

TABOR

Student Handbook 2023

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Assignment Submission

The normal mode of assignment submission is via Tabor Online (Moodle). Please ensure documents are compatible with Microsoft Word 2007. In some circumstances for particular classes, electronic submission is not achievable. Your lecturer and/or faculty administrator can advise. For such assignments, attach a completed Assignment Cover Sheet. These can be found on the Tabor Online [Student Digital Help Centre](#).

Due dates and late submissions

Assignment deadlines are established in each unit for the purpose of enabling both students and lectures/tutors to effectively manage their respective workloads. It is the expectation of the faculty that students will take responsibility to work within and to the assignment due dates as self-regulated, adult learners and contributors to the quality of the shared learning experience. However, the faculty appreciates that at times certain life circumstances may prevent a student from achieving the exact due date. To accommodate for this, Tabor offers 3 levels of extensions. Regular Extensions of up to 14 days, Dean's Extensions of up to 6 weeks, and Incomplete Extensions of up to 6 months. The longer the extension, the stricter the rules are around the seriousness of the situation and the evidence required. Incomplete Extensions are applied for on your behalf by your Head of Program if your circumstances are such that a Dean's Extension is considered insufficient. Students granted Incomplete status will not normally be permitted to enrol in any new units until the incomplete units are finalised. Incomplete units do not count as enrolled units for legal purposes such as Centrelink.

You can apply for a Regular Extension or Dean's Extension by [clicking here](#).

Assignments submitted late without an approved extension are subject to the following penalties;

Number of Days post Submission Due Date	% Penalty Applied	N.B. The penalty percentage applied is a percentage of the total grade possible for the assignment , (for example, if you achieve a grade of 75 for the assignment but submit it 5 days late, your grade would be 65)
1-3	5%	
4-7	10%	
8-14	20%	
14+	Not Marked	

Resubmission of assignments

A student will be required to pass all the units in his/her course to be granted a qualification at the end of that course. To pass in any unit a student must gain an average of 50% of the total marks available in that unit when all components of that unit are taken into account. A student who scores a fail grade for a particular assignment will be permitted to resubmit that paper, but will not be able to score more than a Pass (64%) for the resubmission. The student must notify the lecturer within 10 working days

of receiving the fail grade of their intention to resubmit. Resubmissions are not allowed where the fail is due to academic misconduct or the application of a late penalty.

Re-mark of an assignment

Any student who believes an assessment piece has not been marked appropriately should immediately and informally discuss their concerns regarding the mark given with the person who marked the assessment. If the student is still dissatisfied after an informal discussion, he/she should provide a written statement indicating the reason(s) for dissatisfaction to the Dean of Faculty. An unmarked copy of the piece of work in question must be attached to the written request. If in the opinion of the Dean of Faculty there are reasonable grounds for a remark the Dean of Faculty will organise a re-mark by a third party. Where a re-mark is granted the mark awarded at the re-mark will stand (whether higher or lower than the original mark).

Student Attendance

Tabor is required to monitor student attendance and may be required to report students who fail to meet minimum attendance requirements.

Absences

Students are expected to attend for the full duration of all scheduled sessions. Penalties may apply at the discretion of the lecturer for students who are consistently late in attending classes or who consistently miss part of lectures. In some faculties, missed classes can be substituted with online content. Please check with your faculty. External students are required to listen to all recorded lectures. Your lecturer can check the student's online activity, and see which lectures have been accessed. Students who miss more than the allowable number of sessions* can expect to:

- receive a reduction in their final grade or failure in that unit dependent upon the number of absences;
- be required to undertake additional work at the discretion of the lecturer (which will not be graded but will need to be satisfactorily completed, as judged by the lecturer).

* generally, 25% of scheduled sessions, but in some faculties, courses and units, there are more stringent attendance requirements, of which students will be advised via their Unit Outline.

