

GENERAL INFORMATION

ACADEMIC REGULATIONS

These Regulations relate to all programs and units in programs other than higher degrees by research (which are covered by the Research and Professional Doctorate Degree Regulations). Other rules specific to individual programs should be read in conjunction with these Regulations. It is the responsibility of students to ensure the accuracy of their enrolment in accordance with the program rules and these Regulations.

INDEX

1. Definitions
2. Formal communications
3. Admission
4. Enrolment
5. Fees
6. Assessment
7. Examinations
8. Review and Appeals
9. Exclusion and/or suspension from Admission or Enrolment
10. Conferral of Awards
11. Alteration of Regulations
12. Saving Clause

1. DEFINITIONS

The following words and expressions have the following meanings in this document:

Advanced in relation to units: units coded at 200-level or higher.

Assignment: Any written, oral, online or other assessment task (other than a central or School examination) required in a unit, and defined as an assignment or assessment task in the Unit Outline.

Audit: Where a student is permitted to attend a unit on payment of the prescribed fee but does not complete assessment requirements.

Census date: a date within each study period specified within the academic calendar, on which a student's enrolment in a unit of study is deemed final for that study period.

The student's official enrolment status at the census date determines issues such as financial liability and use of Student Learning Entitlement.

Collusion: occurs where a student works with others, without permission, or beyond the scope of permission granted, intending to produce work which is then presented by individual students, himself or herself included, as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion can be a form of plagiarism.

Core in relation to units or other course requirements: requirements which are compulsory for course completion.

Co-requisite: a requirement that must be met by enrolling in an associated unit at the same time as enrolment in the stipulated unit.

Course: study leading to an accredited higher education award of the University.

Credit points: numerical value attached to each unit or component of a program.

Cross-institutional: relates to a student undertaking study at one institution as part of the course of study for an award of another institution, where both institutions formally recognise the study for purposes of credit.

Elective in relation to units or other requirements: requirements which may be met by selection from nominated options.

Enrolment on a non-award basis: the student has approval to undertake an individual unit or units offered within a program, even though the student has not been admitted to that program.

Examination: A central or School examination, defined as such in the Unit Outline. A central examination will be conducted within the formal examination period; a School examination may be conducted outside class time, and may be conducted in the formal examination period or at some other time during the relevant study period.

Exclusion: prohibition from participating in any unit or program or any University activity or entering any site at which the University conducts its activities; "exclude" has a corresponding meaning.

Fee: any tuition fee, late fee or other charge or fine for which the student is liable.

GENERAL INFORMATION

Full-time: enrolled for 75% or more of a standard full-time workload for that year of the program.

Note: A full-time annual workload is normally 80 credit points.

Grade Point Average: the average of grades of result obtained by the student, weighted by the credit point value of each unit. Numerical equivalent of grades for this purpose are as listed in the Table to Regulation 6.

Graduate entry: an undergraduate course for which prior completion of another undergraduate degree is the normal entry requirement.

Higher degree by research: a course in which the thesis component constitutes no less than two-thirds of the degree requirements.

Incompatible in relation to units: units the content of which is such that credit can be allowed for only one of them.

Introductory in relation to units: units coded at 100-level.

Member of the University: any student or member of staff of the University or member of the Senate or any of its committees.

Non-award course: study leading to an award other than an accredited higher education award.

Non-standard study period: a period of study outside the formal semester 1 and semester 2 study periods; it includes Spring, Summer, Autumn and Winter terms.

Plagiarism: occurs when a student intentionally presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person or persons, without acknowledgement, of the kind commonly required in academic practice, of the source.

Prerequisite: a requirement that must be met by a student before enrolment in the stipulated unit.

Postgraduate: a course for which prior completion of an undergraduate degree is the normal entry requirement.

Program: includes any accredited higher education course and/or any non-award course.

Recycling: means the submission for assessment of one's own work, or of work which is substantially the same, where –

- (a) the work is being submitted, or has previously been counted towards the completion of another unit of study undertaken for credit towards any qualification; and
- (b) the Lecturer-in-Charge has not granted prior written consent for the student to reuse the work.

Show cause: relates to a student being asked by the University why their enrolment in a program should not be terminated.

Standard study period: semester 1 and semester 2.

Student: a person who is enrolled at the University as a candidate for any program or to pursue any unit of study or research offered at or by the University. It includes a student of another university or other education provider who is granted temporary or ongoing rights of access to a campus or site of the University for study purposes. It does not include a person who:

- (a) has qualified for the award or completed the unit, as the case may be;
- (b) has been excluded from the University or had his or her enrolment terminated pursuant to the statutes, regulations, rules or policies of the University;
- (c) has not for the period January to June or June to December enrolled or re-enrolled by the date for enrolment or re-enrolment specified by the University; or
- (d) has given written notice of withdrawal from the course or unit.

Study period: the period over which an individual unit of study is offered. It is inclusive of approved study breaks and assessment/examination times and may take the form of a standard or non-standard study period.

Undergraduate: an accredited post-secondary course at the level of Bachelor degree, Associate Degree, Advanced Diploma or Diploma and includes Honours and a graduate entry Bachelor degree.

Unit: a particular subject area within a program, which has a specified number of credit points.

A Course Co-ordinator may undertake roles under these Regulations in accordance with delegations from the Head of School in respect of a particular program.

GENERAL INFORMATION

Note: Where documentation is referred to in these Regulations, it can be in either hard copy or electronic format.

2. FORMAL COMMUNICATIONS

- 2.1 A notice or advice to a student is sufficient if it is in writing and is —
- (a) posted to the student —
 - (i) for admission purposes, at the address listed on the application for admission;
 - (ii) at the semester address shown on the student's most recent enrolment, if posted during a semester;
 - (iii) at the home address shown on the student's most recent enrolment, if posted during a vacation;
 - (b) transmitted by facsimile to a number provided by the student as being identified with the relevant address; or
 - (c) sent by e-mail to the student's University e-mail address.
- 2.2 Unless a later delivery date can be proven in the case of students in remote or off-shore locations, any notice or advice is deemed to have been received —
- (a) if sent by post to an address within Australia, on the third working day after it was sent;
 - (b) if sent by post to an address outside Australia, on the seventh working day after it was sent;
 - (c) if sent by facsimile or email, no later than 48 hours from the date and time at which it was sent.

