



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATION: GENERAL REGULATIONS

Purpose:	These General Regulations apply to all Students in the Courses and Units offered at The University of Notre Dame, Australia.
Responsible Executive:	Academic Registrar
Responsible Office:	Office of the Academic Registrar
Effective Date:	7 March 2016
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1 INTRODUCTION

1.1 General Regulations

These General Regulations apply to all Students in Courses and Units offered at The University of Notre Dame Australia.

1.2 Additional Regulations

In addition to the General Regulations, the University has the following Regulations:

- (a) School Regulations that apply to Students in that School.
- (b) Research Degree Regulations that apply to Students undertaking Research Degrees.
- (c) Course Regulations that apply to Students undertaking that Course.
- (d) Academic Enabling & Support Centre Regulations that apply to Students undertaking Academic Enabling & Support Centre Courses.

1.3 Interaction between Regulations

- (a) School Regulations, Research Degree Regulations and Course Regulations must be read in conjunction with each other and the General Regulations.
- (b) If there is a conflict between the General Regulations and any other regulation, in the absence of a specific provision to the contrary, the General Regulations prevail.

1.4 Interpretations and definitions

- (a) In the General Regulations, the following definitions apply:

Act	The University of Notre Dame Australia Act 1989.
Academic Penalty	A final grade of Withdrawal with Fail imposed for any Unit the Student is enrolled in where the Student withdraws in writing from that Unit after the Academic Penalty Date but before the last teaching date of the Unit.
Academic Penalty Date	The date published by the University on the University website as the last date a Student can apply to withdraw in writing from a Unit without Academic Penalty. The Academic Penalty Date is generally calculated as the seven tenths point of the teaching period of the Unit, although an earlier date may be set for some Units.
Advanced Standing	Unspecified credit from a Unit or general credit toward a Course for previously completed formal studies or recognised prior learning.
Academic Status	A Measure of the Student's academic achievement reviewed at the conclusion of each Semester of study.
Audit Enrolment	Where a Student attends lectures, tutorials and other organised activities of the Unit but does not submit assignments or sit the Unit examination and does not receive a final grade.
AWOL	An administrative status used to reflect a Student who has no Unit enrolment (Absent Without Leave) and is not on an approved Leave of Absence.
Board of Assessors	All of the academic staff employed by the University to teach in the Vocational Education and Training programs.

Board of Examiners	Has the same meaning as given in the University Statutes.
Campus	Has the same meaning as given in the University Statutes.
Census Date	Has the same meaning as provided in HESA. The University will publish the Census Date for all Units on the University's website.
Certificate	An approved undergraduate award of the University typically requiring six months of full-time equivalent study.
Code of Conduct	The University Student Code of Conduct formally endorsed by the Board of Directors.
Combined Degree	A combination of two individually approved degree programs into a new single Course. The Course has one program code and one set of Course Regulations and results in one testamur.
Compulsory Community Commitment	A mandatory commitment on a state, national or international level that is beyond a Student's control and includes (but not limited to) a sporting, cultural, military, emergency service and/or legal field that has been identified to the University at the time of enrolment in a Unit and/or Course or as soon as practicable after the mandatory commitment arises.
Conceded Pass	A grade for a Unit that the Board of Examiners has allowed the Student to pass even though the percentage mark achieved by the Student is less than the deemed pass mark for the Unit. A Conceded Pass can only be awarded where the Student has achieved a result in the mark range set out in the General Regulations. The originally assigned percentage mark shall not be changed.
Concurrent Enrolment	When a Student enrolls in two separate degree Courses at the University which are not offered as a Double Degree.
Core Curriculum	Has the same meaning as given in the University Statutes.
Co-requisite Unit	A Unit which must be studied concurrently with the Unit for which it is prescribed.
Course	A program of study approved by the University the completion of which leads to the awarding of a Degree, Diploma or Certificate, at undergraduate or postgraduate level.
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.
Credit Points	The number of points allocated to a particular Unit or Course. Credit Points for particular Units are added together towards a total score for the Course for which a qualification is awarded.
Credit Transfer	The transfer of a compulsory Unit from an incomplete Course to a new Course.
Cross-Institutional	A Unit undertaken and completed by a Student at another approved institution during the time that the Student is enrolled in a Course and for which the

Enrolment	University grants credit towards a Course.
CSP	Commonwealth Supported Place
Dean	Unless otherwise specified, means a reference to the Dean of the School that offers the Course in which the Student (the subject of the Regulation) is enrolled or seeks enrolment. (N.B. Where applicable, may also refer to the Directors of the Academic Enabling & Support Centre, or Research)
Deferred Examination	An examination that examines the same learning outcomes as the final Invigilated Examination but is held at a time, date and place set by the Campus Registrar in place of the scheduled examination for each Semester.
Degree	An academic award conferred by the University upon a Student who completes a prescribed undergraduate or postgraduate Course.
Diploma	An approved undergraduate award of the University typically requiring one year of full-time equivalent study.
Directed Individual Study Unit	A Unit formally approved by a School that is specially designed to meet the needs and interests of an individual Student.
Dissertation	A written work that comprises at least one Semester of full-time equivalent study.
Double Degree	A study program from two disciplines that allow accelerated completion and conferral of two Degrees as separate awards (with two testamurs) on a Student who has complied with the Course Regulations for each Degree.
EFTSL	Equivalent full-time study load as defined in HESA.
Elective	A Unit that is not a compulsory Unit of a Degree and which may be enrolled in by a Student provided that: <ul style="list-style-type: none"> (a) the Degree complies with these or applicable Course Regulations in relation to the number of 100 and 200 level Units that can be included in the program; (b) the Student has the appropriate Pre-requisite and Co-requisite Units; and (c) the Student has approval to enrol in the Unit from both the Dean of the Student's School and the Dean of the School offering the Unit (if different).
Enabling Program	A program offered by the University for preparation for tertiary study.
Final Enrolment Date	The final date by which all Students must enrol in Units as proclaimed by either: <ul style="list-style-type: none"> (a) the Campus Registrar; or (b) the School (on the University website), whichever is earlier.
Enrolment Overload	When a Student enrolls in more than the standard number of Credit Points in a particular Semester or year of a Course.

Exceptional Circumstances	Has the meaning given in the University's Guideline: The Meaning of Special Consideration and Exceptional Circumstances.																		
File Closed	An administrative status indicating that a Student's enrolment record at the University has been closed due to the Student's non-enrolment.																		
Financial Penalty	A Student's liability for tuition fees where the Student withdraws in writing from a Unit(s) after the Census Date.																		
Grade	The summative assessment of performance represented as a Unit of measurement in the form of a letter grade.																		
Grade Point	The University gives the following Grade Points for each letter grade: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Letter Grade</th> <th style="text-align: left;">Grade Points</th> </tr> </thead> <tbody> <tr> <td>HD</td> <td>4.0</td> </tr> <tr> <td>D</td> <td>3.0</td> </tr> <tr> <td>C</td> <td>2.0</td> </tr> <tr> <td>P</td> <td>1.0</td> </tr> <tr> <td>CP</td> <td>0.0</td> </tr> <tr> <td>F</td> <td>0.0</td> </tr> <tr> <td>FN</td> <td>0.0</td> </tr> <tr> <td>WF</td> <td>0.0</td> </tr> </tbody> </table>	Letter Grade	Grade Points	HD	4.0	D	3.0	C	2.0	P	1.0	CP	0.0	F	0.0	FN	0.0	WF	0.0
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WF	0.0																		
Grade Point Average (GPA)	A numerical calculation of a Grade Point Average weighted by Credit Points, of the results received over a defined study period or over an entire program. It is calculated by: $\frac{\text{total Weighted Grade Points}}{\text{total Unit Weights}}$																		
Graduand	A Student who has satisfied the requirements for an academic award prior to the conferral of that award.																		
Graduate Certificate	An approved postgraduate award of the University typically requiring six months of full-time equivalent study.																		
Graduate Diploma	An approved postgraduate award of the University typically requiring one year of full-time equivalent study.																		
Graduate Student	A person who has received an academic Award or Degree on completion of their university studies.																		
Hall of Residence	Any accommodation provided to Residential Students directly by the University, whether that accommodation is located on a Campus or not.																		
HESA	The Higher Education Support Act (2003) Cth.																		

Home Campus	The Campus where a Student enrolls in a Course.
Honours	An Undergraduate Degree requiring a higher academic standard than a pass and that normally requires a year of study in addition to a three-year Bachelor Degree in a discipline or an honours stream that is studied concurrently in the final years of a four year (or more) Bachelor Degree in a discipline.
Host Campus	A Campus that is not a Student's Home Campus where the Student undertakes some Units.
Invigilated Examination	An examination conducted by the University under supervised conditions.
Irregularly Scheduled Examination	An examination that examines the same learning outcomes as the final Invigilated Examination and is conducted under the same invigilated conditions as an Invigilated Examination but is held at a different time, date and/or place that is ordinarily: <ul style="list-style-type: none"> (a) on a date during the official examination period; and/or (b) at a time commencing <u>before</u> the regularly scheduled examination, unless otherwise approved by the Campus Registrar.
Late Fee	A charge levied by the Academic Registrar and published on the Website.
Major	An approved sequence within an Undergraduate Course of at least eight Units of 25 Credit Points (or equivalent) that develops a particular academic theme.
Mark	The summative assessment of performance represented numerically.
Minor	An approved sequence within an Undergraduate Course of at least six Units of 25 Credit Points (or equivalent) that develops a particular academic theme.
Not-For-Degree	Enrolment in a Unit for which a Student completes all assessment requirements without obtaining credit toward a Course.
Placement	A practicum, internship, or any other professional work experience to be undertaken by a Student as part of an approved Course.
Placement Provider	Any third party that is not the University where a Student undertakes a Placement.
Postgraduate Award	A Graduate Diploma or Graduate Certificate that a Student undertakes after having obtained a Bachelor or Undergraduate Degree.
Postgraduate Degree	A Masters or Doctoral Degree that a Student undertakes after having obtained an Undergraduate Degree.
Postgraduate Student	A Student enrolled in a Postgraduate Award or Degree.
Pre-requisite	A Unit or other requirement(s) that must be successfully completed prior to taking

Unit	a certain Unit.
RPL	Recognition of prior learning granted by the University as credit toward a Course, on the basis of learning acquired: <ul style="list-style-type: none"> (a) by way of a professional body, enterprise, private educational institution or by any other provider recognised by the University; and/or (b) through work or life experience.
Re-marking	Marking an assessment (other than an examination) for a second time where that assessment has not been altered or added to by the Student in circumstances where the Student considers the assessment has been unfairly or inappropriately assessed.
Research Committee	Has the same meaning as given in the University Statutes.
Research Degree	A Master by Research, a Master of Philosophy, a professional Doctorate in any discipline, and the Doctor of Philosophy.
Research Project	Written work that represents less than half of the academic requirements for a Degree and the research underpinning the project comprises less than one Semester of full-time equivalent study.
Residential Student	A Student who resides in a Hall of Residence.
Resource Materials	Includes, but is not limited to, dictionaries, calculators, textbooks, mobile electronic devices and Student notes.
Re-submit	Where a Student submits for marking a piece of work that has been altered, added to, re-written or re-worked by the Student subsequent to the original assessment being made.
Satisfactory Progress	A determination made by the Board of Examiners where a Student passes 50% or more of the enrolled Credit Point load in a Semester.
School	Has the same meaning as given in the University Statutes.
Semester	A division of the calendar year used in academic scheduling that includes the teaching period immediately prior to the official commencement of the Semester (known as Summer Term or Winter Term).
Special Topics	A unit of study with more than one student enrolled that addresses a topic in the discipline not covered by the published list of units offered by the School.
Specialisation	An approved sequence within an Undergraduate Course or Postgraduate Course of at least four Units of 25 Credit Points (or equivalent) that develops a particular academic theme.
Student	A person enrolled in a Course or Unit at the University of Notre Dame, Australia.

Study Abroad	Any University approved and/or organised arrangement that: <ul style="list-style-type: none"> (a) enables a Student to complete part of their study in another country; (b) enables a Student from an overseas university to complete part of their study in this country.
Supplementary Examination	An examination that is different in content from an Invigilated Examination and is required to be sat by a Student at a time, place and date set by the Campus Registrar and is sat in addition to the Invigilated Examination.
TEP	Tertiary Enabling Program.
Thesis	(a) A substantial written work that represents at least two thirds of a Degree, with the research underpinning the Thesis comprising at least one year of full-time equivalent study; or (b) An Honours paper submitted in part requirement for an Honours Degree.
Uncredentialed Experience	Experience or knowledge obtained outside of formal education, including work, life or other practical experience.
Undergraduate Degree	An accredited post-secondary Course at the level of Bachelor Degree, (with or without Honours) including graduate entry Bachelor Degrees.
Undergraduate Student	A Student enrolled in an Undergraduate Degree.
Unit	A Unit of study that is discrete in its objectives, content, methods and assessment.
Unit Weight	The proportion of a Course taken up by a Unit. It is calculated by: $\frac{\textit{number of Credit Points for the Unit}}{\textit{total Points required for that Degree at the time the Unit was completed.}}$
University	The University of Notre Dame Australia constituted under the University of Notre Dame Australia Act 1989.
University Statutes	The Statutes of the University made under the authority of Section 20 of the Act.
Unsatisfactory Progress	A determination made by the Board of Examiners where a Student does not achieve Satisfactory Progress.
VET (Vocational Educational Training)	The program of post-compulsory vocational education and training, excluding Degree and higher level programs, delivered by tertiary institutions.
Weighted Grade Point	The grade point for a Unit calculated by: $\textit{Unit Weight} \times \textit{Grade Point} = \textit{Weighted Grade Point for that Unit.}$
Working Day	A day in which the University is open for business but does not include public holidays or weekends.

- (b) Where these Regulations refer to a member of the University staff by a title:
 - (i) the definition of the role may be found in the University Statutes; or
 - (ii) the definition means the staff member appointed to that title by the Vice Chancellor; or
 - (iii) the definition means the staff member appointed to undertake duties as required by that title by the Vice Chancellor.

1.5 **Applicability to VET Students**

These Regulations apply to Students enrolled in VET programs at the University to the extent that they are relevant. When applied to VET Students, any reference to “the Dean” shall be a reference to “the Head of the VET program” and any reference to “the Board of Examiners” shall be a reference to “the Board of Assessors”.

1.6 **Amendments to General Regulations**

When the Vice Chancellor approves amendments to the General Regulations, the amendments automatically apply to all Students.

1.7 **Amendments to other Regulations**

- (a) When the Vice Chancellor approves amendments to any of School Regulations or Research Degree Regulations or Course Regulations, the amendments automatically apply to all Students enrolled in that School, Research Degree or Course (as the case may be).
- (b) Where the amendments made are disadvantageous to a Student, the Student may apply in writing to the Dean (for School or Course Regulations) or the Pro Vice Chancellor, Research (for Research Degree Regulations) for permission to complete the requirements of the Regulations in effect at the time the Student first enrolled. That application may be upheld or denied as the Dean or Pro Vice Chancellor, Research sees fit.

1.8 **School Policies**

A Dean may develop and implement a Policy, Guideline or Procedure provided that it does not conflict with these General Regulations, the University Statutes or any Policy, Guideline or Procedure that may be introduced or amended by the Vice Chancellor.

1.9 **Delegation of power under these Regulations**

Powers granted in these Regulations, including but not limited to those expressly mentioned below, may be delegated with the authority of the Vice Chancellor and pursuant to the University’s Delegation Schedule:

- (a) Vice Chancellor
- (b) Senior Deputy Vice Chancellor
- (c) Deputy Vice Chancellor
- (d) Head of Campus
- (e) Pro Vice Chancellor
- (f) Academic Registrar
- (g) Campus Registrar
- (h) Dean
- (i) Associate Dean
- (j) Course Coordinator

2. ADMISSIONS & ENROLMENT

2.1 General

- 2.1.1 The Vice Chancellor decides the number of persons who may in any year:
- be admitted as Students of the University; and/or
 - be admitted to a particular Course for a Degree, Diploma or Certificate; and/or
 - be enrolled for a Unit or sequence of Units taught in the University.
- 2.1.2 An applicant who is dissatisfied with a decision with respect to admission, re-admission and/or selection, or has had their offer and/or enrolment cancelled by the Campus Registrar may lodge a written appeal against the decision in accordance with the Policy: Student Appeals.

2.2 Domestic Admissions

A. Pre University Courses

- 2.2.1 The University may admit any person to an enabling course who produces evidence of academic competence and personal commitment that the University deems satisfactory, including but not limited to:
- Certificate III in a relevant field
 - Special Tertiary Admissions Test (STAT)
 - Year 12 school results that do not meet the minimum entry requirement for undergraduate course entry

In extenuating circumstances, the Manager of Admissions may consider entry based on other criteria. Applicants may also be requested to sit a written entrance examination.

B. Undergraduate Courses

- 2.2.2 The University may admit any person to a Course for an Undergraduate Degree who produces evidence of academic competence and personal commitment that the University deems satisfactory, including but not limited to:
- admission to and completion of Units at another tertiary institution;
 - achieving an appropriate pass mark from final high school examinations in any State of Australia as determined by the Australian Tertiary Admission Rank;
 - achieving a VET qualification at Certificate IV level or higher;
 - achieving the score on the Special Tertiary Admissions Test prepared by the Australian Council for Educational Research, or some other test determined by the University at the level deemed sufficient by the University;
 - completing an Enabling Program at a level deemed sufficient by the University;
 - demonstrating during interview and by personal statement or letter personal qualities consistent with the mission of any School and/or the Objects of the University.
- 2.2.3 In addition to providing evidence of academic competency as noted in Regulation 2.2.2, before being admitted to an undergraduate Degree at the University a person must:
- satisfy all conditions for admission to the Course required by these Regulations; and
 - satisfy the requirements of specific School Regulations and specific Course Regulations; and
 - be selected for the Course in accordance with the admissions Policy and Procedures of the relevant School.
- 2.2.4 The University may require a domestic applicant to demonstrate an acceptable level of proficiency in English prior to being offered a place at the University by whatever means the University considers appropriate including:
- provision of an IELTS score or completion of a recognised English language Course at the required level; and/or
 - passing an English test.

