



BPP
INSTITUTE

Part of the
BPP Education Group

2025 STUDENT HANDBOOK

Building Careers Through Education.

CRICOS Provider No. 017181J





Welcome Message

A Warm Welcome



On behalf of BPP Institute, thank you for considering us as the next step in your higher education journey. We are proud to be part of a global education group with a strong focus on preparing students for professional success. While embarking on higher education can feel challenging, we are committed to supporting you every step of the way—academically, personally, and professionally.

At BPP Institute, you will be guided by highly qualified staff with rich international experience, dedicated to helping you achieve your goals. Beyond the classroom, you'll find opportunities to connect with our diverse student community, engage in leadership initiatives, and take part in activities that strengthen both your career prospects and your personal growth.

We take pride in the success of our students and alumni, who consistently highlight the quality of our teaching, the support they receive, and the value of their overall experience with us.

Our guiding vision is simple: “Building Careers Through Education.” Everything we do is designed to help you belong to a vibrant community, thrive in your studies, and achieve success in your chosen career.

We look forward to welcoming you on campus soon.

Dr. Peter Cartwright

Dr. Peter Cartwright
Chief Executive Officer



General Information

BPP Institute is a registered higher education provider and offers Post Graduate and Undergraduate qualifications accredited by the Tertiary Education Quality and Standards Agency (TEQSA).

In accordance with the Education Services for Overseas Students Act 2000, BPP Institute is registered to provide higher education courses to international students and is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) with the Provider Number 017181J.

This Student Handbook provides students with important information about BPP Institute's policies and procedures to ensure an enjoyable and successful educational experience at BPP Institute.

Please take the time to carefully read this Student Handbook. Full policy and procedure details and forms are available at:



[Policies & Procedures](#)



General Description of the Undergraduate Programs

The Bachelor of Business is offered with three major streams: Accounting, Marketing and Management. Students after successfully completing 24 units of study will be awarded a Bachelor of Business (Accounting), Bachelor of Business (Management) or a Bachelor of Business (Marketing). All three courses are offered over 12 study periods / 3 years. Students must undertake the qualification over 3 full years (except where credit for previous studies is granted).

Bachelor of Business (Accounting)

The Bachelor of Business (Accounting) incorporates core knowledge in business and is accredited by the professional accounting bodies, the Chartered Accountants Australia and New Zealand (CAANZ), and CPA Australia. The course is also recognised by ACCA (Association of Chartered Accountants) for exemption of ACCA F1-F9 papers upon completion of the degree.

Bachelor of Business (Management)

The Bachelor of Business (Management) equips graduates with the skills and knowledge to work in Management roles in a variety of public and private organisations. The course develops business and leadership knowledge and provides students with the skills required to manage people and resources successfully. The course also ensures that students can build essential knowledge in the areas of finance, marketing and business law.

Bachelor of Business (Marketing)

The Bachelor of Business (Marketing) aims to produce graduates who have a thorough knowledge of business marketing principles and practices. Students will gain the skills and knowledge to identify marketing opportunities, generate new ideas, undertake market research and analysis, and confidently apply their knowledge and skills in marketing positions within domestic or internationally focused organisations.

Graduate Attributes Undergraduate Students

BPP Institute's courses have a set of generic skills that each student will be taught and assessed throughout each year level. These skills are referred to as graduate attributes, and BPP Institute has identified four graduate attributes that each graduate is expected to have demonstrably gained during their course of study. BPP Institute's graduate attributes for all undergraduate courses are:

1. Discipline Knowledge and Skills
2. Workplace Skills and Values
3. Communication Proficiency
4. Critical Analysis and Problem-Solving Skills

Further information about the graduate attributes is available at:



[Graduate Attributes Policy](#)



[Graduate Attributes Procedures](#)



General Description of the Postgraduate Programs

The graduate courses at BPP Institute are designed to prepare students for management careers and are suitable for recent graduates or people looking to enhance their existing career paths. The Master of Business Administration and the Master of Management Information Systems courses are four semesters, and students are required to complete sixteen units, including the capstone unit in semester four, which is a double unit.

Master of Business Administration

The Master of Business Administration is a four-semester course that provides students with a unique opportunity to develop and sharpen their ability to apply skills and knowledge of business and management skills. With a practical, contemporary focus, and a dedicated industry-related project, students will develop a critical eye, persuasive communication, analytical skills, ethical leadership and management skills, and skills in evaluating strategic choices and decisions in organisations. Graduates will be equipped and ready to take on leadership and managerial careers and roles in a range of settings.

The program also offers four key specialisations: Accounting, which focuses on financial management, reporting, and auditing; Aged Care and Disability Services Management, preparing students for leadership roles in the growing healthcare sector; Project Management, which develops expertise in planning, executing, and managing complex projects across industries; and Healthcare Informatics, bridging technology and healthcare to enhance data-driven decision-making. In semester three, students can either choose to study a specialisation or choose to select units from the specialisations as elective units towards their Master of Business Administration.

Master of Business

The Master of Business is a three-semester course focused on providing advanced business and management skills. With a practical, contemporary focus, students will develop a critical eye, persuasive communications, leadership and management skills, and skills in evaluating strategic choices and decisions in organisations. In semester three, students can choose a specialisation from the Master of Business Administration or choose to select units from the specialisations as elective units towards their Master of Business. Graduates will be equipped in business skills and knowledge, and advanced, expert knowledge of accounting, project management, aged care and disability services management or health care informatics ready to take on careers and roles in a range of settings both locally and globally.

Graduate Diploma of Business

The Graduate Diploma of Business is a two-semester course providing students with graduate-level foundations in essential business skills and knowledge. Students will develop skills in data analysis, persuasive communication and complex problem-solving skills. Graduates will be equipped in business skills and knowledge, and advanced knowledge of management, communication, leadership, accounting and economics. Graduates will also be better prepared to undertake further study.

Graduate Certificate of Business

The Graduate Certificate of Business is a one-semester course providing students with graduate-level foundations in essential business skills and knowledge. Students will develop skills in communication, analysis and applying ethical, strategic and effective management principles. Graduates will be equipped in business skills and knowledge, and advanced knowledge of management, accounting and economics. Graduates will also be better prepared to undertake further study.