Children on Campus

Parents/Carers may bring their children on campus in situations where there are sudden and unexpected difficulties in childcare arrangements. Normally prior approval will be gained from a supervisor or lecturer for the child to attend work or a class. Parents/Carers are required to advise their supervisor or lecturer why their children are on campus. The College does not expect that parents/carers will routinely bring children to work and/or lectures as an alternative to regular, organised childcare arrangements. More information is available in the [Children on Campus policy](#).

Live video streaming of classes

Tabor has adopted the strategy of live video streaming its lectures in order to improve inclusivity and connection with those students who are participating online and/or from another campus. The videos will be specific to a class and will only be available to those students enrolled in the class. Further, the videos will not be used for promotional purposes unless specific consent is asked for and is provided by the student/s.

Whilst we encourage students to participate in the live video streaming and to connect with their cohort through this format, if a student does not wish to appear in the video stream they will be able to position themselves outside the camera's view range. The lecturer will be able to assist with this.

Student Services

In Adelaide, Student Services is located in the small building in the North-Western corner of the campus and is normally open Monday to Friday 9-5.

There is a Justice of the Peace available on campus on Monday and Friday afternoons by appointment through the Professional Experience office in the Faculty of Education.

In Perth, Student Services is in the front office of the administration building and is open Monday to Friday 9-5.

College Worship

Corporate worship is an important aspect of college life. We gather together to celebrate our life together in God, to enjoy His presence and to commit ourselves to Him. All students are encouraged to attend worship which is held every Wednesday at 12.30PM in the Chapel at the Adelaide campus and every Wednesday from 1-2 in classroom 1 at the Perth campus. Video recordings of Adelaide worship services are available for external students, in the various School Student Centre sites.

College Timetables

The internal timetable for the scheduling of units each semester is published on the Tabor website: <http://tabor.edu.au/student-resources/timetables-calendar>

Please note that timetabling is very fluid, so we recommend that you check it regularly to ensure you are working from the latest version. Lecture and tutorial rooms are allocated at the beginning of the semester. The details are published on the website, and a printed copy will be made available on noticeboards around the campuses. Some selected units will have sessions off-campus. Students in these units will be provided with full details.

Useful Links

- [College Handbooks](#)
- [College Timetable and Academic Calendar](#)
- [Forms](#)
- [Policies](#)
- [Tabor Online](#) (Our student learning portal where all learning resources and activities for your units can be accessed.)

Census Dates

A census date is the date during the unit by which your enrolment requirements for that unit must be finalised. Census dates are set by Tabor for each unit of study offered. These are key dates and are very important for students. They cannot be changed or extended.

The census date is important because it is the deadline for all of the following:

- Finalising your enrolment with Tabor;
- Completing and submitting your HECS-HELP or FEE-HELP form online;
- Paying your fees up-front

If you remain enrolled in a unit as a HECS student at the close of business on the census date you will:

- Be liable to pay your Student contribution for that unit; and
- Incur a HECS-HELP debt if you have requested a loan for your Student contribution amount for that unit.

If you remain enrolled in a unit as a fee paying student at the close of business on the census date you will:

- Incur a FEE-HELP debt if you have requested a loan for your tuition fee for that unit; or
- Be liable for the balance of any part of your tuition fee which has not been paid up-front.

You must enter into a fee payment arrangement prior to the census date, or your enrolment will be cancelled. The Census Dates and additional information can be found on our website here: <https://tabor.edu.au/student-resources/census-dates>

Census dates are a minimum of 20% of the way through a unit. To confirm the census date for your unit, log in to your student record via the Paradigm link for students located the home page of Tabor Online, and click on the name of the unit.

Withdrawals and Deferrals

While it is possible to defer at any time without placing future enrolment in jeopardy, students should be aware that there may be consequences in terms of availability and sequencing of units. Students who are in a Commonwealth supported place (HECS) may defer but by doing so may negate their Commonwealth supported place. On return from the period of deferral, a student who had a HECS place prior to their deferral will not automatically be offered a HECS place, but will need to apply for one again. Deferral is for a maximum period of 12 months, after which you will need to re-apply in order to commence studying again.