- 2.2.5 In special cases, the University may waive the requirements of Regulation 2.2.3 and declare a Student eligible for admission to an Undergraduate Course and may impose additional conditions for completion of admission qualifications.
- 2.2.6 Admission of a Student to a Course after the commencement of a Semester or term is at the sole discretion of the University.

C. Postgraduate Courses

- 2.2.7 The University may admit any person to a Course for a Postgraduate Degree, other than a Research Degree, who produces evidence of academic competence, prior learning, relevant industry experience and personal commitment that the University deems satisfactory.
- 2.2.8 Before being admitted to a Postgraduate Degree at the University a person must:
- satisfy all conditions for admission to the Course required by these Regulations; and
 - satisfy the requirements of specific School Regulations and specific Course Regulations; and
 - have been selected for the Course in accordance with the Policy and Procedures of the relevant School.
- 2.2.9 In special cases, the University may waive the requirements of clause 2.2.8 and declare a Student eligible for admission to a Postgraduate Course and may impose additional conditions for completion of admission qualifications.

2.3 International Admissions

- 2.3.1 The University may admit an international applicant to a Degree Course who produces evidence of academic competence that the University deems satisfactory.
- 2.3.2 An international applicant must also:
- satisfy all conditions for admission to the Course required by these Regulations including but not limited to clause 2.2.2 or clause 2.2.7; and
 - satisfy the requirements of specific School Regulations and specific Course Regulations; and
 - be selected for the Course in accordance with the admissions Policy and Procedures of the School.
- 2.3.3 It is the international applicant's responsibility to ensure compliance with any visa or other requirements of the Australian Government.
- 2.3.4 The University may require an international applicant to:
- supply evidence of his/her English proficiency standard by providing an Academic IELTS score or other English Language test acceptable to the University, or by completion of a recognised English language Course at the required level; and/or
 - sit an English test on arrival at the University.
- 2.3.5 If, at the University's sole discretion, the applicant's English proficiency is insufficient, the University may refuse admission or require the applicant to undertake additional English tuition at their own cost before being considered for admission.

2.4 Admissions to Research Degrees

Admission to a Research Degree is determined by the Pro Vice Chancellor, Research on the recommendation of the Dean. The Pro Vice Chancellor, Research may also consult or seek recommendations regarding the admission from the Research Committee.

2.5 **Not-For-Degree Admissions**

- 2.5.1 An applicant seeking Not-For-Degree enrolment must normally meet the minimum entry requirements for admission to a Degree at the University.
- 2.5.2 Not-For-Degree applicants are liable for all fees and charges of the University in respect to their enrolment and cannot be deferred to a HELP loan.
- 2.5.3 Where a Not For Degree Student subsequently applies for and the University approves enrolment in an award Course at the University, all compulsory Units in the award Course that have been studied on a Not-For-Degree basis at the University will be subject to credit transfer, whether or not the Unit has been passed.

2.6 **Deferred Commencement**

- 2.6.1 When the University has made an offer of admission, an applicant may accept the offer and then be eligible to defer the commencement of their study.
- 2.6.2 Applications to defer commencement must be made to the Admissions Office in writing, and will be accepted until the close of business on the first day of Semester.
- 2.6.3 After the first day of Semester, a Student must apply for a Leave of Absence if they do not intend to study in that Semester.
- 2.6.4 Ordinarily, the maximum period for which a domestic applicant can defer commencement of study is two Semesters. Any longer period is at the discretion of the Pro Vice Chancellor, Academic in consultation with the Campus Registrar and the Dean.
- 2.6.5 The maximum period for which an international applicant can defer commencement of study is one Semester.
- 2.6.6 The University can refuse deferred commencement for any Course.
- 2.6.7 Where the University has approved an application for deferred commencement, the Student must confirm his/her intention to commence study no later than:
 - (a) the end of June for commencement in Semester Two; or
 - (b) the end of January for commencement in Semester One, of the year in which study will commence. If the University does not receive notification by the due date, the offer of a deferred place may lapse.
- 2.6.8 If, during the period of deferral, a Student is subsequently excluded, suspended or otherwise terminated, from another tertiary institution, the University may withdraw the deferred place.
- 2.6.9 A Student who has accepted a CSP forfeits the CSP if they defer commencement of study. The Student may apply in writing to the Campus Registrar to seek reinstatement of the CSP at the end of the period of deferral. The Campus Registrar shall determine the outcome of the application based on consideration of the allocation of all CSPs for the Semester in which the Student commences study.

2.7 **Cancellation of Offer and/or Enrolment**

- 2.7.1 Where an applicant has been offered a place in the University on the basis of inaccurate, incomplete or misleading information, the Campus Registrar may cancel that offer whether or not it has been accepted by the applicant.
- 2.7.2 Where a Student is enrolled in a Course on the basis of inaccurate, incomplete or misleading information, the Campus Registrar may cancel the Student's enrolment.
- 2.7.3 The Campus Registrar may refuse an application for enrolment or cancel an existing enrolment where:
 - (a) the enrolment does not comply with the rules set out in Regulation 2.9;
 - (b) an applicable quota would be exceeded; or
 - (c) the Course or Unit in which the applicant seeks to enrol will not be offered in the Semester applied for.

2.7.4 The Campus Registrar may refuse an application for enrolment or cancel a Student's enrolment where he or she is satisfied that by reason of the conviction of the applicant of a criminal offence or the conduct, circumstances or capacity of the applicant, the enrolment of the applicant is likely to be prejudicial to the interests of, or bring disrepute upon, or potentially endanger the safety and wellbeing of the University, its staff, Student or governing body.

2.7.5 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.8 Re-admission

2.8.1 A Student whose enrolment has ceased due to factors including, but not limited to, withdrawal from Course, termination, suspension, continued leave of absence, or repeated withdrawal, may apply in writing to the Campus Registrar for re-admission (in the manner prescribed by the Registrar's Office), noting that Students who wish to resume their studies after a period of more than ten years are required to submit a new application for admission.

2.8.2 All applicants for re-admission shall be considered on the basis of their academic performance, the availability of places in the Units and/or Course, the merits of the application against all other applicants for the same Course at that time and any other matters the Campus Registrar considers relevant in reaching a decision.

2.8.3 A Student seeking re-admission into the University may be required to:

- (a) repeat specified Units where those Units were completed more than 10 years ago;
- (b) repeat specified Units where those Units were completed within 10 years but content currency cannot be assured; and/or
- (c) complete the Degree or award by a given date.

2.8.4 The Campus Registrar will determine re-admission in consultation with the Dean and any other staff member the Campus Registrar deems appropriate.

2.8.5 If the Campus Registrar approves a Student's re-admission to the University, the Student will be free to re-enrol in the Course approved by the Campus Registrar and on such conditions, if any, the Campus Registrar deems appropriate, including but not limited to:

- (a) returning the Student to Good Standing or Conditional Academic Status; and/or
- (b) imposing a reduced enrolment load; and/or
- (c) scheduling a Course counselling appointment(s) with the Student's Course Coordinator.

2.8.6 Re-admission into a Course for a semester will not be permitted after the end of Week 2 of that semester, unless approved by the Campus Registrar.

2.8.7 If a Student seeks to change into a different Course when applying for re-admission to the University, the Student must indicate the proposed change of Course in their written application to the Campus Registrar. If the Student wishes to study a higher level of qualification than that previously studied, they must submit an application to the Admissions Office as per Section 2, Admissions & Enrolment.

2.8.8 A Student must pay in full any outstanding fees and charges applicable to prior studies before the University will process an application for re-admission.

2.8.9 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.9 Enrolment

2.9.1 A domestic Student must:

- (a) submit a written acceptance to the University's offer of a place in a Course or Unit; and
- (b) submit a Unit Enrolment form; and
- (c) comply with any specific conditions of enrolment specified in School or Course Regulations and their letter of offer; and
- (d) pay or complete and submit to the Fees Office a FEE-HELP or HECS-HELP application

form, or make appropriate arrangements with the Fees Office to pay, all applicable fees and charges prior to the published Census Date, including any fees and charges that may be outstanding.

2.9.2 An international Student must:

- (a) submit a written acceptance to the University's offer of a place in a Course; and
- (b) comply with any specific conditions of enrolment specified in School or Course regulations and any written agreement; and
- (c) be issued with a Confirmation of Enrolment if required; and
- (d) complete a Unit enrolment form; and
- (e) pay or make appropriate arrangements with the Fees Office to pay, all applicable fees and charges prior to the commencement of the Semester, including any fees and charges that may be outstanding.

2.9.3 When a Student is not officially enrolled in either Units or supervised research in a given Semester, the Student will cease to have access to University resources including but not limited to, ongoing supervision related to coursework or supervised research Units.

2.9.4 Where a Student is enrolled in an Undergraduate Degree that contains a research project, a Degree with Honours, a Postgraduate Coursework Degree, a Postgraduate Coursework and Dissertation Degree or a Degree by Thesis, the Student must be officially enrolled in the appropriate coursework, supervised Dissertation or supervised research Units up to and including the Semester in which the Research Project, Dissertation or Thesis is submitted for examination.

2.9.5 Where a Research Project, Dissertation or Thesis is submitted for examination but subsequently requires further work, the Student must re-enrol.

2.10 Conditions of Enrolment

2.10.1 By enrolling in the University, a Student is deemed to agree to abide by the:

- (a) Statutes of the University;
 - (b) Rules, Regulations and Bylaws of the University;
 - (c) Codes of Conduct of the University; and
 - (d) Policies and procedures of the University,
- in force and as may be amended from time to time.

2.10.2 It is a condition of enrolment at the University that a Student undertakes to keep the University informed of any changes to his/her personal details and to provide written notification as soon as possible of a change of details to the Registrar's Office.

2.10.3 All documents submitted in support of an application for admission, for Unit enrolment, for changes of enrolment or Student details, in application for Advanced Standing and other Student administrative matters remain the property of the University.

2.10.4 The Dean (or delegate) must approve all Unit enrolments.

2.10.5 The Dean may prescribe Unit(s) and/or conditions a Student must enrol into or adhere to in a given Semester.

2.10.6 The Dean may refuse a Student's Unit enrolment on such grounds, including, but not limited to:

- (a) failure in a Pre-requisite Unit;
- (b) failure to comply with a condition set by the Dean or Campus Registrar;
- (c) Deferred/Supplementary Examinations have not been completed; and/or
- (d) any other grounds the Dean deems appropriate.

2.10.7 The Campus Registrar may refuse Unit enrolment where a Student has outstanding fees

2.10.8 If a Student has a number of approved Deferred and/or Supplementary Examinations greater than a full-time Semester load, the Student must obtain the approval of the Dean and the Campus Registrar before the Student can re-enrol for the next Semester. The Dean may impose

conditions on the Student's re-enrolment, including, but not limited to, a part-time enrolment load for the next Semester.

2.11 **Enrolment Deadlines**

- 2.11.1 Students are required to enrol in Units of their Course by the Final Enrolment Date.
- 2.11.2 The Campus Registrar may allow a Student to enrol late into a Unit(s) (after the Final Enrolment Date) in a Semester and/or Term, provided the Student receives the approval of the Dean.
- 2.11.3 A new or continuing Student who seeks to enrol after the Final Enrolment Date may incur a Late Fee or may have their enrolment refused by the Campus Registrar.

2.12 **Enrolment Load**

- 2.12.1 Enrolment load is measured in EFTSL. A full time Student will normally be enrolled in 1 EFTSL. An EFTSL of less than 0.75 is defined as a part-time study load.
- 2.12.2 International Students must have a full time load as defined by the appropriate authorities.
- 2.12.3 A Student enrolled in a Unit in Summer Term or Winter Term will have the EFTSL value of that Unit contribute to the total enrolment load for the Semester that immediately follows the term. That is, a Student's Summer Term enrolment load will be combined with their Semester 1 enrolment load; a Student's Winter Term enrolment load will be combined with their Semester 2 enrolment load.

2.13 **Enrolment in Unit(s) in addition to the Minimum Course Requirements**

- 2.13.1 Students may enrol in Units that are additional to the minimum requirements of their Course with the Dean's approval.
- 2.13.2 Students may repeat Units that they have previously completed with a Pass, or better grade, with the approval of the Dean. Each Unit will only count once towards the requirements for Course completion.
- 2.13.3 Students' grades for additional Units will contribute towards their GPA. Where a Student has already successfully completed a Unit, each enrolment in that Unit will be shown on the Course transcript and all grades will contribute towards a GPA. Students cannot select or remove Units or Grades from their Course transcript or GPA.
- 2.13.4 Standard fees will apply to all Units of study that are additional to the minimum Course requirements.
- 2.13.5 International Students can only apply for additional Units if they can be completed within the normal Course duration period and without extending their approved length of stay as per immigration visa requirements.

2.14 **Enrolment Overload**

- 2.14.1 The University only permits Enrolment Overload in the first year of a Course in exceptional circumstances and with the approval of the Dean.
- 2.14.2 A Student requesting an Enrolment Overload in the second or later years of a Course must obtain approval from the Dean. Such approval shall generally be dependent upon the Student having obtained a Credit average in the Semester preceding the request.
- 2.14.3 A Student must pay any fees and charges associated with the additional load.

2.15 **Cross-Campus Unit Enrolment**

- 2.15.1 A Student may be permitted to enrol in Units of their Course at a Host Campus provided that:
 - (a) the Student's enrolment in the Unit is permitted under the specific Course regulations; and
 - (b) the Student's enrolment in the Unit is approved by the Dean of the Home Campus and the Dean of the Host Campus; and

- (c) the enrolment of the Student in the Unit on the Host Campus does not exceed any number limitations placed on that Unit.

2.15.2 A Student must submit the application for cross-campus Unit enrolment at least ten Working Days before the start of the Semester in which they wish to enrol, unless extension of time is approved by the Deans of both the Home Campus and Host Campus.

2.15.3 Cross-campus Unit enrolment is normally limited to a maximum period of one year (two Semesters).

2.15.4 If a Student elects to take the majority of their Unit Credit Points at the Host Campus for a further (third) Semester, the Student shall normally be required to apply for transfer to that Campus.

2.15.5 A Late Fee may apply in cases where an application for cross-campus Unit enrolment is received late.

2.16 **Campus Transfer**

2.16.1 A Student may apply for a transfer to another Campus for all or part of their Course at the end of a Semester. A Student must submit the application for a transfer to another Campus at least one Semester before the proposed transfer is to occur.

2.16.2 The University's approval of an application for transfer to another Campus is dependent upon:

- (a) the availability of the Course and a place in the Course on the Host Campus;
- (b) compliance with any academic criteria that apply to that Course on the Host Campus; and
- (c) approval of the Dean of the Host Campus.

2.16.3 Where the Student holds a scholarship of any type and the Student seeks to transfer to another Campus, the Student may be required to relinquish the scholarship depending on the eligibility criteria of the scholarship. A Student who holds an Academic Scholarship may apply in writing to the Campus Registrar of the proposed Host Campus for the transfer of that Academic Scholarship.

2.16.4 Where the Student holds a CSP and subject to legislation, the Student shall normally relinquish the CSP on transfer to another Campus. The Student may apply to the Campus Registrar for a CSP at the new Campus, if such places are available.

2.16.5 A Student may be required to pay:

- (a) a fee set by the Academic Registrar if the Student seeks to transfer Campus on more than one occasion; and/or
- (b) a Late Fee where an application to transfer to another Campus is received late.

2.16.6 Where a Student puts in an application for a transfer to another Campus and that application is denied by the Dean of the Host Campus, the Student may appeal the decision in accordance with the Policy: Student Appeals.

2.17 **Change of Course**

2.17.1 A Student who:

- (a) has yet to commence study in a Course; or
- (b) is currently enrolled in a Course

may apply for a change of Course.

- 2.17.2 Change of Course is not automatic and may be dependent upon the availability of a place in the proposed Course and any academic criteria that may apply to the proposed Course.
- 2.17.3 Where the Student holds a CSP for their Course, the Student shall normally relinquish the CSP on change into another Course.
- 2.17.4 Where the Student holds a scholarship of any type for their Course, the Student may have to relinquish the scholarship on change into another Course, depending on the eligibility criteria of the scholarship.
- 2.17.5 Approval for a change of Course resides with the Dean of the School into which the Student wishes to change, who may impose conditions on the change of Course.
- 2.17.6 The University will not confirm success of a Student's application to change Course until the end of the current Semester of enrolment.
- 2.17.7 Change of Course applications submitted after the Final Enrolment Date of a Semester will not take effect until the end of that Semester.
- 2.17.8 When a Student changes Course, all compulsory Units in the new Course which have been studied in any incomplete previous Course (including Not for Degree enrolments) will be subject to credit transfer, whether or not the Units have been passed.
- 2.17.9 Units that are transferred from a Student's previous Course to their new Course may impact on the maximum duration of the Student's Course.
- 2.17.10 Credit Transfer can only occur when granting RPL or Advanced Standing against an incomplete Course. These Units, along with the grade and Semester completion date, will be removed from the first Course and transferred to the academic record of the new Course.
- 2.17.11 Credit Transfer of Electives requires the approval of the Dean and confirmation by the Campus Registrar.
- 2.17.12 Compulsory Units or Electives from a previous Course may not be eligible for Credit Transfer where those Units were undertaken more than ten years ago and may no longer be deemed current or relevant to the new Course. The Campus Registrar may waive this regulation on the advice of the Dean.
- 2.17.13 A fee set by the Academic Registrar may apply to Students seeking to change courses on more than one occasion.