2.3 Correspondence from student

Correspondence from a student will be deemed to be effective on the date of its receipt by the University.

3. ADMISSION

Applications for admission will be dealt with in accordance with the Admissions Policy and the Admission Rules.

4. ENROLMENT

4.1 Program Enrolment

4.1.1 *Requirements for enrolment and re-enrolment*

In order to become an enrolled or re-enrolled student, a person who has been offered a place in a program must, by the prescribed date —

- (a) complete the required enrolment or re-enrolment procedures; and
- (b) pay all relevant University and government fees and charges

4.1.2 *Fee for late re-enrolment or variation*

A person who fails to complete procedures for enrolment, re-enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student.

4.1.3 *Non-acceptance of enrolment or variation of enrolment after prescribed date*

Enrolment in a program or unit or variation of enrolment will not be accepted after the date prescribed by the University.

4.2 Change of Personal or Correspondence Details

Students must formally notify the University immediately, in accordance with prescribed procedures, of any change of name or address. Documentary evidence such as a marriage certificate must be provided as proof of change of family name.

4.3 Addition of Units

4.3.1 *Period for adding units*

A student may add units to an existing enrolment, provided that such changes are actioned:

- (a) within the first two weeks in a standard study period; or
- (b) before commencement of a non-standard study period.

4.3.2 *Late addition of units*

A student may add a unit to an existing enrolment after the periods noted in Regulation 4.3.1 above only if —

- (a) authorised by the Lecturer-in-Charge and approved by the Course Co-ordinator, in order to correct an error in enrolment identified and corrected within 30 days after the census date; or

GENERAL INFORMATION

- (b) approved by the Dean, where the addition is sought more than 30 days after the census date and prior to the commencement of the central examination period in the next standard study period. The Dean would normally determine the matter on the recommendation of the Course Co-ordinator after consultation with the Lecturer-in-Charge, and only on the basis of exceptional circumstances which would have precluded the student from acting within the prescribed period; any such late change may incur liability for additional fees and charges.

4.3.3 *Credit Point Limit in a Semester*

Students wishing to enrol in more units than a normal full-time program load in any semester must first obtain the written approval of the Course Co-ordinator. The student's previous academic record will be taken into account in determining the application.

4.4 **Withdrawal**

4.4.1 *Withdrawal from units*

Students should seek advice from the Course Co-ordinator before withdrawing from units. The formal withdrawal remains the responsibility of the student.

4.4.2 *Non-effective enrolments*

If a student withdraws:

- (a) before the end of week three of lectures in a standard study period; or
- (b) before commencement of a non-standard study period

the enrolment will be regarded as non-effective and will not be recorded on the transcript.

A commencing student with no effective enrolment in the academic year of entry is deemed not to have accepted their offer of enrolment and to have never been a student.

4.4.3 *Withdrawal without academic penalty*

A student may withdraw from a unit without academic penalty up to the census date nominated for that study period.

4.4.4 *Special circumstances*

In special circumstances a student may withdraw from a unit without academic penalty after the above dates and prior to the commencement of the central examination period in that study period, if the Course Co-ordinator determines that such a withdrawal is warranted.

4.4.5 *Withdrawal with academic penalty*

A student will be recorded as having failed a unit if –

- (a) the student withdraws from the unit after the census date but prior to –
 - (i) the common examination weeks for a standard study period; or
 - (ii) the end of a non-standard study period;

or

- (b) the student's enrolment is cancelled for non-payment of any fees owing after the census date.

4.5 **Cross-institutional Enrolment**

With the approval of the Course Co-ordinator a student may be enrolled concurrently at this University and another tertiary institution in a unit or units which, if successfully completed, will be credited to the student's program in this University.

4.6 **Enrolment in More than One Program**

A student may not normally enrol concurrently in more than one program. This provision may be waived in exceptional circumstances with the approval of all relevant Course Co-ordinators.

4.7 **Credit for Previous Study or Learning**

4.7.1 *Types of credit*

The Course Co-ordinator may grant credit towards a program of this University for previous tertiary studies and/or recognised prior learning. Credit may be in the form of any one or more of the following:

- Specified Credit: credit granted for one or more units of the program. Specified Credit will only be granted if the student has previously passed units substantially the same as the unit/s for which Specified Credit is sought.
- Block Credit: credit granted for complete sections, equivalent to a semester or year of the program.
- Unspecified Credit: credit granted, usually in the form of credit points, if previous study does not correspond precisely with components of the program or for recognised prior learning. Unspecified

GENERAL INFORMATION

credit is granted only for elective or general studies components of programs. It cannot be granted in programs which do not contain such components.

- If Block or Unspecified Credit is granted the amount of credit granted will be expressed in terms of credit points and identified in terms of the program completion requirements.

Credit will not be granted for segments of a unit.

4.7.2 *Credit applications*

Applications for credit and/or recognised prior learning should normally be submitted no later than the census date in the first semester of the student's enrolment in the program.

A student who has failed a unit may not subsequently seek credit for that unit unless the application is based on tertiary studies successfully completed after the student had failed the unit.

4.7.3 *Maximum allowable credit*

The maximum credit that may be granted on the basis of previously completed qualification(s) (other than a designated suite of courses) or recognised prior learning is:

- Bachelor's [4th Year Upgrade]: one-half of the course
- Bachelor's degree: two-thirds of the course
- Honours requirements: 30 cp
- Dual bachelor degrees: one-half of the dual course
- Graduate entry bachelor degree: one-half of the course
- Postgraduate/Graduate Certificate: one-half of the course
- Postgraduate/Graduate Diploma: one-half of the course
- Master's degree excluding theses, dissertations or research projects:
 - . two-thirds of the course in the case of a 120 credit point degree
 - . two-thirds of the course in the case of a 160 credit point degree
 - . one-half of the course in the case of an 80 credit point degree

Non-award course: one-half of the non-award course requirements.