Please note that you can only defer a COURSE, not a unit – if you choose to defer your studies then you will need to WITHDRAW from the units you are enrolled in and then ENROL in them again when you resume your studies, or defer at the end of a semester when your units are completed.

Students wishing to withdraw or defer from a course, and/or withdraw from a unit/s can do so by [clicking here](#). Your Faculty Administrator will make contact with you to see if there is any help we can offer you.

PLEASE NOTE: Only when Student Services is notified via the electronic form are you considered withdrawn or deferred. A conversation or email with your lecturer or Faculty Administrator does not constitute a change of enrolment.

If extreme circumstance cause you to withdraw from your units, you may be eligible for a Compassionate Withdrawal, and a reversal of your tuition fees/student contribution amount. You will need to be able to demonstrate with independent evidence that the circumstances leading to withdrawal were beyond your control, occurred on or after the census date (or the full effect or magnitude did not become apparent until on or after census day) and made it impossible for you to complete the requirements of your unit/s. You can make an application as part of your withdrawal form by [clicking here](#).

Student Support

A variety of support systems are available to students. Whilst these positions are located at our Adelaide campus, students at all campuses as well as online students are encouraged to avail themselves of the support offered, which can be delivered via telephone, email or a suitable online platform such as Zoom. Details of the support provided and how to access these services can be sourced from Reception, Student Services or your Faculty Administrator.

Where problems arise that relate to their studies, students are encouraged to speak to the lecturer(s) concerned or to their head of program, who will offer help or suggest an alternative avenue of assistance, such as those listed above.

Counselling is available to Tabor students through the Life Design Counselling Centre. Our Postgraduate Counselling Students are available online or in person in Adelaide and Perth. The fee for counselling is \$15 per session; however, this fee can be negotiated if there is financial hardship. To book an appointment, please call (08) 8373 8707 or fill out the [booking enquiry form](#).

For help with academic matters, students should go to the Student Academic Tool Kit (SATK) site to access a wide variety of academic resources. A link to the SATK site is available in the drop down 'support' menu on the online site. In there you will find many useful resources including the [definitions of assessment terms](#) and [how to reference your assignments](#) correctly. Please remember—if you have a problem or are unsure, ASK!

See [Student Support site](#) for quick links to Student Support staff, and support resources.

You can also send an email to: AcademicSupport@adelaide.tabor.edu.au

Respect. Now. Always.

The “Respect. Now. Always.” campaign was instigated by Universities Australia in collaboration with the Australian Human Rights Commission (AHRC) to increase awareness of the issue of sexual assault and sexual harassment at Australian universities.

Tabor is committed to a safe, respectful and inclusive culture in which all students and staff are valued. This means we have zero tolerance for sexual assault or sexual harassment and are continually striving to improve our prevention programs and support services. If you, or someone you know, has been affected by an incident of sexual assault or sexual harassment, support is always available.

For immediate support: Call 1800 737 732 (1800RESPECT) – National Sexual Assault, Domestic Family Violence Counselling Service. This line is available 24 hours a day, seven days a week, to support people impacted by sexual assault, domestic or family violence and abuse.

Support at Tabor: In Adelaide, assistance is available at the Life Design Counselling Centre. Life Design is located in the north wing of the main Tabor building and can be contacted by telephone: (08) 8373 8777 during office hours.

In Perth, there is a professional counsellor available (by appointment) should any students desire help for personal issues. Appointments can be made through the front office.

