2012 Information for Distance Students

Faculty of Education, Humanities and Law

inspiring achievement
Welcome to Distance Education

We hope that you find learning by distance education to be a flexible and enjoyable way to study. This information gives you information about how distance education is organised and conducted at Flinders University in the Faculty of Education, Humanities and Law.

The following courses are available in distance:

- Master of Education
- Master of Education (Cognitive Psychology and Educational Practice)
- Master of Education (Leadership and Management)
- Master of Education (Special Education)
- Master of Education (Studies of Asia)
- Bachelor of Special Education (Graduate Entry)
- Graduate Certificate in Education
- Graduate Certificate in Education (Leadership and Management)
- Graduate Certificate in Education (Special Education)
- Graduate Certificate in Education (Behaviour)*
- Graduate Certificate in Education (Learning Difficulties)
- Graduate Certificate in Education (Vision Impairment)
- Graduate Certificate in Organisational Learning
- Graduate Cert. in Education (Cognitive Psychology & Educational Practice)
- International Baccalaureate Middle Years Program (IBMYP)
- Studies of Asia
- Graduate Certificate in Teaching English as a Second Language (TESOL)
- Post Graduate courses in Archaeology and Cultural Heritage Management (ARCH)
- Tourism Research Methods (TOUR)

* Further information on the Graduate Certificate in Education (Behaviour) is available on the School of Education website: http://ehlt.flinders.edu.au/education/

General information

When do I enrol?

Continuing enrolment begins in December of the year proceeding study. For current enrolment information see the University’s website: http://www.flinders.edu.au/enrolling/enrolment-and-registration/cont.cfm. Commencing students will be provided with enrolment information with their letter of offer.
Bachelor of Special Education
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by email jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.

Master of Education (Studies of Asia)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing doug.trevaskis@flinders.edu.au or phone (+61 8) 8201 5268.

Master of Education (Special Education)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au or phone (+61 8) 8201 3480 or by contacting staff listed below for specialisations.

Singapore students requiring assistance with topic selection should contact Jeanette Holt by email jeanette.holt@flinders.edu.au

Education: Program advice for students unsure of which topics to select for 2012 is available by email jeanette.holt@flinders.edu.au or phone (+61 8) 8201 3480.

Graduate Certificate in Education
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.

Graduate Certificate in Education (Behaviour)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480. Further information is also available on the School of Education website: http://ehlt.flinders.edu.au/education/

Graduate Certificate in Education (Leadership and Management)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.
Graduate Certificate in Education (Special Education)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.

Graduate Certificate in Education (Learning Difficulties)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.

Graduate Certificate in Education (Vision Impairment)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing carolyn.palmer@flinders.edu.au, phone (+61 8) 8201 3379 or email jeanette.holt@flinders.edu.au, phone (+61 8) 8201 3480.

Graduate Certificate in Teaching English as a Second Language (ESOL)
Continuing students

Enrolment start date: 12 December 2011

Details: Program advice for students unsure of which topics to select for 2012 is available by emailing jeffrey.gil@flinders.edu.au, phone (+61 8) 8201 3086.

Tourism students (TOUR)
Continuing students

Enrolment start date: 12 December 2011

Details: Further information about TOUR topics can be obtained from Sean Kim by emailing sean.kim@flinders.edu.au, phone (+61 8) 8201 3039.

Archaeology students (ARCH)
Continuing students

Enrolment start date: 12 December 2011

Details: Further information about ARCH topics can be obtained from Heather Burke by emailing heather.burke@flinders.edu.au or phone (+61 8) 8201 2784

Credit for previous study

If you believe you should receive credit towards your current course for previous studies at Flinders or another tertiary institution, discuss this with the Faculty Administrative Officer (Academic) prior to enrolment. Application forms can be downloaded from the following website: http://www.flinders.edu.au/future-students/how-to-apply/credit-transfers.cfm
**Topic prerequisites**

It is your responsibility to ensure that topic prerequisites have been met. You will not be able to enrol in topics for which the prerequisites have not been met. Topic prerequisites are contained in the topic description for each topic available online: [http://stusyswww.flinders.edu.au/topic.taf](http://stusyswww.flinders.edu.au/topic.taf)

**Non-award enrolment**

If you are enrolled in a course at Flinders University and wish to study topics that will not count towards the requirements for your course you must enrol in those topics as a non-award student. Enrolment in topics on a non-award basis will incur a fee that is paid directly to the University.

