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1 Governance

1.1 Preliminary

These rules are made under [Statute No 30 - Admission, Enrolment and Academic Progress](#).

1.2 Interpretation

1.2.1 In these Rules, the following definitions apply:

Term	Definition
Academic Board	The Board established by section 18 of the Edith Cowan University Act 1984
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 at the end of a teaching period.
Academic Registrar	The person holding the position of Academic Registrar at the University from time to time (or substantially equivalent role) or a person acting in that position or his or her nominee.
advanced standing	The granting of credit towards the completion of a course.
Associate Dean (Discipline)	A member of a School Executive who reports to the Dean and is the academic leader responsible for one or more disciplines within the School.
Associate Dean (Research)	A member of a School Executive who reports to the Dean and is responsible for the oversight of research and research training within the School.
Associate Dean (Teaching and Learning)	A member of a School Executive who reports to the Dean and is responsible for the oversight of curriculum, teaching and learning within the School.
assessment	A process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.
at risk	The academic progression status applied to students deemed to be at risk of being 'excluded' as a result of poor academic performance.
Australian Qualifications Framework (AQF).	The national policy for regulated qualifications in the Australian education and training system.
Australian Skills Quality Authority (ASQA)	The national regulator for vocational education and training.
Board of Examiners	A Board established in accordance with Rule 1.3.

Term	Definition
business day	A day on which the University is open to the public for normal business operations.
cancel/cancelled/cancellation	The withdrawal of a student by the University from one or more units, or units of competency, in which the student is enrolled.
candidate	A student of the University who is undertaking or seeking to undertake a Masters Degree (Research) or Doctoral Degree.
Centre	An organisational unit of the university that is not a School and is designated as a Centre.
Course or course	A program of study necessary to qualify for an award of the University.
Course Coordinator	An academic staff member responsible for the coordination of a course.
course status	The status applied to reflect a student's administrative standing within a course.
course structure	The unit requirements for completion of a course.
coursework	When referring to a Unit; a Unit that is not a thesis unit. When referring to a Course, a course that is not classified as a Higher Degree by Research.
credit	The number of credit points or units of competency gained or granted towards completion of a course.
credit point	A measure that is used to identify the academic credit achieved through the successful completion of a unit.
Dean	An executive leader of a School of the University appointed by the Vice-Chancellor and includes the Director WAAPA.
deferred examination	The centrally conducted examination scheduled to be undertaken by enrolled students in the unit in the timetabled deferred examination period.
Designated Unit	A unit which is a fundamental course requirement that may only be attempted once, unless otherwise decided by the relevant Board of Examiners.
double degree	An award based on the concurrent study of two courses.
elective unit	An unspecified unit of study that, subject to the requirements of the course, a student may choose to undertake for credit.
enrolment period	The period, specified by the Academic Registrar, within which students must enrol in units to continue their course of study.
excluded	The academic progression status applied to students which precludes admission or enrolment in a course or courses as specified by the Board of Examiners.

Term	Definition
expelled	The academic progression status applied to students which precludes admission or enrolment at the University.
Executive Officer of the Student Appeals Committee	The person appointed to be Executive Officer of the Student Appeals Committee from time to time in accordance with Rule 1.4.16.
financial penalty date	The final day a student can withdraw from a unit without incurring a financial liability for that unit.
full-time	When referring to a higher education student, a student who is enrolled in units of at least 75% of a full-time load for higher education courses; When referring to a VET student, a study load where the proportion of student load aggregated for all the course being undertaken by the student in the 'collection year' is at least 75%.
good standing	The academic progression status applied to a student who is making satisfactory academic progress.
intermit	The course status applied to a student who has applied for and received approval to defer a course of study for a specified period.
international student	A student defined as such by the relevant Acts of the Commonwealth of Australia.
major	A set of related units with a total value of not less than 120 credit points.
minor	A set of related units with a total credit point value of not less than 60 and not more than 90 credit points.
non-award studies	The study of units which do not constitute part of a course nor count towards completion of the requirements of a higher education, VET or other University award in which the student is enrolled.
part-time	When referring to a higher education student, a student who is enrolled in units of less than 75% of a full-time load for higher education courses; and When referring to a VET student, a study load where the proportion of student load aggregated for all the courses being undertaken by the student in the 'collection year' is less than 75%.
postgraduate award or postgraduate course	A postgraduate course or award described as such in the Australian Qualifications Framework.
prerequisite	An eligibility requirement, which must be satisfied prior to enrolling in a specific course or unit.
principal supervisor	The supervisor who takes the lead in terms of overall accountability for a student's or candidate's research progress in Bachelor Honours Degrees, Masters Degree (Research) or Doctoral Degrees.

Term	Definition
probation	The academic progression status applied to students deemed to have made marginal academic progress but permitted to continue their studies.
Progress Contract	A written agreement entered into by a research candidate and his or her principal supervisor identifying agreed milestones and achievement dates.
provisional	The academic progression status, applied to students who are appealing an academic progression status of “excluded”.
Quota	The maximum number of students who may enrol in a course or a unit.
School	An academic organisational unit of the University including WAAPA but not including the Graduate Research School.
School Executive	A committee of the School comprised of the senior members of academic staff of that School including, as applicable, the Dean, Associate Deans (Discipline), Associate Dean (Teaching and Learning), Associate Dean (Research) and such other members of the academic staff of the School as determined by the Dean.
Scope of Registration	Details of the VET qualifications that the University is registered to provide as a registered training organisation under applicable legislation.
specialisation	A unit set that forms part of an award.
standard examination	The centrally conducted examination scheduled to be undertaken by enrolled students in the unit in the timetabled examination period.
Statement of Academic Record	An official transcript that contains the essential academic data pertaining to a particular student.
Student Appeals Committee	A committee established in accordance with Rule 1.4.
student visa	A visa issued by the relevant Commonwealth Government department for the purpose of study in Australia.
suspended	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 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 of the University under the provisions of Statute 26 .
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.

Term	Definition
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.
Vice-Chancellor	The person appointed as the Chief Executive Officer and President of the University.
VET	Vocational Education and Training.
WAAPA	The Western Australian Academy of Performing Arts.

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.

1.3 Board of Examiners

1.3.1 For each School, unless otherwise delegated, there shall be a Board of Examiners. The Board of Examiners shall be a standing committee of the School Executive appointed in accordance with Rule 1.3.2. The Board of Examiners of a School will be responsible for determining the academic progress of students within the School.

1.3.2 A Board of Examiners for a School shall be comprised of a minimum of 3 persons, being-

- a) the Associate Dean (Teaching and Learning) of the School who shall 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 Centre has ownership of a course, the Board of Examiners' responsibilities will:

- a) where the Head of the Centre 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 Centre 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 Centre shall be comprised of a minimum of 3 persons, being:

- a) the Head of the Centre, who shall 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 other Associate Dean (Teaching and Learning) from another School.

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

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 be a member of the academic staff of the School or Centre.

1.3.7 The Academic Registrar shall be the executive officer of each Board of Examiners.

[Rule 1.3 Amended by Rule Amendment 1 of 2016 – Approved by Council 28 April 2016]

