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - **8.16.1** there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
 - **8.16.2** the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - **8.16.3** an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).



Extending your COE - Implications

- **8.16** The registered provider must not extend the duration of the overseas student enrolment if the overseas student is unable to complete the course within the expected duration
- **8.17** If the registered provider extends the duration of the student's enrolment, **the provider must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.**



Do you need an extension for your enrolment?

- If you need an extension of your enrolment, make an appointment with the Registrar via support@guildmusic.edu.au
- Remember to contact us early so that you have enough time to provide all the information that is necessary to make the application to extend your COE and get your application in to extend your visa.



What are compassionate or compelling circumstances?

Compassionate and compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing.

These could include, but are not limited to:

- Serious illness or injury where you were unable to attend classes in person or online
- Bereavement of close family members such as parents or grandparents
- Difficult living conditions which have impacted on your capacity to successfully complete a full study load
- Poor internet connection which means you cannot effectively engage in online study
- Overseas students whose course progress or wellbeing has been impacted by compassionate and compelling circumstances beyond their control will be considered on a case-by-case basis in receipt of supporting documentation.

What are not considered compassionate or compelling circumstances?

- Compassionate or compelling circumstances are generally not the following:
 - Relationship problems
 - Travel or employment opportunities
 - An increase in hours or duties of paid or unpaid employment
 - Family or customary obligations, such as weddings of a relative or friend
 - Minor medical illness or homesickness.
 - Work commitments.
 - Travelling overseas.
 - Financial hardship.

How to I apply for leave under compassionate or compelling circumstances?

- If you are experiencing compassionate or compelling circumstances, then you must apply for a deferment if it is before your course commences or a suspension if it is during your course.
- Please be aware that AGE only allows a student to defer or suspend for a maximum of two (2) consecutive teaching periods before they must return to studies or have their enrolment cancelled.
- You may need to have a medical professional complete a *Medical Impact Statement*.
- Special consideration is specifically intended to support students who have recently experienced unexpected illness or injury that is short-term in nature.
- Requests for special consideration on medical grounds must be supported by a Medical Impact Statement. This is to ensure that our special consideration assessment process is fair and equitable.
- Please complete the statement only in respect of the illness, injury or other medical circumstances being presented. The information you provide will help us determine the appropriate form of consideration such as an extension, alternative task or a deferred exam.

Course Progression Policy and Procedure

- Australian law requires international students to study full-time.

A full-time study load at AGE is a minimum of 8 units per year.

- Students at AGE are required to attend at least 80% of their classes in order to pass the unit (unless other arrangements are made for special circumstances)
- For students who have unsatisfactory academic progress, AGE is required to review your involvement, counsel you, implement an intervention strategy and, if unsatisfactory progress persists, notify the Department of Education and Training.

For more information, see AGE's Course Progression Policy and Procedure.

Assessments, Results and Moderation

- Your assessments will be submitted through Moodle to your lecturers
- Your results for each assessment will be recorded on Moodle
- Your results at the end of the semester are checked and moderated
- Moderated results mean they are compared to other students or other semesters
- The final results are on the student portal
- No results on Moodle are the final results

Supplementary Examination

- Supplementary examinations are an option when things have gone wrong
- Mark less than 50%
- Accident, illness or misadventure
- Must have attended at least 50% of classes

Grade Point Average (GPA)

- Each grade is worth points
- Grade Point Average is the average of your points for all your units – those you pass and those you fail
- If your GPA goes too low, your enrolment can be cancelled

Grade	Points
High Distinction	7
Distinction	6
Credit	5
Pass	4
Any type of fail	0

Deferment

- Under the requirements of the ESOS Act and National Code, if an international student has enrolled in a course, they are not permitted to defer the commencement of their studies, except on the grounds of compassionate or compelling circumstances.
- Deferments will only be granted prior to course commencement and in the following limited circumstances:
 - Student visa delay (international students only); or
 - Compassionate or compelling circumstances (domestic and international students).