4.7.4 *Minimum level of studies required for an award of this University*

Normally a student must complete at least one-third of the units required for a program, and at least one-quarter of the units required for a major, double major or specialisation -

- (a) by studies undertaken at this University; and
- (b) in units not credited towards another completed award.

The amount of credit granted to a student holding more than one award must be no more than the maximum which would have been available for any one such award.

If a student has been granted the maximum available credit, in accordance with Regulation 4.7.3, for studies undertaken at another institution or for recognised prior learning, approval will not normally be granted for other units to be undertaken elsewhere on a cross-institutional basis.

4.7.5 *Time limit for retention of credit for prior studies*

Unless the Head of School otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, credit granted will lapse if the program is not completed within the following timespan, calculated from the date of completion of the study or learning on the basis of which credit is granted –

- (a) for an undergraduate course, one year more than twice the minimum duration of the course; or
- (b) for a postgraduate course, four times the minimum duration of the course.

4.7.6 *Credit once only*

Credit for prior study or learning may be granted once only towards any completed program of this University.

4.7.7 *Level of prior studies for which credit may be granted*

In an undergraduate or graduate entry pre-service course, credit may be granted on the basis of prior appropriate and successful undergraduate, graduate entry pre-service or postgraduate studies. In a postgraduate course, credit may be granted on the basis of prior successful postgraduate studies only.

4.7.8 *Application for review of credit granted*

GENERAL INFORMATION

A student who is dissatisfied with the decision concerning credit may write to the Head of School seeking a review of the decision. The decision of the Head of School will be final.

4.8 Time Limit

The minimum period for completion of a program will be specified for each program. Unless the program rules otherwise specify or the Dean otherwise approves, the maximum period within which a student must complete the program requirements will normally be –

- (a) for an undergraduate course, one year more than twice the minimum duration of the course; or
- (b) for a postgraduate course, four times the minimum duration of the course.

4.9 Substitution

In special circumstances the Course Co-ordinator may approve a student's substituting an equivalent unit from this or another university for a required unit in a program.

4.10 Applicable Program Rules

4.10.1 If the program rules change during the currency of a student's enrolment for the program, the student should follow the approved transition program. In exceptional circumstances, where the student has pursued the course without interruption and pursuit of the transitional program would substantially disadvantage the student, the Dean may permit him/her to complete the program under the rules applicable at the time of initial enrolment, within a timeframe approved by the Dean.

Note: Normally the maximum period during which a student would be permitted to complete a course under 'old' rules would be four standard study periods beyond the minimum time for course completion.

4.10.2 A student returning from interruption of studies of more than one semester must consult the Course Co-ordinator regarding the requirements for completion of the program. Such a student will normally be required to complete the program in accordance with the conditions and program rules in force at the time of the return.

4.10.3 A student returning after interruption of studies of more than four standard study periods must consult the Course Co-ordinator regarding the requirements for completion of the program. Such a student may need to undertake additional requirements to ensure currency of knowledge sufficient to enable the student to complete the program under the rules in force at the time of the student's return to study.

5. FEES

5.1 Levying Fees and Charges

The University may from time to time prescribe fees or charges associated with student enrolments, the due dates for payment thereof and penalties for failure to adhere to the due date for a nominated course of action, or failure to pay the prescribed amount by the relevant due date.

5.2 Payment requirements

A person who is in debt to the University because of non-payment of any fee, charge or other debt to the University and who fails to make satisfactory settlement of that debt after notice from the University may not be permitted -

- (a) to enrol or re-enrol in any program or unit;
- (b) to receive a result in any program or unit completed; or
- (c) to graduate from any program or receive any award of the University:

until the debt is repaid or arrangements, satisfactory to the Academic Registrar, have been made for settlement of the debt.

If as a result of a student varying his/her enrolment under these Regulations any further fee becomes payable, the variation of enrolment will not take effect until such further amounts have been paid.

5.3 Units not Prescribed in the Course Requirements

A Commonwealth-supported place will be available only for study in units prescribed for completion of the relevant course. If a student seeks to enrol in units not so required, he or she may do so only on a fee-paying basis and subject to the approval of the Course Co-ordinator.

6. ASSESSMENT¹¹

6.1 Assessment Procedures and Requirements

6.1.1 *Designation of Lecturer-in-Charge*

¹¹ See also the Assessment Policy and Procedures.

GENERAL INFORMATION

There will be a Lecturer-in-Charge, nominated by the Head of School, for each unit offered by that School. The Lecturer-in-Charge of the unit is responsible for coordinating the preparation of Unit Outlines and for coordinating results in accordance with University policy.

6.1.2 *Range of Assessment Methods*

Assessment may include a range of methods such as formal end of study period examination, continuous assessment throughout the study period, written assignments, essays, theses, practical assessments and field trips/projects. The Unit Outline will describe assessment methods to be used in a unit.

6.1.3 *Completion of unit requirements*

To complete the requirements for a unit a student must –

- (a) comply with all University statutes, regulations and rules;
- (b) pay all relevant fees and charges;
- (c) complete all unit requirements as prescribed in the Unit Outline;
- (d) gain a grade of Pass Conceded or higher in accordance with Regulation 6.3.

Examples of unit requirements include –

- attending classes (eg lectures, tutorials, laboratory and practical classes)
- undertaking and submitting research and assignment work for assessment
- undertaking projects and/or group work
- undertaking examinations
- undertaking field work, industrial and/or practical placements or volunteer experience
- undertaking police checks or submitting declarations such as 'prohibited person declarations'
- obtaining a current first aid or CPR certificate
- undergoing required immunisation.

