Section 6 - Rules and Regulations

ACADEMIC REGULATIONS

GLOSSARY

The following terms apply to the regulations and academic policy of the University.

Academic transcript - an official statement of a student's academic record in a course.

Admission - the result of acceptance of an offer of a place in a course by an applicant and payment of the prescribed fee.

Articulated set of courses - a set of courses in which all subjects (core or elective) comprising each lower level course are included in each higher level course within the set such that each lower level course comprises the first component of the next higher level course.

An articulated set of courses includes:
• a diploma course which incorporates a university certificate course; or
• a bachelor degree course which incorporates a university certificate and/or an associate degree, or a diploma, or an associate diploma course; or
• a graduate diploma course which incorporates a graduate certificate course; or
• a master degree course which incorporates a graduate diploma and/or graduate certificate course; or
• a professional doctorate course which incorporates a master degree course.

Articulated set of courses with multiple entry points - an articulated set of courses in which the student may be admitted to a higher or lower level course in the set depending on the student's academic qualifications at the time of application for admission to the University.

Articulated set of courses with a single entry point - an articulated set of courses with a single entry point in which the student is admitted to the higher level course on the understanding that the student may exit with a lower level award. The lower level course is then termed an exit point only course in the set.

Assessment - the determination of a student's level of mastery of a subject.

Associate student - a fee paying student enrolled and assessed in a subject(s) but not proceeding to an award.

Audit student - a fee paying student enrolled in, but not assessed in a subject.

Award - a degree, associate degree, graduate diploma, graduate certificate, advanced diploma, diploma, associate diploma or university certificate conferred by the University upon completion of a course.

Commencing student - a student who has enrolled for the first time in a particular course.

Compulsory subject - a subject which must be successfully completed, unless credit or subject substitution is granted, in order to qualify for an award.

Continuing student - a student is a continuing student in a course if the student has been permitted to re-enrol and has met enrolment requirements in that course.

Corequisite - if Subject A is a corequisite of Subject B then Subject A must be studied in the same session as Subject B, or have been passed in an earlier session.

Core subject - a core subject is one which is compulsory for all student enrolled in a course. This term does not apply to a requirements for students to choose one of two subjects (this is classified as a type of restricted elective) or to subjects which are compulsory subjects in a specific grouping within an elective sequence (i.e., specialisations, majors or minors). These subjects should be described as compulsory subjects within the relevant specialisation (or major or minor).

Course
• an approved sequence of subjects; or
• an approved sequence of subjects together with industrial, practical or clinical experience and/or co-operative study arrangements, and/or an investigation of an approved topic the results of which are presented in a dissertation; or
• an approved program of research the results of which are presented in a thesis; leading to an award.

Course Coordinator - a member of the academic staff of a Faculty appointed by the Dean, who is responsible to the Dean or if appointed the Sub-Dean, for academic administration matters relating to students enrolled in a course on a particular campus or in a particular mode.

Credit - a subject in which a student is not required to enrol thereby reducing the number of subjects needed to complete the course.

Credit points - see “Points”.
Cross enrolment student - a student of another tertiary institution enrolled and assessed in a subject(s) to be credited to an award of that institution.

Dean - the member of academic staff responsible for the management of a Faculty.

Dean of Faculty - see “Dean”.

Dean of the teaching Faculty - the Dean of the Faculty responsible for the academic content and teaching of a subject or the Dean of the Faculty responsible for supervising a candidate for a higher degree.

Director, Student Administration - the member of the University’s staff responsible for student administration.

Distance education student - a student enrolled in all subjects in a session by distance education. The student may be enrolled in a normal full-time or part-time subject load.

Distance education study mode - students study off campus using University study materials and are not required to attend regular lectures, tutorials, seminars, laboratory or practical classes but residential schools or other specific attendances may be prescribed.

Elective sequence - this is a collective term for the following types of course component: specialisation, major or minor. A key characteristic of such sequences is that more than one set of subjects is identified and students elect one of those sets as a component of the course. A joint study is also a type of elective sequence, and is offered only in the Bachelor of Business course.

Enrolment - the process whereby a student is allocated a place in one or more subjects each session. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the By-law, regulations and rules of the University.

Examination - a formal assessment conducted at a prescribed time by the University, not being a test or other form of assessment conducted by a subject coordinator or other member of the teaching staff.

Exclusion -
(a) pursuant to Exclusion Regulations - an enrolment status by which a student is not permitted to enrol in a course of the University for a specified period of time. A student may, however, apply for admission to another course or as an associate student if subject to exclusion for the first time. Exclusion for a second time from the same course/research program or exclusion from two courses or research programs results in an enrolment status by which a student is not permitted to enrol in any other course or research program at the University.
(b) pursuant to Assessment Regulation 5.4 - an enrolment status by which a student is not permitted to enrol in the University for a specified period of time, but may re-apply for admission after that period.

Exemption - this term is not used at Charles Sturt University. See “Subject Substitution” or “Credit”.

Exit point only course - a course within an articulated set of courses, representing a point at which a student may exit with a lower level award than that of the course to which admission was made. No admissions can be made into an exit point only course.

Field of research - an area of research identified within the Australian Research Council’s “Field of Research” Classification.

Free elective - a free elective is a subject that may be chosen from virtually any subject on offer across the University provided prerequisites, enrolment restrictions and any other Faculty requirements have been met.

Full-time student - a student enrolled in Autumn or Spring session subjects which amount to 75% or more of the normal full-time study load for a session.

Grades - a record of the level of assessment in subjects completed at the University.

Graduation - conferral of an award by the University.

Head of School - the member of academic staff responsible for the management of a school.

Head of the teaching School - the Head of the School responsible for the academic content and teaching of a subject, or the Head of the School responsible for supervising a candidate for a higher degree.

HECS - the Higher Education Contribution Scheme.

Higher degree - an award at Master or Doctoral level.

Internal student - a student enrolled in all subjects in a session in the internal mode. An internal student is normally required to attend scheduled tuition during a session.
**Internal study mode** - students attend on campus classes during session (or trimester) at the University.

**Joint study** - an approved sequence of subjects in a discipline, comprising 40 points. Joint studies are offered only in the Bachelor of Business course and are included in the nomenclature of the award.

**Leave of absence** - permission to not enrol in a particular session.

**Major** - component of an undergraduate course comprising an approved sequence of subjects of 64 subject points or more.

**Minor** - an approved sequence of subjects of 32-63 subject points.

**Mixed-mode student** - a student enrolled in a session in at least one subject in the distance education mode and at least one subject in the internal mode.

**Normal full-time subject load** - four 8 point subjects per session.

**Normal part-time subject load** - two 8 point subjects per session.

**Part-time student** - a student enrolled in Autumn or Spring session subjects which amount to less than 75% of the normal full-time study load for a session.

**Points** - points is the numerical value assigned to a subject which, when related to the total subject points for the course, is a measure of the size of the subject's contribution to the content of the course.

**Postgraduate award** - an award at graduate certificate, graduate diploma, master or doctoral level.

**Postgraduate specialisation** - a postgraduate specialisation is that component of a postgraduate course which prepares students for employment in a particular profession or vocational area or builds on knowledge in a specific professional or vocational area. It consists of an approved sequence of subjects of 32 points or more. A specialisation is included in the nomenclature of the award.

**Prerequisite** - a set of conditions that must be met by a student before enrolment in a particular subject is permitted.

**Presiding invigilator** - a person appointed by the University to supervise the conduct of examinations on behalf of the University in accordance with the procedures determined by the University.

**Principal dates** - The annual calendar of academic events approved by the Academic Senate.

**Restricted elective** - a restricted elective is a subject that must be chosen from a specified group of subjects, from a specified discipline area or from a specified range of discipline areas. Note: where a set of subjects (of 32 points or more) is required to be chosen from one discipline area selected from a range of specified discipline areas, this would be termed a minor.

**Session** - a prescribed teaching and assessment period. Sessions in an academic year include Summer session, Autumn session and Spring session.

**Shell course** - a course in which a number of parameters have been set for the course structure but in which the course content is not specified to the extent of prescribing individual subjects. A shell course may contain specialisations or be a constituent course in a double degree program.

**Standard subject** - an 8 point subject completed in one session.

**Student** - a person who is enrolled in one or more subjects or a research program offered by the University.

**Student Administration Office** - the administration unit at each campus which deals with all aspects of student administration for students enrolled through that campus.

**Sub-Dean** - a member of the professoriate or a senior lecturer appointed by a Dean and responsible to the Dean for the academic administration of a course or group of courses.

**Subject** - a segment of instruction approved by a Faculty as being a discrete part of the requirements for a course offered by the University and identified by a unique subject code. (see also Standard Subject)

**Subject convenor** - a member of the academic staff of a Faculty appointed by the Dean, who is responsible to the Head of School in which the Convenor is located, for co-ordinating the academic administration of a subject across all campuses and in all modes it is offered.

**Subject coordinator** - a member of the academic staff of a Faculty appointed by the Head of the
teaching School, who is responsible to the Head of the teaching School for the academic administration of a subject on a particular campus or in a particular mode.

**Subject substitution** - substitution of a subject for a compulsory subject in which the student can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

**Tertiary Entrance Rank (TER)** - see “Universities Admission Index”.

**Transcript** - see “Academic Transcript”.

**Tutorial study mode** - an internal study mode whereby students receive distance education materials and attend tutorials on campus as arranged by the subject coordinator.

**Undergraduate award** - an award at associate diploma, diploma, associate degree, bachelor or bachelor (honours) level.

**Undergraduate specialisation** - that component of an undergraduate course which prepares students for employment in a particular profession or vocational area. It consists of an approved sequence of subjects of 64 points or more in a bachelor degree, 48 points or more in an articulated associate degree or diploma, and 24 points or more in an articulated university certificate. A specialisation is included in the nomenclature of the award.

**Units** - see “Points”.

**Universities Admission Index (UAI)** - an Index calculated for NSW HSC school leavers which is used to determine their eligibility for admission to undergraduate courses.

**University** - means Charles Sturt University and where appropriate includes its former constituent colleges and institutes.

**University certificate** - an undergraduate award of 64 points that is a local award of Charles Sturt University.

**University officer** - an employee of the University.

**University register of awards and courses** - a list of all awards and courses approved by the Academic Senate. The Register is kept by the University Secretary and is in L15.2 of this Manual.

### ADMISSION REGULATIONS

#### 1. POLICY OBJECTIVES

The University aims to provide a high quality service to continuing and potential clients through an admissions system which is:

- fair, equitable and transparent;
- client-centred;
- system co-ordinated;
- expeditious; and
- quality controlled.

#### 1.1 Fair, Equitable and Transparent

The admissions system must provide for fair and equitable treatment of all continuing and potential clients. Clear, unambiguous selection criteria must be identified, must be available to all applicants and must be applied without fear or favour. Where necessary, training for both academic and support staff is to be provided to ensure consistent and accurate application of admission criteria.

#### 1.2 Client-centred

In a highly competitive market, the interests of the potential client are paramount. This is not to suggest that procedures should be subverted to meet unreasonable client demands. What is essential though, is that the admissions system is perceived by University personnel as a facilitating mechanism and not a series of hurdles to be negotiated by the client. The system itself must be appropriately flexible to accommodate a wide range of personal circumstances and sufficiently uncomplicated to guarantee user friendliness. Multi-directional communication is essential to achieving the desirable level of client-centredness within the admissions system.

#### 1.3 System Co-ordinated

Each individual within the admissions system must be fully apprised of the total system and how this relates to other aspects of the University’s administrative organisation. All members must understand where they fit into the system, and the dependence of others on them for efficient and effective action. This applies to both academic and non-academic staff involved in the admissions process, and those whose activities precede or depend upon student admissions.

#### 1.4 Expeditious

For the admissions system to meet the demands of a highly competitive recruiting market, responses need to be fast and efficient. There is no point in operating within a system which is comparatively laborious and non-responsive to expectations of potential clients in an electronic age. Turn-around times need to be set, guaranteed and adhered to if the University is to provide an appropriate service and compete successfully for a reasonable share of the student market.
1.5 Quality-Controlled
The University needs to ensure that mechanisms are in place to enable the desired outcomes to be achieved. This includes means for informing, training (and, where necessary, counselling) staff in Faculties, Divisions, and Offices so that personnel may carry out their duties confidently and competently, and adequate monitoring of the processes within the admission system and their outcomes, so that improvement is an ongoing process.

2. INTAKE POLICY
2.1 Authority to admit students
Students will be admitted to courses of the University by the Director, Student Administration or the Executive Director, International Office following determinations by or according to policies established by Faculty Boards or the Board of Graduate Studies under delegation from the Council.

2.2 Intake Quotas
The University reserves the right to impose intake quotas on any course. The admission of students into any course advertised by the University is subject to the University receiving a viable number of applicants to warrant an intake. The University reserves the right to cancel an intake into a course if insufficient applicants accept an offer of a place in the course.

2.3 Part-time Courses
The admission of internal part-time students to a course does not oblige the University to schedule evening classes in subjects in the course. Internal part-time students may be expected to attend day classes.

3. APPLICATION FOR ADMISSION
Applications for admission must be made according to the procedures contained in the University Handbook, the Universities Admissions Centre Guide, the Victorian Tertiary Admissions Centre Guide and University publications.

4. ADMISSION ON THE BASIS OF FALSE OR MISLEADING INFORMATION
4.1 Declaration
Applicants for admission to a course shall provide all information relevant to their application and shall sign the declaration on the application form certifying that the information provided on the form or attached to the form or subsequently provided in support of their application is correct and complete to the best of the applicant's knowledge. The University shall not accept an application form where the declaration is not signed.

4.2 False, Misleading and Withheld Information
Applicants admitted to a course on the basis of false or misleading information or who withhold information relevant to their application for admission to a course shall be invited by the Director, Student Administration to show cause why their offer of admission should not be withdrawn or, if they are a student by virtue of having commenced their course, why they should not be excluded from the course.

4.3 Show Cause
Where an applicant or student is suspected of providing false or misleading information or of withholding information with respect to an application for admission to a course, the Director, Student Administration shall write to the applicant or student inviting him or her to show cause within 21 days of the date of the letter why the offer of admission should not be withdrawn or he or she should not be excluded form the course.

The Director, Student Administration shall deal with a show cause under applicable sections of clauses 4 and 5 of the Student Academic Misconduct Rule. The applicant or student shall have the right of appeal against a decision of the Director, Student Administration as provided in clause 6 of the Student Academic Misconduct Rule.

5. ADMISSION REQUIREMENTS
5.1 Undergraduate Courses
Subject to the limitations imposed by course quotas, the University may admit to an undergraduate course, any applicant it believes can undertake the course with reasonable prospect of success.

In determining whether an applicant has a reasonable prospect of success, the University shall consider the applicant's previous studies and/or other attainments and experience.

5.1.1 Previous Studies
The following studies are regarded as indicative of an applicant's likelihood of success in an undergraduate course:

a) completion of the NSW Higher School Certificate with a Universities Admission Index (UAI) equal to or greater than the minimum UAI set by the Academic Senate or with the equivalent limited UAI provided that the subjects included in the limited UAI are relevant to the course in which admission is sought;

b) completion of the Victorian Certificate of Education (VCE) with a Tertiary Entrance Rank (TER) equal to or greater than the equivalent minimum UAI set by the Academic Senate;
c) completion of the interstate equivalent of the NSW HSC (other than applicants who have completed the VCE) at a standard equivalent to or greater than the minimum UAI set by Academic Senate;
d) completion of the HSC or VCE (or interstate equivalent) with strong performance in subject areas at HSC or VCE level (or the interstate equivalent), which are appropriate to the course the applicant wishes to enter and with overall performance of a standard acceptable to the relevant Faculty;
e) completion of the full International Baccalaureate Diploma or overseas secondary school qualifications deemed to be equivalent to the NSW HSC completed at a standard equivalent to or greater than the minimum UAI set by the Academic Senate;
f) completion of the whole or part of a course at a university, college of advanced education or other accredited tertiary institution at a standard acceptable to the relevant Faculty;
g) completion of undergraduate subjects as an Associate Student of the University or through enrolment with other universities or with Open Learning Australia;
h) completion of the whole or part of a course at a college of technical and further education (TAFE) or other accredited post-secondary institution at a standard acceptable to the relevant Faculty;
i) completion at the required standard of a foundations studies program approved by the Academic Senate for admission purposes;
j) completion of the TAFE Tertiary Preparation Course at a standard equivalent to or greater than the minimum UAI set by Academic Senate;

5.1.2 Attainments and Experience
An applicant may also be admitted to a course on the basis of other attainments and experience. These may include:
a) demonstrated attributes through paid or voluntary employment in a field relevant to the course in which admission is sought;
b) performance in tests and examinations conducted by professional bodies;
c) participation in continuing education programs and/or staff development programs conducted by adult education agencies, consultancies, professional bodies or employers;
d) performance in the Special Tertiary Admissions Test (STAT) conducted by the NSW Universities Admissions Centre (UAC) provided that performance in the STAT is not the sole basis upon which admission is sought;
e) in the case of school leavers seeking admission to a distance education course, a report on the applicant’s academic performance from the school principal;
f) activities which provide evidence of motivation to succeed in the course and an awareness of the demands of university study. This evidence may be elicited at an interview with the relevant Faculty, by attendance for an audition, by the presentation of a folio of work, or by fulfilling some other requirement specified by the Faculty.

5.1.3 Principals’ Report Entry Program (PREP)
Students attending high schools in the region served by the University who are completing Year 12, may be guaranteed an offer of a place in a full-time or part-time on campus course prior to the release of their UAI under the PREP on the basis of their senior high school academic record and an appropriate recommendation from their school principal.

5.1.4 Regional Bonus Scheme (Internal Courses only)
• Applicants attending high schools or TAFE Colleges in the region served by the University who are completing Year 12 will have their UAI (or equivalent) increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.
• Non-Year 12 applicants who reside in the region served by the University will have their admission rank increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.

5.1.5 Domestic Fee Paying Undergraduate Courses
Refer to clause 15 below.

5.2 Postgraduate Admission
Applicants for admission to postgraduate courses must normally hold an appropriate undergraduate degree or diploma from an accredited tertiary institution. Admission to some postgraduate courses may be available to applicants without an appropriate undergraduate qualification, but with other professional attainments or experience. (Students seeking admission to a higher degree program should consult the Higher Degree Regulations).

5.3 Study Outside Australia
Applicants admitted to a course who wish to complete all or part of the course while residing outside Australia, shall be required to sign a declaration that they can meet all the requirements of the course including, in appropriate cases, attendance at compulsory residential schools.
Notwithstanding the signing of such a declaration, the University may decline to admit to a course an applicant who wishes to study offshore if it believes it cannot adequately teach or assess the applicant at the nominated offshore location.

Applicants admitted to a fee paying course who wish to complete all or part of the course while residing outside Australia, may be required to meet any additional costs resulting from their residing offshore.

A declaration is not required of applicants residing outside Australia who are admitted to courses taught by the University:

- at an overseas location; or
- by distance education through an affiliated overseas institution.

5.4 Statutory Age Requirements
The age of an applicant is not used as a criterion for admission to a course except to satisfy any Act or any Regulation, Ordinance, By-law, Rule or other instrument made under an Act, which stipulates an age requirement in respect of training for, or admission to, a particular profession.

5.5 English Language Proficiency
(revised clause approved Academic Senate July 2002)

5.5.1 Sufficient English background
Applicants will be deemed to have sufficient English proficiency if they:

a) • have completed all their formal studies in one or more of the following countries; or
• were born in one of the following countries and have completed at least one qualification in one of those countries; or
• have completed senior secondary study or at least one year of full-time University study in one of the following countries: Australia Ireland Canada New Zealand United Kingdom United States of America

b) have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of the University, with English as the medium of instruction and assessment.

All other applicants must demonstrate proficiency explicitly.

5.5.2 Acceptable tests for English proficiency
Any of the following results, attained within two years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency:

- a TOEFL (Test of English as a Foreign Language) paper-based score of 550 and TWE of 5.0;
- a TOEFL computer-based score of 213 and Essay Rating of 5;
- an Academic IELTS (International English Language Testing System) overall score of at least 6.0, and with no score below 5.5;
- a Combined Universities Admission Test (CULT) overall score of at least 65;
- a C pass in English at the General Certificate of Education (GCE) ‘A’ level examinations in either Singapore or the United Kingdom;
- completion of the International Baccalaureate diploma with English A2 at higher or sub. Level;
- a C pass in ‘Use of English’ in the Hong Kong Advanced Level Examination (HKALE);
- completion of the UNSW Foundation Studies Certificate with a C pass in ‘Use of English’;
- completion of an Australian Qualifications Framework (AQF) Certificate IV (including English for Academic Purposes);
- successful completion of at least one year of study in a course at Associate Diploma or Diploma level on the Register of Australian Tertiary Education;
- a score of 155 in the verbal component of the STAT (Special tertiary Admissions Test);
- level 109 of the ELS (English Languages System) Language Centres Wagga Wagga examination with a score of CP or higher in the reading and listening components, and P or higher in the speaking and writing components;
- a Pass grade in the Uniworld English College English for Tertiary Entrance course

An applicant who does not otherwise meet the University’s requirements may be admitted on the recommendation of the Dean of the appropriate faculty

5.5.3 Additional English Language Proficiency Requirements
A Faculty may require a higher standard of proficiency than that specified above for programmes deemed to be linguistically demanding.

5.5.4 English Language Proficiency in Examinations
Difficulty with the English Language will not normally be accepted as a reason for special consideration in examinations (such as the use of a dictionary or additional time), as proficiency in the English language is required for admission.

6. EDUCATIONAL DISADVANTAGE

6.1 Educationally Disadvantaged Groups
Under its educational equity program, the University may give special consideration for
admission to courses to applicants who have educational disadvantage. In particular, applicants of non-English speaking background, Aboriginal applicants, applicants with disabilities and applicants from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration under this regulation.

6.2 Full-time Applicants

6.2.1 Universities Admission Centre (UAC)
Applicants who believe they are educationally disadvantaged and who are applying for admission to a course through UAC must also apply through UAC using the Educational Access Scheme form for special consideration under this regulation.

6.2.1.1 Late Applications
Late applications for special consideration from students applying for admission to a course through UAC may be lodged on the UAC Educational Access Scheme form with the University’s Admissions Office by the prescribed deadline.

6.2.2 Victorian Tertiary Admissions Centre (VTAC)
Applicants who believe they are educationally disadvantaged and who are applying for admission to a course through VTAC must obtain an Application for Special Consideration and/or Support form from the Albury Student Administration Office of the University and lodge the completed form with that Office by the prescribed date for special consideration under this regulation.

6.2.2.1 Late Applications
Late applications for special consideration from students applying for admission to a course through VTAC may be lodged with the University's Admissions Office by the prescribed deadline.

6.4 Deciding Applications
Applications for special consideration for admission to courses are decided by the Special Admissions Committee of the Academic Senate. Applicants shall be notified of the outcome of their application by the Director, Student Administration.

6.4.1 Possible Outcomes - Applicants for On campus Courses
Where the Special Admissions Committee decides that a particular applicant to an on campus course is to be granted special admission on the grounds of educational disadvantage, the following action will be taken on behalf of the applicant:

a) where the applicant applies through the NSW Universities Admission Centre (UAC), the applicant may have his/her UAI increased by up to 10 ranks or may, in exceptional circumstances, be validated as “force offer” which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

b) where the applicant is a school leaver applying through the Victorian Tertiary Admissions Centre (VTAC), the applicant may have his/her ranking altered to reflect an increase in score of up to 16 points or may, in exceptional circumstances, be validated as rank 1, “guaranteed an offer” which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

c) where the applicant is a non school leaver applying through VTAC, the applicant may be validated one rank higher than might have been the case without special admission or may, in exceptional circumstances, be validated as rank 1, “guaranteed an offer” which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

d) where the applicant does not hold the minimum qualifications for admission to an undergraduate course to which he/she has applied, the applicant may be validated as eligible for admission, or assigned the appropriate rank for meeting minimum admission requirements or higher, for that course;

e) where Clauses a) to d) above do not apply the Presiding Officer of the Special Admissions Committee, in consultation with the Course Coordinator, shall make a recommendation to the Committee in respect of the applicant.
6.4.2 Possible Outcomes - Applicants for Distance Education Courses

Where the Special Admissions Committee decides that a particular applicant to a distance education course is to be granted special admission on the grounds of educational disadvantage, the following action will be taken on behalf of that applicant:

a) where the admission queue criteria for the course to which the applicant has applied stipulate the action to be taken in respect of students granted special admission, then that action will be taken; or

b) where the admission queue criteria for the course to which the applicant has applied are silent with respect to applicants granted special consideration, the applicant will be advanced one queue higher than the queue he/she would otherwise be assigned to; or

c) where the applicant does not hold the minimum qualifications for admission to an undergraduate course to which he/she has applied, the applicant may be placed on Queue 1 for the course; or

d) where Clauses a), b) or c) do not apply, the Presiding Officer of the Special Admissions Committee, in consultation with the Course Coordinator, shall make a recommendation to the Committee in respect of the applicant.

7. NON-AWARD STUDENTS

7.1 Associate Students

An Associate Student is a fee paying student admitted to the University to study individual subjects. Student Administration is responsible for the admission and enrolment of Associate Students.

7.1.1 Admission Conditions

Subject to a place being available, the University, through Student Administration, may admit students to study a particular subject or subjects identified as appropriate by the relevant School on a fee paying basis. Admission into subjects will be on an open-entry basis but an offer of admission into subjects beyond level 1 will require Student Administration to provide the applicant with advice on the advanced level and normal prerequisites for the subject.

7.1.2 Applications

Applications must be made in writing to Student Administration.

7.1.3 Deciding Applications

Applications will be handled in date order of receipt.

7.1.4 Notification

Students will be notified in writing of the result of their application by Student Administration.

7.1.5 Deferred Admission

Deferred admission does not apply to Associate Students on the basis that admission is by application for each session and is subject specific.

7.1.6 Enrolment

To effect enrolment, Associate Students must complete all relevant sections of their offer, return this with a signed, completed payment advice and the payment of the subject fee/s to Student Administration. Associate Students are HECS exempt.

7.1.7 Withdrawal from Subjects

Associate Students must advise Student Administration in writing of their intention to withdraw from a subject, and are governed by all Charles Sturt University academic regulations relating to withdrawal from subjects.

7.1.8 Leave of Absence

Leave of absence does not apply to Associate Students.

7.2 Upgrade Students

An Upgrade Student is a fee paying student admitted to the University to study a specified group, cluster or sequence of subjects which meet the accreditation requirements of a professional body but may not necessarily constitute an award of the University. The Continuing and Professional Education Centre (CPEC) is responsible for the receipt of enrolments of Upgrade Students.

7.2.1 Admission Conditions

Subject to a place being available, the University, through CPEC, may admit students to study a particular subject or subjects identified as appropriate by the relevant professional body and Program Course Coordinator on a fee paying basis. Admission into subjects may be subject to meeting specific requirements such as previous undergraduate study and/or industry/work experience. An offer of admission into such subjects will require CPEC to provide the applicant with advice on the advanced level, normal prerequisites or sequential nature of study for the subject. Upgrade Students may not enrol in professional practice subjects.

7.2.2 Application

Applications must be made in writing to CPEC.

7.2.3 Deciding Applications

Applications will be handled in date order of receipt.

7.2.4 Notification

Students will be notified in writing of the result of their application by CPEC.
7.2.5 Deferred Admission
Deferred admission does not apply to Upgrade Students on the basis that admission is by application for each session and is subject specific.

7.2.6 Enrolment
To effect enrolment, Upgrade Students must complete all relevant sections of their offer, return this with a signed, completed payment advice and the payment of the subject fee/s to CPEC. Upgrade Students are HECS exempt.

7.2.7 Withdrawal from Subjects
Upgrade Students must advise CPEC Institute in writing of their intention to withdraw from a subject, and are governed by all Charles Sturt University academic regulations relating to withdrawal from subjects.

7.2.8 Leave of Absence
Leave of absence does not apply to Upgrade Students.

8. ACCEPTANCE OF AN OFFER OF ADMISSION
For an offer of admission to remain valid it must be accepted in accordance with the instructions accompanying the offer and fees must be paid. Failure to accept the offer or pay fees in the manner specified results in the offer being withdrawn.

9. DEFERRED ADMISSION
9.1 School Leavers
School leavers who are offered a place in a course as a full-time or part-time internal student, solely on the basis of their previous year’s UAI or interstate equivalent, may apply to defer their commencement of the course for one year. Deferment is not available to school leavers offered a place in a course as a distance education student. Applicants who defer their admission and subsequently enrol in another tertiary institution during their year of deferment, will have their deferment cancelled.

9.2 Ready Reserve Program
Ready Reserve members of the Australian Defence Force who have qualified for entry to the University may defer their entry to the following year in order to complete their defence training.

9.3 Other Applicants
Applicants, other than school leavers and Ready Reserve members as indicated in clauses 9.1 and 9.2 above, are not permitted to defer the commencement of their course.

9.4 Deferred Offer Fee
Recent school leavers and Ready Reserve members who receive a UAC or VTAC offer and who wish to defer their enrolment for 12 months should enclose the prescribed fee with the application for deferment. The fee is refundable if the student accepts the offer of admission and enrols in the following year.

