



## Academic Procedures & Guidelines

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College  
Staff – John XXIII College  
Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### Procedure – Creating an Academic Environment

1. To provide an appropriate environment for residents to study at College, the following rules are applicable:
  - a. Each individual's room has a desk, chair and a computer terminal outlet and access to the internet (both hardwire and WiFi).
  - b. The following additional rooms are available for quiet study and research:
    - Computer Room
    - Roncalli Conference Room
    - The Study Room
    - The Senior Common Room (SCR) (Restricted Use)
    - The Dining Room
  - c. Monday and Wednesday nights (7.00pm to 9.00pm) are academic nights in College and have priority over all other activities.  
NB.  
No other student activities may be organised for these nights, during 7.00pm and 9.00pm without the approval of the HOC.
  - d. The College has Quiet time and Absolute Quiet Time (AQT) - This requires all Residents to be particularly sensitive to the need for quiet and productive study time.
    - i) During the semester the residents are required to be quiet in the Residential Blocks after 10.30 pm to 7.00am – called Quiet Time.
    - ii) During the mid-semester examinations, the College area is required to be quiet - AQT.
    - iii) In the week prior to the end of semester examinations and during examinations, the College is required to be quiet - AQT
2. The College will maintain a number of Honour Boards that recognise Academic Excellence.
  - a. It is important to have visible symbols of the academic success of the College's residents, such as the University Medallists and those receiving 1<sup>st</sup> Class Honours.
  - b. Honour Boards recognising other achievements will be located elsewhere.
3. The College will use the Formal Dinners to recognise and celebrate the academic achievement of its Residents.
4. The College will encourage other activities to promote the educational development of its Residents. Some possible options are:
  - Professor and Port Nights,
  - Faculty Lunches,
  - Academic Talks on current issues,
  - Resume Writing and Employment Opportunities,
  - Scholarship, Exchange or Internship opportunities.



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### **Procedure – Monitoring the Academic Performance of our Residents**

#### Data Collection

- When applying to the College the Residents will be required to complete a series of questions including:
  - Their ATAR / OP result.
  - The subjects and levels studied at school.
  - Their HSC results or equivalent.
  - Their proposed university course.
- The College will monitor the actual course and subjects that each Resident enrolls in.
- The College has an Academic Safety Net where it tries to identify academic issues before they become major problems.
  - The Academic Team and Pastoral Team (AAs and SRs) will be encouraged to identify Residents who are not coping with their assignments or university studies.
  - The College will:
    - Carry out a survey of the Residents and
    - Interview all of the 1<sup>st</sup> year Residentsto try and identify any academic concerns felt or being experienced by the Residents.
  - The College collects copies of each Resident's exam results and monitors trends in individual and group grade allocations, especially Course Fail results.
- The College also collects graduation data so it can monitor trends over time. In particular, it will collect data on:
  - The number of Residents who graduate or withdraw from their program,
  - The number of Residents receiving an Honours or higher degree,
  - The number of 1<sup>st</sup> Class Honours,
  - The number of University Medallists.
- All data collection will be carried out by the Head of College. The Head of College will then assess the best use for the data in any given situation, within the guidelines laid down by the College's Privacy Policy.

### **Procedure – The Classification System**

- Every Resident is required to make 'adequate progress' as they move through their course. This is defined by ANU to be maintaining a 'Course' GPA greater than 3.0.  
NB.
  - Once a student has a 'Course' GPA of 3.0 or less it is very difficult for the student to move out of this region, because the impact of a Fail on a resident's GPA is so significant  
E.g. Two Distinctions are needed to cancel out the effect of one Fail.
  - See Appendix 1 for information about GPAs and the impact of Fails.The intervention strategies and classification system used in the policy are based on the number of Fails obtained by a resident in their studies.
- Prior to a Resident's first set of examinations the student is assumed to be on a "Normal Status".
- Residents who have failed one or more subjects and therefore receive an 'Semester' GPA of 3.0 or less have not maintained adequate progress for that semester and are identified by the College as "at risk" and in need of additional support.  
NB.



