

Course Enrolment Guide 2011

Master of Educational Leadership Postgraduate Certificate in Educational Leadership

School of Educational Leadership

Information correct as at 10 June 2011

Students should note that Course Enrolment Guides are updated regularly so it is important to check the website for updates on a regular basis.

State Coordinators and/or Course Advisors will be available to assist with enrolment and re-enrolment. You can telephone, email or contact them in person.

Contact Details:

SCHOOL OFFICE

Executive Officer: Ms Vanessa Cochrane
Room: C1.37 Strathfield Campus
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NSW and ACT

State Coordinator: Associate Professor Charles Burford
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Queensland

State Coordinator: Dr Chris Branson
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Victoria

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1. How to use this Guide

This **Course Enrolment Guide 2011** provides you with information on when and where the units available for study in this program(s) will be offered in 2011. Students should note that not all units will be offered every year.

Enrolling in units for 2011

1. Read Section 2. '*Program Information*' for information on course structure and unit sequence. Take note of any prerequisite or co-requisite requirements before selecting particular units

A prerequisite is a requirement that must be met by a student before enrolment in a stipulated unit. It is your responsibility to ensure that you meet the prerequisites for a unit prior to enrolling into that unit.

2. Refer to the unit listings in Section 3. '*Units Offered in 2011*' to select your units. Take note of the study period in which units are offered.
3. You must refer to [Enrolment and Managing Your Studies](http://www.acu.edu.au/136410) on the ACU website (<http://www.acu.edu.au/136410>) for information on how to complete your enrolment via **Student Connect**. '*Enrolment and Managing Your Studies*' also provides information on study period definitions, modes of study, campus locations, dates for each study period and census dates.
4. Log on to and enrol. **Student Connect** is a web interface allowing students to complete their ACU National enrolment online

IMPORTANT NOTE

Failure to enrol or re-enrol before the published [Due dates for re-enrolment](http://www.acu.edu.au/247953) on the ACU website (<http://www.acu.edu.au/247953>) may result in late fee penalties.

Even if you are unsure of what units you need to enrol in, **please ensure that you enrol or re-enrol in at least one unit before the due date**. Enrolling in at least one unit by the due date will enable you to add further units, or amend your enrolment via **Student Connect** up until the final dates published in the [Critical Dates for Variation of Enrolment](http://www.acu.edu.au/272972) on the ACU website (<http://www.acu.edu.au/272972>).

You are responsible for your enrolment and ensuring its accuracy.

2. Program Information

GENERAL INFORMATION

FLEXIBLE DELIVERY

The Master of Educational Leadership and the Postgraduate Certificate in Educational Leadership are offered in a variety of modes designed to accommodate the various needs of students. Being a national program, the courses are offered at many centres around Australia and in Mauritius and New Zealand.

Most units are offered through face-to-face teaching, in non-school time, usually over four days during weekends or in summer or winter schools. Units may be offered through mixed mode or fully online.

Students who wish to find further information about ACU Online, visit <http://acuonline.acu.edu.au> (<http://www.acu.edu.au/150935>).

CLASSES OFFERED OFF CAMPUS

Some classes are offered face-to-face at a location other than one of the six ACU campuses. These off campus locations are listed below ACU campus sites in 'Student Connect'. Before enrolling in any off campus class, please contact the relevant liaison person of that location for further details, unless you are already part of that site's cohort. Refer to page 13 for contact details.

WITHDRAWAL FROM ENROLLED UNITS

If you wish to withdraw from a unit please note the dates shown below. If you withdraw from a unit after any of these dates, a penalty will be incurred. Please contact student administration at your nearest campus, for further information.

Semester/Term	Withdrawal without penalty cut-off dates
Summer Term A	10 January 2011
Summer Term B	7 February 2011
Semester 1	31 March 2011
Autumn	2 May 2011
Winter	11 July 2011
Semester 2	31 August 2011
Spring Term A	26 September 2011
Spring Term B	14 November 2011

FEES AND ADDITIONAL COSTS

Details of fees are available from the Student Fees Section.

<http://my.acu.edu.au/> (select Current Students, Fees & Charges, Course Costs)

Information about fees for international students is available from the International Education Office.