10. FAILURE AT ANOTHER TERTIARY INSTITUTION
Applicants seeking admission to the University who have failed half or more of the subjects taken at another tertiary institution or are liable for exclusion from another tertiary institution must normally wait 12 months from the date of the most recent failure before their application will be considered.

11. FORMER STUDENTS
Students who have graduated from, withdrawn from, or been excluded from a course at the University, and wish to resume studies at the University must re-apply for admission in accordance with these regulations. Such applicants must comply with the published dates for the receipt of applications for admission.

Students granted leave of absence from a course are not required to re-apply.

12. TRANSFER TO ANOTHER COURSE
12.1 Application
Students who wish to transfer from one course to another course, whether within the same Faculty or not, must make application on the appropriate form available from the Student Administration Office by the dates applying to other applicants under these regulations.

Applications received late must be accompanied by a late fee. Applications received too late for processing in time to take effect in the next session, may be held over to the following session. In such cases, a late fee shall not apply.

12.2 Deciding Applications
Applications will be decided by the Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board. Approval will only be given where the student meets the normal academic requirements for admission to the course and a place is available in the course. Where approval is granted, transfer credit will also be determined by the Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board.
12.3 Notification
Students will be notified in writing of the outcome of their application by the Student Administration Office.

12.4 Domestic Fee Paying Undergraduate Students
The regulations for domestic fee paying undergraduate students who wish to apply to transfer to a HECS funded place in the same course or to transfer into a different course are detailed in clause 15.8 below.

13. ADMISSION TO ARTICULATED COURSES
An articulated course includes:
• a bachelor degree course which incorporates an associate degree or a diploma or an associate diploma course; or
• a graduate diploma course which incorporates a graduate certificate course; or
• a master degree course which incorporates a graduate diploma and/or graduate certificate course.

13.1 Multiple Entry Point Courses
An articulated course with multiple entry points is one in which the student may be admitted to either the higher or lower level course depending on the student’s academic qualifications at the time of application for admission.

A student who completes or has graduated from the lower level course of an articulated course with multiple entry points must apply for admission to the higher level course through UAC, VTAC or the Admissions Office as appropriate (that is, progression to the higher level course is not automatic).

13.2 Single Entry Point Courses
An articulated course with a single entry point is one in which the student is admitted to the higher level course on the understanding that the student may exit with a lower level award.

14. CROSS ENROLMENT STUDENTS
14.1 Cross Enrolment Arrangements
A cross enrolment student is a student of another tertiary institution who enrolls in subjects at Charles Sturt University (CSU) under an agreement between CSU and the other institution, which are counted as part of the student’s course at that institution.

Students from universities other than those with whom CSU has a cross enrolment agreement, who wish to study a subject or subjects at CSU can apply to enrol as Associate Students (see clause 7.1 above).

14.2 Admission Conditions
Subject to a place being available, the University may admit cross enrolment students to study a particular subject or subjects for credit to an award at their home institution. Students seeking cross enrolment must meet the entry requirements for admission to the University and will be assessed in the subjects in which they enrol. Cross enrolled students will be liable for HECS and for the appropriate Student Activities Fee unless they have paid student activities fees at their own institution.

14.3 Application
Applications must be made in writing to the Admissions Office by the appropriate closing date. Students must supply a statement from the home institution stating that the subjects will be accepted for credit to an award at the home institution.

14.4 Deciding Applications
Applications will be decided by the Head of the teaching School.

14.5 Notification
Students will be notified in writing of the result of their application by the Admissions Office.

15. DOMESTIC FEE PAYING UNDERGRADUATE STUDENTS
The Federal Government allows universities to charge fees for undergraduate places for Australian citizens or permanent residents of Australia. Fee paying places can only be made available once the quota of government-funded, HECS liable places are filled. No more than 25% of Australian students in any course, that permits fee paying Australian students may be fee paying.

To ensure that the number of domestic fee paying students in a course remains below the government requirement of 25% of the total enrolment in the course, the Faculties in consultation with the Pro Vice-Chancellor (Planning and Development) will determine the intake quotas.

15.1 Which Courses Permit Fee Paying Students
Fee paying places are available in selected courses which are determined by the University Planning Committee. Full time internal courses are listed in the current NSW and Victorian Tertiary Admissions Guides, while distance education courses are listed in the current undergraduate Prospectus.

15.2 Applications for Admission
All applications for admission into a domestic fee paying course must be made in accordance with the University’s Academic Regulations, and where applicable, the procedures of the relevant Tertiary Admissions Centre (that is, UAC/VTAC).
Applicants for admission into internal courses must normally have attained an admissions rank that is not more than five ranks below the current cut-off for a HECS place.

Applicants for admission into distance education courses must apply directly to the University Admissions Office, using the University’s application for admission form.

The actual cut-off for fee paying places will be determined by the Faculty.

15.3 Offers of Admission
An offer of admission into a domestic fee paying undergraduate place will only be made after HECS offers in the course (if any) have been determined by the University.

15.4 Acceptance of an Offer of Admission
For an offer of admission into a domestic fee paying undergraduate course to remain valid it must be accepted in accordance with the instructions accompanying the offer, which includes the payment of a non-refundable Placement Fee.

Failure to accept the offer or to pay the Placement Fee in the manner prescribed will result in the offer lapsing.

15.5 Fees
Course fees are payable in advance on a semester or trimester basis, and must be paid prior to the commencement of each semester/trimester, in accordance with the advised deadlines. Course fees include the Student Facilities and Services Fee.

15.6 Refund of Fees
Students who withdraw from a domestic fee paying undergraduate course before the census date will receive a full refund of their fees less the Placement Fee (which is non-refundable).

15.7 Deferral of Offer
Applicants who are offered admission to domestic fee paying undergraduate courses are not permitted to defer the acceptance of the offer into the course.

15.8 Transfer
15.8.1 Transfer to a HECS Funded Place in the Same Course
15.8.1.1 Application
Domestic fee paying undergraduate students may apply to transfer into a HECS funded place in the same course.

Applications must be made on the appropriate form available from the Student Administration Office by the advertised closing dates.

Applications received late must be accompanied by a late fee which is not refundable

15.8.1.2 Grounds and Conditions
A domestic fee paying undergraduate student may apply to be considered on a competitive basis to transfer into a HECS funded place in the same course if:
(i) the student has completed 64 points in the course and has passed all subjects; and
(ii) a HECS place is available in the course in which the student is seeking to transfer. The number of HECS places to be available in any year of a course will be determined on an annual basis within the constraint that the total HECS load for the course shall not be exceeded in any year.

15.8.1.3 Deciding Applications
Applications will be decided by the delegated Faculty officer.

Transfer is not guaranteed and approval will only be given where it is determined by the Faculty, in consultation with the Division of Planning and Development that a HECS funded place is available and that the student’s academic merit is such as to support the application.

15.8.1.4 Notification
Students will be notified in writing of the outcome of their application by the Director of Student Administration.

15.9 Transfer to a Different Course
Domestic fee paying undergraduate students may apply for transfer to a different course that permits the admission of domestic fee paying undergraduate students subject to the availability of fee paying place being available in the course.

Domestic fee paying undergraduate students may apply to transfer into a HECS funded place in a different course subject to the conditions outlined in clause 15.8.1 above.

CREDIT REGULATIONS
1. THE NATURE AND APPROVAL OF CREDIT
1.1 The Nature of Credit
Students who receive credit in a subject are not required to complete that subject in order to qualify for the course award. Credit reduces the number of subjects required to be completed for an award.

Credit may be specific in that the individual subjects in which credit has been granted are identified by their code. Alternatively non-specific credit may be granted in which case the number of subject points of credit will be specified (e.g. 16 points of elective subjects).
1.2 Authority to Determine Credit
Credit may be determined by Faculty Boards operating within policy approved by the Academic Senate. Credit may also be determined by Student Administration Office staff (except proficiency credit) or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board.

1.3 Types of Credit
Credit may be granted in three ways:

1.3.1 Transfer Credit
Transfer credit may be granted by virtue of subjects completed in another course at the University, or another educational institution approved by the University for the purposes of this regulation.

1.3.2 Proficiency Credit
Proficiency credit may be granted where students demonstrate proficiency in a subject to the satisfaction of the Course Coordinator.

1.3.3 Forward Credit
Forward credit is granted where students are permitted by the University to study concurrently at another institution, with the expectation that credit will be granted towards the University award when the concurrent studies are completed.

2. LIMITS ON THE GRANTING OF CREDIT

2.1 Partial Credit
Credit will not be granted for part of a subject.

2.2 Time Limit
For subjects completed ten or more years ago, the student may be required to show that the content of the subject has remained relevant and/or that he/she has kept abreast of developments in the subject area through continuing professional development, professional practice, or by some other means.

2.3 Maximum Credit

2.3.1 Undergraduate Courses
2.3.1.1 Two thirds Limit
The credit granted in an undergraduate course shall not exceed two-thirds (67%) of the point value of a course if:
a) the subjects upon which the application is based were completed at an institution other than CSU; and/or
b) the subjects upon which the application is based were completed at CSU and those subjects have been counted for a CSU award; and/or
c) proficiency credit is being sought. Notwithstanding the two thirds limit, the Academic Senate may approve a higher credit limit for particular courses or for particular student cohorts in a course for credit granted on the basis of a), b) and c) above.

2.3.1.2 Unlimited
The credit granted in an undergraduate course may exceed two-thirds (67%) of the point value of a course if the subjects upon which the application is based:
a) were completed at CSU and those subjects have not been counted for a CSU award; or
b) were completed at CSU as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or
c) were CSU subjects completed at an affiliate institution under an Affiliation Agreement with CSU; or
d) are a combination of the subjects which satisfy the requirements of clause 2.3.1.1 a) to c) above and this clause 2.3.1.2 provided that the points of credit approved under clause 2.3.1.1 a) to c) does not exceed two-thirds of the total point value of the course.

2.3.2 Postgraduate Courses
2.3.2.1 One Half Limit
The credit granted in a postgraduate course (including a Master by coursework or by coursework and dissertation) shall not exceed half (50%) of the point value of the course (the point value of a Master by coursework and dissertation shall include the point value of the dissertation) if:
a) the subjects upon which the application is based were completed at an institution other than CSU; or
b) the subjects upon which the application is based were completed at CSU and those subjects have been counted for a CSU award; or

c) proficiency credit is being sought.

Notwithstanding the one half limit, the Academic Senate may approve a higher credit limit for particular courses or for particular student cohorts in a course for credit granted on the basis of a), b) and c) above.

2.3.2.2 Unlimited
The credit granted in a postgraduate course (including a Master by coursework or by coursework and dissertation) may exceed one half (50%) of the point value of the course (the point value of a Master by coursework and dissertation shall include the point value of the dissertation) if the subjects upon which the application is based:
a) were completed at CSU and those subjects have not been counted for a CSU award; or
b) were completed at CSU as part of a lower level award which articulates with the course which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not; or
c) were CSU subjects completed at an affiliate institution under an Affiliation Agreement with CSU; or
d) are a combination of the subjects which satisfy the requirements of clause 2.3.2.1 a) to c) above and this clause 2.3.2.2 provided that the points of credit approved under clause 2.3.2.1 a) to c) does not exceed one-half of the total point value of the course.

3. APPLICATIONS FOR TRANSFER CREDIT

3.1 Application Form
Applications for transfer credit shall be made on the appropriate form available from the Student Administration Office and must be lodged at the Student Administration Office.

3.2 Timing of Applications
Applications for transfer credit should be lodged at the same time as applications for admission to a course, but may be lodged at a later time.

3.3 Documents

3.3.1 General Requirements
Applications should be accompanied by:
• a certified copy of transcripts of academic qualifications, and any other supporting documents that may be appropriate, for example: an explanation of the grading system used if this is not provided on a transcript; and, when required
• a photocopy of subject outlines taken from an institution’s calendar or Handbook for the year in which the subjects were successfully completed;
• a certified translation if the transcript or other documents are not in English;
• other supporting documentation at the University’s request.

3.3.2 Subject Outlines
Subject outlines provided should include:
• a detailed list of the topics covered in the subject;
• the size and duration of the subject (e.g. 3 hours/week for 15 weeks); and
• the prescribed textbook and recommended readings.

If the subject outlines do not include this information it should be supplied separately.

3.4 Determining Applications
Applications will be determined by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Board.

3.5 Notification and Recording of the Decision
Students will receive advice in writing from the Student Administration Office of the result of their application. Subjects for which students receive credit will be recorded as credit on the student’s transcript and no grade will be shown for such subjects. (see also clause 6.2 below).

4. APPLICATIONS FOR PROFICIENCY CREDIT

4.1 Application Form
Applications for proficiency credit shall be made on the appropriate form available from the Student Administration Office, and must be lodged with the Student Administration Office.

4.2 Timing of Applications
Applications for proficiency credit may be lodged by students at any time, preferably before students are required to enrol in the subject.

4.3 Supporting Statement
Students should provide on the application form the basis upon which proficiency is claimed in the subject. Appropriate documents (e.g. a statement from an employer regarding work experience) should accompany applications.

4.4 Determining Applications
Applications will be referred to the Course Coordinator who shall determine in consultation with the Head of the teaching School whether the subject is open to an application for proficiency credit.

If a subject is open to proficiency credit, the Subject Coordinator will assess the student’s proficiency. If an examination is necessary, the Subject Coordinator will set the examination and arrange for the students to be advised where and when it is to be conducted, and whether the examination is to be written or oral, or a combination of written and oral, or a demonstration of skill.

Where the examination is to be a written examination, the Subject Coordinator shall give a general indication of the format of the examination which may include for example:
• the number of questions;
• the marks allotted to each question;
• the type of answers required (multiple choice, short answers, essays);
• the materials to be provided by the University;
• the materials to be provided by the student.
The Course Coordinator will determine applications in the light of the recommendations made by the Subject Coordinator.

4.5 Notification and Recording Decisions
Students will receive advice in writing from the Student Administration Office of the result of their application. Where the application is successful, the subject will be shown as credit on the student’s transcripts. No grade will be shown for such subjects.

5. APPLICATIONS FOR FORWARD CREDIT
5.1 Application
Students wishing to undertake studies at another institution to be credited towards a University award must apply in writing to the Student Administration Office.

5.2 Timing of Applications
Applications for forward credit must be made and approved before a student enrols in and commences study in the subject offered at the other institution.

5.3 Determining Applications
Applications will be determined by the Course Coordinator, Sub-Dean or Dean, in consultation with the Subject Coordinator and within policy and delegations approved by the Faculty Board.

5.4 Notification and Recording Decisions
Students will receive advice in writing from the Student Administration Office of the result of their application. Subjects for which students receive forward credit will be shown as credit on the student’s transcripts. No grade will be shown for such subjects.

5.5 Notification of Results
Students are responsible for presenting evidence to the University that they have passed the subject(s) at the other institution. Failure to do so by a date specified by the Student Administration Office will result in the cancellation of the forward credit.

6. CREDIT BETWEEN CHARLES STURT UNIVERSITY COURSES
6.1 Transfer Credit Applies
Students who are:
- permitted to transfer from one CSU course to another CSU course; or
- admitted to a CSU course having completed a CSU course which articulates with the course to which they have been admitted; or
- admitted to a CSU course having graduated from, or withdrawn from, or been excluded from a different CSU course
may apply for transfer credit in the CSU course on the basis of subjects completed in the earlier CSU course.

6.2 Graded and Ungraded Credit
A subject completed in the earlier course shall be recorded on the transcript of the new course as graded credit if:
- the subject is part of the earlier course and the new course; and
- the subject code and title have not changed.

Where these two conditions are not met, the subject shall be recorded on the transcript of the new course as ungraded credit.

6.3 Concurrent Enrolment
Where a student is concurrently enrolled in two or more courses and completes a subject in one course which he or she wants to count in the other course(s) as well, then that subject shall be recorded on the transcript of the other course(s) as ungraded credit.

If the student does not subsequently graduate from the first course, he or she may apply to the Director, Student Administration to have the ungraded credit in the other course(s) converted to graded credit. Such applications shall normally be approved.

7. CREDIT FOR OPEN LEARNING AUSTRALIA SUBJECTS
Subject to paragraphs 2 and 3 below, students who complete OLA subjects may apply to have those subjects credited to their CSU course and clause 2.3 above - Maximum Credit shall apply in such cases.

Where a student completes OLA subjects taught by CSU or designated as CSU subjects, the faculty may grant credit in such subjects over and above the limits specified in clause 2.3 above (in effect such subjects will be regarded as CSU subjects).

Credit for OLA subjects will not normally be granted for level 3 CSU subjects except where the OLA subjects are taught by CSU or designated as CSU subjects.

8. SECONDARY SCHOOL STUDIES
8.1 NSW Board of Studies Distinction Courses
The following Distinction courses offered by the NSW Board of Studies, are deemed to be equivalent to two standard, 8 point, level 1 subjects for the purposes of granting credit:
- Distinction Course in Philosophy
- Distinction Course in Comparative Literature
- Distinction Course in Cosmology.

The consideration of credit for these subjects in relation to specific courses is determined on a case by case basis within the Faculties concerned.
8.2 ACT Board of Secondary Studies Extension Units
ACT extension units completed by HSC students in the ACT will be regarded as university subjects for the purpose of granting credit.

9. SUBJECT SUBSTITUTION
9.1 Subject Substitution
Subject substitution occurs where students are permitted to substitute a subject for a compulsory subject in which the students can demonstrate competence. Unlike credit, subject substitution does not reduce the number of subjects required to complete the course.

9.2 Application
Applications for subject substitution must be made in writing to the Student Administration Office.

9.3 Timing of Application
Applications for subject substitution must be made and approved before the students enrol in the subject to be taken in lieu of the compulsory subject.

9.4 Determining Applications
Applications will be determined by the Course Coordinator, Sub-Dean or Dean in consultation with the Subject Coordinator and within policy and delegations approved by the Faculty Board.

9.5 Notification
Students will be notified in writing by the Student Administration Office of the result of their application.

10. REVIEW OF CREDIT AND SUBJECT SUBSTITUTION
10.1 Right of Review
Students aggrieved by a credit or subject substitution determination may apply for a review of the determination.

10.2 Applications
Applications for review of a credit or subject substitution determination must be made in writing to the Student Administration Office. Reasons for the application and the grounds on which it is based must be given.

10.3 Timing of Applications
Applications for review of a credit or subject substitution determination must be received within 30 days of the date of notification of the determination.

10.4 Deciding Applications
Applications will be decided by the Faculty Board or under delegation by a sub-committee of the Board.

10.5 Notification
Students will be notified in writing of the result of their application by the Student Administration Office.

ENROLMENT REGULATIONS

1. ELIGIBILITY FOR ENROLMENT
Students may not enrol in a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for enrolment have been met, as prescribed in the University regulations.

2. RESPONSIBILITY FOR CORRECT ENROLMENT
Students are responsible for ensuring that they are correctly enrolled each session.

2.1 Correct Information
Students must ensure that information required on the enrolment form is complete and correct.

2.2 Correct Subjects
Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.

2.3 Prerequisites
Students can only enrol in subjects if prerequisites have been met except under clause 7.2 below.

2.4 Due Dates
All other enrolment conditions, including the payment of fees, must be met by the date specified.

3. ENROLMENT FORMS
To effect enrolment, students must complete all relevant sections of their enrolment form and sign the declaration on the form. The Higher Education Contribution Scheme payment option form must be completed and returned with the enrolment form.

4. PAYMENT OF FEES
4.1 Enrolment and the Payment of Fees
The payment of fees associated with enrolment as a student in the University is an essential component of the enrolment process. Enrolment is not complete until all fees associated with enrolment have been paid.

4.2 Fees Payable at Enrolment
The fees payable at enrolment include:
• the Student Facilities and Services Fee;
• any fees or other charges outstanding from previous sessions or trimesters;
• course or tuition fees if applicable;
• the late fee if enrolling late.
4.3 **Amounts Payable**

The amount payable for a particular fee in a particular year is published in the Schedule of Fees and Charges in the University Handbook for that year.

4.4 **Due Dates for Payment**

Fees associated with enrolment shall be paid by the due date for payment. The due dates for payment are published in:

- the Principal Dates in the University Handbook;
- the Student Information Booklet issued to students at enrolment;
- the Residential Handbook;
- on individual notices or invoices issued to students; and
- on HECS notices.

4.5 **Late Fees**

Students who do not enrol by the advertised last date for enrolment must, if permitted to enrol late, pay a late enrolment fee.

4.6 **Extension of Time for Payment**

An extension of time for the payment of fees associated with enrolment shall not normally be granted. Where an extension of time is granted a deferred payment fee may also be payable.

4.7 **Waiver of Fees**

Fees associated with enrolment shall not normally be waived. Exceptions to this include:

- waiver of the Student Facilities and Services Fee for students who are life members of one of the University’s Student Associations;
- all fees associated with enrolment for Fulbright Scholars from the United States of America.

Inquiries regarding the waiver of fees associated with enrolment should be made to the Director of Finance on the Wagga Campus.

4.8 **Liability for Additional Costs**

Costs incurred by the University in seeking to collect fees associated with enrolment shall be charged to the student and shall become, for that student, an additional cost associated with his or her enrolment.

4.9 **Refund of Fees**

4.9.1 **HECS Liable Students**

4.9.1.1 **HECS Liability**

HECS liable students who withdraw from a subject by 5.00 pm on the HECS census date for the session will not incur a HECS liability for that subject. If a student in this situation has paid his or her HECS for that subject before withdrawal, the student shall receive a refund of the HECS paid.

HECS liable students who withdraw from a subject after the HECS census date for the session shall incur a HECS liability for that subject. The HECS liability for such a subject will only be remitted in special circumstances. Inquiries regarding the remission of an upfront HECS liability should be made to any Student Administration Office, or in the case of a deferred HECS liability, to the Department of Education, Training and Youth Affairs (DETYA).

4.9.1.2 **Student Facilities and Services Fee**

New students, ie those enrolling in their first session or trimester of study, who withdraw from all their subjects by 5.00 pm on the HECS census date for that session shall receive a refund of their Student Facilities and Services Fee less a cancellation fee. No refund is payable after the HECS census date.

Continuing students who withdraw from all their subjects by 5.00 pm on the HECS census date for that session or trimester shall receive a refund of their Student Facilities and Services Fee. No refund is payable after the HECS census date.

4.9.2 **Fee Paying Students**

New students, ie those enrolling in their first session or trimester of study, who withdraw from all subjects by 5.00 pm on the census date for that session or trimester shall receive a refund of the fees for those subjects less a placement fee.

New students who withdraw from part of their subject enrolment by 5.00 pm of the census date for that session or trimester shall receive a refund for those subjects less an administrative charge per subject if the student is enrolled by the distance education mode and study materials have been despatched to the student. No refund is payable after the census date.

Continuing students who withdraw from one or more subjects by 5.00 pm on the census date for that session or trimester shall receive a refund of the fees for those subjects less an administrative charge per subject if the student is enrolled in the distance education mode and study materials have been despatched to the student. No refund is payable after the census date.

Students repeating a subject must pay the full fee regardless of subject requirements previously completed.

Students not wishing to sit for final examinations and obtain a formal award must pay the full fee.

4.9.3 **International and Open Learning Students**

Students admitted to the University through either the International Office or the Open Learning Institute shall be subject to the refund policy provided with their Offer of Admission, where it differs from the above.
4.9.4 Late Fees
Late fees are not refundable.

5. HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)
Students enrolling in courses to which HECS applies must:
• lodge a HECS Option Form if enrolling in the course for the first time; and
• pay their prescribed higher education contribution if the pay now option was selected by dates specified by the Director, Student Administration.

Failure to submit a HECS Option Form or to pay the Higher Education Contribution by the specified date will result in the cancellation of a student’s enrolment for the session and in the case of students enrolling in the University for the first time, withdrawal from the course.

6. SELECTION OF SUBJECTS
Notwithstanding the responsibility of students to select their subject enrolment each session (see clause 2 above), the following restrictions may apply:

6.1 Approval of Subject Selection
A Course Coordinator may insist that students in a particular course have their subject selection approved by the Course Coordinator or other nominated University officer. Students affected by this regulation will have included in their enrolment instructions a direction to have their enrolment form signed by the Course Coordinator or University officer before lodging it with the Student Administration Office.

6.2 Maximum Subject Load
Students may not enrol in more than the normal subject load each session, except with the permission of the Course Coordinator. The normal subject loads are:
• Autumn and Spring Sessions
  32 point for a full-time load and 16 points for a part-time load;
• Summer Session
  16 points for a full-time load and 8 points for a part-time load.

6.3 Restrictions on Subject Enrolment
The Course Coordinator may place restrictions on the number of subjects students may take in a given session, and/or may specify the particular subjects students may take. When such action is to be taken the student is enrolled on probation.

6.4 Subjects Additional to Award Requirements
Students may not enrol as HECS (i.e. Commonwealth funded) students in subjects additional to those required for an award. Students may however, with the approval of the Course Coordinator apply to enrol in additional subjects as an Associate (fee paying) Student (see Admission Regulation 6).

6.5 Subject Quotas
Students may be prevented from enrolling in particular subjects due to subject enrolment quotas.

6.6 Fee Paying Overseas Students
Full fee paying overseas students are required under their visa regulations to enrol in a normal full-time subject load each session as specified in clause 6.2 above. This requirement may only be relaxed where:

6.6.1 the student is in the final session of the course with less than the full-time session load necessary to complete the course; or

6.6.2 the student has failed a prerequisite subject and is prevented by the course structure from enrolling in a full-time load.

7. PREREQUISITES
7.1 Equivalent Subjects
Where students have not met the prerequisite for a subject as specified in the University Handbooks, the Head of the teaching School on the recommendation of the Subject Coordinator may approve the students’ enrolment in the subject on the basis of the completion of another subject or other subjects deemed to be equivalent to the prerequisite.

7.2 Waiver of Prerequisites
Where students have not met the prerequisites for a subject as specified in the University Handbooks, the Head of the teaching School in consultation with the Subject Coordinator may waive the prerequisite if the students can demonstrate other experience which suggests the students would be able to successfully complete the subject. Students may be required to present written evidence of a prerequisite waiver to the Student Administration Office.

7.3 Grades and Prerequisites
The following grades will not satisfy prerequisite requirements: AW, FL, FW, GP, IP, NA, PT, SX, TA, US and WD.

7.4 Failure to Meet Prerequisites
Enrolment in a subject is null and void if students have not met the prerequisite, other than as permitted under clauses 7.1 or 7.2 above. Students who enrol in a subject in anticipation of passing its prerequisite must withdraw from the subject if the prerequisite is not subsequently passed.
7.5 Credit
The granting of credit in a subject is equivalent to a pass in the subject for prerequisite purposes.

7.6 Changes to Prerequisites
Students shall not be disadvantaged by any change of prerequisites provided that the students remain continually enrolled in the course. Should students withdraw from a course and be subsequently re-admitted, the new prerequisites will apply upon re-admission, subject to any variations approved under clauses 7.1 or 7.2 above.

8. STUDENT IDENTIFICATION
8.1 Student Numbers
Upon initial enrolment at the University, students will be issued with a student number which must be quoted in all correspondence with the University. This number will be retained by a student and used whenever he or she commences a new course with the University.

8.2 Identification Cards
8.2.1 Issue of Cards
Students enrolling for the first time with the University shall be issued with an identification card. Students re-enrolling with the University will have their identification card validated as current for the period of their re-enrolment.

8.2.2 Use of Cards
An identification card is a student’s authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations and borrow specified materials from the University.

8.2.3 Obligations Regarding Use
Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.

8.2.4 Replacement of Cards
Identification cards shall be replaced subject to the payment of the prescribed fee.

9. PERSONAL DATA
9.1 Responsibility for Personal Data
Students must notify the Student Administration Office of any change of name, address or other data recorded on their enrolment form. Students will be asked to check all personal data at each enrolment session, but they must advise the Student Administration Office of changes as they occur by completing a change of name/address form available for this purpose or by writing to the Student Administration Office. Documentation is required when notifying a change of name.

9.2 Appeals Against Decisions
Failure to advise of changes to personal data will not be accepted as grounds for appeal against University decisions.

10. CONFIRMATION OF ENROLMENT AND HECS LIABILITY
Students are required to confirm their enrolment and HECS liability by the HECS census date specified in the Principal Dates by checking the information on a form issued by the Student Administration Office which shows each student’s enrolment status.

10.1 Corrections to Enrolment
Corrections to enrolment resulting from the enrolment confirmation must be lodged with the Student Administration Office by the HECS census date.

10.2 Late Corrections
Corrections to subject enrolment after the HECS census date will only be processed if the appropriate late fee is paid. In appropriate cases, such corrections will also be conditional upon the student paying an increased HECS charge or accepting an increased HECS liability.

11. RE-ENROLMENT
All continuing students are required to re-enrol each year by a date specified in the Principal Dates. Students who fail to re-enrol by that date will incur a late fee.

12. ADDING SUBJECTS TO AN ENROLMENT
12.1 Application
12.1.1 Internal Students
Application to add a subject should be made on a Variation to Enrolment form available from the Student Administration Office.

12.1.2 Distance Education Students
Application to add a subject should be made in writing to the Student Administration Office. If time does not permit a written application, requests by distance education students should be made to the Student Administration Office by facsimile or by telephone. Where the request is by telephone written confirmation should follow within 14 days of the date of the telephone call.

