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RULES RELATING TO AWARDS

These Rules are made pursuant to Clauses 44 and 45 of the By-laws* of the University. They are organised as follows:

Rule 1  Definitions and Preliminary Provisions
Rule 2  Coursework Awards: General Provisions
Rule 3  Coursework Awards: Student Assessment and Examinations
Rule 4  Coursework Awards: Specific Award Rules
Rule 5  Honours Awards (where Honours is taken as a separate year)
Rule 6  Honours Awards: Individual Award Rules
Rule 7  Master’s by Thesis Awards
Rule 8  Doctor of Business Administration (DBA) award
Rule 9  Doctor of Philosophy (PhD) award
Rule 10 Awards: General Provisions

Rules 4 (undergraduate awards), 6, 7, 8 and 9 are not detailed in this section of the Student Handbook, but can be found under the relevant award level entries in the Course Information Section.

* By-laws are located in the Calendar
www.scu.edu.au/calendar

1.1 Definitions

In these Rules, unless the context otherwise indicates or requires, the following definitions shall apply:

(a) "Academic Board" means the body of that name appointed by the Council of the University;

(b) "advanced standing" means recognition which may be granted to an enrolled student for studies successfully completed at this University or at another approved tertiary institution; advanced standing may also be granted in particular circumstances for professional experience relevant to a specific award course;

(c) "aegrotat award" means an award granted under circumstances where a student was unable in the final study period to complete particular assessment tasks on account of death or incapacity;

(d) "anti-requisite unit" means a specified unit that is deemed to have content that is too much in common with another unit, thereby prohibiting enrolment in the other unit either concurrently with the specified unit, or where the specified unit has been successfully completed;

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

(f) "assessment task" means any item of assessment, for example, tests, examinations, assignments, practicals, clinicals, orals and any other performances required as part of an assessment;

(g) "award course" means a course leading to an accredited award of the University;

(h) "Board of Assessors" means a sub-committee of Academic Board which meets to determine grades. The membership of a semester Board of Assessors is the unit assessors, or their nominees, of units in a School, College or other teaching unit taught in that study period. For all other study periods membership of a Board of assessors is the unit assessors, or their nominees, of all units taught in the University in that study period. A semester Board of Assessors will be chaired by the Head of School or their nominee. For all other study periods the Board of Assessors will be chaired by the Chair of Academic Board or their nominee;

(i) "candidate" means a person admitted to the University as a student and proceeding towards an accredited award of the University;

(j) "census dates" are set for each unit of study that the University proposes to offer each year. Census dates are published by 1 December of the year prior to the commencement of that unit;

(k) "co-requisite unit" means a unit which a candidate is normally required to enrol in concurrently with another specified unit;

(l) "Commonwealth Supported Place" is a place for which the Commonwealth makes a contribution towards the cost of that place.

(m) "Commonwealth Supported Student" means a student who is generally required to contribute to the cost of their education through a student contribution, while the Commonwealth Government also funds part of the costs involved.

(n) "elective unit" means a free choice unit drawn from anywhere within the University;
(o) "examination" means the formally supervised examination held at the end of a study period;

(p) "feeder region" means the region bounded in the south by Bulahdelah, by Dubbo and Goondiwindi in the west, and Greater Gold Coast area in the north;

(q) "Head of School" means the person appointed by the Vice-Chancellor to manage a School; all references to Head of School should be read additionally as references to Director of College;

(r) "major" means an approved combination of six or more units in a subject area; twelve or more units in a subject area constitutes a double major;

(s) "pre-requisite unit" means a unit which a candidate must have successfully completed before enrolling in another specified unit;

(t) "Schedule of Units" means the table of units annexed to and forming part of specific award Rules;

(u) "School Board" means a body of that name appointed by the Academic Board. All references to a School Board should be read additionally as references to a College Board;

(v) "special consideration" means consideration for extension or variation of deadlines for assessment tasks, for a special examination, or for consideration related to a completed assessment task;

(w) "special examination" means an examination offered in lieu of the normal examination;

(x) "student" means a person enrolled as a candidate in a course leading to an accredited award of the University, or in units which do not lead to an accredited award of the University;

(y) “Student Learning Entitlement” provides a student with access to a Commonwealth support place.

(z) "study period" means a semester, or trimester, or any other period as designated by the Academic Board;

(aa) "study plan" means an approved program of study leading to the completion of an award course;

(ab) "unit" means a discrete component of an award course; units are identified by a title and code number, and require 150 hours of dedicated study time;

(ac) "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.

(ad) "unit statement" means a document approved initially by the Academic Board, and maintained by the relevant School Board, setting out details in accordance with the University's policy on course accreditation and course changes.

(ee) "enabling (bridging) program" means a program that is provided for particular types of disadvantaged students who need preparation prior to commencing a formal award course; it is offered to students to enable them subsequently, if they so choose, to commence an award course in a student place that is funded either partially or fully by the Commonwealth. Programmes which form part of a formal award course or for which credit will or may be given towards an award course are not considered to be bridging programs.

1.2 Preliminary Provisions

(a) Unless the context otherwise indicates or requires, any officer, committee or board of the University authorised or required under these Rules to exercise any authority, duty or responsibility may nominate another officer,
committee or board to exercise that authority, duty or responsibility. Such delegated authority may not be further delegated without the approval of original delegating authority.

(b) The Academic Board at its discretion may permit departure from any of these Rules in particular instances.

(c) The Academic Board may make such special provision in a matter as it considers reasonable in circumstances where:

(i) the application of any addition or amendments to an existing Rule causes special hardship to a student or class of students; or

(ii) the development of alternative modes of delivery, or of cooperative arrangements with employer bodies or other education providers, causes special hardship to a student or class of students; or

(iii) the application of any Rule is rendered inappropriate or impracticable in particular circumstances.

(d) Nothing in these Rules, nor any action taken under them, shall deprive the University of any other right or remedy it may have in the circumstances or prevent the University from taking any other action consistent with its Act and By-laws.


2.1 Admission

(a) An application for admission to a coursework award course shall be made on the prescribed form in accordance with the required procedures and lodged as directed by a specified date. An applicant who has not completed the required admission procedures by a specified date and who wishes to apply may be liable for payment of a late fee. An application for admission shall not normally be approved later than two weeks prior to the commencement of the relevant semester, trimester or other study period.

(b) An applicant who satisfies all relevant eligibility for admission requirements, as documented in Rules 2.2 to 2.3, and who is offered a place in a course, shall be considered eligible to become enrolled as a student of the University.

(c) An applicant may be required to attend for consultation and advice prior to enrolment, as determined by the relevant Head of School, and shall not be enrolled in the course until compliance with this requirement has been confirmed by the relevant Head of School.

(d) An applicant who is offered a place in an undergraduate award course shall be granted a deferment of offer for 6 or 12 months following written application to the Director of Student Services and upon payment of the prescribed non-refundable fee by the prescribed date. Deferment of offer shall be available to all applicants seeking admission in an undergraduate award course. Any request for an extension of deferment of offer greater than 12 months shall be decided by the relevant Head of School, and approval is not automatic.

2.2 Eligibility for Admission to an Undergraduate Award Course

An applicant for admission to an undergraduate award course must satisfy one or more of the requirements in Rule 2.2(a–f).

Additional requirements may be prescribed in the Specific Award Rules.

(a) Current Year 12 applicants:

(i) An applicant who has completed the NSW Higher School
Certificate may be considered for admission on the basis of a Universities Admission Index or Limited Universities Admission Index, or equivalent.

(ii) An applicant who has completed the Queensland Senior Certificate may be considered for admission on the basis of an Overall Position, or equivalent. An applicant may also be considered on the basis of results in specific subjects and the Queensland Core Skills Test.

(iii) An applicant who has completed an another qualification may be considered for admission, provided that the qualification and level of attainment are equivalent to the NSW Higher School Certificate.

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

(v) An applicant completing Year 12 at a high school or TAFE college in the University's feeder region may be admitted under the Star Scheme. Applicants will be assessed on the basis of a report prepared by their Principal and must satisfy any specific University entry criteria.

(b) All other Applicants:

An applicant who satisfies one or more of the following qualifications for admission, may be considered for admission on the basis of a rank determined by either the relevant Tertiary Admissions Centre or the University:

(i) completion of the New South Wales Higher School Certificate, or equivalent;

(ii) completion of at least six (6) months full-time equivalent study, in a degree, diploma, associate diploma, advanced certificate or certificate level 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;

(iii) completion of at least 6 months full-time equivalent study, in a tertiary preparation course at an Australian university or TAFE college;

(iv) completion of the Special Tertiary Admissions Test,

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

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

(vii) submission of a Personal Competencies Assessment addressing specific selection criteria;

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

(c) Applicants under 18 years of age:

An applicant who is under 18 years of age as at 1 March in the year of intended course commencement, and who does not satisfy at least one of the requirements in Rule 2.2(a)(i–iii) may be considered for admission if the applicant's qualifications and level of
attainment are acceptable to the relevant Head of School.

(d) Educational disadvantage:
The University has adopted policies to ensure that educational opportunities are provided for all sections of the community without discrimination on the basis of race, sex, or social or ethnic origin. An applicant who can demonstrate educational disadvantage may be considered for admission provided the applicant can demonstrate, to the satisfaction of the relevant Head of School, an ability to cope with the academic content of the course for which admission is sought.

(e) Indigenous Applicants:
Applicants may be considered for admission on the basis of individual assessment programs run by the College of Indigenous Australian Peoples. Applicants may be required to undertake Foundation program for Indigenous Australians as preparation for tertiary study.

(f) Overseas Qualifications:
An applicant with overseas qualifications may be considered for admission provided the University accepts the applicant’s qualifications as being the equivalent of an Australian qualification required for entry to a particular course. An applicant 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 paper based score, (including a minimum score of 4.5 in the Test of Written English), or an equivalent score in a comparable test as determined by the Academic Board.

2.3 Eligibility for Admission to a Postgraduate Coursework Award Course

An applicant for admission to a postgraduate coursework award course must:

(a) have fulfilled all the requirements for admission to a degree (or qualification of equivalent standing) at this University or at another university or tertiary institution approved by the Academic Board; or

(b) have satisfied such additional, or alternative, admission requirements as are prescribed in specific award Rules.

2.4 Advanced Standing

(a) A Head of School may grant a student advanced standing no greater than 50% for units on the basis of studies successfully completed at this or another Australian University, or at other types of tertiary education institutions acceptable to the Academic Board; or on another basis acceptable to the Academic Board. The study plan for a student granted advanced standing shall be determined in each case by the relevant Head of School.

(b) Advanced standing over 50% by no more than two units may be granted by the Faculty Board. Any advanced standing in excess of this may be approved by Programs Committee or as provided for in specific award Rules.

(c) Subject to the approval of the relevant Head of School, a student who is readmitted to a course may be granted advanced standing for units successfully completed while enrolled in that course on a previous occasion.

(d) A student permitted to undertake an internal course transfer (see Rule 2.12) may be granted advanced standing for units successfully completed while enrolled in the previous course. The number of units of advanced standing granted shall be decided by the Head of
School into which the student is transferring.

(e) Advanced standing shall not be granted for units completed within an enabling (or bridging) program.

2.5 Enrolment

(a) A student is responsible for ensuring they are correctly enrolled at all times and that their enrolment is kept up to date. All provisions in the Rules concerning enrolment shall apply both to the first enrolment and to all subsequent re-enrolments.

(b) If a commencing student fails to enrol for the study period by the date specified in the offer of admission, the offer of admission may lapse and be withdrawn. Commencing students must enrol as specified in the letter of offer, including the specific course, attendance mode and campus.

(c) A commencing student is enrolled on completion of all of the following:
   (i) acceptance of the offer of admission;
   (ii) completion of enrolment in units;
   (iii) payment of prescribed fees (unless the Director of Student Services has granted an extension of time for such payment);
   (iv) submission of a correctly completed Request for Commonwealth Assistance Form;

(d) An international applicant who is liable to pay the Overseas Student Health Charge, as required by the Commonwealth Government for issue and continuation of student entry permits, and who fails to pay the charge to the University by a specified date, or fails to provide evidence that the charge has been paid to Medibank Private, shall not be accepted as an enrolled student until the charge has been paid.

(e) Re-enrolling students are required to re-enrol by the published closing date. Enrolment may be undertaken after the closing date at the discretion of the Director of Student Services.

(f) Enrolled students are obliged to provide personal information, including their full name, for record keeping purposes and for statistical purposes as required by the Commonwealth Government. The University takes seriously its obligations relating to an individual's right to privacy of personal information and has developed policies and guidelines in this area.

(g) A student shall remain enrolled until having:
   (i) completed the coursework requirements, together with any additional units approved by the Head of School; or
   (ii) taken leave of absence for a specified period; or
   (iii) withdrawn; or
   (iv) failed to re-enrol; or
   (v) been excluded; or
   (vi) had enrolment terminated as a result of student conduct proceedings.

(h) An enrolled student shall undertake the study units approved by the relevant Head of School on the student's current enrolment form, as amended by any approved variation.

(i) In exceptional circumstances, the Head of School may permit a candidate to enrol in a unit or units other than those specified in the Schedule of Units for a specific award course.

(j) A student may not be enrolled in more than one award course, except with the approval of the relevant Executive Deans.

(k) A student shall not enrol for the equivalent of more than four study
units in any one study period, except with the approval of the relevant Head of School.

(l) In respect of any unit, the relevant Faculty Board may prescribe that another unit is, or other units are, pre-requisite, co-requisite or anti-requisite. A student shall not, except with the approval of the relevant Head of School, be permitted to enrol in a unit if the specified pre-requisite, co-requisite and anti-requisite requirements for that unit are not satisfied.