**University policies and procedures**

Students should be familiar with the policies on assessment, enrolment load, progress, academic dishonesty, appeals and complaints. The information can also be accessed through the University website at: [http://www.flinders.edu.au/ppmanual/student.html](http://www.flinders.edu.au/ppmanual/student.html)

**Declaration and consent**

All students are required to complete a declaration as part of the enrolment process. In the declaration you certify that information supplied by you is true and that you will abide by the University’s rules and procedures.

Information circulated by the Australian Vice-Chancellor’s Committee (AVCC) and its member institutions concerning acts of record falsification and other irregular acts is required, by either defamation or privacy laws, to be dealt with in a special manner. Accordingly, the AVCC has established a set of procedures to control the collection, storage and disclosure of such information. Any such record stored or disclosed may contain personal details about you from which you may be identifiable. In completing this declaration you are agreeing that if an irregularity or an alleged irregularity comes to the attention of the University, details may be collected, stored and disclosed according to the AVCC procedures. Details about the AVCC procedures may be obtained from Enrolment Services.

**Students with disabilities**

Students are encouraged to answer the question on disabilities on the Enrolment Form and/or update their disability information via the Student Information System website: [https://stuadmin.flinders.edu.au/login/](https://stuadmin.flinders.edu.au/login/)

This assists the University in providing information and planning services for students with disabilities. The collection of statistics as to the range of disabilities and the number of students affected helps staff to provide support networks, services and special equipment. (However, it should be noted that the University cannot guarantee provision of particular equipment or facilities in all individual cases.) Answers to the disability questions remain confidential.

**How do I take leave from study?**

If you wish to take leave from a course for a full academic year, you must apply for leave. Failure to apply for leave may result in higher topic fees on recommencement of study.

For more information about applying for leave, contact Enrolment Services on phone (+61 8) 8201 3950 or 1300 360 351 (local call fee within Australia) or email enrolment.services@flinders.edu.au
Costs associated with study

The University pays postage on study materials sent to external students and the return of assignments. Students pay postage for submission of assignments and the return of items to the University. Textbooks and stationary are purchased by students. Any travel and attendance costs are met by students. Some courses may require students to have access to specialised equipment.

Graduation

Graduation ceremonies are held in April for students completing the requirements for their course in the previous year. A ceremony is also held in December for students who complete at the end of Semester One. A graduation information booklet will be forwarded to all completing students. An application form is contained in the booklet and must be lodged, whether or not you choose to attend the ceremony, in order to have your degree conferred. Attendance at Graduate Ceremony is not compulsory.

For more information on graduate contact the Graduation Office, see Quick Reference Contacts.

Study materials and assignments

Dispatch of study materials

Study materials are posted to you as soon as possible after your enrolment has been processed if the materials are ready.

Note that first semester study materials are normally dispatched in January/February and second semester study materials are normally dispatched in June/July.

Note: Textbooks are not included in the study package and must be ordered by you. For further information on textbooks see http://www.flinders.edu.au/ehlt/distance-education/.

Study materials information

The study materials will vary according to the subject matter of the topic. Most consist of a topic information booklet, study guide(s) and a book(s) of readings. There are also CDs or DVDs included in some packages. Textbooks specified are integral to the topic. It is expected that you will have constant access to textbooks rather than occasionally borrowing them from the Library. Some topics have been developed for online delivery via the Internet.

Students computing recommendations—Electronic communication tools (email, discussion lists Internet sites) are an increasingly important resource for university students. Topics are now delivered, at least in part, online via the Internet and many topics encourage students to discuss and/or research information that may be available online. To maximise your learning, you are encouraged to have a computer linked to the internet available for your use.

Topic information booklet—The Topic information booklet gives you essential information about the topic, including the assignment questions, instructions for submission of assignments and when they are due. It also contains the topic’s aims, structure and requirements, including assignment details, textbook requirements and contact numbers for lecturing and administrative staff.