12.1.2 Distance Education Students
Application to add a subject should be made in writing to the Student Administration Office. If time does not permit a written application, requests by distance education students should be made to the Student Administration Office by facsimile or by telephone. Where the request is by telephone written confirmation should follow within 14 days of the date of the telephone call.

12.2 Deadlines
12.2.1 Internal Students
Subject to clause 6 above and a place being available in a subject, internal students may add
internal or distance education subjects to their enrolment up until 5.00 pm on the Friday of the first week of session.

12.2.2 Distance Education Students
Subject to clause 6 above and a place being available in a subject, distance education students may add subjects to their enrolment up until 5.00 pm on the Friday before the start of session.

12.3 Deciding Applications

12.3.1 Applications Received by the Deadline
The Student Administration Office shall approve an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject. The Student Administration Office shall decline all other applications.

12.3.2 Applications Received After the Deadline
The Student Administration Office shall decline an application received after the deadline if a place is not available in the subject or if the student is ineligible to enrol in the subject. The Student Administration Office shall refer all other applications to the Head of the Teaching School for decision.

12.4 Notification
Students will receive written advice regarding their application from the Student Administration Office.

13. WITHDRAWAL FROM SUBJECTS

13.1 Application
Students must advise the Student Administration Office in writing of their intention to withdraw from a subject. To avoid a fail grade in a subject, notification of withdrawal should be received in the Student Administration Office before the HECS census date for the session. Where withdrawal is notified after the HECS census date, and the student wishes to be considered for approved withdrawal (AW), clause 13.3.3 below applies.

13.2 Withdrawal by the HECS Census Date

13.2.1 Session - Length Subjects
If a student notifies withdrawal from a subject to the Student Administration Office by 5.00 pm on the HECS census date for the session, enrolment in the subject will not be recorded on the student’s transcript.

13.2.2 Withdrawal from all Subjects
If students withdraw from all subjects by 5.00 pm on the HECS census date for the session, they will be considered not to have enrolled and will be withdrawn from the course unless they apply for and are granted leave of absence.

13.2.3 Annual Subjects
If withdrawal is notified to the Student Administration Office by 5.00 pm on the HECS census date of the first session, enrolment in the subject will not be recorded on the student’s transcript. Withdrawal from any annual subject in the weeks preceding the HECS census date of the second session will count as a failure unless the student applies for and is granted approved withdrawal (AW).

13.3 Withdrawal After the HECS Census Date
Unless the Subject Coordinator recommends and records the grade approved withdrawal (AW), grade pending (GP) or a supplementary examination (SX), students who withdraw after the HECS census date in a session will be failed in the subject. In such cases the grade fail (FL) will be recorded unless the student was not assessed on any of the compulsory assessment tasks in the subject in which case the grade FW (withdrew failed) will be recorded.

13.3.1 Grounds for Approved Withdrawal After the HECS Census Date
Approved withdrawal (AW) after the HECS date will only be granted where:
• misadventure or extenuating circumstances apply (see Special Consideration Regulation 3); and
• the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred. Failure to submit optional assessment tasks at the time of the application to withdraw is not evidence that the student was performing unsatisfactorily.

The granting of Approved Withdrawal (AW) after the HECS census date does not mean that the student is entitled to the automatic remission of their HECS debt or liability for that subject (see clause 13.3.2 below).

13.3.2 Cancellation of HECS Liability
Where students are granted approved withdrawal (AW) in a subject they may apply in writing within 28 days of the notification of AW to the Student Administration Office for a refund of their HECS payment for that subject. Where students have elected the pay later option, they may apply for a cancellation of their HECS liability for that subject to the Department of Education, Training and Youth Affairs (DETYA).

Such applications are approved only in exceptional circumstances and must be fully documented.
13.3.3 Extension of Time to Complete a Subject (GP or SX)
Where circumstances warrant, the Subject Coordinator may recommend an extension of time to complete the subject (GP) or, where the student is prevented from sitting the final examination, the Subject Coordinator may recommend a supplementary examination (SX).

Where misadventure or extenuating circumstances are such as to prevent students from completing the subject within reasonable time (usually the end of the second week of the following Autumn or Spring session) the Subject Coordinator may recommend approved withdrawal (AW).

Where the Subject Coordinator does not recommend AW, GP or SX and the student had at least one assessment task assessed, the grade FL will be awarded. If the student was not assessed on any compulsory assessment tasks the grade FW will be awarded.

13.4 Notification
All approved withdrawals, including those made before the HECS census date, will be notified in writing by the Student Administration Office. A student whose application for approved withdrawal is declined will be offered the option of continuing with the subject or of discontinuing the subject and being graded FW.

14. LEAVE OF ABSENCE
14.1 Maximum Leave Permitted
14.1.1 Australian Students
Students may be granted leave of absence from their course. Except with the approval of the Dean, the amount of leave granted during candidature in any course may not exceed two sessions in any four consecutive calendar years.

14.1.2 Fee Paying Overseas Students
Fee paying overseas students in Australia on a student visa are normally not permitted to take leave of absence. Such students who wish to apply for leave must obtain a written statement from the International Office recommending approval of their leave application, before they submit it to the Student Administration Office as provided in clause 14.2 below. Only in exceptional circumstances will the International Office support an application for leave.

14.2 Applications for Leave
Students must apply to the Student Administration Office in writing to take leave of absence, specifying the session(s) in which they wish to take leave (e.g. Autumn 1991) and giving reasons for the application. Applications will be treated confidentially.

Applications for leave exceeding two sessions in any four consecutive calendar years must be documented as specified in Special Consideration Regulation 5.

The deadline for applications is 5.00 pm on the HECS census date of the session in which leave is required.

14.3 Applications after the HECS Census Date
Where students apply for leave of absence in a session after the HECS census date, the applications will be treated as applications for approved withdrawal (AW) for that session under clause 13 above.

14.4 Deciding Applications
Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

14.5 Notification of Leave
The decision with respect to an application for leave will be notified in writing by the Student Administration Office.

15. RE-ENROLMENT AFTER LEAVE OF ABSENCE
Students granted leave of absence shall re-enrol as continuing students when they resume their course. Such students will be sent enrolment instructions by mail at the appropriate time.

Students returning from leave should not apply for admission as commencing students.

16. FAILURE TO RE-ENROL
16.1 Expectation of Enrolment
Students eligible to enrol in a particular session or trimester are expected to enrol in that session or trimester unless they have been granted leave of absence.

16.2 Withdrawal from a Course
Students eligible to enrol who fail to enrol and have not been granted leave of absence shall be invited to show cause why they should not be withdrawn from their course.

16.3 Show Cause
16.3.1 Invitation
The Director of Student Administration shall write to the student at the student’s last known address and give the student 30 days in which to show cause.

16.3.2 Response
A student who wishes to show cause shall do so in writing by the due date and shall provide reasons for his or her failure to re-enrol.
16.3.3 Late Show Cause
A late show cause may be accepted by the Director of Student Administration.

16.3.4 Decisions
A student who shows cause and is not on probation and has not used up his or her entitlement to leave of absence shall have his or her show cause upheld by the Director, Student Administration and be placed on leave of absence for the session or trimester in question.

A student who shows cause and who is on probation or has used up his or her entitlement to leave of absence shall have his or her show cause decided by the Dean of Faculty on the recommendation of the Course Coordinator.

16.3.5 Notification
Students shall be notified in writing of the result of their show cause by the Director of Student Administration who shall advise the student of his or her right of appeal if the show cause is denied.

16.4 Conditions of Withdrawal
Students withdrawn from a course cease to be a student of the University and must apply for admission to a course in accordance with the Admission Regulations should they later wish to resume studies.

16.5 Appeal Against Withdrawal
16.5.1 Academic Appeals Committee
A student withdrawn from a course by the Dean of Faculty for failing to enrol in a course may appeal the decision to the Academic Appeals Committee.

16.5.2 Lodging an Appeal
Appeals shall be in writing giving reasons for the appeal and must be lodged with the University Secretary within 21 days of the date of notification of the withdrawal.

16.5.3 Deciding Appeals
Appeals shall be decided by the Academic Appeals Committee in the same manner as the Committee decides an appeal against exclusion which includes the right of the appellant to seek an interview with the Committee. The decision of the Committee shall be final.

16.5.4 Notification
Students shall be notified in writing of the result of their appeal by the University Secretary.

17. LAST DATE FOR ENROLMENT
17.1 Continuing Internal Students
Subject to payment of a late fee, continuing internal students will be permitted to re-enrol late up to 5.00 pm on the Friday of the first week of session. In exceptional circumstances, a student may be permitted by the Course Coordinator to re-enrol late in the second week of session.

17.2 Continuing Distance Education Students
Subject to payment of a late fee, continuing distance education students will be permitted to enrol late until the advertised dates published in the Principal Dates. Late re-enrolments will not be accepted after those dates.

18. ENROLMENT IN MORE THAN ONE COURSE
Students may enrol concurrently in two or more CSU courses, or in a CSU course concurrently with courses at another institution.

Students who enrol concurrently must meet the normal requirements of their courses including minimum progression rates. They must also satisfy clause 6.2 above Maximum Subject Load and may only enrol in more than a normal session load with the approval of all course coordinators of the respective CSU courses.

The University will not make special arrangements or grant concessions to students to accommodate their concurrent enrolment.

19. MIXED MODE ENROLMENT
Internal students may apply to enrol in one or more distance education subjects in a session. Applications should be made to the Student Administration Office. Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Boards and will be conditional upon a place being available in the subject quota.

Fee paying overseas students are not permitted to study off campus in the distance education mode while they are resident in Australia. They may however enrol in subjects in the distance education mode while in attendance at a campus of the University or upon their return overseas.

20. ENROLMENT IN OPEN LEARNING AUSTRALIA SUBJECTS
Students enrolled in CSU courses may enrol concurrently in OLA subjects without the need to obtain faculty approval.

CSU will not make special arrangements or grant concessions to students to accommodate their enrolment in OLA subjects.
21. **TRANSFER BETWEEN INTERNAL AND DISTANCE EDUCATION MODES**

Provided places are available in subject quotas, students may apply to transfer from enrolment in the internal mode to enrolment in the distance education mode and vice versa. Applications for permission to effect such a transfer must be made in writing to the Student Administration Office. Applications will be decided by Student Administration Office staff, or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

Fee paying overseas students are not permitted to study off campus in the distance education mode while they are resident in Australia. They may however enrol in subjects in the distance education mode while in attendance at a campus of the University or upon their return overseas.

22. **TUTORIAL STUDY MODE**

The Head of the teaching School in consultation with the Subject Coordinator and the Course Coordinators may transfer internal students in particular subjects to the tutorial or distance education study modes in accordance with policies set by the Faculty Boards.

23. **ENROLMENT AFTER EXCLUSION**

Enrolment after exclusion is not automatic. Excluded students may apply for re-admission, after a period of exclusion, to any course offered by the University under the Admission Regulations in competition with other applicants.

24. **REFUSAL OF ENROLMENT**

24.1 **Indebtedness to the University**

Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused enrolment or have their enrolment cancelled by the Student Administration Office.

24.2 **Absence Overseas**

24.2.1 **Australian Students**

Students who are Australian or New Zealand citizens or persons granted permanent Australian residency who wish to continue studies with the University while resident outside Australia, will be refused permission to do so unless they can satisfy the University that:

- an adequate mail service between the University and the student can be maintained;
- all administrative and academic requirements can be met within the time frame prescribed by the University (including completion of practical components and attendance at compulsory residential schools unless exemption from attendance is granted);
- a satisfactory examination venue and supervision is available (at no cost to the University); and
- satisfactory access to appropriate texts/reference material/specialised facilities is available.

Approval is conditional also upon the availability of the appropriate subjects in the distance education mode and students may be required to meet additional costs incurred by the University on their behalf.

Applications to study outside Australia should be lodged in writing with the Student Administration Office as early as possible. Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

24.2.2 **Fee Paying Overseas Students**

**Final Session of Enrolment**

Fee paying overseas students in their final session of enrolment with less than full-time session load to complete may apply to the Student Administration Office to complete their course in their home country by distance education. Such students must satisfy the University that they can meet the conditions specified in clause 24.2.1 above.

**Summer Session**

Fee paying overseas students who enrol in Summer session subjects must complete all the on campus requirements of the subjects and must sit for the final examination (if any) in such subjects in Australia.

25. **COURSE REGULATIONS**

25.1 **Course Regulations**

Course Regulations are the conditions within which students must select their subjects, undertake practical work and fulfil any other requirements of the course. Course regulations are specified annually in the University Handbooks.

25.2 **Changes to Course Regulations**

The Faculty Board or the Academic Senate may approve changes to course regulations at any time and such changes shall apply as decided by the Faculty Board or the Academic Senate. Students will not be disadvantaged academically as a result of such changes.

26. **CLASSES**

26.1 **Tutorial Attendance**

No tutorial is to be held in any subject before the first lecture of that subject in the session.
26.2 **Class-free Period**  
Wednesdays from 3.00-5.00 pm will be free from classes on all campuses to facilitate student and staff meetings and similar University activities.

**ASSESSMENT REGULATIONS**

1. **ASSESSMENT**  
Assessment is the process of ascribing value to the outcome of any work that a student undertakes whilst engaged in a course of studies.

A single assessment task may be formative and/or summative.

It is formative when it includes the intent to enhance student learning, and optimise learning outcomes. Examples may include: self evaluation exercises, multiple choice and true/false quizzes, participation in tutorials, forums and discussions. Feedback plays a significant role here, allowing students to improve their knowledge and skills. The intent rather than the task is the determinant of the formative aspect of assessment.

It is summative when it affects a final grade in a subject. Examples include: examinations, essays, reports, presentations, assignments and practical performance. Summative assessment may include formative components and assessment of affective as well as cognitive outcomes. Summative assessment is often beneficially an extension of formative assessment.

Summative assessment shall not measure skill and/or understandings that are not prerequisites for admission to the University, or not covered in the subject or its prerequisites.

1.2 **How Students Will be Assessed**  
Students will be assessed in subjects on the basis of a combination of norm and criterion referencing with marks and grades being awarded by referencing to a combination of predetermined standards and the performance of other students in the subject with the expectation that:

(a) the number of students who pass the subjects will normally decrease from PS through to HD;
(b) the number of students who fail the subject (FL, FW) will normally be fewer than those who pass the subject (PS to HD); and
(c) the subject shall have enrolments of 30 or more students.

The pass/fail barrier in a subject shall be established by criterion referencing alone so that:

(i) there shall be no set failure rate,
(ii) the pass/fail criteria and standards remain constant in the subject (during the period between major reviews of the subject), and
(iii) the pass/fail barrier requirements for each assessment task are communicated to students at the beginning of the session.

1.3 **Assessment Requirements**  
The assessment requirements must take into account that the total amount of preparation, attendance and assessment work expected of a student averaged across a session should not be more than one quarter of a full workload per eight point subject per week.

2. **RESPONSIBILITY FOR ASSESSMENT**  
The Faculty Board is responsible for deciding the manner in which a subject will be assessed, including whether or not a final examination will be conducted in the subject. The Faculty Assessment Committee of the Faculty Board is responsible for awarding a grade to students enrolled in a subject.

2.1 **Confidentiality**  
The University regards assessment as a confidential matter. No person involved in the process shall divulge to any unauthorised person any information about grades in any subject.

3. **SUBJECT OUTLINES**  
Policy and guidelines on Subject Outlines are now in Section L6.3 of the Academic Manual.

4. **VARIATION OF SUBJECT OUTLINES**  
This section has been replaced by 1.4, 1.4.1, 1.4.2 and 1.4.3 in Section L6.3.

5. **ACADEMIC MISCONDUCT**  
This section has been rescinded and is replaced by the Student Academic Misconduct Rule - see section G12.

6. **GRADES**  
The following grades are to be awarded for subjects offered by the University and in which students remain enrolled past the HECS census date. Students who withdraw prior to the HECS census date will not be recorded as having been enrolled in the subject (refer to clause 13 of the Enrolment Regulations).

6.1 **Grading Scale**  
**HD** High Distinction: an outstanding level of achievement in relation to the assessment process (85%-100%);  
**DI** Distinction: a high level of achievement in relation to the assessment process (75-84%);
CR  Credit:  
a better than satisfactory level of achievement in relation to the assessment process (65-
74%);  

PS  Pass:  
a satisfactory level of achievement in relation to the assessment process (50-64%);  

PT  Terminating Pass  
(See Regulation 8). This grade was not awarded after Spring Session 1994;  

FL  Fail:  
an unsatisfactory level of achievement in relation to the assessment process providing at least one compulsory assessment task has been assessed (0-49%). (See also clause 13 of the Enrolment Regulations)  

**Percentage Ranges**  
The percentage ranges for the above grades relate to the final scaled aggregate mark for the subject. The scaled aggregate mark for a student may be different from the sum or aggregation of the raw marks awarded for individual assessable items in the subject.  

6.2  **Satisfactory/Unsatisfactory**  
The satisfactory (SY) and unsatisfactory (US) grading scale applies to:  
• subjects identified by the Faculty Boards as practical work subjects;  
• coursework identified by the Faculty Boards as industrial experience components;  
• Master and Doctoral theses; and  
• other subjects approved by the Academic Senate on the recommendation of the Faculty Boards.  

6.3  **Bachelor Honours Dissertation Grades**  
From 2001, a passing grade for a bachelor honours project or dissertation shall indicate the class of honours awarded for the dissertation. This will not necessarily be the same as the class of honours awarded for the course overall.  

Passing grades for project/dissertations are awarded as follows:  

H1  Class 1  
H2a  Class 2, Division 1  
H2b  Class 2, Division 2  
H3  Class 3  

6.4  **Other Symbols**  
AA  Additional Assessment:  
The subject has been marginally failed but the student has been invited to complete item/s of additional assessment which, if completed at the prescribed standard, will result in the student passing the subject (see clause 8).  

AE  Additional Examination:  
The subject has been marginally failed but the student has been invited to sit a further formal examination which, if completed at the prescribed standard, will result in the student passing the subject (see clause 8).  

AW  Approved withdrawal:  
Approval was granted for the student to withdraw from the subject without incurring a failure in the subject. This grade shall normally be granted at any stage during the teaching session where misadventure or extenuating circumstances are such as to prevent a student from completing the subject within reasonable time and where the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred.  
The purpose of this grade is to indicate withdrawal from a subject which the student is unable to complete for acceptable reasons. At graduation, subjects graded AW are deleted from a graduate’s transcript (introduced in 1996).  

FW  Fail Withdrawn:  
Until December 2000 Fail Withdrawn means the student withdrew from the subject and did not apply for or was not eligible for approved withdrawal; or the student did not submit for assessment all the compulsory assessable items and/or did not sit for the final examination in the subject; or the student was granted a supplementary examination but did not sit for the supplementary examination and either did not seek special consideration for not having sat it or applied for special consideration but was not granted special consideration.  

From January 2001 Fail withdrawn means the student was enrolled in the subject but was not assessed on any of the compulsory assessment tasks (see also clause 13 of the Enrolment Regulations).  

GP  Grade Pending:  
A substantive grade must be awarded when work outstanding is submitted. Assessment must normally be finalised by the end of the second teaching week of the following session (see clause 7.5.1 below).
IP In Progress:
Not yet due for final grade; subject taken over two or more sessions. The grade IP will be entered against the subject for each session except the final session when a substantive grade will be awarded.

TA To be Assessed:
Result is not yet available. A substantive grade will be awarded when assessment is completed.

NA Not Assessed:
The student was not assessed in this subject.

SX Supplementary Examination:
A substantive grade will be awarded when the supplementary examination has been held.

WD Withheld/Fees Due:
The result is withheld for administrative reasons. A substantive grade will be released when the matter is resolved.

7. INCOMPLETE OR DELAYED ASSESSMENT
7.1 Misadventure and Extenuating Circumstances
Students are advised to inform the subject coordinator of any circumstances which could adversely affect their performance in the subject.

Students who experience misadventure or extenuating circumstances (see Special Consideration Regulation 3) which will prevent them from completing the subject by the end of the session or from sitting for the final examination, may apply for a grade pending or a supplementary examination respectively.

Applications should be lodged in writing as required by Special Consideration Regulations 4.5, 4.6.1 or 4.6.2.

7.2 Supplementary Examinations
SX will be recorded on students’ transcripts for subjects where they are granted permission by the Head of the teaching School on the recommendation of the Subject Coordinator to sit for a supplementary examination.

7.3 Grade Pending
GP will be recorded on students’ transcripts for a subject where the Head of the teaching School on the recommendation of the Subject Coordinator approves an extension of time for the students to submit assessable work in a subject; or where, through mail delays or similar reasons beyond the students’ control, assessable work is not received by the due date.

7.4 Time Limit for Conversion of SX and GP to Substantive Grades
In the case of a GP or SX, a substantive grade must be awarded when assessment is finalised. Unless an extension of time is granted under clause 7.5 below, a substantive grade must be awarded no later than the end of the second week of the following session excluding the Summer session. In the case of a GP, the Subject Coordinator may recommend an earlier date for the submission of the work.

7.5 Extension of Time Limit
7.5.1 Grade Pending
The Head of the teaching School on the recommendation of the Subject Coordinator may approve an extension of time beyond the end of the second week of session to convert a GP. Such an extension may not be beyond the last day of the following Session (excluding Summer sessions) unless the GP involves attendance at a residential school or the completion of a practicum.

Where, to satisfy a GP, a student has to attend a residential school in a subject the next time the subject is offered, the GP will stand until the subject is next offered in the distance education mode and the residential school can be attended.

7.5.2 Supplementary Examinations
(See Examination Regulation 10.3)

7.6 Notification
7.6.1 Grade Pending and Supplementary Examination
The Student Administration Office will advise students whether or not a grade pending or supplementary examination has been approved as soon as a decision has been made.

Where a grade pending is approved, the Subject Coordinator will advise the students in writing of the work to be completed and the date by which it must be submitted for assessment.

7.6.2 Extension of Time Limit
Where an extension has been granted under clause 7.5 above students will be advised in writing by the Student Administration Office.

8. ADDITIONAL ASSESSMENT
8.1 Additional Assessment Defined
8.1.1 The Offer of Additional Assessment
Subject to the determination of a Faculty to permit additional assessment in a subject offered in the schools of the Faculty, a student who marginally fails a subject may be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the subject.
Where a Faculty has determined to offer such additional assessment in a subject then such assessment will be available to all students enrolled in the subject offered by the schools within the Faculty regardless of the course in which the student is enrolled.

8.1.2 Marginal Fail
The term “marginal fail” as used in 8.1.1 above shall mean:
(a) an aggregate mark in a subject which is marginally below the mark required for a pass in the subject;
(b) where “marginally below the mark required for a pass” is defined as a range of marks; and
(c) that range of marks is calculated as five percent of the total possible marks attainable in the subject.

8.1.3 Authority to Offer Additional Assessment
Schools, through the person to whom authority has been delegated (normally the subject coordinator), shall have discretion to determine the nature of the additional assessment offered to the student which need not be the same type of assessment item as the item failed.

8.1.4 Available Only to Obtain a Passing Grade
A student may not be offered additional assessment in a subject where the student is marginally below the aggregate mark required for a credit or a distinction or a high distinction in the subject.

8.2 The Offer of Additional Assessment
8.2.1 Notification of Offer
A student to be offered additional assessment in a subject will be notified of the offer by means of the grade awarded in the subject:
(a) the grade AA (Additional Assessment) will denote that the student is being offered additional assessment involving the completion of an item of assessment to be set by the School;
(b) the grade AE (Additional Examination) will denote that the student is being offered additional assessment involving the sitting of a formal examination administered by the Examinations Office and to be held during the period in which the supplementary examinations for that session are held.

8.2.2 Acceptance of the Offer
A student who wishes to accept the offer of additional assessment shall, by the date specified by the Director of Student Administration, remit the prescribed fee to the Division of Financial Services.

8.2.2.1 Late Acceptance of the Offer
The Director of Student Administration may receive and process a late acceptance of the offer of additional assessment if the reasons for lateness are compelling and, in a case involving an AE grade, if there is sufficient time available to organise the examination.
A late fee is payable where a late acceptance is received and processed. Where a late acceptance is not received and processed any fees paid shall be refunded to the student.

8.2.3 Notification of Assessment Requirements
8.2.3.1 Additional Assessment Graded AA
A student whose acceptance of the offer of additional assessment in a subject graded AA is received on time or is accepted despite being late, will be advised in writing by the School of the work to be submitted for assessment and the date for its submission.
In setting or extending a time limit for the completion of the work and the conversion of the AA to a substantive grade, the School shall be bound by the time limits specified for the conversion of GP grades in clause 7 above.

8.2.3.2 Additional Assessment Graded AE
A student whose acceptance of the offer of additional assessment in a subject graded AE is received on time or is accepted despite being late, will be notified by the Examinations Office of the date and time of the examination.

8.2.4 Non-Acceptance of Additional Assessment
A student who does not accept the offer of additional assessment will be graded FL or US when non-substantive grades are converted to substantive grades.
A student may apply for a review of the FL or US grade so awarded under clause 13 (Review of Grades).

8.3 Converting AA or AE to a Substantive Grade
8.3.1 Satisfactory Completion of Additional Assessment
A student who completes the additional assessment by the prescribed date and attains the required standard shall be awarded the substantive grade of PS or SY.
Neither AA nor AE may be converted to a CR, DI or HD.
8.3.2 Unsatisfactory Completion of Additional Assessment
A student who completes the additional assessment by the prescribed date but does not attain the required standard shall be awarded the substantive grade of FL or US.

8.3.3 Failure to Complete Additional Assessment
A student who accepts the offer of additional assessment but does not complete the assessment by the specified date shall be graded FL or US in the subject unless the student applies for special consideration under clause 7 (Incomplete or Delayed Assessment).

8.4 Review of Grade AA or AE
8.4.1 Additional Assessment Completed
Where a student has accepted the offer of additional assessment and is graded FL or US after the completion of the work, the student may seek a review of the FL or US under clause 13 (Review of Grade).

In determining a review, the Faculty shall not offer the student an opportunity for further additional assessment but shall determine whether the FL or US shall stand or whether the substantive grade of PS or SY shall be awarded.

8.4.2 Additional Assessment Not Completed
Where a student has accepted the offer of additional assessment and is graded FL or US after the completion of the work, the student may not seek a review of grade.

8.4.3 Additional Assessment Not Accepted
Where the student does not accept an offer of additional assessment resulting from review and is graded FL or US, the student may not seek a review of grade.

9. FAILURE BEFORE THE END OF SESSION
The Head of the teaching School on the recommendation of the Subject Coordinator, Practicum Coordinator or Supervisor of a student's project or research, may decide that a student should not be permitted to complete the subject, practicum or project/research and/or to sit for the final examination in the subject. Such a decision may be taken in cases where the student has failed to submit work in the subject practicum or project/research or has submitted work of an inferior quality such that the student will fail the subject irrespective of the standard of work which may be submitted in the remainder of the session, or the result achieved in the final examination.

In such cases, the Head of the teaching School shall recommend to the Presiding Officer of the Faculty Assessment Committee that the student be graded: FW if the student failed to submit work; or FL if the work was submitted but was not of pass standard.

Where the Presiding Officer decides to grade the student FW or FL in the subject, the Presiding Officer shall advise the Director, Student Administration who will advise the student in writing and have the grade FW or FL recorded on the student's transcript. Such decisions of the Presiding Officer shall be reported to the next meeting of the Faculty Assessment Committee.

A student receiving a Fail grade under this regulation may apply for a review of the decision under Clause 13 below.

10. NOTIFICATION OF GRADES
The only official grades are those transmitted to students with the authority of the Director, Student Administration. Students will be able to access their results as soon as possible after the end of the examination period or as soon as possible after a variation to a grade. Access will be provided through the CSU Express Call System and over the Internet.

Grades or information about performance in examinations will not be given over the telephone.

11. ACADEMIC TRANSCRIPTS
A transcript will be issued to students, without charge, when they withdraw or are excluded from a course, when they receive a change of grade, or when they graduate from a course.

A transcript may be purchased at any time through the Express Call system, through the world wide web, or from the Student Administration Office. Please refer to the Financial Information section of the Handbook.

12. WITHHOLDING GRADES
The end-of-session academic transcript of students who are indebted to the University by reason of the non-payment of any fine, fee or other charge, may be withheld until the debt has been paid, or a satisfactory arrangement for payment has been made.

If an account remains unpaid after written requests for payment have been made, the Student Administration Office may notify the student that unless the account is paid by a specified date, re-enrolment will be refused or, in the case of a graduating student, graduation withheld.
13. REVIEW OF GRADES
13.1 Review of Final Grades
Wherever possible, a student who wishes to seek a review of the final grade awarded to them in a subject should consult with their Subject Coordinator in the first instance in relation to a review.

Where the Subject Coordinator is unavailable, or following consultation with their Subject Coordinator, a student may submit a formal application for a review of their final grade in a subject in accordance with the procedures below.