1.4 Student Appeals Committee

- 1.4.1 There shall be a committee of Academic Board, which shall be known as the Student Appeals Committee.
- 1.4.2 The membership of the Student Appeals Committee is subject to the following Rules.
- 1.4.3 The following persons shall comprise the members of the Student Appeals Committee:
- An Associate Professor or Professor appointed by the Academic Board who shall be the chairperson;
 - The Associate Dean (Teaching and Learning) of each School or a person acting in that position (unless otherwise appointed under Rule 1.4.3(a)); and
 - One enrolled student of the University nominated by the Student Guild.
- 1.4.4 An Associate Dean (Teaching and Learning), who must be from a School other than that of the chairperson, shall be elected as the deputy chairperson of the Student Appeals Committee by the members of the Student Appeals Committee (other than the member nominated under Rule 1.4.3 (c)).
- 1.4.5 The chairperson appointed under Rule 1.4.3 (a) is eligible for a term of three years from the date of appointment and may be re-appointed.
- 1.4.6 The deputy chairperson elected under Rule 1.4.4 is eligible for a term of three years from the date of election and may be re-elected.
- 1.4.7 The member appointed under Rule 1.4.3 (c) is eligible for a period of no more than one year from the date of appointment and must be an enrolled student at the time of any meeting of the Student Appeals Committee. This member may be reappointed.
- 1.4.8 For any given matter(s) to be determined by the Student Appeals Committee, the chairperson, or if the chairperson is unavailable, then the deputy chairperson, shall 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) in accordance with this Rule 1.4.
- 1.4.9 Subject to Rules 1.4.10, 1.4.11 and 1.4.12, for any given matter(s), the committee of the Student Appeals Committee referred to in Rule 1.4.8 shall consist of:
- The chairperson or the deputy chairperson;
 - Two Associate Deans (Teaching and Learning) other than the chairperson or, if the committee is comprised of the deputy chairperson, then other than the deputy chairperson; and
 - The enrolled student appointed under Rule 1.4.3 (c).
- 1.4.10 For any given matter(s) to be considered by the committee of the Student Appeals Committee referred to in Rule 1.4.8, the chairperson or, if the chairperson is absent, the deputy chairperson and the members who are eligible under Rule 1.4.3 (b) must each be from different Schools.
- 1.4.11 For any given matter(s), a member of the Student Appeals Committee shall not participate in a committee meeting if they:
- would be directly associated with the decision that is the subject of the appeal;
 - are a staff member of the School with which the appeal is concerned; or

- c) have a conflict of interest in relation to the appeal being considered.
- 1.4.12 The Student Guild may appoint an alternate member to act in the place of a member appointed under Rule 1.4.3 (c) if the member is unavailable or precluded for reasons set out in Rule 1.4.10 or that member ceases to be an enrolled student.
- 1.4.13 An alternate member acting in the place of another member has all the functions and entitlements of a member.
- 1.4.14 No act or omission of an alternate member acting in place of another member under this Rule nor a decision of the Student Appeals Committee may be questioned on the grounds that the occasion for the alternate member so acting had not arisen or had ceased.
- 1.4.15 The quorum for a meeting of the Student Appeals Committee is three members referred to in Rule 1.4.9 one of whom is the chairperson or deputy chairperson.
- 1.4.16 The Academic Registrar shall appoint a person to act as Executive Officer of the Student Appeals Committee but that person shall not be entitled to vote on any matter before the Committee.

1.5 Service of Documents

- 1.5.1 Subject to Rule 8.3.7, 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:
 - a) by giving the notice or document directly to that person by hand;
 - b) by sending, as an email message, the notice or document to that person's official ECU email address;
 - c) by sending, in the body of an email message to that person's last known ECU 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;
 - d) by posting the notice or document as a letter to that person's address as recorded on any student management system used by the University; or
 - e) by leaving it for that person at the address recorded on the student management system used by the University.
- 1.5.2 Where the notice or document is sent in accordance with Rules 1.5.1 (b) and 1.5.1 (c), service is deemed to occur at the time of sending the message.
- 1.5.3 Where the notice or document is posted in accordance with Rule 1.5.1 (d), service is deemed to occur at the expiration of five working days from the time of posting.

2 Admissions

2.1 Application

This Rule applies to the admission of students to courses at the University.

2.2 Determination of Academic Standards

- 2.2.1 For the purposes of this Rule, the Council may from time to time determine academic standards and conditions of entry in relation to admission of applicants to the University and the recognition of courses and units completed, and examinations or other forms of assessment passed.
- 2.2.2 The provisions of this Rule are subject to determinations made by the Council under this Rule.

2.3 Basis of Admission

- 2.3.1 The Academic Board may admit a student to a course:
- a) if the student meets all applicable prerequisites and criteria; and
 - b) on applicable conditions.
- 2.3.2 “Applicable prerequisites and criteria” for the purposes of this Rule means those prerequisites and criteria determined by the Academic Board to be applicable to:
- a) admission generally;
 - b) admission to a particular course or course of study; or
 - c) the admission of a particular class of student.
- 2.3.3 “Applicable conditions” for the purposes of this Rule means any conditions:
- a) specified by the relevant Commonwealth authorities; and/or
 - b) set by the Academic Board for:
 - i. admission generally;
 - ii. admission to a particular course; or
 - iii. admission of particular classes of students, including students admitted to the University to undertake studies not leading to a University award.

2.4 Formal Requirements of Admission

- 2.4.1 An applicant for admission to a course must apply to the Academic Registrar by the date and in the manner specified by the Academic Registrar.
- 2.4.2 An applicant for admission must produce such written and other evidence of his or her qualifications and/or identity as the Academic Registrar may require.
- 2.4.3 Where an applicant for admission is required under Rule 2.4.2 to produce written evidence of qualifications and/or identity, admission of the applicant is conditional upon that requirement being satisfied.
- 2.4.4 Subject to the directions of the Academic Board, the Academic Registrar may prescribe from time to time the closing date or dates for admission and the forms and other procedures for admission.
- 2.4.5 A person becomes a student of Edith Cowan University on the date of admission that is recorded on the University’s student management system, subsequent to the acceptance of an authorised offer of admission by that person.

3 Enrolment and Re-Enrolment

3.1 Dates and Procedure

Subject to the directions of the Academic Board, the Academic Registrar may specify the procedures, forms and opening and closing dates for each enrolment period.

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 Academic Registrar is satisfied:
- a) the student has applied to enrol in the time and manner specified by the Academic Registrar;

- b) the unit constitutes part of the requirements of the course currently being undertaken by the student, unless the student has written approval to enrol in non-award studies from the Academic Registrar;
- c) any specified pre-requisite or co-requisite requirements have been met, unless the student has written approval to waive the requirements from the Associate Dean (Teaching and Learning) of the relevant School or nominee;
- 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 that student from enrolling in that unit;
- f) if the student is an international student who holds a student visa, 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, and if 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 semester must obtain the written permission of the relevant Course Coordinator.

3.2.3 Any student wishing to enrol in more than 40 credit points in a summer school teaching period or a winter teaching period must obtain the written permission of the relevant Course Coordinator.

3.3 Officers of Student Guild

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 shall cease to be an enrolled student of the University:

- a) on the date of course completion as determined by the Board of Examiners;
- b) on the date the student, with the requisite approval, discontinues from a course;
- c) on the date the student is suspended or excluded from a course or expelled from the University;
- d) on the date all of the student's unit enrolments are cancelled by the Academic Registrar;
- e) on the date the student allows an enrolment in a course to lapse without obtaining approval under Rule 4.3 to intermit or without providing notice under Rule 4.2.1 to discontinue a course; or
- f) on the date that the student's intermission period ends and the student allows an enrolment in a course to lapse.

3.4.2 Notwithstanding any other Rule, a student shall not be credited for work done towards the completion of a course during any period for which the student was not enrolled.

3.5 Refusal or Cancellation of Enrolment

3.5.1 The Dean or Academic Registrar 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 to the University including but not limited to circumstances where the applicant does not meet the requirements of, or has otherwise not complied with a provision of, the ECU Act, a Statute, Rule or By-law of the University;
- b) an applicable Quota would be exceeded;
- c) the course or unit in which the applicant seeks to enrol will not be offered in the teaching period applied for;
- d) the cancellation is required to correct a manifest error;
- e) the applicant has failed to return on request any University property on loan, or any charges or other money payable by the applicant under the ECU Act, a Statute, Rule or By-law of the University in any previous or current teaching periods have not been paid by the due date; or
- f) the enrolment is in breach of state or federal legislation.

3.5.2 The Academic Registrar may also refuse an application for admission or enrolment or cancel an existing enrolment where he or she 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 good reason;

the admission or enrolment of the applicant 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 shall be notified in writing by the Academic Registrar with reasons for the refusal or cancellation.

3.5.4 A person whose enrolment has been refused or whose enrolment has been cancelled under Rule 3.5.2 may appeal against the refusal or cancellation to the Student Appeals Committee under Rule 8.3.

3.5.5 A student shall not be enrolled in more than one higher education course at the same time except with the written approval of the Associate Dean (Teaching and Learning) of the School owning the course in which the student first enrolled.