(m) Upon enrolment, a student shall be entitled to receive a student identification card, which should be carried while on University premises and at such other locations as are prescribed in the requirements for particular courses. A student may be required to show this identification card upon request by a designated employee of the University. Lost identification cards will be replaced upon payment of a prescribed administrative charge.

(n) Upon enrolment, a student shall provide the Director of Student Services with an address for the mailing of all official correspondence. A student is expected to notify in writing the Director of Student Services of any change of address within no more than five (5) working days of the change. The University will not accept responsibility if official correspondence fails to reach a student who has not notified the Director of Student Services of a change of address.

2.6 Variation of Enrolment

(a) A student who has enrolled for a study period may vary their enrolment by adding or withdrawing from individual units. Students may only add or withdraw from units in the manner prescribed by the Director of Student Services. Students are required to manage their study plan as prescribed by University Rules, Policies and Guidelines.

(b) Adding Units

A student may enrol in additional units in a study period without penalty or special approval subject to the following:

(i) The student needs to be aware that they may receive study materials later than usual or miss lectures and tutorials. The Unit Assessor need make no allowances regarding deadlines for submission to assessment items because of this.

(ii) the student varies their enrolment according to the deadlines as published by the Director of Student Services (normally the final day of week 2 of the specified study period)

(iii) the student complies with all requisite conditions, enrolment restrictions and special approvals as listed in the Schedule of Units active at the time of the unit addition.

(iv) the unit addition complies with the provisions of Enrolment Rule 2.5.

Where the student proposes to add the unit after the final day of week 2 of the specified study period has passed, units may be added to their enrolment in the study period subject to the following:

(i) the census date for that study period has not yet passed; and

(ii) the student obtains written authorisation from the relevant Head of School. Where the Head of School responsible for the student’s admitted course and the Head of School responsible for the proposed unit enrolment are different, written authorisation must be obtained from both.
A student will not be permitted to add units to their enrolment in a study period after the census date for that study period has passed. In cases where special circumstances, which were beyond the student’s control, prevented the student from properly enrolling, the Director of Student Services may consider retrospective enrolment if the student can demonstrate that a lack of enrolment in that study period would cause them to suffer a significant disadvantage. Approval is not automatic and will be subject to the following:

(i) the student places their claim for retrospective enrolment in writing to the Director of Student Services, fully explaining the circumstances that led to their failure to properly enrol and outlining the significant disadvantage they would suffer if not enrolled retrospectively. Unit enrolment claims older than 12 months will not normally be considered.

(ii) The student’s claim for retrospective enrolment is accompanied by written authorisation from the relevant Head of School. Where the Head of School responsible for the student’s admitted course and the Head of School responsible for the proposed retrospective unit enrolment are different, the student must obtain written authorisation from both.

(c) Withdrawing From Units
A student may withdraw from a unit until the last day of that study period, subject to the following provisions:

(i) A student who withdraws from a unit before the relevant census date shall have their enrolment in that unit deleted from their academic record.

(ii) A student who withdraws from a unit after the census date but before two-thirds (2/3) of the specified study period has elapsed shall have a withdrawn notation for that unit recorded on their academic record.

(iii) A student who withdraws from a unit after the expiration of two-thirds (2/3) of the specified study period shall have a grade of Fail for that unit recorded on their academic record.

(iv) If special circumstances require a student to withdraw from a unit after the expiration of two-thirds (2/3) of the specified study period, the student may apply in writing to the Head of School responsible for the unit to “withdraw without failure” from the unit. The application must be made to the Head of School within 12 calendar months of the last day of the study period to which the enrolment relates. Approval may be given by the Head of School for a notation of “withdrawn” to be recorded against that unit on the student’s academic record. A “Withdrawn without failure” authorisation from the Head of School does not reduce the student’s financial liability for the unit.

(v) The relevant Executive Dean may approve a “withdrawal without failure” older than 12 months if it can be demonstrated that special circumstances applied to prevent the student from applying for withdrawal without failure. The onus is on the student to demonstrate special circumstances. Special circumstances apply only if they were beyond the student’s control; impacted on the student’s ability to apply for “withdrawal without failure” within the specified time frame; were such that it was impracticable for the student to apply for “withdrawal without failure” within the specified time frame.
Commonwealth Supported Students will incur the full financial liability for the unit if the variation request to withdraw from the unit is submitted after the census date for the study period has passed. Commonwealth Supported Students will have their Student Learning Entitlement reduced for the unit if the variation request to withdraw from the unit is submitted after the census date for the study period has passed. Fee Paying students will incur the financial liability applicable under the University tuition refund rules current at the time the variation request to withdraw from the unit is submitted.

Where special circumstances beyond the student’s control have forced a student to withdraw from a unit after the unit census date, the student may apply to the Director of Student Services for a remission/refund of the financial liability applicable associated with the unit subject to the following provisions:

(i) Remission/refund claims older than 12 months will not be considered.

(ii) Remission/refund claims must be made in the manner prescribed by the Director of Student Services.

(d) Unit Swaps
Changing from one unit to another unit requires two steps:

(i) Withdrawing from one unit

(ii) Enrolling in a different unit

All standard Variation of Enrolment rules and penalties apply for both the unit withdrawal and unit enrolment.

(e) Unit Cancellations
Where a School cancels a unit offering, the Head of School responsible for the unit will advise any student enrolled in that unit. The School will ensure that any student withdrawn due to School cancellation is provided with an alternative unit offering where appropriate. The Head of School will provide the Director of Student Services with written authoristaion to withdraw the availability of the unit and to process any associated withdrawal of students.

(f) Students on Sanctions
Students on student sanctions are not permitted to enrol in units. Students on sanctions may withdraw from units in accordance with the standard rules for Variation of Enrolment.

(g) Changing Mode (Internal or External)
Changing from one mode of study (Internal or External) to another is a two-step process:

(i) withdrawing from the unit in one mode

(ii) enrolling in the same unit in a different mode

All standard Variation of Enrolment rules and penalties apply to both the unit withdrawal and the unit enrolment.

(h) Changing Location
Changing from one location of study (campus) is a two-step variation request:

(i) withdrawing from the unit at one location

(ii) enrolling in the same unit at a different location

All standard Variation of Enrolment rules and penalties apply for both the unit withdrawal and unit enrolment.

2.7 Leave of Absence for a Specified Period

(a) a student may, by giving notice in writing to the Director of Student Services, take leave of absence for a specified period of up to one (1) year. A student may be granted more than one period of leave of absence, but the total period of leave of absence shall not normally exceed two (2) years. Leave of absence for a single period in excess of one (1) year, requires approval by the relevant Head of School.
(b) A student granted leave of absence for a specified period shall be treated as having taken leave of absence from the course and withdrawn from any enrolled units of study in the study period in which leave is commenced. The student's academic record shall be amended as appropriate (see Rule 2.6).

(c) Leave of absence shall not normally be granted until a student has completed the requirements for at least one unit.

(d) A student resuming studies after a period of approved leave of absence shall be subject to the award Rules in operation at the time of resumption and shall be required to re-enrol as directed by the Director of Student Services.

(e) A student who fails to re-enrol as directed after a period of approved leave of absence shall be treated as prescribed in Rule 2.9(a).

(f) Periods of approved leave of absence shall not be counted as part of the period for completion of a coursework award course (see Rule 2.15).

2.8 Withdrawal from a Course

(a) A student who does not wish to continue to be enrolled in a course may, by giving notice in writing to the Director of Student Services, withdraw from the course.

(b) A student who, having withdrawn from a course, subsequently wishes to be readmitted to the course shall comply with the requirements for admission as prescribed in Rule 2.1.

2.9 Failure to Re-enrol

(a) A student who fails to re-enrol shall be regarded as having abandoned the course.

(b) A student who, having failed to re-enrol, subsequently wishes to be readmitted to the course shall comply with the requirements for admission as prescribed in Rule 2.1.

2.10 Exclusion

(a) The grounds for exclusion shall normally be:

(i) failure in 50 per cent or more of unit load during each of the previous two (2) study periods in which the student was enrolled; or

(ii) failure to satisfy professional experience or compulsory fieldwork requirements affecting professional competency, such that the student is deemed by the relevant Head of School to be unsuitable to continue in the course.

(b) At the end of each year, upon notification of final grades, the Director of Student Services shall provide Heads of Schools with a list of those students whose academic performance provides grounds for exclusion. A Head of School may at any time seek a list of students whose academic performance provides grounds for exclusion.

(c) The ESOS Act requires the University to monitor the academic progress of international students. At the end of each study period, upon notification of final grades, the Director of Student Services shall provide Heads of Schools and the Director, International Office with a list of students whose academic performance provides grounds for exclusion. A Head of School may at any other time seek a list of international students whose academic performance provides grounds for exclusion.

(d) A Head of School shall review the academic performance of those students who meet any of the grounds for exclusion, and shall within five (5) working days make a determination that:

(i) the student be allowed to continue; or
(ii) the student be allowed to continue with specified conditions; or

(iii) the student be excluded for a specified period; or

(iv) the student be excluded permanently.

(e) The Head of School's decision shall within a further five (5) working days be notified in writing to the student by the Director of Student Services. The notification shall include:

(i) specification of the grounds for exclusion, or of any conditions placed upon continuing in the course,

(ii) an indication of the student's right of appeal against the decision, and

(iii) details of the appeals process.

(f) A student may request the Executive Dean to review the decision. This request, stating clearly the reasons for a review, must be submitted in writing to the Executive Dean within ten (10) working days of notification of exclusion. The Executive Dean shall review the decision and advise the student in writing of the outcome of this review within ten (10) working days of receipt of the request.

(g) If the request for review is unsuccessful the Executive Dean must inform the student of the appeals process.

(h) Where a student is not satisfied with the outcome of the Executive Dean's decision, an appeal on the prescribed form may be made to the Academic Board within ten (10) working days of the date on which the Executive Dean writes to the student about the outcome of the review. A late appeal may be received at the discretion of the Chair of the Academic Board Appeals Committee.

(i) An appeal to the Academic Board may only be made on the grounds that Rule 2.10(c) was inappropriately or unreasonably applied, or that there were exceptional circumstances not likely to continue which contributed to poor academic performance. A decision of the Academic Board Appeals Committee shall be final.

(j) A student refused readmission after a period of exclusion may appeal on the prescribed form, within ten (10) working days of sending of official notification by the University to the Academic Board Appeals Committee against that decision.

(k) An application for readmission following exclusion must be made in a form and at a time determined by the Director of Student Services. An application may be made prior to expiration of a period of exclusion, but readmission will not be permitted until expiration of the period of exclusion.

(l) Where a student has been readmitted after having served a period of exclusion, only those units undertaken after readmission shall be taken into account when considering grounds for exclusion at any future date.

(m) Where a student has transferred from one course to another, only units taken as part of the new course shall be taken into account when considering grounds for exclusion.

(n) Periods of exclusion shall not be displayed on any academic transcript issued by the University.

2.11 Readmission after Expulsion from the University

A student who has been expelled from the University as a result of student conduct proceedings and who subsequently wishes to be readmitted to the University shall not be readmitted except with the permission of the University Council.

2.12 Internal Course Transfer

(a) A student who is enrolled past census date may apply for an internal course transfer for the following study period
in a form and at a time determined by the Director of Student Services.

(b) An internal course transfer is not automatic, and applicants will be assessed in accordance with Rule 2.2(b)

2.13 Requirements for Coursework Awards

(a) Unless the Academic Board determines otherwise:

(i) a candidate for a Master's degree by coursework shall complete the equivalent of either twelve (12) or eight (8) units, as detailed in the specific award Rules;

(ii) a candidate for a Graduate Diploma shall complete the equivalent of eight (8) units, as detailed in the specific award Rules;

(iii) a candidate for a Graduate Certificate shall complete the equivalent of four (4) units, as detailed in the specific award Rules;

(iv) a candidate for a double Bachelor's degree shall complete the equivalent of either thirty-six (36) or forty (40) units, as detailed in the specific award Rules;

(v) a candidate for a combined Bachelor's degree shall complete the equivalent of thirty-two (32) units, as detailed in the specific award Rules;

(vi) a candidate for a Bachelor's degree shall complete the equivalent of either twenty-four (24) units, twenty-eight (28) or thirty-two (32) units, as detailed in the specific award Rules;

(vii) a candidate for an Associate Degree shall complete the equivalent of sixteen (16) units, as detailed in the specific award Rules.

(viii) a candidate for a Diploma shall complete the equivalent of eight (8) units, as detailed in the specific award Rules;

(ix) a candidate for a Certificate shall complete the equivalent of four (4) units, as detailed in the specific award Rules.

(b) Additional requirements may be prescribed in the specific award Rules.

2.14 Completion of a Unit

A student shall be deemed to have completed a unit when either:

(a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Rule 3.8(b), or

(b) advanced standing has been granted in that unit.

2.15 Duration of Coursework Award Courses

Unless a Head of School otherwise determines, a candidate for a:

(a) forty (40) unit or thirty-six (36) unit award shall normally complete the course in not more than 30 study periods;

(b) thirty-two (32) unit award shall normally complete the course in not more than 20 study periods;

(c) twenty-eight (28) unit award shall normally complete the course in not more than 18 study periods;

(d) twenty-four (24) unit award shall normally complete the course in not more than 16 study periods;

(e) sixteen (16) unit award shall normally complete the course in not more than 12 study periods;

(f) twelve (12) unit award shall normally complete the course in not more than 10 study periods;

(g) eight (8) unit award shall normally complete the course in not more than 6 study periods;
(h) four (4) unit award shall normally complete the course in not more than 4 study periods.