Suspension

- Student-initiated suspensions will only be granted once the course has commenced and in the following limited circumstances:
 - Compassionate or compelling circumstances
 - For the balance of the semester and renewable for one more semester
- A student may only take a leave of absence through the formal application process as referred to under Student-initiated suspension.
- Students who take a leave of absence without approval will be categorised as having abandoned their studies, irrespective of the duration of time absent.
 - Make sure you re-enroll for your next semester

Cancellation

- Reasons other than abandoning studies for cancellation
 - Breach of the Student Code of Conduct
 - Academic Misconduct
 - Insufficient progress



Working Rights in Australia

- According to Fair Work the national minimum wage is currently \$24.10 per hour or \$915.90 per 38-hour week (before tax). Casual employees covered by the national minimum wage also get at least a 25% casual loading.
 - For more information on your rights please make sure you visit www.fairwork.gov.au
- If you are in doubt, contact Fair Work on the below details:

CONTACT US

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: **13 13 94**

Need language help?

Contact the Translating and Interpreting Service (TIS) on
13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: **13 36 77**. Ask for the Fair Work Infoline **13 13 94**

Speak & Listen: **1300 555 727**. Ask for the Fair Work Infoline **13 13 94**



Study Readiness



**Academic
Integrity**



Time Management

Academic Integrity

Question...

- What does Academic Integrity mean?
 - a. To work as hard as possible
 - b. To be successful in your studies
 - c. To be honest about your academic work

Answer: To be honest and responsible about your academic work even if it is challenging

To provide credit to information you used in your academic work

Academic Integrity

- Academic integrity means honest and responsible scholarship, particularly in relation to assessment tasks.
- To maintain academic integrity, a student must:
 - Express their own ideas
 - Acknowledge the sources of information
 - Complete assignments independently or acknowledge any collaboration
 - Accurately report results when conducting their own research
 - Be honest during examinations.

Academic Integrity at AGE

- There are consequences for any academic misconduct
- We expect all students and staff adhere to AI & Misconduct

Policy

- All penalties will be appropriate and fair
- Anyone accused of academic misconduct can respond and/or appeal decisions
- Students provide a disclaimer appended to their assignments
- AGE will:
 - Provide advice, support, and training for students
 - Design the teaching activities and assessments that encourage Academic Integrity

Contract Cheating

- Using material obtained from a third-party, whether paid or unpaid, known or unknown, and presenting it as your own.
- High-risk activity:
 - We know people who have been blackmailed when they have used contract cheating services
 - Contract cheating may lead to not being able to get work
 - In the most extreme circumstances, contract cheating may lead to visa cancellation.

Plagiarism

- Plagiarism means presenting the words or ideas of another person as your own
- This may include:
 - too closely paraphrasing sentences, paragraphs or ideas
 - copying the work of others without acknowledgement
 - submitting their own previously submitted or assessed work without permission
 - submitting work which has been produced by someone else and claiming authorship for it
- Plagiarism may be intentional or unintentional
- Either way, it is the student's responsibility

How to Avoid Plagiarism

- Take good notes
- Paraphrase and summarise well
- Reference accurately
- Keep direct quotes to a minimum
- Use Turnitin to your advantage

Take good notes!

- Read the research materials carefully, then put the text aside and take some time to think about what you've read.
- Write down the main ideas in your own words and then use your notes to create a first draft.
- Avoid copying straight from a source. If you write directly from a source into a draft, it can increase the chance that you will unintentionally plagiarise.

Paraphrasing and summarising

- Paraphrasing is expressing ideas and information from your sources in your own way, using your own words

Referencing

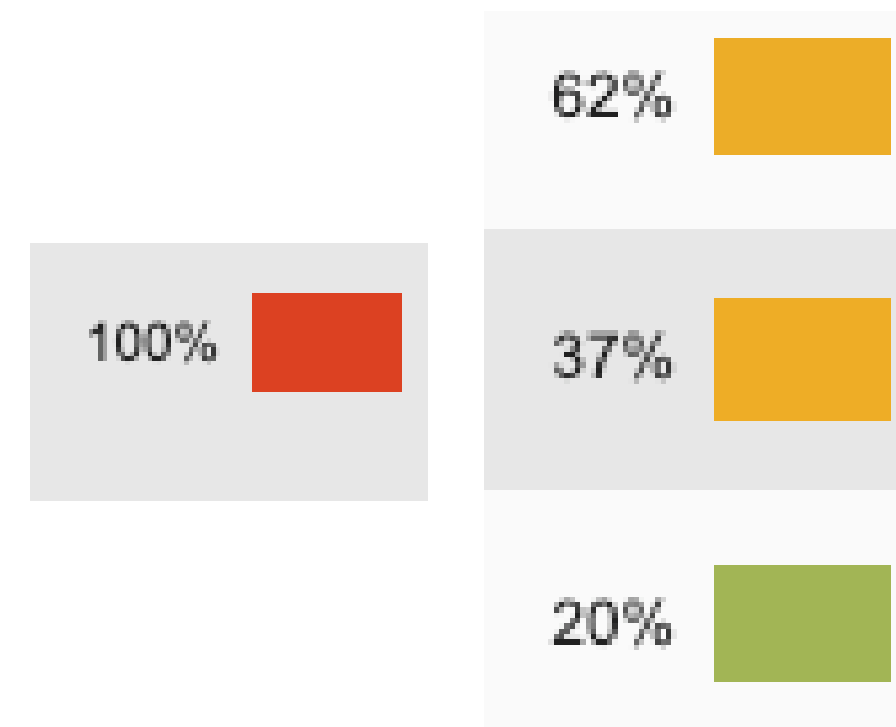
- You must say where you got the information.
- In academic writing, it is essential to state the sources of ideas and information. This is known as referencing, and it allows readers to refer to the sources for themselves.