More information about the “Respect. Now. Always.” campaign can be found on Tabor’s website here: <https://tabor.edu.au/about/respect-now-always>

Mental Health

The World Health Organization defines mental health as a state of wellbeing in which every individual realises their potential, can cope with the normal stresses of life, can work

productively and fruitfully, and can contribute to their community. Tabor aspires to create a supportive and inclusive culture that acknowledges the positive contribution that mental health has on creating the conditions necessary for the pursuit of personal and professional success. Despite best efforts, almost half of all Australians aged 16 to 85 years will experience mental illness at some point in their life. Don't fight it out alone. Help is available. Speak to your Head of Program, or just pop in to Reception, Student Services or the Library and ask for help. If you are an online student, email or telephone us to let us know you would like some help. There's also some great resources online on [Tabor's website](#) and also the [Department of Health website](#).

Coping with Stress:

All people experience stress from time to time. However, excessive or chronic stress can take a toll on your mental and physical health. Learning skills to manage your stress more effectively can be beneficial when you are overwhelmed by stress. Excessive stress occurs when you perceive that you do not have the resources to cope with the demands in your life. [Click here for a free course in coping with stress](#).

Introduction to Mindfulness:

Mindfulness is a specialised skill in mental awareness, attention, and acceptance that is associated with numerous health benefits. Mindfulness training allows people to develop a deeper understanding of the mind, and a more accepting and compassionate relationship to their internal and external experiences. It involves guided exercises, including meditation, to help you become aware of automatic patterns of thinking, feeling and behaving, and learn to respond in more effective ways. [Click here for a free course in mindfulness](#).

Academic Integrity

The International Centre for Academic Integrity defines academic integrity as '*a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action*' (ICAI, 2014)

Academic integrity means putting those values into practise by being honest in the academic work you do, being fair to others, and taking responsibility for learning, and following the conventions of scholarship. It is your responsibility to ensure that you demonstrate academic integrity by:

- using information appropriately, according to copyright and privacy laws
- acknowledging where the information you use comes from
- not presenting other people's work as your own
- acting in an ethical manner in all your academic endeavours

Tabor uses Turnitin to detect and prevent plagiarism. The software compares students' assessments against a database containing copies of academic publications, electronic journals, books, databases, literature and works of art, bibliographies, student assignments which have been submitted previously through Turnitin, and a vast range of Internet content. It then produces an originality report that indicates how much of the assessment has been plagiarised. If your head of program has set up the appropriate permissions, you are able to

retrieve the originality report for your assessment to check that you have referenced appropriately. In some cases, you can then resubmit your work after improving any errors.

More information can be found in the [Student Integrity Policy](#)

Student Emails

Tabor will provide you with a student email address upon your acceptance in a course, and you will be notified of this in your acceptance letter. Tabor Online allows you to access your student email account, as well as your faculty's Student Centre, the Student Helpdesk, and your units. **Please note that you will not be able to view your units until the week prior to the commencement of classes.** Instructions on how to logon were sent with your acceptance letter. If you have any difficulties, help is available here:

<http://taboradelaidhelpdesk.hesk.com/index.php?a=add>

Tabor will use your student email as the primary method of communication with you, so it is very important to check it regularly or to set up a forwarding email.

If you are a returning student who studied with us prior to 2016 you will need to contact us to reactivate your account. Please notify either [Reception](#) or [Student Services](#) by email or telephone (1300 4 TABOR or 08373 8777) if this describes you.

Commonwealth Assistance Notice

Tabor must issue a Commonwealth Assistance Notice (CAN) to all students enrolled in a unit of study who have sought HECS-HELP or FEE-HELP assistance, and/or who are Commonwealth supported for that unit. The CAN sets out varied information depending on whether you are a Commonwealth supported student or a non-Commonwealth supported student.

Receiving the Commonwealth Assistance Notice

You will be sent a Commonwealth Assistance Notice (CAN) via your student email after the Census Date if you have incurred a Fee-Help or HeCS-Help debt or are Commonwealth Supported.

Commonwealth supported students (HECS)

If you are a Commonwealth supported student, your CAN will include information on:

- the unit(s) of study for which you have received Commonwealth assistance;
- your Student contribution amounts;
- the amount of any up-front payments you have made;
- your HECS-HELP assistance.