2.18 Change of Enrolment – Adding and/or Withdrawing from a Unit

- 2.18.1 Subject to the Dean's approval, a Student may apply to change their enrolment by submitting an application to the Campus Registrar (in the manner prescribed by the Registrar's Office). An application must be approved and signed by the Dean prior to submission to the Campus Registrar.
- 2.18.2 A Student who applies to add a Unit to their enrolment for a given teaching period must do so by the Final Enrolment Date. Attendance at classes, submission of items for assessment and/or attendance at the final Invigilated Examination does not constitute enrolment in that Unit.
- 2.18.3 A Student who applies to withdraw from a Unit in their enrolment for a given teaching period must do so by the published Census Date and Academic Penalty Date to avoid Financial and

Academic Penalties. Absence from classes or failure to submit items for assessment and/or non-attendance at the Invigilated Examination does not constitute withdrawal from that Unit.

- 2.18.4 The Dean has discretion to approve or reject an application for change of Enrolment based on the evidence provided with the application.
- 2.18.5 A Student who does not withdraw from a Unit following the appropriate procedures remains enrolled in the Unit and is liable for any prescribed fees and the applicable final grade.
- 2.18.6 An International Student who withdraws from all Units in the current Semester (effectively having no Unit enrolment), and who does not have the approval from the Campus Registrar to take a Leave of Absence, will be reported to the appropriate authorities.
- 2.18.7 Withdrawals from a Unit will only be accepted up until the last teaching day of the Unit. A financial and/or academic penalty may apply.

2.19 **Withdrawal from a Unit - Financial Penalty**

- 2.19.1 When a Student withdraws from a Unit following the appropriate procedure before the Census Date:
 - (a) the Student will not incur a tuition charge;
 - (b) the University will re-credit any fees paid and remission of any FEE-HELP or HECS-HELP liability attached to that Unit in that Semester; and
 - (c) the University will record the withdrawal on the Student's record for administrative purposes as "Withdrawn" (W) but the withdrawal will not appear on the Student's academic transcript.
- 2.19.2 When a Student withdraws from a Unit after the Census Date, the Student is liable for the full tuition charge in respect of that Unit.

2.20 **Withdrawal from a Unit and Academic Penalty**

- 2.20.1 At any time on or before the published Academic Penalty Date, a Student may withdraw from that Unit without incurring a Fail grade for the Unit.
- 2.20.2 Where a Student withdraws from a Unit before the Academic Penalty Date of the Unit that withdrawal shall be recorded on the Student's University record for administrative purposes as "Withdrawn" (W) but shall not appear on the Student's academic transcript.
- 2.20.3 A Student who withdraws from a Unit after the Academic Penalty Date, but before the last teaching day of the Unit, shall receive a Withdrawal with Fail (WF) grade for the Unit.
- 2.20.4 VET Students can withdraw from a Unit at any time without Academic Penalty prior to commencement of the Unit.

2.21 **Retroactive Withdrawal**

- 2.21.1 A Student may apply by submitting an application (in the manner prescribed by the Registrar's Office) for a retroactive withdrawal from a Unit, within twelve months from the completion of the Unit or withdrawal from the Unit, whichever comes first.
- 2.21.2 Applications for retroactive withdrawal shall only be considered by the Campus Registrar (with due regard to the requirements of HESA) where the Student has submitted original independent supporting documentation as evidence of the Exceptional Circumstances that prevented the Student from withdrawing before the Census Date and/or Academic Penalty Date and completing the Unit.
- 2.21.3 A Student may request waiver of:
 - (a) Financial Penalty only;
 - (b) Academic Penalty only; or
 - (c) Both the Financial and Academic Penalty, for the Unit(s) from which they are seeking retroactive withdrawal.

2.21.4 Applications for retroactive withdrawal shall be considered by the Campus Registrar, after consultation with the Dean of the relevant School (and the Dean of the School responsible for the Unit) and in accordance with the University's Policy: Re-crediting and Remission.

2.21.5 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.22 Repeated Withdrawal

2.22.1 Where a Student:

- (a) withdraws from more than half of the Units in which he/she is enrolled in at least two consecutive Semesters over a two year period; and
- (b) the Dean informs the Campus Registrar in writing that the Dean is of the view that the Student is not presently capable of undertaking the Course;

the Student may be terminated from the Course and from the University.

2.22.2 Where a Student has been terminated under Regulation 2.22.1, the Student may apply in writing to the Campus Registrar in accordance with Regulation 2.8 for re-admission.

2.23 Withdrawal from University/Course

2.23.1 A Student may apply to withdraw from the University by submitting an application, which has been signed by the Dean, (in the manner prescribed by the Registrar's Office) to the Campus Registrar.

2.23.2 Where a Student applies to withdraw from the University, the withdrawal date will be the date on which the form was submitted or deemed to be received.

2.23.3 When a Student withdraws from the University, the Student is not entitled to a copy of any official University result or document and/or service of the University until the Student fulfils their financial obligations in full.

2.23.4 A Student may apply to withdraw from their Course by submitting an application that has been signed by the Dean, (in the manner prescribed by the Registrar's Office) to the Campus Registrar.

2.23.5 The Campus Registrar may refuse a Student's request to withdraw from a Course until the Student fulfils all their financial obligations to the University in full.

2.23.6 Where a Student applies to withdraw from a Course, the Student must also apply to withdraw from any current or future Unit enrolments in which they are enrolled for that Course.

2.23.7 When a Student withdraws from a Course, the Student is not entitled to a copy of any official University result or document and/or service of the University until the Student fulfils their financial obligations in full.

2.24 Advanced Standing and RPL

2.24.1 The University recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by a registered training organization as the basis for Advanced Standing in VET/TAFE or higher education courses.

- (a) VET/TAFE Certificate IV (or equivalent) is generally not accepted as a basis for Advanced Standing into higher education courses.
- (b) VET/TAFE Diploma or Advanced Diploma will be considered for Advanced Standing in a higher education Course up to a maximum of three Semesters of equivalent fulltime study in an equivalent discipline area.

2.24.2 Units studied at a secondary school level are not accepted as a basis for Advanced Standing into higher education Courses.

2.24.3 Advanced Standing or RPL in postgraduate awards and Degrees for Units studied at the undergraduate level will normally be limited to any postgraduate Unit in the award or Degree that

is introductory in nature and Advanced Standing will normally be limited to exemption without credit.

- 2.24.4 An applicant for Advanced Standing or RPL must provide the Campus Registrar with:
- (a) full details (including Unit Outlines) of the Units for which Advanced Standing is being claimed; and
 - (b) Official, original or certified copied transcript(s) (translated into English where required) from the relevant institution for the Units in respect of which Advanced Standing is being claimed. The Student Administration Office must sight the original documents.
- 2.24.5 An applicant for RPL must provide the Campus Registrar with complete information concerning the uncredentialed learning acquired through work and life experience for which RPL is claimed.
- 2.24.6 RPL or Advanced Standing may be granted as:
- (a) Specified Credit - Unit exemption with credit may be granted on the basis of equivalent study completed in a Course either at the University or another institution, or on the basis of work experience. Specified Credit is granted against a specific Unit and appears on the academic transcript as exempt.
 - (b) Unspecified Credit - The credit amount granted is not noted against specific Units and is noted on the academic transcript as credit.
 - (c) Exemption without credit - If an equivalent Unit was part of another Degree on the basis of which a candidate has met the entry requirements for a Course, then an exemption without credit may be given. Where an exemption without credit is approved, the Student may be required to enrol in another approved Unit of equal Credit Point value.

2.25 Applying for Advanced Standing or RPL

- 2.25.1 A Student may apply for Advanced Standing or RPL by submitting an application (in the manner prescribed by the Registrar's Office) to their Dean.
- 2.25.2 The Campus Registrar shall determine, with the advice of the relevant Dean, the success or otherwise of the application for Advanced Standing or RPL in respect of non – Core Curriculum Units.
- 2.25.3 A Student must apply for Advanced Standing or RPL before the Census date for a Unit within the enrolled semester.
- 2.25.4 Where a Student applies for Advanced Standing for a Unit belonging to another School, the Dean of the School responsible for the Unit must recommend the application to the Campus Registrar.
- 2.25.5 Where a Student can demonstrate the completion of formal studies in the area of one or more of the Core Curriculum Units, their Dean may recommend to the Senior Deputy Vice Chancellor that the Student be granted exemption without credit or specified credit in that Unit(s). Where required, the Senior Deputy Vice Chancellor will consult with the Dean of the School of Philosophy and Theology on the relevant Campus.
- 2.25.6 A Student who applies for Units as Advanced Standing or RPL that were not approved as cross-institutional enrolment by the Campus Registrar and the Dean may not have their request for Advanced Standing or RPL in that Unit approved.
- 2.25.7 A Student may appeal the decision in relation to Advanced Standing or RPL in accordance with the Policy: Student Appeals.

2.26 Criteria for Assessment of Advanced Standing applications

- 2.26.1 Unless waived by the Head of Campus in accordance with 2.26.2, in assessing Advanced Standing applications, the Campus Registrar shall have regard to the following criteria:
- (a) Currency – Uncredentialed Experience, or a Unit undertaken at a tertiary and/or VET/TAFE level more than 10 years previous to the application is not normally recognised for Advanced Standing, though lower limits may be indicated in School Regulations.

- (b) Equivalency – a Unit must closely correspond to the curriculum, learning outcomes and assessment criteria of the University's Unit.
- (c) Relevancy – where Uncredentialed Experience, or a Unit does not closely correspond to one offered in the relevant Course at the University but is considered a suitable Unit for credit towards a Student's Course.
- (d) Standard attained – a Unit in which the Student achieved conceded or very low passes at the University or at another institution is unlikely to be credited towards a Degree of the University.
- (e) Completion – for VET/TAFE studies only, a Student will have completed the VET/TAFE qualification to be considered for Advanced Standing/RPL and provide evidence of completion.
- (f) Credit – where a Student applies for Advanced Standing for RPL, and the Advanced Standing is approved, the Unit and/or Uncredentialed Experience cannot be used for credit in further applications for Advanced Standing.

2.26.2 On advice of the Dean, the Head of Campus may waive any of the criteria set out in 2.26.1.

2.27 **Maximum Advanced Standing or RPL**

- 2.27.1 Advanced standing shall not be granted for more than fifty per cent of the Credit Points required for the coursework component of a University Course, unless exemption is given by the Head of Campus.
- 2.27.2 The combined total of approved Advanced Standing and/or cross-institutional enrolment cannot exceed fifty percent of the Credit Points required for the Course.
- 2.27.3 In a double Degree (Course A plus Course B), Advanced Standing shall be limited to no more than half of the Credit Points allocated to discipline A in Course A, no more than half the Credit Points for discipline B in Course B and no more than half from the overlap Units which can apply to either Course A or Course B.

2.28 **Revoking Advanced Standing or RPL**

- 2.28.1 The Campus Registrar may revoke Advanced Standing or RPL credit granted towards a Degree or award on grounds which include:
 - (a) where the Student changes their Course (in particular a change of major or minor) and the new Course is governed by a new set of Course requirements; or
 - (b) where the Student elects to undertake a Unit for which they have previously been granted credit; or
 - (c) where the original credit decision was based on an administrative error or incorrect, insufficient or misleading information;
 - (d) where the Student subsequently takes and fails a Unit for which the Unit exempted in RPL is a prerequisite; or
 - (e) on request by the Student.
- 2.28.2 Where an application for Advanced Standing or RPL has been revoked, the Unit for which the Advanced Standing or RPL was approved cannot be subsequently used in another application for Advanced Standing or RPL within the same Course.

2.29 **Cross-Institutional Enrolment**

- 2.29.1 Except in the case of Study Abroad students, a Student may apply for Cross-Institutional Enrolment prior to the Census Date of each Semester by submitting an application (in the

manner prescribed by the Registrar's Office) to the Campus Registrar which has been recommended by the Dean before enrolling in a Unit at another institution.

2.29.2 Approval for Cross-Institutional Enrolment is at the Registrar's discretion.

2.29.3 The University will only grant Cross-Institutional Enrolment where:

- (a) No more than half of the Units within the Student's Degree will be studied Cross Institutionally.
- (b) The combined total of approved Advanced Standing and/or Cross-Institutional Enrolments does not exceed fifty percent of the Credit Points required for the Course.
- (c) The Unit in question, or one that is substantially equivalent, is not offered by the University, unless the Campus Registrar is provided with a written recommendation of the Dean or where the Student is participating in a formal University agreement or Study Abroad arrangement, the Pro Vice Chancellor, International.
- (d) The Unit in question is not offered as an Elective by the University, unless the Student is participating in a formal University agreement or Study Abroad arrangement.

2.29.4 A Student for whom Cross-Institutional Enrolment is approved shall:

- a) have sole responsibility for all marking arrangements with the institution hosting the Unit;
- b) confirm successful achievement of the Unit by submitting to the Campus Registrar a certified transcript or equivalent official notification issued by the institution concerned within six months of the Semester period in which the Unit was undertaken. Failure to do so may result in:
 - (i) the Campus Registrar converting the Unit to a Fail (F) grade; and/or
 - (ii) the Student being ineligible to participate in their graduation ceremony;
- c) where a Cross-Institutional Unit examination at a host institution clashes with a home institution Unit examination, apply for a Deferred Examination in the home institution Unit.
- d) bear all responsibility for any fees or other charges that may be payable at the other institution; and
- e) pay all fees charged by the University for the application and study of Cross-Institutional Units.

2.29.5 The University will:

- (a) (unless the Cross-Institutional Enrolment is undertaken pursuant to one of the University's formal agreements or Study Abroad arrangements) record the Unit code, Unit title and Credit Points of the Unit as either a Non-Graded Pass (NGP) or Fail (F) against the Unit studied at the other institution and the name of the institution at which the Unit was studied. No final mark or grade will be displayed on the Student's University transcript;
- (b) In its discretion, determine the number of Credit Points granted in any particular instance. The number of Credit Points granted may not correspond exactly to the Credit Points allocated to the Unit by another institution;
- (c) In the event that a Student fails a cross-institutional Unit, record the failure as a Fail (F);
- (d) Have discretion and be entitled to charge a Fee for Cross-Institutional application and enrolment.

2.29.6 A Unit undertaken by cross-institutional enrolment will be used in the consideration of a Student's Academic Status.

2.29.7 A Student may appeal the decision of the University in Regulation 2.29.3 or the decision of the Campus Registrar in Regulation 2.29.4 in accordance with the Policy: Student Appeals.

2.30 Minimum Requirements for a University Award

Notwithstanding any other provision in these Regulations, to be eligible for an award of the University, a Student must complete at least 50 percent of the Credit Points required for the coursework component of a Course at the University, unless exemption is given by the Head of Campus.

3 COURSES AND UNITS

3.1 Core Curriculum Requirements in Higher Education Courses

3.1.1 In accordance with the University Statutes, the University Trustees require Students to complete the Core Curriculum of the University as follows:

- | | | |
|-----|--|---|
| (a) | Undergraduate Students | The equivalent of three standard Units – drawn from the disciplines of: <ul style="list-style-type: none"> • Theology • Philosophy • Ethics and as prescribed in Course Regulations |
| (b) | Diploma Students | The equivalent of one standard Unit – drawn from the disciplines of: <ul style="list-style-type: none"> • Theology • Philosophy • Ethics and as prescribed in the Course Regulations |
| (c) | Honours Students | The equivalent of one standard Unit – drawn from the disciplines of: <ul style="list-style-type: none"> • Theology • Philosophy • Ethics Unless the Unit has already been completed by the Student during enrolment as an Undergraduate Student. |
| (d) | Post Graduate Degree Student at graduate Diploma level or higher on any Campus | The equivalent of one standard Unit - in one of the following: <ul style="list-style-type: none"> • a post-graduate core Unit (Reason and Revelation or Bioethics); or • an approved 500 level Unit offered in either Theology or Ethics. |
| (e) | Certificate or Graduate Certificate Course Student on any Campus | Exempt. |
| (f) | VET and Enabling Program Students | Exempt. |
| (g) | HDR Students | Exempt. |

3.1.2 A Student who transfers to another Campus for one or more Semesters may, as provided for in Course Regulations and with the approval of their Dean, substitute the remaining Core Curriculum Units offered on the Host Campus for those specified at their Home Campus.

3.1.3 A Student who intends to apply to enrol in a Core Curriculum Unit after the end of Week Two of the Semester (or after the commencement of the Core Curriculum Unit where it is offered intensively) must apply in writing for the approval of the Dean of the School of Philosophy &

Theology on their Campus before submitting a formal enrolment in the Unit; subject to Regulation 2.11.2. The Dean of the School of Philosophy & Theology shall consult with the Dean of the Student's School before making a decision.

- 3.1.4 Where the Dean of the School of Philosophy & Theology denies a Student's request under Regulation 3.1.3, the Student may appeal the decision in accordance with the Policy: Student Appeals.
- 3.1.5 Where a Student can demonstrate the completion of formal studies in the area of one or more of the core Curriculum Units, the Dean of the School may recommend to the Senior Deputy Vice Chancellor that the Student be granted exemption with or without credit in the Unit. The Student's application will be considered in accordance with Regulation 2.25.
- 3.1.6 For a Student enrolled in the Bachelor of Medicine /Bachelor of Surgery on the Fremantle or Sydney Campus, Core Curriculum studies will be undertaken as separate components within the MED 100/1000 and MED 200/2000 compulsory Units. A Student who fails a core curriculum component within the MED 100/1000 or MED 200/2000 units will be permitted to complete a supplementary equivalent core curriculum Unit at their own expense to be awarded a pass in the relevant MED 100/1000 or MED 200/2000 Unit.

3.2 Audit Enrolments

- 3.2.1 Audit Enrolments are generally for enrichment purposes and do not lead to a Degree, Diploma, Certificate or other credential.
- 3.2.2 A Student may apply for an Audit Enrolment if the Dean determines that there is a vacancy in the class and that, in all the circumstances he or she approves the Audit Enrolment of that particular Student.
- 3.2.3 An Audit Enrolment Student is liable for the specified audit fee for the Unit.