Master of Management Information Systems

The Master of Management Information Systems aims to produce graduates with a range of business and information systems skills required to work in a range of industries in an ever-increasing information-based world. The course focuses on the way in which Information Systems are used in the running of a business, and how careful management and provision of robust business intelligence and real-time data tools can lead to improved business outcomes. After completing the course, graduates will be able to apply an advanced body of knowledge and skills in a wide range of contexts.

Graduate Diploma of Management - IS

The Graduate Diploma of Management Information Systems is a two-semester course providing students with graduate-level foundations in information systems. Students will develop vital skills in the management of databases and information and be equipped to effectively contribute to the improvement of business information systems in a range of industries. Graduates will also be better prepared to undertake further study.

Graduate Attributes – Postgraduate Students

Graduate attributes for students studying in the graduate courses are embedded into the course core learning outcomes for each course and can be found here:



[Master of Business Administration](#)



[Master of Business](#)



[Graduate Diploma of Business](#)



[Graduate Certificate of Business](#)



[Master of Management Information
Systems](#)



[Graduate Diploma of Management
Information Systems](#)



Mode and Place of Study

All the units of study are delivered at 108 Lonsdale Street, Melbourne. All international students are required to undertake a full-time study load during their course. Each unit of study is supported by a unit outline available on Moodle (BPP Institute's learning management system). Most units are delivered through a combination of face-to-face lectures and tutorials as described in each unit outline.

In addition to the scheduled teaching hours per unit per week, it is expected that students will spend additional time in self-directed learning (reading, review of lectures, tutorial preparation, and assessment preparation and completion).





Timetabling

Timetabling is a process of allocating students to units each study period and is an essential requirement for remaining an enrolled student.

Timetabling requires students to visit the Institute to discuss their course with Academic Services to ensure they are studying the appropriate units to support satisfactory and timely progression through their course.

Students have access to the online materials in Moodle once they have been timetabled for the unit.





Commencing Students

Timetabling for commencing students is available at Orientation, one week prior to the start of the study period. Students unable to attend Orientation must attend the campus to complete the orientation and timetable prior to the start date.

Continuing Students

Timetabling for continuing students occurs one week before the new study period commences. The selection of units will depend on completed prerequisite units and pending availability. Once classes are filled the session will be closed, so it is best to confirm as early as possible.

2025 Undergraduate Academic Calendar

Commencement	2025 Summer Study Period	2025 Study Period 1	2025 Study Period 2	2025 Study Period 3	2025 Study Period 4
Orientation Day	09 January	17 March	26 May	11 August	20 October
Study Period Commencement	13 January	24 March	02 June	18 August	27 October
Teaching Study Period Ends *	21 February	02 May	11 July	25 September	05 December
Study Break & Examination Period **	24 February - 06 March	05-16 May	14-25 July	29 September - 10 October	08-19 December

* Students may have a 1-week study break between teaching weeks and the examination week.

** The non-teaching period (i.e. study break) is not a course break. There are, currently, no scheduled classes at this time; however, students are expected to revise during this time in preparation for their examinations. In some cases, examinations, including supplementary examinations, may be held during this week.

2025 Postgraduate Academic Calendar

Commencement	2025 Summer Study Period	2025 Study Period 1	2025 Study Period 2	2025 Summer Period
Orientation Day	11 November	17 March	14 July	10 November
Study Period Commencement	18 November	24 March	21 July	17 November
Teaching Study Period Ends *	21 February	20 June	17 October	20 February
Study Break & Examination Period **	03-14 March	23 June - 11 July	20 October - 07 November	23 February - 06 March

* Students may have a 1-week study break between teaching weeks and the examination week.

** The non-teaching period (i.e. study break) is not a course break. There are, currently, no scheduled classes at this time; however, students are expected to revise during this time in preparation for their examinations. In some cases, examinations, including supplementary examinations, may be held during this week.



Public Holidays 2025 (Victoria)

Public Holidays	2025
New Year's Day	Wednesday, 01 January
Australia Day	Monday, 27 January
Labour Day	Monday, 10 March
Good Friday	Friday, April 18
Easter Monday	Monday, 21 April
ANZAC Day	Friday, 25 April
King's Birthday	Monday, 09 June
AFL Grand Final Day	Friday, 26 September
Melbourne Cup	Tuesday, 04 November
Christmas Day	Thursday, 25 December
Boxing Day	Friday, 26 December

**Please note, BPP Institute will be closed over the Christmas period.*

Student Code of Conduct

BPP Institute’s Student Code of Conduct aims to develop and support a friendly and safe working environment so that a productive working relationship between students and staff can be established and maintained. All staff and students are expected to conduct themselves with integrity in their dealings with others.

All staff and students should:

- Respect the privacy of others (actions such as recording or photographing others without their permission are an intrusion of privacy).
- Respect the rights of others.
- Be respectful of others and do not use abusive or intimidating language and/or threatening behaviour.
- Avoid any misuse or unauthorized handling of institutional assets.



Equal Opportunity, Discrimination, Harassment, and Bullying

BPP Institute is committed to providing a learning environment that values diversity, offers equality of opportunity to all students and staff, and is free from harassment, bullying, and discrimination.

All staff and students of BPP Institute can expect that:

- They are not treated unfairly because of their gender identity, marital status, status as a parent or carer, sexual orientation, race, disability, age, physical features, religious activity or belief, political activity or belief.
- They receive appropriate flexibility, e.g., because of a disability, or for family or cultural responsibilities.
- They are not harassed (made to feel intimidated, offended, or humiliated) because of any of the above grounds.
- They are not subjected to sexual assault or sexual harassment.

Further information, such as definitions, reporting, and consent regarding Sexual Assault or Sexual Harassment, is available at:



[Sexual Harassment Policy](#)



[Sexual Harassment Procedure](#)

- They are not bullied by an individual or group of people, between students and/or staff. Definition: Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more people. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Issues regarding discriminatory treatment, harassment or bullying will be dealt with promptly, fairly and impartially. Any such issues should be reported immediately to a senior staff member who will take appropriate action.

Further information about the Student Code of Conduct Policy and Procedures is available at:



[Student Code Conduct Policy](#)



[Student Code Conduct Procedure](#)



Behavior Expected of All Students

Attendance

Attendance at both lectures and tutorials is considered necessary at BPP Institute unless students can demonstrate that they are already completing their units successfully. Attending classes is often linked to successful learning outcomes, and regular attendance at lectures and tutorials is encouraged and expected. In particular, students need to be aware of all due dates for assessment tasks and be mindful that some assessment tasks, such as tests and exams, take place during class time. These due dates are also available on Moodle for the units students are enrolled in.

