



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

# REGULATIONS: SCHOOLS OF EDUCATION FREMANTLE/BROOME AND SYDNEY

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<b>Purpose:</b>	These School Regulations apply to all students in the courses and units offered by the Schools of Education at the University of Notre Dame, Australia.
<b>Responsible Executive:</b>	Executive Dean, Education
<b>Responsible Office:</b>	Schools of Education
<b>Contact Officer:</b>	Executive Dean
<b>Effective Date:</b>	1 January 2009
<b>Modification History:</b>	Reformatted November 2006; minor updating January 2008; modified January 2009; May 2009

## 1. INTRODUCTION AND INTERPRETATION

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### 1.1 School Regulations

These School of Education Regulations apply to all students enrolled in the courses offered by the Schools within the National College of Education and, as far as is appropriate, to those students enrolled in units which are offered through the School of Education. These Regulations should be read in conjunction with the General Regulations and specific Course Regulations.

### 1.2 Course Regulations

In addition to these School of Education Regulations, all of the courses in the School of Education have specific regulations which apply to all students enrolled in these courses.

### 1.3 Interaction of Regulations

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

1. General Regulations
2. Campus Regulations
3. Research Degree Regulations
4. School Regulations
5. Course Regulations

### 1.4 Interpretation

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

*“(the) School Committee”* – shall mean have the same meaning as that given to it in the University Statutes.

*“(the) Course Coordinator”* – shall mean that person designated by the Dean to be the person in charge of a course and who shall be responsible to the Dean for the overall coordination of the course.

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

### 1.5 Amendment of Regulations

- 1.5.1 All proposals for amending these School Regulations must be forwarded by the Executive Dean to Academic Council for consideration and to the Vice Chancellor for approval.
- 1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in units or courses offered by the School as soon as they are approved by the Vice Chancellor.
- 1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

## 2. GOVERNANCE OF THE SCHOOL OF EDUCATION

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### 2.1 Dean of a School

- 2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on a that Campus and on the Broome Campus.
- 2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on a particular campus.

**2.2 Associate/Assistant Dean of a School**

Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

**2.3 School Committee**

2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').

2.3.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:

- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
- (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
- (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
- (d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.
- (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
- (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.

2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.

2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Provost of the issues involved.

**3. ADMISSIONS**

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**3.1 Special Requirements for Admission**

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

**3.2 Courses and Quotas**

3.2.1 The courses of the School of Education are set out in the School of Education Course Regulations.

3.2.2 Pursuant to the General Regulations and the University Policy: *Course Quotas*, the total intake of first year students admitted to a course on a particular Campus may be limited.

3.2.3 The total intake of first year students admitted to a course on a particular Campus may be limited specifically by the availability of school placements for the practicum component of a course.

**3.3 Specific Conditions of Enrolment in Units of a Course**

3.3.1 Special conditions of enrolment (if any) in units of a course offered by the School of Education shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific course or unit requirements.

3.3.3 The conditions that may be imposed on a student include, but are not limited to:

- (a) the meeting of special requirements of admission;
- (b) achievement of a passing grade in a prerequisite unit;

3.3.4 That a student may enrol in a particular unit only if:

- (a) the student also enrolls in a co-requisite unit at the same time, should a co-requisite be specified; or
- (b) the student previously achieved a passing grade in the co-requisite unit.

- 3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a unit without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.
- 3.3.6 A student with a Commonwealth Supported Place who elects to study a unit(s) outside their degree structure must enrol in the unit(s) on a "Not For Degree" basis and shall pay the full fee for the unit(s).

