Part B

General Rules

- Admission
- Enrolment
- Assessment
- Student Discipline
- Student Sanctions
- Miscellaneous

Generic Undergraduate Course Rules

- Generic Rules for all Undergraduate Awards
- Generic Rules in Business, Commerce and Management, Multimedia and Information Technology
- Rules for Bachelors Degrees with Honours (where Honours is taken as a separate year)
General Rules

☐ Admission, Enrolment, Assessment, Student Discipline, Student Sanctions and Miscellaneous Rules

☐ Admission
1. Admission – Rules 64
2. Exclusion – Rules 67

☐ Enrolment
1. General Rules 69
2. Administrative and Student Charges and Tuition Fees – Rules 73

☐ Assessment
1. Assessment and Examination – Rules 79
2. Appeals to Academic Board – Rules 91
3. Theses and Dissertations – Rules 91

☐ Student Discipline
1. Student Discipline – Rules 92

☐ Student Sanctions
1. Student Sanctions – Rules 95

☐ Miscellaneous
2. Library – Rules 97

Generic Undergraduate Course Rules

☐ Generic Rules for all Undergraduate Awards 98

☐ Generic Rules in Business, Commerce and Management, Multimedia and Information Technology

1. Rules for the Award of Bachelors Degrees in the Schools of Business, Commerce and Management, Multimedia and Information Technology 100

☐ Rules for Bachelors Degrees with Honours (where Honours is taken as a separate year)

1. Preamble 105
2. Rules Governing Candidature 105
**ADMISSION**

1. Admission - Rules

1. Definitions

In these Rules, unless the context otherwise indicates or requires:

"Feeder region" means the region bounded in the south by Forster, by Tenterfield to the west and Helensvale in the north.

2. Qualifications for Admission

Before being enrolled as a student of the University, applicants must have obtained such qualifications or experience, or both, at a level of achievement acceptable to the Academic Board.

3. Application for Admission

An application for admission shall be made on the prescribed form in accordance with the required procedures and lodged as directed by the specified date.

4. Admission Requirements

Applicants for admission to the University may be admitted on the basis of one or more of the following:

1. Undergraduate Candidates

   (a) Secondary Qualifications

      (i) Applicants who have completed the NSW Higher School Certificate may be considered for admission on the basis of their Universities Admission Index or Limited Universities Admission Index, or equivalent, as calculated by the NSW and ACT Universities Admissions Centre.

      (ii) Applicants who have completed the Queensland Senior Certificate may be considered for admission on the basis of their Overall Position, or equivalent, as calculated by the Board of Senior Secondary School Studies.

      (iii) Applicants who have completed an Australian Year 12 qualification other than the NSW Higher School Certificate or the Queensland Senior Certificate may be considered for admission on the basis of this qualification, providing the University accepts the qualification and level of attainment as equivalent to the NSW Higher School Certificate.

      (iv) Year 12 candidates resident in the University's feeder region are eligible to receive bonus points, determined by Academic Board, which are added to their Universities Admission Index or Overall Position.

      (v) Candidates completing a year 12 qualification at a high school or TAFE college in the University's feeder region may be admitted under the Regional Entry Report Scheme. Applicants will be assessed on the basis of a report prepared by their Principal. In order to be admitted under the scheme, applicants must satisfy specific University entry criteria as determined by the relevant Head of School.

   (b) Alternative Entry

      Applicants who do not meet the admission requirements in Rule 4(1)(a) and who are 18 years of age or over as at 1 March in the year of intended course commencement and who satisfy one or more of the following criteria, may be considered for admission on the basis of a rank determined by the relevant state Admissions Centre or the University, as applicable:

      (i) completion of a year long foundation course at an Australian University;

      (ii) completion of the Tertiary Foundation Certificate for Indigenous Australians;

      (iii) completion of the TAFE Tertiary Preparation Certificate;

      (iv) completion of at least 6 months full-time equivalent study, in a degree, diploma, associate diploma, advanced certificate or certificate level II, III or IV course offered by an Australian tertiary...
institution, the Open Learning Agency of Australia, a TAFE college or a private provider and which satisfies the guidelines determined by the Australian Qualifications Framework;

(v) completion of the Special Tertiary Admissions Test;

(vi) work or field experience of at least one year full-time, or equivalent;

(vii) post secondary qualifications including health care qualifications, commissioned officer qualifications, apprenticeships, traineeships and qualifying examinations of professional associations;

(viii) interview, other form of individual assessment, and/or audition.

(c) Applicants who do not satisfy the admission requirements in Rule 4(1)(a) and who are under 18 years of age as at 1 March in the year of intended course commencement, may be considered for admission if their qualifications and level of attainment are acceptable to the Academic Board.

(d) Educationally Disadvantaged People

The University has adopted policies to ensure education opportunities are provided for all sections of the community without discrimination on the basis of race, sex, or social or ethnic origin. Applicants who can demonstrate they have been educationally disadvantaged may be considered for admission if their qualifications and level of attainment are acceptable to the Academic Board.

(e) Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander applicants will be considered for admission on the basis of special admission guidelines. Such applicants must attend the Orientation and Assessment Program run by the College of Indigenous Australian Peoples. Applicants may be directly admitted to an award, or may be required to undertake the Tertiary Foundation Certificate for Indigenous Australians as preparation for tertiary study.

(f) Overseas Qualifications

(i) Applicants with overseas qualifications may be considered for admission provided the University accepts their qualifications as the equivalent of an Australian qualification required for entry to a particular course.

(ii) Applicants whose first language is not English, must demonstrate proof of English proficiency by obtaining either an overall band score of not less than 6 in the International English Language Testing System (including a minimum score of 5.5 in the sub-bands), a TOEFL score of not less than 550, or an equivalent score in a comparable test as determined by the Academic Board.

(g) Additional Admission Requirements

Applicants must satisfy any additional admission requirements prescribed in the Rules Governing Candidature for specific awards. (The Rules are listed in Part C of the Handbook.)

2. Honours

Before being admitted as an Honours candidate where honours is taken as a separate year, applicants shall have attained the admission qualifications prescribed in the Rules for Bachelor’s Degrees with Honours. (The Rules are listed in Part B of the Handbook.)

3. Postgraduate Candidates

(a) Coursework

Before being admitted as a postgraduate coursework candidate, applicants shall have attained the admission qualifications prescribed in the Rules Governing Candidature for the award in which admission is sought. (The Rules are listed in Part C of the Handbook.)
(b) Research

(i) Master by Research
Before being admitted as a Master by Research candidate, applicants shall satisfy the admission requirements prescribed in the Rules for the Degree of Master by Research. (The Rules are listed in Part C of the Handbook.)

(ii) Doctor of Philosophy
Before being admitted as a Doctor of Philosophy candidate, applicants shall satisfy the admission requirements prescribed in the Rules for the Degree of Doctor of Philosophy (PhD). (The Rules are listed in Part C of the Handbook.)

4. Non-Award Studies

(a) Non-Award (Miscellaneous)
Applicants may be considered for admission as non-award (miscellaneous) students provided they meet at least one of the following criteria:

(i) they are assessed as eligible by the relevant Head of School and satisfy the admission requirements specified for entry to the award in which a unit or units are offered;

(ii) they are a permanent member of staff of Southern Cross University and required by their supervisor and Cost Centre Head to undertake units relevant to their employment.

(b) Secondary school students wishing to undertake non-award studies may be considered for admission under the terms and conditions determined by the Academic Board.

(c) Cross-Institutional
A student of another tertiary institution may be considered for admission as a cross-institutional student, provided their academic record and unit selection is acceptable to the relevant Head of School. Prior to admission, the student must provide a letter from their home institution, which states the units the student is permitted to take, and that upon successful completion, those units will be recognised towards an award of the home institution.

5. Deferment of Course Commencement

1. Deferment of course commencement may be available to applicants for internal undergraduate awards in exceptional circumstances for a maximum period of one year.

2. Application for Deferment
An application for deferment must be made in writing to the Director of Student Administration, and must contain information and documentary evidence, if applicable, as to why deferment is being sought. The application for deferment fee prescribed in Part A of the Administrative and Student Charges and Tuition Fees Rules must be lodged with the application.

3. Grounds for Deferment
Exceptional circumstances where a deferment may be granted include, but are not limited to, medical reasons supported by a medical certificate or participation in an overseas study exchange scheme such as Rotary Exchange.

4. Authority of Director of Student Administration
The granting of a deferment will be at the discretion of the Director of Student Administration.

5. Rejection of Offer of Place
On receipt of an application for deferment, applicants are deemed to have rejected the offer of a place in that course for the current year.

6. Appeals
If their application for deferment is rejected, applicants may appeal against the decision. Such an appeal must be made in writing, and must reach the Director of Student Administration not later than 21 days after the date of notification of rejection.
7. Refund of Application Fee
   (a) The deferment application fee will be refunded where the application for deferment is granted, and the applicant subsequently enrolls in the course within a one year period and remains enrolled past the census date of the first semester of their enrolment.
   (b) The deferment application fee will not be refunded where an application for deferment is rejected, or where a deferment is granted but the applicant does not subsequently enrol in the same course within the one year period.

6. Course Transfer
   1. Students who are currently enrolled in an award of the University, and have completed at least one semester full-time equivalent towards that award, are eligible to apply for an internal course transfer.
   2. Applicants must normally obtain the rank required in the most recent admission period in order to be eligible to apply for an internal course transfer.
   3. Applicants will be assessed on the basis of their performance in their University studies and previous entry qualifications. In exceptional circumstances, applicants may be assessed on any additional relevant supporting documentation.
   4. A course transfer shall not be approved unless the Head of School determines an appropriate programme of study is available.

2. Exclusion - Rules*
* Currently under review.

1A. Transitional Provision
In these Rules:
   (i) all references to “Head of School” should be read additionally as references to “Director of College”;
   (ii) all references to “School Board” should be read additionally as references to “College Board”.

1. Undergraduate Degrees or Awards, Miscellaneous and Non-Award Students
   (i) Where:
      (a) a student has failed to gain credit for more than 25% of the units for which that student was enrolled in the previous semester of study; or
      (b) a student has failed a compulsory unit for the second time; or
      (c) a student has failed to gain credit for more than 50% of the units for which that student was enrolled in the previous two semesters of study; the student shall be refused further enrolment in any undergraduate course or unit, except that a student who requires only one unit to complete the requirements for an award shall not be refused enrolment under these Rules.
   (ii) A student who has failed to gain credit for more than 50% of the units for which that student was enrolled in the previous semester of study or has failed a compulsory unit, shall be advised that further failure may result in refusal of enrolment under these Rules.
   (iii) This Rule shall apply in respect of students enrolled in undergraduate degrees (including bachelors degrees with honours) or other undergraduate awards and students enrolled in miscellaneous and other non-award categories.

2. Postgraduate Degrees or Awards
   (i) If the School Board, or other relevant authority, is of the opinion that a candidate who is enrolled for a postgraduate degree or award is not satisfactorily pursuing a course of study or other work associated therewith, it may terminate the candidate’s enrolment.
   (ii) This Rule shall apply in respect of candidates enrolled in postgraduate degrees and awards.
3. Notification of Exclusion

The Director of Student Administration shall notify all those persons whose further enrolment is refused under the provisions of these Rules.

4. Application for Re-admission

(i) Any person whose further enrolment is refused under these Rules may apply to be re-admitted.

(ii) Except as provided in Rule 8, an application for re-admission following exclusion shall be made by that person lodging with the Director of Student Administration all required forms duly completed and giving all required information no later than twenty-eight days after the date of the notification of exclusion.

5. Consideration of Application for Re-admission

(i) An application for re-admission following exclusion shall be forwarded to the Head of the School responsible for the student's major studies for determination.

(ii) The Head of School shall make a determination in one of the following forms:

(a) uphold application;

(b) uphold application with specified conditions;

(c) reject application.

6. Appeal Against Decision of the Head of School

(i) A person whose application for re-admission following exclusion has been rejected may not submit a further application for permission to re-enrol until the expiration of two semesters or three trimesters.

(ii) A person submitting an application to re-enrol under this Rule must submit such application, together with relevant supporting documents, not later than twenty-eight days before the first teaching day of the semester or trimester in which they seek re-enrolment.

7. Academic Board Appeals Committee

(i) The Academic Board may appoint an Appeals Committee to consider appeals against a decision of a Head of School as provided for in Rule 6.

(ii) The membership of the Appeals Committee shall be as determined by the Academic Board.

(iii) An Appeals Committee constituted under this Rule shall be authorised to exercise all relevant powers of the Academic Board with respect to matters within its jurisdiction.

(iv) A decision of the Appeals Committee shall be final.

8. Subsequent Application

(i) A person whose application for permission to re-enrol following exclusion is rejected may not submit a further application for permission to re-enrol until the expiration of two semesters or three trimesters.

(ii) A person submitting an application to re-enrol under this Rule must submit such application, together with relevant supporting documents, not later than twenty-eight days before the first teaching day of the semester or trimester in which they seek re-enrolment.

9. Late Applications

The acceptance of late applications submitted pursuant to Rule 4 or Rule 8 shall be at the discretion of the Director of Student Administration.

The acceptance of late applications submitted pursuant to Rule 6 shall be at the discretion of the Executive Director of Administration.

10. Breach of Condition of Enrolment

A person who fails to comply with any condition of enrolment imposed under these Rules may be refused further enrolment.
11. Failure at Another Tertiary Educational Institution

For the purposes of these Rules, results at another tertiary educational institution may be treated as if they had been obtained at this University.