Important Note: Students In Their First Study Period

In the first study period, students are required to attend at least 75% of their classes. If students fail to achieve an attendance record of at least 75% and fail the Unit, students will be immediately placed on an accelerated course progress intervention plan. If students receive an 'absent fail', students will be required to show cause, which may lead to cancellation of the student's enrolment.

Further information about attendance and academic progress at BPP Institute is available using the QR Codes on the left.



[Academic Progress Policy](#)



[Academic Progress Procedure](#)



Mobile Phones

Mobile phones must be switched off during lectures, tutorials and computer sessions. It is the responsibility of the student to take reasonable care not to leave phones unattended on campus. It is also expected that students have their phone switched off during any interviews or meetings with staff.



No Smoking Policy

Smoking is strictly prohibited on Institute premises under Australian Government regulations. This includes the street entrances of the campus building. Students who wish to smoke may do so in designated areas and as sanctioned by the Melbourne City Council.



No Eating in Classrooms

The student lounge at BPP Institute is located on Level 5 and is the designated area for food consumption. Eating is not permitted in other areas such as the Multifaith Room (Level 4), the library, computer labs, or classrooms. Students found eating in these areas may be asked to leave.



Student Identification on Campus

All students at BPP Institute will receive a student ID card upon enrolment. It is mandatory to carry the student ID at all times while on campus. Cards are typically distributed during Orientation or Timetabling. The first card is provided free of charge; however, a replacement fee of \$20 applies if the card is lost or damaged. To request a replacement, please visit Reception on Level 4.



Change of Address

All students are required to notify BPP Institute in writing of any changes to their contact details, either before or immediately after the change. International students must update their education provider within seven (7) days of any change, in accordance with mandatory student visa condition 853.



The Change of Student Contact Details Form is available from Level 4 or online at:

[Update Contact Details Form](#)

Unique Student Identifier (USI)

The USI is a reference number made up of ten numbers and letters. It's free, easy to create, and stays with you for life.

You'll need a USI if you are:

- A new or continuing student undertaking nationally recognised training
- A higher education student in a Commonwealth-supported place or graduating in 2023 and beyond

All BPP Institute students must have a USI to graduate and receive qualifications. Without one, you won't be able to receive your statement of attainment, qualification, or award. You also won't be eligible for higher education support like HECS HELP.



[Get Your USI Here](#)

Setting up your USI is a simple process. If you already have one but can't remember it, finding it is also really simple. Please click through to the USI portal to complete both actions.

Payment of the Fees

Enrolled students have an obligation to pay their tuition fees on time. Fees can be paid by direct deposit to BPP Institute, EFTPOS, or by credit card (Visa, MasterCard, or UnionPay) on Level 4. Please note that a 1.3 % surcharge will apply to fees paid by credit card.

Any student experiencing genuine financial difficulty in meeting their tuition fee obligations can see a Payments or Admissions staff member on Level 4 and discuss the possibility of setting up a payment plan.

Reminder notices for invoices will be emailed to students (where tuition fees have not been received) one week after the due date, following BPP Institute's payment processes. Invoices not paid in full by the first day of the study period or organised into an approved payment plan will incur a late payment tuition fee of \$250.



Full details of payment options and tuition and non-tuition fees are available at:

[Student Information for Fees, Charges & Refunds](#)



Withdrawing from the Course

If students decide to withdraw from their course, they must withdraw formally from their studies by completing a Withdrawal Application Form. Depending on the withdrawal date and reason for withdrawing, students may be eligible for a refund, as per the Student Default section of the Refund Schedule in the Fees, Charges and Refunds Policy and Procedure.

When the Withdrawal Application is approved, the student's enrolment will be cancelled. If students do not withdraw officially and in writing from their studies before the invoice due date or study period start date, students will continue to be liable for their course fees as per their Confirmation of Enrolment.



The Withdrawal Application Form is available at:
[Withdrawal Application Form](#)

Refunds

Information about refunds and the Refund Schedule is available at:



[Refunds Policy](#)



[Refunds Procedure](#)

Refund requests must be made in writing using the Application for Refund Form available online at:



[Refunds Application Form](#)



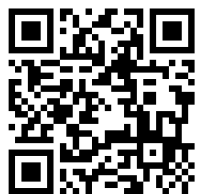
Overseas Health Cover

Overseas Student Health Cover (OSHC) is mandatory for international students in Australia for the duration of their student visa. Information on what cover students need and the list of Australian Government-approved health cover providers is available from the Department of Health website at:



Government-approved health cover providers is available from the Department of Health website at:

[Overseas Health Cover](#)



Information is also available from:

[OSHC Website](#)

Students can arrange to pay for their OSHC by visiting the OSHC insurers' websites. If students have purchased their insurance from Allianz through BPP Institute, students can contact Allianz directly to make a payment or come to level 4 and speak to an admissions team member. Allianz Global Assistance and customer service representatives are available via:

- Website: www.allianzassistancehealth.com.au
- Phone: 13 67 42
- Email: oshc@allianz-assistance.com.au



Academic Policies and Procedures

The following information should be read very carefully as it relates to all aspects of the student's study at BPP Institute and must be understood and followed to ensure the study experience at the Institute is satisfactory.

Course Plan and the Student Course Planner

At the beginning of each study period, students can request a Course Plan, which outlines the units they have completed and the units to be completed to satisfy the requirements of their degree. The Course Plan does not define the order in which units must be completed. Each course delivered by BPP Institute has an associated Student Course Planner listing the core units for the course, prerequisites, and the electives and code requirements for each year level of the course. The Course Plan alongside the associated Student Course Planner can be used as a guide to assist students in making appropriate timetabling decisions in consultation with a member of the Academic Services Team. The Course Plan and the Student Course Planner also ensure students are aware of their academic progress and can complete their course within the expected duration of study as specified on their Confirmation of Enrolment.





Full-Time Study

International students must maintain a full-time study load unless specifically approved to do otherwise. A full-time load as per the study period at BPP Institute is either two units of study for undergraduate students or four units of study for graduate students. Students may be permitted to have a reduced or increased study load for a specified period if there is an Academic Progress Intervention Plan in place or there are compassionate or compelling circumstances. This must be approved by the Institute and supported by evidence and a clear justification as to why a reduced or increased study load is required. When withdrawing from a unit of study, the student must substitute it with an equivalent unit to ensure maintenance of a full-time load unless otherwise specified. Students will not be able to substitute a unit with another that has a prerequisite unit that the student has not completed.