3.6 Re-instatement of Enrolment

3.6.1 Where a student's enrolment has been cancelled for non-payment of a levy, fee, charge or any other amount of money, the student's enrolment may be reinstated, effective for the current teaching period or the subsequent teaching period at the discretion of the Academic Registrar:

- a) upon payment of all outstanding charges and other money; or
- b) on the payment of outstanding charges and/or other money by specified periodical payments or over an agreed period.

3.6.2 If a student's enrolment is reinstated under Rule 3.6.1 (b) and the student defaults in payment in accordance with the relevant agreement, the student's enrolment may be cancelled.

3.6.3 Where a student's enrolment has been cancelled under Rule 3.5.1 (e), the student's enrolment may be reinstated by the Academic Registrar effective for the current teaching period or subsequent teaching period, on return in good order of the University's property on loan to the student.

3.7 Withdrawal from Units

- 3.7.1 A student who wishes to withdraw from a unit must notify the University in the manner specified by the Academic Registrar.
- 3.7.2 The effect of withdrawal from a unit on a student's financial liability is as 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:
- if the notification is received on or before the academic penalty date then academic progression will not be affected;
 - subject to Rule 3.7.5, 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.
- 3.7.4 The effect of a unit withdrawal on a student's official Statement of Academic Record is:
- withdrawal from a unit on or prior to the financial penalty date will not be recorded as a withdrawal and the original unit enrolment bearing the administrative code of "WE" will not appear on the Statement;
 - withdrawal from a unit after the financial penalty date but on or before the specified academic penalty date shall be recorded as "W";
 - withdrawal from a unit after the academic penalty date shall be recorded as "WF", except in the case of a VET, honours, research master or doctoral thesis unit, in which case "W" shall be recorded.
- 3.7.5 If a student enrolled in a unit is, for good reason, unable to complete its requirements, the Academic Registrar may approve withdrawal without financial and/or academic penalty and record a grade of "W" or "WL" for the unit.

4 Academic Progress

4.1 Time Requirements

- 4.1.1 The Associate Dean (Teaching and Learning) of the School in which that course is based may approve an application by a student to take longer than the prescribed time to complete a course.
- 4.1.2 A student's enrolment in a course may not exceed, from the time of original enrolment, three years or three times the standard full-time duration of the course, whichever is the greater, without the written approval of the Associate Dean (Teaching and Learning) of the School in which that course is based.
- 4.1.3 Where a student has not completed a course within the prescribed time period referred to in Rule 4.1.2, 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 his or her course must notify the Academic Registrar in the manner specified by the Academic Registrar.
- 4.2.2 Discontinuing a course will not affect the student's academic progression status provided the application is made before the academic penalty date.
- 4.2.3 A student who has discontinued his or her course and wishes to resume the course, must apply in writing to the Academic Registrar and meet current entry requirements.

4.2.4 A student who resumes a course in accordance with Rule 4.2.3 may be required to complete the course under a modified course structure where the course has been updated.

4.3 Course Intermission

4.3.1 Upon written application, the Associate Dean (Teaching and Learning) of the School in which that course is based, may allow a student who has successfully completed at least one unit of study to intermit the course, subject to the terms and conditions specified in any relevant Commonwealth legislation.

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

4.4 Advanced Standing

4.4.1 The relevant Course Coordinator may grant a student advanced standing in any course.

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 at the University.

4.4.3 A student who commences a course for the award of a Higher Education Qualification and is granted advanced standing credit as specified in the [Advanced Standing Policy](#) for that award shall 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 requirement for that award as specified in the University's [Advanced Standing Policy](#).

4.4.4 A student who commences a course for the award of a VET qualification and is granted advanced standing shall 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 shall be assessed in such manner, shall attend at such times, and shall comply with such other requirements as shall be specified in the approved unit outline in accordance with the [Course and Unit Delivery and Assessment Policy](#) of the University.

4.5.2 A student's achievement in each unit shall, in accordance with this Rule, be assigned a grade of assessment under one of the following Grading Schemas:

Grading Schema 1 (Used for standard coursework units)			
		Range	
Grade	Description	Lower Mark	Upper Mark
HD	High Distinction	80	100
D	Distinction	70	79

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

Note: Only grades in bold will appear on the student's transcript

Note: # Full assessment documentation required

Grading Schema 2 (Used for performance and/or practical based units)	
Grade	Description
PH	High Distinction

Grading Schema 2 (Used for performance and/or practical based units)	
Grade	Description
PD	Distinction
PC	Credit
PP	Pass
F	Undifferentiated Fail
H	Result not available
EX	Exempt
FX	Exchange studies failed
W	Withdrawn (after the financial penalty/census date)
WE	Withdrawn early
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
XS	Exchange studies completed
AR	Result not available [#]

Note: Only grades in **bold** will appear on the student's transcript

Note: # Full assessment documentation required

Grading Schema 3 (Used for Higher Degree by Research Thesis units only: i.e. Masters Degree by Research and Doctoral Degree Thesis units)	
Grade	Description
P	Undifferentiated Pass
F	Undifferentiated Fail
H	Result not available
DE	Deferred assessment approved
EX	Exempt
SP	Satisfactory Progress
MP	Marginal Progress

Grading Schema 3 (Used for Higher Degree by Research Thesis units only: i.e. Masters Degree by Research and Doctoral Degree Thesis units)

Grade	Description
TS	Thesis Submitted
W	Withdrawn (after the financial penalty/census date)
WE	Withdrawn early
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
AR	Result not available [#]

Note: # Full assessment documentation required

Grading Schema 4 (Used for Undifferentiated Pass/Fail units)

Grade	Description
P	Undifferentiated Pass
F	Undifferentiated Fail
H	Result not available
EX	Exempt
FX	Exchange studies failed
W	Withdrawn (after the financial penalty/census date)
WE	Withdrawn early
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
XS	Exchange studies completed
AR	Result not available [#]

Note: Only grades in **bold** will appear on the student's transcript

Note: # Full assessment documentation required

Grading Schema 5 (Used to classify outcomes related to VET Units of Competency)	
Grade	Description
CO	Competent [#]
NC	Competency not Achieved/Not Competent ^{**#}
W	Withdrawn after some participation <u>after</u> financial penalty/census date (with form) - no refund*
WR	Withdrawn after some participation after financial penalty/census date (with form) – with approved refund*
DF	Discontinued after financial penalty date after some participation (without form), no refund applied*
WE	Withdrawn early after some participation (with form) with refund*
DC	Discontinued prior to census date after some participation (without form), no refund applied*.
PR	Status Granted by RPL (Recognition of Prior Learning) [#]
UR	Recognition of Prior Learning - not granted [#]
EX	Exemption/Status Granted by Credit Transfer
SU	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.
DE	Continuing enrolment into the following collection year
Blank	Continuing enrolment (ending in this collection year) Not Yet Competent - granted a short re-assessment period
NS	Never Started - No Participation, No withdrawal form
WN	Never Started - No Participation, Withdrawal form submitted
CC	Never Started - Class/Subject Cancelled
WT	Withdrew - Transferred. This code is mainly used when a student was enrolled in the wrong unit and has been transferred to the right unit.

Note: Only grades in **bold** will appear on the student's transcript

Note: * Evidence of participation required (i.e. class roll) # Full assessment documentation required

- 4.5.3 A student shall not repeat a unit that he or she has successfully completed except in the case of thesis units that are graded on the basis of satisfactory progress.
- 4.5.4 A student shall be permitted to sight his or her examination script upon making a request to the relevant unit coordinator or nominee if the student asks to do so within 15 business days of the date of publication of the results of the relevant unit.
- 4.5.5 A student who fails to complete the requirements of a unit shall be deemed not to have completed that unit and shall receive:
- a) a grade of FI, where the cumulative assessment is 50 or more; or
 - b) a grade of N, where the cumulative assessment is less than 50; or
 - c) a grade of NC for VET units.
- 4.5.6 Subject to Rules 4.9.3, 4.9.4 and 4.9.5 and 4.12.1, if a student has been awarded a grade of FI or NC in respect of a unit other than a Designated Unit, the student must repeat the unit if it is a course requirement.