3. Coursework Awards: Student Assessment and Examinations

3.1 Assessment Information in Unit Statements

(a) The unit assessor during the first two weeks of each study period 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 (that is, whether graded or ungraded - see Rule 8(a));

(x) a statement concerning time-lines for the return of marked assignments.

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

3.2 Amendments to Assessment Requirements

Any amendment to the assessment requirements presented to students in a unit statement shall be notified to all students by the relevant Head of School in a form and at a time determined by the Head of School. Unless the relevant Head of School 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 a study period.

3.3 Assessment Provision for Students with Disabilities

(a) 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".

(b) 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.

(c) 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.

3.4 Grounds for Special Consideration

(a) Requests for special consideration in relation to assessment tasks 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 or attendance at Defence Forces activities.

(b) For consideration on health grounds, the following information in relation to a student's condition shall be required from a registered health 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 that do not contain this information will not be considered. The unit assessor, or Head of School, as appropriate under Rule 3.5, 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. A registered health practitioner means a health practitioner registered as a provider under Medicare or a private health fund, together with such other health practitioners as the University may determine from time to time.

(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.

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

(e) Misreading the advised due date for any assessment task including misreading the exam timetable, as officially advised by the University, is not grounds for special consideration. Official advice only includes information provided in Unit Statements, on University websites and formal written correspondence.
3.5 Types of Special Consideration

(a) Variation of the due date 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 3.4 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 due date 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 variation of the due date for an assessment task, other than an examination, on the grounds of selection in State, national or international sporting, educational or cultural events or attendance at Defence Forces activities shall be submitted to the unit assessor at least one (1) month in advance of the starting date of the activity.

(v) With respect to Rules 3.5(a)(ii), (iii) and (iv), the relevant Head of School 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 five (5) working 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 due date for the assessment task.

(vii) With respect to Rule 3.5(a)(vi), the relevant Head of School 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.

(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 3.4 and shall be submitted on the University's prescribed form of application.

(ii) Requests shall be submitted to the relevant Head of School.

(iii) Except where otherwise approved by the relevant Head of School, the timing of the submission of requests shall be as follows: (i) on grounds of health, compassionate circumstances or serious unforeseen personal events, as soon as possible before the due date of the examination; (ii) on grounds of event conflict resulting from selection in State, national or international sporting or cultural events or attendance at Defence Forces activities, at least one (1) month in advance of the starting date of the activity.
(iv) The relevant 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 Services 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:

1. sit the end-of-unit examination and be considered under the provision in Rule 3.5(c)(iv), or
2. 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 entered on the student's record.

(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 3.4 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 (2) working days after completion of the assessment task.

(iii) The relevant Head of School 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.

3.6 Examination and Special Examination Periods

(a) Examination periods shall be those periods as determined by the Vice-Chancellor and approved by Council.

(b) A student who wishes to obtain a change of examination venue less than 4 weeks prior to the commencement of an examination period shall be required to pay a prescribed administrative charge.

(c) Special examinations shall be held in the next available exam period, unless determined otherwise by the Head of School.

(d) Students granted a special examination less than 4 weeks prior to commencement of the special examinations period may be required by the Director of Student Services to sit the special examination in the subsequent examination period.

(e) Students enrolled internally are required to return to the University to sit an examination, unless prior arrangements for an alternative venue have been approved in writing by the Director of Student Services.

(f) In any examination period, where a unit has either Special Examinations or
Supplementary Assessment examinations, the unit shall normally have and examination paper that is different, but of an equivalent standard, to the examination previously set.

3.7 Conduct of Examinations

(a) 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 ten (10) working days prior to the commencement of the examination.

(b) 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) A student may not enter an examination room before being given permission to do so by a supervisor, or thirty (30) minutes after the commencement of the writing time for the examination.

(d) No student may leave the examination room before the expiry of thirty (30) minutes from the commencement of writing time or after the ten-minute warning given by a supervisor before the end of the examination.

(e) 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.

(f) 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. 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.

(g) A student whose first language is not English may use an unmarked and unannotated standard translation hardcopy dictionary only, where the examination is set in English.

(h) Except with the approval of the supervisor, a student shall not during an examination session communicate with any other person except a supervisor, the unit assessor or other person authorised by the relevant Head of School, 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 relevant Head of School.

(i) Students shall bring into the examination room their student identification card or any other photo identification card.

(j) 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. 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
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A student shall without delay comply with any such direction.

(k) 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. A supervisor need not give a student a reason for any direction or requirements given or made to the student.

(l) All examinations must be answered during the examination session in the student’s own handwriting, unless alternative arrangements have been made through registration and consultation with the Disability Liaison Officer.

(m) 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.

(n) A supervisor may:

(i) 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 3.7(f) 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;

(ii) 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 Services;

(iii) ask any person in the examination room any question relating to the conduct of the examination or to that or another person's behaviour while in the examination room.

(o) 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.

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

(q) 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.

(r) A student of the University who commits a breach of any part contained within Rule 3.7 shall be guilty of misconduct and dealt with in accordance with Rule 3.17 Student Academic Integrity. 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.

(s) A student shall not cheat nor attempt to cheat in an examination. Cheating is defined as any behaviour by a student in relation to an examination that is intended to defeat the purposes of the examination.

(t) 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.

(u) 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.

(v) After surrender of any book, paper or other material in accordance with Rule 3.7(t), the student may be permitted to continue the examination.

(w) A supervisor who suspects a student of a breach of Rule 3.7(r) and/or Rule 3.7(s) 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 3.7(t), to the Director of Student Services who shall either:

(i) in the case of a student of the University, advise the relevant Head of School who shall deal with the matter in accordance with Rule 3.17 Student Academic Integrity, and advise the outcome to the Director of Student Services; or

(ii) in the case of other persons, determine the action to be taken.

3.8 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 does not satisfactorily complete either a graded or an ungraded unit shall be given the grade of Fail or the interim notation of Incomplete or Special Examination or Not Available.

(c) For year-long units, the assessment notation applicable in the first study period shall be Continuing Unit. The assessment grade or notation applicable in the second study period shall be as specified in Rule 3.8(b).

(d) For Thesis/Project units, the assessment notation at the end of each study period, 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.

3.9 Use of Terminating Pass and the Interim Notations of "Incomplete" and "Not Available"

(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 prerequisite.

(b) Incomplete may be used:

(i) where the unit assessor requires further evidence to award a grade;

(ii) where a student's final grade, submitted by the unit assessor, was questioned at the Board of Assessor's review of assessment and the required clarification was not available by the time of issuing of results;

(iii) where special consideration has been awarded and where an extension has been granted beyond the due date of finalisation of grades (refer to Rule 3.5(a) (viii)).
(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 grades.

(d) An Interim Notation (Incomplete or Not Available) shall be converted to a grade as soon as possible, and by no later than the next relevant Board of Assessors meeting. If the interim notation is not converted by that time, a Fail shall be recorded unless recommended otherwise by the Executive Dean.

3.10 Graded Units - Percentages and Distribution

(a) The following scale of equivalence of grades to percentage marks shall normally apply:

- 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, a Board of Assessors may seek an explanation 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.

3.11 Grade Point Average

The Grade Point Average (GPA) is a simple numerical index which summarises a student's academic performance in a course in a single study period or over the duration of the student's enrolment in the course. The GPA is recorded on a student's Statement of Academic Record/Transcript and Notification of Assessment. The GPA is calculated as:

\[
\frac{\sum \text{(Grade Point} \times \text{Credit Value)})}{\sum \text{Credit Value}}
\]

Grade points are assigned to graded units where High Distinction = 7, Distinction = 6, Credit = 5, Pass = 4, Terminating Pass = 3, Fail = 0. Non-graded units, interim notations and advanced standing are not included in grade point average calculations.

Credit value is the number of points awarded for the completion of a study package.
3.12 Processing Schedules for Final Grades

(a) By the first day of each study period, the relevant Head of School shall supply to the Director of Student Services a schedule of units for which a grade is to be submitted, together with the names of the unit assessors.

(b) Recommended final grades shall be submitted electronically by Unit Assessors in a form and at a time determined by the Director of Student Services in consultation with the Chair of the Academic Board.

(c) Following electronic submission of recommended final grades and prior to the Board of Assessors, unit assessors shall check that the grades submitted are correct. Any incorrect grades shall be corrected electronically no later than the Board of Assessors meeting. (See Rule 3.12 (f) re Variation to a Grade)

(d) The Board of Assessors shall consider the grades recommended for each student and shall determine the student's 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 relevant Head of School may confirm grades executively.

(e) A grade determined by the Board of Assessors may be altered by the relevant 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 Board of Assessors if it had considered relevant circumstances which were not considered by it;

(iii) any such variation shall be notified electronically.

(f) A final grade may be altered by the relevant Head of School, after consultation with the Unit Assessor, within 12 months of the last day of the study period in which a student was enrolled in the unit. The relevant Executive Dean may approve a variation to grade older than 12 months if it can be demonstrated that special circumstances applied to prevent completion of the unit requirements. Special circumstances apply if they:

(i) were beyond a student’s control

(ii) impacted on the student’s ability to complete the requirements beyond 12 months from the last day of the study period

(iii) were such that it was impracticable for the student to complete the requirements within the specified time frame.

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

(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 Services in a form and at a time determined by the Director of Student Services.

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

3.13 Student Query of Assessment Results other than Final Grades

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 (a) normally within five (5) working days of notification of the result in that assessment task:

(a) contact the unit assessor to discuss the matter;
(b) if dissatisfied with the result of the discussion in (a) above, contact the course coordinator for further discussion;
(c) if dissatisfied with the result of the discussion in (b) above, contact the Head of School for further discussion;
(d) upon receipt of the final grade for the unit which includes the assessment item the student may query the final grade under Rule 3.14.

3.14 Query of Final Grade

A student may query the grade awarded for any unit. The student shall follow the process below, taking step (c) within fifteen (15) working days of notification of the final grade:

(a) contact the unit assessor to discuss the matter;
(b) if dissatisfied with the result of the discussion in (a) above, or if the Unit Assessor is unavailable, contact the course coordinator for further discussion;
(c) if dissatisfied with the result of the discussion in (b) above query of a grade shall be made in writing to the relevant Head of School within fifteen (15) working days of the date of publication of the grade on the official University web site. 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 3.12(f);
(d) The Head of School shall formally notify the Director of Student Services and the student in writing, normally within ten (10) working days of the outcome of the query of a final grade.

3.15 Appeal Against a Final Grade

(a) A student who is not satisfied with the determination of the Head of School under Rule 3.14, may appeal to the Academic Board Appeals Committee on one or more of the following grounds:

(i) improper action in the conduct of an assessment task or Honours examination process;
(ii) irregularity in the conduct of an assessment task or Honours examination process;
(iii) negligence on the part of any person involved in the conduct of the assessment task or Honours examination process;
(iv) discrimination against the student which is unlawful under State or Federal legislation;
(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 or the assessment process as detailed in the unit statement or in the study guide or, similar document, or any subsequent amendment made in accordance with Rule 3.2, 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 ten (10) working days of the date of sending of formal notification of the Head of School’s determination. A late appeal may be received at the discretion of the Chair of the Academic Board Appeals Committee where the student is able to satisfy the Chair that the appeal is lodged late through no fault off the student.

(c) The Chair of the Academic Board Appeals Committee will assess the content of the appeal and determine whether it is appropriate for the appeal to proceed to a hearing by the Academic Board Appeals Committee under the relevant Rule. The Secretary, on behalf of the Chair of the Academic Board Appeals Committee, will contact the student in writing, within ten (10) working days of receipt of the appeal by the Chair informing them:

(i) the appeal is rejected on the basis that the grounds for appeal are frivolous or, vexatious, no ground of appeal is revealed on the face of the correspondence received, or the student has not followed the processes as described in the Rules and Procedures (which will be reported to the next meeting of the Academic Board Appeals Committee) OR

(ii) the Chair on behalf of the Appeals Committee is proceeding with the appeal, and may be seeking further information.

(d) The student may request a review of the determination by the Chair of the Academic Board Appeals Committee not to allow the appeal to proceed. This must be done within ten (10) working days of sending of notification to the student of the Chair’s determination, and be made to the Chair of the Academic Board, or if the Chair of the Academic Board is also the Chair of the Academic Board Appeals Committee, to the Vice Chancellor.

(c) An appeal cannot be made on the basis of the absence of one or more items specified in Rule 3.1(b) from a unit statement.

3.16 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 (6) months of the release of the relevant grade shall be complied with by the relevant unit assessor.

(b) After a period of six (6) 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.

