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## 1 Governance

### 1.1 Preliminary

These Rules are made under Statute No 30 - Admission, Enrolment and Academic Progress. Annexure 1 and Annexure 2 form part of these rules.

### 1.2 Definitions

Term	Definition
Academic Board	The board established by section 18 of the Act.
Academic Penalty Date	The final day a Student can withdraw from a Unit without an academic penalty being officially recorded for that Unit.
Academic Progression Status	The status applied to a Student's academic progress by the Board of Examiners.
Advanced Standing	The granting of Credit towards the completion of a Course (including a credit transfer or recognition of prior learning).

Term	Definition
Associate Dean (Discipline <sup>1</sup> )	A member of a School Executive who reports to the Executive Dean, responsible for leading a cluster of staff within one or more academic disciplines (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
Associate Dean (Research)	A member of a School Executive who reports to the Executive Dean, responsible for research and research training within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
Associate Dean (Teaching and Learning)	A member of a School Executive who reports to the Executive Dean, responsible for curriculum, teaching, learning and the Student experience of these within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.
Assessment Task	A process or task to determine a Student's achievement of identified learning outcomes, which may include a range of written and oral methods and practice or demonstration.
<i>At Risk</i>	The Academic Progression Status applied to Students deemed to be at risk of being <i>Excluded</i> as a result of poor academic performance.
Australian Qualifications Framework	The national policy for regulated qualifications in the Australian education and training system.
Award	A qualification conferred by the University recognised under the Australian Qualifications Framework.
Award Course	A Course leading to an Award.
Board of Examiners	A Board established in accordance with Rule 1.3.
Cancel	The removal of a Student by the University from one or more Units, or Units of Competency, in which the Student is enrolled. "Cancelled" and "Cancellation" will have a corresponding meaning.
Candidate	A Student of the University who is enrolled in a Masters Degree (Research) or Doctoral Degree.
Central Examination	A centrally-coordinated Examination, administered by the Student Administration [Directorate] on behalf of a School or Teaching Area during a designated Examination period.
Combined Course	A Course leading to a single combined Award or designed to meet the requirements of more than one Award, based on the concurrent study of two Courses of the same Course type (i.e. two bachelor degrees), otherwise known as a 'Double Degree'.

<sup>1</sup> The Discipline nomenclature used will be appropriate to the cluster of disciplines that the role leads within the School or Teaching Area.

Term	Definition
Conflict of Interest	A conflict of interest as described in the University's Conflicts of Interest Policy, including a Conflict of Interest (Actual), Potential Conflict of Interest, or a Perceived Conflict of Interest (as those terms are defined in the Conflicts of Interest Policy).
Course	A program of study approved for delivery.
Course Coordinator	An academic staff member responsible for the coordination of a Course, or a person acting in that position.
Coursework Unit	A Unit which is not a Thesis Unit.
Credit	The number of Credit Points or Units of Competency gained or granted towards completion of a Course.
Credit Point	A measure used to identify the Credit achieved through the successful completion of a Unit.
Dean, Graduate Research School	The person holding the position of Dean, Graduate Research School at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
Deferred Examination	A Examination, approved by the Director, Student Administration under Rule 4.6, to be undertaken in lieu of a scheduled Central Examination.
Designated Unit	A Unit, which is a fundamental Course requirement, determined with Academic Board approval to be a Designated Unit.
Double Major	The requisite Units required to complete two Majors in a single Course.
Elective Unit	An unspecified Unit that, subject to the requirements of the Course, a Student may choose to undertake for Credit.
Examination	An invigilated form of assessment where a Student is required to undertake specific Assessment Tasks within a specified period of time, and where the location and access to external assistance is regulated (but excluding a Thesis examination).
<i>Excluded</i>	The Academic Progression Status applied to Students which precludes admission or enrolment in a Course, as specified by the relevant Board of Examiners.
Executive Dean	An executive leader of a School appointed by the Vice-Chancellor (or a substantially equivalent role within a School or Teaching Area, including the Director, Western Australian Academy of Performing Arts (WAAPA), the Dean, South West Campus, the Head, Kurongkurl Katitjin, or the Director, Centre for Learning and Teaching), or a person acting in that position, or their nominee.
<i>Expelled</i>	The Academic Progression Status applied to Students which precludes admission or enrolment at the University.
Financial Penalty Date	The final day a Student can withdraw from a Unit without incurring a financial liability for that Unit.

Term	Definition
Good Standing	The Academic Progression Status applied to a Student who is making satisfactory academic progress.
Honours Student	A Student of the University who is undertaking a research program in a Bachelor Honours Degree.
Intermit	The status applied to a Student who has applied for and received approval to defer studying a Course for a specified period. "Intermitted" will have a corresponding meaning.
Major	A Unit Set comprising related Units determined as a Major by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Minor	A Unit Set comprising related Units determined as a Minor by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Panel Chair	The academic staff member appointed under Rule 6.10.1.
Prescribed Process	The method or process, including any online method or process, prescribed and published by the University from time to time, by which an action is permitted to be taken.
Postgraduate Award	A postgraduate Award described as such in the Australian Qualifications Framework.
Postgraduate Course	A postgraduate Course described as such in the Australian Qualifications Framework.
Principal Supervisor	The supervisor who takes the lead in terms of overall accountability for a Honours Student's or Candidate's research progress in Bachelor Honours Degrees, Masters Degree (Research) or Doctoral Degrees.
<i>Probation</i>	The Academic Progression Status applied to Students deemed to have made marginal academic progress but are permitted to continue their studies.
Progress Contract	A written agreement entered into by a Candidate and their Principal Supervisor identifying agreed milestones and achievement dates.
SAC Executive Officer	A staff member appointed by the Director, Strategic and Governance Services Centre in accordance with these Rules to assist the Student Appeals Committee.
School	An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School, South West Campus, Kurongkurl Katitjin, the Centre for Learning and Teaching, or other Teaching Areas.
School Examination	An Examination conducted by a School or Teaching Area (may be referred to as a test).

Term	Definition
School Executive	Members of staff defined within the University's Academic Leadership Roles Policy as holding School Executive Leadership Roles.
Specialisation	A Unit Set that provides a coherent and rigorous enquiry in a single discipline or interdisciplinary area of study, determined as a Specialisation by the Academic Board in accordance with the University's Curriculum Design Procedure and any professional accreditation requirements.
Statement of Academic Record	An official University transcript that contains the essential academic data pertaining to a particular Student.
Student	<p>A person who meets one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>a) a person enrolled in a Course, Unit or Unit of Competency at the University;</li> <li>b) a person enrolled in another higher education institution who has been given access to the University facilities and services for study purposes;</li> <li>c) a person eligible for an Award, where that person's work is being or has been assessed, but on whom the Award has not been conferred;</li> <li>d) a person admitted to a Course, whose studies have been deferred or Intermitted;</li> <li>e) a person who has been provisionally enrolled; or</li> <li>f) a person whom Council has designated as a Student.</li> </ul>
Student Appeals Committee	A committee established in accordance with Annexure 1.
Supplementary Assessment Task	An Assessment Task for a Unit, which the University offers only to Students in approved circumstances under Rule 4.7.
<i>Suspended</i>	The Academic Progression Status applied to Students which precludes a VET Student from enrolling in Units towards a Course for a period specified by the Board of Examiners.
Teaching Area	An area within the University, other than a School, which has ownership of, or responsibility for delivery or supervision of a Course or Unit, including the Graduate Research School, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.
Teaching Period	The period of time within which a Unit is undertaken and formally assessed and for which assessment results are confirmed by Board of Examiners.
Testamur	A formal parchment issued for a designated Award under the provisions of <u>Statute 26</u> .
Thesis Unit	A Unit in a Bachelor Honours Degree, Masters Degree (Research) or Doctoral degree designated as such for the purposes of enrolment.
Unit	A Unit of study or Unit of Competency delivered by or on behalf of the University.

Term	Definition
Unit Coordinator	An academic staff member responsible for the coordination of a Unit, or a person acting in that position.
Unit of Competency	The specification of the standards of performance required in the workplace as defined in a VET training package.
Unit Set	A group of Units which a Student must complete in order to fulfil part of the requirements of a Course.
VET	Vocational Education and Training.

1.2.2 Unless the contrary intention appears, any terms which are not defined in these Rules but are defined in University Statute No.1 - Interpretation will have the meaning given to them in that Statute.

1.2.3 The word *including* is not used as a word of limitation and means “including but not limited to”.

### 1.3 Board of Examiners

1.3.1 Each School will have a Board of Examiners responsible for determining the academic progress of Students within their School. The Board of Examiners will be a standing committee of the School Executive appointed in accordance with Rule 1.3.2.

1.3.2 A Board of Examiners for a School will be comprised of a minimum of 3 persons, being:

- a) the Associate Dean (Teaching and Learning) who will be chairperson;
- b) the relevant Associate Dean (Discipline) or, where this is not applicable, the academic coordinator representing the area of study or a nominee who must be a member of the academic staff at the level of Senior Lecturer or higher; and
- c) at least one Associate Dean (Teaching and Learning) from another School.

1.3.3 Where a Teaching Area has ownership or responsibility of a Course, the Board of Examiners' responsibilities will:

- a) where the Head or Director of the Teaching Area is a member of academic staff at the level of Senior Lecturer or higher, be carried out by a Board of Examiners established in the Teaching Area in accordance with Rule 1.3.4; or
- b) be delegated to the Board of Examiners of another School.

1.3.4 A Board of Examiners for a Teaching Area will be comprised of a minimum of 3 persons, being:

- a) the Head or Director of the Teaching Area, who will be the chairperson;
- b) the academic Coordinator representing the Course or a nominee who must be a member of the academic staff at the level of Senior Lecturer or higher; and
- c) at least one Associate Dean (Teaching and Learning) from a School.

1.3.5 A Board of Examiners may co-opt additional academic staff members from the relevant School or Teaching Area.

1.3.6 Where a determination of the Board of Examiners will involve VET qualifications, one member must hold the qualification of Certificate IV in Training and Assessment and one person must be a member of the academic staff of the relevant School or Teaching Area (this can be the same person).

1.3.7 The Director, Student Administration will be the executive officer of each Board of Examiners.

## **2 Admission to the University**

### **2.1 Admission requirements and conditions**

The Academic Board (as delegated by Council) determines admission requirements and conditions, to be published in its admission policies and procedures, which apply to Students who are applying for admission to a Course or enrolment in a Unit.