3.3 Directed Individual Study Units

- 3.3.1 A Student seeking to enrol in a Directed Individual Study Unit must:
 - (a) obtain the written agreement of an academic staff of the School in which the Unit is to be undertaken, pursuant to which the staff member agrees to supervise the Unit; and
 - (b) submit to the Dean a written proposal regarding the goals, design, academic requirements, duration, assessment and recording of the Unit which has been signed by both the Student and proposed supervisor.
- 3.3.2 A Student is not permitted to enrol in any Directed Individual Study Unit unless the Dean gives approval.
- 3.3.3 A Student may undertake and have credit for no more than two Directed Individual Study Units in the Course in which they are enrolled.

3.4 Special Topics Units

- 3.4.1 A Student seeking to enrol in a Special Topics Unit must obtain the written agreement of an academic staff member of the School in which the Unit is to be undertaken.
- 3.4.2 A Student is not permitted to enrol in any Special Topics Unit unless the Dean gives approval.
- 3.4.3 A Student may undertake and obtain credit for no more than four Special Topics Units in an undergraduate Course in which they are enrolled.
- 3.4.4 A Student may undertake and have credit for no more than 25% of Special Topics units in a postgraduate Course in which they are enrolled.

3.5 Double Degrees

- 3.5.1 The University offers Double Degrees in the specified Degree combinations approved, from time to time, by the Vice Chancellor and awards them in accordance with the University Policy Double and Combined Degrees.
- 3.5.2 A Student cannot undertake a Double Degree if they have already completed one of the Degree components at the University or at another recognised tertiary institution.
- 3.5.3 A Student who is enrolled in a single Degree may apply to enter a Double Degree provided that:
- the Student has the prior approval of the Deans of both Schools; and
 - the Student commences the Double Degree no later than the end of the third Semester of full-time study (or as otherwise provided for in School Regulations) unless the Student has written approval from the Campus Registrar to commence at a later date.
- 3.5.4 The School that has responsibility for the administration and management of Student enrolment in Double Degree programs will be nominated when the Course is first approved by the Vice Chancellor.
- 3.5.5 A Student may apply or be invited to undertake an Honours year in one or both disciplines on the understanding that:
- the Student cannot undertake both Honours programs concurrently; and
 - where an Honours program requires an additional year of study, the total duration of study shall exceed that of the Double Degree.
- 3.5.6 A Student enrolled in a Double Degree may apply to change enrolment to a single Degree in which case:
- the Dean of the School of the single Degree shall determine the amount of credit to be transferred; and
 - if after transferring to a single Degree, the Student wishes to re-enrol in the Double Degree they must apply in writing to the Campus Registrar.
- 3.5.7 A Student in a Double Degree shall be eligible on an equal basis for scholarships, prizes and awards for excellence as may be available from either or both of the Schools.

3.6 Combined Degrees

- 3.6.1 The University offers Combined Degrees in the individual Degree programs approved, from time to time, by the Vice Chancellor and awards them in accordance with the University Policy Double and Combined Degrees.

3.7 Concurrent Enrolment

- 3.7.1 Concurrent Enrolment in two Courses at the University is not permitted where the two Courses are offered by the University as an official Double Degree.
- 3.7.2 Where two Courses of the University are not offered as an official Double Degree, a Student may be permitted to undertake a Concurrent Enrolment on the proviso that the Deans of the Schools for each Course approve the Concurrent Enrolment. There may be Cross-Credit of appropriate Units between the two Courses to a maximum of fifty percent of the second Degree.

3.8 Majors, Minors and Specialisations

- 3.8.1 Single Major
- Where Course Regulations allow, a Student may undertake one or more Majors within their undergraduate Course. More than one Major may constitute an overload that must be approved by the Dean.
 - A single Major may include a combination of 100/1000 level, 200/2000 level and 300/3000 level Units and, for four year Degrees, 400/4000 level Units provided that no more than three Units are to be taken at the 100/1000 level and at least two Units are to be taken at the final year (300/3000 or 400/4000) level (based on 25 Credit Point Units).

- (c) Where the undergraduate Degree requirements do not provide for a choice of Majors, the prescribed component of the Degree must include a sequence of Units allowed by the Dean.
- (d) A Student may add a single Major to their Course after they have graduated and where the Major is added within ten years of commencing their original Course. To do so, a Student must apply in writing to the Campus Registrar to have their Course reactivated. The Campus Registrar will consult with the Dean before approving or rejecting additional Units.
- (e) Units approved as Advanced Standing or Cross-Institutional Enrolment cannot normally be used for the completion of a single Major, unless the Units are recommended by the Dean.
- (f) At least 50% of the Credit Points required for a single Major must be University of Notre Dame Australia Units in order for a single Major to be formally indicated on a Student's academic transcript.
- (g) Where more than 50% of the Credit Points of a single Major are undertaken by Cross-Institutional Enrolment or Advanced Standing, that single major will be indicated as a 'transcript note' on a Student's academic transcript. This does not apply to Units completed through approved Study Abroad.

3.8.2 Double Major

- (a) Where Course Regulations allow, a Student may undertake one double Major within their undergraduate Course.
- (b) Where Course Regulations permit, a Student may undertake a double Major by completing successfully the requirements of two single Majors.
- (c) Where Course Regulations permit, a maximum of one Unit may be credited towards both single Majors.

3.8.3 Minor

- (a) Where Course Regulations allow, a Student may undertake one or more Minors within their Undergraduate Course. More than one Minor may constitute an overload that must be approved by the Dean.
- (b) A Minor may include a combination of 100/1000 level, 200/2000 level and 300/3000 level Units and, for four year Degrees, 400/4000 level Units provided that no more than two Units are taken at the 100 level and at least one Unit is taken at the final (300/3000 or 400/4000) year level (based on 25 Credit Point Units).
- (c) A Student may add a Minor to their Course after they have graduated and where the Minor is added within ten years of commencing their original Course. To do so, a Student must apply in writing to the Campus Registrar to have their Course reactivated. The Campus Registrar will consult with the Dean before approving or rejecting additional Units.
- (d) Units approved as Advanced Standing or Cross Institutional Enrolment cannot normally be used for the completion of a Minor, unless the Units are recommended by the Dean.
- (e) At least 50% of the Credit Points required for the Minor must be University of Notre Dame Australia Units in order for the Minor to be formally indicated on a Student's academic transcript.
- (f) Where more than 50% of the Credit Points of a Minor are undertaken by Cross-Institutional Enrolment or Advanced Standing, that Minor will be indicated as a 'transcript note' on a Student's academic transcript. This does not apply to Units completed through approved Study Abroad.

3.8.4 Specialisation

- (a) Where Course Regulations allow, a Student may undertake one or more Specialisations within their Undergraduate or Postgraduate Course. More than one Specialisation may constitute an overload which must be approved by the Dean.
- (b) Specialisations are not available in all Courses.
- (c) A Student may add a Specialisation to their Course after they have graduated and where the Specialisation is added within ten years of commencing their original Course. To do so, a

Student must apply in writing to the Campus Registrar to have their Course reactivated. The Campus Registrar will consult with the Dean before approving or rejecting additional Units.

- (d) Units approved as Advanced Standing or Cross-Institutional Enrolment cannot normally be used for the completion of a Specialisation, unless the Units are recommended by the Dean.
- (e) At least 50% of the Credit Points required for the Specialisation must be University of Notre Dame Australia Units, in order for the Specialisation to be formally indicated on a Student's academic transcript.
- (f) Where more than 50% of the Credit Points of a Specialisation are undertaken by Cross-Institutional Enrolment or Advanced Standing, that Specialisation will be indicated as a 'transcript note' on a Student's academic transcript. This does not apply to Units completed through approved Study Abroad.

3.9 Undergraduate Degree with Honours

- 3.9.1 Admission to an Honours program and conditions of enrolment shall be consistent with the University Policy: The Award of a Degree with Honours.
- 3.9.2 Admission, of a current student, to a stand-alone Honours Degree is determined by the Dean of the School that administers the Honours program. Where a Student is enrolled in a Double Degree, the Dean will consult with the Dean of the other School and seek approval for Concurrent Enrolment in the Double Degree and the stand-alone Honours degree.

3.10 Ranking of Honours Degrees

- 3.10.1 In respect of all Honours Degrees there are the following ranks:
 - (a) Graded Honours:
 - (i) First Class Honours
 - (ii) Honours Division II A
 - (iii) Honours Division II Bor,
 - (b) Ungraded Pass.
- 3.10.2 The rank of Honours assigned to each Student shall be determined by the Board of Examiners on the recommendation of the Dean.

3.11 Research Degrees

- 3.11.1 The regulations pertaining to Research Degrees of the University are contained in the Research Degree Regulations.

3.12 Masters Degrees

- 3.12.1 Masters Degrees are awarded in accordance with these General Regulations and the specific Course Regulations on the basis of a Student's academic performance throughout their Course.
- 3.12.2 A Student enrolled in a Masters Degree may not be subject to any additional requirements when there is a change in the requirements for a Course. The Student must fulfil the requirements of the Course that were in force at the time of enrolment in that Course unless the Student elects to meet all the requirements of the new structure of the Course, or makes alternative arrangements with the Dean.
- 3.12.3 The requirements of a Course (other than the total Credit Points required for graduation) may be varied by the Dean in the case of an individual Student.

3.13 Graduate Diplomas and Graduate Certificates

- 3.13.1 Admission to a Graduate Certificate or Graduate Diploma Course normally requires a Degree or equivalent. Course Regulations may approve alternative or additional admission requirements and selection criteria.
- 3.13.2 Where a Student has completed a relevant Graduate Certificate, credit may be granted on application towards a Graduate Diploma or Masters Degree in accordance with individual Course Regulations.
- 3.13.3 An applicant shall not be eligible for selection into a Graduate Certificate or Graduate Diploma if they have a Degree in which content substantially duplicates the content of the Graduate Certificate or Graduate Diploma.
- 3.13.4 Only the testamur of the Course the Student is enrolled in and subsequently completes will be awarded.

4 FEES

4.1 Tuition Fees

- 4.1.1 A Student is liable to pay the tuition fees specified in the University's scale of tuition fees as amended from time to time and as published on the University website.
- 4.1.2 A Student must pay the tuition fees or submit a completed FEE-HELP or HECS-HELP form before the commencement of each Semester and before the commencement of Summer and Winter Terms on a date specified by the University.
- 4.1.3 In certain circumstances, the Campus Registrar may consider an alternative payment arrangement between a Student and the University. If an alternative payment arrangement is approved by the Campus Registrar, the agreement shall be made in writing between the Student and the University.
- 4.1.4 The enrolment of a Student may be terminated by the Campus Registrar if:
- the Student does not pay tuition fees by the final date for payment; or
 - the Student and the Campus Registrar fail to agree on an alternative payment arrangement in writing by the final date for payment of fees; or
 - the conditions outlined in an alternative payment arrangement are not upheld by the Student.
- 4.1.5 The University may charge a Late Fee where a Student has not paid tuition fees or entered into a written payment arrangement by the final date for payment of fees.
- 4.1.6 Where a Student's enrolment at the University has been terminated for non-payment of fees, the Student may appeal the termination in accordance with the Policy: Student Appeals.
- 4.1.7 Where the enrolment of a Student has been terminated, cancelled or similar (for any reason), the Student is liable to pay such charge or penalty as may be specified under any by-law of the University.
- 4.1.8 Where an International Student accepts an offer of a place at the University the Student must remit to the University:
- the tuition fee for the first year; and
 - the International Student Health Cover payment for the duration of the Course; and
 - any other fees associated with enrolment and/or orientation.
- 4.1.9 Fees and charges for VET Students will be collected in accordance with the provisions of the VET Act 1996 and in accordance with the Fees and Charges provisions of the appropriate regulations and authorities.

4.2 Administration Fees

- 4.2.1 A Student may be charged an administration fee where the Student is responsible for creating an administrative cost that is additional to normal requirements or expectations. Examples include but are not limited to:
- multiple changes of Course or Units; or
 - multiple changes of Campus; or
 - more than one request for Advanced Standing.
- 4.2.2 Other fees may be charged, at the discretion of the Academic Registrar.

4.3 Student Liability for Fees

- 4.3.1 A Student liable to the University for unpaid fees, charges or penalties is not entitled to:
- access, obtain or be advised of results in any Unit undertaken at the University;
 - be issued with an academic transcript or testamur from the University;
 - re-enrol without the permission of the Campus Registrar;
 - graduate from the University.

4.3.2 The University may charge interest on outstanding fees from the date the fees become overdue and as specified under any by-law of the University.

4.3.3 The University may refer outstanding fees to a debt collection agency and, if so, the Student is liable for the associated costs and fees incurred by the University.

4.4 **International Student Fees Refund Policy**

4.4.1 The University acts at all times in accordance with State and Federal requirements relating to fee charges and refunds of charges for International Students.

4.4.2 The right of any International Students to a refund of fees is contained in the University Refund Policy approved, from time to time, by the University.

5 ACADEMIC PROGRESS

5.1 Allocation of Academic Status

- 5.1.1 At each end of Semester Board of Examiners meeting, the Board of Examiners shall review the Academic Status of each Student for the Semester (including the teaching period immediately prior to it if relevant, i.e. Summer Term or Winter Term) and determine whether their Academic Status shall continue to apply or whether it will be revised.
- 5.1.2 At the Winter or Summer Term Board of Examiners meeting, the Board of Examiners shall review the Academic Status of each Student in relation to Regulation 5.2.3 and 5.2.4 (a) (ii), (iii), (v), and will determine whether the current Academic Status shall continue to apply or whether the Academic Status will be revised.

5.2 Academic Statuses

The University has the following Academic Statuses:

5.2.1 Good Standing

- (a) Each Student will be admitted to the University on Good Standing.
- (b) To retain Good Standing a Student must have made Satisfactory Progress.
- (c) A Student who is allocated the status of Good Standing is permitted to re-enrol for the following Semester.

5.2.2 Conditional

- (a) This is applied to a Student who has
 - (i) made Unsatisfactory Progress in a Semester of enrolment at the University; and/or
 - (ii) resumed their studies at the University following Termination from University.
- (b) A Student who is allocated the status of Conditional is permitted to re-enrol for the next Semester, but the Dean may attach conditions to re-enrolment at their discretion.
- (c) In the next Semester of study
 - (i) If the Student achieves Satisfactory Progress their status will return to Good Standing.
 - (ii) If the Student fails to achieve Satisfactory Progress or to meet any conditions imposed by the Dean they will be terminated from the University at the discretion of the Board of Examiners in accordance with 5.2.4 of these regulations.

5.2.3 Terminated from Course (failure in a compulsory Unit)

- (a) Unless a Student can demonstrate that exceptional circumstances seriously impaired his or her performance, the University will terminate a Student's enrolment in any Course where the Student has failed:
 - (i) a Unit twice and that Unit is a compulsory Unit in that Course; or
 - (ii) for the first time a compulsory Unit that is a practicum, clinical experience or internship Unit where:
 - (I) the failure has occurred in circumstances where the Dean believes that there is no reasonable likelihood that the Student shall pass the Unit at a second attempt; or
 - (II) the failure is such that the Dean believes that it indicates that the Student is unable to meet the requirements of the Unit without compromise to the Student or the University.
- (b) A Student may appeal against Termination from Course status in accordance with the Policy: Student Appeals.
- (c) The Dean may permit the Student to re-enrol in the failed Unit for a third and final time (or for a second and final time in a Unit the subject of 5.2.3 (a) (ii)) and will advise the Student in

writing, of their decision to allow a Course re-instatement.

- (i) If the Student subsequently fails the Unit, the Student's enrolment in the Course will be immediately terminated and there will be no further appeal to the Dean.
- (d) A successful appellant may be subject to conditions on their re-enrolment as the Dean/Pro Vice Chancellor – Academic deems appropriate, including, but not limited to:
 - (i) Imposing a reduced enrolment load; and/or
 - (ii) Scheduling a course counselling appointment(s) with the Student's Course Coordinator.

5.2.4 Terminated from University

- (a) The University will terminate a Student's enrolment at the University where the Student:
 - (i) has made Unsatisfactory Progress for two successive Semesters (or two successive years in the case of the School of Medicine); or
 - (ii) fails to meet any conditions imposed by the Dean; or
 - (iii) fails a Core Curriculum Unit twice; or
 - (iv) is declared by the Board of Examiners to have been absent from the University and not completed any piece of assessment in those Units in which the Student is enrolled for a given Semester, including, but not limited to, their first Semester of enrolment; or
 - (v) fails a Core Curriculum Unit for a third time – in these circumstances the Student will be permanently terminated from the University.
- (b) A Student who has been terminated from the University cannot re-enrol at the University in any Course and/or Unit for a minimum period of 12 months or such longer periods (including permanently) as the Board of Examiners deems appropriate.
- (c) A Student may appeal the allocation of Terminated from University status in accordance with the Policy: Student Appeals.
- (d) If a Student is terminated from the University on more than one occasion, the Student must serve the 12 month termination period from the University following which the Student may apply in writing to the Campus Registrar for re-admission, in accordance with General Regulation 2.8 (unless the Student has been Permanently terminated).
- (e) A Student may appeal against the duration of Termination from University in accordance with the Policy: Student Appeals.

5.3 Successive Failure in the same Non-Compulsory Unit

5.3.1 Except with the permission of the Dean, a Student who fails the same non-compulsory Unit twice shall not be permitted to:

- (a) re-enrol again in that Unit at the University; or
- (b) receive credit for studying an equivalent Unit at another institution on a Cross- Institutional basis.

