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Academic Year 2010

January

4	Due date for payment of Summer Term A and Research A Term fees
11	Census date – Summer Term A

February

1	Due date for payment of Summer Term B fees
8	Census date – Summer Term B and Research A Term
15-19	Orientation Week
Semester 1: 22 February – 19 June	
22	- Semester 1 lectures start - Due date for payment of semester 1 fees for **all students**

March

7	Final date for addition or substitution of semester 1 unit without financial penalty
14	Final date to withdraw from semester 1 unit without notation on academic transcript
26	Graduation - Canberra
29	Due date for payment of Autumn Term and Research B Term fees
31	- Census date – semester 1 - Final date to withdraw from a course or units without financial or academic penalty

April

5-9	UA vacation week
8	Graduation - Brisbane
20	Graduation - Sydney

May

3	Census date – Autumn Term
8	Graduation - Ballarat
10-11	Graduation - Melbourne
21	Semester 1 lectures end
24	Study week
31	Semester 1 central exams start

June

7	Due date for payment of Winter Term fees
19	Semester 1 central exams end

June

21	- Semester 1 recess starts - Census date – Research B Term
28	Due date for payment of Research C Term fees

July

12-16	Semester 1 deferred exams
19	Census date – Winter Term

August

Semester 2: 2 August – 27 November	
2	- Semester 2 lectures start - Due date for payment of semester 2 fees for **all students**
15	Final date for addition or substitution of semester 2 unit without financial penalty
22	Final date to withdraw from semester 2 unit without notation on academic transcript
30	Due date for payment of Spring Term A fees
31	- Census date – Semester 2 and Research C Term - Final date to withdraw from a course or units without financial or academic penalty

September

27	- UA vacation week starts - Due date for payment of Research D Term fees
28	Spring Graduation - Sydney

October

1	UA vacation week ends
4	Census date - Spring Term A
29	Semester 2 lectures end

November

1	- Study week - Due date for payment of Spring Term B fees
8-27	Semester 2 central exams
22	Census date – Spring Term B and Research D Term
29	Semester 2 recess starts

December

13-17	Semester 2 deferred exams

ADMISSION

Application via Tertiary Admission Centres

Applicants for undergraduate courses (and postgraduate pre-service teaching courses in Queensland and Victoria) should apply through the relevant state Tertiary Admissions Centre. A small number of undergraduate courses are offered by direct entry.

Visit the Australian Catholic University (ACU) website at www.acu.edu.au/

Direct Entry Application

International applicants should contact the International Education Office.
Web: http://www.acu.edu.au/international/international_admissions/how_to_apply/
Phone: (+61 2) 9739 2437
E-mail: international.admissions@acu.edu.au

Research applicants should contact the Office of Research.
Web: http://www.acu.edu.au/apply_and_enrol/applying_to_acu/research_phd/forms_documents/
Candidature and Scholarships E-mail: res.cand@acu.edu.au

Research Services Officer (New South Wales and ACT)
Phone: (+61 2) 9739 2588
Fax: (+61 2) 9739 2870

Research Services Officer (Queensland)
Phone: (+61 7) 3623 7294
Fax: (+61 7) 3623 7328

Research Services Officer (Victoria)
Phone: (+61 3) 9953 3154
Fax: (+61 3) 9953 3315

Postgraduate coursework applicants (other than international and research) apply online by accessing http://www.acu.edu.au/courses/

Supporting documentation, including the application summary page for online applications, should be submitted to:

Postal Address
ACU Admissions Section
PO Box 456
Virginia Qld 4014

Fax: 07 3623 7466; or
E-mail: docsadmissions@acu.edu.au.

Applicants **MUST** provide certified copies of any previous qualifications and/or any other supporting documentation in relation to their application, including Additional Information forms. Examples of such documents include:

- academic qualifications including academic transcripts / results certificates / testamurs;
- Birth / Marriage Certificates etc required as evidence of name change;
- copy of Permanent Resident Visa;
- copy of Australian Certificate of Citizenship;

An academic transcript downloaded from a website is not acceptable as it is not an official academic record.

Applicants should refer to information regarding ‘Qualsearch’ to determine if their transcripts may be obtained by ACU.

Documentation must be certified using one of the two methods listed below. Documentation not properly certified will be returned and may delay processing of applications.

Certification of documentation by authorised University staff for administrative purposes

Present the originals and a photocopy to the Student Centre at any campus of the University for certification. Student Centre staff will check the documents, verify the copy and then endorse with a stamp.

Certification of documentation by authorised persons outside the University

ACU will accept copies if they have been properly certified by one of the following: Justice of the Peace, Commissioner for Declaration, Barrister, Solicitor, Police Officer, Minister of Religion, Marriage Celebrant,

Principal in the teaching service, Town Clerk, Shire Secretary, Bank Manager, Doctor, Dentist, Pharmacist, Veterinary Surgeon, Member of the Institute of Chartered Accountants, Member of the Australian Society of Practising Accountants, Member of the National Institute of Accountants.
The copy must be endorsed by any of the persons listed above with the following information (or a stamp containing the following information).

I certify that this is a true and accurate copy of the original document, which I have sighted

Signature

Name in Full

Appropriate position title (in accordance with the list above)

Registration No (if applicable)

Organisation (if applicable)

Address

Date

Further information can be obtained from one of the following ACU Student Centres.

Ballarat Campus Vic
Telephone 1300 275 228
E-mail: studentcentre@aquinas.acu.edu.au

Brisbane Campus Qld
Telephone 1300 275 228
E-mail: studentcentre@mcauley.acu.edu.au

Canberra Campus ACT
Telephone 1300 275 228
E-mail: studentcentre@signadou.acu.edu.au

Melbourne Campus Vic
Telephone 1300 275 228
E-mail: studentcentre@patrick.acu.edu.au

North Sydney Campus NSW
Telephone 1300 275 228
E-mail: studentcentre@mackillop.acu.edu.au

Strathfield Campus NSW
Telephone 1300 275 228
E-mail: studentcentre@mary.acu.edu.au

ASSOCIATED BODIES

Foundation

Donors and supporters play an important role in sustaining the University's strategic priorities and achievements. This investment from staff, current students, graduates, church and community organisations and businesses is managed through the University Foundation. It supports teaching and research needs, outreach programs, scholarships, prizes and other awards, as well as capital programs.

Graduate Association

The University has established the Graduate Association to maintain its relationship with its graduates. The association provides information about a range of University services available to graduates and facilitates specific events and reunions. All graduates of Australian Catholic University are invited to join the association and can do so by accessing the Graduate Association websitehttp://www.acu.edu.au/student_life/graduate_association/.