Non-Commonwealth supported students

If you have applied for FEE-HELP assistance, your CAN will include information on:

- the Tuition fees for your unit(s);
- the units of study for which you have received FEE-HELP;
- the amount of any up-front payments you have made;

- the loan fee for undergraduate units of study.

Checking your CAN

You are advised to check the accuracy of the information contained in the CAN. If you believe that any information in your CAN is incorrect, follow the steps outlined in the table below.

Step	Action
1	Provide a written request to the Tabor Academic Registrar asking for the <i>Commonwealth Assistance Notice (CAN)</i> to be corrected.
2	Your written request should identify information in the CAN that you believe is not correct, and specify why you believe it is incorrect.
3	Submit your request to the Tabor Academic Registrar within 14 days of the date of the dispatch of your CAN which is noted on your CAN. If you do not submit <i>in writing</i> a request for the accuracy of the information in the CAN to be reviewed, you will incur the debt for the units noted in the CAN.

Complaints and Grievances

Tabor believes that all students should be able to study in an environment free of discrimination, victimisation, harassment, bullying, violence and vilification. Tabor is committed to the principles of justice, equity and diversity. It therefore seeks to ensure that all students are treated fairly, justly and without discrimination.

Students are strongly encouraged to attempt to resolve issues directly through informal discussion with the relevant staff person. If an informal discussion fails to provide sufficient resolution of the issue, you can escalate the matter to a formal grievance by writing to the responsible officer as indicated in Appendix 2 of this handbook, or via Tabor’s [online grievance form](#). Tabor’s Student Grievance Policy can be found by [clicking here](#).

Conferral of Awards and Graduation

To be eligible to receive an award, a student must have completed all the requirements for a course and have paid all fees, including library fines, and returned all library books. Tabor’s graduation ceremony takes place in April of each year, and each graduand is invited to attend. If personal attendance at graduation is not possible, the student may choose to either pick up their parchment and transcripts from Student Services or receive their award by post soon after the graduation service has been held.

Students should apply to graduate during the semester in which they are completing their final unit, with applications to graduate not accepted after the end of November.

Where these conditions are not met, a student cannot expect to be allowed to graduate.

You can apply to graduate by [clicking here](#)

Online Studies

Contacting Tabor

When contacting Tabor, please direct your enquiries to the following departments:

- For administrative information, e.g. semester dates, census dates, letters of confirmation for Centrelink, FEE HELP forms, etc. contact Student Services.
- For information regarding fees and fee payment, contact the Finance Department.
- For academic information such as pathway advice and unit selections, changes to unit enrolments, withdrawals, information about assessment and unit content, extensions for assignments, contact your Faculty Administrator, Head of Program or your assigned Teaching Assistant.

Study Materials

External units are now delivered primarily online, via [Tabor Online](#). You will have received log-in instructions in your acceptance letter.

Teaching Assistants/Tutors

As part of Tabor's commitment to supporting the learning experience of External Studies students, each time they enrol in a unit they will be linked with a Teaching Assistant/Tutor. This TA/Tutor will grade all of the student's work for that unit, but more importantly they will act as a resource for the student, answering questions about the course content and about the assessment tasks. By answering questions, suggesting resources, and commenting on the student's work, the TA/Tutor will be able to help the student get the most out of their learning experience. The TA/Tutor will often be the person who teaches the unit or leads tutorials on campus. They will always be a person who is well qualified to teach in the unit field in which they work.

Travel concessions

Full-time students who are also Australian residents are entitled to concession fares on public transport. In Adelaide, your combined Student ID and Library card will also function as your public transport discount card.

In Perth, you will need a Transperth SmartRider card. For information on how to apply for this, please go to: <http://www.transperth.wa.gov.au/SmartRider/>. You will need to fill out a Tertiary SmartRider application form, available here: https://www.transperth.wa.gov.au/Portals/0/Asset/Documents/SmartRider/SmartRider_Tertiary_Form.pdf

Student Cards

Student cards are supplied upon request through the main Student Services office in Adelaide. Your card will be posted to you if you are located at another campus or studying online.

