REGULATIONS:

ACADEMIC ENABLING & SUPPORT CENTRE (AESC)
SYDNEY

Purpose:
These School Regulations apply to all Students in the courses and units offered by the Academic Enabling and Support Centres at the University of Notre Dame, Australia, Sydney Campus.

Responsible Executive:
Director

Responsible Office:
Academic Enabling and Support Centre

Contact Officer:
Director Academic Enabling and Support Centre, Sydney

Effective Date:
1 January 2016

Modification History:
First created: July 2011; January 2012, December 2012 January 2013; March 2014; August 2015; November 2015

Campus applicability:
Sydney, February 2016
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1: INTRODUCTION AND INTERPRETATION

1.1 Centre Regulations
These Academic Enabling and Support Centre (AESC) Regulations apply to all Students enrolled in the courses offered by the AESC. These Regulations should be read in conjunction with the University’s General Regulations and AESC Course Regulations.

1.2 Course Regulations
In addition to these AESC Regulations, all the courses offered by the AESC have specific Regulations which apply to all Students enrolled in the courses.

1.3 Interaction of Regulations
In the event of inconsistencies between different sets of regulations, the order of priority for enforceability is as follows:

1. General Regulations
2. AESC Regulations
3. Course Regulations

1.4 Interpretation
The words and phrases contained in this provision are to be interpreted in the following way throughout the AESC Regulations, unless otherwise provided for herein:

“(the) Unit Coordinator” – shall mean that person designated by the Director to be the lecturer in charge of a unit and who shall be responsible to the Director of the AESC for the overall coordination of teaching and assessment in the unit.

“(the) EP benchmark” – shall normally mean a final mark required to have satisfactorily completed the unit to undergraduate entry level, as stated in Appendix B.

1.5 Amendment of Regulations
1.5.1 All proposals for amending these AESC Regulations must be forwarded by the Director to the Unit and Course Accreditation Committee (UCAC) for consideration and to the Vice Chancellor for approval.

1.5.2 Unless otherwise specified, amendments to these AESC Regulations will be deemed to be binding on all Students enrolled in units or courses offered by the AESC as soon as they are approved by the Vice Chancellor.

1.5.3 Where the Director is satisfied that such amendments to these AESC Regulations will affect an existing Student(s) of the AESC in an unreasonable, prejudicial or discriminatory manner, the Director may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing Student(s).

2: GOVERNANCE OF THE ACADEMIC ENABLING AND SUPPORT CENTRE

2.1 The Governance of the AESC sits with the Director
2.1.1 Subject to the University Statutes, the Director of the AESC, Sydney Campus, is the senior executive and academic officer.

2.1.2 The Director of the AESC, Sydney, will have primary responsibility for the AESC services on the Sydney Campus.
2.2. **Director of Enabling (Sydney)**
2.2.1 Subject to the University Statutes, on the Sydney Campus, the Director of the AESC, Sydney (or delegate) is responsible for the Tertiary Enabling Program and the Foundation Year Courses.

3: **ADMISSIONS**

3.1 **Special Requirements for Admission**
3.1.1 Special requirements for admission (if any) to a course offered by the AESC shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.2 **Courses**
3.2.1 The courses of the AESC are set out in Appendix A.

3.3 **Specific Conditions of Enrolment in Units of a Course**
3.3.1 The Manager of Admissions may permit a Student to enrol in a course offered by the AESC without having satisfied the entry conditions if the Student has demonstrated sufficient knowledge to undertake the course.

3.3.2 The Director may impose enrolment conditions on a Student enrolled in a course offered by the AESC without having satisfied the entry conditions.

3.4 **Enrolment Deadline**
3.4.1 Enrolments for Enabling Programs are accepted until immediately prior to the commencement of classes for the semester.
3.4.2 Students who miss more than three weeks of the course without providing notice, may be deemed absent without leave and automatically terminated from the University.

4: **ACADEMIC PROGRESS**

4.1 **Attendance and Absence**
4.1.1 A Student who is absent from a unit without the approval of the Director of the AESC, Sydney (or delegate) for more than 15% of scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may receive a ‘Fail due to Non Completion’ (FN) grade for the unit.

4.1.2 A notification informing the Student of three absences will normally be emailed to a Student in breach of attendance requirements. The Student will be required to make an appointment to see the Director (or delegate).