Online Teaching and Learning

Online teaching and learning is a key part of the University's flexible approach to supporting the student learning experience. As a multi-campus University we invest systematically in online teaching and learning technologies and use these either in fully online units or, in combination with face-to-face teaching in web-

enhanced units. This approach seeks to enrich teaching and learning experiences, to create new opportunities for learning, to strengthen and extend learning communities, to promote new ways of communicating and to provide better access to an ever-increasing range of discipline-specific education and research-based pedagogy resources.

The Learning and Teaching Centre, particularly through the role of the Director of Flexible Learning and Teaching, provides overarching co-ordination of the pedagogical, technical and developmental aspects of flexible delivery.

ACUonline

ACUonline plays a key role in supporting online teaching and learning at Australian Catholic University by providing ongoing professional and technical support for online teaching and learning to the University community. The department is responsible for managing and administering the Learning Management System used to deliver online teaching and learning.

FEES

Australian Catholic University (ACU) offers Commonwealth-supported and fee-paying places.

The majority of postgraduate coursework programs are offered on a fee-paying basis (a small number of Commonwealth-supported places may be available in some postgraduate courses).

Details of fees are available from the Enrolments, Fees and Scholarships Section. Refer to http://www.acu.edu.au/apply_and_enrol/fees_and_charges/ (select Australian Students)

Information about fees for international students is available from the International Education Office. Refer to http://www.acu.edu.au/apply_and_enrol/fees_and_charges/ (select International Students)

Commonwealth-supported Student Places

Students who are enrolled in the University and are allocated a Commonwealth-supported place are required by the Australian Government to pay student contributions towards the cost of their higher education. The relevant rates for 2010 are as follows:

Discipline Cluster[1]	ACU's Student Contribution Level per standard year[2]			
	Students enrolled 2006 - 2007	Students enrolled 2008	Students enrolled 2009	Students enrolled 2010
Law	$8,859 ($1,107/unit)	$8,859 ($1,107/unit)	$8,859 ($1,107/unit)	$8,859 ($1,107/unit)
Accounting, Administration, Commerce, Economics	$7,567 ($945/unit)	$8,859 ($1,107/unit)	$8,859 ($1,107/unit)	$8,859 ($1,107/unit)
Agriculture, Applied and Other Health, Built Environment, Computing, Engineering	$7,567 ($945/unit)	$7,567 ($945/unit)	$7,567 ($945/unit)	$7,567 ($945/unit)
Arts, Behavioural Sciences, Clinical Psychology, Education, Foreign Languages, Humanities, Nursing, Social Sciences, Visual and Performing Arts	$5,310 ($663/unit) Education, Nursing $4,249 ($531/unit)	$5,310 ($663/unit) Education, Nursing $4,249 ($531/unit)	$5,310 ($663/unit) Education, Nursing $4,249 ($531/unit)	$5,310 ($663/unit)
Mathematics, Natural and Physical Science, Statistics	$7,567 ($945/unit)	$7,567 ($945/unit)	$4,162 ($520/unit)	$4,249 ($531/unit)

Information about Commonwealth-supported places, student contribution amounts, and the Higher

[1] This table combines funding clusters with the same value.

[2] A standard year is calculated on 8 units or a total of 80 cp.

Education Loan program (HELP) is provided in a Department of Education, employment and Workplace Relations (DEEWR) prepared booklet, which is available from the Student Centre.

2010 Domestic Student Tuition Fees
ACU tuition fees for fee-paying students in 2010 are as follows:

Units	Fee per unit 0.125 EFTSL value[3]
Religious Education Curriculum and Teaching Studies 1 and 2 (EDRE527 and EDRE528)	$1,350
Theology, Study of Religions and other Religious Education undergraduate[4] and postgraduate units	$1,000
Business, Counselling Information Systems, Information Technology, Management, Science and Visual Arts undergraduate[4] and postgraduate units	$1,600
Music undergraduate[4] and postgraduate units	$1,900
Nursing, Midwifery and Paramedicine undergraduate units[4]	$1,850
Nursing and Midwifery postgraduate units	$1,500
Psychology undergraduate[4], Graduate Diploma and Postgraduate Diploma units	$1,600
Master and Doctor of Psychology and Doctor of Education per 10 credit point unit	$1,900
All other undergraduate[4] and postgraduate units	$1,350
Associate Degree in Social Science units[4]	$825
Certificate in Guiding Meditation units	$450
Certificate in the Study of Islam units	$550
Auditing of units	$600
Non-award units	The same rate as applies to units in the relevant discipline

Students may apply for FEE-HELP in accordance with Commonwealth government eligibility criteria. Information about FEE-HELP is provided in a Department of Education, Employment and Workplace Relations (DEEWR) prepared booklet, which is available from the Student Centre.

For further information on Fees and due dates for payment, refer to the University website: http://www.acu.edu.au/apply_and_enrol/fees_and_charges/.

[3] Refer to http://www.acu.edu.au/apply_and_enrol/fees_and_charges/

[4] Domestic undergraduate fees are for continuing fee-paying students only.

LEGISLATIVE REQUIREMENTS

Copyright

The University, its students and its staff have a legal obligation to abide by the Copyright Act. The 'Part VB statutory licence' allows Australian Catholic University to copy and communicate documents.

Part VB covers all copying of print and graphic works – photocopying, copying to slides, microfiche or overhead transparencies, scanning into electronic form and copying from the web – provided it is for the educational purposes of the university and otherwise complies with the strict rules set out in the Act and the Regulations.

Copyright information and guidelines are available on the University website: http://www.acu.edu.au/library/use/teaching_research/essential_information/copyright_database/.

Relevant copyright notices are also displayed next to all public access photocopiers and computer workstations. It is in your interests to be familiar with the copyright information included on the web.

Criminal Record Check

Legislative provisions in most states require students undertaking certain practical work in those jurisdictions to be subject to a Police Service record check. This will involve checks of the names and birth dates of students enrolled in certain practical work units in the areas of health, education, social science, social work and youth work, and checks regarding any relevant criminal record.

Those students who are not willing to have such a check made should not enrol in the units concerned. Failure to enrol in the particular unit, or failure to satisfy the Police check (leading to inability to complete the unit) may prevent a student from completing the requirements for an award.

The University accepts no responsibility for any outcomes in this matter.

Child Protection Legislation

Legislative provisions in most states require certain persons (eg persons found guilty of committing certain serious sex offences) from applying for, undertaking, or remaining in child-related employment. This includes circumstances where students who, in the course of their studies, engage in activities which involve direct contact with children (persons under 18 years of age). Failure to satisfy these requirements in relation to practical, industry or clinical placements which are compulsory course requirements will prevent the student from completing the requirements for an award.

The University accepts no responsibility for any outcomes in this matter.

