Handbook Disclaimer

This Student Handbook contains information that is current at the date of publication. Changes in legislation, regulations or College circumstances after this date may impact on the accuracy or currency of the information included.

Endeavour College of Natural Health (Endeavour or the College) takes all care to ensure that the information contained in this handbook is accurate, but reserves the right to vary any information described in this publication without notice.

The Student Handbook - Higher Education should be used (as appropriate) in conjunction with the following resources:

1. International Student Handbook
2. Clinic Handbook
3. Guideline for Notifiable and Infectious Diseases and Infection Control Management
4. Guideline for Client Record Keeping
5. College Policies and Procedures
6. APA Referencing Guideline

All Endeavour students need to read, understand and follow all policies and procedures available on the College website at https://www.endeavour.edu.au/current-students/policies-and-procedures/

This handbook provides an overview of Endeavour College of Natural Health for higher education students old and new. Covering the entire lifecycle of the vocational and higher education student from enrolment to graduation and beyond, you will find this handbook a necessary tool for approaching your study and joining the community of Endeavour.
# Table of Contents

Handbook Disclaimer ................................................................. 2  

Discover the Future of Wellbeing ............................................... 6  
  Welcome from the Director of Education ................................... 6  

THE COLLEGE ............................................................................ 7  
  Introduction ............................................................................. 7  
  Vision ...................................................................................... 8  
  Values ..................................................................................... 8  
  Our Campuses ........................................................................ 9  
  Student Code of Conduct - Higher Education ................................ 10  
  Student Expectations ................................................................ 12  
  College Expectations ................................................................ 13  

STUDENT SERVICES .................................................................. 15  
  Student Services Vision .......................................................... 15  
  How Student Advisers Can Help .............................................. 15  
  How to Contact your Local Student Services Team .................. 16  
  National Contact Hours ............................................................ 16  
  National Phone Line ................................................................. 16  
  National Email ........................................................................ 16  
  Request Assistance ................................................................... 16  
  Services Offered by Student Services ........................................ 17  
  Orientation ............................................................................... 17  
  Access and Equity Program ...................................................... 17  
  Learning Management System (LMS) ......................................... 18  
  Student Portal .......................................................................... 18  
  Course Progression ................................................................... 18  
  Timetabling Practice .................................................................. 18  
  Special Consideration & Remission of Financial Liability Applications ............................................ 18  
  Students at Risk (SaR) ............................................................... 19  
  Referral for Counselling Services - Student Assistance Program ....................................................... 20  
  Careers Service ......................................................................... 20  
  Student Representation ............................................................. 21  
  Student Misconduct ................................................................... 21  
  Grievance Policy ....................................................................... 22  

OFFICE OF STUDENT RECORDS ............................................. 23  
  Student Privacy ......................................................................... 23  
  Access to Personal Records ...................................................... 23  
  Requesting Academic Documentation ...................................... 24
FEE INFORMATION .................................................................................................................. 25
FEE-HELP ............................................................................................................................... 25
Eligibility for FEE-HELP ....................................................................................................... 25
Census Dates .......................................................................................................................... 26
What is a Census Date? .......................................................................................................... 26
When do Census Dates Occur? ............................................................................................ 26
Withdrawing Post Census ..................................................................................................... 26
STUDY ...................................................................................................................................... 27
Courses ................................................................................................................................... 27
The Degrees .......................................................................................................................... 27
Staff Consultation ................................................................................................................ 28
Making an Appointment with an Academic ........................................................................... 28
Academic Progression .......................................................................................................... 29
Pre-Requisites and Co-Requisites ....................................................................................... 29
Failure of Academic Progression .......................................................................................... 29
Educational Pathways - Advanced Standing .......................................................................... 31
Recognition of Prior Learning (RPL) .................................................................................... 31
Credit Transfer (CT) ............................................................................................................. 32
Informal Articulation ............................................................................................................ 32
Advanced Standing Limits ................................................................................................... 33
When to apply for an Educational Pathway .......................................................................... 33
Attendance ............................................................................................................................ 34
Theory Classes ..................................................................................................................... 34
Practical Classes .................................................................................................................. 34
Clinical Practicum / Observation Classes ............................................................................ 34
Public Holidays ..................................................................................................................... 34
Clinical Practicums ............................................................................................................... 35
Working With Children Check (WWCC) ............................................................................. 35
Online Learning .................................................................................................................... 36
Endeavour LMS (Learning Management System) ............................................................... 36
Online Subjects .................................................................................................................... 36
Student Portal ....................................................................................................................... 37
Examinations ....................................................................................................................... 38
Final Examinations ............................................................................................................. 38
Examination Clashes .......................................................................................................... 38
Attendance at Examinations ................................................................................................ 38
Assessment ........................................................................................................................... 40
Grading System...........................................................................................................................................40
Student Integrity - Academic Dishonesty and Plagiarism ........................................................................41
Detection of Plagiarism - TURNITIN® Software .....................................................................................41
Extensions of Assignments .......................................................................................................................41
CAMPUS LIFE ...............................................................................................................................................43
The Place to Meet: Student Breakout Areas ..............................................................................................43
Student Services Counters .......................................................................................................................43
Safe Campus ...............................................................................................................................................43
Be connected with an Academic OR Library Services ............................................................................44
Campus Libraries .......................................................................................................................................44
Identification Cards ....................................................................................................................................44
Endeavour Bookstore ...............................................................................................................................45
Endeavour Wellness Clinics .......................................................................................................................45
Work Health and Safety Procedures .........................................................................................................46
Drug, Alcohol and Smoke Free Workplace ...............................................................................................46
Children on Campus ....................................................................................................................................46
TO GRADUATION AND BEYOND ..............................................................................................................47
Graduation ...................................................................................................................................................47
Intention to Graduate .................................................................................................................................47
Eligibility to Graduate ................................................................................................................................47
Graduation Ceremonies .............................................................................................................................47
Alumni of the College ...............................................................................................................................48
Natural Health Webinar Series ...............................................................................................................48
Endeavour Blog ..........................................................................................................................................48
Professional Associations .........................................................................................................................49
Acupuncture ...............................................................................................................................................49
Myotherapy .................................................................................................................................................49
Naturopathy ...............................................................................................................................................49
Nutritional and Dietetic Medicine ............................................................................................................50
Discover the Future of Wellbeing
Welcome from the Director of Education

Hello Students!
Welcome to Endeavour College of Natural Health — we are so happy to have you studying with us. In your choice to study at Endeavour, you have now joined the largest community of students in natural medicine in the Southern Hemisphere. Endeavour College offers fully accredited, high quality Bachelor-level programs across Australia. We hope you will find your time at the College engaging and rewarding.

The aim of Endeavour College is to equip you with the knowledge, skills and confidence you need to enter the workforce as a competent and knowledgeable practitioner, an employee of the ever-growing natural health industry, or indeed, to proceed to undertake further studies in tertiary education or research. The education you enter into here is a rigorous one, as the role of natural medicine in present and future Australian and world health is a weighty one. We urge you to undertake your education and future career with an understanding of the importance of the safety, efficacy, scope and power of natural medicine—and study hard!

The course in which you are enrolled will expose you to a variety of experiences and perspectives and provide you with many opportunities for your growth, not only intellectually, but also emotionally, developmentally and even spiritually. And of course, you will have many opportunities for new ways of caring for your body as well. You will find that your course is up-to-date, recognised by relevant professional bodies and registration authorities and will provide a mix of different types of learning experiences and methods.

As a student at Endeavour College, you have certain rights and responsibilities, most of which are outlined in this Handbook and are also supplemented by the full policy bank found on the main Endeavour website. Please feel free to check in with your local Student Advisers should you have any further queries regarding these topics, or for academic matters, please chat to your Lecturer or to your local Senior Lecturer.

Many of you are new to higher education as you enter your study at Endeavour. How you utilise your time whilst with us depends largely on your personal motivation and dedication to achieving your aspirations. We are committed to providing you with a learning environment that helps you achieve your educational goals. And as an adult learner, you are a partner in determining what exactly you will personally take from your education. The sky is the limit!

My best wishes for your successful completion of your enrolled qualification here at Endeavour. I look forward to calling you a colleague in natural medicine in the future!

Dr Andrea Bugarcic
Director of Education
THE COLLEGE

Introduction

Endeavour College of Natural Health, formerly the Australian College of Natural Medicine was established in 1975. From our humble beginnings with just 16 students, today we are the largest Natural Health College in the Southern Hemisphere with six vibrant campuses in Brisbane, Gold Coast, Melbourne, Perth, Sydney and Adelaide.

We are committed to the growth and prominence of Natural Health both in Australia and internationally.

By providing the highest standard of education and the most contemporary curriculum Endeavour College of Natural Health is now Australia’s preeminent provider of education to the Natural Health sector.

Endeavour College of Natural Health now offers five Bachelor Degree programs including:

- Bachelor of Health Science (Acupuncture)
- Bachelor of Health Science (Myotherapy)
- Bachelor of Health Science (Naturopathy)
- Bachelor of Health Science (Nutritional and Dietetic Medicine)
- Bachelor of Complementary Medicine

In January 2016 we also introduced four Honours Degrees in:

- Bachelor of Health Science (Acupuncture) (Honours)
- Bachelor of Health Science (Myotherapy) (Honours)
- Bachelor of Health Science (Naturopathy) (Honours)
- Bachelor of Health Science (Nutritional and Dietetic Medicine) (Honours)

The philosophy of the Natural Medicine industry underpins the success of Endeavour College of Natural Health; Natural Health embraces the philosophy of holism, where mind, body and spirit need to be in balance and harmony if health and wellbeing are to be maintained.

Endeavour College of Natural Health is part of the wider Endeavour Learning Group which also includes FIAFitnation, Endeavour Wellness Clinics, and the College of Natural Health and Homeopathy in New Zealand. The education providers work together to create unique opportunities for students and alumni throughout the natural health and wellness industry.
Vision

Endeavour’s Vision is:

To promote and advance the philosophy and practice of natural medicine and allied health by producing high-quality graduates who will go on to be leaders in their fields of practice. We will do so by being the pre-eminent provider of education to the Australasian natural health and wellbeing sector. In doing so, we will be known for the quality of our teaching and the competence of our graduates.