6.1.4 *Unit Outline*

By the end of the first lecture week, the Lecturer-in-Charge of the unit will make a Unit Outline available to each student enrolled in that unit. The Unit Outline includes details of unit objectives, assessment tasks, percentage of marks allocated to assessment tasks, dates for the submission of assessment, and any special requirements of that unit.

6.1.5 *Attendance requirements*

Attendance at scheduled lectures and classes is expected. It is compulsory to attend classes so designated in Unit Outlines.

6.1.6 *Allocation of grades*

Grades in a unit are assigned by the Lecturer-in-Charge, and must be ratified by the Head of School or nominee prior to submission to Student Administration. A student's grade in a unit may be changed only within six months of the original allocation of final grade and then only with the approval of the relevant Head of School, or as provided under Regulation 8.

6.1.7 *Factors affecting performance*

If a student believes that personal circumstances are likely to affect performance in an assessment task in a unit, the student is responsible for notifying the Lecturer-in-Charge and Course Co-ordinator before the due date for submission of that assessment task.

Students may apply for consideration of circumstances, which significantly hamper their participation or performance in an assessment. Applications should be submitted before the due date for the assessment task but where significant circumstances supported by documentary evidence prevent this, or in the case of examinations, applications will be accepted no later than five working days after the relevant assignment submission date or examination date for the unit for which consideration is sought¹².

6.1.8 *Extension for an assignment*

A student may apply to the Lecturer-in-Charge for an extension to the submission date of an assignment. Requests for extension must be made on the appropriate form on or before the due date for submission, and must demonstrate exceptional circumstances which warrant the granting of an extension.

¹² Refer to Clause 5.2 in the Assessment Policy and Procedures.

GENERAL INFORMATION

Assignments submitted after the due or extended date will incur a 10% penalty of the maximum marks available for that assignment. Assignments received more than three calendar days after the due or extended date will not be allocated a mark.

Unless otherwise specified in the Unit Outline, an extension of time will not normally be available for tests such as:

- (a) in-class tests;
- (b) laboratory exercises or tests;
- (c) computer or online exercises or tests using the University's Learning Management System or similar technology;
- (d) similar tests specified in the Unit Outline.

6.1.9 Extension for submission of Honours thesis

An Honours student may apply to the Head of School for an extension to the submission date of an Honours thesis. Requests for extension must be made on or before the due date for submission, and must demonstrate exceptional circumstances which warrant the granting of an extension. The maximum extension which may be granted is 6 months.

Honours theses submitted after the due or extended date will incur a penalty of 10% of the maximum marks available for that thesis.

6.2 Unsatisfactory Progress

6.2.1 Undergraduate and non-award students

6.2.1.1 Students at risk

An undergraduate student or student in a non-award course who has

- (a) failed 50% or more of the credit points for which the student enrolled in any standard study period; or
- (b) has failed any unit on two occasions; or
- (c) has failed any clinical or teaching practicum (or other credit-bearing professional or practical experience unit):

should be aware that further failure may lead to liability for termination of his/her enrolment. Such a student should seek academic advice before continuing in the course.

6.2.1.2 Requirement to show cause why enrolment should not be terminated

A student will be required to show cause why his/her enrolment should not be terminated if the student has failed 50% or more of the credit points taken over the last two standard study periods in which the student was actively enrolled.

A student in an Honours program will be required to show cause if the student has achieved less than a Pass in any individual coursework unit in the Honours program.

6.2.1.3 Timing of submission showing cause why enrolment should not be terminated

Any submission from a student showing cause why his/her enrolment should not be terminated must be in writing and be submitted within 20 working days from the date of notification of the requirement to show cause.

6.2.1.4 Consideration of show cause submission

The submission from a student showing cause why his/her enrolment should not be terminated will be considered by the relevant Course Co-ordinator who may determine –

- (a) that the cause shown is of sufficient merit to warrant the student's continuation in the program;
- (b) that the cause shown is of sufficient merit to warrant the student's continuation in the program, subject to specified conditions; or
- (c) that the cause shown is not of sufficient merit to warrant the student's continuation in the program.

The student will be advised of the decision of the Course Co-ordinator within 20 working days from the date of the student's lodgement of the show cause submission.

6.2.1.5 Termination of enrolment

Unless otherwise determined by the Course Co-ordinator, a student's enrolment in an undergraduate course or non-award course is terminated if the student -

- (a) has failed any unit on three occasions; or

GENERAL INFORMATION

- (b) has failed the same clinical or teaching practicum (or other credit-bearing professional or practical experience unit) on two occasions or failed two separate clinical, teaching or counselling practicum units; or
- (c) having previously been required to show cause, has failed to do so or has been notified that the Course Co-ordinator determined that the cause shown was not of sufficient merit to warrant the student's continuation in the program: or
- (d) having previously been allowed to re-enrol for cause shown, has in any standard study period failed more than one credit bearing unit undertaken subsequently while enrolled for the same course.

6.2.2 Postgraduate students

6.2.2.1 Students at risk

A postgraduate student who has failed more than 30 credit points or more than 40% of the total credit point requirements of the course should be aware that further failure may lead to liability for termination of his/her enrolment. Such a student should seek academic advice from the Course Co-ordinator before continuing in the course.

6.2.2.2 Termination of enrolment

Unless otherwise determined by the Course Co-ordinator, a student's enrolment in a postgraduate course is terminated if the student has –

- (a) failed 50% or more of the total credit point requirements of the course;
- (b) failed any unit on three occasions; or
- (c) exceeded the maximum time for completion of the course.

6.2.3 Effective date of termination

Any termination of enrolment under this Regulation will take effect from the end of the study period during which the student became liable for such termination.

6.2.4 Request for review of termination

A student may apply for review of any termination of enrolment under the provisions of Regulation 8.

6.2.5 Application for re-admission to same program

Any subsequent application for re-admission to the same program or, in the case of a dual degree, to either of the courses within the dual degree, will not be considered until at least one calendar year has elapsed from the date of termination. Re-admission is subject to approval by the relevant Head(s) of School.