### **2.2 Admission to a Course**

2.2.1 The Director, Student Administration may prescribe from time to time the closing date(s), forms and any other additional processes that an applicant for admission is required to follow, including the provision of written and other evidence of the applicant's qualifications and identity.

2.2.2 The University may, but is not obliged to, make an offer of admission to an applicant. An applicant becomes a Student of the University on the date of admission recorded on the University's Student management system, subsequent to the acceptance of an authorised offer of admission by the applicant.

## **3 Enrolment**

### **3.1 Dates and Procedure**

Subject to the directions of the Academic Board, the Director, Student Administration may specify the procedures, forms and opening and closing dates, for each period during in which Students may enrol in Units to begin or continue their Course.

### **3.2 Enrolment Process**

3.2.1 Subject to Rules 3.5.1 and 3.5.2, a Student is deemed to be enrolled in a Unit if the Director, Student Administration is satisfied that:

- a) the Student has applied to be enrolled in the time and manner specified by the Director, Student Administration;
- b) the Unit constitutes part of the Course requirements, unless the Student has written approval of the Director, Student Administration to enrol in a Unit outside of their current Course;
- c) any specified pre-requisite, co-requisite and inherent requirements have been met, unless the Student has written approval to waive the requirements from the relevant Associate Dean (Teaching and Learning);
- d) all prescribed costs and charges have been paid by the due date(s);
- e) the Student's Course or Academic Progression Status does not preclude the Student from enrolling in that Unit;
- f) if the Student holds a Commonwealth Government issued student visa to study in Australia, the Student is enrolled in accordance with the Enrolment Loads for International Students Policy;
- g) if the Unit is designated as a postgraduate Unit, the Student is enrolled in a Postgraduate Course; and
- h) if the Unit is designated as an undergraduate Unit, but the Student is enrolled in a Postgraduate Course:
  - (i) the Unit forms part of the Course; or
  - (ii) written permission has been given by the relevant Course Coordinator.

- 3.2.2 Any Student wishing to enrol in more than 80 Credit Points in a single Teaching Period must obtain the relevant Course Coordinator's written permission.
- 3.2.3 Any Student wishing to enrol in more than 40 Credit Points in a summer or winter Teaching Period must obtain the relevant Course Coordinator's written permission.
- 3.2.4 A Student will not be enrolled in more than one Course at the same time except with the prior written approval of the Associate Dean (Teaching and Learning) of the School responsible for the conduct of the Course in which the Student first enrolled.

### 3.3 Student Guild Officers

Notwithstanding the provisions of any other Rule, the Council may permit a person holding the office of President or General Secretary of the Student Guild to be enrolled as a Student on such terms and conditions as the Council may determine.

### 3.4 Enrolled Status

- 3.4.1 Subject to any appeal rights, a Student will continue to be an enrolled as a Student until the date the Student:
  - a) completes their Course, as determined by the relevant Board of Examiners;
  - b) with the requisite approval, discontinues from a Course;
  - c) is *Excluded* from a Course, *Expelled* from the University, or has all of their Unit enrolments Cancelled; or
  - d) allows their Course enrolment to lapse:
    - (i) without providing notice under Rule 4.2.1 to discontinue;
    - (ii) without obtaining approval under Rule 4.3 to Intermit; or
    - (iii) after their permitted Intermission period has ended.
- 3.4.2 Notwithstanding any other Rule, a Student will not obtain Credit towards the completion of a Course during any period between an event in Rule 3.4.1 occurring, and the Student being re-enrolled.

### 3.5 Refusal or Cancellation of Admission or Enrolment

- 3.5.1 The relevant Executive Dean or Director, Student Administration may refuse an application for admission or enrolment or Cancel an existing enrolment where:
  - a) the enrolment does not comply with the conditions set out in Rule 3.2.1 or the applicant has otherwise failed to fulfil the requirements for admission or enrolment, including circumstances where the applicant does not meet the requirements of, or has otherwise not complied with a provision of, the Act, a Statute, Rule or By-law of the University;
  - b) the Course or Unit in which the applicant seeks to enrol will not be offered in the Teaching Period applied for;
  - c) the Cancellation is required to correct a clear error;
  - d) the applicant has failed to return any University property on loan;
  - e) the applicant has failed to pay any amount owed by them to the University by the due date;
  - f) the enrolment is in breach of state or federal legislation;
  - g) the Student has gained enrolment by misrepresentation, falsification of documents or other dishonest or fraudulent means; or
  - h) in relation to refusal of admission only (not Cancellation of enrolment), an applicable quota of Students would be exceeded.



Any Credit Points obtained by a Student whose enrolment is Cancelled under Rule 3.5.1(a) or Rule 3.5.1(g) will be deemed not to have been awarded.

3.5.2 The Director, Student Administration may refuse an application for admission or enrolment, and the Director, Student Life may Cancel an existing enrolment, where that person is satisfied that due to:

- a) the conviction of the applicant of a criminal offence;
- b) the conduct or incapacity of the applicant; or
- c) any other reasonable ground;

the admission or enrolment is likely to be prejudicial to the interests of, or bring disrepute upon, the University.

3.5.3 A Student whose application for admission or enrolment has been refused or current enrolment Cancelled under this Rule will be notified in writing by the Director, Student Administration or Director, Student Life (as relevant), with reasons for the refusal or Cancellation.

### 3.6 Re-instatement of Enrolment

3.6.1 Where a Student's enrolment has been Cancelled under Rule 3.5.1(e), the Student's enrolment may be reinstated by the Director, Student Administration, effective for the current Teaching Period or subsequent Teaching Period, on return in good order of the University's property.

3.6.2 Where a Student's enrolment has been Cancelled under Rule 3.5.1(f), the Student's enrolment may be reinstated by the Director, Student Administration, effective for the current Teaching Period or the subsequent Teaching Period at the Director, Student Administration's absolute discretion:

- a) upon payment of all outstanding charges and other money; or
- b) on the agreement to pay outstanding amounts by instalments.

3.6.3 If a Student's enrolment is reinstated under Rule 3.6.2(b), and the Student defaults in paying an instalment, the Student's enrolment may be Cancelled.

### 3.7 Withdrawal from Units

3.7.1 A Student who wishes to withdraw from a Unit must notify the Director, Student Administration using the relevant Prescribed Process.

3.7.2 The effect of withdrawal from a Unit on a Student's financial liability is prescribed in the University Rules: Fees Rules.

3.7.3 The effect of withdrawal from a Unit on a Student's Academic Progression Status is:

- a) if the notification is received on or before the Academic Penalty Date then academic progression will not be affected; or
- b) if the notification is received after the Academic Penalty Date then the Unit will be deemed not to have been completed and that outcome will be taken into account in the assessment of academic progress, subject to Rule 3.7.5.

3.7.4 If a Student withdraws from a Unit:

- a) on or before the Financial Penalty Date, a grade of *WE* will be recorded;
- b) after the Financial Penalty Date but on or before the specified Academic Penalty Date, a grade of *W* will be recorded; and

- c) after the Academic Penalty Date, a grade of *WF* will be recorded, except in the case of a Unit of Competency, Thesis Unit, or Unit undertaken by a Candidate, in which case a grade of *W* shall be recorded.

3.7.5 The Director, Student Administration may, in their absolute discretion, approve a withdrawal without financial and/or academic penalty and record a grade of *W* or *WL* for a Unit, where the Student can demonstrate that they have been unable to complete the Unit's requirements due to exceptional and unforeseeable circumstances beyond their reasonable control.

## **4 Academic Progress**

### **4.1 Time Requirements**

4.1.1 Subject to Rule 5.4 and 6.4, a Student's enrolment in a Course may not exceed three years or three times the standard full-time duration of the Course (whichever is the greater) from the time of original enrolment, without the prior written approval of the Associate Dean (Teaching and Learning) of the School or Teaching Area in which that Course is based.

4.1.2 Where a Student has not completed a Course within the period referred to in Rule 4.1.1, the Board of Examiners may decline to recognise any Units completed outside that period as Credit towards that Course.

### **4.2 Discontinuance from a Course**

4.2.1 A Student who wishes to discontinue their Course must notify the Director, Student Administration using the relevant Prescribed Process.

4.2.2 Discontinuing a Course will not affect a Student's Academic Progression Status provided the notification is given before the Academic Penalty Date.

4.2.3 A Student who has discontinued their Course, and later wishes to resume their Course, must apply in writing to the Director, Student Administration and meet current admission requirements. The Student may be required to complete the Course under a modified structure if the Course has been updated.

### **4.3 Course Intermission**

4.3.1 Upon a Student's written application, the Associate Dean (Teaching and Learning) of the School or Teaching Area in which a Course is based, may allow a Student who has successfully completed at least one Unit to Intermit their Course, subject to the terms and conditions specified in any relevant Commonwealth legislation.

4.3.2 Except in exceptional circumstances, an Associate Dean (Teaching and Learning) will not grant intermission for more than twelve months.

### **4.4 Advanced Standing**

4.4.1 A Course Coordinator may grant a Student Advanced Standing in any Course subject to the University's Advanced Standing Policy.

4.4.2 A Student seeking Advanced Standing in relation to a Unit must satisfy the relevant Course Coordinator that the Student has achieved a level of achievement equivalent to that required for the completion of that Unit.

4.4.3 A Student who commences an Award Course and is granted Advanced Standing Credit for that Award Course will be required to:

- a) successfully complete at the University at least the equivalent number of Credit Points equal to the difference between the Advanced Standing Credit granted and the number of Credit Points required for that Award; and
- b) meet any other mandatory obligations for conferral of that Award.

4.4.4 A Student who commences study for a VET qualification and is granted Advanced Standing will be required to successfully complete such further studies as determined by the relevant Course Coordinator in conformity with the appropriate VET policies and guidelines, published by the relevant Commonwealth and State authorities.

#### 4.5 Assessment

4.5.1 A Student will be assessed in such manner, will attend at such times, and will comply with such other requirements and procedures as are specified in the relevant Unit outline, the University's Curriculum Design Policy and the University's Assessment Policy.

