ACADEMIC REGULATIONS

Including amendments approved by Academic Board 13 October 2004

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 requirements 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 requirements and these Regulations.

1. DEFINITIONS

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

“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, 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.

“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.

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.

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

“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 a minimum of 80 credit points to a maximum of 100 credit points, depending on the program being pursued.*

“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.

“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 has previously been counted towards the satisfactory completion of another unit of study credited towards the same or another qualification; and
(b) the Lecturer-in-Charge has not granted prior written consent for the student to reuse the work.

“Standard study period”: semester 1, semester 2 and full year.

“Student”: a person who is enrolled at the University as a candidate for any program or to pursue any unit offered by the University. 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 or Policies of the University;
(c) has not for any academic year or other study period 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 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.

2. ADMISSION

2.1 Authority for Admission
Designated Admissions Officers are authorised to act on behalf of the University to admit students to a program.

2.2 Eligibility for Admission
Eligibility for admission to a program is determined by the applicant's capacity to meet the specific entry requirements approved by Academic Board for that program and to gain a place in the program on the basis of academic merit.

2.2.1 Undergraduate courses
Eligibility for admission to an undergraduate course is assessed on the basis of results obtained in Australian State Year 12 courses, or other equivalent qualification or experience.

2.2.2 Postgraduate courses
The entry requirement for each coursework postgraduate course is specified in the relevant course requirements.
2.2.3 **Special entry**
Applicants whose educational qualifications do not satisfy the requirements for admission to a particular course but who have a sound and sufficient basis for application supported by relevant documentation may be granted admission to the course by the Head of School.

2.2.4 **Students excluded from other institutions**
Applicants who are currently serving a period of exclusion from another university or tertiary institution will not be considered for admission until that period of exclusion has been completed. In cases where no specific period of exclusion has been identified, the applicant will be considered for admission not earlier than two semesters from the date of exclusion.

2.2.5 **English language proficiency**
Any student seeking admission on the basis of a qualification undertaken in a language other than English must demonstrate English language proficiency.

International students seeking admission must satisfy standard admission requirements for the relevant course, together with English language proficiency requirements.

2.2.6 **Units studied on a non-award basis**
(a) **Admission to study individual units on a non-award basis**
Subject to a place being available, the Admissions Officer may admit an applicant to study a maximum of two units on a non-award basis in any study period. Applicants must meet unit requirements and their enrolment will be subject to all the provisions of these Regulations. They will be formally assessed in the units in which they enrol. If the student subsequently applies for and is granted admission to a course at the University, units undertaken on a non-award basis and successfully completed may be credited to that course, subject to Regulation 3.7.

(b) **Admission to undertake cross-institutional studies**
Subject to a place being available, the Admissions Officer may admit an applicant to study one or more units as a cross-institutional student, for credit towards an award of another institution. Cross-institutional students must meet unit prerequisites and their enrolment will be subject to all the provisions of these Regulations. They will be formally assessed in the units in which they enrol.

(c) **Auditing units**
Subject to a place being available, a Head of School may admit an applicant to audit one or more units for a prescribed fee. The record of students auditing units will be annotated with the code AU.

Students who wish to have an audited unit assessed must, by the prescribed dates, comply with University enrolment procedures and pay the relevant tuition fee. Regulation 3.7 will apply to any subsequent application for credit.

2.3 **Deferment of Admission**
Students may apply to defer the offer of a place in an undergraduate course, subject to the following provisos:
(a) requests for deferment must be lodged prior to the first week of the relevant standard study period;
(b) while deferments are normally granted, Faculties may choose not to grant deferments in any one year;
(c) deferments are not normally granted in the mid-year admissions round;
(d) the maximum duration of a deferment is twelve months;
(e) deferment can only be granted for the course in which the student has received the offer of a place;
(f) deferments cannot normally be transferred to the same course at another campus.
2.4 Transfer between Programs

2.4.1 No change in financial status
Students who have successfully completed at least one standard study period of study at the University may apply for transfer to another program of the University at the same or lower level\(^1\), offered at the same or another campus. Students must meet the entrance requirements and selection criteria for the program to which they are transferring and must follow normal admission requirements (Regulation 2) and withdrawal procedures (Regulation 3.4) for the respective programs.