<http://www.acu.edu.au/> (select Course Areas, International Students, Fee and Living Costs)

For further information you can contact the School office or the State Coordinator.

Books of readings collated from the most recent journals and books are available to students. No other texts are required if these readings are purchased. These resources cost students \$50 per set of readings. It is not compulsory to buy the Book of Readings, but all students will rely on them during the sessions and for their assignments. If students prefer to gather and find the readings themselves, please contact the lecturer for the list of readings that will be used.

CHECKLIST FOR STUDENTS ATTENDING CLASSES

1. Attendance at all sessions is compulsory. Please notify the lecturer in charge in advance if you are unable to attend.
2. All sessions commence at 9.00am and end at 4.00pm, unless arranged otherwise by the lecturer in charge.
3. If there are insufficient enrolments for a particular unit, the unit will be cancelled. Please contact the relevant Course Co-ordinator if in doubt.
4. Books of Readings are available for purchase on day one of classes, for students who wish to purchase them. Payment by credit card is preferred although cheques will be accepted. Cash cannot be accepted.

How Your Library Can Help You

You may never physically get to one of our libraries but we can help and support you with your study – all online.

What you need to know first:

- access online resources from home or work – available 24/7 - using your ACU username and password
- borrow and return books by post*
- borrow from all six campus libraries through intercampus loan
- join and borrow from other university libraries
- check your student email regularly (this is the main way we contact you)
- check the Library blog or Facebook for up to date Library news and alerts

*Conditions apply. Contact your nearest [campus library](#) to see if you qualify for this service.

Information research skills are key to your academic success:

- [subject guides](#) will get you started with finding information on your subject – the right books, eBooks, articles from eJournals and databases and more
- access our complete online collection of [Databases and eJournals](#)
- use the [Library Catalogue](#) to find recommended readings from your unit outline
- even though you are studying online you are welcome to visit any [ACU library](#)

Get help:

Check our [FAQs](#) first to find the answer to your question

- [email us](#)
- [instant message](#)
- [phone](#)
- [in person](#)

QUICK LINK: <http://www.acu.edu.au/223792>

Course Structure

COURSE TITLE: MASTER OF EDUCATIONAL LEADERSHIP

The Master of Educational Leadership aims to provide candidates with values, attitudes, knowledge and skills in educational leadership that will enable them to infuse their systems and organisations with a commitment to the highest ethical and moral standards and, at the same time, facilitate efficient and effective leadership and administrative practices. Emphasis will be on the praxis of educational leadership and administration within a Catholic context, emphasising a moral and ethical framework. The course will aim to enable candidates with varying leadership and career circumstances to select appropriate units to best meet their needs, including a research strand for those wishing to follow this pathway.

The Master of Educational Leadership is offered on a one year, full-time basis or part-time equivalent basis.

REQUIREMENTS TO COMPLETE AWARD

(Current Program for Students who commence in 2011 onwards)

The Master of Educational Leadership degree course consists of eight units of 10 credit points each. Students will be required to complete two core units EDLE640 and EDLE641 which replace EDLE635 and at least two specialist units. The remaining 40 credit points must be taken from the remaining specialist units and/or cross-disciplinary units from other master's level course in RE, Education, Theology or Systems Leadership. Students, who elected the research pathway, must complete either EDAC620 or EDFD632, together with the 20 credit point Research Project.

REQUIREMENTS TO COMPLETE AWARD

(Program for Students who commenced in 2006 to 2010)

The Master of Educational Leadership required students to complete 80 credit points. To gain the award, new students required to complete the core unit (Authentic Leadership), and at least three of the five specialisation units. The remaining 40 credit points was to be taken from the elective units and/or the remaining specialisation units and/or cross-disciplinary units from other Masters' level courses, as appropriate to the professional needs of students. Students, who elected the research pathway, must complete either EDAC620 or EDFD632, together with the 20 credit point Research Project.

REQUIREMENTS TO COMPLETE AWARD

(Old Program for Continuing Students enrolled prior to 2006)

The course consists of a total of 80 credit points comprising 4 core units (10 credit points each) and elective units totaling 40 credit points.

Completion of the core unit or a specialisation unit from the current program will be considered a core unit for continuing students. Elective units from the current program are considered elective units for continuing students.

