Purpose: These School Regulations apply to all students in the courses and units offered by the Academic Enabling and Support Centres at the University of Notre Dame, Australia, Fremantle and Broome Campuses.

Responsible Executive: Director

Responsible Office: Academic Enabling and Support Centre

Contact Officer: Director Academic Enabling and Support Centre, Fremantle and Broome

Effective Date: 1 July 2015
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1: INTRODUCTION AND INTERPRETATION

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

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

1.3 Interaction of Regulations
In the event of inconsistencies between different sets of regulations, the order of priority for enforceability is as follows:
1. General Regulations
2. AESC Regulations
3. Course Regulations

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

“AESC” – shall mean the AESC (Fremantle and Broome)

“Campus Enabling Course Coordinator”- for the purposes of these Regulations only, and subject to the campus under consideration, the Campus Enabling Course Coordinator will refer to either:

- (the) “Coordinator, Enabling Programs, Fremantle “ – shall mean that person designated by the Director of the AESC to be the person in charge of enabling courses on the Fremantle campus, or

- (the) “Coordinator, Tertiary Pathway Program, Fremantle ” – shall mean that person designated by the Director of the AESC to be the person in charge of enabling courses on the Broome campus

“Director” – shall mean Director AESC (Fremantle and Broome) “enabling unit” – shall be any sub-bachelor unit offered specifically for the purpose of study within an enabling course. It does not apply to undergraduate equivalent units studied within an enabling course.

“institutional benchmark”– shall mean a final mark of 65% or higher in any FY or TEP enabling unit or 50% or higher in any TPP unit. Students achieving at these levels in these courses are likely to be positioned for success in undergraduate studies. Institutional benchmark results are usually required across all enabling units within a course in order to be considered for admission into an undergraduate course.

“FY” – shall mean Foundation Year

“TEP” – shall mean Tertiary Enabling Program

“TPP” – shall mean Tertiary Pathway Program

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

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

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

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

2: **GOVERNANCE OF THE ACADEMIC ENABLING AND SUPPORT CENTRE**

2.1 **The Governance of the AESC sits with the Director**

2.1.1 Subject to the University Statutes, the Director of the AESC, Fremantle and Broome Campuses, is the senior executive and academic officer.

2.1.2 The Director of the AESC, Fremantle, will have primary responsibility for the AESC services on both the Fremantle and Broome Campuses.

2.2. **Coordinator, Enabling Programs (Fremantle) or Coordinator, Tertiary Pathway Program (Broome)**

2.2.1 Subject to the University Statutes, on the Fremantle Campus, the Coordinator, Enabling Programs is responsible for the Tertiary Enabling Program and the Foundation Year Courses. The Coordinator, Enabling Programs reports directly to the Director of the AESC.

2.2.2 Subject to the University Statutes, on the Broome Campus, the Coordinator, Tertiary Pathway Program is responsible for the Tertiary Pathway Program. The Coordinator, Tertiary Pathway Program reports directly to the Director of the AESC, on any matters specific to Tertiary Pathway Program and units.

3: **ADMISSIONS**

3.1 **Special Requirements for Admission**

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

3.2 **Courses**

The courses of the AESC are set out in Appendix A.

3.3 **Specific Conditions of Enrolment**

The Director may impose enrolment conditions on a student based on specific course or unit requirements.

3.4 **Enrolment Deadline**

Enrolments for Enabling Programs are accepted until immediately prior to the commencement of classes for the semester.

4: **ACADEMIC PROGRESS**

4.1 **Attendance and Absence**

4.1.1 A student who is absent from a unit without the approval of the Campus Enabling Course Coordinator for more than 15% of scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may receive a ‘Fail due to Non Completion’ (FN) grade for the unit.
4.1.2 A letter informing the student of three absences will normally be mailed to a student in breach of attendance requirements. The student will be required to make an appointment to see the Campus Enabling Course Coordinator.

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

4.1.4 International students are subject to current legislative regulations.

4.2 Student Progress

4.2.1 Tertiary Enabling Program

(a) TEP students must achieve 50% in all course units to be considered for course completion, however, the institutional benchmark of 65% for all units is normally required by the Admissions Office for entry into selected undergraduate programs.

(b) A TEP student who has achieved a minimum of 65% in FEP001, FEP002, FEP003 and FEP004 (or their equivalent), but has not reached this benchmark in all remaining units, would normally move directly to Part 2 of the FY program. In this case, a student must apply for a Change of Course and fulfil any Advanced Standing application requirements.

(c) TEP students normally undertake the first semester of their study in full time study mode. Part time enrolments are permitted if TEP students are required to repeat units.

(d) Students who repeat an enabling unit and do not reach the 50% Pass mark on a second occasion will normally have the enrolment in the course terminated.

(e) Students who Pass an enabling unit but fail to reach the institutional benchmark on a second occasion will normally be required to withdraw from the course.

4.2.2 Foundation Year

(a) Students in FY courses must undertake the first semester of their study in full time study mode.

(b) FY students are normally required to achieve the institutional benchmark of 65%, in FEP001, FEP002, FEP003 and FEP004 (or their equivalents) to achieve entry into Part 2 of the course.

(c) FY students who do not reach the institutional benchmark in all four first semester units, i.e. FEP001, FEP002, FEP003 and FEP004 (or their equivalents), will have their status converted to “Conditional” and will normally be required to repeat all four units in full time mode in order to continue in this course.