2.4.2 Transfer from fee paying to Commonwealth-supported place
An undergraduate student enrolled on a fee paying basis may not apply to transfer to a Commonwealth-supported place in the same or another course unless they have successfully completed 80 credit points while enrolled in the course on a fee-paying basis.

Transfer will be dependent upon satisfactory level of achievement and availability of a Commonwealth-supported place in the relevant course.

2.5 Transfer between Campuses
Students who have completed at least one standard study period may apply for transfer within the same program between campuses of the University. A determination on the transfer application will take into account the academic status of the student, availability of student places, and compatibility in relation to the delivery of the program at each campus (eg majors, specialisations offered).

2.6 Timing of Application for Transfer
Transfers are available only from the commencement of a standard study period and must be lodged with Student Administration by the prescribed date and approved by the Course Co-ordinator in the School to which the student is transferring.

2.7 Cancellation in Event of Fraudulent Basis of Admission
The Academic Registrar will cancel enrolment if an applicant is found to have been admitted on the basis of fraudulent or misleading information. Fees paid may be forfeited.

3. ENROLMENT

3.1 Program Enrolment
3.1.1 Requirements for enrolment and re-enrolment
In order to become an enrolled student, a person who has been offered a place in a program must complete the required enrolment procedures. Enrolment is not complete until all relevant University and government fees and charges have been paid or approved payment arrangements have been made by the prescribed date(s). Each year at re-enrolment time continuing students must complete the relevant re-enrolment procedures by the prescribed date.

3.1.2 Fee for late enrolment, 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.

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

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\(^1\) A student cannot transfer from a non-award course to an award course under this provision.
3.2 Correspondence Details

3.2.1 Correspondence from University
Correspondence from the University will be sent to the mailing address notified on the enrolment or variation of enrolment form, except where students have provided an alternative address for specific periods of the year. Unless a later delivery date can be proven in the case of students in remote or off-shore locations, students will be deemed to have received correspondence within five working days of the date shown on the correspondence.

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

3.2.3 Change of name and address
Students must notify the University immediately and in writing of any change of name or mailing address. Documentary evidence such as a marriage certificate must be provided as proof of change of family name.

3.3 Addition of Units

3.3.1 Period for adding units
Subject to the approval of the Course Co-ordinator a student may add units to an existing enrolment, provided that such changes are requested:
(a) within the first three weeks in a standard study period; or
(b) before commencement of lectures in the case of units offered in a non-standard study period or by weekend or another intensive mode.

3.3.2 Late addition of units
A student may add a unit to an existing enrolment after the periods noted in Regulation 3.3.1 above only if –
(a) approved by the Course Co-ordinator in consultation with the Lecturer-in-Charge, in order to correct an error in enrolment identified and corrected within 30 days after the census date; or
(b) approved by the Dean, where the addition is sought more than 30 days after the census date. 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.

3.4 Withdrawal

3.4.1 Withdrawal from units
Advice should be sought from the Course Co-ordinator before withdrawing from units.

3.4.2 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 lectures in the case of a non-standard study period, or units offered by weekend or another intensive mode

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

3.4.3 Withdrawal without academic penalty
A student may withdraw from a unit without academic penalty up to:
(a) the census date nominated for that study period;
(b) completion of one third of a practicum, if the unit is only undertaken in practicum mode.
3.4.4 Special circumstances
In special circumstances a student may withdraw from a unit without academic penalty after the above dates if the Course Co-ordinator determines that such a withdrawal is warranted.

3.4.5 Withdrawal with academic penalty
A student who withdraws from a unit after the dates listed in Regulation 3.4.3 but prior to the common Examination Weeks will be recorded as having failed the unit.

3.4.6 Withdrawal from course
A student who does not enrol in any unit/s or withdraws from all units in the period January to June or June to December without obtaining Leave of Absence is deemed to have withdrawn from the course and must apply for re-admission under Regulation 2.

3.5 Enrolment at Another Institution
Subject to approval by 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.

3.6 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 Heads of Schools.

3.7 Credit for Previous Study or Learning
3.7.1 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;

Block Credit: credit granted for complete sections, such as 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 credit is granted only for elective or general studies components of programs. It cannot be granted in programs which do not contain such components.