Academic Progress

BPP Institute recognises that there is a strong correlation between attendance and successful completion of studies for students at the Institute. While attendance is not a requirement for higher education students, BPP Institute will monitor the attendance of commencing students in lectures and tutorials, and the successful completion of all assessment tasks. It is important and expected that students make satisfactory progress in their course of study. Satisfactory progress at BPP Institute is defined as completing at least 50% of the study load in any given study period, which is typically a passing grade in at least one of two enrolled units for undergraduates and at least two of four enrolled units for postgraduates. Students who do not pass at least 50% of the units undertaken in any given study period will be informed of their lack of academic progress under the Attendance and Academic Progress Policy.

An intervention strategy will be required for students identified at risk of not completing their studies within the expected duration or having not met the requirements for satisfactory course progress. The Academic Progress Intervention Plan for students failing to meet the minimum progression standard will be followed following the stages as described in the Attendance and Academic Progress Procedures.

The Attendance and Academic Progress Policy and Procedure:



[Academic Progress Policy](#)



[Academic Progress Procedures](#)



Census Date

BPP Institute has a Census Date for all new commencing students. This will be outlined to all new students during the Orientation process. A Census Date is a date at which a student's enrolment can be canceled by the Institute without academic penalty to the student, or a student can withdraw without academic penalty in their first study period of study. Cancellation/withdrawal fees apply. Please refer to the BPP Institute's Fees, Charges and Refunds Policy. The Census Date for BPP Institute will be at the end of Week 7 for undergraduate students and either Week 10 or 11 for graduate students. This policy is applied to all new commencing students in their first study period.

All new students will be monitored for their attendance and completion of their assessment tasks. Students who have NOT attended 50% of classes or submitted assessment tasks will be sent a notification in Week 3 as part of the process. Students will be invited to attend an interview to explain their situation as to why there has been no engagement. During the interview, specific requirements will be provided to students outlining what they need to do to avoid being cancelled by the Census Date (end of Week 7). Students will therefore have an opportunity to engage with their studies after Week 3 to demonstrate that they are genuine students at BPP Institute.

This process is independent of the Attendance and Academic Course Progress process (which will also be triggered by the end of Week 2 in cases where there has been no engagement with course material). If further information related to the introduction of the Census Date is needed, please come to Level 4 of the Campus and speak to the Director – Admissions or the Director - Operations.

Application to Defer, Suspend or Cancel Studies

Students wishing to defer the commencement of studies or temporarily suspend their studies must apply in writing by submitting the enrolment variation application form to [Admissions](#). An approved deferral or suspension of studies will only be granted for:

- Compelling and compassionate circumstances, such as
 - Illness of a direct family member
 - Illness of student
 - Death of a direct family member
 - Marriage of student
- Not meeting entry requirements
- Evidence must be provided with all applications

The Deferring, Suspending or Cancelling the International Student's Enrolment Policy and Procedure can be found via:



[Student Enrolment Policy](#)

Deferring, Suspending or Cancelling the enrolment may have an impact on the student's tuition fees and refunds. Please check the Fees, Charges and Refunds policy at:



[Fees, Charges, & Refunds](#)



[Student Enrolment Procedures](#)

To apply for a deferral or suspension of studies, students should please go to Reception on Level 4 or to obtain the Enrolment Variation Request Form online



[Enrolment Variation Request Form](#)

Students wanting to cancel their studies prior to completing six months of their course may be denied a release in accordance with the Transfer Between Registered Providers Policy and Procedure.

The Transfer Between Registered Providers Policy and Procedure is available at:



[Transfer Between Registered Providers Policy](#)



[Transfer Between Registered Providers Procedure](#)



Advanced Standing

Application for Advanced Standing

BPP Institute will grant credit for previous learning where this is assessed as equivalent to BPP Institute courses of study. Advanced standing or credit transfer may be granted for previous formal learning in an Australian university, TAFE, an accredited course offered by a Registered Training Organisation or registered higher education provider, or overseas equivalents of these.

Students may apply for advanced standing only where they have completed the unit/s (i.e., achieved a mark of 50 per cent or above or have been assessed as passed). A near pass grade will not be considered successful completion.

Qualifications where advanced standing is being sought must have been awarded or completed no longer than 10 years before the date of application for advanced standing.

Applications for advanced standing are usually received and assessed before a student's enrolment. However, applications can be assessed in some circumstances once the student has enrolled in their course.

Further information about advanced standing is available online at:



[Advanced Standing Policy](#)



[Advanced Standing Procedure](#)



The application for advanced standing is available online at:

[Credit Transfer Application Form](#)



Assessment

Assessment types permitted at BPP Institute may include any of the following:

- Closed or open-book examinations
- Written essays, case studies, or business reports, proposals, or projects
- Oral presentations or oral examinations
- Multiple choice or true and false tests, quizzes, or examinations
- Peer assessment and group-based work

Other assessment types may be offered following approval by the Dean. Each unit outline describes the assessments and weightings for that unit of study.

Late Submission of Assessment and Penalties for Late Submission

The date an assessment task is due for submission (or completed in class) is indicated in the unit outline on the Moodle unit site. Details for completing and or submitting the assessment task will be provided by the lecturer for the unit. For students who submit assessment tasks after the assessment due date and without an approved extension, there will be penalties applied that reduce the potential maximum mark available for the task.

If a student feels they have a case to seek approval for late submission of work, they should discuss this directly with their lecturer, providing the necessary evidence to support that request.

Unit Assessment Grades: BPP Institute uses a grading system that is common across Australian higher education. The BPP Institute grading system consists of percentage grade scales that reflect academic performance in a unit. The grades achieved for all units attempted are recorded in the academic transcript.



For more information about the BPP Institute grading system, please refer to the Assessment Policy available at: [Assessment Policy](#).

Final Examinations: Some units hold an examination at the end of each study period. Students who fail to submit or attend an examination on the specified time and date will be deemed to have failed the examination and awarded zero marks unless their absence is supported by appropriate documentation to justify their absence. Under such circumstances, students may be permitted to submit an application for special consideration as described in the special consideration policy. It is the responsibility of all students to ensure they are aware of the time and location of their examinations and that they allow plenty of time to attend their examination as scheduled.



