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The published on-line version of the Course Profile is the authoritative version and by the publication of the Course Profile on-line the University deems the student has been notified of and read the course requirements.

1. General Course Information

1.1 Course Details

COURSE CODE	3001NSC
COURSE TITLE	Molecular Cell Biology
ACADEMIC ORGANISATION	ESC School of Environment and Science
TRIMESTER	Trimester 1 2021
MODE	Blended
LEVEL	Undergraduate
LOCATION	Nathan, On Campus
CREDIT POINT VALUE	10

Course Description:

Spectacular advances have been made in molecular cell biology in recent years. The course aims to integrate the biology of cells, sub-cellular compartments, cellular communication and signalling, and cellular processes. The course will address the functions of the many different types of proteins and lipids in eukaryotic cells, how cells interact with their environment, and how these processes are regulated normally and in disease. Prerequisites: 1042SCG Genetics & Evolutionary Biology; 1014NSC Fundamentals of Biochemistry; 2005NSC Protein Science; AND 2012NSC Molecular Biology .

Assumed Background:

Successful completion of this course will require a good understanding of biochemistry, protein science, metabolism, and molecular biology at the second year level. It is essential that you have completed all 4 pre requisite courses since Molecular Cell Biology assumes both theoretical knowledge and specific techniques that you have learnt in these courses.

1.2 Course Introduction

Molecular cell biology is a discipline of biology that has undergone tremendous advances in the last few decades. Today, all biological scientists require knowledge of cell biology at the molecular level to understand the fundamentals of cell function and how these cellular processes are affected in human disease. The course therefore addresses in detail an integrated view of normal cell structure and function and abnormal function in diseased states. The topics covered include techniques for studying molecular cell biology, protein sorting, molecular trafficking, extracellular matrix and cell adhesion, cytoskeleton, cell signalling pathways and signal transduction, cell growth, differentiation and death, cancer and redox control of cell and physiological function.

The course has an emphasis on student- and problem-based learning, and on understanding, interpreting and applying scientific principles in the setting of the modern molecular cell biology discipline. Either of the following textbooks is suitable for this course. The second textbook is also available as an ebook.

The text for the course is "Molecular Cell Biology" 7th or 8th Edition by H. Lodish et al, WH Freeman & Co
Recommended is "Molecular Biology of the Cell" 6th Edition by Alberts et al, Garland Science

Previous Student Feedback

Overall, 2019 and 2020 students (both trimester 1 and 2) reported that they were very happy with the course design, lecture material, workshops and continuous assessment items, and feedback. There were staff changes for 2019 such that the entire course was taught by two staff members, Kathryn Tonissen and Charlene Willis, who have been highly evaluated by students for their teaching. The two lecturers ensure that integration of the underlying molecular cell biology principles is consistent across all modules. Both lecturers will teach the course again in 2021. One change brought on board for 2020, that arose from student feedback, is that only the best 4 results for the workshops (out of 6) will be counted towards a student's grade. In the past students could miss 2 quizzes with a medical certificate, but this formal change will negate the need to submit a medical certificate if a workshop is missed. From the middle of 2020 Trimester 1 onwards the course went to fully on line mode due to the pandemic. Students were appreciative of the resources we provided, but said they did prefer on campus workshops as they felt they were more conducive to their understanding of the concepts. Hence in 2021, while allowed, we have returned to on campus workshops.

1.3 Course Staff

Primary Convenor **APro Kathryn Tonissen**

PHONE	37357565
EMAIL	k.tonissen@griffith.edu.au
CAMPUS	Nathan Campus
BUILDING	Science 2 (N34)
ROOM	1.22
CONSULTATION	By appointment

Lecturer **Dr Charlene Willis**

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EMAIL	c.willis@griffith.edu.au
CAMPUS	Nathan Campus
BUILDING	Science 2 (N34)
ROOM	2.35
CONSULTATION	By appointment

1.4 Timetable

Timetables are available on [the Programs and Courses website](#).

NB: Details contained in this Section of the course profile and Section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the above link.