Continuing Students must complete:

- 40 credit points of core studies; and
- 40 credit points of electives

Total of 80 credit points

IMPORTANT NOTE FOR ALL STUDENTS

Please note that students previously enrolled in units from the old program should not enrol in certain units from the current program. For example, students who have completed the old unit EDLE608 should not enrol in the units EDLE640 and EDLE641. Please refer to the tables below for further details.

Old Program Prior to 2006	Program 2006-2010
EDLE603 Leadership and Spirituality	EDLE632 Leadership Spirituality
EDLE604 Leadership for Quality Learning	EDLE633 Leading Authentic Learning
EDLE608 Perspectives of Educational Leadership	EDLE635 Authentic Leadership

Old Program Prior to 2006	Current Program 2011 onwards
EDLE603 Leadership and Spirituality	EDLE632 Leadership Spirituality
EDLE604 Leadership for Quality Learning	EDLE633 Leading Authentic Learning
EDLE608 Perspectives of Educational Leadership	EDLE640 Perspectives on Leadership

Program 2006-2010	Current Program 2011 onwards
EDLE635 Authentic Leadership	EDLE641 Values and Leadership
	EDLE640 Perspectives on Leadership

COURSE TITLE: POSTGRADUATE CERTIFICATE IN EDUCATIONAL LEADERSHIP

This course has been designed to include a variety of perspectives, theories and concepts of leadership in general and of Catholic leadership in particular. It challenges candidates to analyse and use theories and concepts of leadership in their everyday practice in areas of educational leadership, Catholic education and schooling, and the philosophy, spirituality and ethics of Christian living. Emphasis will be on the praxis of educational leadership and management within a Christian ethical morally sensitive framework.

The Postgraduate Certificate of Educational Leadership has the same aims as the Master of Educational Leadership program, though in a more limited setting. It will be possible for students who complete the Postgraduate Certificate of Educational Leadership to later apply for the Master of Educational Leadership and seek credit for the units already completed.

The Postgraduate Certificate of Educational Leadership is offered on a one semester full-time basis or part-time equivalent.

REQUIREMENTS TO COMPLETE AWARD

(Program for Students who commence in 2011 onwards)

The postgraduate Certificate in Educational Leadership course requires students to complete 40 credit points including the two core units.

REQUIREMENTS TO COMPLETE AWARD

(Program for Students who commenced in 2006 to 2010)

The Postgraduate Certificate in Educational Leadership is a 40 credit point course, made up of four units, each worth ten credit points. Students must complete the core unit (Authentic Leadership) and at least one of the specialisation or elective units.

REQUIREMENTS TO COMPLETE AWARD

(Old Program for Continuing Students enrolled prior to 2006)

Satisfactory completion of 40 credit points comprising of 1 core unit (10 credit points) and elective units totaling 30 credit points. Total of 40 credit points.

Completion of the core unit or a specialisation unit from the current program will be considered a core unit for continuing students. Elective units from the current program are considered elective units for continuing students.

IMPORTANT NOTE FOR ALL STUDENTS

Please note that students previously enrolled in units from the old program should not enroll in certain units from the current program. For example, students who have completed the old unit EDLE608 should not enrol in the units EDLE640 and EDLE641.

Please refer to the tables above for further details

For information on the duration of your course, and the requirements to complete your award, please refer to the Course Rules for your program.

Course Title	Course Rules
Master of Educational Leadership	Master of Educational Leadership Course Rules http://www.acu.edu.au/254940
Postgraduate Certificate in Educational Leadership	Postgraduate Certificate in Educational Leadership Course Rules http://www.acu.edu.au/254987

Students exiting from a course other than that for which they are enrolled are advised to note the following:

1. If you intend to continue with the higher level course you cannot exit with a lower level award. You may, upon request, receive a letter from the Course Coordinator confirming that you have satisfied the requirements for the relevant lower award.
2. If you exit with a lower level award and subsequently wish to resume the higher level course, you will be required to reapply for admission to the latter course.
3. If you intend to continue in a dual degree you cannot exit with a single level award. You may, upon request, receive a letter from the Course Coordinator confirming that you have satisfied the requirements for the relevant single award.