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- The total number of fails achieved by a student is a simple measure of the degree of risk faced by the student.
- 4. The consequences and level of support to be offered to a Resident whose academic status is “at risk”, are based on the number of failures and the Resident’s ‘Program’ and ‘Semester’ GPA.
- 5. The College’s sequence of academic status (See Appendix 2) is:
  - a. Normal
  - b. At Risk
    - i. At Risk
    - ii. Academic Warning
    - iii. Academic Probation
  - c. College Show Cause
  - d. Exclusion
- 6. After each successive semester the Resident’s academic status is re-evaluated on the basis of their previous academic status, their new examination results (‘Semester’ GPA and their ‘Program’ GPA).
- 7. There are a series of graded consequences for students with multiple Fails.
  - a. At ANU  
These consist of:
    - A warning,
    - Restriction of the number of units that can be studied in a following semester e.g. a reduced from a full load of 24 units to a restricted load of 18 units (for those with a GPA of less than 3.0 and have failed more than 50% of their semester study load),
    - Ineligibility to continue with a course and possibly a program,
    - Having to Show Cause as to why they should be allowed to continue in their program (for those with a GPA of 2.0 or less),
    - Exclusion from University.
  - b. At College (see appendix 2)  
These consist of:
    - A warning,
    - Having additional requirement(s) as a condition of residence,
    - Having to Show Cause why you should be allowed to return to College,
    - Exclusion from the College.
- 8. A Resident excluded from ANU is automatically excluded from John XXIII College for the same period.

### **Procedure – Intervention**

#### The Safety Net

1. The College’s Academic Safety Net will respond to issues that have been identified in the Data Collection phase and
  - a. Provide guidance to Residents on the appropriateness of their course enrolments and help identify where to get additional information and support.
  - b. Provide guidance to “At Risk” Residents having difficulty in their studies, on possible options that are available for overcoming academic difficulties.



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- c. Encourage Residents "At Risk" due to low course results in critical subjects, to attend extra tutorials with academic staff / teachers or attend additional academic support sessions.
  - d. Provide, where possible, additional academic support sessions to its Residents in skills or content areas that have been identified as needing assistance.
2. When a Resident is identified as "At Risk" their study patterns and course results will be monitored so that additional support and follow up can be provided if needed.
    - a. There will be a graded response depending on the number of course fails the Resident has obtained.
    - b. Their status of "At Risk" will be assessed at the end of each semester as to:
      - i. The need for further support.
      - ii. An evaluation of the effectiveness of the intervention strategies.
  3. When the College identifies a trend in ATARs and / or course grades it will adapt its policies and procedures.

### **Procedure – Academic Support** (See Appendix 3)

1. John XXIII College provides an Academic Support Programme to supplement, not replace, the formal studies of the residents at ANU.
2. This Academic Support is provided in two ways, through:
  - a. an Academic Support Program provided by Academic Advisors (AAs), for,
    - All 1<sup>st</sup> Years Residents in the College.
    - All Residents "At Risk" who have failed 1<sup>st</sup> year subjects.
  - b. casual tutorials run by tutors for,
    - All returning residents in the College.
    - 1<sup>st</sup> Year residents who need help in areas not covered by the AAs.
3. To support the Academic Support programme, the College:
  - a. Allocates every Monday and Wednesday as Academic Nights, where tutorials are run between 7.00pm to 9.00pm.
  - b. Does not allow other student activities to be organised for these nights, during 7.00pm and 9.00pm without the approval of the Head of College.
  - c. Allows the Dining Room to be available at night from 8.00pm to 10.30pm for individual and group study.
4. Academic Advisors (AAs) are appointed by the Head of College, to:
  - a. To assist 1<sup>st</sup> year Residents adapt from being dependent learners to being independent learners.
  - b. To assist the 1<sup>st</sup> year Residents to pass their 1<sup>st</sup> year subjects and thereby reduce the likelihood of further fails.
5. The AAs have the following roles:
  - a. Role Modelling,
  - b. Administrative,
  - c. Academic Guidance,
  - d. Academic Support.
6. AAs will undergo training at the start of the year and during the mid-year break. This training will be provided by:
  - a. The College,



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- b. ANU through the Academic Skills and Learning Centre.
7. The work of the AAs will be supplemented by Academic Tutors who will provide as needed tutorials for both:
  - a. Returning Residents and
  - b. 1<sup>st</sup> Year Residents who study areas not covered by the AAs.