Discrimination and Harassment Policy

The University has a Policy on Discrimination and Harassment; it is available via the web. Visit http://.www.acu.edu.au/student_resources/student_support/student_service/equity_and_disability_unit/

Students are covered by the Policy in relation to the provision of their education. Although the Policy cannot cover students in the course of employment, they are encouraged to consult a Discrimination and Harassment Adviser if they encounter any such difficulties. Students who are unsure of what constitutes unlawful discrimination and harassment or who wish to discuss a concern should consult a campus Discrimination and Harassment Adviser.

RESEARCH DEGREES

The University has two programs available in all faculties leading to the award of degrees by research only: Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). The following research degrees are offered through specific Faculties. Faculty of Arts and Sciences: Master of Psychology/Doctor of Philosophy (MPsych/PhD): Faculty of Education: Doctor of Education and Master of Education (Research); Faculty of Health Sciences: Master of Exercise Science (Research), Master of Midwifery (Research) and Master of Nursing (Research).

Information about research degrees and application forms are available from the Research Services website at http://www.acu.edu.au/research or by email to res.cand@acu.edu.au or from a Research Services Office.

Canberra, North Sydney and Strathfield Campuses

Telephone (+61 2) 9739 2588 Facsimile (+61 7) 9739 2870

Brisbane Campus

Telephone (+61 7) 3623 7294 Facsimile (+61 7) 3623 7328

Ballarat and Melbourne Campuses

Telephone (+61 3) 9953 3156 Facsimile (+61 3) 9953 3315

INTERNATIONAL STUDENTS

Applications from international students are assessed on the basis of the applicant's academic qualifications and proficiency in English.

Undergraduate entry is based on the satisfactory completion of the equivalent of twelve years of schooling at a comparable entry level to that applying to local Australian students. International students undertaking Australian Year 12 examinations should apply through the Tertiary Admissions Centre in the relevant state. All other applicants should apply direct to the University. Postgraduate entry is normally based on the satisfactory completion of a recognised degree or diploma of at least three years duration, comparable to an Australian degree or diploma.

Applicants who undertook study in a language other than English will be required to show proficiency in English. The University accepts both the International English Language Testing System (IELTS) and the Test of English as a Foreign Language (TOEFL).

Support services for international students are provided through the International Education Office and include an orientation program, airport reception, assistance with temporary accommodation arrangements, and a variety of other support services.

University policy allows for yearly increases in tuition fees. Tuition fees are subject to change.

Further information is available from the International Education website at http://www.acu.edu.au/international

SERVICES

Information Technology

Information Technology (IT) provides technology resources to support students in their study and research through the provision of the following equipment and services:

- wireless internet access for wireless enabled devices;
- computer laboratories and computer support;
- network kiosks for on the go quick internet access;
- support for the library controlled printing system;
- email accounts for each student;
- network storage for each student;
- postgraduate computer laboratories;
- student induction on ACU systems;
- online computer-based training (CBT) via Atomic Learning;
- lecture recording into LMS* in main auditoriums;
- interactive Smartboards;
- Computers on Wheels (COWS) for flexible learning;
- applications including Microsoft Office 2007 and Adobe Creative Suite 4;
- secure desktop environment;
- power lockers for recharging laptops securely.

These services are available at each ACU campus and are supported through skilled Desktop Support teams which are available from 7.30am to 6.30pm at Brisbane, Melbourne and Sydney and 7.30am to 5.30pm at Ballarat and Canberra.

*LMS = Learning Management System – currently Blackboard

Libraries

The Library on each campus supports learning and research by providing:

- information resources;
- computers with internet access, Microsoft Office and other applications;
- study spaces;
- printing and copying facilities.

The library collection includes books, journals and audiovisual resources. Access to a large number of electronic databases and journals is available both on and off campus.

To enable students to make the most of its resources the Library conducts Information Literacy classes and staff are available at the Information Desk.

For further information about library facilities and services visit the website at http://www.acu.edu.au/library

Student Associations

Each campus has a Student Association which represents the students in matters concerning the general welfare of the student body. This involves student leadership, taking action on behalf of the student body, promoting student involvement in student activities and affairs, supporting recreational and social activities as well as Clubs and Societies, and providing student representatives to the various campus and University boards and committees.

ACUNSA, the Australian Catholic University (ACU) Student Association, comprises the Student Association President of each of ACU's six campuses and the Student Senator. Each year ACUNSA elects a Student Senator to the University Senate, and to facilitate the representation of students on Academic Board and other committees.

International students are represented on Student Associations to ensure their special needs are addressed. In addition to the facilities and activities provided for all University students, ACU*com* also organises regular social activities for international students in their programs.

Postgraduate students have an Association which provides a network of support.

For further information about Student Associations visit the website:
http://www.acu.edu.au/student_life/student_association/

The Office of Student Success

The Pro-Vice-Chancellor (Students, Learning and Teaching) has responsibility for Student Administration, Engagement, Learning, and Support Services. The Executive Manager of the Office of Student Success liaises with Student Associations and leads the services on each campus that assist students in the achievement of their academic and personal goals. These services are listed below:

Academic Skills

The Academic Skills Unit assists undergraduate and postgraduate students to develop independent learning strategies and acquire the graduate attributes. Topics taught include: transition to tertiary study, managing time, reading, referencing, note taking and academic writing. The service offers individual appointments as well as consultations in small groups, larger workshops, print and web-based study resources. Academic Skills Advisers also collaborate with academic staff to integrate academic skills into teaching programs across the University. The *ACU Study Guide* is available on each campus.

For further information about the Academic Skills Unit services visit the website:http://wwwacu.edu.au/student_resources/student_support/academic_skills/

Career Development and Employment Service

Careers Advisers are available on each campus of Australian Catholic University to facilitate students' career decision-making, and to provide assistance with identifying personal career goals, developing employability skills, job searching and preparing employment applications.

Individual appointments with Careers Advisers can be scheduled. A variety of group workshops and seminars are also available to assist students to develop skills and knowledge enabling them to take personal responsibility for managing a successful transition from their university study into the rapidly changing world of work, or into postgraduate study. Web-based resources and web-based interactive career development and employment related activities are available to assist students to make informed career decisions appropriate to the lifelong career development process.

http://www.acu.edu.au/student_resources/student_support/careers_service/

Counselling

The Counselling Service is free, voluntary and confidential and is staffed by Psychologists or Social Workers who adhere to their professional association's ethical guidelines.

Personal concerns including psychological, relationship and university issues can affect a student's capacity to achieve their academic goals. Counselling can assist students to understand and assess any personal concerns within a supportive relationship. This experience can contribute to insight and clarity and usually

eases anxiety and pain.

Counselling is generally provided by a 50 minute appointment. The Counselling Service also provides group support, workshops and online resources on issues relevant to students. For further information on the Counselling Service and online resources visit the University website: http://www.acu.edu.au/student_resources/student_support/student_service/counselling_services/.

