



STUDENT HANDBOOK

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CG Spectrum Institute | ABN 18 085 501 837 | Provider Number PRV12023



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What is the student handbook for?

The handbook provides information on a number of aspects of a student's life at CGSI. The following pages contain information and links to resources and policies, information about students' rights and obligations, course administration and enrolment information.

DISCLAIMER

The information provided within this Handbook is correct at the time of printing, however CGSI reserves the right to change details to this information at any time. Students are advised to seek further clarification rather than relying solely on the Student Handbook.

Mission

At CG Spectrum Institute, we are dedicated to nurturing creativity, critical thinking, and problem-solving skills. These are the cornerstones of our students' preparedness for successful careers in the dynamic fields of the creative arts and entertainment industries.

Our mission revolves around delivering educational excellence through a multi-faceted approach. This approach includes: the development and use of exceptional course materials devised by academics and industry experts; immersive learning environments; and ongoing consultation with industry to ensure graduate employment and career progression.

Beyond the classroom, we actively cultivate global industry networks designed to support our graduates as they transition to professional opportunities. These networks lead to fulfilling jobs and seamless career advancement. Our alum community also contributes to societal growth and betterment.

Our commitment to holistic education is unwavering. Every CG Spectrum Institute course is designed for transformative learning, cultivating creativity, critical thinking and a deep understanding of industry.

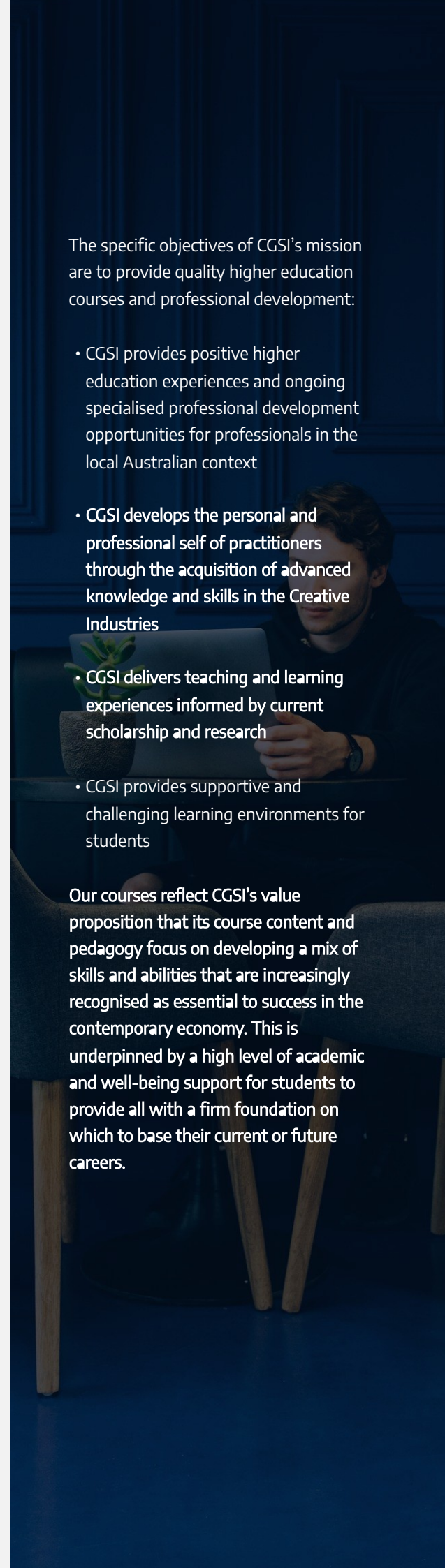
Graduates leave CG Spectrum Institute not only with a degree but, importantly, with the skills and mindset needed for excellence.

Equipped with creativity and adaptability, they're prepared to become future leaders in their fields. Our platform for nurturing future leaders is a steadfast commitment to excellence across all facets of our students' educational journey.

