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.


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;

* By-laws are located in the Calendar
www.scu.edu.au/calendar
(h) "Board of Assessors" means the academic staff of a School who are unit assessors meeting to determine grades; the Chair of the Board of Assessors is the Chair of the School Board, whether or not that person is a unit assessor;

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

(j) "census date" means 31st March in the case of first semester; 31st August in the case of second semester; and the end of the second teaching week in the case of a course not offered on a semester basis;

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

(l) "elective unit" means a free choice unit drawn from anywhere within the University;

(m) "examination" means the formally supervised examination held at the end of a study period;

(n) "feeder region" means the region bounded in the south by Forster, by Tenterfield to the west and Helensvale to the north;

(o) "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;

(p) "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;

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

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

(s) "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;

(t) "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;

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

(v) "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;

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

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

(y) "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;

(z) "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;

(aa) "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;

(ab) "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 School Board, 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 12 months following written application to the Director of Student Services and upon payment of the prescribed fee by the prescribed date. Deferment of offer shall be available only to applicants seeking admission for the first time in an undergraduate award course. The prescribed fee shall be refunded where the applicant subsequently enrolls in the course within a one-year period and remains enrolled past the census date of the first study period. Any request for
an extension of deferment of offer shall be decided by the relevant Head of School, and approval is not automatic. Deferred of offer is not available for the mid-year intake.

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 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 State 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 foundation 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 essay 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 Executive Dean.

(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 Divisional Board, 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, (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 Divisional Board may grant a student advanced standing 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) Any such advanced standing shall not exceed 50 per cent of the equivalent unit requirements for the award, except with the approval of the Academic Board, or as provided for in the 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) All provisions in these 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 letter, the offer of admission lapses and is withdrawn. Commencing students are expected to 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) 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);
   (iv) submission of a correctly completed HECS payment options form (Australian citizens only);
   (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. An enrolment form lodged after the closing date may be accepted at the discretion of the Director of Student Services on payment of a late fee.

(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 Divisional 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 may, by giving notice in writing to the Director of Student Services, and with the approval of the relevant Head of School, vary an enrolment by adding or deleting units on the student's study plan.

(b) Except in special circumstances approved by the relevant Head of School, a student may not add a unit to an approved study plan after the end of the second week of a study period. Final approval of any additions permitted after that date will be subject to the payment of a prescribed administrative charge.

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

(d) A student who withdraws from a unit after the census date but before the expiration of two-thirds (2/3) of the specified study period shall have a Withdrawn notation for that unit recorded on the student's academic record.

(e) Unless the relevant Head of School approves otherwise, 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 the student's academic record.
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 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 withdrawn from the course and from any enrolled units of study in the study period in which the student commences the leave. 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 after a period of approved leave of absence shall be treated as prescribed in Rule 2.9(a).
(f) Periods of 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 other time exercise discretion in seeking a list of students whose academic performance provides grounds for exclusion.
(c) 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.

(d) 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.

(e) 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.

(f) Where a student is not satisfied with the outcome of the Executive Dean's decision, an appeal 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.

(g) 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.

(h) An application for readmission following exclusion must be made on the prescribed form to 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. Readmission is not automatic, and applicants for readmission shall comply with the requirements for admission as prescribed in Rule 2.1.

(i) 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.

(j) 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.

(k) 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 currently enrolled and who has completed at least the equivalent of one full-time study period may apply in writing to the Director of Student Services for an internal course transfer.

(b) The applicant shall be assessed on the basis of previous entry qualifications and performance in University studies. An applicant must normally obtain the rank required for selection to the preferred course in the most recent admission period in order to be eligible for consideration for an internal course transfer. In exceptional circumstances, any additional relevant supporting
documentation may be taken into account.

(c) An internal course transfer shall require the approval of the Head of School to which the student seeks to transfer.

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 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 Divisional Board 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 15 years;

(b) thirty-two (32) unit award shall normally complete the course in not more than 10 years;

(c) twenty-four (24) unit award shall normally complete the course in not more than 8 years;

(d) sixteen (16) unit award shall normally complete the course in not more than 6 years;

(e) twelve (12) unit award shall normally complete the course in not more than 5 years;

(f) eight (8) unit award shall normally complete the course in not more than 3 years;

(g) four (4) unit award shall normally complete the course in not more than 2 years.

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 announced in class sessions, displayed on noticeboards designated by the relevant School and sent in writing to external students. 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 semester or trimester.

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.

(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, 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 due date for any assessment task, including misreading the examination timetable, is not a ground for special consideration.

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
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 unforseen 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, 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 within ten (10) working days prior to the commencement of an examination period shall be required to pay a prescribed administrative charge.

(c) Special examinations shall be held no later than the third teaching week of the following study period, unless determined otherwise by the relevant Head of School.