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.

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.

3.7.2 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.

3.7.3 Maximum allowable credit
The maximum credit that may be granted on the basis of previous completed studies 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: nil

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
  - 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.

3.7.4 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-
(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 3.7.3, 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.

3.7.5 Credit once only

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

3.7.6 Level of prior studies for which credit may be granted

In an undergraduate course credit may be granted on the basis of prior successful undergraduate or postgraduate studies. In a postgraduate course credit may be granted on the basis of prior successful postgraduate studies only.

3.7.7 Application for review of credit granted

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.

3.8 Time Limit

Unless the program requirements otherwise specify or the Dean otherwise approves, credit for any unit undertaken at this University or elsewhere will lapse if the student has not qualified for the relevant award within ten years of completing the study or learning on which the credit was based.

3.9 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.

3.10 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.
3.11 Leave of Absence

3.11.1 Application
A student seeking Leave of Absence must apply to the Course Co-ordinator and provide evidence of special circumstances which warrant the granting of such leave. Leave of Absence will not be granted until results have been recorded for at least one standard study period in the program.

3.11.2 Effect of Leave of Absence
If a student has been granted Leave of Absence during a semester, the results of units in progress are subject to Regulation 3.4.

3.11.3 Status during Leave of Absence
A student granted Leave of Absence is not an enrolled student but is entitled to re-enrol at the end of the period of leave.

3.11.4 Return from Leave of Absence
Any student granted Leave of Absence must comply with procedures for re-enrolment. A student returning from Leave of Absence must do so at the commencement of a semester.

3.11.5 Maximum Leave of Absence
The maximum cumulative period of Leave of Absence is one year.

3.11.6 Failure to re-enrol after Leave of Absence
A student who does not re-enrol after a period of Leave of Absence will be deemed to have withdrawn from the program (Regulation 3.4) and must apply for re-admission under Regulation 2.

3.12 Applicable Program Rules upon Re-enrolment
A student returning from Leave of Absence or other interruption of studies 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 regulations in force at the time of the return.

4. FEES

4.1 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.

4.2 Payment Prerequisite to Enrolment
A student 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 by the Academic Registrar to enrol or re-enrol until satisfactory arrangements 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.

4.3 Units not Prescribed in the Course Requirements
Commonwealth-supported students may only enrol in units, which are prescribed for their course. Where they seek to enrol in additional units, which will not form part of the prescribed course, they may do so on a fee-paying basis only.

5. ASSESSMENT
5.1 Assessment Procedures and Requirements

5.1.1 Designation of Lecturer-in-Charge
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 School guidelines.

5.1.2 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.

5.1.3 Completion of unit requirements
To complete the requirements for a unit a student must –
(a) comply with all University statutes 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 5.3.

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.

5.1.4 Unit Outline
By the end of the first lecture week the Lecturer-in-Charge of the unit is to 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.

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

5.1.6 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; if the Head of School or nominee is unable to ratify a grade the Head is entitled to seek the opinion of a second expert examiner in consultation with the Lecturer-in-Charge. 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 7.

5.1.7 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 an assessment task.

5.1.8 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 shall be made on or before the due date for
submission, and must demonstrate exceptional circumstances which warrant the granting of an extension.

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.

5.1.9 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 shall 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 at least 10% of the average of the thesis examiners’ marks.

5.2 Unsatisfactory Progress
5.2.1 Undergraduate students
5.2.1.1 Warning and counselling of students at risk
An undergraduate student who has failed more than 30% but less than 50% of the credit points for which the student enrolled in any standard semester will be warned that further failure may lead to liability for termination of his/her enrolment. Such a student will also be encouraged to seek academic advice before continuing in the course.

5.2.1.2 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 for which the student enrolled over any two consecutive standard study periods.

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.

5.2.1.3 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 10 working days from the date of notification of the requirement to show cause.

5.2.1.4 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 course;
(b) that the cause shown is of sufficient merit to warrant the student’s continuation in the course, subject to specified provisos; or
(c) that the cause shown is not of sufficient merit to warrant the student’s continuation in the course.

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.