4.6 Unsatisfactory Performance

- 4.6.1 Where in the opinion of the Dean of the School, a student's performance in a unit has been unsatisfactory, the Dean may disallow the student from continuing that unit.
- 4.6.2 Where action is taken against a student under Rule 4.6.1, the student shall receive a grade based on the assessment to the time of discontinuance in accordance with Rule 4.5.

4.7 Deferral of Examinations and Assignments

- 4.7.1 A student who wishes to defer an examination in a course or unit must apply in writing to the Academic Registrar setting out the grounds on which deferral is sought and provide sufficient written evidence to support the application. Students are not eligible to apply for a deferred examination in the unit if their performance in other unit requirements would preclude a successful completion of that unit.
- 4.7.2 Where the student is aware before the examination of the grounds on which deferral of the examination is to be sought, the student must apply for deferral before the examination.
- 4.7.3 Where Rule 4.7.2 does not apply and the student fails to sit for an examination, the student must apply for deferral as soon as practicable.
- 4.7.4 Applications for a deferred examination may be rejected by the Academic Registrar if he or she determines there is reason to believe that a student is seeking to achieve an unfair advantage through deferred assessment. In making this determination, the Academic Registrar may have regard to:
- a) the particular circumstances of the student's application;
 - b) the student's history of deferred examination applications; or
 - c) any other circumstances considered relevant by the Academic Registrar.
- 4.7.5 A student who has been granted permission to defer a final examination in a unit shall be awarded the interim grade DE.
- 4.7.6 A student who is unable to attend a deferred examination at the designated time may apply in writing, and with documentary evidence, to the Academic Registrar for permission to sit an alternate examination at another time. If the Academic Registrar determines there is justification for the student to sit the examination at a later date, an examination date will be set within two months of the date

of the standard examination of the unit. The alternate examination must be the same form of assessment as the standard examination.

- 4.7.7 Applications for an alternate examination may be rejected by the Academic Registrar if he or she determines that a student is seeking to achieve an unfair advantage through deferred assessment. In making this determination, the Academic Registrar may have regard to:
- the particular circumstances of the student's application;
 - the student's history of deferred examination applications; or
 - any other circumstances considered relevant by the Academic Registrar.
- 4.7.8 A candidate who is aggrieved by a determination made under either Rule 4.7.4 or Rule 4.7.7 may appeal against the decision to the Student Appeals Committee in accordance with Rule 8.3.

4.8 Academic Progression Status – Board of Examiners' Discretion

- 4.8.1 Subject to Rule 4.8.2, at the end of each teaching period the Board of Examiners of the relevant School shall determine the academic progression status of each student in accordance with the criteria set out in Rules 4.9, 4.10 and 4.11.
- 4.8.2 In determining a student's academic progression status in accordance with Rule 4.8.1, the Board of Examiners may exercise such discretion as the Board considers reasonable in the circumstances.
- 4.8.3 Where a higher education coursework student has failed only one unit in the first semester or within the first 60 credit points of the course, or in the final semester of the course, the Board of Examiners may:
- grant the student a conceded pass or supplementary assessment in that unit if the student has received a mark of 45 or more, with a grade of 'N' or 'FI'; or
 - grant the student a supplementary assessment in that unit if the student has received a mark of 40 or more with a grade of 'N' or 'FI' and by successful completion of the supplementary assessment the student would immediately complete the course; or
 - affirm the awarded grade in that unit

except 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 the final examination conducted for the unit.

- 4.8.4 A conceded pass shall retain the numerical grade originally awarded but shall be given a literal grade of C*.
- 4.8.5 Where a higher education student:
- attains a pass in a supplementary assessment, the grade PS will be substituted for the original grade; and
 - where the original grade was N the pass shall be assigned a percentage of 50; and
 - where the original grade was FI, the pass will carry the original numerical assessment;
 - fails a supplementary assessment the grade of FS will be recorded on the student's record for that unit;
 - fails a unit at a supplementary assessment, the student shall be required to repeat that unit or such alternative unit as may be directed by the Board of Examiners.
- 4.8.6 Where a VET student is assessed and given an award 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 4.9.6 and 4.12.2, the student will be required to re-enrol and complete the relevant unit in the following teaching period in which the unit is offered.

- 4.8.7 Following the determination of each student's academic progression status, the Board of Examiners:
- may exclude a student from enrolling in any unit;
 - may place a student on a restricted program of study; or
 - may, in accordance with Rule 4.12.2, permit a student to repeat a failed unit more than twice, but allow no more than four total attempts to pass the unit.
- 4.8.8 A student excluded by the Board of Examiners under this Rule may appeal to the Student Appeals Committee under the provisions of Rule 8.3.

4.9 Academic Progression Status – Higher Education Coursework Degrees

- 4.9.1 Subject to Rule 4.9.2, at the commencement of a student's first period of study in a course, the academic progression status shall be 'good standing'.
- 4.9.2 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, the student's academic progression status shall be 'good standing' unless:
- the student has a current academic progression status of 'at risk', in which case the student's academic progression status will be 'probation'; or
 - the Board of Examiners has determined that the academic progression status should not be 'good standing'.
- 4.9.3 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 'probation';
 - if the student has a current academic progression status of 'probation' the student's academic progression status will be 'at risk'; or
 - if the student has a current academic progression status of 'at risk', the student's academic progression status will be 'excluded'.
- 4.9.4 Where a student has failed the same unit three times:
- the student will, at the discretion of the Board of Examiners, be
 - excluded from the course and/or related courses, in which case the student's academic progression status will be 'excluded'; or
 - excluded from a unit set and/or a unit, in which case the student's academic progression status will be 'probation'; and
 - if the student repeats the unit under Rule 4.12.2, the student's academic progression status will be 'at risk'.
- 4.9.5 A student whose academic progression status is 'at risk' will be restricted to an enrolment of no more than 45 credit points.
- 4.9.6 Where a student has failed a Designated Unit, the student shall be excluded from the course unless otherwise determined by the Board of Examiners and the student's academic progression status will be 'excluded'.
- 4.9.7 A student whose academic progression status is 'excluded' may be re-admitted or re-enrolled in the same course or a different course, subject to all of the following conditions:

- a) approval has been given by the relevant Associate Dean (Teaching and Learning);
- b) in the first period of study following readmission or re-enrolment, the student's academic progression status will be 'at risk'; and
- c) any other conditions imposed on the student's readmission or re-enrolment by the relevant Associate Dean (Teaching and Learning) or nominee.

4.10 Academic Progression Status – Higher Education Masters Degrees (Research) and Doctoral Degrees

- 4.10.1 Where a student enrolled in higher degree by research fails a unit that is not a thesis 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.
- 4.10.2 Where a candidate is awarded a grade of Marginal Progress (MP), the student must enter into a Progress Contract with his or her principal supervisor:
 - a) in the manner specified by the Dean, Graduate Research School; and
 - b) prior to his or her enrolment in the next teaching period.
- 4.10.3 If a candidate fails to satisfy the requirements established in a Progress Contract in the teaching period to which it applies:
 - a) the candidate will be awarded a grade of Undifferentiated Fail (F); and
 - b) the candidate's academic progression status will be 'excluded' unless otherwise determined by the Board of Examiners.
- 4.10.4 A candidate whose candidature is not confirmed will be excluded unless otherwise determined by the Board of Examiners.
- 4.10.5 A candidate excluded by the Board of Examiners under this Rule may appeal to the Student Appeals Committee under the provisions of Rule 8.3.

4.11 Academic Progression Status – VET Courses

- 4.11.1 The academic progress of students enrolled in VET courses will be determined annually by the relevant Board of Examiners.
- 4.11.2 Where a student achieves competency in 50 per cent or more of the total number of units of competency attempted during a specific teaching period, the student's academic progression status shall be 'good standing'.
- 4.11.3 Where a student is assessed as 'not yet competent' in a Designated Unit, that student may, at the discretion of the Board of Examiners, be assigned an academic progression status of 'excluded'.
- 4.11.4 Where a student achieves competency in greater than or equal to 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 shall be 'probation'.
- 4.11.5 Where a student achieves competency in less than 25% of the total number of units of competency attempted during a specific teaching period:
 - a) and the student has previously been suspended under this Rule, the student's academic progression status will be 'excluded'; and
 - b) in all other cases, the student's academic progression status will be 'suspended'.