### **Procedure – Additional Support Available from the ANU**

1. The first and primary source of support to all Residents is their lecturers and tutors. All Residents are encouraged to discuss their studies with these ANU staff.
2. The Academic Skills and Learning Centre (ASLC) is available to students who require counselling and advice on specific study / learning / assignment writing problems or to students wishing to obtain higher grades.
3. The ASLC web page is available to provide numerous fact sheets on common problems faced by students and they also have online learning programmes.
4. The ANU Counselling Service is available to assist students with career advice or personal problems.

### **Procedure – Academic Scholarships, Prizes and Awards (See Appendix 4)**

1. With any support program there is also a need to provide ongoing incentives to allow students to self-motivate and strive for higher standards. These incentives will target those residents who achieve academically at a distinction average or higher.
2. The College awards the following Scholarships and Prizes.
  - a. *Fr. Thomas Hegarty O.P. Scholarship* - conferred upon the best performed undergraduate in the previous year.
  - b. *Deputy Head of College Prize* - conferred on the best performed corridor in the Semester 1 results.
  - c. *Unnamed Prize* - conferred upon the undergraduate who obtained the best Honours degree in the previous year.
3. Each semester the College will confer Academic Award to its Residents in recognition of their achievement in the previous semester. These awards are given to:
  - Top 1<sup>st</sup> Year Resident – with the highest GPA in the previous semester.
  - Top 2<sup>nd</sup> Year Resident – with the highest GPA in the previous semester.
  - Top 3<sup>rd</sup> Year Resident – with the highest GPA in the previous semester.
  - The Most Improved Resident – with the largest improvement in their GPA from the previous semester.
  - The Resident with the highest GPA despite some great adversity.
  - If an exceptional examination result is obtained by a Resident and they do not fit into one of the categories above, the College will award the student the Head of College Award.
4. Each year the College will award a Certificate to all Residents who pass their courses in a given semester of study and obtain a Distinction Average or a Higher Distinction Average.
5. At the start of each year, the “Top 15” Residents from the previous semester’ results are allowed to select the Resident Room of their choice, for the coming year.



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### APPENDIX 1: Grade Point Averages (GPAs)

#### Introduction

A Grade Point Average (GPA) is an internationally recognised numerical index that summarises the student's academic performance in a course. It is used by the University and the College, to provide a means of comparing student academic performances. The GPA is based on a 7-point scale.

At ANU, GPAs are not calculated for the following programs:

- Bachelor of Medicine/Bachelor of Surgery (MBBS),
- Bachelor of Medicine and Surgery (MChD),
- Graduate Diploma of Legal Practice,
- Research programs.

Students will receive a GPA for their academic career and it is published on their academic transcript.

#### Convert each Course to a Numerical Value

Before calculating a GPA, each course studied at the university is converted into a numeric value. These scores are based on a 6 credit point course.

NB.

- For a 3 credit point course halve the Grade Point Value and
- For a 12 credit point course double the Grade Point Value

Grade	Description	Grade Point Value
HD	High distinction	7
D	Distinction	6
CR	Credit pass	5
P	Pass	4
PS	Pass at a supplementary exam	4
N	Fail	0
NCN	Not completed/Fail	0
WN	Withdrawn with failure	0
H1*	First Class Honours	7
H2A*	Second Class Honours Division A	6
H2B*	Second Class Honours Division B	5
H3*	Third Class Honours	4

Courses with the following grades will not be included in the calculation of a GPA.

WD	Withdrawn without failure
WL	Withdrawn late without failure
CRS	Course requirement satisfied
HLP	Higher level pass
DA	Deferred assessment
PX	Offered supplementary assessment
RP	Result pending
WA	Withheld for administrative reasons



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WF	Withheld for fees reasons
EE	Enrolled elsewhere
STI	Status Internal (Internal Credit)
STE	Status External

### Methodology

1. Add up the numerical values for each (6 units equivalent) course that has been studied.
2. Divide by the number of courses.
3. Calculate a value to three decimal points.