Additional Timetable Information

A detailed timetable will be posted on learning@Griffith at the start of the Trimester

This course will be offered in a blended mode in Trimester 1, 2021. This means that lectures will be given online but workshops will be on campus (provided Government regulations allow). **Consult the timetable uploaded into Learning@Griffith regarding timing of the course activities (Note that the online activities might not appear on the timetable viewer, so please consult Learning@Griffith for the most up to date timetabling information).**

The course consists of 2 x 2 hour lectures in "odd weeks" with a 2 hour workshop (includes problem solving exercises) in "even weeks". A short 15 minute quiz on the workshop material will be held at the end of the workshop. Attendance of the workshops is required to take the quiz. Practice workshop quiz questions will be made available prior to the workshops. Additional revision sessions and practice problems will be provided before the Module quizzes and the final exam.

1.5 Lecture Capture

It is standard practice at Griffith University that lectures timetabled in lecture capture-enabled venues are recorded and made available to students on the relevant course site, in accordance with the University's [Lecture Capture Policy](#).

The lecture series delivered as part of this course will be recorded and accessible via the Learning@Griffith course site.

1.6 Technical Specifications

Students need to ensure that they have access to a computer with web cam, microphone and a suitable internet connection to complete online assessments, which will need to be invigilated. Students can take the quizzes and exam on a campus computer if necessary. Students need to be able to access the Learning@Griffith platform, and to log on to the Collaborate sessions for "live" lectures.

2. Aims, Outcomes & Graduate Attributes

2.1 Course Aims

Cell Biology is a fundamental discipline underpinning the study of all biological sciences. This advanced course examines cellular processes at the molecular level and is required to support many biological science programmes offered by the School – the Bachelor of Biomedical Science, the Bachelor of Biomolecular Science and the Bachelor of Science Major in Biochemistry and Molecular Biology. Students in these programs require a detailed understanding of cell structure and function and the macromolecules involved, how macromolecules are trafficked around the cell, how cells communicate with one another, what controls cell growth, differentiation and death, and how cells deal with environmental stresses. Knowledge of these processes is also required to understand the molecular basis of disease. Students need to be aware of how experiments are performed, how to interpret data and how to critically analyse research data in this area. Application of these principles to solving problems is a critical component of the course.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

- 1 Possess and articulate conceptual knowledge of the regulation of cellular processes and how these processes malfunction in disease
- 2 Understand and apply experimental techniques and approaches to modern molecular cell biology
- 3 Interpret experimental data
- 4 Understand and critically analyse research data in cell biology
- 5 Work independently and co-operatively to solve problems related to the subject area.
- 6 Communicate ideas effectively to others.

2.3. Graduate Attributes

For further details on the Griffith Graduate please [click here](#)

Griffith University prepares influential graduates to be:

- [Knowledgeable and skilled, with critical judgement](#)
- [Effective communicators and collaborators](#)
- [Innovative, creative and entrepreneurial](#)
- [Socially responsible and engaged in their communities](#)
- [Culturally capable when working with First Australians](#)
- [Effective in culturally diverse and international environments](#)

This table demonstrates where each of the Griffith Graduate Attributes is taught, practised and assessed in this course.

For further details on the Griffith Graduate Attributes please refer to [The Griffith Graduate policy](#).

University wide attributes

GRADUATE ATTRIBUTE	TAUGHT	PRACTISED	ASSESSED
Knowledgeable and skilled, with critical judgement	•	•	•
Effective communicators and collaborators	•	•	•
Innovative, creative and entrepreneurial	•	•	
Socially responsible and engaged in their communities		•	
Culturally capable when working with First Australians		•	
Effective in culturally diverse and international environments		•	

3. Learning Resources

3.1 Required Resources

Details of your Required Learning Resources are available from the [Reading List](#).

3.2 Recommended Resources

Details of your Recommended Learning Resources are available from the [Reading List](#).

3.3 University Learning Resources

The University provides many facilities and support services to assist students in their studies. Links to information about University support resources that are available to students are included below for easy reference.

[Readings](#) - New online service enabling students to access Required and Recommended Learning resources. It connects to the library catalogue to assist with quickly locating material held in Griffith libraries and enables students to manage and prioritise their readings, add personal study notes and export citations.

