Section 6 - Rules and 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.

Award course
An award course is:
(a) an approved sequence of subjects (usually structured as components, such as core subjects, elective sequences (i.e. specialisations, majors, minors and/or (for the Bachelor of Business) joint studies), restricted electives and/or free electives); or
(b) an approved sequence of subjects, usually structured as in a) above but also including 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 project; or
(c) an approved program of research, the results of which are presented in a thesis or other examinable work; leading to an award.

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

Compulsory subject - see Core subject

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 all students enrolled in a course are required to successfully complete as part of course requirements (unless credit or subject substitution is granted). This term does not apply to a requirement 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, minors or Bachelor of Business joint studies). These subjects should be described as compulsory subjects within the relevant specialisation (or major, minors or Bachelor of Business joint studies).

Course - see Award course

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 select one of those sets to undertake 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 and/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 coordinating 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.