COURSE REGULATIONS
TERTIARY ENABLING PROGRAM
EDUCATION, HUMANITIES AND BUSINESS
TEP Education, Humanities & Bus

COURSE CODE: 0113

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2016
ACADEMIC ENABLING AND SUPPORT CENTRE, Sydney Campus

1. These Course Regulations apply to all students who are enrolled in this Course on the Sydney Campus.
2. The Director of the Academic Enabling and Support Centre is the responsible Executive of these Course Regulations.
3. The contact officer for this document is The Director of the Academic Enabling and Support Centre, Sydney.

MODIFICATION HISTORY

These Course Regulations are effective from 1 January 2016.

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1 INTRODUCTION AND INTERPRETATION

1.1 Introduction
These Course Regulations apply to all students enrolled in the Tertiary Enabling Program, Education, Humanities and Business at The University of Notre Dame Australia, Sydney Campus.

These Regulations should be read in conjunction with the University’s General Regulations and the Academic Enabling and Support Centre Regulations.

The Director of the Academic Enabling and Support Centre (or delegate) has responsibility for the application of these Course Regulations.

1.2 Interpretation
The terms included in these Regulations have the meanings as defined in the University’s General Regulations and the Academic Enabling and Support Centre Regulations.

1.3 Amendments made to Course Regulations
Unless otherwise specified, when amendments are made to the structure, content or academic requirements of the Tertiary Enabling Program, Education, Humanities and Business, the amendments will automatically apply in accordance with General Regulation Section 1.7.

1.4 Applicability to Campuses of the University
The Tertiary Enabling Program, Education, Humanities and Business is available on the Sydney Campus only.

1.5 The Australian Qualifications Framework (AQF)
The Tertiary Enabling Program, Education, Humanities and Business is not an AQF qualification.
2 ENTRY CRITERIA

2.1 Entry Requirements / Pre-Requisites
In order to be admitted to the Foundation Year Applicants must provide evidence which demonstrates to the satisfaction of the Manager, Admissions Office:

(i) an Australian Tertiary Admission Ranking (ATAR) score which equals or exceeds the ATAR minimum set by the University, or

(ii) a Special Tertiary Admissions Test (STAT) result which equals or exceeds the STAT minimum set by the University for the Tertiary Enabling Program, or

(iii) where the applicant has undertaken school subjects that are not externally examined (ie. Wholly School Assessed), the achievement of grades deemed sufficient or

(iv) other experience deemed relevant.

2.2 External Accreditation Requirements
External accreditation requirements are not applicable to this Award.
3 AWARD REQUIREMENTS

3.1 Structure
For the Tertiary Enabling Program: Education, Humanities and Business Award Structure, refer to Appendix A.

3.1.1 Compulsory Units
A student in the Tertiary Enabling Program, Education, Humanities and Business must complete:

- EP001 Learning Skills
- EP002 Literacy Competency (or ED1118 Literacy Competency for Teachers)
- EP003 Academic Writing
- EP004 Research Skills and Information Literacy
- EP005 Mathematical Competency (or ED1119 Mathematical Competency for Teachers)
- EP006 Information Technology for Academic Purposes
- EP007 Applied Learning

3.1.2 Enabling Program (EP) Benchmark
(i) A student must achieve the EP Benchmark in each of the first semester units to progress to semester two of the course.
(ii) A student may, with the approval of the Director (or delegate), repeat a unit(s) in which the EP benchmark was not achieved, in order to complete the Tertiary Enabling Program, Education, Humanities and Business.

3.1.3 Attendance Requirement
A student must attend a minimum of 85% of all scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline during the semester. A Student who is absent from more than 15% of a unit without the approval of the Director of the AESC, Sydney (or delegate) may receive a ‘Fail due to Non Completion’ (FN) grade for the unit.

3.2 Approved unit substitutions
Unit substitutions, where permitted, must be approved by the Director of the Academic Enabling and Support Centre.

3.3 Volume of Learning
3.3.1 Standard Duration
(i) The standard duration for the Tertiary Enabling Program, Education, Humanities and Business is six months of equivalent full-time study.
(ii) A student is not normally able to enrol in this program on a part-time basis except in repeating units in a subsequent semester, if so approved by the Director (or delegate).

3.3.2 Accelerated Duration
An accelerated mode is not able available for the Tertiary Enabling Program, Education, Humanities and Business.

3.3.3 Maximum Duration
The maximum period of time within which a student is permitted to complete the Tertiary Enabling Program, Education, Humanities and Business is one year (including any periods of approved leave of absence) from the date on which they were first accepted into the course by the University.
3.4 **Termination from Course**
A student will be terminated from the Tertiary Enabling Program course if they have made Unsatisfactory Progress. Unsatisfactory Progress is determined by the Board of Examiners where a Student does not achieve Satisfactory Progress. Satisfactory progress is a determination by the Board of examiners where a Student passes 50% or more of the enrolled credit point load in a semester. 50% is the final mark that a Student needs to achieve to have been deemed to pass the unit.

3.5 **Course Completion**
Where a student has satisfied all the requirements of the Tertiary Enabling Program, Education, Humanities and Business as detailed in these Course Regulations and the General Regulations, the University will grant the student course complete status.

3.5.1 In order to complete the Tertiary Enabling Program: Education, Humanities and Business a student must successfully complete 175 credit points from the seven compulsory units, and achieve the approved benchmark for every unit. In this case the student will receive ‘course complete’ on their transcript.

3.5.2 The University requires that a student has achieved the EP benchmark of a minimum of 65% (≥65%) in each EP unit, (with the exception of EP002) in order to meet the requirements to be considered for undergraduate entry.

3.5.3 The University requires that a student has achieved the benchmark of a minimum of 50% (≥50%) in EP002, ED1118 and/or ED1119 in order to meet the requirements to be considered for undergraduate entry.

END OF REGULATIONS
APPENDIX A:

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<th>Unit Number</th>
<th>Unit Title</th>
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<td>Learning Skills</td>
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<td>25</td>
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<tr>
<td>EP003</td>
<td>Academic Writing</td>
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<td>EP004</td>
<td>Research Skills and Information Literacy</td>
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<td>Mathematical Competency Or Mathematical Competencies for Teachers</td>
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<tr>
<td>EP006</td>
<td>Information Technology for Academic Purposes</td>
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<tr>
<td>EP007</td>
<td>Applied Learning</td>
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Credit Point Total for Y1 S1: 175

TOTAL COURSE CREDIT POINTS: 175