

STUDENT ORIENTATION

Student Success Trimester 3, 2026

A very warm welcome to our New
Students from the GCA Staff

Today's Topics

- ◆ Key Student Success Staff
- ◆ Academic Learning Support
- ◆ Unsatisfactory Course Progress
- ◆ Academic Integrity
- ◆ Policies and Procedures



1. Key Student Success Staff

1. Our Key Student Success Staff



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Student Success

Focus areas include – **Academic Success Manager**

- Assisting students with their learning and associated skills development;
- Providing individual advise and guidance to students on a range of matters academic;
- Providing individual consultation with students as required;
- Providing lecture and tutorial support as required;
- Assisting with bookings as required;
- Working co-operatively with the campus staff to create a positive and welcoming environment; and taking an active role in hybrid and face to face supervision.





2. Academic Learning Support

2. Academic Learning Support

- ◆ Academic support is available through:
 - Your Lecturer in the **first instance**
 - Your **Academic Success Manager**
 - Your Academic Programs Director or delegates
- ◆ If you need to discuss your academic progress, please make an appointment.



3. Unsatisfactory Course Progress

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GCA implements comprehensive procedures for assessing and managing students' course progress to ensure compliance with academic standards and visa requirements.

1. Early warning

- A student fails the first assessment.
- Early intervention strategies may apply.

2. Warning 1 - "At Risk"

- A student is considered "at risk" (Example: If they fail to achieve the required 50% completion rate of units in a study period).
- Intervention strategies are developed to support these students, such as academic counselling, additional tutorials, or referrals to support services.

3. Warning 2 - Unsatisfactory Course Progress

- A student is deemed to have unsatisfactory course progress (Example: If they fail to meet the 50% completion rate across two consecutive study periods).
- Warning 2 is an Intention to Report Letter issued to the student, outlining the consequences and steps to appeal the decision.
- If the appeal is upheld, the intervention strategies apply. If the appeal is NOT upheld, the reporting stage applies.

4. Reporting to the Department of Home Affairs

- GCA is required to report students who fail to achieve satisfactory course progress and are therefore in breach of their visa conditions. Reporting is conducted through the appropriate channels in compliance with the ESOS Act and National Code.
- Consequences include cancellation of the CoE and potential cancellation of the student visa.

These procedures are designed to monitor student performance, provide timely support, and ensure compliance with academic and regulatory obligations. For the full version of Academic Progression, Monitoring and Intervention Policy, please visit

<https://www.gca.edu.au/policies-and-procedures/>

4. Academic Integrity

Epigeum

Epigeum – Free interactive academic integrity course

- Compulsory component of your program
- Must be completed before your first submission in the Trimester.
- Available on Moodle and consists of 4 modules
- Unlimited attempts to complete 2 hour course and pass 100%
- Zero course credits that appears on your transcript



Academic Integrity

- Academic Integrity is valued at GCA.
- Academic misconduct at GCA is overseen by the Academic Integrity Committee that will apply penalties and sanctions for misbehavior.
- Please ensure that you are familiar with the following located on the GCA website:
<https://www.gca.edu.au/policies-and-procedures>
 - Academic Integrity Policy,
 - Academic Misconduct Procedure,
 - Artificial Intelligence Policy

These are some forms of
Academic Misconduct

Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism.
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.

Academic Integrity

ACADEMIC INTEGRITY

is the expectation that students uphold the values of honesty, fairness and responsibility in their studies.



Plagiarism

- ◆ Plagiarism in assessments will be managed by lecturers by checks with Turnitin.
- ◆ Turnitin also reviews potential instances of Artificial Intelligence (AI).
- ◆ **DO NOT USE ARTIFICIAL INTELLIGENCE TOOLS** unless your Lecturers allow you.

PENALTIES WILL BE APPLIED AS FOLLOWS:

Degree of similarity (Turnitin)	Penalty	AIC formally advised
20%	No action	
20% to 50%	50%	Yes
Greater than 50%	100%	Yes
Contract Cheating	100%	Yes
Use of AI without appropriate referencing	100%	Yes

Word Documents – Digital Footprints

- ◆ Word documents have a feature which highlights various features of the document including:
 - The author
 - The time of the last update
 - The time taken to complete the document
 - The last, in particular, can identify the amount of time to complete the assessment
 - If the time is relatively quick in relation to the expected, then it implies possibly *“a cut and paste”* answer was used

Word Documents – Digital Footprints

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Discussion question and activities - Word

Wayne Smithson

Info

Discussion question and activities

\\file-svr » Wayne.Smithson » AWRS » POLYTECHNIC INSTITUTE AUSTRALIA » UNIT DEVELOPMENT BUS 608 » Week 4

Protect Document

Control what types of changes people can make to this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Searching for issues

Manage Document

Check in, check out, and recover unsaved changes.

- There are no unsaved changes.

Properties

Size	326KB
Pages	1
Words	60
Total Editing Time	8 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 10:04 AM
Created	Today, 9:58 AM
Last Printed	

Related People

Author	Wayne Smithson
	Add an author
Last Modified By	Wayne Smithson

Related Documents

Open File Location

10:33 AM
13/05/2023

Quizzes – Monitoring Information

moodle.ubss.edu.au/mod/quiz/reviewquestion.php?attempt=52907&slot=1

Turnitin ID: 2014397153



Comment:

Make comment or override mark

Response history

Step	Time	Action	State	Marks
1	15/02/23, 10:50	Started	Not yet answered	
2	15/02/23, 11:01	Saved: The three type of financial management decisions are INVESTMENT DECISION, FINANCING DECISION AND DIVIDEND DECISION.	Answer saved	
3	15/02/23, 11:12	Saved: Three types of financial decision is : Investment decision, Financing decision, dividend decision	Answer saved	
4	15/02/23, 11:20	Attempt finished	Complete	
5	15/02/23, 11:57	Manually graded 0.5 with comment: Wayne Smithson	Complete	0.50

Online Quizzes

- Assessment quizzes completed on Moodle provide two areas which are used by lecturers to detect academic misconduct.
- A link to Turnitin for similarity / AI detection.
- A report on the response history on each question for each student.
- The lecturers use this to monitor the time taken to complete each question and the quiz in total.



Online Assessment – Digital Recognition

- GCA can identify the IP address being used by students completing assessments
- The IP address is unique to the computer access point on the internet
- If two students use the same computer at the same time, it can be proven that the students colluded on the assessment.
- This means that if other identification methods indicate that there is a potential collaboration between students, this is a potential issue of academic misconduct and penalties will apply.



Academic Integrity

♦ **DO NOT USE ARTIFICIAL INTELLIGENCE TOOLS**

unless your Lecturers allow you to do so.



5. Policies and Procedures

Policies and Procedures

You can find all GCA Policies and Procedures on our website.

<https://www.gca.edu.au/policies-and-procedures>

This is the standard behaviour that GCA expects of everyone.

GCA reserves the right to suspend or expel any student who in any way breaches its Code of Conduct or any associated rules.

- Student Code of Conduct Policy
- Grievance and Appeals Policy (Non-academic)
- Grievance and Appeals Policy (Academic)

Academic grievances

Students are able to pursue academic grievances related to:

- Course progress
- Assessment
- Curriculum
- Award in a course of study



Any Questions?

A very warm welcome to our New
Students from the GCA Staff

THANK YOU!

Welcome to GCA !