(d) Students granted a special examination within ten (10) working days 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) Internal students are required to return to the University to sit a special examination, unless prior arrangements for an alternative venue have been approved in writing by the Director of Student Services.

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, with the written approval of the relevant Head of School, may use a standard translation dictionary where the examination is set in English. The written approval and the dictionary must be shown to the supervisor prior to commencement of the examination.

(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 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) 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.

(m) 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.

(n) 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.

(o) 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.

(p) 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.

(q) A student of the University who commits a breach of any part contained within Rule 3.7 shall be guilty of misconduct for the purposes of the Student Conduct Rules and shall be liable accordingly. If not a student of the University, the examination result may be cancelled by the Chair of the Academic Board after such inquiry as the Chair deems appropriate to the case.

(r) 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.

(s) 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.

(t) 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.

(u) 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.

(v) 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 the Student Conduct Rules 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 satisfactorily completes an ungraded unit shall be given a notation of Satisfied Requirements. A student who does not satisfactorily complete either a graded or an ungraded unit
shall be given the grade of Fail or the 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) An Incomplete notation shall be converted to a grade as soon as possible, and by no later than the next meeting of the Board of Assessors. If the Incomplete is not converted by that time, a Fail shall be recorded unless recommended otherwise by the Executive Dean.

(d) Not Available may be used either where a student has completed a practicum but the report has not been returned to the unit assessor from the school, hospital or supervisor, or where the student has submitted or completed all assessment tasks but a grade has not been determined in time for the submission of final assessment results. Grades for students awarded Not Available should be provided as soon as possible and by no later than the end of the second week of the following semester or trimester. If the Not Available 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 shall seek justification from the unit assessor in such instances as where the percentage of High Distinctions and Distinctions combined for the unit exceeds 20 per cent or where the percentage of Fails exceeds 20 per cent.

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 determined by dividing the total numeric value of grades by the number of units taken. The numeric value of grades is as follows: High Distinction = 4, Distinction = 3, Credit = 2, Pass = 1, Terminating Pass = 1, Fail = 0.

3.12 Processing of Assessment Schedules for Final Assessment 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 result is to be submitted, together with the names of the unit assessors.

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

(c) Recommended final assessment grades shall be entered on the list referred to in 3.12(b) and submitted to the Director of Student Services in a sealed envelope or handed in personally.

(d) Following receipt of recommended final assessment grades by the Director of Student Services, unit lists showing each student's grade shall be produced and distributed to unit assessors before meetings of Boards of Assessors. Unit assessors shall check that the grades shown are correct. Any incorrect grades shall be corrected at the Board of Assessors meeting.

(e) The Board of Assessors shall consider the grades recommended for each student and shall determine the 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.

(f) 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 to the Director of Student Services for forwarding to the student and such variation shall be reported with reasons to the Divisional Board for noting at its next meeting.

(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 Assessment 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, query the final grade under Rule 3.14.

3.14 Query of Final Grade

(a) A student may query the grade awarded for any unit. A query of a grade shall be made in writing to the relevant Head of School within ten (10) working days of the date of formal notification of the grade to the student. If, as a result of such query, it is deemed appropriate to vary the grade, the Head of School may make such variation in accordance with Rule 3.12(f).

(b) 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 an assessment 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 on one or more of the following grounds:

(i) improper action in the conduct of an assessment task;

(ii) irregularity in the conduct of an assessment task;
(iii) negligence on the part of any person involved in the conduct of the assessment task;
(iv) unlawful discrimination against the student;
(v) prejudice or bias on the part of the assessor or any other person involved in determining the grade to be awarded;
(vi) the assessment process as detailed in the unit statement, and any subsequent amendment made in accordance with Rule 3.2, 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 formal notification of the Head of School’s determination.

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) 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.

c) 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. The Head of School shall investigate the matter and if satisfied that plagiarism has occurred shall make a judgement whether the matter is a minor or a serious offence.

d) In the case of a minor offence, the Head of School may, in relation to the assessment task in which the plagiarism occurred, impose a penalty, the maximum of which shall be the award of a mark of zero for the assessment task. An appeal against a penalty imposed by a Head of School shall be made to the relevant Executive Dean, whose decision shall be final.

e) In the case of a serious offence, the Head of School shall report the matter as soon as practicable to the Student Conduct Committee. An appeal against a penalty imposed by the Student Conduct Committee shall be
made to the Student Conduct Appeals Committee.

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

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 with the Director of Student Services by 30th November for commencement in the first semester of the following year and by 31st May for commencement in the second semester of the same year. 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 Divisional Board, 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 Divisional Board that the content of the proposed Honours program, together with any further work the Divisional Board 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 Divisional Board 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 Divisional 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 Divisional Board, on the recommendation of the Head of School and 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 Divisional Board 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.