4.5.2 A Student's achievement in each Unit will be assigned a grade under one of the following Grading Schemas:

#### NOTE:

- **Bolded** = Will appear on the Student's Statement of Academic Record
- # = Full assessment documentation required
- \* = Evidence of participation required (i.e. class roll)

Grading Schema 1 (Used for standard Coursework Units)			
Grade	Description	Range	
		Lower Mark	Upper Mark
<b>HD</b>	High Distinction	80	100
<b>D</b>	Distinction	70	79
<b>CR</b>	Credit	60	69
<b>C</b>	Pass	50	59
<b>C*</b>	Pass (Conceded)	45	100
<b>N</b>	Fail	0	49
<b>H</b>	Result not available		
<b>DE</b>	Deferred assessment approved		
<b>EX</b>	Exempt		
<b>FX</b>	Exchange studies failed		
<b>PS</b>	Pass (Supplementary)	50	100
<b>FS</b>	Fail (Supplementary)	0	49
<b>S</b>	Supplementary Assessment Task offered but not yet taken		
<b>T</b>	Tuition only (for tuition-only students where no formal assessment conducted)		
<b>W</b>	Withdrawn (after the financial penalty/census date)		
<b>WE</b>	Withdrawn early		
<b>WF</b>	Withdrawn Fail		
<b>WL</b>	Withdrawn late (without penalty)		
<b>FI</b>	Fail (Incomplete)	50	100
<b>XS</b>	Exchange studies completed		
<b>AR</b>	Result not available <sup>#</sup>		

Grading Schema 2 (Used for performance and/or practical based Units)	
Grade	Description
<b>PH</b>	High Distinction
<b>PD</b>	Distinction
<b>PC</b>	Credit
<b>PP</b>	Pass

<b>Grading Schema 2 (Used for performance and/or practical based Units)</b>	
<b>Grade</b>	<b>Description</b>
<b>F</b>	Undifferentiated Fail
<b>H</b>	Result not available
<b>EX</b>	Exempt
<b>FX</b>	Exchange studies failed
<b>W</b>	Withdrawn (after the financial penalty/census date)
<b>WE</b>	Withdrawn early
<b>WF</b>	Withdrawn Fail
<b>WL</b>	Withdrawn late (without penalty)
<b>XS</b>	Exchange studies completed
<b>AR</b>	Result not available <sup>#</sup>

<b>Grading Schema 3 (Masters Degree (Research) and Doctoral Degree Thesis Units)</b>	
<b>Grade</b>	<b>Description</b>
<b>P</b>	Undifferentiated Pass
<b>F</b>	Undifferentiated Fail
<b>H</b>	Result not available
<b>DE</b>	Deferred assessment approved
<b>EX</b>	Exempt
<b>SP</b>	Satisfactory Progress
<b>MP</b>	Marginal Progress
<b>TS</b>	Thesis Submitted
<b>W</b>	Withdrawn (after the financial penalty/census date)
<b>WE</b>	Withdrawn early
<b>WF</b>	Withdrawn Fail
<b>WL</b>	Withdrawn late (without penalty)
<b>AR</b>	Result not available <sup>#</sup>

<b>Grading Schema 4 (Used for Undifferentiated Pass/Fail Units)</b>	
<b>Grade</b>	<b>Description</b>
<b>P</b>	Undifferentiated Pass
<b>F</b>	Undifferentiated Fail
<b>H</b>	Result not available
<b>EX</b>	Exempt
<b>FX</b>	Exchange studies failed
<b>W</b>	Withdrawn (after the financial penalty/census date)
<b>WE</b>	Withdrawn early
<b>WF</b>	Withdrawn Fail
<b>WL</b>	Withdrawn late (without penalty)
<b>XS</b>	Exchange studies completed
<b>AR</b>	Result not available <sup>#</sup>

<b>Grading Schema 5 (Used to classify outcomes related to VET Units of Competency)</b>	
<b>Grade</b>	<b>Description</b>
<b>CO</b>	Competent <sup>#</sup>
<b>NC</b>	Competency not Achieved/Not Competent <sup>**</sup>
<b>W</b>	Withdrawn after some participation <u>after</u> financial penalty/census date (with form) - no refund <sup>*</sup>
<b>WR</b>	Withdrawn after some participation after financial penalty/census date (with form) – with approved refund <sup>*</sup>
<b>DF</b>	Discontinued after financial penalty date after some participation (without form), no refund applied <sup>*</sup>
<b>WE</b>	Withdrawn early after some participation (with form) with refund <sup>*</sup>
<b>DC</b>	Discontinued prior to census date after some participation (without form), no refund applied <sup>*</sup> .

Grading Schema 5 (Used to classify outcomes related to VET Units of Competency)	
Grade	Description
<b>PR</b>	Status Granted by RPL (Recognition of Prior Learning)#
<b>UR</b>	Recognition of Prior Learning - not granted#
<b>EX</b>	Exemption/Status Granted by Credit Transfer
<b>SU</b>	Superseded subject. Used when the training activity was started in a unit of competency or module but was not completed when superseded by another subject against which the final outcome will be recorded.
<b>DE</b>	Continuing enrolment into the following collection year
<b>Blank</b>	Continuing enrolment (ending in this collection year) Not Yet Competent - granted a short re-assessment period
<b>NS</b>	Never Started - No Participation, No withdrawal form
<b>WN</b>	Never Started - No Participation, Withdrawal form submitted
<b>CC</b>	Never Started - Class/Subject Cancelled
<b>WT</b>	Withdrew – Transferred (for student enrolled in an incorrect unit who have transferred to the correct unit).

4.5.3 A Student will not repeat a Unit that they have successfully completed, except in the case of Thesis Units that are graded on the basis of satisfactory progress.

4.5.4 A Student who fails a mandatory Assessment Task, which is a requirement to pass a Unit, will be deemed not to have completed that Unit and will receive:

- a) a grade of *FI*, where their cumulative mark for the Unit was 50 or more;
- b) a grade of *N*, where the cumulative mark for the Unit was less than 50; or
- c) a grade of *NC* for VET Units.

#### 4.6 Deferred Examinations

4.6.1 A Student who wishes to defer a Central Examination and sit a Deferred Examination, must apply to the Director, Student Administration in writing (using any applicable Prescribed Process), setting out the grounds on which deferral is sought, and providing sufficient written material to support the application. The application must be made:

- a) where the Student is aware before the Central Examination of the grounds on which deferral is to be sought, before the Central Examination occurs; or
- b) otherwise, as soon as practicable after the Central Examination, and in any event by any date prescribed by the Director, Student Administration.

4.6.2 The Director, Student Administration may reject an application for a Deferred Examination where there is reason to believe that a Student is seeking to achieve an unfair advantage, having regard to the particular circumstances of the Student's application, the Student's history of Deferred Examination applications, and any other relevant circumstances.

4.6.3 A Student who has been granted permission to undertake a Deferred Examination in a Unit will be awarded the interim grade *DE*.

4.6.4 The Director, Student Administration will determine a date for the Deferred Examination. A Student who is unable to attend the scheduled Deferred Examination may further apply to the Director, Student Administration in writing (using any applicable Prescribed Process), with sufficient documentary evidence to support their application, for permission to sit an alternate Deferred Examination at another time. The Director, Student Administration may, in their absolute discretion, allow a Student to complete a Deferred Examination at another designated time, provided that the Deferred Examination is within two months of the date of the original Examination.

- 4.6.5 A Deferred Examination will be the same form of assessment as the original Examination.
- 4.6.6 A Deferred Examination may not be available in all Units, and is not available in enabling Courses delivered by the University.
- 4.6.7 A request to defer a School Examination or other Assessment Task will be determined by the relevant Unit Coordinator.

#### 4.7 **Supplementary Assessment Tasks**

4.7.1 Where a Student is undertaking a Coursework Unit which forms part of either their first 60 Credit Points of enrolled study in their Course or their final 60 Credit Points of their Course, and the Student has failed only one Unit during the relevant period, the Board of Examiners may:

- a) grant the Student a conceded pass or Supplementary Assessment Task if the Student has received a mark of 45 or more and a grade of *N* or *FI*;
- b) grant the Student a Supplementary Assessment Task if the Student has received a mark of 40 or more and a grade of *N* or *FI*, and by successful completion of the Supplementary Assessment Task the Student would immediately complete the Course; or
- c) affirm the awarded grade in that Unit.

Rule 4.7.1(a) and Rule 4.7.1(b) are not available where the Student has been found to have committed an offence under the Academic Misconduct Rules (Students) and the penalty imposed is the loss of any marks for an Assessment Task within the Unit.

4.7.2 Where a conceded pass is granted, the Student will retain the numerical mark originally awarded but will be given a grade of *C\**:

4.7.3 Where a Supplementary Assessment Task is permitted, and the Student:

- a) passes the Supplementary Assessment Task, the grade *PS* will be substituted for the original grade; and
  - (i) where the original grade was *N*, the pass will be assigned a percentage of 50; and
  - (ii) where the original grade was *FI*, the pass will carry the original numerical assessment;
- b) fails the Supplementary Assessment Task, the Student will fail the Unit, and
  - (i) where the original grade was *N*, the grade *FS* will be recorded; and
  - (ii) where the original grade was *FI*, the grade *F* will be recorded.

4.7.4 A Supplementary Assessment Task may not be available in all Units, and is not available in enabling Courses delivered by the University.

#### 4.8 **Academic Progression Status**

4.8.1 Subject to Rule 4.9.1(c), at the commencement of a Student's first Teaching Period at the University, their Academic Progression Status will be *Good Standing*. However, the current Academic Progression Status of a Student who transfers between Courses at the University will be maintained.

4.8.2 The Academic Progress Status of Students enrolled in VET Courses will be determined annually by the relevant Board of Examiners. Otherwise, at the end of a Teaching Period the relevant Board of Examiners will review and determine the Academic Progression Status of each Student in its School or Teaching Area in accordance with the criteria set out in this Rule 4.8.

#### Students undertaking Coursework Units and Units in enabling Courses

- 4.8.3 Where, at the end of a Teaching Period, a Student has attained at least 50 per cent of the Credit Points ascribed to the Units in which the Student was enrolled for that Teaching Period:
- if the Student has a current Academic Progression Status of *At Risk*, the Student's Academic Progression Status will be changed to *Probation*; or
  - otherwise, the Student's Academic Progression Status will be *Good Standing*.
- 4.8.4 Where, at the end of a Teaching Period, a Student fails to attain at least 50 per cent of the Credit Points ascribed to the Units in which the Student was enrolled for that Teaching Period, if the Student has a current Academic Progression Status of:
- Good Standing*, the Student's Academic Progression Status will be changed to *Probation*;
  - Probation*, the Student's Academic Progression Status will be changed to *At Risk*; or
  - At Risk*, the Student's Academic Progression Status will be changed to *Excluded*.
- 4.8.5 Where a Student has failed the same Unit (other than a Designated Unit) three times, the Student will be, at the Board of Examiners' absolute discretion:
- Excluded* from the Course and/or related/ Courses, in which case the Student's Academic Progression Status will be *Excluded*;
  - Excluded* from a Unit Set and/or a Unit, in which case the Student's Academic Progression Status will be *Probation*; or
  - if the Unit will form part of the Student's final 60 Credit Points of their Course, permitted a fourth and final attempt, in which case the Student's Academic Progression Status will be *At Risk*.
- 4.8.6 Where a Student has failed a Designated Unit, the Student will be *Excluded* from the Course unless otherwise determined by the Board of Examiners. Where the Board of Examiners permits a second and final attempt of a Designated Unit, the Student's Academic Progression Status of *Excluded* will revert back to their previous Academic Progression Status.
- 4.8.7 A Student whose Academic Progression Status is *At Risk* will be restricted to an enrolment of no more than 45 Credit Points at any one time, unless otherwise approved by the Director, Student Administration, in consultation with the Associate Dean (Teaching and Learning) of the relevant School or Teaching Area.

#### Candidates in Masters Degree (Research) and Doctoral Degrees

- 4.8.8 Where a Candidate fails a Coursework Unit, the Student will be *Excluded* from the Course, and the Student's Academic Progression Status will be *Excluded*, unless otherwise determined by the Board of Examiners.
- 4.8.9 Where a Candidate is awarded a grade of *MP*, the Student must enter into a Progress Contract with their Principal Supervisor, in the manner specified by the Dean, Graduate Research School, before their enrolment in the next Teaching Period.
- 4.8.10 If a Candidate fails to satisfy the requirements of a Progress Contract in the Teaching Period to which it applies, unless otherwise determined by the Board of Examiners, the Candidate will be awarded a grade of *F* and the Student will be *Excluded*.
- 4.8.11 A Candidate who does not successfully complete their period of provisional candidature (see Rule 6.2) will be *Excluded*, unless otherwise determined by the Board of Examiners.

#### Academic Progression Status – VET Courses

- 4.8.12 Where a VET Student is assessed and given a grade other than *CO*, and where the relevant Associate Dean (Teaching and Learning) determines it is practicable to do so, the Student may

be re-assessed in the same Teaching Period without being required to re-enrol. If the Student is deemed competent on that reassessment, the Student will be given a grade of CO. Otherwise, subject to Rules 4.8.18 – 4.8.19, the Student will be required to re-enrol and complete the relevant Unit of Competency in a subsequent Teaching Period in which the Unit is offered.

- 4.8.13 Where a Student achieves competency in at least 50% of the total number of Units of Competency attempted during a specific Teaching Period, the Student's Academic Progression Status will be *Good Standing*.
- 4.8.14 Where a Student achieves competency in at least 25% but less than 50% of the total number of Units of Competency attempted during a specific Teaching Period, the Student's Academic Progression Status will be *Probation*.
- 4.8.15 Where a Student achieves competency in less than 25% of the total number of Units of Competency attempted during a specific Teaching Period:
- subject to (b), the Student's Academic Progression Status will be *Suspended* and the Student will be precluded from enrolling in Units for a period specified by the Board of Examiners; or
  - if the Student has previously been *Suspended* under this Rule, the Student's Academic Progression Status will be *Excluded*.
- 4.8.16 Where a Student is assessed as 'not yet competent' in a Designated Unit, the Student will be *Excluded* from the Course unless otherwise determined by the Board of Examiners. Where the Board of Examiners permits a second a final attempt, the Student will be assigned an Academic Progression Status of *Probation*.
- 4.8.17 Where a Student has failed the same Unit (other than a Designated Unit) three times, the Student will be, at the Board of Examiners' discretion be:
- Excluded* from the Course and/or related Courses, in which case the Student's Academic Progression Status will be *Excluded*;
  - Excluded* from a Unit Set and/or a Unit, in which case the Student's Academic Progression Status will be *Probation*; or
  - in exceptional circumstances, permitted a fourth and final attempt, in which case the Student's Academic Progression Status will be *At Risk*.

#### 4.9 Re-enrolment

- 4.9.1 A Student whose Academic Progression Status is *Excluded* may be re-admitted or re-enrolled in the same or a different Course, subject to all of the following conditions:
- 12 months have elapsed since the date the Student's Exclusion took effect;
  - approval has been given by the relevant Associate Dean (Teaching and Learning), or the Associate Dean (Research) for Candidates;
  - in the first Teaching Period following readmission or re-enrolment, the Student's Academic Progression Status will be *At Risk*; and
  - any other conditions imposed on the Student's readmission or re-enrolment by the relevant Associate Dean (Teaching and Learning), Associate Dean (Research) or the Dean, Graduate Research School.



## **5 Research Programs in Bachelor Honours Degrees**

### **5.1 Application**

The Management of Research Candidature in Bachelor Honours Degrees Policy applies to all Honours Students completing a Bachelor Honours Degree.

### **5.2 Bachelor Honours Degree Research Candidature**

The research candidature of Bachelor Honours Degrees will be managed and assessed in accordance with the Management of Research Candidature in Bachelor Honours Degrees Policy.

### **5.3 Appointment of Supervisors**

5.3.1 At least one supervisor will be appointed by the relevant Associate Dean (Research), before the commencement of any relevant required Coursework Units.

5.3.2 Except in exceptional circumstances, as determined by the relevant Associate Dean (Research), at least the Principal Supervisor for each Honours Student will be a member of the full-time or part-time academic staff of the University.

### **5.4 Duration**

5.4.1 Except where the relevant Associate Dean (Research) otherwise directs, an Honours Student must submit the Thesis for:

- a) a one-year Bachelor Honours Degree, after no more than two academic semesters (or part-time study equivalent); or
- b) a four-year Bachelor Honours Degree after no more than eight academic semesters (or part-time equivalent).

5.4.2 In exceptional circumstances, the relevant Associate Dean (Research) may extend candidature if considered appropriate.

5.4.3 Except where the relevant Associate Dean (Research) otherwise directs, the research program of an Honours Student must be completed in consecutive Teaching Periods.

### **5.5 Appointment of Examiners**

5.5.1 For an Honours Student, the relevant Associate Dean (Research) will appoint at least two examiners.

5.5.2 Unless the Academic Board otherwise determines, the relevant Associate Dean (Research) will not appoint as an examiner a person who is a supervisor of the Honours Student or who the relevant Associate Dean (Research) otherwise believes has a Conflict of Interest. The relevant Associate Dean (Research) may, at the request of an Honours Student or at the request of an examiner, discharge the examiner and appoint another person in their place.

### **5.6 Requirements of Bachelor Honours Degree Theses**

5.6.1 Unless the relevant Associate Dean (Research) otherwise determines, the text component of a Thesis must be written in English. The assessment of a Thesis will be conducted in English.

5.6.2 A Thesis must incorporate an account of research conducted during the Course and the outcomes of the research.

5.6.3 The relevant Associate Dean (Research) may approve an amendment of the title of a Thesis.

- 5.6.4 Except with the approval of the relevant Associate Dean (Research), an Honours Student must not submit for Examination any work previously submitted for a degree of the University or of any other institution of higher learning.

#### 5.7 Defamatory Material

- 5.7.1 If an examiner believes that the Thesis may contain defamatory material, the examiner will notify the relevant Associate Dean (Research).
- 5.7.2 Upon notification under Rule 5.7.2, the relevant Associate Dean (Research) will seek legal advice as to whether or not the Thesis contains defamatory material.
- 5.7.3 If the legal advice is that the Thesis contains material that is, or may be, defamatory, the relevant Associate Dean (Research) will notify the Honours Student that such material must be removed from the Thesis before the Thesis can be further assessed. The Honours Student must amend the Thesis to remove the defamatory material before the Honours Student is permitted to re-submit the Thesis for assessment.

#### 5.8 Examination of Bachelor Honours Degree Theses

- 5.8.1 The examiners will report to the Associate Dean (Research) their assessment of each Thesis within 4 weeks after submission.
- 5.8.2 The relevant Associate Dean (Research) acting in accordance with the Management of Research Candidature in Bachelor Honours Degrees Policy, will recommend, and the relevant Board of Examiners will decide:
- whether a Student's Thesis should be accepted unchanged, accepted subject to minor amendments being made to the satisfaction of the supervisor, or rejected;
  - the final mark for the Thesis component; and
  - the Student's Honours grade (where applicable).
- 5.8.3 A Student may review a final mark for their Thesis component as a result of an Assessment Task, subject to the School Review and Appeals processes contained in Annexure 1 to these Rules.

### 6 Postgraduate Research Degrees - Masters Degree (Research) or Doctoral Degree

#### 6.1 Application for Admission

- 6.1.1 A person seeking to be admitted as a Masters Degree (Research) or Doctoral Degree Candidate must, in addition to any other requirement imposed by these Rules, apply in writing setting out relevant information, including a brief outline of the research proposed to be undertaken and their existing qualifications.
- 6.1.2 Applications for admission into a Masters Degree (Research) or Doctoral Degree Candidate under Rule 2 will be assessed and determined having regard to considerations outlined in the Postgraduate Research Training Policy.
- 6.1.3 A Candidate admitted to the Course must be enrolled in accordance with Rule 3.
- 6.1.4 The Postgraduate Research Training Policy will apply to all Candidates admitted to the University and enrolled in a Masters Degree (Research) or Doctoral Degree.