12. Exclusion from Another Tertiary Educational Institution

A person who has been debarred from continuing a course at another tertiary educational institution may be refused enrolment or re-enrolment for any course at this University.

13. Saving of Other Rules

(i) Nothing in these Rules shall:
   (a) operate to excuse a student from lodging any enrolment form required by the provisions of any other rule; or
   (b) prevent the refusal of enrolment of a student for any course or unit under the provisions of any other rule.

(ii) No action taken on, or in consequence of the lodgement by a student of any enrolment or re-enrolment form or under the provisions of any other rule, shall prevent the operation of any provision of these Rules.

ENROLMENT*

* Currently under review.

1. General Rules

1. Definitions

In these Rules, unless the context indicates otherwise, the term:

“Director” means Director of Student Administration or other officer authorised by the Director.

“Executive Director of Administration” means Executive Director of Administration or other officer authorised by the Executive Director of Administration.

“Census Date” means 31st March in the case of first semester; 31st August in the case of second semester; and two weeks from the commencement of the teaching period in the case of a course not offered on a semester basis.

“School” means the School in which a student is undertaking a major study and “Head” means the Head of that School or a member of that School nominated by the Head.

“Enrolment” includes both the first enrolment of a student and all subsequent re-enrolments.

1A. Transitional Provision

In these Rules:

(1) all references to “Head of School” should be read additionally as references to “Director of College”;

(2) all references to “School Board” should be read additionally as references to “College Board”.

2. Semesters and Trimesters

In each academic year there shall be two semesters, two sessions or three trimesters. Each semester, session or trimester shall commence on such date and continue for such period as the Academic Board may from time to time determine.

3. Enrolment

(1) An enrolment form fully and correctly completed according to the requirements thereof, shall be lodged with the Director of Student Administration not later than the closing date prescribed by the Director of Student Administration in respect of each semester, session or trimester in which a person seeks to gain credit in any course or to take any unit otherwise than as part of a course, or to be or continue to be a candidate for a higher degree.

(2) The Director of Student Administration:
   (a) may prescribe closing dates for enrolment procedures; and
   (b) may prescribe different closing dates for enrolments or re-enrolments for different courses or units and for different categories of students; and
(c) shall publicly notify the dates so prescribed at least two months in advance thereof.

(3) Unless the Director of Student Administration, in a particular case, prescribes a closing date for enrolments for a course or unit in the second semester, session or second or third trimester, enrolments for semesters, sessions and each trimester in each academic year shall be lodged by the closing date prescribed for the first semester, session or trimester.

(4) An enrolment shall be deemed to be accepted by the University on the date on which it is approved by the Director of Student Administration, provided that nothing in this sub-rule shall limit any right of the University to reject an application for enrolment or to cancel an enrolment under the authority of any By-law or other rule, or to correct a patent error, whether or not the rejection, cancellation or correction occurs before or after the approval under this sub-rule.

(5) A person seeking to enrol shall pay the prescribed fees and complete all other enrolment procedures by the prescribed dates, and may thereupon attend classes and otherwise pursue a course or unit for which an enrolment has been submitted unless and until the applicant receives notice that it has been disapproved.

(6) Subject to the provisions of this Rule a student, in the case of an external student, shall not be entitled to receive any course notes and, in the case of all students, may not attend any lecture, tutorial or other class or be assessed in any unit without being enrolled for that unit.

(7) In special circumstances the Head of School, with the prior consent of the person conducting classes in the unit, may give permission for a person to attend a class or classes of a non-laboratory or practical nature in that unit or a course of study comprising it without being formally enrolled and such permission, where granted, shall be given in writing.

(8) A person may not at the one time be enrolled for two or more courses except with the prior written permission of the Pro Vice-Chancellor.

4. Conditional Enrolment Where Consultation and Advice Directed

(1) A Head of School may direct that persons seeking to enrol in any course offered within that School shall attend for consultation and advice during such period and with such persons as the School Board concerned may direct.

(2) An enrolment in any such course shall be deemed to be accepted subject to the condition that the applicant attends for consultation and advice as required.

(3) The Head of the School concerned may direct that the conditional acceptance of the enrolment of any applicant who fails to attend as aforesaid be rescinded.

5. Pre-requisites and Co-requisites

(1) Nothing in this Rule shall affect the need for a person to fulfil the requirements in respect of enrolment in a unit or course pursuant to any other University By-law or Rule.

(2) In respect of any unit, the Academic Board may prescribe that another unit is or other units are:

(a) pre-requisite; or
(b) co-requisite.

(3) Subject to this Rule, a person may not:

(a) enrol in a unit unless the person has:

(i) obtained the appropriate grade of pass in;

(ii) been granted advanced standing for; or

(iii) been granted a special examination in each unit pre-requisite to that unit; or

(b) enrol for a unit unless the person has passed in, has been granted advanced standing for or, at the same time, enrols for each unit co-requisite to that unit.

(4) In an individual case, the Head of the
School concerned, on the recommendation of the relevant Course Co-ordinator, may, if requested, waive or vary the requirements in relation to a pre-requisite or co-requisite unit if the qualifications or previous experience of the person are determined to be substantially similar to the relevant pre-requisite or co-requisite unit or in other special circumstances.

(5) (a) In special circumstances, a student who has failed to obtain an appropriate grade of pass in a pre-requisite unit which is not again offered prior to the unit to which it is pre-requisite, may, with the approval of the Head of School acting on the recommendation of the relevant Course Co-ordinator, enrol for the unit for which the pre-requisite is required when that unit is next offered.

(b) A student who enrols in a unit pursuant to:

(i) sub-rule 3(a)(iii), but who fails to obtain a grade of pass or higher in the relevant special examination, shall not be permitted to continue in that unit unless the Head of School has given permission for continued enrolment as provided for in sub-rule (4) above; or

(ii) sub-rule (5)(a); shall not be permitted to count that unit towards an award until the student enrolls for and obtains an appropriate grade of pass in the pre-requisite unit.

6. Student Identification Card

On the first occasion in each year that a person enrols or re-enrols as a student that person shall be issued with a student identification card at a time prescribed by the Director of Student Administration.

7. Students Exempted from Part of Requirements

A student who has been exempted from fulfilling the requirements of part of a unit shall enrol in order to complete the remaining requirements of the unit.

8. Medical Fitness

(1) The Pro Vice-Chancellor, on the recommendation of a School Board, may direct that each person applying for the first time for enrolment for a nominated course for which that School is responsible shall lodge with the enrolment form a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the person is in a fit state of health to undertake that course. If the Head of the School concerned considers that the facts stated in the certificate render it unlikely that the person could complete the course successfully, the enrolment may be refused.

(2) If, in the opinion of the Head of any School, the state of health of any student enrolled or of any person applying to enrol in any course in that School gives cause for concern, the Head of School may refer the matter to the Pro Vice-Chancellor who may thereupon take such action as is considered necessary in the interests of the student or person concerned, the University, its staff or students.

(3) A person whose enrolment is refused or in respect of whom any other action is taken under the powers given by this Rule may appeal.

9. Late Enrolments

Subject to compliance by the person with the provisions of any rule relating to administrative charges or any other rule applicable in the circumstances, an initial enrolment form lodged with the Director of Student Administration or varied by the applicant (whether or not on the recommendation of an authorised officer) after the closing date prescribed in relation to it, may be approved by the Director of Student Administration, but, except in special circumstances, shall not be approved later than the end of the third week of a semester or the end of the first week of a trimester as the case may be.

10. Refusal of Enrolment
Without limiting the power of the Council or of any person or body authorised by the Council or by By-law or Rule to refuse enrolments:

(1) An enrolment form lodged by a person who has not complied with the Admissions Rules of the University or qualified for admission to the relevant course shall not be approved.

(2) An enrolment may be disapproved by an authorised officer on the ground that the applicant has not complied with a provision of a By-law or of these or any other rules.

(3) The Director of Student Administration may at any time correct a patent error and take all such action as may be necessary to implement, or be consequential upon, the correction.

11. Provision Relating to Overseas Students

The enrolment of a person who is liable to pay the Overseas Student Health Charge, as required by the Department of Employment, Education, Training and Youth Affairs for issue and continuation of student entry permits, and fails to pay the charge to the University by the date which it is due for payment, or fails to provide evidence that the charge has been paid to Medibank Private, shall not be approved until the charge has been paid.

12. Withdrawal or Variation of Enrolment*

(1) A student may, by notice in writing to the Director of Student Administration, withdraw from enrolment in a course, or, with the approval of an authorised officer, vary the enrolment by withdrawal from one or more of the units previously included in it.

(2) A student who withdraws from a unit not later than the relevant census date shall have their enrolment in that unit deleted from the record.

(3) Except as provided for in sub-rule (2) above, a student who withdraws from one or more of the units Professional Studies I-IV of the Bachelor of Education course not later than the Friday preceding the commencement of the scheduled Practicum shall have their academic record endorsed as having withdrawn from that unit or units.

(4) Except as provided for in sub-rules (2) and (3) above, a student who withdraws from a unit not later than:

   (a) in the case of a semester or trimester unit, the end of the eighth teaching week; or

   (b) in the case of a year-long unit, the eighth teaching week of first semester; or

   (c) in the case of a unit not offered on a semester, trimester or year-long basis, the expiration of two-thirds of the specified teaching period; shall have their academic record endorsed as having withdrawn from that unit.

(5) Except as provided in sub-rule 5(a) below, a student shall thereafter not be permitted re-admission to the same course of study.

   (a) A student having withdrawn from all units for which enrolled in a semester or trimester may be re-admitted to the same course of study with the approval of the Pro Vice-Chancellor, subject to compliance with any conditions imposed and provided:

      (i) an Application for Re-admission correctly completed according to the requirements thereof, has been lodged with the Director of Student Administration not later than the prescribed closing date, or;

      (ii) where the Director of Student Administration has approved lodgement after the prescribed closing date, payment of the prescribed administrative charge.

(6) Unless the Pro Vice-Chancellor approves otherwise, a student who withdraws

* Students are advised to consult the AUSTUDY entry in this Handbook.
from a unit after the period specified in sub-rules (3) or (4) above shall have their academic record endorsed as having failed that unit.

(7) Notwithstanding the provisions of this Rule, a student who withdraws from a unit and fails to notify the Director of Student Administration in writing at the time of such withdrawal shall have their academic record endorsed as having failed that unit.

(8) Subject to any conditions as may be prescribed by an authorised officer, a student may:

(a) by notice in writing to the Director of Student Administration, vary enrolment by adding one or more units, but except as provided in sub-rule (8)(b) below, may not so vary enrolment later than the end of the second week of a semester or trimester; or

(b) in special circumstances acceptable to the Pro Vice-Chancellor and subject to the payment of the prescribed administrative charge, vary enrolment by adding one or more semester or year-long units after the period specified in the preceding sub-rule (8)(a), but may not so vary enrolment later than:

(i) the end of the fourth teaching week in the case of a semester unit; or

(ii) the end of the fourth teaching week in first semester in the case of a year-long unit.

13. Enrolment in Units Additional to Course Requirements

1. Subject to all relevant Rules and By-laws in respect of the selection of units and the maximum number of units which may be taken in one semester or trimester students may be permitted to undertake up to two units over and above the award requirements specified in the relevant award rules provided that the student has not completed the requirements for the award. That is, a student who has completed the requirements for an award may not enrol in that same course in a subsequent semester or trimester to undertake additional units. Such students will be required to enrol as non-award students.

2. Such students will be subject to HECS provisions in respect of those units and will not be required to pay tuition fees.

3. Approval to undertake units additional to course requirements may be granted by the Pro Vice-Chancellor. In the case of applications to undertake up to two additional units the Pro Vice-Chancellor may delegate his/ her authority to such other person(s) as the Pro Vice-Chancellor may nominate. In exceptional circumstances the Pro Vice-Chancellor may approve enrolment in three units.

2. Administrative and Student Charges and Tuition Fees - Rules

1. Definitions

In these rules, unless the context otherwise indicates or requires:

“Enrolment” means enrolment or re-enrolment or re-admission.

“Census Date” means 31st March in the case of first semester; 31st August in the case of second semester; and the end of the second teaching week in the case of a course not offered on a semester basis.

“Reinstatement date” has the same meaning as “Census Date”.

“Full-time” means a study load of at least 0.375 as at the census date in the first semester in which enrolled in the current year.

“Part-time” means a study load of less than 0.375 as at the census date in the first semester in which enrolled in the current year.

“Internal” means enrolment in at least one internal unit in the current semester or trimester.

“External” means enrolment in only an external unit or units in the current semester or trimester.
2. Fees to be Paid
   (i) All students shall pay the applicable fees and charges as set out in the Schedules.
   (ii) Fees and charges paid prior to due dates will be based on intended enrolment as stated in the enrolment instructions. The Director of Student Administration shall calculate monies owing by the student or the University and require payment or authorise a refund, as necessary.
   (iii) In the case of students enrolled in semester based units, fees for student bodies shall be levied each semester on the basis of the student’s enrolment as at the census date for that semester*.
   (iv) In the case of students enrolled in trimester based units, fees for student bodies shall be levied each trimester on the basis of the student’s enrolment as at the census date for that trimester.

3. Time for Payment
   (i) Unless the Director of Student Administration otherwise directs, fees listed in Parts 1, 2 and 3 of the Schedule, shall be paid on or before the date determined by the Director of Student Administration as the last date for receipt of enrolments for the first of the semesters or trimesters in which the student is enrolling.
   (ii) Payment of the relevant fees is a prerequisite to the acceptance of an enrolment by the University.