5.4 Leave of Absence (Undergraduate and Postgraduate Enrolments)

5.4.1 A domestic Student may apply to take Leave of Absence from their Course:

- (a) for no more than four Semesters (where a Student enrolled in a Double Degree changes their enrolment to one of the components of the Double Degree this will be counted as the same Course for the purpose of determining any entitlement to a leave of absence);
- (b) by applying in writing (in the manner prescribed by the Registrar's Office) to the Dean.

5.4.2 An International Student on a Student visa is only permitted to take leave:

- (a) in accordance with the ESOS Act; and
- (b) for no more than one Semester;
- (c) by applying in writing (in the manner prescribed by the Registrar's Office) to the Campus Registrar. The Campus Registrar will consult with the Dean and will advise the Student in writing of the decision.

- 5.4.3 A Student who fails to follow the proper procedure for applying for a leave of absence will be recorded as AWOL unless they are enrolled in Units.
- 5.4.4 The Pro Vice Chancellor, Academic (at his or her discretion) may grant an extension of time for the mark/grade to remain on Hold or In Progress.
- 5.4.5 In exceptional circumstances, and at his/her sole discretion, the Pro Vice Chancellor – Academic, may approve more than four Semesters of Leave of Absence.
- 5.4.6 If a Student takes a leave of absence for more than four Semesters (or such other amount as granted in accordance with regulation 5.4.5) over the duration of their enrolment in the Course, he or she shall have their file at the University closed and may not enrol in any further Unit and/or Course. The Student may apply to the Campus Registrar for re-admission in accordance with Regulation 2.8.
- 5.4.7 During the Leave of Absence period, a Student may be given limited rights of access to University resources.
- 5.4.8 The University counts any period of leave of absence as part of the period of enrolment for the Degree and contributes to the maximum duration permitted for a Course.

5.5 Leave of Absence (Research Degree Enrolments)

- 5.5.1 A domestic Student may apply for leave from his or her Research Degree:
- for no more than four Semesters;
 - by applying in writing (in the manner prescribed by the Registrar's Office) to the Pro Vice Chancellor, Research.
- 5.5.2 An International Student on a Student visa is only permitted to take leave from their Research Degree:
- in accordance with the ESOS Act; and
 - for no more than one Semester;
- by applying in writing (in the manner prescribed by the Registrar's Office) to the Campus Registrar. The Registrar will consult with the Pro Vice Chancellor - Research and will advise the Student in writing of the decision.
- 5.5.3 In exceptional circumstances, and at his/her sole discretion, the Pro Vice Chancellor, Research, may approve more than four Semesters of Leave of Absence.
- 5.5.4 During the period of a Leave of Absence, a Student has limited access to University resources, but has no right to ongoing supervision.
- 5.5.5 The University counts any period of Leave of Absence as part of the period of enrolment for the Degree and contributes to the maximum duration permitted for a Course.

5.6 AWOL (Absent Without Leave)

- 5.6.1 A continuing Student who has no enrolment in any particular Semester(s) during the Degree and who fails to apply to the Dean for Leave of Absence shall be declared to be AWOL. An incoming Student who has not enrolled in the first Semester of their Course and who fails to apply for either a Leave of Absence or to defer their commencement, shall have their status changed to 'File Closed' by the Census Date of their first Semester.
- 5.6.2 A Student who is AWOL:
- for one Semester may not re-enrol without the permission of the Dean;
 - for more than one Semester will be deemed to have ceased to attend the University and may have their file closed on or at any time after the Census Date of the second Semester of their absence. The Campus Registrar will conduct a biannual review of Student records and change the status of the Students from 'AWOL' to 'File Closed'.
 - has no rights of access to University resources during the period of AWOL.

- 5.6.3 A Student who following a period of AWOL obtains permission from the Dean to re-enrol will have any period of AWOL treated as a Leave of Absence for the purposes of maximum duration.
- 5.6.4 A Student whose file has been closed may apply to the Campus Registrar for re-admission in accordance with Regulation 2.8.
- 5.6.5 Where a Student is enrolled in a Course at the University and the Units within that Course are scheduled intensively or only offered in Summer and/or Winter Terms, the Student will not be considered AWOL for the main Semesters within the academic year.
- 5.6.6 Where a Student is enrolled in a Course at the University and no appropriate Unit in that Course is offered by the School, the Student will not be considered AWOL.
- 5.6.7 A Higher Degree by Research Student who is AWOL is governed by the Research Degree Regulations and these Regulations.

5.7 **Maximum Duration**

- 5.7.1 The maximum duration for completion of an Undergraduate Degree Course shall be ten years including any periods of broken enrolment arising from termination, exclusion, Leave of Absence, AWOL, non-enrolment, re-admission, or any other cause. The Pro Vice Chancellor, Academic has discretion to extend the maximum duration of an Undergraduate Degree Course in circumstances he or she considers appropriate.
- 5.7.2 Where a Course is offered on a full-time study basis only, the maximum duration period of the Course will be the full-time duration period of the Course plus four Semesters of leave of absence, where the leave has been approved by the Dean.
- 5.7.3 Regulation 5.7.1 does not apply where a shorter period of maximum duration is specified in the Course or School regulations.
- 5.7.4 The maximum duration period for postgraduate and Research Degrees is set by the relevant Course Regulations.
- 5.7.5 The progress of a Student who has reached or exceeded the maximum period of enrolment shall be reviewed by the Pro Vice Chancellor, Academic who, after consultation with the Dean, may:
- (a) extend the maximum duration period in which the Student may complete the Course;
 - (b) require the Student to satisfy current Course requirements and complete the Degree or Award by a given date on any conditions specified by the Pro Vice Chancellor, Academic;
 - (c) require the Student to repeat specified Units taken earlier on any conditions specified by the Pro Vice Chancellor, Academic;
 - (d) require the Student to take additional specified Electives on any conditions specified by the Pro Vice Chancellor, Academic;
 - (e) terminate the Student from further study at the University on any conditions specified by the Pro Vice Chancellor, Academic; and/or
 - (f) impose any other requirement(s) and condition(s) deemed appropriate by Pro Vice Chancellor, Academic.

5.8 **Placements**

- 5.8.1 A Dean may refuse to allow a Student to undertake or continue a Placement where:
- (i) The Dean forms a reasonable view that a Student's disability or impairment (or behaviour that is a symptom or manifestation of the Student's disability or impairment) is of a nature that there is a risk that allowing the Student to undertake a Placement may result in:
 - (I) injury to the Student or to any person;
 - (II) disruption to the activities of a Placement Provider; or
 - (III) harm to the reputation of the University; or

- (ii) A Student has not satisfied the required statutory checks and clearances or any other clearances required by a Placement Provider to allow a Student to be placed with a Placement Provider.
 - (iii) An allegation of misconduct has been made against a Student that arises out of, or directly impacts on, the Student's suitability to undertake the Placement.
- 5.8.2 Where a Dean refuses to allow a Student to undertake or continue a Placement the Dean may:
- (i) approve a deferral of the Student's Placement;
 - (ii) approve an alternative Placement or arrangement; or
 - (iii) recommend a Fail Grade for the Placement.
- 5.8.3 A Student may appeal the decision of the Dean in accordance with the Policy: Student Appeals.
- 5.8.4 Notwithstanding the above, a Placement Provider has the right to terminate a Placement at any time.

6 ASSESSMENT

- 6.1 **Attendance Requirements**
- 6.1.1 The University expects Students to attend class at all specified class times of their Units and/or Course.
- 6.1.2 School Regulations may specify:
- minimum attendance at lectures and tutorials/workshops; and
 - penalties for non-attendance at lectures, and tutorials/workshops.
- 6.1.3 Assessment items within a Unit of study should not contain components that relate to attendance requirements.
- 6.1.4 International Students must meet any attendance requirements specified in their Student Visa issued by the Australian Government.
- 6.2 **Unit Outlines and Submission of Items of Assessment (excluding examinations)**
- 6.2.1 Students will be provided with a copy of a Unit Outline for each of their Units for a given Semester. A School will not change a published Unit Outline for the current Semester without the approval of the Pro Vice Chancellor, Academic.
- 6.2.2 It is the Student's responsibility to keep a copy of assignment work submitted for assessment and to produce that duplicate upon request if, for whatever reason, the original is lost or misplaced.
- 6.2.3 A Student must submit items for assessment by the due date as indicated on the Unit Outline.
- 6.2.4 A Student may request an extension for an assessment in writing to the Unit Lecturer. School Regulations may have additional requirements for a Student to also obtain permission from other senior staff members.
- 6.2.5 The Unit Coordinator will specify the form in which the assessment is to be submitted.
- 6.2.6 A Student may make a request for extension to submit:
- on medical grounds – in which case the University will consider the request only if an appropriate medical certificate has been submitted; or
 - non-medical grounds – in which case the Student may be required to supply such additional evidence as the University considers appropriate in the circumstances.
- 6.3 **Deferred Assessment (excluding examinations)**
- 6.3.1 In circumstances where illness or other exceptional personal circumstances have seriously impaired a Student's performance, the Student may apply in writing for deferred assessment to the Dean. This Regulation does not apply to deferral of final examinations.
- 6.3.2 The Student's application for deferred assessment must:
- include a statement of the reasons for seeking deferment, together with supporting evidence:
 - if the application is on medical grounds - a medical certificate must be attached to the application;
 - if the application is made on non-medical grounds - the Student may be required to supply such additional evidence as the University considers appropriate in the circumstances; and
 - be submitted no later than:
 - the last teaching date for that Unit; or
 - the last date that the assessments (excluding the examination) are to be submitted.
 Applications lodged after that date shall not be considered.
- 6.3.3 For the Dean to grant deferred assessment:
- the Student must have submitted (or been granted an extension to a later date) all due pieces of assessment at the time the circumstances requiring deferred assessment arise (excluding the piece of assessment being deferred); and
 - it must still be possible for the Student to pass the Unit; and

- (c) where the illness or exceptional personal circumstances occurred in the first half Semester and is no longer continuing, the Student needs to demonstrate that the event had a severe impact on the Student's ability to complete the assessment by the end of Semester.
- 6.3.4 In cases of extended illness, the Dean may approve a further extension of time that shall normally not be later than the end of the Semester in which the Unit would ordinarily have been completed.
- 6.3.5 A Student may appeal the decision of the Dean in accordance with the Policy: Student Appeals.
- 6.4 **Penalties for Late Submission of Items of Assessment (excluding examinations)**
An assessment item submitted after the due date (including any approved extension) is subject to the penalty described in the relevant School Regulations for the Unit.
- 6.5 **Invigilated Examination**
- 6.5.1 All Units in Undergraduate Degrees shall include a final Invigilated Examination that shall constitute no less than thirty percent of the final mark for the Unit, unless exempted by the Unit and Course Accreditation Committee. In exceptional circumstances, the Pro Vice Chancellor – Academic has the sole discretion to waive the requirement for a final invigilated Examination in a particular Semester, once the teaching period of the Unit has commenced.
- 6.5.2 All final Invigilated Examinations are scheduled and administered by the Campus Registrar.
- 6.6 **Supplementary Examination**
- 6.6.1 The Board of Examiners or Pro Vice Chancellor, Academic may grant a Supplementary Examination if:
- a Student has failed that Unit; and
 - the Student has obtained a mark of at least forty five (45) percent in the Unit and a Supplementary Examination is recommended by the Dean; or
 - there is reasonable expectation that the student will pass the Unit and the Student has successfully completed all assessment tasks.
- 6.6.2 A Supplementary Examination will not normally be granted:
- to a Student who has demonstrated Unsatisfactory Progress, unless in exceptional circumstances approved by the Pro Vice Chancellor, Academic on the recommendation of the Dean; or
 - on the grounds that a Student has mistaken the time or date of an examination.
- 6.6.3 A Student is normally permitted only one opportunity to sit a Supplementary Examination.
- 6.6.4 An interim transcript notation of Supplementary (SP) is used where a Supplementary Examination has been approved.
- 6.6.5 A Student who completes a Supplementary Examination shall be awarded either a 50% Pass (P) grade or a Fail (F) grade at the next Board of Examiners' meeting. Where a Student receives a Fail (F) grade for the Supplementary Examination, the original mark awarded to them will be recorded as their final mark (that is, a mark between 45% and 49%).
- 6.6.6 A Student who fails to sit a Supplementary Examination shall have the notation SP converted to a Fail (F) grade at the next Board of Examiners' meeting. The Student's mark will be recorded as the original mark awarded (that is, a mark between 45% and 49%).
- 6.6.7 School Regulations may impose further conditions upon the granting of Supplementary Examinations.
- 6.6.8 If, due to exceptional circumstances, a Student is not able to sit their Supplementary Examination the Campus Registrar may, with sufficient written evidence and on a case-by-case basis, approve an extended date for the Supplementary Examination. Such applications must be

made in writing (in the manner prescribed by the Registrar's Office) no later than three Working Days after the assigned date of the Supplementary Examination.

6.6.9 An extended date for the Supplementary Examination shall not be longer than six months after the original date of the Supplementary Examination. A Supplementary Examination extended for this period of time, will only be approved in exceptional circumstances.

6.7 Deferred Examination

6.7.1 Deferred Examinations are normally conducted in the next examination period following the Board of Examiners' meetings for each Semester but no later than the commencement of the following Semester or as scheduled by the Campus Registrar.

6.7.2 A Student is normally permitted only one opportunity to sit a Deferred Examination for a Unit.

6.7.3 A Student may apply for a Deferred Examination on medical or compassionate grounds if the Student believes that illness, psychological factors, disability through accident or other exceptional circumstances are likely to prevent or have prevented their attendance at the scheduled final examination.

6.7.4 A Student will not normally be granted a Deferred Examination on the grounds that they mistook the time, date or place of an examination.

6.7.5 Application for a Deferred Examination must:

- (a) be in writing (in the manner prescribed by the Registrar's Office) to the Campus Registrar no later than three Working Days after the final examination of the relevant Unit; and
- (b) be supported by appropriate independent documentary evidence, which in the case of personal illness shall include a certificate from a health professional in a form acceptable to the University; and
- (c) be accompanied by a signed statutory declaration in the manner prescribed by the University at the time of application.

6.7.6 To be eligible for a Deferred Examination, a Student must have submitted or have an approved extension for all items of continuous assessment and it must be possible for them to pass the Unit as a consequence of sitting the Deferred Examination.

6.7.7 An interim transcript notation of Deferred (DE) is used where a Deferred Examination has been approved by the Campus Registrar.

6.7.8 The Campus Registrar may:

- (a) reject an application for Deferred Examination where:
 - (i) the Campus Registrar considers it is not in the interests of the University; or
 - (ii) where the recommendation is contrary to an accepted policy or practice of the University, and
- (b) The Campus Registrar may take into account whether the Student has a history of applying for Deferred Examinations in coming to a decision.

6.7.9 A Student granted a Deferred Examination must attend the Deferred Examination at the time, date and place scheduled by the Campus Registrar.

6.7.10 A Student who is granted a Deferred Examination in a Unit is eligible for the award of the full range of grades available for that Unit.

6.7.11 If, due to exceptional circumstances, a Student is not able to sit their Deferred Examination the Campus Registrar may, with sufficient written evidence and on a case-by-case basis, approve further assessment or alternatively, an extended date for the Deferred Examination. Such application must be made in writing (in the manner prescribed by the Registrar's Office) no later than three Working Days after the assigned date of the Deferred Examination.

6.7.12 If the Campus Registrar approves further assessment, it may take any form the Campus Registrar, with the advice of the Dean, deems appropriate.

6.7.13 The due date of the further assessment and/or an extended date for the Deferred Examination shall not be longer than six months after the original date of the final invigilated examination. A

Deferred Examination extended for this period of time will only be approved in exceptional circumstances.

- 6.7.14 Where the Campus Registrar rejects an application for Deferred Examination, or an extension, the Student may appeal in accordance with the Policy: Student Appeals.

6.8 Irregularly Scheduled Examination

- 6.8.1 A Student may apply for an Irregularly Scheduled Examination on medical or compassionate grounds if he/she believes that circumstances beyond his/her control are likely to prevent his/her attendance at the scheduled final examination. The University will not ordinarily approve an Irregularly Scheduled Examination based on circumstances that are within the Student's control.
- 6.8.2 A Student who seeks an Irregularly Scheduled Examination must apply in writing (in the manner prescribed by the Registrar's Office) to the Campus Registrar:
- (a) Before the date of the scheduled examination; and
 - (b) With relevant supporting evidence of the circumstances claimed as the basis for requesting the Irregularly Scheduled Examination, or an explanation as to the exceptional circumstances as to why the supporting evidence cannot be provided.
- 6.8.3 The Campus Registrar shall consult with the Dean before approving any Irregularly Scheduled Examination.
- 6.8.4 An Irregularly Scheduled Examination will be held during the official examination period, unless otherwise approved by the Campus Registrar.
- 6.8.5 A Student not granted an Irregularly Scheduled Examination may apply for a Deferred Examination in accordance with Regulation 6.7. The Campus Registrar may also decide to approve a Deferred Examination in lieu of an Irregularly Scheduled Examination without further application from the Student.
- 6.8.6 If a Student has not provided independent evidence of the circumstances claimed as the basis for requesting the Irregularly Scheduled Examination before the Irregularly Scheduled Examination, the Student must provide that evidence to the Campus Registrar within five Working Days from the date of the Irregularly Scheduled Examination (or such longer time as approved by the Campus Registrar).
- 6.8.7 The Campus Registrar may reject the evidence as insufficient in which case the Student shall receive a mark of zero for the Irregularly Scheduled Examination.
- 6.8.8 Where the Campus Registrar rejects:
- (a) an application for an Irregularly Scheduled Examination; or
 - (b) evidence supporting an Irregularly Scheduled Examination,
- the Student may appeal in accordance with the Policy: Student Appeals.