- 4.11.6 Where a student has failed the same unit three times, the student shall be, at the discretion of the Board of Examiners:
- excluded from the course and/or related courses, in which case the student's academic progression status shall be 'excluded'; or
 - excluded from a unit set and/or a unit, in which case the student's academic progression status shall be 'probation'.
- 4.11.7 Where a student has failed a Designated Unit, the student shall be excluded from the course unless otherwise determined by the Board of Examiners.

4.12 Repeating Failed Units

- 4.12.1 Subject to Rules 4.9, 4.10 and 4.11, a student must repeat a unit that he or she has failed except where the unit is an elective unit and/or the student is permitted by the relevant course coordinator to undertake an alternative unit in substitution for the failed unit.
- 4.12.2 A student shall not attempt a unit more than three times, except where the Board of Examiners allows a fourth and final attempt.

5 Research Programs in Bachelor Honours Degrees

5.1 Application

This Rule 5 applies to the research program and submission of a thesis within a Bachelor Honours Degree that is managed and assessed in accordance with the [Management of Research Candidature in Bachelor Honours Degrees Policy](#).

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 must be appointed by the relevant Associate Dean (Research), before the commencement of any 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 candidate shall 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, a candidate must submit the thesis for:
- a one-year Bachelor Honours Degree, after no more than two semesters full-time or part-time equivalent; or
 - a four-year Bachelor Honours Degree after no more than four years full-time 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 a candidate must be completed in consecutive teaching periods.

5.5 Appointment of Examiners

- 5.5.1 For a Bachelor Honours Degree candidate, the relevant Associate Dean (Research) shall appoint at least two examiners.
- 5.5.2 Unless the Academic Board otherwise determines, the relevant Associate Dean (Research) shall not appoint as an examiner a person who is a supervisor of the candidate to be examined or who the relevant Associate Dean (Research) otherwise believes has a conflict of interest. The relevant Associate Dean (Research) may, at the request of a candidate or at the request of an examiner of a candidate, 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 must be conducted in the English language.
- 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), 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.

5.7 Examination of Bachelor Honours Degree Theses

- 5.7.1 Subject to Rule 5.7.2, the examiners shall report to the relevant Associate Dean (Research) their assessment of each thesis within four weeks after submission.
- 5.7.2 If an examiner believes that the thesis may contain defamatory material, the examiner shall notify the relevant Associate Dean (Research).
- 5.7.3 Upon notification under Rule 5.7.2, the relevant Associate Dean (Research) must seek legal advice as to whether or not the thesis contains defamatory material.
- 5.7.4 If the legal advice is that the thesis contains material that is, or may be, defamatory, the relevant Associate Dean (Research) must notify the candidate that such material must be removed from the thesis before the thesis can be further assessed.
- 5.7.5 Upon notification under Rule 5.7.4, the candidate must amend the thesis to remove the defamatory material before the candidate is permitted to re-submit the thesis for assessment.
- 5.7.6 Examiners' reports will include a recommendation on a grade in accordance with the [Management of Research Candidature in Bachelor Honours Degrees Policy](#) and that the thesis be:
- accepted unchanged; or
 - accepted subject to minor amendments being made to the satisfaction of the supervisor; or
 - rejected.
- 5.7.7 After consideration of the examiners' reports, the relevant Associate Dean (Research) will determine the recommendation to the relevant Board of Examiners in accordance with the [Management of Research Candidature in Bachelor Honours Degrees Policy](#).

5.8 Appeals to the Student Appeals Committee

A candidate who is aggrieved by a determination under Rule 5.7.7 may appeal against the decision to the Student Appeals Committee in accordance with Rule 8.3.

6 Postgraduate Research Degrees

6.1 Application

This Rule 6 applies to the research programs and submission of theses within courses leading to a Masters Degree (Research) or Doctoral Degree.

6.2 Application for Admission

- 6.2.1 A person seeking to be admitted as a Masters Degree (Research) or Doctoral Degree candidate under Rule 2.3.1 must apply in writing setting out relevant information, including:
- a) a brief outline of the research proposed to be undertaken; and
 - b) the existing qualifications of the applicant.
- 6.2.2 Before admitting a person to a course, the relevant Associate Dean (Research) shall be satisfied that appropriate supervision and resources will be available for the candidate for the duration of the course.
- 6.2.3 A person admitted to the course must be enrolled in accordance with Rule 3.

6.3 Confirmation of Candidature

- 6.3.1 Unless otherwise determined by the relevant Associate Dean (Research), a candidate's provisional candidature will be for a maximum period of twelve months full-time enrolment or part-time equivalent.
- 6.3.2 The relevant Associate Dean (Research) may in exceptional circumstances extend a candidate's period of provisional candidature for up to an additional three months or part-time equivalent.
- 6.3.3 Candidates must have their candidature confirmed in accordance with the relevant university policies.
- 6.3.4 The relevant Associate Dean (Research) can confirm candidature where all the requirements for candidature have been met, as defined in the [Postgraduate Research Training Policy](#).
- 6.3.5 The relevant Associate Dean (Research) may exclude a student from candidature where all the requirements for candidature have not been met, as defined in the [Postgraduate Research Training Policy](#).
- 6.3.6 Candidates must not commence the recruitment or data collection phases of their research until candidature is confirmed.

6.4 Appointment of Supervisors

- 6.4.1 When a candidate is initially enrolled, supervisors must 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](#).
- 6.4.2 Except in exceptional circumstances, at least the principal supervisor for each candidate shall be a member of the full-time or part-time academic staff of the University.

- 6.4.3 Should a supervisor discontinue, the relevant Associate Dean (Research) will appoint a replacement supervisor.

6.5 Duration of Candidature

- 6.5.1 Except where the relevant Associate Dean (Research) otherwise directs, a candidate must submit the thesis:
- for a Masters Degree (Research), at least one and no more than two years full-time or part time equivalent after enrolment in the course; or
 - for a Doctoral Degree, at least two and no more than four years full-time or part-time equivalent after enrolment in the course.
- 6.5.2 In exceptional circumstances, the relevant Associate Dean (Research) may extend candidature if considered appropriate.
- 6.5.3 If the relevant Associate Dean (Research) grants an extension to candidature under Rule 6.5.2:
- the relevant Associate Dean (Research) must 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 of study or intermitted.
- 6.5.4 If a candidate:
- has been granted an extension of their candidature under Rule 6.5.2 and does not submit their thesis by the date specified under Rule 6.5.3(a); or
 - has applied for an extension under Rule 6.5.2 and the Associate Dean (Research) has not granted an extension; or
 - has not submitted their thesis during the relevant period specified in Rule 6.5.1 and has not applied for an extension under Rule 6.5.2;
- the candidate will be excluded unless otherwise determined by the Board of Examiners.

6.6 Requests for a Change of Supervisor

- 6.6.1 The responsibilities of supervisors and candidates are governed by the [Supervision of Students Undertaking Higher Degrees by Research \(HDR\) Policy](#).
- 6.6.2 A candidate experiencing difficulties with supervision should, in the first instance, attempt to resolve the problem through discussion with their supervisor(s).
- 6.6.3 Subject to Rule 6.6.2, 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.
- 6.6.4 A request for change of supervisor(s) may be made at any stage prior to the submission of the thesis for examination.
- 6.6.5 Where a request for change of supervisor(s) under Rule 6.6.3 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 Dean of the relevant School for final determination.
- 6.6.6 Following submission of their thesis for examination, a candidate may not appeal against aspects of supervision.

6.7 Attendance at University

- 6.7.1 Subject to Rule 6.7.2, a candidate shall undertake their course at the University.
- 6.7.2 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.
- 6.7.3 The total of the periods covered by the studies or work referred to in Rule 6.7.2 shall not be used to satisfy more than one-half of the requirements of the course (except in the case of approved joint Doctoral Degrees).