The specific objectives of CGSI's mission are to provide quality higher education courses and professional development:

- CGSI provides positive higher education experiences and ongoing specialised professional development opportunities for professionals in the local Australian context
- CGSI develops the personal and professional self of practitioners through the acquisition of advanced knowledge and skills in the Creative Industries
- CGSI delivers teaching and learning experiences informed by current scholarship and research
- CGSI provides supportive and challenging learning environments for students

Our courses reflect CGSI's value proposition that its course content and pedagogy focus on developing a mix of skills and abilities that are increasingly recognised as essential to success in the contemporary economy. This is underpinned by a high level of academic and well-being support for students to provide all with a firm foundation on which to base their current or future careers.





Education Philosophy

CGSI aims to provide a quality learning environment that aims to extend and enhance the theoretical knowledge, applied practice skills and professional identities of our students. Academic teaching staff members work in partnership with industry leaders to deliver quality teaching.

CGSI 's courses are based on an integrated approach that respects and honours all aspects of students' development. The principles of this approach include the following:

- Students require both practical and theoretical knowledge for integrated learning
- Students are encouraged to develop as ethical and professional practitioners
- Students develop their abilities to make evidence-based decisions as competent practitioners.

CGSI is committed to creating a safe, respectful and nurturing learning space for students in the accredited higher education courses we deliver. The following principles underpin our courses:

- Students are respected as individuals and members of broader familial, social and political contexts
- Students are appreciated and respected for their differences
- Students have the right to be heard
- Students are valued and acknowledged
- Any barriers to student learning are recognised and addressed.

Academic Policies, Procedures and Forms

CGSI's academic policies and procedures provide students with everything they need to know in order to succeed and prosper in their learning. Some of these policies and procedures will be referred to throughout this Student Handbook. These policy and procedure documents, together with relevant forms, can be accessed on the CGSI website via this [link](#).

Your Rights And Responsibilities

Student Rights

As a student of CGSI, you have the right to expect that your educational experience will be at a consistently high academic standard. You have the right to equal access to resources and accurate and transparent information from the Institute itself.

Student Feedback

CGSI aims to provide students with every opportunity to succeed in their studies, and is committed to continuous improvement of our courses and processes. CGSI welcomes student feedback about what is going well, and suggestions for improvements or changes, as outlined in the Access to Staff and Student Feedback Policy and Procedure which can be accessed on the CGSI website via this [link](#).

Student feedback is collected systematically through subject evaluations and used to regularly improve CGSI subjects and courses. Students and alumni also have the opportunity to participate in academic governance committees to represent the views of the students and graduates of CGSI courses.

Student feedback can also be provided by emailing CGSI through the contact form on the website.

Student Grievances, Complaints and Appeals

CGSI seeks to work proactively with students to ensure a positive experience and academic success. Students are encouraged to communicate in a timely manner with academic teaching staff about any concerns or difficulties. All grievances, complaints and appeals are confidential, and will be addressed in a timely manner, using the framework of informal and formal processes outlined in CGSI's Grievances, Complaints and Appeals Policy and Procedure which can be accessed on the CGSI website via this [link](#).

This policy and procedure outlines the process by which current and prospective students can raise grievances and lodge complaints and appeals and the steps the Institute will follow to resolve these.

Your Rights And Responsibilities

CGSI Student Responsibility

At CGSI all students are responsible for abiding by the requirements of their enrolment. This may include:

- Keeping their enrolment and contact information updated
- Regularly checking their student email account and CANVAS class space notifications
- Completing their courses according to their specific rules, including within the required study period. It is recommended that students consult their CGSI Course Director for relevant advice in relation to these matters
- Paying fees in accordance with the deadlines given by CGSI. Students must contact the Institute if they are experiencing difficulties or need advice regarding payment of their fees.

Code of Conduct for Students

The Code of Conduct outlines the obligations and responsibilities of all members of the CGSI community, including students, academic teaching staff, other employees, and Board and committee members. The Code of Conduct can be downloaded from the website via this [link](#).

Privacy Policy

CGSI's Privacy Policy outlines how student data is collected, stored and protected. CGSI is committed to ensuring student confidentiality. For more information, please see the policy on the CGSI website via this [link](#).