[Learning@Griffith](#) - there is a dedicated website for this course via the Learning@Griffith at myGriffith.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be

able to identify types of academic misconduct, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

[Student Support](#) - provides a range of services to support students throughout their studies including personal support such as Counselling and Health Services; Academic support; and Financial and Welfare support.

The [Careers and Employment Team](#) provides: Career Wellbeing, Career Planning and Decision Making, Finding Jobs, Skills Identification and Development, Graduate Employment Information, LinkedIn Profile Review, Interview Preparation, Online Psychometric and Aptitude Test Preparation, International Student Support, Disability Disclosure Strategies and Higher Degree Research (HDR) Career Consultations.

[Library and Learning Services](#): Library and Learning Services provides a wide range of quality client-focused services and programs to students, researchers and staff of the University. Library and Learning Services works in collaboration with the academic community to achieve academic and research outcomes.

[Support for learning](#) - the University provides access to common use computing facilities for educational purposes.

[Code of Practice](#) - Griffith Information Technology Resources.

3.5 Other Learning Resources & Information

Relevant learning resources will be made available through the learning@griffith course website

4. Teaching & Learning Activities

4.1 Learning Activities

Week Commencing	Activity	Learning Outcomes
8 Mar 21	Week 1 (Lecture): Introduction	1
8 Mar 21	Week 1 (Lecture): Module 1 Techniques in molecular cell biology; Cell adhesion and the extracellular matrix	1, 2
15 Mar 21	Week 2 (Workshop): Module 1	1, 2, 3, 4, 5, 6
22 Mar 21	Week 3 (Lecture): Module 2 Protein sorting and transport; organelle biogenesis	1, 2
29 Mar 21	Week 4 (Workshop): Module 2	1, 2, 3, 4, 5, 6
12 Apr 21	Week 5 (Lecture): Module 3 The Cytoskeleton	1, 2
19 Apr 21	Week 6 (Workshop): Module 3	1, 2, 3, 4, 5, 6
26 Apr 21	Week 7 (Lecture): Module 4 Cell Signalling	1, 2
3 May 21	Week 8 (Workshop): Module 4	1, 2, 3, 4, 5, 6
10 May 21	Week 9 (Lecture): Module 5 Cell Cycle, Apoptosis and Cancer	1, 2
17 May 21	Week 10 (Workshop): Module 5	1, 2, 3, 4, 5, 6
24 May 21	Week 11 (Lecture): Module 6 Redox Control	1, 2
31 May 21	Week 12 (Workshop): Module 6	1, 2, 3, 4, 5, 6
31 May 21	Week 12: Revision Sessions (Lecture): Two revision sessions will cover all modules.	1, 2, 3, 4, 5

4.2 Other Teaching and Learning Activities Information

All biological and medical scientists require knowledge of cell biology. The content addresses in detail an integrated view of normal cell structure and function and abnormal function in diseased states. The topics covered include techniques for studying molecular cell biology, protein sorting, molecular trafficking, extracellular matrix and cell adhesion, cytoskeleton, cell signalling, cell growth, differentiation and death, cancer and redox control of cellular function.

The course is delivered in six modules each comprising lectures in the first week and a two-hour problem solving workshop in the second week. Each module will conclude with a short quiz to consolidate learning and form part of progressive assessment.

The lectures allow for an overview of the course material. Lectures will be given on an online platform that facilitates student interaction. There will also be pre-recorded videos available that may be expected to be viewed before the lecture. The online lectures will be recorded. The workshops provide an opportunity for review and discussion of the content and for students to work on problems as teams to gain generic skills in the critical analysis, interpretation of data and problem solving. Revision sessions will review the important concepts for each module and allow additional time to go through problem solving examples. Each lecturer will lead three modules. A combination of recorded lectures and practice assessment items will be provided.

[Contact Summary](#)

Attendance at workshops is compulsory and an understanding of the workshop material is assessed with a short

quiz. (15 minutes). It is strongly recommended that students access the lecture sessions as explanations of the content are provided in these sessions. Examples of problem solving may also be covered in lectures. Success in this course is strongly correlated with lecture attendance and active participation. It is recommended that students read the relevant sections of the textbook before viewing the lectures in order to gain most benefit from the class. During the workshop, groups of students will first discuss the workshop questions and will then present their answers to the class in order to develop oral communication skills. All workshops will be assessed with a short quiz. The best 4 marks of the 6 quizzes will be counted towards a student's grade. If a student does not take the workshop quiz a score of 0 will be recorded. There is no capacity for a deferred workshop quiz and students should ensure that they attend at least 4 of the workshops. However it is highly recommended that students attend all workshops if possible, since material presented during the workshops is assessable on the final exam.