Only quote when it helps to do so

- Direct quotations can be used to help explain the points you are making, but an assignment should be written in your own words as much as possible.
- If you submit an assignment that contains many quotations, it makes it hard for the marker to see how well you understand the material.
- **REMEMBER** – you must answer the question yourself. Use quotation marks and reference any quotations that use.

Word Matching/ Academic Integrity Software

- Turnitin is a formative and educative tool that compares the text in student submissions with a range of other sources.
- Student will have to use Turnitin for any written works you submit via Moodle.
- Turnitin helps with the management of plagiarism.
- Student will be able to submit a draft assignment through Turnitin to check their essays and reports before they are submitted.



turnitin®

Commercial cheating services are illegal in Australia

- If you use cheating services, you could:
 - fail your subject or course
 - lose your visa
 - lose your professional accreditation
 - be blackmailed by cheating service operators.

CHEATING

is NEVER

the RIGHT

ANSWER

The logo for the Tertiary Education Quality and Standards Agency (TEQSA). It features the acronym 'TEQSA' in white, bold, sans-serif capital letters. The letters are set against a dark teal background that is shaped like a right-angled triangle. Behind the text, there are several horizontal, textured brushstrokes in a reddish-pink color.

Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Commercial cheating services are illegal in Australia

- Illegal cheating services offer to:
 - sell you essays or assignments
 - ask you to upload previous work from your course
 - sell you study notes or exams
 - sit exams on your behalf.

CHEATING

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the RIGHT

ANSWER

The logo for the Tertiary Education Quality and Standards Agency (TEQSA). It features a dark teal triangle pointing upwards and to the right. Inside the triangle, the word "TEQSA" is written in white, bold, sans-serif capital letters. Behind the text, there are several horizontal, textured brushstrokes in a reddish-pink color.

Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Commercial cheating services are illegal in Australia

- And now it's easier than ever to catch students who cheat.
- The Government is working with institutions to shut down illegal commercial cheating services.
- You can help too.

CHEATING

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Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Commercial cheating services are illegal in Australia

- It is illegal to sell or promote commercial academic cheating services.
- Criminal penalties include up to 2 years in prison and fines of up to \$110,000.
- Students who use these services face disciplinary action in accordance with this institution's policies.

CHEATING

is NEVER

the RIGHT

ANSWER

The logo for the Tertiary Education Quality and Standards Agency (TEQSA) is located on the right side of the slide. It consists of a dark teal triangle pointing upwards and to the right. Inside the triangle, the word "TEQSA" is written in white, bold, sans-serif capital letters. Behind the text, there are several horizontal, textured brushstrokes in a reddish-pink color.

Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Commercial cheating services are illegal in Australia

- If you're new to study at an Australian higher education institution, please note that academic integrity standards might be different from where you've studied before.
- Make sure you understand your institution's academic integrity policies and practices and follow them during your course.
- Doing this will help you to uphold your own academic integrity and that of your institution.

CHEATING

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ANSWER

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Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Report cheating services

- Commercial academic cheating services are illegal in Australia.
- If you find ads for illegal cheating services on:
 - email
 - social media
 - campus posters or business cards
- report them at teqsa.gov.au/cheating.