3.17 Plagiarism

(a) Plagiarism is defined as the act of taking and using another's work, including unattributed material in whatever form and
from whatever source, 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.
(b) 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) Any student who aids another student to
commit an act of plagiarism as defined
above shall also be regarded as having
committed an act of plagiarism.
(d) In all cases where a member of academic
staff is satisfied that plagiarism has
occurred, the matter shall be reported to
the relevant Head of School for
investigation. If satisfied that plagiarism
has occurred the Head of School shall
either impose a penalty or refer the matter
to the Student Misconduct Committee.
(e) The Head of School may impose a penalty
of:
(i) the award of a mark of zero for the
item of assessment in which the
plagiarism occurred, or
(ii) failure or cancellation or refusal of
credit for the unit in which the
plagiarism occurred.
(f) An appeal against a penalty imposed by a
Head of School shall be made in writing to
the relevant Executive Dean of Faculty
within 14 days after the student has been
notified of the penalty. The decision of
the Executive Dean shall be final in such a
case.
(g) In the case of a serious offence, the Head
of School shall report the matter as soon as
practicable to the Student Misconduct
Committee.
(h) An appeal against a penalty imposed by
the Student Misconduct Committee shall
be made in writing to the Appeals
Committee of Council within 14 days after
the decision appealed against has been
notified to the student. The right of appeal
shall lapse if not so exercised within that
period.
3.18 Cancellation or Postponement of
Assessment Tasks
If the relevant Head of School 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 a unit, the Head of School may
cancel or postpone that assessment task
and, in that event, may give such directions
as they consider necessary or desirable as
a consequence of the cancellation or
postponement.
4. Coursework Awards: Specific
Award Rules
Please refer to the specific award level
entries in the Course Information section.
5. Honours Awards (where Honours is
taken as a separate year)
5.1 Admission to Candidature
(a) An application for admission to an
Honours award course shall be lodged
in accordance with the required
procedures and in a form and at a time
determined by the Director of Student
Services. A late application may be
considered in exceptional circumstances and at the discretion of the relevant Head of School.

(b) An applicant shall seek admission to an Honours degree program as:
(i) a full-time candidate; or
(ii) a part-time candidate.

(c) An Honours degree candidate may convert from full-time to part-time candidature, and vice-versa, with the approval of the relevant Head of School, who shall also determine on a pro-rata basis a revised statement of the due date for completion of the requirements of the Honours award course.

(d) Admission to an Honours award course shall be at the discretion of the relevant Head of School, and shall be subject to the availability of appropriate supervision.

(e) Before being admitted to candidature in an Honours award course, an applicant shall:
(i) have completed the requirements for the relevant precursor degree at this University, normally having obtained at least a Credit average, and have satisfied the relevant Head of School that the content of the proposed Honours program, together with any further work the Head of School may prescribe, is sufficient to make the person a suitable candidate for the award of a degree with Honours; or
(ii) have obtained qualifications from this University or another equivalent institution, and where necessary have undertaken further work, which in the opinion of the relevant Head of School are at least of the standard and content required by Rule 5.1(e)(i).

(f) A commencing student is enrolled on completion of all of the following:
(i) acceptance of the offer of admission;
(ii) submission of a completed enrolment form;
(iii) payment of prescribed fees (unless the Director of Student Services has granted an extension of time for such payment).

5.2 Requirements for the Award
To be eligible for the award of a Bachelor's degree with Honours a candidate shall:
(a) successfully complete the prescribed course of study; and
(b) fulfil any other requirements prescribed by the relevant Faculty Board.

5.3 Appointment of Supervisors
(a) An Honours award candidate, at the time of admission to candidature, shall normally have at least one supervisor appointed, who shall act as Principal Supervisor and who shall be a member of the academic staff of the University. Where more than one supervisor is appointed, one of the supervisors shall be nominated as the Principal Supervisor, who shall be a member of the academic staff of the University.

(b) The Principal Supervisor, and any additional supervisors, shall be appointed by the relevant Head of School, on the recommendation of the Honours Year Coordinator in the School.

5.4 Examination
An Honours award project or thesis completed by a candidate shall be examined by not less than two examiners, one of whom shall normally be external to the University. A candidate's supervisor(s) shall not examine the candidate's project or thesis.

5.5 Duration of Course
Unless the relevant Head of School determines otherwise, a candidate shall
fulfil all requirements for the award of a Bachelor's degree with Honours within one (1) year of first enrolling, in the case of a full-time candidate, or within two (2) years of first enrolling, in the case of a part-time candidate. Due dates for completion of the requirements for an Honours award course shall be advised by the Head of School at the time of acceptance into the course.

5.6 Class of Honours
A candidate who has reached the required standard of proficiency may, on the recommendation of the relevant Board of Assessors, be awarded Honours in one of the classifications specified in Rule 10.5(e). In published lists, the names of candidates awarded the same grade of Honours shall be placed in alphabetical order. Under Rules 3.14 and 3.15 a student may query or appeal the class of Honours awarded.

5.7 Discontinuation of Enrolment and Appeal Processes
(a) Notwithstanding other provisions in these Rules, the relevant Faculty Board may, on the recommendation of the Principal Supervisor, discontinue the enrolment of a candidate in less than the maximum time allowed for candidature if it is dissatisfied with the progress being made by the candidate.

(b) A candidate whose enrolment is discontinued under Rule 5.7(a) may appeal on the prescribed form to the Academic Board Appeals Committee against the discontinuation of enrolment.

(c) An appeal to the Academic Board against discontinuation of enrolment must reach the University within three (3) months of the date of notification.

(d) Candidature shall be reinstated if the appeal is successful. A maximum period of time to complete the Honours course will be determined by the Head of School

(e) A candidate whose appeal is unsuccessful shall have discontinuation of enrolment confirmed.

5.8 Readmission
(a) A candidate whose enrolment is discontinued shall not be eligible to be readmitted until the lapse of one year.

(b) An applicant refused readmission after a period of discontinuation of enrolment may appeal on the prescribed form to the Academic Board Appeals Committee against that decision.

(c) A candidate readmitted to Honours candidature shall have determined by the Head of School the maximum period of time in which the candidate shall be permitted to complete the course.

(e) An appeal against refusal to be readmitted must reach the University within three (3) months of the date of sending notification.

6. Honours Awards: Specific Award Rules
Please refer to the specific award level entries in the Course Information section.

7. Master's by Thesis Awards
Please refer to the specific award level entries in the Course Information section.

8. Doctor of Business Administration (DBA) award
Please refer to the specific award level entries in the Course Information section.

9. Doctor of Philosophy (PhD) award
Please refer to the specific award level entries in the Course Information section.

10. Awards
10.1 Eligibility for an Award

(a) Subject to Rule 2.7(e), a student shall be eligible for an award of the University upon having successfully completed the requirements for the award that were current at the time the student first enrolled in the award course.

(b) Where the Academic Board (or Programs Committee as delegated) approves a change to the requirements for an award, the relevant School Board shall provide transitional arrangements that allow a student currently enrolled in the award course to satisfy the changed requirements for the award. Where these arrangements would cause hardship to a student or class of students, those students may complete the award as provided for in Rule 10.1(a). The transitional arrangements shall be approved by Programs Committee.

(c) Subject to the provisions of Rule 2.7(e), where the Academic Board approves a variation of the title of an award, a student may elect to complete the course bearing the title of the award applicable at the time the student first enrolled in the award course.

(d) Where the Council approves withdrawal of an award, a student enrolled in the award course shall be entitled to complete the course upon such terms as the Council deems reasonable in the circumstances.

(e) Unless the Rules for a specific award prescribe otherwise, a student proceeding to an award of the University may apply to exist with a lower level award provided the requirements of the lower level award have been successfully completed.

10.2 Completion of an Award

(a) A student shall be deemed to have completed an award course at the time that the Chair of the Academic Board on behalf of the Board recommends to Council that the student is eligible for an award.

(b) A student who expects to complete an award at the end of the current study period shall complete the prescribed form to apply for the award and lodge it with the Director of Student Services by the advertised closing date.

(c) A student who fails to complete units in the final study period of an award course as a result of death or permanent incapacity shall be eligible to be considered for an aegrotat award. An application for an aegrotat award shall be made in writing by the student or by a deceased student's legal representative to the Director of Student Services, for approval by the relevant Executive Dean, by the prescribed date and must be accompanied by relevant documentary evidence.

(d) An award of the University may be granted posthumously. An application for a posthumous award shall be made in writing by the deceased's legal representative to the Director of Student Services, for approval by the relevant Executive Dean, by the prescribed date and must be accompanied by relevant documentary evidence.

10.3 Conferral of an Award

(a) A student who has completed an award course and who is confirmed by the Chair of the Academic Board on behalf of the Board as being eligible for the granting of a specified award shall have the award conferred by the Council of the University at a designated graduation ceremony of the University.

(b) Where a student is eligible for conferral of an award but is not available to attend a designated graduation ceremony, the award shall be conferred 'in absentia'.
(c) No award shall be conferred if a student progresses to the next level in an articulated award (with 100% advanced standing for work completed in the lower level award) without interruption or where such interruption does not exceed one (1) study period. Except in the case of the Bachelor of Education (Secondary) and the Graduate Diploma of Education in consultation with the Head of School.

10.4 Surrender of Awards

(a) The Council of the University may revoke and require the surrender of an award of the University if it is satisfied that a graduate acted dishonestly in relation to any material matter relied upon by the University in determining the graduate's eligibility for that award.

(b) Subject to Rule 10.4(a), a graduate shall not be required to surrender an award of the University unless the Rules for a specific award so prescribe.

10.5 Grading of Awards

(a) For a Doctoral degree, the award shall not be classified.

(b) For a Master's degree, the award shall not be classified.

(c) For a Graduate Diploma, the award shall not be classified.

(d) For a Graduate Certificate, the award shall not be classified.

(e) For an Honours degree, the award shall be classified as:
   (i) degree with First Class Honours;
   (ii) degree with Second Class Honours which may be graded into Division 1 and Division 2 in those Schools that require such grading; or
   (iii) degree with Third Class Honours, which may be awarded in those Schools that require such grading.

(f) For a degree for which the award of Honours is available, the award may be classified as:
   (i) degree with First Class Honours;
   (ii) degree with Second Class Honours, which may be graded into Division 1 and Division 2 in those Schools that require such grading; or
   (iii) degree.

(g) For a degree for which the award of Honours is not available, the award shall not be classified.

(h) For an Associate Degree, Diploma or Certificate, the award shall not be classified.

10.6 Testamurs

The number of testamurs for each category of degree as approved by the Academic Board shall be as follows:

- Single degrees: one testamur
- Double degrees: two testamurs
- Combined degrees: one testamur
- Cross-School degrees: one testamur
- Cross-institutional degrees: one testamur.

10.7 University Medal

A University medal may be awarded to a graduating student of exceptional academic merit in accordance with guidelines determined from time to time by the Academic Board.

10.8 Units Leading to an Accredited Award at Another Tertiary Institution

(a) A student who is enrolled in a course leading to an award at another tertiary education institution may enrol in units at this University which will count towards that award, subject to the joint approval of the two institutions and to the availability of class places at this University. Approval on behalf of the
University may be given by a Head of School.

(b) A student admitted under Rule 10.8(a) shall be enrolled as a cross-institutional award student.

(c) A cross-institutional award student shall pay such fees and charges as are agreed between the two institutions and enrolment shall be subject to the University's Rules relating to awards, except for the rules on exclusion (Rule 2.10).

10.9 Non-Award (Miscellaneous) Enrolments

(a) An applicant may be considered for admission as a non-award (miscellaneous) student to undertake units offered by this University if assessed by the relevant Head of School as being eligible for admission as a non-award (miscellaneous) student.

(b) Where a non-award (miscellaneous) student subsequently enrols in an award course, Faculty Boards may grant advanced standing in particular award courses for any non-award units successfully completed by the student.

(c) A senior secondary school student may be considered for admission as a non-award (miscellaneous) student to undertake units offered by this University concurrently with secondary school studies upon the recommendation of the applicant's School Principal on grounds of exceptional academic talent, and approval of the relevant Head of School. Heads of School or Faculty Boards may commit to grant advanced standing in particular award courses in compliance with Advanced Standing Rule 2.4.

(d) A non-award (miscellaneous) student shall pay such fees and charges as are prescribed in the University's Schedule of Administrative Charges, and enrolment shall be subject to the University's Rules relating to awards, except for the rules on exclusion (Rule 2.10).
RULES RELATING TO STUDENT FEES AND CHARGES
(INCLUDING STUDENT SANCTIONS)

1. Definitions

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

‘Census Date’ means the date prescribed in the Higher Education Support Act 2003 as the final date by which a student may withdraw from a unit or course without incurring the Student Contribution (normally 31 March for first semester, 31 August for second semester).

‘Class’ includes a lecture, seminar, tutorial or other related activity.

‘Enrolment’ includes both the first enrolment of a student and all subsequent enrolments.

‘Full-time’ means a study load of at least 0.375 as at the census date for the relevant study period.

‘Part-time’ means a study load of less than 0.375 as at the census date for the relevant study period.

‘External’ means enrolment in only an external unit or units in the current study period.

‘Internal’ means enrolment in at least one internal unit in the current study period.

‘Reinstatement date’ has the same meaning as ‘Census Date’.

‘Study period’ means a semester, trimester, session or other period so designated.

2. Fees to be Paid

(a) All students shall pay the applicable fees and charges as set out in the Schedules.

(b) Fees and charges paid prior to due dates will be based on intended enrolment as stated in the enrolment instructions. The Director of Student Services shall calculate monies owing by the student or the University and require payment or authorise a refund, as necessary.

(c) Fees payable in accordance with Parts 1 and 2 of the Schedule shall be levied each study period on the basis of the student’s enrolment, or intended enrolment, for that study period.

3. Time for Payment

(a) Unless the Director of Student Services 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 Services, for the relevant study period.

(b) Payment of the prescribed fees is a pre-requisite to the confirmation of an enrolment by the University.

4. Director of Student Services Powers if Fees Unpaid

(a) If any fees (including special or administrative charges) payable by a student remain unpaid after the date determined in accordance with sub-clause 3(a), the Director of Student Services may sanction, cancel or refuse the student’s enrolment in a course or unit at any time thereafter.

(b) A student, whose enrolment has been cancelled or refused, may be reinstated upon payment of all outstanding fees and administrative charges before the final date for reinstatement.