## 6.2 Confirmation of Candidature

- 6.2.1 Candidates must successfully complete a period of provisional candidature not exceeding 12 months of full-time enrolment, or the part-time equivalent, at the beginning of their Course. The relevant Associate Dean (Research) may approve a Student's application to extend their period of provisional candidature for up to 3 months of full-time enrolment, or the part-time equivalent.
- 6.2.2 After meeting the minimum required expectations as set out in the Postgraduate Research Training Policy and its related procedures, a Candidate may apply to the Associate Dean (Research) of the relevant School for confirmation of their candidature.
- 6.2.3 The Associate Dean (Research) may:
- confirm candidature, if they are satisfied the Candidate has met the minimum required expectations;
  - allow the provisional candidature to continue subject to 6.2.1; or
  - recommend to the Board of Examiners that the Student be *Excluded* where the minimum required expectations have not been met.
- 6.2.4 The relevant Board of Examiners, on the recommendation of the relevant Associate Dean (Research) under 6.2.3(c), may determine the Academic Progression Status of a Student to be *Excluded*.
- 6.2.5 Candidates must not commence the recruitment or data collection phases of their research until candidature is confirmed.

## 6.3 Appointment of Supervisors

- 6.3.1 When a Candidate is initially enrolled, supervisors will be appointed by the Associate Dean (Research) for the full duration of candidature, in accordance with the Supervision of Students Undertaking Higher Degrees by Research (HDR) Policy. If a supervisor discontinues, the relevant Associate Dean (Research) will appoint a replacement supervisor.
- 6.3.2 Except in exceptional circumstances, the Candidate's Principal Supervisor for each Candidate will be a member of the University's full-time or part-time academic staff.

## 6.4 Duration of Candidature

- 6.4.1 Except where the relevant Associate Dean (Research) otherwise directs, a Candidate must submit the Thesis:
- for a Masters Degree (Research), at least two and no more than four academic semesters (or part-time study equivalent) after initial enrolment in the Course; or
  - for a Doctoral Degree, at least four and no more than eight academic semesters (or part-time study equivalent) after initial enrolment in the Course.
- 6.4.2 In exceptional circumstances, the relevant Associate Dean (Research) may approve a Student's application to take longer than the prescribed time to complete their candidature. If the relevant Associate Dean (Research) grants an extension:
- they will provide the Candidate with written notice specifying the period for which their candidature is extended; and
  - unless the relevant Associate Dean (Research) determines otherwise, the Candidate will not subsequently be permitted to have their enrolment in the relevant Course Intermitted.

- 6.4.3 If a Candidate:
- a) has been granted an extension of their candidature under Rule 6.4.2 and does not submit their Thesis by the extended date;
  - b) has applied for an extension under Rule 6.4.2, but the Associate Dean (Research) has not granted an extension; or
  - c) has not submitted their Thesis during the relevant period specified in Rule 6.4.1 and has not applied for an extension under Rule 6.4.2;
- the Candidate will be *Excluded*, unless otherwise determined by the Board of Examiners.

## 6.5 Requests for a Change of Supervisor

- 6.5.1 The responsibilities of supervisors and Candidates are governed by the Supervision of Students Undertaking Higher Degrees by Research (HDR) Policy.
- 6.5.2 A Candidate experiencing difficulties with supervision should, in the first instance, attempt to resolve the problem through discussion with their supervisor(s).
- 6.5.3 Subject to Rule 6.5.2, if a Candidate wishes to change their supervisor(s), the Candidate must make the request in writing to the relevant Associate Dean (Research), outlining the reasons for the request.
- 6.5.4 A request for change of supervisor(s) may be made at any stage prior to the submission of the Thesis for Examination.
- 6.5.5 Where a request for change of supervisor(s) under Rule 6.5.3 is not approved, the Candidate may apply for a review of this decision by submitting the original request, the response from the relevant Associate Dean (Research) and any further submission(s) to the Executive Dean of the relevant School for final determination.
- 6.5.6 Notwithstanding any other provision in these Rules, following submission of their Thesis for Examination, a Candidate may not appeal against aspects of supervision pre-submission.

## 6.6 Attendance at University

- 6.6.1 Subject to Rule 6.6.2, a Candidate will undertake their Course at the University. With the written consent of the relevant Associate Dean (Research), a Candidate may undertake part of the Course at another institution or undertake fieldwork relating to the Candidate's research under the auspices of another institution.
- 6.6.2 The total of the periods covered by the studies or work referred to in Rule 6.6.1 will not be used to satisfy more than one-half of the requirements of the Course (except in the case of approved joint Doctoral Degrees).

## 6.7 Examination Requirements

- 6.7.1 Subject to Rule 6.7.2, doctoral degree Candidates commencing on or after 1 January 2018 are required to undertake an oral Examination of their Thesis as part of their Thesis Examination unless:
- a) they seek an exemption from the Dean, Graduate Research School in writing; and
  - b) an exemption is given by the Dean, Graduate Research School before the relevant due date.

- 6.7.2 Doctoral degree Candidates commencing prior to 1 January 2018 may, with the written approval of their supervisors, elect to undertake an oral Examination of the Thesis as part of their Thesis Examination.
- 6.7.3 A Student may only submit a Thesis for Examination if the Student is enrolled in the appropriate Thesis Unit.
- 6.7.4 A Student who wishes to submit a Thesis for Examination without supervisor approval must submit a written request to the relevant Associate Dean (Research). In this circumstance, the Associate Dean (Research) will arrange for an internal review of the Thesis to determine whether the Thesis is considered ready for Examination. The Candidate will be provided with a report based on the internal review:
- If the review deems the Thesis can be submitted, the Thesis may be submitted with a memorandum of endorsement signed by the Candidate and the relevant Associate Dean (Research).
  - If the review deems that the Thesis is not ready for Examination, the Candidate will be required to address the deficiencies outlined in the report. The Candidate may then resubmit a request to the relevant Associate Dean (Research).
- 6.7.5 Unless the relevant Associate Dean (Research) otherwise determines, the text component of a Thesis must be written in English. The oral Examination of a Thesis will be conducted in English.
- 6.7.6 The relevant Associate Dean (Research) may approve an amendment of the title of a Thesis.
- 6.7.7 Except with the approval of the relevant Associate Dean (Research) a Candidate must not submit for Examination any work previously submitted for a degree of the University or of any other institution of higher learning.
- 6.7.8 Where a Thesis contains confidential information belonging to a third party, the Thesis must incorporate a statement signed by the Candidate setting out the terms or conditions on which access was granted by the party or entity owning the confidential information and any stipulations regarding subsequent disclosure of the information provided.
- 6.8 Appointment of Examiners**
- 6.8.1 The relevant Associate Dean (Research) will appoint persons to examine a Thesis as follows:
- for a Masters Degree (Research), at least two examiners none of whom will be a member of the academic staff of the University;
  - for a Doctoral Degree not requiring an oral Examination, at least three examiners none of whom will be a member of the academic staff of the University; and
  - for a Doctoral Degree requiring an oral Examination, at least two examiners none of whom will be a member of the academic staff of the University.
- 6.8.2 The relevant Associate Dean (Research) will not appoint as an examiner a person they believe has a Conflict of Interest.
- 6.8.3 The relevant Associate Dean (Research) may, in exceptional circumstances, replace an examiner whose appointment has ceased.
- 6.9 Examination of Thesis not requiring Oral Examination**
- 6.9.1 The examiners will independently and separately report to the Dean, Graduate Research School their assessment of the Thesis within six weeks after submission of a Masters Degree (Research) or Doctoral Degree Thesis. A report submitted after this time may still be considered.

- 6.9.2 In the event that only two examiners' reports for a Doctoral Degree Thesis have been received after six weeks of the submission of that Thesis, the Dean, Graduate Research School may recommend an outcome in accordance with Rule 6.11 based on those two reports.
- 6.9.3 If an examiner identifies in their report material in the Thesis which may be defamatory, the Dean, Graduate Research School will seek legal advice, as to whether or not the Thesis does contain defamatory material.
- 6.9.4 If the legal advice is that the Thesis contains material that is, or may be, defamatory, the Dean, Graduate Research School will notify the Candidate and require that the material be removed from the Thesis. The Candidate must amend the Thesis to remove the defamatory material before the Candidate is permitted to re-submit the Thesis for assessment.
- 6.9.5 The examiners' reports will include a recommendation to the Dean, Graduate Research School that the Thesis be:
- passed without conditions;
  - passed, subject to minor amendments being made to the satisfaction of the Principal Supervisor;
  - passed, subject to major amendments being made to the satisfaction of the relevant Associate Dean (Research);
  - revised and re-submitted for Examination; or
  - failed.

#### **6.10 Examination of Thesis requiring Oral Examination**

- 6.10.1 A Panel Chair, who is an academic staff member of the University at the level of Senior Lecturer or higher, will be appointed by the Associate Dean (Research) to oversee and coordinate the Examination process.
- 6.10.2 The examiners will report to the Dean, Graduate Research School their interim assessment of the written component of the Thesis within six weeks after submission of a Doctoral Degree Thesis.
- 6.10.3 If an examiner identifies in their report material in the Thesis which may be defamatory, the Dean, Graduate Research School will seek legal advice, as to whether or not the Thesis does contain defamatory material.
- 6.10.4 If the legal advice is that the Thesis contains material that is, or may be, defamatory, the Dean, Graduate Research School will notify the Candidate and require that the material be removed from the Thesis. The Candidate must amend the Thesis to remove the defamatory material before the Candidate is permitted to re-submit the Thesis for assessment.
- 6.10.5 If a fail has been recorded for a Candidate's Thesis under the Academic Misconduct Rules (Students) then no oral Examination will occur with respect to that Thesis unless the Candidate has been successful in appealing that decision to record a fail.
- 6.10.6 The Dean, Graduate Research School may make a variation to the time, date, location or other aspects of the conduct of the oral Examination for the purposes of ensuring:
- the attendance of all persons required under these Rules to attend the oral Examination;
  - the integrity of the oral Examination; and
  - that the Candidate is not unfairly disadvantaged by any factor outside of their reasonable control.

- 6.10.7 The Examination process for a Thesis requiring oral Examination will be conducted in accordance with the procedures approved by the University's Research and Higher Degrees Committee.
- 6.10.8 At the conclusion of the oral Examination, the Panel Chair will compile a report approved by the examiners which summarises and includes the examiners' assessment of the Thesis and oral Examination, and includes a recommendation to the Dean, Graduate Research School that the Thesis be:
- passed without conditions;
  - passed, subject to minor amendments being made to the satisfaction of the Principal Supervisor;
  - passed, subject to major amendments being made to the satisfaction of the relevant Associate Dean (Research);
  - revised and re-submitted for Examination; or
  - failed.
- 6.10.9 If the Panel Chair is unable to obtain approval from all examiners with respect to a report containing a single recommendation of the type specified under Rule 6.10.8, then the Panel Chair must submit to the Dean, Graduate Research School for classification under Rule 6.11 a report containing:
- the examiners' assessments of the Thesis and the oral Examination; and
  - a statement summarising why the examiners were not able to agree on a single recommendation.

