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### **PART 1: GENERAL**

#### **1 Governance**

##### **1.1 Preliminary**

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

## 1.2 Definitions

1.2.1 The following definitions apply in these Rules.

Term	Definition
Academic Board	The board established by section 18 of the <a href="#">Edith Cowan University Act 1984</a> .
Academic Integrity Module	An online module providing education and information on academic integrity, referencing and citation requirements.
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 the University applies to a Student's academic progress.
Amber Status	The Academic Progression Status applied to a Student making marginal academic progress.
Assessment Task	A process or task to determine a Student's achievement of identified learning outcomes, which may include written or oral work, demonstration or performance.
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.
<a href="#">Australian Qualifications Framework (AQF)</a>	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.
Cancel	The removal by the University of a Student's enrolment in one or more Units. "Cancelled" and "Cancellation" will have a corresponding meaning.
Candidate	A Student who is enrolled in a Higher Degree By Research (includes provisional candidates).

Term	Definition
Central Examination	A centrally coordinated Examination, administered by Student Administration on behalf of a School or Teaching Area.
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'.
Conflict of Interest	A conflict of interest as described in the University's <a href="#">Conflicts of Interest Policy</a> , including a Conflict of Interest (Actual), Potential Conflict of Interest, or a Perceived Conflict of Interest. These terms are defined in the <a href="#">Conflicts of Interest Policy</a> .
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.
Course WAM	The average mark a Student achieves in their nominated Course, weighted by each Unit's Credit Point value.
Coursework Unit	A Unit which is not a Thesis Unit or VET Unit.
Credit	The number of Credit Points or VET 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	The person holding the position of Dean, Graduate Research at the University (or substantially equivalent role), or a person acting in that position, or their nominee.
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.
Enabling Course	A Course which enables a person to undertake an Award Course. Enabling Courses do not include an Award Course or any Course that the Minister determines is not an enabling course under the <a href="#">Higher Education Support Act</a> .
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 (excludes a thesis examination, but may include a Central Examination, School Examination, or both as the context requires).

Term	Definition
Exceptional Circumstances	<p>Verifiable unexpected or exceptional personal or medical circumstances beyond the Student's control which:</p> <ol style="list-style-type: none"> <li>have had a substantially detrimental effect on a Student's ability to participate in or study for an Assessment Task, or meet a relevant deadline; and</li> <li>the Student did not have a reasonable opportunity to prepare for in advance of the relevant Teaching Period or deadline.</li> </ol> <p>The following, depending on the context, may constitute Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>an onset, or acute flare-up, of a medical or psychological condition, illness, or trauma;</li> <li>the death of, or an onset or acute flare-up of, a medical or psychological condition, illness, or trauma affecting, a close family member or friend;</li> <li>recent separation or divorce from a de facto partner or spouse;</li> <li>acute personal hardship or trauma, including being a victim of crime, sudden loss of income or employment resulting in severe disruption to domestic or study arrangements, or motor vehicle incidents preventing attendance;</li> <li>military deployment, emergency service or jury duty commitments;</li> <li>representation at a national or international level (inclusive of those who are participating in the University's <a href="#">Elite Athlete Program</a>);</li> <li>representation in significant cultural events (other than events such as weddings, birthday parties, bar mitzvahs, christenings, etc.); or</li> <li>compulsory employment-related intrastate, interstate or overseas travel.</li> </ul> <p>The following typically will not be considered as constituting Exceptional Circumstances:</p> <ul style="list-style-type: none"> <li>routine employment;</li> <li>lack of knowledge of the requirements of academic work;</li> <li>difficulties with English language;</li> <li>recreational or family travel;</li> <li>moving house;</li> <li>events such as weddings, birthday parties, bar mitzvahs, christenings, etc.;</li> <li>misreading information in relation to an Assessment Task, such as submission or Examination dates;</li> <li>normal stress or anxiety associated with examinations or coursework; or</li> <li>a matter which is already suitably addressed as part of a Student's Learning and Assessment Plan.</li> </ul>
Exclude	Exclusion from admission or enrolment into a Course. "Excluded" and "Exclusion" have a corresponding meaning.

Term	Definition
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.
Expel	The preclusion of admission or enrolment of a Student from the University. “Expelled” has a corresponding meaning.
Financial Penalty Date	The final day a Student can withdraw from a Unit without incurring a financial liability for that Unit.
Fitness To Study Report	A report provided by a medical officer or professional advisor, who is endorsed by the Director, Student Life, advising on a Student’s fitness to study.
Green Status	The Academic Progression Status applied to a Student who is in academic good standing.
Higher Degree by Research	A Masters Degree (Research) or Doctoral Degree.
Honours Student	A Student of the University who is undertaking a research program in a Bachelor Honours Degree.
Inherent Requirements	Essential abilities, knowledge, skills and behaviours required to achieve the learning outcomes of the Course or Unit.
Intermit	The administrative status applied to a Student who has applied for and received approval to defer studying a Course for a specified period. “Intermitted” and “Intermission” have a corresponding meaning.
Learning and Assessment Plan	A written plan, designed to assist a Student to achieve their Unit and Course Learning Outcomes, which outlines the type and level of support, variation to assessment, or other adjustments, that the University will provide to a Student in relation to a verifiable physical or psychological disability, injury or condition (which may be permanent, temporary or episodic in nature) to themselves or to an immediate family member (or equivalent) or person in their direct care.
Level 0 Unit	A Unit that is allocated a unit level of less than 1000 by the University.
Major	A Unit Set comprising related Units determined as a Major by the Academic Board in accordance with the University’s <a href="#">Curriculum Design Procedure</a> 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 <a href="#">Curriculum Design Procedure</a> and any professional accreditation requirements.

Term	Definition
New to ECU Student	A Student enrolled in a Course who, at the time of the alleged Academic Breach or Academic Misconduct: <ul style="list-style-type: none"> <li>has been enrolled for two or fewer Teaching Periods at the University, in either a part-time or full-time capacity;</li> <li>has not previously been found to have committed an act of Academic Breach or Academic Misconduct at the University; and</li> <li>is not enrolled in a Higher Degree by Research, or one-year Bachelor Honours Degree.</li> </ul>
Panel Chair	The academic staff member appointed under Rule 6.10.1.
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.
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.
Principal Supervisor	The supervisor who takes the lead in terms of overall accountability for an Honours Student's or Candidate's research progress in a Bachelor Honours Degree or Higher Degree By Research.
Progress Contract	A written agreement between a Candidate or Honours Student with their Principal Supervisor identifying agreed milestones and achievement dates.
Progression Panel	A School based committee responsible for making individual Student progression decisions.
Progression Period	The period at the end of which a Student's Academic Progression Status is formally assessed and determined by the University.
Progression Period WAM	The weighted average mark (WAM) a Student achieves during a Progression Period in their nominated Course, weighted by each Unit's Credit Point value.
Purple Status	The Academic Progression Status applied to a Student who has been Excluded as a result of poor academic performance.
Provisional Candidature	The period of a Candidate's Higher Degree by Research enrolment before confirmation of candidature is granted by the University.
Red Status	The Academic Progression Status applied to a Student at risk of being Excluded as a result of poor academic performance.
Research Integrity Module	An online module providing education and information on the responsible conduct of research by Students.
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.