6.9 Equity Examination

- 6.9.1 The University complies with its legal obligations in order to accommodate as far as possible the needs of Students with medical conditions and disabilities by the provision of equity examinations.
- 6.9.2 A Student who wishes to sit an equity examination must follow the policies and procedures for applying for an equity examination outlined, from time to time, by the University.
- 6.9.3 The decision to grant or refuse an equity examination application, and the decision regarding the accommodation to be made to the Student, is at the discretion of the Campus Registrar.
- 6.9.4 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

6.10 Special Consideration

- 6.10.1 A Student who, due to serious illness, misadventure, trauma, compassionate grounds or Compulsory Community Commitment(s) is unable to complete an assessment, including a final Invigilated Examination; or whose performance in an assessment, including a final Invigilated Examination, may be impaired, can apply in writing to the Dean for Special Consideration in accordance with 6.10.2 or 6.10.3 below.
- 6.10.2 A Student may apply in writing for Special Consideration in respect to a piece of continuous assessment to the Unit Coordinator as soon as possible and no later than three Working Days after the assessment due date.
- 6.10.3 A Student may apply in writing for Special Consideration in respect of the final invigilated Examination to the Dean no later than three Working Days after the Examination is conducted.
- 6.10.4 Any application for Special Consideration must include sufficient evidence to enable the Unit Coordinator or the Dean to consider the Student's circumstances and determine whether the impact of these circumstances justifies Special Consideration in relation to the assessment.
- 6.10.5 A Student may appeal the decision of the Unit Coordinator or the Dean in accordance with the Policy: Student Appeals.
- 6.10.6 The Pro Vice Chancellor, Academic has the discretion to award Special Consideration retrospectively, in Exceptional Circumstances and in accordance with University guidelines and policies where applicable.

6.11 Resource Materials in Examinations

- 6.11.1 The University normally does not permit the use of Resource Materials in examinations. For clarification, this includes the use of dictionaries for any Student, including international and Study Abroad Students.
- 6.11.2 Students may use Resource Materials in an examination with the formal permission of the Unit Lecturer.
- 6.11.3 Where a Unit Lecturer permits the use of Resource Materials in an examination:
 - (a) the nature of the Resource Materials must be clearly specified to the Campus Registrar at the time of collection of the initial examination requirements;
 - (b) the nature of the Resource Materials must be communicated to Students before the examination and must be repeated to Students in the examination room; and
 - (c) the Resource Material may be used by all Students sitting the examination.
- 6.11.4 It is the responsibility of the Unit Lecturer and/or the examination invigilator to ensure that the materials brought into the examination room by Students conform to the specifications of permissible materials as indicated by the Unit Lecturer, including but not limited to model of any approved mobile device.
- 6.11.5 School Regulations may prescribe the use of Resource Materials in examinations in Units conducted within that School.

6.12 Examination Conditions

The Vice Chancellor may, from time to time, set rules, policies and procedures regarding the conduct of examinations that shall be communicated to Students and have the same force as regulation.

6.13 Duration of Examinations

6.13.1 The standard duration of all examinations is:

- (a) one hour and ten minutes (normally permitted for ten Credit Point Units only); or
- (b) two hours and ten minutes; or
- (c) three hours and ten minutes.

6.13.2 Any variation to the standard duration of an examination must be approved by the Pro Vice Chancellor, Academic.

6.14 Re-submission of Assessment (excluding examinations)

6.14.1 Unit Lecturers may offer or Students may request the opportunity to Re-submit a piece of continuous assessment. A Student cannot Re-submit final examinations.

6.14.2 A Student can only request to Re-submit a piece of assessment:

- (a) when a Student has received a Fail grade in respect of that assessment;
- (b) in writing to the Unit Lecturer that includes clearly stated grounds for the request; and
- (c) no later than ten Working Days after the Student receives the marked assessment.

6.14.3 The Unit Lecturer shall make a recommendation to the Dean as to whether the Dean should permit a Resubmission.

6.14.4 If a request to Re-submit is permitted, the Unit Lecturer shall determine the due date for the Re-submission and advise the Student in writing.

6.14.5 The highest grade that a Student can achieve for a Re-submission is a Pass (P) grade.

6.14.6 If the Dean disallows a request to Re-submit, a Student may appeal the decision in accordance with the Policy: Student Appeals.

6.15 Re-marking of Assessment (excluding examinations)

6.15.1 Before a Student can request a Re-marking, they must as soon as possible (noting the time restriction in Regulation 6.15.2(c)) meet with the Unit Coordinator to discuss the reasons for the original mark.

6.15.2 Following discussion with the Unit Coordinator, a Student may appeal for Re-marking:

- (a) in writing (in the manner prescribed by the School Regulations) to the Dean;
- (b) including the grounds on which the Re-marking is requested that must be on the basis of either:
 - (i) a breach of the University's assessment Policy, Procedure or Regulations sufficient to cause disadvantage to the Student; or
 - (ii) a failure to adhere to the approved assessment procedures for that Unit sufficient to cause disadvantage to the Student; and
- (c) within ten Working Days of the assessment result being made available to the Student.

6.15.3 The Dean shall review the assessment and advise the Student in writing of their decision to allow or disallow the Re-marking. If the Dean allows the Re-marking, the Dean shall determine the final mark to be awarded to the Student and no further appeal is permitted.

6.15.4 If the Dean disallows the Re-marking, the Student may appeal the decision in accordance with the Policy: Student Appeals.

6.16 Grade Determination

6.16.1 Unit Lecturers are responsible for ensuring that the results from all items of continuous assessment are communicated to Students as soon as possible after submission. The Unit

Lecturer is responsible for recommending to the Dean the proposed final grade and final mark for a Student's work.

- 6.16.2 The Dean shall review all grades and marks submitted prior to presenting them to the Board of Examiners.
- 6.16.3 The Academic Registrar shall regulate grades and marks for Study Abroad Students in accordance with the grade translation matrix approved by the Pro Vice Chancellor, International.

6.17 Board of Examiners

- 6.17.1 In addition to the Board of Examiners for each School, there shall be a Board of Examiners for:
- (a) Core Curriculum;
 - (b) Research;
 - (c) Graduands; and
 - (d) Study Abroad Students.
 - (e) Academic Enabling and Support Centre
- 6.17.2 Each Board of Examiners shall (as appropriate) review marks and grades for Students, confirm the final marks and grades to be awarded. The Board of Examiners will additionally assign academic standing, withhold Student results in whole or part, pending the outcome of any disciplinary proceedings or due to a failure to pay any fees or other monies owing to the University. The Board of Examiners may also make appropriate recommendations for award or recognition to the Vice Chancellor.
- 6.17.3 The Board of Examiners for Core Curriculum will be chaired by the Senior Deputy Vice Chancellor (or delegate) and will comprise of other Academic Staff of the University as determined by the Chair.
- 6.17.4 The Board of Examiners for Research will be chaired by the Pro Vice Chancellor, Research (or delegate) and will comprise of other Academic Staff of the University involved with Higher Degree by Research Students, as determined by the Chair.
- 6.17.5 The Board of Examiners for Graduands will be chaired by the Pro Vice Chancellor, Academic (or delegate) and will comprise of other Academic Staff of the University involved with graduating Students, as determined by the Chair
- 6.17.6 The Board of Examiners for Study Abroad will be chaired by the Pro Vice Chancellor, International and will comprise of other Staff of the University involved with Study Abroad Students, as determined by the Chair.
- 6.17.7 The Board of Examiners for the AESC will be chaired by the Pro Vice Chancellor, Academic and will comprise of other Staff as determined by the Chair.

6.18 Final Grades

- 6.18.1 To be awarded a final grade in a Unit a Student must:
- (a) complete all items of assessment specified in the Unit Outline (unless formally exempted by the Dean); and
 - (b) meet the attendance requirements (if any) specified in the School or Course Regulations; and
 - (c) achieve the standard in the final Invigilated Examination described in the Unit Outline.
- 6.18.2 The following nomenclature shall apply to the determination of final grades for all Students excluding VET Students. At arriving at a final grade, The University will also take into consideration the criteria outlined in the Grading Rubric set out in Schedule 1 to these Regulations.
- (a) High Distinction (HD) (80% - 100%)
 - (i) Awarded to a Student who achieves the highest level of academic achievement expected of a student at a given Unit level.
 - (ii) Requires evidence that the Student has:

- (I) undertaken the required core work for the Unit at the highest level.
 - (II) completed considerable additional work in wider areas relevant to the Unit; and
 - (III) has demonstrated the acquisition of an advanced level of knowledge/understanding/competencies/skills.
- (b) Distinction (D) (70% - 79%)
- (i) Awarded to a Student who completes high quality work that shows they generally work at a level beyond the requirements of the assessment exercise.
 - (ii) Requires evidence that the Student has:
 - (I) undertaken all of the required core work for the Unit at a high level; and
 - (II) Undertaken considerable additional work in wider areas relevant to the Unit; and
 - (III) demonstrated superior knowledge, understanding, competencies, and skills.
- (c) Credit (C) (60% - 69%)
- (i) Awarded to a Student who completes work at a proficient standard.
 - (ii) Requires evidence that the Student has:
 - (I) undertaken all of the required core work for the Unit; and
 - (II) undertaken additional work in wider areas relevant to the Unit; and
 - (III) demonstrated a sound level of knowledge/understanding/competencies/skills.
- (d) Pass (P) (50% – 59%)
- (i) Awarded to a Student who has:
 - (I) undertaken the required core work for the Unit; and
 - (II) demonstrated at least an adequate level of knowledge/understanding/competencies/skills required for meeting Unit objectives; and
 - (III) satisfactorily completed essential assessment exercises.
- (e) Non-Graded Pass for Satisfactory Performance (NGP) (Not normally assigned a mark)
- (i) Only available in a Unit that is assessed as an undifferentiated pass/fail and a mark would not normally be assigned. The mark may encompass any level of achievement from satisfactory performance through to outstanding performance (i.e. scores from 50 to 100).
 - (ii) Awarded to a Student who has:
 - (I) achieved mastery of the Unit content; and
 - (II) satisfactorily completed Unit requirements or contractual requirements where these form a prerequisite or condition of passing, or continuing with, a program of study.
 - (iii) A Unit assessed as NGP will not be included in the calculation of the Grade Point Average.
 - (iv) Where a Student does not achieve satisfactory performance in a Non-Graded Pass Unit, a Fail (F) or Fail due to Non-Completion (FN) grade will be recorded.
 - (v) No mark will be recorded with a grade of NGP.
- (f) Conceded Pass (CP) (48% or 49%)
- (i) Only awarded to a Student by the Board of Examiners where:
 - (I) School Regulations make a specific provision for the award; and
 - (II) the Student achieves the mark of 48% or 49%.
 - (ii) The University does not recognise a Conceded Pass as an achievement of the prerequisite requirements for another Unit.
- (g) Fail (F) (0% - 49%)
- (i) Awarded to a Student who has:

- (I) submitted all pieces of assessment (and has sat the final examination) and achieved a mark between 0% - 49%; and/or
 - (II) been unable to demonstrate satisfactory academic performance in a Unit.
- (h) Fail due to Non-Completion (FN)
- (i) Awarded to a Student who has:
 - (I) not submitted all pieces of assessment (and has not received an exemption); and/or
 - (II) not sat the final examination for a Unit; and/or
 - (III) failed to meet all requirements for a final grade, including not achieving attendance requirements as may be outlined in School Regulations and Unit Outlines.
 - (ii) Any mark may be designated as a Fail due to Non-Completion.
 - (iii) Where School Regulations permit and if clearly identified in the Unit Outline, a Student may receive a “FN” grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a Unit despite achieving a mark of 50 or higher overall for the Unit.
- (i) Withdrawal with Fail (WF)
- Awarded to a Student who has withdrawn from a Unit after the Academic Penalty Date, but no later than the final teaching of the Unit.
- (j) VET Competency
- VET achievement is designated as either ‘Competent’ or ‘Not Yet Competent’.

6.19 Grading Rubric

The University applies the Grading Rubric set out in Schedule 1 to these Regulations.

6.20 Appeal of a Final Grade

A Student may appeal their final grade in accordance with the Policy: Student Appeals.

6.21 Distribution of Grades

6.21.1 In a Unit, the proportion of Students achieving the grade of:

- (a) ‘Distinction’ or above shall not normally exceed 35%;
- (b) High Distinction shall not normally exceed 10%,
of the total Student enrolment in that Unit.

6.21.2 Where a Unit Lecturer proposes a grade distribution that does not comply with Regulation 6.21.1:

- (a) The Unit Lecturer must request the non-compliance in writing to the Dean that includes a statement of the reasons for the request having regard to such factors as the number of enrolments in the Unit and/or the special qualities of the Students.
- (b) The Dean will consider the request, applying such moderating mechanisms as the Senior Deputy Vice Chancellor has approved.
- (c) If the Dean agrees with the request, the Dean will seek the endorsement of the Senior Deputy Vice Chancellor.
- (d) If the Senior Deputy Vice Chancellor endorses the request, the Dean will present the request to the Board of Examiners, including the original written statement of the Unit Lecturer.

- 6.21.3 Board of Examiners meetings will commence with a report by the relevant Dean on the extent to which the grades awarded by Units offered within their School comply with this regulation.
- 6.21.4 It is the special responsibility of the Senior Deputy Vice Chancellor to oversee compliance with this regulation and the Senior Deputy Vice Chancellor shall monitor the overall grade distribution to ensure broad comparability from Semester to Semester.

6.22 Assessment on Hold

- 6.22.1 An interim notation of Hold (H) is used where:
- a Student assessment is not complete at the time of the meeting of the Board of Examiners but shall be complete by the following scheduled meeting of the Board of Examiners; or
 - the Unit Lecturer has not been able to complete the assessment of the Student's work before the meeting of the Board of Examiners; or
 - supplementary assessment or deferred assessment have been granted to a Student and the final outcome of this assessment has not been determined at the time of the Board of Examiners meeting; or
 - a Student's grade is subject to action arising from an application for Special Consideration; or
 - a Student's grade is queried at the meeting of the Board of Examiners and requires clarification before final approval.
- 6.22.2 Where a notation of Hold (H) has been entered in respect of a Unit that notation must be converted to a recommended grade before the next scheduled meeting of the Board of Examiners.
- 6.22.3 The School is responsible for advising the Pro Vice Chancellor, Academic of the change from a 'Hold' (H) to the recommended assessment grade by the appropriate date. The Dean must approve the recommended grade.
- 6.22.4 If a recommended grade has not been received by the next scheduled meeting of the Board of Examiners in respect of a Unit to which the notation of Hold (H) has been applied that notation must be converted to a Fail (F) or Fail due to Non-Completion (FN) grade, unless otherwise recommended by the Dean and approved by the Pro Vice Chancellor, Academic.

6.23 Results in Progress

- 6.23.1 Where the teaching period for a Unit extends beyond the time for the declaration of results and, consequently, no recommended grade is available at the time of the meeting of the Board of Examiners, the interim notation 'In Progress' (IP) is used.
- 6.23.2 If a recommended grade has not been received by the next scheduled meeting of the Board of Examiners, in respect of a Unit to which the notation of IP has been applied that notation must be converted to a Hold (H) grade and Regulation 6.22 shall apply.
- 6.23.3 The Unit Lecturer is responsible for advising the Pro Vice Chancellor, Academic of the change from 'In Progress' (IP) to the recommended assessment grade by the appropriate date. The Dean must approve the recommended grade.
- 6.23.4 A Student enrolled in a Supervised Research "SR", Supervised Dissertation "SD" or Supervised Honours "SH" research Unit code who maintains Satisfactory Progress throughout their supervised research/dissertation/honours enrolment will receive a "Research in Progress" (RP) notation on their transcript to indicate research is continuing.

6.24 Grade Point Average

- 6.24.1 A Student's GPA shall be included on the formal transcript of results.
- 6.24.2 Results that are excluded from GPA calculations include, but are not limited to:
- Grades for Units assessed on a Non-Graded Pass (Pass/Fail) basis; and
 - Results achieved in Honours study; and
 - Units that are studied on a cross-institutional basis; and

(d) All Units awarded as Advanced Standing.

6.24.3 Certificate Courses, that is, Courses with a volume of learning that is equivalent to or less than 0.5 EFTSL, will be ineligible for a GPA calculation.

6.24.4 With the exception of the Bachelor of Medicine/Bachelor of Surgery (MBBS) program, Courses of study will require a minimum of six graded Units in order to be eligible for a GPA.

6.24.5 The GPA for the MBBS will be based on the four compulsory Units (excluding Honours).

6.24.6 The University may use the GPA for:

- (a) awarding Degrees with High Distinction and Distinction; and/or
- (b) determining University prizes and awards.

6.24.7 Grade Point

The University gives the following Grade Points for each letter grade:

Letter Grade	Grade Points
HD	4.0
D	3.0
C	2.0
P	1.0
CP	0.0
F	0.0
FN	0.0
WF	0.0

6.25 Access to Examination Scripts

6.25.1 The University supports the right of Students to have access to information relating to their assessment, including worked examination scripts.

6.25.2 All examination scripts remain the property of the University.

6.25.3 To access an examination script, a Student must submit a request in writing to the Dean within ten Working Days of the official publication of final grades.

6.25.4 The University will make the examination script available within ten Working Days of the receipt of the request for inspection by the Student.

6.25.5 The University may deny a request for a copy of an examination script when the examination is one that involves repeated use of the same or similar material in successive examinations, the disclosure of which would prejudice the effectiveness of future examinations. In such cases, a Student may arrange with the Dean to read the examination script in the presence of the examiner or another person nominated by the Dean.

6.25.6 After twelve months following the release of the final results in a Unit, the University may destroy examination scripts and other assessment materials that have not been returned to the Student.

6.26 Request for Re-mark of Examination Script

6.26.1 Before any request for a re-mark of an examination script is made, the Student should request access to the examination script and arrange with the Dean to read the examination script in the

presence of the Unit Lecturer or another person nominated by the Dean. The Dean may waive this requirement.