#### **3.4 Enrolment Deadlines**

- 3.4.1 Enrolment deadlines for undergraduate and postgraduate units are those proclaimed by the Registrar.
- 3.4.2 Enrolment deadlines for non-standard undergraduate units are determined by the Dean of a School and advised to the Registrar for publishing on the University's web site.
- 3.4.3 Enrolment deadlines for non-standard postgraduate units offered by the School of Education are:
- (a) Summer Term (January) units – last Friday in November of the preceding year;
  - (b) Intensive (April) units – last Friday in February of that year;
  - (c) Winter Term (July) units – last Friday in May of that year;
  - (d) Intensive (October) units – last Friday in August of that year.

### **4. ACADEMIC PROGRESS**

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#### **4.1 Attendance and Absence**

- 4.1.1 A student who is absent from a unit without the approval of the Course Coordinator or Unit Coordinator from its scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may not be permitted to sit the final examination for the unit and/or receive a Fail due to Non-Completion (FN) grade for the unit.
- 4.1.2 A student is required to attend all scheduled classes for each unit they are enrolled in.
- 4.1.3 Where a student is absent from tutorials for two consecutive weeks or more than twice during an intensive unit or more than three times for a semester long unit, the tutor should inform the Course Coordinator who will contact the student.
- 4.1.4 Full time attendance at all scheduled practicums or internships, including necessary briefing sessions, is compulsory.

#### **4.2 Student Progress**

- 4.2.1 A student who fails to complete all of a particular year of her or his prescribed course may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the course provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 A student will not be permitted to undertake placements, practicums or internships unless the prerequisite units have been successfully completed.
- 4.2.3 A Dean may recommend to the Provost for approval any change to a course regulation for an individual student.
- 4.2.4 A student will not normally be granted a supplementary examination in a failed unit, unless that unit is the last remaining unit required to complete their degree.

#### **4.3 Graduation**

Eligibility for graduation in the courses offered by the School of Education requires successful completion of all required credit points and course conditions as detailed in the Course Regulations.

#### **4.4 Degrees with High Distinction or Distinction**

- 4.4.1 In accordance with the General Regulations, undergraduate courses offered by the School of Education are eligible to be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Education are eligible to be awarded with Distinction or High Distinction.

#### **4.5 Degrees with Honours**

There are no degrees with Honours available within the School of Education.

## **5. ASSESSMENT AND EXAMINATIONS**

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### **5.1 Unit outline**

A student will be provided with a unit outline at the commencement of a unit in which he/she is enrolled in a particular semester/term. The unit outline will provide the details of the unit including specified learning outcomes, assessment schedule and required texts (if any).

### **5.2 Assessment**

Assessment criteria for each unit are approved by Academic Council on the advice of the Curriculum Review Committee, and are contained in the unit outline of each unit.

### **5.3 Conceded Pass**

5.3.1 In accordance with the General Regulations, the grade of "Conceded Pass (CP)" may not be awarded to any student enrolled in a unit offered by the School of Education or in any award or degree offered by the School of Education with the exception of Classroom Immersion, School Experience or Teaching Internship units.

5.3.2 The grade of "Conceded Pass (CP)" may be awarded to a student enrolled in a double degree where the unit forms part of the other degree, and can be awarded in accordance with the other School's Regulations.

### **5.4 Extensions on continuous assessment items (excluding examinations)**

5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.

5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.

5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".

5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

### **5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)**

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

(a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).

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

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

5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

### **5.6 Remarketing of pieces of continuous assessment**

5.6.1 If the Dean of the School permits a remarketing of the piece of assessment, the following procedures will apply:

- (a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
- (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
- (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
- (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
- (e) The Dean will advise the Unit Coordinator of the outcome of the remark and if necessary, the Unit Coordinator will amend the student's assessment record.

### 5.7 Referencing

In the absence of any notification to the contrary, a student enrolled in units offered by the School of Education must use the referencing guide provided by the School of Education for referencing and footnoting pieces of assessment.