Values

Our values guide each and every interaction we have with our stakeholders. All members of the College community are expected to value:

<table>
<thead>
<tr>
<th>Authenticity</th>
<th>Happiness</th>
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<tbody>
<tr>
<td>We do not pretend. We are collaborative, inclusive, warm and genuine and understand that robust discussion supports openness and growth.</td>
<td>We value positivity, joy, encouragement and strive to be in the moment. As individuals we carry responsibility for our own happiness regardless of the situation or context, and that informs how we ‘show up’ in our environment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holistic</th>
<th>Student Centricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We teach, support, live and breathe natural medicine and wellbeing. Be the contributions large or small, we consciously find ways to contribute to an holistic approach in everything we do.</td>
<td>All students are central to our existence. We work to engage and satisfy our prospective, current and past students like no other tertiary institution.</td>
</tr>
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<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Clarity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We take personal ownership of our actions. We do not blame others. When we commit – we follow through. We model the very best in ethical conduct. We honour and respect the intrinsic value of ourselves and others.</td>
<td>We speak to the facts. We do not create mythology based on incorrect information. We verify the data and we act in the interests of clarity.</td>
</tr>
</tbody>
</table>
Our Campuses

Brisbane
Level 2, 269 Wickham Street, Fortitude Valley, Queensland 4006
Endeavour College of Natural Health’s Brisbane campus is located at 269 Wickham Street in Fortitude Valley, close to the Valley train station and multiple bus stops.

Sydney
Level 2, 815-825 George Street, Haymarket, New South Wales 2000
Endeavour College of Natural Health’s Sydney campus is located at 815 George Street, Haymarket in the CBD. Central Station is within a short walk, along with multiple bus stops, and a huge range of restaurants and cafes.

Melbourne
Level 1, 368 Elizabeth street, Melbourne, Victoria 3000
Endeavour College of Natural Health’s Melbourne campus is located in the heart of the city, on the corner of Elizabeth and La Trobe Streets and across from Melbourne Central. It is close to public transport, as well as Melbourne’s famous shopping and restaurant districts, cinemas and entertainment.

Adelaide
88 Currie Street, Adelaide, South Australia 5000
Endeavour College of Natural Health’s Adelaide campus is located at 88 Currie Street in the CBD, part of the iconic Powerplant building. The campus is close to public transport, a huge choice of cafes and restaurants, and Central Market. It is situated five minutes to Adelaide’s main shopping strip, the new Royal Adelaide Hospital and Adelaide Oval.

Gold Coast
105 Scarborough Street, Southport, Queensland 4215
Endeavour College of Natural Health’s Gold Coast campus is located in the heart of Southport. It is close to public transport and several shopping and restaurant districts, as well as popular parklands and beaches.

Perth
Lower Ground, 170 Wellington Street, East Perth, Western Australia 6004
Endeavour College of Natural Health’s Perth campus is located just one kilometre from the city centre and is readily accessible by bus or train. It is close to Wellington Square Park and cafes on nearby Royal Street.
Student Code of Conduct - Higher Education

Student life at the College should be an active, harmonious, ethical and positive experience centred on academic learning, research and professional and personal growth.

The aim of the Student Code of Conduct - HE is to foster the College values and encourage active engagement between the College and students within the contexts of professional practice, learning and teaching and the life of the College communities.

The purpose of this Code is to outline what students should expect from the College, the College’ expectations of Higher Education (HE) students, and expected behaviours between the College, its students, the staff of the College, and the broader College communities.

Definition of “College”: In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

Definition of “Student”: An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

HE students who behave in a manner that contradicts this Code of Conduct or any other related Codes and Policies may be liable for student misconduct and disciplinary action as per the Student Misconduct Policy - Higher Education. Other Codes and Policies of which students should be aware (such as Academic Integrity Policy - Higher Education, Student Equal Opportunity and Fair Treatment Policy – Higher Education, Grievance Policy - Domestic Students - Higher Education) are publicly available on the College website and should be reviewed by students regularly.

The College expects HE students to respect the organisational values outlined below. The Values are to guide each and every interaction of, and to, members of the College Communities. Students, the staff who teach them, and the broader College Communities are expected to regard the College’s Values of:

- **Authenticity:** We do not pretend. We are collaborative, inclusive, warm and genuine and understand that robust discussion supports openness and growth.
- **Clarity:** We speak to the facts. We do not create mythology based on incorrect information. We verify the data and we act in the interest of clarity.
- **Happiness:** We value positivity, joy, encouragement and strive to be in the moment. As individuals we carry responsibility for our own happiness regardless of the situation or context, and that informs how we ‘show up’ in our environment.
- **Holistic:** We teach, support, live and breathe natural medicine and wellbeing. Be the contributions large or small, we consciously find ways to contribute to an holistic approach in everything we do.
- **Student Centricity:** All students are central to our existence. We work to engage and satisfy our prospective, current and past students like no other tertiary institution.
- **Responsibility:** We take personal ownership of our actions. We do not blame others. When we commit – we follow through. We model the very best in ethical conduct. We honour and respect the intrinsic value of ourselves and others.

Study at the College presents opportunities for interacting with other members of the College community. The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students in return, are required to comply with the requirements set down in this Code of Conduct.
The College reaffirms its commitment to:

1. High Academic standards, intellectual rigour and a high quality education;
2. Intellectual freedom and social responsibility;
3. Recognition of the importance of ideas and the pursuit of critical and open inquiry;
4. Tolerance, honesty and respect as the hallmarks of relationships throughout the College community;
5. High standards of ethical behaviour.

Overall, the College expects HE students to meet the following expectations:

1. To treat all staff, students and members of the public with respect, dignity, impartiality, fairness and courtesy.
2. Respect the principles of free intellectual inquiry.
3. Maintain and respect the privacy of staff, students, clinic patients and other members of the public.
4. Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students or any other members of the public to carry out their study, research or work at the College, including in the classroom, clinics and libraries.
5. Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students or any other members of the public to access or use resources at the College, including classrooms, clinics and libraries.
6. Report any Work Health and Safety concerns to staff immediately.
7. Don and use personal protective equipment when and where required, such as clinics.
8. Use the College property and equipment in a responsible and careful way.
9. Implement zero tolerance to alcohol and other drugs at the College, including smoking, (inclusive of electronic cigarettes)
10. Follow all lawful instructions given by staff and College representatives.
11. Respect the cultural background of this land and its indigenous Aboriginal and Torres Strait Islander owners.
12. Make timely payments of any fees and charges imposed by the College.
13. Follow Work Health and Safety procedures at all times.
14. Ensure that they do not compromise the health, safety, or welfare of other students and staff.
15. Maintain effective, safe and orderly functioning of the College
16. Read all official correspondence from the College, including email.
17. Abstain from academic dishonesty.
18. Adhere to outlined academic progression.
19. Behave professionally, ethically and respectfully in all dealings with staff, other students and members of the public.

Students are also expected to abide by other Codes and Policies specific to their course and College such as:

1. The Clinic Handbook (including student responsibilities and dress code).
2. Professional Codes of Ethics
3. Professional Codes of Conduct
4. Professional Competency Standards / Standards for Practice / Professional Boundaries.

All College campuses are non-smoking venues (inclusive of electronic cigarettes) and students are expected to comply with all relevant laws regarding smoking in and around non-smoking buildings.
Student Expectations

Students should expect the following from their experience at the College:

As an Individual

1. To be treated respectfully, fairly and equally irrespective of disability or cultural background.
2. To be motivated, inspired, challenged and stimulated for the duration of their course of study.
3. To be valued and heard.
4. To receive protection of privacy and confidentiality of information.

As a Student

1. To be able to participate in relevant and industry defined up to date practice via well designed curriculum and best practice principles.
2. To obtain consistent and clear information regarding policies and procedures.
3. To be supplied with an effective mechanism for providing feedback on learning and being able to request review of grades without fear of recrimination.
4. To receive close engagement with discipline based colleagues and practitioners who are experts in their fields.
5. To participate in a vibrant, engaged learning environment supported by responsive academic staff, practitioners and Student Services.
6. To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance.
7. To receive ready access to support services and intervention strategies for ensuring academic, professional, vocational and personal success.
8. To be provided with excellent teaching and learning resources and services that promote scholarly activity and differing learning requirements.
9. To have access to an amenable campus environment with flexible learning and social interaction spaces.
10. To be provided with opportunities to contribute to the College community and to be represented and actively involved in relevant College committees.
11. For all College staff to interact with students with honesty, integrity and in a timely manner.
12. The recognition of the intellectual property rights of students to their work.
13. The provision of a student-centred approach to all services including information technology, library and student support.
14. To enjoy a study environment free from discrimination, bullying and harassment.
15. To have access to counselling, advisory and academic support services.
16. A safe and healthy College environment.

As a Developing Professional

1. To be provided with opportunities for career development.
2. To abide by clinic record privacy and confidentiality requirements.
3. To be well prepared for future employment and lifelong learning.
4. To be provided with the opportunity to continue to be involved in Alumni and College events after graduation.
College Expectations
The College expects students to take on the following responsibilities:

Standards of Behaviour

1. Abide by all regulations and requirements of the College and respond to all lawful and reasonable directions from staff.
2. Act honestly and ethically in all dealings with staff, students, clinic patients and other members of the public.
3. Be aware that all forms of academic dishonesty or misconduct are unacceptable and that the College may take measures to assure compliance with relevant policies.
4. Display professional conduct at all times while undertaking study, clinical practicum, professional placements, fieldwork and other educational exchanges (including face to face and online). Note: the College understands that students maintain their own social media accounts and networks; however when they are used for disparaging and defamatory comments that are unsubstantiated in relation to their studies or the College, this will be considered unprofessional behaviour and students may be liable for student misconduct and disciplinary actions. The same respect and professionalism in face to face interactions is expected online.
5. Abstain from bullying (including cyberbullying), harassment and any other unlawful behaviour whilst on campus, studying in the online environment, or whilst representing the College externally.
6. Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, other students or any other members of the public.
7. Refrain from any activity that deliberately obstructs, or seeks to deter, an officer of the College from the performance of their duties.
8. To contribute to the local community and create partnerships in a manner that is representative of College Values.
9. Use all equipment and resources (including IT resources) appropriately, legitimately and safely following all work health and safety requirements.

Interpersonal Relationships

1. To be respectful, fair and value equality to all members of the College community irrespective of disability, cultural background, gender, sexual orientation, marital status, age or political conviction.
2. To ensure that others within the College community are valued and heard, respecting their rights to express dissent or different views, subject to those views complying with the laws of Australia and not endangering the safety of other members of the community.
3. To provide members of the College community with protection of privacy and confidentiality of information.
4. To be open to engagement in rational academic debate and robust discussions.
5. Maintain a cooperative and collaborative approach to inter-personal relationships.

Policies and Procedures

1. Be informed of all current policies and procedures, support services and academic requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time, and seek guidance if unsure.
2. Responsibly observe all of the College’s policies and procedures and relevant guidelines and forms supporting those.
3. Respect the property of other students and the College, while respecting the rights of others to use College property and facilities.
4. Respect the property and facilities at any venue that students are directed to as part of their studies with the College or as representatives of the College.
5. Maintain academic integrity and respect and comply with academic scholarship standards.
Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence.