It is essential that students come to the workshops well-prepared by having done the necessary reading and set workshop activities in order to maximise understanding and application of the material. The workshops will only be offered on campus (provided Government regulations still allow) and the quizzes held within the scheduled 2 hour workshop window.

CONTENT SUMMARY

Spectacular advances have been made in molecular cell biology in recent years, increasing our understanding of disease processes and the identification of molecular targets for disease therapy. This course is particularly relevant for students wishing to pursue careers in medicine or medical research, but also provides general skills required for the "scientific process".

The first module covers techniques for studying cells, cell compartmentalisation, the extracellular matrix and cell adhesion. Module 2 deals with cellular trafficking, protein sorting and organelle biogenesis while Module 3 examines the cytoskeleton and cell movement. Module 4 is concerned with how cells receive signals and communicate with the environment and each other, while Module 5 addresses the regulation of cell growth and death, and how these regulatory mechanisms are abnormal in cancer. Module 6 introduces you to the Redox Control systems that regulate and intergrate all aspects of cellular physiology. The course is presented in a modular fashion, and as it unfolds it will become clear to you that all these cellular processes are inter-related and integrated to provide a healthy, functional cell physiology, while malfunction in any of these systems results in pathology and disease.

The critical analysis and problem solving skills gained in this course will prepare students for the lifelong learning required as a professional in the workforce.

Repeat Classes

If a lecture or tutorial class is scheduled on a public holiday (or is cancelled for any unexpected reason) this class will normally not be repeated. Please note that in week 8 the regular Tuesday workshops have been moved to the Wednesday of the same week (consult timetable for rooms and exact times) to compensate for the timetable deeming the Tuesday of week 8 to use Monday's class timetable.

Students Repeating a Course

Normally students repeating a course should not "carry forward" marks from a previous attempt. Assessment items are usually offered to provide formative experience as well as a summative assessment. Therefore, NO MARK for any assessment item from a previous attempt will be carried forward.

Disclosure Statement

If any student has a disability and/or health condition that may impact on their ability to successfully undertake required learning activities in this course, they are encouraged to complete the Griffith University Disclosure Statement and advise their Course Convenor.

5. Assessment Plan

5.1 Assessment Summary

This is a summary of the assessment in the course. For detailed information on each assessment, see [5.2 Assessment Detail](#) below.

ASSESSMENT TASK	DUE DATE	WEIGHTING	MARKED OUT OF	LEARNING OUTCOMES	MAXIMUM EXTENSION PERIOD
<i>Test or quiz</i> Workshop Assessment - Quiz (x6)	8 Mar 21 - 4 Jun 21 Duration: Each quiz is 15 minutes	30%	60.0 marks (x6)	1, 2, 3, 4, 5, 6	
<i>Test or quiz</i> Module Quiz 1	12 Apr 21 16:00 Duration : 40 minutes Online	6%	20 marks	1, 2, 3, 4, 6	
<i>Test or quiz</i> Module Quiz 2	24 May 21 16:00 Duration: 60 minutes Online	9%	30 marks	1, 2, 3, 4, 6	
<i>Exam - selected and constructed responses</i> End of Trimester Exam	Examination Period	55%	95 marks (Must achieve a min of 38 out of 95)	1, 2, 3, 4, 6	

5.2 Assessment Detail

Title: Workshop Assessment - Quiz (x6)

Type: Test or quiz

Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6

Due Date:

8 Mar 21 - 4 Jun 21 Duration: Each quiz is 15 minutes

Weight: 30%

Marked out of: 60.0

Task Description:

1. Prepare for workshop questions prior to workshop classes.
2. During workshop classes, and within assigned groups, discuss and prepare answers to lead the discussion with the whole class of a specific question, with tutor guidance.
3. Undertake a brief quiz at the end of the workshop class on questions and solutions discussed and presented by all groups.