4. Director of Student Administration’s Powers if Fees Unpaid
   (i) If any fees (including special or administrative charges) payable by a student remain unpaid after the commencement of the semester, session or trimester in which they are payable, the Director of Student Administration may cancel or refuse the student’s enrolment in a course or unit at any time thereafter.
   (ii) The enrolment of a student which has been so cancelled or refused may be reinstated or allowed upon payment of all outstanding fees and administrative charges before the final date for reinstatement.
   (iii) A person whose enrolment remains cancelled or refused after the final date for reinstatement or is cancelled pursuant to Rule 6:
      (a) (i) shall not in the same year re-enrol for any unit or course, unless and until the Director of Student Administration in special circumstances has otherwise permitted, and that person has complied with any condition which may in the absolute discretion of the Director of Student Administration be imposed; and
      (b) shall, unless the Director of Student Administration otherwise directs, remain liable for any special or late charges imposed prior to the date of the notice of cancellation, but may at the discretion of the Director of Student Administration be granted a refund of any amount which may have been paid in excess thereof.

5. Refund of Fees
   Subject to any relevant provisions in the schedule, where the Director of Student Administration receives from the student a proper written notice of withdrawal from a course or unit or variation of enrolment before the prescribed date for withdrawal or variation, a refund of fees, in whole or in part, may be authorised at the discretion of the Director of Student Administration.

6. Special Cases to Be Determined by the Director of Student Administration
   In any case in which by reason of special circumstances the fee to be paid, the time when a fee is payable, or any other matter necessary to be determined in order to enable
the application of these Rules to that case, is not specifically provided for in these Rules, the Director of Student Administration shall have full power and sole authority to decide any question necessary to be decided in order to determine the matter.

7. Higher Education Contribution Scheme (HECS)

Notwithstanding any provision of any other Rule, an application for enrolment shall not be deemed to be accepted by the University in respect of a semester, session or trimester unless the student has complied with all requirements of Chapter 4 (Higher Education Contribution Scheme), or those sections as are applicable, of the Higher Education Funding Act 1988.

**FEE SCHEDULE**

| PART 1: COMPULSORY STUDENT BODIES FEE SCHEDULE (per academic session excluding GST) |
|----------------------------------------|------|------|------|
| Lismore                                |     |     |     |
| Attendance Mode                        |     |     |     |
| Full-time                              |     |     |     |
| Semester                               | $125| $49 | $174|
| Trimester                              | $83 | $33 | $116|
| Part-time                              |     |     |     |
| Semester                               | $80 | $31 | $111|
| Trimester                              | $53 | $21 | $74 |
| External #                             |     |     |     |
| Semester                               | $33 | $15 | $48 |
| Trimester                              | $22 | $10 | $32 |
| Coffs Harbour                          |     |     |     |
| Attendance Mode                        |     |     |     |
| Full-time                              |     |     |     |
| Semester                               | $81 | $81 |     |
| Trimester                              | $54 | $54 |     |
| Part-time                              |     |     |     |
| Semester                               | $63 | $63 |     |
| Trimester                              | $42 | $42 |     |
| External #                             |     |     |     |
| Semester                               | $48 | $48 |     |
| Trimester                              | $32 | $32 |     |
| Port Macquarie                         |     |     |     |
| Attendance Mode                        |     |     |     |
| Full-time                              |     |     |     |
| Semester                               | $78 | $78 |     |
| Trimester                              | $52 | $52 |     |
| Gold Coast                             |     |     |     |
| All Modes                              |     |     |     |

Refunds:
- **Union, Student Representative Council/Students’ Association Fees only**
- **Withdrawal from or Cancellation of Enrolment Semester-Based Courses**
  
  *Currently under review.*

(a) Full Year Enrolment:

(i) A 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the relevant census date for the first semester or Session 1 (as applicable). Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.

(ii) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the first relevant census date for the year. In such cases, where there are special grounds, a student may apply for a refund directly to the Secretary of the Union, Student Representative Council or Students’ Association within one month of the date of withdrawal.

(b) Enrolment in Second Semester/Session Only:

(i) A 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the relevant census date for the Spring Semester or
Session 2 (as applicable). Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.

(ii) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the relevant census date.

Trimester-Based Courses

(a) 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the relevant trimester. Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.

(b) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the date specified in (a) above.

Change of Attendance Type/Attendance Mode

(a) A 100% refund of the difference between fees paid and fees due subject to the Director of Student Administration receiving written notification of a change in attendance type from full-time to part-time, or attendance mode from internal to external on or before the first census date for the relevant year, in the case of a semester enrolment, or the census date for the relevant trimester, in the case of a trimester enrolment. Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.

(b) No refund consequent to a change in attendance type or attendance mode after the date prescribed in (a) above.

Tuition Fees – Australian Students

<table>
<thead>
<tr>
<th>Part 2: Australian Students</th>
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<tbody>
<tr>
<td>Australian students not undertaking Commonwealth Government funded courses shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the fee prescribed for the course of enrolment in this part.</td>
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<table>
<thead>
<tr>
<th>Prescribed fees</th>
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<td>Convention and Event Management</td>
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<td>Education</td>
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</tr>
<tr>
<td>Education (Training and Development)</td>
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<td>Health Science</td>
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<tr>
<td>International Hotel Management</td>
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</tr>
<tr>
<td>International Sport Management</td>
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</tr>
<tr>
<td>Management</td>
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<tr>
<td>Management (Off-shore)</td>
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<tr>
<td>Vocational Education and Training</td>
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<td>Health Science</td>
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<td>International Hotel Management</td>
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<td>International Sport Management</td>
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<td>International Tourism Management (Off-shore)</td>
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<td>Leadership and Change</td>
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<td>Business Administration (Off-shore) #</td>
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<tr>
<td>Convention and Event Management</td>
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<tr>
<td>Educational Studies</td>
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<td>Health Science</td>
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<td>International Hotel Management</td>
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<tr>
<td>International Sport Management</td>
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<tr>
<td>International Tourism Management (Off-shore)</td>
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<tr>
<td>Law</td>
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<td>Management</td>
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<td>Training and Development</td>
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<tr>
<td>Vocational Education and Training</td>
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<table>
<thead>
<tr>
<th>Subject to Council approval of course proposal.</th>
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<table>
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<table>
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<th>Non-award and miscellaneous units</th>
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<td>Undergraduate unit</td>
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<tr>
<td>Postgraduate unit</td>
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</tr>
<tr>
<td>For units offered in courses in this Schedule the fees are listed above. All other units</td>
<td>1,100</td>
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</table>

Refunds: Tuition Fees
Fees paid by a student pursuant to this Part in respect of a semester or trimester shall be refunded in accordance with the following arrangements:

(a) a 100% refund of fees paid in respect of a unit or course
   (i) which has been cancelled by the University; or
   (ii) from which the student has been excluded on academic grounds; or
   (iii) if the Director of Student Administration has received written notice of withdrawal from enrolment before the commencement of the period for the relevant semester or trimester;
   (iv) where other exceptional circumstances exist, as approved by the Director of Student Administration;

(b) a 95% refund of fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment on or before the last day of the second week of the relevant semester or trimester;

(c) a 75% refund of fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment after the second week and on or before the last day of the fifth week of the relevant semester or trimester;

(d) a 50% refund of the fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment after the fifth week and on or before the last day of the eighth week of the relevant semester or trimester.

**Tuition Fees — Overseas Students**

* Currently under review.

---

**PART 2: OVERSEAS STUDENTS**

Each student shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the annual fee prescribed for the relevant description of enrolment.

<table>
<thead>
<tr>
<th>Prescribed annual fees</th>
<th>$</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Applied Science (Resource Technology)</td>
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<td>Business (Computing)</td>
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<tr>
<td>Health Science (Aboriginal Health and Community Development)</td>
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<tr>
<td><strong>Bachelor of</strong> -</td>
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<td>Accounting</td>
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<tr>
<td>Accounting (Honours)</td>
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<td>Accounting and Finance</td>
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</tr>
<tr>
<td>Accounting and Information Systems</td>
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</tr>
<tr>
<td>Accounting/Bachelor of Information Technology</td>
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</tr>
<tr>
<td>Agribusiness</td>
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</tr>
<tr>
<td>Applied Science</td>
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<tr>
<td>Applied Science (Computing)</td>
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</tr>
<tr>
<td>Applied Science (Computing) (Honours)</td>
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<tr>
<td>Applied Science (Forestry)</td>
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<tr>
<td>Arts</td>
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<tr>
<td>Arts (Honours)</td>
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</tr>
<tr>
<td>Business</td>
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</tr>
<tr>
<td>Business (Honours)</td>
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<tr>
<td>Business/Bachelor of Arts</td>
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<tr>
<td>Business in Club Management</td>
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<tr>
<td>Business in Hotel and Catering Management</td>
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<tr>
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<tr>
<td>Business in Tourism (Honours)</td>
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<td>Education (Primary)</td>
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<td>Educational Multimedia</td>
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<tr>
<td>Educational Multimedia (Honours)</td>
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<td>Health Science in Nursing</td>
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<tr>
<td>Health Science in Nursing (Honours)</td>
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<td>Human Movement Science</td>
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<td>Human Services</td>
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<td>Information Technology</td>
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<tr>
<td>Information Technology (Honours)</td>
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<tr>
<td>Laws</td>
<td>10,000</td>
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<tr>
<td>Laws/Bachelor of Applied Science</td>
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<tr>
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<tr>
<td>Laws/Bachelor of Business</td>
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<tr>
<td>Laws/Bachelor of Business in Tourism</td>
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<tr>
<td>Laws/Bachelor of Human Movement</td>
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<tr>
<td>Laws/Bachelor of Indigenous Studies</td>
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<tr>
<td>Laws/Bachelor of Information Technology</td>
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</tr>
<tr>
<td>Legal and Justice Studies</td>
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<td>Management</td>
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<tr>
<td>Management and Professional Studies</td>
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<td>Mathematics and Finance</td>
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<td>Multimedia</td>
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<td>Naturopathy</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>Nursing (Honours)</td>
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<tr>
<td>Visual Arts</td>
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</table>

**Graduate Certificate in/of** -

| Business Administration* | 6,400 |
| Convention and Event Management* | 6,400 |
| Educational Multimedia* | 5,600 |
| Health Science | 6,000 |
| Information Systems* | 5,600 |
PART 3: OVERSEAS STUDENTS (continued)

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<tr>
<td>Professional Development</td>
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<td>Graduate Diploma of -</td>
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<td>Law</td>
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<td>(includes a non-refundable administration fee of $1,150)</td>
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Miscellaneous Fee
World Wide Web units (per unit) 1,250
* Courses offered on a trimester basis. All other courses are semester-based.
# On-campus.

Refunds: Tuition Fees - Overseas Students

If the event described occurs, the student concerned shall be entitled to the refund of fees indicated:

(a) Full refund of fees paid if an offer of a place is withdrawn or the University is unable to provide the course. If, however, the offer was made on the basis of incorrect or incomplete information supplied by the applicant, the University shall retain 10% of the fee in respect of one semester or trimester as well as any cost incurred by the University’s agent in recruiting the student.

(b) Full refund of fees paid if a student is excluded before the start of the semester or trimester.

(c) If the Director of Student Administration receives from the student written notice of withdrawal from course:

   (i) Commencing Students

   more than four weeks before the start of the semester of trimester all tuition fees paid are refundable less an administrative fee of 10% of the tuition fee applicable to that semester or trimester and any agent’s fee that may have been incurred plus a full refund of fees paid in advance in respect of a following semester or trimester;

   (ii) Continuing Students

   before the start of the semester or trimester the student shall be entitled to a full refund of tuition fees applicable to the semester or trimester and a full refund of fees paid in advance in respect of a following semester or trimester;

(iii) Commencing and Continuing Students

   1. on or before the last day of the fifth week of semester or trimester, the student shall be entitled to a refund of 50% of the fee applicable to that semester or trimester and a full refund of fees paid in advance in respect of a following semester or trimester;
2. after the last day of the fifth teaching week of the semester or trimester, the student will not be eligible for any refund of the fee applicable to that semester or trimester but will be eligible for a full refund of fees paid in advance in respect of a following semester or trimester.

(d) If the Director of Student Administration receives from a student written notice of withdrawal from a unit or units representing less than withdrawal from course:

(i) on or before the last day of the second teaching week of the semester or trimester the student shall be entitled to a full refund of the tuition fee applicable to that/ those unit/ s;

(ii) on or before the last day of the fifth week of the semester or trimester the student shall be entitled to a refund of 50% of the fee applicable to that/those unit/s;

(iii) for whatever reason beyond the fifth teaching week of the semester or trimester, the student shall not be eligible for a refund of the fee paid for that/those unit/s.