Study guide—The Study guide is your guide to learning. It takes you progressively through your topic, and incorporates a number of teaching and learning strategies linked with your readings and other resources. Depending on the topic you are studying you may receive a hardcopy, CD-ROM or an online version of the Study guide.
Readings—The readings are a collection of essential articles which are integral to your course. They are to be read in conjunction with the Study guide and not from cover to cover as you might read a book. They are collected in separate volumes (rather than scattered throughout the Study guide) to meet copyright regulations.

Assignments
Submission of assignments—After finishing an assignment, firmly attach a completed assignment cover sheet (supplied in your package of materials). Submit the assignment following the instructions contained in the Topic information booklet. As assignments do occasionally go astray, it is your responsibility to always keep a copy of your work. The arrival date of your assignment is recorded and then sent to your lecturer to be marked. When the assignment has been marked, the grade is recorded and the assignment is sent back to you.

Assignments can be submitted by email seds.flexdel@flinders.edu.au and some topics have a FLO drop box options (check your Topic information booklet for assignment details). Please ensure that you include a cover sheet showing your personal details with your emailed assignment.

Electronic assignment cover sheet is available on FLO.

Due date and extensions—The due date is the last date on which your assignments should be postmarked. You should refer to your topic materials for any topic specific procedures and conditions governing the granting of extensions. Extensions should be sought before the due date.

Attendance
With the exception of topics offered as 'intensives', topics available by distance education do not require on-campus attendance. For the most part, intensives involve aspects of topics that it is not feasible or possible to cover without attendance (e.g. onsite visits, skills training, supervised practice). Intensives require a period of concentrated attendance on-campus or elsewhere in Adelaide. Intending students should make a particular note of intensive requirements. Details of these and other requirements are either shown as part of topic statements or may be obtained from the relevant topic coordinator(s) or the Administrative Officer.

Using the Library
Students living in rural South Australia, interstate or overseas
Flinders University provides a Library Service for students who are unable to use the Library in person whether they are in South Australia, Interstate or Overseas. The Flexible Delivery Librarian is available Monday to Friday 9am to 5pm SA time, but messages may be left via telephone voicemail, fax or email.

Flexible delivery library service
The Flexible delivery library service provides access to:

- Online library catalogue
- Online databases and full-text journals
- Student Library Card
- Barcode Number
How to use this service

- Register online at: [http://www.flinders.edu.au/library/services/flexdel/registration.cfm](http://www.flinders.edu.au/library/services/flexdel/registration.cfm)
- Email distlib@flinders.edu.au with your full reference of each article and/or book chapter
- An electronic format of the book chapter or article will be emailed to you
- Most requested literature is emailed or posted to the student within 24 hours depending on availability
- Students are allowed to submit a request via email to obtain up to 10 pieces of literature per day

Contact details

Address
Flexible Delivery Library Service
Flinders University Library
GPO Box 2100
Adelaide SA 5001

Telephone
Toll Free: 1800 625 856 or +61 8 8201 2435

Fax
+61 8 8201 3916

Email
distlib@flinders.edu.au

Website

Unibooks
Unibooks supplies text and reference books for all topics at Flinders and has a worldwide, online search and order facility: [http://www.unibooks.com.au](http://www.unibooks.com.au)
For more information email: flinders@unibooks.com.au

Locations and contact details

Central campus
Telephone: (08) 8276 8464
Fax: (08) 8374 2289

Sturt campus
Telephone: (08) 8201 3473
Fax: (08) 8201 3297

Flinders Medical Centre
Telephone: (08) 8177 0978
Fax: (08) 8177 0978
**Note:** International prefix (+61 8)

**Please note:** Students outside Australia should refer to online information at: [http://www.flinders.edu.au/ehlt/distance-education/information-for-current-students/textbooks/textbooks_home.cfm](http://www.flinders.edu.au/ehlt/distance-education/information-for-current-students/textbooks/textbooks_home.cfm)

**Textbook suppliers**

A text is defined as a book which is central to the understanding of a topic and is required reading. Further information about bookshop suppliers and the procedures for ordering books will be included in the topic materials and is also available on the following website: