



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:	Provost
Responsible Office:	Registrar's Office, Fremantle Campus
Contact Officer:	Manager
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CHAPTER I: INTRODUCTION

1.1 General Regulations

These General Regulations apply to all students in the courses offered at The University of Notre Dame Australia.

1.2 School Regulations

In addition to these General Regulations, each School has specific regulations which apply to students in that School. These School Regulations must be read in conjunction with the General Regulations.

1.3 Research Degree Regulations

In addition to these General Regulations, there are specific Research Degree Regulations which apply to students undertaking degrees involving research. These Regulations should be read in conjunction with the General Regulations, School Regulations and Course Regulations.

1.4 Course Regulations

In addition to these General Regulations, each course has specific regulations which apply to students in that course. Course Regulations should be read in conjunction with the General Regulations, Research Degree Regulations and School Regulations.

1.5 Conflict between General and other Regulations

In the event of any conflict between General and the Research Degree Regulations or School Regulations or Course Regulations, the General Regulations prevail.

1.6 Interpretations and definitions

Unless otherwise noted, the words and phrases contained in this provision are to be interpreted in the following way throughout the General Regulations;

‘the Academic Councils’ – shall mean the committees on the Fremantle and Sydney Campuses that advise the Vice Chancellor in matters of educational policy and established under the University Statutes.

‘the Act’ – shall mean the University of Notre Dame Australia Act 1989.

‘Academic decision’ - means any decision of a member of the academic staff that affects the academic admission, enrolment, assessment or progress of a student but does not include any decision relating to the non payment of fees or student misconduct, academic violation or breach of a Code of Conduct under Chapter VII: Misconduct of these Regulations.

‘Academic Penalty’ – shall mean the student’s final grade of Withdrawal with Fail (“WF”) imposed for the unit(s) the student is enrolled in for a given teaching period and where the student withdraws from that unit(s) after the Academic Penalty Date.

‘Academic Penalty Date’ – shall mean the date selected by the University as the last date a student can apply to withdraw from a unit(s) without Academic Penalty. The Academic Penalty Date is calculated as the seven tenths point of the teaching period of the unit(s).

‘Admissions Manager’ – shall mean the person(s) appointed by the Vice Chancellor (by whatever title) to manage the process whereby students are admitted into the University.

‘Advanced standing’ – shall mean credit granted towards a course of study for studies conducted in the formal education and training system outside the University.

‘Assistant Dean’ – shall mean a person appointed by the Vice Chancellor who assists with the day-to-day operations of the School under administrative direction of the Dean.

‘Associate Dean’ – shall mean a person appointed by the Vice Chancellor who assists with the day-to-day operations of the School under administrative direction of the Dean.

‘Associate Provost’ – shall mean a person appointed by the Vice Chancellor who acts as the Provost’s delegate and assists with the duties of the Provost.

‘AWOL’ – shall mean an administrative status used in those circumstances outlined in Regulation 5.5.

‘Board of Examiners’ – shall have the same meaning as that given to it in the University Statutes.

‘Board of Assessors’ – shall mean all of the academic staff employed by the University to teach in the Vocational Education and Training programs.

‘Campus/Campuses’ – shall mean one or more of the campuses of the University as defined in the University Statutes.

‘Census Date’ – shall have the same meaning as provided in the Higher Education Support Act (HESA). The Census Date is selected by the University as the last date a student can apply to withdraw from a unit without Financial Penalty and is calculated as not less than 20% of the way through the teaching period of the unit. The Census Date may also be known by the University as the Financial Penalty Date.

‘Certificate’ – shall mean an approved undergraduate award of the University typically requiring six months of full-time equivalent study.

‘Combined Degree’ – shall mean 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 [e.g. MBBS; BA/BEd(Sec)].

‘Conceded Pass’ - shall mean a grade (CP) for a unit which the Board of Examiners has conceded a pass even though the student’s percentage mark 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’ – shall mean where a student enrolls in two separate degree courses at the University which are not offered in a double degree program.

‘Co-requisite unit’ – shall mean a unit which must be studied concurrently with the unit for which it is prescribed.

‘Course’ – shall mean 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.

‘the Code of Conduct’ – shall mean the Code of Conduct which has been formally endorsed by the Board of Directors and which sets out the basic standards of behaviour expected of students of the University.

‘Compulsory Community Commitment(s)’ – shall mean a mandatory commitment(s) on a state, national or international level which are beyond a student’s control and relate to (including but not limited to) a sporting, cultural, military, emergency service and/or legal field which has been identified to the University at the time of enrolment in a unit and/or course.

‘the Core Curriculum’ – shall mean those compulsory units which are prescribed from time to time by the Trustees of the University.

‘Course Coordinator’ – shall mean the staff member responsible for the administration and management of a particular academic program(s) of study.

‘Credit points’ – shall mean 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.

‘Cross-institutional enrolment’ – shall mean a unit undertaken and completed by a student at another approved institution during the time that the student is enrolled in a course at the University and for which the University grants credit towards a course

‘Dean’ – shall have the same meaning as that given to it in the University Statutes.

‘Deferred examination’ – shall mean an examination that is the same in content to that of the final invigilated examination but is held at a time, date and place set by the Registrar in place of the scheduled examination for each semester.

‘Degree’ – shall mean an academic award conferred by the University upon those who complete the undergraduate or postgraduate curriculum.

‘Diploma’ - shall mean an approved undergraduate award of the University typically requiring one year of full-time equivalent study.

‘Dissertation’ – shall mean a written work that comprises at least one semester of full-time equivalent study.

‘Double degree’ – shall mean a combined study program from two disciplines which allow accelerated completion and conferral of two degrees as separate awards upon a candidate who has complied with the Course Regulations for the double degrees.

‘EFTSL’ – shall mean an equivalent full-time study load. It is a measure of the study load, for one year, of a student undertaking a course of study on a full-time basis (HESA – Section 73-10).

‘Elective’ – shall mean any unit taught by a School of the University for which the student has the appropriate pre-requisite and co-requisite units, is not included in the degree structure as a compulsory unit, complies with these Regulations in relation to the number of 100 and 200 level units which can be included in the program, and which both the Dean of the School the student is enrolled in and the Dean of the School offering the unit (if different) has given approval for enrolment.

‘Enabling Program’ – shall mean a program offered by the University for preparation for tertiary study. An Enabling Program does not normally contribute towards a University degree or award.

‘Exclusion’ – except where the context indicates otherwise, shall mean a penalty for misconduct and shall mean denial of access to all or specified University premises, facilities, activities, units, lectures, tutorials and any and all other aspects of University life, including enrolment and may be either temporary or permanent, and ‘exclude’ has a corresponding meaning.

‘File Closed’ – shall mean an administrative status used by the University to indicate a student’s enrolment record at the University has been closed due to the student’s non-enrolment.

‘Financial Penalty’ – shall mean the student’s liability for the tuition fees for the unit(s) the student is enrolled in for a given teaching period and where the student withdraws from that unit(s) after the Census Date.

‘Grade’ – shall mean the summative assessment of performance represented as a unit of measurement in the form of a letter grade.

‘Graduate Certificate’ – shall mean an approved postgraduate award of the University typically requiring six months of full-time equivalent study.

‘Graduate Diploma’ – shall mean an approved postgraduate award of the University typically requiring one year of full-time equivalent study.

‘Graduate student’ – shall mean a person who has received an academic award or degree upon completion of their university studies.

‘Halls of Residence’ – shall mean all accommodation provided to Residential Students directly by the University, whether that accommodation is located on the University campus or not.

‘HESA’ – shall mean the Higher Education Support Act (2003) Cth.

‘Home Campus’ – shall mean the campus of the University in which a student enrolls in an undergraduate or postgraduate course.

‘Honours’ – shall mean an undergraduate degree requiring a higher academic standard than a pass degree.

‘Host Campus’ - shall mean another campus of the University other than the student’s Home campus where the student may undertake some units of study.

‘Institute’ – shall have the same meaning as that given to it in the University Statutes.

‘Invigilated Examination’ – shall mean an examination conducted by the University under supervised conditions.

'Irregularly Scheduled Examination' - shall mean an examination that is the same in content to that of the final invigilated examination but is held at a time, date and place that is different from the scheduled examination for a particular unit.

'Mark' – shall mean the summative assessment of performance represented numerically.

'Not-For-Degree' - shall mean enrolment in a unit for which a student completes all assessment requirements without obtaining credit toward a degree or diploma or certificate.

'Placement' – shall mean a placement practicum, internship, or any other professional work experience to be undertaken by a student as part of an approved course.

'Placement Provider' – shall mean a school, clinical facility, organisation, business or body where a student undertakes a placement.

'Postgraduate award' – shall mean a diploma or certificate that is taken after having obtained a Bachelor's or primary degree.

'Postgraduate degree' – shall mean a Masters or doctoral degree that is taken after having obtained a Bachelor or primary degree.

'Postgraduate student' – shall mean a student enrolled in a postgraduate award or degree.

'Pre-requisite unit' – shall mean a unit or other requirement(s) which must be successfully completed prior to taking a certain unit.

'the Provost' – shall mean a senior academic officer appointed under Section 19 of the Act.

'Recognition of Prior Learning [RPL]' – shall mean credit granted towards a course of study, on the basis of learning acquired in a 'credentialed context', other than a university or TAFE, such as a course offered by a professional body, enterprise, private educational institution, or by any other provider recognised by the university or learning acquired in an 'uncredentialed context', such as through work or life experience.

'the Registrar' – shall mean a person appointed as an academic registrar of the University for a particular campus(es).

'the Research Committee' – shall have the same meaning as that given to it in the University Statutes.

'Research Degree' – shall mean a Masters by Research, a Master of Philosophy, a professional doctorate in any discipline, and the Doctor of Philosophy.

'Research Project' – shall mean written work that represents less than half of the academic requirements for a degree program and the research underpinning the project comprises less than one semester of full-time equivalent study.

'Residential Student' – shall mean a student enrolled in unit(s) of study at the University who resides in accommodation which is directly associated with the University.

'Satisfactory Progress' – shall mean a student who has passed 50% or more of the enrolled credit point load in a semester period.

'Semester' – shall mean a division of the calendar year used in academic scheduling which includes the teaching period immediately prior to the official commencement of the semester (known as Summer Term or Winter Term).

'School' – shall have the same meaning as given to it in the University Statutes.

'Study Abroad' – shall mean any University approved and/or organised arrangement by which a student is enabled to complete part of their university study in another country.

'Supplementary examination' – shall mean an examination that is different in content from the final invigilated examination and is required to be sat by a student at a time, place and date set by the Registrar and is sat in addition to the final invigilated examination.

'Suspension' – except where the context indicates otherwise, shall mean a penalty for misconduct and shall prohibit a student from enrolling in a unit or units or a course or courses at the University for a specified period of time and 'suspend' has a corresponding meaning.

‘Terminated/Termination’ - shall mean an academic status which may be assigned to a student under these regulations and which has the effect of terminating a student’s enrolment at the University (including permanently) and shall preclude a student from further enrolling at the University generally, or in a specific course, courses or all courses as specified by the Board of Examiners.

‘Thesis’ – shall mean a substantial written work that represents at least two thirds of a degree program requirements and the research underpinning the thesis comprises at least one year of full-time equivalent study or an Honours paper submitted in part requirement for an Honours degree.

‘Undergraduate degree’ – shall mean a Bachelor or Bachelor Honours degree.

‘Undergraduate student’ – shall mean a university student enrolled in an undergraduate course at the University.

‘Unit Coordinator’ – shall mean the staff member responsible for the administration and management of a particular unit(s) of study.

‘the University’ – shall mean The University of Notre Dame Australia constituted under the University of Notre Dame Australia Act 1989.

‘Unsatisfactory Progress’ – shall mean a student who has not passed more than 50% of the enrolled credit point load in a semester period.

‘Vocational Education and Training [VET]’ – shall mean the program of post-compulsory education and training, excluding degree and higher level programs, delivered by higher education institutions.

‘Working day’ – shall mean a day in which the University is open for business but does not include public holidays or weekends.

1.7 Applicability to Vocational Education and Training [VET] students

These Regulations apply to students enrolled in VET programs at the University to the extent that they are relevant and, when applied to VET students, any reference to the Dean in these Regulations 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.

1.8 Alteration of General Regulations

When amendments made to the General Regulations are approved by the Vice Chancellor (or delegate), the amendments shall automatically apply to all students enrolled in courses at the University.

1.9 School Policies

The Dean of a School may develop and implement a policy, guideline or procedure as long as such policy, guideline or procedure does not conflict with these General Regulations, University Statutes or any policy, guideline or procedure which may be introduced or amended by the Vice Chancellor (or delegate).

1.10 Alteration of School Regulations

When amendments made to School Regulations are approved by the Vice Chancellor (or delegate), the amendments shall automatically apply to all students enrolled in that School. Where the amendments made are disadvantageous to a student, the Dean of the School may, upon written application of the student, permit that student to complete the requirements of the School Regulations in effect at the time the student first enrolled in that course and/or unit.

1.11 Alteration of Research Degree Regulations

When amendments made to Research Degree Regulations are approved by the Vice Chancellor (or delegate), the amendments shall automatically apply to all students enrolled in a Research Degree offered by the University. Where the amendments made are disadvantageous to a student, the Provost may, upon written application of the student, permit that student to complete the requirements of the Research Degree Regulations in effect at the time the student first enrolled in that Research Degree.

1.12 Alteration of Course Regulations

When amendments made to Course Regulations are approved by the Vice Chancellor (or delegate), the amendments shall automatically apply to all students enrolled in the course offered by the University. Where the amendments made are disadvantageous to a student, the Dean of the School within which the student is enrolled may, upon written application of the student, permit that student to complete the requirements of the Course Regulations in effect at the time the student first enrolled in that course.

CHAPTER II: ADMISSIONS AND ENROLMENT

2.1 General

- 2.1.1 The Vice Chancellor (or delegate) 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 or diploma or certificate in the University; and/or
 - be enrolled for a unit or sequence of units taught in the University.
- 2.1.2 The Vice Chancellor delegates the responsibility for determining admission to the University to Coursework degrees to the Admissions Office who will consult with Deans as appropriate.
- 2.1.3 An applicant who is dissatisfied with the decision with respect to admission and/or selection, or has had their offer and/or enrolment cancelled by the Registrar may lodge a written appeal against the decision. The written appeal must contain reasons for the appeal and be supported by relevant documentation. This appeal must be made in accordance with [Regulation 9.1](#).
- 2.1.4 An appeal against denied admission and/or selection may be made only on the grounds that the Admissions Office failed to follow its published selection process.

2.2 Domestic Admissions (Undergraduate Courses)

- 2.2.1 The University may admit to a course for an undergraduate degree any person who produces evidence of academic competence which is deemed satisfactory by the University. Such evidence may include but is not limited to a person who has:
- been admitted to and completed units of study at another tertiary institution; or
 - passed in the prescribed manner the Tertiary Entrance Examinations [TEE] conducted by the Curriculum Council of Western Australia or its equivalent; or
 - passed in the prescribed manner the Higher School Certificate [HSC] conducted by the Board of Studies New South Wales or its equivalent; or
 - passed with above average grades Wholly School Assessed [WSA] subjects or a combination of TEE/HSC and WSA subjects ; or
 - achieved a Vocational Education and Training qualification at Certificate IV level or higher; or
 - achieved 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; or
 - completed the Tertiary Enabling Program of the University and has been recommended by the Program Coordinator.
- 2.2.2 In addition to providing evidence of academic competency as noted in Regulation 2.2.1, 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 University.
- 2.2.3 Although a person may not be eligible for admission to an undergraduate course, the University may, in special cases:
- declare the person to be eligible for admission to the course; and
 - impose any conditions in relation to completion of qualifications ordinarily required for admission to the course.
- 2.2.4 A student may only be admitted to a course after the commencement of a semester or term with the approval of the Manager, Admissions Office in consultation with the Dean of the School.

Domestic Admissions (Postgraduate Courses)

- 2.2.5 The University may admit to a course for a postgraduate degree, other than a research degree, any person who produces evidence of academic competence or prior learning or relevant industry experience which is deemed satisfactory by the University.
- 2.2.6 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

- (b) satisfy the requirements of specific School Regulations and specific Course Regulations; and
 - (c) has been selected for the course in accordance with the admissions process of the University.
- 2.2.7 Although a person may not be eligible for admission to a postgraduate course, the University may, in special cases:
- (a) declare the person to be eligible for admission to the course; and
 - (b) impose any conditions in relation to completion of qualifications ordinarily required for admission to the course.

2.3 International Admissions

- 2.3.1 The University may admit to a course for an undergraduate degree an international applicant who produces evidence of academic competence which is deemed satisfactory by the University.
- 2.3.2 In addition to providing evidence of academic competency as noted in Regulation 2.3.1, before being admitted to an undergraduate degree at the University a person must:
- (a) satisfy all conditions for admission to the course required by these Regulations; and
 - (b) satisfy the requirements of specific School Regulations and specific Course Regulations; and
 - (c) be selected for the course in accordance with the admissions policy and procedures of the University.
- 2.3.3 It is the responsibility of an international applicant to ensure compliance with any visa or other requirements of the Australian Government.
- 2.3.4 An international applicant may be required to supply evidence of his/her English proficiency standard by providing an IELTS score or by completion of a recognised English language course at the required level.
- 2.3.5 An international applicant may also be required as a condition of their offer of admission to sit an English test on arrival at the University. This test may be required notwithstanding that the applicant has provided the University with an IELTS score or evidence of completion of a recognised English language course at the required level. If this test indicates that the students' actual English proficiency does not meet the required standard, the University may refuse entry to the applicant or require the applicant to undertake additional English tuition at their own cost before being considered for admission into the University.

2.4 Admissions to Research Degrees

Admission to a higher degree by research is determined by the Provost (or delegate) on the recommendation of the Dean of the relevant School. The Provost (or delegate) may also consult the Campus' Research Committee on admission of higher degree by research students.