(c) A student, whose enrolment remains cancelled or refused after the final date for reinstatement, or whose enrolment is cancelled pursuant to Rule 6:
(i) shall not be enrolled for any unit or course, unless and until the Director of Student Services 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 Services be imposed; and

(ii) shall not attend any class or be entitled to sit for any examinations or be awarded any assessment grade; and

(iii) shall, unless the Director of Student Services otherwise directs, remain liable for any administrative charges imposed prior to the date of the notice of cancellation, but may at the discretion of the Director of Student Services 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 schedules, where the Director of Student Services receives from the student proper written notice of withdrawal from a course or unit or variation of enrolment, a refund of fees, in whole or in part, may be authorised at the discretion of the Director of Student Services.

6. Special Cases to Be Determined by the Director of Student Services

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 Services shall have authority to decide any question necessary to be decided in order to determine the matter.
Part 1: Tuition Fees – Australian Students

Australian students undertaking courses that are not funded by the commonwealth Government shall pay the relevant fee described in this part.

**FACULTY OF ARTS**

<table>
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<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Domestic Fees per unit</th>
<th>Research</th>
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<tbody>
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**SCHOOL OF LAW AND JUSTICE**

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**SCHOOL OF ARTS AND SOCIAL SCIENCE**

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<td>Graduate Diploma of Community Development</td>
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<td>Bachelor of Arts</td>
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## FACULTY OF BUSINESS

### SCHOOL COMMERCE AND MANAGEMENT

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<td>Associate Degree of Information Technology</td>
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### Domestic Fees per unit

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<th>Program</th>
<th>Fee</th>
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<tr>
<td>Master of Convention and Event Management</td>
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<tr>
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<td>Master of International Hotel Management</td>
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<td>Summer School - Tourism</td>
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**GRADUATE COLLEGE OF MANAGEMENT**

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<tr>
<th>Course</th>
<th>Domestic Fees per unit</th>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Graduate Certificate in Leadership &amp; Workplace Development*</td>
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<tr>
<td>Graduate Certificate in Management</td>
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</tr>
<tr>
<td>Graduate Certificate in Marketing Management</td>
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<tr>
<td>Graduate Certificate in Professional Management</td>
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</tr>
<tr>
<td>Graduate Certificate in Research Management</td>
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<tr>
<td>Graduate Certificate in Technology and Management</td>
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<tr>
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<tr>
<td>Graduate Diploma of Human Resources and Organisational Development</td>
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</tr>
<tr>
<td>Graduate Diploma in International Business</td>
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</tr>
<tr>
<td>Graduate Diploma in Leadership &amp; Workplace Development*</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Graduate Diploma in Management</td>
<td>$1,500.00</td>
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<tr>
<td>Graduate Diploma in Marketing Management</td>
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</tr>
<tr>
<td>Graduate Diploma in Technology and Management</td>
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<tr>
<td>Graduate Diploma in Professional Management</td>
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<tr>
<td>Master of Business Administration</td>
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<td>Master of Business Administration Advanced</td>
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<td>Master of Leadership &amp; Workplace Development*</td>
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<td>Master of Management</td>
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<td>Master of Marketing Management</td>
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<td>Master of Human Resources and Organisational Development</td>
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<tr>
<td>Master of Technology and Management</td>
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*Not available in 2007*
### FACULTY OF HEALTH AND APPLIED SCIENCES

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<tbody>
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<tr>
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<tr>
<td>Bachelor of Psychology with Honours</td>
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<tr>
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<tr>
<td>Graduate Certificate in Clinical Science</td>
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<tr>
<td>Graduate Certificate in Clinical Science (Healthy Ageing and Aged Care)</td>
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<tr>
<td>Graduate Certificate in Clinical Science (Complementary Medicine)</td>
<td>$1,150.00</td>
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<tr>
<td>Graduate Certificate in Clinical Science (Lifestyle Medicine)</td>
<td>$1,150.00</td>
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<tr>
<td>Graduate Certificate in Clinical Science (Leadership in Mental Health)</td>
<td>$1,150.00</td>
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<tr>
<td>Graduate Certificate in Clinical Science (Perioperative Nurse - Surgical Assistant)</td>
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<tr>
<td>Graduate Certificate in International Sport Management</td>
<td>$1,500.00</td>
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<tr>
<td>Graduate Certificate of Public Health Leadership</td>
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<tr>
<td>Graduate Certificate of Public Health</td>
<td>$1,150.00</td>
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<tr>
<td>Graduate Diploma in Clinical Science</td>
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<tr>
<td>Graduate Diploma in Clinical Science (Healthy Ageing and Aged Care)</td>
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<td>Graduate Diploma in Clinical Science (Complementary Medicine)</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Graduate Diploma of Psychology</td>
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<tr>
<td>Graduate Diploma of Public Health</td>
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<tr>
<td>Master of Clinical Science</td>
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<tr>
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<tr>
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<tr>
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<td>Master of Public Health Leadership</td>
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<td>Master of Traditional Chinese Medicine</td>
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RULES RELATING TO STUDENT FEES AND CHARGES
Southern Cross University, 2007

Summer School - Psychology $1,100.00

SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT

<table>
<thead>
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<th>Domestic Fees per unit</th>
<th>Research</th>
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<tbody>
<tr>
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<tr>
<td>Graduate Diploma of Marine Science and Management</td>
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<tr>
<td>Master of Environmental Science</td>
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<tr>
<td>Master of Forest Management</td>
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<tr>
<td>Master of Science (Environmental Science and Management)</td>
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<td>Master of Science Qualifying (Environmental Science and Management)</td>
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COLLEGE OF INDIGENOUS AUSTRALIAN PEOPLES

| Master of Indigenous Studies | $1,200.00 |

MISCELLANEOUS

| Miscellaneous (Undergraduate) All Faculties | $1,200.00 |
| Miscellaneous (Post Graduate) Faculty of Arts | $1,500.00 |
| Miscellaneous (Post Graduate) Faculty of Business | $1,500.00 |
| Miscellaneous (Post Graduate) Faculty of Health and Applied Sciences | $1,700.00 |
| Cross-Institutional - Undergraduate | $1,200.00 |
| Cross-Institutional – Postgraduate | $1,500.00 |

Refunds: Tuition Fees

Fees paid by a student pursuant to this Part in respect of a study period shall be refunded in accordance with the following arrangements:

A 100% refund of tuition 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) from which the student has withdrawn, in accordance with University rules, on or before the census date for that unit of study;
(iv) where other exceptional circumstances exist, as approved by the Director of Student Services;
Part 2: Tuition Fees – International Students

International students shall pay the relevant charge set out in Part 2 and the fee prescribed in this part

### FACULTY OF ARTS

<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Int. Onshore (PA)</th>
<th>Int. Onshore (Unit)</th>
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<tbody>
<tr>
<td>Bachelor of Applied Science, Bachelor of Education (Secondary)</td>
<td>$15,600.00</td>
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</tr>
<tr>
<td>Bachelor of Arts, Bachelor of Education (Secondary)</td>
<td>$13,600.00</td>
<td>$1,700.00</td>
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<tr>
<td>Bachelor of Contemporary Music, Bachelor of Education (Secondary)</td>
<td>$14,800.00</td>
<td>$1,850.00</td>
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<tr>
<td>Bachelor of Education</td>
<td>$13,400.00</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>Bachelor of Education (Secondary)</td>
<td>$13,400.00</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>Bachelor of Human Movement Science, Bachelor of Education (Secondary)</td>
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<td>$1,950.00</td>
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<tr>
<td>Bachelor of Technology Education</td>
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<tr>
<td>Bachelor of Technology Education (Whitehouse Institute of Design)*</td>
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<td>$2,707.00</td>
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<td>Bachelor of Visual Arts, Bachelor of Education (Secondary)</td>
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<td>$1,850.00</td>
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<tr>
<td>Doctor of Education</td>
<td>$13,400.00</td>
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<td>Graduate Certificate in Education (TESOL)</td>
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<tr>
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<tr>
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### SCHOOL OF LAW AND JUSTICE

<table>
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<th>Int. Onshore (Unit)</th>
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<tbody>
<tr>
<td>Associate Degree in Law (Paralegal Studies)</td>
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<tr>
<td>Bachelor of Environmental Science, Bachelor of Laws</td>
<td>$15,600.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>Bachelor of Arts, Bachelor of Laws</td>
<td>$15,400.00</td>
<td>$1,925.00</td>
</tr>
<tr>
<td>Bachelor of Business in Tourism Management, Bachelor of Laws</td>
<td>$15,400.00</td>
<td>$1,925.00</td>
</tr>
<tr>
<td>Bachelor of Business, Bachelor of Laws</td>
<td>$15,400.00</td>
<td>$1,925.00</td>
</tr>
<tr>
<td>Bachelor of Contemporary Music, Bachelor of Laws</td>
<td>$15,400.00</td>
<td>$1,925.00</td>
</tr>
<tr>
<td>Bachelor of Human Movement Science, Bachelor of Laws</td>
<td>$15,600.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>Bachelor of Indigenous Studies, Bachelor of Laws</td>
<td>$15,400.00</td>
<td>$1,925.00</td>
</tr>
<tr>
<td>Bachelor of Information Technology, Bachelor of Laws</td>
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<td>$1,925.00</td>
</tr>
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<td>Program</td>
<td>Int.Onshore (PA)</td>
<td>Int.Onshore (Unit)</td>
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<tr>
<td>Bachelor of Laws (4yr UG Entry)</td>
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<td>Bachelor of Laws (LLB)</td>
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<td>Bachelor of Legal and Justice Studies</td>
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<td>Bachelor of Legal and Justice Studies, Bachelor of Laws</td>
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<td>$1,925.00</td>
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<tr>
<td>Bachelor of Social Science, Bachelor of Laws</td>
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<td>$1,925.00</td>
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<tr>
<td>Doctor of Philosophy (Law)</td>
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<tr>
<td>Doctor of Philosophy (Legal Studies)</td>
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**SCHOOL ARTS AND SOCIAL SCIENCE**

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<th>Program</th>
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<th>Int.Onshore (Unit)</th>
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<tr>
<td>Bachelor of Arts with Honours</td>
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<tr>
<td>Bachelor of Contemporary Music</td>
<td>$14,800.00</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Bachelor of Contemporary Music (School of Audio Engineering)</td>
<td>$14,800.00</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Bachelor of Contemporary Music with Honours</td>
<td>$14,800.00</td>
<td>$1,850.00</td>
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<tr>
<td>Bachelor of Media</td>
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<td>$1,850.00</td>
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<tr>
<td>Bachelor of Media with Honours</td>
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<td>$1,850.00</td>
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<td>Bachelor of Social Science</td>
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<tr>
<td>Bachelor of Social Science (SCBIT)</td>
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</tr>
<tr>
<td>Bachelor of Social Science with Honours</td>
<td>$13,200.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>Bachelor of Visual Arts</td>
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<tr>
<td>Bachelor of Visual Arts with Honours</td>
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<td>$1,850.00</td>
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<tr>
<td>Doctor of Philosophy (Social Science)</td>
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<tr>
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<tr>
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<td>Graduate Certificate in Community Development</td>
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<td>Graduate Diploma of Community Development</td>
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<tr>
<td>Graduate Diploma of Community Development (SCBIT)</td>
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<td>$1,650.00</td>
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**RULES RELATING TO STUDENT FEES AND CHARGES**  
*Southern Cross University, 2007*

<table>
<thead>
<tr>
<th><strong>Master of Arts</strong></th>
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<th><strong>Int.Onshore (Unit)</strong></th>
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<tbody>
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<tr>
<td>Master of Arts (Social Sciences)</td>
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<tr>
<td>Master of Arts (Visual Arts)</td>
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**FACULTY OF BUSINESS**

**SCHOOL OF COMMERCE AND MANAGEMENT**

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<td>Bachelor of Business with Honours</td>
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<tr>
<td>Bachelor of Business, Bachelor of Arts</td>
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</tr>
<tr>
<td>Bachelor of Information Technology</td>
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</tr>
<tr>
<td>Bachelor of Information Technology (SCBIT)</td>
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### RULES RELATING TO STUDENT FEES AND CHARGES

**Southern Cross University, 2007**

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### SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT

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## RULES RELATING TO STUDENT FEES AND CHARGES

### Southern Cross University, 2007

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<th>Course Description</th>
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### FACULTY OF HEALTH AND APPLIED SCIENCES

#### SCHOOL OF HEALTH AND HUMAN SCIENCES

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### RULES RELATING TO STUDENT FEES AND CHARGES
**Southern Cross University, 2007**

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<td>Summer School - Psychology</td>
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### SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Int.Onshore (PA)</th>
<th>Int.Onshore (Unit)</th>
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<td>Bachelor of Environmental Science with Honours</td>
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<td>Graduate Diploma of Forestry</td>
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<td>Graduate Diploma of Marine Science and Management</td>
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<tr>
<td>Master of Forest Management</td>
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RULES RELATING TO STUDENT FEES AND CHARGES
Southern Cross University, 2007

MASTER OF SCIENCE (ENVIRONMENTAL SCIENCE & MANAGEMENT)
Master of Science (Env Science & Management) $28,800.00 Research
Master of Science Qualifying (Env Science & Management) $28,800.00 Research

COLLEGE OF AUSTRALIAN INDIGENOUS PEOPLES
Bachelor of Indigenous Studies $11,680.00 $1,460.00
Bachelor of Indigenous Studies (Trauma & Healing) $11,680.00 $1,460.00
Doctor of Philosophy (Indig Studies) $16,640.00 Research
Doctor of Philosophy Qualifying (CIAP) $16,640.00 Research
Master of Arts (Indig Studies) $16,640.00 Research
Master of Arts Qualifying (CIAP) $16,640.00 Research
Master of Indigenous Studies $12,480.00 $1,560.00

MISCELLANEOUS
Miscellaneous post graduate unit Int.Onshore (PA) $2,250.00
Miscellaneous undergraduate fee Int.Onshore (Unit) $2,000.00
Study Abroad Program (General)* Int.Onshore $7,000 per semester

Notes:
Fees quoted are in Australian Dollars, are for tuition fees only and were correct at time of publication for the 2007 academic year. The fees quoted are fixed at the amount shown for the normal duration of the course and are calculated on a pro-rata basis where enrolment varies from a normal full-time load.