6.2.6 Application for admission to different program

A student whose enrolment in a program has been terminated may subsequently apply for admission to another program after the period of exclusion or suspension has been completed. In cases where no specific period of exclusion or suspension has been identified, a student will be considered for admission not earlier than one calendar year from the date of exclusion or suspension.

6.2.7 Application for re-enrolment in units failed

A student who has failed a unit on three occasions may not enrol in units in that discipline until at least one calendar year has elapsed from the date of termination; re-enrolment in such units is subject to the approval of the Head(s) of School(s) concerned.

6.3 Assessment Grades

6.3.1 Time for completion of unit requirements

A student will complete the assessment requirements for all relevant units no later than the end of the examination period for the relevant study period.

6.3.2 Result grades

6.3.2.1 Unit grading codes

All units will be assessed and recorded according to the codes listed in Table 1.

Table 1 – Grading Codes – Units

	Description	% Range Guide ¹³	Code	Numerical Equivalent ¹⁴
--	-------------	-----------------------------	------	------------------------------------

¹³ All units will be assessed and recorded according to the grading codes in this Table. Assessment tasks in all units will be developed so that typically the following proportions of students will achieve the stated final grades:

GENERAL INFORMATION

Final Result Grades	High Distinction	85-100	HD	7
	Distinction	75-84	DI	6
	Credit	65-74	CR	5
	Pass	50-64	PA	4
	Pass Conceded		PC	3
	Fail	0-49	NN	1
When a unit is assessed on a Pass/Fail scale	Pass	50-100	PS	¹⁵
	Fail	0-49	NN	1
When a student withdraws from a unit in accordance with Regulation 4.4.3 or 4.4.4.	Withdrawn Without Academic Penalty		WW	
When a student withdraws from a unit outside the provisions of Regulation 4.4.3 or 4.4.4	Withdrawn - Fail		WN	1
When a student has been granted Credit for a unit (Regulation 4.7.1)	Credit Granted		CG	
When a student's enrolment has been cancelled for non-payment of fees in accordance with Regulation 4.4.5	Withdrawn – Fees		WX	1

-
- (a) Distinction (DI) or better – 20%
 - (b) Credit (CR) – 30 %
 - (c) Fail (NN) or Pass Conceded (PC) – no more than 10%.

Where the final grades in a unit significantly deviate from these standards, the Lecturer-in-Charge will provide to the School Assessment Review Committee relevant evidence to substantiate the decision.

¹⁴ Numerical equivalents of grades may be used in the calculation of the grade point average.

¹⁵ Results of PS (ungraded Pass) are excluded from the calculation of a grade point average.

GENERAL INFORMATION

<p>For a thesis, dissertation, project, research, performance unit extending over more than one standard study period:</p> <p>(a) where progression criteria that have been prescribed for the unit are achieved and the Lecturer-in-Charge recommends that the student may progress with the work;</p> <p>(b) where no progression criteria have been prescribed, a final result is not available and a finalisation date cannot be determined;</p> <p>(c) where a thesis or dissertation has been submitted for examination, a final result is not available and a finalisation date cannot be determined.</p>	<p>Continuing Unit</p> <p>Continuing Unit</p> <p>Continuing Unit</p>		<p>CU</p> <p>CU</p> <p>CU</p>	
<p>If a student has been granted a Deferred Examination¹⁶</p> <p>This code must be converted to a final result grade no later than the third week of the next semester. If at the expiry of that time no final result grade has been assigned to the unit, it will be recorded as a Fail – NN.</p>	<p>Deferred Examination</p>		<p>DE</p>	
<p>When a student has been awarded a result but the result is withheld because of non-payment of any fee or fine or withholding of results has been directed because a matter concerning the student is under investigation under the Academic Honesty Policy or before a Discipline Committee or Discipline Appeals Committee.</p>	<p>Result Withheld</p>		<p>RW</p>	
<p>If a result has been annulled</p> <p>A result may be annulled only by determination of a Discipline Committee or Discipline Appeals Committee.</p>	<p>Annulled</p>		<p>AN</p>	

¹⁶ It should be noted that results from deferred examinations may be delayed and this can cause difficulties for students in terms of graduation, application for scholarships and applications to enrol at other institutions.

GENERAL INFORMATION

6.3.2.2 Honours course grading codes

All Honours courses will be assessed and recorded according to the codes listed in Table 2.

Table 2 – Grading Codes - Honours

Overall Honours Grades	Description	Final Numerical Result	Code
Final Honours Grades ¹⁷	First Class Honours	85-100	HI
	Second Class Honours - Division A	75-84	HIIA
	Second Class Honours - Division B	65-74	HIIB
	Third Class Honours	50-64	HIII
	Fail	0-49	NN

6.3.3 Pass Conceded

A student may be awarded a Pass Conceded grade by the Head of School in exceptional circumstances. A Pass Conceded grade does not meet prerequisite requirements for enrolment in units requiring a minimum of a Pass grade. A Pass Conceded grade may only be redeemable upon the student re-enrolling in the unit in a subsequent semester and attaining a grade of Pass or better. A pass degree student may not accumulate a Pass Conceded grade in units amounting to more than 15% of the total credit points required for completion of the award. A unit in which a Pass Conceded grade has been awarded may not be counted for the purposes of admission to, or credit towards the requirements of, an Honours year or postgraduate program.

6.4 Cheating, Plagiarism, Collusion and Recycling

6.4.1 Investigation and resolution of any allegation of cheating, plagiarism, collusion or recycling

Any allegation of cheating, plagiarism, collusion or recycling will be investigated and resolved in accordance with the Academic Honesty Policy.

6.4.2 Consequences of exclusion

In the event that a student is excluded for breach of the Academic Honesty Policy, any subsequent application for re-admission will not be considered until at least one calendar year has elapsed from the date of exclusion. Re-admission is subject to approval by the relevant Head of School.

7. EXAMINATIONS¹⁸

Examinations will be conducted in accordance with procedures prescribed by the University.