Students enrolling in units which do not follow the sequence recommended in their Program Map cannot be guaranteed a clash free timetable.

3. Units Offered in 2011

(NOTE: amendments may be made to unit availability depending on student demand. Students must check this CEG and their students emails regularly)

The Master of Educational Leadership and Postgraduate Certificate in Educational Leadership share the same core, specialisation and elective units as listed below.

Unit offerings are subject to student demand and lecturer availability. Units will vary between campuses/sites and from year to year. Please refer to the National Timetable for unit availability in 2011.

UNIT OFFERINGS

Core Units

- EDLE640 Perspectives on Leadership
(Not to be studied if you have already completed EDLE635 or EDLE608 Perspectives on Educational Leadership)
- EDLE641 Values and Leadership
(Not to be studied if you have already completed EDLE635 or EDLE608 Perspectives on Educational Leadership)

Specialisation Units

- EDLE605 Leading Educational Change
- EDLE632 Leadership Spirituality
(Not to be studied if you have already completed EDLE608 Perspectives on Educational Leadership)
- EDLE633 Leading Authentic Learning
(Not to be studied if you have already completed EDLE604 Leadership for Quality Learning)
- EDLE636 Leading the Catholic School
- EDLE601 Human Resource Management and Development
- EDLE638 Faith Leadership
- EDLE639 Educational Policy & Governance
- EDLE634 Employment Relations and the Legal Context in Education
- EDLE642 Leadership Theory into Practice
- EDLE643 Professional Practice Project

Elective units may be taken from the Master of Ed, MRE, MA(Theology) or MEd System Lead programs.

UNITS OFFERED ON ALL LOCATIONS:**SUMMER TERM A**

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE640*	Perspectives on Leadership	4-7 January 2011	Brisbane - On Campus
EDLE601	Human Resource Management and Development	14-17 January 2011	Darwin - On Site
EDLE634	Employment Relations & Legal Context	4-7 January, 2011	Melbourne - On Campus
EDLE636	Leading the Catholic School	6&7Jan, 5&6May 2011	Rockhampton – On Site

SUMMER TERM B

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE605	Leading Educational Change	10-13 January 2011	Brisbane - On Campus
EDLE632	Leadership Spirituality	17-20 January 2011	New Zealand - On Site
EDLE640*	Perspectives on Leadership	11-14 January 2011	Strathfield - On Campus
EDLE633	Leading Authentic Learning	10-13 January 2011	Townsville- On Site

SEMESTER 1

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE636	Leading the Catholic School	27&28Feb, 25 &26Mar 2011	Adelaide - On Site
EDLE638	Faith Leadership	19&20Feb, 19 &20Mar 2011	Ballarat - On Campus
EDLE640*	Perspectives on Leadership	12&13Mar, 28 &29May 2011	Bathurst - On Site
EDLE634	Employment Relations & Legal Context	26&27Feb, 26 &27Mar 2011	Brisbane - On Campus
EDLE605	Leading Educational Change	1&2Apr, 6&7May 2011	Broken Bay - On Site
EDLE640*	Perspectives on Leadership	26&27Mar, 14 &15May 2011	Canberra - On Campus
EDLE601	Human Resource Management and Development	2-5 Mar 2011	Mauritius - On Site
EDLE641*	Values & Leadership	26&27Feb, 30Apr&1May	Melbourne - On Campus
EDLE605	Leading Educational Change	TBA WELLBEING	Melbourne - On Campus

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE633	Leading Authentic Learning	19&20Feb,19 &20Mar 2011	Newcastle - On Site
EDLE605	Leading Educational Change	2011	Online
EDLE640*	Perspectives on Leadership	2011	Online
EDLE634	Employment Relations & Legal Context (see note)	2011	Online – Now being run in Semester 2 only
EDLE636	Leading the Catholic School	2011	Online
EDLE636	Leading the Catholic School	12 & 13 Feb, 26 & 27 Mar 2011	Parramatta - On Site
EDLE640*	Perspectives on Leadership	25Feb&Online	Rockhampton – (enrol online)
EDLE638	Faith Leadership	5&6Mar, 14 &15May 2011	Sandhurst- On Site
EDLE633	Leading Authentic Learning	5&6Mar, 21 &22 May 2011	Strathfield - On Campus
EDLE605	Leading Educational Change	25&26 Feb, 1 &2Apr 2011	Wagga - On Site
EDLE638	Faith Leadership	12&13 Mar, 30Apr&1May	Warragul - On Site