5.7 Discontinuation of Enrolment and Appeal Processes

(a) Notwithstanding other provisions in these Rules, the relevant Divisional 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 to the Academic Board 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 relevant Research and Research Training Advisory Committee.

(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) A candidate readmitted to Honours candidature shall have determined by the Research and Research Training Advisory Committee the maximum period of time in which the candidate shall be permitted to complete the course.

(c) An applicant refused readmission after a period of discontinuation of enrolment may appeal to the
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 approves a change to the requirements for an award, the relevant Divisional 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).

(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 Academic Board approves termination or 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 Academic 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 Academic 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.

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;
   or
   (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;
   or
   (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 an Executive Dean.

(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, Divisional 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. Divisional Boards may commit to grant advanced standing in particular award courses for any non-award units successfully completed by the school student.

(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 Funding Act 1988 as the final date by which a student may withdraw from a unit or course without incurring a HECS liability – normally 31 March for first semester, 31 August for second semester, two weeks from the commencement of the teaching period for a course or unit not offered on a semester basis, and the first day of teaching for a study period of less than six weeks in duration.  
‘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.  

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.  

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 or allowed 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.

FEE SCHEDULE

<table>
<thead>
<tr>
<th>Attendance Mode</th>
<th>Lismore</th>
<th>CHSA</th>
<th>Port Macquarie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>114.40</td>
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<td>85.80</td>
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<tr>
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<td></td>
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</tr>
<tr>
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<td>69.30</td>
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<td>46.20</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>34.65</td>
<td>23.10</td>
<td>52.80</td>
</tr>
<tr>
<td>Trimester</td>
<td>23.10</td>
<td>18.15</td>
<td>35.20</td>
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<table>
<thead>
<tr>
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<tbody>
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</tr>
<tr>
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<td>74.10</td>
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<tr>
<td>External#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>18.15</td>
<td>52.80</td>
</tr>
<tr>
<td>Trimester</td>
<td>12.10</td>
<td>35.20</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Attendance Mode</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
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<td>Trimester</td>
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<tr>
<td>Part-time</td>
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<tr>
<td>Semester</td>
<td>69.30</td>
</tr>
<tr>
<td>Trimester</td>
<td>46.20</td>
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<tr>
<td>External#</td>
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<tr>
<td>Semester</td>
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<tr>
<td>Trimester</td>
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PART 1: COMPULSORY STUDENT BODIES FEES (per academic session including GST)
**External#**

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<thead>
<tr>
<th></th>
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<th>Trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>52.80</td>
<td>52.80</td>
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<td>35.20</td>
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**Tweed Gold Coast**

<table>
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<tr>
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</tr>
<tr>
<td>Trimester</td>
<td>23.10</td>
<td>12.10</td>
<td>35.20</td>
</tr>
</tbody>
</table>

**Summer Sessions**

No fees payable for Summer Sessions in 2003.

**Exemptions**

A student shall normally be exempted from payment of fees in this Part if he/she, during the period of enrolment for which the fee is payable:

(a) resides outside Australia, unless other contractual arrangements have been approved by the Vice Chancellor;

(b) is an inmate of a correctional institution.

# *External Mode* means: *All units of study for which the student is enrolled in the relevant semester or trimester which involve special arrangements whereby lesson materials, assignments, etc. are delivered to the student, and any associated attendance is of an incidental, irregular, special or voluntary nature.*

**Refunds:**

**Union, Student Representative Council/Students’ Association Fees only**

**Withdrawal from or Cancellation of Enrolment**

(a) A 100% refund of fees paid subject to the Director of Student Services receiving written notification of withdrawal from or cancellation of enrolment on or before the census date for the relevant study period. Refunds will be automatically processed by Student Services.

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

**Change of Attendance Type/Attendance Mode**

(a) A 100% refund of the difference between fees paid and fees due subject to the Director of Student Services receiving written notification of a change in attendance type from full-time to part-time, or attendance mode from internal to external on or before the census date for the relevant study period. Refunds will be automatically processed by Student Services.

(b) No refund consequent to a change in attendance type or attendance mode after the census date.
### Tuition Fees – Australian Students

#### PART 2: AUSTRALIAN STUDENTS

Australian students not undertaking Commonwealth Government funded courses shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the fee prescribed for the course of enrolment in this part.