Fully understand the annual fee schedule which is revised and published ahead of each calendar year, accept that full payment of fees is expected at the commencement of each study period.

Educational Experience

To be motivated, inspired, challenged and stimulated for the duration of their course.

Take responsibility for own behaviour, education and self-directed learning.

Actively engage as diligent learners, prepare for and participate in all teaching and learning activities.

Be well informed about the course, subjects, course rules and Inherent Course Requirements, and seek assistance if in doubt.

Ensure that their enrolment and progress in their degree is lawful and consistent with the course structures. It is a student’s responsibility to maintain current information and observe key dates, deadlines and course progression requirements.

To attend classes, maintain steady progress in subjects undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances which are communicated to the relevant staff member as soon as possible).

Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations.

Take responsibility to self-manage enrolment and course planning, using advice provided by the College through its personnel and web services.

Act ethically and honestly in the preparation, conduct, submission and publication of academic work and during all forms of assessment, including informal assessments and formal examinations.

Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically.

Accept and act on the advice and feedback given regarding academic performance, incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of the rules and policies relating to assessment.

Maintain the highest standard of academic integrity in their work.

To respect the academic responsibility of the College to establish and maintain appropriate academic and professional standards in courses.

Respect the confidentiality of information shared within the learning environment.

Prepare diligently for future professional practice, any additional regulatory or professional requirements and the development of lifelong learning.

To pursue scholarly activity and professional practice which contribute positively to the profile of the College and the profession at large.

Timely and Accurate Information

Attend classes punctually and commit to fully participate for the duration of the learning activity.

Submit assessment items in a timely manner and abide by relevant policies if a complication occurs.

Supply timely and up to date personal and other information to the College according to the deadlines set by the College and whenever a change occurs to that information, recognising that the College is required to comply with the Privacy Act 1988 (Cth).

Student Participation and Feedback

Take responsibility for incorporating constructive feedback into learning.

Support continuous improvement of courses and College support services through the provision of honest, considered and constructive feedback.

Participate actively in, and contribute to, the committees on which the student is a representative or member.
STUDENT SERVICES

Student Services Vision

Student Services is committed to cultivating a supportive holistic student environment centred on engagement and uncompromising customer service for the entire lifecycle of the student. We aim to create a positive and consistent student experience across all campuses and all modes of delivery from orientation to graduation.

How Student Advisers Can Help

- Assisting students from the commencement of studies through to graduation
- Providing proactive student support and case-by-case management to ensure student satisfaction and academic progression including assisting with study plans, pre-requisite requirements, adapting study load, course progression guidance, deferment and cancellation
- Helping students understand College requirements, policies and procedures
- Liaising with Academic Staff on topics regarding Students at Risk (Academic Standing), academic course progression and other matters including student integrity
- Assisting students when applying for Special Consideration and Deferring Examinations
- Discussing and organising payment options
- Connecting students to learning support to assist in improving your academic performance and study skills
- Providing support to students who identify specific needs through the Access and Equity Program
- Helping with Recognition of Prior Learning or Credit Application Process
- Connecting students with platforms to book consultations with Academic, Library and Student Services staffs
- Submitting applications to observe classes completed previously by students wanting to update their knowledge. (Please note: this does not include clinical classes)
How to Contact your Local Student Services Team

National Contact Hours
Monday - Friday 7.30am — 6.00pm

National Phone Line
Our Student Advisers work on a national basis and are able to connect you with essential support services regardless what campus you call home. You can contact the Student Advisers on:
Phone: 1300 462 887 (choose option 2)

National Email
You can also connect with your Student Advisers via email. A member of the Student Services team will receive your email and will aim to contact you within one business day.
Email: student.services@endeavour.edu.au

Request Assistance
You can submit a request for assistance or provide feedback via the Student Portal. A student adviser will be in touch to support with your enquiry.
Services Offered by Student Services

As a student it is your responsibility to be informed of all current policies and procedures, support services and academic requirements. Student Advisers are there to guide you and help connect you with essential support services.

Orientation

All new students for both Online and On Campus are invited to attend an Orientation program as they commence their studies with the College. Generally, Orientation is conducted for a group of students in the week preceding the first week of classes as is designed to assist with preparation for tertiary level study. Orientation may be held on an individual basis at other times, if the need arises.

The Orientation Session includes but is not limited to the following:

- Encouraging new students to socialise together
- Introducing the College’s Values and Student Code of Conduct - HE
- Welcoming new students to the campus, including a comprehensive campus tour
- Introducing the relevant policies and procedures
- Acquainting students with their Student Services, Library and Academic staff
- Providing fire and emergency information and exits
- Explaining access to LMS and Student Portal systems and library services offered

Student Services are here to connect you with essential support services. Student Services run various webinars and/or workshops throughout the year on key matters such as Course Progression and Re-Enrolment support.

Student Services are available on campus Monday to Friday, from 7.30am to 6.00pm during the semester. If you have a specific question that you would like to cover in detail you can book a private consultation via the LMS (Learning Management System). The Student Services team can be contacted on 1300 462 887 (option 2) or via email on student.services@endeavour.edu.au. The national team look forward to helping you with any enquiries you may have.

Access and Equity Program

Endeavour College of Natural Health is committed to creating a flexible and caring learning environment for all students to participate fairly in their study. The College aims to provide a holistic and innovative approach to supporting students identifying with specific needs to equally participate in their journey with Endeavour. The Access and Equity Program exists to enable the equal participation of every student, focusing on increasing social inclusion and advocating for individual student’s rights. The Program incorporates students with disabilities, mental health and medical conditions; and students requesting any Reasonable Adjustments, to enable all students to participate fully and equally in College life at Endeavour.

For further information, please refer to the Access and Equity Handbook available at https://www.endeavour.edu.au/current-students/support-services/access-equality-program/.

Student Advisers operate as Access and Equity Officers on each campus. Student Services Access and Equity Officers act as the main point of contact and support for liaison between a student and the College and are available for a meeting to discuss the program and your individual needs. You can contact your Student Services Access and Equity via the national Student Services phone line or via accessandequity@endeavour.edu.au or book a meeting via the LMS/Learning Resources/Consultation – Student Services.
Learning Management System (LMS)
The Learning Management System (LMS) is where you will find all of your course information. Through your LMS you can access your course materials or submit assignments, book consultations with lecturers/Student Services, view your subject outlines and access a wide range of support tools.

You can access your LMS at https://learn.endeavour.edu.au/.

Enabling Courses
Enabling Courses provide incoming students with transition support to assist with academic readiness. Topics include Chemistry, Mathematics, Human Biology, and Computer skills. These enabling courses are available in the LMS Orientation subject via the ‘Learning Resources’ tab and are open to all enrolled students at anytime throughout their enrolment for no additional cost. Contact the LMS Online Learning Helpdesk for access on 1300 051 429 if support is required.

Student Portal
The Student Portal is your student administration site. You can check your enrolment history or subject results, check your timetable and enrol in new subjects, access forms and policies and receive notices from the College via your Student Portal.

You can access your Student Portal at https://portal.endeavour.edu.au/.

Course Progression
The Student Services and Retention teams are able to provide advice and direction to students in relation to their academic progress. Student Advisers, Retention Advisers and Senior Lecturers can provide guidance for future enrolments, however it is a student’s responsibility to re-enrol into their next subjects each study period, to ensure they are on track with their course progression, completing subjects in the correct sequence and taking the proper steps to alter enrolments if they receive a fail grade. Students can connect with support and assistance regarding their course progression through courseprogression@endeavour.edu.au.

Students can manage their subject enrolments and withdrawals via the Student Portal. Students must satisfy all pre-requisite and co-requisite requirements for subjects in which they are enrolling.

In order to qualify for graduation and receive the course award, a student must successfully complete all subjects as listed in the relevant Course Structure within a maximum number of calendar years.

Student may only attend classes in which they are enrolled.


Timetabling Practice
The College timetable will incorporate the collaborative efforts of the academic and administrative elements in developing an equitable timetable that supports positive student learning outcomes, encourages innovative teaching and maximises the efficient allocation of space and resources.

All class timetables will be developed nationally on an annual basis. Where possible all subjects will be offered on campus in person, if this is untenable alternate methods of delivery will be offered.

For further information please refer to Timetabling Policy located at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Special Consideration & Remission of Financial Liability Applications
Application for Special Consideration applies to cases whereby a student, for reasons beyond their control, is requesting assistance that is outside of College policy. Examples of this can be, seeking additional clinic
make up sessions; requesting extensions of written assessments and deferred examinations for reasons that fall outside of those stipulated in the Assessment Policy - Higher Education.

Applications for Special Consideration are made to Student Services at your local campus. Applications must be supported by documentation and a Statutory Declaration.

Refer to the Special Consideration Policy – Higher Education for application process and timeframes for consideration, located at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Students requesting a remission of any financial liability (e.g. refund) due to special circumstances must apply using the Application for Remission of Financial Liability – HE Form. Applications are generally submitted by students who are requesting a refund of tuition fees, or a recredit of their FEE-HELP debt after withdrawing post census date for any higher education intake of study.

The Remission of Financial Liability due to Special Circumstances Policy – Higher Education clearly outlines the eligibility criteria for this kind of application.

Applications relating to remission of fees are not accepted by Student Services. All applications must be sent to remissions@endeavour.edu.au to be receipted and considered by the Director, Student Services & Retention for a decision on the matter.

Sufficient documentation must accompany each application as stipulated in the Policy. A review of the Policy is an essential part of the application.

Students at Risk (SaR)

If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the lecturer may refer them to Student Services who can provide advice and direction about accessing the appropriate staff member or a professional counselling service, including the College’s Student Assistance Program (SAP).

Student Services undertake a variety of strategies aimed at Students at Risk to assist with early identification of poor performance and ensure intervention strategies are implemented to assist students who are failing to achieve academic success. Intervention strategies range from Primary prevention to Tertiary intervention and include orientation/induction through to appropriate referral to Support Services.

For further information, please refer to the Students at Risk Policy (Academic Standing) - Higher Education
Referral for Counselling Services - Student Assistance Program

Some students who experience personal, family or study issues may require counselling support to successfully complete their subject/s. In such circumstances you should speak to a lecturer first. Your lecturer will provide whatever assistance is reasonable and equitable. If personal counselling is required, the student may access Endeavour’s Student Assistance Program (SAP).

Endeavour College has pioneered the SAP, providing access to a confidential counselling service available 24hrs / 7 days a week for current students who require support in dealing with life issues which may impact upon their wellbeing and subsequent ability to study. Included in the program are up to 3 sessions per 12 month period (normally 1 hour in duration) at no cost to the student, which can be accessed via a special hotline set up exclusively for Endeavour students (both domestic and International).