6.8 Submission of a Thesis

- 6.8.1 A student may only submit a thesis for examination if the student is enrolled in the appropriate thesis unit.
- 6.8.2 A student who wishes to submit a thesis for examination without supervisor approval must submit a written request to the relevant Associate Dean (Research).
- 6.8.3 Where a thesis is submitted for examination in accordance with Rule 6.8.2 the relevant 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 written assessment of the thesis.
- 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 written assessment. The candidate may then resubmit a request to the relevant Associate Dean (Research).

6.9 Appointment of Examiners

- 6.9.1 The relevant Associate Dean (Research) shall appoint persons to examine a thesis as follows:
- for a Masters Degree (Research), not fewer than two examiners none of whom shall be a member of the academic staff of the University; or
 - for a Doctoral Degree, not fewer than three examiners none of whom shall be a member of the academic staff of the University.
- 6.9.2 The relevant Associate Dean (Research) shall not appoint as an examiner a person who he or she believes has a conflict of interest ([See Conflicts of Interest Policy](#)).

6.10 Requirements of a Thesis for Examination

- 6.10.1 Unless the relevant Associate Dean (Research) otherwise determines, the text component of a thesis must be written in English. The assessment of a thesis must be conducted in the English language.
- 6.10.2 The relevant Associate Dean (Research) may approve an amendment of the title of a thesis.
- 6.10.3 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.

- 6.10.4 Where a candidate has been granted access to confidential information by a government agency or a company or person for the purpose of writing a thesis, the thesis must incorporate a statement signed by the candidate setting out the terms or conditions on which access was granted and any stipulations regarding subsequent disclosure of the information provided.

6.11 Reports by Examiners

- 6.11.1 The examiners shall report to the Dean, Graduate Research School their assessment of each thesis within six weeks after submission of a Masters Degree (Research) or Doctoral Degree thesis.
- 6.11.2 In the case of only two examiners' reports for a Doctoral Degree thesis being received after eight weeks, the Dean, Graduate Research School may recommend an outcome based on those two reports.
- 6.11.3 If an examiner identifies material in the thesis which may be defamatory and the Dean, Graduate Research School is reasonably satisfied that the thesis contains material which is or may be defamatory he or she must notify the candidate and require that the material be removed from the thesis.
- 6.11.4 If the candidate is notified under Rule 6.11.3, the candidate must amend the thesis to remove the defamatory material before the candidate is permitted to re-submit the thesis for assessment.
- 6.11.5 Examiners' reports shall include a recommendation to the Dean, Graduate Research School that the thesis be:
- a) passed without conditions;
 - b) passed, subject to minor amendments being made to the satisfaction of the principal supervisor;
 - c) passed, subject to major amendments being made to the satisfaction of the Associate Dean (Research);
 - d) revised and re-submitted for examination; or
 - e) failed.

6.12 Thesis Classification

- 6.12.1 After consideration of the examiners' reports, the Executive of the Higher Degree by Research and Scholarships Committee shall recommend the thesis classification to be:
- a) passed without conditions;
 - b) passed, subject to minor amendments being made to the satisfaction of the principal supervisor;
 - c) passed, subject to major amendments being made to the satisfaction of the Associate Dean (Research);
 - d) revised and re-submitted to the examiner/s who recommend re-examination; or
 - e) failed.
- 6.12.2 Where re-submission or amendment is required, the relevant Associate Dean (Research) shall 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 within twelve months, the student may be awarded a failure.
- 6.12.3 A candidate's thesis may only be re-examined once under Rule 6.12.1 (d), and the examiner/s report shall recommend:
- a) passed without conditions;

- b) acceptance subject to amendments being made to the satisfaction of the Associate Dean (Research); or
- c) failed.

6.12.4 A re-examined thesis may only be classified as undifferentiated pass or fail.

6.12.5 In the case where thesis classification cannot be determined under Rule 6.12.1, the Chair of the Executive of the Research Students and Scholarships Committee will refer to the Deputy Vice-Chancellor (Research) who may take one or more of the following actions:

- a) make a determination based on the Examiner/s reports and the recommendations of the Executive of the Research Students and Scholarships Committee; or
- b) appoint an independent adjudicator and make a determination based on their recommendations.

6.13 Recommendation for Admission to the Degree

6.13.1 At the conclusion of the examination process the Dean, Graduate Research School shall recommend to the Board of Examiners that the candidate be:

- a) admitted to the degree; or
- b) not admitted to the degree.

6.13.2 Where the Board of Examiners does not accept the recommendation of the Dean, Graduate Research School, it must refer the decision back to the Dean of the Graduate Research School for further consideration.

6.13.3 Where no resolution can be reached on a matter referred to the Dean, Graduate Research School under Rule 6.13.1, the Deputy Vice-Chancellor (Research) will make a determination.

6.14 Appeals to the Student Appeals Committee

6.14.1 A candidate who is excluded under Rule 6.3.5 or 6.5.4 may appeal to the Student Appeals Committee against that decision under Rule 8.3.

6.14.2 A candidate who is not admitted to the degree under either of Rules 6.13.1 (b) or 6.13.3 may appeal to the Student Appeals Committee against that decision under Rule 8.3.

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

Subject to Rule 4.1, the relevant Associate Dean (Research) may extend or abridge any period of time fixed by a provision of this Rule or by any determination or resolution of the relevant Board of Examiners, the examiners or a supervisor; and may do so after the expiration of any such period.

7 Awards

7.1 Requirements to Complete an Award

7.1.1 In order to be eligible for any award of the University, a student shall:

- a) attain the number of credit points or units of competency required for that award (subject to any credits awarded);
- b) complete the requirements for the course in which the student is admitted including all required units (subject to any advanced standing awarded);
- c) satisfy the other requirements of these Rules; and
- d) satisfy the requirements of all other relevant Statutes, by-laws and Rules of the University.

7.1.2 Notwithstanding the provisions of Rule 7.1.1, and subject to the [Posthumous Conferral of an Award Policy](#), an award may be conferred on a student of the University who dies before completing the requirements of an award in which he or she is enrolled.

7.2 VET Awards: Requirements to Complete a VET Award

7.2.1 VET awards are those on offer at the University as defined in the Scope of Registration.

7.2.2 To qualify for a VET award, a student must successfully complete all required units of competency which form part of the course leading to a VET award.

7.2.3 Additional conditions and processes determined by the University, Australian Skills Quality Authority or as part of the Scope of Registration may apply from time to time to VET students and the requirements of a VET award.

7.3 Undergraduate Awards – Credit Points Required to Complete the Award –Undergraduate

Subject to Rule 4.4, to qualify for an undergraduate award a student shall complete, as a minimum, the number of credit points specified in the course in which the student is enrolled.

7.4 Undergraduate Awards – Major

7.4.1 At least 50% of the credit points contributing towards the completion of a major shall be from units at the 2000 level or above unless otherwise approved by the Academic Board.

7.4.2 Completion of a major shall be recognised on a student's Statement of Academic Record and Testamur.

7.4.3 The recognition of and requirements for a major will be approved by the Academic Board in compliance with the [Award Classifications and Structures Procedure](#).

7.4.4 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.

7.5 Undergraduate Awards – Minor and Specialisation(s)

7.5.1 At least 50% of the credit points contributing towards the completion of a minor shall be from units at the 2000 level or above unless otherwise approved by the Academic Board.

7.5.2 The recognition of, and requirements for, a minor will be approved by the Academic Board in compliance with the Award Classification and Structure Procedure.

7.5.3 Completion of a minor shall be recognised on the student's Statement of Academic Record.

7.5.4 Completion of one or more specialisation(s) shall be recognised on a student's Statement of Academic Record and Testamur.

7.6 Undergraduate Awards – Double Degree Courses

- 7.6.1 A double degree can only be awarded where a double degree course is approved by the Academic Board.
- 7.6.2 Students undertaking a double degree are required to complete all of the formal requirements of each of the two courses as defined by the Academic Board, subject to any advanced standing granted under these Rules.
- 7.6.3 A student enrolled in a double degree may undertake honours in either, or both, of the courses in which he or she is enrolled if the student qualifies to do so.
- 7.6.4 A student who completes the requirements of one of the awards and wishes to graduate in that award shall 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.