CHEATING

is NEVER

the RIGHT

ANSWER

TEQSA

Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Do your own work

- Providing academic cheating services to students at Australian institutions is against the law.
- Do not write essays, complete assignments or sit exams for other students.
- You risk criminal prosecution including 2 years in prison and up to \$110,000 in fines.

CHEATING

is NEVER

the RIGHT

ANSWER

The logo for TEQSA (Tertiary Education Quality and Standards Agency) is located on the right side of the slide. It consists of a dark teal triangle pointing upwards and to the right. Inside the triangle, the word "TEQSA" is written in white, bold, sans-serif capital letters. Behind the text, there is a faint, stylized graphic of a handprint in a reddish-pink color.

Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Seen ads for cheating services on this campus?

- Report it to staff.
- Put them in the bin.

CHEATING

is NEVER

the RIGHT

ANSWER

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Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Been offered money to promote a cheating service to other students?

- You're breaking the law.
- You could be fined or jailed.

CHEATING

is NEVER

the RIGHT

ANSWER

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Visit teqsa.gov.au/cheating for more information



Remember: If you are having trouble with your assignments, contact your lecturer or tutor for help.

Academic Integrity Module

- There is an online Academic Integrity Module (AIM)
 - Published by *Epigeum* from Oxford University Press
 - comprehension and completion of the module.



CHEATING
is **NEVER**
the **RIGHT**
ANSWER

Commercial academic cheating services are illegal in Australia.

If you use cheating services, you could:

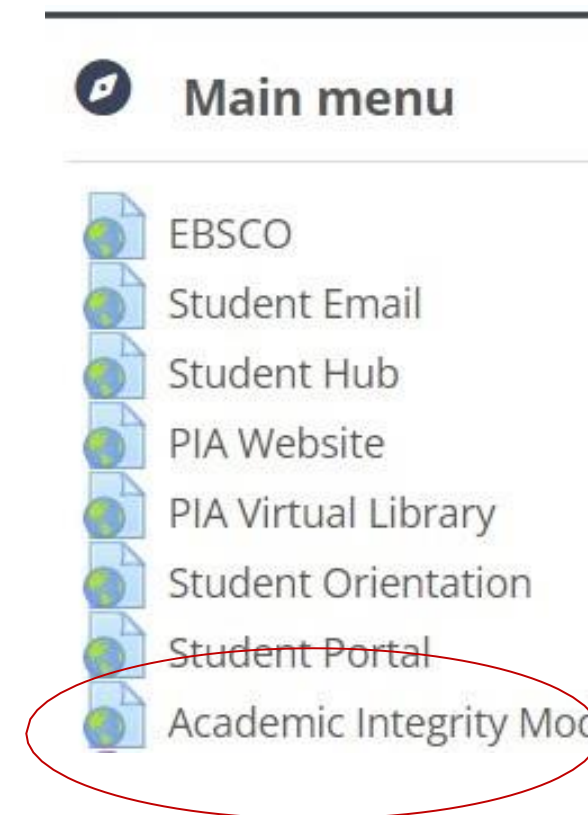
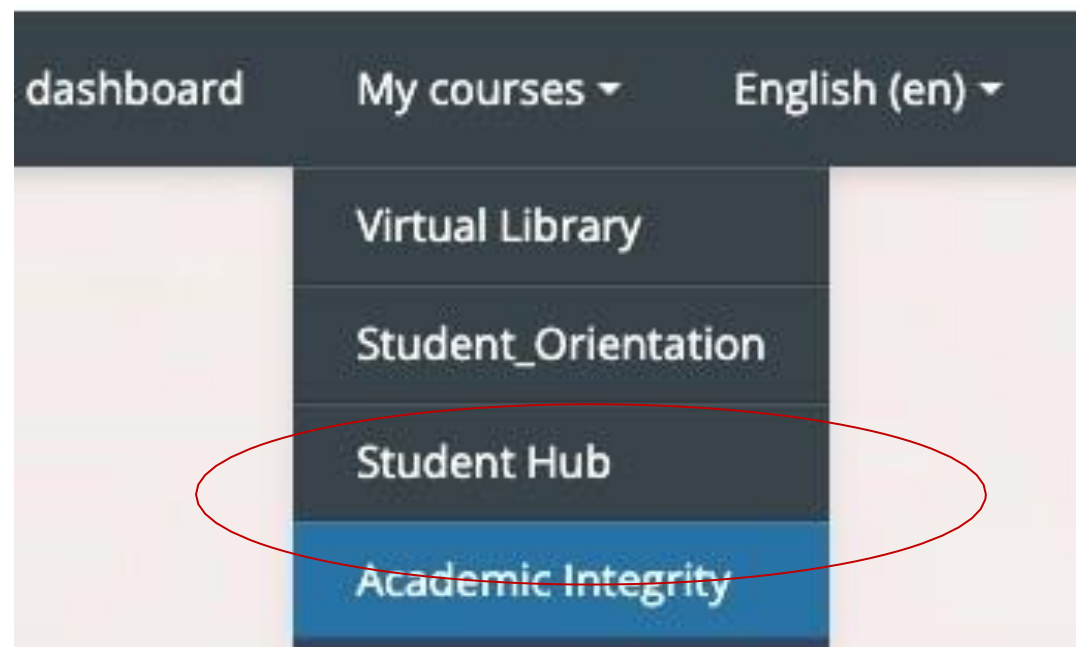
- fail your subject or course
- lose your visa
- lose your professional accreditation
- be blackmailed by cheating service operators