Campus Life

Campus Life Coordinators on each campus support the development of the Australian Catholic University community through the facilitation of a rich, enjoyable, diverse and caring campus culture. They invite students, staff and the wider community to engage in a vibrant and dynamic campus life. Campus Life activities include the following:

- orientation and transition programs;
- student leadership training and formation;
- mentoring and support networks;
- sport
- clubs and societies
- campus events
- national events

The Campus Life Team strives to improve the student experience, feedback and suggestions are always welcome. http://www.acu.edu.au/student_life/student_association/

Campus Ministry and Chaplaincy in the Directorate of Catholic Identity and Mission

Formation Programs

The Directorate of Identity and Mission will provide a series of opportunities rich in human, spiritual, doctrinal, leadership and missionary formation. These will be offered using various means, classroom-style lectures, small group discussions and practical workshops. These will be available to students and staff.

To find out more contact Identity and Mission Directorate: Emily.Wolfenden@acu.edu.au or telephone (03) 9953 3098.

Campus Ministry is about bringing the distinctive identity and mission of Australian Catholic University to life! It is a vital part of the University community. Students and staff are invited to participate in some or all of the following activities:

- weekly Eucharist, celebrated every Wednesday at midday on all campuses;
- opportunities for prayer, reflection and retreats;
- faith-sharing groups focused on listening to the Word of God;
- groups exploring the link between faith and reason;
- opportunities to be involved in evangelisation, social justice and community engagement;
- 'Exploring the Mission of ACU' workshops.
- leadership formation;

There are many opportunities to become part of the community, so contact your local Campus Ministry Team. http://www.acu.edu.au/student_life/campus_ministry/

The Equity and Disability Unit

The Equity and Disability Unit provides services for students with disabilities and chronic medical conditions. It also works with other areas of the University to develop policies and strategies that help achieve equitable outcomes for prospective and current students. One such policy is the Discrimination and Harassment Policy. See Legislative Requirements, under General Information above or visit: http://www.acu.edu.au/student_resources/student_support/student_service/equity_and_disability_unit/

Disability and Medical Conditions

The University seeks to provide appropriate and comprehensive services for students with disabilities. The University can do this providing needs are made known in advance. Students who may require assistance during their studies because of a disability or medical condition are encouraged to make an early approach to a Disability Adviser; they are also requested to indicate such needs at enrolment. Students with temporary disabilities arising from accidents or illness experienced during the year should make known their needs if

services are required.

Those who have a disability or a chronic medical condition and who are considering applying to the University for the first time are warmly invited to contact the Disability Adviser at any time in the year before enrolment, to discuss disability related services.

UNIVERSITY CONTACT DETAILS

Vice-Chancellery

40 Edward Street, PO Box 968 North Sydney NSW 2059

Telephone (+61 2) 9739 2929 Facsimile (+61 2) 9739 2905

Campuses

Ballarat Campus Vic

1200 Mair Street, PO Box 650 Ballarat Vic 3353

Telephone (+61 3) 5336 5300 Facsimile (+61 3) 5336 5305

Brisbane Campus Qld

1100 Nudgee Road, Banyo, PO Box 456 Virginia Qld 4014

Telephone (+61 7) 3623 7100 Facsimile (+61 7) 3623 7105

Canberra Campus ACT

223 Antill Street, Watson, PO Box 256 Dickson ACT 2602

Telephone (+61 2) 6209 1100 Facsimile (+61 2) 6209 1105

Melbourne Campus Vic

115 Victoria Parade, Locked Bag 4115 Fitzroy MDC Vic 3065

Telephone (+61 3) 9953 3000 Facsimile (+61 3) 9953 3005

North Sydney Campus NSW

40 Edward Street, PO Box 968 North Sydney NSW 2059

Telephone (+61 2) 9739 2368 Facsimile (+61 2) 9739 2342

Strathfield Campus NSW

25A Barker Road, Locked Bag 2002 Strathfield NSW 2135

Telephone (+61 2) 9701 4000 Facsimile (+61 2) 9701 4105

International Education

40 Edward Street, PO Box 968 North Sydney NSW 2059

Telephone (+61 2) 9739 2072 Facsimile (+61 2) 9739 2001

Office of Research

115 Victoria Parade, Locked Bag 4115 Fitzroy MDC Vic 3065

Telephone (+61 3) 9953 3154 Facsimile (+61 3) 9953 3315

University Relations

23 Berry Street, PO Box 968 North Sydney NSW 2060

Telephone (+61 2) 9739 2039 Facsimile (+61 2) 9739 2952

University Foundation

1100 Nudgee Road, Banyo, PO Box 456 Virginia Qld 4014

Telephone (+61 7) 3623 7476 Facsimile (+61 7) 3623 7300

ADMISSIONS POLICY

1. Admission Rules

This Policy will be read in conjunction with the Admission Rules.

2. Academic Board to determine requirements for admission

Academic Board will determine the requirements to be met for entry to a course.

3. Availability of places

The Pro-Vice-Chancellor (Academic), after consultation with the Faculty Deans, will determine the number of commencing places available for each course in each semester/year. Separate quotas will be determined for Commonwealth-supported and, where relevant, fee-paying places. If any differentiation is required in relation to applicants entering with credit for prior study, this will be specified in the Pro-Vice-Chancellor's determination. Offers may be made only within the parameters of such approval and specific approval of the Pro-Vice-Chancellor (Academic) must be obtained for any variation from such parameters[1].

4. Administration of admission processes

Admissions will be administered on behalf of the University by designated Admissions Officers through the Manager, Admissions, in accordance with the Admission Rules, this Policy and related policies. The Manager will liaise with Heads of School and/or their nominees regarding the selection of qualified applicants.

5. Consistency of entry requirements when courses offered on multiple campuses

Notwithstanding different state/territory frameworks, the substance of the University's entry requirements for any course will be as consistent as possible across states/territory, provided that different cut-offs may apply for the same course offered on different campuses.

The Admissions Officer(s) will record the basis for ranking of applicants in such circumstances.

6. Honours courses

Offers of admission to an honours course require the approval of the Head of School or nominee and will only be made where the student's proposed area of study aligns with a demonstrated capacity for honours research within the School.

[1] See Annual Allocation of Commonwealth Grant Scheme Places and Development and Application of the Admissions Model.

APPENDIX 1

Calculation of Rank

For applicants other than year 12 school leavers, the University will adopt the common schedules* developed by the respective TACs in order to assign a rank and to align those ranks with the relevant ATAR, ENTER and OP scores. These include applicants who –

(a) completed year 12 studies in a previous year and have not completed at least 12 months of full-time tertiary study;

(b) have completed at least 12 months of full-time tertiary study (equivalent of eight full-time units), in which case the rank will be calculated having regard to the grade point average achieved;

(c) have other relevant education, training and experience or evidence of their ability to undertake tertiary study.