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 program 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.
- 2.5.3 Where a student applies for and is approved to enrol in an award course at the University, all compulsory units in the award course which 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 Except as noted below, an applicant to whom an offer of admission has been made and accepted may be eligible to defer the commencement of his/her 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 the commencement of semester.
- 2.6.3 After the first day of the commencement of semester, a student shall be required to apply for a Leave of Absence if they do not intend to study in that semester.
- 2.6.4 In general circumstances, 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 Provost (or delegate) in consultation with the Registrar and the Dean of the relevant School(s).

- 2.6.5 The maximum period for which an international applicant can defer commencement of study is one semester.
- 2.6.6 The University reserves the right to refuse deferred commencement for any of its courses.
- 2.6.7 Where an application for deferred commencement has been approved, the applicant must confirm his/her intention to commence study no later than the end of the June for commencement in Semester Two or the end of January for commencement in Semester One of the year in which study will commence. If notification is not received by the due date, the offer of a deferred place may lapse.
- 2.6.8 An applicant's deferred place may be withdrawn if he/she is subsequently excluded, suspended or otherwise terminated, during the period of deferral from another tertiary institution.
- 2.6.9 A student who has accepted a Commonwealth Supported Place [CSP] forfeits this CSP if commencement of study has been deferred. The student may apply in writing to the Registrar (or delegate) to seek reinstatement of the CSP at the end of the period of deferral. The Registrar (or delegate) shall determine the outcome of the application based on consideration of the allocation of all Commonwealth Supported Places 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 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 of the University on the basis of inaccurate, incomplete or misleading information, the Registrar may cancel the student's enrolment.
- 2.7.3 The 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 Registrar may also 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 well being of the University, its staff, students or governing body.
- 2.7.5 A student may appeal the decision of the Registrar in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).

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 absence without leave, may apply in writing to the Provost (or delegate) for re-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 Provost 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;
 - (c) Complete the degree or award by a given date.
- 2.8.4 Re-admission shall be determined by the Provost (or delegate), in consultation with the Dean of the relevant School and any other staff member the Provost (or delegate) deems appropriate.
- 2.8.5 If the Provost (or delegate) approves a student's re-admission to the University, the student will be free to re-enrol in the course approved by the Provost (or delegate) and upon such conditions, if any, the Provost (or delegate) deems appropriate, including but not limited to, returning the student to Good Standing, Conditional or On Probation Academic Status, imposing a reduced enrolment load and/or scheduling a course counselling appointment(s) with the student's Course Coordinator.

- 2.8.6 Re-admission into a course will not be permitted after the end of Week 2 of Semester 1 or Semester 2, unless approved by the Provost
- 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 Provost (or delegate).
- 2.8.8 Any outstanding fees and charges applicable to prior studies must be paid in full before an application for re-admission shall be processed.

2.9 Enrolment

- 2.9.1 A domestic student must:
- submit a written acceptance to the University's offer of a place in a course or unit; and
 - submit a unit enrolment form; and
 - comply with any specific conditions of enrolment specified in School or Course Regulations; and
 - 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 which may be outstanding.
- 2.9.2 An international student must:
- submit a written acceptance to the University's offer of a place in a course; and
 - comply with any specific conditions of enrolment specified in School or course regulations; and
 - be issued with a letter of Confirmation of Enrolment; and
 - complete a unit enrolment form; and
 - 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 which may be outstanding.
- 2.9.3 When a student is not officially enrolled in either coursework 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 which 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:
- Statutes of the University;
 - Rules, Regulations and Bylaws of the University;
 - Codes of Conduct of the University; and
 - Policies and procedures of the University that are in force and as may be amended from time to time.
- 2.10.2 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 such student administrative matters remain the property of the University.
- 2.10.3 The unit enrolment must be approved by the Dean (or delegate).
- 2.10.4 The Dean of the School may prescribe unit(s) and/or conditions a student must enrol into or adhere to in a given semester.
- 2.10.5 The Dean of the School may refuse a student's unit enrolment on such grounds, including, but not limited to:
- failure in a pre-requisite unit;
 - failure to comply with a condition set by the Dean (or delegate) or Provost;
 - deferred/supplementary examinations have not been completed; and
 - any other grounds the Dean of the School) deems appropriate.
- 2.10.6 The Registrar may refuse unit enrolment where a student has outstanding fees.

- 2.10.7 If a student has a number of approved deferred and/or supplementary examinations equivalent to a full-time semester load, the approval of the Dean of the School in which the student is enrolled is required for the student to 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 Unless the School in which the student's course is taught imposes an earlier enrolment date, a student is required to enrol in units of the course by the date proclaimed by the Registrar as ("The Enrolment Date").
- 2.11.2 A new or continuing student who seeks to enrol after The Enrolment Date may incur a late enrolment fee or may have their enrolment refused by the Registrar.
- 2.11.3 When a School imposes an earlier enrolment date, it shall inform students by publication on the University website.
- 2.11.4 A student may only enrol late into a unit(s) in a semester and/or term if the student receives the approval of the Dean of the School in which the unit is taught. Unless there are exceptional circumstances, new enrolments in a unit will not be permitted at any time after 10% of the scheduled unit teaching time has expired.

2.12 Enrolment Load

- 2.12.1 Enrolment load is measured in Equivalent Full Time Student Load (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 are to have a full time load as defined by The Department of Immigration and Citizenship (DIAC).
- 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) which are in Addition to the Minimum Course Requirements

- 2.13.1 Students may enrol in units of study that are additional to the minimum requirements of their course, if the additional units are available within the approved course structure and with the approval of the Dean .
- 2.13.2 Additional units can only be added if they contribute towards additional majors, minors or specialisations or if they repeat units that have been previously completed with a Pass, or better grade.
- 2.13.3 Students may repeat units that have been previously completed with a Pass, or better grade, with the approval of the Dean.
- 2.13.4 In all of the above cases, students' grades for additional units will contribute towards a student's Grade Point Average. In the case of grades that are for repeats of units that have already been successfully completed (Regulation 2.13.3), each enrolment in that unit will be shown on the course transcript and all grades will contribute towards a GPA. A student will not be able to select or remove units or grades from their course transcript or GPA.
- 2.13.5 Standard fees will apply to all units of study that are additional to the minimum course requirements.
- 2.13.6 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 An enrolment overload occurs when a student enrolls in more than the standard number of credit points in a particular semester or year of a course.
- 2.14.2 An enrolment overload in the first year of a course is not permitted, except in exceptional circumstances and with the permission of the Dean of the School.
- 2.14.3 An enrolment overload in the second or later years of a course requires the approval of the Dean of the School in which the student is enrolled. Such approval shall generally be

dependent upon the student having obtained a Credit average in the semester preceding the request.

2.14.4 A student must pay any fees and charges associated with the additional load.

2.15 Cross-campus Unit Enrolment

2.15.1 A student who is enrolled in a course at one Campus (Home Campus) may be permitted to enroll in units of that course which are offered at another campus (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 (or delegate) of the School of the Home Campus and the Dean (or delegate) of the School 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 Applications for cross-campus unit enrolment must be received at least ten working days prior to the commencement of the semester in which they wish to enroll in, unless extension of time is approved by the Dean (or delegate) of the School of the Home Campus and the Dean (or delegate) of the School of the 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 fee set by the Registrar 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 (Host Campus) for all or part of his/her course at the end of a semester. An application for a transfer to another Campus must be made at least a semester prior to the semester in which transfer is to take effect.

2.16.2 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 other Campus;
- (b) compliance with any academic criteria which apply to that course on the other Campus; and
- (c) approval of the Dean (or delegate) of the School of the Host Campus.

2.16.3 A student who holds an Academic Scholarship may apply in writing to the Registrar (or delegate) of the new campus for the transfer of that Academic Scholarship to the other campus.

2.16.4 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.

2.16.5 Where the student holds a Commonwealth Supported Place [CSP], the student shall normally relinquish the CSP on transfer to another campus. The student may apply to the Registrar for a CSP at the new campus, if such places are available.

2.16.6 A fee set by the Registrar may apply to students seeking to transfer campus on more than one occasion or where an application to transfer to another campus is received late.

2.16.7 Where a student puts in an application for a transfer to another Campus and that application is denied by the Dean of the School of the Host Campus, the student may appeal the decision of the Dean (or delegate) in writing to the Provost (or delegate) on the Host Campus in accordance with [Regulation 9.1](#).

2.16.8 An appeal of this kind can only be made on the grounds that the Dean of the School of the Host Campus failed to follow its process for campus transfer in accordance with Regulation 2.16.2.

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 which may apply to the proposed course.
- 2.17.3 Where the student holds a Commonwealth Supported Place [CSP] for the course in which he/she is enrolled, the student shall normally relinquish the CSP on change into another course.
- 2.17.4 Where the student holds a scholarship of any type and the student seeks to change course, the student may be required to relinquish the scholarship 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 any conditions he/she deems appropriate including but not limited to a Conditional academic status.
- 2.17.6 Where a student applies for and is approved to change course, advice on the success of the student's application will not be provided until the end of the current semester of enrolment.
- 2.17.7 Change of course applications submitted after the main census date of semester will not take effect until the current semester is finished.
- 2.17.8 Where a student applies for and is approved to change 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 which are transferred from a student's previous course to their new course may impact on the maximum duration of the student's course in accordance with [Regulation 5.6](#).
- 2.17.10 Credit (unit) transfer refers to the transfer of a compulsory unit from one course (the first course) to the new course (the second course) at the University. Credit transfer can only occur when granting RPL/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 second course.
- 2.17.11 Credit (unit) transfer of an elective unit from one course (the first course) to the new course (the second course) is by application at the time of change of course on the approval of the Dean (or delegate) of the School and confirmation by the Registrar (or delegate).
- 2.17.12 Compulsory or elective units 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 Provost (or delegate) may waive this regulation on the advice of the Dean (or delegate) of the School.
- 2.17.13 A fee set by the Registrar (or delegate) 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 A change of enrolment means any of the following changes to a student's unit enrolment in which a student has originally enrolled for a given teaching period:
- (a) Addition of a unit;
 - (b) Withdrawal from a unit.
- 2.18.2 A change of enrolment will only be considered when a signed application form for addition of a unit and/or withdrawal from a unit is received from the student.
- 2.18.3 Applications for change of enrolment must be submitted within published penalty dates to avoid Financial Penalty and Academic Penalty (refer to [Regulations 2.19](#) and [2.20](#) below).
- 2.18.4 Adding a unit to a student's enrolment must be done in accordance with [Regulation 2.18](#) and [2.19](#) below.
- 2.18.5 Withdrawal from a unit must be done in accordance with [Regulation 2.18](#) and [2.20](#) below.
- 2.18.6 A change of enrolment applies to any student enrolled in any unit and/or course offered by the University, including for degree/award, not for degree, VET, and enabling program students.

2.19 Adding a Unit to a Student's Enrolment

- 2.19.1 To add a unit to a student's unit enrolment for a given teaching period, a student must submit to the Registrar (or delegate) for approval a signed enrolment form which has been co-signed by the Dean (or delegate) of the School in which the student is enrolled.
- 2.19.2 A student who wishes to apply to add a unit to their unit enrolment for a given teaching period must do so on the prescribed form (if any) and by the published Enrolment Date as outlined in [Regulation 2.11](#).

- 2.19.3 The Registrar (or delegate) has discretion to approve or reject the request to add a unit based on the evidence provided for the addition of units.
- 2.19.4 Addition of a unit shall be considered with due regard to the requirements of [Regulations 2.11](#) (Enrolment Deadlines) and [2.14](#) (Enrolment Overload).
- 2.19.5 Attendance at classes, submission of items for assessment and/or attendance at the final invigilated examination does not constitute enrolment in that unit.

2.20 Withdrawal from a Unit within a Student's Enrolment

- 2.20.1 To withdraw from a unit within a student's enrolment for a given teaching period, a student must submit to the Registrar (or delegate) for approval a signed withdrawal form which has been co-signed by the Dean (or delegate) of the School in which the student is enrolled.
- 2.20.2 A student who wishes to withdraw from a unit within a student's enrolment for a given teaching period must do so on the prescribed form (if any) and by the published Census Date (also known as the "Financial Penalty Date") and "Academic Penalty Date" to avoid these penalties.
- 2.20.3 Withdrawal from a unit shall be considered with due regard to the requirements of [Regulation 2.12](#) (Enrolment Load).
- 2.20.4 Absence from classes or failure to submit items for assessment and/or non-attendance at the final invigilated examination does not constitute withdrawal from that unit.
- 2.20.5 Withdrawal from a unit within a student's enrolment for a given teaching period (a withdrawal form) must be received by the Registrar (or delegate) for approval.
- 2.20.6 The Registrar (or delegate) has discretion to approve or reject the withdrawal form based on the evidence provided for the withdrawal.
- 2.20.7 A student who does not withdraw from a unit using the procedures outlined in these Regulations remains enrolled in the unit and is liable for any prescribed fees and the applicable final grade.
- 2.20.8 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 Registrar to take a Leave of Absence, will be reported to the Department of Immigration and Citizenship (DIAC) as having no enrolment for that semester (Refer to [Regulation 5.3](#)).

Withdrawal from a Unit and Financial Penalty

- 2.20.9 Submission of a withdrawal form for a unit within the student's enrolment for a given teaching period must be received by the University on or before the published Census Date for that unit and in accordance with [Regulations 2.18](#) and [2.20](#).
- 2.20.10 The Census Date for a unit shall be published on the University's website and it is the student's responsibility to make themselves aware of this date for each of the units they are enrolled in for a given teaching period.
- 2.20.11 At any time on or before the published Census Date for a unit, a student may withdraw from a unit without incurring a tuition charge.
- 2.20.12 Where withdrawal from a unit occurs prior to the Census Date, such written application (a withdrawal form) is required before the re-crediting of any fees paid, adjustment to the Student Learning Entitlement (if applicable) and remission of any FEE-HELP or HECS-HELP liability attached to that unit in that semester can be actioned.
- 2.20.13 Where a student withdraws from a unit before the Census 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.
- 2.20.14 A student who withdraws from a unit after the Census Date for the unit is liable for the full tuition charge in respect of that unit.
- 2.20.15 Where a student withdraws from a unit after the Census Date of the unit but 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. In this case, the student is still liable for the tuition fees for the unit.

Withdrawal from a Unit and Academic Penalty

- 2.20.16 Submission of a withdrawal form for a unit within the student's enrolment for a given teaching period must be received by the University on or before the published Academic Penalty Date for that unit, and in accordance with [Regulation 2.18](#) and [2.20](#).

- 2.20.17 At any time on or before the published Academic Penalty Date for a unit, a student may withdraw from that unit without incurring a Fail grade for the unit.
- 2.20.18 The Academic Penalty Date for a unit shall be published on the University's website and it is the student's responsibility to make themselves aware of this date for each of the units they are enrolled in for a given teaching period.
- 2.20.19 Where withdrawal from a unit occurs prior to the Academic Penalty Date, such written application (a withdrawal form) is required for the Withdrawn grade (W) to appear against the unit.
- 2.20.20 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.
- 2.20.21 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.
- 2.20.22 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 in writing (by use of the appropriate form) for a retroactive withdrawal from a unit, within twelve months from the completion of the unit.
- 2.21.2 Applications for retroactive withdrawal shall only be considered by the Registrar (or delegate) where the student has submitted original 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. (Exceptional Circumstances are defined within the University's *Guideline: The Meaning of Special Consideration and Exceptional Circumstances*).
- 2.21.3 A student may request waiver of:
- Financial Penalty only [i.e. the cost of the unit];
 - Academic Penalty only [i.e. the Withdrawal with Fail grade (WF)]; or
 - 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 Registrar (or delegate), after consultation with the Dean (or delegate) of the relevant School (and the Dean (or delegate) of the School responsible for the unit) and in accordance with the University's *Policy: Re-crediting and Remission*.
- 2.21.5 Applications for retroactive withdrawal shall be considered by the Registrar (or delegate) with due regard to the requirements of the *Higher Education Support Act (HESA)*.

2.22 Repeated Withdrawal

- 2.22.1 Where a student:
- 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
 - the Dean informs the Registrar in writing that the Dean is of the view that the student is not presently capable of undertaking the course in question; the Registrar must terminate the enrolment of that student from the relevant course and from the University for a minimum period of 12 months.
- 2.22.2 Where a student has been terminated under Regulation 2.22.1(a) and (b), the student may apply in writing to the Provost (or delegate) in accordance with [Regulation 2.8](#) for re-admission.
- 2.22.3 The Provost (or delegate) may, in his or her discretion, reject or approve such application and may give approval subject to whatever conditions he or she deems appropriate to the circumstances.

2.23 Withdrawal from University

- 2.23.1 A student may apply to withdraw from the University by submitting a signed withdrawal form to the Registrar (or delegate) for approval. The withdrawal form must be co-signed by the Dean (or delegate) of the School in which the student is enrolled.
- 2.23.2 Where a student applies to withdraw from the University, the withdrawal date will be the date the Registrar (or delegate) actions the withdrawal.

- 2.23.3 In accordance with [Regulation 4.3](#), a 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 Withdrawal from a Course

- 2.24.1 A student may apply to withdraw from a course the student is formally enrolled in by submitting a signed withdrawal form to the Registrar (or delegate) for approval. The withdrawal form must be co-signed by the Dean of the School.
- 2.24.2 The Registrar (or delegate) may refuse a student's request to withdraw from a course where the student has unfulfilled financial obligations to the University and until the student fulfils their financial obligations in full.
- 2.24.3 Where a student applies to withdraw from a course, the student must also apply to withdraw from any current or future unit enrolments that they are enrolled in and must withdraw in accordance with [Regulations 2.18](#) and [2.20](#) detailed above where relevant.
- 2.24.4 In accordance with [Regulation 4.3](#), a 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.