The workshops, and therefore the quizzes, will be held in Weeks 2, 4, 6, 8, 10, 12

The best 4 of the quizzes will be counted towards the grade. This also allows students to miss up to 2 quizzes due to illness or other personal reasons. If more than 2 quizzes are missed a 0 mark will be awarded for the additional missed quiz(s). Students are encouraged to attend all workshops to ensure that they are actively engaged with all module material, which will be assessed in the final exam. Since only the best 4 quizzes will count towards a grade, there is no availability to retake a quiz or for a deferred sitting.

Criteria & Marking:

There are 6 workshops in total, with 15 marks allocated for each workshop quiz, with the best 4 counted (i.e. 60 marks total, or 30% of the total course assessment)

The end of workshop quiz addresses all workshop material (15 marks/quiz)

The questions will be based on the questions discussed during the workshop and will be short answer or multiple choice in nature.

Marks for the workshop quiz will be uploaded to Learning@Griffith as soon as possible after each quiz.

For each workshop quiz a time will be scheduled by the relevant lecturer for office hours (or in a collaborate session if online) where the student can review their marks with the relevant lecturer and receive feedback regarding their answers.

This assessment item:

- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a re-attempt provision

Title: Module Quiz 1

Type: Test or quiz

Learning Outcomes Assessed: 1, 2, 3, 4, 6

Due Date:

12 Apr 21 16:00 Duration : 40 minutes Online

Weight: 6%

Marked out of: 20

Task Description:

Quiz 1 will be 40 minutes in length, while Quiz 2 will be 60 minutes in length.

Quiz 1 will cover modules 1-2 and be marked out of 20

Quiz 2 will cover modules 3-5 and will be marked out of 30.

Collectively the two quizzes are worth 15%.

Held in Weeks 5 and 11 (will be held online at the time specified in the official timetable- this information will also be provided on Learning@Griffith).

Criteria & Marking:

Quiz questions may consist of multiple choice questions and/or short answer questions to assess understanding of important concepts and problem solving, including those covered in the workshops. A revision session will be held before each quiz.

Marks for the Module quiz will be made available in Learning@Griffith as soon as possible after each quiz.

For each quiz a time will be scheduled by the relevant lecturer(s) for availability either in their office on campus or via Collaborate (depending on circumstances) where the student can discuss their results with the relevant lecturer and receive feedback regarding their answers. Feedback cannot be given until the deferred sitting has been held.

This assessment item:

- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a re-attempt provision

Title: Module Quiz 2

Type: Test or quiz

Learning Outcomes Assessed: 1, 2, 3, 4, 6

Due Date:

24 May 21 16:00 Duration: 60 minutes Online

Weight: 9%

Marked out of: 30

Task Description:

Quiz 1 will be 40 minutes in length, while Quiz 2 will be 60 minutes in length.

Quiz 1 will cover modules 1-2 and be marked out of 20

Quiz 2 will cover modules 3-5 and will be marked out of 30.

Collectively the two quizzes are worth 15%.

Held in Weeks 5 and 11 (will be held online at the time specified in the official timetable- this information will also be provided on Learning@Griffith).

Criteria & Marking:

Quiz questions may consist of multiple choice questions and/or short answer questions to assess understanding of important concepts and problem solving, including those covered in the workshops. A revision session will be held before each quiz.

Marks for the Module quiz will be made available in Learning@Griffith as soon as possible after each quiz.

For each quiz a time will be scheduled by the relevant lecturer(s) for availability either in their on campus office or via Collaborate (depending on circumstances) where the student can discuss their results with the relevant lecturer and receive feedback regarding their answers.

This assessment item:

- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a re-attempt provision

Title: End of Trimester Exam

Type: Exam - selected and constructed responses

Learning Outcomes Assessed: 1, 2, 3, 4, 6

Due Date:

Examination Period

Weight: 55%

Marked out of: 95

Perusal: 10 minutes

Duration: 120 minutes

Format: Closed Book, Online

Task Description:

This is a summative assessment item. It assesses if students have an acceptable understanding of the material taught during lectures and workshops. The previous quizzes are meant to guide the student as to whether their level of understanding is of the required standard.