Further information is available in the Examinations Policy online at: [Examination Policy](#).



Further information is available in the Examinations Procedure online at: [Examination Procedure](#).

Supplementary Examinations: Supplementary examinations are available if students satisfy the requirements as described in the Assessment Policy. However, students are not able to apply for supplementary examinations as they are awarded automatically if the criteria has been met.



Further information is available in the Special Consideration Policy online at: [Assessment Policy](#).

Special Consideration: If a student is prevented from completing an assessment task or attending an examination due to illness or other special circumstances or believes that their performance at an examination has been seriously and adversely affected by illness or other causes, they should complete and lodge a Special Consideration Application Form.

Please refer to the Special Consideration Policy and Special Consideration Procedure regarding a satisfactory explanation for failing to attend a final examination. Information on final examinations, including the requirements for passing, are outlined in the Assessment Policy. It is important that the Assessment Policy is read and understood before studying a unit.

Further information the Special Consideration Policy is available online at:



[Special Consideration Policy](#)

Further information the Special Consideration Procedure is available online at:



[Special Consideration Procedure](#)

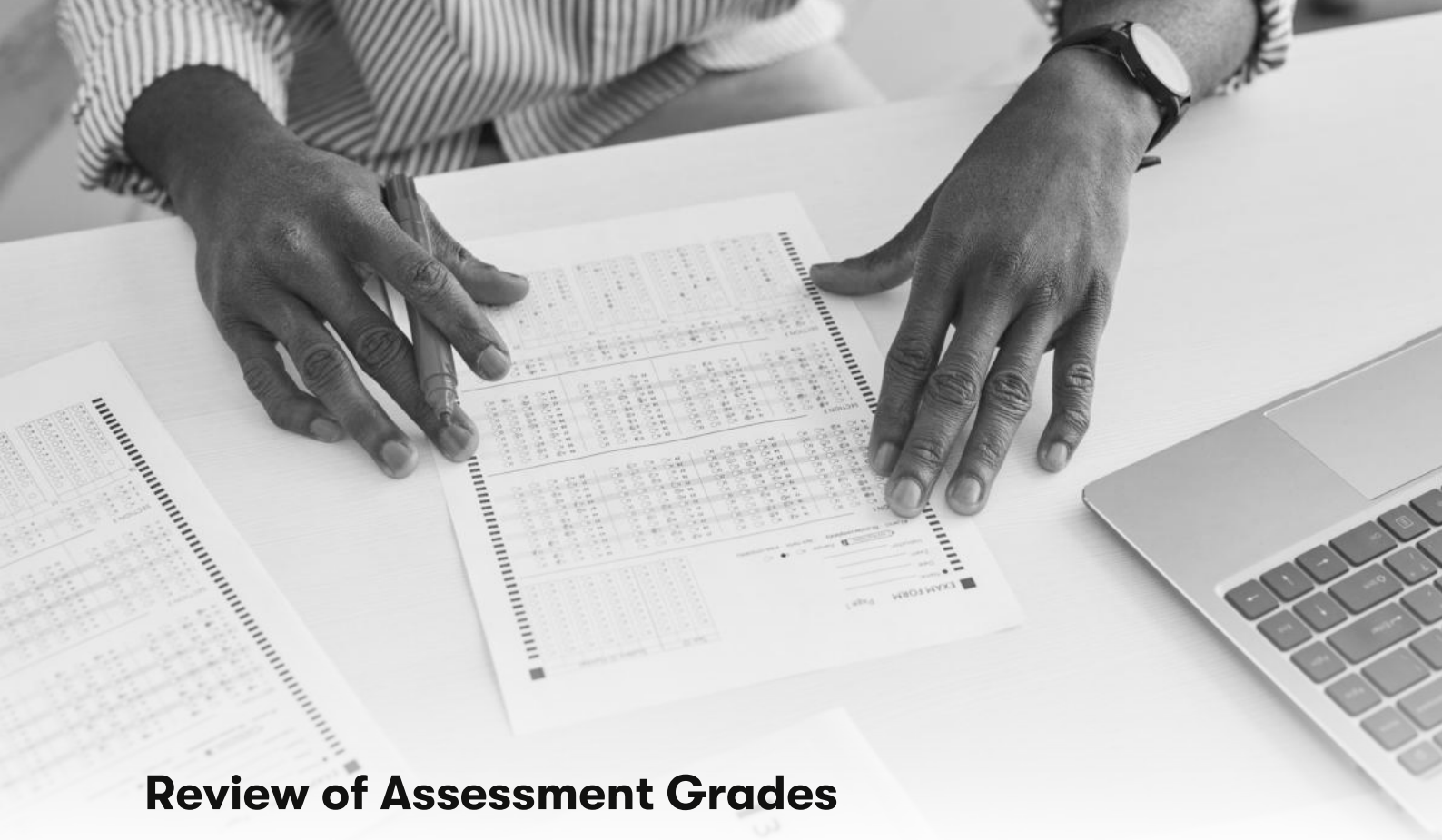
Please Note: For special consideration on medical grounds, a standard medical certificate is not sufficient. The Special Consideration Application Form together with the completed Medical Authority Form (appendix 1 of the application form), must be received by BPP Institute Reception (in person or via email at [Academic Services](#)) no later than three days (including weekends) after the scheduled date of an assessment task.



The Special Consideration Application form is available from Level 4 or online at:

[Special Consideration Form](#)

Results: Results for each study period will be available within two weeks of the final examination date. The results will be emailed to students on their college provided student email account.



Review of Assessment Grades

Students can request a review of a result or grade for an assessment task completed during study period by contacting the lecturer-in-charge of the unit of study. If students wish to request a review of their result or grade, they will need to meet the requirements for a review and must follow the application process. These requirements and the process for applying are outlined in the Assessment Policy. In addition, students will need to complete, sign, and submit a Review of Results Application Form.

There is no guarantee a grade will be changed. However, students should request a review if they wish to seek clarification as to why a grade was awarded. Students dissatisfied with the outcome of a review can appeal the decision under BPP Institute's Complaints and Appeals process. Students appealing a grade result should request a review before initiating the appeals process.



The Review of Results Application Form is available online at:
[Results Application Form](#)



Further information is available in the Assessment Policy at:
[Assessment Policy](#)



Academic Integrity

Academic integrity sits at the core of any academic institution. At BPP Institute, it is expected that all students demonstrate the highest levels of academic integrity. Academic integrity is a commitment to act with honesty, fairness, responsibility, trust, courage, and respect in all academic work.