2.25 Advanced Standing and Recognition of Prior Learning [RPL]

- 2.25.1 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.
- 2.25.2 Units studied at a secondary school level are not accepted as a basis for advanced standing into higher education courses.
- 2.25.3 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.
- 2.25.4 An applicant for advanced standing or RPL must provide the Registrar (or delegate) with:
- (a) Complete information (Unit Outlines) concerning 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. Original documents must be sighted by the Student Administration Office.
- 2.25.5 An applicant for recognition of prior learning [RPL] must provide the Registrar (or delegate) with complete information concerning the uncredentialed learning acquired through work and life experience for which RPL is claimed.
- 2.25.6 RPL or advanced standing may be granted as:
- (a) **General credit**
The credit amount granted is not noted against specific units and is noted on the academic transcript as general credit.
- (b) **Exemption with 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. Exemption with credit is granted against a specific unit and appears on the academic transcript as exempt.
- (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 shall be required to enrol in another approved unit of equal credit point value.

2.26 Applying for Advanced Standing or RPL

- 2.26.1 Applications for credit and/or exemption must be made in writing on the approved form and submitted to the Dean of the School in which the student is enrolled.
- 2.26.2 The Registrar (or delegate) shall determine, with the advice of the relevant Dean, the success or otherwise of the application for advanced standing or RPL.
- 2.26.3 A student shall apply for advanced standing or RPL prior to the completion of the first semester of their enrolment in a course at the University. The Registrar (or delegate) may refuse to accept subsequent applications or new applications made after this time. If accepted, any subsequent or late application for advanced standing or RPL may attract an administration fee.
- 2.26.4 Applications for credit and/or exemption for Core Curriculum units shall be considered in accordance with the provisions of [Regulation 3.1.10](#).
- 2.26.5 A student who applies for units as advanced standing or RPL which were denied as cross-institutional enrolment by the Registrar (or delegate) and the Dean of the School may not have their request for advanced standing or RPL in that unit approved.
- 2.26.6 A student may appeal the decision of the Registrar (or delegate) immediately following notification. This appeal must be made in writing to the Provost, in accordance with [Regulation 9.1](#)
- 2.26.7 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 Registrar (or delegate).
- 2.26.8 An appeal must be lodged in writing to the Provost (or delegate) within ten working days of notification of the Registrar's decision and must clearly state the grounds upon which the appeal is being made.

2.27 Revoking Advanced Standing or RPL

- 2.27.1 Credit granted towards a degree or award may be revoked by the Registrar (or delegate).
- 2.27.2 The circumstances leading to such a decision by the Registrar (or delegate) 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; or
 - (d) where advanced standing or RPL has been granted for a unit and the student subsequently takes and fails a unit for which the unit exempted in RPL is a prerequisite.
- 2.27.3 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 at the University.

2.28 Criteria for Assessment of Advanced Standing applications

- 2.28.1 In assessing advanced standing applications, the Registrar (or delegate) shall have regard to the following criteria:
- (a) **Currency** – units undertaken at a tertiary and/or VET/TAFE level more than 10 years previous to the application are not normally recognised for advanced standing; lower limits may be indicated in School Regulations;
 - (b) **Equivalency** – a unit must closely correspond to the curriculum and assessment criteria of the University's unit;
 - (c) **Relevancy** – where 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** – units in which the student was granted conceded or very low passes at the University or at another institution are 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. Normally, no credit will be given for partially completed VET/TAFE qualifications; however, in exceptional circumstances, the Registrar, after consultation with the relevant Dean, may waive this requirement for a student.

- (f) **Credit** – where a student applies for advanced standing for a unit or uncredentialed experience and the advanced standing is approved, the unit and/or uncredentialed experience cannot be used for credit in further applications for advanced standing.

2.29 Maximum Advanced Standing or RPL

- 2.29.1 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 Provost (or delegate).
- 2.29.2 The combined total of approved Advanced Standing and/or cross-institutional enrolment cannot exceed fifty percent of the credit points required for the course.
- 2.29.3 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.
- 2.29.4 The awarding of advanced standing will be considered in accordance with [Regulations 3.8.1\(f\)](#), [3.8.3\(e\)](#) and [3.8.4\(e\)](#).

2.30 Cross-institutional Enrolment

- 2.30.1 Applications for cross-institutional enrolment must be made to the Registrar (or delegate) on the approved form prior to enrolment by a student in a unit at another institution.
- 2.30.2 Cross-institutional study is a privilege which may be granted to a student in certain circumstances.
- 2.30.3 Approval for cross-institutional enrolment is at the Registrar's (or delegate's) discretion.
- 2.30.4 A student may apply for and be approved to study cross-institutionally no more than half of the units within their degree.
- 2.30.5 The combined total of approved Advanced Standing and/or cross-institutional enrolment cannot exceed fifty percent of the credit points required for the course.
- 2.30.6 Responsibility for all arrangements with other institutions in respect of cross-institutional enrolment rests with the student.
- 2.30.7 The University accepts no responsibility for any fees or other charges which may be payable at another institution.
- 2.30.8 A student must confirm successful achievement in a unit approved for the purposes of cross-institutional enrolment by submitting to the Registrar (or delegate) a certified transcript or equivalent official notification issued by the institution concerned.
- 2.30.9 A unit undertaken as approved cross-institutional enrolment may be converted to a Fail (F) grade by the Board of Examiners (or Provost) if the student does not confirm successful achievement in that unit (in accordance with Regulation 2.30.8 above) within six months of the semester period in which the unit was undertaken.
- 2.30.10 A student may appeal the decision of the Board of Examiners to award a Fail (F) grade in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#) and must submit supporting documentation in accordance with Regulation 2.30.8 above for the grade to be converted.
- 2.30.11 The number of credit points granted in any particular instance shall be determined by the Registrar (or delegate) in consultation with the relevant Dean (or delegate) and will not necessarily correspond exactly to the credit points allocated to the unit by another institution.
- 2.30.12 Unless the cross-institutional enrolment is undertaken pursuant to one of the University's formal agreements or Study Abroad arrangements, the University will 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.
- 2.30.13 A student who fails a cross-institutional unit will have the unit recorded as Fail (F).
- 2.30.14 Where a student is enrolled in a unit on a cross-institutional basis and an examination in that unit clashes with an examination in a unit of the University, that student shall normally be required to apply for a deferred examination in the University unit.
- 2.30.15 A fee applies to students applying for and studying units on a cross-institutional basis, except in the case of formal Study Abroad arrangements.
- 2.30.16 A student applying for cross-institutional enrolment in their course must have the recommendation of the Dean of their School before the application is sent to the Registrar (or delegate).

- 3.30.17 Eligibility for graduation at the end of that course will depend upon the student successfully completing their cross-institutional unit and such information being officially relayed to the University in accordance with graduation preparation deadlines. Late notification of results may result in the student being unable to participate in the following Graduation Ceremony.
- 2.30.18 A unit undertaken by cross-institutional enrolment will be used in the consideration of academic status at the Board of Examiner meetings.
- 2.30.19 Cross-institutional enrolment may not be approved when the unit in question, or one that is substantially equivalent, is offered by the University, except with the written recommendation of the Dean of the School and the approval of the Registrar (or delegate) or where the student is participating in a formal Study Abroad arrangement.
- 2.30.20 Cross-institutional enrolment may not normally be allowed when the unit in question is used to replace an available elective unit, with the exception of cross-institutional enrolment in formal agreements or Study Abroad arrangements.
- 2.30.21 A student may appeal the decision of the Registrar in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).
- 2.30.22 This appeal cannot be against the judgement of the Registrar (or delegate), but must be directed towards:
- (a) administrative error; or
 - (b) a breach of the University's policy, procedure or regulations sufficient to cause disadvantage to the student; or
 - (c) unfair treatment in the process; or
 - (d) unfair treatment by persons involved in the process.

2.31 Minimum Requirements for a University Award

Notwithstanding any other provision in these Regulations, in order to be eligible for an award of the University, at least fifty percent of the credit points required for the coursework component of a University course must be completed by the student at the University, unless exemption is given by the Provost (or delegate).

CHAPTER III: COURSES AND UNITS

3.1 Core Curriculum Requirements in Higher Education Courses

- 3.1.1 The Core Curriculum is determined by the Trustees on the advice of the Core Curriculum Committee.
- 3.1.2 A student enrolled in a degree or diploma course (excluding postgraduate research degrees) offered by the University is required as part of the degree or diploma course to successfully complete one or more specified core curriculum units as part of the degree course.
- 3.1.3 For a student enrolled in an undergraduate degree course on the Fremantle and Sydney Campuses, the Core Curriculum shall comprise three units offered by the University, one in each of the disciplines of Theology, Philosophy, and Ethics. Core Curriculum units are specified by the University's Trustees.
- 3.1.4 For a student enrolled in an undergraduate degree course on the Broome Campus, the Core Curriculum shall comprise two units offered by the University in the discipline of Theology; and one unit offered by the University in the discipline of Aboriginal Studies.
- 3.1.5 For a student in a diploma course on the Fremantle, Sydney or Broome Campuses, the Core Curriculum shall comprise one unit offered by the University in one of the disciplines of Theology or Philosophy or Ethics.
- 3.1.6 For a student in an Honours year on the Fremantle, Sydney or Broome Campuses, the Core Curriculum shall comprise one unit offered by the University in one of the disciplines of Theology or Philosophy or Ethics, unless the requirement has been met consistent with Regulation 3.1.3.
- 3.1.7 For a student enrolled in a postgraduate degree at graduate diploma level or higher (excluding a degree by research thesis) on the Fremantle, Sydney or Broome Campuses, the Core Curriculum shall comprise of a postgraduate core unit or an approved 500-level unit offered by the University in one of the disciplines of Theology or Ethics.
- 3.1.8 A student enrolled in a certificate or graduate certificate course on the Fremantle, Sydney or Broome Campuses is exempt from Core Curriculum requirements.
- 3.1.9 Excepting the Core Curriculum unit - Introduction to Theology [TH101] – a student who transfers to another campus for one or more semesters may, with the approval of the Dean of their School, substitute the remaining Core Curriculum units offered on that campus for those specified at their home campus.
- 3.1.10 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 Provost (or delegate) that the student be granted exemption with or without credit in that unit(s). Where required, the Provost (or delegate) will consult with the Dean of the School of Philosophy and Theology on the relevant campus.
- 3.1.11 A student who wishes 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 put in a written request to the Dean of the School of Philosophy & Theology and obtain written approval from the Dean of the School of Philosophy & Theology prior to formal enrolment in the unit. The Dean of the School of Philosophy & Theology shall consult with the Dean of the student's School before making a decision.
- 3.1.12 Where the Dean of the School of Philosophy & Theology denies a student's request to enroll in a Core Curriculum unit after Week 2 of Semester (or after the commencement of the unit if it is offered intensively), the student may immediately appeal the Dean's decision in writing to the Provost.

3.2 Core Curriculum Requirements for Vocational Education and Training [VET] Students and Tertiary Enabling Program [TEP] Students

VET students enrolled on the Broome Campus and TEP students enrolled on Fremantle, Sydney or Broome Campuses are not required to undertake the Core Curriculum.

3.3 Units for Audit

- 3.3.1 Audit enrolments are generally for enrichment purposes and do not lead to a degree, diploma, certificate or other credential.
- 3.3.2 A student who audits a unit of study, attends lectures, tutorials and other organised activities of the unit but does not submit assignments or sit the unit examination.

- 3.3.3 A student may apply to enrol in a unit on an audit basis if the Dean of the School in which the unit is located determines that there is a vacancy in the class and, that in all the circumstances, it is appropriate for the particular student to audit the particular unit.
- 3.3.4 An audit student is liable for the specified audit fee for the unit.

3.4 Units for Directed Individual Study

- 3.4.1 Schools may make provision for 'Directed Individual Study' units. These are formally approved units which are specially designed to meet the needs and interests of individual students.
- 3.4.2 A student seeking to enrol in a Directed Individual Study Unit must:
- obtain the written agreement of the 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
 - submit 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 to the Dean of the School in which the unit is to be undertaken.
- 3.4.3 A student is not permitted to enrol in a unit for Directed Individual Study unless and until the Dean of the relevant School (or delegate) gives approval.
- 3.4.4 A student may undertake and have credits for no more than two Directed Individual Study units in the course they are enrolled in, and must have the written approval of the Dean of the School.

3.5 Double Degrees

- 3.5.1 The University offers double degrees in two specified degree combinations approved, from time to time, by the Vice Chancellor (or delegate).
- 3.5.2 Double Degrees are awarded in accordance with the University Policy *Double and Combined Degrees*.
- 3.5.3 To be awarded a double degree, a student must complete the requirements of both undergraduate courses prior to graduation.
- 3.5.4 A student cannot undertake a double degree course if they have already completed one of the degree components at the University or at another recognised tertiary institution.
- 3.5.5 Where a student is enrolled in a single degree and applies to change course to a double degree, admission into the double degree needs the approval of the Deans of both Schools.
- 3.5.6 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 (or delegate).
- 3.5.7 A student may apply or be invited to undertake an Honours year in one or both disciplines but cannot undertake both Honours programs concurrently.
- 3.5.8 Where an Honours program requires an additional year of study, the total duration of study shall exceed that of the double degree.
- 3.5.9 A student who is enrolled in a single degree at the University may apply to enter a double degree program provided that 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. The Provost (or delegate) may consider an application outside this timeframe.
- 3.5.10 On completion of a double degree, a student receives two testamurs.
- 3.5.11 A student enrolled in a double degree course may request to transfer to a single degree course.
- 3.5.12 Where a student requests to transfer to a single degree course, the Dean of the School of that course shall determine the amount of credit to be transferred, in accordance with [Regulation 2.17](#).
- 3.5.13 If, after transferring to a single degree course, the student wishes to re-enrol in to the double degree he/she must apply in writing to the Provost (or delegate).
- 3.5.14 A student in a double degree program 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 two individual degree programs approved, from time to time, by the Vice Chancellor (or delegate).
- 3.6.2 Combined Degrees are awarded in accordance with the University Policy *Double and Combined Degrees*.

3.7 Concurrent Enrolment

- 3.7.1 Concurrent enrolment in two degree courses at the University is not permitted where the two degrees are offered by the University as an official double degree program.
- 3.7.2 Where two degrees of the University are not offered as an official double degree program, a student may be permitted to undertake a concurrent enrolment in both degrees on the proviso that the Deans of the Schools in which the two degrees are located approve the concurrent enrolment. There may be cross-credit of appropriate units between the two courses to a maximum of fifty percent [50%] of the second degree.
- 3.7.3 An enrolment in any other combination of concurrent degrees requires written approval of the Provost (or delegate).

3.8 Majors, Minors and Specialisations

- 3.8.1 Single Major
- (a) Where Course Regulations allow, a student may undertake one or more majors within their undergraduate course. More than one major may constitute an overload which must be approved by the Dean (or delegate).
 - (b) A major is an approved sequence within an undergraduate course of at least eight units which develops a particular academic theme.
 - (c) 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.
 - (d) 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.
 - (e) 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 Registrar to have their course reactivated. The Registrar will consult with the Dean of the student's School before approving or rejecting additional units.
 - (f) Units approved as advanced standing or cross-institutional enrolment cannot normally be used for the completion of a single major, unless the units approved as advanced standing are recommended by the Dean of the School.
 - (g) At least four of the eight units 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.
 - (h) Where more than four units of a single major are undertaken by cross-institutional enrolment, that single major will be indicated as a 'transcript note' on a student's academic transcript. That is, at least four of the eight units required for a single major must be University of Notre Dame Australia units.
- 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 which must be approved by the Dean (or delegate).
 - (b) A minor is an approved sequence of at least six units which develops a particular academic theme within an undergraduate course.
 - (c) 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.

- (d) 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 Registrar to have their course reactivated. The Registrar will consult with the Dean of the student's School 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 minor, unless the units approved as advanced standing are recommended by the Dean of the School.
- (f) At least three of the six units 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.
- (g) Where more than three of the units of a minor are undertaken by cross-institutional enrolment, that minor will be indicated as a 'transcript note' on a student's academic transcript. That is, at least three of the six units required for a minor must be University of Notre Dame Australia units.

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 (or delegate).
- (b) A student completes a specialisation in a discipline if in the undergraduate or postgraduate course of their degree they successfully undertake a minimum of four units, which have been approved as a sequence of units by the Dean (or delegate).
- (c) Specialisations are not available in all courses.
- (d) 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 Registrar to have their course reactivated. The Registrar will consult with the Dean of the student's School 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 specialisation, unless the units approved as advanced standing are recommended by the Dean of the School.
- (f) At least two of the four units 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.
- (g) Where more than two of the units of a specialisation are undertaken by cross-institutional enrolment, that specialisation will be indicated as a 'transcript note' on a student's academic transcript. That is, at least two of the four units required for a specialisation must be University of Notre Dame Australia units.

3.9 Undergraduate Degree with Honours

Admission to an Honours program and conditions of enrolment shall be consistent with the University policy *The Award of a Degree with Honours*.

3.10 Ranking of Honours Degrees

3.10.1 In respect of all Honours degrees there are the following ranks:

- (a) Graded Honours:
 - First Class Honours
 - Honours Division II A
 - Honours Division II B

or

- (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 of the School.