### PART 4: ADMINISTRATIVE CHARGES

(to be paid before the necessary action can be processed)

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for deferment</td>
<td>$100</td>
</tr>
<tr>
<td>Late application for admission</td>
<td>$60</td>
</tr>
<tr>
<td>Late application for re-admission:</td>
<td></td>
</tr>
<tr>
<td>(i) after due date but more than three (3) weeks before the start of relevant term</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) three (3) weeks or less before the start of the relevant term</td>
<td>$75</td>
</tr>
<tr>
<td>Late application for course transfer</td>
<td>$25</td>
</tr>
<tr>
<td>Late re-enrolment for a semester based course, where the Annual Re-enrolment form is received:</td>
<td></td>
</tr>
<tr>
<td>(i) after the due date and on or before 31st January</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) after 31st January but before the end of Week 4 of semester</td>
<td>$50</td>
</tr>
<tr>
<td>Late re-enrolment for a trimester based course, where the Trimester Re-enrolment form is received:</td>
<td></td>
</tr>
<tr>
<td>(i) after the due date but on or before the first day of trimester</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) after the first day of trimester but before the census date</td>
<td>$50</td>
</tr>
<tr>
<td>Processing late direct full-time Category B applications for admission</td>
<td>$25</td>
</tr>
</tbody>
</table>

**ASSESSMENT**

1. **Assessment and Examination - Rules**

**Part 1 - General**

1. **Definitions**

   In these Rules, unless the context otherwise indicates or requires:

   (a) "assessment" means the process by which student academic progress is monitored and judged;

   (b) "unit" means a discrete component of a course identified by a title and a code number;

   (c) "assessment tasks" mean all the items of assessment, for example, tests, examinations, assignments, practicals, clinicals, orals and any other performances required as part of the assessment;

   (d) "examination" means the formally supervised examination held in the University’s end of semester or trimester examination periods;

   (e) "special consideration" means the grounds on which a student may request consideration for extension or variation of deadlines for assessment tasks, for a special examination, or for...
consideration related to a completed assessment task;

(f) "special examination" means an examination offered in lieu of the examination as defined in Rule 1(d), offered at a different time;

(g) "unit assessor" means the academic staff member, designated by the Head of the relevant School, responsible for ensuring that the assessment process for a unit is implemented and completed; as used throughout, the term "unit assessor" includes any academic staff member delegated by the unit assessor to act on behalf of the unit assessor;

(h) "the Head" or "the Head of School" means the Head of the relevant School or Director of the relevant College, or an academic staff member designated by the Head, or Director, to act on behalf of the Head or Director;

(i) "registered health practitioner" means a health practitioner registered as a provider by Medicare or a private health fund, together with such other health practitioners as the University may determine from time to time;

(j) "the Director of Student Administration" means the person occupying that position or a staff member designated by the Director to act on behalf of the Director;

(k) all references to "School Board" should be read additionally as references to "College Board";

(l) the "Board of Assessors" means the academic staff of the School or College who are unit assessors meeting to determine grades.

2. Assessment Information for Students in Unit statements

(a) The unit assessor during the first two teaching weeks of each semester or trimester shall make available to all students enrolled in that unit and shall lodge with the Library a unit statement which shall contain details of the aims, objectives, syllabus, prescribed texts and materials, recommended reference material, student assessment requirements and the intended distribution of student load.

(b) The unit statement shall normally include at least the following information about student assessment:

(i) a description of each assessment task, including information such as length and format;

(ii) the relation of each assessment task to the unit objectives;

(iii) the weighting of each assessment task towards the final grade;

(iv) whether a pass in the unit requires an overall mark of 50 per cent, or whether there are components of the assessment which must be completed at a specified level for the unit to be completed satisfactorily;

(v) whether contributions to tutorial or seminar discussions will be taken into account and, if so, how such contributions will be assessed;

(vi) identification of any assessment task that must be completed to pass the unit but which does not count towards the final grade;

(vii) in units where assessment tasks and requirements are negotiable between lecturers and students, the processes and timelines for the completion of negotiations;

(viii) due dates for submission or completion of each assessment task and penalties which may be applied for late submission;

(ix) the mode of grading;

(x) a statement concerning the timelines for the return of marked assignments;

(xi) a statement of the criteria against which performance in assessment tasks will be judged.

3. Amendments to Assessment Requirements

Any amendment to the assessment requirements presented to students in a unit statement shall be announced in class sessions, displayed on noticeboards designated by the relevant School and sent in
writing to external students. Unless the Head of the School responsible for the unit approves otherwise, no such amendments, other than an extension of the due date of an assessment task, shall be made or notified after the conclusion of the sixth teaching week of the semester or trimester.

4. Assessment Provision for Students with Disabilities

This Rule refers to the conditions under which variations to assessment tasks or requirements may be made to accommodate the needs of students with disabilities. Such variations may include, for example, the method of completing assignments or recording answers, a lengthening of the time taken over a test or examination, the venue for tests or an examination, the provision of sound amplification or of large print for test or examination papers, and the provision of particular furniture requirements. The onus is on a student with a disability who wishes to seek variations to assessment tasks or requirements to bring this matter to the attention of the Disabilities Liaison Officer in accordance with the University’s “Policy on Academic Adjustments for Students with Disabilities”.

(a) Procedures for students registered under the “Policy on Academic Adjustments for Students with Disabilities” as having a disability shall be those specified in that Policy. Once a determination is made under the Policy concerning variations to assessment tasks or requirements for a student with a disability, these variations shall be available throughout the period of enrolment unless changed in accordance with the Policy.

(b) All students with disabilities who are not registered under the Policy and who seek accommodation for a disability must contact the Disabilities Liaison Officer. An application for a special examination or special consideration in a unit does not relieve the student of this onus.

5. Grounds for Special Consideration

It is expected that students will complete all assessment tasks and meet assessment deadlines. Requests for special consideration may be considered in exceptional circumstances. This Rule describes the grounds for special consideration. Rule 6 defines the various types of special consideration for which a student may apply.

(a) Requests for special consideration shall only be considered on the following grounds: health, compassionate circumstances, serious unforeseen personal events, selection in State, national or international sporting or cultural events.

(b) For consideration on health grounds, the following information in relation to a student’s condition shall be required from a registered health care practitioner: (i) the date or dates on which the student was examined; and (ii) a specific statement of the practitioner’s opinion of the effect of the complaint or treatment on the student’s ability to complete the assessment task. Requests which do not contain this information will not be considered. The unit assessor, or Head of School, as appropriate under Rule 6, may, with written permission by the student, seek further clarification from the relevant registered health practitioner concerning the extent to which a complaint or treatment may affect the student’s ability to complete the assessment task.

(c) For consideration on grounds of compassionate circumstances or serious unforeseen personal events, a student shall provide factual details of the circumstances or events, together with such corroborative evidence as may support the student’s application. In this context “serious unforeseen personal events” refer normally to events which are outside the student’s control to prevent or overcome, and not to events which are part of the ordinary risks to academic studies, such as the inability to cope with studies or to adjust to university life, the demands of employment, interpersonal problems or the need for financial support. Where a student requests special consideration
on grounds such as those described as ordinary risks, the onus is on the student to provide convincing evidence that such grounds constitute either compassionate circumstances or serious unforeseen personal events.

(d) For consideration on grounds of selection in State, national or international sporting or cultural events, a student shall require a statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University’s timetable.

(e) Misreading the deadline for any assessment task is not a ground for special consideration.

6. Types of Special Consideration

(a) Variation of the Deadline for an Assessment Task, Other Than an Examination

(i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University’s prescribed form of application.

(ii) Requests shall be submitted to the unit assessor as soon as possible before the due date of the submission of the assessment task.

(iii) Requests to bring forward the deadline for an assessment task, other than an examination, shall be submitted to the unit assessor in sufficient time for alternative arrangements to be made.

(iv) Requests for the variation of the deadline for an assessment task, other than an examination, on the grounds of selection in State, national or international sporting or cultural events shall be submitted to the unit assessor at least one month in advance of the starting date of the activity.

(v) With respect to Rules 6(a)(ii), (iii) and (iv), the Head of the School responsible for the unit may approve a later date for submission of a request if exceptional circumstances can be demonstrated by a student.

(vi) The unit assessor, on the evidence available and after consultation with other academic staff responsible for student assessment in the task in question, shall determine whether or not to grant a variation and advise the student accordingly within seven days of receipt of the student’s completed application form. If a variation is not granted, the student shall be informed in writing of the reasons. If a variation is granted, the student shall be informed in writing of the new deadline for the assessment task.

(vii) With respect to Rule 6(a)(vi), the Head of the School responsible for the unit may approve a later date for response to the student if exceptional circumstances for delay can be demonstrated by the unit assessor.

(viii) Where extensions have been granted beyond the due date of the finalisation of grades for the semester, or trimester, the student shall receive an interim notation of Incomplete. An Incomplete notation shall be converted to a grade as soon as possible, and by no later than two years of being recorded. If the Incomplete is not converted by that time, a Fail shall be recorded.

(b) Special Consideration in the End-of-Unit Examination

(i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University’s prescribed form of application.

(ii) Requests shall be submitted to the Head of the School responsible for the unit.

(iii) The timing of the submission of requests shall be as follows:
on grounds of health, compassionate circumstances or serious unforeseen personal events, as soon as possible before the due date of the examination; on grounds of event conflict resulting from selection in State, national or international sporting or cultural events, at least one month in advance of the starting date of the activity; the Head of School may approve a later date for submission of a request if exceptional circumstances can be demonstrated by the student.

(iv) The Head of School, after consultation with the relevant unit assessor, shall make a determination and advise the student, the unit assessor and the Director of Student Administration of the outcome. A student shall not normally be granted special consideration in an end-of-unit examination unless the student has complied with all other compulsory assessment requirements in that unit.

(v) Where a student has been granted special consideration in relation to an end-of-unit examination, the student may choose to:

- sit the end-of-unit examination and be considered under the provision in Rule 6(c)(iv); or
- not sit the end-of-unit examination and be granted a special examination.

(vi) Where a student has been granted a special examination, a notation of Special Examination shall be used. Where a student has been granted a special examination and has also to complete other assessment tasks, the Special Examination grade shall be used.

(c) Consideration in Relation to a Completed Assessment Task

(i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University’s prescribed form of application.

(ii) Requests shall be submitted to the unit assessor no later than two working days after completion of the assessment task.

(iii) The Head of the School responsible for the unit may approve a later date for submission of an application if exceptional circumstances can be demonstrated by the student.

(iv) The unit assessor shall retain all applications until the time of the determination of final grades for the unit. At that time, the unit assessor, taking into account the student’s application, and, after consultation with any other staff member responsible for the assessment task related to the application shall, either decide the student’s final grade or, in exceptional circumstances, recommend to the Board of Assessors that the student be granted further assessment prior to determination of the final grade. The Head of School shall ensure that all applications are retained for a period of six (6) months.

7. Examination and Special Examination Periods

(a) Examination periods shall be those periods as determined by the Academic Board and approved by Council during which the end of semester or trimester examinations shall be held.

(b) A student who wishes to change their examination venue within two weeks of commencement of the examinations period shall be required to pay a fee as prescribed by the Director of Student Administration.

(c) Special examinations shall be held no later than the third teaching week of the following semester or trimester, unless determined otherwise by the Head of the School responsible for the unit.
(d) Students granted a special examination within two weeks prior to commencement of the special examinations period may be required by the Director of Student Administration to sit the special examination in the subsequent examination period.

(e) Internal students are required to return to the University to sit a special examination, unless prior arrangements for an alternative venue have been approved in writing by the Director of Student Administration.

8. Conduct of Examinations

(a) Examinations Timetables

Timetables for examinations shall be prepared and posted on the appropriate notice boards, or due notice of examinations shall be given to students by other means as determined by the University. Such notice shall be given not less than two weeks prior to the commencement of the examination.

(b) Entry to Examination Room

A person other than a student, a supervisor, a unit assessor or other authorised person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination session.

(c) Time for Entry or Departure

(i) A student may not enter an examination room before being given permission to do so by a supervisor, or thirty minutes after the commencement of the writing time for the examination.

(ii) No student may leave the examination room before the expiry of thirty minutes from the commencement of writing time or after the ten (10) minute warning given by a supervisor before the end of the examination.

(d) Conditions of Entry

A person, whether a student or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

(e) Unauthorised Material Not to Be Brought into Examination Room

(i) A student shall not, except with the explicit permission of the unit assessor, bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any unit, or is such that it may reasonably give rise to suspicion that it is capable of conveying information concerning or of having reference to any unit or that it was intended by the student so to do. It is immaterial that the subject matter of the material is not one to which the examination relates.

(ii) It shall be sufficient answer to any alleged breach of this Rule if the student establishes that anything brought into an examination room was brought in with the permission of the supervisor, or, forthwith upon entering the room, deposited with a supervisor or at a place designated for the deposit of such things.

(f) Answers to Be in English

Unless otherwise directed, all answer sheets, worked scripts or other papers used in an examination shall be in English. A student whose first language is not English, with the written approval of the Head of the School responsible for the unit, may use a standard translation dictionary. The written approval and the dictionary must be shown to the supervisor prior to commencement of the examination.

(g) Student Not to Communicate with Others

Except with the approval of the supervisor, a student shall not during an examination session communicate by word or otherwise with any other person except a supervisor, the unit assessor or other person authorised by the Head of School responsible for the unit, or assist any other person to
communicate with another person, or willingly receive a communication from any person other than a supervisor, the unit assessor or the Head of School responsible for the unit.

(h) Cheating
   (i) A student shall not cheat or attempt to cheat in an examination.
   (ii) A person, whether a student or not, shall not do anything intended to assist any other person sitting for an examination to cheat or otherwise defeat the purposes of the examination.
   (iii) A supervisor who suspects a student of cheating or acting dishonestly or unfairly, or of assisting another student to cheat or act dishonestly or unfairly, in connection with an examination, may require the student to surrender any book, paper or other material which the supervisor suspects has been or is being used by the student for such purpose and the student shall comply with any such requirement of the supervisor.
   (iv) After surrender of any book, paper or other material in accordance with Rule 8(h)(iii), the student may be permitted to continue the examination.
   (v) A supervisor who suspects a student of a breach of Rule 8(h)(i) and/or Rule 8(h)(ii) shall, as soon as practicable, submit a written report of the circumstances of the alleged breach, together with any book, paper or other material surrendered in accordance with Rule 8(h)(iii), to the Director of Student Administration who shall either:
      in the case of a student of the University, advise the Head of the School responsible for the unit who shall deal with the matter in accordance with the Student Discipline Rules; or in the case of other students, determine the action to be taken.
   (i) Identification
      A student shall bring into the examination room their student identification card or any other photo identification card.