Academic Misconduct

Academic misconduct is conduct that allows an individual or group to obtain an unfair advantage through unethical practices and includes, but is not limited to, actions such as, cheating on exams, plagiarism, self-plagiarism, collusion, cheating in exams, contract cheating, copying other student's work, etc. Academic penalties apply to substantiated reports of academic misconduct.

Academic Integrity Module (AIM)

All commencing students at BPP Institute must complete the online Academic Integrity Module available via Moodle, in their first period of study.



Further information about academic misconduct and plagiarism policy is available online at:

[Misconduct Policy](#)



Further information about academic misconduct and plagiarism procedure is available online at:

[Misconduct Procedure](#)



Student Complaints and Appeals Process, Policies and Procedures

BPP Institute is committed to maintaining an effective, timely, fair, and equitable complaints and appeals system about matters relating to a student’s experience at the Institute.

Further information about the complaints and appeals process is available online at:



[Complaints & Appeals Policy](#)



[Complaints & Appeals Procedure](#)

Students can access the Institute’s Appeals and Complaints Form online at:



[Appeals Form](#)



[Complaints Form](#)



Student Life at BPP Institute

01 Facilities, Resources and Equipment

BPP Institute classrooms vary from medium to large to cater for Lectures and Tutorials.

02 Computer Labs

BPP Institute has three computer labs available to students, and they can be found on Levels 3, 4, and 5. These labs are only available to students when classes are not in session.

03 The Multifaith Room

As part of our ongoing commitment to student well-being and mental health, BPP Institute has a Multifaith Room on Level 4 — a peaceful and inclusive space designed for quiet reflection, prayer, and meditation. For students and staff seeking a moment of stillness, a place for spiritual connection, or simply a break from the demands of study and life, this room is open to people of all faiths and beliefs. It serves as a reminder that mental and spiritual well-being go hand in hand. Please respect the serenity of this space — no food or drink is allowed — so that it remains welcoming and calming for all who enter.



Library

Opening Hours

Monday to Thursday 9am to 5pm (during study period)

Borrowing

Students may borrow up to two items for one week. Loan items can be renewed for a further one-week loan period. The Reserved Collection includes prescribed texts and can only be borrowed for up to 24 hours. Only one item from the Reserved Collection can be borrowed at the one time. Students will need their student ID card to check out a book, which can be done at Reception on Level 4.

Online Resources

BPP Institute offers its students online access to academic journals and full-text articles, e-books, video courses, etc. via Moodle.



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[Facilities, Resources, & Equipment](#)

Open Study Space

On Level 4 students may use the open study space for group or solo study, Peer Assisted Learning (PAL) sessions or to meet with a Lecturer for academic consultation.

Moodle

Moodle is the learning management system used by BPP Institute, and the online interface between students, staff, and the curriculum. After timetabling, students are given access to the Moodle site for the units they are enrolled in. All students must participate with each of their unit Moodle sites as it contains the unit outlines, unit announcements, weekly teaching and learning resources, discussion forums, assessments, and results. Students who do not spend time keeping up to date with the resources available in Moodle for each unit they are enrolled in may miss announcements relating to assessment tasks and other critical information required to successfully complete their units.



Moodle can be accessed at:

[Moodle](#)

Student Lounge

The Student Lounge is located on Level 5 and is open Monday to Thursday 9 am to 5 pm. The Student Lounge has couches and other seating areas, tables, free tea and coffee and microwaves.

Lost and Found Property

Lost or found property should be reported to Reception on Level 4.



Student Ambassadors

Student Ambassadors are current students who have been recognised for their commitment to community involvement here at BPP Institute. They assist the Student Experience Team in organizing events both on and off campus and serve as a liaison between students and staff, ensuring that student interests are accurately represented.

Our wonderful Student Ambassadors are dedicated to enriching life at BPP Institute for all students and are always available to support their peers. For further information and to register interest in the Student Ambassador program, please email [Student Experience](#)

Student Representation

The Institute has student representation within its deliberative and decision-making processes and encourages students to participate in these processes. There is a student representative member on the Academic Board and its subcommittee, the Teaching and Learning Committee.



More details on BPP Institute's Student Representation Policy are available at:

[Representation Policy](#)



More details on BPP Institute's Student Representation Procedure are available at:

[Representation Procedure](#)



Student Support, Success & Well-being

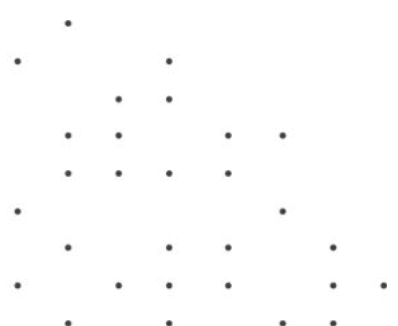
Student Experience Team

The BPP Institute Student Experience Team offers support to all students through different events such as cultural events, focus groups, movie nights, excursions, new student welcome events, and the Student Ambassador Program. The Student Experience Team is located on Level 3 and can be contacted via: [Student Experience](#)

Social Network & Events

The Student Experience Team organises and invites students to several social and educational events throughout the year. These events range from workshops, career information sessions, sports activities including table tennis tournaments, walks introducing students to the city, new student welcome events, and cultural celebrations.

These events are promoted across BPP Institute's social media platforms, encouraging all students to connect with us online and stay updated on campus activities.



Academic Support

BPP Institute provides students varying academic support, including:

- One-on-one support with an academic staff member.
- Academic skills support is freely available to students and can help with topics, such as giving presentations, referencing, and academic writing. To access this service, email [English Support](#).
- The PAL (Peer Assisted Learning) program consists of free weekly study sessions in the open study space for all current students, the timetable for which can be found on Level 4. The sessions provide academic coaching and support by students who have successfully passed the units. For further information, and to register interest in the PAL program, please visit Level 4 Reception area.

English Language Support

Free English support is available to all students at BPP Institute. Students can be referred to this support through course progress intervention meetings, or students are welcome to book their private sessions. English Language support is located on Level 3, Room 307, and is available between 10:00 AM – 12:30 PM Monday, Tuesday and Wednesday. Bookings can be made via [English Support](#) or in-person on Level 3.