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 by Coursework

- 3.12.1 Masters degrees by coursework are awarded in accordance with these General Regulations and the specific Course Regulations on the basis of a student's academic performance throughout their degree.
- 3.12.2 A student enrolled in a Masters degree by coursework 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 he or she first enrolled in that course unless he or she elects to meet all the requirements of the new structure of the course, or makes alternative arrangements with the Dean of the School in which the course is located.
- 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 Masters degrees by Coursework and Dissertation

- 3.13.1 Masters degrees by coursework and dissertation are awarded in accordance with these General Regulations and any specific course regulations and are determined with reference to a student's academic performance throughout their degree and the quality of their Masters dissertation.
- 3.13.2 On admission to the degree, a student shall develop, in conjunction with the University appointed supervisor, a study plan satisfying the requirements of the degree and specifying the timetable for its completion.
- 3.13.3 A student may be required to enrol in units that prepare them for their intended research, as determined by the Dean (or delegate).
- 3.13.4 Each student enrolled in a Masters degree by coursework and dissertation shall have a suitably qualified academic appointed by the Dean as his or her designated supervisor; the supervisor shall be responsible for monitoring the student's academic progress and assisting in the preparation of the research proposal.
- 3.13.5 The research proposal shall normally be required after 1/6th of the time in the study plan for the preparation and submission of the dissertation.
- 3.13.6 Approval of the research proposal rests with the School Research Committee.
- 3.13.7 The Dean shall advise the student whether the research proposal is satisfactory or unsatisfactory.
- 3.13.8 If the School Research Committee makes a determination that a research proposal does not meet the required standard, the School Research Committee shall require the student to:
 - (a) resubmit the research proposal; or
 - (b) transfer to a Masters degree by coursework; or
 - (c) withdraw from the degree.
- 3.13.9 A student is expected to make Satisfactory Progress and must meet with the appointed supervisor regularly. A student who fails to maintain Satisfactory Progress may be placed on Conditional status by the Dean or, where lack of progress persists, have their enrolment terminated.
- 3.13.10 The final dissertation must conform to the University's publication guidelines.
- 3.13.11 The student's dissertation shall not be accepted for examination until the supervisor has recommended such action to the Dean.
- 3.13.12 The dissertation must comply with the following requirements:
 - (a) The work described must have been completed subsequent to admission to the program. A student must not submit any work or material that has previously been submitted for a university degree or similar award;
 - (b) The length of the dissertation, in its typed final form, excluding bibliography and appendices, shall normally be 18,000 – 20,000 words.
- 3.13.13 The student is required to submit to the Dean three copies of the dissertation in temporary bound form suitable for examination, a summary of approximately two hundred words, and a certificate signed by the student to the effect that the dissertation is the work of the student alone and has not been submitted previously, in whole or in part, in respect of any other academic award at this University or elsewhere.
- 3.13.14 The dissertation must be typed in English.
- 3.13.15 The Dean, in consultation with the supervisor, shall appoint two examiners for each Masters dissertation, at least one of whom must be external to the University.

- 3.13.16 The Dean shall require each examiner to submit a written report together with a recommendation on the classification of the dissertation as any of the following:
- (a) Passed unconditionally;
 - (b) Passed conditionally, subject to minor modifications and with no need for resubmission;
 - (c) Passed conditionally, subject to substantial modifications followed by resubmission; or
 - (d) Failed.

3.14 Graduate Diplomas and Graduate Certificates

- 3.14.1 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.
- 3.14.2 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.
- 3.14.3 An applicant shall not be eligible for selection into a graduate certificate or graduate diploma if he or she has a degree whose content substantially duplicates the content of the graduate certificate or graduate diploma.
- 3.14.4 Only the testamur of the course the student is enrolled in and subsequently completes will be awarded.

CHAPTER IV: FEES

4.1 Tuition Fees

- 4.1.1 The tuition fees to be paid by each student are those specified in the scale of tuition fees as determined by the University from time to time and as published on the University website.
- 4.1.2 Payment of fees or submission of a completed FEE-HELP or HECS-HELP form is required by the University 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 An agreed payment arrangement between the student and the University is not normally available; however, an arrangement may be considered by the Registrar (or delegate) (in exceptional circumstances only). If an agreed payment arrangement is approved by the Registrar (or delegate), the agreement shall be made in writing between the student and the Registrar (or delegate) and recorded on the student's file.
- 4.1.4 The enrolment of a student may be terminated by the Registrar if:
- payment of fees is not received by the final date for payment of fees; or
 - an agreed payment arrangement in writing between the student and the Registrar as per Regulation 4.1.3 is not made by the final date for payment of fees; or
 - the conditions outlined in the agreed payment arrangement are not upheld by the student.
- 4.1.5 A late fee¹ may be charged where the fees have not been paid or an agreed written payment arrangement has not been confirmed with the Fees Office 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 to the Pro Vice Chancellor (or delegate) in accordance with [Regulation 9.2](#).
- 4.1.7 Where the enrolment of a student has been terminated, cancelled or similar, that 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 applicant 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 Guidelines published by the Department of Education and Training of Western Australia.

4.2 Administration Fees

- 4.2.1 A student may be charged an administration fee to cover costs associated with the administration of student records in those instances 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 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/s undertaken at the University;
 - be issued an academic transcript or testamur from the University;
 - Re-enrol without the permission of the Registrar (or delegate);
 - graduate from the University.
- 4.3.2 Interest on outstanding fees may be charged from the date the fees become overdue and as specified under any by-law of the University.
- 4.3.3 Outstanding fees may be referred to a debt collection agency and, in the instance of such referral, the student is liable for the collection costs, fees, and other legal costs incurred by the University.

¹ The charge specified under regulation 4.1.5 is contained in the *Miscellaneous Penalties and Charges By-Law 2003*

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 of international students to a refund of fees is contained in the 'Refund Policy' approved, from time to time, by the University.

CHAPTER V: ACADEMIC PROGRESS

5.1 Allocation of Academic Status

- 5.1.1 All students admitted to the University shall be admitted on Good Standing.
- 5.1.2 At each end of semester Board of Examiners meeting, the Board of Examiners shall review the academic status of each student and will determine whether such academic status shall continue to apply to that student or whether such academic status needs to be revised.
- 5.1.3 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 5.2.4 and 5.2.5, and will determine whether the current academic status shall continue to apply to that student or whether the academic status needs to be revised.

5.2 Academic Statuses

The University shall have the following academic statuses:

5.2.1 Good Standing

- (a) A student shall 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 On Probation

- (a) This is applied to a student who has made Unsatisfactory Progress and has completed only one semester of enrolment at the University. (Enrolment in other Schools, on other campuses or other degree courses will be counted as enrolment at the University).
- (b) A student who is allocated the status "On Probation" is permitted to re-enrol for the next semester, but the Dean may attach conditions to re-enrolment at their discretion.
- (c) Failure to achieve Satisfactory Progress and/or to meet any conditions imposed by the Dean in the next semester shall lead to termination from the University at the discretion of the Board of Examiners.
- (d) Satisfactory Progress in the next semester shall lead to a return to Good Standing.
- (e) A student may appeal the allocation of On Probation status immediately following notification. This appeal must be in writing to the Provost in accordance with [Regulation 9.1](#).
- (f) An appeal of this kind may be made on, but not limited to, the following grounds:
 - (i) administrative error; or
 - (ii) a breach of the University's policies and/or regulations sufficient to cause disadvantage to the student; or
 - (iii) in exceptional circumstances and where the grounds for appeal are deemed appropriate by the Provost (or delegate).

5.2.3 Conditional

- (a) This is applied to a student who has made Unsatisfactory Progress and has completed more than one semester at the University but has not made Unsatisfactory Progress in the preceding semester.
- (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) Failure to achieve Satisfactory Progress or to meet any conditions imposed by the Dean in the next semester shall lead to termination from the University at the discretion of the Board of Examiners.
- (d) Satisfactory Progress in the next semester shall lead to a return to Good Standing.
- (e) A student may appeal the allocation of Conditional status immediately following notification. This appeal must be in writing to the Provost in accordance with [Regulation 9.1](#).
- (f) An appeal of this kind may be made on, but not limited to, the following, grounds:
 - (i) administrative error; or

- (ii) a breach of the University's policies and/or regulations sufficient to cause disadvantage to the student; or
- (iii) in exceptional circumstances and where the grounds for appeal are deemed appropriate by the Provost (or delegate).

5.2.4 Terminated from Course (failure in a compulsory unit)

- (a) This is applied to a student who has failed a unit twice and that unit is a compulsory unit in that student's course; or
- (b) This is applied to a student who has failed 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.
- (c) A student may appeal against Termination from Course to the Dean of their School in writing within twenty working days after the deemed service of the letter of notification (as described in [Regulation 11.2.3](#)) of the Board of Examiners' decision.
- (d) Where an appeal is received, 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 specified in Regulation 5.2.4(b)) and will advise the student in writing of their decision to revoke the Termination from Course. The Dean may impose any conditions he/she deems appropriate on the student's re-enrolment including, but not limited to, a change of the student's status to Conditional or On Probation as appropriate.
- (e) If the student subsequently fails the unit for the third time (or for a second and final time in a unit specified in Regulation 5.2.4(b)), the student's enrolment in the course will be immediately terminated and there will be no appeal to the Dean of the School. The student may however appeal the Dean's decision in writing to the Provost (or delegate) to change course, in accordance with [Regulation 9.1](#).
- (f) Where the Dean rejects an appeal by a student (that is, will not permit a further enrolment in the failed unit and the Termination from Course is upheld), the Dean will inform the student and the Student Administration Office in writing of their decision.
- (g) Where the Dean rejects an appeal against Termination from Course, the student will not be permitted to re-enrol in that course and/or units comprising that course for a minimum period of 12 months. After serving the 12 months termination period, the student may apply to the Provost for re-admission in accordance with [Regulation 2.8](#).
- (h) Where the student does not appeal the Termination from Course and/or appeals outside the permitted timeframe, the student will not be permitted to re-enrol in that course and/or units comprising that course for a minimum period of 12 months. The student will need to apply to the Provost in writing for re-admission into the course in accordance with [Regulation 2.8](#).
- (i) The student may appeal the decision of the Dean (that is, where the Dean will not permit a further enrolment in the failed unit and the Termination from Course is upheld) in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).
- (j) The Provost (or delegate) may impose any condition he/she deems appropriate on the student's re-enrolment if the appeal is upheld including, but not limited to, a change of the student's status to Conditional or On Probation as appropriate.
- (k) Where the Provost rejects an appeal by a student, the student must either:
 - (i) serve the 12 months termination period from that course and after such time, apply in writing to the Provost for re-admission into the course in accordance with [Regulation 2.8](#); or
 - (ii) apply in writing to the Provost to change into another course immediately, where the unit successively failed is not compulsory.

5.2.5 Terminated from University

- (a) The University may terminate a student's enrolment in a course where the student:
 - (i) has made Unsatisfactory Progress for two successive semesters; or
 - (ii) fails to meet any conditions imposed by the Dean of the School; 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) is an international student who has been terminated from course due to continued Unsatisfactory Progress in accordance with DIAC and the ESOS Act.
- (b) A student who has been terminated from the University shall not be permitted to 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 immediately following notification of the Termination from University. This appeal must be in writing to the Provost (or delegate) and in accordance with [Regulation 9.1](#).
 - (d) If the Provost (or delegate) accepts these circumstances as compelling, the student's academic status shall be returned to Conditional or On Probation (as appropriate) and the student shall be permitted to re-enrol upon such conditions, if any, which the Provost (or delegate) deems appropriate.
 - (e) Where a student appeals against Termination from University on the grounds of successive failure in a Core Curriculum unit, the Provost (or delegate) shall consult with the Dean of the School of Philosophy and Theology with regard to permitting the student a third and final enrolment in the failed Core Curriculum unit.
 - (f) Where a student fails a Core Curriculum unit for the third time, the student will be permanently terminated from the University and the termination is not open to further internal appeal.
 - (g) Where the Provost (or delegate) rejects an appeal against Termination from University, the student must serve the 12 month termination period and apply in writing after such time to the Provost for re-admission in accordance with [Regulation 2.8](#).
 - (h) A student who is terminated from University on more than one occasion has no right to appeal to the Provost (or delegate) and must serve the 12 months termination period from the University. After having served the 12 month termination period, the student may apply in writing to the Provost for re-admission in accordance with [Regulation 2.8](#) (unless the student has been permanently terminated).

5.3 Leave of Absence (Undergraduate and Postgraduate Enrolments)

- 5.3.1 A domestic student may take leave of absence from his or her course for a degree, diploma or other certificate for no more than four semesters and in accordance with [Regulation 5.6](#).
- 5.3.2 A student on a student visa is only permitted leave from their studies in limited circumstances, in accordance with the ESOS Act.
- 5.3.3 A student on a student visa must apply in writing to the Registrar (or delegate) for approval to take a maximum of one semester leave from their studies. The Registrar (or delegate) will consult with the Dean of the School and will advise the student in writing of the decision.
- 5.3.4 A student must apply to take a leave of absence from his or her course using the appropriate form (if any) and obtain the Dean's approval by the Census Date of each main semester, after which the student's record will be recorded as AWOL unless they are enrolled.
- 5.3.5 Where a student is on a leave of absence and has a Hold or In Progress notation recorded against a unit(s), that notation must be converted to a mark/grade before the next scheduled meeting of the Board of Examiners, in accordance with [Regulation 6.22](#) & [6.23](#).
- 5.3.6 Units which are not converted to a mark/grade at the next Board of Examiners' meeting will be converted to a Fail grade, unless the Provost grants approval for the mark/grade to remain on Hold or In Progress.
- 5.3.7 If a student takes a leave of absence in his or her course of study for more than four semesters over the duration of their enrolment in the course, that student shall have their file at the University closed and may not enrol in any further unit and/or course offered by the University and must apply in writing to the Provost (or delegate) for re-admission in accordance with [Regulation 2.8](#).
- 5.3.8 During the leave of absence period, a student shall cease to have rights of access to University resources.
- 5.3.9 Any period of leave of absence is counted as part of the period of enrolment for the degree and contributes to the maximum duration permitted for a course (see [Regulation 5.6](#)).

5.4 Suspended Enrolment (Research Degree Enrolments)

- 5.4.1 A domestic student may apply to suspend their enrolment in his or her research degree for a maximum of two semesters.
- 5.4.2 A student must apply using the appropriate form (if any) to the Provost (or delegate) to suspend their enrolment in a research degree.
- 5.4.3 If a student suspends their enrolment in a research degree for more than two semesters over the duration of the course, that student may not enrol in any further unit of that course of study without the written permission of the Provost (or delegate).
- 5.4.4 During the suspended enrolment period, a student shall cease to have rights of access to University resources including, but not limited to, ongoing supervision.
- 5.4.5 Any period of suspended enrolment is counted as part of the period of enrolment for the degree and contributes to the maximum duration permitted for a course (Refer to [Regulation 5.6](#) and Research Degree Regulations).

5.5 Absent Without Leave (AWOL)

- 5.5.1 A student who has no enrolment in any particular semester(s) during the degree and who fails to apply to the Dean of their School for leave of absence by the Census Date of each main semester shall be declared to be absent without leave.
- 5.5.2 A student who is absent without leave for one semester may not re-enrol without the permission of the Dean (or delegate).
- 5.5.3 A student who is absent without leave for a period of two or more semesters will be deemed to have ceased to attend the University and may have their file closed. The Registrar (or delegate) will conduct a biannual review of student records and change the status of the students from 'AWOL' to 'File Closed'.
- 5.5.4 A student whose file has been closed may apply in writing to the Provost for re-admission in accordance with [Regulation 2.8](#).
- 5.5.5 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 absent without leave for the main semesters within the academic year.
- 5.5.6 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.
- 5.5.7 A Higher Degree by Research student who is absent without leave is governed by the Research Degree Regulations and these Regulations.

5.6 Maximum Duration

- 5.6.1 The maximum duration for completion of an undergraduate degree course shall be ten years and shall include any periods of broken enrolment arising from termination, exclusion, leave of absence, non-enrolment, re-admission, or any other cause. The Provost has discretion to extend the maximum duration of an undergraduate degree course in circumstances he or she considers appropriate.
- 5.6.2 A School may reduce the maximum duration period for a course. Any reduction must be specified in the course regulations.
- 5.6.3 Where the relevant course regulations set a shorter maximum duration period than the maximum duration period in Regulation 5.6.1, the shorter maximum duration period will apply.
- 5.6.4 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 of the School.
- 5.6.5 The maximum duration period for postgraduate and research degrees is set by the relevant course regulations.
- 5.6.6 The progress of a student who has reached or exceeded the maximum period of enrolment shall be reviewed by the Provost (or delegate) who, after consultation with the Dean of the School, 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 and as per any conditions specified by the Provost (or delegate);
 - (c) require the student to repeat specified units taken earlier and as per any conditions specified by the Provost (or delegate);

- (d) require the student to take additional specified elective units and as per any conditions specified by the Provost (or delegate);
- (e) terminate the student from further study at the University and as per any conditions specified by the Provost (or delegate);
- (f) impose any other requirement(s) and condition(s) deemed appropriate by the Provost (or delegate).

5.7 Successive Failure in the same Non-Compulsory Unit

5.7.1 Except with the permission of the relevant Dean, a student who fails the same unit twice, and that unit is not compulsory within the course the student is enrolled in, the student 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.

5.8 Special Requirements relating to Student Placements

The following applies to any placement undertaken by students as part of an approved course.

5.8.1 Dean may refuse placement

- (a) A Dean (or delegate) may refuse to allow a student to undertake or continue a placement where the Dean (or delegate) forms a reasonable view that:
 - (i) a student's disability or behaviour that is a symptom or manifestation of the student's disability is of a nature that there is a risk that allowing the student to undertake a placement could result in injury to the student or to any person, cause serious disruption to the activities of a placement provider or harm the reputation of the University; or
 - (ii) a student, who for reasons including their personal circumstances, conduct or behaviour at the time of a placement, is unable to meet the expected standard of academic or professional skill required for a placement; or
 - (iii) 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.
- (b) Where a Dean (or delegate) refuses to allow a student to undertake or continue a placement the Dean (or delegate) 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.
- (c) A student may appeal the decision of the Dean (or delegate) in Regulation 5.8.1(a) by writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).

5.8.2 Procedure for unsatisfactory performance

- (a) A student's continued participation in a placement will be subject to the student maintaining satisfactory progress.
- (b) A student's performance will be unsatisfactory where a student:
 - (i) fails to maintain satisfactory attendance on a placement; or
 - (ii) fails to demonstrate a satisfactory standard in academic or professional skill required for a placement; or
 - (iii) fails to comply with a reasonable direction of the Course Coordinator or Placement Provider; or
 - (iv) fails to maintain an appropriate standard of conduct or any other standards of conduct or any other standards required to be observed by the University and/or a Placement Provider.
- (c) A student whose performance is identified as unsatisfactory by the Course Coordinator or the Placement Provider will be notified in writing by the Dean (or delegate) who will:
 - (i) identify why the student is failing to maintain satisfactory performance; or
 - (ii) identify remedial action to be taken to improve performance and provide a clear time frame for taking such action; or
 - (iii) clearly outline that a failure to maintain satisfactory performance may result in termination of the placement and result in a Fail (F) grade being awarded.

