



AUSTRALIAN  
PERFORMING ARTS  
CONSERVATORY

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CRICOS 03897G | TEQSA PRV 14046

# Quick Reference

# Student Handbook 2022

## Bachelor of Screen and Stage

Bachelor of Screen and Stage (Acting)

Bachelor of Screen and Stage (Screen Production)

Bachelor of Screen and Stage (Song and Dance)

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## Introduction



### Welcome to APAC!

Thank you for choosing to study at The Australian Performing Arts Conservatory and enrolling in the Bachelor of Screen & Stage (BSS).

We are delighted to have you on board and to have the opportunity to make your Higher Education learning experience as personalised and productive as possible.

We are immensely proud of the BSS – which has been designed to balance professional relevance with academic rigour. In other words, the BSS will equip you not only with the professional skills and practical techniques to be a highly employable professional artist, but also to be a fully informed, active participant in the broader cultural conversation.

Many of our alumni have gone on to achieve significant success, recognition and awards, across a range of performing arts contexts. We fully expect that as a graduate of APAC you will join that elite group of high achievers in the future.

All the best with your studies over the next two years. We are committed to supporting and guiding you through your learning journey – and beyond.

Enjoy it!

Dr Christiaan Willems  
Director of Higher Education (HED)  
E: [chris.willems@apac.edu.au](mailto:chris.willems@apac.edu.au)

### APAC Core Values

Welcome, this is the start of your exciting journey to becoming a creative, employable, credible professional artist, embracing and celebrating the following values.

*Excellence*

*Integrity*

*Inspiration*

*Adaptability*

*Transparency*

*Diversity*

*Collaboration*

## Introducing our highly committed and qualified Heads of Disciplines



*I have been an actor, director and producer for over 30 years and have travelled my way round the world, from London, LA, Taiwan to Australia (and all stops in between) and through the industry as an actor, director and writer through stage, film, TV and even Opera and Circus.*

Sean Dennehy, Head of Discipline – Acting (HoD)

E: [sean.dennehy@apac.edu.au](mailto:sean.dennehy@apac.edu.au)



*I have performed as a soloist and ensemble member in venues such as The Brisbane Jazz Club, QPAC, The Powerhouse Museum, Taikoo Li Sanlitun Beijing and the Queensland Conservatorium in a variety of contemporary singing styles such as jazz, musical theatre, pop and RnB.*

Julia Nilon, Head of Discipline – Song and Dance (HoD)

E: [julia.nilon@apac.edu.au](mailto:julia.nilon@apac.edu.au)



*I have worked in Broadcast TV and digital content creation for the last 25 years as a producer, director and editor. While I have worked on a wide range of broadcast programs, short films, corporate productions and television commercials, my favourite is documentaries.*

Julia Lewis, Head of Discipline – Screen Production (HoD)

E: [julia.lewis@apac.edu.au](mailto:julia.lewis@apac.edu.au)

## COVID-19 SAFE GUIDELINES (2022)

NB: APAC will continually monitor and implement updates from Queensland Health and comply with the most current Queensland Health and Safety regulations.

Please refer to this link to Queensland Health website for any Queensland health [updates](#).

### **PREVENTIVE MEASURES TO BE TAKEN AGAINST COVID-19**

Frequent hand washing is highly recommended and hydroalcoholic gels have been provided throughout APAC campus. This also applies to any off-site productions, stage exams or filming.

Appropriate social distancing practices will be implemented throughout APAC campus and requirements for PPE will be advised, as required, by your Lecturer.

#### **Students must:**

- Sign into APAC COVID-19 Check in, upon entering the campus
- Use the hand sanitiser upon entry
- Wear a mask on campus, as required by relevant government directives
- Abide by the signage around campus regarding:
  - hand hygiene
  - keeping a safe distance from Trainers and other students
- Abide by the simple steps to help stop the spread:
  - Cough or sneeze into your arm
  - Use a tissue
  - Bin the tissue
  - Wash your hands (or use the hand sanitiser)
- If they are feeling unwell
  - DO NOT come on campus
  - Seek medical assistance if you have any symptoms of COVID-19 as per signage.
  - Obtain a medical certificate
  - Produce documentary evidence of a negative COVID test before returning to campus
- Speak to your HoD or a lecturer if you are not coping with your studies and/or coming to campus

## Your Privacy

In all stages of your involvement with APAC, we are committed to respecting and protecting your privacy and confidentiality.