Student Wellbeing

This service is FREE & confidential. The Student Experience Team is available to assist with finding solutions to any issues students may be experiencing. The Student Experience Team can help to find information about living in Australia, accommodation options and schooling options if students have a family. They can also provide advice on how to find and access legal services, consumer rights, emergency and health services. Sometimes students also need a little advice or help solving problems. It may be problems with family, housing, employment, attendance issues, not feeling well or several other issues. A member of the Student Experience Team is there when students need someone to talk to. The Student Experience Team is located on Level 3 (Room 307) and appointments can be made by emailing: [Student Experience](#)

If students are experiencing a crisis please contact these numbers:

Emergency (Police, Ambulance, Fire Brigade): 000

Mental Health Support (Beyond Blue): 1300 224 636

On Campus Security: 0434 529 255

Student Advocacy

BPP Institute offers student advocacy and support through the Student Experience Team, academic support services, and BPP Institute's academic student representatives. Our student advocacy services are available to all enrolled students and provide confidential advice, support, and representation to assist students in their course of study at BPP Institute. This includes the following areas:

- Academic counselling
- Special consideration and academic disputes
- Academic and non-academic misconduct
- Complaints and grievance processes
- Preparing for academic progress meetings and appeals

Student Ombudsman

The National Student Ombudsman (NSO) is an organisation that works with students and education providers to resolve complaints. It is an independent service that does not take sides. The NSO can help resolve complaints on a variety of issues such as (but not limited to) the following:

- Student safety and welfare
- Racism
- Gender based violence
- Course administration
- Teaching provisions and facilities
- Disciplinary processes

Students can also contact the NSO for information and advice, especially if you are unsure whether you want to make a complaint. The NSO can help you:

- if you are dissatisfied with how your complaint was handled by your higher education provider
- if you believe a decision was made in error or that your higher education provider has acted unfairly
- if you can't directly make a complaint to your higher education provider



For more information and to make a complaint please go to:
[National Student Ombudsman](#)



Career Assist Service

In addition to the industry-relevant academic curriculum, BPP Institute offers a career assistance service. This service is available to all our students and graduates, and aims to equip them with important practical skills and knowledge towards gaining employment. Alongside the trainings and workshops that are open to all, students can also book one on one sessions. The service develops students' skills, such as:

- Resume preparation
- Interview preparation and practice
- Career counselling
- Networking and job opportunities
- Job pathway training

Further information about student support is available at:



[Student Support
Wellbeing Safety Policy](#)



[Student Support
Wellbeing Safety Procedure](#)



General Enquiries and Assistance

For any other concerns that do not fall within the above parameters, students are encouraged to visit Level 4 reception, where the administrative support staff can offer assistance. The BPP Institute student support contacts range across different departments and are listed below:



Glen Spalling
Director - Operations



Timothy Costigan
Director - Admissions



Neema Dhayan
Director - Sales & Marketing



Milan Sedoglavich
Student Experience Manager



Ngoc Vu
Academic Services Officer



Omogolo Sejamitlwa
Academic Services Officer



Working While Studying in Australia

International students are eligible to work while studying in Australia. An outline of students' rights and protections at work as an international student is available at:



Select Subclass 500
[Visa Conditions](#)

If students believe their employer is exploiting or underpaying them, we encourage students to contact the Fair Work Ombudsman's Infoline on **13 13 94** or use their anonymous reporting service:



Fair Work Ombudsman
[Anonymous Tip Link](#)

The Fair Work Commission is Australia's workplace relations tribunal, and its website includes information on matters such as enterprise agreements, minimum wages and conditions, and bullying in the workplace. The Commission deals with unfair dismissal and resolving collective and individual workplace disputes through conciliation and mediation. Further information about Fair Work Commission is available at <https://www.fwc.gov.au/> or contacted on 1300 799 675 between 9am and 5pm (local time) Monday to Friday.

Safety and Security on Campus

The facilities and services on Campus are for currently enrolled BPP Institute students and staff only. All visitors to the Campus must register and sign in and sign out with the reception staff on the ground floor. A security guard patrols the premises throughout the day and is available to assist students and staff in the event of an incident. The security contact number can be found posted near the elevator on every level of the campus, or, alternatively, students may wish to report the issue to the Director of Operations on Level 4.

BPP Institute recognises that safety of our students and staff is of prime importance and will ensure that all necessary steps are taken to enable a correct initial response and a safe outcome to any emergency. On-campus security: **0434 529 255**.

Keeping Students Personal Belongings Secure

It is always important for students to keep their belongings with them and not leave them unattended, both on and off Campus.

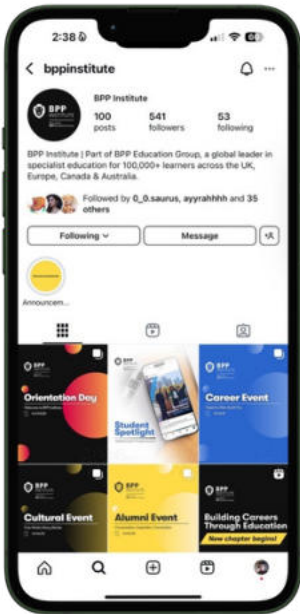
If An Evacuation is Required

The campus is equipped with early warning emergency systems, and in the unlikely event the campus needs to be evacuated, trained staff (Wardens) will assume control and direct students to exit the building.

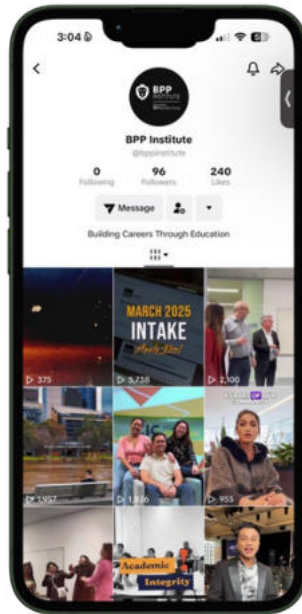
Campus evacuation plans detailing the location of the assembly area are located on each floor next to the lifts and fire exit doors. At these points, students will also find signage identifying the Wardens for each level of the campus.

The primary Assembly Area after evacuating from the campus building is Pepe's Italian and Liquor at 275 Exhibition Street. To get to this meeting point, students will need to exit the Campus and turn left to travel up Lonsdale Street, then turn at the first left to head down Exhibition Street to meet near the corner of Exhibition Street and Little Lonsdale Street.