- (d) A student who fails to attain satisfactory progress within the stipulated time frame will be notified by the Dean (or delegate) that their performance is deemed unsatisfactory. When a student's progress is deemed unsatisfactory, the Dean (or delegate) may:
 - (i) defer the placement or place conditions on a student's continued performance of the placement;
 - (ii) terminate the placement;
 - (iii) terminate the placement and approve an alternative placement for the student;
 - (iv) recommend a Fail (F) Grade for the placement.
- (e) A student may appeal the decision of the Dean (or delegate) in Regulation 5.8.2(d) in writing to the Provost (or delegate), in accordance with [Regulation 9.1](#).
- (f) Notwithstanding the above, a Placement Provider has the right to terminate a placement at any time.

5.8.3 Misconduct

- (a) Where a student on a placement is the subject of an allegation of a breach of the University's Code of Conduct or other Misconduct of a serious nature, the student may, on the recommendation of the Placement Supervisor or Course Coordinator, be removed from the placement by the Dean (or delegate) immediately.
- (b) Where a student on a placement is removed by the Dean under 5.8.3 (a), the Dean (or delegate) will deal with the allegation of breach of Code of Conduct or Misconduct in accordance with the procedure outlined in [Regulation 8.7](#).
- (c) A student may appeal the decision of the Dean (or delegate) in 5.8.3(a) in writing to the Provost (or delegate), in accordance with [Regulation 9.1](#).

CHAPTER VI: ASSESSMENT

6.1 Attendance Requirements

- 6.1.1 It is the University's expectation that a student enrolled in any unit and/or course at the University shall attend class at all specified class times of the unit and/or course.
- 6.1.2 School Regulations may specify minimum attendance at lectures and tutorial/workshops.
- 6.1.3 School Regulations may specify penalties for non-attendance at lectures, and tutorials/workshops.
- 6.1.4 Attendance at lectures and tutorial/workshops is not a form of assessment.
- 6.1.5 International students must meet the 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 A student will be provided with a copy of a unit outline for each unit they are enrolled in for a given semester/term. Any change to a published unit outline will need the approval of the Provost.
- 6.2.2 A student is required to submit items for assessment by their due dates as indicated on the unit outline.
- 6.2.3 Requests for extensions of time shall be approved only in exceptional circumstances and must be made in writing to the unit lecturer. School Regulations may provide that the permission of the Dean, Associate Dean or course coordinator is required for an extension.
- 6.2.4 The unit lecturer shall specify the form in which the assessment is to be submitted and such specification is at the discretion of the unit lecturer.
- 6.2.5 A request for extension of time on medical grounds shall only be considered if an appropriate medical certificate has been submitted. 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.
- 6.2.6 It is the student's responsibility to keep a duplicate copy of assignment work submitted for assessment and to produce that duplicate upon request if, for whatever reason, the original is lost or misplaced.

6.3 Deferred Assessment (excluding examinations)

- 6.3.1 A student may be granted deferred assessment in a unit on the grounds of serious illness or other exceptional personal circumstances which seriously impair the student's performance.
- 6.3.2 Requests for deferred assessment shall be approved only in exceptional circumstances and must be made in writing to the Dean and in accordance with Regulation 6.3.6.
- 6.3.3 The following conditions apply:
 - (a) 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
 - (b) it must still be possible for the student to pass the unit; and
 - (c) if the application is on medical grounds, a medical certificate must be attached to the application; and/or
 - (d) 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.
- 6.3.4 Deferred assessment shall not be granted for illness or other circumstances occurring in the first three weeks of semester.
- 6.3.5 Where an application is based on illness or other circumstances occurring in the first half of the semester for that course or unit and not continuing after that, deferred assessment normally shall not be granted, unless it can be demonstrated that this had a severe impact on the student's ability to complete the assessment work in the unit by the end of the semester.
- 6.3.6 An application for deferred assessment must be submitted no later than the end of the semester for that course or unit or, in the event of circumstances arising after that date, before the examination (if the unit does not have an examination during the assessment period, then before the end of the assessment period). Applications lodged after that date shall not be considered.
- 6.3.7 An application shall be in writing addressed to the Dean and shall include a statement of the reasons for seeking deferment, together with supporting evidence.

- 6.3.8 A student may appeal the decision of the Dean in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).
- 6.3.9 In cases of extended illness, the Dean may approve a further extension of time which shall normally not be later than the end of the semester in which the unit would ordinarily have been completed.
- 6.3.10 This provision applies to all forms of assessment except for deferral of examinations.

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.

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 Provost (or delegate).
- 6.5.2 All final invigilated examinations are scheduled and administered by the Registrar (or delegate).

6.6 Supplementary Examination

- 6.6.1 Only the Board of Examiners and Provost (or delegate) may grant a Supplementary examination in respect of a unit.
- 6.6.2 The Board of Examiners (and Provost (or delegate)) may grant a Supplementary examination in respect of a unit if:
- a student has failed that unit, whether through absence from the final examination or otherwise; and
 - the student has obtained a mark of at least forty five percent in the unit and a Supplementary examination is recommended by the Dean and course coordinator; or
 - the unit in which the student has failed is the last remaining unit required to complete their degree, and a Supplementary examination has been recommended by the Dean and course coordinator; or
 - the Board of Examiners forms the view that in all the circumstances the failure of the student in the unit was due to circumstances beyond his or her control and a Supplementary examination is warranted.
- 6.6.3 The Board of Examiners (and Provost (or delegate)) shall not grant a Supplementary examination to a student who has demonstrated Unsatisfactory Progress.
- 6.6.4 A Supplementary examination shall not be granted on the grounds that a student has mistaken the time or date of an examination.
- 6.6.5 A student is normally permitted only one opportunity to sit a supplementary examination for a unit.
- 6.6.6 An interim transcript notation of Supplementary (SP) is used where a Supplementary examination has been approved by a Board of Examiners (and Provost (or delegate)).
- 6.6.7 A student who completes a Supplementary examination shall be awarded a grade of either 50% Pass (P) 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%).
- 6.6.8 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%).
- 6.6.9 School Regulations may impose further conditions upon the granting of Supplementary examinations.
- 6.6.10 If, due to exceptional circumstances, a student is not able to sit their Supplementary examination the Registrar (or delegate) may, with sufficient written evidence and on a case-by-case basis, approve an extended date for the Supplementary examination.
- 6.6.11 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 following the Board of Examiners' meetings for each semester but no later than the commencement of the following semester.
- 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 special circumstances are likely to prevent or have prevented their attendance at the scheduled final examination.
- 6.7.4 A student shall not normally be granted a deferred examination on the grounds that a person mistook the time, date or place of an examination.
- 6.7.5 Application for a deferred examination must be made in writing to the Registrar (or delegate) no later than three working days after the final examination of the relevant unit and must be supported by appropriate documentary evidence, which in the case of illness shall include a medical certificate.
- 6.7.6 A student applying for a deferred examination must complete a statutory declaration in the form prescribed by the University at the time of application.
- 6.7.7 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 the student to pass the unit as a consequence of sitting the deferred examination.
- 6.7.8 The Registrar (or delegate) may take into account whether the student has a history of such applications in coming to a decision.
- 6.7.9 An interim transcript notation of Deferred (DE) is used where a deferred examination has been approved by the Registrar.
- 6.7.10 The Registrar (or delegate) may reject an application for deferred examination where the Registrar (or delegate) considers it is not in the interests of the University or where the recommendation is contrary to an accepted policy or practice of the University.
- 6.7.11 Where the Registrar (or delegate) rejects an application for deferred examination, the student may appeal in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#) within ten working days of the Registrar's (or delegate's) decision being received (as described in [Regulation 11.2.3](#)).
- 6.7.12 A student granted a deferred examination must attend the deferred examination at the time, date and place scheduled by the Registrar (or delegate).
- 6.7.13 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.
- 6.7.14 If, due to exceptional circumstances, a student is not able to sit their deferred examination the Registrar (or delegate) may, with sufficient written evidence and on a case-by-case basis, approve further assessment or alternatively, an extended date for the deferred examination.
- 6.7.15 If the Registrar approves further assessment, it may take any form the Registrar (or delegate), with the advice of the Dean of the School in which the student is enrolled, deems appropriate.
- 6.7.16 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 deferred examination. A deferred examination extended for this period of time will only be approved in exceptional circumstances.

6.8 Irregularly Scheduled Examination

- 6.8.1 An irregularly scheduled examination will be held during the official examination period, unless otherwise approved by the Registrar (or delegate).
- 6.8.2 An irregularly scheduled examination is held at a date, time and/or venue different to the regularly scheduled examination.
- 6.8.3 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. A student shall not normally be granted an irregularly scheduled examination based on circumstances that are within his/her control. (*Refer to Guideline: Supplementary, Deferred and Irregularly Scheduled Examinations*).

- 6.8.4 A student who seeks an irregularly scheduled examination must apply to the Registrar, (or delegate) who shall consult with the Dean (or delegate) prior to authorising an irregularly scheduled examination.
- 6.8.5 An irregularly scheduled examination shall only be considered if the irregularly scheduled examination commences before the completion of the regularly scheduled examination.
- 6.8.6 A student not granted an irregularly scheduled examination may apply for a deferred examination.
- 6.8.7 An irregularly scheduled examination is conducted under invigilated conditions comparable to those of the regularly scheduled examination.
- 6.8.8 Subsequent to sitting an approved irregularly scheduled examination, a student must provide to the Registrar (or delegate) within ten working days evidence supporting the circumstances claimed as the basis for requesting the irregularly scheduled examination.
- 6.8.9 The Registrar (or delegate) may reject the evidence as insufficient in which case the student shall receive no mark for the irregularly scheduled examination.
- 6.8.10 Where the Registrar (or delegate) rejects an application for an irregularly scheduled examination, the student may appeal in writing to the Provost in accordance with [Regulation 9.1](#), within ten working days of the Registrar's decision being received (as described in [Regulation 11.2.3](#)).

6.9 Equity Examination

- 6.9.1 In accordance with legal requirements, the University will endeavour to accommodate 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 Registrar (or delegate).
- 6.9.4 A student may appeal the decision of the Registrar (or delegate) in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#) within five working days of receiving notification of the decision of the Registrar (or delegate).

6.10 Special Consideration

- 6.10.1 A student who, due to serious illness, misadventure, trauma or compassionate grounds, or Compulsory Community Commitment(s) as defined by these Regulations and the *Guideline: The Meaning of Special Consideration and Exceptional Circumstances*, 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 for special consideration, in writing to the Dean of the School they are enrolled in.
- 6.10.2 Special Consideration will be considered and awarded in accordance with University guidelines and policies where relevant.
- 6.10.3 The Provost (or delegate) has the discretion to award special consideration retrospectively, in exceptional circumstances and in accordance with University guidelines and policies where applicable.

Special Consideration (Continuous Assessment)

- 6.10.4 Requests for special consideration in respect to a piece of continuous assessment shall:
 - (a) be lodged with the Unit Coordinator as soon as practicable and in any event no later than three working days after the assessment due date; and
 - (b) provide the relevant information to the Unit Coordinator so that an academic judgment of the circumstances and severity of their experiences can be made.
- 6.10.5 A student may appeal the decision of the Unit Coordinator to deny a request for special consideration. This appeal must be made in writing to the Dean (or delegate) of the School they are enrolled in, immediately on receiving notification of the decision of the Unit Coordinator.
- 6.10.6 The Dean of the School shall review the decision of the Unit Coordinator and determine whether or not to allow the appeal. The Dean shall advise the student in writing of their decision and provide notification to the Registrar (or delegate).

- 6.10.7 A student may appeal the decision of the Dean (or delegate). An appeal must be made in writing to the Provost in accordance with [Regulation 9.1](#).

Special Consideration (Final Invigilated Examination)

- 6.10.8 Requests for special consideration in respect of the final invigilated examination shall
- (a) be lodged with the Dean of the School prior to the final invigilated examination or as soon as practicable and in any event no later than three working days after the examination is conducted; and
 - (b) shall provide the relevant information to the Dean so that an academic judgment of the circumstances and severity of their experiences can be made.
- 6.10.9 A student may appeal the decision of the Dean (or delegate). An appeal must be made in writing to the Provost (or delegate) in accordance with [Regulation 9.1](#).
- 6.10.10 An appeal can only be made on the grounds that the student believes that the decision of the Dean (or delegate) is not consistent with University Guidelines on 'The Meaning of 'Special Consideration' and 'Exceptional Circumstances'.
- 6.10.11 If the Provost (or delegate) allows the appeal, the Provost (or delegate) shall advise the student in writing of their decision and provide notification to the Registrar (or delegate) and the Dean of the student's School.

6.11 Resource Materials in Examinations

- 6.11.1 Resource materials include, but are not limited to, dictionaries, calculators, textbooks and student notes.
- 6.11.2 The University normally does not permit the use of dictionaries in examinations for any student, including international and study abroad students.
- 6.11.3 Students may not use resource materials in an examination without the formal permission of the unit lecturer, acting as chief examiner.
- 6.11.4 Where a chief examiner permits the use of resource materials in an examination the nature of such materials must be clearly specified to the Registrar at the time of collection of the initial examination requirements. This information must be communicated to students prior to the examination and must be repeated to students in the examination room.
- 6.11.5 Where resource materials are made available for use in an examination by the chief examiner, all students sitting the examination are eligible to use the said resource.
- 6.11.6 It is the responsibility of the chief examiner (or delegate) 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 chief examiner.
- 6.11.7 School Regulations may prescribe the use of resource materials in examinations in units conducted within that School.
- 6.11.8 No mobile electronic devices are permitted unless the chief examiner specifies such a device as a resource material for the examination.
- 6.11.9 Where a mobile device is permitted, the chief examiner shall specify the model that can be used and verified by the chief examiner (or invigilator) on entry into the examination room.
- 6.11.10 Where the use of print dictionaries has been permitted they must be verified by the chief examiner (or invigilator) on entry into the examination room.

6.12 Examination Conditions

- 6.12.1 The Vice Chancellor (or delegate) may, from time to time, set rules, policies and procedures regarding the conduct of examinations.
- 6.12.2 These rules, policies and procedures shall be communicated to students and shall have the same force as regulation.

6.13 Duration of Examinations

- 6.13.1 All examinations administered by the Registrar (or delegate) shall be of a standard duration of one hour and ten minutes (normally permitted for ten credit point units only), two hours and ten minutes or three hours and ten minutes.
- 6.13.2 In examinations administered by the Registrar (or delegate) there is no time specifically allocated to "reading time".
- 6.13.3 Any variation to the standard duration of an examination as stated in Regulation 6.13.1 will need the approval of the Provost (or delegate).

6.14 Re-submission of Assessment (excluding examinations)

- 6.14.1 Re-submission is the acceptance for marking of 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.
- 6.14.2 Unit lecturers may offer or students may request in writing the opportunity to re-submit a piece of continuous assessment.
- 6.14.3 Re-submission can only occur when a student has received a Fail grade in respect of a given piece of assessment.
- 6.14.4 Re-submission may be requested with respect to continuous assessment but not to a final examination.
- 6.14.5 Where a student requests re-submission of a piece of continuous assessment, the request must be in writing to the unit lecturer no later than ten working days after the return of the marked piece of assessment and must clearly state the grounds for the request. The unit lecturer shall make a recommendation to the Dean (or delegate) as to whether the re-submission should be permitted or not. The Dean's (or delegate's) decision is final.
- 6.14.6 If a request for re-submission is permitted in accordance with Regulation 6.14.5, the unit lecturer shall determine the due date for re-submission and advise the student in writing.
- 6.14.7 The highest grade that can be achieved for a re-submitted piece of assessment item is a Pass (P) grade.

6.15 Re-marking of Assessment (excluding examinations)

- 6.15.1 Re-marking is marking for a second time of an item submitted for assessment where that item has not been altered or added to by the student. This provision applies to all forms of assessment except examinations.
- 6.15.2 Before requesting re-marking a student must discuss the reasons for the allocated mark with the relevant Unit Coordinator.
- 6.15.3 School Regulations shall detail the procedures that apply to re-marking of items of assessment.
- 6.15.4 If discussions with the Unit Coordinator do not resolve the issue the student may make an appeal to the relevant Dean, on the basis that the student considers an individual piece of work has been unfairly or inappropriately assessed. (or in the case where the Dean is also the Unit Coordinator to the Provost (or delegate)).
- 6.15.5 An appeal must be lodged in writing with the Dean within ten working days of the assessment result being made available to the student and must clearly state the grounds upon which the re-mark of the assessment is being sought.
- 6.15.6 An appeal must be directed towards:
 - (a) a breach of the University's assessment policy, procedure or regulations sufficient to cause disadvantage to the student; or
 - (b) a failure to adhere to the approved assessment procedures for that unit, sufficient to cause disadvantage to the student.
- 6.15.7 The Dean shall review the piece of assessment and advise the student in writing of their decision.
- 6.15.8 A student may appeal the decision of the Dean in writing to the Provost (or delegate), in accordance with [Regulation 9.1](#).
- 6.15.9 If the Dean or the Provost (or delegate) allows the appeal, then the Dean or the Provost (or delegate) as the case may be, shall determine the final mark to be awarded to the student.

6.16 Grade Determination

- 6.16.1 During each semester unit lecturers shall, as soon as practicable after an item of continuous assessment has been submitted, communicate their assessment of the item to students.
- 6.16.2 The unit lecturer is responsible for recommending to the Dean the proposed final grade and final mark for a student's work.
- 6.16.3 The Dean shall review all grades and marks submitted prior to presenting them to the Board of Examiners.
- 6.16.4 The Registrar (or delegate) shall regulate grades and marks for Study Abroad students in accordance with grade translation matrix approved by the Provost (or delegate).

6.17 Board of Examiners

- 6.17.1 The Board of Examiners determines the final grade and final mark.
- 6.17.2 The Provost has the right to over-ride a decision of the Board of Examiners on appeal.