If you are having trouble with your assignment contact your lecturer or tutor for help.

Visit teqsa.gov.au/cheating for more information.



Go to Academic Integrity Module



Complete the Academic Integrity Module

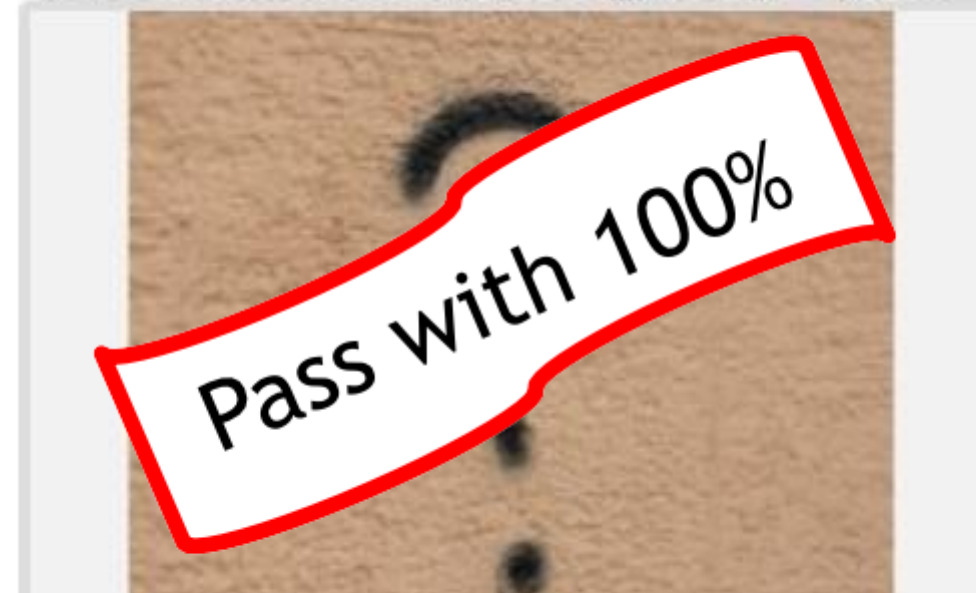
Welcome to the Academic Integrity Module



Academic Integrity



Academic Integrity Quiz



Learn about academic integrity

Academic Integrity

Let's learn about academic integrity

 Click here to start the AIM!

Go through each of the pages and have access to the Quiz below.