(j) Places
   (i) A student for an examination shall, upon entering an examination room, proceed without delay to the place the student is directed to occupy for that examination by a supervisor or by notice or other means, and shall not leave that place except with the permission or by the direction of a supervisor.
   (ii) A supervisor may at any time direct a student to leave any such place and to occupy another place specified by the supervisor, and a student shall without delay comply with any such direction.

(k) Students to Comply with Directions
   (i) A student shall comply with all directions to students set forth on a writing book or other examination material supplied or set out on any notice displayed in the examination room, and shall without delay comply with directions given by a supervisor.
   (ii) A supervisor need not give a student a reason for any direction or requirements given or made to the student.

(l) Students Not to Remove Papers
   A student shall not remove from the examination room any worked script or paper provided for use during the course of the examination, or other material the property of the University unless permitted by the supervisor to remove it.

(m) Supervisor's Power of Enquiry
   (i) A supervisor may:
      • require any person present in the examination room to show by such means as the supervisor may
specify and as are appropriate to the circumstances, that the person is not in possession of any unauthorised material as specified in Rule 8(e) or that the person is not committing or attempting to commit or has not committed a breach of any other Rule relating to the conduct of examinations;

• if the supervisor considers that unauthorised material has been brought into the examination room, confiscate such material and submit it with a report to the Director of Student Administration;

• ask any person in the examination room any question relating to the conduct of the examination or to that person’s behaviour while in the examination room.

(ii) A person present in the examination room shall comply with any such requirements or answer any question so asked. If the person fails so to do, the supervisor may require the person to leave the examination room.

(n) Further Powers of Supervisors

(i) If, in the opinion of a supervisor, a student’s behaviour is such as to disturb or distract any other student, the supervisor may require the person to leave the examination room.

(ii) A supervisor shall have and may exercise all such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.

(o) Consequence of Failure to Leave if Required

If a person who is required by a supervisor to leave the examination room fails to do so forthwith, the permission given to be on the premises of which the examination room forms part shall be deemed to be withdrawn and the person may be dealt with accordingly.

(p) Breach of Rules

A student who commits a breach of any Rule contained in this part shall, if a student of the University, be guilty of misconduct for the purposes of the Student Discipline Rules and shall be liable accordingly. If not a student of the University, the examination result may be cancelled by the Chair of the Academic Board after such inquiry, as the Chair deems appropriate to the case. Nothing in these Rules, nor any action taken under them, shall deprive the University of any other remedy or right it may have in the circumstances or prevent the University from taking any other action.

9. Grading Categories

(a) The assessment mode for a unit may be either graded or ungraded, as specified in the unit statement.

(b) A student who satisfactorily completes a graded unit shall be awarded a grade of High Distinction, Distinction, Credit, Pass or Terminating Pass. A student who satisfactorily completes an ungraded unit shall be given a notation of Satisfied Requirements. A student who does not satisfactorily complete either a graded or an ungraded unit shall be given the grade of Fail or the notation of Incomplete, Special Examination or Not Available.

(c) For year-long units, the assessment notation applicable in the first semester shall be Continuing Unit. The assessment grade or notation applicable in the second semester shall be as specified in Rule 9(b).

(d) For Thesis/Project units, the assessment notation at the end of each semester or trimester, until such time as the unit is successfully completed, is Continuing Unit. A Thesis Submitted notation shall be given when the student has submitted a thesis for assessment. Upon completion of the assessment process, an appropriate grade will be entered on the student’s record.

10. Use of Terminating Pass, Incomplete and Not Available Grades

(a) Terminating Pass may be used where a
unit assessor judges that a student fulfils the requirements of a unit but is not capable of progressing further in units for which that unit is a pre-requisite.

(b) Incomplete may be used:
   (i) as stated under Rule 6(a)(viii);
   (ii) where a student’s final grade, submitted by the unit assessor, was questioned at the School Board’s review of assessment and the required clarification was not available by the time of issuing of results.

(c) Not Available may be used either where a student has completed a practicum but the report has not been returned to the unit assessor from the school, hospital or supervisor, or where the student has submitted or completed all assessment tasks but a grade has not been determined in time for the submission of final assessment results. Grades for students awarded Not Available should be provided by the end of the second week of the following semester or trimester. If the grade of Not Available is re-awarded, then an explanation should be forwarded to the Chair of the School Board.

11. Graded Units - Percentages and Distribution
   (a) The following scale of equivalence of grades to percentage marks shall normally apply:
      
      | Grade       | Percentage |
      |-------------|------------|
      | High Distinction | 85 and above |
      | Distinction     | 75-84      |
      | Credit         | 65-74      |
      | Pass           | 50-64      |
      | Fail           | Below 50   |

   (b) In determining the final grades for students in a unit, the Board of Assessors may seek justification from the unit assessor in such instances as where the percentage of High Distinctions and Distinctions combined for the unit exceeds 20 per cent or where the percentage of Fails exceeds 20 per cent.

12. Processing of Assessment Schedules for Final Assessment Grades
   (a) By the first day of each semester or trimester, the Head of the School responsible for the unit shall supply to the Director of Student Administration a schedule of units for which a result is to be submitted, together with the names of the unit assessors.

   (b) As soon as possible after the final date for withdrawal without fail, the Director of Student Administration shall supply to each unit assessor a computer printout of students’ names for whom a final assessment grade is required in each unit.

   (c) Recommended final assessment grades shall be entered on the computer list referred to in (b) and submitted direct by each unit assessor to the Director of Student Administration. Assessment schedules are to be sealed in an envelope, except when they are handed in personally.

   (d) Following receipt of recommended final assessment grades by the Director of Student Administration, all assessments shall be entered into the computer and unit lists showing each student’s grade shall be printed. These unit lists will be distributed to unit assessors before the Board of Assessors meetings. Unit assessors shall check that the grades shown are correct. Any incorrect grades shall be corrected at the Board of Assessors meeting.

   (e) The Board of Assessors shall consider the grades recommended for each student and shall determine the final grade in each unit, provided always that:

      (i) the Board of Assessors, before determining such final grades, may refer for advice the recommended grades to a meeting of such assessors as the Board may determine;

      (ii) the Board of Assessors may determine a grade different from that recommended by a unit assessor after advice to that unit assessor of the intended variation and after consideration of any matters which that unit assessor
may wish to place before the Board;

(iii) with the approval of the Board of Assessors, the Head of School may confirm grades executively.

(f) A grade determined by the Board of Assessors may be altered by the Head of School after consultation with the unit assessor concerned:

(i) to correct a patent error; or

(ii) to make a grade accord with the grade which the Head of School and unit assessor are satisfied would have been confirmed or made by the School Board if it had considered relevant circumstances which were not considered by it;

(iii) any such variation shall be notified to the Director of Student Administration for forwarding to the student and such variation shall be reported with reasons to the School Board for noting at its next meeting.

(g) The Head of School shall certify to the Director of Student Administration:

(i) the final grades in respect of each student after all authorities have carried out and exercised any power given to them under these Rules;

(ii) the names of any students who have qualified for honours and the class of honours for which they have qualified.

(h) After certification of final grades, the grades shall be released to the student by the Director of Student Administration in a form and at a time determined by the Director of Student Administration.

(i) Where a student has taken a special examination, the unit assessor concerned shall normally submit to the Head of School within ten (10) days of the examination a grade for the unit, which the Head of School may confirm executively.

13. Student Query of Assessment Results Other than Final Assessment Grades

(a) Where a student considers that the assessed work for an individual assessment task has been unfairly or inappropriately assessed, the student or nominee shall follow the process below, taking step (i) or (ii) normally within five working days of notification of the results:

(i) contact the original marker to discuss the matter;

(ii) if dissatisfied with the result of the discussion, contact the unit assessor to discuss the matter (note: the student or nominee may start at step (ii), in which case the unit assessor shall seek the views of the original marker);

(iii) if dissatisfied with the result of the discussion in (ii) above, contact the Course Co-ordinator for further discussion;

(iv) if dissatisfied with the result of the discussion in (iii) above, query the final assessment under Rule 14.

14. Query of Final Assessment Grade

(a) A student may query the grade awarded for any unit. A query of an assessment grade shall be made in writing to the Head of the School responsible for the unit within 14 days of the date of formal notification of the grade to the student.

If, as a result of such query it is deemed appropriate to vary the grade, the Head of School may make such variation in accordance with Rule 12(f).

(b) The Head of School shall formally notify the Director of Student Administration and the student in writing, normally within fourteen (14) days of the outcome of the query of an assessment grade.

15. Appeal against Final Assessment Grade

(a) A student who is not satisfied with the determination of the Head of School, may appeal to the Academic Board on one or more of the following grounds:

(i) improper action in the conduct of an assessment task;
(ii) irregularity in the conduct of an assessment task;
(iii) negligence on the part of any person involved in the conduct of the assessment task;
(iv) unlawful discrimination against the student;
(v) prejudice or bias on the part of the assessor or any other person involved in determining the grade to be awarded;
(vi) the assessment process as detailed in the unit statement, and any subsequent amendment made in accordance with Rule 3, not being followed;
(vii) where additional evidence for special consideration can be provided, or where procedures for consideration of an application for special consideration were not properly followed.

(b) An appeal made under this Rule shall be lodged with the Secretary, Academic Board Appeals Committee within fourteen days of the date of formal notification of the Head of School’s determination provided in Rule 14.

(c) An appeal cannot be made on the basis of the absence of one or more items specified in Rule 2(b) from a unit statement.

16. Additional Detail on Student Performance

(a) After the final grades in a unit have been released, a student may request the unit assessor to provide more detail concerning the student’s performance. Any such request made within six months of the release of the relevant grade shall be complied with by the relevant unit assessor.

(b) After a period of six months following the release of the final grades in a unit, any piece of work related to assessment tasks for that unit, including examination scripts, which have not previously been returned to students may be destroyed and details on performance need not be provided.

17. Plagiarism

(a) Definition
Plagiarism is the act of taking and using another’s work as one’s own. For the purpose of this Rule, any of the following acts constitute plagiarism unless the work is acknowledged:
(i) copying the work of another student;
(ii) directly copying any part of another’s work;
(iii) summarising the work of another;
(iv) using or developing an idea or thesis derived from another person’s work;
(v) using experimental results obtained by another.

Any person who knowingly or negligently aids another person to commit an act of plagiarism as defined in Rule 17(a)(i)-(v) shall be dealt with under the Rule as if they themselves had committed the act of plagiarism. Plagiarism does not include poor referencing or poor presentation of cited material.

(b) Penalties
For an act of plagiarism, any one or more of the following penalties may be imposed:
(i) a mark of zero for the item of assessment in which the plagiarism occurred;
(ii) failure or cancellation or refusal of credit for the unit in which the plagiarism occurred;
(iii) suspension from the University for a specified period;
(iv) expulsion from the University.

(c) Re-enrolment of Expelled Students
A student who is expelled from the University shall not be re-enrolled except with the permission of the University Council.

(d) Powers of Head of Schools
In all cases where a member of academic staff is satisfied that plagiarism has occurred, the matter shall be reported to the Head of the...
School responsible for the unit in which the student is enrolled. The Head of School shall investigate the alleged offence and if satisfied that plagiarism has occurred may:

(i) in the case of a minor offence, take action under Rule 17(b)(i) or (ii); or
(ii) in the case of a serious offence, refer the matter to the Pro Vice-Chancellor.

(e) Report to the Executive Director of Administration

Any action taken under Rule 17(d) shall be reported as soon as practicable to the Executive Director of Administration. The Pro Vice-Chancellor may thereupon review the matter and, in particular, may:

(i) affirm or annul the action taken; or
(ii) refer the matter to the panel provided for in Rule 17(g).

(f) Powers of the Pro Vice-Chancellor

The Pro Vice-Chancellor shall investigate all alleged acts of plagiarism referred to him or her. Where the Pro Vice-Chancellor is satisfied that an act of plagiarism has occurred, the Pro Vice-Chancellor may:

(i) impose one or more of the penalties prescribed under Rule 17(b)(i)-(iii), provided that any suspension ordered under Rule 17(b)(iii) shall be for a period not exceeding one week; or
(ii) recommend to the University Council that the student be expelled from the University.

(g) Delegation of Powers

The Pro Vice-Chancellor may delegate the powers granted under Rule 17(f) to a panel of three consisting of the Executive Director of Administration (who shall act as a convener) and two Heads of School, one of whom shall be the Head of the School responsible for the unit or units in which the student who is the subject of investigation is enrolled.

(h) Appeal

An appeal against a penalty imposed:

- under Rule 17(d)(i) may be made to the Pro Vice-Chancellor;
- by the panel authorised by Rule 17(g) may be made to the Pro Vice-Chancellor;
- by the Pro Vice-Chancellor may be made to the Disciplinary Committee constituted under the Student Discipline Rules.

An appeal must be lodged with the Executive Director of Administration, in writing, within 14 days after the decision appealed against has been notified to the student and, if not so exercised within that period, the right of appeal shall lapse.

18. Cancellation or Postponement of Assessment Tasks

If the Chair of the Academic Board is satisfied that by reason of exceptional circumstances it is necessary to cancel or postpone an assessment task of which notice has been duly given to students enrolled for the unit, the Chair of the Academic Board may cancel or postpone that assessment task and, in that event, may give such directions as the Chair considers necessary or desirable as a consequence of the cancellation or postponement.