The SAP, provided by AccessSAP, provides counselling services both over the phone and face to face. Confidentiality is assured when accessing the program, so you can be confident your identity and details won’t be shared with Endeavour, unless you agree upfront via written consent or in circumstances where counsellors are legally obliged to share details of the session, such as when a student poses a risk to self or others.

A business card which you can keep on you at all times is available from Student Services and is provided to each student during Orientation. Simply ask your lecturer or Student Services for further information.

Careers Service

The Endeavour Careers Service has a strong emphasis on empowering students to continually focus on their future career path and to identify the specific tasks they need to complete while they are studying to give them an employability edge when they graduate.

To assist students with deciding on their future career path the Careers Service hosts regular on-campus industry presentations, alumni panels and is continually expanding its online career resources to ensure students are aware of the employment opportunities available to them when they complete their studies at Endeavour.

The Careers Service is accessible via weekly online and in-person careers drop-in sessions to assist students with:

1. Identifying their career goal
2. Accessing online career resources
3. Career pathway information
4. Information on how to set up their own business
5. Accessing Endeavour’s Online Jobs Board
6. Job search strategies
7. Job applications
8. Interview techniques

The Careers Service recognises the necessity of continued professional development for students when they graduate and has developed the extremely successful Natural Health Webinar Program. This program is available for current students and alumni to access and attend the different webinars which are held each month. For further information or to book an appointment please contact Endeavour’s Careers Service at careers.service@endeavour.edu.au or phone 1300 884 246.
Student Representation
The College provides students with an opportunity to be involved in an ongoing partnership with staff and the broader college community. The College ensures open channels of communication exist between students and the administrative and academic departments across each of the campuses and invites students to become involved in any of the following student bodies.

Student Voice
A representative student body that meets with the Director of Education and supports feedback on course and curriculum. For further information email student.voice@endeavour.edu.au

Student Representatives
The College invites students who may be interested in the representing the student body though regular meetings and supporting events, activities and students on Campus. For further information email studentreps@endeavour.edu.au.

All Student Representatives are considered to be exemplars in their programs and the Endeavour Values, the Student Code of Conduct - HE and demonstrate outstanding student citizenship.

The objectives of student representative engagement are outlined below:

- To identify and facilitate the interests of the students at Endeavour College of Natural Health
- To provide a recognised means of communication between the student body and the administrative and academic departments
- To provide and promote the participation and considerations of the student body in matters of importance to campus life
- To contribute to continuous improvement through engagement with the national student body

Student Misconduct
The Student Misconduct Policy - Higher Education should be read in conjunction with the Student Code of Conduct - HE which describes the College’s expectations of a student’s behaviour. A breach of the Code of Conduct may result in an allegation of student misconduct. All allegations of student misconduct (academic or non-academic) will be investigated in a manner that is fair, consistent and transparent providing all parties with an opportunity to be heard.

For further information, please refer to the Student Misconduct Policy - Higher Education located at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.
Grievance Policy

“Support continuous improvement through the provision of honest and constructive feedback on academic and support services”

Endeavour both supports and is committed to continuous quality improvement. The Grievance Policy – Domestic Students - Higher Education is designed to facilitate confidential resolution of complaints with a minimum of delay and formality. The policy applies to any student or member of the public including persons seeking to enrol with Endeavour, who believe that they have been unfairly treated and have a complaint against Endeavour. Such complaints may include but are not limited to, academic matters, discrimination, access and conditions, teaching or support services, provision of Endeavour facilities and clinic services.

The College recognises the importance of effective communication as being essential to resolving any concerns, therefore the Grievance Policy is fundamental in ensuring concerns are addressed via the appropriate channels to facilitate an equitable, confidential and prompt resolution.

The first step in the Grievance Policy is to speak directly with a Student Adviser or Academic or to submit your feedback through the Contact tab of your Student Portal. This will be brought to the attention of the relevant area and the path to resolution will commence.

For further information and details of the following steps for the Grievance Procedure, please refer to the Grievance Policy - Domestic Students - Higher Education and the Grievances FAQ located at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.
OFFICE OF STUDENT RECORDS

Student Privacy

The College recognises the right to privacy of students. As an organisation, the College is committed to complying with the Australian Privacy Principles as defined in the Commonwealth of Australia Privacy Act 1988. In complying with the Privacy Act 1988 (Cth), the College shall meet the minimum standards for the collection, use and disclosure of personal information. It should be noted that academic records of students are ultimately the property of the College.

The Privacy Amendment (Private Sector) Act 2000 prevents Endeavour from providing any student details to any person other than the student. All matters in relation to enrolment, results, fees or any other issue can only be discussed with the student.

All information collected by the College is for the purpose of providing a high quality service for all College staff, students and clients. Only personal information necessary to provide services or activities is collected.

For more information, please refer to the Student Records Policy - Higher Education and the Privacy Policy available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Access to Personal Records

Under the Privacy Act 1988 (Cth) an individual has the right to access their personal information unless prohibited by law. If requested, the College will provide to individuals access to and correction of their personal information held by the College at no charge.

There are certain circumstances where the College is not required to provide access. These circumstances can include:

- Where personal information other than health information would pose a serious threat to the life or health of an individual
- Where health information would pose a serious threat to the life or health of an individual
- Where providing access would have an unreasonable impact upon the privacy of other individuals
- Access for frivolous or vexatious use
- Where providing access would reveal the intentions of the College in relation to negotiations with the individual in such a way as to prejudice those negotiations
- Where providing access would be unlawful

For further information on accessing your Student Records, please refer to the Student Records Policy - Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.
Requesting Academic Documentation

Students can request a copy of their Academic Documentation at any stage during their lifecycle at the College. While a complimentary copy is awarded at the time of graduation, there is an administration fee per item of $25.00 (postage and handling may attract further fees) at any other time and the process takes 7-10 working days to be sent. **Please note, as Transcripts or Awards are legal documents, these cannot be emailed to a student.** Previous Subject Outlines can also be requested with an administration fee of $10 plus $2 per Subject Outline.

To make a request please fill in the relevant the Request for Academic Documentation Form or Reissue of Subject or Unit of Study Outline Form available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-forms/.
FEE INFORMATION

All students studying at the College and enrolled within a higher education subject or course are expected to pay the tuition fees in full by census date of the relevant study period in which the subject/s is scheduled. This can be undertaken using the following methods:

1. FEE-HELP loan.
2. Full payment of fees are due at commencement of the subject/study period and must be paid no later than the census date of the relevant subject/study period.

Students who do not pay fees as required will have their enrolment suspended and reviewed by Student Services. Further conditions and options are outlined in the Fees Policy - Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/.

FEE-HELP

Endeavour is approved by the Australian Government Department of Education as a Higher Education Provider under the Higher Education Support Act 2003 (Cth) for the purposes of student access to assistance via the Higher Education Loan Program (FEE-HELP).

FEE-HELP is a loan scheme which assists eligible fee paying students to pay their tuition fees charged by the College for their subjects of study.

FEE-HELP can be used to pay for all or part of the tuition fees. There is a maximum amount you can borrow through FEE-HELP over your lifetime known as a FEE-HELP limit which includes study at other institutions.

You can refer to the most recent information at www.studyassist.gov.au.

Eligibility for FEE-HELP

FEE-HELP is only applicable to accredited Higher Education Awards provided by Endeavour. These include all Bachelor programs. As an enrolled student to maintain eligibility for FEE-HELP you must maintain a 50% pass rate to continue using FEE-HELP:

As per the FEE-HELP FAQs:

For courses leading to the award of a bachelor degree or higher qualification (i.e. AQF 7 and above), you must undertake a minimum of 8 units of study, before the minimum 50% pass rate is activated. Once the pass rate threshold is activated, if your unit pass rate falls below 50%, you will lose access to FEE-HELP and you will need to pay for units of study yourself. Once your pass rate reaches 50% again, you will then be able to regain access to FEE-HELP.


Students undertaking FEE-HELP assistance are wholly responsible for the completion of forms (eCAF) required to establish the loan and the electronic form must be completed before the census date. Proof of Australian Citizenship must also be provided to the Office of Student Records. Students are required to complete a new application when they:

- commence a new course of study with Endeavour;
- transfer to a new course of study; or
- change providers
 Withdrawal from Subjects
If a student who has submitted a Request for FEE-HELP Assistance withdraws from a subject, including where the student withdraws from their course of study, **on or before the census date**, the student will not incur a FEE-HELP debt for that subject (refer Fees Policy - Higher Education).

If a student who has completed a Request for FEE-HELP Assistance withdraws from a subject **after the census date**, the student will incur the entire FEE-HELP debt for that subject.

Re-credit of FEE-HELP
A student may apply to have the FEE-HELP debt removed through an Application for Remission of Financial Liability - Higher Education form. The College’s policy applies to cases of special circumstances whereby a student for reasons beyond their control is seeking to withdraw without penalty due to an inability to continue with their studies after a census date. This is assessed based on a student’s evidence provided by the Director, Student Services & Retention on a case-by-case basis. Please refer to the Remission of Financial Liability due to Special Circumstances Policy – Higher Education.

All applications for remission of financial liability must be submitted to remissions@endeavour.edu.au and are not accepted at Student Services.

Census Dates

What is a Census Date?
A census date is essentially a deadline for various requirements for the College and is the last date to formally withdraw from subjects to avoid incurring full tuition fees or FEE-HELP debts, pay upfront fees to the College and to submit a Request for FEE-HELP Assistance form. Withdrawing after a census period carries heavy penalties. (Refer Withdrawing Post Census section.)

When do Census Dates Occur?
The College lists the census dates for both on campus and online study periods on their formal Student Calendars. These calendars can be accessed online via your Student Portal, LMS, or by request to Student Services on your local campus.

These dates are formal, published and government-approved dates and cannot be changed or altered for an individual student’s request.

Withdrawing Post Census
Withdrawal after the census date will incur academic penalty and affect your GPA (grade point average) for future study unless ‘Special Circumstances’ is granted. The effect on a student’s GPA will be a ‘WF’ (Withdrawal Fail), which is the equivalent of a 0 for that subject being recorded. The full cost of the subject will have to be paid, or a full FEE-HELP debt for the subject will be included on the student’s record.

Still need some assistance? Contact your local Student Services Team for more information.
STUDY

Courses

“Be well informed about course requirements and seek academic assistance if in doubt…”

The Degrees

**Acupuncture** is a branch of Chinese Medicine that stimulates specific points on the body in order to regulate the flow of Qi (vital energy) to balance the functions of the body, mind and spirit and to restore health. Chinese Medicine combines theory (philosophy and principles) and practices such as acupuncture, Chinese herbs, Chinese dietary therapy, Qi Gong, and massage (Tui Na).