Term	Definition
School	An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research Services, 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 (commonly referred to as a test or mid-semester exam).
School Executive	Members of staff defined within the University's <a href="#">Academic Leadership Roles Policy</a> as holding School Executive Leadership Roles.
Senior Officer	Any or all Staff (as the context requires) appointed to or acting in a position of Vice-Chancellor, Senior Deputy Vice-Chancellor, Deputy Vice-Chancellor or Pro-Vice-Chancellor.
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	A person who meets one or more of the following criteria: <ul style="list-style-type: none"> <li>a) a person enrolled in a Course or Unit (including where a Student has deferred or Intermitted their studies, or for the purposes of applying these Rules has been Excluded, Suspended or Expelled);</li> <li>b) 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; or</li> <li>c) a person or category of persons that Council has designated as a Student.</li> </ul>
Student Appeals Committee	A committee established in accordance with these Rules.
Suspend	The preclusion of admission or enrolment of a Student for a specified period. "Suspended" and "Suspension" have a corresponding meaning.
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 Services, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.
Teaching Period	The period within which a Unit is undertaken and formally assessed and for which assessment results are confirmed by the University.
Testamur	A formal parchment issued for a designated Award under the provisions of <a href="#">Statute 26</a> .
Thesis Unit	A Unit in a Bachelor Honours Degree or Higher Degree By Research designated as such for the purposes of enrolment.

Term	Definition
Unit	A unit of study or competency delivered by or on behalf of the University (and for Academic Progression Status purposes, includes an equivalent Unit, or a previous version of the same or an equivalent Unit).
Unit Coordinator	An academic staff member responsible for the coordination of a Unit, or a person acting in that position.
Unit Review Committee	A University committee responsible for critically reviewing Unit and assessment integrity and results.
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”.

## 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 Rule 3.5, 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 Unit 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 Academic Progression Status, or any other academic or progression determination, 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 prior written permission of the Director, Student Administration or relevant Course Coordinator.
- 3.2.3 Any Student wishing to enrol in more than 40 Credit Points in a winter Teaching Period must obtain the prior written permission of the Director, Student Administration or relevant Course Coordinator.
- 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) or Associate Deans (Research) of the relevant Schools.

### 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 enrolled as a Student until the date the Student:
- a) completes their Course, as determined by the relevant Progression Panel;
  - b) with the requisite approval, discontinues from a Course;
  - c) is Excluded, Expelled, 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, Suspension 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 Suspend or Cancel an existing enrolment, in a Course or Unit, where:
- the enrolment does not comply with the conditions set out in Rule 3.2.1;
  - the applicant or Student does not 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;
  - the Course or Unit in which the applicant seeks to enrol will not be offered in the relevant Teaching Period;
  - the Cancellation is required to correct a clear error;
  - the applicant or Student has failed to return any University property;
  - the applicant or Student has failed to pay any amount owed by them to the University by the due date;
  - the enrolment is in breach of state or federal legislation;
  - the applicant or Student has gained, or seeks to gain, enrolment by misrepresentation, falsification of documents or other dishonest or fraudulent means; or
  - 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), Rule 3.5.1(g) or Rule 3.5.1(h), will be deemed not to have been awarded.

- 3.5.2 The Director, Student Administration may refuse an application for admission or enrolment to a Unit or Course, or Suspend or Cancel an existing enrolment into a Unit or Course, where they are satisfied that due to:
- a criminal conviction;
  - the conduct of the applicant or Student; or
  - on any other reasonable ground,
- the admission or enrolment of an applicant or Student is likely to be prejudicial to the interests of the University, bring disrepute upon the University, or cause damage to the reputation of the University.
- 3.5.3 The Director, Student Administration may refuse an application for admission to a Course where they are satisfied that the applicant cannot, or is unlikely to be able to, meet the Inherent Requirements of the Course.
- 3.5.4 The Deputy Vice-Chancellor (Education) may cause the University to Suspend or Cancel a Student's existing enrolment in a Unit or Course where they are satisfied that the Student cannot, or is unlikely to be able to, meet the Inherent Requirements of the Unit or Course.
- 3.5.5 A Senior Officer when responding to a fitness to study concern, may in accordance with the University's [Fitness to Study Policy](#):
- summarily and with immediate effect, prevent a Student from accessing University facilities or premises for any period that may be reasonable in the circumstances;

- b) restrict or cancel a Student's enrolment in one or more Units or Courses, without academic penalty and with a relevant tuition fee refund;
  - c) require a Student to direct all communications to one or more nominated Staff members;
  - d) prohibit a Student from accessing University facilities or premises;
  - e) require a Student to provide Fitness To Study Reports, or other suitable medical or professional evidence of their fitness to study, and evidence that the Student will have ongoing support to manage their studies;
  - f) require a Student to engage in specific activities to resolve any fitness to study concerns before and during a Student's return to study; and
  - g) impose any other lawful condition or determination.
- 3.5.6 Where a Student enrolled in a Level 0 Unit, before the census date of the relevant Teaching Period, does not within the Unit:
- a) submit any Assessment Tasks;
  - b) where applicable, attend or participate in any scheduled lectures or tutorials; and
  - c) respond to the University's attempt to contact the Student by telephone or email,
- the Director, Student Administration may cancel the Student's enrolment in the relevant Course.
- 3.5.7 A Student whose application for admission or enrolment has been refused, or current enrolment Suspended or Cancelled under this Rule 3.5, will be notified in writing by the University, with reasons for the refusal, Suspension 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 and previous Academic Progression Status 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 and previous Academic Progression Status 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 and the process to withdraw without financial penalty 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 considered in the assessment of academic progress, subject to Rule 3.7.6 – 3.7.8.
- 3.7.4 If a Student withdraws from a Unit (other than a VET 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 Thesis Unit in which case a grade of *W* will be recorded.
- 3.7.5 If a Student withdraws from a VET Unit, they will be awarded the relevant grade as set out in Rule 4.5.4.
- 3.7.6 A Student may apply to withdraw without academic penalty after the relevant Academic Penalty Date, provided that:
- a) the Student has not completed the Unit's requirements;
  - b) the Student applies to the Director, Student Administration using the Prescribed Process; and
  - c) the application is lodged within 12 months of either the Student withdrawing from the Unit, or within 12 months of the end of the relevant Teaching Period, whichever occurs sooner.
- 3.7.7 Where there are reasonable grounds for doing so, the Director, Student Administration may, in their absolute discretion, extend the time required for an application to be made pursuant to Rule 3.7.6.
- 3.7.8 In determining a Student's application for withdrawal without academic penalty, the Director, Student Administration, will consider whether the Student can demonstrate there are special circumstances that:
- a) were beyond the Student's control;
  - b) did not make their full impact on the Student until on or after the relevant Academic Penalty Date; and
  - c) made it impracticable for the Student to complete the Unit requirements during the Teaching Period in which the Student undertook, or was due to undertake, the Unit.