WINTER

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE640*	Perspectives on Leadership	11-14 July 2011	Ballarat - On Campus
EDLE640*	Perspectives on Leadership (BCE Cohort)	27-30June 2011	BCE ONLY Brisbane - On Campus
EDLE641*	Values & Leadership	27-30June 2011	Brisbane - On Campus
EDLE632	Leadership Spirituality	4-7July 2011	Brisbane - On Campus
EDLE636	Leading the Catholic School	27-30June 2011	Darwin - On Site
EDLE633	Leading Authentic Learning	18-21July 2011	New Zealand - On Site
EDLE641*	Values & Leadership	4-7July 2011	Strathfield - On Campus
EDLE632	Leadership Spirituality	5-8 Jul 2011	Townsville - On Site
EDLE601*	Human Resource Management and Development	4-7 July 2011	Warragul - On Site

SEMESTER 2

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE632	Leadership Spirituality	5&6Aug, 25 &26Sep 2011	Adelaide - On Site
EDLE641*	Values & Leadership	23&24Jul, 27 &28Aug 2011	Bathurst - On Site
EDLE643	Professional Practice Project	15&16Oct(BNE),22 &23Oct(ADL)	Lutheran - On Site
EDLE636	Leading the Catholic School (BCE Cohort)	20&21Aug, 15 &16Oct 2011	BCE ONLY Brisbane - On Campus
EDLE639	Educational Policy & Governance	5&6 Aug, 9 &10Sep 2011	Broken Bay - On Site
EDLE639	Educational Policy & Governance	10-13August, 2011	Mauritius - On Site
EDLE632	Leadership Spirituality	20&21Aug, 8 & 9 Oct 2011	Melbourne – On Campus
EDLE632	Leadership Spirituality	Combine with above	MRE Melbourne - On Campus
EDLE601	Human Resource Management and Development	20&21Aug, 29 &30Oct 2011	Newcastle - On Site
EDLE633	Leading Authentic Learning	2011	Online
EDLE641*	Values & Leadership	2011	Online
EDLE634	Employment Relations & Legal Context	2011	Online
EDLE638	Faith Leadership	2011	Online
EDLE632	Leadership Spirituality	13&14Aug, 10 & 11 Sep 2011	Parramatta - On Site
EDLE605	Leading Educational Change	23&24Jul, 27 &28Aug 2011	Sandhurst - On Site
EDLE636	Leading the Catholic School	29&30Jul, 16 &17Sep 2011	Wagga - On Site

SPRING TERM A

Unit Code	Unit Title	Dates	Location - Delivery Mode

SPRING TERM B

Unit Code	Unit Title	Dates	Location - Delivery Mode
EDLE632	Leadership Spirituality	4-7 Oct 2011	Strathfield - On Campus

*Core Unit

IMPORTANT NOTES:

Amendments may be made to unit availability depending on student demand and changes made to this Course Enrolment Guide (CEG).

Please check this CEG and your university email regularly to look for changes.

If you have enrolled in a face to face unit you will receive a letter approximately 3 weeks prior to commencement of the unit confirming dates and location.

If you enrol within 3 weeks of the start of the unit, you may have to contact the School or course co-ordinator for details.

Online students can log in to their Blackboard units the day before the semester start date which can be found on the university website.