* Examples of the types of qualification or prior learning recognised in such schedules include -

- Previous Year 12
- Previous Australian tertiary study
- TAFE qualification
- Tertiary foundation or preparation course
- Special Tertiary Admissions Test (STAT) – Multiple choice. STAT results are valid for 3 years
- Overseas qualifications
- Vocational experience
- Personal Competency Statements (Queensland)

In any state/territory where such schedules are not in use by the TAC, the University will utilise comparable schedules.

ADMISSION RULES

1. Definitions

In these Rules, the following words and expressions have the meanings listed below:

Admission: admission to candidature for an award.

Assumed knowledge: knowledge that it is assumed applicants have and that will assist them to undertake a course successfully, but which is not a requirement for entry.

Note: Bridging units/courses may be recommended for students who do not have the level of knowledge assumed.

Award course: a program of study leading to an accredited higher education award of the University.

This may include undergraduate and postgraduate courses.

Course: a program of study leading to an award of the University.

Cross-institutional: relates to a student undertaking study at one institution as part of the course of study at another institution, where both institutions formally recognise the study for purposes of credit.

Cut-off: the minimum entry score acceptable in order to obtain a place in a given course in the relevant semester or year.

Double degree or **dual degree**: a course of study which, when completed, qualifies the student to receive the two nominated degrees.

Entry score or **score**: the OP, ATAR, ENTER or TER score or equivalent rank obtained by the student on the basis of completed secondary school study and assigned by the relevant state authority[1].

Faculty: the Faculty or Faculties responsible for the course.

Full-time: enrolled for 75% or more (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the course.

Graduate entry: an undergraduate course for which completion of another undergraduate degree is the normal prerequisite.

Joint degree: a course offered jointly by two or more participating institutions.

Non-award course: a program of study leading to an award other than an accredited higher education award.

Minimum eligibility score: the minimum score acceptable for consideration for admission to any undergraduate course of Australian Catholic University.

Offer: formal notification from the University or the relevant Tertiary Admissions Centre on behalf of the University offering a place in a nominated course and associated provisos.

Part-time: enrolled for less than 75% (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the course.

Postgraduate: a course for which completion of an undergraduate degree is the normal prerequisite.

Prerequisite: a requirement that must be met by a student in order to be eligible for consideration for admission to the course.

Quota: the number of commencing student places (which may be differentiated as Commonwealth-supported and, where relevant, fee-paying places) available in each course in the relevant admissions cycle.

[1] OP (Queensland) is assigned by the Queensland Studies Authority; ATAR (NSW, ACT) is assigned by the Universities Admissions Centre; ENTER (Victoria) is assigned by the Victorian Tertiary Admissions Centre. TER scores in other states are assigned by the respective state authorities.

Rank or **selection rank**: a numerical score assigned to scale qualifications other than current year 12 studies.

Selection ranks range from 1 to 99, with 99 being the highest. It is possible to have several ranks based on different qualifications. A second order rank may be used to differentiate among applicants when there are more applicants with the same first order ranks than there are places available.

Recommended Studies: a subject or subjects which applicants are recommended to have completed that will assist them to undertake a course successfully, but which is not a requirement for entry.

School: a School or other organisational unit which is responsible for teaching in a discipline and which forms part of a Faculty of Australian Catholic University.

Study period: a defined semester or term, during which a program of teaching and learning is conducted. It includes standard study periods (semester 1 and semester 2, with a duration of approximately 12 weeks' teaching and learning) and non-standard study periods (Summer A term, Summer B term, Autumn term, Winter term, Spring A term and Spring B term, with shorter duration and normally encompassing intensive teaching and learning).

Tertiary Admissions Centre (TAC): the admission authority established in each Australian state/territory to coordinate the admission processes of participating institutions for undergraduate and, in some cases, postgraduate courses.

Undergraduate: a post-secondary course leading to an award of bachelor degree (including a graduate entry bachelor degree), bachelor degree with honours, associate degree, advanced diploma, diploma or associate diploma.

2. Application of Rules

These Rules apply to admission to all undergraduate, graduate entry, postgraduate coursework and non-award programs, whether by application through a Tertiary Admissions Centre or directly to Australian Catholic University. They apply to admission to both Commonwealth-supported places and fee-paying places in any such course.

3. Authority for Admission

Designated Admissions Officers are authorised to act on behalf of the University, in accordance with approved delegations, to admit students to a program.

4. Requirements to Gain Entry to a Course

4.1 To gain entry to a course an applicant must -

(a) make application through the relevant Tertiary Admissions Centre or directly to Australian Catholic University, in accordance with required timelines and the application procedures for that course;

(b) satisfy the minimum eligibility score required for admission to study at Australian Catholic University[2];

(c) satisfy any general entry requirements of the University together with specific prerequisite requirements for the course, as specified in the relevant course rules; these may include satisfying other criteria such as achievement in specified prerequisite subjects, interview, folio, audition and/or submission of any required supplementary information;

(d) obtain an entry score or rank equal to or above the cut-off for the quota in that course in that offer round; and

(e) be offered, and accept within the prescribed time, a place within the course.

[2] At present the minimum eligibility score for any bachelor degree course on any campus is as set out below; lower qualifications may be acceptable for Associate Degree, Diploma or non-award courses.

NSW/ACT:	ATAR 55
Queensland:	OP 19 or rank 55
Victoria:	ENTER 55

4.2 Unless otherwise stated in the course rules, for undergraduate courses the prerequisite requirement is completion of the required studies at year 12 level, or equivalent including the following specific requirements for the respective states/territory[3]

(a) Australian Capital Territory and New South Wales: Higher School Certificate or equivalent with a minimum Performance Band of three in Category A courses;

(b) Queensland: Queensland Certificate of Education or equivalent with a year 12 exit rating of at least Sound Achievement (SA) after four semesters of study or after the Queensland External Senior examination in any prerequisite subject;

(c) Victoria: A Victorian Certificate of Education or equivalent including required studies at years 11 and/or 12 with a minimum of Units 3 and 4 and a study score at the nominated minimum level in any prerequisite subject.

4.3 The University may refuse admission to a qualified applicant if -

(a) the limit on available places is exceeded; or

(b) there are not appropriate and sufficient personnel, resources or number of students to enable the course to be offered; or

(c) there are other restrictions or limitations applying to the course.

5. English Language Proficiency

5.1 Proficiency in English is required for entry to all courses. This may be differently recorded in various state/territory jurisdictions.

5.2 Non-current year 12 applicants without a previous pass in year 12 English must attain the equivalent by satisfying approved alternative criteria[4]. Specific requirements for applicants whose first language is not English are set out in Appendix 1.

5.3 Any student seeking admission on the basis of a qualification undertaken in a language other than English must demonstrate English language proficiency, as set out in Appendix 1[5].