2. Appeals to Academic Board — Rules

1A. Transitional Provision

In these Rules:

(a) all references to “Head of School” should be read additionally as references to “Director of College”;
(b) all references to “School Board” should be read additionally as references to “College Board”.

1. Academic Board Appeals Committee

There shall be an Academic Board Appeals Committee to consider appeals against a decision of a Head of School, as provided for in the Rules.

2. Membership

The membership of the Appeals Committee shall be as determined by the Academic Board.
3. Powers
The Appeals Committee constituted under these Rules shall be authorised to exercise all relevant powers of the Academic Board with respect to matters within its jurisdiction.

4. Form of Appeal
An appeal to the Academic Board shall be made in writing and submitted to the Secretary, Academic Board Appeals Committee by the prescribed date where such date is prescribed by rule. Subject to the Chair of the Academic Board Appeals Committee’s discretion, a late appeal shall not be accepted.

5. Procedure
The procedures to be observed in the hearing of appeals shall be determined by the Appeals Committee.

6. Decision Final
A decision of the Appeals Committee shall be final.

3. Theses and Dissertations — Rules
1. Definitions: In these Rules, unless the context otherwise indicates or requires:

   “Research Masters” means a Masters by Research (the percentage of research being determined from time to time by the Graduate Research Board).

   “Thesis” means thesis or dissertation and includes other material submitted for examination in association with the thesis or dissertation but does not include a project report.

1A. Transitional Provision
In these Rules:

(1) all references to “Head of School” should be read additionally as references to “Director of College”;
(2) all references to “School Board” should be read additionally as references to “College Board”.

2. Subject to any decision of the School Board concerned, a thesis or other material required of a candidate for a bachelors degree in an area for which that School is responsible must be submitted at such time and in such form as the Head of School concerned may prescribe.

3. (1) Subject to any decision of the Academic Board in the case of the degrees of Doctor of Philosophy and Research Masters, or of the School Board concerned in the case of any other higher degree, a candidate for a higher degree may submit a thesis or other material required at any time during the year.

   (2) Subject to any rule relating to a particular degree, a candidate for a masters degree must consult the relevant Head of School and School Director of Postgraduate and Research Studies of the area for which that School is responsible as to the choice of the subject of the thesis or other work required, and must obtain the approval of the Graduate Research Board at least six months before submitting the thesis.

4. (1) Subject to this Rule, a candidate for a higher degree who presents an unpublished thesis, report, or similar composition, must lodge with the Executive Director of Administration four copies of the material presented. So far as practicable, the format, binding, and other materials of a like nature of the material lodged must comply with the directions issued by the University from time to time for the guidance of candidates for Research Awards.

   (2) A candidate who, pursuant to sub-rule (1), in the first instance presents material the binding of which is in temporary form, must prior to award of the degree, cause the material to be bound in permanent form and lettered in such manner as the University may prescribe.

   (3) The candidate shall make an abstract of the material. The abstract must not exceed 700 words in length and must be arranged under appropriate headings. A copy of such abstract must be bound at the beginning of each copy of the material.

5. (1) A candidate permitted to undertake one of the alternatives listed below in relation to a thesis must complete the action within the period specified:

   (a) revise and resubmit - 18 months;
(b) respond to adverse criticism by an examiner - 12 weeks;
(c) correct textual errors - 6 weeks.

(2) In exceptional circumstances, the period for completion of action may be extended by:

(a) the Postgraduate Research Committee, if the candidate is enrolled for the degrees of Doctor of Philosophy or Research Masters; or
(b) the Head of School responsible for the supervision of the candidate, if the candidate is enrolled for any other award.

6. After examination of the thesis or other material is completed, the four copies shall be dealt with as follows:

(a) one copy shall be returned to the candidate within three months of the completion of the examination;
(b) one copy shall be placed in the Library and shall remain the property of the University; and
(c) two copies shall be at the disposition of the Head of School responsible for the supervision of the candidate and shall remain the property of the University, provided that one such copy shall be offered to the candidate’s supervisor and, if accepted, shall become the property of the supervisor.

7. (1) Subject to the provisions of the Copyright Act 1968, as amended, copies of theses lodged in the University Library shall be available immediately for consultation or photocopying for the purposes of research or study unless:

(a) the author has required that the thesis be restricted to staff and students of this University for three years after the degree has been awarded; or
(b) at the request of the author and after due consideration and consultation, the Academic Board has directed that such restrictions as the Board may determine shall be placed on the availability of the thesis.

(2) The Library may supply a photocopy of such a thesis, upon request, to an individual for research or study, or to a library (including a library of a commercial organisation), in any case in which it would have been permissible under sub-rule (1) for that individual or library to photocopy it.

8. The University shall have the right to publish any thesis or dissertation (in whole or in part) which has been accepted by the University in partial fulfilment of the requirements of any award of the University, if that thesis or dissertation has not otherwise been published after a period of ten years from the granting of the award for which it was submitted.

**STUDENT DISCIPLINE**

1. Student Discipline - Rules*

* Currently under review.

1. These Rules are made in accordance with the powers granted by, and are to be read in conjunction with, By-law No. 12.

1A. Transitional Provision

In these Rules:

(a) all references to “Head of School” should be read additionally as references to “Director of College”;
(b) all references to “School Board” should be read additionally as references to “College Board”.

1B. In these Rules “Head of School” means:

(a) for a candidate enrolled for a unit or units the Head of School responsible for that unit or units;
(b) for a candidate enrolled for a masters or doctoral degree the Head of School responsible for the supervision of that candidate.

2. Simple Breach of Discipline

Where it appears to an officer of the University empowered to take action under these Rules that in the circumstances the misconduct with which a student is charged is not so serious as to warrant its reference to the Disciplinary Committee, the officer may treat it as a simple breach of discipline, and may thereupon exercise the powers conferred
3. **Powers of Teaching Staff**

Action may be taken under clause 3(1) sections (b), (c) and (h) of By-law No. 12, by a member of the teaching staff in relation to the staff member's own teaching activities, provided that any suspension imposed shall be for a period of no longer than one day.

4. **Report to Head of School**

Any action taken under Rule 3 above shall be reported to the Head of the School who may:
(a) affirm or annul the suspension; or
(b) impose a fine not exceeding $50; or
(c) take other action in exercise of the powers conferred by these Rules.

5. **Powers of Heads of Schools**

A Head of a School in respect to the teaching and other activities and examinations conducted by or the facilities of the School and the Librarian in respect of the library facilities of the University may impose a fine not exceeding $50 or take action under clause 3(1) sections (a), (b), (c), (d), (g), and (h), of By-law No. 12, provided that any suspension imposed shall be for a specified period not exceeding one week.

6. **Report to Executive Director of Administration**

Any action taken under Rule 5 above shall be reported as soon as practicable to the Executive Director of Administration. The Pro Vice-Chancellor may thereupon review the matter, and in particular may:
(a) affirm or annul the action taken;
(b) decrease a fine, or increase it to a sum not exceeding $50; or
(c) refer the matter to the Disciplinary Committee.

7. **Powers of Executive Director of Administration**

A fine not exceeding $50 may be imposed or action taken under clause 3(1) sections (a), (g), and (h) of By-law No. 12 by the Executive Director of Administration provided that any suspension order under section (g) shall be for a specified period not exceeding one week.

The Pro Vice-Chancellor may review any fine imposed or action taken under this Rule and in particular may:
(a) affirm or annul the action taken;
(b) decrease a fine, or increase it to a sum not exceeding $50; or
(c) refer the matter to the Disciplinary Committee.

Any suspension of a student during the currency of an examination shall be reported forthwith to the Executive Director of Administration who may impose a fine or take action in exercise of the powers conferred by these Rules or By-law No. 12 or initiate the convening of the Disciplinary Committee.

8. **Powers of Pro Vice-Chancellor**

A fine not exceeding $100 may be imposed or action taken under clause 3(1) sections (a) to (i) inclusive of By-law No. 12 provided that any suspension ordered under sections (b), (c), (d) and (g) shall be for a specific period not exceeding one week.

9. **Summary Fines**

For a breach of any By-law or Rule which does not amount to misconduct or which an officer of the University is authorised by By-law or Rule to treat as not amounting to misconduct, an officer of the University empowered to impose a fine may notify a student in writing, either by delivering it personally to the student or by sending it by ordinary post to the student’s last known address, that a fine not exceeding $50 will be imposed unless the student by a date being not less than fourteen days subsequent to the issue of the notice shows cause why such fine should not be imposed. If the student fails to show cause satisfactory to the officer concerned within that period, the fine shall automatically be imposed and payable in terms of the notice issued to the student. A student fined under the provisions of this Rule may appeal to the Disciplinary Committee which may affirm or annul or reduce or increase up to $50 the fine imposed.

10. **Reference to the Disciplinary Committee**

An authority empowered to impose a fine or
to take any action under By-law No. 12 or these Rules may, instead of or in addition to exercising such power other than imposition of a fine, report the matter to the Pro Vice-Chancellor with a recommendation that it be referred to the Disciplinary Committee.

11. Disciplinary Committee
(a) There shall be a Disciplinary Committee consisting of the following members:
   (i) three members of the staff of Southern Cross University, at least one of whom shall be a member of the academic staff, at least one of whom shall be male and at least one of whom shall be female, appointed by the Pro Vice-Chancellor; and
   (ii) two students appointed by the Pro Vice-Chancellor after consultation with the President of the Students Representative Council.
(b) The Pro Vice-Chancellor shall appoint a secretary to the committee.

12. Term of Membership of the Disciplinary Committee
(a) Members of staff appointed to the Disciplinary Committee shall hold office for a term of two years.
(b) Students appointed to the Disciplinary Committee shall hold office for a term of one year.

13. Replacement of Members of Disciplinary Committee
(a) Where a member notifies the Pro Vice-Chancellor that the member is unable or unwilling to attend to a matter pending before the Disciplinary Committee, or the Pro Vice-Chancellor is of the opinion that the member's participation is undesirable because of personal involvement in or connected with the matter and so notifies the member, the member shall not participate in the Disciplinary Committee's consideration of the matter, and a replacement shall be made in accordance with Rule 13(b).
(b) Where a member is excused from participation in the consideration of a matter before the Disciplinary Committee as provided for in Rule 13(a) the Pro Vice-Chancellor shall appoint a replacement from the constituency from which the excused member was selected.

14. Casual Vacancy
(a) If from any cause, other than the expiry of the term of appointment, a vacancy occurs that vacancy shall be a casual vacancy.
(b) A casual vacancy shall be filled in the manner prescribed in Rule 11(a) for the appointment of members and shall be filled from the constituency in which the vacancy occurred.
(c) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of that person's predecessor.

15. Functions of the Disciplinary Committee
The Disciplinary Committee shall hear and adjudicate upon:
(a) any charge of misconduct which is referred to it by the University Council, a Committee of the University Council, the Vice-Chancellor, the Pro Vice-Chancellor or other senior member of the University as defined in By-law No. 12;
(b) any appeal to it under By-law No. 12.

16. The Disciplinary Committee shall:
(a) inquire into and investigate the alleged misconduct in such a manner as it deems appropriate;
(b) proceed in all respects according to the justice of the case and decide the issue according to equity and good conscience;
(c) furnish the student with particulars in writing of the matters alleged against the student and allow the student a reasonable time to prepare a case; and
(d) give the student an opportunity to appear and be heard in person or to have another student appear on their behalf and put their case.

17. Penalties
Where the Disciplinary Committee finds the student guilty of misconduct it may:
(a) impose one or more of the penalties prescribed in clause 3(1) sections (a) to (i) inclusive of By-law No. 12; and
(b) make recommendations to the University Council concerning the imposition of a penalty under clause 3(1) sections (j) or (k) of By-law No. 12.

18. An appeal against a penalty imposed by the Disciplinary Committee may be made to the Appeals Committee.

STUDENT SANCTIONS

1. Student Sanctions - Rules

1. Definitions

In these Rules, unless the context otherwise indicates or requires:

“Enrolment” means enrolment, re-enrolment or re-admission.

“Indebtedness to the University” means non-payment, by the prescribed date, of:

(a) fines imposed under a University By-law or Rule;
(b) administrative charges and fees;
(c) student loans and other financial obligations resulting from a Student Loan Agreement entered into with the University;
(d) rent or other charges arising from a student residential Licence Agreement entered into with the University;
(e) compulsory fees related to participation in a residential school, student excursion, student field trip or similar activity;
(f) charges related to the non-return or damage to University property or equipment;

but does not include non-payment of:

(g) charges under the Higher Education Contribution Scheme;
(h) compulsory Union and Student Association fees as prescribed in Part 1 of the Schedule to the Administrative and Student Charges and Tuition Fees Rules, unless the Director of Student Administration so directs;
(i) tuition fees as prescribed in Part 2 and 3 of the Schedule to the Administrative and Student Charges and Tuition Fees Rules.

2. Failure to Pay Charges

Any student who is indebted to the University and having received due notice as prescribed in Rule 4 fails to discharge his/her indebtedness may be subject to the imposition of student sanctions.

3. Student Sanctions

Student sanctions shall take the form of one, or more, of the following:

(a) withholding of approval to enrol;
(b) withholding of Notification of Assessment;
(c) withholding of approval to graduate;
(d) non-issue of a Transcript of Academic Record;

4. Notice of Intention to Impose Student Sanctions

The Director of Student Administration shall provide to a student who is indebted to the University, notice in writing of the intention to impose student sanctions, as set out in Rule 3. Subject to Rule 5, student sanctions shall be imposed 14 days from the date of such notice and shall remain in force until the indebtedness is fully discharged.