## 4 Academic Progress

### 4.1 Time Requirements to complete

- 4.1.1 Subject to Rules 5 and 6, for Students enrolled in a Course commencing:
- a) before 1 January 2021, the Student must complete the Course within 36 months or three times the University's standard full-time duration of the Course (whichever is the greater) calculated from the date the Student's first Unit in the Course commences; and
  - b) on or after 1 January 2021, the Student must complete the Course within the period that is two times the University's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Unit in the Course commences.
- 4.1.2 Rule 4.1.1 is subject to any accreditation, professional accreditation or legislative requirements of a Course.

- 4.1.3 The Associate Dean (Teaching and Learning) or Associate Dean (Research) of the relevant School or Teaching Area in which that Course is based may, in one or more extensions of time, extend the time period referred to in Rule 4.1.1:
- by any reasonable period, where a delay in the time to complete has been caused by the University;
  - by any reasonable period, where an action has been taken under Rule 3.5.1, 3.5.2, 3.5.4 or 3.5.5; and
  - by a total of up to 12 months, where the Student's progress has been affected by Exceptional Circumstances.
- 4.1.4 Where a Student has not completed a Course within the period referred to in Rule 4.1.1, then subject to Rule 4.1.2 and 4.1.3, the relevant Progression Panel may decline to recognise any Units completed outside that period as Credit towards that Course, and may require a Student to repeat any excluded Units.

#### 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 withdraws from all Units during a Teaching Period and has not applied to Intermit (Rule 4.3), will be deemed to have discontinued their Course.
- 4.2.4 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 and conditions. The Student may be required to complete the Course under a modified structure if the Course has been modified.

#### 4.3 Course Intermission

- 4.3.1 Upon a Student's written application using the University's Prescribed Process, the Associate Dean (Teaching and Learning) or Associate Dean (Research) (for Candidates) 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 any relevant Commonwealth legislation and University policy (including the [Enrolment Loads for International Students Policy](#)).
- 4.3.2 Except in Exceptional Circumstances, the relevant Associate Dean will not grant Intermission for more than twelve months.

#### 4.4 Credit and Recognition of Prior Learning

- 4.4.1 The University may grant a Student Credit as recognition of prior learning, in accordance with the University's [Credit and Recognition of Prior Learning Policy](#) and Credit and Recognition of Prior Learning Procedures.

#### 4.5 Assessment

- 4.5.1 A Student will be assessed in such manner, will participate at such times, and will comply with such other requirements and procedures as are specified in the relevant Unit outline, and the University's [Curriculum Design Policy](#), [Assessment Policy](#), and the [Assessment, Examination and Moderation Procedures](#).
- 4.5.2 A Student (other than in a Student in a VET Unit or Thesis Unit) may be granted a variation to assessment as set out in the [Assessment, Examination and Moderation Procedures](#).

- 4.5.3 For each Unit, other than a VET Unit or a Thesis Unit, a Student will receive a Unit Grade as set out in the [Assessment, Examination and Moderation Procedures](#).
- 4.5.4 For each VET Unit or Thesis Unit, the relevant Progression Panel will approve a final Grade consistent with the following Grading Schema:

Higher Degree by Research Thesis Units (known as Grading Schema 3)		
Grade	Description	Explanation
UP	Undifferentiated Pass	The Student has passed the Unit which is a pass/fail unit.
UF	Undifferentiated Fail	The Student has failed the Unit which is a pass/fail unit.
SP	Satisfactory Progress	The Student has achieved satisfactory progress during the relevant Teaching Period in relation to their candidature.
MP	Marginal Progress	The Student has achieved only marginal progress during the relevant Teaching Period in relation to their candidature.
TS	Thesis Submitted <sup>^</sup>	The Student has submitted a thesis for examination.
W	Withdrawn	The Student has withdrawn after the relevant Financial Penalty Date but before the relevant Academic Penalty Date.
WF	Withdrawn Fail	The Student has withdrawn after the relevant Academic Penalty Date.
WL	Withdrawn Late	The Student has been permitted to withdraw without academic penalty.
Admin Code	Description	Explanation
WE	Withdrawn Early	The Student has withdrawn before the relevant Financial Penalty Date.
WR	Withdrawn (Remission)	The Student is withdrawn without academic penalty and with remission of debt.

VET Grading Schema (known as Grading Schema 5)		
Grade	Description	Explanation
CO	Competent <sup>#</sup>	The Student has reached competency in the Unit.
NC	Not Competent not Achieved/Not Competent <sup>**</sup>	The Student is not yet competent in the Unit.
W	Withdrawal - no refund	The Student has withdrawn following participation, <u>after</u> the Financial Penalty Date (with form) - no refund*
WR	Withdrawn - with refund	The Student has withdrawn following participation, <u>after</u> the Financial Penalty Date (with form) - refund approved*.
DF	Discontinued	The Student has discontinued following participation, <u>after</u> the Financial Penalty Date (without form) - no refund*
WE	Withdrawn early	The Student has withdrawn following participation, <u>before</u> the Financial Penalty Date (with form) - refund approved*.
DC	Discontinued	The Student has discontinued following participation, <u>before</u> the Financial Penalty Date (without form) – no refund*
PR	Prior Learning	Competency achieved through RPL (Recognition of Prior Learning) <sup>#</sup>
UR	No Prior Learning	Competency assessed not to have been achieved through RPL (Recognition of Prior Learning) <sup>#</sup>

VET Grading Schema (known as Grading Schema 5)		
Grade	Description	Explanation
EX	Exemption	Exemption granted by Credit Transfer
SU	Superseded	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.
CE	Continuing enrolment	Continuing enrolment into the following collection year
Blank	Continuing enrolment	Continuing enrolment (ending in this collection year) - not yet competent - granted a short re-assessment period
NS	Never Started	The Student never started the Unit, no withdrawal form submitted.
WN	Withdrawn - Never	The Student never started the Unit, withdrawal form submitted.
CC	Course cancelled	The Unit has been cancelled by the University.
WT	Withdrew – Transferred.	Withdrew – Transferred.
WC	Enrolment cancelled by ECU	The Student’s enrolment has been cancelled by the University.
NP	Withdrawn – Not Participating	The Student’s enrolment has been cancelled by the University following a period of non-participation.

- # = Full assessment documentation required
- \* = Evidence of participation required (i.e. class roll)

4.5.5 A Student will not repeat a Unit that they have successfully completed, unless it:

- is necessary as a result of Course, Unit or accreditation requirements;
- relates to a Thesis Unit graded on the basis of satisfactory progress; or
- is required by the University in accordance with Rule 4.1.4.

#### 4.6 Academic Progression Status

##### Unit Review Committee and Progression Panel

4.6.1 The University will establish Unit Review Committees and Progression Panels to review assessment integrity and results, approve final Grades, and determine academic progression matters, in accordance with these Rules and the Unit Review Committee and Progression Panel Procedures.

4.6.2 If a Student is entitled to two or more Academic Progression Statuses, the relevant Progression Panel will determine the Academic Progression Status to be applied.