5.4 International students seeking admission must satisfy standard admission requirements for the relevant program, together with English language proficiency requirements as set out in Appendix 1.

6. Other Prerequisite Requirements

6.1 Where the specified entry requirements for undergraduate or non-award courses include nominated prerequisite subjects, they must normally be passed in accordance with the year 12 requirements in the relevant state/territory.

6.2 In the case of an applicant who has not completed nominated year 12 studies, evidence of equivalent knowledge, skills and/or experience will be required.

6.3 Where criteria associated with interview, folio, audition or other performance or demonstration of practical skill or other attribute are required, an applicant will comply with the directions provided in relation to any such requirement.

6.4 Where submission of additional information is required, for example to demonstrate a range of attributes or provide additional information regarding relevant experience or previous study, an applicant will comply with the directions provided in relation to any such requirement. For honours study the applicant will provide the Head of School or nominee with details of the proposed area of the honours research project.

6.5 Where entry to a graduate entry or postgraduate course has a prerequisite of completion of an appropriate degree or other qualification, such degree or other qualification must have been completed within the preceding ten years. Completion of such a degree or other required qualification more than ten years previously will not normally satisfy such a

[3] Applicants for special entry may also be considered on the basis of demonstrated equivalent knowledge, skills and/or competencies; an interview may be required (see Rule 9).

[4] For approved alternatives refer to each state-based TAC English Proficiency schedule.

[5] Any such English language qualification must have been completed no earlier than three years prior to commencement of the course of study to which the student seeks admission.

prerequisite requirement, unless approved by the Head of School or nominee on the basis of evidence of subsequent development and life or work experience in the discipline.

7. *access*ACU - Entry Bonus Scheme

7.1 The University offers an Entry Bonus Scheme[6,7] as follows:

(a) For students completing Year 12 or equivalent in the year of application for admission:

(i) Subject Bonus: based on subject performance in Year 12 subjects approved by the Faculty for the specific course in the relevant state/territory;

(ii) Geographic Region Bonus: based on demonstration that the student lives in one of the areas designated for the relevant campus;

(b) For all eligible students;

Special Access Bonus: based on demonstration of socio-economic or educational disadvantage.

7.2 The maximum number of bonus points that a student can gain under one or more of the above bonus schemes is 10 rank points.

7.3 Bonus points are added to the student's raw ATAR or ITI score only for the purposes of determining eligibility for admission to courses offered by this University. The allocation of bonus points does not affect a student's ENTER, OP or ATAR but supplements the student's rank for the purpose of assessing his/her eligibility for admission to the course[8].

7.4 The score required for attainment of the minimum eligibility score includes any bonus points awarded under this scheme.

8. Application Documentation

8.1 An application for admission must be accompanied by documentation of all qualifications attempted or completed and proof of completion, where applicable; failure to provide such documentation will result in non-processing of the application.

8.2 Wherever possible, the University or Tertiary Admissions Centre will obtain results for studies at Australian universities through the Automatic Results Transfer System or QualSearch. Where documentation is supplied by the applicant, copies of such documentation will be accepted only if they have been properly certified by either the issuing body or those people qualified to certify documents.

9. Basis of Selection

9.1 With the exception of equity places offered in accordance with Rule 10 below, the selection of applicants for admission is based on academic merit as reflected in the entry score or rank, and satisfaction of any other prerequisite requirements.

9.2 Where the entry requirements include satisfying criteria associated with interview, folio, audition or other demonstration of defined attributes, selection is based on both academic merit and an assessment of the required attributes.

9.3 In any case where further delineation of year 12 scores is required, the following provisions will apply:

- QTAC – Year 12 applicants are selected on their OP. Within an OP band, if the number of eligible applicants exceeds the number of places for a course, Field Positions will be used.
- VTAC – Year 12 applicants are selected on their ENTER. After those applicants that are 'clearly-in' have been established, the second stage of a two-stage selection process is implemented. Applicants will then be considered on additional criteria under middle band selection.
- UAC – Year 12 applicants are selected on their ATAR which is a two digit, two decimal number.

[6] This scheme is administered through the Tertiary Admissions Centres and direct application to ACU is neither required nor available.

[7] The scheme is available only in New South Wales and Australian Capital Territory for the 2010 admission cycle.

[8] A rank is not the same as an ENTER, OP or ATAR score and one bonus point does not equate to one ENTER, OP or ATAR point.

10. Special Entry, Access and Equity Schemes

10.1 Admission is based primarily upon academic merit, as reflected in the applicant's entry score or rank. However, the University recognises alternative entry routes and has established a number of access and equity schemes which provide for consideration of additional/alternative factors in assessing applicants and their potential for success in university study. Such schemes are listed in Appendix 2.

10.2 Applicants whose educational qualifications do not satisfy the requirements for admission to a particular course but who have equivalent knowledge, skills and/or competencies, demonstrated by relevant documentation, may be granted admission to the course, subject to approval by the designated Admissions Officer, in consultation with the relevant Course Coordinator or Head of School.

Applicants of Aboriginal or Torres Strait Islander descent may be selected following an interview with staff of the relevant Faculty and a member of the Indigenous Education Unit having responsibility in relation to the campus concerned[9].

11. Offers and Enrolment

11.1 All applicants will be advised in writing regarding the outcome of their application for a place either by the University or by the relevant Tertiary Admissions Centre. An oral indication regarding eligibility for an offer is not a formal offer and is not binding.

11.2 All offers for admission will specify the course and/or specialisation (where applicable), funding status (Commonwealth-supported or fee-paying), attendance mode and campus for which the offer is made. Offers will be conditional upon the provision of proof of completion of prerequisite requirements or upon other factors detailed in the letter of offer. Failure to meet any condition of offer by the specified date will result in the withdrawal of the offer and cancellation of the enrolment. Students may only undertake study in the course, at the campus (or other specified location) and/or in the attendance mode for which an offer is made[10].

12. Deferment of a Place

12.1 Unless the relevant Dean otherwise determines for a particular program, the Admissions Officer may approve an application by a student to defer the offer of a place in an undergraduate course, subject to the following provisos:

(a) requests for deferment must be lodged prior to commencement of the relevant standard study period;

(b) deferments for Commonwealth-supported places may be limited;

(c) the maximum duration of a deferment is two years;

(d) deferment can only be granted for the course in which the student has received the offer of a place;

(e) deferments cannot normally be transferred to the same course at another campus.

12.2 Deferment will not be granted where the student undertakes another course of tertiary study at this or any other university or post-secondary education provider.

12.3 Deans may choose not to grant deferments in any course or any admission cycle.

12.4 An applicant whose application to defer admission has been approved will be guaranteed a place in the course and at the campus for which the original offer was made in either of the next two academic years, provided that the course is available to commencing students in the relevant year. Deferred applicants will receive written confirmation of their deferred place.