- 6.26.2 A Student may submit a request in writing to the Dean for a re-mark of an examination script within ten Working Days of the date of inspection by the Student.
- 6.26.3 Re-marking of examination scripts may incur a fee.
- 6.26.4 Where the Dean approves the re-mark of an examination script:
- (a) the examination script shall be re-marked by a person nominated by the Dean within 10 Working Days of receipt of the request and payment of the fee (if any); and
 - (b) the Unit Coordinator and the Student shall be advised in writing of the outcome; and
 - (c) The Dean will inform the Campus Registrar of any change of mark and/or grade.
- 6.26.5 If the re-mark discloses that the Student should have received a higher grade, any fee imposed for the remark shall be refunded in full.
- 6.26.6 A Student may appeal the results of a re-mark in accordance with the Policy: Student Appeals.

6.27 **Results Withheld**

- 6.27.1 The University may withhold a Student's results if the Student:
- (a) has not paid a fee or charge after due notice has been given;
 - (b) has not produced acceptable photo-bearing identification in an exam and has not subsequently had his/her identity verified by Student Administration;
 - (c) is not properly enrolled in the Unit; and/or
 - (d) is facing disciplinary proceedings.

7 CONFERRAL OF QUALIFICATION

7.1 Graduation Ceremony

- 7.1.1 A Student must apply (in the manner prescribed by the Registrar's office) by the date published by the Campus Registrar to graduate at a particular graduation ceremony.
- 7.1.2 The Campus Registrar may allow a late application to graduate taking into consideration reasons provided by the Student.
- 7.1.3 A Student may apply (in the manner prescribed by the Registrar's office) to attend a graduation ceremony at a Campus other than their Home campus provided that:
- there is a graduation ceremony held on the other Campus at the time the Student intends to graduate; and
 - the Student has the approval of the Campus Registrar from the other Campus.
- 7.1.4 At each graduation ceremony, the University will invite a Student to deliver an address on behalf of all graduating Students at the ceremony. That Student will ordinarily:
- have the highest GPA of attending Students;
 - have completed an undergraduate Degree of at least three years' duration; and
 - have achieved at least a graded pass in three quarters of the Units they studied.

7.2 Conferral of Qualification

- 7.2.1 A Student is entitled to apply for a Degree, Diploma or Certificate of the University when a Student has:
- completed all the requirements of that Degree, Diploma or Certificate; and
 - paid all fees, charges or fines which are outstanding.
- 7.2.2 In appropriate circumstances, the Dean may recommend that the Pro Vice Chancellor, Academic waive the requirements of Regulation 7.2.1 (a) on the basis that the Dean certifies that the Student has achieved substantial completion. On receipt of a recommendation from the Dean, the Pro Vice Chancellor, Academic may instruct the Campus Registrar that the Student is to be regarded as having satisfied the requirements of the relevant Degree, Diploma or Certificate, and that their application is to be treated accordingly.

7.3 Degrees with Distinction and High Distinction

- 7.3.1 Undergraduate Degrees may be awarded a Distinction or High Distinction except where the Honours stream is studied concurrently in the final years of an undergraduate degree.
- 7.3.2 To be eligible for a Degree with Distinction or High Distinction in an undergraduate Degree, a Student's Course must be:
- at least three years' in duration; and
 - with a minimum of sixteen graded University of Notre Dame Australia Units.
- 7.3.3 Postgraduate Degrees may be awarded a Distinction or High Distinction except Graduate Certificate and Graduate Diploma Courses.
- 7.3.4 To be eligible for a Degree with Distinction or High Distinction in a Postgraduate Degree, a Student's Course must be a minimum of one year of graded University of Notre Dame Australia Units.
- 7.3.5 The Campus Registrar may recommend to the Pro Vice Chancellor, Academic and the Dean that a Student be awarded their Degree with High Distinction or Distinction if satisfied that the performance of the Student across their Degree is of an excellent standard based on the Student's GPA as follows:
- High Distinction where the Student has a GPA of 3.5 or greater;
 - Distinction where the Student has a GPA of 3.25 or more but less than 3.5.

7.4 **Testamur**

- 7.4.1 A Testamur issued by the University under its Statutes bears:
- (a) the name of the University;
 - (b) the title of the Degree, Diploma or Certificate conferred;
 - (c) where a Degree has been awarded with Honours, a statement to that effect and, in the case of First Class Honours, that specific notation;
 - (d) where a Degree or Diploma has been awarded with High Distinction or Distinction, a statement to that effect;
 - (e) the year and date of award;
 - (f) the full name of the Student;
 - (g) the signatures of the Chancellor and Vice Chancellor; and
 - (h) the seal of the University.
- 7.4.2 The Graduate's full name will appear as recorded in their University record and will not include titles (eg. Dr, Prof etc.).
- 7.4.3 A Student who has legally changed their name by Deed Poll or by marriage may apply for a revised testamur in their new name by:
- (a) applying in writing to the Campus Registrar before the end of their Course; and
 - (b) paying any applicable fee.
- 7.4.4 The Campus Registrar may allow a Student to change their name on the testamur after the completion of the Course in exceptional circumstances where the Student has applied in writing providing details of the exceptional circumstances and supporting documentation.

7.5 **Post Nominals**

- 7.5.1 The Vice Chancellor shall approve the post nominals for each Course awarded.
- 7.5.2 The abbreviation "Notre Dame Aust" will be used as a post-script to Course post nominals.

7.6 **Study Abroad Certificates**

A Student who successfully completes an Inbound Study Abroad Program will be presented with a certificate which bears the name of the University, the title of the program, the year and date of its completion, the name of the Student, and the Seal of the University. Certificates will only be presented to Students who achieve a Pass grade in 5 Units.

7.7 **Enabling Program Certificates**

A Student who successfully completes an Enabling Program will be presented with a certificate which bears the name of the University, the title of the program, the year and date of its completion, the name of the Student and the seal of the University.

7.8 **Transcripts (Statement of Academic Record)**

- 7.8.1 An academic transcript is a certified statement detailing a Student's academic record at the University.
- 7.8.2 The transcript includes:
- (a) details of all Courses/Units in which the Student has had an effective enrolment and the marks/grades achieved in Units;
 - (b) the Student's GPA;
 - (c) any notation approved by the Campus Registrar that relates to the Student's enrolment at the University, including but not limited to Student Association Executive positions and/or disciplinary action; and
 - (d) any University prizes and graduation details; and
 - (e) acknowledgment of any Advanced Standing that has been awarded.

- 7.8.3 A Student may:
- (a) view their records upon proof of identification; and
 - (b) obtain a copy of the transcript from the Student Administration Office by making a written request authorising the release of the transcript. A fee is charged for each transcript copy.
- 7.8.4 The University reserves the right to withhold copies of transcripts of a Student who has unfulfilled financial obligations to the University.
- 7.8.5 A Student who has legally changed their name by deed poll or by marriage may apply for a revised transcript in their new name by:
- (a) applying in writing to the Campus Registrar before the end of their Course; and
 - (b) paying any applicable fee.
- 7.8.6 The Campus Registrar may allow a Student to change their name on their transcript after the completion of the Course in exceptional circumstances where the Student has applied in writing providing details of the exceptional circumstances and supporting documentation.
- 7.8.7 A Student attempting to gain access to or gain possession of another Student's record will be subject to disciplinary proceedings.

7.9 Australian Higher Education Graduation Statement (AHEGS)

The University will issue an Australian Higher Education Graduation Statement (AHEGS) to each student graduating with an Australian Qualifications Framework compliant award in accordance with the Australian Government's prescribed AHEGS requirements.

7.10 Posthumous and Aegrotat Awards

- 7.10.1 The University may present posthumous or aegrotat awards to Students who are seriously ill, permanently disabled and are unable to complete the requirements of a Course or is recently deceased.
- 7.10.2 The Student (or the Student's family, next of kin or legal representative in cases where the Student is deceased or incapacitated) may apply in writing to the Campus Registrar for a posthumous or aegrotat award of an Undergraduate or Postgraduate Degree by Coursework where the Student:
- (a) is (or would have been) in the final year of study of their Undergraduate or Postgraduate Degree;
 - (b) holds (or held) Good Standing Academic Status; and
 - (c) is (or was) in good financial standing.
- 7.10.3 To be eligible for a posthumous or aegrotat award a Student in a Postgraduate Research Degree must have submitted a suitable draft of the thesis.
- 7.10.4 The Dean will advise the Campus Registrar whether, in his or her view if, the Student would have been able to satisfactorily complete the requirements of the Course.
- 7.10.5 Final approval for a posthumous or aegrotat award is at the discretion of the Vice Chancellor.

7.11 Revocation of an Award

- 7.11.1 Where the University receives information that a Student has fraudulently obtained an award by misleading or deceptive conduct or transgression of unethical research, the Vice Chancellor may revoke the conferred award.
- 7.11.2 A Student who has had a conferred award revoked must deliver to the Campus Registrar the original testamur and academic transcript bestowed on the Student at graduation.

8 STUDENT DISCIPLINE

8.1 Code of Conduct

- (a) All Students are bound by the Code(s) of Conduct for Students published by the Vice Chancellor from time to time.

8.2 Misconduct

Misconduct is any conduct by a Student which is inconsistent with the character and Objects of the University and includes but is not limited to behaviour that:

- (a) is in breach of an approved Code of Conduct;
- (b) is lewd or obscene;
- (c) unreasonably impairs the ability of any person to participate in any activity of University life sanctioned by the University;
- (d) unreasonably prevents or attempts to prevent any person authorised by the University from speaking at any lecture, class, tutorial, seminar or other academic activity, or any political, cultural, social or similar gathering;
- (e) disrupts the orderly conduct of any teaching activity or practical work forming part of a Course, subject or group of subjects at or offered by the University;
- (f) causes any person on or in the immediate vicinity of any University premises to hold reasonable fears for his or her safety or physical or psychological well-being;
- (g) causes any person on or in the immediate vicinity of any University premises on reasonable grounds to feel intimidated, threatened or in fear of being attacked;
- (h) breaches or causes or contributes to a breach of any provision of an Act, statute, regulation, subordinate instrument or code of practice or conduct applying to the University or to which staff or Students of the University are subject;
- (i) breaches or fails to comply with any rule or request made or order or direction given pursuant to a power conferred under any of the University's statutes, regulations, policies or procedures;
- (j) interferes with, or causes damage to, or loss of, any property or facilities owned or controlled by the University or owned or controlled by any person whilst such property or facilities are lawfully on any University premises;
- (k) constitutes a failure to comply with any reasonable request, direction or order given to the Student by a University staff member for the purpose of ensuring the safety of any person, the preservation of any property, the maintenance of good order or for the purposes of this statute or any other University Statute, Regulation, Policy or Procedure;
- (l) constitutes a failure to comply with any request by a Senior University staff member to supply their name, address and Student card or other evidence of identity which request may be made only if the staff member believes on reasonable grounds that the Student has committed or is about to commit general or academic misconduct;
- (m) involves the impersonation or taking part in the impersonation of another person or the use of forged, false, falsified or incomplete evidence of academic standing or immigration status or any other relevant matter, in order to gain or maintain enrolment;
- (n) involves concealing, misrepresenting or withholding the whole or part of a Student's academic record, or submitting incorrect or misleading details of his or her academic record or immigration papers or any other relevant matter, or relying on the academic record or immigration papers or any other material of another person or persons, in order to gain or maintain enrolment; and/or
- (o) encourages, persuades or incites any other person to engage in conduct or behaviour constituting general Misconduct.

- 8.3 Violation of Academic Integrity**
A violation of academic integrity is misconduct and is any action taken by a Student that includes, but is not limited to, cheating, plagiarism and any other conduct by which a Student seeks to gain for themselves, or for any other person, any academic advantage or advancement to which they or the other person is not entitled.
- 8.4 Liability of Students to disciplinary action**
The University may take disciplinary action against a Student who:
- (a) engages in Misconduct under Regulation 8.2; or
 - (b) violates Academic Integrity as defined in Regulation 8.3; and/or
 - (c) breaches a Code of Conduct published by the Vice-Chancellor.
- 8.5 Allegation of Misconduct or Violation of Academic Integrity**
- 8.5.1 An allegation of misconduct or Violation of Academic Integrity may be made by any person to the Dean of the School in which the Student against whom the allegation is made is enrolled. Where an allegation of a Violation of Academic Integrity relates to a Unit to which another School is responsible for, the Dean may refer the allegation to the Dean of the School responsible for the Unit. The Dean may also make allegations.
- 8.5.2 Where other allegations of misconduct are identified whilst investigating an allegation of misconduct, the relevant School or University Discipline Committee may, at its discretion, investigate the new allegation in conjunction with the first, provided that any new allegations are notified to the student in accordance with the Regulations.
- 8.5.3 Allegations may be made anonymously, however this may affect the ability of the University to adequately investigate the allegation.
- 8.5.4 An allegation may be made orally or in writing. Depending on the nature of the allegation, the Dean may require that it be put into writing before proceeding with a meeting, as detailed under Regulation 8.6.
- 8.6 Meeting**
- 8.6.1 When a Dean is notified of an allegation, the Dean or Associate Dean will meet with the Student against whom the allegation is made. The purpose of the meeting is to:
- (a) advise the Student that the allegation has been made and, if the allegation is in writing, provide the Student with a copy of the allegation;
 - (b) give the Student an informal opportunity to discuss the allegation; and
 - (c) in some situations, resolve the allegation.
- 8.6.2 The Student may request to bring a support person to the meeting. The Student must give at least 24 hours' notice to the Dean if the support person will be present at the meeting. The support person is not entitled to be heard except with permission of the Dean or Associate Dean and may be excluded by the Dean or Associate Dean if he or she disrupts or unreasonably impairs the conduct of the meeting.
- 8.6.3 After the meeting (or after the time at which a meeting is scheduled, if the Student fails to attend the meeting) the Dean will make one of the following determinations:
- (a) dismiss the allegation as trivial or not well-founded.
 - (b) deal with the allegation informally.
 - (c) refer the matter to the School Discipline Committee.
 - (d) refer the matter to the University Discipline Committee.
- 8.6.4 The Dean will write to both parties and advise them of the action to be taken.

- 8.7 School Discipline Committee**
- 8.7.1 The Chair of the School Discipline Committee will be:
- (a) a Dean; or
 - (b) an Associate Dean; or
 - (c) a senior academic staff member (with the approval of the Dean)
- 8.7.2 In addition to the Chair, the School Discipline Committee is comprised of:
- (a) a minimum of two academic staff members;
 - (b) any other person that the Dean deems appropriate.
- 8.7.3 The Dean will ordinarily refer an allegation to the School Discipline Committee when the allegation relates to:
- (a) minor breaches of the Code of Conduct;
 - (b) violations of Academic Integrity; or
 - (c) minor Misconduct.
- 8.7.4 Where the Dean determines that an allegation is to be dealt with by the School Discipline Committee, the Dean must, within five Working Days of the Determination, provide a written notice to the Student setting out:
- (a) the allegation (providing a copy of the allegation if in writing); and
 - (b) the time and date of the hearing (giving the student at least five Working Days' notice of the hearing); and
 - (c) the Student's rights at the hearing, including but not limited to, the right to provide a written submission of evidence in response to the allegation(s), and the right to be accompanied by one support person.
- 8.7.5 The Student may request to bring a support person to the Hearing. The Student must give at least 24 hours' notice to the Chair if a support person will be present at the hearing. The support person is not entitled to be heard at the hearing, except with permission of the Chair, and may be excluded by the Chair if they disrupt or unreasonably impair the conduct of the hearing.
- 8.7.6 If the Student does not comply with Regulation 8.7.4(b), the Dean may continue investigating the allegation, including proceeding with any scheduled hearing, in the absence of the Student.
- 8.7.7 To investigate the allegation, the Dean may request written information from or interview any person the Dean believes might have information relevant to the allegation. The Dean may delegate the task of collecting and collating relevant information to another staff member.
- 8.7.8 The Student and the Dean may agree in writing at any time to extend the time limits or to reschedule the date, time and place for the hearing.
- 8.7.9 If a Student does not attend the hearing, the School Discipline Committee may consider the allegation and any information provided by the Dean as a result of the investigation on the date/time of the scheduled meeting in the Student's absence.
- 8.7.10 The School Discipline Committee may make one of the following determinations (the 'Decision'):
- (a) dismiss the allegation and impose no penalty; or
 - (b) uphold the allegation, but impose no penalty; or
 - (c) uphold the allegation, and impose one or more penalties.
- 8.7.11 The School Discipline Committee may impose one or more of the following penalties:
- (a) impose a reduced mark or no marks in respect of any piece of work or piece of assessment to which the allegation relates; and/or
 - (b) impose a grade of Fail (F) in respect of any Unit to which the allegation relates; and/or
 - (c) require the Student to re-submit any piece of work to which the allegation relates; and/or
 - (d) give the Student a written reprimand; and/or
 - (e) require the Student to complete specified number of hours of University service and/or replacement penalty; and/or

- (f) prevent the Student from having any or such specified contact with particular Students or members of staff of the University as the Dean considers necessary or appropriate; and/or
 - (g) require the Student to complete a course in academic writing and referencing through the University's Academic Enabling and Support Centre; and/or
 - (h) any other penalty which is considered to be appropriate.
- 8.7.12 On completion of the School Discipline Committee hearing, the Dean will advise the following people in writing of the Decision:
- (a) The Student and party making the allegation;
 - (b) the Senior Deputy Vice Chancellor or Head of Campus; and
 - (c) the Pro Vice Chancellor – Academic; and
 - (d) The Academic Registrar; and
 - (e) the Dean(s) of any other School in which the Student is enrolled; and/or
 - (f) (where relevant) in the case of a Study Abroad Student, the Pro Vice Chancellor, International.
- 8.7.13 The Student may appeal the Decision (pursuant to General Regulation 8.7.10) to the University Discipline Committee within ten Working Days of receipt of the Decision.
- 8.7.14 At any stage when dealing with an allegation as a matter of School Discipline, the Dean may cease dealing with the matter and refer it to the University Discipline Committee in writing.
- 8.7.15 A Student's withdrawal from a Unit or Course does not affect the operation of this Regulation.