#### **6.11 Thesis Classification**

- 6.11.1 After consideration of the reports produced under Rule 6.9 or Rule 6.10, along with any advice which the Dean, Graduate Research School might choose to obtain from any person (including any Associate Dean (Research)) with expertise relevant to the Thesis, the Dean, Graduate Research School will classify the Thesis as either:
- passed without conditions;
  - passed, subject to minor amendments being made to the satisfaction of the Principal Supervisor;
  - passed, subject to major amendments being made to the satisfaction of the relevant Associate Dean (Research);
  - requiring revision and re-submission for Examination; or
  - failed.
- 6.11.2 Where amendment or re-submission is required, the relevant Associate Dean (Research) will determine the last day for re-submission of the Candidate's Thesis, being not later than twelve months after the Candidate has been notified of the Examination outcome. If the revised Thesis is not submitted by the required date, the Candidate will be awarded the result of fail, unless the Associate Dean (Research) grants an extension of an amount of time which they deem appropriate in consideration of any exceptional circumstances beyond the reasonable control of the Candidate which might prevent the Candidate from resubmitting their Thesis by the otherwise required date.

#### **6.12 Re-submission of a Thesis under Rule 6.11.1(d)**

- 6.12.1 A Candidate's Thesis may only be revised and re-submitted once under Rule 6.11.1(d).

6.12.2 The Dean, Graduate Research School, in consultation with the relevant Associate Dean (Research), may refer the Thesis for re-Examination to one or more examiners in accordance with Rule 6.8-6.10 (as applicable), however an examiner's report on a re-submitted Thesis may only recommend, and the Dean, Graduate Research School may only determine, one of the following classifications for the re-submitted Thesis:

- a) an undifferentiated pass without conditions;
- b) an undifferentiated pass, subject to amendments being made to the satisfaction of the relevant Associate Dean (Research); or
- c) failure.

6.12.3 When determining the classification of a re-submitted Thesis, the Dean, Graduate Research School, may take into consideration any aspect of an examiner's report of the original Thesis or the re-submitted Thesis.

### 6.13 Referral to the Deputy Vice-Chancellor (Research)

6.13.1 In the case where the Dean, Graduate Research School cannot determine a Thesis classification, or has a Conflict of Interest, they will refer the matter to the Deputy Vice-Chancellor (Research) who may take one or more of the following actions:

- a) make a determination based on the reports produced under Rule 6.10, Rule 6.11 and/or Rule 6.12, the recommendations of the Dean, Graduate Research School (if any), and any further information the Deputy Vice-Chancellor (Research) might choose to obtain from any person with expertise relevant to the Thesis; or
- b) appoint an independent (internal or external) adjudicator to provide recommendations, and make a determination having regard to the independent adjudicator's recommendations and the materials described in Rule 6.13.1(a).

### 6.14 Recommendation for Admission to the Degree

6.14.1 At the conclusion of the Examination process the Dean, Graduate Research School will recommend to the Board of Examiners that the Candidate be admitted or not admitted to the degree. The Board of Examiners will either:

- a) accept the recommendation and make a decision accordingly; or
- b) where the Board of Examiners does not accept the recommendation of the Dean, Graduate Research School, refer the matter back to the Dean, Graduate Research School for further consideration.

6.14.2 Where no resolution can be reached on a matter referred back to the Dean, Graduate Research School under Rule 6.15.1(b), the Deputy Vice-Chancellor (Research) will determine that the Candidate be admitted or not admitted to the degree.

### 6.15 Submission and retention of theses

6.15.1 A digital copy of the entire Thesis (text component of the Thesis and, if applicable, any supporting material in digital form) in an approved electronic format must be submitted for retention by the University Library in accordance with the Postgraduate Research Training Policy.

### 6.16 Time Limits

6.16.1 The relevant Associate Dean (Research) may extend or abridge any period of time fixed by a provision of this Rule; and may do so after the expiration of any such period.



## **7 Awards**

### **7.1 Statement of Academic Record and Testamur**

7.1.1 In order to be eligible for any Award, a Student must:

- a) attain the relevant number of Credit Points or Units of Competency, and otherwise meet the mandatory requirements for the relevant Award Course in which the Student is enrolled (having regard to any Advanced Standing awarded); and
- b) satisfy any other applicable requirements of these Rules, and any Statutes, By-laws and Rules of the University.

7.1.2 An Award may also be conferred on a Student under the Posthumous Conferral of an Award Policy.

7.1.3 Subject to 7.1.1, all Students who complete an Award Course will be entitled to receive a Statement of Academic Record and a Testamur.

7.1.4 All Students who complete part of an Award Course will be entitled to receive a Statement of Academic Record.

7.1.5 Completion of a Major, Double Major or Specialisation will be recognised on a Student's Statement of Academic Record and Testamur.

7.1.6 Completion of a Minor will be recognised on a Student's Statement of Academic Record only.

### **7.2 Undergraduate Awards – Major and Double Majors**

7.2.1 The recognition of and requirements for a Minor, Major, Double Major or Specialisation, will be approved by the Academic Board in compliance with the Curriculum Design Procedure.

7.2.2 Students may seek to complete a Double Major, and in order to do so must complete all required Units for each Major, which may require the Student to complete Units with a combined Credit Point value exceeding that required for completion of the Bachelor Degree.

### **7.3 Combined Courses**

7.3.1 A Combined Course can only be awarded where a Combined Course is approved by the Academic Board.

7.3.2 Students undertaking a Combined Course are required to complete all of the formal requirements of each of the two Courses as defined by the Academic Board.

7.3.3 A Student enrolled in a Combined Course may undertake honours in either, or both, of the Courses in which they are enrolled if the Student qualifies to do so.

7.3.4 A Student who completes the requirements of one of the Awards and wishes to graduate with that Award will transfer enrolment to the single degree Course for that purpose. Continuation in the other Award will also require the Student to transfer enrolment to the remaining single degree Course.

### **7.4 Postgraduate Awards**

7.4.1 To qualify for a Postgraduate Award a Student will attain the number of Credit Points specified in the Course approved by the Academic Board.

7.4.2 To qualify for a Masters Degree (Research) or Doctoral Degree, a Student will successfully complete the required Coursework Units, if any, and Thesis, as specified by the Academic

Board. Completion of the Postgraduate Award is not determined by the number of Credit Points attained alone.

7.4.3 The recognition of and requirements for a Specialisation for a Postgraduate Award, will be approved by the Academic Board in compliance with the Curriculum Design Procedure.

#### **7.5 Approval to graduate with contingency**

In exceptional circumstances, the chairperson of the relevant Board of Examiners may, upon recommendation by the relevant Associate Dean (Teaching and Learning), give approval for a Student to graduate with up to 10 Credit Points short of the number of Credit Points required for graduation. This approval will be contingent on the Student completing the required Units for the relevant Course.

### **8 Student reviews and appeals**

8.1 Student rights of review in relation to Assessment Task or Examination results, Unit results, and academic progression, are set out in Annexure 1 to these Rules.

8.2 Student rights to appeal, and the composition of the Student Appeals Committee, are set out in Annexure 2 to these Rules.

### **9 Service**

9.1 Where a notice or other document is permitted or required by these Rules to be given or served, service of the notice or document may be effected on the person to be served by:

9.1.1 giving the notice or document directly to that person by hand;

9.1.2 sending, as an email message, the notice or document to that person's University email address;

9.1.3 sending, in the body of an email message to that person's University email address, a URL (uniform resource locator) link to the notice or document, together with notification that the person is required to download the notice or document;

9.1.4 posting the notice or document as a letter to that person's address as recorded on any University Student management system; or

9.1.5 leaving it for that person at the address recorded on the University's Student management system.

9.2 Where the notice or document is sent in accordance with Rules 9.1.2 and 9.1.3, service is deemed to occur at the time of sending the message.

9.3 Where the notice or document is posted in accordance with Rule 9.1.4, service is deemed to occur at the expiration of five days from the time of posting.

### **10 Timing**

10.1 In calculating days as prescribed by these Rules, the following days ("Excluded Periods") will not be taken into account:

10.1.1 the University's Essential Student Services Period;

10.1.2 Good Friday to Easter Monday inclusive;

10.1.3 Australia Day (on the day it is observed by the University); and

10.1.4 ANZAC Day (on the day it is observed by the University).

- 10.2 Any act that occurs on a day within an Excluded Period will be deemed to have occurred the next day immediately following the end of the Excluded Period.
- 10.3 The Senior Deputy Vice-Chancellor (or delegate) may extend or abridge any period of time specified in these Rules, and may do so after the expiration of such period, where there are reasonable circumstances for doing so and having regard to principles of natural justice.

## **11 Persons acting on behalf of a decision-maker**

- 11.1 A University staff member named (by position) in these Rules may authorise one or more University staff members to act on their behalf. Any decisions made by an authorised staff member will be deemed to have been made by the University staff member who has provided authorisation.

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Approved by Council on 7 December 2006 under Amending Rule No 5 of 2006. Effective from 16 March 2007, the day Amending Statute No 5 of 2006 (*University Statute No. 30 – Admission, Enrolment and Academic Progress*) was published in the *Government Gazette*.