[Please click here to order your card.](#)

Fee-Help

FEE-HELP is a government loan scheme that assists eligible students to pay their tuition fees. You do not start repaying your FEE-HELP debt until your income is above the minimum threshold for compulsory repayments. To be eligible for Fee-Help you must;

- Meet the citizenship requirement*
- Not have exceeded the maximum borrowing limit
- Maintain a 50% (or better) pass rate in your course

* see the Study Assist website for details

Library

Welcome to Tabor Library. The Library via Primo library catalogue provides access to over 50 databases, approximately 180,000 e-books, more than 2,000 electronic journals, plus 50,000 printed books, and streaming videos. A large proportion of our collection is in digital form which can be accessed by all Tabor students, regardless of location, 24/7.

The campus Library in Adelaide holds most of the physical items, delivers centralised services for all campus libraries, and provides library services and support to students all over Australia. At our Perth campus, a limited number of high demand materials including current course textbooks are held in reserve.

Use your Tabor Student ID card to borrow and access Library services and facilities. Visit our website on [Tabor Online](#) to find more information about:

- Loan periods
- My Library Record (to check your loans and due dates)
- Requesting items to be scanned/photocopied
- Requesting items to be posted
- Borrowing from other university libraries

Need help? Got a question? Ask a Librarian via the live Chat, email library@adelaide.tabor.edu.au, phone 08-83738759 or in person at the Adelaide campus Library. You can also [Book a Librarian](#) for a ½ hour one-one-one session, either onsite or via Zoom, to get personalised service.

Students unable to get to the Adelaide campus Library are offered a number of additional library services:

- Journal articles and book chapters from the library collection can be scanned and emailed to you
- Most books from the library collection, except for restricted/short loan period items can be sent to your home address free of charge. Return postage will also be covered by Tabor through the provision of a pre-paid satchel that will be included in home address postal services.
- Longer loan periods for general items
- Borrowing rights from your state university libraries

OHS For Students

All Staff and students have a responsibility to work safely, taking reasonable care to protect their own health and safety and that of fellow workers, students, contractors and visitors. Students with OHS concerns or information about a hazard they have noticed should contact either the Administrative Manager from their faculty, Reception or the Campus Manager.

Students have a right to know the hazards associated with any equipment provided by Tabor, or any procedures required of them by Tabor. They also have a responsibility to:

- Report all accidents, 'near-miss' incidents, unsafe working practices or working conditions to the appropriate person
- Assist in accident investigations where appropriate
- Use and care for equipment that is provided for OHS purposes.
- Obey any reasonable instructions given in relation to OHS
- Comply with Tabor's OHSW Policy and Procedures
- Ensure that they are not, by the consumption of alcohol or drugs, in such a state as to endanger the health and safety of themselves or others.

First Aid:

First Aid supplies are kept at the main Reception at the Adelaide campus, and at the Perth campus in the main office, each lecture room, library and the church kitchen.

Fire Procedures:

In the event of a fire, or the fire evacuation alarm sounds:

- Remain calm
- Remove persons from immediate danger
- Alert others
- Proceed via safest Emergency Exit to designated assembly area
- Assist the mobility impaired
- Follow fire wardens instructions

- DO NOT re-enter the building until instructed it is safe to do so by the Emergency Services Personnel or the fire wardens.

Laptops/Notebooks:

- Laptops are to be plugged in and used along the walls of the classrooms only
- Laptops are able to be used in other areas of the classroom if running on battery
- No extension cords shall be used on the laptops
- Students will maintain their own laptop/ tablet/ mobile device power chords (no fraying or exposed wiring or any other physical damage) and will plug into the safety switched multi power boards supplied ensuring that they do not create a trip hazard when doing so.