4.1.3 Arrival at any teaching period more than 10 minutes after the commencement of the class may be deemed to constitute absence.

4.1.4 International Students are subject to current legislative regulations.

4.2 **Student Progress**
4.2.1 A Student who does not achieve the required benchmark in any Foundation Year unit, may repeat that unit in the following semester. EP benchmarks must be achieved in all semester 1 units before enrolment in semester 2 units.

4.2.4 A Student will be terminated from the Foundation Year course if they have made Unsatisfactory Progress. Unsatisfactory Progress is determined by the Board of Examiners where a Student fails to pass 50% or more of the enrolled credit point load in a Semester or has failed to achieve the benchmark for a unit studied in two successive semesters.
4.2.5 A Student may, with the approval of the Director (or delegate), repeat a unit(s) in which the EP benchmark was not achieved, in order to complete the Foundation Year course.

4.2.7 A Student will be terminated from the TEP course when they have made Unsatisfactory Progress. Unsatisfactory Progress is determined by the Board of Examiners where a Student fails to pass 50% or more of the enrolled credit point load in a Semester or has failed to achieve the benchmark for a unit studied in two successive semesters.

4.2.9 A TEP Student who is unsuccessful in completing the course within one semester may be advised to apply for a Change of Course into Foundation Year. In this case, a Student must apply for a Change of Course and fulfil any Credit Transfer requirements.

4.3 Advanced Standing

4.3.1 An enrolled Enabling Program Student may apply for Advanced Standing, based on prior learning and achievement, to the Director. Such an application will follow the University's standard processes.

5: ASSESSMENT AND EXAMINATIONS

5.1 Assessment

5.1.1 Assessment criteria are contained in each unit outline.

5.1.2 The completion of all prescribed assessments for a unit is a precondition for a Student being eligible to sit the final examination if applicable

5.1.3 The completion of all prescribed assessments for a unit is a precondition for a Student being eligible to pass a unit.

5.2 Extensions on continuous assessment items (excluding examinations)

5.2.1 A Student may apply in writing, before the due date, for an extension of time within which to submit a piece of continuous assessment without penalty, to the Director of the AESC, Sydney (or delegate) setting out the grounds for the application. Such an application must be accompanied by independent supporting documentation.

5.2.2 The Director (or delegate) has the discretion to approve or dismiss the application for extension.

5.2.3 If the Director (or delegate) approves the application for extension, they will set, in writing, a new due date.

5.2.4 If the Director (or delegate) does not approve the application for extension, the Director (or delegate) may impose a penalty for late submission or non-submission of continuous assessment, and inform the Student in writing.

5.2.5 A Student may apply directly to the Director (or delegate) in the case of requests for extension on multiple assessment items in multiple units for a given semester.

5.3 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

5.3.1 If a Student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:

(a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), and then 10% will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
(b) No piece of assessment will be marked if submitted more than five days after the due date (or extended due date if applicable) and the assessment will be awarded a mark of "0" and grade "F".

5.3.2 The Director of the AESC, Sydney (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the Student can establish to the satisfaction of the Director of the AESC, Sydney (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.

5.4 Remarking of pieces of continuous assessment
5.4.1 If the Director of the AESC, Sydney (or delegate) permits a remarking of the piece of assessment, in accordance with the General Regulations, the following procedures will apply:
(a) The Director (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
(b) The person undertaking the remarking will recommend to the Director (or delegate) a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to the assessment's marking guidelines.
(c) The person undertaking the remarking will provide a written recommendation to the Director (or delegate) as soon as is practicable giving a recommended mark and grade.
(d) The final mark or grade to be awarded for the piece of assessment will be determined by the Director (or delegate).

5.5 Supplementary assessment
5.5.1 Supplementary assessment may be provided to facilitate course completion.

5.5.2 Supplementary assessment is the provision of a new assessment item designed to assist Students to complete course requirements and is available, if approved by the Director of the AESC, Sydney (or delegate) for “EP” coded units.

5.5.3 The Director (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the relevant staff member as to whether, given the Student's performance in the unit and the nature of the unit, it is possible for the Student to achieve the relevant benchmark standard through supplementary assessment.

5.5.4 The form and type of supplementary assessment is at the discretion of the Director (or delegate) who will ensure that academic standards are maintained.