5. Special Consideration

In exceptional circumstances, acceptable to the Director of Student Administration, where it is made to appear that the imposition of student sanctions would be inappropriate having regard to the circumstances, the Director of Student Administration may direct that:

(a) student sanctions not be imposed; or
(b) student sanctions be removed or varied; or
(c) conditions for discharging the student’s indebtedness to the University be renegotiated.

An application for special consideration, setting out the facts upon which the student relies and any corroborative evidence, shall be made in writing to the Director of Student Administration.
6. Appeal

A student may appeal against any decision made under these Rules. An appeal should be made in writing to the Executive Director of Administration within 10 days of notification of the relevant decision.

**MISCELLANEOUS**

1. Miscellaneous Provisions - Rules*

* Currently under review.

1. A student's enrolment for any course, subject or unit and any contract or other dealing by a student as such with the University, shall be deemed to be made subject to existing By-laws and any Rules made by the University Council thereunder and to any additions and amendments that may subsequently be made thereto. Provided that if, in its opinion, the application of any such addition or amendment to a particular student or class of students would cause special hardship to the student or class, the Academic Board or other authority concerned may make such special provision in the matter as it considers reasonable in the circumstances.

2. If while a student is proceeding to a degree or other award:

   (a) the provision of that award is terminated or withdrawn, the student shall be entitled to complete the qualification for and to receive the award upon such terms as to time for completing the qualification and otherwise as the University Council deems reasonable in the circumstances of the case;

   (b) the title of that degree or other award is varied the student shall be entitled to complete the qualification and to receive an award bearing the title of the award applicable at the time of the student's first enrolment for the award.

3. In these Rules unless the context otherwise indicates or requires:

   “Grade Average (GA)” means the average of the grades of result obtained by a student in units for which enrolled in accordance with the following formula:

   \[ \text{GA} = \frac{\sum (G \cdot V)}{\sum V} \]

   Where:
   
   \( G = \) grade of result in each unit where the numeric value of a grade is High Distinction = 4, Distinction = 3, Credit = 2, Pass = 1, Terminating Pass = 1, Fail = 0, (other grades including criterion-referenced grades being excluded from the calculation);

   \( V = \) the unit value of each unit taken.

4. If as a consequence of the development of alternative modes of delivery or co-operative arrangements with employer bodies or other education providers a student or group of students would suffer disadvantage or hardship by the application of any Rule, or if the application of any Rule is rendered inappropriate or impracticable, the Academic Board may make such special provision in the matter as it considers reasonable in the circumstances.

2. Library - Rules

1. (a) Subject to these Rules, and the overall control of the University Council, the Librarian shall control the use of library materials, prescribe the procedures to be followed by Library users, and exercise disciplinary authority both with respect to the preservation, consultation and loan of library materials and the behaviour of users of the Library.

   (b) Without limiting any other provision of these Rules, all users of the Library shall comply with any direction or prescription given or made by the Librarian under the provisions of sub-rule (a) of this rule.

2. Subject to any direction by the Librarian that any specified library material is not to be borrowed, library materials may be used in and borrowed from the Library by:

   (a) members and former members of the University Council;

   (b) members of staff;

   (c) students of the University;

   (d) students and staff of other tertiary education institutions with which the Library has a reciprocal borrowing agreement;

   (e) members of other organisations or
institutions which have entered into an agreement with the Library; and
(f) members of the community upon payment of an annual fee as prescribed by the University Librarian and approved by the Vice-Chancellor;
under such conditions as may from time to time be prescribed by the Librarian.

3. Library materials may be used in the Library by members of the public who satisfy the Librarian that they have a serious need to use the Library. The Librarian shall have a complete discretion to permit any such person to borrow library material and may require a deposit appropriate to the replacement value of each book or other item so borrowed.

4. At the discretion of the Librarian, library materials may be lent to the libraries of other institutions or organisations on a reciprocal basis.

5. Nothing in the preceding rules shall:
(a) entitle any person to make use of or borrow library materials unless that person establishes their identity and their right so to use or borrow library material to the satisfaction of the Librarian; or
(b) prevent the Librarian, with the approval of the Vice-Chancellor, from closing the Library or any part thereof to all users or any particular class of user, and in particular and without limiting the generality of the foregoing, to all users other than staff and students of the University when the needs of such staff and students cannot otherwise be met.

6. (a) Any person who borrows library material shall:
(i) return it within the time prescribed at the time of issue; and
(ii) comply with any written demand for the return of such material within the time prescribed in such a demand.
(b) Where the time prescribed or specified under this rule as the time within which a person is required to return any library material expires on a Saturday, Sunday or a public holiday, that person shall, notwithstanding the provisions of any other rule of law, return that material on or before that day.

7. Any person who has failed within six weeks of the original loan or last renewal to return library material lent to them and who has been given written notice requiring the return of such material, shall be liable to pay to the University such replacement costs and administrative costs as in the opinion of the Librarian would reasonably be incurred in replacing the item concerned, in addition to any fine which may be imposed for late return, or other breach of any rule. Such notice may be given by posting it by prepaid post to the address shown on the University’s records.

8. No person shall mark, deface, damage or destroy a book or other library material or property. In addition to any fine which may be imposed for such conduct, the person concerned shall pay such amount as the Librarian may reasonably require to make good the loss or damage or any other expense to the University caused by that person.

9. No person shall in the Library conduct themselves in a manner which, in the opinion of the Librarian, is not a proper use of the Library, or which interferes with the comfort or convenience of or the use of the Library by others and, in particular, the following rules of conduct shall be observed in the Library:
(a) smoking is prohibited;
(b) the consumption of food or drink in public areas of the Library is prohibited;
(c) unsupervised children shall not be permitted to enter the Library; and
(d) talking shall be kept to a minimum and at a low level, except in designated group study areas.

10. Any person present in the Library shall on request from a member of Library staff give their name and address and, if required, produce for inspection a student card or other evidence of identity, or leave the Library and not return until they are able to comply with the request for identification.

11. (a) Where it appears to the Librarian, or in the absence of the Librarian, the next
most senior officer on duty in the Library on that day, that a person is
 guilty of misconduct as defined in By-law No. 12, that person shall be dealt
 with in accordance with the provisions of the Student Discipline Rules
 notwithstanding the fact that that person may not be a student and
 provided that, where the person is not a student or a staff member of this
 University, they may be denied access to the Library for such period exceeding
 one week as the Vice-Chancellor acting on the advice of the Librarian may
determine.

(b) In addition to the penalties, fines and
 other charges which may be imposed in
 accordance with these Rules, a person
 found guilty of misconduct shall have
 their borrowing rights suspended for a
 period of not less than 14 days.

12. No broadsheets, handbills, newspapers or
 other material, other than official notices of
 the Library or the University, may be
 distributed or displayed within the Library
 except with the approval of the Librarian.

13. So long as any fine imposed under these
 Rules remains unpaid, or so long as any
 person keeps an item to which that person is
 not entitled, the right of the defaulter to use
 the Library is suspended.

14. (a) No item of Library property may be
 removed from the Library except by
 way of loan to an authorised borrower.

(b) A borrower remains responsible for an
 item marked out in the borrower’s name
 until it is returned to the Library and the
 transaction cleared by Library staff.

15. All enquiries and transactions in respect of
 library materials are confidential.

GENERIC RULES FOR ALL
UNDERGRADUATE AWARDS

1. Qualification for Admission
(a) Applicants for admission to
 candidature in any undergraduate
 award (Certificate, Advanced
 Certificate, Associate Degree or
 Bachelor’s degree) shall have gained the
 NSW Higher School Certificate, or
 equivalent, and have attained at the
 examination for that Certificate the
 Universities Admissions Index
 necessary to gain entry to that
 undergraduate award, or have been
 granted consideration for admission
 under a special entry category as set out
 in the University’s Admission Rules; or
(b) shall have gained additional admission
 requirements as set out under specific
 award rules.

The University’s Admission Rules are set out in detail in Part B of the University
Handbook.

2. Duration of Course
Normally, unless the relevant School Board
otherwise determines, a candidate for a:
(a) 32 unit Bachelor’s degree must complete
the course in not more than 10 years;
(b) 24 unit Bachelor’s degree must complete
the course in not more than 8 years;
(c) 16 unit Associate Degree must complete
the course in not more than 6 years;
(d) 8 unit Diploma/Advanced Certificate
must complete the course in not more
than 3 years;
(e) 4 unit Certificate must complete the
course in not more than 2 years.

3. Enrolment
Normally, unless the relevant School Board
otherwise determines:
(a) a candidate shall remain enrolled for the
duration of each session;
(b) a candidate shall not enrol for the
equivalent of more than four (4) units in
any one session; provided that where the
School Board’s discretion is exercised such
candidate shall be permitted to enrol in not more than five (5) units.

At the further discretion of the School Board, and then only in exceptional circumstances, a
candidate may be permitted to enrol in not more than six (6) units in any one session.

4. Completion of a Unit
A candidate shall have completed a unit
when either:
(a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
(b) the candidate has been granted advanced standing in that unit.

5. Admission to an Award

A candidate who has fulfilled the requirements of these Rules and has otherwise complied with the provision of all applicable By-laws and other Rules may be admitted to the relevant award.

6. Requirements for an Award

Normally, unless the relevant School Board otherwise determines:

(a) A candidate for a Bachelor’s degree must complete not less than the equivalent of either twenty-four (24) units or thirty-two (32) units as detailed in the Rules for specific awards. A candidate for a double degree must complete either thirty-six (36) or forty (40) units as detailed in the Rules for specific awards.

(b) A candidate for an Associate Degree must complete the equivalent of sixteen (16) units as detailed in the Rules for specific awards.

(c) A candidate for a Diploma must complete the equivalent of eight (8) units as detailed in the Rules for specific awards.

(d) A candidate for a Certificate must complete the equivalent of four (4) units as detailed in the Rules for specific awards.

(e) Schedules of Units and information regarding approved or necessary combinations of units (e.g. core, major or minor requirements), are detailed in the Rules for specific awards.

7. Advanced Standing/Credit Transfer/Professional Experience

(a) A School Board may grant a candidate advanced standing or credit transfer for units in an award on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, within the previous ten years; or on another basis (e.g. demonstrated professional achievement), the principle of which is acceptable to the Academic Board. Any such advanced standing or credit transfer will not normally exceed 50% of the equivalent unit requirements for the award. Any additional details concerning approved potential levels of advanced standing are listed in the Rules for specific awards.
Introduction

These Rules apply to the courses listed below. Rules for other courses offered by the School of Business, School of Commerce and Management and the School of Multimedia and Information Technology are included in the relevant School entry in this Handbook.

**BACHELOR OF ACCOUNTING**
(Abbreviated title: BAcc)

**BACHELOR OF BUSINESS**
(Abbreviated title: BBus)

**BACHELOR OF MANAGEMENT**
(Abbreviated title: BMangt)

Professional Recognition

Depending on the award/major studied, professional bodies have given recognition to the above programmes offered by the University.

Graduates are eligible to apply for membership of, or registration by, these bodies, subject to having successfully completed certain specified units. Because the professional bodies’ requirements change from time to time, students are strongly advised to contact the relevant organisations to determine what specific units they are required to complete to ensure eligibility to apply for membership or registration.

See entries for School of Business and School of Commerce and Management for further details.

Rules Governing Candidature

See Generic Rules for Undergraduate Awards in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

(f) To be eligible for the award of the Bachelor of Accounting degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) nineteen (19) units from Part A of the Schedule of Units attached to these Rules;

(ii) three (3) units from Part B of the Schedule; and

(iii) two (2) elective units.

(g) To be eligible for the award of the Bachelor of Accounting and Finance degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) eighteen (18) units from Part A of the Schedule of Units attached to these Rules;

(ii) three (3) units from Part B of the Schedule; and

(iii) three (3) units from Part C of the Schedule.

(h) To be eligible for the award of the Bachelor of Accounting and Information Systems degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) seventeen (17) units from Part A of the Schedule of Units attached to these Rules; and

(ii) seven (7) units from Parts B and C of the Schedule, including not less than three (3) units from each.

(i) To be eligible for the award of the Bachelor of Business degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) for the general Bachelor of Business - General Degree: twelve (12) units from Part A of the Bachelor of Business - General Degree Schedule of Units attached to these Rules; and

(ii) eight (8) units from Part B (a) of the Schedule, including not less than three (3) units from section (a)(ii), plus any four (4) elective units.
(ii) for the Bachelor of Business with designated single majors:

- twelve (12) units from Part A of the Bachelor of Business - General Degree Schedule of Units attached to these Rules; and
- eight (8) units from the one of the single majors listed in section (b)(i) of the Schedule, plus any four (4) elective units, or

- six (6) units from the one of the single majors listed in Part B (b)(ii) of the Schedule, plus six (6) units from the list in Part B (a), including not less than three (3) units from (a)(ii).

(iii) for the Bachelor of Business with designated double majors:

- eleven (11) units, excluding unit MN114 Strategic Management, from Part A of the Bachelor of Business - General Degree Schedule of Units; and
- thirteen (13) units drawn from two relevant majors in Part B (b) of the Schedule which must include the units marked with an asterisk (*) and at least six (6) units from each major. MN114 Strategic Management can also be included as a unit in any double major.

Students undertaking the Media/Marketing double major must include the Media units listed in Part B (c) of the Schedule. Enrolment in a double major must have the approval of the School Boards of both Schools. Bachelor of Business candidates can graduate with double majors in any two (2) of the areas listed in Part B (c) of the Schedule.