PRIVACY POLICY: [Learn more](#)

## About Your Student Handbook

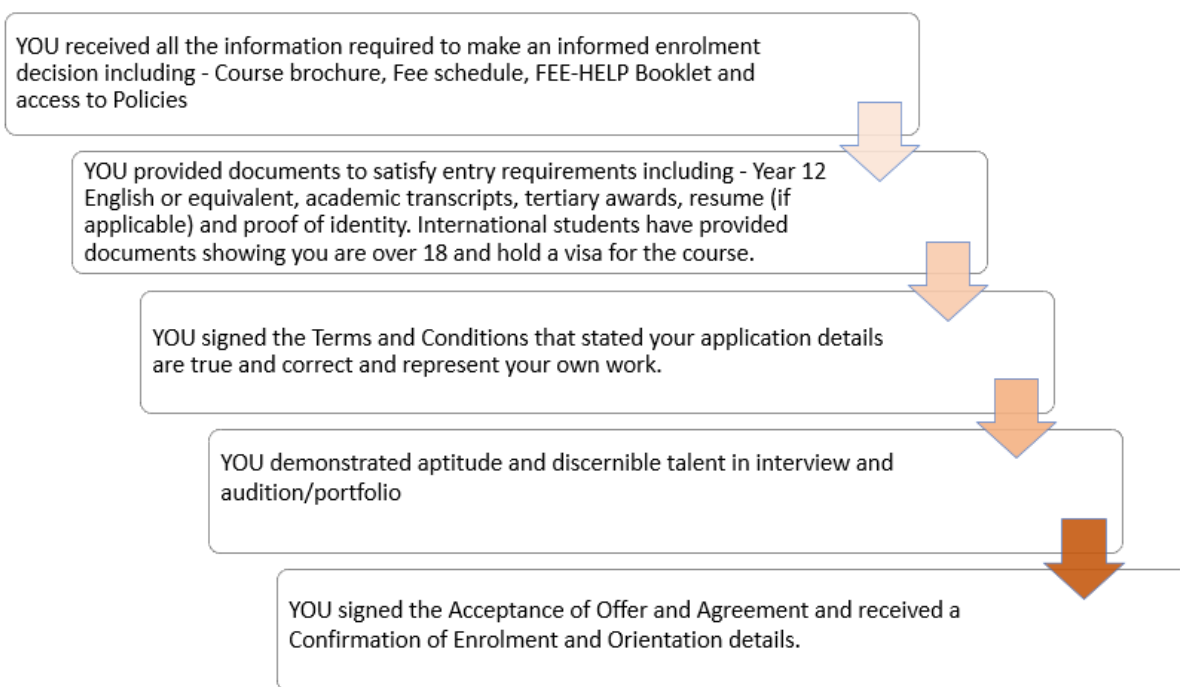
This interactive quick reference Student Handbook gives you quick and easy access to all the information you need and lives in the [student portal](#).

## Application, Acceptance and Enrolment

The Admissions Manager Team will ensure that assessment of potential students' applications for enrolment into the Conservatory's higher education courses are conducted in a fair, equitable and timely manner, according to the individual entry requirements for each course.

ADMISSION AND ONBOARDING POLICY: [Learn more](#)

# Application to acceptance flow



## Terms and Conditions

When you submit your application, you are obliged to agree to terms and conditions, including a declaration that your application is true and correct and any work submitted is your own.

If you are accepted into the course, you are obliged to agree to the terms and conditions as set out in the Acceptance of Offer in accordance with APAC policies and regulatory compliance requirements.

## Entry Requirements

The entry requirements for courses are:

- an Australian Senior Certificate of Education or equivalent
- completion or partial completion of an accredited Australian tertiary qualification or an international equivalent qualification
- significant relevant work experience if the applicant can demonstrate a reasonable prospect of success
- satisfactory English language proficiency demonstrated by either:
  - an English pass level in an Australian Senior Certificate of Education or equivalent; or
  - attainment of a specified level of achievement in a recognised English language test, such as IELTS (or equivalent) at a score of at least 6.0 (with no individual band score less than 5.5), or TOEFL equivalent; or
  - evidence of satisfactory completion of an accredited tertiary award in English; or
  - evidence of working in an organisation where verbal and English communication is required.
- international students must:
  - be 18 years of age or over at the time that they commence the course for which they have applied
  - hold an International Student Visa for the course.