<table>
<thead>
<tr>
<th>Prescribed fees</th>
<th>$/unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doctor of</strong></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>1,400</td>
</tr>
<tr>
<td>Business Administration (Off-shore)</td>
<td>1,575</td>
</tr>
<tr>
<td><strong>Master of</strong></td>
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</tr>
<tr>
<td>Business Administration</td>
<td>1,250</td>
</tr>
<tr>
<td>Business Administration (Off-shore)</td>
<td>1,650</td>
</tr>
<tr>
<td>Business Administration in Hotel and Tourism Management</td>
<td>1,650</td>
</tr>
<tr>
<td>Convention and Event Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Education</td>
<td>1,000</td>
</tr>
<tr>
<td>Education (Training and Development)</td>
<td>1,000</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>1,200</td>
</tr>
<tr>
<td>Gaming Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Health Science</td>
<td>1,000</td>
</tr>
<tr>
<td>Information Systems</td>
<td>1,200</td>
</tr>
<tr>
<td>International Business</td>
<td>1,100</td>
</tr>
<tr>
<td>International Business (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>International Sport Management</td>
<td>1,100</td>
</tr>
<tr>
<td>International Sport Management (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>International Tourism and Hotel Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Leadership in Workplace Development</td>
<td>1,000</td>
</tr>
<tr>
<td>Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Management (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Marketing Management (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>Organisational Development and Training</td>
<td>1,000</td>
</tr>
<tr>
<td>Professional Accounting</td>
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<tr>
<td>Professional Accounting (Off-shore)</td>
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<tr>
<td>Vocational Education and Training</td>
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#### Graduate Diploma in/of -

<table>
<thead>
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<tbody>
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<td>1,250</td>
</tr>
<tr>
<td>Business Administration (Off-shore)</td>
<td>1,650</td>
</tr>
<tr>
<td>Business Administration in Hotel and Tourism Management</td>
<td>1,650</td>
</tr>
<tr>
<td>Convention and Event Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Educational Studies</td>
<td>1,100</td>
</tr>
<tr>
<td>Forestry</td>
<td>1,000</td>
</tr>
<tr>
<td>Gaming Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Health Science</td>
<td>1,000</td>
</tr>
<tr>
<td>Information Systems</td>
<td>1,200</td>
</tr>
<tr>
<td>International Business</td>
<td>1,100</td>
</tr>
<tr>
<td>International Business (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>International Hotel Management</td>
<td>1,100</td>
</tr>
<tr>
<td>International Sport Management</td>
<td>1,100</td>
</tr>
<tr>
<td>International Sport Management (Off-shore)</td>
<td>1,500</td>
</tr>
<tr>
<td>International Tourism Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Law</td>
<td>1,300</td>
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<tr>
<td>Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Management (Off-shore)</td>
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</tr>
<tr>
<td>Marine Science and Management</td>
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</tr>
<tr>
<td>Marketing Management</td>
<td>1,100</td>
</tr>
<tr>
<td>Marketing Management (Off-shore)</td>
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</tr>
<tr>
<td>Organisational Development and Training</td>
<td>1,000</td>
</tr>
<tr>
<td>Psychology</td>
<td>1,250</td>
</tr>
<tr>
<td>Training and Development</td>
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<td>Vocational Education and Training</td>
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#### Non-award and miscellaneous units

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<tr>
<td>Students enrolled in a postgraduate unit offered by the Division of:</td>
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<tr>
<td>Arts</td>
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</tr>
<tr>
<td>Business</td>
<td>1,250</td>
</tr>
<tr>
<td>Health and Applied Sciences</td>
<td>1,100</td>
</tr>
</tbody>
</table>
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) a 100% refund of fees paid in respect of a unit or course
   (i) which has been cancelled by the University; or
   (ii) from which the student has been excluded on academic grounds; or
   (iii) if the Director of Student Services has received written notice of withdrawal from enrolment before the commencement of the relevant study period;
   (iv) where other exceptional circumstances exist, as approved by the Director of Student Services;

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

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

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

Tuition Fees – Overseas Students

<table>
<thead>
<tr>
<th>PART 3: OVERSEAS STUDENTS</th>
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</thead>
<tbody>
<tr>
<td>Each student shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the annual fee prescribed for the relevant description of enrolment</td>
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</table>