In addition to the fees above, students are required to pay annually compulsory overseas student health insurance.

* The course fee for the Study Abroad program includes a non-refundable administrative fee of $1,500 per semester.

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 study period 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 study period.

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

(i) Commencing Students

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

(ii) Continuing Students

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

(iii) Commencing and Continuing Students

1. on or before the last day of the fifth week of study period, the student shall be entitled to a refund of 50% of the fee applicable to that study period and a full refund of fees paid in advance in respect of a following study period;

2. after the last day of the fifth teaching week of the study period, the student will not be eligible for any refund of the fee applicable to that study period but will be eligible for a full refund of fees paid in advance in respect of a following study period.

(d) If the Director of Student Services 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 study period 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 study period 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 study period, the student shall not be eligible for a refund of the fee paid for that/those unit/s.
### PART 3: ADMINISTRATIVE CHARGES

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<td>Late amendment to enrolment after the</td>
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<td>issue of Commonwealth Assistance Notice</td>
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<td>Transcript of Academic Record</td>
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<td>Duplicate Testamur</td>
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<td>Replacement Student ID Card</td>
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<td>Reinstatement after cancellation</td>
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<td>Examinations requiring special arrangements</td>
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<td>(per paper)</td>
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<td>(i) SCU Campus</td>
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<tr>
<td>(ii) elsewhere within Australia</td>
<td>$100*</td>
</tr>
<tr>
<td>(iii) elsewhere outside Australia</td>
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</tr>
<tr>
<td>For each challenge examination undertaken</td>
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<tr>
<td>In accordance with MBA Rule 4.3(f)</td>
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* Fee does not apply where special examination arrangements are required to cater for candidates with a physical disability or as a result of illness or other special circumstances acceptable to the Director, Student Services.

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### Student Sanctions Rules

1. **Definitions**

1.1 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) prescribed fees and charges, namely, Student Contribution Fees and Tuition Fees;

   (b) fines imposed under a University By-law or Rule;

   (c) administrative charges and fees;

   (d) student loans and other financial obligations resulting from a Student Loan Agreement entered into with the University;

   (e) rent or other changes arising from a student occupying Licence Agreement entered into with the University;

   (f) compulsory fees related to participation in a residential school, student excursion, student field trip or similar activity;

   (g) charges related to the non-return or damage to University property or equipment.

2. **Failure to Pay Charges**

2.1 Any student who is indebted to the University may be subject to the imposition of student sanctions as in Rule 3.

2.2 A student who is sanctioned will be issued with a sanction notice requesting that the student take immediate action to resolve the outstanding obligations. Students are warned that failure to resolve the outstanding obligations by the date
specifyed on the sanction notice may result in cancellation of enrolment.

3. Student Sanctions

3.1 Student sanctions shall be imposed by the Director of Student Services following consultation with appropriate staff. Student sanctions may take the form of one, or more, of the following:

(a) withdrawal of approval to enrol;
(b) withholding of Notification of Assessment;
(c) non-issue of a Transcript of Academic Record or Testamur;

4. Special Consideration

4.1 In exceptional circumstances, where the imposition of student sanctions would be inappropriate having regard to the circumstances, the Director of Student Services may direct that:

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

4.2 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 Services, normally within 10 working days of the date of formal notification to the student of the imposition of student sanctions.

4.3 The Director of Student Services shall respond to the application for special consideration, normally within 10 working days of the receipt of the application.

5. Appeal

5.1 A student may appeal against any decision made under these Rules. An appeal shall be made in writing to the Executive Director and Vice-President (Corporate Services), normally within 10 working days of notification of the relevant decision.

5.2 The Executive Director and Vice-President (Corporate Services) shall rule on the appeal and inform the student in writing of the ruling, normally within 10 working days of receipt of the appeal.

5.3 The decision of the Executive Director and Vice-President (Corporate Services) shall be final.
PART 1 – PRELIMINARY AND PROCEDURAL MATTERS

DIVISION 1 - Preliminary

1 Introduction and objectives

This Rule sets out the procedures for investigating and determining Allegations of misconduct by students, as well as penalties that may be applied and rights of review.

2 Application and implementation of this Rule

(1) This Rule applies to any alleged misconduct by a person who, at the time of that alleged misconduct, was enrolled or registered as a student of the University, regardless of whether:

(a) subject to Sub-Rule (5), the alleged misconduct occurred before or after the commencement of this Rule; or

(b) the person has subsequently ceased to be enrolled.

(2) This Rule applies to any alleged misconduct by a student that occurs in the course of or is associated with a student undertaking study with the University, regardless of where the alleged misconduct occurs. For example, it applies to alleged misconduct by a student that occurs while that student undertakes clinical or other forms of practical training or field trips, or to threatening or undesirable behaviour by a student towards another student or a staff member outside university premises.

(3) Nothing in this Rule precludes the University from initiating any form of legal action against a student in connection with an Allegation of misconduct.

(4) This Rule should be read in conjunction with the University’s approved Code of Conduct and the Student Academic Integrity Policy.

(5) Subject to Rule 33(1), Sub Rule (1)(b) does not apply to an allegation of misconduct that has been the subject of a final determination before the commencement of this Rule.

(6) Subject to Rule 33, this Rule repeals and replaces any existing rules, resolutions or other instruments of the University dealing with allegations of misconduct against students.

3 Dictionary

(1) In this Rule, the following words have these meanings when commencing with a capital letter in the text:

Academic Misconduct includes, without limitation:

(a) cheating or acting dishonestly in connection with academic work, including assisting or procuring another person to do so, or seeking assistance from another person to do so;

(b) copying, or attempting to copy, another person's work and pass it off as one's own work, regardless of whether they have that person's authority to do so;

(c) using, or attempting to use, anything not specified on an examination paper for use in an examination;

(d) any other behaviour that is inconsistent with academic standards or practices normally expected of university students, regardless of whether these are explicitly expressed in any rules, policies or guidelines of the University.

Allegation means an allegation of Misconduct;
Appeal means an Appeal made under (as the case may be) Rule 15 or Part 4 or 5;

Appeals Committee means the Appeals Committee of the Council of Southern Cross University established pursuant to Rule 30;

Caution means a personal warning given against a course of action;

Chair means the person appointed as Chair of the Student Misconduct Committee;

Committee means (as the case may be) the Student Misconduct Committee or the Appeals Committee;

Council means the Council of Southern Cross University;

Decision-Maker means:
(a) in relation to suspension of a Student under Part 2, a person specified in Rule 8(1), (2) or 10(1);
(b) in relation to an Allegation (including an investigation of an Allegation) under Parts 3 or 4, a person appointed (as the case may be) under Part 3 or Part 4 to make such a determination; or
(c) in relation to an Appeal, an Executive Dean (for Appeals under Part 3), (and as the case may be) the Student Misconduct Committee (for Appeals under Part 4) or the Appeals Committee (for Appeals under Part 5), and includes any person acting in any of the above positions;

Executive Dean means the dean of a faculty;

Head of School means the head of a University school or college;

Misconduct means Academic or Non-Academic Misconduct;

Non-Academic Misconduct includes, without limitation:
(a) discriminating against, or harassing or bullying other people, or inciting other people to do so;
(b) using University grounds, facilities or services (including, without limitation, computer or communications facilities or services) for any illegal purpose, or in any way that is inconsistent with any University policy, guidelines or directions, or which is otherwise contrary to the purpose or manner for which they are intended to be used;
(c) stealing, damaging or destroying any thing that does not belong to that student;
(d) unreasonably disrupting a class, meeting or other University activity;
(e) intimidating, threatening or assaulting any one;
(f) attempting to access or alter any record of the University without authorisation;
(g) non-compliance with any direction or order lawfully given by University staff or other people authorised by the University to give them, including an order to identify oneself when asked to do so;
(h) failing to comply with any penalty imposed in accordance with this Rule;
(i) interfering with the freedom of other people to pursue their studies or research, carry out their functions or otherwise participate in the life of the University;
(j) any other behaviour that is inconsistent with any rules, policies or guidelines of the University including, without limitation, those relating to traffic and parking, and consumption of alcohol; or
(k) any behaviour that is inconsistent with or otherwise prejudicial to the good order and government of the University.
Reprimand means a formal censure;

Student means a person who, at the time or times the Misconduct is alleged to have occurred, is registered as a student of the University, regardless of whether at that time he or she is currently enrolled in a course of study conducted by or within the University.

Student Academic Integrity Policy means the policy of that name approved on 18 February 2005 and includes, where applicable, any amendments to or replacement of that policy;

Student Misconduct Committee means the committee established pursuant to Rule 21(1);

University grounds includes all land, buildings owned, leased or otherwise used or operated by the University and includes without limitation:

(a) residential colleges of, or other accommodation provided by, the University;
(b) premises on which students undertake clinical or practical training as part of their studies, for instance, teaching hospitals of the University.

(2) In this Rule, unless the contrary intention appears:

(a) A word or term commencing with a capital letter and not defined in Sub Rule (1) has the same meaning attributed to that term in the Southern Cross University Act 1989 or the Southern Cross University By-Law 2005;
(b) a reference to an officer of the University includes any person acting in that position.

DIVISION 2 – Procedural issues

4 Responsibilities and powers of Decision-Makers

(1) A Decision-Maker must, in relation to the hearing and determination of an Allegation:

(a) act as quickly as is practicable, and without undue formality as is appropriate for the circumstances of the case and in accordance with the rules of procedural fairness;
(b) ensure that the Student concerned understands the nature of any Allegation made and the implications of that Allegation;
(c) ensure that the Student is provided with the opportunity to be heard or to have his or her submissions considered before any determination is made.
(d) if requested to do so, explain to the Student the procedure of the Decision-Maker or any determination made by that Decision-Maker; and

(2) A Decision Maker has those powers conferred on him or her by this Rule. Subject to this Rule, they may act on their own initiative or in response to an Allegation.

(3) A Decision-Maker must not delegate a function or a power conferred under this Rule. However, a Decision-Maker may seek assistance or advice for the purpose of exercising functions as such (for example, directing staff to carry out an investigation into Misconduct and to provide a report).

(4) A Decision-Maker may hear and determine one or more different Allegations at the same time.

(5) If, before a final determination is made, a fresh Allegation is made against a Student that arises out of or relates to the same conduct that is the subject of the previous Allegation, then the Decision-Maker may hear the fresh Allegation together with the original Allegation, but subject to the procedures prescribed in this Rule.

(6) Subject to this Rule and principles of procedural fairness, a Decision-Maker has power to:
(a) summon any member of staff or student of the University to provide information or evidence (including documents) about an Allegation;

(b) to the extent permitted by law, obtain information concerning an Allegation in any way that Decision-Maker sees fit;

(c) make any procedural directions in connection with the hearing of an Allegation;

(d) inquire into any matter in such manner as that Decision-Maker thinks fit;

(e) require evidence or argument to be presented orally or in writing, and determine on which matters that Decision-Maker will hear oral evidence or argument;

(f) extend any deadlines given to a Student by that Decision-Maker under this Rule; or

(f) correct any obvious errors in any notice or other communication given under this Rule in the following circumstances:

   (i) where there is an obvious clerical or typographical error in the text of that notice or communication;

   (ii) where a document was omitted from a notice or other communication (for instance, a copy of this Rule) arising from an accidental oversight or omission;

   (iii) where there is an error arising from an accidental slip or omission; or

   (iv) where there is a defect of form.

5 Rights and responsibilities of Students

(1) All Students are entitled to procedural fairness in the investigation and determining of any Allegation against them.

(2) Procedural fairness includes, but is not limited to:

(a) the Student being informed of the Allegation and all relevant particulars relating to the Allegation;

(b) the Student being given a reasonable opportunity to answer an Allegation;

(c) the Student having the choice to be accompanied by a friend or a support person at any hearing to answer any Allegations of Misconduct;

(d) the Student being given normally not less than 14 days notice of the hearing of any Allegation;

(e) the Student being allowed to be present during those parts of a hearing in which any evidence or submission is given or made in relation to the Allegation or, if the Allegation is to be determined without a hearing, being given a reasonable opportunity to respond to any evidence or submission;

(f) the Student or the accompanying friend or support person being given a reasonable opportunity to question witnesses present and/or evidence presented at any hearing, subject to the discretion and determination of the Chair of the Committee for the hearing;

(g) the Student being given access to or copies of any evidence or submission given or made in relation to the Allegation, subject to the discretion and determination of the relevant determination maker, normally the Chair of the Committee for the hearing;

(h) absence of actual or perceived bias or conflict of interest on the part of the Decision-Maker;

(i) the Decision-Maker acting in accordance with any procedures prescribed by these Rules;
(j) the Decision-Making basing his or her determination on the evidence before him or her at the time that determination is made; and

(k) the Decision-Maker giving a statement of reasons for his or her determination.