### Course specific Entry Requirements:

- All disciplines - Interview with HoD
- Demonstrate capacity, aptitude and discernible talent as specified by each discipline
  - Acting discipline - [Audition reel](#)
  - Song and dance – [Live audition](#)
  - Screen production – [Portfolio](#)

## Non-tuition fee

| Fee  | Domestic | International |
|--|----------|---------------|
| Materials Fee - Song & Dance (includes personal issue specified headset & microphone for performance)  | \$350    | \$350         |
| Materials Fee - Acting   | \$50     | \$50          |
| Materials Fee - Film (includes personal issue specified headset for sound design)  | \$150    | \$150         |
| Admin charge (re-issue documents, timetables, provide photocopies, reset passwords, replacement student ID) excludes first re-issue which will be free of charge | \$15     | \$15          |



## Academic Credit/RPL

If you have previous qualifications, you may apply for consideration for academic credit or RPL. Each case will be determined on its individual merits and circumstances.

All applications must be made using the **Academic Credit and RPL Application Form**. You can complete the form and include it, and relevant verifiable evidence, with your application and/or discuss it with the HOD during your interview. The final decision will be determined by HED and you will be notified of the outcome in writing in a timely manner.

FORM: [Academic Credit and RPL Application Form](#)

ACADEMIC QUALITY POLICY: [Learn more](#)

EMAIL to: [admissions@apac.edu.au](mailto:admissions@apac.edu.au)

## Tuition Fees

You are responsible for tuition fees. If you choose to use FEE-HELP, use the link to access the information available [FEE-HELP booklet](#).

### Schedule of Fees for your discipline

[Bachelor of Screen and Stage \(Acting\)](#)

[Bachelor of Screen and Stage \(Song & Dance\)](#)

[Bachelor of Screen and Stage \(Screen Production\)](#)

FEES POLICY: [Learn more](#)

FEE SCHEDULE: [Learn more](#)

## Deferral – Course

If you are accepted into a Course but your circumstances dictate that you can no longer commit to attend from the course commencement date, you have the option to defer.

**FAQ: [How do I defer commencement of the course I have been accepted into?](#)**

Complete the Deferral form and email to Admissions BEFORE the census date otherwise you will still incur a debt.

FORM: [Application for Deferral form](#)

ADMISSIONS AND ONBOARDING POLICY: [Learn more](#) Ref. 4.5

EMAIL TO: [admissions@apac.edu.au](mailto:admissions@apac.edu.au)

## Academic calendar



**AUSTRALIAN  
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CONSERVATORY**

### Academic Calendar 2022

2022

19 January – 29 April

Trimester

1

|             |  |
|-------------|--|
| 19 January  | Orientation Day                          |
| 24 January  | Commencement Trimester 1                 |
| 26 January  | Public Holiday Australia Day             |
| 28 January  | Catch-up Teaching Day                    |
| 12 February | Graduation Ceremony (TBC)                |
| 14 February | Census Date                              |
| 8 April     | Catch-up Teaching Day                    |
| 15 April    | Public Holiday Good Friday               |
| 18 April    | Public Holiday Easter Monday             |
| 22 April    | Catch-up Teaching Day                    |
| 25 April    | Public Holiday – Anzac Day               |
| 29 April    | Public Performance Stage Exam (TBC)      |
| 29 April    | End of Trimester 1 – Study Break 2 Weeks |

2022

16 May – 19 August

Trimester

2

|           |  |
|-----------|--|
| 16 May    | Commencement Trimester 2                 |
| 6 June    | Census Date                              |
| 10 August | Public Holiday Brisbane EKKA             |
| 12 August | Catch-up Teaching Day                    |
| 19 August | Public Performance Stage Exam (TBC)      |
| 19 August | End of Trimester 2 – Study Break 2 Weeks |

2022

5 September – 9 December

Trimester

3

|              |  |
|--------------|--|
| 5 September  | Commencement Trimester 3                 |
| 26 September | Census Date                              |
| 3 October    | Public Holiday Queen's Birthday          |
| 7 October    | Catch-up Teaching Day                    |
| 9 December   | Public Performance Stage Exam (TBC)      |
| 9 December   | End of Trimester 3 – Study Break 6 Weeks |

## Orientation - ODay

APAC has three intakes each year, in January, May and September. Orientation will occur the week before the trimester starts and is designed to assist students with familiarising themselves with the campus. Some key aspects of orientation are:

- Tour of facilities and meeting staff
- Understanding support options
- How they can participate in decision making
- How to use the e-library
- Workshops on academic writing
- Other important aspects of study

You will receive an email with confirmed date and times of the orientation to your personal email address. NB: at ODay you will be advised of your APAC student email address and all future communication will be to your student email.