13.1.1 Grounds for Review
An application for review will be considered where:

13.1.1.1 a student claims disadvantage because the Subject Coordinator did not provide a subject outline as required by clause 3 above; or

13.1.1.2 a student claims disadvantage because the Head of the teaching School or the Subject Coordinator varied without consultation or in an unreasonable way the assessment requirements as specified in the subject outline; or

13.1.1.3 a student claims disadvantage because assessment requirements specified in the subject outline were unreasonably or prejudicially applied to him or her; or

13.1.1.4 a student is of the view that a clerical error has occurred in the computation of the grade; or

13.1.1.5 a student claims disadvantage because due regard was not paid to evidence of illness or misadventure which was submitted during the session to explain poor performance in the subject.

Only evidence submitted as required by clause 7.1 above relating to misadventure and extenuating circumstances during the session, or as required by Examination Regulation 8 relating to misadventure in respect of examinations, will be reviewed in cases where a student seeks a review under clause 13.1 above. New or additional evidence will not be considered.

13.1.2 Application for Review
Applications stating the detailed ground(s) on which the review is sought should be made in writing to and lodged with the Student Administration Office.

A separate application should be lodged for each subject.

An application for a review of a passing grade should be accompanied by the prescribed fee which is refundable should the decision be other than that the original grade stand.

No fee is payable for an application for a review of a failing grade.

Applications must be lodged within 28 days of the date of notification of the grade. Late applications, which will be accepted only in exceptional circumstances and with the Head of the teaching School approval, must be accompanied by the appropriate late fee which is not refundable.

13.1.3 Deciding Applications
Applications for review of grades will be referred to the School Assessment Committee for recommendation to the Faculty Assessment Committee. In reviewing grades, the School Assessment Committee shall ensure that all components of the assessment have been included in the final grade, that these components have been added correctly and that any other grounds for review provided for in clause 13.1 above, which are raised by the applicant have been addressed. The School Assessment Committee will recommend to the Faculty Assessment Committee:

• that the original grade stands; or
• that another grade be awarded; or
• that the student be withdrawn from the subject (AW); or
• that supplementary assessment be required before a final decision is made, in which case the Head of the teaching School shall determine the nature and time of such supplementary assessment.

A review of a grade may result in a lower grade being awarded for the subject.

The decision of the Faculty Assessment Committee shall be final.

13.1.4 Notification
After determination by the Faculty Assessment Committee, applications will be returned to the Student Administration Office indicating whether a change of grade is to be made and the reason for the decision. The application fee for a review of a passing grade will be refunded when the review results in a change of grade. Notification of the decision and the reasons for it will be conveyed to students in writing.

13.2 Review of Marks or Grades Awarded for Specific Assessment Tasks
Nothing in this clause affects the current regulations relating to the Review of Final Grades (refer to clause 13.1 above).
Wherever possible, a student who wishes to seek a review of the mark or grade awarded to them for any summative assessment task should consult with their Subject Coordinator in the first instance in relation to a review.

Where the Subject Coordinator is unavailable, or following consultation with their Subject Coordinator, a student may submit a request for a review of the mark or grade awarded to them for any summative assessment task in accordance with the procedures below.

### 13.2.1 Grounds for Review
A student may request the Head of School to instigate a review of their mark or grade for any summative assessment task provided that the student has first discussed the mark or grade with the subject coordinator.

### 13.2.2 Applications for Review
Requests for a review, stating the ground(s) on which the review is sought should be made in writing and lodged with the Head of School.

A separate request should be lodged for each summative assessment task.

A request for a review of a passing mark or grade for a summative assessment task should be accompanied by the prescribed fee which is refundable should the outcome result in a higher mark or grade for the assessment task.

No fee is payable for an application for a review of a failing mark or grade for a summative assessment task.

Requests must be lodged within seven days of receipt of the graded assessment task.

### 13.2.3 Deciding Applications
Requests for a review of the mark or grade awarded for any summative assessment task shall be decided by the Head of School. The Head of School may determine that the student has no grounds for a review of their mark or grade (i.e. a student does not have an automatic right to a remark).

A review of a mark or grade may result in a lower mark or grade being awarded for the summative assessment task.

Notwithstanding, whatever decision is made in such a review, the student shall receive feedback indicating the grounds for the decision.

The decision of the Head of School shall be final.

### 13.2.4 Notification
Whether or not the Head of School determines to grant a request for a review, notification of the decision and the reasons for it will be conveyed to the student in writing.

### 14. PROGRESSION AND ACADEMIC PERFORMANCE

#### 14.1 University Expectations

##### 14.1.1 Progression
The University expects a student to progress through his/her course at a rate that will enable the student to complete the course in a specified maximum time.

##### 14.1.2 Academic Performance
The University expects a student, on a cumulative basis, to pass rather than fail or withdraw from the majority of subjects in which he or she enrolls.

#### 14.2 Progression Through Courses

##### 14.2.1 Maximum Time
The maximum time for course completion for a student shall be calculated as one session or one trimester for each 8 points of study, project work or practicum in the course less the point value of any graded or ungraded credit granted.

##### 14.2.1.1 Leave of Absence
Approved leave of absence in any period of four consecutive calendar years shall not be counted as sessions or trimesters of enrolment when calculating whether or not the student can complete the course in the maximum time.

##### 14.2.1.2 Failure to Enrol
A student who fails to enrol in a session or trimester in which he or she was eligible to enrol shall be contacted by the Director, Student Administration as required by Enrolment Regulation 16 and asked to indicate whether or not he or she wishes to continue in the course.

A student who wishes to continue in the course, and who is permitted to do so by the Dean, shall be placed on leave of absence for that session or trimester and clause 14.2.1.1 above shall apply to such leave.

##### 14.2.1.3 Summer Session
A student who completes subjects in Summer Session as an Associate Student shall not have Summer Session counted as a session of enrolment when calculating whether or not the student can complete the course in the maximum time.

A student who completes subjects in Summer Session as part of his or her course (rather than as an Associate Student) shall have Summer
Session counted as a session of enrolment when calculating whether or not the student can complete the course in maximum time.

14.2.2 Minimum Rate of Progression
To complete his or her course within the maximum time permitted, a student must maintain a minimum rate of progress which is to pass on average one standard subject (eight points) in each session or trimester of study.

14.3 Academic Performance
14.3.1 Satisfactory Academic Performance
A student shall maintain a satisfactory level of academic performance in the course, for the duration of enrolment, which except as provided for in clause 14.4.1.1 below, shall be measured at any point in time as a grade point average of 2.5 or higher.

14.3.2 Grade Point Average
14.3.2.1 Calculating The GPA
A numeric value is assigned to each grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>7</td>
</tr>
<tr>
<td>Distinction</td>
<td>6</td>
</tr>
<tr>
<td>Credit</td>
<td>5</td>
</tr>
<tr>
<td>Pass</td>
<td>4</td>
</tr>
<tr>
<td>Terminating Pass</td>
<td>3</td>
</tr>
<tr>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>Fail Withdrawn</td>
<td>0</td>
</tr>
</tbody>
</table>

The GPA is calculated as follows: For each subject, the numeric value of the grade obtained is multiplied by the point value of the subject. The sum of the figures thus obtained is then divided by the sum of the point values of the subjects.

This can also be expressed in the formula:

\[
\text{GPA} = \frac{\sum (\text{point value of subject} \times \text{numeric value of grade})}{\sum \text{(point value of subject)}}
\]

The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

14.3.2.2 Subjects Included in The GPA
All subjects graded:

- HD High Distinction;
- DI Distinction;
- CR Credit;
- PS Pass;
- PT Terminating Pass;
- FL Fail; and
- FW Fail Withdrawn

which are a part of the course, shall be included in the calculation of the GPA. This includes subjects for which graded credit has been approved and failed subjects which may have been passed at a later attempt.

14.3.2.3 Subjects Not Included in The GPA
Subjects not included in the calculation of the GPA include subjects for which ungraded credit has been granted; subjects which are additional to course requirements; and subjects which are graded:

- SY Satisfactory
- US Unsatisfactory
- AW Approved Withdrawal
- IP In Progress
- NA Not Assessed
- TA To be Assessed
- AA Additional Assessment
- GP Grade Pending
- SX Supplementary Examination
- AE Additional Examination
- H1 Bachelor Honours Project/Dissertation Class 1
- H2a Bachelor Honours Project/Dissertation Class 2, Div 1
- H2b Bachelor Honours Project/Dissertation Class 2, Div 2
- H3 Bachelor Honours Project/Dissertation Class 3

14.4 Reviewing Progression and Academic Performance
14.4.1 Annual Review
A review of student progression and academic performance shall be conducted by the Director, Student Administration once each calendar year in November/December at the conclusion of the Spring Session and Trimester 3 except for the annual review of the performance and academic progression of onshore international students which shall be conducted as detailed in clause 14.4.1.2 below.

14.4.1.1 First Review
The first review of a student’s progression and academic performance shall not take place until the end of the second calendar year of the student’s enrolment in a course unless he or she enrols in 48 or more points in the course in the first calendar year in which case the first review will take place at the end of the first calendar year of enrolment.

14.4.1.2 Review of Onshore International Students
The progression and academic performance of onshore international students shall be reviewed after one year of full-time study irrespective of the session in which the student commenced study.
14.4.2 Liability for Exclusion or Probation
A student who fails to maintain the minimum rate of progression as specified in clause 14.2.3 above and/or who fails to maintain the minimum standard of academic performance as specified in clause 14.3.1 above shall be reviewed by the Faculty under Exclusion Regulation 3.1 which may result in the student being placed on probation or asked to show cause why he or she should not be excluded.

14.4.2.1 Review by the Faculty
To be identified for review by the Faculty a student shall have:
(a) a grade point average of less than 2.5; and/or
(b) passed subjects of fewer than thirty-two points in the last four sessions or trimesters of enrolment; and/or
(c) been graded AW in fifty percent or more of the points attempted in the last two calendar years of enrolment.

14.4.3 Professional Experience
Students who are determined to be at risk of failing professional experience or compulsory fieldwork requirements shall be advised of their “at risk” status and counselled as soon as practicable upon deficiencies being detected and normally prior to the halfway point of the professional experience or compulsory fieldwork requirement.

15. RESIDENTIAL AND OTHER SCHOOLS
15.1 Compulsory and Optional Schools
As part of their assessment in a subject or a course, distance education students may be required to attend residential or other schools. Some of these schools will be compulsory, others will be optional.

15.2 Exemption from Attendance
15.2.1 Application
Students may apply in writing to Student Services for exemption from attendance at a compulsory residential or other school. Applications must be in writing and be made prior to the commencement of the school.

15.2.2 Deciding Applications
Subject Based Schools
Applications will be decided by the Head of the teaching School on the recommendation of the Subject Coordinator.

Course Based Schools
Applications will be decided by the Course Coordinator.

Grounds for Approving Applications
Applications will normally only be approved on the following grounds:
- misadventure or extenuating circumstances (see Special Consideration Regulation 3); or
- where students are re-enrolling in a failed subject and have satisfactorily completed the residential school requirements when first enrolled in that subject; or
- where students have already completed the work to be taught at the residential school.

15.3 Failure to Attend Schools
15.3.1 Show Cause
Students who fail to attend a compulsory school and who have not been exempted from attendance will be asked by Student Services to show cause why they should not be withdrawn from and failed in the subject (i.e. graded FW). Where misadventure or extenuating circumstances have prevented attendance, students should consult the Special Consideration Regulations before showing cause.

15.3.2 Deciding Cases
15.3.2.1 Course-Based Schools
Show cause cases relating to course-based schools shall be decided by the Course Co-ordinator who may decide that the student:
(a) be granted exemption from attendance; or
(b) be required to attend the school the next time it is offered; or
(c) be placed on probation and be required under probation to attend the school the next time it is offered; or
(d) be asked to show cause to the Dean why he or she should not be withdrawn from the course.

Where a student fails to show cause the Course Coordinator may in such cases decide one of the courses of action a)-d) above in respect of the student.

15.3.2.2 Subject-Based Schools
Show cause cases relating to subject-based schools shall be decided by the Head of the teaching School who may decide that the student:
(a) be granted exemption from attendance; or
(b) be granted approved withdrawal from the subject (AW); or
(c) be granted a grade pending (GP) in the subject; or
(d) be withdrawn from the subject and failed (FW).

Where a student fails to attend a subject-based compulsory school which is held prior to the start of the session (usually in February or July) the
Head of the teaching School may decide that the student:
(a) be granted exemption from attendance; or
(b) be withdrawn from the subject in which case the subject will be deleted from the student's transcript; or
(c) be allowed to remain enrolled in the subject in which case the student will be graded GP in the subject at the end of the session provided the other requirements of the subject have been passed, and the GP shall stand until the next scheduled compulsory school in the subject is attended.

Where a student fails to show cause the Head of the teaching School may in such cases decide one of the courses of action a)-d) or a)-c) above as appropriate in respect of the student.

15.3.3 Notification
Decisions will be conveyed in writing to the student by Student Services.

16. ASSIGNMENTS
16.1 General Matters
16.1.1 Definition
An assignment is any piece of work listed in the Assignment Information section of a subject outline which a student is required to complete to satisfy the requirements of the subject. See Part L, 6.3 of the Academic Manual for guidelines for subject outlines.

16.1.2 Timely Feedback
The University recognises the importance of providing students with timely feedback on their progress in their studies. It has, therefore, resolved that all assignments submitted during a session shall be returned to students in timely fashion and shall contain adequate feedback and a grade or mark.

Further, where an assignment is directly relevant to an examination, assignments that have been submitted by the due date shall normally be returned to students at least one week before the examination is held.

16.1.3 Privacy
16.1.3.1 The University’s Obligations
The University regards the assignments submitted by students as private. As such an assignment shall not be shown or made available to anyone by the University, other than to staff involved with its processing or marking, without the student’s permission.

Assignments which are by their nature public (e.g. seminar presentations, group activities, performances involving an audience, artworks submitted for exhibition) shall be regarded as private to the extent that they shall not be made available to a wider audience by way of audio or visual or other recording without the student’s permission.

16.1.3.2 Students' Obligations
Students should take reasonable steps to avoid the possibility that their assignments will be plagiarised.

Plagiarism is using or attempting to use another person's work without acknowledgement. The phrase “using another person's work” includes, but is not limited to:
• paraphrasing the work of another person;
• directly copying any part of another person’s work;
• summarising the work of another person;
• using or developing an idea or theme derived from another person's work;
• using experimental results obtained from another person's work; and
• in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.

16.1.4 Confidentiality of Grades or Marks
The grade or marks awarded for an assignment and the comments of staff regarding the assignment shall be confidential to the student or students who submitted the work and to the staff involved with its processing or marking and shall not be disclosed to any other persons without the students’ permission.

Feedback given to a student by staff or by other persons in group situations (e.g. seminar presentations, role plays, auditions) shall be confidential to those taking part in the assignment activity and shall not be disclosed to any other persons without the student’s permission.

However, so that students can gauge the level of their performance in relation to the performance of other students who completed the assignment, subject coordinators may provide information on the distribution of grades or marks provided confidentiality is respected.

16.1.5 Assessment Criteria
Where detailed assessment criteria for an assignment have been given to markers (excluding assignments where the only criteria is to produce the correct answer) prior to marking the assignment, these criteria must be communicated to students prior to them submitting their completed assignments.
16.2 Receipt of Assignments
16.2.1 Distance Education/Tutorial Mode
Except as provided for in clauses 16.7 and 16.8 below, all assignments for subjects studied in the distance education or tutorial mode must be submitted by mail to the Learning Materials Centre in Bathurst or be hand-delivered to the blue mail boxes located on the Albury, Bathurst, Dubbo and Wagga Campuses. Assignments may only be received by academic or other staff with the approval of the Learning Materials Centre on the recommendation of the Head of the teaching School.

16.2.1.1 Receipt Date
The receipt date of a distance education or tutorial mode assignment is the date it is received in the Liaison Office of the Learning Materials Centre or in a blue mail box or as provided in clauses 16.8 and 16.9 below.

The Learning Materials Centre shall record the receipt date of the distance education/tutorial mode assignments on a database. Should the Learning Materials Centre grant approval to a particular staff member or office to receive assignments, the staff member or office shall provide details of those receipts to the Learning Materials Centre for recording on the database.

16.2.2 Internal Mode
Except as provided for in clauses 16.8 and 16.9 below, all assignments for subjects studied in the internal mode must be submitted in accordance with the instructions for the submission of assignments printed in the subject outline or issued separately by the subject coordinator.

16.2.2.1 Receipt Date
The receipt date of an internal mode assignment is the date it is received at the location specified under clause 16.2.2 above or as provided in clauses 16.8 and 16.9 below.

16.3 Due Date for Assignments
The subject outline shall contain the due date for assignments which is the date by which each compulsory and/or optional assignment must be received at the locations required by clause 16.2 above.

16.4 Return of Assignments
16.4.1 Distance Education/Tutorial Mode
All marked distance education/tutorial mode assignments shall be returned to students by mail by the Learning Materials Centre from the campus on which the assignment was marked. Assignments shall not be returned to students by academic or other staff without the approval of the Learning Materials Centre on the recommendation of the Head of the teaching School.

The Learning Materials Centre shall record the return date of all distance education/tutorial mode assignments on a database. Should the Learning Materials Centre grant approval to a particular staff member or office to return assignments, the staff member or office shall provide details of those returns to the Learning Materials Centre for recording on the database.

16.4.2 Internal Mode
All marked internal mode assignments shall be returned directly to students in class or be made available for collection by students in person but shall not be left for collection from public areas or be returned to them in other unsupervised ways. The procedure for the return of assignments shall be printed in the subject outline or issued separately by the subject coordinator.

Internal mode assignments not collected by students may be destroyed four months after the end of the session in which the assignment was submitted as required by the Student Records Disposal Schedule.

16.5 Return Date for Assignments
The subject outline shall contain the return date for assignments. In the case of internal mode assignments the return date is the date the marked assignment is available for collection. In the case of distance education/tutorial mode assignments the return date, is the latest date by which the marked assignment shall be mailed from the University.

The return date shall be no later than 21 days after the due date for the assignment.

16.6 Late Return of Assignments
16.6.1 Returns up to 14 Days Late
16.6.1.1 Distance Education/Tutorial Mode
Schools shall advise the Liaison Office of the Learning Materials Centre of the reasons for the delay when a distance education/tutorial mode assignment cannot be returned within the 21 day period stipulated in clause 16.4 above. The Learning Materials Centre shall use that information to answer inquiries from students under clause 16.7 below.

16.6.1.2 Internal Mode
The subject coordinator shall advise students at a class or in some other way if an internal mode assignment cannot be returned within the 21 day period stipulated in clause 16.5 above.
16.6.2 Very Late Returns

16.6.2.1 Distance Education/Tutorial Mode
Where a distance education/tutorial mode assignment is not returned within 35 days of the due date the Learning Materials Centre shall notify the Head of the teaching School who shall:
(a) write to the student(s) affected within seven days of the notification from the Learning Materials Centre, advising them of the delay and of any action taken to have the assignment returned to them; and
(b) provide a copy of the advice to the Learning Materials Centre.

16.6.2.2 Internal Mode
Where an internal mode assignment is not returned within 35 days of the due date the subject coordinator shall notify the Head of the teaching School who shall within seven days of the notification issue a statement to students advising them of the delay and of any action taken to have the assignment returned to them.

16.7 Student Inquiries and Concerns

16.7.1 Distance Education/Tutorial Mode

16.7.1.1 Inquiries
Students who wish to enquire about the return of a distance education/tutorial mode assignment shall contact the Liaison Office of the Learning Materials Centre in the first instance.

16.7.1.2 Concerns Regarding Late Returns
Students concerned that a distance education/tutorial mode assignment was not mailed to them within 21 days of the due date (or within 21 days of its receipt date, if it was received late) and wish to have the matter investigated shall contact the Liaison Office of the Learning Materials Centre which shall, if it does not already know the reasons (see clause 16.6 above), consult with the subject coordinator and/or the Head of the teaching School and report its findings to the student.

16.7.2 Internal Mode

16.7.2.1 Inquiries
Students who wish to enquire about the return of an internal mode assignment shall contact the subject coordinator in the first instance.

16.7.2.2 Concerns Regarding Late Returns
Students concerned that an internal mode assignment was not returned to them within 35 days of the due date (or within 35 days of its receipt date if it was received late), who have not been advised as to the delay under clause 16.6.2.2 above may contact the Head of the teaching School who shall investigate the matter and advise the student accordingly.

16.8 Email Submission of Assignments
Students shall not submit an assignment by email unless they have approval to do so. Such approval shall be given in the subject outline.

16.8.1 Distance Education/Tutorial Mode
To ensure that the receipt date and return date of distance education/tutorial mode assignments submitted by email are recorded on the database (see clause 16.4 above) the Learning Materials Centre shall provide to the Subject Coordinator an electronic proforma class list to record the receipt dates and return dates.

16.9 Submission of Assignment by Facsimile
Students shall not submit an assignment by facsimile without first obtaining the approval of the subject coordinator. Approval will generally only be given where:
• an extension of time was granted for the submission of the assignment; or
• the student lives in a remote area with an infrequent or unreliable mail service.

16.9.1 Procedures for Faxing Assignments
Students submitting an assignment by facsimile shall:
• ensure the original to be faxed is of a quality suitable for facsimile transmission and in particular that it is typed using double spacing and all pages are numbered;
• ensure the information recorded on the coversheet of a distance education/tutorial mode assignment accompanies the assignment or in the case of an internal mode assignment that the student’s name and number the subject coordinator and/or tutor’s name and the assignment details are clearly specified;
• send it to the facsimile machine specified in subject outlines for the return of the assignment and not to any other University facsimile machine;
• not send the original by mail unless instructed to do so by the subject coordinator in which case the original copy should clearly show that it was sent by facsimile and the date it was sent;
• if possible use a facsimile machine that provides a transmission report to ensure all pages were transmitted.

16.10 Reporting to Academic Senate
The following reports shall be compiled for distance education/tutorial mode assignments:
(a) a confidential report by subject on the performance of each School shall be prepared by the Learning Materials Centre at the end of each session and forwarded to the Head of the teaching School;
(b) an aggregated report prepared by the Learning Materials Centre each session for Academic Senate which shows on a University-wide basis the number and percentage of late returns and the number and percentage of subjects with late returns;
(c) the reports referred to in a) and b) above shall as a minimum report on four categories of assignments:
   • those that were returned on time (ie, were despatched to students within 21 days of their receipt);
   • those that were returned late but for which the Head of the teaching School deems there was a reasonable explanation for lateness;
   • those that were returned late and for which there was no explanation for lateness or the explanation was deemed by the Head of the teaching School to be unreasonable;
   • those that were returned late due to administrative delays in the Learning Materials Centre.
(d) a report prepared by the Learning Materials Centre each session for Academic Senate on the outcome of investigations regarding the late return of assignments under clause 16.7.1.2 above.

EXAMINATION REGULATIONS

1. RESPONSIBILITY FOR OFFICIAL EXAMINATIONS
The Director, Student Administration is responsible for the conduct of all official examinations of the University. Official examinations are those conducted in the examination periods.

2. EXAMINATION PERIODS
In Autumn and Spring sessions, a two-week period will be set aside at the end of the teaching period for the conduct of official or final examinations. Examinations may be held during this period on a Saturday and in the evening. Summer session examinations will be held in week following the last week of Summer session classes.

The examination periods for Autumn Spring and Summer session, and for supplementary examinations for each session will be specified each year in the Principal Dates.

3. EXAMINATION TIMETABLE
3.1 Preparation
The Examinations Office shall publish an examination timetable for all subjects in which there is a final examination or supplementary examination.

3.2 Examination Clashes
Students with an examination clash are required to notify the Examinations Officer to resolve such clashes. Such notification may be in writing or by telephone and must be not later than the dates specified each year in the principal dates.

Where students are affected by an examination clash, one of their examinations may be rescheduled such that they can take both examinations on the same day. Students will be supervised during the break between such examinations.

3.3 Objections to the Examination Timetable
Students may lodge an objection to an examination timetable if it requires them to sit for:
   • three 2 or 3-hour examinations on the same day;
   • four 2 or 3-hour examinations on two consecutive days; or
   • a 2 or 3-hour examination on the evening of one day followed by a 2 or 3-hour examination on the morning of the following day.

Objections must be lodged in writing with the Examinations Officer no later than the dates specified each year in the Principal Dates. The examination timetable will be amended to remedy such situations.

4. STRICT OBSERVANCE OF TIMETABLE REQUIRED
Except where a supplementary or special examination is approved, students may not take a final examination at any time other than on the day and at the time it is timetabled. Students sitting examinations in a different time zone to eastern Australia will commence their examinations at times approved by the Examinations Officer.

5. EXAMINATION CENTRES
5.1 Internal Students
Internal students are expected to attend their examinations at the University except where course requirements necessitate their absence from the University during the examination period.

5.2 Distance Education Students
Distance education students living within 120 kilometres of an established examination centre are expected to attend that centre.

5.3 Overseas Centres
Students using overseas examination centres may be required to meet all costs associated with such examinations.
5.4 Invigilators
Where an examination centre is established, the University will appoint a Presiding Invigilator and such other invigilators necessary to supervise the conduct of the examinations. The University shall meet any cost of the invigilation at examination centres.

5.5 Invigilation Charges
In the case of individual examinations conducted outside the University and its established examination centres, the cost of providing an invigilator may be charged to the students concerned.

6. CHANGE OF EXAMINATION CENTRE

6.1 Internal Students
6.1.1 End of Session Examination
Internal students who because of course requirements will be absent from the University during the examination period must apply to the Examinations Officer at least six weeks before the start of the examination period, to sit their examination at another centre.

6.1.2 Supplementary Examinations
The Director, Student Administration after consultation with the Head of the teaching School, may permit an internal student to sit for a supplementary examination at an external examination centre or at a different campus of the University.

6.2 Distance Education Students
Distance education students must apply to the Examinations Officer at least six weeks before the start of the examination period to change their examination centre. A change of address does not automatically bring about a change of examination centre.

6.3 Fees for Late Examination Centre Changes
Requests for a change of examination centre received within six weeks of the start of an examination period will be processed in time for that examination period if accompanied by the appropriate late fee. Requests received within two weeks of the examination period will be processed only in exceptional circumstances and with the approval of the Director, Student Administration.

7. THE CONDUCT OF EXAMINATIONS

7.1 Examination Materials
7.1.1 Materials to be supplied by candidates
Candidates shall provide their own writing instruments at an examination and may provide for their own use any approved items or materials to be supplied by candidates.

The University shall not supply instruments items or materials which are designated to be supplied by candidates.

7.1.2 Materials Not Normally Permitted in an Examination
Unless advised to the contrary for a particular examination, candidates shall not take the following materials or items in to the examination room:
- writing, blotting, tissue or other paper;
- dictionaries excepting multi or bi-lingual general dictionaries;
- textbooks and other reference material;
- calculators;
- electronic devices including diaries, organisers, dictionaries, laptop or palmtop computers;
- mobile telephones or other communication devices.

7.1.3 Conditions Applying to Items or Materials Permitted in Examinations
Where some of the materials or items in clause 7.1.2 above are permitted in a particular examination, the following conditions will apply:
- calculators - must be portable, silent, self-powered and fit on a standard examination table and must be used for numerical calculations only;
- texts and references must be limited to those specified for the examination and may be subject to further restrictions imposed by the subject convenor. Such restrictions will be printed on the examination paper;
- dictionaries - where dictionaries are permitted in a particular examination they must be in printed not electronic form. The dictionaries must contain no notes or other annotations.
- Candidates may use multi or bi-lingual general dictionaries in any examination other than those where such dictionaries are specifically prohibited.

Multi or bi-lingual dictionaries can be prohibited from any examination where:
- the subject is a language subject;
- it can be shown that a candidate will derive an unfair advantage that outweighs any possible disadvantage arising from the prohibition;
- clear and concise notice of the prohibition is given on the course outline for that subject;
- such a prohibition has been approved by the Dean of the teaching Faculty on advice of the Faculty Board.

7.2 Unauthorised Examination Materials
All materials taken into an examination room shall be subject to checking as follows:
(i) a check for unauthorised material will commence when students enter the examination room;
(ii) once students are seated, the principal invigilator will advise students that their examination materials are being checked and will ask them to check that they have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before reading time commences;

(iii) checking for unauthorised material will continue during reading time, at which time such unauthorised material will be removed from students; and

(iv) where materials suspected of being unauthorised are discovered after the commencement of the examination itself, the student will be permitted to retain them for the duration of the examination but at the end of the examination the materials will be held by the principal invigilator and submitted to the Manager of the Examinations Office with an Incident Report Form.

Where unauthorised material is deemed to have been used, the matter will be investigated under the Student Academic Misconduct Rule (G12).

7.3 Means of Identification
Candidates shall bring with them to the examination room their University identity card. Students shall produce or keep displayed their card in accordance with any direction given by notice displayed in the examination room, by direction of an examination book, or by the Presiding Invigilator. If the University identity card is not available, then a passport, driver’s licence, or some other means of identification which bears the candidate’s signature and photograph must be produced.

Where a student is unable to provide an approved means of personal identification at an examination, the following procedures apply:

(i) the Presiding Invigilator shall request the student to provide personal information on the prescribed form which shall be attached to the student’s worked examination script;

(ii) the Examinations Office shall detach the form from the worked script (which will be sent for marking with all other scripts for that examination) and will check the information provided on the form against the information held on the student’s file and indicate any discrepancies or certify its correctness;

(iii) the form, appropriately annotated by the Examinations Office will be forwarded to the Head of the teaching School for information;

(iv) if on the basis of the annotated form the Head of School has reason to believe that the person who sat the examination was not the student, the matter shall be referred to the Dean for investigation under Assessment Regulation 5 relating to Academic Misconduct.

7.4 Bags and Personal Effects
Candidates may take into the examination room a small handbag, a wallet or purse which must be placed on the floor next to the candidate’s desk. Briefcases, attache cases, shopping bags and other property or personal effects must not be taken into the examination room but may be left, at the owner’s risk, in an area set aside for such items.

7.5 Admission to the Examination Room
The doors of the examination room will be opened in sufficient time prior to the commencement of all examinations to enable candidates to take advantage of reading time allowed. At the conclusion of reading time the invigilator will direct candidates to complete the attendance voucher and to commence the examination. Candidates for an examination shall, upon entering an examination room, proceed without delay to such place as they are directed by the invigilator to occupy for that examination.

7.6 Late Admission to the Examination Room
Candidates may be admitted late to an examination room. Such candidates will not be given an extension of time to complete the examination. Only in exceptional circumstances will candidates be admitted more than 30 minutes after the start of an examination and their names shall be reported to the Examinations Officer by the Presiding Invigilator.

7.7 Communication in the Examination Room
Candidates shall not have any communication whatsoever with other candidates from the time of entering until leaving the examination room. Candidates wishing to communicate with an invigilator shall do so by raising their hand and waiting for attention.

7.8 Instructions to Candidates
Candidates shall observe all instructions issued by an invigilator and all instructions printed on the attendance voucher, examination paper, answer booklets or answer sheets.

7.9 No Smoking, Eating or Drinking
Smoking, eating or drinking is not permitted in an examination room.

7.10 Departure from the Examination Room
Candidates shall not leave an examination room (except in the case of illness when they shall be
accompanied by an invigilator) within the first 30 minutes of the examination. Likewise, candidates shall not leave an examination room during the last 15 minutes of the examination.

7.11 Removal of Material from the Examination Room
Candidates shall not remove from an examination room any writing paper or other issued material during a temporary absence from the examination room, nor at the conclusion of the examination. Any material so removed will be automatically void.

An exception to this is examination question papers printed on white (not coloured) paper which may be removed by candidates at the end of an examination.

7.12 Leaving an Examination Room during an Examination
7.12.1 Without Supervision
Candidates who leave an examination room without supervision shall not be permitted to re-enter the examination room until the examination session is concluded and all other candidates have left the examination room.

7.12.2 Under Supervision
Candidates may seek permission to temporarily leave an examination room. Such absences shall be granted subject to the candidate being supervised while absent and on condition that the candidate is not granted extra time in which to complete the examination.

7.13 Conclusion of the Examination
The Presiding Invigilator shall indicate when 30 minutes of examination time remains. On the announcement, “stop writing”, candidates will stop writing immediately and remain seated until the answer booklets and papers have been collected by an invigilator.

7.14 Disruption/Disturbances in the Examination Room
If, in the opinion of the Presiding Invigilator, a candidate’s behaviour is such as to disturb or distract any other candidate, the Presiding Invigilator may require the offending candidate to leave the examination room and will report the circumstances in writing to the Director, Student Administration as soon as possible.

7.15 Penalty for Misconduct at Examinations
Alleged breaches of discipline and misconduct at an examination will be referred to the Dean of the teaching Faculty for investigation and decision as provided for in Assessment Regulation 5.

8. SPECIAL CONSIDERATION

8.1 Permanent or Prolonged Disability
Students who suffer from a physical disability or other handicap which may be a disadvantage in written examinations may apply in writing to the Examinations Officer after admission but no later than six weeks before the commencement of an examination period, for special conditions or provisions to apply when their examinations are taken.

A medical certificate or report or other documentation (see Special Consideration Regulation 5.1) specifying the severity and duration of the disability or handicap and its effect on a student’s ability to take examinations must accompany the application.

8.2 Misadventure and Extenuating Circumstances
Note: this clause applies only to events during the examination period and the preceding week. Misadventure which occurred earlier in a session is covered in Assessment Regulation 7.

Where students:
• were prevented by misadventure or extenuating circumstances from attending an examination in a subject; or
• immediately prior to an examination suffered misadventure or extenuating circumstances which they believe seriously prejudiced performance at the examination; or
• were to a substantial degree adversely affected by misadventure or extenuating circumstances during the course of an examination, they should report the matter on an Incident Report form or in writing as required by Special Consideration Regulation 4.6.

Where a report is made in writing it must be received by the Examinations Office within three days of the date of the examination (excluding weekends and public holidays) (or within such further time as the Head of the teaching School may in special cases permit). Where students are personally unable to take the action required by this clause, other persons may report the circumstances on the student’s behalf.

As Admission Regulation 4.5 expects a level of proficiency in the English language, it is expected that the level of proficiency will be of a standard whereby a student is able to undertake examinations in normal conditions.

Reports of misadventure and extenuating circumstances must be documented as required in Special Consideration Regulation 5.
8.3 First Year Identifiable Minority Groups

First year students in identifiable minority groups who may be disadvantaged in examination venues may apply in writing to the Examination Officer after admission but no later than six weeks before the commencement of an examination period, for the use of an alternative non-threatening venue for their examinations.

The student’s application must specify how the examination venue is likely to adversely affect the students ability to take their examination.

Applications for an alternative non-threatening examination location will be referred by the Examination Officer to the Presiding Officer of Academic Senate for approval.

The determination of the Presiding Officer of Academic Senate will be final.

9. DECIDING APPLICATIONS FOR SPECIAL CONSIDERATION

9.1 Permanent or Prolonged Disability

Applications for special consideration lodged under Examination Regulation 8.1 shall be referred to the Head of School. Where the Head of School believes that a student's disability would disadvantage the student in an examination conducted under normal conditions, the Head of School may approve special conditions for the student (see clause 10.1 below).

9.2 Misadventure and Extenuating Circumstances

Applications for special consideration lodged under clause 8.2 above shall be referred to the Subject Coordinator who may take into account the circumstances when the School Assessment Committee is formulating a recommendation on the student's final grade in the subject to the Faculty Assessment Committee or who may recommend to the Head of the teaching School that:

• a supplementary examination be granted for the student; or
• a grade be awarded on some other basis; or
• no action be taken and the student's performance stand.

9.2.1 Applications Not Normally Approved

Applications for special consideration lodged under clause 8.2 above will not normally be approved if they fail to satisfy the requirements of Special Consideration Regulation 3 or where:

• a student's routine work commitments prevent attendance at an official examination; or
• a student missed an official examination by mis-reading the examination timetable.

10. SPECIAL AND SUPPLEMENTARY EXAMINATIONS

10.1 Special Examinations

Special examinations are those examinations approved by a Head of School under clause 9.1 above where special conditions are approved for students who suffer a permanent or prolonged disability. Special conditions may include, for example:

• an extension of time to write the paper;
• appointment of an amanuensis;
• an oral examination;
• permission to record answers on tape;
• the provision of special furniture;
• permission to use a typewriter;
• permission to use a microcomputer (to be supplied by the University-students may not use their own microcomputer in an examination);
• permission to take the examination at a special location (at the student's home, in a hospital).

Where special examinations are approved, the Examinations Officer will advise students in writing of the conditions under which the examinations will be conducted.

10.2 Supplementary Examinations

10.2.1 Definition

Supplementary examinations are examinations granted on the basis of misadventure or extenuating circumstances which prevented a student sitting an official examination or which adversely affected the student's performance in an official examination.

10.2.2 Examinations Office to Conduct

Where supplementary examinations are approved under clause 9.2 above, the Examinations Officer will advise students in writing and will conduct the examinations.

10.2.3 Standard and Weighting

A supplementary examination shall:

• have the same weight in determining the final grade in the subject as the official examination;
• be of a standard of difficulty equivalent to that of the official examination.

10.3 Misadventure at a Supplementary Examination

Where a student suffers misadventure or extenuating circumstances at a supplementary examination, the Subject Coordinator shall recommend to the Head of the teaching School that:

• the student be granted approved withdrawal (AW); or
• a grade be awarded on the basis of performance in the supplementary examination; or
the student be required to sit for another supplementary examination in which case the student will sit the final examination in the subject in the session when the subject is next offered or, if the subject will not be offered again, in the next final examination period; or
in exceptional circumstances a grade be awarded to the student on some basis other than performance in the supplementary examination.

EXCLUSION REGULATIONS
1. EXCLUSION
1.1 The Purpose of Exclusion
The University invokes exclusion from a course or research program when it believes that a student is unable to complete that course or research program at an acceptable standard or in an acceptable time as required by the Academic Regulations.

1.2 Exclusion to take Precedence
The provisions of the Exclusion Regulations take precedence over other Academic Regulations except the Higher Degree Regulations.

2. GROUNDS FOR EXCLUSION
2.1 Repeated Failure
Failure in a compulsory subject for a second time.

2.2 Unsatisfactory Progress
Failure to maintain the required minimum rate of academic progress as defined in Assessment Regulation 14.

2.3 Failure of Professional Experience
Failure to meet required professional standards in the compulsory fieldwork or professional experience components of the course such that the student is deemed by the Dean of Faculty to be professionally unsuitable to continue in the course.

2.4 Failure of Special Requirements
Failure to meet any special requirements imposed by the Sub-Dean or Course Coordinator under Enrolment Regulation 6.

2.5 Failure of Requirements of Probation
Failure to meet any requirements imposed by the Dean of Faculty under Regulation 3 below or the Sub-Dean or Course Coordinator under clause 6.3 of Enrolment Regulation 6 or the Academic Appeals Committee under Regulation 8 below.

2.6 Failure of Subjects in a Bachelor Honours Course
Failure to pass, at the first or a subsequent attempt, a subject in an add-on bachelor honours year or a subject that is part of the honours component of an integrated honours course.

2.7 Conditions Affecting the Grounds for Exclusion
2.7.1 Transfer from Another Course
Where students transfer from one course to another, only subjects taken as part of the new course shall be taken into account when applying the Exclusion Regulations.

2.7.2 Admission After Exclusion
Where students have been admitted to a course having formerly been excluded from that course or another course, only the subjects taken after the most recent admission shall be taken into account when applying the Exclusion Regulations.

2.7.3 Successful Appeal
Where students have had their appeal against exclusion upheld, their academic record prior to their appeal will be taken into account when their record is next reviewed under Regulation 3 below.

3. REVIEWING ACADEMIC PERFORMANCE
3.1 Review by the Faculty
At the end of each session (or, for minimum rate of progress, at the end of each calendar year, except as provided by Assessment Regulation 14.4.1.1 and 14.4.1.2) the academic performance of students who have:
• failed to maintain the minimum rate of progress as required by Assessment Regulation 14;
• failed a compulsory subject for a second time;
• failed the conditions of their probation;
• failed professional experience or compulsory fieldwork requirements which involve an assessment of the student’s professional competency and/or suitability;
will be referred by the Student Administration Office to the Dean of Faculty for further review.

After taking advice from academic staff within the Faculty (see 3.1.1 below), the Dean of Faculty has authority to:
a) allow the student to proceed in the course unconditionally; or
b) place the student on probation in which case the probationary conditions shall be specified; or
c) invite the student to show cause why he or she should not be excluded.

3.1.1 Onshore International Students
When providing advice to the Dean in relation to a student's academic performance, staff should take into account the visa requirements for onshore international students and advise the Dean accordingly of the student's onshore international status.
3.2 Professional Experience

Where a student fails professional experience or compulsory fieldwork requirements which involve an assessment of the student's professional competency and/or suitability, the Dean of Faculty may invite the student to show cause why he/she should not be excluded immediately upon notification of the failure. The Dean of Faculty is not obliged to wait for the end of session review conducted by the Dean of Faculty.

The Dean of Faculty may fail a student at any time during the period of professional experience or compulsory fieldwork. If failure is invoked by the Dean of Faculty prior to the end of the period, the Dean of Faculty shall prohibit the student from completing the remainder of the professional experience or compulsory fieldwork program.

4. DELAYED EXCLUSION

4.1 Reasons for Delay

A decision regarding a student's liability for exclusion under these regulations may be delayed until subjects graded SX or GP are converted to substantive grades, or because of a late change to a grade, or because of administrative delay or error.

4.2 Processing Cases of Delayed Exclusion

Should, following one or more of the events described in 4.1 above, a student be identified as liable for exclusion as provided for in clause 3.1 above, his or her transcript shall be immediately referred to the Dean of Faculty for review. Should the Dean of Faculty invite the student to show cause why he or she should not be excluded under clause 3.2 c), the student shall be immediately invited to show cause as provided in Regulation 5 below.

4.3 Effective Date of Delayed Exclusion

Students subject to this regulation who fail to show cause or whose show cause is dismissed and/or who fail to appeal to the Academic Appeals Committee, shall be excluded immediately their exclusion is confirmed. That is, the period of exclusion shall be deemed to have commenced from the start of the session in which exclusion is confirmed and the student's enrolment in that session shall be cancelled and any tuition fees shall be refunded or any HECS liability shall be cancelled.

4.4 Appeals Against Delayed Exclusion

Students subject to this regulation who appeal against their exclusion to the Academic Appeals Committee shall have their appeal heard as provided for in clause 7.7 below.

5. SHOW CAUSE

5.1 Notification of Show Cause

The Director, Student Administration shall write to all students identified under clause 3.1 c) above, inviting them to show cause why they should not be excluded. Notifications shall be sent by registered mail.

The notification shall specify the clause or clauses in Regulation 2 above, under which the student is being considered for exclusion and shall give the student 21 days from the date of the notification in which to show cause.

5.2 Grounds for Show Cause

Students showing cause as to why they should not be excluded shall do so on the following grounds:

a) that the grounds for exclusion set out in Regulation 2 above have been inappropriately or unreasonably applied; and/or

b) that there were factors outside the student's control which contributed to the student's failure to meet the required academic standard and/or rate of progress to date, and that those factors are unlikely to operate in the future. A show cause based on this ground shall be documented in accordance with clause 5.3 below.

5.3 Documentation of Show Cause

A show cause shall be lodged in writing. Students should also submit relevant supporting documentation and should consult clause 8.4 below and Special Consideration Regulation 5 - Supporting Documentary Evidence, for guidance on the content and documentation of their show cause.

5.4 Processing of Show Cause

5.4.1 Receipt of Show Cause

Show cause documentation shall be returned by students to the University Secretary through the Academic Secretariat who shall acknowledge its receipt in writing to the student. The Academic Secretariat shall immediately after acknowledgement, refer a show cause to the Faculty Show Cause Panel.

To ensure that it is received on time, a show cause may be submitted electronically (for example by facsimile or electronic mail). In such cases, the paper copy of the show cause, including the original signed copies of supporting documents, shall be mailed by the student to reach the University no later than 14 days after the expiration of the 21 day period.

5.4.2 Faculty Show Cause Panel

Except as otherwise approved by Academic Senate, the Dean of Faculty shall appoint a Faculty
Show Cause Panel. The Faculty Show Cause Panel shall comprise no more than three academic staff of the faculty who shall consider all show causes for the faculty.

5.4.3 Role of the Faculty Show Cause Panel
The Faculty Show Cause Panel shall consider and recommend on show cause cases within eight working days of the last day for the receipt of the show causes and shall recommend to the Dean of Faculty that the student:

a) be allowed to continue in the course unconditionally; or
b) be placed on probation, in which case the probationary conditions shall be specified; or

c) be excluded.

In recommending on a show cause for an onshore international student, the Faculty Show Cause Panel should ensure that they are aware of the visa requirements relating to the student’s enrolment.

In recommending on a show cause, the Panel may consult with relevant staff as appropriate (e.g. course coordinators, Heads of School, lecturers, school liaison officers, Student Services staff). Should a student, in his or her show cause, question or dispute the actions taken by staff within the University, the Panel shall consult with those staff and/or with the student and shall take into account such consultations when recommending a decision to the Dean of Faculty.

Although a Faculty Show Cause Panel may consult with a student on his or her show cause, the student shall not be entitled to request an interview with the Panel.

Faculty Show Cause Panels have authority to vary the probationary conditions recommended by a Course Coordinator if, as a consequence of the show cause process, a Panel believes that such a variation is warranted.

5.4.4 Decision by the Dean of Faculty
The Dean of Faculty shall decide a show cause within two working days of receiving the recommendation from the Faculty Show Cause Panel.

5.5 Guidelines for Deciding Show Causes
In deciding a show cause the Faculty Show Cause Panel shall refer to the guidelines for deciding appeals (see clause 8.4).

5.6 Notification of Show Cause Determination
The decisions of the Dean of Faculty shall be notified in writing to students by the University Secretary through the Academic Secretariat. Where a student has been excluded, the notification shall be sent by registered mail.

A notification of exclusion shall specify the clause or clauses in Regulation 2 above, under which the student has been excluded and shall advise the student of his/her right of appeal to the Academic Appeals Committee.

A notification of probation shall specify the probationary conditions that the student must satisfy in accordance with clause 10.3 below.

5.7 Late Show Cause
A show cause received after 21 days from the date of notification shall be referred to the Faculty Show Cause Panel. Students submitting a late show cause shall be advised by the University Secretary through the Academic Secretariat that they must provide reasons, and if appropriate, supporting documentation, for the lateness of their show cause.

The Faculty Show Cause Panel shall consider and recommend to the Dean of Faculty that:

a) the student be allowed to continue in the course unconditionally; or
b) the student be placed on probation, in which case the probationary conditions shall be specified; or

c) the student be excluded; or
d) the student’s show cause be dismissed if the explanation for lateness is not compelling in which case the exclusion will stand.

The Faculty Show Cause Panel shall consider and recommend on late show causes within five working days their receipt. The Dean of Faculty shall decide a late show cause within two working days of receiving a recommendation on a late show cause.

5.7.1 Deadline for Late Show Cause
A late show cause received 30 days after the date it was due, shall not be considered, irrespective of the explanation given for its lateness.

5.8 Confidentiality
5.8.1 Documentation
All documentation relating to a show cause shall be confidential to the University Secretary, the Dean of Faculty, members of the Faculty Show Cause Panel and administrative staff dealing with exclusions.

Show cause documentation shall be retained in locked cabinets in the Academic Secretariat (not on students’ personal files) and shall be destroyed after six years. Show cause documentation shall
not be used for any purpose other than to determine the show cause for which it was submitted, or to decide an appeal under clause 7.3.1 below, unless the student authorises its use for other purposes.

5.8.2 Distressing Matters
Where the matters relevant to a show cause are of a particularly sensitive or distressing nature, confirmation of the existence and influence of such matters may be conveyed in writing to the Faculty Show Cause Panel on the student's behalf by a counsellor or other staff in the Division of Student Services or by a registered health practitioner or other recognised mental health professional, so that the details of the matters do not have to be revealed to the Panel.

5.9 Show Cause and Enrolment
A student invited to show cause why he or she should not be excluded may continue as an enrolled student of the University until the show cause is decided by the Dean of Faculty (see also clause 7.8 below).

6. CONDITIONS OF EXCLUSION
6.1 Period of Exclusion
6.1.1 Exclusion from a Course or Research Program
Exclusion from a course or research program shall be for a period as specified below:

- for failure of professional experience or compulsory fieldwork requirements which involve assessment of the student's professional competency and/or suitability - three years;
- for failure of other grounds in Regulation 2 above - two years.

However, the Academic Appeals Committee has authority, when deciding appeals, to reduce by one year the period of exclusion to be imposed on a student who is facing a two-year exclusion.

6.1.2 Exclusion from All Courses or Research Programs
For exclusion for a second or subsequent time from the same course or research program, or for exclusion from two or more courses or research programs - five years from all courses or research programs.

6.2 Admission After Exclusion
6.2.1 To The Same Course or Research Program
Students excluded from a course or research program may re-apply for admission to that course or research program. An application for admission lodged under this clause may be lodged before the period of exclusion has elapsed to meet University or other closing dates but admission, if approved, shall not be effective until the period of exclusion has elapsed.

Admission is not automatic: such applicants will be considered with all other applicants.

Students should provide evidence that the circumstances operating at the time of exclusion no longer apply and/or that they have taken action during the period of exclusion to improve the likelihood of success in the course or research program.

6.2.2 To a Different Course or Research Program
Students excluded from one course or research program may apply immediately for admission to another course or research program at the University. Admission is not automatic: such applicants will be considered with all other applicants.

Students should provide evidence that the circumstances contributing to their exclusion from the course or research program will not affect their performance in the new course or research program.

6.2.3 Procedures for Admission
Application for admission to the same course or research program or for admission to a different course or research program after exclusion must be made on the prescribed application form and lodged with the Admissions Office, UAC or VTAC as appropriate by the closing date.

Such applications will be decided by the Course Coordinator or other delegated Faculty Officer who may:

- approve that the student be guaranteed an offer to the course or research program in the next intake; or
- place the student on one or more of the queues for the course to await his/her turn for an offer of admission; or
- rank the student for consideration for an offer through UAC or VTAC or, if the course or research program is a competitive distance education course, through the Admissions Office; or
- validate the student as ineligible for admission if the student has not provided the evidence required in clauses 6.2.1 and 6.2.2 above.

6.3 No Variation of the Conditions Permitted
No variation of these conditions shall be approved for a student or a group of students.
7. **APPEALS AGAINST EXCLUSION**

7.1 **Lodging an Appeal**

Students who have been excluded by a Dean of Faculty shall have 14 days from the date of the notification of exclusion, to appeal to the Academic Appeals Committee of the Academic Senate. An appeal shall be in writing addressed to the University Secretary and should be delivered by hand or sent by certified mail or by registered airmail in the case of overseas students. (See also clause 7.7 below concerning Late Appeals.)

To ensure that it is received on time, an appeal may be submitted electronically (for example by facsimile or electronic mail). In such cases, the hard copy of the written application and the original signed copies of any supporting documents, shall be mailed or delivered to the University no later than 14 days after the expiration of the 14 day appeal period.

7.1.1 **Appeal Where a Show Cause Was Not Lodged**

Students lodging an appeal are expected to have been through the show cause process and, where they haven’t, the Academic Appeals Committee will only consider an appeal where exceptional circumstances prevented them from showing cause. This will be determined on a case by case basis by the Academic Appeals Committee.

7.2 **Grounds for Appeal**

Appeals against exclusion shall be made on the following grounds:

a) that the grounds for exclusion set out in Regulation 2 above have been inappropriately or unreasonably applied; and/or

b) that the correct procedures were not followed in deciding the show cause; and/or

c) that there were matters relevant to the student’s academic performance which the student did not wish to disclose to the faculty. Such matters shall not include matters in which the student was in dispute with the faculty. The Academic Appeals Committee shall not consider an appeal which involves a dispute with the faculty if that dispute was not raised by the student in his or her show cause; and/or

d) that matters relevant to the student’s academic performance and/or documentary evidence which were not available for consideration by the Faculty Show Cause Panel are now available.

7.3 **Documentation of Appeals**

7.3.1 **Show Cause Documentation**

Appellants who showed cause, shall have their show cause documentation forwarded to the Academic Appeals Committee as part of their appeal.

7.3.2 **Appeal Documentation**

Appeals shall be lodged in writing. In the application the appellant shall state:

a) the grounds on which the appeal is based (see clause 7.2 above);

b) whether or not the appellant wishes to be interviewed by the Academic Appeals Committee (see clause 7.4 below) and if so, the name of the appellant’s adviser (if an adviser is to be present) and the adviser’s relationship to the appellant;

c) in the case of matters being raised in the appeal or documents being presented as part of an appeal, which were not presented in the show cause, the reason why those matters or documents were not presented (see clause 7.2 d) above).

Appellants relying on c) above as part of their appeal should supply relevant supporting documents and should consult clause 8.3 below and Special Consideration Regulation 5 - Supporting Documentary Evidence, for guidance on how to document their appeal.

7.4 **Interview with the Committee**

7.4.1 **The Right to be Interviewed**

Appellants may choose to be interviewed by the Academic Appeals Committee to put their case in person. In such cases, the appellant may not raise at interview matters that were not covered in his or her show cause unless those matters are raised under clause 7.2 c) above, in which case the Academic Appeals Committee will rule on the admissibility of those other matters before considering them.

Appellants exercising their right to an interview must also, where appropriate, submit documentary evidence in support of their appeal.

7.4.2 **Interview Modes**

Interviews will be conducted at the campus of the University at which the Academic Appeals Committee is meeting or by teleconference or, if available, by videoconference. Interviews shall be arranged by the Secretary of the Academic Appeals Committee. The appellant may choose whether he or she wishes to be interviewed on campus or by teleconference or, if available, by videoconference. The expenses incurred by an appellant in attending an interview shall be met by the appellant including the cost of using videoconference facilities outside the University’s network.

7.4.3 **Advisers**

The appellant may be assisted at an interview with the Academic Appeals Committee by an adviser if the Committee so approves. An adviser shall not
be a barrister or solicitor engaged by the appellant or by another person on the appellant's behalf. The Secretary of the Academic Appeals Committee shall advise appellants regarding advisers.

7.4.4  Request for an Interview
Appellants shall indicate the fact that they choose to attend an interview and whether or not they wish to have an adviser present and if so, the adviser's relationship to the appellant.

7.5  Processing Appeals
7.5.1 Academic Exclusion
Appeal documentation shall be received by the Secretariat Officer responsible for processing exclusion appeals and be referred to the Academic Appeals Committee for consideration.

Should an appellant question or dispute the actions taken by staff of the University in his or her appeal, the Secretariat Officer will refer those matters (but not the whole appeal which is confidential to the Academic Appeals Committee) to the relevant staff for comment.

Where comments are provided from within the University, the Secretariat Officer will forward those comments to the appellant who may respond to them in writing or request an interview with the Academic Appeals Committee.

The student's appeal together with, in appropriate cases, comments from within the University and the appellant's written response to them, if any, will go to the Academic Appeals Committee for decision.

7.5.2 Failure of Professional Experience
When excluding a student under clause 2.3 above, Failure of Professional Experience, the Dean of Faculty will provide to the Secretary of the Academic Appeals Committee documentation which shows:

- Faculty policy and procedures for assessing the student's competency and professional suitability in the practicum which is the subject of the student's exclusion;
- the way in which the above policy and procedures were applied in the student's case; and
- the reasons for the decision to exclude the student.

This documentation will be forwarded to the student by the Secretary of the Academic Appeals Committee with the notification of exclusion so that the student may respond to the matters contained in the documentation should he or she wish to appeal the exclusion.

The documentation supplied by the Dean of Faculty and the appeal documentation provided by the appellant will then be forwarded to the Academic Appeals Committee for decision.

Depending upon when an exclusion for failure of professional experience occurs, a special meeting of the Academic Appeals Committee may be scheduled to hear the appeal as provided for in clause 7.7.4 below.

7.6  Confidentiality
7.6.1 Documentation
All documentation relating to an appeal is confidential to members of the Academic Appeals Committee and administrative staff servicing the Committee.

Appeals documentation shall be retained in locked cabinets in the Academic Secretariat (not on students' personal files) and shall be destroyed after six years. Appeals documentation shall not be used for any other purpose than to determine the appeal for which it was submitted unless the appellant authorises its use for other purposes.

7.7 Late Appeals
An appeal received after the fourteen day period shall be referred to the Presiding Officer of the Academic Appeals Committee who shall have discretion to decide whether or not the appeal will be heard.

Appeals shall not normally be heard unless the reasons for lateness are compelling.

If the Presiding Officer determines that the reasons for lateness are compelling, a meeting of the Academic Appeals Committee will be convened to determine the appeal and the student will be required to pay the prescribed late fee.

7.8 Exclusion Appeals and Enrolment
7.8.1 Appeals Lodged on Time
A student who appeals the decision of the Dean of Faculty to exclude him or her from a course within the prescribed 14 day period, may remain enrolled in that course until the appeal is decided.

7.8.2 Late Appeals
A student who appeals the decision of a Dean of Faculty to exclude him or her from a course after the prescribed 14 day period, and the Presiding Officer of the Academic Appeals Committee has agreed to consider a late appeal, may remain enrolled in that course, or if his or her enrolment has been cancelled, may apply to the University Secretary to be reinstated in the course pending the hearing of the appeal.
7.8.3 Delayed Exclusion
Clause 7.8.1 above applies to students whose exclusion has been delayed and who appeal within the prescribed 14 day period.

8. ACADEMIC APPEALS COMMITTEE
8.1 Decisions
The Academic Appeals Committee shall examine appeals and exercising its delegated authority from Academic Senate shall either:
   a) uphold the appeal and reinstate the student; or
   b) uphold the appeal and place the student on probation subject to the conditions in Regulation 10 below; or
   c) reduce by one year the period of exclusion to be placed on a student who is facing a two year exclusion; or
   d) dismiss the appeal and uphold the exclusion.

The decisions of the Academic Appeals Committee shall be final.

8.2 Notification of Decisions
Decisions of the Academic Appeals Committee shall be notified to appellants by the University Secretary through the Academic Secretariat. Where probation is decided the conditions of probation shall be specified in the notification of the result of the appeal against exclusion or in subsequent correspondence.

8.3 Meetings of the Committee
8.3.1 Modes
Meetings of the Academic Appeals Committee may be held face to face, by videoconference, or by teleconference.