Appendix 1 – Academic & Financial Consequences of Withdrawing from a Unit

Category	Academic record	Fee arrangements for students
Withdraws prior to census date*	Not recorded	No fee.
Withdraws after census date but prior to the start of week 10 of the unit.	WN	Full unit fee incurred.
Withdraws after the start of week 10 of the unit.	WF	Full unit fee incurred.

* Forms are required to be submitted by 5PM Adelaide time (ACST or ACDT) in order to be considered as submitted by the census date.

Appendix 2 – Tabor Assistance Directory

Area of need/complaint	Contact Person Details	
Initial decision on re-crediting a person's FEE-HELP or HECS-HELP debt	Registrar	Peter Gray pgray@adelaide.tabor.edu.au
Review of decisions on re-crediting a person's FEE-HELP or HECS-HELP debt	Chief Financial Officer	Brian Norcott bnorcott@adelaide.tabor.edu.au
Sexual Harassment - Contact Officers	Registrar	Peter Gray pgray@adelaide.tabor.edu.au
	HR Manager	Tracey Curran tcurran@adelaide.tabor.edu.au
Academic complaints	Dean of Faculty	Teacher Education: Tracey Price tprice@adelaide.tabor.edu.au Ministry/Theology: Phil Daughtry pdaughtry@adelaide.tabor.edu.au Humanities and Social Sciences: Phil Daughtry pdaughtry@adelaide.tabor.edu.au
	Academic Director (If the complaint relates to the Dean of Faculty)	Aaron Chalmers achalmers@adelaide.tabor.edu.au
Appeals against Academic Decisions [when not satisfied through the College's internal grievance processes]	Tabor Adelaide Academic Board	The Chair Tabor Academic Board PO Box 223 Torrens Park SA 5062
Grievances not otherwise resolved	Tabor Adelaide Board of Governors	The Chair Board of Governors C/- CEO Tabor PO Box 1777 UNLEY SA 5061
	ACPET Student Appeals Service	www.acpet.edu.au
Personal - relating to alleged discrimination, victimisation, harassment or vilification	Student Support Officer	Caitlyn Gent cgent@adelaide.tabor.edu.au
	HR Manager	Tracey Curran tcurran@adelaide.tabor.edu.au

EXTERNAL AVENUES OF REDRESS	
Area of need/complaint	Contact Details
Appeals against reviews of decisions on re-crediting FEE-HELP balance or SLE	Administrative Appeals Tribunal 11th Floor, Chesser House 91 Grenfell Street Adelaide SA 5000 Telephone: 08 8201 0600 (metro area) 1300 366 700 (country areas) Fax: 08 8201 0610 Postal address: GPO Box 9955, Adelaide SA 5001
Appeals against reviews of Academic Decisions for Higher Education Students (Domestic)	Independent Reviewer appointed by Council for Private Higher Education Inc. Contact details arranged through the Registrar, Tabor studentservices@adelaide.tabor.edu.au Or Tertiary Education Quality Standards Agency www.teqsa.gov.au

Appendix 3 – Lockdown Procedures

- A continuous siren will sound for **APPROXIMATELY FOUR MINUTES.**
- Lecturers are to lock All doors, shut windows and take appropriate action to keep students calm.
- All persons should sit on floor out of sight of windows and keep as quiet as possible.
- Information about what is happening may not be available until the emergency is over.
- No person, unknown to the lecturer, should be allowed into the room or building.
- Students who are out of a lecture room should commence lock-down in the closest safe location. This may be a lecture room, toilet block, dining area, office etc.
- Office staff should secure area doors and windows, draw blinds if possible and sit on the floor out of sight of any windows.
- Staff who have phone contact may seek information, but, under the circumstances such contact / information may not be available.
- Students are requested not to use their mobile phone unless directed by a staff member.
- **DO NOT LEAVE THE ROOM / BUILDING UNTIL THE ALL CLEAR SIGNAL IS ANNOUNCED BY A SAFETY WARDEN (WITH A MEGAPHONE).**

All students are to proceed to the oval using the safest route as indicated on the map prominently displayed in all lecture rooms and other facilities.