8.8 University Discipline Committee

- 8.8.1 The Chair of the University Discipline Committee will be:
- (a) the Senior Deputy Vice Chancellor or Head of Campus; or
 - (b) a Dean; or
 - (c) an Associate Dean; or
 - (d) a Pro Vice Chancellor; or
 - (e) a Deputy Vice Chancellor of another Campus (with the approval of the Vice Chancellor); or
 - (f) a senior member of University staff (with the approval of the Vice Chancellor).
- 8.8.2 In addition to the Chair, the University Discipline Committee is comprised of:
- (a) the Campus Registrar;
 - (b) a Dean;
 - (c) a member of academic or general staff nominated from time to time by the Head of Campus;
 - (d) a Student who has completed at least two years of study at the University nominated from time to time by the President of the Student Association; and
 - (e) any other person that the Senior Deputy Vice Chancellor or Head of Campus deems appropriate, including a member of the University legal department.
- 8.8.3 The University Discipline Committee will give the Student a written notice setting out:
- (a) the allegation;
 - (b) the time and date of the hearing (giving the Student at least five Working Days' notice of the hearing);
 - (c) the Student's rights at the hearing, including but not limited to, the right to provide a written submission of evidence in response to the allegation(s), and the right to be accompanied by one support person.
- 8.8.4 If the Student does not attend the University Discipline Committee hearing, the Chair may allow the allegation hearing to continue as scheduled, in the Student's absence.
- 8.8.5 The Student may apply in writing to the Chair for a copy of any documents submitted to the University Discipline Committee.
- 8.8.6 The Student may request to bring a support person to the hearing. The Student must give at least 24 hours' notice to the Chair if a support person will be present at the hearing. The support

person has no right to be heard at the hearing, except with permission of the Chair, and may be excluded by the Chair if they disrupt or unreasonably impair the conduct of the hearing.

- 8.8.7 In conducting a hearing, the Chair:
- (a) may follow any procedure that the Chair considers to be appropriate;
 - (b) is not bound by the rules of evidence or other technicalities or legal forms, and may seek information in relation to any matter in any manner they deem fit;
 - (c) must act fairly in all the circumstances, having regard to the requirements of natural justice; and
 - (d) must, unless the matter is dealt with in the absence of the Student, inform the Student of the evidence to be taken into account in making the decision and give the Student a reasonable opportunity to present the Student's case and to respond to any relevant evidence or allegations orally or in writing.
- 8.8.8 At the conclusion of the hearing, the University Discipline Committee may make one of the following determinations (the 'Decision'):
- (a) dismiss the allegation; or
 - (b) uphold the allegation, but impose no penalty; or
 - (c) uphold the allegation, and impose a penalty; or
 - (d) adjourn (and reconvene within a reasonable time) the hearing to allow for further time to investigate and acquire information in relation to the allegation.
- 8.8.9 In cases involving Misconduct and/or breaches of a Code of Conduct, the University Discipline Committee may impose any one or more of the following penalties:
- (a) A formal written reprimand and/or transcript notation.
 - (b) Up to 30 hours of University service work on a voluntary basis and/or a replacement penalty.
 - (c) A fine not exceeding the sum of \$600, or, if the Student caused damage to property or facilities, the sum of \$600 plus the cost of making good that damage.
 - (d) Prohibit the Student from the use of any of the University resources, including but not limited to, library and computing and network facilities, for a period not exceeding 20 Working Days either absolutely or on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
 - (e) A requirement that the Student refrains from having any or such specified contact with particular Students or members of staff of the University as the University Discipline Committee considers necessary or appropriate.
 - (f) Suspension for such period and on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
 - (g) Exclusion either permanently or for any period and either absolutely or on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
 - (h) Any other penalty or penalties that the University Discipline Committee deems as appropriate.
- 8.8.10 Where the University Discipline Committee upholds an allegation that the Student intentionally submitted forged, false or falsified evidence of academic standing, the University Discipline Committee must exclude the Student unless satisfied there are good reasons for not doing so.
- 8.8.11 In cases of violation of academic integrity, the University Discipline Committee may impose one or more of the following penalties:
- (a) A reduced mark or no marks in respect of any piece of work or piece of assessment to which the allegation relates.
 - (b) Be required to re-submit any piece of work to which the allegation relates.
 - (c) Reprimand the Student by formal written correspondence and/or transcript notation.
 - (d) Deprive the Student of credit for the Unit (award a Fail grade for the Unit) or for the component of assessment of the subject to which the allegation relates.
 - (e) Prohibit the Student from using any of the University resources, including but not limited to, library and computing and network facilities, for a period not exceeding 20 Working Days

either absolutely or on such terms and conditions as the University Discipline Committee considers necessary or appropriate.

- (f) Impose any condition on the Student enrolment, including but not limited to, a change of the Student's Academic Status to Conditional, as the University Discipline Committee considers necessary or appropriate.
- (g) Suspend the Student for such period and on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
- (h) Exclude the Student either permanently or for any period and either absolutely or on such terms and conditions as the University Discipline Committee considers necessary or appropriate.
- (i) Impose any other penalty or recommended action agreed upon by the University Discipline Committee and approved by the Chair, which is considered to be relevant to the allegation.

8.8.12 Where the University Discipline Committee imposes a penalty that involves a suspension or exclusion of the Student from the University, the Student must apply to the Campus Registrar for re-admission in accordance with Regulation 2.8.

8.8.13 At the conclusion of the hearing, the University Discipline Committee must give written notification of its decision to:

- (a) the Student and party making the allegation;
- (b) the Dean of the Student's School;
- (c) the Academic Registrar;
- (d) the Campus Registrar;
- (e) (where relevant) the Pro Vice Chancellor, International;
- (f) the Vice-Chancellor;
- (g) the Senior Deputy Vice Chancellor or Head of Campus; and
- (h) the Pro Vice Chancellor – Academic.

8.8.14 While a penalty imposed by the University Discipline Committee is outstanding, unfulfilled or unpaid (as the case may be) unless the Student has the written consent of the Campus Registrar the Student is prohibited from:

- (a) enrolling or seeking re-admission in accordance with Regulation 2.8;
- (b) receiving any results of assessment; and/or
- (c) graduating or receiving any diploma or any certificate stating that the Student is qualified to receive any award from the University or receive a certificate of academic record.

8.8.15 The operation of this Regulation is not affected if a Student withdraws from a Unit or Course or from the University.

8.8.16 A decision of the University Discipline Committee is final and not open to further internal appeal.

8.9 Records of Disciplinary Action

8.9.1 The Academic Registrar must keep a record of:

- (a) all findings of general and academic misconduct referred to the University Discipline Committee or dealt with as a matter of School Discipline; and
- (b) all penalties imposed in respect of such findings.

8.9.2 The record forms part of the Student's disciplinary record and must form part of the Student's file which must be made available:

- (a) to persons within the University if, in the opinion of the Academic Registrar, they have a legitimate need to know; and
- (b) to persons outside the University including but not limited to:
 - (i) the police in response to a written request where they are investigating this or a related matter;
 - (ii) a court order or subpoena in response to a written request;

- (iii) a School or Hall of Residence or another institute of higher education if, in the opinion of the Academic Registrar they have a legitimate need to know and in response to a written request.

8.9.3 The University Discipline Committee and the School Discipline Committee are entitled to take the Student's Files into account for the purposes of assessing what penalty, if any, should be imposed or recommended in any case where an allegation of Misconduct or violation of academic integrity has been upheld or confirmed against a Student.

8.10 Vice Chancellor's Special Disciplinary Power

8.10.1 The Vice-Chancellor may have the discretion to immediately exclude and/or suspend a Student:

- (a) for such period as the Vice Chancellor deems necessary;
- (b) on such terms and conditions as the Vice Chancellor considers necessary; and
- (c) taking into account whatever information has been obtained, in relation to the Student, in any manner the Vice Chancellor may deem appropriate.

8.10.2 The Vice Chancellor may only exercise the power in Regulation 8.10.1 when the Vice-Chancellor has determined that the Student has acted or behaved or is acting or behaving in a way which involves or might involve:

- (a) a risk of injury to the Student or to any other person;
- (b) serious damage to property; or
- (c) serious disruption of any activity sanctioned by the University.

8.10.3 The Vice Chancellor may exercise the decision to immediately exclude and/or suspend a Student without giving the Student any right of reply. Where the Vice-Chancellor decides to exclude and/or suspend a Student under this section, the Vice-Chancellor must, within one Working Day, provide a written notice to the Student setting out the decision and summarising the reason for the decision.

8.10.4 A Student must comply with any decision of the Vice Chancellor under Regulation 8.10.1.

8.10.5 As soon as possible after exercising the power in Regulation 8.10.1, the Vice Chancellor will nominate a senior officer to Chair a Special Discipline Committee Hearing into the matter.

8.10.6 The members of the Special Discipline Committee will be appointed by the Vice Chancellor and will follow the procedure set for the University Discipline Committee in Regulations 8.8.3 to 8.8.8.

8.10.7 The Special Disciplinary Committee will make recommendations to the Vice Chancellor with respect to the penalty that should be imposed on the Student and, with the Vice Chancellor's approval, may impose any penalty which is considered to be relevant to the allegation.

8.10.8 At the conclusion of the hearing, the Special Discipline Committee must give written notification of its decision to:

- (a) the Student and party making the allegation;
- (b) the Dean of the Student's School;
- (c) the Academic Registrar;
- (d) the Campus Registrar;
- (e) (where relevant) the Pro Vice Chancellor International; and
- (f) the Vice-Chancellor.

8.10.9 The Vice-Chancellor may at any time revoke or vary a decision to exclude and/or suspend a Student under this section.

8.10.10 A decision to exclude and/or suspend a Student under this section continues to operate unless or until it is revoked or varied by the Vice-Chancellor or the allegation of Misconduct has been dismissed.

- 8.11 Study Abroad Students and Residential Students Disciplinary Action**
- 8.11.1 If an allegation of a Violation of Academic Integrity is made against a Study Abroad or Residential Student, the allegation must be made in writing and referred in the first instance to the Dean of the School responsible for the Unit to which the violation is alleged to have occurred. In dealing with an allegation of Violation of Academic Integrity, the Dean will follow the relevant procedures set out in regulations 8.5-8.9.
- 8.11.2 If an allegation of Misconduct or a breach of a published Code of Conduct is made against a Study Abroad or Residential Student, the allegation must be made in writing and referred in the first instance to the Pro Vice Chancellor, International (or delegate).
- 8.11.3 When the Pro Vice Chancellor, International (or delegate) is notified of an allegation, the Pro Vice Chancellor, International (or delegate) will meet with the Student to discuss the allegation.
- 8.11.4 After the meeting (or after the time at which the meeting is scheduled, if the Student fails to attend the meeting) the Pro Vice Chancellor, International (or delegate) may make one of the following determinations (the 'Decision'):
- dismiss the allegation;
 - deal with the allegation informally if the allegation is not well-founded or of a serious nature.
 - deal with the allegation as a matter of Study Abroad and/or Residential Discipline; or
 - refer the allegation to the University Discipline Committee.
- 8.11.5 Where the Pro Vice Chancellor, International (or delegate) resolves to deal with the allegation as a matter of Study Abroad and/or Residential Discipline he or she will nominate a Study Abroad and/or Residential Discipline Committee and follow the same procedure set for dealing with a matter of School Discipline in regulation 8.7. The Pro Vice Chancellor, International (or delegate) may be a member of the committee.
- 8.11.6 Where an allegation is dealt with as a matter of Study Abroad and/or Residential Discipline, the Study Abroad and/or Residential Discipline Committee may impose one or more of the following penalties:
- A formal written reprimand; and/or
 - Up to 30 hours of University service work on a voluntary basis and/or replacement penalty; and/or
 - Require the Student to refrain from having any or such specified contact with particular Students or members of staff of the University as the Committee considers necessary or appropriate; and/or
 - Any other penalty which is considered to be relevant to the allegation.
- 8.11.7 Where an allegation is dealt with as a matter of Study Abroad and/or Residential Discipline the Study Abroad and/or Residential Discipline Committee will advise the Student in writing of their decision in respect of the allegation and the penalty to be imposed. The Student may, within ten Working Days of receiving formal notification of the decision, appeal the decision to the Chair of the University Discipline Committee.
- 8.11.8 If the Student is enrolled in a School, the Study Abroad and/or Residential Discipline Committee may provide written advice of the allegation and the decision to the Dean of the School.
- 8.11.9 Where the Pro Vice Chancellor, International (or delegate) refers an allegation to the University Discipline Committee in accordance with regulation 8.11.4, the University Discipline Committee will follow the procedure set for the University Discipline Committee in Regulations 8.8.3 to 8.8.8 and may impose one or more of the following penalties:
- Immediately terminate the Student from the Study Abroad Program.
 - Immediately exclude the Student from the University.
 - Impose conditions or restrictions on the Student's enrolment.
 - Immediately evict the Student from the Halls of Residence.
 - Impose conditions or restrictions on the Student's continued residency in the Halls of Residence.

- (f) Impose any other sanction which the University Discipline Committee deems appropriate.
- 8.11.10 At the conclusion of the hearing, the University Discipline Committee must give written notification of its decision to:
- (a) the Student and party making the allegation;
 - (b) the Dean of the Student's School (if Student is enrolled in a School);
 - (c) the Academic Registrar;
 - (d) the Campus Registrar; and
 - (e) the Vice-Chancellor.

9 MISCELLANEOUS

9.1 **Communication with or Contacting Students**

9.1.1 In any provision in which a Student is required to:

- (a) notify the University, and/or
- (b) apply to the University

the Student shall make such application and/or notification to the University in writing or in the manner prescribed.

9.1.2 The University allocates each Student an individual Notre Dame Student email account.

9.1.3 This email account will be used by the University for correspondence purposes. Unless otherwise exempted by the Registrar's Office, it is a condition of enrolment that a Student undertakes to check their email account on a weekly basis. Official correspondence sent by way of email to a Student email account shall be deemed to have been received.

9.1.4 All email communication between current Students and the University must be via the Notre Dame Student email account.

9.1.5 Information regarding a Student will not be disclosed to anyone other than the Student or another staff member for relevant University purposes. If a Student requests any information be given to another person, the Student must provide a letter to the University authorising the University to disclose information to the person nominated in the letter.

9.2 **Service of Documents**

9.2.1 Where a notice or other document is permitted or required by these Regulations to be given or served, service of the notice or document may be effected on the person to be served:

- (a) by giving the notice or document directly to that person;
- (b) by sending as an email message the notice or document or a URL link to the notice or document to that person's official University of Notre Dame Australia email address;
- (c) by posting the notice or document as a letter to that person's known postal address, as last officially notified to the University; or
- (d) by leaving it for that person at their place of abode, as last officially notified to the University.

9.2.2 Where the notice or document is served in accordance with Regulation 9.2.1(b) service is deemed to have been effected at the time of sending the message.

9.2.3 Where the notice or document is posted in accordance with Regulation 9.2.1(c), service is deemed to have been effected at the expiration of four Working Days from the time of posting.

Schedule 1: Grading Rubric

Grade Title	Grade Code	Mark	Level of Performance/and or attendance (used to determine Academic Status)	Understanding of the subject matter	Skill development	Interpretative and analytical ability and intellectual initiative	Achievement of objectives of the Unit	Standard of academic literacy	Recording of Grade
High Distinction	HD	80 – 100	Exceptional Performance	Comprehensive understanding	Mastery	Extremely high level of ability and initiative	All objectives achieved	Ability to communicate findings and knowledge of a very high standard	Grade will be shown on Academic Transcript
Distinction	D	70 – 79	Excellent	Very high level of understanding	Very high level of skill development	Very high level of ability and initiative	All objectives achieved	Ability to communicate findings and knowledge of a high standard	Grade will be shown on Academic Transcript
Credit	C	60 – 69	Good	High level of understanding	High level of skill development	High level of ability	Some objectives not fully achieved	Ability to communicate findings and knowledge at an acceptable standard	Grade will be shown on Academic Transcript
Pass	P	50 – 59	Satisfactory	Adequate understanding	Partial development	Adequate level of ability	Failure to achieve some (minor) objectives	Ability to communicate findings and knowledge at an acceptable standard	Grade will be shown on Academic Transcript
Conceded Pass	CP	48 or 49	Satisfactory	Adequate understanding	Partial development	Adequate level of ability	Failure to achieve some (minor) objectives	Ability to communicate findings and knowledge limited	Grade will be shown on Academic Transcript
Non-Graded Pass	NGP	NA	Satisfactory	Satisfactory understanding	Satisfactory development	Satisfactory level of ability	All key objectives achieved	Ability to communicate findings and knowledge at an acceptable standard	Grade will be shown on Academic Transcript
Fail	F	0 - 49	Unsatisfactory	Inadequate understanding	Failure to develop relevant skills	Insufficient evidence of ability	Failure to achieve key objectives	Ability to communicate findings and knowledge below an acceptable level	Grade will be shown on Academic Transcript
Fail due to Non-Completion	FN	0-100	Unsatisfactory	Did not submit one or more pieces of continuous assessment and/or did not sit the final exam			Did not achieve objectives of the Unit	NA	Grade will be shown on Academic Transcript
Withdrawal with Fail	WF	No Mark	Unsatisfactory	Withdrew from the Unit after the Academic Penalty Date of the Unit.			Did not achieve objectives of the Unit	NA	Grade will be shown on Academic Transcript
Research in Progress	RP	No Mark	Research is continuing	Supervised Research/Dissertation/Honours has been undertaken in that Semester and is continuing			NA	NA	Grade will be shown on Academic Transcript