8.3.2 Documentation Considered
In deciding an appeal, the Academic Appeals Committee shall rely upon the documentation provided by the appellant and in appropriate cases, the documentation provided by University staff as provided for in clause 7.5 above and the interview with the appellant if an interview was requested.

If the Academic Appeals Committee decides that in a particular case it needs a further report or that it wishes to interview University staff, the appeal shall be stood over until that further report is to hand or the interview is conducted. If a University staff member is interviewed the appellant shall also be given the opportunity to attend for an interview if he or she did not originally request an interview. However, no appellant shall be compelled to attend an interview. The appellant's costs in attending an interview shall be met by the appellant (see clause 7.4.2 above).

8.3.3 Motions and Voting
If a motion to dismiss an appeal lapses for want of a seconder, then the appeal is upheld.

If voting on a motion is tied, the Presiding Officer shall give a casting vote to decide the motion.

A member of the Academic Appeals Committee may not use his or her personal knowledge of the appellant to persuade the Academic Appeals Committee to vote on an appeal in a particular way.

8.4 Guidelines for Deciding Appeals
8.4.1 Consideration of the Total Academic Record
In deciding an appeal, the whole of an appellant's record is considered, not merely the results of the last session. The Academic Appeals Committee may dismiss an appeal if it does not adequately explain why performance was poor over the whole period under review.

8.4.2 Improving Performance
The Academic Appeals Committee may look favourably upon an appeal where the appellant's academic performance has improved from one session to the next.

8.4.3 Ignorance of Regulations
Ignorance of withdrawal or other regulations shall not normally be sufficient grounds for upholding an appeal.

8.4.4 Inappropriateness of Grades
An appeal based solely on a claim that the grades awarded in subjects were inappropriate shall be dismissed. Students who wish to have their grades reviewed must do so under Assessment Regulation 13.

8.4.5 Performance in Examinations
An appeal based solely on a claim that performance in an examination was affected by misadventure shall be dismissed. Students who suffer such misadventure must seek special consideration under Examination Regulations 8 and 9.

8.4.6 Work Commitments
An appeal based solely on a claim of the routine demands of employment shall be dismissed.

9. EXCLUSION AND CANCELLATION OF ENROLMENT
9.1 After Show Cause
Students who either do not show cause why they should not be excluded or whose show cause was unsuccessful, shall have their enrolment cancelled 31 days after the invitation to show cause unless they appeal to the Academic Appeals Committee.
9.2 After Appeals
Students who appeal to the Academic Appeals Committee but whose appeals are dismissed, shall have their enrolment cancelled immediately the appeal is dismissed. (See also clause 9.5 below.)

9.3 Cancellation of Enrolment
A student whose enrolment is cancelled under this Regulation shall have the subjects for the session in which the exclusion was effective (and for subsequent sessions) deleted from the transcript.

9.4 HECS Liability and Fees
A student whose enrolment is cancelled under this Regulation after the HECS census date shall have his or her HECS liability for that session cancelled. A student who has paid tuition fees and/or the Student Facilities and Services Fee shall have those fees refunded.

9.5 After Delayed Exclusion
In cases where the Dean of Faculty dismisses a student’s show cause or the Academic Appeals Committee dismisses a student’s appeal and where the student’s exclusion was delayed (see clause 7.4 above) then, notwithstanding clause 9.2 above, the Dean of Faculty or the Academic Appeals Committee may:
a) determine that the student’s exclusion is effective immediately, in which case the student’s enrolment shall be cancelled immediately; or
b) determine that the exclusion is effective from the beginning of the next session and permit the student to remain enrolled in the current session.

In cases where b) above is approved, the student’s exclusion is automatic, ie the student shall not be asked to show cause at the end of the current session and the student shall not be entitled to appeal against exclusion on the basis of the grades he or she achieves in the current session.

10. PROBATION
10.1 Grounds for Probation
Students may be placed on probation because of:
• admission under special conditions; or
• having failed subject(s) in a course; or
• an unsatisfactory rate of progress.

10.2 Authority
Students may be placed on probation by:
• a Course Coordinator under clause 6.3 of Enrolment Regulation 6; or
• a Dean of Faculty under clauses 3.2 and 5.4.3 above; or
• the Academic Appeals Committee under clause 8.1 above.

10.3 Conditions
The following conditions apply to probation:
• students shall remain on probation for a period of up to one academic year as prescribed by the Dean of Faculty, Course Coordinator or Academic Appeals Committee;
• the officer or committee placing a student on probation shall specify, where appropriate on advice, the conditions the student must meet to discharge his or her probation, which may include requiring the student to
  - pass a particular number of subjects in the next session(s) of enrolment;
  - pass a particular designated subject(s) in the next session(s) of enrolment;
  - take leave of absence in the next session(s) up to a maximum of one academic year’s leave.
• the University Secretary, or Director, Student Administration shall advise students in writing of the conditions they must meet while on probation;
• the probationary conditions imposed on students shall be sent to the Faculty Assessment Committee for information;
• the provisions of Regulation 2 above, and students’ rights and obligations under the Academic Regulations generally (other than course Regulations) shall not be diminished by any condition imposed under this Regulation. In particular, students shall not under this Regulation be required to:
  - achieve the grade HD, DI or CR in a subject;
  - enrol in more than the normal session subject load;
  - enrol in a subject beyond the final date when subjects may be added to an enrolment.

10.4 Delayed Probation
Where a student’s liability for exclusion is delayed as described in Regulation 4 above, and after due process, the Dean of Faculty, or the Academic Appeals Committee decides that the student be placed on probation, the period of probation may:
a) commence in the current session (i.e. the session in which the delayed liability for exclusion occurred); or
b) commence in the next session as determined by the Dean of Faculty or the Academic Appeals Committee as appropriate.

10.5 Appeals Against Probation
10.5.1 Probation Imposed by the Academic Appeals Committee
A student placed on probation by the Academic Appeals Committee under clause 8.1 above may not appeal against being placed on probation by
the Committee but may appeal against the conditions of probation imposed as provided for in clause 10.5.3 below.

10.5.2 Probation Imposed by a Dean of Faculty or Course Coordinator
A student placed on probation by a Dean of Faculty or a Course Coordinator under clause 8.1 above may appeal against being placed on probation and/or may appeal against the conditions of probation imposed as provided in clause 10.5.3 below.

10.5.3 Appeals Procedures
Appeals against probation or the conditions of probation shall be made in writing to the University Secretary through the Academic Secretariat. Appeals shall be lodged within 28 days of the date of notification of probation and shall set out clearly the nature of the appeal and give the reasons supporting the appeal.

Appeals shall be decided by the appropriate Faculty Assessment Committee. The outcome of the appeal shall be notified to the student by the University Secretary through the Academic Secretariat.

GRADUATION REGULATIONS

1. REQUIREMENTS FOR GRADUATION

1.1 Course Completion
1.1.1 General Requirements - All Courses
Students must complete to the satisfaction of the Faculty, the requirements for the course as specified in the Regulations for the course published in the University Handbooks and elsewhere.

For the purpose of this Regulation, students have not completed requirements for an award until all GP grades are converted.

1.1.2 Courses Leading to Double Degrees
In relation to a course leading to a double degree, a student who completes requirements for the award of one of the degrees of the course before completing the whole course, may not graduate with that award before the completion of the course. However a student who withdraws from or is excluded from a course leading to a double degree and who has completed requirements for the award of one of the degrees of the course, may be awarded that degree.

1.1.3 Articulated Sets of Courses
1.1.3.1 Definition
For the purposes of this Regulation, an articulated set of courses course is:

- a master degree course which incorporates a graduate diploma and/or graduate certificate course; or
- a graduate diploma course which incorporates a graduate certificate course; or
- a bachelor degree course which incorporates an associate degree or advanced diploma or diploma or associate diploma course.

1.1.3.2 Withdrawal/Exclusion From
A student in a course that is one of an articulated set of courses who withdraws from or is excluded from the course may apply to graduate with the lower level award if all course requirements for the lower level award have been met, subject to clause 2.3 of the Credit Regulations, as it applies to the lower level course, and the payment of a differential fee where this is required (see clause 1.1.3.4 below).

A student eligible for such an award may choose to have it conferred at a graduation ceremony or in absentia at an ordinary meeting of the Council.

1.1.3.3 Multiple Awards
Higher Level Course Entry
A student who is admitted to a higher level course in an articulated set of courses or to a course which offers lower level exit points may apply to graduate with a lower level award upon completion of the requirements for the lower level award whilst continuing in the higher level course and the following conditions shall apply:

a) clause 2.3 of the Credit Regulations, as this applies to the lower level course;

b) the student must apply to graduate with the lower level award by 5.00 pm on the last day of the session in which the requirements of the lower level course will be met;

c) the student must pay a graduation fee for the lower level award, the amount of which is specified annually in the University Handbook;

d) the student must pay any differential fee required under clause 1.1.3.4 below;

e) the student may elect to have the lower level award conferred at a graduation ceremony; and

f) the student's lower level award transcript shall show the subjects completed, the grade for each subject and the session in which each subject was completed and the student's higher level award transcript shall show on it as graded credit, the subjects that were counted for the lower level award.

Lower Level Course Entry
A student who is admitted to a lower level course in an articulated set of courses may graduate with the award for that lower level course subject to the...
following conditions, even though the student may continue immediately into a higher level course:
a) the student must apply to graduate with the lower level award in the final session of enrolment in the lower level course in accordance with clause 2 below;
b) the student does not have to pay the graduation fee or the differential fee under clause 1.1.3.4 below; and
c) the student's lower level award transcript shall show the subjects completed, the grade for each subject and the session in which each subject was completed and the student's higher level award transcript shall show on it as graded credit, the subjects that were counted for the lower level award.

1.1.3.4 Differential Fees
Where the articulated set of courses is a HECS set of courses but the lower level award is separately offered as a fee paying course, the student will be required to pay a differential fee in order to graduate with the lower level award. The differential fee will be equivalent to the difference between the fee payable for the lower level course and the HECS liability of the subjects that comprise the lower level course. The student will not however be charged a differential fee for any subject in which credit was granted in the lower level course.

1.1.4 Bachelor/Bachelor (Honours) Courses
A student who completes requirements for the award of a Bachelor degree in one session and is admitted to a Bachelor (Honours) course in the next consecutive session, may apply to graduate.

A student who chooses to graduate with the Bachelor award may do so at a graduation ceremony or in absentia at an ordinary meeting of the Council.

1.2 Discharge of Obligations
To be eligible to graduate, a graduand shall discharge all obligations and indebtedness to the University to the satisfaction of the Director of Student Administration. For the purposes of this clause "to graduate" means to receive a testamur and final transcript and attend a graduation ceremony.

1.3 Application to Graduate
To be eligible to graduate, students must submit an Application to Graduate Form.

2. APPLICATIONS FOR GRADUATION
2.1 Application to Graduate Form
Students must apply to graduate on an Application to Graduate Form. The completed form should be returned to the Student Administration Office by the date published in the Principal Dates.

Students enrolled in articulated courses who wish to apply to graduate with a lower level award under clauses 1.1.3.2 and 1.1.3.3 above shall notify the Student Administration Office of their intention to apply to graduate.

Other students shall normally be sent an application to graduate form with a copy of their transcript by the Student Administration Office at the end of their anticipated last session of enrolment.

2.2 Late Applications
Late applications must be accompanied by the prescribed late fee.

At the Director, Student Administration's discretion, some late applications may be deemed too late for processing in time for the annual graduation ceremonies held in April/May. In such cases, a late fee is not charged and the graduands may choose either:
• to defer their graduation until the graduation ceremonies in the following year; or
• to have their awards conferred in absentia at the next ordinary meeting of the Council.

Graduands who choose the latter option will not receive their award at a graduation ceremony.

2.3 Mid Year Applications
Graduands who complete their course at the end of Autumn session will have their graduation deferred until the following April/May graduation ceremonies unless they elect to have their award conferred earlier and in absentia at an ordinary meeting of the Council.

2.4 Deciding Applications
The Dean on the recommendation of the Course Coordinator will satisfy himself/herself that students in a particular undergraduate or postgraduate coursework course have satisfactorily completed all course requirements and recommend to the Academic Awards Committee that the award be conferred. In the case of research higher degrees, the Board of Graduate Studies will satisfy itself that students have satisfactorily completed all course requirements and recommend to the Academic Awards Committee that the award be conferred. The Academic Awards Committee will approve the award which will be conferred by the Council.

2.5 Notification
Graduands will be advised in writing by the Student Administration Office that they have completed all
course requirements and will be given information about their graduation options.

2.6 Graduation Ceremonies
Graduands who choose to graduate at a Graduation Ceremony will be expected to graduate at the appropriate ceremony held at the campus through which they were enrolled. Graduands who wish to graduate at another campus, must apply on the Application to Graduate form to do so. Such applications will be decided by the Director, Student Administration.

2.7 Graduation with a Double Degree
The following procedures apply in the case of graduation in a course leading to a double degree:

2.7.1 Where One Faculty is Involved
Where both degrees are offered by the one Faculty, the student:
• will receive both degrees at the Faculty graduation ceremony;
• will be listed in the graduation program twice (once under each degree to be conferred); and
• may elect to be called onto the stage twice to receive each testamur separately.

2.7.2 Where Two Faculties are Involved
Where the degrees are offered by different Faculties, the student may elect to:
• attend both Faculty graduation ceremonies and receive each degree separately; or
• attend only one ceremony in which case only the degree for that Faculty will be listed in the program and presented and the testamur for the other degree will be enclosed with the testamur presented at the ceremony.

2.8 Graduation and the Phasing Out of Courses
During the period that a course is being phased out, students in the (old) course may be invited to transfer to a new course which leads to a different award at the same level as the old course. Such students will be invited to transfer to the new course and will be granted credit for all subjects completed in the old course.

At the time of such an invitation to transfer, those students who have completed the old course but have not graduated from it may apply to the Director, Student Administration to graduate with the award of the new course. Such applications will be approved by the Dean or the Dean’s delegate.

3. GRADUATION CEREMONIES
3.1 Australian Graduands
Australian graduands who elect to graduate at a graduation ceremony will be expected to attend the ceremony appropriate to their course held on the campus through which they were enrolled. Australian graduands who wish to attend a ceremony on another campus shall apply to do so on the Application to Graduate form. Such applications shall be decided by the Director, Student Administration.

In cases where the University conducts a special graduation ceremony for graduands in a particular region or course, graduands invited to the special ceremony may elect to attend as well, the ceremony held on the campus through which they were enrolled. Where the graduand elects to attend both ceremonies, he or she will receive a certificate of participation (rather than a second testamur) at the special ceremony.

3.2 International Graduands
International graduands who elect to graduate at a graduation ceremony may choose to attend the relevant ceremony at the campus through which they were enrolled or a ceremony held overseas or both. International students shall indicate on the form sent to them by the International Office which ceremony(ies) they wish to attend.

Where an international graduand elects to attend the Australian and the overseas ceremony, he or she will receive a certificate of participation (rather than a second testamur) at the second ceremony.

International graduands who complete their course in Australia at the end of the Autumn session of a particular year shall be invited by the International Office to attend an offshore graduation ceremony in September or October of that year. International graduands who complete their course in Australia at the end of the Spring session of a particular year shall be invited by the Student Administration Office to attend the ceremony held on the campus through which they were enrolled in April or May of the following year.

International graduands who complete their course at an overseas location shall be invited by the International Office to attend an offshore graduation ceremony. If an offshore ceremony is not available they will be invited by the Student Administration Office to attend the April or May ceremony held on the campus through which they were enrolled.

3.3 Graduation Through the Council
Graduands who elect to and are graduated at an ordinary meeting of the Council rather than at a graduation ceremony may not later elect to graduate at a ceremony.

Graduation through the Council is in absentia. That is, attendance at the meeting of the Board is not required.
3.4 **Graduating with Two Awards**
Graduands who are eligible to receive two awards shall be subject to one of the two clauses 3.4.1 or 3.4.2 below.

3.4.1 **Where One Faculty is Involved**
Where both awards are offered by the one Faculty, the graduand:
- will receive both awards at the Faculty graduation ceremony;
- will be listed in the graduation program twice (once under each award to be conferred); and
- may elect to be called onto the stage twice to receive each testamur separately.

3.4.2 **Where Two Faculties are Involved**
Where the awards are offered by different Faculties, the graduand may elect to:
- attend both Faculty graduation ceremonies and receive each award separately; or
- attend only one ceremony in which case only the award for that Faculty will be listed in the program and presented and the testamur for the other award will be enclosed with the testamur presented at the ceremony.

4. **DEFERMENT OF GRADUATION**
Deferment of graduation is not permitted. Students qualified for graduation must, subject to the provisions of Graduation Regulation 2, apply to graduate on the date of the graduation ceremony immediately following the session in which they completed requirements for an award, provided that they do not come under Graduation Regulation 10 relating to the granting of higher or lower awards than those already held.

5. **GRADUATION WITH HONOURS OR DISTINCTION**

5.1 **Honours**

5.1.1 **Bachelor (Honours)**
Students may graduate with a Bachelor (Honours) award upon successful completion of an Honours course.

For Bachelor (Honours) the University awards Honours in the following classes:
- Class 1
- Class 2, Division 1
- Class 2, Division 2
- Class 3

5.1.2 **Master (Honours)**
Students may graduate with a Master (Honours) award from a Master program by research and thesis in which Honours is available on the recommendation of the Board of Graduate Studies (Higher Degree Regulation 5.5). Levels of Honours (class 1, etc) do not apply to Master (Honours) programs.

5.2 **Distinction**
Students graduating from eligible courses (see 5.2.1.1 below) who have achieved a grade average of Distinction in their course as measured by a Grade Point Average (GPA) (see 5.2.2 below) shall graduate With Distinction.

5.2.1 **Eligibility**

5.2.1.1 **Eligible Courses**
Only students graduating from courses comprising 64 points or more and which are not Honours courses shall be considered for an award With Distinction. This includes students graduating with a Bachelor Award from a course which offers an add-on Honours year.

5.2.1.2 **Two-Thirds Requirement**
Students in eligible courses* who have completed two-thirds or more of their course at Charles Sturt University (i.e. they have not received credit in more than one-third of their course) shall be considered for an award With Distinction.

Students in eligible courses* who have completed less than two-thirds of their course at Charles Sturt University shall be considered for an award With Distinction if the student has achieved a Distinction-average (or equivalent as determined by the Dean) in their studies for which the credit was granted.

* Eligible courses are those courses comprising 64 points or more that are not Honours courses (clause 5.2.1.1).

5.2.1.3 **Articulated Sets of Courses**
Students graduating with the higher level award in one of the articulated course combinations specified below shall only be eligible to graduate With Distinction if they have achieved a grade average of Distinction in the whole (combined) course:

- Associate Degree → Bachelor
- Diploma → Bachelor
- Associate Diploma → Bachelor
- Graduate Certificate → Graduate Diploma
- Graduate Certificate → Master (Coursework OR Coursework/Dissertation)
- Graduate Diploma → Master (Coursework OR Coursework/Dissertation)

5.2.1.4 **Bachelor of Education**
Students in the Bachelor of Education (4th year) course may graduate With Distinction if they perform at the appropriate standard in the course, irrespective of the standard at which they performed in the Diploma of Teaching or Bachelor
of Teaching or other course which qualified them for admission to the Bachelor of Education (4th year) course.  
(This clause will not apply to students commencing this course in or after Autumn Session [Trimester 1] 2002.)

5.2.2 Grade Point Average (GPA)

5.2.2.1 Calculating The GPA

A numeric value is assigned to each grade:

- High Distinction: 7
- Distinction: 6
- Credit: 5
- Pass: 4
- Terminating Pass: 3
- Fail: 0
- Fail Withdrawn: 0

The GPA is calculated as follows: For each subject, the numeric value of the grade obtained is multiplied by the point value of the subject. The sum of the figures thus obtained is then divided by the sum of the point values of the subjects.

This can also be expressed in the formula:

\[
GPA = \frac{\sum (\text{point value of subject} \times \text{numeric value of grade})}{\sum (\text{point value of subject})}
\]

The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

A GPA of 6.00 or higher is required for graduation With Distinction.

5.2.2.2 Subjects Included in The GPA

All subjects graded:

- HD High Distinction;
- DI Distinction;
- CR Credit;
- PS Pass;
- PT Terminating Pass;
- FL Fail; and
- FW Fail Withdrawn

which are a part of the course, shall be included in the calculation of the GPA. This includes:

- subjects for which graded credit has been approved; and
- failed subjects which may have been passed at a later attempt.

5.2.2.3 Subjects Not Included in The GPA

Subjects not included in the calculation of the GPA include:

- subjects for which ungraded credit has been granted;
- subjects which are additional to course requirements;
- subjects which are graded:
  - SY Satisfactory
  - US Unsatisfactory
  - AW Approved Withdrawal
  - IP In Progress
  - NA Not Assessed
  - TA To be Assessed
  - AA Additional Assessment
  - GP Grade Pending
  - SX Supplementary Exam
  - AE Additional Examination

5.2.2.4 Undistinguished Session

Provided a student who is otherwise eligible, achieves the required GPA, the student shall graduate With Distinction: an undistinguished session of failure or low passes or the repeated failure of a subject shall not prevent graduation with Distinction.

5.2.2.5 The Old GPA Formula

The formula for calculating the GPA specified in clause 5.2.2.1 above was introduced in Autumn Session 1997. Students who commenced their courses prior to 1997, who are otherwise eligible for an award With Distinction, shall graduate With Distinction if their GPA is 6.0 or higher on the new scale or if their GPA is 75% or higher as calculated below.

A numeric value is assigned to each grade:

- High Distinction: 4
- Distinction: 3
- Credit: 2
- Pass: 1
- Terminating Pass: 1
- Fail: 0
- Fail Withdrawn: 0

The GPA is calculated as a percentage using the formula:

\[
GPA (%) = \frac{\sum (\text{point value of subject} \times \text{numeric value of grade}) \times 100}{\sum (\text{point value of subject}) \times 4}
\]

The GPA is calculated correct to two decimal points.

A GPA of 75.00% or higher is required for graduation With Distinction.

5.2.2.6 Relaxation of GPA Requirements

The requirement that a student otherwise eligible for consideration for an award With Distinction shall achieve a GPA of 6.00 (75% using the old formula) shall be lowered to a minimum of 5.65 (70% using
the old formula) provided that no more than 5% of students in a particular course graduate With Distinction after the application of this clause.

5.2.3 Awards With Distinction
Graduation With Distinction is recorded on a graduate’s testamur (degree, diploma, certificate) and on the final transcript of academic record. The words “With Distinction” however do not form part of the nomenclature of an award even though the graduate may cite the award With Distinction.

Any student who graduates With Distinction from a course and at a later time is admitted to and graduates from the Honours year for that course, will be advised that the correct nomenclature of their course is Bachelor of ...... (Honours) and that “With Distinction” is redundant and should not be cited.

6. UNIVERSITY MEDAL
The award of an undergraduate University Medal is the highest honour the Council can confer on undergraduate graduands of the University. An undergraduate University Medal inscribed with the graduand’s name, the course and the year in which it is awarded will be awarded at the appropriate graduation ceremony where the following conditions are met.

6.1 Eligibility for Consideration
6.1.1 Honours Class 1
Any student graduating with Honours Class 1 from an undergraduate honours course may be recommended for consideration for the award of a University Medal provided the student has completed at least two-thirds of the combined Bachelor and Bachelor (Honours) courses at Charles Sturt University.

6.1.2 With Distinction
Any student graduating with distinction from and undergraduate degree course (or from any specialisation of an undergraduate degree course) may be considered for the award of an undergraduate University Medal. For the purpose of this regulation “specialisation” is as defined in the Academic Senate’s policy on course accreditation.

A student who graduates with distinction from an undergraduate course and is awarded an undergraduate University Medal may not be nominated for, or awarded, another undergraduate University Medal if they then go on to graduate with Honours Class 1 from an undergraduate honours course.

6.1.3 Nominations to be made in Year of Graduation
An undergraduate University Medal will be awarded to a graduand(s) who meets the selection criteria specified in clause 6.1.1 and 6.1.2 above and who is selected by the University Medals Committee as detailed in clause 6.2 irrespective of whether they will graduate at a graduation ceremony (whether onshore or offshore) or in absentia at an ordinary meeting of the University Council. (Each year the University Medals Committee will consider the Faculty’s nominations of eligible graduands, who have graduated or will graduate, during the period 1 June of the previous year to 31 May of the current year.)

6.2 Method of Selection
6.2.1 University Medals Committee
University Medal winners shall be selected by the University Medals Committee of the Academic Senate.

6.2.2 Faculty Recommendations
The shortlist of potential University Medal winners shall comprise students who meet the selection criteria specified in clause 6.1 above and who are recommended to the University Medals Committee by the relevant Faculty in accordance with criteria determined by the Faculty.

6.3 Conditions of the Award of a University Medal
6.3.1 Limitation on Number Awarded
Normally, no more than five undergraduate University Medals shall be awarded in one calendar year and if no candidates in a particular year are considered to have attained the required standard, no undergraduate University Medals shall be awarded.

The University Medals Committee may award an additional undergraduate University Medal or Medals in exceptional circumstances with detailed reasons in support to be provided by the University Medals Committee to the next meeting of Academic Senate.

6.3.2 Limitation on Number Per Course
Only one undergraduate University Medal may be awarded each year in any particular undergraduate honours course or in any particular undergraduate specialisation, or in any particular undergraduate course which does not contain specialisations.

A Medal may be awarded jointly to two (or more) graduands in the same course.

Graduands who have been awarded a Medal jointly will each receive an undergraduate University Medal which will be inscribed in
accordance with clause 6 above except that the words "Jointly awarded to" will be inscribed before
the graduand’s name.

6.4 Guidelines for the Preparation of
Nominations for the Award of a
University Medal
Nominations for the award of a University Medal
shall focus on a student’s academic performance
and not on other achievements, however
meritorious they may be.

Where a Faculty puts forward more than one
nomination for the award of a University Medal, the
nominees should be ranked by the Faculty.

Nominations from Faculties should address the
following criteria:
• the grade point average of the nominee;
• details of prizes and/or scholarships won by the
nominee whilst completing the course relevant to
the nomination;
• if applicable, details of outstanding performance
in practical components of the course
undertaken by the nominee;
• comments on aspects of academic performance
that may not be apparent from the grades
obtained by the nominee;
• details of papers written by the nominee for
seminars, conferences or journals;
• details of work of a professional nature
undertaken by the nominee either within or
outside CSU;
• in relation to honours students, appropriate
excerpts from the examiners’ reports;
• any other relevant information related to the
nominee’s academic performance or
professional involvement.

7. TESTAMURS
7.1 CSU Testamurs
Upon graduation from an award course,
graduands will receive a testamur bearing:
• the graduand's full name;
• the name of the award as recorded on the
University Register of Approved Awards and
Courses;
• the course and specialisation if applicable;
• the words "with distinction" if the graduand has
the required record;
• the words “Honours Class...........” if the graduand
has completed a Bachelor (Honours) course;
• the date of the award;
• the signature of the Chancellor, the Vice-
Chancellor, the Dean and the University
Secretary; and
• the University Seal.

7.2 Graduands’ Names on Testamurs
7.2.1 Evidence of Name May be Required
In determining the name to appear on a graduand’s
testamur, the University may require the graduand
to produce a certified copy of his/her birth
certificate or extract certificate; and/or a certified
copy of a marriage certificate or deed poll as
evidence of a name change.

7.2.2 Full Name to be Shown
Subject to the other clauses of this policy, a
graduand’s full legal name will be recorded on the
testamur. A full legal name comprises all given
names and a family name.

7.2.3 Omissions and Short Forms
A graduand may not choose to omit a given name
from his/her testamur but may substitute a given
name with the initial of that name (see clause 7.2.4
below).

A graduand may not choose to substitute a short
form of a given name for that given name.

7.2.4 Initials for Given Names
A graduand may choose to have one or more of
his/her given names recorded as an initial only
provided that at least one given name is recorded
in full on the testamur. This clause applies to the
first given name as well as “middle names”.

A family name must be recorded in full: it cannot be
recorded by initial only.

7.2.5 Order of Names
Given names will generally precede the family
name on a testamur. A graduand from a culture
where the family name precedes the given names
may choose to have his/her name recorded with
the family name first or last.

The order of given names will be as listed by a
graduand on the Application to Graduate form.

7.2.6 Suffixes
A suffix which forms part of a graduand’s legal
name and distinguishes the graduand’s name from
the same name used by his/her father/mother or
serves some similar purpose will be recorded on
the testamur.

7.2.7 Non-English Names
The testamur of a graduand with non-English
names which, when written in their native language
are not written using the English alphabet, will bear
the English transliteration of the graduand’s name.

The testamur of a graduand with non-English
names which, when written in their native language
are written using English alphabetic characters,
some with accents, the accents will be recorded
as part of the name where it is technically possible
to do so.
7.2.8 **Australian Aboriginal Names**
A graduand who is an Australian Aboriginal or Torres Strait Islander who has both an English name and an Aboriginal name may choose to have both names recorded on his/her testamur. The order in which the two names are printed on the testamur will be as requested by the graduand on the Application to Graduate form.