Student Life

Sessions

The undergraduate studies academic year is divided into three trimesters:

- First Trimester: January to April
- Second Trimester: May to July
- Third Trimester: September to November

Each trimester will have twelve weeks available for teaching and two additional weeks for the completion of assessment tasks and, in some subjects, for examinations.

The timetable provides dates and times for each subject, which can be downloaded from the website.

Student Number and Student Email

Your student number is generated at the time of enrolment into your chosen course of study and serves as your unique identifier during your study at CGSI.

Course Structure, Materials, Textbooks and Assessments

For specific information relating to the structure of individual courses, please see details on the website. Here you will find information relevant to each CGSI subject and course. CGSI subject material is also available to students via the Learning Management System (LMS) known as CANVAS. Information on accessing the LMS is available on the website and also within the onboarding modules which will have been made available to you upon enrolment.

Details related to the recommended textbook or other subject readings are available within the individual subject outlines provided at the beginning of each trimester.

Details of assessment tasks for each subject are available in individual subject outlines provided immediately prior to the commencement of each trimester. These subject outlines are located on the CANVAS site.

Details of the CGSI grading system are presented in the table below

Grade	Mark Range	Definition
High Distinction (7) (HD)	Mark range is typically 85% and above	Broad and comprehensive understanding of the technical and theoretical knowledge and concepts required by the subject; evidence of application of relevant cognitive, technical and communication skills to an outstanding level including interpretive and analytical ability and intellectual initiative. Overall, substantial evidence provided of achievement of all subject learning outcomes.
Distinction (6) (D)	Mark range is typically 75-84%	Very high level of understanding of the technical and theoretical knowledge and concepts required by the subject; evidence of application of relevant cognitive, technical and communication skills to a very high level including interpretive and analytical ability and intellectual initiative. Overall a mostly comprehensive achievement of all subject learning outcomes.
Credit (5) (C)	Mark range is typically 65% - 74%	High level of understanding of the technical and theoretical knowledge and concepts required by the subject; evidence of application of relevant cognitive, technical and communication skills to a high level including interpretive and analytical ability and intellectual initiative. Overall, competence is demonstrated in relation to all subject learning, with a high standard demonstrated for most.
Pass (4) (P)	Mark range is typically 50% - 64%	Adequate understanding of most of the technical and theoretical knowledge and concepts required by the subject; evidence of a basic application of relevant cognitive, technical and communication skills including interpretive and analytical ability. Overall, there is sufficient evidence of competence in achieving all subject learning outcomes.
Non-graded Pass (NGP)	No mark range	Successful completion of a subject assessed on a pass/fail basis, indicating satisfactory understanding of subject content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the subject.
Fail (3) (F)	Mark range is typically between 45% and 49%	Students whose overall results fall between 45% and 49% have come close to demonstrating satisfactory understanding of subject content; developed most relevant skills; provided evidence of interpretive and analytical ability and have achieved most objectives of the subject. All students in this range will be offered academic recovery opportunities as per the Subject Outline. If they are successful in completing these, the highest result possible for the subject overall will be limited to a pass (4).
Fail (2) (F)	Mark range is typically lower than 44 %	Inadequate understanding of the basic subject content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the subject.
No Assessment Submitted - Fail (1) (F)	No mark range	Did not submit any assessment.

Details of the CGSI grading system (continued)