Consists of short answer questions, problems, and interpretation of scientific data covering the entire course, including material discussed during workshops.

The exam will be proctored. If regulations permit the examination will be held on campus, otherwise it will be proctored on-line.

A score of 40% or more for the EOT exam is required to achieve an overall pass grade for the course.

Criteria & Marking:

Exam questions will assess your broad knowledge of the material covered in the course, as well as your ability to interpret and solve scientific problems.

Marks for the exam will be uploaded into Learning@Griffith.

As per the Student policy/procedures students are entitled to view their exam paper up to 10 working days, under supervision of the staff member, after the marks have been uploaded. All students awarded a supplementary exam paper will be actively encouraged to view their central exam paper.

This assessment item:

- is a centrally organised activity
- is an individual activity
- does not include a self assessment activity
- contains a mandatory pass component

5.3 Late Submission

For all non-Honours Dissertation courses: An assessment item submitted after the due date, without an approved extension, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the total weighted mark for the assessment item, for each working day that the item is late. A working day will be defined as Monday to Friday. Assessment items submitted more than five working days after the due date will be awarded zero marks. To understand how the mark is reduced please refer to [Assessment Procedures for Students](#).

For all Honours Dissertation courses: Enrolment in an Honours degree shall be cancelled and the candidature terminated if the candidate fails to lodge their Honours dissertation by the prescribed date including any approved extensions.

5.4 Other Assessment Information

Supplementary Assessment is available in this course in accordance with Section 8 of the University Assessment Policy. To achieve a Pass grade for the course a pass mark for the supplementary assessment item must be achieved.

Final Grades

A student's final grade for this course will be based on the aggregation and weighting of marks across assessment, any mandatory pass components and grade cut-offs. Grade cut-offs can vary, so you will need to wait for the official release of grades to be sure of your grade for this course.

- This course is a graded course (i.e 7, 6, 5, 4, 3, 2, 1).
- This course contains mandatory pass components.

Mandatory pass component

To be eligible to pass this course, students must:

1. achieve an overall pass mark for this course
2. submit the assessment task: End of Trimester Exam
3. achieve a minimum percentage mark of 40% [min 38 out of 95 for 'End of Trimester Exam']

6. Policies & Guidelines

This section contains the details of and links to the most relevant policies and course guidelines. For further details on University Policies please visit the [Policy Library](#)

6.1 Assessment Related Policies and Guidelines

University Policies & Guidelines

The University's assessment-related policies can be found in the [Griffith Policy Library](#).

Please refer to the following specific policies:

- [Assessment Policy](#)
- [Assessment Procedure for Students](#)

6.2 Other Policies and Guidelines

University Policies and Guidelines

Students are responsible for ensuring that they have read all sections of the Course Profile for the course/s in which they are enrolled in any enrolment period. The published online version of the Course Profile is the authoritative version and by the publication of the Course Profile online, the University deems the student has been notified of and read the course requirements. Variations to the Course Profile during the trimester of offer are not permitted except in exceptional circumstances and will be advised in writing to all enrolled students and via the [Learning@Griffith](#) website. Additional information regarding the content of this course may be published on the [Learning@Griffith](#) website.

Copyright matters

Copyright applies to all teaching materials and materials generated by students which substantially relate to Griffith University courses. *Students are warned against selling Griffith University teaching materials and their student notes online through commercial websites during and after their studies.* You will almost certainly be in breach of copyright law and Griffith's IT Code of Practice if you post these materials on the internet and commercial websites. Please refer to the [Copyright Guide for Students](#) for further information.

Health and Safety

Griffith University is committed to providing a safe work and study environment. However, all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.

General health and safety information is available on the [Health, Safety and Wellbeing](#) website.

Other Key Student-Related Policies

All University policy documents are accessible to students via the [Griffith Policy Library](#) and links to key policy documents, in addition to those listed in 6.1 above, are included below for easy reference:

- [Student Communications Policy](#)
- [Health and Safety Policy](#)
- [Student Administration Policy](#)
- [Student Charter](#)
- [Student Review and Appeals Policy](#)
- [Student Review and Appeals Procedures](#)
- [Student Complaints Policy](#)