5.6 Absence from in-class assessments
5.6.1 A Student absent from an in-class assessment, must apply for an irregularly scheduled assessment, using the form "Application for an irregularly scheduled assessment/test".

5.6.2 Only the Director of the AESC, Sydney (or delegate), can provide Students with permission to complete an irregularly scheduled assessment. This requires that there are genuine grounds, such as medical illness, a family bereavement, or a serious accident. All applications require independent supporting documentation. Holidays and travel, within the normal semester period, inclusive of official study breaks, are not grounds for approval of an irregularly scheduled assessment.

5.7 Referencing
5.7.1 A Student enrolled in units offered by the AESC must use American Psychological Association (APA) referencing.
5.7.2 Students must use the AESC Referencing Style Guide.

5.8 Assessment Coversheets

5.8.1 A Student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, and that the work has not been previously submitted for any other unit or at any other tertiary institution.

6: CONDUCT AND PRIVACY

6.1 Code of Conduct

6.1.1 All Students are obligated under the University’s Code of Conduct to act in accordance with the ethical and academic obligations.

End of Regulations
APPENDIX

Appendix A: AESC Courses: Sydney.

The AESC Sydney offers two Enabling Programs: the Tertiary Enabling Program (TEP) and the Foundation Year (FY).

On the Sydney Campus, the AESC offers two Tertiary Enabling Program courses:

- Nursing and Life Sciences, Course Code 0112
- Education, Humanities and Business, Course Code 0113.

On the Sydney Campus, the AESC offers four Foundation Year courses:

- Education, Course Code 0106
- Arts & Sciences, Course Code 0107
- Business, Course Code 0108
- Nursing, Course Code 0110
Appendix B: AESC Course Structures: Sydney.

**TEP Nursing and Life Sciences (0112)**

*Course Structure*

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Title</th>
<th>Credit Points</th>
<th>Semester</th>
<th>EP Benchmark</th>
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</thead>
<tbody>
<tr>
<td>EP001</td>
<td>Learning Skills</td>
<td>25</td>
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<td>65% (B)</td>
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<tr>
<td>EP002</td>
<td>Literacy Competency or Literacy Competency for Teachers</td>
<td>25</td>
<td>1</td>
<td>50% (C)</td>
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<tr>
<td>ED1118</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EP003</td>
<td>Academic Writing</td>
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<td>1</td>
<td>65% (B)</td>
</tr>
<tr>
<td>EP004</td>
<td>Research Skills and Information Literacy</td>
<td>25</td>
<td>1</td>
<td>65% (B)</td>
</tr>
<tr>
<td>EP005</td>
<td>Mathematical Competency or Mathematical Competency for Teachers</td>
<td>25</td>
<td>1</td>
<td>65% (B)</td>
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<tr>
<td>ED1119</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EP006</td>
<td>Information Technology for Academic Purposes</td>
<td>25</td>
<td>1</td>
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</tr>
<tr>
<td>EP008</td>
<td>Human Biology</td>
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Total course credit points 175

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**TEP Education, Humanities and Business (0113)**

*Course Structure*

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<th>Unit Title</th>
<th>Credit Points</th>
<th>Semester</th>
<th>EP Benchmark</th>
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<td>EP001</td>
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<td>EP003</td>
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<tr>
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<tr>
<td>EP006</td>
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Total course credit points 175
## Foundation Year (0106, 0107, 0108, 0110)

### Course Structure

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<th>Unit Title</th>
<th>Credit Points</th>
<th>Semester</th>
<th>EP Benchmark</th>
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</thead>
<tbody>
<tr>
<td>EP002</td>
<td>Literacy Competency or Literacy Competency for Teachers</td>
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<td>ED1118</td>
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<tr>
<td>EP003</td>
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<td>65% (C)</td>
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<tr>
<td>EP004</td>
<td>Research Skills and Information Literacy</td>
<td>25</td>
<td>1</td>
<td>65% (C)</td>
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<tr>
<td>EP005</td>
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**Semester 1 credit points** 100

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<td></td>
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<td>2</td>
<td>50% (P)</td>
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<tr>
<td></td>
<td>course specific undergraduate unit</td>
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<td>2</td>
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**Semester 2 credit points** 100

**Total course credit points** 200