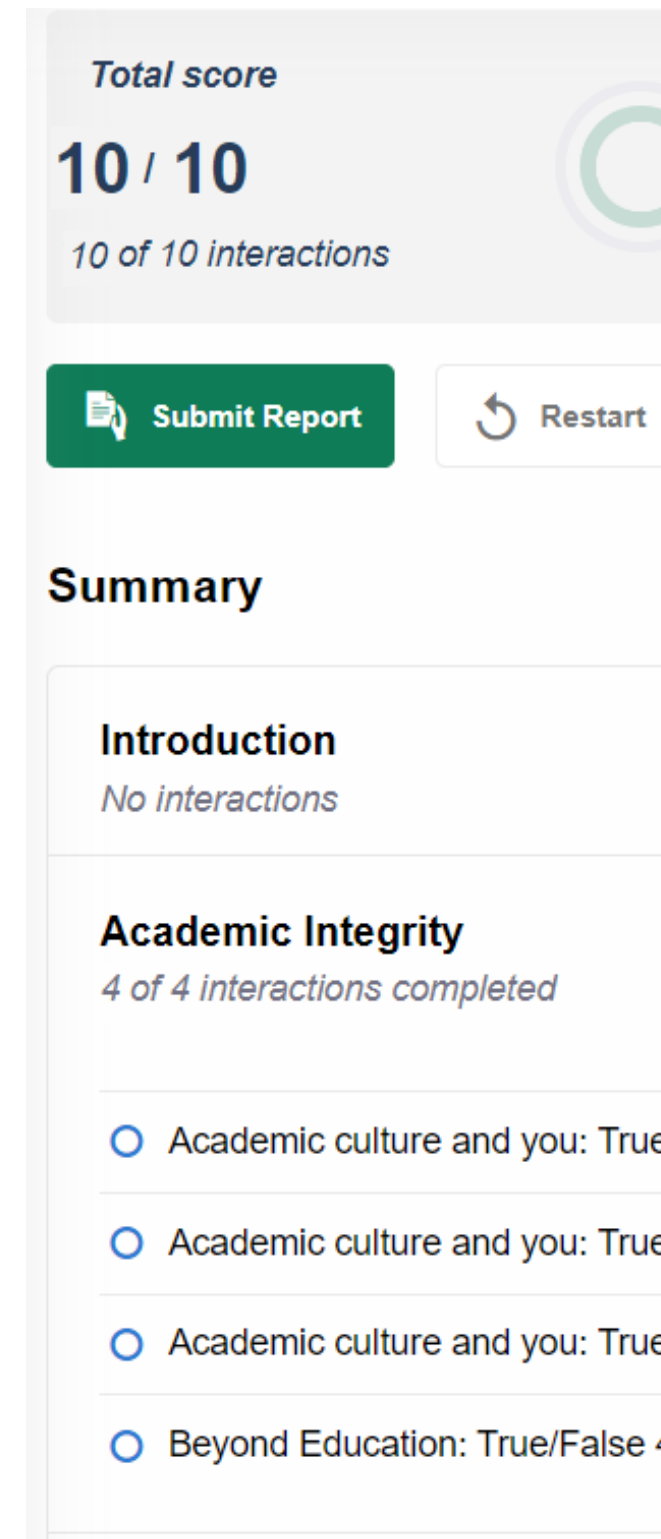
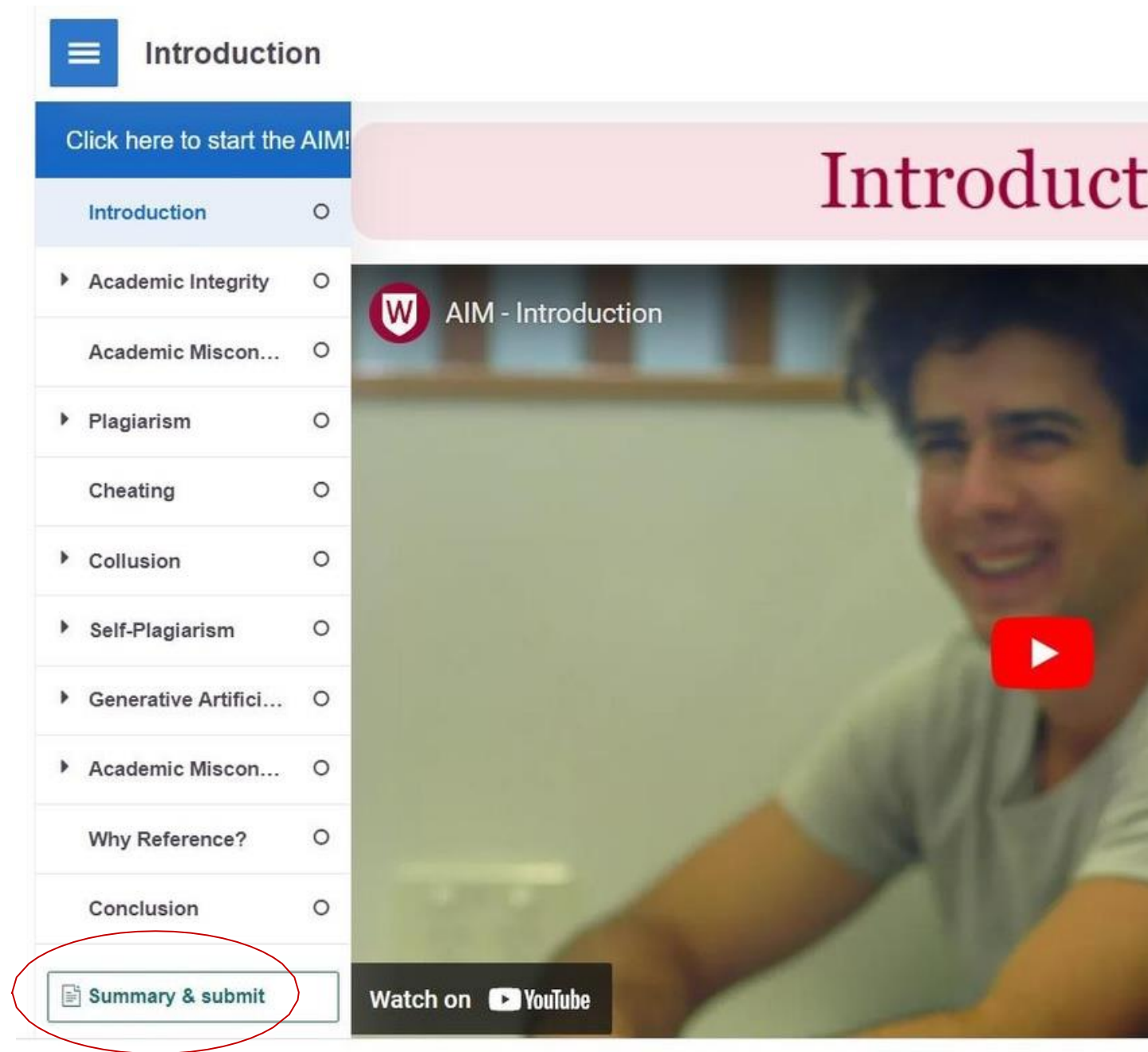