- 6.17.3 The Board of Examiners for Graduands will be chaired by the Provost (or delegate) and will comprise of other Academic Staff of the University involved with graduating students, as determined by the Chair.
- 6.17.4 The Board of Examiners for Study Abroad will be chaired by the Provost (or delegate) and will comprise of other Staff of the University involved with Study Abroad students, as determined by the Chair.

6.18 Final Grades

The following nomenclature shall apply to the determination of final grades for all students excluding VET students enrolled in units at the University. At arriving at a final grade, lecturers will take into consideration the criteria outlined in [Regulation 6.19](#) Grading Rubric.

6.18.1 High Distinction (HD)

- (a) The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given unit level. The grade will be awarded where there is evidence that a student has undertaken the required core work for the unit at the highest level and completed considerable additional work in wider areas relevant to the unit, and has demonstrated the acquisition of an advanced level of knowledge/understanding/competencies/skills.
- (b) A mark within the range of 80-100 will be designated as a High Distinction.

6.18.2 Distinction (D)

- (a) The grade will be awarded in recognition of very high quality work which shows the student generally works at a level which is beyond the requirements of the assessment exercise. The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the unit at a high level and considerable additional work in wider areas relevant to the unit, has demonstrated superior knowledge, understanding, competencies, and skills.
- (b) A mark within the range of 70-79 will be designated as a Distinction.

6.18.3 Credit (C)

- (a) The grade will be awarded in recognition of work completed at a proficient standard. The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the unit and additional work in wider areas relevant to the unit, and has demonstrated a sound level of knowledge/ understanding/competencies/skills.
- (b) A mark within the range of 60-69 will be designated as a Credit.

6.18.4 Pass Level (P)

- (a) The grade will be awarded where there is evidence that a student has undertaken the required core work for the unit and has demonstrated at least an adequate level of knowledge/understanding/competencies/ skills required for meeting unit objectives and satisfactorily completing essential assessment exercises.
- (b) A mark within the range of 50-59 will be designated as a Pass.

6.18.5 Non-Graded Pass for Satisfactory Performance (NGP)

- (a) The grade will be awarded in a unit that is assessed only as an undifferentiated pass. The grade may be awarded to reflect that the student has achieved mastery of the unit content and that the student has satisfactorily completed unit requirements or contractual requirements where these form a prerequisite or condition of passing, or continuing with, a program of study. The Non-Graded Pass is awarded on a pass/fail basis and a mark would not normally be assigned. The grade may encompass any level of achievement from satisfactory performance through to outstanding performance (i.e. scores from 50 to 100).
- (b) A unit assessed as NGP will not be included in the calculation of the Grade Point Average.
- (c) 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.
- (d) No mark will be recorded with a grade of NGP.

6.18.6 Conceded Pass (CP)

- (a) The grade of Conceded Pass does not satisfy prerequisite requirements specified for other units.
- (b) A Conceded Pass (CP) may only be awarded by the Board of Examiners where School Regulations make such provision.
- (c) A Conceded Pass (CP) may only be awarded where the student has achieved a mark of 48% or 49% for the unit.

6.18.7 Fail (F)

- (a) This grade will be awarded if a student has submitted all pieces of assessment (and has sat the final examination) and/or is unable to demonstrate satisfactory academic performance in a unit.
- (b) A mark within the range of 0-49 will be designated as a Fail.

6.18.8 Fail due to Non-Completion (FN)

- (a) This grade will be awarded if:
 - (i) a student has not submitted all pieces of assessment and/or has not sat the final examination for a unit; and
 - (ii) has not been exempted from submitting a piece of assessment by the Dean in accordance with [Regulation 6.20.1 \(a\)](#).
- (b) For determining academic status, a grade of Fail due to Non-Completion (FN) will be used.
- (c) A mark within the range of 0-100 may be designated as a Fail due to Non-Completion (FN).

6.18.9 Withdrawal with Fail (WF)

- (a) This grade will be awarded if a student withdraws from a unit after the Academic Penalty Date of the unit.
- (b) For determining academic status, a grade of Withdrawal with Fail (WF) will be used.

6.18.10 VET Competency

VET achievement is designated as either 'Competent' or 'Not Yet Competent'.

6.19 Grading Rubric

Grade Title	Grade Code	Mark	Level of Performance (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	Withdrawed 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

6.20 Requirements for a Final Grade and Appeal of a Final Grade

- 6.20.1 To be awarded a final grade in a unit a student must:
- complete all items of assessment specified in the unit outline (unless formally exempted by the Dean); and
 - meet the attendance requirements (if any) specified in the School or Course Regulations; and
 - achieve the standard in the final invigilated examination described in the unit outline.
- 6.20.2 Failure to meet all requirements for a final grade shall result in a Fail due to Non-Completion (FN) grade.
- 6.20.3 Where School Regulations permit, a student may receive a Fail due to Non-Completion (FN) grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a unit and achieve a passing grade overall for the unit. Such requirement must be clearly articulated in the individual unit outline.
- 6.20.4 A student (domestic, international or study abroad) may appeal the final grade awarded to him or her in a unit by submitting a request in writing to the Dean of the School in which the unit is

located, outlining the grounds of the appeal no later than twenty working days after the results are officially published/released by the University.

- 6.20.5 The Dean may direct that the student discuss the matter with the Unit Coordinator before the Dean considers the appeal. If such direction is made, the onus is on the student to take reasonable steps to organise such discussion with the Unit Coordinator within such time period as the Dean specifies, or if none is specified, within ten working days of the Dean's direction. After such discussion is held, the Dean must be notified in writing by the student if he or she wishes to continue with the appeal. If such discussion is not held within the time allocated, the Dean in his or her discretion may decide to allow the appeal to continue or declare the appeal to be denied.
- 6.20.6 This appeal cannot be against the judgement of the Unit Coordinator, but must be directed towards:
- (a) administrative error; or
 - (b) a breach of the University's assessment policy, procedure or regulations sufficient to cause disadvantage to the student; or
 - (c) a failure to adhere to approved assessment procedures for that unit sufficient to cause disadvantage to the student; or
 - (d) unfair treatment in the process of assessment; or
 - (e) unfair treatment by persons involved in the conduct of the examination.
- 6.20.7 There is no onus on the Unit Coordinator to re-mark assessable material; re-marking of assessable material shall normally only occur as one possible option following establishment that one or more of the conditions listed in Regulation 6.20.6 has occurred.
- 6.20.8 The Dean, after consultation with the Unit Coordinator, may make a determination to:
- (a) leave the grade as it is;
 - (b) adjust the grade; or
 - (c) request a re-mark of one or more pieces of assessment.
- 6.20.9 If the issue cannot be resolved at the School level, the student may appeal the decision of the Dean in writing to the Provost (or delegate), in accordance with [Regulation 9.1](#).

6.21 Distribution of Grades

- 6.21.1 The proportion of students achieving the grade of 'Distinction' or above in a given unit normally shall not exceed thirty five per cent (35%) of the total students enrolled in that unit, with no more than ten per cent (10%) of the total unit enrolment achieving the grade of 'High Distinction'.
- 6.21.2 It is permissible for the number of students who receive grades of 'Distinction' or above in a given unit to exceed thirty five percent if this is justified in all the circumstances having regard to such factors as the number of enrolments in the unit concerned or the special quality of the students enrolled.
- 6.21.3 Where a unit lecturer proposes a grade distribution that does not comply with the approved distribution, he or she must present to the Dean a written statement justifying that non-compliance. Such a statement must be presented at the Board of Examiners.
- 6.21.4 In the first instance, it is the responsibility of the Dean to ensure that grades presented to Boards of Examiners comply with this regulation. To this end, the Dean may adopt such moderating mechanisms as the Provost (or delegate) has approved. Any departure from the approved distribution requires the endorsement of the Provost (or delegate).
- 6.21.5 Meetings of Boards of Examiners shall 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.
- 6.21.6 It is the special responsibility of the Provost (or delegate) to oversee compliance with this regulation and the Provost (or delegate) 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 assessment of a student 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.
- 6.22.2 This grade is used where:
- (a) The unit lecturer has not been able to complete the assessment of student's work before the meeting of the Board of Examiners; or

- (b) Supplementary assessment(s) or deferred assessment has 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
 - (c) A student's grade is subject to action arising from an application for special consideration; or
 - (d) A student's grade is queried at the meeting of the Board of Examiners and requires clarification before final approval.
- 6.22.3 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.
- 6.22.4 The unit lecturer is responsible for advising the Provost of the change from a 'Hold' (H) to the recommended assessment grade by the appropriate date. The Dean must approve the recommended grade.
- 6.22.5 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) grade, unless otherwise recommended by the Dean of the School and approved by the Provost .

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 the student shall be subject to [Regulation 6.22](#) pertaining to Assessment on Hold.
- 6.23.3 The unit lecturer is responsible for advising the Provost (or delegate) 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 Grade Point Average [GPA] is a numerical calculation, weighted by credit points, of the results received over a defined study period or over an entire program.
- 6.24.2 For each eligible unit, the number of credits points is divided by the total points required for that degree at the time the unit was completed. This figure provides the proportion of the course taken up by that unit, known as the Unit Weight. The Unit Weight is multiplied by the Grade Point achieved for that unit (see Regulation 6.24.4) to provide the Weighted Grade Point for that unit.
- 6.24.3 The GPA is calculated by dividing the total Weighted Grade Points by the total Unit Weights.
- 6.24.4 The GPA Result in respect of a unit will be calculated according to the following table:

Grade Point Average Result

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

- 6.24.5 Results that are excluded from GPA calculations include, but are not limited to:
- (a) Grades for units assessed on a Non-Graded Pass (Pass/Fail) basis; and
 - (b) Results achieved in Honours study; and
 - (c) Units that are studied on a cross-institutional basis; and
 - (d) General credit advanced standing.

- 6.24.6 The GPA may be used in the awarding of degrees with High Distinction and Distinction.
- 6.24.7 The GPA may be used in determining University prizes and awards.
- 6.24.8 The GPA shall be included on the formal transcript of results.
- 6.24.9 Any additional unit(s) that are undertaken in a course of study, that are in addition to the minimum requirements for graduation in that course, will contribute towards the GPA in accordance with the requirements of Regulation 2.13 and Regulation 6.24.

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 A student must submit a request in writing to the Dean of the School in which they are enrolled, on the appropriate form (if any) for access to an examination script within ten working days of the official publication of final grades. The examination script shall be made available within ten working days of the receipt of the request by the unit coordinator for inspection by the student.
- 6.25.3 Requests for copies of examination scripts may be denied when the examination is one which 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.
- 6.25.4 After a period of twelve months following the release of the final results in a unit, examination scripts and other assessment material which has not been returned to the student may be destroyed.
- 6.25.5 All examination scripts remain the property of the University.

6.26 Request for Re-mark of Examination Script

- 6.26.1 A student may submit a request in writing on the appropriate form (if any) for a re-mark of an examination script to the Dean of the School in which they are enrolled, where they disagree with their final mark for a unit or feel there may be an error in the calculation of their examination result.
- 6.26.2 Before the request for a re-mark of an examination script is made, the student should, unless circumstances prevent it (e.g. student is overseas), request access to the examination script and arrange with the Dean to read the examination script in the presence of the examiner or another person nominated by the Dean.
- 6.26.3 The request for a re-mark of an examination script must be submitted within ten working days of the official publication of final grades and may incur a fee.
- 6.26.4 Where the Dean approves the re-mark of an examination script, the examination script shall be re-marked by a person nominated by the Dean within fourteen working days of receipt of the request and payment of the fee (if any), and the unit coordinator and the student shall be advised in writing of the outcome. The Dean shall also inform the Registrar (or delegate) of the change of mark and/or grade.
- 6.26.5 If the re-mark discloses that the student should have received a higher grade, the fee imposed for the remark (if any) shall be refunded in full.
- 6.26.6 If a student can prove that they have been disadvantaged in some manner with regard to the marking of their examination after the re-mark request has been processed, the student may appeal to the Provost (or delegate) in accordance with [Regulation 9.1](#).
- 6.26.7 This appeal cannot be against the judgement of the Unit Coordinator, but must be directed towards:
 - (a) administrative error; or
 - (b) a breach of the University's assessment policy, procedure or regulations sufficient to cause disadvantage to the student; or
 - (c) a failure to adhere to approved assessment procedures for that unit sufficient to cause disadvantage to the student; or
 - (d) unfair treatment in the process of assessment; or
 - (e) unfair treatment of the persons involved in the conduct of the examination.
- 6.26.8 The Provost (or delegate) shall review the decision of the Dean (or delegate) and decide whether or not to allow the appeal.
- 6.26.9 If the Provost (or delegate) allows the appeal, the Provost (or delegate) shall advise the student in writing of their decision and provide notification to the Registrar (or delegate),

the Dean of the student's School and the Dean (or delegate) of the School which owns the unit, if not the same.

6.27 Results Withheld

6.27.1 A student may have his/her results withheld 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 (Student ID Card, driver's licence, passport) in an exam and has not subsequently had his/her identity verified by Student Administration;
- (c) is not properly enrolled in the unit;
- (d) is facing disciplinary proceedings.

CHAPTER VII: CONFERRAL OF AWARDS AND PRIZES

7.1 Awards and Prizes

7.1.1 Students may have their academic achievement recognised by the following:

(a) The Vice Chancellor's Postgraduate Medal

This Medal will be awarded annually on the Fremantle and Sydney Campuses to the highest achieving postgraduate student using only grades that were obtained in the previous year of study.

- i) The award will be known as the "The Vice Chancellor's Postgraduate Medal (*insert year*)".
- ii) This award will be presented to the student with the highest weighted unit average mark.
- iii) If this mark is shared by more than one student, then the award will be shared.
- iv) To be eligible for this award, students must be enrolled in a course which has a minimum one year full time study load.
- v) To be eligible for this award, students must have completed sufficient graded units to comprise 75% or greater of the Equivalent Full Time Study Load for their course of study.

(b) The Vice Chancellor's Medal: School Awards

This award will be awarded annually on the Fremantle and Sydney Campuses to the highest achieving undergraduate student from each School using only grades that were obtained in the previous year of study.

- i) The award will be known as "The Vice Chancellor's Medal (*insert year*): School of (*insert School name*)".
- ii) This award will be presented to the student with the highest weighted unit average mark.
- iii) If this mark is shared by more than one student within a School, then the award will be shared.
- iv) To be eligible for this award, students must be enrolled in a course which has a minimum three year full time study load.
- v) To be eligible for this award, students must have completed sufficient graded units to comprise 75% or greater of the Equivalent Full Time Study Load for their course of study.

(c) The University Medal

The University Medal will be awarded annually on the Fremantle and Sydney Campuses to the highest achieving undergraduate for the previous year using all grades from their course of study.

- i) The award will be known as the "The University Medal (*insert year*)".
- ii) To be eligible for this award the student must have completed an undergraduate Bachelor level degree of at least three years' of full time study.
- iii) Graduates from both Semester 1 and Semester 2 will be eligible for this award.
- iv) This award will be presented to the student with the highest weighted unit average mark.
- v) If this mark is shared by more than one graduate, then the award will be shared.

(d) The Patricia and Michael Kaillis Award

At each Broome Campus graduation ceremony, the student with the highest GPA, and who has:

- i) completed an undergraduate degree of at least three years' duration; and
- ii) in which three quarters of all units have been completed with a graded pass, will be awarded the Patricia and Michael Kaillis Award.

(e) School Prize

Schools may establish prizes and awards and will determine the criteria for eligibility for the prize or award which will be specified in the School Regulations.

(f) Dean's Letter of Commendation

On the recommendation of the Board of Examiners, the Dean of the relevant School will commend in writing the academic achievement of nominated students.

7.1.2 A prize or award shall be granted only if there is an eligible student of sufficient merit.

7.2 Graduation Ceremony

7.2.1 A student must apply by the published date set by the Registrar to graduate from an award, degree or diploma at a particular graduation ceremony using the appropriate form (if any).

7.2.2 The Registrar may consider a late application to graduate taking into consideration such factors as deemed appropriate including, but not limited to, the explanation for the late application, ability to accommodate the late application, timing of the late application and so on. It is within the Registrar's discretion to allow or deny a late application to graduate.

7.2.3 A student may apply to attend a graduation ceremony at another campus other than their home campus (providing there is a graduation ceremony held on the other campus at the time the student wishes to graduate) by completing the appropriate form and submitting it to their home campus. The Registrar (or delegate) of the other campus must approve the student's attendance at that graduation ceremony.

7.2.4 Graduates' Farewell Address:

7.2.4.1 At each graduation ceremony the student who attends with the highest GPA, and who has:

- a) completed an undergraduate degree of at least three years' duration; and
 - b) in which three quarters of all units have been completed with a graded pass;
- will be invited to deliver the valedictory (farewell) address on behalf of all graduating students at that ceremony.

7.3 Conferral of Awards

7.3.1 A student is entitled to apply for the award of a degree or diploma or certificate of the University upon the completion of all the requirements of that degree or diploma or certificate and upon payment of any fees, charges or fines which are outstanding.

7.3.2 Where a student applies for the award of a degree or diploma or certificate of the University and that the student has not satisfied all the requirements of that degree or diploma the Dean may certify to the Provost (or delegate) that the student has nevertheless substantially complied with the requirements of the degree or diploma or certificate, and that in all the circumstances the student should be awarded that degree or diploma or certificate.

7.3.3 Upon having received such certification, the Provost (or delegate) may instruct the Registrar that the student to whom it relates is to be regarded as having satisfied the requirements of the relevant degree or diploma or certificate, and that their application is to be treated accordingly.

7.4 Degrees with Distinction and High Distinction

7.4.1 Excepting the provisions of Regulation 7.4.2 all undergraduate degrees may be awarded with Distinction or High Distinction.

7.4.2 Where the School Regulations provide for an undergraduate degree with Honours, in a single degree or either part of a double degree, that degree cannot be awarded with High Distinction or Distinction.

7.4.3 Excepting the provisions of Regulations 7.4.5 and 7.4.6, all postgraduate degrees may be awarded with High Distinction or Distinction.

7.4.4 To be eligible for a degree with Distinction or High Distinction in an undergraduate degree, a student's course must be:

- (a) at least three years' in duration; and
- (b) with a minimum of sixteen graded University of Notre Dame Australia units.