7.7 Postgraduate Awards - Credit Points Required to Complete the Award

- 7.7.1 Subject to these Rules, to qualify for a postgraduate award a student shall attain the number of credit points specified in the course approved by the Academic Board.
- 7.7.2 To qualify for a Masters Degree (Research) or Doctoral Degree, a student shall successfully complete the required coursework, if any, and thesis specified by the Academic Board. Completion of the award is not determined by the number of credit points attained.
- 7.7.3 Completion of one or more specialisations shall be recognised on a student's Statement of Academic Record and Testamur for all postgraduate awards, except Doctoral Degrees.
- 7.7.4 For the purposes of Rule 7.7.3, the recognition of, and requirements for a specialisation shall be determined by the Academic Board from time to time.

7.8 Acknowledgments on Testamur and Statement of Academic Record

A student's Statement of Academic Record and Testamur will not acknowledge groupings of units completed by the student other than in accordance with Rules 7.4.2, 7.5.4 and 7.7.3.

7.9 Variations to Requirements for Awards – General Credit

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.

7.10 Variations to Requirements for Awards – Exemptions from Rules

On the recommendation of the Academic Board, the Council may grant exemptions from applications of or compliance with these Rules in individual cases, subject to any conditions it may specify. This does not derogate from other discretionary authority conferred on the Council or other persons under these Rules.

8 Appeals

8.1 Appeals – Results

- 8.1.1 A student may appeal:
 - a) the final result awarded for a unit;
 - b) the result awarded for an individual item of assessment: or
 - c) the result awarded for an examination.

no later than 20 business days after the release of the final result for that unit, or a longer period as may be approved by the Vice-Chancellor, on one or more of the grounds specified in rule 8.1.3 provided the student has:

- i. discussed the matter informally with the academic staff member concerned; or
- ii. where reasons of practical or personal difficulty prevent compliance with Rule 8.1.1 (i), with another academic staff member who is involved in the delivery of that unit (for example, lecturer, unit coordinator, course coordinator), or the relevant Associate Dean (Discipline).

8.1.2 For the purposes of Rule 8.1.1:

- a) if the informal discussion required by Rule 8.1.1(i) or 8.1.1(ii) cannot be conducted by a meeting between the relevant academic staff member and the student, a discussion should be conducted via ECU student email or telephone;
- b) "release" means the day that a final result for a unit becomes available to a student on the student management system of the University;
- c) prior to or during the informal discussion conducted under Rule 8.1.1, the student may view the relevant marking guide and/or examination paper and any other relevant materials used as the basis for assessment;
- d) the student may bring another person, other than a legal practitioner, to an informal discussion;
- e) during the informal discussion, the student must state the reasons why they believe reconsideration of the result in question is warranted;
- f) the academic staff member concerned must determine if any change should be made to the result in question, or if appropriate action should be taken for the reconsideration of that result; and
- g) not later than five business days after the informal discussion, the academic staff member concerned must send to the student's ECU student email address, a written summary of the discussion, the decision reached and the reasons for that decision. The student must provide a copy of the email from the academic staff member if subsequently moving to a formal appeal for the matter.

8.1.3 The grounds on which a result may be appealed under Rule 8.1.1 are:

- a) the result was not determined by the assessment method specified in the relevant unit outline;
- b) disadvantage through lack of feedback;
- c) perceived bias affecting the assessment;
- d) incorrect advice from staff teaching the unit affecting the assessment;
- e) manifest or patent errors; and
- f) any other grounds accepted for appeal by the staff member conducting the review.

8.1.4 For the avoidance of any doubt, invalid grounds for appealing a result under Rule 8.1.1 include:

- a) issues concerning the learning objectives of the unit;
- b) the assessment methods approved for the unit;
- c) the level of performance required to achieve particular grades or marks, as assessed by the relevant academic staff member;
- d) personal or medical problems;
- e) financial, career or other personal implications of not passing the unit;

- f) results received by the appellant or other students in the same or other units.;
- g) the amount of work done by the student; and
- h) the penalty imposed for academic misconduct in relation to an item of assessment where the assessment comprises part of a final unit result.

8.1.5 Submission for Appeals:

- a) A student must submit their appeal in writing to the Academic Registrar, identifying the unit, the assessment result in question and the grounds for the appeal, together with a statement explaining the basis for each ground of appeal and any supporting documentation acceptable to the Academic Registrar, in the manner specified by the Academic Registrar and in accordance with Rule 8.1.1.
- b) The statement referred to in Rule 8.1.5 (a) shall not exceed 15 single-sided pages of A4 paper and any supporting documentation shall not exceed 30 single-sided pages of A4 paper.
- c) A statement and supporting documentation exceeding the page limits described in Rule 8.1.5 (b) shall be returned to the student in accordance with the provisions of Rule 8.1.5 (d).
- d) Appeals received with information which the Academic Registrar decides is incomplete or inadequate will be returned to the student within five business days with a written explanation, following which the student may resubmit the appeal to the Academic Registrar within five business days of the student receiving the returned appeal. Any such resubmitted appeal shall be considered on its merits

8.1.6 Appeals lodged under Rule 8.1.1 will be forwarded to the Associate Dean (Teaching and Learning) of the relevant School who shall appoint an academic staff member ("the reviewer"), who shall not have a conflict of interest, to review the original decision.

8.1.7 If the reviewer and the relevant Associate Dean (Teaching and Learning) believe the appeal to be frivolous, vexatious or devoid of merit on the papers, the appeal may be dismissed without complying with Rules 8.1.9(a), 8.1.9 (b) and 8.1.9 (c), but the reviewer shall comply with Rules 8.1.9 (d), 8.1.9 (e) and 8.1.9 (f).

8.1.8 If an appeal is dismissed under Rule 8.1.7 an appeal may be made to the Student Appeals Committee under Rule 8.3.

8.1.9 The reviewer shall:

- a) make every reasonable effort to consult the student and the member or members of staff concerned or the relevant Associate Dean (Teaching and Learning) in the event that the staff member is unavailable in the original result or decision;
- b) keep a record of any unsuccessful attempts made to contact the student;
- c) in consulting the student in accordance with Rule 8.1.9 (a), meet with the student in person or communicate with them by telephone or ECU student email;
- d) advise the student that they may bring another person, other than a legal practitioner, to a meeting;
- e) notify the Associate Dean (Teaching and Learning) of the School or nominee that the initial decision has been confirmed, varied or set aside and make recommendations on action to be taken; and
- f) give their written decision to the Academic Registrar, providing detailed reasons for the decision, within 15 business days of the date the appeal was received by the relevant Associate Dean (Teaching and Learning) or such longer period as may be approved by the Academic Registrar; and

- g) shall inform the student by ECU student email of any longer period for the presentation of a decision as approved.

8.1.10 The Academic Registrar, shall inform the student in writing of the appeal outcome and the reasons for the decision within three business days of receipt of the decision.

8.1.11 A student may appeal a decision made under this Rule in accordance with Rule 8.3.

8.2 Academic Progression Status Appeal

8.2.1 A student has the right to appeal against their academic progression status given during or at the conclusion of any teaching period on one or more of the grounds specified in Rule 8.2.2.

8.2.2 The grounds upon which an academic progression status may be appealed under Rule 8.2.1 are:

- a) ill-health or injury as evidenced by a medical certificate or statement from a health care professional;
- b) family bereavement; or
- c) any other exceptional circumstances which the reviewer considers had a sufficiently negative impact on the student's ability to study or carry out or complete any other assessment requirement during the relevant teaching period.

8.2.3 "Exceptional circumstances", for the purposes of Rule 8.2.2 (c), includes events such as natural disasters, serious impacts on family or personal relationships or substantial property loss by accident or misadventure.

8.2.4 An appeal under Rule 8.2.1 must be submitted to the Academic Registrar, detailing the grounds of the appeal together with a statement explaining the basis for each ground of appeal and with any supporting documentation in the manner specified by the Academic Registrar no later than 20 business days (or such longer period as may be approved by the Vice-Chancellor after the release of the student's academic progression status).

8.2.5 "Release of the academic progression status", for the purposes of this Rule 8.2.4, means the day on which the academic progression status becomes available to a student on the student information system used by the University.