(d) Subject to 4.2.2.(c), a FY student who does not achieve either the institutional benchmark for enabling units or a Pass mark in undergraduate equivalent units, may repeat the unit/s in part time mode.

(e) Students who repeat a unit and do not reach the 50% Pass mark on a second occasion will normally have the enrolment in the course terminated.

(f) Students who repeat an enabling unit and do not reach the institutional benchmark on a second occasion will normally be required to withdraw from the course.
4.2.3 Tertiary Pathway Program
(a) TPP students must achieve the institutional benchmark of 50% in all course units to achieve course completion.
(b) The TPP course can be undertaken in either part or full time study mode.
(c) Students may repeat TPP units, however, a second fail grade in that unit (or its equivalent) will result in course termination.

4.2.4 In exceptional circumstances, the Director has discretion to wave the institutional benchmark requirement for an enabling unit, subject to the student achieving at least 50% in that unit.

4.3 Advanced Standing
An enrolled Enabling Program student may lodge an application for Advanced Standing, based on prior learning and achievement, to the Director. Such an application will follow the University’s standard processes.

4.4 Unit substitutions
Equivalent unit substitutions may be approved at the discretion of the Director.

5: ASSESSMENT AND EXAMINATIONS

5.1 Assessment
5.1.1 Assessment criteria is contained in the unit outline.

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

5.2 Extensions on continuous assessment items (excluding examinations)
5.2.1 A student may apply in writing, before the due date, for an extension of time within which to submit a piece of continuous assessment without penalty, to the Campus Enabling Course Coordinator, setting out the grounds for the application. Such an application must be accompanied by independent supporting documentation.

5.2.2 The Campus Enabling Course Coordinator) has the discretion to approve or dismiss the application for extension. Extensions would normally only be granted in cases where a student has been unable to complete their assessment due to circumstances beyond their control. Independent supporting documentation would normally be required to substantiate an application.

5.2.3 If the Campus Enabling Course Coordinator approves the application for extension, they will set, in writing, a new due date.

5.2.4 If the Campus Enabling Course Coordinator does not approve the application for extension, the Campus Enabling Course Coordinator may impose a penalty for late submission or non-submission of continuous assessment, and inform the student in writing.

5.2.5 A student may apply directly to the Campus Enabling Course Coordinator in the case of requests for extension on multiple assessment items in multiple units for a given semester.

5.3 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)
5.3.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
(a) The piece of assessment is assessed as if it were submitted on the due date (or extended due date if applicable) but 10% of the total marks available for the piece of assessment will be deducted from the final mark obtained for the assessment for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).

(b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.

5.3.2 The Campus Enabling Course Coordinator retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Campus Enabling Course Coordinator that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.

5.4 Remarking of pieces of continuous assessment
If the Coordinator, Enabling Programs (Fremantle) or Coordinator, Tertiary Pathway Program (Broome) permits a remarking of the piece of assessment, in accordance with the General Regulations, the following procedures will apply:

(a) The Campus Enabling Course Coordinator will organise a second person (either internal or external to the University) to remark the piece of assessment.

(b) The person undertaking the remarking will recommend to the Campus Enabling Course Coordinator a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to the assessment's marking guidelines.

(c) After considering the recommendation of the person undertaking the remarking and the assessment's marking guidelines, the final mark or grade to be awarded for the piece of assessment will be determined by the Campus Enabling Course Coordinator.

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

5.5.2 Supplementary assessment is the provision of a new assessment item designed to assist students to complete course requirements and is available, if approved by the Campus Enabling Course Coordinator Coordinator, Enabling Programs (Fremantle) or Coordinator, Tertiary Pathway Program (Broome), for “EP” coded units undertaken in the first semester of the FY course and in the TEP course.

5.5.3 The Campus Enabling Course Coordinator is responsible for determining eligibility for supplementary assessment guided by advice from the relevant staff member as to whether, given the student’s performance in the unit and the nature of the unit, it is possible for the student to achieve the institutional benchmark (65%) standard through supplementary assessment.

5.5.4 The form and type of supplementary assessment is at the discretion of the Campus Enabling Course Coordinator who will ensure that academic standards are maintained.

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

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

5.7 Referencing
5.7.1 A student enrolled in units offered by the AESC must use American Psychological Association referencing.

5.7.2 Students must use the University Referencing Style Guide.

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

6: CONDUCT AND PRIVACY

6.1 Code of Conduct
All students are required to act in accordance with the University’s Code of Conduct and its ethical and academic obligations.

6.2 University Privacy Policy
All students are required to act in accordance with the University’s Privacy Policy.

End of Regulations
Appendix A: Courses offered by the AESC, Fremantle and Broome Campuses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
<th>Campus</th>
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<td>0126</td>
<td>Foundation Year Education</td>
<td>200</td>
<td>Fremantle and Broome</td>
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<td>0124</td>
<td>Foundation Year Arts and Sciences</td>
<td>200</td>
<td>Fremantle</td>
</tr>
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<td>0125</td>
<td>Foundation Year Business</td>
<td>200</td>
<td>Fremantle</td>
</tr>
<tr>
<td>0127</td>
<td>Foundation Year Health Sciences</td>
<td>200</td>
<td>Fremantle</td>
</tr>
<tr>
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<td>Foundation Year Nursing</td>
<td>200</td>
<td>Fremantle and Broome</td>
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<td>Fremantle</td>
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<td>Tertiary Enabling Program (TEP) Education, Humanities and Business</td>
<td>175</td>
<td>Fremantle</td>
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