8. REVIEW AND APPEALS¹⁹

8.1 Preliminary Dialogue

8.1.1 Clarification of result or grade

If a student wishes to obtain formal clarification about a result for an item of assessment or a final grade in a unit, the matter must be raised in writing with the Lecturer-in-Charge of the unit, with a copy to the Head of School, within 20 working days of publication of the result for an item of assessment or the publication of the final grade on **Student Connect**.

That request must set out the basis on which the student is seeking clarification, relative to the marking schema in the Unit Outline, or make a case that published University regulations or procedures have not been observed.

8.1.2 Clarification of termination of enrolment

In relation to matters associated with termination of enrolment, the student may make a written request for clarification addressed to the Course Co-ordinator within 20 working days of receipt of notification of that termination.

¹⁷ The award of Honours grades will be determined by the relevant School Committee on the basis of results obtained in all units required in the Honours course, weighted according to their credit point values.

¹⁸ See also the Assessment Policy and Procedures.

¹⁹ See Statement on External Avenues of Appeal or Complaint

GENERAL INFORMATION

8.1.3 *Progression to review*

A student who is dissatisfied with the outcome of this process may request a review as outlined in Regulation 8.3 or 8.4.

8.2 **Student Status**

A student who has requested a review or submitted an appeal may continue in the program until the outcome of the review or appeal is known.

8.3 **Review of a Decision Regarding a Grade in a Unit**

8.3.1 *Application for review*

A student may apply to the Head of School responsible for a unit for review of the final grade awarded in that unit. The request must be in writing and be received within 20 working days of the publication of the final grade on *Student Connect*. A review may only be requested on grounds that the published University regulations or procedures have not been observed.

8.3.2 *Conduct and timing of review*

The Head of School or nominee will conduct the review. If the Head of School or nominee is also the assessing lecturer, the material will be referred to another staff member nominated by the Dean.

The Head of School or nominee:

- (a) may interview the relevant lecturer(s) and/or, if the student so requests in the written application for review, the student ;
- (b) may seek advice from another lecturer in the discipline area;
- (c) will determine any amendment to the original grade; and
- (d) will report within 20 working days of the student's lodgement of the application for review.

8.3.3 *Report on review*

The Head of School or nominee will provide a copy of the report to the student, Dean, Course Co-ordinator, Lecturer-in-Charge and Student Administration. The report will specify the

- outcome of the review;
- process undertaken during the review; and
- reasons for the decision.

8.4 **Review of a Decision Regarding Termination of Enrolment**

8.4.1 *Application for review*

A student may apply to the Head of School for review of a decision regarding termination of enrolment. That review may only be requested on grounds that the published University regulations or procedures have not been observed. The request must be in writing and must be received by the Head of School within 20 working days of receipt by the student of the initial decision.

8.4.2 *Conduct and timing of review*

A Review Committee will conduct the review. This committee will comprise the following:

- (a) a nominee of the Head of School as convener;
- (b) two other members of staff nominated by the Head of School, not being staff involved in the original decision;
- (c) one student nominated by the Head of School.

8.4.3 The Review Committee will be convened as soon as possible to hear the application for review. The Review Committee will have access to all relevant documentation and may conduct such investigation as it deems appropriate. The student appealing may appear in person before the Review Committee to address the issues identified in the written request for review.

8.4.4 *Report on review*

The Review Committee will provide a report to the Head of School. The report will specify the

- outcome of the review;
- process undertaken during the review; and
- reasons for the decision.

8.4.5 *Notification of decision on review*

The Head of School will advise the student in writing of the outcome within 20 working days of the student's lodgement of the application for review and will provide the student with a copy of the Review Committee report. Copies of the report will also be provided to the Dean, Course Co-ordinator and Student Administration.

GENERAL INFORMATION

8.5 Appeal to Dean

8.5.1 *Appeal by student*

A student may appeal to the Dean against the outcome of the review conducted under Regulations 8.3 or 8.4. The appeal must be in writing and must be received by the relevant Dean within 20 working days of receipt by the student of notification of the outcome of the review.

8.5.2 *Grounds for appeal*

The only ground for appeal is failure by the University to comply with published University regulations and procedures.

8.5.3 *Conduct and timing of review*

The Faculty Board will establish a Faculty Appeals Committee in each State/Territory. The Faculty Appeals Committee will comprise four members of staff and one student. The Head of School concerned will not be on the Committee.

8.5.4 The Faculty Appeals Committee will be convened as soon as possible to hear the appeal. The Appeals Committee will have access to all documentation used in the review process and may conduct such investigation as it deems appropriate. The student may appear in person before the Committee to address the issues identified in the written appeal.

8.5.5 *Report on appeal*

The Faculty Appeals Committee will provide a report to the Dean. The report will specify the

- outcome of the appeal;
- process undertaken during the appeal; and
- reasons for the decision.

8.5.6 *Notification of decision on appeal*

The Dean will advise the student in writing of the outcome within 20 working days of the student's lodgement of the appeal against the outcome of a review under Regulation 8.3 or 8.4 and will provide the student with a copy of the Faculty Appeals Committee report. Copies of the report will also be provided to the Head of School, Course Co-ordinator, Lecturer-in-Charge (where relevant) and Student Administration.

8.6 Appeal to Chair of Academic Board

8.6.1 *Appeal by student*

The only ground on which an appeal can be made to the Chair of Academic Board is failure by the University to comply with Regulation 8.5.

8.6.2 *Timing of appeal*

The appeal must be submitted in writing to the Secretary of Academic Board within 20 working days of receipt by the student of the outcome of the Faculty appeal.

8.6.3 *Evidence in support of appeal*

The appeal must be supported by documented evidence of non-compliance with Regulation 8.5.

8.6.4 *Determination of appeal*

The Chair of Academic Board will deal with the appeal at his or her discretion.

8.6.5 *Report on appeal*

The Chair of the Academic Board will provide a report which will specify the

- outcome of the appeal;
- process undertaken during the appeal; and
- reasons for the decision.