<table>
<thead>
<tr>
<th>Prescribed annual fees</th>
<th>$A</th>
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<tbody>
<tr>
<td><strong>Associate Degree in</strong></td>
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<tr>
<td>Health Science</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Information Technology</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Law (Paralegal Studies)</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Multimedia</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Resource Technology</td>
<td>15,000pa</td>
</tr>
<tr>
<td>Arts (Writing)</td>
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</tr>
<tr>
<td><strong>Bachelor of</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting/Bachelor of Information Technology</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Applied Science</td>
<td>15,000pa</td>
</tr>
<tr>
<td>(Coastal Management)</td>
<td></td>
</tr>
<tr>
<td>(Fisheries and Aquaculture Management)</td>
<td></td>
</tr>
<tr>
<td>(Environmental Resource Management)</td>
<td></td>
</tr>
<tr>
<td>Applied Science (Forestry)</td>
<td>15,000pa</td>
</tr>
<tr>
<td>Arts</td>
<td>11,000pa</td>
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<tr>
<td>Arts/Bachelor of Laws</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Business</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Business/Bachelor of Arts</td>
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</tr>
<tr>
<td>Business in Hotel and Catering</td>
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<tr>
<td>Management</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Business in Tourism</td>
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</tr>
<tr>
<td>Business Administration</td>
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</tr>
<tr>
<td>Contemporary Music</td>
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<tr>
<td>Contemporary Music/Bachelor of Laws</td>
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<tr>
<td>Education (Primary)</td>
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</tr>
<tr>
<td>Education/Bachelor of Arts</td>
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</tr>
<tr>
<td>Education/Bachelor of Contemporary Music</td>
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</tr>
<tr>
<td>Education/Bachelor of Human Movement Science</td>
<td>13,000pa</td>
</tr>
<tr>
<td>Education/Bachelor of Applied Science</td>
<td>15,000pa</td>
</tr>
<tr>
<td>Education/Bachelor of Visual Arts</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Exercise Science and Nutrition</td>
<td>13,000pa</td>
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<tr>
<td>Health Science in Nursing</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Human Movement/Bachelor of Laws</td>
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</tr>
<tr>
<td>Human Movement Science</td>
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<td>(Exercise Science, Sport Management)</td>
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**PART 3: OVERSEAS STUDENTS (continued)**

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<td>Laws (available to graduates only)</td>
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<td>Laws/Bachelor of Applied Science</td>
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</tr>
<tr>
<td>Laws/Bachelor of Business</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Laws/Bachelor of Information Technology</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Laws/Bachelor of Legal and Justice Studies</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Laws/Bachelor of Business in Tourism</td>
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</tr>
<tr>
<td>Legal and Justice Studies</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Management</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Management and Professional Studies</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Multimedia</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Natural Therapies</td>
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</tr>
<tr>
<td>Naturopathy</td>
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<tr>
<td>Nursing</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Psychology (Honours)</td>
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</tr>
<tr>
<td>Social Science</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Sport Tourism Management</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Technology Education (Secondary Teaching)</td>
<td>10,000pa</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>12,000pa</td>
</tr>
<tr>
<td><strong>Study Abroad Program</strong>†</td>
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</tr>
<tr>
<td>Semester Abroad</td>
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</tr>
<tr>
<td>Year Abroad</td>
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</tr>
<tr>
<td><strong>Postgraduate</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Certificate in/of</strong> –</td>
<td></td>
</tr>
<tr>
<td>Business Administration*</td>
<td>6,400</td>
</tr>
<tr>
<td>Business Administration in Hotel and Tourism Management</td>
<td>7,600pa</td>
</tr>
<tr>
<td>Complementary Medicine (Pharmacy)</td>
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</tr>
<tr>
<td>Health Science</td>
<td>6,000pa</td>
</tr>
<tr>
<td>Information Systems</td>
<td>6,000pa</td>
</tr>
<tr>
<td>International Tourism and Hotel Management</td>
<td>6,400pa</td>
</tr>
<tr>
<td>International Sport Management*</td>
<td>6,400pa</td>
</tr>
<tr>
<td>Management*</td>
<td>6,400pa</td>
</tr>
<tr>
<td><strong>Graduate Diploma in/of</strong> –</td>
<td></td>
</tr>
<tr>
<td>Business Administration*</td>
<td>12,800pa</td>
</tr>
<tr>
<td>Business Administration in Hotel and Tourism Management</td>
<td>15,200pa</td>
</tr>
<tr>
<td>Education (Secondary)</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Forestry</td>
<td>15,000pa</td>
</tr>
<tr>
<td>Health Science</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Information Systems</td>
<td>12,000pa</td>
</tr>
<tr>
<td>International Business*</td>
<td>12,800pa</td>
</tr>
<tr>
<td>International Tourism and Hotel Management</td>
<td>12,800pa</td>
</tr>
<tr>
<td>International Sport Management*</td>
<td>12,800pa</td>
</tr>
<tr>
<td>Law</td>
<td>11,000pa</td>
</tr>
<tr>
<td>Management*</td>
<td>12,800pa</td>
</tr>
</tbody>
</table>