4. Contact People

LOCATION	CONTACT PEOPLE:	TELEPHONE
ADELAIDE - CEO	Co-ordinator: A/Prof Charles Burford Liaison: Ms Kerrie Romeo	(02) 9701 4166 (08) 8301 6600
BALLARAT – Ballarat Campus	Co-ordinator: Dr Helga Neidhart	(03) 9953 3267
BATHURST – CEO	Co-ordinator: A/Prof Charles Burford Liaison: TBA	((02) 9701 4166
BRISBANE - Brisbane Campus	Co-ordinator: Dr Chris Branson	(07) 3623 7301
BROKEN BAY - NSW	Co-ordinator: A/Prof Charles Burford Liaison: Dr Tony Bracken	(02) 9701 4166 (02) 9847 0276
CANBERRA Campus	Co-ordinator: A/Prof Charles Burford	(02) 9701 4166
DARWIN	Co-ordinator: Dr Helga Neidhart Liaison: Ms. Brenda Keenan	(03) 9953 3267 (08) 8984 1420
LIBRARY-Strathfield Campus	Loans Desk Liaison: Ms Bernice McIntyre	(02) 9701 4119 (02) 9701 4123
MAURITIUS	Co-ordinator: A/Prof Charles Burford Liaison: Mr. Jimmy Harmon	(02) 9701 4166 0011 230 467 6011
MELBOURNE - Melbourne Campus	Co-ordinator: Dr Helga Neidhart	(03) 9953 3267
NEWCASTLE – NSW	Co-ordinator: A/Prof Charles Burford Liaison: Mr. Chris Quinn	(02) 9701 4166 (02) 4979 1235
NEW ZEALAND	Co-ordinator: A/Prof Denis McLaughlin Liaison: Ms Susan Wilson	(07) 3623 7154 0011 64 4 496 1716
ON-LINE UNITS	Co-ordinator: A/Prof Michael Bezzina	(02) 9701 4357
PARRAMATTA – NSW	Co-ordinator: A/Prof Charles Burford Liaison: Mrs Carol Hendricks	(02) 9701 4166 (02) 9840 5616
ROCKHAMPTON – QLD	Co-ordinator: Dr Chris Branson Liaison: Mr. Jim Hanley	(07) 3623 7301 (07) 4931 3683
SCHOOL OFFICE – Strathfield Campus	Ms Leilani Jesson	(02) 9701 4167 (02) 9701 4000
SYDNEY – Strathfield Campus	Co-ordinator: A/Prof Charles Burford	(02) 9701 4166
TOOWOOMBA – QLD	Co-ordinator: Dr Chris Branson Liaison: Mr. Phillip Fitzgerald	(07) 3623 7301 (07) 4687 4331
TOWNSVILLE – QLD	Co-ordinator: Dr Chris Branson Liaison: Mr. John O'Brien	(07) 3623 7301 (07) 4773 0900
WAGGA - NSW	Co-ordinator: A/Prof Charles Burford Liaison: Ms. Carolyn Hosie	(02) 9701 4166 (02)6937 0029
SANDHURST – VIC	Co-ordinator: Dr Helga Neidhart Liaison: Mr. Kevin Lawlor	(03) 9953 3267 (03) 5443 2377
WARRAGUL – VIC	Co-ordinator: Dr Helga Neidhart Liaison: Ms. Pauline Low	(03) 9953 3267 (03) 5622 6634

For further information please refer to the Unit Descriptions and ACU Handbooks:

2011 Unit Descriptions (A-Z listing)

[2011 Unit Descriptions \(A-Z Listing\)](http://www.acu.edu.au/251250)

<http://www.acu.edu.au/251250>

2011 Handbook and previous editions back to 2003

[ACU Handbooks](http://www.acu.edu.au/142401)

<http://www.acu.edu.au/142401>

Delivery Modes:

- **On Campus** – Offered face-to-face or with an online (Blackboard) component at any one of the six ACU campuses.
- **On Site** – Offered face-to-face at any location other than one of the six ACU campuses.
- **Distance** – Offered wholly through the provision of printed material to the student. These units may include an online (Blackboard) component but printed material is the primary source of teaching. This mode is not being offered in 2011
- **Online** – Offered wholly through ACUonline.
- **Mixed mode** – A combination of online and either on-campus or on-site delivery modes.

Now that you have read your Course Enrolment Guide, you can now enroll in units online for the 2011 Academic Year, using [Student Connect](http://www.acu.edu.au/136953) (<http://www.acu.edu.au/136953>).

Students please note:

The course enrolment guides are subject to change. Please check regularly for updates to your course information.

If you require any academic advice please contact your course coordinator. For any other enquiries, please contact your local [Student Centre](http://www.acu.edu.au/42835). (<http://www.acu.edu.au/42835>).