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# Terms & Conditions for Postgraduate Study

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All Marcus Oldham College postgraduate students, commencing a new course of study, agree to these conditions:

## 1. College Rules

- 1.1. agree to be bound by the rules, regulations, policies, and procedures published by the College<sup>1</sup>;
- 1.2. will act in accordance with all lawful instructions of officers of the College.
- 1.3. consent to any work and personal information as disclosed on or in assignments I submit for assessment being used by the College or its agents for the purpose of identifying plagiarism and any other breach of academic integrity.
- 1.4. understand that falsification of records or details about myself, either before or after my enrolment, may lead to termination of my enrolment or imposition of other sanctions any time during my studies at the College.

## 2. Enrolment and fees

- 2.1. acknowledge that it is my responsibility to choose subjects that will fulfil the requirements of my course as specified in the course rule and I will seek advice if unsure how to do this.
- 2.2. acknowledge that I will be permitted to enrol in a subject when I am still currently enrolled in one or more prerequisite subjects and, if I fail any prerequisite subject, it is my responsibility to check that I still meet the prerequisites for my enrolled subjects, obtain approval for a prerequisite waiver, or change my enrolment.
- 2.3. acknowledge that, unless I withdraw from a subject prior to the census date, I will be liable for the relevant tuition fee or student contribution amount, student services and amenities fees, and any other fees or charges applicable to my enrolment.
- 2.4. understand that it is my responsibility to check to due dates for course fee invoices and ensure arrangements have been made to pay by the due date.

## 3. My personal details

- 3.1. will promptly notify the College of any change to my personal details (including address and phone contact details) and acknowledge that a failure to do so will not be an acceptable reason for failing to respond to any correspondence from the College as required.
- 3.2. declare that all information that I have provided to the College is, to the best of my knowledge, complete, true, and correct.

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<sup>1</sup> <http://marcusoldham.vic.edu.au/policy-procedure>

#### **4. College communication and notices**

- 4.1. acknowledge that College correspondence, including formal notices and other communications, may be issued to me electronically via the Marcus Oldham College Online Learning Management System (D2L) and/or via my College email account, and I agree to check these announcements and College emails on a regular basis.
- 4.2. will make every effort to participate in all student experience surveys requested by the College. These serve to improve your experiences and the quality of teaching and learning at the College.

#### **5. Collection and disclosure of my information**

- 5.1. understand and accept that Marcus Oldham College will collect, store, manage and disclose my personal information in accordance with the College's Privacy Policy<sup>1</sup>
- 5.2. authorise the College to obtain information about me, including information from previous educational institutions attended by me or at which I have sought enrolment, and, where applicable, verification of my Australian visa details and study entitlements.
- 5.3. agree to the provision of enrolment-related and personal information to State and Australian government departments and agencies as provided for under relevant legislation.
- 5.4. agree to the provision of enrolment-related information to another tertiary institution where required to support my enrolment; and
- 5.5. understand that upon graduation, the details of my qualifications will become a matter of public record; and
- 5.6. agree to the collection, storage and disclosure of information relating to record falsification and other irregular acts in accordance with Australian Higher Education expectations.