##### Academic Progression

4.6.3 At the commencement of a Student's first Teaching Period in a Course, a Student will be given a Green Status, subject to the following:

- where a Student transfers from an incomplete Course to a new Course, their most recent Academic Progression Status will apply;
- where a Student has multiple prior Course attempts with different Academic Progression Statuses, their most recent Academic Progression Status will apply;

- c) a Student who completes their Course, and then commences a new Course at the same or a lesser AQF level, will retain their most recent Academic Progression Status;
- d) a Student who completes their Course, and then commences a new Course at a higher AQF level, will be given a Green Status; and
- e) a Student who is Excluded, and then permitted to re-enrol in the same or a different Course, will be given a Red Status.

4.6.4 Academic Progression Statuses will be reviewed and determined by the relevant Progression Panel in accordance with the criteria set out in these Rules, at the end of the following Progression Periods:

- a) for Students enrolled in VET Courses, at the end of each calendar year;
- b) for Students enrolled in accelerated online Courses, at the end of each Teaching Period;
- c) for Students enrolled in Courses delivered through international partners in overseas locations, at the end of each Teaching Period; and
- d) for all other Students, at the end each period determined and published by the Director, Student Administration to be a Progression Period.

A Progression Panel may elect not to assess academic progression for an Academic Progression Period where results are unavailable.

#### Progression Mandatory Requirements

4.6.5 Students must comply with mandatory requirements (within any relevant timeframe) set out in the Academic Progression Procedures and Higher Degree by Research Academic Progression Procedures. If a Student does not comply with any mandatory requirement, the Director, Student Administration may:

- a) impose an administrative encumbrance against the Student record;
- b) withhold official notification of the Student's Unit results; and
- c) refuse to allow the Student to enrol in any further Units, pending successful completion of any mandatory requirements.

#### Failing to submit work

4.6.6 If a Student (other than a Candidate) attains a grade of FN (Fail – no submission) in all Units in which they were enrolled during any Progression Period, irrespective of whether they are a part-time or full-time Student:

- a) their Academic Progression Status will be changed to a Red Status; and
- b) the Director, Student Administration may require a Student to attend a mandatory progression planning meeting as a precondition of their continued enrolment. A Student who fails to, upon reasonable notice, attend a mandatory progression planning meeting before the next census date, may be discontinued from their Course by the Director, Student Administration.

#### Academic Progression Status – Award Courses and Enabling Courses (excludes VET Courses and Higher Degree by Research Courses)

4.6.7 A Student will be given a Green Status if, during the Progression Period, the Student:

- a) attained more than 50% of the available Credit Points for Units they were enrolled in;
- b) where applicable, achieved a Progression Period WAM of at least 50; and
- c) does not meet the criteria for Amber Status, Red Status or Purple Status.



- 4.6.8 A Student will be given an Amber Status if, during the Progression Period, the Student held a Green Status and:
- attained 50% or less of the available Credit Points for Units they were enrolled in; or
  - where applicable, achieved a Progression Period WAM of less than 50, and the Student does not meet the criteria for Red Status or Purple Status.
- 4.6.9 A Student will be given a Red Status if the Student:
- during the Progression Period:
    - failed a Designated Unit;
    - failed a non-Designated Unit for the second or subsequent time; or
    - held an Amber Status and attained 50% or less of the available Credit Points for Units they were enrolled in; or
    - held an Amber Status and, where applicable, achieved a Progression Period WAM of less than 50;
  - is enrolled to attempt a Designated Unit for the second time; or
  - is enrolled to attempt a non-designated Unit for the third or fourth time, and the Student does not meet the criteria for Purple Status.
- 4.6.10 A Student will be given a Purple Status and Excluded if during the Progression Period the Student:
- held a Red Status and attained 50% or less of the available Credit Points for Units they were enrolled in;
  - held a Red Status and, where applicable, achieved a Progression Period WAM of less than 50;
  - failed a Designated Unit (one or more times), is not permitted to repeat the Unit, and is not permitted to remain in their Course; or
  - failed a non-Designated Unit (three or more times), is not permitted to repeat the Unit, and is not permitted to remain in their Course.

Academic Progression Status – VET Courses

- 4.6.11 A Student will be given a Green Status if, during the Progression Period, the Student:
- achieved competency in more than 50% of the Units they were enrolled in; and
  - does not meet the criteria for Amber Status, Red Status or Purple Status.
- 4.6.12 A Student will be given an Amber Status if, during the Progression Period, the Student:
- held a Green Status;
  - achieved competency in 50% or less of the Units they were enrolled in; and
  - does not meet the criteria for Red Status or Purple Status.
- 4.6.13 A Student will be given a Red Status if the Student:
- during the Progression Period:
    - failed a Designated Unit;
    - failed a non-Designated Unit for the second or subsequent time; or
    - held an Amber Status, and achieved competency in 50% or less of the Units they were enrolled in;

- b) is enrolled to attempt a Designated Unit for the second time; or
- c) is enrolled to attempt a non-designated Unit for the third or fourth time, and the Student does not meet the criteria for Purple Status.

4.6.14 A Student will be given a Purple Status and Excluded if during the Progression Period the Student:

- a) held a Red Status and achieved competency in 50% or less of the Units they were enrolled in;
- b) failed to achieve competency in a Designated Unit (one or more times), is not permitted to repeat the Unit, and is not permitted to remain in their Course; or
- c) failed to achieve competency in a non-Designated Unit (three or more times), is not permitted to repeat the Unit, and is not permitted to remain in their Course.

Academic Progression Status – Higher Degree by Research Courses

4.6.15 A Candidate will be given a Green Status if during the Progression Period the Candidate:

- a) where applicable, attained a grade of Satisfactory Progress (SP);
- b) where applicable, passed all Coursework Units; and
- c) for integrated PhD Course Candidates, achieved a Progression Period WAM of at least 70,

and the Candidate does not meet the criteria for Amber Status, Red Status or Purple Status.

4.6.16 For integrated PhD Course Candidates undertaking their Coursework component, a Candidate will be given an Amber Status if the Candidate:

- a) during the Progression Period, passed all Coursework Units and achieved a Progression Period WAM of at least 65 but less than 70; and
- b) does not meet the criteria for Red Status or Purple Status.

4.6.17 A Candidate will be given a Red Status if the Candidate during the Progression Period:

- a) where applicable, attained a grade of Marginal Progress (MP); or
- b) for integrated PhD Course Candidates, passed all Coursework Units and achieved a Progression Period WAM of at least 50 but less than 65;

and the Candidate does not meet the criteria for Purple Status.

4.6.18 A Candidate will be given a Purple Status and Excluded if the Candidate has:

- a) during the Progression Period, held a Red Status, and attained a grade of Marginal Progress (MP);
- b) attained a grade of Marginal Progress (MP) in two consecutive Progression Periods;
- c) failed to achieve confirmation of candidature or candidature within the relevant time permitted (including extensions);
- d) failed to satisfy the requirements of a Progress Contract;
- e) failed a Coursework Unit (the relevant Progression Panel may, in their absolute discretion, waive this Rule for a doctoral Candidate (other than Masters by Research or integrated PhD Course) who has elected to undertake Coursework Unit, which is not a compulsory part of their Course, in which circumstance the failed Unit will not otherwise change the Student's Academic Progress Status); or
- f) at the end of the coursework component of an integrated PhD Course, achieved an overall Course WAM of less than 70, unless approved to continue in the Course by the

relevant Progression Panel (in which circumstance the Student will be given a Red Status for the next Progression Period).