7.2.9 **Family Names**
A graduand may have both his or her married family name and former family name on the testamur as a hyphenated name (e.g. Smith-Jones) but not in the form “Smith nee Jones”.

A graduand who, during his or her enrolment with the University has been recorded on the enrolment system under one family name and wants a different family name recorded on the testamur, may be required to give reasons for the request to the Director of Student Administration who shall decide the matter.

7.2.10 **Items not Recorded**

7.2.10.1 **Appellations**
Appellations such as Mr, Ms, Dr, Professor, Reverend and so on shall not be recorded on testamurs.

7.2.10.2 **Honours**
Civic, military, academic, professional and similar honours shall not be recorded on testamurs.

8. **REPLACEMENT TESTAMURS**
A graduate of the University or its former constituent institutions may apply for a replacement testamur.

8.1 **Applications**
Applications must be made in writing to the Director, Student Administration via the Student Administration Office on the appropriate campus. The applicant must provide:
- his or her full name at the date of graduation;
- the name of the awarding institution;
- the name of the course and the award received;
- the year the course was completed; and, if appropriate
- evidence of the student's change of name if the replacement testamur is not to be issued in the name used at graduation.

8.2 **Fee**
The appropriate fee must be paid before the replacement testamur will be issued.

8.3 **Format of the Replacement Testamur**
Replacement testamurs will be of the same size, style, colour and quality of currently issued Charles Sturt University testamurs. They will bear the following words and information:
- [University logo]
- “In the name of the Council and by authority of the same be it known that”
- [graduate’s full name]
- “having fulfilled the prescribed requirements was awarded the”
- [Name of award]
- (and where appropriate) “of the [name of institution] a former institution of the University”
- “on the [date of the original award]”
- “in token whereof the Board has authorised the Seal of the University to be hereto affixed”
- [University Seal]
- [signatures of the Chancellor, Vice-Chancellor, Dean and University Secretary]
- “dated this [date of the Council meeting at which the use of the Seal is approved].”

9. **LEVELS OF AWARD**
The awards granted by the University are from highest to lowest:
- Degree of Doctor
- Degree of Master (Honours)
- Degree of Master
- Graduate Diploma
- Graduate Certificate
- Degree of Bachelor (Honours)
- Degree of Bachelor
- Associate Degree (from 1996)
- Diploma
- Associate Diploma

10. **SIMILAR AWARDS**
Students who graduate with an award of the University and subsequently graduate with a similar higher level award, having obtained full credit for the lower award, are no longer entitled to cite the lower award as a qualification, except where they enrol in an Honours year following completion of a three-year equivalent degree.

Students who fail to complete a higher award but have qualified for a similar lower award, may apply for and be granted the lower award.

An award will not be made in a similar area of study at a level below the level of an award already held.

11. **ACADEMIC DRESS**
As approved by the Board of Governors on 3 September 1992 (BG 92/190) and amended on 1 September 1993 (BG 93/162); 20 May 1994 (BG 94/87).

11.1 **Associate Diploma, Associate Degree and Diploma**
- A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.
• A stole of bright red corded fabric (PMS199) consisting of two tails each one metre long and 10 cm wide, fixed to a collar having the dimensions 33 cm wide, having rounded corners 5 cm in radius cut at the back of the neck 3 cm deep by 14 cm wide and having a stripe in the colour of the faculty, centrally located on each tail. The width of the stripe shall be 5 cm for diplomates and associate degrees and 3 cm for associate diplomates.

11.2 Bachelor
• A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.
• A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style then lined 10 cm and bound 12 mm over the cowl with silk-like fabric of the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour of the neckband will show as a continuation of this colour in the cowl of the hood.
• A black felt covered trencher cap and black tassel of approximately 30 cm in length.

11.3 Graduate Diploma and Graduate Certificate
• A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.
• A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then lined 3 cm in blue silk-like fabric (PMS286), then a further 10 cm and bound over the cowl 12 mm with silk-like fabric in the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour on the neckband will show as a continuation of the colour in the cowl of the hood.
• A black felt covered trencher cap and black tassel of approximately 30 cm in length.

11.4 Master
• A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Master of Arts from the University of Cambridge.
• A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then fully lined and bound 20 mm over the cowl with silk-like fabric in the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour of the neckband will show as a continuation of this colour in the cowl of the hood.
• A black felt covered trencher cap and black tassel of approximately 30 cm in length.

11.5 Doctor of Philosophy
• A gown of lightweight black fabric, similar to a master gown, but with red silk-like fabric (PMS199) to a width of 10 cm.
• A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then fully lined and bound 20 mm over the cowl in blue silk-like fabric (PMS286). The neckband is lined in blue (PMS286) and is affixed so that when worn, the blue colour of the neckband will show as a continuation of this colour in the cowl of the hood.
• A black Tudor bonnet trimmed with a red cord and red tassels (PMS199).

11.6 Professional Doctorate
This currently includes the awards: Doctor of Business Administration; Doctor of Education; Doctor of Public Policy; Doctor of Psychology; Doctor of Health Science; and Doctor of Public Health.
• A gown of lightweight salmon fabric manufactured to the same pattern as graduates holding a degree of Doctor of Civil Laws from the University of Oxford.
• A hood of blue corded fabric (PMS286) manufactured to the Oxford doctorate shape, then fully lined and bound 20 mm over the cowl with silk-like fabric to match the facings on the gown.
• The front and sleeve facings shall be 12 cm wide from underarm to sleeve edge in the faculty colour.
• A black Tudor bonnet trimmed with gold cord and gold tassels.

11.7 Higher Doctorates
This includes the awards of Doctor of Arts, Doctor of Business, Doctor of Education, Doctor of Health Studies and Doctor of Applied Science awarded on the basis of a portfolio of published work, or by honoris causa.
• A gown of lightweight blue fabric (PMS286) manufactured to the same pattern as graduates holding a degree Doctor of Civil Laws from the University of Oxford, with front facings and sleeves in the faculty colour.
• A hood of salmon corded fabric manufactured to the Oxford doctorate shape, then fully lined and bound 20 mm over the cowl with silk-like fabric in the faculty colour.
• A black Tudor bonnet trimmed with gold cord and gold tassels.
11.8 Senior Doctorates
Doctor of the University (honoris causa)

- A full festal gown of salmon cored fabric manufactured to the same pattern as graduates holding a degree of Doctor of Letters or Doctor of Science from the University of Cambridge, with blue (PMS286) silk-like facings, 12 cm wide and sleeve lining of the same colour, matching sleeve cord and cloth covered button.
- A hood of black lightweight fabric manufactured to the Cambridge full shape style, fully lined in blue (PMS286) silk-like fabric and bound 20 mm over the cowl. The neckband is lined in blue (PMS286) and is affixed so that when worn, the blue colour of the neckband will show as a continuation of this colour in the cowl of the hood.
- A black Tudor bonnet trimmed with a blue cord and blue tassels.

Doctor of Letters (honoris causa) and Doctor of Science (honoris causa)

- A gown of lightweight blue fabric (PMS286) manufactured to the same pattern as graduates holding a degree of Doctor of Civil Laws from the University of Oxford, with front facings and sleeves in the faculty colour.
- A hood of salmon cored fabric manufactured to the Oxford doctorate shape, then fully lined and bound 20 mm over the cowl with silk-like fabric in the faculty colour.
- A black Tudor bonnet trimmed with gold cord and gold tassel.

11.9 Faculty Colours
AGSPM Ruby (BCC38)
Arts White (BCC1)
Science and Agriculture Maize (BCC5)
(Black)
Commerce Smalt (BCC147)
(Blue)
Health Studies Powder Blue
(BCC193)
Education Grass Green
(BCC103)

11.10 Academic Dress for Aboriginal and Torres Strait Islander Graduands
In addition to the approved academic dress for the award being conferred, Aboriginal and Torres Strait Islander graduands may wear a distinguishing stole at graduation ceremonies.

For Aboriginal Graduands:
- A stole 230 cm long, made up of black, yellow and red stripes, each 2.5 cm wide, lined with black fabric and trimmed with yellow fringing.

For Torres Strait Islander Graduands:
- A stole 230 cm long, made up of blue, white and green stripes each 2.5 cm wide, lined with black fabric and trimmed with black fringing.

SPECIAL CONSIDERATION REGULATIONS

1. APPLICATION OF THESE REGULATIONS
The Special Consideration Regulations apply in all cases where the other Academic Regulations provide for a student to seek some entitlement on the grounds of misadventure or extenuating circumstances.

2. STUDENT OBLIGATIONS
Students are expected to complete all compulsory assessment tasks, tests and examinations at an acceptable standard and to meet all compulsory assessment deadlines to meet course requirements.

Students who suffer misadventure as described in sections 3 and 3.1 below, or are affected by extenuating circumstances as described in sections 3 and 3.2 below, which prevents them from meeting acceptable standards or deadlines may apply for special consideration.

Students who experience circumstances which adversely affect their studies but which are not such as to be deemed misadventure or extenuating circumstances as defined in section 3 below, are nevertheless advised to inform their Subject Coordinator or Course Coordinator of those circumstances as they occur.

3. MISADVENTURE AND EXTENUATING CIRCUMSTANCES
As a general guide misadventure or extenuating circumstances are circumstances which are:
- beyond the student’s control (i.e. they could not have reasonably been anticipated, avoided or guarded against);
- sufficiently grave or of a nature or duration to have caused considerable disruption to the student’s capacity to study effectively or to complete subject requirements; and
- have interfered with the otherwise satisfactory fulfilment of the subject requirements.

3.1 Misadventure
Circumstances contributing to misadventure can include:
- medical reasons;
- family/personal reasons - including death or severe medical or personal problems;
- employment related reasons - such as a substantial change to routine employment arrangements or status.
The following circumstances would not be considered misadventure:
- routine demands of employment;
- difficulties adjusting to University life, to the self-discipline needed to study effectively, and to the demands of academic work;
- stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
- routine need for financial support;
- lack of knowledge of requirements of academic work.

3.2 Extenuating Circumstances
Circumstances which can be deemed to be extenuating include:
- administrative problems - such as the late receipt of teaching materials, enrolment errors or delays;
- sporting or cultural commitments - where a student has been selected to participate in a state, national or international sporting or cultural event;
- military commitments - where a student is a member of the armed forces involved in a compulsory exercise;
- legal commitments - where a student is called for jury duty or is subpoenaed to attend a court, tribunal, etc; or
- other events that pose a major obstacle to the student proceeding satisfactorily with his or her studies.

The following would not be regarded as extenuating circumstances:
- demands of sport, clubs, and social or extracurricular activity (other than selection for state, national or international sporting or cultural events);
- difficulties with the English language during examinations.

4. Requests for Special Consideration
Requests for special consideration may be lodged for the purposes given below. The type of application, the office with which it should be lodged and the deadline for lodging it are specified in each case.

4.1 An Extension of Time to Submit Assessment Tasks
Applications for an extension of time to submit assessment tasks are the subject of policies specified in subject outlines. Such applications may be received and approved verbally. Where a written application is required, the following applies:
- Applications should be in the form of a letter to the Subject Coordinator and should be supported by appropriate documentation. The application should be lodged as soon as it becomes apparent that the submission deadline cannot be met.

4.2 Approved Withdrawal from a Subject (AW Grade) After the HECS Census Date
Applications must be in the form of a letter to the Student Administration Office. The application must be lodged as soon as possible and preferably before the last four weeks of session (counting the examination weeks). Refer to Enrolment Regulation 13.

4.3 Refund of HECS Payments Following Withdrawal from a Subject/s
Applications must be in the form of a letter to the HECS Officer in the Student Administration Office. The application must be lodged within 28 days of the notification of the granting of an AW grade. Refer to Enrolment Regulation 13.4.4.

4.4 Extended Leave of Absence
Applications for leave of absence which do not exceed the maximum leave permitted (two sessions of leave in any four consecutive calendar years) are normally automatically granted. All applications for leave must be in writing but applications for leave beyond the maximum permitted must be on the grounds of misadventure or extenuating circumstances.

Applications for extended leave should be lodged with the Student Administration Office by 5:00 pm on the HECS census date of the session in which leave is sought. Refer to Enrolment Regulation 14.

4.5 An Extension of Time to Complete a Subject (Grade Pending GP)
Applications must be lodged in writing with the Student Administration Office (Examinations Office in Bathurst) by the Friday before the commencement of examinations for the session. Late applications may be accepted if the misadventure or extenuating circumstances prevented the student from lodging the application on time. Refer to Assessment Regulation 7.

4.6 Permission to Sit for a Supplementary Examination
4.6.1 Due to Inability to Sit for the Final Examination
Applications must be lodged in writing with the Student Administration Office (Examinations Office in Bathurst) by the Friday before the commencement of examinations for the session. Late applications may be accepted if the misadventure or extenuating circumstances prevented the student from lodging the application on time. Refer to Assessment Regulation 7.
4.6.2 **Due to Misadventure at an Examination**
Applications may be made on an Incident Report form available from the examination supervisor. The completed Incident Report form must be lodged with the examination supervisor.

Alternatively, application may be made in writing and must be lodged in person, by facsimile or by email with the Student Administration Office (Examinations Office in Bathurst) within three working days of the examination.

Refer to Examination Regulations 8 and 9.

4.7 **Exemption from Attendance at a Compulsory Residential School**
Applications must be made in writing to the Open Learning Institute and be lodged prior to the commencement of the residential school. Refer to Assessment Regulation 15.

4.8 **To Avoid Failing a Subject for Not Attending a Compulsory Residential School**
Students who do not attend a compulsory residential school and who were not granted an exemption from attendance will be asked by the Open Learning Institute to show cause why they should not be failed in the subject. Refer to Assessment Regulation 15.3.

5. **SUPPORTING DOCUMENTARY EVIDENCE**

5.1 **Medical Certificates and Reports**

5.1.1 **Medical Certificates**
A medical certificate will normally be submitted by a student who has suffered an acute (i.e. brief) illness when seeking special consideration. A medical certificate is a signed statement from a qualified and registered health practitioner which explains the debilitating nature of the condition from which the student is or was suffering and the period during which the condition has or will affect the student, so that the University can decide on the basis of that information and any other information provided by the student, whether to grant the special consideration sought. The report should also specify the precise nature of the medical condition, unless to do so would result in a breach of patient confidentiality.

5.1.2 **Medical Reports**
A medical report will normally be submitted by a student when seeking to explain poor academic performance over an extended period of time as in the case of an exclusion appeal. A medical report is a signed statement from a qualified and registered health practitioner which explains the debilitating nature of the chronic (i.e. ongoing) medical condition from which the student is or was suffering and the likely duration of the condition, so that the University can decide on the basis of that information and any other information provided by the student, whether to grant the special consideration sought. The report should also specify the precise nature of the medical condition, unless to do so would result in a breach of patient confidentiality.

5.1.3 **Conditions Relating to the Use of Medical Reports and Certificates**
- Medical certificates and medical reports will only be accepted when given by qualified and registered health practitioners.
- Medical certificates and medical reports must be legible; documents, signed by the practitioner and, preferably on letterhead stationery; they must indicate the date/s on which attention was sought; and meet the other requirements specified in 5.1.1 and 5.1.2 above.
- A student shall submit a medical certificate or medical report when seeking special consideration in relation to an illness, disability or medical condition.
- When assessing a request for special consideration, the University will take into account all matters relevant to the request. A medical certificate or medical report, in itself, does not guarantee that special consideration will be granted.

5.1.4 **Registered Health Practitioners**
Medical reports and certificates will be accepted from the following categories of registered health practitioners:
- registered medical practitioners;
- registered dentists.

5.2 **Family/Personal**
For family/personal reasons - a statement from a registered health care practitioner, a recognised mental health professional, or a person who knows the student, who is not related to the student and who is independent of the University stating:
- the date the student's personal circumstances began or changed; and
- how these circumstances affected the student's ability to study.

5.3 **Employment**
For employment related reasons - a statement from the student's employer stating:
- the date employment arrangements or status changed; and
- the nature of the changes.

5.4 **Sporting/Cultural/Military/Legal**
For sporting, cultural, military or legal commitments - a statement from the relevant authority advising:
- details of the event; and
- the period during which the student's study will be interrupted.
Access to Student Records

APPOINTMENT OF AGENTS AND REPRESENTATIVES

1. PRIVACY OF DEALINGS
The University’s dealings with a student are regarded by the University as private. The University shall not disclose its dealings with a student to any other persons or body without the student’s permission except as required by law.

2. AGENTS
A student has a common law right to appoint an agent to act for him or her. An agent is given authority by the student to act on his or her behalf, i.e., to make decisions for the student which are binding on the student.

2.1 Conditions of Appointment
The University shall only deal with a student’s agent where:
(a) the appointment of the agent is notified to the University by the student in writing; and
(b) the notification clearly specifies the agent’s authority to act for the student and in appropriate cases the period during which the authority is in force.

2.2 Limitations of Appointment
The University shall not deal with a student’s agent where:
(a) the University’s by-laws, rules and regulations stipulate that the student cannot be represented by an agent; and
(b) the student has to submit him or herself for academic assessment including the preparation of an assignment or other piece of work or the sitting of an examination.

3. REPRESENTATIVES
A student may appoint a representative to be an advocate for him or her. A representative may convey a decision or information on behalf of a student but cannot make a decision for the student.

3.1 Conditions of Appointment
The University shall only deal with a student’s representative where:
(a) the appointment of the representative is notified to the University by the student either verbally or in writing as required by the University; and
(b) the notification clearly specifies the matter to which the representation applies.

3.2 Limitations of Appointment
The authority of a representative may be proscribed in particular situations by the by-laws, rules and regulations of the University.

ACCESS TO STUDENT RECORDS

1. DEFINITION
In this policy

1.1 “Student record” means any personal, academic and other information relating to a student, retained by the University.

1.2 “Assessment item” means any essay, examination paper, report, project, dissertation, thesis etc which has been assessed and assigned a grade or mark.

2. CONFIDENTIALITY
2.1 Student records and assessment items are confidential. Subject to the legal obligations of the University, a student’s record, or parts thereof, will be released only to that student and to authorised University staff.

2.2 If instructed in writing by a student, the University will release his/her student records, or assessment items to another person or to an organisation.

2.3 Where information from student records or assessment items is disclosed other than in accordance with clauses 2.1 and 2.2, that information must be published in such a way that the student cannot be identified from that information.

3. SCHEDULE OF STUDENT RECORDS
The University Secretary will publish a ‘Schedule of Student Records retained within the University’. The Schedule will contain a description of all the information held; the form in which it is stored; the Division or Faculty in which it is stored and the period for which it is stored prior to destruction.

4. ACCESS TO STUDENT RECORDS BY STAFF
The following staff are authorised to access student records as detailed:

4.1 Staff authorised to access all student records:
Vice-Chancellor
Deputy Vice-Chancellor
Pro-Vice-Chancellors
Heads of Campus
University Secretary
Director, Student Administration
Director, CSU Regional Archives
CSU Regional Archives Staff
Records/FOI Manager
FOI Officers
Manager of Student Services, each campus
Librarian, each campus
Members of University committees which review students’ academic results and progress
Student Administration Office staff.

4.2 Staff authorised to access the records of students in their Faculties:
- Deans
- Heads of School
- Course Coordinators
- Members of Faculty Committees which review students’ academic results and progress
- Other Faculty staff approved by the Dean
- Faculty Administrative Staff
- School Administrative Staff

4.3 Staff authorised to access the records of students as indicated:
- International Office staff (international full-fee paying students)
- Open Learning Institute (non award course students)
- (distance education students)
- Division of Financial Services (students’ financial records)
- Director, Management (information required by Information Centre
Government Legislation)

5. REQUESTS FOR STUDENT RECORDS

5.1 Students who wish to peruse their computerised academic record or paper record retained by the Student Administration Office will be permitted to do so during office hours. Supervised access will be allowed only within the precincts of the Student Administration Office, upon presentation of their Student Identification card to staff of the Student Administration Office.

5.1.1 Records to which access has been given under clause 5.1 may not be removed from the Student Administration Office.

5.1.2 Students permitted access to their student records may take notes of information appearing on their records.

5.2 Students who require copies of information from their student records should request the staff of the Student Administration Office to make the copies for them. Payment at the specified rate per copied page will be required.

5.2.1 The number of copies requested must be limited to a reasonable amount (i.e. the workload required for production will not unreasonably interfere with the operations of the University), with a maximum limit of 20 copied pages. The University Secretary may decline requests considered to be above a reasonable amount, in which case any payment made will be refunded.

5.2.2 Where the copying of information cannot be done immediately, the copies will be provided within 21 days of the request being received.

5.2.3 Some details may be deleted from the copies provided to conform with privacy requirements.

5.3 Students who wish to access information relating to themselves which is not contained within their computerised academic record or Student Administration Office file should contact the Freedom of Information Officer at their campus.

5.4 Whenever a student accesses his/her Student Administration Office file, that student must sign a Record of Access form.

6. FEES

6.1 Access to student records under this policy will be free, except where a student requires copies of materials kept on the University’s records.

6.2 Applicable fees will be published in the University’s Schedule of Fees and Charges.

7. AMENDMENT OF RECORDS

7.1 A student may apply to the University Secretary to have placed on that student’s record a note, comment or explanation in relation to any document contained in that record.

7.2 A student may apply to the University Secretary for amendment of that student’s record on the grounds that it is incomplete, incorrect, out of date or misleading.

7.3 The University Secretary shall be the final determiner of all such applications under this policy.

8. ACCESS TO ASSESSMENT ITEMS AND INFORMATION

Students should also consult the Assessment Regulations and the Higher Degrees Regulations.

8.1 All assessment items completed during a session other than examination answer booklets will be returned to students with a mark or grade. While individual grades or marks will be treated as personal information, Subject Coordinators may provide information on the distribution of results in assessment items so that students can gauge their own performance against those of the other students in the subject.

8.1.1 To ensure the confidentiality of marked assessment items such items must be returned directly to students in person or by mail and must not be left for collection by students from boxes in
public areas or be returned to them in other unsupervised ways.

8.2 Examination answer booklets will be retained for a period of not less than four months after the date of the examination, during which period students will have the right of access to their answer booklets, to consult Subject Coordinators on their performances, or to obtain a copy of their answer booklets subject to the payment of the appropriate fee (see Clause 6 above). After four months the answer booklets will be destroyed except as provided for in 8.2.2 (AS 95/75 on 28.6.95).

8.2.1 The right of access does not extend to answer booklets or other assessment items which need to be kept confidential (e.g. questions which form part of a bank to be re-used in later examinations). In such cases arrangements shall be made for students to receive advice on their performances with reference to their own examination answers in a manner that does not compromise the examination mode.

8.2.2 Examination scripts which are the subject of or are relevant to disciplinary proceedings within the University may be retained by the University Secretary for an indefinite period.

8.3 As each situation may require different levels of attention, no specific limit is to be placed on the number of consultations between students and lecturers regarding access to student records and assessment items (AS 93/246 on 14.12.93).

8.4 In the case of the examination of higher degree theses, the examiners’ reports shall be released to the student in the manner determined by the Board of Graduate Studies following determination of the result.

9. ACCESS TO ASSESSMENT ITEMS BY STAFF
The following staff are authorised to access assessment items as detailed:

9.1 Staff authorised to access the assessment items of all students:
Vice-Chancellor
Deputy Vice-Chancellor
Pro-Vice-Chancellors
Heads of Campus
University Secretary
Director, Student Administration
Records/FOI Manager
FOI Officers

Members of University committees which review students’ academic results and progress

9.2 Staff authorised to access the assessment items of students enrolled in courses of their Faculty or enrolled in subjects taught by their Faculty.

Deans
All Faculty subjects
Heads of School
Subjects taught by their School
Subject Conveners/Coordinators
Subjects they teach
Members of School Assessment Committee
Subjects taught by their School
Members of Faculty Assessment Committee
Subjects taught by their Faculty.

10. FREEDOM OF INFORMATION ACT
The University, as a public authority, is subject to the NSW Freedom of Information Act. Any application made under the policy detailed above does not preclude a student’s right to make an application under the Freedom of Information Act.

RULE OF THE LIBRARY
The Executive Director of the Division of Library Services which administers the libraries on each campus has authority from the Council to enforce this rule.

The authority of the Executive Director shall be delegated to each campus Library Director for the daily operation of the relevant library, and where specified for the enforcement of this Rule. In the absence of the Library Director, this authority is vested in the Officer-in-Charge of each campus library at any time.

The University Library Advisory Committee will approve amendments.

1. HOURS OF OPENING
The hours of opening of each library shall be determined by the Executive Director on advice of the appropriate Library Director, and notified to the users of each library. Any variations to standard opening hours shall be notified in advance, through normal University channels, and posted at each library entrance.

2. ENTRY TO THE LIBRARY
(i) The Rule of the Library shall be displayed or made available to users of the library.
(ii) Members of the public may enter a library during its hours of opening. Entry is taken to indicate acceptance of the Rule and agreement to be governed by it.
(iii) Persons under the age of 18 years may be required to be accompanied by an adult deemed responsible for their abidance by the Rule.
3. **GENERAL CONDUCT WITHIN THE LIBRARY**

Users of the Library shall adhere at all times to these conditions of general conduct, which shall be enforced by the Officer-in-Charge at the time.

(i) Any person within the library shall produce appropriate identification upon request of a member of the library staff or security staff.

(ii) Persons using the library shall conduct themselves in a quiet, orderly manner. Disturbance of other patrons must be avoided.

(iii) Eating, drinking and smoking are not permitted in public areas within the library.

(iv) No animals, other than guide dogs, may be brought into the library.

(v) Any items brought into the library shall remain the responsibility of the owner and may be required to be offered for inspection by any member of the library staff or security staff.

(vi) Seating in the public area may not be reserved.

(vii) Articles left unattended in the library may be removed by the library staff and treated as lost property.

(viii) Any persons not adhering to these conditions of general conduct and use, who are requested to do so by the Officer-in-Charge, must comply with the direction or leave the library immediately.

4. **USE OF LIBRARY FACILITIES**

(i) Each Library Director may permit any person to use any facility of that library and determine the conditions of use.

(ii) Charges may be imposed for the use of the library materials, services or other facilities.

(iii) Schedules of charges and fines shall be published in the University Handbook.

(iv) Items which are the property of the University or the library shall not be defaced, mutilated or deliberately misplaced.

(v) Privacy of patron and loan records shall be maintained.

5. **AVAILABILITY OF MATERIAL FOR LOAN AND CONDITIONS OF LOAN**

(i) No library material shall be removed from a library building until a loan has been appropriately transacted.

(ii) Items in the open access collections of each library are normally for loan. Specific categories, for example, reference materials, may be excepted.

(iii) Load periods shall be determined by the Executive Director, advised to the University Library Advisory Committee, and published within the University.

(iv) A campus Library Director may modify loan conditions temporarily to more satisfactorily cater for items in high demand.

(v) Material issued on loan may be recalled by the library staff at any time.

6. **BORROWING PRIVILEGES**

(i) The following are entitled to borrow approved materials from the library: students of the University, staff of the University, reciprocal borrowers (students and staff of other tertiary institutions) and members of the community/special users as approved by a campus Library Director.

(ii) Community and special borrowers will be charged an annual fee.

(iii) Community and special borrowers may borrow from the University Library but will not be granted reciprocal borrowing privileges at other libraries by virtue of enrolment at Charles Sturt University.

7. **BORROWER RESPONSIBILITIES**

(i) A current card indicating entitlement to borrow from the library shall be presented by each borrower.

(ii) The card showing borrowing entitlement shall not be used by persons other than the registered card holder.

(iii) University members shall report the loss of their card immediately to the Student Administration Office. Borrowing privileges may be withheld until a new card is issued.

(iv) Community and special borrowers shall report the loss of their library card immediately to the campus library where the holder is registered. Borrowing privileges may be withheld until a new card is issued.

(v) A borrower shall remain responsible for material issued against his/her library card until the material is returned to the library and the loan transaction discharged by the library staff.

(vi) Borrowing privileges may be suspended if a borrower has overdue items, outstanding library fines, or is in some other way in breach of this Rule.

(vii) Fines for the late return of items may be imposed. Fines may be waived only by the campus Library Director or nominated delegate.

(viii) Failure to return a loan shall incur a maximum fine plus a replacement charge for the item loaned.

(ix) Outstanding library fines or debts may prevent the issue of final grades for the session or re-enrolment in a subsequent session.
8. MISCONDUCT OR BREACHES OF THIS RULE

(i) Where a person is in breach of this Rule the Executive Director or the Library Director may suspend that person for a period not exceeding two weeks from attendance at, or from the use of all or any of the facilities of the library.

(ii) Where the Executive Director or the Library Director exercises authority under (i) above the matter shall be reported forthwith in writing to the Head of the relevant campus.

(iii) Where the Executive Director or the Library Director believes that the breach of the Rule dealt with under (i) above so warrants, he or she may recommend to the Head of the relevant campus that the person be dealt with under the By-law or Rules relating to student or staff misconduct.

(iv) Except where a breach of this Rule is to be dealt with under (iii) above, a person aggrieved by a decision of the Executive Director or Library Director under (i) above may appeal to the Head of the relevant campus.

STUDENT ACADEMIC MISCONDUCT RULE

1. PREAMBLE

1.1 Scope
This Rule applies to academic misconduct as defined in clause 2 below allegedly committed by students enrolled in subjects or undertaking research at the University.