- 7.4.5 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.
- 7.4.6 Graduate Certificate and Graduate Diploma courses are not eligible to be awarded with Distinction or High Distinction.
- 7.4.7 The Registrar may recommend to the Provost and the Dean of the relevant School that a student be awarded their degree with High Distinction or Distinction if satisfied that the performance of the student across their degree has been excellent in quality based on the student's Grade Point Average.
- 7.4.8 In making a recommendation to the Provost and Dean of the relevant School, the Registrar will:
- consider for the award of High Distinction only those students who have a Grade Point Average equal to or greater than 3.5; or
 - consider for the award of the degree with Distinction only those students with a Grade Point Average equal to or greater than 3.25 but less than 3.5.

7.5 Testamur

- 7.5.1 A Testamur issued by the University under its Statutes bears:
- the name of the University;
 - the title of the degree or diploma or certificate conferred;
 - where a degree has been awarded with Honours, a statement to that effect and, in the case of First Class Honours, that specific notation;
 - where a degree or diploma has been awarded with High Distinction or Distinction, a statement to that effect;
 - the year and date of award;
 - the full name of the student as recorded on the student's University record;
 - the signatures of the Chancellor and Vice Chancellor; and
 - the seal of the University.
- 7.5.2 Prior to the completion of a course, a student who has legally changed their name by deed poll or by marriage and provides original evidence of such to the Registrar, may apply for a revised testamur detailing the student's changed name. A fee may apply for reissuing a testamur for this purpose.
- 7.5.3 Once the student has completed their course, the student cannot change their name on the testamur. Students can apply in writing to the Registrar (or delegate) for exemption from this regulation on the basis of exceptional circumstances and by providing supporting documentation

7.6 Post Nominals

- 7.6.1 The Vice Chancellor (or delegate) shall approve the post nominals for each course awarded.
- 7.6.2 The abbreviation Notre Dame Aust will be used as a post-script to Course post nominals e.g. BNurs (Notre Dame Aust)

7.7 Study Abroad Certificates

A student who successfully completes a 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.

7.8 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.

7.9 Transcripts

- 7.9.1 An academic transcript is a certified statement detailing a student's academic record at the University.
- 7.9.2 The transcript includes details of all courses/units in which the student has had an effective enrolment and the marks/grades achieved in units.
- 7.9.3 The transcript may also list any notation approved by the Registrar that relates to the student's enrolment at the University, including but not limited to Student Association

Executive positions, Valedictorian, recipients of the Vice Chancellor's Medal and/or disciplinary action.

- 7.9.4 The transcript includes the student's Grade Point Average [GPA].
- 7.9.5 The transcript lists University prizes and graduation details, where applicable.
- 7.9.6 A current student may view his/her records upon proof of identification.
- 7.9.7 A student may 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.
- 7.9.8 The University reserves the right to withhold copies of transcripts of a student who has unfulfilled financial obligations to the University.
- 7.9.9 A student attempting to gain access to or gain possession of another student's record will be subject to disciplinary proceedings.
- 7.9.10 Prior to the completion of a course, a student who has legally changed their name by deed poll or by marriage and provides original evidence of such to the Registrar, may apply for a revised transcript detailing the student's changed name. A fee may apply for reissuing a transcript for this purpose.
- 7.9.11 Once the student has completed their course, the student cannot change their name on the transcript. Students can apply in writing to the Registrar (or delegate) for exemption from this regulation on the basis of exceptional circumstances and by providing supporting documentation.

7.10 Posthumous and Aegrotat Awards

- 7.10.1 The University may present posthumous or aegrotat awards to students who are seriously ill, recently deceased or permanently disabled and are unable to complete the requirements of an award course.
- 7.10.2 To be eligible for a posthumous or aegrotat award a student in an undergraduate or postgraduate coursework degree must be:
 - (a) in the final year of study of their award course;
 - (b) hold Good Standing academic status; and
 - (c) in good financial standing to receive the posthumous or aegrotat award.
- 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 Formal application in writing (with supporting documentation) to the Provost (or delegate) by the student, the student's family or next of kin or legal representative (if the student is deceased or fully incapacitated) is a prerequisite.
- 7.10.5 The Dean must advise the Provost (or delegate) whether, in his or her view, the student would have been able to satisfactorily complete the assessment of the degree.
- 7.10.6 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 an award has been fraudulently obtained, obtained by a student's 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 Registrar the original testamur and academic transcript bestowed on the student at graduation.

CHAPTER VIII: MISCONDUCT

This Chapter should be read in conjunction with the University *Policy: Academic Misconduct*.

8.1 Code of Conduct

8.1.1 The Vice-Chancellor may from time to time publish a Code(s) of Conduct for students.

8.1.2 A Code(s) of Conduct provides guidance to members of the University on the standards of conduct and integrity expected of them.

8.2 Code of Conduct for Study Abroad and Residential Students

During their time in any of the Halls of Residence at the University, Study Abroad and Residential Students shall be bound by the Code of Conduct for Study Abroad and Residential Students.

8.3 Liability of Students to Disciplinary Action

8.3.1 A student is subject to disciplinary action if that student:

- (a) engages in misconduct; or
- (b) violates academic integrity; or
- (c) breaches a Code of Conduct published by the Vice-Chancellor.

8.4 Misconduct

8.4.1 Misconduct is any conduct 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 senior member of the academic staff or a senior member of the general staff 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 officer to supply his or her name, address and student card or other evidence of identity which request may be made only if the senior officer 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;

- (o) encourages, persuades or incites any other person to engage in conduct or behaviour constituting general misconduct.

8.5 Violation of Academic Integrity

A violation of academic integrity 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 himself or herself, or for any other person, any academic advantage or advancement to which he or she or that other person is not entitled.

8.6 Allegation of Misconduct

- 8.6.1 An allegation that a student has engaged in conduct rendering them subject to disciplinary action may be made by:
 - (a) another student; or
 - (b) a member of the academic or general staff of the University; or
 - (c) any other person.

PROCESS FOR ALLEGATIONS

8.7 SCHOOL DISCIPLINE

- 8.7.1 An allegation of misconduct, violation of academic integrity or a breach of a Code of Conduct must be referred in writing in the first instance to the Dean of the School in which the student is undertaking studies or, where the person making the allegation is the Dean, the Provost (or delegate) will perform the functions of the Dean under these following provisions.
- 8.7.2 Where an allegation is referred to the Dean of a School, the Dean may, after having discussed the matter with the student concerned:
 - (a) deal with the allegation informally, if of the opinion that no action should be taken in respect of the allegation on the grounds either that it is not well-founded or is not of a serious character; or
 - (b) deal with the allegation as a matter of School discipline; or
 - (c) refer the allegation to the Discipline Committee.
- 8.7.3 Where a student who is the subject of an allegation of misconduct withdraws from a unit(s) or course, the Dean will continue to deal with the allegation and may impose one or more of the penalties in 8.7.16.
- 8.7.4 Where a Dean resolves to deal with an allegation informally or as a matter of School discipline, he or she must, before dealing with the matter:
 - (a) notify in writing the person making the allegation accordingly and inform them that they have the right to require the allegation to be referred to the Discipline Committee; and
 - (b) notify in writing the student of the allegation against him or her.
- 8.7.5 Upon receipt of a notice referred to in Regulation 8.7.4, the person making the allegation may require the allegation to be referred to the Discipline Committee. To do so, the person making the allegation must inform the Dean in writing of their decision within ten working days of the Dean's notification. Upon receipt of the written notice the Dean must cease to deal with the matter informally and the Dean must refer the allegation to the Chair of the Discipline Committee in writing.
- 8.7.6 Where a person does not inform the Dean that they require their allegation to be referred to the Discipline Committee in accordance with the above provision, that allegation may not be referred to the Discipline Committee except by the written instruction of the Provost.
- 8.7.7 Where an allegation is dealt with as a matter of School discipline and the Dean decides to investigate an allegation against a student, the Dean must, within twenty working days of the allegation being brought to his or her attention, provide a written notice to the student:
 - (a) setting out the allegation;
 - (b) offering the student an opportunity to provide in writing an explanation or submission or evidence in response to the allegation and /or to be heard in relation to it.
- 8.7.8 If the student wishes to take up any of the opportunities set out in the written notice, the student must notify the Dean in writing within ten working days after deemed receipt of the written notice (as described in [Regulation 11.2.3](#)).

- 8.7.9 If no notice of a written explanation or submission of evidence or request for a hearing is given by the student, the Dean may proceed to deal with the allegation, including the conduct of a hearing if required, in the absence of the student.
- 8.7.10 If the student gives the notice required, the Dean must give the student the opportunity nominated in his or her notice. If the student requires a hearing, the Dean must convene a hearing within twenty working days of receipt or deemed receipt of that notice.
- 8.7.11 The student must be given at least seven working days notice of the time and place of the School hearing.
- 8.7.12 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 a hearing.
- 8.7.13 If a student does not attend the School Discipline hearing, the Dean (or delegate) may allow the allegation to be heard by the School Discipline Committee on the same date/time of the scheduled meeting in the student's absence.
- 8.7.14 The Dean may, at any stage when dealing with the allegation as a matter of School discipline, cease dealing with the matter and refer it to the Chair of the Discipline Committee in writing.
- 8.7.15 Where the Dean deals with an allegation as a matter of School Discipline, they may:
- dismiss the allegation and impose no penalty; or
 - uphold the allegation, but impose no penalty; or
 - uphold the allegation, and impose one or more penalties.
- 8.7.16 Where a Dean deals with an allegation as a matter of School Discipline, he or she may impose one or more of the following penalties:
- receive a reduced mark or no marks in respect of any piece of work or piece of assessment to which the allegation relates; and/or
 - receive a grade of Fail (F) in respect of any unit to which the allegation relates; and/or
 - be required to re-submit any piece of work to which the allegation relates; and/or
 - receive a written reprimand; and/or
 - be required to complete specified number of hours of University service work; and/or
 - be required to refrain 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
 - be required to complete a course in academic writing and referencing through the University's Academic Enabling and Support Centre; and/or
 - any other penalty agreed upon by the Discipline Committee and approved by the Chair, which is considered to be relevant to the allegation.
- 8.7.17 Where a penalty in accordance with Regulation 8.7.16(e) is imposed by the Dean, a student may refuse to enter into a University service work agreement. In such cases, the Dean may elect to impose a replacement penalty. A student is not entitled to be offered a University service work agreement unless the Dean imposes such a penalty in accordance with Regulation 8.7.16 (e).
- 8.7.18 The Dean must provide written advice to the Provost and the Dean(s) of the School in which the student is enrolled, and where the student is a Study Abroad student, to the Director of Study Abroad, concerning an allegation that is dealt with as a matter of School discipline and the decision of the Dean with respect to that allegation.
- 8.7.19 Where an allegation is dealt with as a matter of School discipline the student in respect of whom the allegation has been made may, within ten working days of receiving formal notification of the decision (as described in [Regulation 11.2.3](#)), appeal the decision of the Dean to the Chair of the Discipline Committee.
- 8.7.20 A student who appeals the decision of the Dean to the Discipline Committee is bound by the Regulations concerning the Discipline Committee.
- 8.7.21 No appeal may be made to the Discipline Committee more than ten working days after receiving formal notification of the decision.

8.8 THE DISCIPLINE COMMITTEE

- 8.8.1 The Chair of the Discipline Committee who has a casting vote is normally the Provost or, in his or her absence, may nominate from time to time one of the following to act in the place of the Provost:
- an Associate Provost; or
 - a Dean of a School; or

- (c) an Associate Dean of a School; or
 - (d) a Deputy Vice Chancellor.
- 8.8.2 In addition to the Provost (or delegate) as Chair, and provided that no person may act as a member of the Discipline Committee in respect of an allegation made by that person, the Discipline Committee comprises:
- (a) the Registrar (or delegate);
 - (b) the Dean of a School of the University (or Associate/Assistant Dean as delegate);
 - (c) a member of academic or general staff nominated from time to time by the Provost;
 - (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 the Provost deems appropriate.
- 8.8.3 If the Provost deems it necessary, he or she may nominate a legal practitioner to serve on the Discipline Committee.
- 8.8.4 A member of the Discipline Committee may hear an allegation notwithstanding the fact that:
- (a) he/she is a student or staff member of the same School as the student against whom the allegation is made; or
 - (b) the student against whom the allegation is made or any other persons connected with the making or hearing of the allegation are known to the member personally; or
 - (c) he/she has some personal knowledge of the circumstances of the allegation.
- 8.8.5 The student must be given a written notice setting out:
- (a) the alleged misconduct;
 - (b) the time and date of the hearing;
 - (c) the rights of the student at the hearing, including but not limited to, the student providing a written submission of evidence in response to the allegation(s), and the student's right to be accompanied by one support person.
- 8.8.6 The student must be given at least seven working days notice of the Discipline Committee hearing.
- 8.8.7 Where a student who is the subject of a Discipline Committee hearing withdraws from a unit(s) or course, the Discipline Committee will continue to deal with the allegation and may impose one or more of the penalties in 8.8.15 or 8.8.18.
- 8.8.8 If a student does not attend the Discipline Committee hearing, the Chair may allow the allegation to be heard by the Discipline Committee on the same date and time of the scheduled meeting in the student's absence.
- 8.8.9 The student may apply in writing to the Chair of the Discipline Committee for a copy of the documentation submitted to the Discipline Committee panel members.
- 8.8.10 The student may, no later than twenty-four hours before the commencement of a hearing of the Discipline Committee, notify the Provost (or delegate) that he or she wishes to have one specified support person present at the hearing.
- 8.8.11 The support person is a person nominated by the student to accompany them to any hearing held in relation to the allegation. The support person may be a family member, friend, counsellor etc and whose role is to support and assist the student. The support person may not be a person who was/is involved in, associated with, or alleged to have been involved in or associated with, the misconduct alleged in the allegation notice, or a qualified legal practitioner unless permitted by the Chair.
- 8.8.12 The support person accompanying the student in a hearing has no right to be heard at the hearing, except with permission of the Chair, and may be excluded by the Chair if he or she disrupts or unreasonably impairs the conduct of the hearing.
- 8.8.13 In conducting a hearing of the Discipline Committee, the Chair may:
- (a) follow any procedure he or she considers to be appropriate;
 - (b) is not bound by the rules of evidence or other technicalities or legal forms, and may inform himself or herself in relation to any matter in any manner he or she thinks fit;
 - (c) must act fairly in all the circumstances, having regard to the requirements of natural justice;
 - (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; and
 - (e) must allow the student to be accompanied by one support person.
- 8.8.14 Where the Discipline Committee has heard an allegation it may:

- (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 ten working days) the hearing to allow for further time to investigate and acquire information in relation to the allegation.
- 8.8.15 In cases involving misconduct and/or breaches of a Code of Conduct, the Discipline Committee may impose any one or more of the following penalties:
- (a) a formal written reprimand and/or transcript notation;
 - (b) a specified number of hours of University service work on a voluntary basis provided that the number of hours specified does not exceed thirty;
 - (c) a fine not exceeding the sum of \$600, or, if the general misconduct of 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 twenty working days either absolutely or on such terms and conditions as the Discipline Committee considers necessary or appropriate;
 - (e) a requirement that the student refrain from having any or such specified contact with particular students or members of staff of the University as the Discipline Committee considers necessary or appropriate;
 - (f) suspension for such period and on such terms and conditions as the Discipline Committee considers necessary or appropriate; or
 - (g) exclusion either permanently or for any period and either absolutely or on such terms and conditions as the Discipline Committee considers necessary or appropriate.
- 8.8.16 Where an allegation of misconduct has been upheld involving the intentional submission by a student of forged, false or falsified evidence of academic standing, the Discipline Committee must permanently exclude the student unless satisfied there are good reasons for not doing so.
- 8.8.17 Where a penalty in accordance with Regulation 8.8.15 (b) is imposed by the Discipline Committee, a student may refuse to enter into a University service work agreement. In such cases, the Discipline Committee may elect to impose a replacement penalty. A student is not entitled to be offered a University service work agreement unless the Discipline Committee imposes such a penalty in accordance with Regulation 8.8.15 (b).
- 8.8.18 In cases of violation of academic integrity, the Discipline Committee may impose one or more of the following penalties:
- (a) receive 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) be required to re-submit any piece of work to which the allegation relates; and/or
 - (c) reprimand the student by formal written correspondence and/or transcript notation; and/or
 - (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 academic misconduct relates or is related; and/or
 - (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 twenty working days either absolutely or on such terms and conditions as the Committee considers necessary or appropriate; and/or
 - (f) impose any condition on the student's enrolment, including but not limited to, a change of the student's status to Conditional or On Probation, as the Committee considers necessary or appropriate; and/or
 - (g) suspend the student for such period and on such terms and conditions as the Discipline Committee considers necessary or appropriate; and/or
 - (h) exclude the student either permanently or for any period and either absolutely or on such terms and conditions as the Discipline Committee considers necessary or appropriate; and/or
 - (i) any other penalty agreed upon by the Discipline Committee and approved by the Chair, which is considered to be relevant to the allegation.

- 8.8.19 Where a penalty in accordance with Regulation 8.8.18(g) or 8.8.18(h) is imposed by the Discipline Committee and a suspension or exclusion time frame has been applied, the student must apply in writing to the Provost for re-admission ([Regulation 2.8](#)).
- 8.8.20 Where the Discipline Committee has heard an allegation, it must give written notification of its decision to the student, the person making the allegation, the Dean of the student's School, the Registrar and the Vice-Chancellor.
- 8.8.21 While any penalty imposed remains outstanding, unfulfilled or unpaid (as the case requires), or while a student is suspended or excluded from all of the University premises, the student must not, without the written consent of the Provost:
- enrol;
 - receive any results of assessment;
 - graduate or receive a diploma or any certificate stating that the student is qualified to graduate or receive a diploma in the University, and
 - receive a certificate of academic record.
- 8.8.22 The Provost must keep a record of:
- all findings of general and academic misconduct referred to the Discipline Committee or dealt with as a matter of School Discipline; and
 - all penalties imposed in respect of such findings.
- 8.8.23 The record forms part of the student's disciplinary record and must form part of a student's file which must be made available:
- to persons within the University if, in the opinion of the Provost, they have a legitimate need to know; and
 - to persons outside the University;
 - to the police in response to a written request where they are investigating this or a related matter;
 - to a court order or subpoena in response to a written request;
 - to a School or Hall of Residence or another institute of higher education if, in the opinion of the Provost they have a legitimate need to know and in response to a written request.
- 8.8.24 The record may be taken into account for the purposes of assessing what penalty, if any, should be imposed or recommended in any case where an allegation of general misconduct or violation of academic integrity has been upheld or confirmed against a student.