### Exception

Where a course is assessed as being only a Pass or Fail, the results will be dealt with in the following way:

- a. If they receive a CRS (Course requirements satisfied) – the course will not be included in the GPA calculation.
- b. If they receive a Fail (N) – the subject will be included in the GPA calculation.

### Implications

Due to the point score system used to calculate a GPA there is a significant gap between the points for a fail and a pass, any failure will have a magnified effect

e.g.

A student who has:

- 1 x HD = 7
- 1 x N = 0

Has a GPA of 3.500, which is the equivalent of 2 courses with less than a Pass.

Thus the more fails a student has the greater the impact on the students final GPA. This means it is very important for the College to help its residents avoid fails or at least minimise the number of fails.

### The College's Use of GPAs

1. The College receives each Resident's semester results and converts them into a GPA.
2. The College will use two sets of GPAs, when assessing and comparing its Residents:
  - a. 'Semester' GPAs – based on the Resident's current semester results.
  - b. 'Program' GPAs – based on the Resident's entire program results to a given date.
3. At the end of each semester the College uses the Resident's 'Semester GPA' and the Residents are then classified on the following basis:

Exam GPA	Classification
6.56 to 7.00	High Distinction Average
5.56 to 6.55	Distinction Average
4.56 to 5.55	Credit Average
3.56 to 4.55	Pass Average
3.01 to 3.55	Conceded Pass Average
2.10 to 3.00	Failure Average – Level 1
0.00 to 2.00	Failure Average – Level 2



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### Examples

Semester	Results	Exam GPA	Program GPA	Classification
1	3 x P, 1 x N	3.000		
2	4 x P	4.000	3.500	Conceded Pass
1	1 x P, 3 x N	1.000		
2	4 x P	4.000	2.500	Failure Level 1
1	4 x D	6.000		
2	4 x CR	5.000	5.500	Credit Average
1	2 x D, 1 x CR, 1 x P	5.250		
2	2 x CR, 1 x P, 1 x N	3.500	4.375	Pass Average

### APPENDIX 2: John XXIII College Classification System and Academic Protocols

#### Introduction

- The impact of a Course Fail on a Resident's GPA is significant so the intervention strategies and classification system used are based on the number of course fails obtained by a Resident in their studies.  
NB.  
See Appendix 1 for information about GPAs and the impact of fails.

#### Classification System

- Prior to a Resident's first set of examinations the Resident is assumed to be on a "Normal Status".
- At the end of each semester Residents on "Normal" status will be assessed on the basis of the number of fails they have received. If they have failed one or more courses they will be moved to an "At Risk" status. This status is based on the number of fails they have received compared to their total study load.

#### Fails

No Fails  
Fail 25% or less of their study load  
Fail more than 25% (26-50%) of their study load  
Fail more than 50% (51%+) of their study load

#### Status

Remain at Normal Status  
Academic Risk  
Academic Warning  
Academic Probation

This classification is designed to allow the Resident to use the coming semester to demonstrate a clear improvement in their studies.

- At the end of each semester Residents with an "At Risk" Status will be assessed on the basis of:
  - If they received no fails, their "At Risk" status will be reduced by one level

#### Current Status

Academic Risk  
Academic Warning  
Academic Probation  
Show Cause / Academic Probation

#### New Status

Normal  
Academic Risk  
Academic Warning  
Academic Probation

- If they received one or more fails, then their new status will be based on the total number of course fails over that semester and the previous semester combined.

#### Total Fails

2 to 3  
4  
5+

#### Status

Academic Warning  
Academic Probation  
Show Cause / Exclusion





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- c. If a resident has a record of one or more fails on 3 or more consecutive semesters, then their new status will be based on the total number of fails over their whole programme (including any previous programmes, if the Resident has changed programmes).

### Total Fails

3  
4 to 5  
6+

### Status

Academic Warning  
Academic Probation  
Show Cause / Exclusion

This section is designed to reward those students showing a clear improvement in their studies and provide a consequence to those who have failed to show a clear improvement in their studies.