8.2.6 The statement referred to in Rule 8.2.4 shall not exceed 15 single-sided pages of A4 paper and any supporting documentation shall not exceed 30 single-sided pages of A4 paper.

8.2.7 A statement and supporting documentation exceeding the page limits described in Rule 8.2.6 shall be returned to the student in accordance with the provisions of Rule 8.1.5 (d).

8.2.8 An appeal lodged under Rule 8.2.1 will be forwarded to the Associate Dean (Teaching and Learning) of the relevant School or nominee who shall appoint an academic staff member ("the reviewer"), who shall not have a conflict of interest, to review the original decision.

8.2.9 Appeals received with information which the Academic Registrar decides is incomplete or inadequate will be returned to the student within five business days with a written explanation, following which the student may resubmit the appeal to the Academic Registrar within five business days of the student receiving the returned appeal. Any such resubmitted appeal shall be considered on its merits.

8.2.10 If the reviewer and the relevant Associate Dean (Teaching and Learning) believe the appeal to be frivolous, vexatious or devoid of merit on the papers, the appeal may be dismissed without complying with Rules 8.2.12 (a), 8.2.12 (b) and 8.2.12 (c), but the reviewer shall comply with Rules 8.2.12 (d), 8.2.12(e) and 8.2.12 (f).

- 8.2.11 If an appeal is dismissed under Rule 8.12.10 an appeal may be made to the Student Appeals Committee under Rule 8.3.
- 8.2.12 The reviewer shall:
- make every reasonable effort to consult the student and the member or members of staff concerned or the relevant Associate Dean (Teaching and Learning) in the event that the staff member is unavailable in the original result or decision;
 - keep a record of any unsuccessful attempts made to contact the student;
 - in consulting the student in accordance with Rule 8.2.12 (a), meet with the student in person or communicate with them by telephone or ECU student email;
 - notify the Associate Dean (Teaching and Learning) of the School that the initial decision has been confirmed, varied or set aside and make recommendations on action to be taken;
 - give their written decision to the Academic Registrar, providing detailed reasons for that decision, within 15 business days of the date the appeal was received by the School or such longer period as may be approved by the Academic Registrar; and
 - shall inform the student by ECU student email of any longer period for the presentation of a decision as approved.
- 8.2.13 The Academic Registrar shall inform the student in writing of the appeal outcome and the reasons for the decision within three business days of receipt of the decision.
- 8.2.14 A student may appeal the decision in accordance with Rule 8.3.

8.3 Appeals to the Student Appeals Committee

- 8.3.1 A student may appeal the outcome of a decision as provided under Rules 3.5.4, 4.7.8, 4.8.8, 4.10.5, 5.8.1, 6.14.1, 6.14.2, 8.1.8, 8.1.11, 8.2.11, and 8.2.14 on the grounds that:
- he or she did not have sufficient opportunity to present their case to the decision-maker;
 - the decision-maker was affected by bias;
 - the process was not carried out in accordance with these Rules; or
 - the decision was made contrary to the evidence provided.
- 8.3.2 Appeals Process:
- An appeal under Rule 8.3.1 must be submitted in writing to the Academic Registrar, identifying the decision appealed against and the grounds for appeal, together with a statement explaining the basis for each ground of appeal and any supporting documentation acceptable to the Academic Registrar within 20 business days of the date of notification to the student of the decision appealed against, or such longer period as may be approved by the Vice-Chancellor.
 - The statement referred to in Rule 8.3.2 (a) shall not exceed 15 single-sided pages of A4 paper and any supporting documentation shall not exceed 30 single-sided pages of A4 paper.
 - A statement and supporting documentation exceeding the page limits described in Rule 8.3.2 (b) shall be returned to the student in accordance with the provisions of Rule 8.3.3.
- 8.3.3 Appeals received with information which the Academic Registrar decides is incomplete or inadequate will be returned to the student within five business days with a written explanation, following which the student may resubmit the appeal to the Academic Registrar within five business days of the student receiving the returned appeal. Any such resubmitted appeal shall be considered on its merits.

- 8.3.4 Appeals lodged under Rule 8.3.1 will be forwarded to the Student Appeals Committee for determination.
- 8.3.5 The Student Appeals Committee:
- a) shall give a minimum of 3 business days' notice of a Student Appeals Committee hearing to the appellant;
 - b) may require evidence or argument to be presented in writing and decide on the matters on which it will hear oral evidence or argument;
 - c) shall invite oral submissions from both the student and appropriate ECU staff member(s) and provide opportunities for each party to comment on or question the submission(s) of the other at a hearing;
 - d) may limit the time available for presenting the respective cases of parties before it at a hearing to an extent that it considers would not impede the fair and adequate representation of the case; and
 - e) may adjourn a proceeding at any time.
- 8.3.6 If the appellant does not attend a hearing scheduled for their appeal under Rule 8.3.5 (a) and either:
- a) the student has been provided with notice of the hearing under Rule 8.3.5 (a) and has not provided at least 24 hours' notice of his or her inability to attend; or
 - b) the student has advised the Student Appeals Committee that he or she does not wish to attend the hearing,
- then the Student Appeals Committee may make its determination based on the evidence before it.
- 8.3.7 A student who wishes to provide notice for the purposes of 8.3.6 (a) or 8.3.6 (b), shall provide the notice to the Executive Officer of the Student Appeals Committee in writing from their ECU student email address.
- 8.3.8 If the Student Appeals Committee considers an appeal frivolous, vexatious or devoid of merit, the appeal may be dismissed summarily by the Committee without a formal hearing. The student shall be advised in writing by the Academic Registrar of that decision and of the Committee's reasons for dismissing the appeal.
- 8.3.9 The student may:
- a) Appoint a person, other than a legal practitioner, to conduct the appeal on the student's behalf or otherwise accompany or assist him or her in relation to the appeal.
 - b) Record electronically their own oral submission or that of a person appointed under Rule 8.3.9 (a) and their responses to any submissions of the relevant Associate Dean (Teaching and Learning) representative or questions or comments of members of the Student Appeals Committee.
- 8.3.10 Decisions of Student Appeals Committee:
- a) The Student Appeals Committee shall affirm, vary or set aside the appealed decision within 15 business days of the date on which the appeal was submitted or such longer period as may be approved by the Academic Registrar on the recommendation of the chairperson or deputy chairperson, as appropriate.
 - b) The chairperson or deputy chairperson shall inform the student by ECU student email of any longer period for the notification of the Committee's decision as approved under Rule 8.3.10 (a).
 - c) Each member of the Student Appeals Committee involved in the hearing of an appeal shall have one deliberative vote only, including the chairperson or deputy chairperson.

- d) When a vote results in an equal number for and against the appellant, the chairperson or deputy chairperson shall declare the appeal lost.
- e) The Executive Officer appointed under Rule 1.4.16 shall make a written record of the proceedings of the Student Appeals Committee that is to include:
 - i. details of persons in attendance;
 - ii. a summary of submissions made to the Committee;
 - iii. the decision of the Committee; and
 - iv. the reason(s) for that decision.

8.3.11 The Executive Officer of the Student Appeals Committee must inform the student and the Academic Registrar in writing of the Committee's decision and the reasons for the decision within three business days of the decision.

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

8.4 Enrolment Pending Appeal

8.4.1 If, in the opinion of the Academic Registrar a pending review or appeal under any of Rules 8.1, 8.2 and 8.3 may affect a student's enrolment, the student may enrol provisionally.

8.4.2 A student enrolled provisionally under Rule 8.4.1, who is appealing an academic progression status of "excluded" will have the academic progression status of "provisional" assigned.

8.4.3 Provisional enrolment is allowed upon the condition that the student shall not have the right to claim disadvantage if the student's appeal is dismissed after completion of any or all unit requirements or purchase of unit materials.

8.4.4 Provisional enrolment shall be cancelled where the review or appeal is unsuccessful.

8.4.5 Provided that the student has met their responsibilities under the appeals Rules and guidelines, where the outcome of an appeal or 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 paid by the student under the ECU Act, a Statute, Rule or by-law for the unit or units associated with the provisional enrolment.