### *Revision History:*

- Rule Amendment No 1 of 2008 (13 March 2008)
- Rule Amendment No 2 of 2008 (26 June 2008)
- Rule Amendment No 3 of 2008 (26 June 2008)
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- Rule Amendment No 5 of 2008 (23 October 2008)
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- Rule Amendment No 3 of 2009 (27 August 2009)
- Rule Amendment No 4 of 2009 (27 August 2009)
- Rule Amendment No 5 of 2009 (27 August 2009)
- Rule Amendment No 6 of 2009 (27 August 2009)
- Rule Amendment No 1 of 2010 (25 February 2010)
- Rule Amendment No 2 of 2010 (25 February 2010)
- Rule Amendment No 4 of 2010 (24 June 2010)
- Rule Amendment No 5 of 2010 (26 August 2010)
- Rule Amendment No 2 of 2011 (10 March 2011)
- Rule Amendment No 3 of 2011 (27 October 2011)
- Rule Amendment No 5 of 2012 (13 December 2012)
- Rule Amendment No 1 of 2013 (12 December 2013)
- Rule Amendment No 2 of 2014 (23 October 2014)
- Rule Amendment No 3 of 2015 (10 December 2015) [re-structuring and re-numbering of the Rules]
- Rule Amendment No 1 of 2016 (28 April 2016),
- Rule Amendment No 2 of 2016 (30 October 2016)
- Rule Amendment No. 3 of 2017 (30 August 2017)
- Rule Amendment No. 2 of 2018 (18 May 2018)
- Rule Amendment No. 3 of 2019 (3 July 2019, effective 15 July 2019)

For further information contact: Strategic & Governance Services Centre  
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## ANNEXURE 1: REVIEWS AND APPEALS

### REVIEW OF INDIVIDUAL ASSESSMENT TASKS, EXAMINATIONS AND UNIT RESULTS

#### Informal Review

- 1 A Student who has reason to believe that their grade/result for an Assessment Task, Examination or Unit (excluding a Thesis classification for a Candidate), does not accurately reflect their level of achievement, may ask (using the Prescribed Process) their assessor, Unit Coordinator or Principal Supervisor, for an Informal Review of their grade/result as soon as practicable after receiving the grade/result.
- 2 As part of the Informal Review, the assessor, Unit Coordinator or Principal Supervisor will provide feedback on the Student's performance. A Student may view their own submission (for an Assessment Task) or Examination script, and any relevant marking guide or materials.
- 3 The Unit Coordinator, the assessor in consultation with the Unit Coordinator, or the Principal Supervisor, may (but is not obliged to) revise the grade/result awarded for an Assessment Task, Examination or Unit as part of the Informal Review process, having regard to equity matters in relation to other Students enrolled in the Unit when revising a grade/result.
- 4 Within 7 days of undertaking an Informal Review, the assessor, Unit Coordinator or Principal Supervisor will confirm in writing (using the Prescribed Process) the outcome of the Informal Review.

#### Formal Review

- 5 A Student may only request a Formal Review if they have engaged or attempted to engage in the Informal Review process in relation to the result, and can demonstrate they have done so.
- 6 A Student who is dissatisfied with the outcome of an Informal Review, and who considers their result for an Assessment Task, Examination or Unit (excluding a Thesis classification for a Candidate) does not accurately reflect their level of achievement, may lodge a request for a Formal Review (using the Prescribed Process) of their result on any one or more of the following grounds:
  - 6.1 the result was not determined in accordance with the method or criteria specified in the relevant Unit outline or other written advice given by the University to the Student;
  - 6.2 the University has not adhered to its Rules and policies;
  - 6.3 the result was affected by discrimination, prejudice, or bias against a Student; or
  - 6.4 the result contained, was based on, or was caused by, a clear error.
- 7 A Student may not request a Formal Review based on or in relation to any of the following matters:
  - 7.1 the approved learning outcomes and Assessment Task methods for the Unit;
  - 7.2 the assessor's judgement regarding the academic merit of any work submitted for an Assessment Task, Examination or Unit;
  - 7.3 the assessor's determination of the level of performance or standard required by a Student to achieve particular marks, including language proficiency;
  - 7.4 the Student's personal, financial, visa or medical difficulties experienced whilst completing an Assessment Task, Examination and Unit;
  - 7.5 financial, career, visa or other personal implications of not passing or achieving a particular grade/result in an Assessment Task, Examination or Unit;
  - 7.6 grade/results received by the Student, or by other Students, in the same or other Units;

- 7.7 the amount of effort put into work completed by the Student; or
- 7.8 an Outcome imposed for Academic Misconduct or Academic Breach.
- 8 A request for a Formal Review of:
  - 8.1 an individual Assessment Task or Examination, must be lodged within 14 days of the result becoming available; or
  - 8.2 a final Unit result/grade, must be lodged within 28 days of the final result becoming available.
- 9 A request for a Formal Review must be lodged using the relevant Prescribed Process to the Director, Student Life, and must include any available evidence. Where a Student wishes to lodge a request for a Formal Review outside of the periods described in paragraph 8, the Student must include sufficient reasons and evidence as to why their request should be considered out of time. The Director, Student Life may in exceptional circumstances and in their absolute discretion, approve for review a request submitted outside of this period.
- 10 A request that does not use the Prescribed Process, is incomplete or inadequate, or does not provide relevant evidence, will be returned to the Student, where practicable, providing reasons for the rejection and directing the Student to resubmit the request within 7 days.
- 11 Once accepted, the request will be referred to the relevant School or Teaching Area. A Formal Review will be conducted and determined by the relevant Associate Dean (Teaching and Learning), or in relation to Thesis Units, by the relevant Associate Dean (Research). If the Associate Dean (Teaching and Learning) or Associate Dean (Research) has a Conflict of Interest, they will refer the request to another Associate Dean who is not conflicted.
- 12 In conducting the review, the Associate Dean may, but is not obliged to:
  - 12.1 consult with any relevant Staff member, including the assessor, Unit Coordinator and Course Coordinator; and
  - 12.2 seek advice from relevant subject matter experts within the University, provided such experts do not have a Conflict of Interest.
- 13 Within 14 days of the Student's request for a Formal Review:
  - 13.1 the Associate Dean:
    - 13.1.1 will determine if there exists a basis for a review of the result/grade;
    - 13.1.2 may nominate an alternative qualified person (which may be themselves) to conduct a review or recommend an adjustment to the result/grade; and
    - 13.1.3 will determine (with reasons) whether or not the result/grade should be confirmed, varied or set aside, and what other actions (if any) are to be taken; and
  - 13.2 the University will notify the Student in writing of the Formal Review outcome including reasons for any decision made, and will record this notification in its Student management system(s).

#### **ACADEMIC PROGRESSION STATUS REVIEW**

- 14 A Student may lodge a request for a review of their Academic Progression Status (including an Academic Progression Status of Excluded) on any one or more of the following grounds:
  - 14.1 the University has failed to adhere to relevant published rules and policies;
  - 14.2 a University discretion exercised under the Rules, which has adversely affected the Student's Academic Progression Status, was affected by discrimination, prejudice, or bias against a Student;

- 14.3 there has been a clear error by the University which has adversely affected the Student's Academic Progression Status; or
- 14.4 the Student has experienced unexpected and exceptional personal or medical circumstances beyond the Student's control, provided that the Student can demonstrate with evidence that such circumstances:
  - 14.4.1 have had a substantially negative affect on the Student's ability to participate in or study for the relevant Unit during the relevant Teaching Period;
  - 14.4.2 such circumstances were not reasonably foreseeable before the relevant Teaching Period began; and
  - 14.4.3 where a Learning Assessment Plan is in place, that such circumstances fall outside of, or are a substantial deviation from the content of, the Learning Assessment Plan.
- 15 The existence of any of the circumstances in paragraph 14 does not in itself mean that an Academic Progression Status Review will be successful.
- 16 A Student may not request an Academic Progression Status Review on any of the following grounds:
  - 16.1 personal, financial, visa or medical problems not referred to in paragraph 14.4;
  - 16.2 financial, career, visa or other personal implications of the Academic Progression Status given;
  - 16.3 results received by the Student, or by other Students, in Units completed at the University (such results can be reviewed in accordance with paragraphs 1-13);
  - 16.4 the amount of work done or effort given by the Student; or
  - 16.5 an Outcome imposed for Academic Misconduct or Academic Breach, or the effect that such an Outcome may have had on their Academic Progression Status.
- 17 A request for an Academic Progression Status Review must be lodged within 30 days of a Student's Academic Progression Status becoming available on the University's Student information system(s) or the Student being notified, whichever is earlier.
- 18 A request for an Academic Progression Status Review must be lodged using the relevant Prescribed Process to the Director, Student Life, and must include any available evidence. Where a Student wishes to lodge a request for a Formal Review outside the period described in paragraph 17 above, the Student must include sufficient reasons and evidence as to why their request should be considered out of time. The Director, Student Life may in exceptional circumstances and in their absolute discretion, approve for review a request submitted outside of the period described in paragraph 17 above.
- 19 A request that does not use the Prescribed Process, is incomplete or inadequate, or does not provide relevant evidence, will be returned to the Student, where practicable, providing reasons for the rejection and directing the Student to resubmit the request within 7 days.
- 20 Once accepted, the request will be referred to the relevant School or Teaching Area. An Academic Progression Status Review will be conducted and determined by the relevant Associate Dean (Teaching and Learning), or in relation to Candidates, by the relevant Associate Dean (Research). If the Associate Dean (Teaching and Learning) or Associate Dean (Research) has a Conflict of Interest, they will refer the request to another Associate Dean who is not conflicted.
- 21 In reaching their determination, the Associate Dean may, but is not obliged to:
  - 21.1 consult with any relevant member of Staff, including the assessor, Unit Coordinator and Course Coordinator;
  - 21.2 seek advice from relevant subject matter experts within the University, provided such experts do not have a Conflict of Interest; and

- 21.3 conduct an interview with the Student, in accordance with the following principles;
- 21.3.1 the Associate Dean may nominate the relevant Course Coordinator to conduct the interview and provide a written summary of relevant matters (including the Student's response to any relevant matters);
  - 21.3.2 Student interviews may be conducted by any means, provided that the Student's preference is considered;
  - 21.3.3 Students must receive reasonable notice (not less than 7 days) of the proposed interview;
  - 21.3.4 the Student may be accompanied at any interview by a Student Guild representative, friend, or family member, but may not be legally represented - that person may only act as the Student's advocate where invited to do so by the Staff member conducting the interview;
  - 21.3.5 the Staff Member may be accompanied at any interview by another Staff member who does not have a Conflict of Interest - that person may only act as an observer or note-taker during the interview; and
  - 21.3.6 Students must be given an opportunity to comment on all relevant matters.
- 22 Within 21 days of the Student's request for an Academic Progression Status Review, the:
- 22.1 Associate Dean will determine whether the Student's Academic Progression Status should be confirmed, varied or set aside, and what other actions (if any) are to be taken; and
  - 22.2 University will notify the Student in writing of the Academic Progression Status Review and the reasons for the decision.