**Complementary Medicine** Public interest in Complementary Medicine (CM) is strong, driving ever increasing investment in the field, and pushing for its integration into the rapidly evolving healthcare landscape that will be increasingly dominated by multidisciplinary and integrative teams. The Bachelor of Complementary Medicine provides students with a broad perspective on the scope of CM in the overall context of today’s healthcare environment, including public health, ethics, research, health promotion and health behaviour. With exposure to a wide variety of natural medicine disciplines, students will be able to develop a sophisticated appreciation of their interrelationships and potential contribution in multidisciplinary and integrative health settings. A wide range of electives allows students to build knowledge in specific areas of their choosing and may lead to interest in further study to become a practitioner.

**Myotherapy** is a branch of manual medicine that focuses on the treatment and management of musculoskeletal pain and dysfunction. Myotherapy involves an extensive physical evaluation and an integrated therapeutic approach in the treatment of affected muscles, joints and nerves. It uses standard methods of assessment such as postural evaluation and neurological and functional testing to determine the particular cause of musculoskeletal pain and associated dysfunction.

**Naturopathy** is a whole medical system combining theory (philosophy and principles) and practice that uses an array of natural therapies to support healing and maintain health. Its core principle, “the healing power of nature”, guides the naturopath’s use of nutrition, dietary counselling, herbal medicine, manual therapies, flower essences, lifestyle education, homeopathy and other modalities to treat illness and restore health.

**Nutritional and Dietetic Medicine** The holistic philosophy and framework that underpins Endeavour’s Nutritional and Dietetic Medicine course will prepare students for a successful career in a dynamic and rewarding profession. Holistic nutritionists approach disease prevention and management through a multidimensional lens. Nutrient adequacy, food quality, dietary behaviours and lifestyle are assessed so that individualised Nutrition Care Plans can be developed. Scientific evidence, ethics and sound clinical reasoning guide practice to ensure that diet and supplement recommendations are efficacious and safe. Holistic nutritionists integrate traditional food wisdom and current evidence to motivate individuals and communities to eat well and live healthier lives.

All course structures **available for new enrolments** are available on the College website: [https://www.endeavour.edu.au/courses](https://www.endeavour.edu.au/courses)

The published structures have the current pre-requisite requirements, along with important course information, including Professional Recognition, Course Accreditation and Career Opportunities.
Staff Consultation

“Accept and act on the advice and feedback given regarding academic performance”

The College will provide all students with access to academic consultation to assist in gaining maximum results academically, personally and professionally. As per the Student Code of Conduct – HE, it is the responsibility of the student to seek academic assistance.


Students may consult all academics, including contract academics, regarding, but not limited to:

- clarification of subject requirements
- clarification of assessment task requirements
- assistance in catching up on content from any lectures and/or tutorials they may have missed
- advice on strategies to complete assessment tasks
- extension of assessment due dates
- feedback on performance
- professional information/advice

Additionally students may consult permanent academic staff on any of the above as well as the following:

- progression rules
- completion requirements
- enrolment

Making an Appointment with an Academic

In the first instance students should attempt to access teaching staff during class hours. Where possible, academics will assist with student issues at this time. Outside of class hours, all permanent teaching staff, including Heads of Department / Associate Heads of Department / Course Coordinators, will have prescribed times set aside for appointments with students.

Students will be advised at the commencement of every study period for each subject of the process for teacher consultation and making appointments. For contract academics, this process may include consultation in class time and via email / telephone appointment only.

Students can book an Academic Consultation via the ‘Consultation’ tab on their LMS. Student Advisers can assist students in booking appointments for academic advice. Appointments may also be arranged outside of the prescribed time, at a time mutually convenient to the staff member and student.

Academic Progression

“Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations”

Academic Progression is ultimately a student's responsibility. The student's progression through to graduation will be dependent upon successful completion of all relevant subjects and correctly re-enrolling in their selected course as published on the course brochure and in the Student Code of Conduct - HE.

Endeavour is a higher education provider and all course progression is scheduled according to the course structure. It is a student's responsibility to progress according to the published structures at all times.

Pre-Requisites and Co-Requisites

Because all courses have defined underpinning knowledge, it is important that subjects be taken in the correct sequence per year, and that students enrol into subjects only once they meet the requirements for those subjects. It is the responsibility of the student to be aware of the prerequisites and co-requisites before enrolling into any subject. The Course Structures have a list of the pre-requisites and co-requisites for each subject for students to follow. For advice on keeping on track with Course Progression, please speak with your local Student Adviser, with the Academic team, or email courseprogression@endeavour.edu.au.

Failure of Academic Progression

Endeavour monitors the progress of students in their studies and has systems in place to promote the early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their chosen course of study. The occasional or infrequent failure of a subject by a student is not cause for undue concern, however Endeavour seeks to identify students who have demonstrated a persistent pattern of failure. Please review the Students at Risk Policy (Academic Standing) – Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Poor Academic Performance

Poor academic performance is defined as failure to pass 50% or more of enrolled subjects within one academic year. Any student who passes fewer than 50% of the subjects for which the student is enrolled in a given study period may be ‘at risk’ of non-progression and non-completion, although there are other conditions which determine the ‘at risk’ status. Please refer to the Students at Risk (Academic Standing) Policy - Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Multiple Failure of Subjects

Multiple failure of a subject is defined as failing the same subject, or equivalent subject, on three separate occasions. Any student who fails the same subject or a subject deemed equivalent by the College twice, may be ‘at risk’ of non-progression and non-completion, although there are other conditions which determine the ‘at risk’ status.

If failure of a single subject does occur on three separate occasions, the student may be excluded from study at the College for a maximum period of twelve months.

Probationary Enrolment
The College may offer to place students on probationary enrolment in place of exclusion. Decisions related to probationary enrolment will occur on an annual basis, usually in December. If offered, the student must:

1. accept probationary enrolment for a period of up to a maximum of twelve months;
2. enrol for a reduced academic load during the period of probationary enrolment; and
3. consult with Student Services and if required the Academic Department for assistance with planning.

A student who passes less than 50% of the subjects attempted in the period of probationary enrolment may be excluded from study at the College for a period of up to twelve months. The student has the right of appeal as per the Grievance Policy - Domestic Students - Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.
Educational Pathways - Advanced Standing

As Australia's largest provider of natural medicine education in Australia, and with a national campus footprint, the College has a role to provide students with educational pathways to further study.

Students regularly enquire with the College to seek an educational pathway for previously attained qualifications or in recognition of professional experience. Listed below are some common examples of education pathway enquiries:

- A student completes selected subjects (but withdraws from the course) at another University or institution and wishes to be granted credit for the completed subjects when enrolling with the College.
- A student completes a VET qualification (Certificate IV, Diploma, and Advanced Diploma) at another institution and is seeking credit for the qualification when enrolling in a higher level qualification (Bachelor degree) with the College.
- A prospective student has been working for many years in a particular industry or practice area and is seeking recognition for their experience when enrolling into a course offered by the College.
- A prospective student completes a qualification at another University or institution many years ago and wishes to update their skills by enrolling in another qualification with the College.

The different Educational Pathways available to students are listed in the sub-headings below.

Recognition of Prior Learning (RPL)

RPL is the assessment of skills or knowledge required for entry to, or advanced standing towards, a qualification, where there are no current or formal qualifications as proof. RPL will be available only where it is suitable and appropriate to a specific award course and only where a student’s previous non-formal or informal learning has taken place within the last eight years. Any formal / informal learning must also be assessed as having met the learning outcomes required for satisfactory completion of a particular subject/s within the relevant course.

To find out more information, please refer to the Educational Pathways Policy – Higher Education available here: https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/

Credit Transfer (CT)
Credit transfer in Higher Education (HE) involves the assessment of previous or concurrent formal studies by a student in HE at another institution towards gaining a HE qualification at the College. The process determines whether those studies at another institution are equivalent to the learning outcomes required for award of a qualification from the College, and whether any aspects of those studies may be given advanced standing towards completion of the course that leads to the award of that qualification. Credit transfer may be available in conjunction with RPL. The process is initiated by the student and credit transfer evaluation is conducted by a Pathway Assessor on an individual basis.

To find out more information, please refer to the Educational Pathways Policy – Higher Education available here: https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

The CT Application Kit and CT Procedure can be downloaded here: https://www.endeavour.edu.au/pathways/related-documents/educational-pathways/.

Internal Credit Transfer - HE to VET and Skills Recognition for Whole Qualification
Internal education pathways from Higher Education to VET are designed to address the need for the student to develop new skills. The College has set guidelines for this process based on the ability to align matching Higher Education subjects studied at the College to VET units of study and units of competency in the same or related field.

This process is initiated by the applicant and internal credit transfer evaluation is conducted by a Pathway Assessor on an individual basis. An administration fee will apply for all Internal Credit Applications - Higher Education to VET. The applicant may be required to undertake a practical and/or written skills assessment to assess competency.

For current or alumni students of Endeavour College of Natural Health, this application can be used to recognise both current skills and knowledge (partial Advanced Standing) or as skills recognition for a whole qualification.

For detailed information and to download an application, please refer to this link: https://www.endeavour.edu.au/pathways/related-documents/educational-pathways/.

Informal Articulation
Informal articulation is the process of granting advanced standing to a student for a Vocational Education and Training (VET) qualification obtained from a Registered Training Organisation (RTO), or units of competency from a VET qualification, that are comparable to specific subject/s within a College Higher Education (HE) qualification. Mapping and analysis of curriculum from a specific RTO are undertaken where the College anticipates a number of students with qualifications from the same institution may be applying for advanced standing. An ‘Articulation Pathway’ document is generated for students holding that VET qualification to clarify which subjects they must undertake to complete their HE award.

If informal articulation mapping has not been previously undertaken, applications will be assessed on a case-by-case basis. All informal articulation pathway arrangements will be made publically available on the Endeavour website.

Please Note: Informal Articulation Pathways may vary yearly - all Pathways are reviewed annually and updated to include individual Educational Provider’s curriculum modifications and inclusions.

To find out more information, please refer to the Educational Pathways Policy – Higher Education available here: https://www.endeavour.edu.au/pathways/related-documents/educational-pathways/.

