

# Policies and Procedures

On this page you will find links to information on key UBSS policies, procedures and guidelines.

## Policies and Procedures

You are expected to familiarise yourself with the UBSS policies and procedures as they relate to your course of study:

### Admissions

- [Course Admission Policy \(/media/1432/course-admissions-policy.pdf\)](/media/1432/course-admissions-policy.pdf)
- [Course Transfer, Exit and Change of Major Policy \(/media/1433/course-transfer-exit-and-change-of-major-policy.pdf\)](/media/1433/course-transfer-exit-and-change-of-major-policy.pdf)
- [Credit and Recognition of Prior Learning Policy \(/media/1434/credit-and-recognition-of-prior-learning.pdf\)](/media/1434/credit-and-recognition-of-prior-learning.pdf)
- [Marketing and Student Recruitment \(/media/1436/marketing-and-student-recruitment-policy.pdf\)](/media/1436/marketing-and-student-recruitment-policy.pdf)

### Enrolment and Progression

- [Academic Appeals Policy \(/media/1740/academic-appeals-policy.pdf\)](/media/1740/academic-appeals-policy.pdf)
- [Academic Misconduct Policy \(/media/1438/academic-misconduct-policy.pdf\)](/media/1438/academic-misconduct-policy.pdf)
- [Academic Progression, Monitoring and Intervention Policy \(/media/1739/academic-progression-monitoring-intervention-policy.pdf\)](/media/1739/academic-progression-monitoring-intervention-policy.pdf)
- [Assessment Moderation Policy \(/media/1733/assessment-moderation.pdf\)](/media/1733/assessment-moderation.pdf)
- [Copyright Policy \(/media/1442/copyright-policy.pdf\)](/media/1442/copyright-policy.pdf)
- [Course Completion, Graduation, Transcripts and Testamurs Policy \(/media/1443/course-completion-graduation-transcripts-and-testamurs-policy.pdf\)](/media/1443/course-completion-graduation-transcripts-and-testamurs-policy.pdf)
- [Course Discontinuation Policy \(/media/1444/course-discontinuation-policy.pdf\)](/media/1444/course-discontinuation-policy.pdf)
- [Course Review Policy \(/media/1445/course-review-policy.pdf\)](/media/1445/course-review-policy.pdf)
- [Equity and Diversity Policy \(/media/1446/equity-and-diversity-policy.pdf\)](/media/1446/equity-and-diversity-policy.pdf)
- [Expulsion Policy \(/media/1447/expulsion-policy.pdf\)](/media/1447/expulsion-policy.pdf)
- [Indigenous Education Policy \(/media/1448/indigenous-education-policy.pdf\)](/media/1448/indigenous-education-policy.pdf)
- [Intellectual Property Policy \(/media/1449/intellectual-property-policy.pdf\)](/media/1449/intellectual-property-policy.pdf)
- [Reading Subject Policy \(/media/1450/reading-subject-policy.pdf\)](/media/1450/reading-subject-policy.pdf)
- [Revocation of Awards Policy \(/media/1451/revocation-of-awards-policy.pdf\)](/media/1451/revocation-of-awards-policy.pdf)
- [Student Academic Records Management Policy \(/media/1452/student-academic-records-mgt-policy.pdf\)](/media/1452/student-academic-records-mgt-policy.pdf)
- [Student Orientation Policy \(/media/1736/student-orientation-policy.pdf\)](/media/1736/student-orientation-policy.pdf)

### Student rights and responsibilities

- [Student Code of Conduct \(/media/1454/ubss-student-code-of-conduct.pdf\)](/media/1454/ubss-student-code-of-conduct.pdf)
- [Examination Policy & Guidelines \(/media/1734/examination-policy-guidelines.pdf\)](/media/1734/examination-policy-guidelines.pdf)
- [Wellbeing and Safety Policy \(/media/1456/wellbeing-and-safety-policy.pdf\)](/media/1456/wellbeing-and-safety-policy.pdf)
- [Grievance and Appeals Policy \(Academic\) \(/media/1738/grievance-and-appeals-policy-academic.pdf\)](/media/1738/grievance-and-appeals-policy-academic.pdf)
- [Grievance Policy \(Non-Academic\) \(/media/1737/grievance-policy-non-academic.pdf\)](/media/1737/grievance-policy-non-academic.pdf)

### Staff

- [Professional Development Policy \(/media/1459/professional-development-policy.pdf\)](/media/1459/professional-development-policy.pdf)
- [Academic Staff Development Policy \(/media/1460/academic-staff-development-policy.pdf\)](/media/1460/academic-staff-development-policy.pdf)
- [Academic Staff Qualifications and Equivalence Policy \(/media/1461/academic-staff-qualifications-and-equivalence-policy.pdf\)](/media/1461/academic-staff-qualifications-and-equivalence-policy.pdf)

UBSS abides by the following GCA policies:

**Staff Grievance Policy & Procedures**

(<https://www.gca.edu.au/Uploads/files/GCA%20Staff%20Grievance%20Policy%20and%20Procedure%20v4%202019.pdf>)

**GCA English Language Proficiency Assessment Policy and Procedures**

(<https://www.gca.edu.au/Uploads/files/GCA%20English%20Language%20Proficiency%20Policy%20and%20Procedure%20v4%202019.pdf>)

**GCA Refund Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Refund%20Policy%20v12%202019.pdf>)

**GCA Student Re-enrolment Policy** (<https://www.gca.edu.au/Uploads/files/GCA%20Student%20Re-enrolment%20Policy%20v7%202019.pdf>)**GCA Deferring, Suspending or Cancelling Enrolment Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Deferring,%20Suspending%20or%20Cancelling%20a%20Student%20Enrolment%20Policy%20v4%202019.pdf>)

**GCA Critical Incident Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Critical%20Incident%20Policy%20v4%202019.pdf>)

**GCA Privacy Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Privacy%20Policy%20v6%202019.pdf>)

**GCA Group of Companies Work, Health and Safety (WHS) Policies & Procedures** (</media/1211/whs-management-policies-and-procedures.pdf>)**GCA Record Keeping in PRISMS Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Record%20Keeping%20in%20PRISMS%20Policies%20and%20Procedures%20v4%202019.pdf>)

**GCA Workplace discrimination and harassment policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Workplace%20discrimination%20and%20harassment%20policy%20v4%202019.pdf>)

**GCA Sexual Harassment Policy**

([https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Harassment%20Policy%20v2%202019\(1\).pdf](https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Harassment%20Policy%20v2%202019(1).pdf))

**GCA Sexual Assault Policy**

([https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Assault%20Policy%20v2%202019\(1\).pdf](https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Assault%20Policy%20v2%202019(1).pdf))

**GCA Overseas Student Transfers Policy**

(<https://www.gca.edu.au/Uploads/files/GCA%20Overseas%20Student%20Transfers%20Policy%20v6%202019.pdf>)

**Important Note**

If you are unclear on any matters or simply want more information relating to the Policies & Procedures, please contact Student Services at the below:

Campus: Level 10, 233 Castlereagh Street, Sydney NSW 2000.

Phone: 1300 422 422

Email: [studentservices@gca.edu.au](mailto:studentservices@gca.edu.au)

**ADDRESS**

Level 10, 233 Castlereagh Street,  
Sydney, NSW 2000  
Australia  
CRICOS Provider: 02571D  
TEQSA: PRV12021  
ABN 11 085 429 732

**CONTACT US**

[info@ubss.edu.au](mailto:info@ubss.edu.au)  
1300 GCA GCA

**REGISTER YOUR INTEREST**

Your email address



[PRIVACY POLICY \(/privacy-policy/\)](#)

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