### 5.8 Assessment Coversheets

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

### 5.9 Examinations

- 5.9.1 The School Immersion, School Experience, Teaching Internship and Teaching Methods units offered by the School of Education are exempt from a final invigilated examination with the approval of the Academic Council and any other units similarly approved by the Academic Council.
- 5.9.2 For all units offered by the School of Education, except for ED1111 Information Literacy Skills for Education Studies and ED1116 Mathematical Competencies for Teachers, the final invigilated examination will be of a standard two hours and ten minutes duration.

## 6. ETHICAL OBLIGATIONS OF STUDENTS

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### 6.1 Code of Conduct

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

### 6.2 Honour Code

- 6.2.1 The School of Education may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a course offered by the School of Education.
- 6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Education include the following:
  - (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
  - (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
  - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
  - (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.
- 6.2.3 Additional professional and ethical behaviour expected of students are detailed in Course Regulations.

**7. SPECIAL REQUIREMENTS RELATING TO PRACTICUMS**

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- 7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake a school immersion, practicum or internship, to complete that school immersion, practicum or internship, or to complete it at the assigned school. Failure to disclose may result cancellation of enrolment or disciplinary action being taken against the student.
- 7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the school.
- 7.3 Students who voluntarily withdraw after the first ten days of the school experience will be awarded a "Fail (F)" grade.
- 7.4 Students who miss more than five days of the practicum (even with a medical certificate) may not be permitted to continue the practicum. They will need to appeal to the Dean of the School of the appropriate Campus to give good cause as to why they should be allowed to continue.
- 7.5 Failure in a required school experience unit will normally preclude the student from continuing in the course. A student may repeat a failed school experience unit only if the student has the written permission of the Dean to re-enrol.

**8. SCHOOL POLICIES**

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- 8.1 School of Education policies are binding on all students enrolled in courses or units within the School of Education.
- 8.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Executive Dean.
- 8.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

**9. PRIZES AND AWARDS**

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- 9.1 In accordance with General Regulations, a student in the School of Education may be eligible for an award and prize listed in Appendix A of these Regulations.
- 9.2 Awards and prizes offered within the School of Education may be presented at an annual event organized by the School of a particular Campus.
- 9.3 A student who is pending graduation may be eligible for consideration of an award or prize of the School.

## APPENDIX A

### PRIZES AND AWARDS SCHOOL OF EDUCATION FREMANTLE

#### **The Kate McCormick Prize for Early Childhood Education**

Awarded to the graduand with the highest GPA in the Bachelor of Education (Early Childhood) course and a Distinction or High Distinction grade in School Practicum.

#### **The Kate McCormick Prize for Primary Education**

Awarded to graduand with the highest GPA in the course and a Bachelor of Education (Primary) course and a Distinction or High Distinction grade in School Practicum.

#### **The Kate McCormick Prize for Secondary Education**

Awarded to graduand with the highest GPA in the Bachelor of Education (Secondary) course and a Distinction or High Distinction grade in School Practicum.

#### **Rotary Club of Fremantle - Community Service Award**

For demonstrated participation in Christian Service Learning Programme and/or community service involvement.

#### **Rotary Club of Fremantle - Youth Leadership Award**

For demonstrated leadership in the service of fellow students or the broader community.

#### **Early Childhood Teacher Association Graduate Award**

Awarded to the Early Childhood graduand who exhibits the greatest early career potential.

#### **Early Years in Education Society Graduate Award**

Awarded to the Early Childhood graduand who has shown the greatest potential as an advocate for young children and the Early Childhood profession.

#### **Association of Independent Schools of Western Australia Award**

Awarded to the graduand with the highest average mark across the core units in mathematics.

#### **Australian College of Educator's Prize**

For the most outstanding graduate with the highest GPA, a Distinction or High Distinction for Teaching Internship and exhibiting the greatest early career potential.

#### **Knights of the Southern Cross Religious Education Prize - Pre-Service Award**

To the graduand with the highest overall grades in Religious Education units.

#### **Knights of the Southern Cross Religious Education Prize - Postgraduate Award**

To the graduand with the highest overall grades in Religious Education units.