Click here to start the AIM!

Read

Learn about academic integrity

Work your way through each page and submit the report once you have completed all 12 pages.



Pass the Academic Integrity Module Quiz

Click here to start the Academic Integrity Quiz!

View | Receive a grade | Receive a pass grade or complete all available attempts

This Quiz includes 10 multiple-choice questions, which cover definitions relating to academic integrity and the applications of your understanding of the topic in your study.

You need to answer all 10 questions correctly to pass this Quiz. You can attempt as many times as needed. For each wrong answer, pay attention to the feedback provided before re-attempting.

Grading method: Highest grade

- **Unlimited attempts**
- **100% to Pass**
- Email questions to acsupport@guildmusic.edu.au



Let's try the AIM Quiz

- Go to Moodle <https://moodle.age.edu.au>
- Sign in (if you haven't)
- My courses ▫ Academic Integrity Module ▫ Academic Integrity Quiz

- 10 questions
- You must answer all 10 to pass
- Unlimited attempts

- If you do not pass, you will not be able to enrol next semester



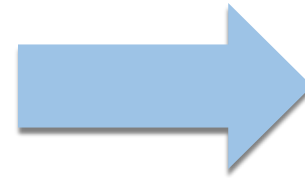
Time Management

- What is time management?
- How to manage time effectively?
- Semester planning



What is time management?