Grade	Mark Range	Definition
Non-graded Fail (NGF)		Unsuccessful completion of a subject assessed on a pass/fail basis, indicating unsatisfactory understanding of subject content; unsatisfactory development of relevant skills; unsatisfactory interpretive and analytical ability and/or achievement of subject objectives.
Supplementary Pending (SUP)		A final grade is yet to be awarded for the subject. This is a temporary grade only and must be finalised before week five of the following semester/trimester.
Withdraw with Failure (WF)		Cancelled enrolment in the subject after the final date for withdrawal without academic penalty.
Withdraw Without Failure (AW)		Cancelled enrolment in the subject before the final date for withdrawal without academic penalty. This grade may also be awarded to students who withdraw from a subject after the withdrawal date under special or compassionate circumstances. In these cases, the grade is awarded at the discretion of the Teaching and Learning Committee. A subject with the grade of AW does not appear on a student's academic transcript.
Administrative Withdrawal (ADW)		Successful completion of a subject assessed on a pass/fail basis, indicating satisfactory understanding of subject content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the subject.
Advanced Standing (AS)		Students whose overall results fall between 45% and 49% have come close to demonstrating satisfactory understanding of subject content; developed most relevant skills; provided evidence of interpretive and analytical ability and have achieved most objectives of the subject. All students in this range will be offered academic recovery opportunities as per the Subject Outline. If they are successful in completing these, the highest result possible for the subject overall will be limited to a pass (4).
Attend Only (ATT)		Classes were attended without intention to submit assignments. An enrolled student attended classes for the subject without intending to submit assessments. A subject with the grade of ATT does not contribute to meeting course requirements.

Review of Assessment Grading

Students may seek a review of their assessment in accordance with CGSI's Assessment and Moderation Policy and Procedures which can be accessed on the CGSI website via this [link](#). Please read these documents carefully prior to submitting a request for review, and always speak with your Subject Coordinator and/or Course Director in the first instance.

Student Course Progression

Students are required to maintain minimum academic standards. The Student Progression, Exclusion and Graduation Policy and Procedure documents outline the rules relating to your progress towards graduation and can be accessed on the CGSI website via this [link](#).

Students are able to apply to defer their enrolment in a course using the Application to Defer form, which can be accessed from the website via this [link](#).

Satisfactory Subject Completion Requirements

Student assessment is integrated within CGSI's accredited higher education courses. Students are provided with guidelines in each subject setting out the requirements for attendance and completion of written and practical assignments. Assignments are required to be completed during the teaching period, in order to pass each subject, students must complete and submit ALL assessment items.

Students are able to apply for an extension of time to submit an assignment within the framework of CGSI's Student Assessment and Moderation Policy and Procedures which can be accessed on the CGSI website via this [link](#). The Assessment Extension Request Form is available on the website via this [link](#). Documentary evidence must be provided to support the request.

Pre-requisites

Some subjects are designed to be studied in sequence, and students must therefore ensure that they consult with the Course Structure table available on the CGSI website.

Academic Integrity

CGSI's Academic Integrity Policy and Procedure which can be accessed on the CGSI website via this [link](#) outline the importance of academic honesty and acknowledging academic sources in all submitted assignments. Academic integrity is part of CGSI's community standards. Academic integrity means upholding high standards of ethical conduct in studying and writing assessments for CGSI.

It is essential to always be honest and fair by acknowledging the work and ideas of authors and artists. Students who fail to maintain a high standard of academic integrity may be subject to a range of disciplinary responses depending upon the severity and intentionality of their actions.

Academic misconduct

Academic misconduct can take many forms, and may include:

- Using essay writing services or Artificial Intelligence to present the work of others as your own
- Adding academic references to the reference list when these were not used to write the assessment
- Collaborating with others on assessments when group work is not a formal assessment requirement

Tips to maintain academic integrity

- Start ahead of the due date and allow plenty of time
- Ensure your study load is achievable
- Put aside regular time each week to do reading and assessments
- Take notes on readings in your own words. Paraphrase so you really understand the theory content
- Summarise and condense your notes into major points
- Keep a glossary of definitions for concepts and terms and reference your entries
- Develop your own ideas and critiques
- Read your written assessments in hard copy for a final round of editing before submission
- Ensure all in-text citations are included in the reference list.

Academic misconduct penalties

In responding to academic misconduct, CGSI will take into account whether the misconduct was intentional, student progression in their enrolled course, and any previous misconduct. Penalties may include:

- A formal warning in writing to the student
- A zero mark for the assessment
- A non-graded fail for the subject
- Suspension from the course for a period of time
- Termination of enrolment with CGSI.