5.2.1.5 Termination of enrolment
A student’s enrolment in an undergraduate course or non-award course is terminated, unless otherwise determined by the Head of School, if the student -

(a) has failed any unit on three occasions; or
(b) has failed the same clinical or teaching practicum (or other assessable professional practical experience unit) on two occasions or failed two separate clinical, teaching or counselling practicum units; or
(c) having previously been allowed to re-enrol for cause shown, subsequently has failed any unit; or
(d) has exceeded the maximum time for completion of the program.

5.2.2 Postgraduate students
A student's enrolment in a postgraduate course may be terminated if, in the opinion of the Dean on the recommendation of the Head of School in consultation with the Course Co-ordinator, the student's progress is not satisfactory.

5.2.3 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.

5.2.4 Request for review of termination
A student may apply for review of any termination of enrolment under the provisions of Regulation 7.

5.2.5 Application for re-admission to same program
Any subsequent application for re-admission to the same program will not be considered until at least three standard study periods have elapsed from the date of termination. Re-admission is subject to approval by the relevant Head of School.

5.2.6 Application for admission to different program
A student whose enrolment in a program has been terminated may subsequently apply for admission to another program.

5.2.7 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 three standard study periods have elapsed from the date of termination; re-enrolment in such units is subject to the approval of the Head(s) of School(s) concerned.

5.3 Assessment Grades
5.3.1 Time for completion of unit requirements
It is expected that each student will complete the assessment requirements for all relevant units no later than the end of the examination period for the relevant study period.

5.3.2 Result grades
All units will be assessed and recorded according to the codes listed in the Table.

**GRADING CODES**

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<tr>
<th>Description</th>
<th>% Range Guide(1)</th>
<th>Code</th>
<th>Numerical Equivalent(2)</th>
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<td>First Class Honours</td>
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<tr>
<td>Second Class Honours - Division A</td>
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<td>HIIA</td>
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<td>Fail</td>
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<td>When a student withdraws from a unit in accordance with Regulation 3.4.3 or 3.4.4.</td>
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<td>When a student has been granted Credit for a unit (Regulation 3.7.1)</td>
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<td>For a year long unit, when a final result for a unit is not available at the end of the first standard semester</td>
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<td>Thesis awaiting examination</td>
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<td>When a final result is not available at the end of the study period and the Course Co-ordinator, in consultation with the Lecturer-in-Charge, approves extension to a nominated date which shall be no later than the end of the next standard semester#</td>
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</tr>
</tbody>
</table>

# This grade may be used only in relation to field /industry/ clinical experience/practicum, off-shore, exchange, distance education, on-line, mixed-mode and thesis units.

If no final result grade has been assigned to the unit by that nominated date, it will be recorded as Fail – NN.
<table>
<thead>
<tr>
<th>When a final result grade is not available at the end of the semester and no extension has been approved by the Course Coordinator, in consultation with the Lecturer-in-Charge</th>
<th>Assessment Incomplete</th>
<th>IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>An incomplete result (IN) 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When a student has completed all assessment requirements but a final result is not available</th>
<th>Result Pending</th>
<th>RP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If a student has been granted a Deferred Examination</th>
<th>Deferred Examination</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If a result has been awarded</th>
<th>Annulled</th>
<th>AN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A result may be annulled only by determination of a Disciplinary Committee.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Marks may be scaled according to the distribution in note (2) before finalisation of results.

(2) In undergraduate units that have 30 students or more it is expected that normally no more than 20% of the students would be awarded Distinction and/or High Distinction grades, between 20% and 25% would be awarded Credit grades and up to 15% would be awarded Pass Conceded or Fail grades. The balance would be awarded a Pass grade. In units with fewer than 30 students, Lecturers-in-Charge should be guided by this distribution.

In situations where there is a significant deviation from these percentages, the Lecturer-in-Charge should be able to demonstrate to the Head of School, or an assessment review committee established by the Head of School, relevant evidence to substantiate the decision. Where such evidence is not available, grades will be scaled to achieve the expected distribution.

(3) Numerical equivalents of grades are provided, where relevant, in accordance with Regulation 5.3.4.

(4) Results of PS (ungraded Pass) are normally excluded from the calculation of a Grade Point Average.