(j) To be eligible for the award of the Bachelor of Management degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

- twenty-two (22) units from the Schedule of Units attached to these Rules; and
- two (2) elective units.

7. Advanced Standing/Credit Transfer/Professional Experience

(b) Candidates who have completed an Associate Degree of this University may be granted advanced standing for up to sixteen (16) units.

(c) Candidates shall not be granted advanced standing for more than sixteen (16) units.

(d) Candidates holding the TAFE Diploma of Retail Management may be granted advanced standing for up to twelve (12) units only towards the Bachelor of Business major in Retail, subject to the electives chosen in the Diploma, and/or the completion of an appropriate post-TAFE bridging unit offered by the University.

(e) Candidates who are granted advanced standing for units MA051 Business Mathematics and MA115 Statistics and who hold the Diploma of Retail Management must normally complete the appropriate post-TAFE bridging unit offered by the University.

Schedule of Units

BACHELOR OF ACCOUNTING

PART A

- AC141 Accounting and Financial Management I
- MA051 Business Mathematics
- DP125 Introductory Computing
- LA130 Introduction to Law and Contract
- AC142 Accounting and Financial Management II
- AC143 Accounting Principles and Practice
- MA115 Statistics I
- LA131 Business Law
- MN111 Fundamentals of Management
- AC145 Financial Reporting
- EC102 Applied Microeconomics
- AC147 Managerial Finance
- LA004 Company Law
- EC101 Macroeconomics
- AC146 Management Accounting
- BS100 Organisational Behaviour
- AC132 Taxation
- AC130 Auditing
- AC106 Accounting Theory

PART B

- AC131 Advanced Auditing
AC134 Advanced Taxation
AC148 Advanced Financial Reporting
AC120 Accounting Information Systems

**BACHELOR OF ACCOUNTING AND FINANCE**

**PART A**
AC141 Accounting and Financial Management I
MA051 Business Mathematics
DP125 Introductory Computing
LA130 Introduction to Law and Contract
AC142 Accounting and Financial Management II
AC143 Accounting Principles and Practice
MA115 Statistics I
LA131 Business Law
MN111 Fundamentals of Management
AC145 Financial Reporting
EC102 Applied Microeconomics
EC104 Monetary Economics
AC147 Managerial Finance
LA004 Company Law
EC101 Macroeconomics
AC146 Management Accounting
BS100 Organisational Behaviour
AC115 Security Analysis and Portfolio Management

**PART B**
AC130 Auditing
AC132 Taxation
AC136 Accounting Theory
AC120 Accounting Information Systems
LA004 Company Law
AC147 Managerial Finance

**PART C**
DP228 Database Systems I
DP223 Commercial Programming
DP237 Decision Support Systems
DP240 Data Communications and Networks
DP222 Computer Control, Auditing and Security

**BACHELOR OF BUSINESS**

**PART A**
AC141 Accounting and Financial Management I
AC142 Accounting and Financial Management II
BS100 Organisational Behaviour
AC130 Auditing
AC132 Taxation
AC143 Accounting Principles and Practice
AC145 Financial Reporting

**PART B**
AC120 Accounting Information Systems
AC125 Securities Markets Regulation
AC130 Auditing
AC132 Taxation
AC136 Accounting Theory
AC120 Accounting Information Systems
LA004 Company Law
AC147 Managerial Finance

**PART C**
DP228 Database Systems I
DP223 Commercial Programming
DP237 Decision Support Systems
DP240 Data Communications and Networks
DP222 Computer Control, Auditing and Security

## BS100 Organisational Behaviour

Consumer Behaviour for students studying a Marketing major, either as a single or double major. Such students may subsequently take BS100 as an elective.

MN114 Strategic Management

## M N114 Strategic Management

Small Business Management. For students undertaking the Small Business Management single major, for students taking a double major, MN114 is not a compulsory unit but may be included in the double major (that is, under Part B).

**PART B**

(a) Bachelor of Business - General Degree

(a)(i)
AC120 Accounting Information Systems
AC125 Securities Markets Regulation
AC143 Accounting Principles and Practice
AC144  Banking and Lending Decisions
BS101  Organisational and Human Resource Development
DP123  Commercial Programming
DP235  Applications Development
DP243  Systems Analysis and Design
LA 131  Business Law
LA 105  Marketing Law and Ethics
MA 060  Introduction to Operations Research
MA 116  Statistics II
MK 103  Promotion and Advertising
MK 106  Marketing Research
MN 121  Human Resource Management I
MN 122  Human Resource Management II
MN 312  International Trade
MN 314  Entrepreneurship
MN 315  Feasibility Study
MN 316  Multi-National Business Organisation
EC 007  Managerial Economics
EC 104  Monetary Economics
EC 105  Microeconomic Theory
EC 106  Macroeconomic Theory
MN 245  Environmental Issues for Business
MN 319  Buying
(a)(ii)
AC 106  Accounting Theory
AC 115  Security Analysis and Portfolio Management
AC 126  International Finance
AC 127  Financial Institutions Management
AC 130  Auditing
AC 132  Taxation
AC 145  Financial Reporting
AC 146  Management Accounting*
AC 130  Auditing
AC 132  Taxation
AC 106  Accounting Theory
LA 004  Company Law
LA 131  Business Law
AC 143  Accounting Principles and Practice*
AC 145  Financial Reporting*
Computing
DP 240  Data Communications and Networks
DP 231  Computing Project
DP 230  Information Resources Management*
DP 237  Decision Support Systems
DP 228  Database Systems I
DP 245  Principles of Programming
DP 243  Systems Analysis and Design*
DP 235  Applications Development*
Economics
EC 105  Microeconomic Theory*
EC 103  International Economics
EC 106  Macroeconomic Theory*
EC 104  Monetary Economics
EC 007  Managerial Economics
AC 147  Managerial Finance
EC 107  Economic Policy*
EC 108  Environmental Economics
Finance and Banking
AC 115  Security Analysis and Portfolio Management*
AC 125  Securities Markets Regulation
AC 126  International Finance
AC 127  Financial Institutions Management
AC 144  Banking and Lending Decisions
AC 147  Managerial Finance*
EC 104  Monetary Economics*
LA 131  Business Law
Human Resource Management
MN 121  Human Resource Management I*
MN 122  Human Resource Management II*

(b) Bachelor of Business in Designated Single Majors
(b)(i)
Accounting
AC 146  Management Accounting*
AC 130  Auditing
AC 132  Taxation
AC 106  Accounting Theory
LA 004  Company Law
LA 131  Business Law
AC 143  Accounting Principles and Practice*
AC 145  Financial Reporting*
Computing
DP 240  Data Communications and Networks
DP 231  Computing Project
DP 230  Information Resources Management*
DP 237  Decision Support Systems
DP 228  Database Systems I
DP 245  Principles of Programming
DP 243  Systems Analysis and Design*
DP 235  Applications Development*
Economics
EC 105  Microeconomic Theory*
EC 103  International Economics
EC 106  Macroeconomic Theory*
EC 104  Monetary Economics
EC 007  Managerial Economics
AC 147  Managerial Finance
EC 107  Economic Policy*
EC 108  Environmental Economics
Finance and Banking
AC 115  Security Analysis and Portfolio Management*
AC 125  Securities Markets Regulation
AC 126  International Finance
AC 127  Financial Institutions Management
AC 144  Banking and Lending Decisions
AC 147  Managerial Finance*
EC 104  Monetary Economics*
LA 131  Business Law
Human Resource Management
MN 121  Human Resource Management I*
MN 122  Human Resource Management II*
BS101 Organisational and Human Resource Development
LA104 Employment and Industrial Relations Law
MN 311 International Human Resource Management*
MN 116 Industrial Relations
LA106 EEO and OH&S Law and Practice
MN 118 Industrial and Economic Democracy

International Business
MN 312 International Trade*
EC007 Managerial Economics
EC 103 International Economics
MN 316 Multi-National Business Organisation*
MK 107 Export Marketing
AC126 International Finance
MN 313 International Management*
MN 311 International Human Resource Management

Marketing
MK 103 Promotion and Advertising*
LA 105 Marketing Law and Ethics
MK 106 Marketing Research*
MK 105 Sales Management
MK 104 Media Strategies
MK 111 Services Marketing
MK 110 Retail Marketing
MK 107 Export Marketing

Paralegal/Aboriginal Paralegal Studies

Students who have completed an Associate Degree in Law (Paralegal Studies) or Associate Degree in Law (Aboriginal Paralegal Studies) may be deemed to have satisfied the requirements of these majors on transfer to the Bachelor of Business.

Retail
MN 121 Human Resource Management I
LA 105 Marketing Law and Ethics
MN 319 Buying*
MK 105 Sales Management
MN 116 Industrial Relations
MK 110 Retail Marketing*
DP 230 Information Resources Management
MN 159 Project Management

Small Business Management

MN 314 Entrepreneurship*
MN 315 Feasibility Study*
MN 318 Issues in Small Business Management*
plus any five (5) of the following:
AC 132 Taxation

MN 121 Human Resource Management I
LA 131 Business Law
AC 143 Accounting Principles and Practice
MK 103 Promotion and Advertising
MK 107 Export Marketing
MK 106 Marketing Research
MN 317 Small Business Management*#

(b)(ii)

Japanese
JP 411 Japanese I A
JP 421 Japanese I B
JP 412 Japanese II A
JP 422 Japanese II B
JP 413 Japanese III A
JP 423 Japanese III B

Politics
PS 006 Australian Government and Political Institutions
PS 005 Political Theory
PS 011 Policy Formulation and Reform
PS 012 Politics and Decision Making
PS 013 Politics, Power and Social Movements
PS 010 Local Government

* Units are compulsory units for students taking double majors in these areas.
# MN 317 Small Business Management is not available for inclusion in the Small Business Management major as a single major. Students taking a single major are required to complete this unit as a core unit under Part A.

(c) Bachelor of Business in Designated Double Majors

Bachelor of Business candidates can graduate with double majors in any two (2) of the following areas:

Accounting
Computing
Economics
Finance and Banking
Human Resource Management
International Business
Marketing
Media (only as a double major with Marketing)
Retail
Small Business Management

Students undertaking the Media/Marketing double major must include the following Media units:
ME 439 Foundations in Media Studies
CM 401 Cross-Cultural Film Studies
RULES FOR BACHELORS DEGREES WITH HONOURS

1. Preamble

The Honours course is a separate year of study which extends and enriches the discipline and field of study undertaken in the prior years of the degree. It is undertaken following successful completion of the requirements for a pass degree, normally in the School or College through which the pass degree was completed. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student’s research potential and introduce students to basic research training.

2. Rules Governing Candidature

1. Definitions

In these Rules unless the contrary intention appears, in relation to a candidate the words “School”, “School Board” and “Head of School” are to be taken also to mean “College”, “College Board” and “Director of College” respectively where the candidate is being supervised in a College.

2. Application for Admission

An intending candidate shall submit to the Director of Student Administration, an application on the prescribed form and completed to the satisfaction of the Head of School responsible for the candidate’s supervision.

Applications for admission must be forwarded to reach the Director, Student Administration no later than 30th November for commencement in the first semester of the following year, and no later than 31st May for commencement in the second semester of the same year.

Late applications may be considered in exceptional circumstances and at the sole discretion of the Pro Vice-Chancellor.

3. Eligibility for Admission

To be eligible for consideration for admission to a Bachelor’s degree with Honours a candidate shall have:

(a) either:

(i) (A) completed the requirements for the relevant precursor degree at this University;
(B) normally achieved at least a credit average throughout the pass degree; and
(C) satisfied the Head of School that the content of the degree together with any further work the Head of School may prescribe is sufficient to make that person a suitable candidate for the degree with Honours in the chosen field; or

(ii) obtained qualifications from this or another institution and where necessary have undertaken further work which, in the opinion of the Head of School, are at least of the
standard and content required by paragraph (A);
(b) satisfied any additional admission requirements specified by the School Board.

4. Admission
Admission to candidature for a Bachelors degree with Honours shall be:
(a) at the discretion of the School Board; and
(b) subject to the availability of appropriate supervision.

5. Course of Study for the Degree with Honours
A candidate for a Bachelor’s degree with Honours shall pursue a course of study as prescribed in the unit statement and shall obtain a grade not less than a pass for all the units of that course of study and fulfil such other requirements in connection with the course as the Head of School or Honours Year Co-ordinator in that School may prescribe.

6. Duration of Course
Unless the Head of School in special circumstances otherwise determines, a candidate shall fulfil all requirements of the Honours course within one year of first enrolling, in the case of a full-time candidate, or two years, in the case of a part-time candidate.

7. Appointment of Supervisors
(a) At the time of admission to candidature, there shall be assigned to the candidate, one or more supervisors, under whose general guidance the candidate shall work.
(b) The supervisor(s) shall be appointed by the Head of School on the recommendation of the Honours Year Co-ordinator in that School, and after consultation with relevant staff.
(c) The Head of School shall appoint one member of the School Board to be Principal Supervisor and may appoint additional supervisors.

8. Examination of Honours Year Project/Thesis
The Honours year project/thesis completed by a candidate shall be examined by not less than two examiners, one of whom will normally be external to the University. The candidate’s supervisor(s) may not be examiners.

9. Class of Honours
A candidate who has reached the required standard of proficiency may on the recommendation of the School Board be awarded Honours in one of the following grades: First Class Honours; Second Class Honours, Division 1; Second Class Honours, Division 2; Third Class Honours. In published lists, the names of candidates awarded the same grade of Honours shall be placed in alphabetical order.