**PART 3: OVERSEAS STUDENTS (continued)**

<table>
<thead>
<tr>
<th>Master of (by Coursework) –</th>
<th>Fee (pa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>15,000pa</td>
</tr>
<tr>
<td>Business Administration*</td>
<td>19,200pa</td>
</tr>
<tr>
<td>Business Administration in Hotel and Tourism Management</td>
<td>22,800pa</td>
</tr>
<tr>
<td>Health Science</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Information Systems</td>
<td>12,000pa</td>
</tr>
<tr>
<td>International Business*</td>
<td>19,200pa</td>
</tr>
<tr>
<td>International Sport Management*</td>
<td>19,200pa</td>
</tr>
<tr>
<td>International Tourism and Hotel Management</td>
<td>19,200pa</td>
</tr>
<tr>
<td>Management*</td>
<td>19,200pa</td>
</tr>
<tr>
<td>Professional Accounting*</td>
<td>19,200pa</td>
</tr>
<tr>
<td>Professional Accounting (extended program)*</td>
<td>19,200pa</td>
</tr>
</tbody>
</table>

* Courses are taught on a trimester basis (3 academic sessions per year)

**Master in (by Research)#** |

| Business | 15,000pa |
| Contemporary Arts | 13,500pa |
| Education | 15,000pa |
| Exercise Science and Sport Management | 15,000pa |
| Humanities, Media and Cultural Studies | 15,000pa |
| Human Services | 15,000pa |
| Indigenous Studies | 15,000pa |
| Law and Criminal Justice | 15,000pa |
| Multimedia and Information Technology | 14,000pa |
| Natural and Complementary Medicine | 15,000pa |
| Nursing and Health Care Practices | 15,000pa |
| Science | 15,000pa |
| Social and Workplace Development | 15,000pa |
| Tourism and Hospitality Management | 15,000pa |

**Doctor of (by Coursework and Research) –** |

| Business Administration* | 19,200pa |

**Doctor of Philosophy in (Doctorates by Research) –** |

| Business | 15,000pa |
| Contemporary Arts | 13,500pa |
| Education | 15,000pa |
| Environmental Science and Management | 18,000pa |
| Exercise Science and Sport Management | 18,000pa |
| Humanities, Media and Cultural Studies | 15,000pa |
| Human Services | 15,000pa |
| Indigenous Studies | 15,000pa |
| Law and Criminal Justice | 15,000pa |
| Multimedia and Information Technology | 14,000pa |
| Natural and Complementary Medicine | 15,000pa |
| Nursing and Health Care Practices | 15,000pa |
| Social and Workplace Development | 15,000pa |
| Tourism and Hospitality Management | 15,000pa |
## PART 3: OVERSEAS STUDENTS (continued)

<table>
<thead>
<tr>
<th>External and Online Courses*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Community Development</td>
<td>5,000</td>
</tr>
<tr>
<td>Graduate Certificate in Conventions and Event Management</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate in Educational Multimedia</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate in Gaming Management</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate of Health Science</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate in International Sport Management*</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate in Leadership and Change</td>
<td>6,000</td>
</tr>
<tr>
<td>Graduate Certificate in Marketing Management*</td>
<td>6,400</td>
</tr>
<tr>
<td>Graduate Certificate of Organisational Development and Training</td>
<td>6,000</td>
</tr>
<tr>
<td>Graduate Certificate in Professional Development</td>
<td>6,000</td>
</tr>
<tr>
<td>Graduate Certificate in Training and Development</td>
<td>6,000</td>
</tr>
<tr>
<td>Graduate Certificate of Vocational Education and Training</td>
<td>6,000</td>
</tr>
<tr>
<td>Graduate Diploma in Community Development* (Emergency Management)</td>
<td>10,000</td>
</tr>
<tr>
<td>Graduate Diploma in Community Development* (Human Services)</td>
<td>10,000</td>
</tr>
<tr>
<td>Graduate Diploma in Convention and Event Management</td>
<td>12,800</td>
</tr>
<tr>
<td>Graduate Diploma in Educational Multimedia</td>
<td>12,000</td>
</tr>
<tr>
<td>Graduate Diploma in Health Science</td>
<td>12,000</td>
</tr>
<tr>
<td>Graduate Diploma in International Sport Management*</td>
<td>12,800</td>
</tr>
<tr>
<td>Graduate Diploma in Marketing Management*</td>
<td>12,800</td>
</tr>
<tr>
<td>Graduate Diploma of Organisational Development and Training</td>
<td>12,000</td>
</tr>
<tr>
<td>Graduate Diploma of Training and Development</td>
<td>12,000</td>
</tr>
<tr>
<td>Graduate Diploma of Vocational Education and Training</td>
<td>12,000</td>
</tr>
<tr>
<td>Master of Community Development* (Emergency Management)</td>
<td>15,000</td>
</tr>
<tr>
<td>Master of Community Development* (Human Services)</td>
<td>15,000</td>
</tr>
<tr>
<td>Master of Convention and Event Management</td>
<td>12,800pa</td>
</tr>
<tr>
<td>Master of Education</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Master of Education (Training and Development)</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Master of Educational Multimedia</td>
<td>18,000</td>
</tr>
<tr>
<td>Master of Gaming Management</td>
<td>19,200</td>
</tr>
<tr>
<td>Master of Health Science</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Master of International Sport Management*</td>
<td>19,200</td>
</tr>
<tr>
<td>Master of Marketing Management*</td>
<td>19,200</td>
</tr>
<tr>
<td>Master of Organisational Development and Training</td>
<td>12,000pa</td>
</tr>
<tr>
<td>Master of Vocational Education and Training</td>
<td>12,000pa</td>
</tr>
</tbody>
</table>