(3) Students are expected to conduct themselves in a proper manner at all times and not disrupt or prejudice the hearing or deciding of an Allegation or an appeal. If a Student disrupts or prejudices any hearing of an Allegation or an appeal, then he or she may be required to leave by the relevant Decision-Maker, and the relevant Decision-Maker shall have power to continue hearing the Allegation in the absence of the Student.

(4) Sub Rule (3) applies to any friend or support person chosen by the Student.

6 Conflicts of interest or bias

(1) A Decision-Maker shall be disqualified from making a determination or exercising any other power conferred by this Rule if there is any actual or perceived bias or conflict of interest. A conflict of interest includes, but is not limited to:

(a) any personal relationship of a social or intimate nature between:

(i) the Decision-Maker and the Student concerned; or

(ii) any other person who gives evidence in respect of the Allegation;

(b) if the Decision-Maker is himself or herself a person who is a witness to, or is called to give evidence in respect of, an Allegation.

(2) If a member of the Student Misconduct Committee has a conflict of interest or there is a reasonable perception of bias, the Vice-Chancellor must appoint another person to replace that Decision-Maker.

(4) If a member of the Appeals Committee has a conflict of interest or there is a reasonable perception of bias, then the Chancellor must appoint another member of Council to replace that member on the Appeals Committee.

PART 2 – SUSPENSION OF STUDENTS

DIVISION 1 – Temporary suspension

7 When this can occur

(1) A Decision-Maker may immediately suspend a Student in circumstances where:

(a) a Student's behaviour amounts to Misconduct in the judgement of the Decision Maker; and

(b) there is, in the judgement of the Decision Maker, an imminent threat or likelihood of Misconduct by, or an Allegation of Misconduct against, a Student and it is reasonable in the circumstances to suspend that Student in order to:

(i) attempt to prevent that Misconduct from occurring; or

(ii) protect the health, safety and welfare of others, including the rights of other students to pursue their studies and the rights of staff to carry out their work; or

(iii) ensure the University and its activities can function properly.

(2) Depending on the nature and extent of any Misconduct or threat or Allegation of Misconduct, and what is reasonable in the circumstances, a Student may be suspended temporarily for up to 14 days from:
(a) any part or all of the University grounds;
(b) attending any classes, meetings or other activities; or
(c) using any facilities or services of the University.

8 Who can suspend a Student

(1) A determination to suspend a Student in respect of any Non-Academic Misconduct may only be made by:
(a) the Vice-Chancellor;
(b) a Pro Vice-Chancellor;
(c) an Executive Dean;
(d) the Executive Director, Corporate Services
(e) the Group Director, Student Services;
(f) the Group Director, Information Technology; or
(g) the University Librarian (including, without limitation, a person appointed as a Liaison Librarian at any of the University's libraries).

(2) A determination to suspend a Student in respect of any Academic Misconduct may only be made by:
(a) the Vice-Chancellor;
(b) a Pro Vice-Chancellor; or
(c) an Executive Dean.

9 Procedure for suspending a Student

(1) A Decision-Maker may suspend a Student temporarily by notifying the Student in writing to that effect or, if it is impracticable to do so (for example, if there is an emergency or if the circumstances require urgent action), by telling that Student orally (either in person or by telephone). The Decision-Maker must tell the Student:
(a) that the Student is suspended temporarily in accordance with this Rule;
(b) the length of that suspension (including from when it takes effect);
(c) a brief description of why suspension is being imposed; and
(d) the scope of that suspension (for example, if a Student is only suspended from attending particular classes or from particular parts of University premises).

(2) If a Decision-Maker notifies a Student of his or her suspension orally, that Decision-Maker must also send the Student a notice in writing to that effect in accordance with Sub Rule (4) within 24 hours of suspending that Student.

(3) A failure by a Student to receive or acknowledge an oral or written notice of suspension does not:
(a) invalidate the determination to suspend; or
(b) end any suspension made, under this Rule.

(4) A Decision-Maker (other than the Vice-Chancellor) must notify the Vice-Chancellor within 24 hours of any determination to impose a suspension under this Rule.

(5) The Vice-Chancellor must, if a temporary suspension imposed under this Rule 9 remains in force while an Allegation or an Appeal is being considered and determined, inform the relevant Decision Maker of that fact.

DIVISION 2 – Extending, renewing or expanding suspension

10 Procedure

(1) The Vice-Chancellor may extend or renew the period of time and/or expand the scope of suspension imposed under Rule 7.

(2) The length of time for which a suspension can be extended or renewed under Sub Rule (1) is unlimited, but must be reasonable, taking into account those matters specified in Rule 7(1)(b).
(3) The Vice-Chancellor must inform a Student of the determination to extend or expand a suspension under this Rule 10 in writing within 24 hours of making that determination. The notice must specify:

(a) that the Student's suspension is being extended or renewed and/or expanded in accordance with this Rule;

(b) the length of that suspension or, if for an unlimited period of time, that the length is unlimited, and the date from which it takes effect;

(c) a brief description of why suspension is being extended or renewed and/or expanded;

(d) the scope of that suspension (for example, if a Student is only suspended from attending particular classes or from particular parts of University premises).

DIVISION 3 – Allowance for academic disadvantage

11 Requirements

If:

(1) a Student is suspended under this Rule for a period exceeding 24 hours; and

(2) no subsequent action for dealing with the Misconduct for which the Student was suspended is taken within a reasonable time after that suspension occurred; or

(3) the Student is, in relation to that Misconduct, found to be not guilty of that Misconduct in accordance with this Rule,

the University must make reasonable allowance for any academic disadvantage (for example, missing an examination or inability to complete course requirements on time) suffered by that Student.

PART 3 – MAKING, INVESTIGATING AND DEALING WITH ALLEGATIONS

DIVISION 1 – Referring Allegations

12 Making Allegations

(1) An Allegation of Academic Misconduct must be made to the Head of School in which the Student is enrolled.

(2) An Allegation of Non-Academic Misconduct may be made to any member of staff of the University, who must then refer it promptly to the Pro Vice-Chancellor (Academic).

(3) An Allegation involving both Academic and Non-Academic Misconduct may be made to any member of staff of the University, who must then refer it promptly to the Pro Vice-Chancellor (Academic).

13 Who may make Allegations

(1) Any person can make an Allegation if he or she reasonably suspects actual or potential Misconduct.

(2) An Allegation of Misconduct should, where reasonably practicable, be made in writing.

DIVISION 2 – Allegations of Academic Misconduct

14 Investigation and determination

(1) When a Head of School receives an Allegation of Academic Misconduct, he or she must cause an investigation to be carried out to establish whether the Allegation is serious enough to warrant further action.

(2) When an investigation conducted under Sub Rule (1) is complete, the Head of School must determine whether the Allegation is serious enough to warrant referral to the Pro Vice-Chancellor (Academic), taking into account:

(a) the evidence obtained from that investigation; and

(b) the criteria for findings of Academic Misconduct as set out in the Student Academic Integrity Policy.

(3) If the Head of School determines that the Allegation:
(a) warrants referral to the Pro Vice-Chancellor (Academic), then he or she must:

(i) refer that Allegation and any evidence obtained in relation to that Allegation to the Pro Vice-Chancellor (Academic) as soon as practicable to be dealt with in accordance with Rule 16(1); and

(ii) notify the Student in writing to that effect (giving particulars of the Allegation); or

(b) is not serious enough to warrant referral to the Pro Vice-Chancellor (Academic), then the Head of School must determine whether the Allegation:

(i) is established or should be dismissed; or

(ii) if it should not be dismissed, but is not serious enough to warrant referring it to the Pro Vice-Chancellor (Academic), whether to:

(A) take no remedial action or impose no penalty; or

(B) take remedial action or impose a penalty which must be remedial action or a penalty of a kind specified in the Student Academic Integrity Policy and notify the Student in writing of his or her determination.

15 Appeal against determination of Head of School

(1) A Student may appeal to the Executive Dean of the faculty in which the Student is enrolled against a determination made by the Head of School under Rule 14:

(a) that the Allegation of Misconduct is established; and/or

(b) to impose a penalty.

(2) Appeals under Sub Rule (1) must be notified to the Executive Dean, within 14 days of the date of the Head of School's notification of determination being given under Rule 14(4).

(3) The Executive Dean must determine:

(a) in relation to the Allegation:

(i) to sustain it; or

(ii) to set it aside; and

(b) in relation to the penalty imposed:

(i) to confirm it;

(ii) to impose no penalty; or

(iii) to impose a lesser penalty.

(4) The determination of the Executive Dean in relation to an Appeal under this Rule 15 must be given within 10 days, is final and conclusive, and may not be the subject of a further Appeal under Part 4 or 5.
DIVISION 3 – Referral of Allegations to Pro Vice-Chancellor (Academic)

16 Procedure upon referral

(1) If an Allegation of Academic Misconduct is referred to the Pro Vice-Chancellor under Rule 14(3)(a)(i), then he or she must do one of the following things:

(a) determine whether the Allegation is of such a serious nature that, if proven, would or would be likely to result in a penalty of suspension or expulsion; and

(b) if so, refer that Allegation to the Student Misconduct Committee; or

(c) if not, proceed to hear and determine that Allegation in accordance with Rule 17 himself or herself, as a Decision-Maker; or

(d) if not, nominate a Decision-Maker to hear and determine that Allegation in accordance with Rule 17.

(2) If the Pro Vice-Chancellor (Academic) receives an Allegation of Non-Academic Misconduct or an Allegation involving both Academic and Non-Academic Misconduct, he or she must do one of the following things:

(a) determine whether the Allegation is of such a serious nature that, if proven, it would or would be likely to result in a penalty of suspension or expulsion; and

(b) if so, refer that Allegation to the Student Misconduct Committee; or

(c) if not, proceed to deal with the Allegation in accordance with Rule 17 himself or herself, as a Decision-Maker; or

(d) if not, nominate a Decision-Maker to do so and refer the Allegation to that person [but provided that person is not the person who made the Allegation under Rule 12 (3)].

(3) The Pro Vice-Chancellor (Academic) may if appropriate, and before referring an Allegation under Sub Rule (1)(b) or (d) or Sub Rule (2)(b) or (d), cause an investigation, or, if appropriate, a further investigation, to be conducted. The Pro Vice-Chancellor (Academic) is not required to notify the Student of his or her determination to do so.

17 Dealing with Allegations referred under Rule 16

(1) If a Decision-Maker receives an Allegation from the Pro-Vice-Chancellor (Academic) under Rule 16(1)(d) he or she must determine as follows:

(a) whether the Allegation involves possible Misconduct; and

(b) if he or she determines the Allegation does not involve possible Misconduct, dismiss the Allegation; or

(c) if he or she determines the Allegation involves possible Misconduct, determine whether:

(i) the Allegation warrants further investigation;

(ii) interim conditions (such as suspension under Division 3) should be imposed;

(iii) to hear and determine the Allegation directly if appropriate; or

(iv) to refer it to the Student Misconduct Committee.

(2) If a Decision-Maker makes a determination under Sub Rule (1) (c)(ii), (iii) or (iv), he or she must notify the Student in writing to that effect in accordance with (as the case may be) Rule 9(1) or (2) or Rule 18.

(3) If a Decision-Maker determines that it is appropriate to do so, he or she may cause an investigation to occur as soon as possible after making a determination under Sub Rule (1) (c) (i). The Decision-Maker is not required to notify the Student of his or her determination to do so.

(4) Once an investigation under Sub Rule
(3) is completed, the Decision-Maker must determine whether to:
(a) dismiss the Allegation; or
(b) hear and determine the Allegation himself or herself and if so, whether to hear the Allegation in person or by means of written submissions; or
(c) refer the Allegation to a Student Misconduct Committee,
and notify the Student in writing to that effect in accordance with Rule 18.

(5) For the avoidance of doubt, an Allegation may be investigated more than once before it is heard and determined.

DIVISION 3 – Decision-Maker determines Misconduct

18 Notifying the Student

If a Decision-Maker determines to hear and determine an Allegation directly [regardless of whether there has first been an investigation under Rule 17(3)], he or she must send a notice to the Student that:
(1) provides sufficient details about the Allegation known at that time;
(2) informs the Student:
   (a) that the Decision-Maker proposes to hear and determine the Allegation directly, even if the Student does not respond to the notice or the Allegation, or is absent from any meeting or hearing convened by the Decision-Maker;
   (b) whether the Decision-Maker intends to conduct a hearing in person or determine the Allegation on the basis of written evidence or argument; and
   (c) the time and date when:
      (i) the Decision-Maker proposes to hear the matter in person; or
      (ii) the Student must respond under Sub Rule (3);
(3) invites the Student to, within a reasonable period of time (which must be no less than 7 days after the date on which the notice is sent):
   (a) meet with the Decision-Maker or communicate by other means (for example, by telephone) for the purposes of responding to, or generally discussing, the Allegation;
   (b) bring a friend or support person with him or her to any meeting under Sub Rule (a);
   (c) submit a written response to the Allegation;
   (d) inspect relevant documents held by the Decision-Maker in relation to the Allegation; and
(4) encloses a copy of this Rule.

19 Determination

Once the deadline specified in a notice given under Rule 18 expires (and regardless of whether the Student responds to that notice), the Decision-Maker must determine whether there is sufficient evidence to establish the Allegation, and:
(1) if not, dismiss the Allegation; or
(2) if he or she determines there is sufficient evidence to prove the Allegation, determine whether to impose a penalty in accordance with Rule 27.