### Consequences

5. All Residents who are in one of the 'At Risk' categories need support to:
  - a. Reduce the number of future Course Fails, and then
  - b. Increase the number of higher level passes to negate past Course Fails.
6. A Resident on the status of "At Risk" will receive a warning of:
  - a. The increased likelihood of future fails now they had obtained one fail,
  - b. The consequences of future fails,
  - c. The need to overcome the problem that caused this first fail.
7. A Resident on the status of "Academic Warning" will:
  - a. Receive a warning similar to those on "At Risk",
  - b. Asked to reflect on and identify the possible cause of their fails and identify what they are going to do to overcome their problem,
  - c. Invite them to have a counselling session with the Head of College.
8. A Resident on the status of "Academic Probation" or "Show Cause – Academic Probation" is at high risk of having future fails and eventual exclusion or having their course go inactive. They will:
  - a. Receive a warning similar to those on "At Risk".
  - b. Asked to reflect on and identify the possible cause of their fails and identify what they are going to do to overcome their problem.
  - c. Require them to have a counselling session with the Head of College.
  - d. On the basis of this counselling they will be required to develop a set of goals and / or an individual Academic Support Programme, suited to their needs. This may include:
    - Seeking advice from their lecturer.
    - Developing a study and assignment timetable that is monitored by the Deputy Head of College or an AA.
    - Having their study monitored on a regular basis and checked.
    - Under taking extra study and / or attend extra tutorials or academic support sessions.
    - Attending the Academic Skills and Learning Centre to obtain extra assistance.
    - Attending counselling sessions.
    - Getting the "Balance right" and focusing on their studies.
  - e. Receive a later reminder of the need to pass the upcoming exams.  
These residents are expected to:
    - Demonstrate that they are willing to try and overcome any previous problems.



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- Demonstrate that they are willing to proactively participate in any support programs put in place to increase their academic status.
  - Work consistently towards the goals that have been set for them.
9. A Resident on the status of "Show Cause / Exclusion" will:
- a. Be required to show cause why they should be allowed to return to College in the coming semester or year.
  - b. Write a letter of show cause to the Head of College that:
    - i) Doesn't just say they will improve or that they will study more.
    - ii) Clearly identifies a problem that caused their academic fails.
    - iii) Clearly identifies that they have overcome their problem or clearly identifies strategies that they will be following to overcome the problem.
  - c. Have their record at College during the current semester taken into account – the amount of "excessive socialising", behavioural problems, pastoral care issues, their attendance at ANU lectures and tutorials and relevant academic support sessions, as well as their study patterns at College.
10. A Resident who has shown cause and:
- a. Been unsuccessful in their show cause will be excluded from College for a minimum of one semester and until they can show that they have overcome their problem.
  - b. Been successful in their show cause will be allowed to return to College with the status "Show Cause - Academic Probation". They will then be treated as other students on Academic Probation.
11. A Resident who is on "Academic Probation" at the end of semester 2 will be placed on reduced priority for return to College in the coming year.
- a. They will only be offered a place in College if there are spaces available after all of the returning students and new students have received a place in College.
12. A Resident who is on "Show Cause - Academic Probation" at the end of semester 2, will be placed on reduced priority to return to College in the coming year.
- a. They will only be offered a place in College if there are spaces available after all of the returning Residents and new Residents have received a place in College.
  - b. They will have a lower priority than those on Academic Probation.
  - c. If they receive an offer to return to College in the coming year, it will only be a "Conditional Offer" for 1 semester. If at the end of the 1st semester of the coming year they pass all of their courses, then the Resident may extend their contract to a full year contract.
13. Those Residents who find themselves on ANU Show Cause and they cannot successfully show cause to the ANU, will be excluded from the College.

### APPENDIX 3: The John XXIII College Academic Support Programme

#### Introduction

1. Each Resident is solely responsible for their own study and the results they achieve.
  - a. All Residents are strongly recommended to attend all ANU lectures, tutorials and other learning activities scheduled for their courses.
  - b. The final responsibility for any poor academic results remains with each individual Resident.