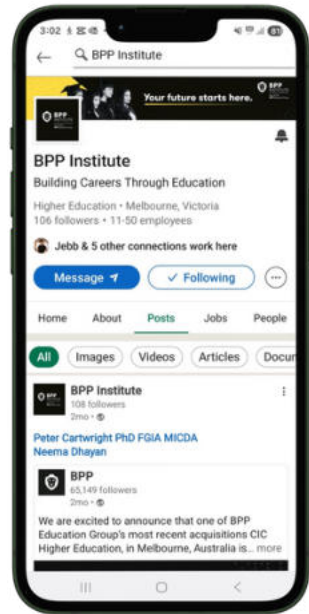
BPP Institute Social Media Platforms



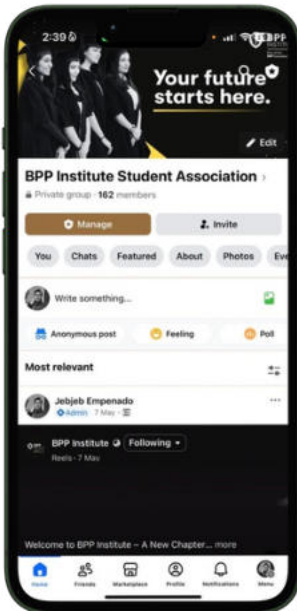
[Instagram](#)



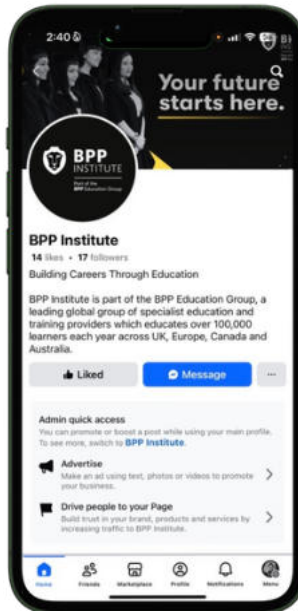
[Tiktok](#)



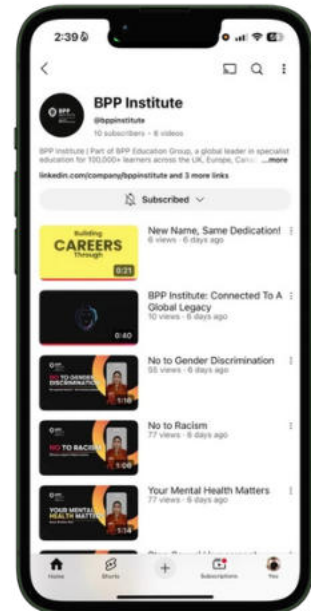
[LinkedIn](#)



[Exclusive Facebook Group](#)



[Facebook Page](#)



[Youtube](#)

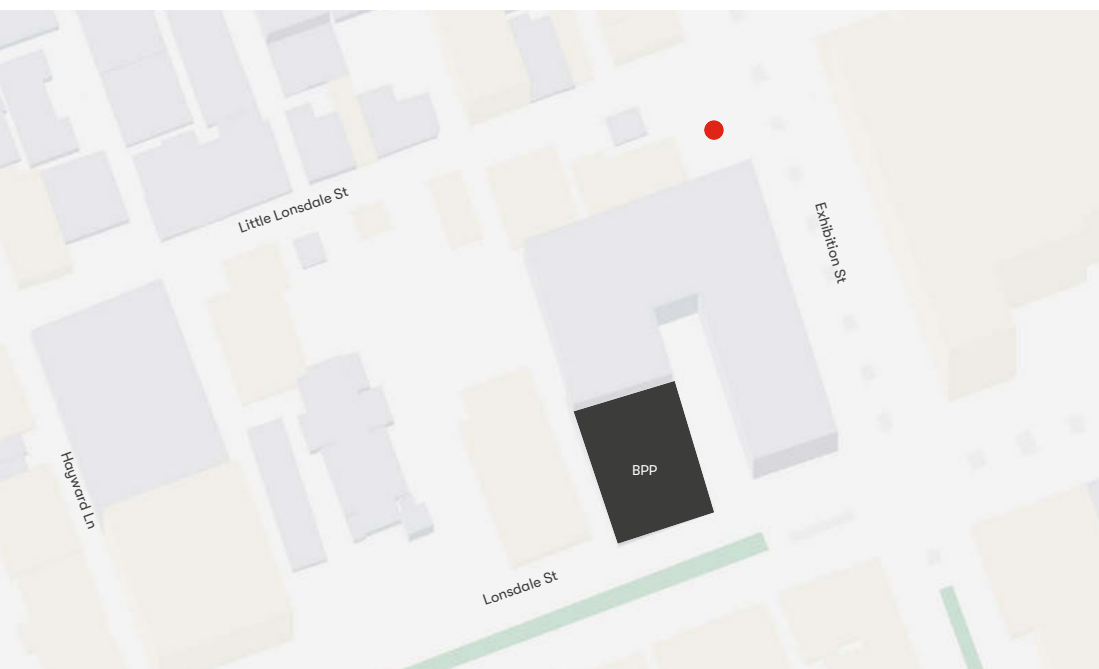
Emergency Evacuation Procedures

Alert tone “Beep...Beep...Beep” • Be aware there is a potential Emergency • Do not commence evacuation, unless it is unsafe in your area or as directed by Wardens • Follow all instructions given by Wardens • Await “all clear” message, OR

- Evacuation tone “Whoop...Whoop...Whoop”
- Evacuate via exit as directed by Wardens
- Do not use the lifts
- Proceed to the assembly area, at the back of the building off Exhibition Street
- Follow all instructions given by Wardens

Standard fire orders

- If safe, assist anyone in immediate danger
- Close the door to isolate fire and smoke
- Operate Manual Call Point - call the Fire Brigade on 000
- If safe, extinguish fire. Do not put yourself in danger
- If required, or if the Evacuation Tone sound, evacuate to Assembly Area. Do not use the lifts
- Remain at the Assembly Area as directed, account for all occupants



- BPP Institute Campus
- Assembly Area





PRIVACY: Information is collected by BPP Institute during students enrolment in order to meet our obligations under the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2018*; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *ESOS Act*, the *Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*. Information collected about students on this form and during students enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, and, if relevant, the Tuition Assurance Service, the Student Identifiers Registrar and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during students enrolment can be disclosed without students consent where authorised or required by law.



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