## Student ID

As part of our Orientation Program, you will be issued with a Student Identification Card (ID). Your Student ID includes your photograph, name, student number, commencement and completion dates. You are required to have your Student ID with you at all times whilst on campus. An admin fee of \$15 will be payable for a replacement card if your card is lost or stolen.

## Student Email Accounts at APAC

When your enrolment at APAC is confirmed, you are automatically given access to your student email service, (Firstname.lastname@student.apac.edu.au) which is hosted by Microsoft Office 365.

**NB: All correspondence will be sent to this account, so be sure to check your APAC email regularly.**

NB: Your student email address will come with a temporary password. You will need to follow the instructions to re-set your password preference to get you started.

## Supplementary resources

Additional software is available to support your studies, including:

- Microsoft Office 365 – full, free access to the entire suite of office, inc. Word, Excel, PowerPoint and OneDrive – 1 terabyte of free online data storage
- Internet – wireless services on campus
- Library Computer Use - Log in to any student computer located in the library on campus
- Teams – APAC's video and audio online conferencing solution
- Unicheck – anti plagiarism software.
- Zotero – bibliography application

## Student Portal

Home to the Student Handbook, Moodle, Paradigm and Online Library

LINK TO: [Student portal](#)

PASSWORD: BSSPortal4000 (for all students).

### > Moodle

Moodle is an online learning platform used to provide resources, activities and announcements for your units for the submission of assignments. We also use it for discussion forums (student chat) within units. You can download the App to use Moodle on your phone too. Support: [admin@apac.edu.au](mailto:admin@apac.edu.au)

GO TO MOODLE



### > Student Records

Manage your contact details, enrolments and finances. Please login with your Paradigm EMS username and password. Username = Student ID number Password = yyyyymmdd . If you re-set your Paradigm password, it will not change your Moodle or Student Webmail password. Support: [admin@apac.edu.au](mailto:admin@apac.edu.au)

GO TO PARADIGM



### > Library

As well as our physical library at APAC we have an online library. This enables you to access resources at home or on the go. Click on the Member Login tab to enter this. To login you must enter your User Number (on your Member Card) and your Password (DOB ddmmyyyy). Support: [admin@apac.edu.au](mailto:admin@apac.edu.au)

GO TO LIBERO



## Moodle

APAC's Learning Management System (LMS). Engage in learning activities, submit assessments, receive assessment feedback and connect in discussion forums

LOGIN: <https://apac.moodlesite.pukunui.net/>

SUPPORT: [admin@apac.edu.au](mailto:admin@apac.edu.au)

## Paradigm

APAC's Student Management System (SMS). Manage your contact details, enrolments and finances.

LOGIN: <https://apac.edu.net.au/>

USERNAME: Student ID number

PASSWORD: yyyyymmdd (year of birth, month of birth, day of birth)

SUPPORT: [admin@apac.edu.au](mailto:admin@apac.edu.au)

Note: If you re-set your Paradigm password, it will not change your Moodle or Student Webmail password. Usernames and Passwords are case sensitive.

## Library

APAC uses an e-library to assist you with your studies as well as a collection of reference books and journals on campus which are available to read on campus.

We have also been gifted with a valuable collection of books from Teone Reinthal. We will let you know when this is available.

In the physical APAC library, you can access APAC's subscription to the Drama Online Collection.

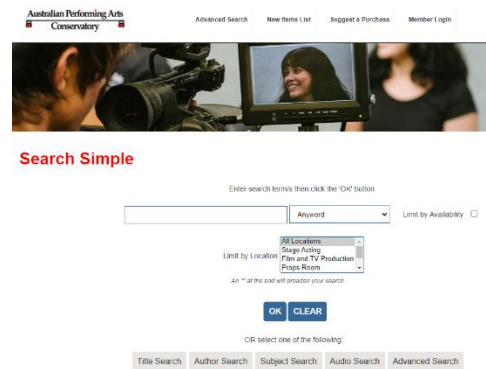
Click on the **Member Login** tab for access.