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2. The College provides an Academic Support Programme to supplement, not replace, their formal studies at ANU.
3. Academic Support is provided to:
  - a. All 1<sup>st</sup> Years Residents in the College.
  - b. All "Residents at risk" who have failed 1<sup>st</sup> year subjects.through the Academic Support Program provided by the Academic Advisors (AAs).
4. Additional Academic Support is provided to:
  - a. All returning Residents in the College,
  - b. 1<sup>st</sup> Year Residents who need help in areas not covered by the AAs,through casual tutorials run by Academic Tutors.
5. The Head of College and Deputy Head of College are also available to provide guidance and advice on study / learning problems and to provide tutorials on subjects in their area of expertise.

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#### The Academic Team

6. Each Academic Advisors (AA) is appointed by the Head of College, to a position that is at the same level as an SR (in both status and scholarship entitlements).
  - a. Each AA is a Resident of the College in their 2<sup>nd</sup> year or higher of their degree, with an excellent academic record.
  - b. The AAs are appointed to cover specific course areas.
  - c. There are usually 5 to 6 AAs – 1 or 2 x Law, 1 x Economics / Commerce, 1 x Science and 1 or 2 x Arts.
7. The team of AAs are supervised and monitored by the Dean of Residents: Student Life & Academics (Dean) who also looks after the tutorial system for 2<sup>nd</sup> and later year students.
8. This team is then supplemented by Academic Tutors, as required, to run additional tutorials on areas not covered by the AAs.
9. The AAs will run tutorials between 7.00pm to 9.00pm on the Academic Nights but they can also be run on any night that is suitable and does not clash with student events.

#### The Role of the AAs

10. The AAs have the following roles:
  - a. Role Modelling  
The AAs are significant student leaders in the College and role model:
    - i) Support of the College ethos
    - ii) Appropriate study habits and time management
    - iii) Appropriate behaviour
    - iv) High Standards in Academia
  - b. Administrative  
The AAs have to:
    - i) Attend weekly meetings with the Dean of Residents: Student Life & Academics (Dean) supervising Academic activities in the College and regular meetings with the Deputy Head of College and Head of College.



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- ii) Regularly communicate with the Residents in their area of expertise to keep them informed of:
    - Upcoming Academic Support Sessions
    - Upcoming assignment deadlines and exam dates
    - Dates for the HECS deadlines and the last day to Withdraw from a course
    - Times they are available for consultation
    - Topics of interest to their group
  - iii) Keep a record of the Resident's attendance at the Academic Support Sessions.
  - v) Liaise with the Academic Skills and Learning Centre and lecturers teaching the courses they are supporting.
- c. Academic Guidance  
AAs are to:
- i) Be an easily accessible point of contact for the first year Residents on issues relating to their studies at ANU – identifying the correct support service, how to apply for Special Consideration etc, how to get help from lecturers etc., location of lecture theatres,
  - ii) Monitor / supervise a group of 1<sup>st</sup> year Residents – their enrolment, study patterns, attendance at lectures etc,
  - iii) Provide general academic advice to their Residents,
  - iv) Assist the College in identifying Residents "At Risk",
  - v) Identify any Residents who they have concerns about (e.g. suffering medical or mental health issues) before they generate fails.
- d. Academic Support  
AAs are to:
- i) Prepare and Present or Run two sessions a week
    - Subject specific tutorials,
    - Skills lessons (referencing, avoiding plagiarism, study skills, time management, exam preparation,
    - Study nights,
    - Developing / Facilitating group study skills.
  - ii) Be available for one on one academic guidance (Subject specific or study techniques) for 3 hours per week.

### Training

11. Start of Year Training will include:
  - a. Attendance at the Student Leaders Camp,
  - b. ANU Training,
  - c. College Training – in General Education, Role, Teaching Technique, Evaluation of Exam results, Preparing for Assignments,
  - d. Assessment – teaching a lesson.
12. Mid-Year Training will include:
  - a. Revision of start of year material,
  - b. Evaluation of Semester 1 exam results,
  - c. Identifications of "Residents at Risk".
13. The ANU Academic Skills and Learning Centre is able to provide support the College AAs.