Your Enrolment

Advanced Standing and Credit Transfer

CGSI's Advanced Standing and Credit Transfer Policy and Procedure which can be accessed on the CGSI website via this [link](#) provides the framework for credit associated with formal, non-formal and informal learning. Please refer to these policy documents for details about your potential eligibility and the processes required.

Students can download the Advanced Standing and Credit Transfer Application Form from the website by clicking [here](#).

Withdrawal from the Course

If a student/s wishes to cancel their enrolment, they must complete a [Withdrawal of Course Form](#) with all supporting documentation attached. The student will receive notification via email of the outcome of the request.

Students seeking a withdrawal may be eligible to apply for special consideration. The Special Consideration form is available on the website.

For inquiries about withdrawing from a course, please contact *contact@cgspectrum.institute*

Deferral of the Course

CGSI understands that students may need to defer their studies for a period of time. To apply for a deferral, students must complete the Deferral of Course Form with all supporting documentation attached. The student will receive notification via email of the outcome of the request.

Students applying for a deferral may be eligible to apply for special consideration (see above). For inquiries about withdrawing from a course, please contact *contact@cgspectrum.institute*

Student Welfare and Support

CGSI is committed to providing students with access to appropriate welfare and academic support services when needed, as outlined in the Student Welfare and Support Policy and Procedure. It can be accessed on the CGSI website via this [link](#).

Academic teaching staff may refer students in need of support to the Dean of Learning and Teaching, or students (including prospective students) may contact academic teaching staff or their Course Director A to discuss matters affecting their study. Students in need of counselling, welfare, advocacy, legal and/or health services will be provided with referral information.

Students with Disability

Prior to formalising enrolment, or when disabilities arise during enrolment, students are asked to provide the Dean of Learning and Teaching with information about disabilities that may affect their study or course progress so that reasonable adjustments can be made. Information about disabilities provided by students is kept confidential.

Students at Risk

CGSI's Students at Risk Policy and Procedure outlines the process for identifying and assisting with students who require additional academic support. It can be accessed on the CGSI website via this [link](#). CGSI is especially keen to be proactive in this area and to this end actively gathers information about your attendance and engagement. A member of the Student Success team, including your Course Director, Faculty Dean or Dean of Learning and Teaching will contact at-risk students and arrange additional academic support.

However, student consultation is not just for when things are going wrong. Student consultation with academic teaching staff members is an integral part of the learning experience. Academic teaching staff members are available for student consultation. Students can contact their academic teaching staff by email. Students can also make individual consultation appointments with their Course Director.

Finance

Course Fees

Student course fees are based on the current rate at the time of issuing an offer. Fees are reviewed annually and are subject to change, you may download the fee schedule from our website via this [link](#).

Fees Refund Policy

Tuition fees will be refunded only in the following circumstances:

- In the event that CGSI is unable to provide the course, all tuition fees paid will be fully refunded.
- If a student withdraws from a subject on or before the census date (see the Institute's Academic Calendar for a current list of census dates), the fees will be fully refundable.

Fees will not be refunded in the following circumstances:

- The student withdraws from a subject of the course after the census date (except where Special Circumstances have been outlined, documented and approved).

Graduation

CGSI issues qualifications in accordance with the requirements of the current AQF Qualifications Issuance Policy and its accredited courses within the scope of TEQSA registration.

CGSI issues qualification documentation for qualifications, which identify:

- The name of the Institute and Registered Provider Number.
- The full name of the graduate
- The full title of the qualification
- The date of issuance

CGSI's Board of Directors approves the issuance of qualification documentation to students who have met all course requirements and are recommended for graduation by the Academic Board. Qualifications include the award Testamur and the Statement of Results which lists all subjects attempted by the student and awarded grades.

There is no cost to students for qualification documentation. Fees are charged for replacement documentation in line with the CGSI policy.

CGSI maintains appropriate systems to control, record and report on the issuance of qualifications for accredited courses. Records relating to the issuance of qualifications are archived and stored securely for a minimum of 30 years.



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