- 4.6.19 A Candidate who holds a Red Status must enter a Progress Contract with their Principal Supervisor, using the University's prescribed form, as set out in the Higher Degree By Research Academic Progression Procedures.
- 4.6.20 If a Candidate fails to satisfy the requirements of a Progress Contract in the Progression Period to which it applies, unless otherwise determined by the relevant Progression Panel, the Candidate will be awarded a grade of *F* (coursework units) or *MP* (Thesis Units) for any relevant Units. The Candidate will also be given a Purple Status and Excluded.

#### 4.7 Final attempts, restrictions, Exclusion and re-enrolment

##### Restricted enrolment

- 4.7.1 A Student or Candidate who has a Red Status 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) or Associate Dean (Research) of the relevant School or Teaching Area.

##### Designated Units

- 4.7.2 If a Student fails or achieves a grade of *NC* in a Designated Unit, the Student will not be allowed to repeat the Designated Unit unless approved by:
- the relevant Progression Panel;
  - an Associate Dean (Teaching and Learning) or Associate Dean (Research) as part of an Academic Progression Status Review; or
  - an Associate Dean (Teaching and Learning) or Associate Dean (Research) as part of an application to re-enrol under Rule 4.7.6 to 4.7.8.

No more than two attempts at a Designated Unit are permissible under any circumstances. Where a Student is permitted a second attempt, they will be given a Red Status during the period they are enrolled to complete the Unit.

- 4.7.3 If a Student fails or achieves a grade of *NC* in a non-Designated Unit three times, the Student will not be allowed to repeat the Unit unless:
- the fourth attempt would become part of the Student's final 60 Credit Points of their Course (assessed as at the time the Student failed the Unit for the third time); and
  - the proposed fourth attempt is approved by either:
    - the relevant Progression Panel;
    - an Associate Dean (Teaching and Learning) or Associate Dean (Research) as part of an Academic Progression Status Review; or
    - an Associate Dean (Teaching and Learning) or Associate Dean (Research) as part of an application to re-enrol under Rule 4.7.6 to 4.7.8.

No more than four attempts at a non-Designated Unit are permissible under any circumstances. Where a Student is permitted a fourth attempt, they will be given a Red Status during the period they are enrolled to complete the Unit.

- 4.7.4 If as a result of being unable to repeat a Unit, a Student is unable to complete one or more Unit Sets, they will be excluded from the relevant Unit Set(s).
- 4.7.5 If as a result of being unable to repeat a Unit, a Student is unable to complete their Course, they will be given a Purple Status and Excluded.

- 4.7.6 A Student who is Excluded (Purple Status) may apply to re-enrol in a different Course, subject to any conditions imposed by the relevant Associate Dean (Teaching and Learning) or Associate Dean (Research) of the School that the Student intends to enrol into.
- 4.7.7 A Candidate who is Excluded (Purple Status) may apply to re-enrol in a different Higher Degree By Research Course, subject to any conditions imposed by the Dean, Graduate Research, and the relevant Associate Dean (Teaching and Learning) or Associate Dean (Research) of the School that the Student intends to enrol into.
- 4.7.8 A Student or Candidate who is Excluded (Purple Status) is permitted to apply to re-enrol in the same Course, subject to all of the following conditions:
- at least 12 months must have elapsed since the date the Student's Exclusion took effect (provisional enrolment does not defer the date on which a Student's Exclusion took effect);
  - the Student will not be permitted to undertake a third attempt at a Designated Unit;
  - if the Student needs to attempt a non-Designated Unit for the fourth time, the Student must be in their final 60 Credit Points of their Course at the time of re-enrolment;
  - the Student must apply for re-admission or re-enrolment at least one month before the relevant Teaching Period;
  - approval must be given by the relevant Associate Dean (Teaching and Learning), or the Associate Dean (Research) for Candidates; and
  - any other conditions that may be imposed by the relevant Associate Dean (Teaching and Learning), Associate Dean (Research) or Dean, Graduate Research.
- 4.7.9 A Student or Candidate who has been re-admitted or re-enrolled following a period of Exclusion will be given a Red Status for the next Progression Period.

#### 4.8 Academic Integrity Module

- 4.8.1 Unless exempted by the Senior Deputy Vice-Chancellor, a Student (other than a Candidate) must successfully complete the University's non-credit bearing Academic Integrity Module in their first Teaching Period of an Award Course or Enabling Course, otherwise the University:
- will impose an administrative encumbrance against the Student record (as determined by the Director, Student Administration);
  - will withhold official notification of the Student's examination or other assessment results; and
  - may refuse to allow the Student to enrol in any further Units, pending successful completion of the Academic Integrity Module.
- 4.8.2 Unless exempted by the Senior Deputy Vice-Chancellor, a Candidate must successfully complete the University's non-credit bearing Research Integrity Module as part of obtaining confirmation of candidature, or by the end of their first Teaching Period in a Higher Degree by Research Course (whichever comes later), otherwise the University:
- may refuse to issue confirmation of candidature;
  - will impose an administrative encumbrance against the Student record (as determined by the Director, Student Administration);
  - will withhold official notification of the Student's results; and
  - may refuse to allow the Student to enrol in any further Units, pending successful completion of the Research Integrity Module.
- 4.8.3 Unless required as part of an "Outcome" under the [Academic Misconduct Rules \(Students\)](#), once a Student successfully completes the:

- a) Academic Integrity Module, they do not need to repeat the Academic Integrity Module in a subsequent Course; and
- b) Research Integrity Module, they do not need to repeat the Research Integrity Module in a subsequent Course.

## 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 The relevant Associate Dean (Research) will appoint at least one supervisor before the commencement of any relevant Coursework Units.

5.3.2 The Principal Supervisor for each Honours Student will be a member of the full-time or part-time academic staff at the University, unless the Associate Dean (Research) determines it is otherwise appropriate in the circumstances.

### 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 this duration if 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 5.7.1, the relevant Associate Dean (Research) will seek legal advice as to whether the thesis contains defamatory material.
- 5.7.3 If 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 resubmit 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 Progression Panel will decide:
  - a) whether a Student's thesis will be accepted unchanged, accepted subject to minor amendments being made to the satisfaction of the supervisor, or rejected;
  - b) the final mark for the thesis component; and
  - c) 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 review and appeals processes contained in these Rules.

### 6 Higher Degrees by Research

#### 6.1 Application for Admission

- 6.1.1 A person seeking to be admitted as a Candidate must, in addition to any other admission requirement imposed by these Rules, apply in writing (using any applicable Prescribed Process) setting out all relevant information, including a brief outline of the research proposed to be undertaken and their existing qualifications.
- 6.1.2 Applications for admission into Higher Degree By Research under Rule 2 will be assessed and determined having regard to considerations outlined in the [Postgraduate Research Training Policy](#). Admission into a Higher Degree by Research is conditional upon the approval of the relevant Executive Dean(s), having regard to University's ability to provide adequate supervision, facilities and support to the Candidate.
- 6.1.3 A Candidate admitted to a Higher Degree By Research Course must be enrolled in accordance with Rule 3 and must maintain their enrolment for the duration of the Course.