The published Articulation Pathways available to students and the relevant application can be downloaded here: https://www.endeavour.edu.au/pathways/articulation/.
Advanced Standing Limits

When setting advanced standing recognition limits for a student with an Australian Qualifications Framework (AQF) qualification towards a higher level AQF qualification in the same or related discipline, the College will take into account the relevant requirements and processes as outlined above as well as the AQF minimum requirements listed below:

- 50% advanced standing for an Advanced Diploma or Associate Degree linked to a three year Bachelor Degree
- 37.5% advanced standing for an Advanced Diploma or Associate Degree linked to a four year Bachelor Degree
- 33% advanced standing for a Diploma linked to a three year Bachelor Degree
- 25% advanced standing for a Diploma linked to a four year Bachelor Degree

At no time will the College confer advanced standing for more than 67% of a HE qualification. This means that the maximum advanced standing possible toward a three year degree (96 credits) is 63 credits (two years). The maximum advanced standing possible toward a four year degree (128 credits) is 85 credits (a little more than two and a half years).

Where potential for advanced standing may be governed by regulatory or professional body requirements of quality, content and delivery mode, the College will not contravene the set regulations.

Clinical Subjects

Due to the difficulty of validating clinical practice as a substitute for clinical skills and practicum subjects, no RPL will be given for private practice. Clinical subject advanced standing may be available through credit transfer and articulation, and applications will be assessed on a case-by-case basis.

When to apply for an Educational Pathway

Applications for any of the above processes must be made at least 20 days prior to census date of the relevant subject to permit processing, decision making and communication of the result to the student. In general, students are advised to make an application immediately after enrolling.

Any further information on Educational Pathways can be located in the Educational Pathways Policy - Higher Education available here: https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.
Attendance
The College encourages 100% attendance for all classes, although it is not compulsory for many subjects. Any subject-specific attendance requirements must be clearly stated in the Subject Outlines (SO) along with the consequences of not meeting those requirements. It is the student’s responsibility to be aware of the attendance requirements for each subject.

Theory Classes
Once a student has missed two or more consecutive classes of any specific subject, the lecturer is required to report the absence to the Student Services Team using the appropriate Student at Risk form. The appropriate Student Adviser will contact the student by phone or email in regards to their attendance and in order to determine if the student is at risk of not meeting the academic requirements of the subject.

Practical Classes
Students are required to attend at least 80% of their practical skills sessions. Students who do not attend 80% of practical skills sessions will be asked to repeat the subject to ensure they have sufficient practical experience. Practical classes are clearly identified in the Subject Outline.

Clinical Practicum / Observation Classes
Clinic subjects have a 100% attendance requirement. Students can miss up to the equivalent of one full week of scheduled clinic sessions (depending on the credit points of the clinic subject). Below is a guide detailing the number of clinics in a study period a student can be absent for in the study period:

<table>
<thead>
<tr>
<th>CREDIT POINTS OF CLINICAL SUBJECT (CPS)</th>
<th>MAXIMUM NUMBER OF CLINIC SESSIONS THAT CAN BE MISSED FOR THE ENTIRE STUDY PERIOD (SEMESTER) – MUST MAKE UP THE SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 CPs</td>
<td>1</td>
</tr>
<tr>
<td>4 CPs</td>
<td>2</td>
</tr>
<tr>
<td>6 CPs</td>
<td>3</td>
</tr>
<tr>
<td>8 CPs</td>
<td>4</td>
</tr>
</tbody>
</table>

For example, students in a 4 Credit Point Clinical Subject can miss a maximum of two Clinic Sessions per study period (Semester), but these must be made up.

If a student’s circumstances fall outside the guidelines outlined above, please speak with the local Student Services team regarding Special Consideration or Informal Resolution Process.

Students must make up all missed clinic sessions to receive credit for the subject. Students should make every attempt to make up any missed sessions before the end of the semester.

Public Holidays
Endeavour will be closed on all National Public Holidays. Classes may be held on other Public Holidays, but this will vary on a campus-by-campus basis. Please refer to the published College Semester (Higher Education) calendar on your Student Portal for dates that the College will remain open and classes and clinics will run.
Clinical Practicums
“Display professional conduct at all times while undertaking study, clinical practicum and other educational exchanges”

Students in their final semesters of study complete their clinical practice in college-based professional natural medicine clinics. All Bachelor of Health Science courses at Endeavour College incorporate theoretical and practical aspects of natural health care to ensure the highest calibre of graduates.

Four year Bachelor of Health Science students complete approximately 600 hours of clinic practice throughout their degree course. Three year Bachelor of Health Science students will complete an average of 300 hours of clinic practice, the equivalent of 10 working weeks. Working as student practitioners, students gain practical experience in communication, case taking, health assessment, clinic and client management and work health and safety.

Endeavour College clinics also build the students’ understanding of State legislation in relation to infection control, risk and hazard identification, risk management and first aid techniques. Students are trained in the business side of running a practice, gaining experience in reception, record keeping and follow up with clients.

The clinics are open to the public and treat more than 29,000 clients each year. They are staffed by senior students who treat clients under the supervision of qualified practitioners who have their own practices. This valuable, on-site clinical experience gives students the chance to develop their clinical skills whilst having the support of their experienced supervisors.

Before students enter the Student Clinics they are required to familiarise themselves with the Clinic Handbook, which outlines the conduct and responsibilities of Students in the Clinic, and the requirements and operations of a Clinic Practice.

Further to starting the practical clinic subjects, students must have a valid Senior First Aid Certificate (with current CPR) or Apply First Aid Certificate (with current CPR).

Please refer to the Clinic Handbook available at the following link: https://www.endeavour.edu.au/current-students/policies-and-procedures/college-information/.

Working With Children Check (WWCC)

The Working with Children Check is an investigation into whether a person has a criminal history which will affect their suitability to work with children (i.e. persons under 18 years of age). All students enrolled in a Bachelor of Health Science qualification are required to obtain their WWCC or its equivalent prior to their second study period (i.e. prior to the commencement of second semester).

A successful WWCC (or its equivalent) is a condition of enrolment for courses with a clinical / practicum component and must be submitted to the College, validated and maintained for the period of a student’s enrolment with the College. Students should be aware that maintaining a WWCC may be a requirement of their employment post-graduation if intending to practice on children.

Students who are not able to produce or maintain a successful WWCC will not be able to complete any qualification at the College that has a practicum component.

For State-specific requirements and further information, please refer to the Working With Children Checks Policy and Working with Children Checks (WWC Checks) FAQs available at https://www.endeavour.edu.au/current-students/policies-and-procedures/.
Online Learning

Our mission for online learning at Endeavour is to provide an alternative, flexible learning option to students who cannot, or choose not to, learn on campus due to distance, work commitments or other life situations that prevent them from studying on campus. Many students are also choosing to complement their current on campus studies with online learning. Studying online provides a new way to deliver education in more flexible and innovative ways.

Endeavour LMS (Learning Management System)

Endeavour LMS is the Online Learning platform for students at Endeavour College of Natural Health. The LMS is not simply for Online Learning Students. Students can choose from a variety of subjects offered online, as well as accessing learning materials and assessments for on campus subjects through Endeavour LMS. Students are able to book one-on-one consultations with their Academic, Library and Student Services team via the LMS through the Learning Resources tab.

The LMS also hosts a library of information and extensive Study Skills Guides for students both starting out and well into their courses.

Requesting Assistance from the LMS Helpdesk

The Endeavour LMS is managed by the Online Learning Helpdesk, under the care of the Educational Technologies Team, often referred to as “EdTech”. The LMS Helpdesk can be contacted on 1300 051 429 or students can submit a request for assistance via the Helpdesk https://edtechdesk.endeavour.edu.au/

Helpdesk Hours of Operation

Monday - Friday 8.30am - 5.00pm AEST

Calls outside of these hours and on Public Holidays will be directed to the answering service and students are invited to leave a message for the staff to return your call.

Online Subjects

Students complete self-directed learning through PDF learning guides and narrated PowerPoint’s online. Assignments are submitted electronically and may have a final examination which will be held on campus. Textbooks and other hard copy learning materials are also recommended to accompany online components of study. Online subjects offer students the flexibility to study outside of the scheduled on campus study period. Available online subjects are listed on the College website under Course Structures. A schedule of subjects can also be accessed on the College website or through Student Services.

You can download the latest schedule here:


Please note: Staff cannot confirm percentages of study allowed to be studied online for accreditation purposes. Please direct questions to the Professional Associations directly.

Combining Online and On Campus Studies

Online subjects can be combined with enrolments in other subjects on campus; however, when enrolled for online delivery in a particular subject, on campus lectures for that subject cannot be attended. Likewise, when studying a subject on campus, there is no entitlement to access the Online Learning materials.

All relevant study materials for your subjects (both online and on campus) will be accessed using the Endeavour LMS.
Student Portal

The Student Portal is essentially a “Virtual Front Desk” for the College, where students can access important information including:

- Request assistance and provide feedback
- Important campus notices and updates from the College
- Re-enrol into your next batch of subjects
- View your final grades
- Access calendars and timetables
- Find forms, policies and procedures
- Financial accounts

Students can also use the Student Portal as a way to enrol into further subjects for both on campus and online studies (under the Enrolment tab).

Student Portal can be accessed directly at https://portal.endeavour.edu.au or via the link on the College website: www.endeavour.edu.au.

For help with any Student Portal issues, students can submit a feedback ticket via the Portal and select IT/portal assistance.
Examinations

Final Examinations

Examinations play an integral part in assessing the skills and knowledge attained by students as a result of studying a particular subject. The College conducts both practical and written examinations in many higher education subjects, and expects students to be aware of the associated requirements of those examinations. Further details are below:

1. Examination times and dates are widely advertised on the Endeavour LMS and the Student Portal. It is a student’s obligation to be aware of the dates and times for examinations
2. Examination instructions are provided in class
3. Examinations are to be held on the campus/es where teaching in the subject concerned is normally conducted
4. Students completing online subjects cannot complete a paper-based exam scheduled in the on campus examination block. Students are expected to understand the difference between the on campus and online exam timetables to know when their exam is to be scheduled. Please consult Student Services if you are unsure

Examination Clashes

If students identify a clash of exams times, they need to complete a Clash of Examination Notification Form and submit to Student Services no later than the Clash Examination notification deadline advertised on the campus Examination Timetable. No forms notifying of a clash of exam will be accepted after the deadline advertised on the exam timetable – it is the student’s responsibility to be familiar with the campus examination timetable and identify any clashes as soon as practicable after its release.

No email notifications are sent to students individually regarding their online examinations unless a clash exam has been noted. Students will find all examination dates and times posted on the Subject News available on the Communications page on their LMS.

If you wish to notify the College of a Clash Examination, please complete the Clash of Examination Notification Form available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-forms/.

Attendance at Examinations

Attendance at examinations is compulsory. All on campus students are expected to be available to attend campus for the entire examination period at the campus at which they normally attend class.

The examination timetable is published mid-semester so that students have time to make alternate arrangements if necessary (e.g. for work, travel, other commitments). Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an examination.