DIVISION 3 – Notifying the Student of determination

20 Requirements

(1) A Decision-Maker must, within seven (7) days of determining an Allegation, notify the Student of his or her determination, and give a statement of reasons for that determination. The notice must specify:
   (a) whether the Allegation is established or dismissed;
   (b) any penalty that the Decision-Maker has determined to impose; and
(c) that the Student has a right of appeal against that determination by notifying the Pro Vice-Chancellor (Academic) within 14 days of the date of the Decision-Maker's notice (or a longer time specified in that notice if 14 days is not a reasonable time).

(2) A notice given under Sub Rule (1) must also include either a copy of this Rule or a description of the relevant Appeal procedures in (as the case may be) Part 4 or 5.

PART 4 – STUDENT MISCONDUCT COMMITTEE

DIVISION 1 – Preliminary

21 Appointment

(1) A Student Misconduct Committee shall consist of the following persons appointed by the Pro Vice-Chancellor (Academic) for any particular matter:

(a) three (3) staff members of the University:
   (i) where practicable, at least one of whom must be a female and a male; and
   (ii) one of whom shall be appointed to act as Chair;

(b) one female student and one male student (who must not be full-time members of staff of the University).

(2) A quorum for the Student Misconduct Committee is three (3) members, one of whom must be a student and one of whom must be the Chair.

(3) If a member of a Student Misconduct Committee dies, becomes ineligible to be a member of the Student Misconduct Committee, or is otherwise unavailable to attend a hearing for any reason:

(a) after the hearing of an Allegation has commenced under Division 2,

(b) but has not yet been determined, then the remaining members of the Student Misconduct Committee shall proceed to complete the hearing and determine the Allegation.

(4) The Chair shall determine:

(a) the manner and order of proceedings for any hearing;

(b) any points of order or interpretation that may arise;

(c) whether any objection to a question should be upheld or overruled;

(d) whether any legal advice should be sought by the Committee in relation to any procedural matter; and

(e) who may be present during any part of the hearing.

(5) Any determination of the Student Misconduct Committee [not being a determination required to be made by the Chair under Sub Rule (4)] shall be determined at least by a majority of the Student Misconduct Committee. If there is an equality of votes, then the Chair has a casting vote.

22 What can be dealt with by the Student Misconduct Committee

(1) The Student Misconduct Committee shall hear, consider and determine:

(a) an Allegation of Academic Misconduct referred to it under Rule 14, Rule 16 or Rule 17.

(b) an Allegation of Non-Academic Misconduct or involving both Academic and Non-Academic Misconduct referred to it under Rule 16(2)(b) or Rule 17(1)(c)(iv); or

(c) an Appeal against a determination made under Rule 19.

(2) A Student must lodge an Appeal under Sub Rule (1)(c) by sending the Pro Vice-Chancellor (Academic) a notice to that effect within fourteen (14) days of the date on which the relevant Decision-Maker notifies the Student of that determination.
(3) An Appeal may be made:
(a) against a finding of Academic Misconduct;
(b) against the type or severity of the penalty imposed; and
(c) on any one or more of the grounds specified in Rule 28.

23 Secretary

(1) The Pro Vice-Chancellor must appoint a person to act as secretary and provide administrative support to the Student Misconduct Committee and the Appeals Committee.

(2) The Secretary may, for and on behalf of the Student Misconduct Committee or the Appeals Committee (as the case may be), issue notices or other communications [including any summons issued under Rule 4(6)(a)] as and when directed by the Chair of the relevant Committee.

24 Presentation of evidence on behalf of University

The Pro Vice-Chancellor (Academic) must designate a person to present evidence or submissions about an Allegation at its hearing under Division 2. That person may at that hearing:
(a) question any witness;
(b) present any witnesses and any evidence;
(c) address the Chair or a Committee or make submissions about any issue before them.

DIVISION 2 – Procedures of Student Misconduct Committee

25 Preliminary issues to be determined

(1) A Student Misconduct Committee must convene a meeting as soon as possible (normally within three weeks) after an Allegation or an Appeal has been referred to it, and:

(a) ensure that the Student and any witnesses have been correctly identified;
(b) ensure that the Student has been given notice in accordance with (as the case may be) Rule 17(4) or 20(1);
(c) give the Student a reasonable opportunity to make written or oral submissions as to whether he or she has a case to answer;
(d) determine whether, on the evidence available, the Student has a case to answer and, if not, dismiss the Allegation without requiring the Student to answer it;
(e) if the Student Misconduct Committee determines the Student has a case to answer, then the Chair shall determine:
   (i) whether any members of that Committee should be disqualified from hearing and deciding the Allegation because of any conflict of interest;
   (ii) how the Committee will proceed to hear and determine the matter; and
   (iii) when the matter is to be heard, which must be a date no less than 14 days after the Student Misconduct Committee makes that determination.

(2) The Student Misconduct Committee may, subject to this Rule make any procedural directions at a meeting convened under Sub Rule (1).

(3) The Student Misconduct Committee must notify the Student of any decisions made under Sub Rule (1) within seven (7) days of making those decisions.

26 Procedure for hearing and deciding Allegations and Appeals

(1) The Student Misconduct Committee must, in accordance with this Rule, proceed as soon as practicable (normally within
three weeks) to hear and determine an Allegation or an Appeal.

(2) In relation to an Allegation, the Student Misconduct Committee may determine:

(a) to dismiss the Allegation;
(b) make a finding that the Allegation is proved, and if so
   (i) determine that no penalty should be imposed; or
   (ii) impose a penalty in accordance with Rule 27.

(3) Procedures relating to the hearing and determination of Appeals under Rules 31 and 32 apply to Appeals against a determination under Rule 19 with the exception that such Appeals are to be heard and determined by the Student Misconduct Committee.

(4) The Student Misconduct Committee must notify the Student of its determination and give a statement of its reasons within 7 days of making that determination.

(5) The Student Misconduct Committee must give a copy of its determination and statement of reasons to the Pro Vice-Chancellor (Academic) within 7 days of making that determination.

(6) The Chair of the Committee may advise relevant staff of the outcome of the hearing of an Allegation or Appeal, and may provide advice or suggestions for procedural improvements on behalf of the Committee to the Pro Vice-Chancellor (Academic).

(7) A determination by the Student Misconduct Committee of an Appeal made under Rule 22(2) is final and conclusive and may not be the subject of a further Appeal under Part 5.

DIVISION 3 – Penalties

27 Penalties or orders that may be imposed

(1) Any one or more of the following penalties or orders may be imposed by a Decision-Maker who determines an Allegation or an Appeal:

(a) a reprimand;
(b) a caution;
(c) conditions on that Student's enrolment or participation in activities of the University;
(d) the award of a mark of zero or a reduced mark for an examination or other assessable activity of a unit of study;
(e) the award of a result of fail for a unit of study;
(f) exclusion from a unit of study or a course for a study period (up to a trimester or semester);
(g) a fine payable within a specified period of time;
(h) payment by way of restitution within a specified period of time;
(i) suspension (in accordance with the provisions of Division 3) for a specified period of time from any one or more of:
   (i) any part or all of the University grounds;
   (ii) attending any classes, meetings or other activities; or
   (iii) using any facilities or services of the University;
(j) subject to Sub Rule (2), expulsion from the University;
(k) any other penalty or order considered reasonable and appropriate by the Decision-Maker, taking into account all the circumstances of the case, including the seriousness of the Misconduct.

(2) A determination to exclude or suspend a student for longer than one formal study period (trimester or semester) or to expel a student from the University under Sub Rule 1(1)(j) may only be made by:
(a) the Student Misconduct Committee; or
(b) the Vice-Chancellor; or
(c) the Appeals Committee.

(3) When imposing a penalty or an order under Sub Rule (1), a Decision-Maker must ensure that penalty or order:

(a) is reasonable and appropriate, having regard to the seriousness of the Misconduct and whether it is Academic Misconduct or Non-Academic Misconduct; and

(b) takes into account any temporary suspension already imposed on the Student under Division 5;
(4) A Decision-Maker may, when imposing a penalty under this Rule, suspend its operation on such conditions as that Decision-Maker considers appropriate and reasonable in the circumstances.

(5) If a Student lodges an Appeal, the operation of a penalty imposed under this Rule 27 (except a determination to suspend that Student under Division 3) is suspended pending the outcome or withdrawal of that Appeal.

PART 5 – APPEALS TO APPEALS COMMITTEE

DIVISION 1 – Lodgement and grounds

28 Lodging an Appeal

(1) Subject to Sub-Rule (2), a Student may appeal to the Appeals Committee against a determination of:

(a) the Student Misconduct Committee in accordance with Rule 26(2), but subject to Sub Rule (2);

by sending the Pro Vice-Chancellor (Academic) a written notice (which may be in electronic form) to that effect within fourteen (14) days of the date on which the relevant Decision-Maker notifies the Student of that determination.

(2) A Student cannot appeal against a determination made under Rule 19 if that determination has previously been determined by the Student Misconduct Committee under Rule 22(1)(c). For the avoidance of doubt, a Student may only appeal against a determination of the Student Misconduct Committee under Rule 22(1)(a) or (b).

(3) A notice given by a Student under Sub Rule (1) must set out the relevant grounds (which are set out in Rule 29) and full particulars of the appeal.

29 Grounds of appeal

An Appeal may be made on any one or more of the following grounds:

(1) that the determination is unreasonable or cannot be supported on the basis of the evidence available at the time the determination was made;

(2) that a particular provision of this Rule was misinterpreted or not followed, which resulted in a substantial miscarriage of justice;

(3) that particular evidence should have been considered as relevant to the determination made;

(4) that particular evidence that was considered relevant to the determination made was irrelevant;

(5) a failure to observe procedural fairness;

(6) that fresh relevant evidence has become available to the Student which was not available or not known to the Student at the time of the hearing or considering of the determination;

(7) that any penalty imposed or order made was excessive or inappropriate taking into account all the circumstances of the case.

DIVISION 2 – Appeals Committee

30 Constitution

(1) There shall be an Appeals Committee,
appointed by resolution of the Council on the nomination of the Chancellor:

(a) consisting of not less than three (3) and not more than (5) members of the Council:
   (i) at least one of whom must be a student member of Council; and
   (ii) one of whom shall be appointed by the Council to chair the Appeals Committee;
(b) for a period not exceeding two (2) years.

(2) Subject to Sub Rule (3), the quorum for the Appeals Committee is three (3).

(3) If a member of the Appeals Committee dies, ceases to be a Council member, or is unavailable to consider or determine an Appeal for any reason:
   (a) after the consideration of the Appeal has commenced under Rule 31,
   (b) but has not yet been determined in accordance with Rule 32,
then the remaining members of the Appeals Committee shall proceed to complete the hearing and determine the Appeal.

(4) The Appeals Committee may determine any matter before it unanimously or by majority. If there is an equality of votes, then the Chair has a casting vote.

31 Hearing an Appeal

(1) The Appeals Committee may hear the Appeal by means of oral and/or written submissions and/or argument.

(2) If an Appeal is to be conducted by way of oral submissions or argument then the Appeals Committee must send a notice to the Student that tells him or her:
   (a) the date, time and place where the Appeal is to be heard;
   (b) that he or she may make submissions in person or have another person do so on his or her behalf; and
   (c) that if the Student or his or her representative does not attend the hearing, then the Appeals Committee will determine the Appeal in his or her absence.

(3) If an Appeal is to be conducted by way of written submissions or argument, then the Appeals Committee must send a notice to the Student that tells him or her:
   (a) the deadline and place where any written submissions or argument must be sent; and
   (b) that if the Student does not make any written submissions or argument by the deadline specified in the notice, then the Appeals Committee will determine the Appeal in the absence of any such submissions or argument.

32 Determining an Appeal

(1) Except for an Appeal made on the ground specified in Rule 29(6), the Appeals Committee must determine an Appeal only on the basis of the record of evidence taken at the time the original determination was made.

(2) The Appeals Committee must:
   (a) allow an Appeal if it determines that the determination should be set aside on any one or more of the grounds of appeal relied upon by the Student in his or her Appeal; or
   (b) dismiss an Appeal and affirm the original determination (including any penalty) if it determines that:
      (i) the determination should not be set aside on any of the grounds of appeal relied upon by the Student in his or her Appeal; or
      (ii) no substantial miscarriage of justice has occurred even though the determination is capable of being set aside on any one or more of the grounds of appeal relied upon by the Student in his or her Appeal.
(3) In allowing an Appeal under Sub Rule (2)(a), the Appeals Committee may do any one or more of the following:

(a) order that the original determination should be quashed;

(b) order that the original determination should be set aside and reheard by the original Decision-Maker;

(c) order that the original determination should be set aside and substitute its own determination;

(d) substitute a different penalty for the one imposed in the original determination, or set aside that penalty.

(4) The Appeals Committee must notify the Student of its determination within seven (7) days of making it, and include with that notice a statement of its reasons for the determination.

(5) A determination made under this Rule 32 is final and conclusive.

Part 6 – MISCELLANEOUS PROVISIONS

33 Savings and transitional

(1) If, before this Rule comes into effect, a person or committee of persons has commenced the hearing or consideration of an:

(a) Allegation; or

(b) Appeal,

but has not yet made a determination in relation to that matter, then that person or group of persons:

(c) are taken to be appointed as a Decision-Maker for the purpose of this Rule; and

(d) shall continue to hear or consider and determine that matter in accordance with this Rule as if the initial proceedings has been commenced under or conducted pursuant to this Rule.

(2) Any act, matter or thing that immediately before this Rule came into effect had effect pursuant to any by-law, rule, resolution or other instrument of the University is taken to have effect under this Rule.

34 Review

The Vice-Chancellor may at any time nominate a person or establish a committee or working party to review this Rule and report to him, and the Vice-Chancellor may recommend any necessary changes for consideration and approval by the Council.