- 6.1.4 The Postgraduate Research Training Policy will apply to all Candidates admitted to the University and enrolled in a Higher Degree By Research.

## 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) from 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 relevant Associate Dean (Research) for Confirmation of Candidature.
- 6.2.3 The Associate Dean (Research) may either, after the expiry of time prescribed in Rule 6.2.1, or upon the application of a Student under Rule 6.2.2:
- confirm candidature, if they are satisfied the Candidate has met the minimum required expectations;
  - allow the Provisional Candidature to continue, by providing an extension of provisional candidature of up to 3 months of full-time enrolment, or the part-time equivalent; or
  - recommend to the relevant Progression Panel that the Student be Excluded where the minimum required expectations have not been met.
- 6.2.4 The relevant Progression Panel, on the recommendation of the relevant Associate Dean (Research) under 6.2.3(c), may either:
- Exclude a Student who has not met the minimum required expectations; or
  - allow the Provisional Candidature to continue, by providing an extension of Provisional Candidature.
- 6.2.5 Candidates must not commence the recruitment or data collection phases of their research until candidature is confirmed.
- 6.2.6 Any extension of time permitted pursuant to this Rule 6.2 is conditional upon the Candidate entering into a Progress Contract.

## 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 The Candidate's Principal Supervisor will be a member of the University's full-time or part-time academic staff, unless the Associate Dean (Research) determines it is otherwise appropriate in the circumstances.

## 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 Applications to exceed the maximum duration of candidature may be considered by the relevant Associate Dean (Research). The Associate Dean (Research), acting in their absolute discretion, may extend the candidature only where they are satisfied that the research has been delayed by circumstances beyond the Candidate's control. If the relevant Associate Dean (Research) grants an extension:

- a) they will provide the Candidate with written notice specifying the period for which their candidature is extended; and
- b) 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.

6.4.4 Any extension of time permitted pursuant to this Rule 6.4 is conditional upon the Candidate entering into a Progress Contract.

## 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 If a Candidate is experiencing difficulties with supervision, the Candidate must, unless it is unreasonable in the circumstances to do so, 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:
- they seek an exemption from the Dean, Graduate Research in writing; and
  - an exemption is given by the Dean, Graduate Research 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 replace an examiner whose appointment has ceased for any reason.

#### **6.9 Examination of thesis not requiring oral examination**

6.9.1 The examiners will independently and separately report to the Dean, Graduate Research 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 may determine an outcome in accordance with Rule 6.11 based on those two reports, or any reports received before the determination is made.

6.9.3 If an examiner identifies in their report material in the thesis which may be defamatory, the Dean, Graduate Research will seek legal advice, as to whether the thesis contains 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 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 resubmit the thesis for assessment.

6.9.5 The examiners' reports will include a recommendation to the Dean, Graduate Research 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 relevant Associate Dean (Research);
- d) revised and resubmitted for examination; or
- e) 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 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 will seek legal advice, as to whether the thesis contains defamatory material.

6.10.4 If the thesis contains material that is, or may be, defamatory, the Dean, Graduate Research 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 resubmit 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 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 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 resubmitted 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 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 might choose to obtain from any person (including any Associate Dean (Research)) with expertise relevant to the thesis, the Dean, Graduate Research 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 circumstances beyond the Candidate's reasonable control that might prevent the Candidate from resubmitting their thesis by the otherwise required date. Any extension of time permitted pursuant to this Rule 6.11.2 may be made conditional upon the Candidate entering into a Progress Contract.

#### **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 resubmitted once under Rule 6.11.1(d).
- 6.12.2 The Dean, Graduate Research, in consultation with the relevant Associate Dean (Research), may refer the thesis for re-examination to one or more examiners in accordance with Rules 6.8 - 6.10 (as applicable). An examiner's report on a resubmitted thesis may only recommend, and the Dean, Graduate Research may only determine, one of the following classifications for the resubmitted 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 resubmitted thesis, the Dean, Graduate Research, may take into consideration any aspect of an examiner's report of the original thesis or the resubmitted thesis.

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

- 6.13.1 In the case where the Dean, Graduate Research 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 Rule 6.12 (as applicable), the recommendations of the Dean, Graduate Research (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 will recommend to the relevant Progression Panel that the Candidate be admitted or not admitted to the degree. The Progression Panel will either:
- a) accept the recommendation and decide accordingly; or
  - b) where the Progression Panel does not accept the recommendation of the Dean, Graduate Research, refer the matter back to the Dean, Graduate Research for further consideration.
- 6.14.2 Where no resolution can be reached on a matter referred back to the Dean, Graduate Research under Rule 6.14.1(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 fixed by a provision of this Rule 6, and may do so after the expiration of any such period.

## 7 Awards

### 7.1 Eligibility

- 7.1.1 In order to be eligible for any Award, a Student must:
- subject to Rule 7.1.2, attain the relevant number of Credit Points or complete the relevant number of VET Units, and otherwise meet the mandatory requirements for the relevant Course in which the Student is enrolled; and
  - satisfy any other applicable requirements of any Statutes, By-laws and Rules of the University.
- 7.1.2 The chair of a relevant Progression Panel may, upon recommendation by an Associate Dean (Teaching and Learning), approve a Student graduating with up to 10 Credit Points less than the number of Credit Points required to complete the Course. This approval is subject to the Student having otherwise met the Course requirements.
- 7.1.3 As part of their Course, the Director, Student Administration, or an Associate Dean (Teaching and Learning), may allow a Student to undertake an alternative Unit, in substitution for another Unit, where this would not otherwise negatively affect the Student's ability to achieve the relevant Course learning outcomes.
- 7.1.4 An Award may be conferred on a Student under the Posthumous Conferral of an Award Policy.

### Statement of Academic Record and Testamur

- 7.1.5 All Students who complete an Award Course will be entitled to receive a Statement of Academic Record and a Testamur.
- 7.1.6 All Students who complete part of an Award Course will be entitled to receive a Statement of Academic Record.
- 7.1.7 Completion of a Major, Double Major or Specialisation will be recognised on a Student's Statement of Academic Record and Testamur.
- 7.1.8 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 To complete a Double Major, a Student 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 Higher Degree By Research Award, a Student must successfully complete any required Coursework Units and any thesis 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.

## 8 Service

- 8.1 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:
  - 8.1.1 giving the notice or document directly to that person by hand;
  - 8.1.2 sending, as an email message, the notice or document to that person's University email address;
  - 8.1.3 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;
  - 8.1.4 posting the notice or document as a letter to that person's address as recorded on any University Student management system; or
  - 8.1.5 leaving it for that person at the address recorded on the University's Student management system.
- 8.2 Where the notice or document is sent in accordance with Rules 8.1.2 and 8.1.3, service is deemed to occur at the time of sending the message.
- 8.3 Where the notice or document is posted in accordance with Rule 8.1.4, service is deemed to occur at the expiration of five days from the time of posting.

## 9 Timing

- 9.1 In calculating days as prescribed by these Rules, the following days ("Excluded Days") will not be included:
  - 9.1.1 22 December to 4 January (inclusive); and
  - 9.1.2 a public holiday in Western Australia (on the day it is observed by the University).