12.5 A deferment will lapse if the applicant does not respond to an invitation to take up the deferred place in either year or the applicant does not complete enrolment requirements by the date specified in the letter of invitation.

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[9] Applicants should consult the Indigenous Education Unit on the campus at which they wish to study.

[10] Individual units may be taken in a different mode if approved by the Course Coordinator and documented in the relevant Course Enrolment Guide.

12.6 It is the responsibility of the applicant to inform the Admissions Section of any postal address change so that required materials can be mailed at the end of the deferment period.

12.7 If a deferment lapses, the applicant will be required to reapply for admission and to compete for a place at the appropriate time. If the applicant wishes to be considered for a place in a different course, re-application in accordance with standard admission application practices will be required.

12.8 A deferred place is not available for postgraduate and non-award applications.

13. Transfers

13.1 Transfer Categories

A student may seek to transfer:

(a) from one program to another program, offered at the same or another campus;

(b) within a program, from a fee-paying to a Commonwealth-supported place;

(c) within a program, from one campus to another campus;

(d) within a postgraduate fee-paying program, or at the request of the student, from a Commonwealth-supported place to a fee-paying place.

13.2 Timing of Application for Transfer

Transfers are available only from the commencement of a standard study period and must be lodged with Student Administration by the prescribed date and approved in accordance with approved authority and/or delegations.

13.3 Eligibility Criteria

Applications for internal transfers are determined on the basis of academic merit.

To be eligible for consideration for a transfer:

(a) the student must have successfully completed at least one unit within the course of study in which he or she has gained a place;

  i. successfully completed at least one unit within the course of study in which he or she has gained a place;

  ii. satisfied the prerequisite requirements for the program to which he or she is transferring;

  iii. achieved a rank, calculated in accordance with these Rules, at least equivalent to the minimum rank required for entry to the program to which he or she is transferring, at the beginning of the relevant year at the given campus; and

(b) there must be a place of the relevant fee status (ie Commonwealth-supported place or fee-paying place) available for entry:

  i. in the course;

  ii. at the relevant level[11];

  iii. at the campus to which the student is seeking to transfer; and

  iv. for entry in the relevant study period.

13.4 Students Gaining Permanent Resident Status

If an international student gains Permanent Resident status –

(a) after gaining admission to the course but before the census date: provided places are available, the student may apply to transfer to domestic fee-paying status until they are successful in applying for a Commonwealth-supported place in accordance with standard procedures;

(b) after the census date in any semester: the student will remain liable for fees at the international student fee rate for that semester and, subject to places being available, may then either transfer to domestic fee-paying status or apply for a Commonwealth-supported place.

[11] In the case of a student transferring with credit for prior study in the course, a place must be available at the relevant course level, having regard to that credit; alternatively the student would be required to relinquish some or all of such credit.

13.5 UniAccess and Non-award Students

The University may place a limit on the number of eligible UniAccess and non-award students who may transfer to Commonwealth-supported places in any study period or year. Applicants will be assigned a rank based on their GPA and offers will be made on the basis of academic merit. The applicant's rank must be at least equivalent to the published minimum rank cut-off for the course in the relevant offer round.

13.6 Transfer to Fee-paying Place

In some circumstances, domestic students, or international students who have been granted Permanent Residency, may seek to transfer from a Commonwealth-supported or international fee-paying place to a domestic fee-paying place. Any such student must submit a Course/Campus Transfer Application. The application will normally be approved unless the Course Coordinator recommends otherwise.

14. Applicants Subject to Termination, Exclusion or Suspension

14.1 An applicant whose enrolment, as a student of this or another university, has been terminated on the grounds of unsatisfactory academic performance will not be considered for admission into a course or individual unit(s) in the same or a similar discipline until at least one calendar year has elapsed from the date of termination. Such an applicant may, however, be considered for admission to a course in a different discipline.

14.2 Applicants for re-admission following termination of enrolment must demonstrate potential for improved performance in their course of study.

14.3 A student whose enrolment at this or another university has been suspended under any disciplinary provisions will not be eligible for consideration for admission into any course or individual unit(s) unless the suspension has been lifted or the duration of the suspension has expired. In cases where no specific period of exclusion or suspension has been identified, the applicant will be considered for admission not earlier than one calendar year from the date of exclusion or suspension. No credit will be granted for any study or other learning or practical experience undertaken at this University or elsewhere during the period of exclusion or suspension.

14.4 An undergraduate student who had successfully completed fewer than 80 credit points at this University at the time of termination, exclusion or suspension must re-apply through the relevant Tertiary Admissions Centre. A student who has successfully completed at least 80 credit points may apply for re-admission by direct application at the end of the period of termination, exclusion or suspension.

15. Units Studied on a Non-award Basis

15.1 Admission to study individual units on a non-award basis

Subject to a place being available, the Admissions Officer may admit an applicant to study a maximum of two units on a fee-paying non-award basis in any study period. Applicants must meet unit requirements and their enrolment will be subject to all the provisions of the Academic Regulations. They will be formally assessed in the units in which they enrol. If the student subsequently applies for and is granted admission to a course at the University, units undertaken on a non-award basis and successfully completed may be credited to that course, subject to the Academic Regulations and the relevant course rules.

15.2 Admission to undertake cross-institutional studies

Subject to a place being available, the Admissions Officer may admit an applicant to study one or more units as a cross-institutional student, for credit towards an award of another institution. Cross-institutional students must meet unit prerequisites and their enrolment will be subject to all the provisions of the Academic Regulations. They will be formally assessed in the units in which they enrol.

15.3 Auditing units

Subject to a place being available, a Head of School may admit an applicant to audit one or more units for a prescribed fee. Students who wish to have an audited unit assessed must, by the prescribed dates, comply with University enrolment procedures and pay the remaining tuition fee. The Academic Regulations and course rules will apply to any subsequent application for credit.

15.4 Units including a practical component

Except with the approval of the Dean, an applicant may not be offered a place on a non-award, cross-institutional or auditing basis in any professional experience unit or unit that includes a practical placement.

16. Withdrawal of Offer and/or Cancellation of Enrolment

16.1 The University may withdraw an offer of a place in any course in the event that any error in assessment of the application or making of the offer is identified. In any such case –

(a) the University will endeavour to admit the applicant to any other course (for which the applicant had expressed a preference) to which he/she is eligible for admission and in which a place is available, provided that the student is able to commence that course no later than the end of the second week of semester; or

(b) if no such place can be offered, any fees paid by the student will be reimbursed.

16.2 The Academic Registrar will cancel enrolment if an applicant is found to have been admitted on the basis of incomplete, inaccurate, fraudulent or misleading information. Fees paid may be forfeited.