*Note: 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.*
5.3.3 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 towards the requirements of an Honours year or postgraduate program.

5.3.4 Grade Point Average
In any case in which a Grade Point Average is required to be calculated, it will be 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.

5.4 Cheating, Plagiarism, Collusion and Recycling
5.4.1 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.

5.4.2 Consequences of exclusion
In the event that a student is excluded for breach of the Academic Honesty Policy any subsequent application for re-enrolment will not be considered until at least three semesters have elapsed from the date of exclusion. Re-enrolment is subject to approval by the relevant Head of School.

6. EXAMINATIONS
Examinations will be conducted in accordance with Procedures prescribed by the University.

7. REVIEW AND APPEALS
7.1 Preliminary Dialogue
7.1.1 Clarification of result or grade
If a student wishes to obtain clarification about a result for an item of assessment or grade in a unit, the matter must be raised in writing with the Lecturer-in-Charge of the unit within 10 working days of receipt of the result or grade in question.

Where the Lecturer-in-Charge cannot be contacted, the student may submit a formal request in writing to the Head of School responsible for the unit within 10 working days of receipt of the grade.

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. Lodgement of such a request does not prejudice the student’s rights under Regulation 7.3.

7.1.2 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 ten working days of receipt of notification of that termination.

7.1.3 Progression to review
A student who is dissatisfied with the outcome of this process may request a review as outlined in Regulation 7.3 or 7.4.
7.2 **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.

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

7.3.1 **Application for review**
A student may ask the Head of School responsible for a unit to review the grade awarded in that unit. The request must be in writing and be received within 10 working days of receipt of notification of the grade by the student. A review may only be requested on grounds that the published University regulations or procedures have not been observed.

7.3.2 **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 the student on the basis of the written request;
(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.

7.3.3 **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.

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

7.4.1 **Application for review**
A student may ask the Head of School to review a decision regarding termination of enrolment. A student seeking a review must make a case 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 10 working days of receipt by the student of the initial decision.

7.4.2 **Conduct and timing of review**
A Review Committee will conduct the review. This committee will comprise the following:
• a nominee of the Head of School as convener;
• two other members of staff nominated by the Head of School, not being staff involved in the original decision;
• one student nominated by the Head of School.

7.4.3 The Review Committee will be convened as soon as possible to hear the application for review. The student appealing may appear in person before the Review Committee to address the issues identified in the written request for review. The Review Committee will have access to all relevant documentation.

7.4.4 **Report on review**
The Review Committee will provide the 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.

7.4.5 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.

7.5 Appeal to Faculty Board
7.5.1 Appeal by student
A student may appeal to the Faculty Board against the outcome of the review conducted under Regulations 7.3 or 7.4. The appeal must be in writing and must be received by the relevant Dean within 10 working days of receipt by the student of the outcome of the review.

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

7.5.3 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 will not be on the Committee.

7.5.4 The Faculty Appeals Committee will be convened as soon as possible to hear the appeal. The student may appear in person before the Committee to address the issues identified in the written appeal. The Appeals Committee will have access to all documentation used in the review process.

7.5.5 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.

7.5.6 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 7.3 or 7.4 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.

7.6 Appeal to Academic Board
7.6.1 Appeal by student
The only ground on which an appeal can be made to the Academic Board is that a student contends that the Review and Appeals Regulation has not been followed in relation to the appeal to the Faculty Board.

7.6.2 Timing of appeal
The appeal must be submitted in writing to the Academic Registrar within 10 working days of receipt by the student of the outcome of the Faculty Board appeal.

7.6.3 Evidence in support of appeal
The appeal must be supported by documented evidence of non-compliance with the University regulation on Review and Appeals.
7.6.4 **Determination of appeal**
The Academic Board will deal with the appeal at its discretion.

7.6.5 **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.

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

8. **CONFERRAL OF AWARDS**

8.1 **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 5.3 in all
assessable components of the course.

8.2 **Conferral of Award**
Awards will be conferred in accordance with procedures prescribed by the University.

9. **ALTERATION OF REGULATIONS**
Regulations may be altered from time to time by the Academic Board.

10. **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
Academic Board at the first reasonable opportunity.