9.2 Any act that occurs or is due to occur on an Excluded Day, will be deemed to have occurred or be due to occur on the next day which is not an Excluded Day.

9.3 The Senior Deputy Vice-Chancellor (or delegate) may extend or abridge any period 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.

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

10.1 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.

## **11 Transitional Provisions**

11.1 Where a new Rule has been implemented, during any period of transition or where there is a pending application or decision, the Senior Deputy Vice-Chancellor has discretion, acting reasonably, to determine whether these Rules or a previous version of these Rules will apply.

11.2 The previous version of the Academic Progression Policy, and previous Rule 4.6 and 4.8 will continue to apply in relation to any Progression Periods that end on or before 28 June 2021.

11.3 The revised Academic Progression Policy (approved by Council on 10 December 2020, as amended by Council on 26 June 2021) and the revised Rules 4.6 and 4.7, will take effect in relation to any Progression Periods that end on or after 29 June 2021 (including semester 1, 2021).

11.4 On 29 June 2021, a Student with an Academic Progression Status of:

11.4.1 "Good Standing" will be given a Green Status;

11.4.2 "Probation" will be given an Amber Status;

11.4.3 "At Risk" will be given a Red Status; and

11.4.4 "Excluded" will be given a Purple Status.

11.5 Progression Panels are authorised to make any decision that a former Board of Examiners or Assessment and Progression Committee were authorised to make under University rules, policies or procedures.

## **PART 2: REVIEWS**

### **12 Informal Review**

12.1 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 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. The University has a responsibility to provide an Informal Review.

12.2 As part of the Informal Review, the assessor, Unit Coordinator or Principal Supervisor is to provide feedback on the Student's performance. A Student may ask to see their own Assessment Task or Examination script, and any relevant marking guide or materials.

12.3 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.

12.4 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.

### **13 Formal Review**

13.1 A Student may only request a Formal Review if they can demonstrate that they have engaged or attempted to engage in the Informal Review process in relation to the grade/result.

13.2 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:

13.2.1 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;

13.2.2 the University has not adhered to its relevant Rules and policies;

13.2.3 the result was affected by discrimination, prejudice, or bias against a Student; or

13.2.4 the result contained, was based on, or was caused by, a clear error.

13.3 A Student may not request a Formal Review based on or in relation to any of the following matters:

13.3.1 the approved learning outcomes and Assessment Task methods for the Unit;

13.3.2 the assessor's judgement regarding the academic merit of any work submitted for an Assessment Task, Examination or Unit;

13.3.3 the assessor's determination of the level of performance or standard required by a Student to achieve particular marks, including language proficiency;

13.3.4 the Student's personal, financial, visa or medical difficulties experienced whilst completing an Assessment Task, Examination and Unit;

13.3.5 financial, career, visa or other personal implications of not passing or achieving a particular grade/result in an Assessment Task, Examination or Unit;

13.3.6 grade/results received by the Student, or by other Students, in the same or other Units;

13.3.7 the amount of effort put into work completed by the Student; or

13.3.8 an Outcome imposed for Academic Misconduct or Academic Breach.

13.4 A request for a Formal Review of:

13.4.1 an individual Assessment Task or Examination, must be lodged within 21 days of the result becoming available; or

13.4.2 a final Unit result, must be lodged within 30 days of the result becoming available.

13.5 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 Rule 13.4, 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 their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the University, approve for review a request submitted outside of this period.

13.6 A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Rules, will be returned to the Student, providing reasons for the rejection and notifying the Student that they may resubmit the request within a further 7 days.

13.7 Once accepted or resubmitted, 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.

13.8 In conducting the review, the Associate Dean may, but is not obliged to:

13.8.1 consult with any relevant Staff member, including the assessor, Unit Coordinator and Course Coordinator; and

13.8.2 seek advice from relevant subject matter experts within the University, provided such experts do not have a Conflict of Interest.

13.9 Within 14 days of the Student's request for a Formal Review (or resubmission of a request for a Formal Review under Rule 13.6) the:

13.9.1 Associate Dean:

- a) will determine if there exists a basis for a review of the result/grade;
- b) may nominate an alternative qualified person (which may be themselves) to conduct a review or recommend an adjustment to the result/grade; and
- c) will determine (with reasons) whether the result/grade should be confirmed, varied or set aside, and what other actions (if any) are to be taken (a result may be lowered or increased in appropriate circumstances as part of a formal review); and

13.9.2 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).

## **14 Academic Progression Status Review**

14.1 A Student may lodge a request for a review of their Academic Progression Status on any one or more of the following grounds:

14.1.1 the University has not adhered to its relevant Rules and policies;

14.1.2 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;

14.1.3 there has been a clear error by the University which has adversely affected the Student's Academic Progression Status; or

14.1.4 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:

- a) 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;

- b) such circumstances were not reasonably foreseeable before the relevant Teaching Period began; and
- c) 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.

14.2 The existence of any of the circumstances in Rule 14.1 does not in itself mean that an Academic Progression Status Review will be successful, or that a Student will be allowed to repeat a Unit where this is not permitted by the Rules.

14.3 A Student may not request an Academic Progression Status Review on any of the following grounds:

- 14.3.1 personal, financial, visa or medical problems not referred to in Rule 14.1.4;
- 14.3.2 financial, career, visa or other personal implications of the Academic Progression Status given;
- 14.3.3 results received by the Student, or by other Students, in Units completed at the University (such results can be reviewed in accordance with Rules 12 and 13);
- 14.3.4 the amount of work done or effort given by the Student; or
- 14.3.5 an Outcome imposed for Academic Misconduct or Academic Breach, or the effect that such an Outcome may have had on their Academic Progression Status.

14.4 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.

14.5 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 Rule 14.4, 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 their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the University, approve for review a request submitted outside of the period described in Rule 14.4.

14.6 A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Rules, will be returned to the Student, where practicable, providing reasons for the rejection and directing the Student to resubmit the request within 7 days.

14.7 Once accepted or resubmitted, 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.

14.8 In reaching their determination, the Associate Dean may, but is not obliged to:

- 14.8.1 consult with any relevant member of Staff, including the assessor, Unit Coordinator and Course Coordinator;
- 14.8.2 seek advice from relevant subject matter experts within the University, provided such experts do not have a Conflict of Interest; and
- 14.8.3 conduct an interview with the Student, in accordance with the following principles;

- a) 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);
- b) Student interviews may be conducted by any means determined by the Associate Dean, provided that the Student's preference is considered;
- c) Students must receive reasonable notice (not less than 7 days) of the proposed interview;
- d) the Staff Member may be accompanied at any interview by another Staff member who does not have a Conflict of Interest; and
- e) Students must be given an opportunity to comment on all relevant matters.

14.9 Within 21 days of the Student's request for an Academic Progression Status Review, the:

- 14.9.1 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
- 14.9.2 University will notify the Student in writing of the Academic Progression Status Review and the reasons for the decision.

## **15 Support persons in reviews**

15.1 A Student may be accompanied at an Informal Review, Formal Review or Academic Progression Status Review (where an interview occurs) by a Student Guild representative, friend, or family member, but may not be legally represented. The accompanying person may only act as the Student's support person, and may only act as the Student's advocate where invited to do so by the Staff member conducting the review.