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### For 2<sup>nd</sup> Years and Above

#### Aim

14. To assist returning Residents to understand some of the more difficult concepts in their courses.

#### The Team

15. Academic Tutors are Residents who are appointed and given a scholarship on a casual basis to run specific tutorials in specific course areas, as required.
  - d. On 2<sup>nd</sup> and 3<sup>rd</sup> year course content
  - e. On 1<sup>st</sup> Year areas not covered by the AAs
16. Additional Academic Tutors are occasionally employed on a casual basis, from outside of the College, to run specific tutorials in specific course areas, as required.
17. There are as many Academic Tutors as required, to suit the need that has been identified.
18. The team of Academic Tutors are supervised and monitored by the Dean of Residents: Student Life & Academics (Dean) who also looks after the academic support system for 1<sup>st</sup> year residents.
19. The Dean can also get visiting lecturers – ANU academics or SCR members, to cover topics of common interest to a group of Residents.

#### Process of Applying for a Tutorial

20. If a group of three or more Residents want help with a particular subject or area (not covered by an AA) they can request support by returning an Academic Tutor Request Form to the Dean of Residents: Student Life & Academics (Dean). The Dean will then seek an Academic Tutor with relevant experience for an academic support session.

### **APPENDIX 4: Academic Awards and Prizes**

#### **Procedure – Rewarding Academic Achievement**

1. With any support program there is also a need to provide ongoing incentives to allow students to self-motivate and strive for higher standards. These incentives will target those Residents who achieve academically at a distinction average or higher.

#### College Scholarships and Prizes

2. The College awards the following Scholarships and Prizes.
  - a. *Fr. Thomas Hegarty O.P. Scholarship*
    - This is conferred upon the best performed undergraduate in the previous year (who is still in College).
    - It is based on their average of their Semester 1 and Semester 2 Exam GPAs for the relevant year.
    - This comprises a \$1,000 scholarship (Paid in half equal components at the end of each semester) and a Certificate.
    - The scholarship is awarded at the Commencement Dinner.
  - b. *Deputy Head of College Prize*
    - This is conferred on the best performed corridor in the Semester 1 results.
    - It is based on the average Exam GPA of all of the Residents on the corridor.
    - This comprises a \$500 prize that is provided to the winning corridor's funds.
    - The prize is awarded at a formal dinner in Semester 2.



## Academic Procedures & Guidelines

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### c. *Unnamed Prize*

- This is conferred upon the undergraduate who obtained the best Honours degree in the previous year.
- This is based on the Residents best Course GPA.
- This comprises a \$1,000 payment and a Certificate.
- The prize is announced at the Commencement Dinner.

### Academic Awards

3. Each semester the College will confer Academic Award to its Residents, in recognition of their achievement in the previous semester. These award have a value of \$100.
4. The awards are given to a current Resident in College, who was the:
  - Top 1<sup>st</sup> Year Student – with the highest GPA in the previous semester.
  - Top 2<sup>nd</sup> Year Student – with the highest GPA in the previous semester.
  - Top 3<sup>rd</sup> Year Student – with the highest GPA in the previous semester.
5. To qualify for the awards of top student in a year group:
  - a. The Resident must have obtained at least a Distinction Average in that semester's results.
  - b. In cases of a tie for the highest 'Exam' GPA, the prize will go to the Resident with the highest 'Course' GPA. If there is still a tie, the actual marks achieved in the semester will be taken into consideration.
6. Other awards will go to:
  - a. The Most Improved Student – to the Resident with the largest improvement in their GPA from the previous semester.
  - b. The Resident with the highest GPA despite some great adversity.
  - c. If an exceptional examination result is obtained by a Resident and they do not fit into one of the categories above, the College will award the Resident the Head of College Award.

### Other Academic Awards

7. Each year the College will award a Certificate to all Residents who pass their courses in a given semester of study and obtain a Distinction Average or a Higher Distinction Average.
8. At the start of each year, the "Top 15" Residents from the previous semester' results are allowed to select the Resident Room of their choice, for the coming year.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.