### Notes:

Fees quoted are in Australian Dollars, are for tuition fees only and were correct at time of publication for the 2003 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 and Student Association fees.

Students who are not enrolled in a Southern Cross University course but who enrol in individual subject units will be charged $1,875 per subject unit.

* Courses are taught on a trimester basis (3 academic sessions per year). All other courses are offered on a semester basis.

- An Honours year is available at the end of most Bachelor courses for students who meet the entry criteria. The course fee for the Honours year is the annual course fee for the Bachelor course.

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

# A qualifying year may be required for some students before commencement of a Masters by Research or a Doctorate of Philosophy. The course fee for the qualifying year is the annual course fee for the Masters or Doctorate.

° Admission to external and online courses (offshore) is at the discretion of the Head of School. Admission is not available to
overseas students on a student visa studying in Australia.

**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 4: ADMINISTRATIVE CHARGES

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for deferment of offer</td>
<td>$5</td>
</tr>
<tr>
<td>Late application for admission</td>
<td>$70</td>
</tr>
<tr>
<td>Late application for re-admission:</td>
<td></td>
</tr>
<tr>
<td>(i) after due date but more than three (3) weeks before the start of relevant term</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) three (3) weeks or less before the start of the relevant term</td>
<td>$75</td>
</tr>
<tr>
<td>Late application for course transfer</td>
<td>$25</td>
</tr>
<tr>
<td>Late re-enrolment for a semester based course, where the Annual Re-enrolment form is received:</td>
<td></td>
</tr>
<tr>
<td>(i) after the due date and on or before 31st January</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) after 31st January but before the end of Week 4 of semester</td>
<td>$50</td>
</tr>
<tr>
<td>Late re-enrolment for a trimester based course, where the Trimester Re-enrolment form is received:</td>
<td></td>
</tr>
<tr>
<td>(i) after the due date but on or before the first day of trimester</td>
<td>$20</td>
</tr>
<tr>
<td>(ii) after the first day of trimester but before the census date</td>
<td>$50</td>
</tr>
<tr>
<td>Addition or substitution of a unit after the end of the second week of lectures</td>
<td>$10</td>
</tr>
<tr>
<td>Late amendment to enrolment after the issue of HECS Notice</td>
<td>$50</td>
</tr>
<tr>
<td>Transcript of Academic Record</td>
<td>$10</td>
</tr>
<tr>
<td>Certificate of Enrolment</td>
<td>$5</td>
</tr>
<tr>
<td>Duplicate Testamur</td>
<td>$30</td>
</tr>
<tr>
<td>Replacement Student ID Card</td>
<td>$10</td>
</tr>
<tr>
<td>Statement of charges paid or HECS liability</td>
<td>$5</td>
</tr>
<tr>
<td>Duplicate Statement of Results</td>
<td>$5</td>
</tr>
<tr>
<td>Reinstatement after cancellation</td>
<td>$50</td>
</tr>
</tbody>
</table>

### PART 4: ADMINISTRATIVE CHARGES (continued)

Examinations requiring special arrangements (per paper)*:

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) SCU Campus</td>
<td>$50</td>
</tr>
<tr>
<td>(ii) elsewhere within Australia</td>
<td>$100</td>
</tr>
<tr>
<td>(iii) elsewhere outside Australia</td>
<td>$200</td>
</tr>
</tbody>
</table>

For each challenge examination undertaken in accordance with MBA Rule 5.1A, GradDipMangt Rule 5.1A and GradCertMangt Rule 5.2: $125

* 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.
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, the Higher Education Contribution Scheme, Tuition Fees, Union and Student Association 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 charges arising from a student residential 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 specified 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;
(d) loss of access to computing services and other facilities;
(e) withdrawal of library borrowing privileges.

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.
RULES RELATING TO STUDENT DISCIPLINE

Discipline Rules

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

1A. Transitional Provision

In these Rules:

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

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

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

2. Simple Breach of Discipline

Where it appears to an officer of the University empowered to take action under these Rules that in the circumstances the misconduct with which a student is charged is not so serious as to warrant its reference to the Disciplinary Committee, the officer may treat it as a simple breach of discipline, and may thereupon exercise the powers conferred by Rules 3 to 8 inclusive of these Rules.