## ANNEXURE 2 - STUDENT APPEALS COMMITTEE

### COMPOSITION OF THE STUDENT APPEALS COMMITTEE

- 23 There will be a Student Appeals Committee comprising:
- 23.1 an Associate Professor or Professor, appointed by the Academic Board, for a term of up to 3 years, who will act as chairperson;
  - 23.2 up to two staff members, who must be at Associate Professor or Professor level, and who must each be from a different School or Teaching Area to each other and to the chairperson, appointed by the Academic Board, for a term of up to 3 years, who will act as deputy chairpersons;
  - 23.3 up to two academic staff members from each School, who must be at Senior Lecturer, Associate Professor or Professor level, appointed by the Executive Dean of the relevant School, for a term of up to 2 years, who will act as general members; and
  - 23.4 the President of the University Student Guild, and up to three nominees appointed by the President of the University Student Guild from the Guild Senate, who will act as general members.
- A person appointed under Rule 23.1-23.3 will not be an Associate Dean (Teaching or Learning) or Executive Dean, but may act in those positions from time to time during their appointment to the Student Appeals Committee, provided that they do not hear or determine any appeal whilst acting in such a position.
- 24 Any member appointed under paragraph 23 can be re-appointed after the expiry of their previous term, but may not be appointed for more than two consecutive terms.
- 25 For any matter to be heard by the Student Appeals Committee, the chairperson, or if the chairperson is unavailable or has a Conflict of Interest, then a deputy chairperson, will convene a meeting of a committee of the Student Appeals Committee to hear and determine (as a decision of the Student Appeals Committee) the relevant matter(s). The convened committee will consist of four committee members, namely:
- 25.1 the chairperson or a deputy chairperson;
  - 25.2 two university staff members described in paragraph 23.2 and 23.3; and
  - 25.3 one Student described in paragraph 23.4, who must be an enrolled Student at the time of the hearing.
- 26 The quorum for a meeting of the Student Appeals Committee is three of these members, one of whom must be the chairperson or deputy chairperson.
- 27 University staff members on the convened committee must all be from Schools that are different to each other, and must be from a School which is different to the Student who has lodged the appeal.
- 28 A member of the Student Appeals Committee will not participate in a committee meeting if they:
- 28.1 were directly associated with the decision that is the subject of the appeal; or
  - 28.2 has a Conflict of Interest in relation to the appeal being considered.
- 29 The convened committee as constituted at the commencement of a hearing may continue to hear an appeal under these Rules, notwithstanding the expiry of the term of appointment or office of any member of the convened committee, provided that the relevant member continues to be employed by or enrolled at the University.
- 30 The Director, Strategic and Governance Services will appoint one or more persons to act as SAC Executive Officer to assist the Student Appeals Committee. A SAC Executive Officer may assist during any Student Appeals Committee hearing, but will not be entitled to vote on any Student Appeals Committee decision.



## **APPEALS TO THE STUDENT APPEALS COMMITTEE**

- 31 A Student may, within 14 days of the relevant decision being made and using the Prescribed Process, appeal to the Student Appeals Committee only against the following decisions:
- 31.1 a decision expressed by a University Statute or Rule to be appealable directly to the Student Appeals Committee;
  - 31.2 a decision made under Rule 8 of the Academic Misconduct Rules (Students) in relation to a finding or Academic Breach of Academic Misconduct, or the Outcome imposed;
  - 31.3 a refusal or cancellation of enrolment under Rule 3.5.1(a), 3.5.1(h) or Rule 3.5.2;
  - 31.4 a determination relating to a Deferred Examination made under Rule 4.6;
  - 31.5 a Thesis classification under Rule 6.11.1, 6.12.2 or 6.13.1;
  - 31.6 non-admission to a degree under Rule 6.14.1 or 6.14.2;
  - 31.7 a determination of a Formal Review (see Annexure 1); or
  - 31.8 a determination of an Academic Progression Status Review (see Annexure 1).
- 32 A Student may appeal a decision referred to in paragraph 31 on one or more of the following grounds:
- 32.1 the decision was affected by discrimination, prejudice, or bias against a Student;
  - 32.2 a process was not duly carried out in accordance with these or the relevant Rules;
  - 32.3 the decision was made contrary to the evidence provided to the relevant decision-maker;
  - 32.4 there is new additional information available, which was not available to the previous decision-maker, which may alter the outcome of the previous decision; or
  - 32.5 grounds prescribed in other University Rules affecting the relevant decision.
- 33 The application for appeal will be referred to the Director, Strategic and Governance Services Centre using the Prescribed Process. An application for appeal that is not made using the Prescribed Process, or that the Director, Strategic and Governance Services Centre decides (in their absolute discretion) is incomplete or manifestly inadequate, may be returned to the Student within 7 days, together with a written explanation of the inadequacy. The Student may then within a further 7 days re-submit their appeal in accordance with the Prescribed Process. The Director, Strategic and Governance Services Centre is not obliged to return an application more than once. Any resubmitted documentation will be considered as it is presented to the Student Appeals Committee.
- 34 Where a Student wishes to lodge an appeal to the Student Appeals Committee outside of the periods described in paragraph 31 or 33, the Student must provide sufficient reasons and evidence as to why their request should be considered out of time. The Director, Strategic and Governance Services Centre may in exceptional circumstances and in their absolute discretion, extend the timeframes in paragraphs 31 or 33 where it is appropriate to do so.
- 35 The SAC Executive Officer will refer an accepted appeal to either the chairperson or a deputy chairperson of the Student Appeals Committee.
- 36 If the chairperson or a deputy chairperson determines that the appeal is frivolous, vexatious or devoid of merit, or has already been determined in a previous appeal, the appeal may be dismissed. This dismissal will be communicated to the Student and recorded in the University's Student management system(s).
- 37 If the appeal is not dismissed, the chairperson or a deputy chairperson will convene a hearing of a panel of the Student Appeals Committee. The Student Appeals Committee:
- 37.1 will give the Student a minimum of 5 days' notice of the hearing date;

- 37.2 may consider evidence presented by University staff member(s) in response to the appeal;
  - 37.3 may (but is not obliged to) request the Student or Staff member(s) to provide further written material on parts or all of the appeal;
  - 37.4 may decide on the matters on which it will hear oral evidence or argument;
  - 37.5 will invite oral submissions from both the Student and appropriate University Staff member(s), and provide opportunities for each party to comment on or question the submission(s) of the other at the hearing;
  - 37.6 may limit the time available for presenting the respective cases of parties before it at a hearing, to an extent that it considers it would not impede a fair and adequate hearing of the matter; and
  - 37.7 may adjourn a hearing at any time.
- 38 The hearing may, at the chairperson's or a deputy chairperson's discretion, be conducted in person, by telephone, teleconference or videoconference or by any other means, provided that the Student's preference is considered when making that decision.
- 39 Where Staff provide written material before the hearing, the Student will be provided with a copy of such material and given reasonable opportunity at or before the hearing to respond to it.
- 40 If the Student does not attend their scheduled hearing, then the Student Appeals Committee may in any event determine the appeal based on the evidence before it, including any new evidence, and including any evidence presented by Staff to the Student Appeals Committee at the hearing.
- 41 The Student may appoint a Student Guild representative, friend, or family member to act as an advocate to conduct the appeal on the Student's behalf or otherwise accompany or assist them in relation to the appeal, but may not be legally represented.

Decisions of Student Appeals Committee:

- 42 The Student Appeals Committee will affirm, vary or set aside an appealed decision within 21 days of the date on which the appeal was submitted, or such longer period as may be approved by the Chairperson of the Student Appeals Committee, acting reasonably.
- 43 The Student Appeals Committee may, where appropriate, set aside the appealed decision and request that the original decision-maker or an Associate Dean remake it.
- 44 Each member of the Student Appeals Committee involved in the hearing of an appeal, including the chairperson or a deputy chairperson, will have one deliberative vote only. In the event of a tied vote, the appeal will be declared lost and will be dismissed.
- 45 The SAC Executive Officer will make a written record of the proceedings of the Student Appeals Committee that is to include:
- 45.1 details of persons in attendance;
  - 45.2 a summary of submissions made to the Student Appeals Committee;
  - 45.3 the Student Appeals Committee's decision; and
  - 45.4 the reason(s) for the Student Appeals Committee's decision.
- 46 The University will notify the Student of the Student Appeals Committee's decision and its reasons for the decision within 7 days of the decision being made. The decision will be recorded on the University's Student management system(s).
- 47 The Student Appeals Committee may, in their absolute discretion, consolidate or separate appeals, and may make one consolidated determination addressing all matters, having due regard to principles of natural justice.

48 The Student Appeals Committee is the final avenue of appeal within the University.

#### PROVISIONAL ENROLMENT

- 49 If a Student is not entitled to be enrolled in a Unit because they have not met a prerequisite or co-requisite requirement, or have not passed a Designated Unit, and the success of their pending Formal Review or appeal would give them an opportunity to meet the prerequisite or co-requisite requirement or pass the Designated Unit, then the Student may only provisionally enrol in the Unit with the authority of the Director, Student Administration and the relevant Associate Dean (Teaching and Learning), which authority may be withheld on any reasonable ground.
- 50 Subject to paragraph 49 (which is paramount), a Student who:
- 50.1 has an Academic Progression Status of Excluded; and
  - 50.2 lodges any request for a Formal Review, Academic Progression Status Review or appeal to the Student Appeals Committee, the result of which may affect their Academic Progression Status,
- pending the determination of the review or appeal, will have the Academic Progression Status of Provisional assigned to them, and will be entitled to enrol in Units on a provisional basis.
- 51 Provisional enrolment is allowed upon the condition that the Student will not have the right to claim disadvantage if the Student's Formal Review, Academic Progression Status Review or appeal is dismissed after completion of any or all Unit requirements or purchase of Unit materials.
- 52 Provisional enrolment will be Cancelled where:
- 52.1 the Formal Review is dismissed, and the Student does not lodge an appeal to the Student Appeals Committee within the relevant time; or
  - 52.2 an appeal to the Student Appeals Committee is dismissed.
- 53 Provided that the Student has met their responsibilities under these Rules, where the outcome of an appeal or Formal Review results in Cancellation of the provisional enrolment after the census date in that Teaching Period, the Student will be eligible for a refund of any charges or other money, which the Student has been required to pay under the Act, a Statute, Rule or by-law associated with the Unit(s) for which they were provisionally enrolled (excluding fines or administrative charges, and excluding monies paid to third parties, if any).