The Rule does not apply to general (ie, non-academic) misconduct by students which is dealt with under the Student General Misconduct Rule.

1.2 Definitions

1.2.1 Dean
Unless specified otherwise, “Dean” means Dean of the Faculty responsible for the subject or research in which academic misconduct is alleged to have occurred; or the Executive Director, for subjects or research undertaken with the Australian Graduate School of Police Management.

1.2.2 Head of School
Unless specified otherwise, “Head of School” means the Head of the School responsible for teaching the subject in which academic misconduct is alleged to have occurred.

1.2.3 Student
“Student” means a person who at the time the alleged academic misconduct occurred was enrolled in a research program or was enrolled in a subject offered by the University which is a component of a course leading to an award of the University, irrespective of whether the student is enrolled in a course.

1.2.4 University
“University” means Charles Sturt University or an institution affiliated with Charles Sturt University.

1.3 External Authorities
Nothing in this Rule abrogates a person’s right or the University’s right to refer at any stage alleged academic misconduct to authorities external to the University.

1.4 Precedence
This Rule takes precedence over any other regulations or rules dealing with academic misconduct by students made in pursuance of the Charles Sturt University Act, 1989.

1.5 Right of Enrolment
A student alleged to have committed academic misconduct shall be entitled to remain enrolled at the University during the preliminary inquiries conducted in accordance with clause 4 below; during investigation by an Academic Misconduct Panel conducted in accordance with clause 5 below; and during an appeal to the Academic Misconduct Appeals Committee conducted in accordance with clause 6 below.

1.6 Academic Misconduct and Graduation
Where a student has received an award of the University for which the subject in which the academic misconduct occurred was a component and as a consequence of that misconduct the student is failed in the subject, then the award shall be rescinded, the student’s name shall be deleted from the Register of Graduates and the student shall be required to return the testamur and final transcript to the University.

2. ACADEMIC MISCONDUCT

2.1 Definition
Academic misconduct is acting in a way, or attempting to act in a way, or assisting another student to act in a way which could reasonably be expected to defeat the purpose of a learning experience or an item of assessment or an examination. Academic misconduct will normally be evidenced by plagiarism, cheating or collusion.

a) Plagiarism
A student plagiarises if he or she gives the impression that the ideas, words or work of another person are the ideas, words or work of the student. Plagiarism will include:
(i) copying any material from books, journals, study notes or tapes, the Web, the work of other students, or any other source without
indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citation; or (ii) rephrasing ideas from books, journals, study notes or tapes, the Web, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations.

Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else.

Plagiarism includes, but is not limited to:
• copying unacknowledged passages from textbooks;
• reusing in whole or in part the work of another student;
• obtaining materials from the Web and submitting them, modified or otherwise, as one’s own work;
• submitting work which is derived in whole or in part from the work of another person but which has been changed in superficial respects possibly by mechanical means.

b) Cheating
A student cheats if he or she does not abide by the conditions set for a particular learning experience, item of assessment or examination.

Cheating includes, but is not limited to:
• falsifying data obtained from experiments, surveys, or similar activities;
• copying the answers of another student in an examination or allowing another student to copy answers in an examination;
• taking unauthorised materials into an examination;
• sitting an examination for another student or having another person at an examination on behalf of a student;
• removing an examination question paper from an examination room where this is contrary to instructions;
• improperly obtaining and using information about an examination before an examination;
• making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked.

c) Collusion
A student colludes when he or she works without permission with another person or persons to produce work which is then presented as work completed independently by the student.

Collusion includes, but is not limited to:
• writing the whole or part of an assignment with another person;
• using the notes of another person to prepare an assignment;
• using for an assignment the resource materials of another person that have been annotated or parts of the text highlighted or underlined by that person;
• allowing another student, who has to submit an assignment on the same topic, access to one’s own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

3. ALLEGATIONS OF ACADEMIC MISCONDUCT

3.1 Reporting Academic Misconduct
Where a person has reason to believe that a student has engaged in academic misconduct and wishes to have the matter investigated, the person shall provide a signed statement which sets out the information and/or evidence relating to the suspected academic misconduct to the Head of School or to the Dean if the Head of School is implicated in the matter.

Where on the face of that information and/or evidence the Head of School or the Dean believes that the student has a case to answer, the Head of School or another person appointed by the Dean shall conduct preliminary inquiries as provided in clause 4 below.

3.2 Academic Misconduct to be Reported as Soon as Practicable
Information and/or evidence regarding possible academic misconduct shall be submitted as soon as practicable but normally no later than 21 days after the incident to which the information and/or evidence relates came to light. However, the Head of School or the Dean may at his or her discretion, accept information and/or evidence later than 21 days after the incident to which the information and/or evidence relates.

3.3 Acknowledging Claims of Suspected Academic Misconduct

3.3.1 Head of School
The Head of School shall acknowledge in writing, receipt of a signed statement relating to suspected academic misconduct immediately upon its receipt.

If the Head of School has a conflict of interest in the suspected academic misconduct he or she shall immediately refer the information and/or evidence to the Dean and shall immediately advise in writing the person who provided the signed statement of the action taken.

3.3.2 Dean
The Dean shall acknowledge in writing, receipt of a signed statement regarding suspected academic misconduct immediately upon its receipt from a student or a Head of School.
4. PRELIMINARY ENQUIRIES

4.1 Initiating Inquiries

Inquiries into suspected academic misconduct shall be initiated by the Head of School. Where the Head of School teaches or supervises the student suspected of academic misconduct or could be in some other conflict of interest in conducting the inquiries, the Dean shall appoint another member of the Faculty to conduct the inquiries.

4.2 Conduct of Inquiries

The inquiries may involve consulting with the person providing the signed statement, the student or students who are suspected of academic misconduct and any other persons the enquirer deems appropriate.

Inquiries shall be concluded as quickly as practicable and normally within seven days of the receipt of the signed statement. The person conducting an inquiry may seek an extension of time from the Dean to conduct the enquiry.

4.3 Findings - No Case to Answer

If, after completion of the inquiries, the person conducting the inquiries believes the student suspected of academic misconduct has no case to answer that person shall within seven days of the conclusion of the inquiries:

(a) advise in writing the Dean and the person who provided the signed statement of the inquiries made, the outcome of the inquiries and in the case of the person who provided the signed statement, his or her right to have the finding reviewed by the Dean under clause 4.3.1 below; and

(b) subsequent to the outcome of any review sought under clause 4.3.1 below, advise the student who was suspected of academic misconduct in writing of the nature of the information and/or evidence which led to the enquiry, the inquiries made and the findings and the recommendation made to the Dean under clause 5.5 below.

4.3.1 Review of Finding - No Case to Answer

If the person who provided the signed statement disagrees with a finding of no case to answer he or she may seek a review of the finding by the Dean. The request for a review must be lodged in writing within 14 days of the date of notification of the finding.

The Dean shall review the finding within seven days. If the finding is upheld the matter is closed. If the finding is set aside the Dean shall establish an Academic Misconduct Panel under clause 5 below.

4.4 Findings - A Case to Answer

4.4.1 Where Academic Misconduct is Admitted

If during the inquiries a student admits to academic misconduct the person conducting the inquiries shall within seven days of the conclusion of the inquiries:

(a) report the findings of the inquiries to the Dean in writing and recommend action in accordance with clause 5.5 below;

(b) advise the person who provided the signed statement in writing of the inquiries made and the outcome of the inquiries; and

(c) advise the student who is suspected of academic misconduct in writing of the nature of the information and/or evidence which led to the enquiry, the inquiries made and the findings and the recommendation made to the Dean under clause 5.5 below.

4.4.2 Where Academic Misconduct is Not Admitted

If after completion of the inquiries the person conducting the inquiries believes that a student has a case to answer the person shall within seven days of the conclusion of the inquiries:

(a) submit a written allegation of academic misconduct to the Dean which shall state specifically the nature of the alleged academic misconduct and provide reasons for the allegation in the form of a report of the inquiries made; and

(b) if the student has denied the allegation, recommend to the Dean that an Academic Misconduct Panel be established as provided for in clause 5 below; or

(c) if the student has neither admitted nor denied the allegation, recommend to the Dean either:

(i) that an Academic Misconduct Panel be established as provided for in clause 5 below; or

(ii) if the evidence in support of the allegation is compelling, that action be taken in accordance with clause 5.5 below.

After receiving a report and a recommendation, the Dean may conduct further inquiries and shall within seven days of receiving the report and recommendation (unless granted an extension of time by the Deputy Vice-Chancellor):

(a) take action in accordance with clause 5.6.1 below; or

[This clause allows the Dean to take no action against the student, or impose a penalty, or recommend to the Deputy Vice-Chancellor that a more severe penalty be approved.]

(b) establish an Academic Misconduct Panel as provided in clause 5 below in which case the
Dean shall
(i) advise the student in writing of the allegation; provide the student with a copy of the report of the preliminary inquiries and the membership of the Academic Misconduct Panel; and request that the student respond in writing to the allegation within twenty-one days. The notification shall also inform the student: of assistance available through the Division of Student Services or the appropriate student association; that he or she may be represented in proceedings by a person other than a person who is a currently practising barrister or solicitor; and that he or she has the right to remain enrolled during the investigation of the allegation by virtue of clause 1.5 above; and
(ii) advise the person who provided the signed statement in writing of the inquiries, the allegation brought against the student and the membership of the Academic Misconduct Panel.

4.5 Findings - Vexatious Accusations
If, after completion of the inquiries, the person conducting the inquiries believes that the person who provided the signed statement did so vexatiously (i.e. the information and/or evidence supplied was spurious and was provided in order to annoy or upset the student) the person conducting the inquiries shall, if the person providing the signed statement is a student, deal with the student under the Student General Misconduct Rule. If the person providing the signed statement is a staff member, he or she shall be dealt with under the relevant industrial award.

5. ACADEMIC MISCONDUCT PANEL
An Academic Misconduct Panel shall be established by the Dean to investigate alleged academic misconduct under clause 4.4.2 above.

5.1 Membership
5.1.1 Composition
An Academic Misconduct Panel shall comprise:
(a) the Dean or a person appointed by the Dean who shall be the Convenor; and
(b) two academic staff appointed by the Dean one of whom shall be from the teaching School and, if the student is enrolled in a course of a different Faculty, one from that Faculty appointed in consultation with the Dean of that Faculty.

5.1.2 Ineligible Persons
No person with a conflict of interest shall be appointed to a Panel. The person who conducted the preliminary inquiries under clause 4 above shall not be appointed to a Panel.

5.3.1 Student Representation
The student alleged to have committed academic misconduct shall be entitled to put his or her case in person to the Panel and may be represented at the hearing by a person who is not a currently practising barrister or solicitor nor a person called to give evidence at the hearing. The student’s representative may speak for the student and/or provide advice to the student at the hearing.

5.3.2 Voting
The decision of a Panel shall be by simple majority with the Convenor having a deliberative vote.

5.3.3 Proceedings
In exercising its functions a Panel shall adhere to the principles of natural justice but it shall not be bound to follow legal procedures nor to observe the rules of law governing the admission of evidence.

In conducting its investigation, a Panel shall follow procedures approved by the Academic Senate which shall be based upon the relevant clauses of the Rule of the Council relating to Staff Appeals Committees.

5.4 Duration of an Investigation
A Panel shall meet within seven days of receiving the student’s response to the allegation of academic misconduct or within seven days of the due date of the student’s response whichever is the earlier and shall conclude its investigations and recommend to the Dean within a further 14 days unless granted an extension of time by the Dean.

5.5 Outcomes of an Investigation
5.5.1 Possible Outcomes
Following the conduct of an investigation, the Convenor of the Academic Misconduct Panel shall prepare a written report of the investigation which shall give the findings and the reason for the
findings and shall recommend to the Dean one of the following courses of action:

(a) that no action be taken against the student; or
(b) that the student be counselled or be cautioned or reprimanded or be counselled and cautioned or reprimanded; or
(c) that the student be awarded zero marks in the assignment, essay, project, test, examination or other work in respect of which academic misconduct has occurred and be cautioned or reprimanded; or
(d) that the student be failed in the subject and be cautioned or reprimanded; or
(e) that the student be failed in the subject and be fined an amount not exceeding the maximum fine published each year in the University's schedule of fees and charges; or
(f) that the student be failed in the subject and be suspended from enrolment in the University under the conditions set out in clause 5.5.3 below; or
(g) a combination of (e) and (f) above; or
(h) that the student be failed in the subject and be excluded from the University under the conditions set out in clause 5.5.4 below.

In recommending a penalty, the Panel shall have regard to:
- the seriousness of the academic misconduct;
- whether or not the student has previously been found guilty of academic misconduct at the University; but
it shall not be bound by any determination of another panel whether given in a similar case or not.

5.5.2 Failure in a Subject

The following conditions apply to failure in a subject as a consequence of the application of clauses 5.5.1(c), (d), (e) or (f) above:

(a) the grade fail (FL) will be recorded for any subject in which a student is failed for academic misconduct;
(b) a student failed in a subject for academic misconduct shall not be permitted to apply for approved withdrawal (AW) from that subject;
(c) a student who has been granted AW in a subject and is subsequently failed in the subject for academic misconduct shall have the AW grade changed to FL;
(d) a student failed in a subject for academic misconduct shall not be entitled to a refund of fees nor the cancellation of a HECS liability in respect of that subject.

5.5.3 Suspension

5.5.3.1 Cancellation of Enrolment

A student suspended from enrolment in the University under clause 5.5.1(f) above shall have his or her enrolment cancelled after 21 days from the date of the notification of suspension unless the student appeals the decision as provided in clause 6 below in which case the student shall be entitled to remain enrolled until the appeal is decided.

5.5.3.2 No Refund of Fees

A student suspended from enrolment in the University in a session after the last date for a refund of fees or after the HECS census date, shall not be entitled to a refund of fees nor the cancellation of a HECS liability for that session.

5.5.3.3 Conditions of Suspension

The following conditions apply to suspension:

(a) Suspension shall be for a specified period not exceeding two years from the date of notification of suspension.
(b) A suspended student shall not be admitted to a different course or be enrolled as an Associate Student during the period of suspension.
(c) A suspended student shall have the automatic right of reenrolment in the course from which he or she was suspended at the completion of the period of suspension.
(d) Suspension shall not be recorded on a student's academic transcript.

5.5.4 Exclusion

5.5.4.1 Cancellation of Enrolment

A student excluded from the University under clause 5.5.1(h) above shall have his or her enrolment cancelled after 21 days from the date of notification of exclusion unless the student appeals the decision as provided in clause 6 below in which case the student shall be entitled to remain enrolled until the appeal is decided.

5.5.4.2 No Refund of Fees

A student excluded from the University in a session after the last date for a refund of fees or after the HECS census date, shall not be entitled to a refund of fees nor the cancellation of a HECS liability for that session.

5.5.4.3 Conditions of Exclusion

The following conditions apply to exclusion:

(a) exclusion shall be for a specified period of at least two years from the date of notification of exclusion;
(b) an excluded student shall not be admitted to any course in the University nor be enrolled as an Associate Student during the period of exclusion;
(c) an excluded student who wishes to resume study at the University after the period of exclusion shall apply for admission to the University through the relevant admissions office or admissions centre; and
(d) exclusion for academic misconduct shall not be shown on a student’s academic transcript.

5.6 Findings by the Dean
5.6.1 Authority to Decide Cases and Make Recommendations

After receiving a report from an Academic Misconduct Panel the Dean may conduct further inquiries and shall within seven days of receiving the report (unless granted an extension of time by the Deputy Vice-Chancellor):

(a) declare the student not guilty of academic misconduct; or

(b) declare the student guilty of academic misconduct and take one of the courses of action in (a), (b), (c) or (d) in clause 5.5.1 above; or

(c) recommend to the Deputy Vice-Chancellor that one of the penalties (e), (f), (g) or (h) in clause 5.5.1 above be applied.

Where the Dean takes action under (a) or (b) above, the Dean shall advise each of the following in writing of the finding, the penalty imposed if any, and provide each with a copy of the Academic Misconduct Panel’s report and the report of any additional inquiries made by the Dean under this clause:
- the student;
- the person who provided the signed statement;
- the Convenor, Academic Misconduct Panel;
- the Head of School;
- the Deputy Vice-Chancellor.

When imposing or recommending a penalty under (b) or (c) above, the Dean shall have regard to:
- the recommendation of the Academic Misconduct Panel;
- the seriousness of the academic misconduct; and
- whether or not the student has previously been found guilty of academic misconduct; but the Dean shall not be bound by any determination of another Dean nor by the recommendation of the panel or any other previous panel whether given in a similar case or not.

The Dean may also make recommendations to the Deputy Vice-Chancellor on matters relating to academic policy and practice arising out of an investigation.

5.6.2 Right of Appeal

If the Dean imposes a penalty on a student under clause 5.6.1 above, the written notification shall advise the student of his or her right of appeal under clause 6.1 below.

5.6.3 Enforcement of a Penalty

If the Dean imposes a penalty on a student under clause 5.6.1 above, and at the expiration of the period for an appeal the student has not appealed, the Dean shall ensure that the penalty imposed has been enforced.

5.7 Findings by the Deputy Vice-Chancellor
5.7.1 Authority to Decide Cases and Make Recommendations

After receiving a report from the Dean under clause 5.6.1(c) above the Deputy Vice-Chancellor may conduct further inquiries and shall within seven days of receiving the report (unless granted an extension of time by the Vice-Chancellor):

(a) declare the student not guilty of academic misconduct; or

(b) refer the matter back to the Dean for further investigation or advice within seven days from the date of the referral unless the Deputy Vice-Chancellor grants a longer period; or

(c) declare the student guilty of academic misconduct and take one of the courses of action in (a) to (h) inclusive in clause 5.5.1 above.

Where the Deputy Vice-Chancellor takes action under (a) or (c) above, the Deputy Vice-Chancellor shall advise each of the following in writing of the finding, the penalty imposed if any, and provide each with a copy of the Academic Misconduct Panel’s report, the Dean’s recommendation to the Deputy Vice-Chancellor, the reports of any additional inquiries by the Deputy Vice-Chancellor and the Dean under this clause:
- the student;
- the person who provided the signed statement;
- the Convenor, Academic Misconduct Panel;
- the Head of School.

When imposing a penalty under (c) above, the Deputy Vice-Chancellor shall have regard to:
- the recommendation of the Dean;
- the seriousness of the academic misconduct; and
- whether or not the student has previously been found guilty of academic misconduct; but the Deputy Vice-Chancellor shall not be bound by any previous determination whether given in a similar case or not.

The Deputy Vice-Chancellor may also make recommendations to the Dean, the Academic Senate or any of its committees, Faculty Boards or the Vice-Chancellor or any other relevant bodies or offices of the University, on matters relating to academic policy and practice arising out of an investigation.
5.7.2 Right of Appeal
If the Deputy Vice-Chancellor imposes a penalty on a student under clause 5.7.1 above, the written notification shall advise the student of his or her right of appeal under clause 6.1 below.

5.7.3 Enforcement of Penalty
If the Deputy Vice-Chancellor imposes a penalty on a student under clause 5.7.1 above and at the expiration of the period for an appeal the student has not appealed, the Deputy Vice-Chancellor shall ensure the penalty imposed has been enforced.

6. APPEALS

6.1 Lodging Appeals
A student contesting a decision of the Dean or the Deputy Vice-Chancellor made under this Rule may appeal to the Academic Misconduct Appeals Committee of the Academic Senate.

The appeal must be lodged in writing with the University Secretary within 21 days of the date of notification of the decision unless granted an extension of time by the University Secretary.

A student may appeal against:
(a) a finding of academic misconduct; and/or
(b) a penalty imposed upon him/her; and/or
(c) the severity of the penalty imposed.

6.1.1 Late Appeals
An appeal received after the twenty one day period for which an extension of time was not granted by the University Secretary, shall be referred to the Presiding Officer of the Academic Senate who shall have discretion to decide whether or not the appeal will be heard. Such appeals shall normally not be heard unless the reasons for lateness are compelling.

6.2 Academic Misconduct Appeals Committee
The University Secretary shall arrange for the appointment of an Academic Misconduct Appeals Committee to hear appeals lodged under clause 6.1 above.

6.2.1 Membership
6.2.1.1 Panel of Eligible Members
An Academic Misconduct Appeals Committee shall be appointed by the Presiding Officer of the Academic Senate from a panel of eligible members comprising:
• all members of the Academic Senate with the exception of the Presiding Officer, the Vice-Chancellor, the Deputy Vice-Chancellor and the Deans;
• academic staff at the level of senior lecturer or above; and
• the student members of School or Faculty Boards.

6.2.2 Terms of Reference
The Academic Misconduct Appeals Committee shall hear an appeal and do one of the following:
(a) uphold the decision of the Dean or the Deputy Vice-Chancellor; or
(b) vary the penalty imposed by the Dean or the Deputy Vice-Chancellor but in doing so the Committee shall put itself in the place of the Dean or Deputy Vice-Chancellor and take the action which it considered should have been taken from the range options (a) to (h) in clause 5.5.1 above; or
(c) quash the decision of the Dean or the Deputy Vice-Chancellor.

The Committee may also make recommendations to the Deputy Vice-Chancellor on matters relating to academic policy and practice arising out of an appeal.

6.2.3 Procedural Matters

6.2.3.1 Appellant Representation
The appellant shall be entitled to put his or her case in person to the Committee and may be represented at the hearing by a person who is not a person called to give evidence at the appeal nor a currently practising barrister or solicitor. The student's representative may speak for the appellant and/or provide advice to the appellant at the hearing.
6.2.3.2 **University Representation**
The University shall be entitled to put its case to the Committee through a representative appointed by the Dean. The University’s representative may be assisted at the hearing by an adviser. An adviser shall not be a person called to give evidence nor a currently practising barrister or solicitor.

6.2.3.3 **Voting**
The decision of a Committee shall be by simple majority with the Presiding Officer having a deliberative vote.

6.2.3.4 **Proceedings**
In exercising its functions, a Committee shall adhere to the principles of natural justice but it shall not be bound to follow legal procedures nor to observe the rules of law governing the admission of evidence.

In conducting an appeal, a Committee shall follow procedures approved by the Academic Senate which shall be based upon the relevant clauses of the Rule of the Council relating to Staff Appeals Committees.

6.2.4 **Duration of the Appeal**
The University Secretary shall convene a meeting of the Academic Misconduct Appeals Committee within 21 days of receiving an appeal. The Committee shall conclude its enquiry and reach a decision within 28 days of its original convening unless granted an extension of time by the Presiding Officer of the Academic Senate. The Committee may adjourn its hearing of the appeal for a period not exceeding fourteen days.

6.2.5 **Findings and Notification of Decision**
The findings of the Academic Misconduct Appeals Committee shall be contained in a report signed by all members of the Committee. The report shall give reasons for its findings. Where the appellant has appealed against a decision or penalty on more than one ground the Committee shall give reasons for its findings on each ground.

The decision of the Academic Misconduct Appeals Committee shall be final and shall be conveyed by the University Secretary to the appellant, the Deputy Vice-Chancellor and the Dean in a letter accompanied by a copy of the Committee’s report.

6.2.6 **Enforcement of Penalty**
The University Secretary shall arrange any actions required to give effect to any penalty imposed upon the appellant.

7. **REPORTING CASES OF ACADEMIC MISCONDUCT**

7.1 **Report to Academic Senate**
The Deputy Vice-Chancellor shall report annually to Academic Senate on cases of suspected and alleged academic misconduct investigated under this Rule. The following information as appropriate shall be provided for each case reported subject to the provisions of clauses 7.2 and 7.3 below:
(a) the alleged misconduct;
(b) the Faculty in which the misconduct occurred;
(c) the Faculty in which the student was enrolled if it is different to (b);
(d) the outcome of the preliminary inquiries;
(e) the outcome of investigations conducted by the Academic Misconduct Panel;
(f) the decision of the Dean or the Deputy Vice-Chancellor;
(g) the outcome of the appeal to the Academic Misconduct Appeals Committee.

7.2 **Public Reporting of Cases**
Cases of proven academic misconduct under this Rule may be made public by the Deputy Vice-Chancellor. Information made public may include the nature of the academic misconduct, the penalty imposed and the result of any appeal.

7.3 **Confidentiality**
The identity of students, staff or other persons involved in an investigation of academic misconduct, including the identity of any person alleged to have been in breach of this Rule or found guilty of academic misconduct under this Rule is confidential so long as the tenets of natural justice are adhered to.

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**CODE OF CONDUCT FOR USERS OF ELECTRONIC FACILITIES**

**Objective**
This Code of Conduct is to facilitate the efficient, effective, responsible and lawful use of the University’s electronic facilities, thereby safeguarding the interests of all users and of the University.

**Application**
The Code applies to all users of the University’s electronic facilities including staff, students and other authorised users, wherever they may be using the facilities.

The Code applies to all of the University’s electronic facilities, irrespective of the division, faculty or other unit providing the facilities, and whether the facilities are located on a campus or site of the University or elsewhere.
Electronic Facilities includes:
• computer hardware (free-standing computers, networked computers, time shared computers, terminals);
• peripherals (for example, printers, scanners, mobile telephones when connecting to the network and electronic cameras when connecting to the network);
• media (CD Roms, disks);
• computer software;
• network connections;
• operating and user manuals;
provided by the University whether or not they are owned by the University.

Authority
Where this Code refers to written authorisation, that authority is vested in the Executive Director, Division of Information Technology

Obligations
1. Use electronic facilities, files and information only for University-related activities.
2. Use only those facilities, files and information you are authorised to use.
3. Use only computer software or versions of software authorised for use on the University's electronic facilities by the Division of Information Technology. This will avoid problems of incompatibility with the University computing environment.
4. Use the facilities in the computer laboratories only for course related purposes. Use of the facilities for other purposes must be approved by the Computer Centre Manager.

Prohibitions
In the Code, an attempt to perform a prohibited action will be considered a breach of the Code, whether or not the attempt was successful.

1. Do not allow any other person to use your computer account (your login-ID). You will be accountable for breaches of this Code committed under your account, if it is established that you allowed your account to be used by another person or you did not take reasonable steps to safeguard the security of your account.
2. Do not use any other person's computer account even with the owner's permission unless it is an approved group account to which you are granted access.
3. Do not attempt to discover any other user's password by any means including the use of cracking programs.
4. Do not infringe the University's security systems (hack) or use the University's electronic facilities to breach the security of systems accessible via the networks provided by the University.
5. Do not, without written authorisation, copy, disclose or transfer any computer software provided to you by the University if such action violates software licences or copyright.
6. Do not introduce software (e.g. viruses) designed to disrupt or destroy programs and/or data, or in other ways sabotage the University's electronic facilities.
7. Do not, without written authorisation:
   • obtain or attempt to obtain a higher level of privilege (for example, increased disk allocation or print quotas) on any electronic facility;
   • modify any equipment or software;
   • deliberately degrade the performance of any system;
   • alter any restrictions associated with any computer system, computer account, network system, or personal computer software protection;
   • hide directories or files on the central academic computing facilities.
8. Do not, without written authorisation, examine, copy, rename, change or delete the programs, files, data, messages or information belonging to other users, or the University.
9. Do not use the University's electronic facilities to harass or interfere with the work of other users. In particular, do not transfer, publish or display material or messages that are obscene, abusive, threatening, fraudulent or repetitive. Chain Letters and junk mail must not be sent on University facilities.
10. Do not, without written authorisation, use the University's electronic facilities for profit making or commercial activities on your own behalf or on behalf of others.
11. Do not abuse the electronic facilities or services provided by the University. In particular, do not:
   • smoke, eat or drink while using or near electronic equipment;
   • tamper with the equipment (report all faults and malfunctions to the appropriate authority);
   • leave workstations or their surrounds in an untidy or unsightly condition;
   • steal paper from printers;
   • collect or discard any output without the owner's permission;
   • play computer games or use the facilities for recreational purposes;
   • work in a noisy or other way which distracts other users;
   • remove, deface or corrupt notices placed by authorised staff regarding the use of the University's electronic facilities;
   • allow another user to benefit from your printing credit.
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**Breaches**
1. Students and other authorised users are advised to promptly report any breaches of this Code.
2. Breaches may be reported to either a Computer Centre Manager or the Executive Director, Division of Information Technology.
3. Reports may be made in person, in writing, by telephone or by email and they will be treated confidentially.

Written reports should be addressed to:
The Executive Director
Division of Information Technology
Locked Bag 588
WAGGA WAGGA 2678

For telephone or email contact details consult the University Communications Directory on the WWW - http://www.csu.edu.au/phonebook/.

**Penalties**
1. Breaches of this Code by staff will be dealt with under the relevant industrial award or registered industrial agreement or, if no such award or agreement applies, under the University By-law.
2. Breaches of this Code by students and other authorised users will be dealt with under the Student General Misconduct Rule of the Council. Under the Rule, a student or other authorised user may be banned from using a facility for up to two weeks by the person in charge of the facility, and following an investigation of the alleged breach could be:
   - cautioned or reprimanded; or
   - required to pay for damages or expenses; or
   - fined; or
   - suspended from using a facility; or
   - suspended from the University for up to two years; or
   - given a combination of the above penalties; or
   - expelled for a period of at least two years without the automatic right of re-enrolment.

The Rule also allows the University to refer a matter to the police.