3. Powers of Teaching Staff

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

4. Report to Head of School

Any action taken under Rule 3 above shall be reported to the Head of the School who may:

(a) affirm or annul the suspension; or
(b) impose a fine not exceeding $50; or
(c) take other action in exercise of the powers conferred by these Rules.

5. Powers of Heads of Schools

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

6. Report to Executive Director and Vice-President (Corporate Services)

Any action taken under Rule 5 above shall be reported as soon as practicable to the Executive Director and Vice-President (Corporate Services). The Executive Dean may thereupon review the matter, and in particular may:

(a) affirm or annul the action taken;
(b) decrease a fine, or increase it to a sum not exceeding $50; or
(c) refer the matter to the Disciplinary Committee.

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* By-laws are available in the Calendar – www.scu.edu.au/calendar
7. **Powers of Executive Director and Vice-President (Corporate Services)**

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

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

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

8. **Powers of the Executive Dean**

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

9. **Summary Fines**

   For a breach of any By-law or Rule which does not amount to misconduct or which an officer of the University is authorised by By-law or Rule to treat as not amounting to misconduct, an officer of the University empowered to impose a fine may notify a student in writing, either by delivering it personally to the student or by sending it by ordinary post to the student’s last known address, that a fine not exceeding $50 will be imposed unless the student by a date being not less than fourteen days subsequent to the issue of the notice shows cause why such fine should not be imposed.

   If the student fails to show cause satisfactory to the officer concerned within that period, the fine shall automatically be imposed and payable in terms of the notice issued to the student. A student fined under the provisions of this Rule may appeal to the Disciplinary Committee which may affirm or annul or reduce or increase up to $50 the fine imposed.

10. **Reference to the Disciplinary Committee**

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

11. **Disciplinary Committee**

   (a) There shall be a Disciplinary Committee consisting of the following members:

   (i) three members of the staff of Southern Cross University, at least one of whom shall be a member of the academic staff, at least one of whom shall be male and at least one of whom shall be female, appointed by the Pro Vice-Chancellor (Academic and Quality); and

   (ii) two students appointed by the Pro Vice-Chancellor (Academic and Quality) after consultation with the President of the Students Representative Council.

   (b) The Pro Vice-Chancellor (Academic and Quality) shall appoint a secretary to the committee.

12. **Term of Membership of the Disciplinary Committee**

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

13. Replacement of Members of Disciplinary Committee

(a) Where a member notifies the Pro Vice-Chancellor (Academic and Quality) that the member is unable or unwilling to attend to a matter pending before the Disciplinary Committee, or the Pro Vice-Chancellor (Academic and Quality) is of the opinion that the member’s participation is undesirable because of personal involvement in or connected with the matter and so notifies the member, the member shall not participate in the Disciplinary Committee’s consideration of the matter, and a replacement shall be made in accordance with Rule 13(b).

(b) Where a member is excused from participation in the consideration of a matter before the Disciplinary Committee as provided for in Rule 13(a) the Pro Vice-Chancellor (Academic and Quality) shall appoint a replacement from the constituency from which the excused member was selected.

14. Casual Vacancy

(a) If from any cause, other than the expiry of the term of appointment, a vacancy occurs that vacancy shall be a casual vacancy.

(b) A casual vacancy shall be filled in the manner prescribed in Rule 11(a) for the appointment of members and shall be filled from the constituency in which the vacancy occurred.

(c) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of that person’s predecessor.

15. Functions of the Disciplinary Committee

The Disciplinary Committee shall hear and adjudicate upon:

(a) any charge of misconduct which is referred to it by the University Council, a Committee of the University Council, the Vice-Chancellor, the Pro Vice-Chancellor (Academic and Quality) or other senior member of the University as defined in By-law No. 12;

(b) any appeal to it under By-law No. 12.

16. The Disciplinary Committee shall:

(a) inquire into and investigate the alleged misconduct in such a manner as it deems appropriate;

(b) proceed in all respects according to the justice of the case and decide the issue according to equity and good conscience;

(c) furnish the student with particulars in writing of the matters alleged against the student and allow the student a reasonable time to prepare a case; and

(d) give the student an opportunity to appear and be heard in person or to have another student appear on their behalf and put their case.

17. Penalties

Where the Disciplinary Committee finds the student guilty of misconduct it may:

(a) impose one or more of the penalties prescribed in clause 3(1) sections (a) to (i) inclusive of By-law No. 12; and

(b) make recommendations to the University Council concerning the imposition of a penalty under clause 3(1) sections (j) or (k) of By-law No. 12.

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