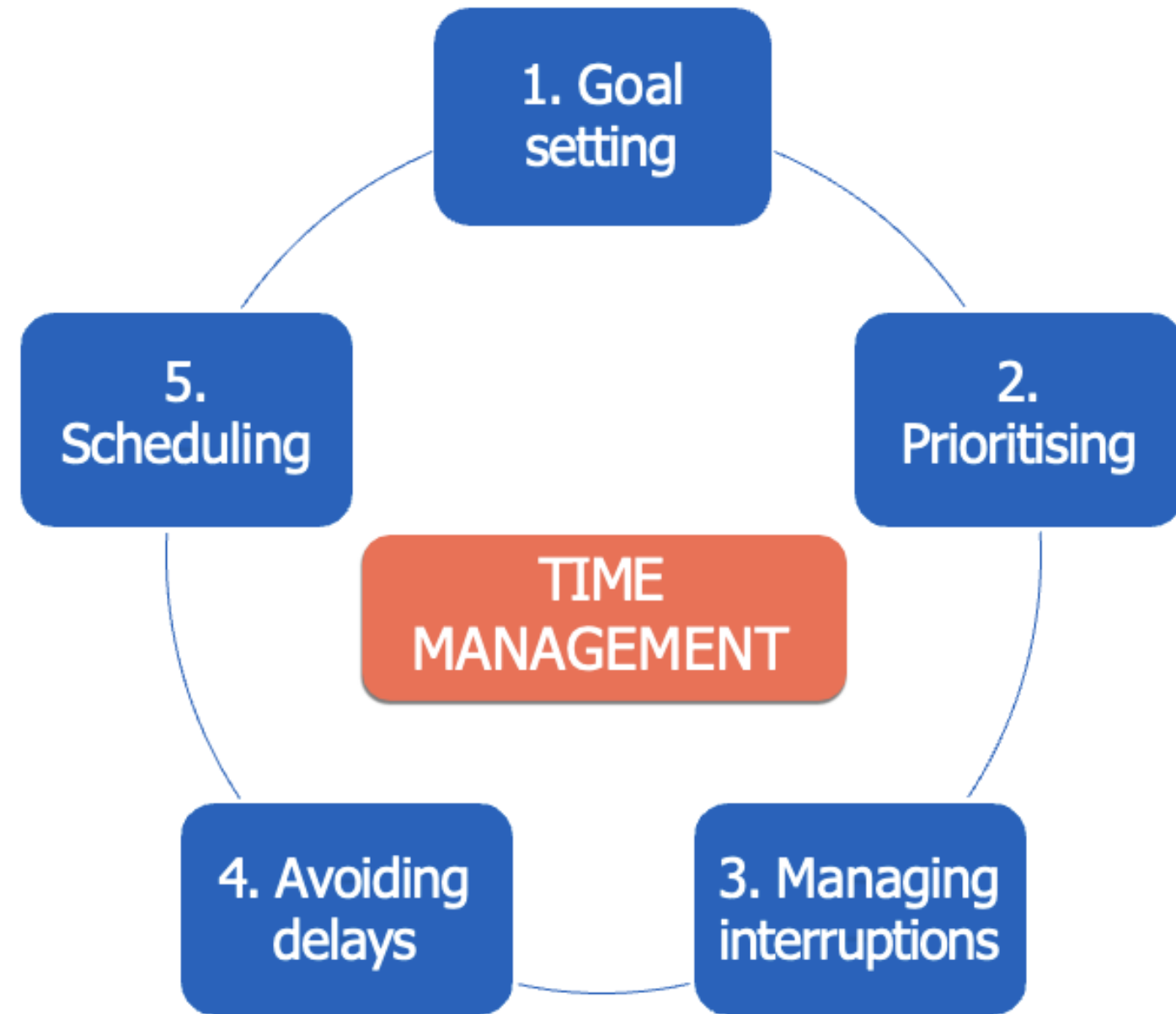
- Work smarter - not harder: get more done in less time
- Organising and planning how to divide your time between specific activities.



“Working Smarter to Enhance Productivity”



How do we manage time effectively?



1. Identify the time available
2. Lock in the essential tasks
3. Schedule high-priority urgent tasks
4. Lock in appropriate contingency time
5. Schedule other activities based on your priorities and personal goals
6. Identify tasks that can be delegated, outsourced or cut altogether.

Let's start planning

Questions to think about

1. What subjects (units) are you studying this semester?
2. What are the assessments for each of the units?
3. How are you going to successfully complete these units?

Open your Moodle account <https://moodle.age.edu.au/> and find out which units you are enrolled in



Let's start planning

- Go to Moodle <https://moodle.age.edu.au/>
- Click on the page of one unit (e.g. PROSKIL101, MUSICOL101)
- Click on Assessments
- Find out what the assessments are & the due dates
- Fill out the [Semester Planner](#) given to you



Let's plan your semester



Useful resources on Student Hub (Study Skills):

- [5 strategies to improve your time management](#)
- [to-do list template](#)
- [Priority Matrix](#)
- [Weekly and Semester Planners](#)
- [Assignment Calculator](#)



Input assessment due dates in **Semester Planner**



Use **Assignment Calculator** to identify important timeline and tasks to complete the assignments



Lock in essential and high-priority urgent tasks and timeline



Lock in appropriate contingency time



Input weekly essential tasks and schedule

Questions



Thank you!