## **PART 3: APPEALS AND PROVISIONAL ENROLMENT**

### **16 Composition of the Student Appeals Committee**

16.1 There will be a Student Appeals Committee comprising:

- 16.1.1 an Associate Professor or Professor, appointed by the Academic Board, for a term of up to 3 years, who will act as chairperson;
  - 16.1.2 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;
  - 16.1.3 up to three 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
  - 16.1.4 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.
- 16.2 A person appointed under Rules 16.1.1 – 16.1.3 will not be an Associate Dean (Teaching and 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.

16.3 Any member appointed under Rule 16.16.1 can be re-appointed after the expiry of their previous term, but may not be appointed for more than two consecutive terms.

16.4 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:

16.4.1 the chairperson or a deputy chairperson;

16.4.2 two University Staff members described in Rules 16.1.2 and 16.1.3; and

16.4.3 one Student described in Rule 16.1.4, who must be an enrolled Student at the time of the hearing.

16.5 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.

16.6 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.

16.7 A member of the Student Appeals Committee must not participate in a committee meeting if they:

16.7.1 were directly associated with the decision that is the subject of the appeal; or

16.7.2 have a Conflict of Interest relating to the appeal being considered.

16.8 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.

16.9 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.

## 17 Appeals to the Student Appeals Committee

17.1 A Student (not including a prospective student) may appeal to the Student Appeals Committee using the Prescribed Process only against the following decisions:

17.1.1 a decision expressed by a University Statute, Rule, policy or procedure to be appealable directly to the Student Appeals Committee;

17.1.2 a refusal or cancellation of enrolment under Rule 3.5.1(a), 3.5.1(h), 3.5.2, 3.5.4 (Inherent Requirements), or 3.5.5 (non-submission);

17.1.3 any decision made under Rule 3.5.5(b)-(g) (fitness to study), subject to restrictions on appeals set out in the Fitness to Study Policy;

17.1.4 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;

- 17.1.5 a Thesis classification of “fail” under Rule 6.11.1(e), 6.12.2(c) or 6.13.1;
  - 17.1.6 non-admission to a degree under Rule 6.14.1 or 6.14.2;
  - 17.1.7 a final determination of a Formal Review under these Rules; or
  - 17.1.8 a final determination of an Academic Progression Status Review under these Rules.
- 17.2 A Student has 14 days from the relevant decision being made to appeal. Where the Student is Suspended or Excluded or Expelled as a result of a decision, this appeal period is automatically extended to 30 days. Any other University rule or policy may also extend this appeal period.
- 17.3 A Student may appeal a decision referred to in Rule 17.1 on one or more of the following grounds:
- 17.3.1 the decision was affected by discrimination, prejudice, or bias against a Student;
  - 17.3.2 a process was not duly carried out in accordance with these or the relevant Rules;
  - 17.3.3 the decision was made contrary to the evidence provided to the relevant decision-maker;
  - 17.3.4 there is new additional information available, which was not available to the previous decision-maker, which may alter the outcome of the previous decision (information that was available, or that could reasonably have been obtained by the Student at the relevant time, but was not provided to the previous decision-maker, will not be considered by the Student Appeals Committee); or
  - 17.3.5 grounds prescribed in other University Rules affecting the relevant decision.
- 17.4 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 resubmit 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.
- 17.5 Where a Student wishes to lodge an appeal to the Student Appeals Committee outside of the periods described in Rule 17.2 or Rule 17.4, 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 their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the University, extend the timeframes in Rule 17.2 or Rule 17.4 where it is appropriate to do so.
- 17.6 The SAC Executive Officer will refer an accepted or resubmitted appeal to either the chairperson or a deputy chairperson of the Student Appeals Committee.
- 17.7 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).
- 17.8 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:
- 17.8.1 will give the Student a minimum of 5 days’ notice of the hearing date;
  - 17.8.2 may consider evidence presented by University staff member(s) in response to the appeal;

- 17.8.3 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;
  - 17.8.4 may decide on the matters on which it will hear oral evidence or argument;
  - 17.8.5 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;
  - 17.8.6 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
  - 17.8.7 may adjourn a hearing at any time.
- 17.9 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.
- 17.10 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.
- 17.11 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.
- 17.12 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 at the hearing.

## **18 Decisions of Student Appeals Committee**

- 18.1 The Student Appeals Committee will conduct a hearing to affirm, vary or set aside an appealed decision within 21 days of the date on which the appeal was submitted (or resubmitted under Rule 17.4), or such longer period as may be approved by the Chairperson or a Deputy Chairperson of the Student Appeals Committee, acting reasonably. 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. Alternatively, the Student Appeals Committee may substitute its own decision or outcome.
- 18.2 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.
- 18.3 The SAC Executive Officer will make a written record of the proceedings of the Student Appeals Committee that is to include:
- 18.3.1 details of persons in attendance;
  - 18.3.2 a summary of submissions made to the Student Appeals Committee;
  - 18.3.3 the Student Appeals Committee's decision; and
  - 18.3.4 the reason(s) for the Student Appeals Committee's decision.
- 18.4 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).

18.5 The Student Appeals Committee may, in its absolute discretion, consolidate or separate appeals, and may make one consolidated determination addressing all matters, having due regard to principles of natural justice.

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

## 19 Provisional enrolment

19.1 A Student who has had their enrolment restricted or cancelled pursuant to Rule 3.5.4 (Inherent Requirements) or Rule 3.5.5 (Fitness To Study), or under the [General Misconduct Rules \(Students\)](#), will not be entitled to provisionally enrol.

19.2 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.

19.3 Subject to Rule 19.1 and Rule 19.2 (which are paramount), a Student who:

19.3.1 has been Excluded (Purple Status); and

19.3.2 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 a provisional Red Status assigned to them, and will be entitled to enrol in Units on a provisional basis.

19.4 Provisional enrolment is allowed upon the condition that the Student will not have the right to claim disadvantage or compensation (subject to Rule 19.6) 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.

19.5 Provisional enrolment will be Cancelled where:

19.5.1 the Formal Review is dismissed, and the Student does not lodge an appeal to the Student Appeals Committee within the relevant time; or

19.5.2 an appeal to the Student Appeals Committee is dismissed.

19.6 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).

## ADMISSION, ENROLMENT AND ACADEMIC PROGRESS RULES

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 (Statute No. 30 – Admission, Enrolment and Academic Progress) was published

in the Government Gazette.

Amendments:

- 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)
- Rule Amendment No 4 of 2008 (26 June 2008)
- Rule Amendment No 5 of 2008 (23 October 2008)
- Rule Amendment No 6 of 2008 (23 October 2008)
- Rule Amendment No 1 of 2009 (27 August 2009)
- Rule Amendment No 2 of 2009 (27 August 2009)
- 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. 5 of 2019 (3 July 2019, effective 15 July 2019)
- Rule Amendment No. 6 of 2019 (12 December 2019, effective 1 January 2020)
- Rule Amendment No. 1 of 2020 (30 April 2020, effective 5 May 2020)
- Rule Amendment No. 2 of 2020 (10 December 2020, effective 1 January 2021)
- Rule Amendment No. 2 of 2021 (29 June 2021)

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