LOGIN: <https://pac.lifero.com.au/>

USERNAME: User Number (on your Member Card)

PASSWORD: (DOB ddmmyyyy)

SUPPORT: [admin@apac.edu.au](mailto:admin@apac.edu.au)



## Your Study Journey

### Our classes (room and times)

Our wonderful purpose-built facilities have reversal studios, dance studios and screen production and audio studios. Our academic day goes from 9am to 5pm. Within that time classes are scheduled for either morning or afternoon sessions.

Consistent with APAC's commitment to 'never cancel a class', APAC reserves the right to make timetable adjustments as required due to public holidays, pandemics or circumstances beyond our control, to ensure continuity of learning and teaching so no students are disadvantaged.

### FAQ: what am I permitted to take into the classrooms?

Bottled water. To protect you and the custom-built facilities, no food or drinks other than bottled water is to be taken into classrooms

### Attendance and Leave

You need to be there because the performing arts is collaborative, and you can't let your colleagues down. Collaboration in group assessments is crucial.

If you can't be there you need to:

### FAQ: How do I let you know I won't be at class?

EMAIL: HoD

ANYTHING ELSE: provide a medical certificate, and

remember your attendance is part of your assessment, speaking of which . . .

## Assessments

You will be assessed throughout each trimester through a variety of assessment instruments, depending on your discipline and type of unit. Whichever it is, it needs to be YOUR own work, don't steal from other people and claim it as your own because that's plagiarism, it's dishonest, it's illegal, and you will be thrown out of the course.

Students must notify the unit lecturer of their intended absence in advance and produce a valid reason in writing. If students encounter extenuating circumstances and cannot notify the lecturer prior to the in-class assessment, students must show cause for special consideration within 48 hours following the assessment task.

ACADEMIC QUALITY POLICY: [Learn more](#) (assessments)

ACADEMIC HONESTY AND MISCONDUCT POLICY: [Learn more](#) (misconduct)

STUDENT GRIEVANCE POLICY: [Learn more](#) (grievance)

## Appeals

### FAQ: What happens if I don't agree with my grade?

There is an appeal process which will allow you to have your grades reviewed. Applications for review must be completed using appeal form. This review may result in your grade being allocated a mark which may be:

- the same
- higher
- lower

Please note that the outcome of this appeal process will be the final grade allocated.

FORM: (available from [admin@apac.edu.au](mailto:admin@apac.edu.au))

ACADEMIC QUALITY POLICY: [Learn more](#) Ref. 5.2

### FAQ: What happens if I can't physically participate in a practical assessment?

Any absences from practical assessments impact on your colleagues and cohort and your progression.

Students are required to notify the unit lecturer of their intended absence in advance and produce a valid reason in writing.

If students encounter extenuating circumstances and cannot notify the lecturer prior to the in-class assessment, students must show cause for special consideration within 48 hours following the assessment task e.g., medical certificate

A supplementary practical assessment may be arranged at a suitable time.

Failure to communicate a valid reason for non-attendance will result in a fail grade.

EMAIL TO LECTURER:

### FAQ: What do I do if I need to defer an exam?

If, for some reason you need to defer from an examination, you will need to complete the application for deferral form and email it to the DoHE.

FORM: [Application for Deferral form](#)

ADMISSIONS AND ONBOARDING POLICY: [Learn more](#) Ref. 4.5

EMAIL TO: DoHE

## Extensions

If you are unable to meet your assessment deadline, you MUST request an extension no less than 24 hours BEFORE your published assessment deadline, using the extension request form, if you have a valid reason. Spoken words are not enough, it needs to be in writing.

There are academic penalties for late assessment submissions or late assessment extension submissions. So now you know! Don't leave it to the last minute to do your assessment.

FAQ: [How do I request an extension?](#)

Extension up to 7 days can be approved by your Lecturer. The completed Extension Request form needs to be emailed to your Lecturer.

If you are requesting an extension period longer than 7 days, approval must be from your HoD or the DoHE. Please email the completed Extension Request form either your HoD or the DoHE

FORM: [Extension Request Form](#)

EMAIL: Lecturer

FAQ: [is there a deadline for when I need to request an extension?](#)

Most definitely, extensions, using the appropriate form, must be received by the approver, no less than 24 hours before your published assessment deadline.