8.6.6 *Notification of decision on appeal*

The Chair of Academic Board will provide the student with a copy of the report. Copies of the report will also be provided to the Dean, Head of School and Student Administration.

9. EXCLUSION AND/OR SUSPENSION FROM ADMISSION OR ENROLMENT

9.1 Exclusion from admission

9.1.1 Notwithstanding any other provision of these Regulations, if a Dean or other authorised officer is of the opinion that an applicant for admission to a program or unit –

- (a) has a demonstrable history or documented condition or disability that appears likely to result in –
 - (i) injury to the person concerned or to any other person;

GENERAL INFORMATION

- (ii) harassment to a material extent of any member of the University;
 - (iii) severe emotional disturbance to any member of the University;
 - (iv) serious disruption to the provision of academic or other services to any member of the University; or
 - (v) serious damage to property; or
- (b) by reason of a condition or disability, the person requires adjustments or facilities that in the circumstances of the case cannot reasonably be made available and without those services or facilities the person would not be able to participate or continue to participate in the program or be reasonably likely to derive or continue to derive material benefit from the program; or
- (c) for any other reason the person is or is unlikely to be unable to benefit materially from the program:

the Dean or authorized officer shall report that opinion to the Vice-Chancellor.

9.1.2 The Vice-Chancellor may determine that the applicant be refused admission as a student of the University.

9.1.3 The Vice-Chancellor will issue such a determination only if satisfied that

- (a) the person has acted or behaved, is acting or behaving or, if the person were enrolled as a student, is likely to act or behave, in a way which involves a risk of –
- (i) injury to the applicant or student or to any other person;
 - (ii) harassment to a material extent of any member of the University;
 - (iii) severe emotional disturbance to any member of the University;
 - (iv) serious disruption to the provision of academic or other services to any member of the University; or
 - (v) serious damage to property.
- (b) by reason of a condition or disability, the person requires adjustments or facilities that in the circumstances of the case cannot reasonably be made available and without those services or facilities the person would not be able to participate or continue to participate in the program or be reasonably likely to derive or continue to derive material benefit from the program;
- (c) for any other reason the person is or is likely to be unable to benefit materially from the program.

9.1.4 The Vice-Chancellor is not required to afford the person an opportunity to tender evidence or make submissions or accord a hearing before making such a determination.

9.1.5 In making a determination under Regulation 9.1.2 the Vice-Chancellor may consult a medical practitioner or other person or persons who may have specialist knowledge of the condition or disability.

9.2. Exclusion or suspension from enrolment or re-enrolment

9.2.1 A Dean may refer an application for enrolment or re-enrolment to the Vice-Chancellor or recommend cancellation or suspension of enrolment if the Dean is of the opinion that –

- (a) there exists a demonstrable history or documented condition or disability that appears likely to result in –
- (i) injury to the person concerned or to any other person;
 - (ii) harassment to a material extent of any member of the University;
 - (iii) severe emotional disturbance to any member of the University;
 - (iv) serious disruption to the provision of academic or other services to any member of the University; or
 - (v) serious damage to property; or
- (b) by reason of a condition or disability, the person requires adjustments or facilities that in the circumstances of the case cannot reasonably be made available and without those services or facilities the person would not be able to participate or continue to participate in the program or be reasonably likely to derive or continue to derive material benefit from the program; or
- (c) for any other reason the person is or has become unable to benefit materially from the program.

9.2.2 The Vice-Chancellor may take whatever action he/she deems appropriate. Such action may include suspending or terminating the student's enrolment or part thereof or permitting the student to continue the unit or program on such conditions as the Vice-Chancellor may impose.

9.2.3 In making a determination under Regulation 9.2.2, the Vice-Chancellor may consult a medical practitioner or other person or persons who may have specialist knowledge of the condition or disability.

GENERAL INFORMATION

9.3 Applicability of relevant legislation

In considering an application for admission, enrolment or re-enrolment under this Regulation, the Dean and the Vice-Chancellor will act in accordance with the provisions of relevant legislation and case law, in particular relevant State and/or Commonwealth Disability Discrimination legislation, Occupational Health and Safety legislation, *The Workplace Relations Act 1996 (Cth)* and relevant judicial decisions, including decisions of the *Human Rights and Equal Opportunity Commission*.

9.4 Notice to applicant or student

When issuing a determination under this Regulation, the Vice-Chancellor five working days provide a written notice of exclusion, termination or suspension to the applicant or student –

- (a) setting out the terms of the determination;
- (b) setting out in summary form the reason for the determination;
- (c) informing the person that he or she is entitled to appeal to a Review Board against the determination; and
- (d) referring to the provisions of these Regulations.

9.5 Appeal

9.5.1 A person who receives such a determination may, within ten working days of receipt of the notice of exclusion, termination or suspension provide a written response –

- (a) appealing against the determination; and
- (b) setting out the grounds of such appeal.

9.5.2 Within 20 working days of receipt of an appeal, the Vice-Chancellor will notify the Executive Director, University Services, who must establish a Review Board in accordance with Regulation 9.7.

9.5.3 A determination remains in force until it is either revoked or varied by the Vice-Chancellor or a Review Board.

9.5.4 While an appeal is under review, the person is not eligible to be admitted or enrolled or re-enrolled as a student or to have termination of enrolment, suspension or exclusion lifted.

9.6 Report to Senate

Upon issuing a determination under this Regulation, the Vice-Chancellor will provide to the next meeting of Senate a report setting out in summary form the terms of and reason for the determination. Any such report will not disclose the names of the individuals concerned.

9.7 Review Board membership

9.7.1 The Review Board will consist of –

- (a) two persons who may be members of Senate, other than staff or student members, appointed by the Chancellor who will also appoint one of those persons as chair of the Board;
- (b) the Chair of Academic Board or nominee.

9.7.2 In the case of a Review Board constituted in relation to exclusion on health grounds, it should, whenever practicable, include a person who has special knowledge of the condition or disability of the appellant.