College issued Student ID cards provide proof of enrolment and are used as identification for purposes for admission to examinations. (Refer Identification Cards section.)

A student who fails to attend an examination with no satisfactory explanation receives no mark for the examination unless he or she has applied for and been granted a deferred examination. (Refer Deferred Examination Applications section.)

Online Learning Subjects - Final Exams

Students who are studying online may be required to complete a final closed-book paper-based examination for a subject on their local campus. Please refer to the Subject Outline for your online subject,
available on the LMS to see if this is relevant to your subject. Final Examinations occur in Week 16 or 17 (from the commencement of the online subject). This information is published on the Student Calendar for Online (HE) Study which is available on Student Portal and the LMS. Students are responsible for being aware of the final examination week for their online subjects and being available to attend an on campus examination during that time.

**Applying to Sit an Exam with External Invigilation**

If students cannot attend the exam on the campus specified via ‘The Loop’ on the LMS (e.g. because they reside too far away from the campus) they may request to sit the exam externally with an approved supervisor (invigilator). Please note: only students residing more than 100 kilometres from their Home Campus will be approved for external invigilation. Work and travel reasons are not valid reasons for external invigilation requests.

Students must organise an appropriate person to invigilate their examination and fill out the required paperwork to submit to Student Services no later than 30 days before the published exam date. Please contact your local Student Services team to discuss the necessary application process further.

**Deferred Examination Applications**

- If due to extenuating and unforeseen circumstances a student is unable to attend their scheduled examination or sit an online quiz, an **ECNH - Deferred Examination Application Form** must be forwarded to Student Services with accompanying supporting evidence within 3 working days of the exam date.
- Only examinations worth **15% or more** of the final grade for a subject may be deferred.
- It is important to note, the following are not considered grounds for examination deferral and applications for deferral under any of these circumstances will not be accepted:
  a) Work commitments
  b) Holiday arrangements (including overseas travel and school holidays)
  c) Social and leisure events or personal commitments (including weddings)
  d) Misreading the examination timetable
  e) Forgetfulness
- Supporting evidence in the form of a Statutory Declaration, together with medical certificate/s or other substantiating documentation, must accompany this application form. Any supporting evidence must provide detailed reasons as to why you are unable to attend the scheduled examination date. Please note – if claiming serious illness as the reason for deferral application, the **Student Medical Certificate Form** which details your lack of fitness to sit an exam, will be required and must cover all relevant dates that the exam was available to sit (i.e. online exams are available for a number of days). The **Student Medical Certificate Form** can be found at [https://www.endeavour.edu.au/current-students/policies-and-procedures/college-forms/](https://www.endeavour.edu.au/current-students/policies-and-procedures/college-forms/)
- The deferred examination (either theory or practical) must be completed on the date/s and time provided to you on approval of your application for deferred examination. These dates are not negotiable.

The **ECNH - Deferred Examination Application Form** is available via the Student Portal and the College website in the forms section and the relevant **Examination Policy - Higher Education** is available for at [https://www.endeavour.edu.au/current-students/policies-and-procedures/](https://www.endeavour.edu.au/current-students/policies-and-procedures/)

Specific questions regarding examinations can be sent to examination@endeavour.edu.au.
Assessment

“Actively engage as diligent learners and participate in all teaching and learning activities including submission of all assessments in a timely manner”

Assessment is the process of gathering and analysing information in order to guide and make judgements about student’s learning in relation to curriculum goals. Assessment tasks are designed to indicate progress towards the desired learning outcomes of a particular subject and course; the assessment grade is a measure of the extent to which the learning outcomes of a subject have been achieved. Assessment items are an integral part of the learning process which can enhance the overall learning experience and contribute to student achievement.


Grading System

The College follows a standard 7 point grading system that is common in Australia for assigning a subject grade. This system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Point</th>
<th>Percentage range</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>7</td>
<td>85-100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>6</td>
<td>75-84.9%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>5</td>
<td>65-74.9%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>4</td>
<td>50-64.9%</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
<td>49.9% or less*</td>
</tr>
</tbody>
</table>

*Note that grades of 48 – 49.9% are automatically reviewed where necessary prior to grade release to ensure appropriate grading has been applied.

The above table applies to all students from 19 February 2018.

For further details please refer to the Assessment Policy – Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/
Student Integrity - Academic Dishonesty and Plagiarism

The College is committed to upholding standards of academic integrity and honesty. Therefore, plagiarism or cheating in any form are unacceptable and will be treated seriously.

Plagiarism, cheating and copyright infringement are all breaches of academic integrity as outlined in the Academic Integrity Policy – Higher Education. Breaches of academic integrity are forms of misconduct and will result in disciplinary action as per the provisions of the policy. This policy is available at: https://www.endeavour.edu.au/current-students/policies-and-procedures/.

All students have access to and are required to complete the Academic Integrity module available in the LMS/Learning Resources tab at https://learn.endeavour.edu.au/.

As outlined in the Student Code of Conduct - HE, students and staff are responsible for understanding and following correct procedures and policies to maintain academic integrity.

Detection of Plagiarism - TURNITIN® Software

Endeavour College uses the automatic plagiarism detection package, Turnitin®. Turnitin® is online web-based text-matching software that works by comparing electronically submitted papers to billions of pages of content located on the internet and proprietary databases as well as the work of other students whose papers have also been submitted into the system. This software is currently used by many universities in Australia and internationally. Use of this software will provide a valuable addition to existing methods for supporting the College's policy on Student Integrity.

In instances where Turnitin® returns a similarity score of 15% or more, the lecturer for that subject will be required to report the matter to their respective Senior Lecturer or Head of Department / Associate Head of Department / Course Coordinator and this may result in an allegation of plagiarism being put forward to the Director, Student Services & Retention. Similarly, if a lecturer identifies potential forms of plagiarism outside of the Turnitin® software, the same reporting lines will be followed.

Further information on the use of the software is available in the Academic Integrity Policy – Higher Education available at https://www.endeavour.edu.au/current-students/policies-and-procedures/.

Extensions of Assignments

If a student is unable to complete their assignments by the due date because of extenuating circumstances, they are entitled to apply for an extension. Requests for extension of time must be made in advance of the due date, by completing the Application Form for Extension of Written Assessment Item and applying directly to their lecturer or tutor.

The maximum length of extension for any written assessment item will be two (2) weeks from the due date. If for any reason, the student is still unable to meet the extended due date or is applying for an extension after the due date, they must apply for further consideration under the Special Consideration Policy - Higher Education.

Approval for Extension may be granted on the following grounds:

1. Serious personal or emotional trauma (such as a death in the immediate family)
2. Serious student illness which would prevent attendance at the College. All requests for extensions on medical grounds must be supported by the Student Medical Certificate Form. This form can be found at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-forms/.
3. Sporting or cultural commitments at State, national or international level.
The following are not considered grounds for Extension and applications for Extension under any of these circumstances will **not** be accepted:

- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments (including weddings)
- Misreading the assessment timetable
- Forgetfulness.

Supporting evidence in the form of a Statutory Declaration, together with medical certificate/s or other substantiating documentation, must accompany this application form. Any supporting evidence must provide detailed reasons as to why the student is unable to meet the assessment requirements by the due date.

CAMPUS LIFE

The Place to Meet: Student Breakout Areas

The six national campuses are the heart of our College. Located across the country, each one has a different vibe reflecting the culture of each city. Fostering a social environment is important in upholding the Endeavour values, particularly creating spaces for innovation, respect and caring for our students.

Each campus boasts a Student Break-Out Area; a place to socialise with other students and to form life-long friendships. Enjoy these spaces as a place to relax, study, meet with friends and eat and learn together.

Student Services Counters

Your local Student Services counter is your go-to area for any questions you might have throughout your studies.

Visit your Student Services counter to:

1. Schedule a consultation with a Student Adviser
2. Meet your Service Advisers for a one-on-one consultation
3. Seek clarification on a college policy
4. Connect with assistance to enrol or withdraw from a subject
5. Get help with your timetable and seek course progression advice
6. Access a wide range of support materials
7. Find a copy of a form or ask for help in completing it

Safe Campus

Safety is important to us and we are committed to providing a safe learning environment and have an enduring commitment to the work health and safety of students, visitors and staff. The College is also committed to the preservation of its environment from pollution and degradation through the application of environmentally friendly policies and practices. You may find that over time printable paper forms will be made available via the Student Portal in the online form section as an ongoing support to implementing environmentally friendly practices.

The College has a range of policies which directly relate to your wellbeing and safety on campus and these include the Student Equal Opportunity and Fair Treatment Policy – Higher Education. For further policies please refer to the website at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

Students are recommended to connect with a Student Adviser, Academic Staff member or submit feedback through the Student Portal via the ‘Feedback’ tab. For all sensitive matters a confidential email address is provided at safecampus@endeavour.edu.au.

As a student you must take reasonable care of your own health and safety and ensure that you connect with a Student Adviser on campus if you require support. All campuses have trained Designated Workplace First Aid Officers (DWFAO) on site and will be able to offer immediate support and contact an external third party if required.
Be connected with an Academic OR Library Services

Endeavour offers one of the largest and most comprehensive natural medicine print and digital library collections in the Southern Hemisphere, providing a specialist information centre for students, staff and researchers at all Endeavour College campuses.

The campus libraries have books for loan and browsing, periodicals for browsing, anatomical models, audio visual materials, computers, Wi-Fi and printing facilities. The Library webpage and library catalogues provides access to most digital resources. The catalogue allows discovery of our print and digital resources as well as online renewal of loans. The e-resources Discovery Service provides a search service interrogating multiple databases. There are numerous health and general online databases, eBooks, video streams, animations and 3D anatomical model applications that can be accessed online. LibGuides are subject specific webpages containing information, resources and assignment help maintained by the Librarians in consultation with the academic staff.

Library staff support the courses through in-class, small group and 1-2-1 instruction. Time with a Librarian can be booked to learn about how to research, using APA Referencing style and Mendeley citation software.

LibGuides contains information on how to contact your local campus or email library@endeavour.edu.au and library support can also be accessed via the website under the ‘Students’ tab. https://www.endeavour.edu.au/

Campus Libraries

Opening Hours

Hours are different depending on semester or non-teaching times: see the Library webpages and on-campus signage. If in doubt contact your local campus library. There are reduced hours on State Public Holidays which will be advertised beforehand.

Loan Periods & Renewals

Six (6) items can be borrowed at any one time for a period of seven (7) days (prescribed texts) and 14 days for standard loans. Items can only be renewed once. Renewal is possible through the library catalogue (My Account) or contacting the campus library. Detailed conditions are contained in the Library Loans Policy which is available here: https://www.endeavour.edu.au/current-students/policies-and-procedures/.