8.9 THE VICE CHANCELLOR AND DISCIPLINARY ACTION

- 8.9.1 Notwithstanding any of the provisions in the General Regulations, the Vice-Chancellor may in his or her discretion immediately exclude and/or suspend a student for such period and on such terms and conditions as he or she considers necessary.
- 8.9.2 These powers may not be exercised unless 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 risk of injury to the student or to any other person; serious damage to property; or serious disruption of any activity sanctioned by the University.
- 8.9.3 A decision to exclude and/or suspend a student may be made summarily by the Vice-Chancellor.
- 8.9.4 The Vice-Chancellor is not required to accord a hearing to the student before making a decision under this section; and may inform him or herself in relation to any matter in any manner he or she thinks fit.
- 8.9.5 Where the Vice-Chancellor decides to exclude and/or suspend a student under this section, he or she must, within twenty-four hours, provide a written notice to the student setting out the terms of the decision and setting out in summary form the reason for the decision.
- 8.9.6 A decision to exclude and/or suspend a student under this section takes effect immediately. A student must comply with such a decision.
- 8.9.7 Where the Vice-Chancellor decides to exclude and/or suspend a student under this section, he or she must, as soon as practicable, nominate a senior officer to investigate the matter expeditiously. That senior officer must investigate the matter afresh and treat the matter as an allegation of misconduct.
- 8.9.8 The Vice-Chancellor may at any time revoke or vary a decision to exclude and/or suspend a student under this section.

- 8.9.9 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 alleged misconduct has been dismissed.

8.10 DISCIPLINARY ACTION FOR STUDY ABROAD AND/OR RESIDENTIAL STUDENTS

- 8.10.1 If an allegation of misconduct is made against a Study Abroad or Residential Student, the allegation of misconduct must be made in writing and referred in the first instance to the Director of Study Abroad (or delegate).
- 8.10.2 Where an allegation has been referred to the Director of Study Abroad, the Director may, after having met with the student concerned:
- (a) deal with the allegation informally, if of the opinion that no action should be taken in respect of the allegation on the grounds either that it is not well- founded or is not of a serious nature; or
 - (b) refer the allegation in writing to the Chair of the Discipline Committee.
- 8.10.3 Where the Director of Study Abroad deals with the matter informally, the Director shall:
- (a) inform the student concerned in writing of the outcome; and
 - (b) inform the person making the allegation in writing within three working days of the outcome.
- 8.10.4 Where the Director of Study Abroad deals with the matter informally, the person making the allegation has the right to request that the matter be referred to the Discipline Committee.
- 8.10.5 A request that the matter be referred to the Discipline Committee must be made in writing to the Director of Study Abroad within ten working days of receiving the Director's notification of the outcome.
- 8.10.6 Where an allegation is referred to the Discipline Committee, the Discipline Committee will act in accordance with the above Regulations and may impose one or more of the following penalties for the misconduct or breaches of the Code of Conduct for Study Abroad and Residential Students:
- (a) immediately terminate the Study Abroad or Residential Student from the Study Abroad Program;
 - (b) immediately exclude the Study Abroad or Residential Student from the University;
 - (c) impose conditions or restrictions on the Study Abroad or Residential Student's enrolment;
 - (d) immediately evict the Study Abroad or Residential Student from the Halls of Residence;
 - (e) impose conditions or restrictions on the Study Abroad or Residential Student's continued residency in the Halls of Residence; or
 - (f) impose any other sanction which the Discipline Committee deems appropriate.

CHAPTER IX: APPEALS

9.1 Appeal against an Academic Decision

- 9.1.1 A student may appeal an academic decision of a Dean of School or the Registrar (or delegate) made under these Regulations to the Provost (or delegate). Unless otherwise provided in these Regulations the appeal must be made in writing and lodged within twenty working days of the date of receiving written notification of the decision or within such extended time frame as the Provost (or delegate), in his or her absolute discretion, approves.
- 9.1.2 An appeal will not be heard by the Provost (or delegate) unless the student has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that due academic process has not been observed by the Dean (or delegate) or Registrar (or delegate) in relation to the academic decision, including matters specifically required to be considered by these Regulations.
- 9.1.3 The Provost (or delegate) shall within ten working days of receiving the written appeal review the appeal and determine whether or not to allow the appeal. The Provost (or delegate) shall advise the student in writing of their decision.
- 9.1.4 The decision of the Provost is final and not open to further internal appeal.

9.2 Appeal against the Termination of Enrolment for Non-Payment of Fees and/or Charges

- 9.2.1 A student who has had their enrolment at the University terminated due to non-payment of fees and/or charges in accordance with [Regulation 4.1.5](#) may appeal the decision of the Registrar (or delegate).
- 9.2.2 A student may appeal in writing to the Pro Vice Chancellor (or delegate) of their Campus within twenty working days after the deemed service of the letter of notification of the Registrar's (or delegate's) decision (as described in [Regulation 11.2.3](#)).
- 9.2.3 Appeals received after this date shall not be considered, unless the Pro Vice Chancellor (or delegate) deems that there are extraordinary grounds for allowing the appeal to be heard.
- 9.2.4 The Pro Vice Chancellor may take into consideration any aspect of the student's financial status, history and payment record when considering an appeal and may consult with other staff members of the University, including but not limited to the Chief Financial Officer and the Manager of the Fees Office.
- 9.2.5 The Pro Vice Chancellor may impose any condition on the student's re-enrolment in relation to their payment of fees and/or charges he/she deems reasonable.
- 9.2.6 A student will be notified in writing within ten working days of the decision and conditions (if any) of the Pro Vice Chancellor. A copy of the decision shall also be provided to the Registrar (or delegate) and the Manager of the Fees Office for recording on the student's file.
- 9.2.7 Where the Pro Vice Chancellor upholds an appeal by a student and that student subsequently:
 - (a) fails to comply with any of the conditions set by the Pro Vice Chancellor for re-enrolment; or
 - (b) fails to absolve their financial liability with the University; or
 - (c) is terminated for further non-payment of fees
 the Registrar (or delegate) must temporarily terminate the student from any further enrolment in any unit and/or course at the University for a minimum of twelve months. A student temporarily terminated has no further right of internal appeal.
- 9.2.8 A student who has been terminated for non-payment of fees and/or temporarily terminated from the University for non-payment of fees/charges and has:
 - (a) served the termination period of no less than twelve months; or
 - (b) paid in full the amount owing to the University before the end of the termination or exclusion period
 may apply in writing to the Pro Vice Chancellor for re-admission. The Pro Vice Chancellor may impose any condition(s) he/she deems reasonable on the student's re-enrolment.
- 9.2.9 A student who is terminated from the University for non-payment of fees and/or charges on more than two occasions may be permanently terminated by the Pro Vice Chancellor.
- 9.2.10 The decision of the Pro Vice Chancellor is final and is not open to further internal appeal.

9.3 Appeal against the Decision of the Discipline Committee

- 9.3.1 A student may appeal against:
- (a) a decision upholding an allegation of misconduct against the student; and/or
 - (b) a penalty imposed on the student.
- 9.3.2 The only grounds on which a student may appeal under this section are that:
- (a) there was failure to comply with procedural fairness by reason of which the student has not received a fair hearing in all the circumstances;
 - (b) there is evidence relating to an allegation of misconduct or violation of academic integrity that was not reasonably ascertainable by the student at or prior to the hearing and that would probably have affected the decision or any penalty imposed;
 - (c) the decision was manifestly wrong; or
 - (d) the penalty imposed was manifestly excessive, inappropriate or not available in the circumstances.
- 9.3.3 An appeal may only be commenced by the student lodging a written notice of appeal with the Provost (or delegate) within twenty working days of the day on which the student is served notice of the decision or becomes aware of the additional evidence or, in special circumstances, such longer time as the Provost (or delegate) allows at his or her discretion.
- 9.3.4 A notice of appeal must set out the grounds of appeal and any evidence on which the student proposes to rely.
- 9.3.5 Within ten working days of receiving a notice of appeal, the Provost (or delegate) must establish a committee to hear and determine the appeal. The Appeals Committee must consist of four persons:
- (a) Two members of the Appeals Committee must be drawn from the academic staff, one of whom acts as chair; and
 - (b) The third member of the Appeals Committee member must be President or a student nominated by the President of the Student Association; and
 - (c) An Executive Officer nominated by the Provost.
- 9.3.6 A person who has been in any way involved in, associated with, or alleged to have been involved in or associated with the alleged misconduct or its investigation or the allegation of violation of academic integrity, the decision under appeal or the penalty imposed may not be a member of the Appeals Committee.
- 9.3.7 The student must be given written notice setting out:
- (a) the time and date of the appeal hearing; and
 - (b) the rights of the student at the hearing, including but not limited to, the student providing a written submission of evidence in relation to the appeal, and the student's right to be accompanied by one support person; and
 - (c) the name of the Chair of the Appeals Committee.
- 9.3.8 The student must be given at least seven working days notice of the time and place of the Appeals Committee meeting.
- 9.3.9 The student may apply in writing to the Chair of the Appeals Committee for a copy of the documentation submitted to the Appeals Committee panel members.
- 9.3.10 In determining any appeal, the Appeals Committee:
- (a) may follow any procedure it considers appropriate;
 - (b) is not bound by the rules of evidence or other technicalities or legal forms, and may inform itself in relation to any matter in any manner it thinks fit;
 - (c) must act fairly in all the circumstances, having regard to the requirements of natural justice;
 - (d) must give the student the opportunity to present material and submissions in support of the appeal and to respond to any other material relating to the appeal;
 - (e) must consider any material presented or made; and
 - (f) must allow the student to be accompanied by one support person, unless the matter is dealt with in the absence of the student.
- 9.3.11 The student may, no later than 24 hours before the commencement of a hearing of the Appeals Committee, notify the Executive Officer of the Appeals Committee that he or she wishes to have one specified support person present at the hearing.
- 9.3.12 The support person is a person nominated by the student to accompany them to any hearing held in relation to the appeal. The support person may be a family member, friend, counsellor etc and whose role is to support and assist the student. The support person may not be a person who was/is involved in, associated with, or alleged to have been involved in or

associated with, the misconduct in the original allegation or the appeal, or a qualified legal practitioner unless permitted by the Chair.

- 9.3.13 The support person accompanying the student in a hearing of the Appeals Committee has no right to be heard at the hearing, except with permission of the Chair, and may be excluded by the Chair if he or she disrupts or unreasonably impairs the conduct of the hearing.
- 9.3.14 Within 24 hours before the commencement of a hearing of the Appeals Committee, the student may request their support person act as the student's advocate and speak to the Committee on the student's behalf with the permission of the Chair (which must not be unreasonably withheld) and the student. The Chair of the Appeals Committee may exclude the advocate from the hearing if he or she disrupts or unreasonably impairs the conduct of the hearing.
- 9.3.15 If the student does not attend the Appeals Committee hearing, the Chair may allow the allegation to be heard by the Appeals Committee on the same date and time of the scheduled meeting in the student's absence.
- 9.3.16 The Appeals Committee must either:
- (a) dismiss the appeal in whole or in part; or
 - (b) allow the appeal in whole or in part; or
 - (c) adjourn (and reconvene within ten working days) the hearing to allow for further time to investigate and acquire information in relation to the appeal.
- 9.3.17 The Appeals Committee must dismiss the appeal unless a majority of the members of the Appeals Committee is satisfied that a ground of appeal has been established.
- 9.3.18 If the Appeals Committee allows or dismisses the whole or any part of an appeal, it must:
- (a) confirm the penalty imposed by the Discipline Committee; and/or
 - (b) set aside the penalty imposed by the Discipline Committee; and/or
 - (c) vary any of the penalties imposed by the Discipline Committee; and/or
 - (d) substitute another penalty for any penalties imposed by the Discipline Committee
- 9.3.19 In relation to confirming, setting aside, varying or substituting penalties, the Appeals Committee must not:
- (a) increase the period of any suspension or exclusion imposed by the Discipline Committee; or
 - (b) impose any penalty which, in the opinion of the Appeals Committee, is more onerous than the penalty imposed on the student by the Discipline Committee.
- 9.3.20 Within three working days of any decision by the Appeals Committee:
- (a) the student must be provided with written notice of the terms of the decision and any penalty imposed; and
 - (b) the Chair of the Discipline Committee with written notice of the terms of the decision and any penalty imposed; and
 - (c) the Registrar must be provided with a copy of the notice for recording on the student's file.
- 9.3.21 The decision and any associated penalties of the Appeals Committee are final and are not open to further internal appeal.

9.4 Student's Right to Access the External Appeals Process

- 9.4.1 If not satisfied with a decision of the University's internal appeals process, a student may request in writing to the Provost that the matter be dealt with through an external dispute resolution process by an independent person ("External Independent Appointee") appointed by the Provost.
- 9.4.2 The Provost must acknowledge receipt of the student's request to have the matter dealt with by an External Independent Appointee through an external dispute resolution process in writing within five working days.
- 9.4.3 If an External Independent Appointee makes recommendations in relation to a student's appeal they have reviewed, the External Independent Appointee will forward these recommendations in writing to the Provost.
- 9.4.4 The Provost will ensure that the recommendations are implemented immediately by the University and the student advised of the outcome in writing.

9.5 Appeals by Students enrolled in Higher Degree by Research courses

- 9.5.1 Procedural appeals against thesis examination may be made in writing to the Vice Chancellor (or delegate), within twenty working days of receiving notification of the outcome of their thesis examination.
- 9.5.2 Grounds for a procedural appeal will normally be restricted to irregularities in the conduct of an examination.
- 9.5.3 The decision of the Vice Chancellor (or delegate) is final and not open to further internal appeal.

CHAPTER X: STUDENT ASSOCIATION

10.1 Student Association

There shall be three Student Associations of the University: the Student Association (Broome Campus), the Student Association (Fremantle Campus) and the Student Association (Sydney Campus).

10.2 Name of the Student Association

10.2.1 The official body representative of the students on a particular campus of the University shall be known as the Student Association of the University of Notre Dame Australia (SAUNDA) on a particular campus, referred to in these regulations as “ a Student Association”.

10.2.2 A Student Association is not an agent of the University and the University accepts no responsibility for the debts or liabilities of a Student Association.

10.3 Student Association Constitution

10.3.1 Subject to these Regulations, a Student Association may draw up its own constitution.

10.3.2 These Regulations have effect as they relate to a Student Association notwithstanding anything contained in the constitution of a Student Association.

10.3.3 The constitution of a Student Association must be consistent with these Regulations.

10.4 Membership of Student Association

10.4.1 All students enrolled at the University are eligible to be members of the Student Association.

10.4.2 Every student on enrolment automatically becomes a member of the Student Association unless he or she elects at the time of enrolment not to be a member or subsequently resigns.

10.4.3 The University must not act in a way that may discourage students from being or becoming a member of the Student Association.

10.4.4 No charges shall be imposed for membership of a Student Association whether by the University or a Student Association.

10.4.5 These Regulations do not prevent a Student Association from receiving fees for goods and services specially provided by the Student Association and which are not compulsory fees or charges or from seeking donations.

10.5 Student Newspaper

10.5.1 Any student newspaper which claims an affiliation with the University, including those published by societies affiliated with a Student Association, must receive the formal endorsement of the Student Association Executive on that particular campus. This endorsement may be withdrawn at any time if the publication is regarded as being in breach of these Regulations.

10.5.2 The members of the Student Executive are jointly responsible with the editors of a newspaper for all material appearing in a newspaper published on a particular campus.

10.5.3 Prior to publication a copy of a newspaper shall be submitted to the Vice Chancellor (or delegate) for review.

10.5.4 Where the Vice Chancellor (or delegate) indicates that in his or her opinion an item in the newspaper is defamatory or is contrary to the objects of the University, that item must be withdrawn from publication.

CHAPTER XI: MISCELLANEOUS

11.1 Communication/Contacting students

- 11.1.1 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.
- 11.1.2 A student enrolled in a course offered by the University shall be allocated an individual Notre Dame Student email account for communication purposes.
- 11.1.3 This email account may be used by the University for correspondence purposes. Unless otherwise exempted by the Registrar (or delegate), 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.
- 11.1.4 Information on a student's enrolment will not be disclosed to anyone other than the student or another staff member for relevant University purposes. Should the student wish that this information be given to another person, the student will need to provide a letter to the University authorising the University to pass on information to the person nominated in the letter.

11.2 Service of Documents

- 11.2.1 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.
- 11.2.2 Where the notice or document is served in accordance with paragraph (b) of Regulation 11.2.1, service shall be deemed to have been effected at the time of sending the message.
- 11.2.3 Where the notice or document is posted in accordance with paragraph (c) of Regulation 11.2.1, service shall be deemed to have been effected at the expiration of four working days from the time of posting.

11.3 Lodging of Appeal Documents

- 11.3.1 Where an appeal is to be received in writing under these Regulations, the student must deliver his or her Appeal Document to the relevant Office/School:
- (a) by post; or
 - (b) by hand; or
 - (c) by email, provided the appeal documents are attached as a separate attachment and not embedded within an email.
- 11.3.2 The Appeal Document must:
- (a) outline the specific provision in the Regulations under which the appeal is made;
 - (b) clearly state the ground(s) on which the appeal is being made;
 - (c) provide all relevant supporting documentary evidence.
- 11.3.3 Appeal Documents which do not adhere to Regulation 11.3.2 may not be considered.

END OF REGULATIONS