9.7.3 A Review Board will not include –

- (a) the Dean of the Faculty or Head of School responsible for any program for which the appellant has applied or in which the appellant has been or seeks to be enrolled or re-enrolled;
- (b) in the case of exclusion on health grounds, a person who has treated the appellant for the condition in question;
- (c) a person who has given advice to the appellant in relation to the grounds for exclusion, termination or suspension.

9.8 Powers and procedures of the Review Board

9.8.1 The Review Board must ensure procedural fairness and, in particular, will observe the principles contained in this Regulation.

9.8.2 The Review Board will –

- (a) conduct its investigations as expeditiously as possible, consistent with the need to act fairly;
- (b) determine the matter on the basis of evidence presented by the University and the appellant, act fairly, and proceed in a way that is appropriate, without being bound by legal technicalities or the laws of evidence;

GENERAL INFORMATION

- (c) give the appellant a copy of, or an opportunity to inspect, all relevant information, including documents, available to it in relation to the matter;
- (d) give the appellant a reasonable opportunity to appear before the Board to respond to the determination;
- (e) give the appellant at least five working days' written notice of the date, time and place of any meeting;
- (f) permit the appellant to seek, in writing, additional time of no more than five working days to prepare the appellant's submission to the Review Board;
- (g) permit the appellant to be accompanied by a support person, who must not be a legal practitioner or a person with a law degree;
- (h) permit the appellant and any support person to be present throughout the meeting, except when members of a Board wish to confer privately among themselves or to consider their decision; and
- (i) conduct any hearing in closed session.

9.8.3 In the case of a Review Board constituted in relation to exclusion on health grounds, the Board—

- (a) must consider any medical evidence submitted by the appellant; and
- (b) may require the appellant to undergo a medical examination, at the expense of the University, by a person or persons nominated by the Review Board.

9.8.4 Failure of the appellant, or where the appellant is physically unable the appellant's support person, to appear at the notified time will not prevent the Review Board from proceeding to investigate and determine the matter.

9.8.5 In the event of failure or refusal of the appellant to undergo an examination requested under Regulation 9.8.3, the Board may submit details of the matter including, if deemed appropriate, the Board's evaluation of the health of the appellant, to a qualified person determined by the Board. This qualified person will report to the Board which may include that report in its determination of the matter despite the absence of any examination of the appellant.

9.8.6 The Review Board will deal with all health records in accordance with the relevant State *Health Records* legislation.

9.8.7 The Review Board has complete authority to keep order in any proceedings, including the authority to order the removal of any person, including the appellant and/or his or her support person.

9.8.8 A written record of all proceedings of the Review Board will be maintained. Such record will contain a fair summary of the evidence submitted to or obtained by the Board and other minutes of its proceedings necessary to show the way in which it conducted the inquiry.

9.9 Decision of Review Board

9.9.1 The Review Board must decide either to affirm or to revoke the Vice-Chancellor's determination on such terms and conditions as it deems appropriate.

9.9.2 The Review Board must not revoke a determination unless it is satisfied that the appellant has not acted or behaved, and if enrolled or re-enrolled as a student is not likely to act or behave, in a way which involves a risk of the kind described in Regulation 9.1.2.

9.9.3 If the Review Board revokes the determination, the appellant's application for admission and enrolment or re-enrolment will be subject to the appellant's meeting any academic requirements under these Regulations or the relevant program rules, and to such special conditions as the Review Board may impose.

9.9.4 The decision of the Review Board will be final and there will be no avenue of appeal against that determination to any other body within the University.

9.9.5 The Review Board will provide a written report to the Executive Director, University Services who, within five working days of finalisation of the appeal by the Board, will notify the appellant of the –

- (a) process undertaken;
- (b) decision reached on the appeal;
- (c) reasons for the decision, including any conditions imposed if the appellant is permitted to be considered for admission, enrolment or re-enrolment.

9.9.6 A copy of the notification to the student will be provided to the Vice-Chancellor, the relevant Dean and the Academic Registrar.

9.10 Breach of condition imposed by Review Board

GENERAL INFORMATION

A student who breaches any condition imposed by the Review Board may be guilty of misconduct which will be dealt with in accordance with Statute 10 (Student Conduct and Discipline).

9.11 Reimbursement of fees, student contribution and re-credit of Student Learning Entitlement

If a person whose application for admission, enrolment or re-enrolment or for reinstatement after cancellation of enrolment has been refused under this Regulation, has already paid fees or student contribution amounts to the University, or consumed student learning entitlement, a decision on reimbursement or remission or otherwise, in whole or in part, of such fees, student contribution(s), or student learning entitlement will be made –

- (a) in the case of an appeal determined by the Review Board, by that Board;
- (b) in any other case, by the Executive Director, University Services or nominee.

9.12 Readmission

9.12.1 A student who has been excluded or suspended from the University or whose enrolment has been terminated under this Regulation may apply for readmission to the University after the expiration of one year from the date of exclusion, suspension or termination provided any conditions imposed by the Vice-Chancellor or the Review Board have been satisfied.

9.12.2 In dealing with an application for readmission to the University, the Faculty will take into consideration the normal admission criteria for that year and the likelihood of successful completion of the program based on evidence of changed circumstances and expert advice available.

10. CONFERRAL OF AWARDS

10.1 Eligibility for Award

To be eligible to be admitted to any award of the University, a student must –

- (a) comply with all University statutes, regulations and rules;
- (b) pay all relevant fees and charges;
- (c) complete all requirements prescribed for the program;
- (d) gain a grade of Pass Conceded or higher (or, for units for which ungraded results are awarded, a grade of Pass) in accordance with Regulation 6.3 in all assessable components of the course.

10.2 Conferral of Award

Awards will be conferred in accordance with procedures prescribed by the University.

11. ALTERATION OF REGULATIONS

Regulations may be altered from time to time by the Academic Board.

12. SAVING CLAUSE

Notwithstanding anything to the contrary contained in these Regulations a Dean may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations. Any such action by a Dean must be reported to the Chair of Academic Board annually.