Identification Cards

It is a student’s responsibility to obtain a Student ID card immediately prior to the start of study. These can be arranged through the campus libraries. A passport type photo is required (usually taken by the library staff) to generate a valid Student ID card.

Student ID cards provide proof of enrolment and are used as identification for purposes such as admission to examinations, library loans, transport concessions and access to sensitive areas such as student clinics.

Online students who reside 50km or more from a campus should contact enrolments or the campus library to enquire about obtaining a Student ID card.

Student ID cards are issued free of charge to all correctly enrolled students at the commencement of their study. Application must be made for a replacement card with a $15 fee. Student ID cards must be produced on request and remain the property of Endeavour College.
Endeavour Bookstore

The Endeavour Bookstore is an online retail destination for health and wellness, complementary medicine and natural therapies, sport and nutrition. They stock textbooks, gorgeous gift ideas, natural cook books and must-have wellness products. The online Bookstore services students and customers around Australia, and we pride ourselves on competitive prices, quick delivery and a safe online shopping experience.

The Bookstore operates from our Brisbane warehouse, with a $5 delivery fee to all of our campuses nationally. We can also ship your purchases directly to other locations nationally via either standard post or express post (at additional cost).

Students receive a 10% discount when shopping at the online Bookstore using the code STUDY10. This discount does not apply to Clinic uniforms, textbook packs and bundles (which are already supplied at close to cost price). Further discounts may apply during special events and at sale times throughout the year.

The Endeavour Bookstore is available at https://www.endeavourbookstore.com.au/

Endeavour Wellness Clinics

The Endeavour Wellness Clinics are open to the public and students and are staffed by senior students who treat public clients under the supervision of qualified practitioners.

Endeavour Wellness Clinics provide quality care to all clients at an affordable rate; clients receive the treatment they need and our student practitioners receive valuable clinical experience. The six Clinics are located on each of our campuses nationally.

All Endeavour students holding a current Student ID Card are eligible to receive treatments across all of the Clinic service options for a special concession price.

For further information, please visit the Wellness Clinic website here: https://www.endeavourclinic.com.au/
Work Health and Safety Procedures

Endeavour College has an enduring commitment to the health and safety of our staff, students, contractors, clinic clients and visitors to the campuses.

The College’s health and safety management system has been developed in line with legislative requirements, previous audit reports, recommendations made by independent consultants and through internal consultation processes. The policies and procedures that form part of this system, provide general and, in some cases, specific guidelines to assist all stakeholders to meet their work health and safety obligations under the applicable Work Health and Safety legislation.

In accordance with all state health and safety legislation, all staff and students at Endeavour College have health and safety responsibilities. Each student must take reasonable care of their own health and safety and the health and safety of others by following the information provided in the Health, Safety and Environment Policy available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-policies/.

The ‘health and safety responsibilities’ of natural therapists are taught in detail in their respective subjects but when attending Student Clinic practicum, students need to be aware of the specific responsibilities and risks involved. For more detail please refer to the Clinic Handbook available at https://www.endeavour.edu.au/current-students/policies-and-procedures/college-information/.

The College strongly believes that all workplace injuries and industry related diseases are preventable and that striving continuously to improve our health and safety performance is fundamental to our business success.

Appropriate and covered footwear should be worn at all times on Campus. Refer to Subject Outlines for subject specific requirements.

Drug, Alcohol and Smoke Free Workplace

In recognition that the consumption of alcohol, drugs or other substance abuse by workers and students may impair their ability to perform tasks correctly and/or in a safe manner; the College has adopted a zero tolerance approach towards performing certain duties whilst under the influence of such substances.

No students are to attend the College campuses whilst under the influence of alcohol or other drugs. All enrolled students are strictly prohibited from any involvement in student public clinics (on campus or external) when under the influence of alcohol or other drugs.

Endeavour maintains a smoke free workplace. Regardless of the state legislative restrictions on required distance from a building entry, Endeavour has adopted a policy that smoking is not permitted within 4 metres of any entrance to College premises.

Please refer to the Alcohol and Other Drugs Policy – HE for further information available at https://www.endeavour.edu.au/current-students/policies-and-procedures/.

Children on Campus

Children are permitted on campus only under the supervision of parents/care-givers and in the following circumstances:

1. when receiving treatment in clinics and
2. in the library, café, foyer, clinic, reception and car-parking areas

Children are not permitted in classrooms under any circumstances. Refer to Children on Campus Policy at https://www.endeavour.edu.au/current-students/policies-and-procedures/.
TO GRADUATION AND BEYOND

Graduation

At the completion of each student’s journey comes the culmination of their time at the College - Graduation. In a celebration of the academic success and personal triumphs of each Graduand and to honour their hard work during the completion of their Degree, Endeavour invites each eligible Graduand to participate in their local Graduation Ceremony.

Intention to Graduate

Undergraduate students who have fulfilled all academic and administrative course requirements must notify the Office of Student Records of their intention to graduate prior to the advertised graduation program cut-off date on the Academic Calendar. On receipt of the student’s notification, a Completion Letter and Academic Record will be provided to confirm eligibility to graduate. Students must request to graduate via Student Portal prior to the cut-off date published on Student Portal and on the annual College Calendar.

Failure to notify the Office of Student Records of intention to graduate by the cut-off date and/or failure to pay in full any outstanding fees or charges owing to the College will result in the student’s exclusion from the graduation program. For further information on this procedure, please consult the Graduation Policy available at https://www.endeavour.edu.au/current-students/policies-and-procedures/.

Eligibility to Graduate

The below criteria must be met for a student to be confirmed as eligible to graduate:

1. All academic and administrative course requirements have been fulfilled;
2. All practical and clinical course requirements have been met, and a minimum of a Pass grade (Bachelor award) has been achieved for all required subjects and/or competencies;
3. No financial debt is owed to the College;
4. There is no current suspension, exclusion or expulsion penalty on the student’s record;
5. There are no outstanding claims against the student; and
6. The student has not already graduated from the award or course.

Once students feel they meet the above criteria, they can apply via the Student Portal to Graduate. Students can find this function under the ‘Resources and Links’ tab and by clicking “Apply to Graduate”

Graduation Ceremonies

Endeavour loves celebrating its graduating students and enjoys putting on a special event to mark the end of many years of study and the beginning of new careers and adventures. Official graduation ceremonies are held by the College annually in each State. Only students, who have notified the Office of Student Records of their intention to graduate, and meet all eligibility requirements, may take part in a graduation ceremony. Ceremonies are hosted at venues and in a format deemed suitable by the College. Students attending their respective ceremony are expected to comply with graduation protocols. The College reserves the right to refuse a student’s participation in the ceremony program or refuse entry to the ceremony event.

Any further information on the protocols and procedures for Graduation, please refer to the Graduation Policy available at https://www.endeavour.edu.au/current-students/policies-and-procedures/. Questions regarding graduation can be sent to events@endeavour.edu.au.
Alumni of the College

“To be provided with the opportunity to continue to be involved in Alumni and College events after graduation”

Endeavour graduates enjoy more than just great career prospects and good memories. As Endeavour alumni, our former students are part of a network of approximately 25,000 alumni living and working across the world.

As an Endeavour Alumni you will receive industry news and updates, invitations to industry events, information about career opportunities and stories of other graduate successes, receive Alumni newsletters, information about professional development and further study. When finished studying at Endeavour College, all students become a valued member of the alumni community.

Endeavour’s alumni community is diverse and inspiring. Not only is our community filled with successful practitioners and lifelong learners, Endeavour alumni are leaders in Natural Medicine research, education, and product innovation. Endeavour College is proud of its alumni community and encourages students to remain in touch and share their achievements with us in the coming years.

Natural Health Webinar Series

Our Alumni are an important part of the Endeavour family and we are committed to offering continued support to our graduated students. We want to keep our alumni updated and informed once they begin their careers in natural health and have organised a variety of events to help our alumni on their journeys.

A schedule of Webinar Events is launched annually, covering topics on best business practices, career options, inspirational stories, amongst a wide range of other subjects.

Please consult the Alumni section on the Endeavour website for further information and to book into any upcoming sessions: https://www.endeavour.edu.au/careers-service/applying-for-jobs/

Endeavour Blog

The Endeavour Blog is a leading health and wellness blog dedicated to sharing useful, uplifting and thought provoking opinions and insights from a select team of writers intended to help its readers live move enriched and nourishing lives. The Blog can be reached via: https://www.endeavour.edu.au/about-us/blog/.
Professional Associations
“To be actively involved in continuous improvement, and professional development that reflects current regulatory and association requirements”

Endeavour College makes every effort to ensure that its courses are accredited or approved by all relevant, major professional associations and encourages its students and graduates to make an informed decision about membership benefits before applying for professional association membership.

Endeavour College provides an equal opportunity for all professional associations that accredit or approve Endeavour's courses to provide information about their association to Endeavour College students and graduates. This information is made available to students and graduates by way of the campus libraries, trade shows, and other College-authorised events.

Endeavour administrative and academic staff, including sessional teachers, will not promote or recommend any professional association over another to students or graduates through administration or in the classroom or clinic.

The professional associations are listed below for each of our degrees. This information is published on the College website at https://www.endeavour.edu.au/ and on the Course Brochures for each degree.

Acupuncture

Graduates must apply for registration with the Chinese Medicine Board of Australia (CMBA) if they wish to practice in Australia.

Graduates may also apply for membership with the following associations:

- Australian Acupuncture and Chinese Medicine Association Ltd (AACMA)
- Australian Natural Therapists Association (ANTA)
- Australian Traditional Medicine Society (ATMS)
- Federation of Chinese Medicine and Acupuncture Societies of Australia Ltd (FCMA)

Myotherapy

Graduates may apply for membership with the following associations:

- Australian Natural Therapists Association (ANTA)
- Australian Traditional Medicine Society (ATMS)
- Massage & Myotherapy Australia (AAMT)
- Myotherapy Association Australia (MA)

Naturopathy

Graduates may apply for membership with the following associations:

- Australian Natural Therapists Association (ANTA)
- Australian Naturopathic Practitioners Association (ANPA)
- Australian Register of Naturopaths and Herbalists (ARONAH)
- Australian Traditional Medicine Society (ATMS)
Nutritional and Dietetic Medicine

Graduates may apply for membership with the following associations:

- Australian Natural Therapists Association (ANTA)
- Australian Naturopathic Practitioners Association (ANPA)
- Australian Traditional Medicine Society (ATMS)
- The Nutrition Society of Australia (NSA)

*Please note that the Bachelor of Health Science (Nutritional and Dietetic Medicine) does not meet the professional accreditation requirements of the Dietitians Association of Australia (DAA) for graduates to practice as a Dietician.*