FORM: [Extension Request Form](#)

ACADEMIC QUALITY POLICY: [Learn more](#)

EMAIL: Lecturer for extensions 7 days or less, HoD or DoHE for longer extensions.

## Withdrawal

Students wishing to withdraw from a Unit or Course must do so by completing an Application for Withdrawal Form and submitting it prior to census date.

*NB! Withdrawal **after** census date will attract both financial and academic penalties. Please seek further information in the Policy to ensure that you are fully aware of the financial and academic implications.*

FORM: [Application for Withdrawal Form](#)

POLICY: [Learn more](#)

## Progression

Your learning journey is a creative, expressive knowledge progression. As well as assessment tasks and assignments, we will give you honest constructive feedback, so you know how you are going, where you are going and the best way for you to get there.

**FAQ: I'm struggling to keep up. What can I do?**

ACADEMIC QUALITY POLICY: [Learn more](#)

## Special Consideration

Sometimes circumstances get the better of us. So, if you need any special considerations to be taken into account, talk to us. We care about you; we care about your success, and we want to support you in your journey to that success. Talk to us. In the first instance talk to your HoD, who will find the most appropriate course of action for you.

EMAIL: HoD

## The Student Code

### Student Support

**Academic support:** Not everyone is an academic genius, so if you are struggling with the academic writing or research – beyond the scope of peers or student rep support - we are here to help.

ACADEMIC QUALITY POLICY: [Learn more](#)

SPEAK TO: Student rep, your lecturer, your HoD, or

EMAIL: your lecturer, your HoD

**Personal support:** Sometimes circumstances in life can throw us off balance. If those circumstances are not appropriate to be discussed with your student rep, and you need counselling support, APAC has a confidential counselling service to get you over a hurdle. Your privacy will always be respected and protected.

STUDENT SUPPORT POLICY: [Learn more](#)

SPEAK TO: Student rep, your lecturer, your HoD,

EMAIL: [admin@apac.edu.au](mailto:admin@apac.edu.au) to book a Counsellor appointment

**FAQ: I can't do this at the moment, can I stop my course and come back?**

If circumstances in your life have started to interfere with your ability to study and you need a break to get back on track, you can request a deferral for up to 2 trimesters.

ACADEMIC QUALITY POLICY: [Learn more](#)

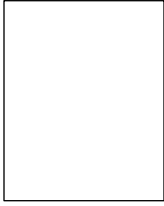
FORM: [Application for Deferral form](#)

EMAIL: tbc

**Student Reps:** Students elect a student rep as a direct line of communication between the student body and APAC management. The student rep may also provide a degree of support for students who may have concerns academically or personally (within the bounds of privacy and confidentiality).

**FAQ: Who is the Student Rep?**





Watch this space. In Trimester 1, 2022 the student body will elect their Student Representative.

### Student Conduct

Students are expected to behave in a legal, ethical, principled manner. Any misconduct, either academic, behavioural or illegal will not be tolerated. This includes, but is not limited to, illegal substances, bullying, intimidation, harassment (sexual, race or gender harassment), threatening or any behaviour that could be detrimental to the safety of APAC students, staff or brings APAC into disrepute, will not be tolerated and will attract serious penalties up to and including immediate dismissal from the premises and/or course.

STUDENT CODE OF CONDUCT POLICY: [Learn more](#)

### Student Grievance

If there is something or someone bothering you, making your life as a student unpleasant, you can lodge a student grievance. There is a formal process to protect all parties concerned. Any such grievance will be taken seriously by management and responded to in good faith and once again, your privacy and confidentiality will be respected and protected.

STUDENT GRIEVANCE POLICY: [Learn more](#)

### Student Feedback (Learning and teaching)

Students have the opportunity twice per trimester to provide constructive and meaningful feedback to management about the teaching and teaching experience. This is an evaluation of unit content and the teaching of that unit.

## Congratulations, you graduated!

You've passed all your assessments, (psst are all your fees paid), so you get to celebrate your hard work, commitment and wonderful achievement at a formal graduation ceremony with your family, friends and peers.

GRADUATION AND CERTIFICATION POLICY: [Learn more](#)

Now you are ready to take the next big step into your exciting career as a creative, employable, credible, professional artist.