16.3 If results or other information are subsequently found to be inaccurate, through no fault of the applicant, the University will act as follows:

(a) *Applicant's entry score or rank is higher than that originally awarded*

The University will endeavour to admit the applicant to the course (for which the applicant had expressed a preference) to which the correct entry score or rank would have earned admission, provided that the error is identified and the student is able to commence that course no later than the end of the second week of semester.

(b) *Applicant's entry score or rank is lower than that originally awarded*

The University reserves the right to withdraw an offer at any time within the first two weeks of the semester for which an offer was made and accepted. If an offer is withdrawn, the University will consider the applicant for a place in a course for which he/she is qualified, provided that a place is still available in that course. The student must be able to commence that course no later than the end of the second week of semester.

16.4 Where any adjusted offer is made, the revised offer will specify a date for submission of an application for deferment in the revised course.

17. Appeals against Admission Decisions

Any appeal against this Policy will be dealt with in accordance with the Policy for Appeal and Review on Administrative Matters.

18. Saving Clause

Notwithstanding anything to the contrary contained in these Rules, the Pro-Vice-Chancellor (Academic) may, in any case deemed appropriate, vary, dispense with or suspend any requirements of these Rules.

APPENDIX 1

English Language Proficiency Requirements

In the case of courses in the Faculty of Arts and Sciences, Faculty of Business, Faculty of Health Sciences or Faculty of Theology and Philosophy, applicants whose first language is not English and who have not previously undertaken at least one full-time academic year of secondary or tertiary study where the medium of study was English will be required to demonstrate their English proficiency, as set out below.

In the case of courses in the Faculty of Education, any applicant who has not completed year 12 English (excluding ESL) will be required to demonstrate their English proficiency, as set out below.

The English language qualifications specified in this Appendix must have been achieved within two years prior to the date of submitting an application for admission to the University.

Undergraduate courses (excluding Diplomas)

Faculty of Arts and Sciences – Bachelor of Psychological Science

- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 7.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 600 and written expression score of 64 or TWE rating of 5.5; or a computer-based score of 250 with a minimum essay score of 27; or an internet-based total of 100 with at least 25 on writing and speaking scores and at least 25 on reading and listening.

Faculty of Arts and Sciences – other courses, Faculty of Business and Faculty of Theology and Philosophy

- IELTS (International English Language Testing System) with an overall score of 6.0, including an individual score of 6.0 in writing and speaking and 5.5 in listening and reading; or
- TOEFL (Test of English as a Foreign Language) score of 550 and TWE rating of 4.5; or a computer-based score of 213 with a minimum essay rating of 4.5; or an internet-based total score of 79 with a minimum writing score of 22.

Faculty of Education - teacher preparation courses

- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 7.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 600 and written expression score of 64 or TWE rating of 5.5; or a computer-based score of 250 with a minimum essay score of 27; or an internet-based total score of 100 with at least 25 on writing and speaking scores and at least 25 on reading and listening.

Faculty of Education - other courses

- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 577 and TWE rating of 5.0; or a computer-based score of 233 with a minimum essay rating of 5.0; or an internet-based total score of 90 with a minimum writing score of 25.

Faculty of Health Sciences – Bachelor of Physiotherapy

- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 6.5 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 600 and TWE rating of 5.0; or a computer-based score of 250 with a minimum essay rating of 5.0; or an internet-based total of 100 with a minimum writing score of 25.

Faculty of Health Sciences – other courses

- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 577 and TWE rating of 5.0; or a computer-based score of 233 with a minimum essay rating of 5.0; or an internet-based total score of 90 with a minimum writing score of 25; or
- The Occupational English Language Test with a minimum grade of B in every sub-test.

Graduate entry and postgraduate teacher preparation courses

Faculty of Education – Graduate Diploma in Education, Master of Teaching (Primary) and Master of Teaching (Secondary)

- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 7.0 for all tests – speaking, writing, reading and listening. A faculty interview to assess oral proficiency may also be required; or
- TEOFL (Test of English as a Foreign Language) score of 600 and written expression score of 64 or TWE rating of 5.5; or a computer-based score of 250 with a minimum essay score of 27; or an internet-based total score of 100 with at least 25 on writing and speaking scores and at least 25 on reading and listening. A faculty interview to assess oral proficiency may also be required; or
- NAATI (National Accreditation Authority for Translators and Interpreters) level 4 in interpreting and translating into English.

Postgraduate courses

Faculty of Arts and Sciences, Faculty of Business, Faculty of Education, Faculty of Health Sciences and Faculty of Theology and Philosophy

- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 577 and TWE rating of 5.0; or a computer-based score of 233 with a minimum essay rating of 5.0; or an internet-based total score of 90 with a minimum writing score of 25.

Faculty of Education - Master of Education, Master of Educational leadership and Master of Religious Education

- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 600 and TWE rating of 5.0; or a computer-based score of 250 with a minimum essay rating of 5.0; or an internet-based total score of 100 with a minimum writing score of 25.

Diploma and Certificate courses

Faculty of Arts and Sciences, Faculty of Business, Faculty of Health Sciences and Faculty of Theology and Philosophy

- IELTS (International English Language Testing System) with an overall score of 5.5, including an individual score of 5.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 523 and TWE rating of 4.0; or a computer-based score of 193 with a minimum essay rating of 4.0; or an internet-based total score of 69 with a minimum writing score of 20.

Faculty of Education

- IELTS (International English Language Testing System) with an overall score of 6.0 including an individual score of 6.0 for all tests.
- TOEFL (Test of English as a Foreign Language) – a score of 550 with a TWE rating of 5.0; or a computer-based score of 213 with a minimum essay rating of 5.0; or an internet-based total score of 80 with a minimum of 20 in all sections.

APPENDIX 2

Equity and Access Schemes

Aboriginal and Torres Strait Islander Access Scheme: Assistance available through the Australian Catholic University Indigenous Support Units.

Regional School Bonus: Applicants from rural and regional schools will automatically receive bonus points when applying through their respective Tertiary Admissions Centre.

***access*ACU: Special Access Scheme**[1]**:** Bonus points available, for admission purposes, to students who can demonstrate socio-economic or educational disadvantage; this includes applicants from schools that have been designated as disadvantaged.

Special Consideration for Long Term Educational Disadvantage:

- Universities Admissions Centre - Education Access Scheme (EAS)
- Victorian Tertiary Admissions Centre - Special Education Access Scheme (SEAS)
- Queensland Tertiary Admissions Centre - Special Consideration of Educational Disadvantage (SCD).

Elite Athlete Program: Applicants who have demonstrated achievement displaying a high level of sporting skills may be given special consideration for admission.

[1] This scheme is administered through the Tertiary Admissions Centres and direct application to ACU is not required or available.

APPENDIX 3

Other Access Schemes

The Australian Catholic University Early Achievers Program – School Leavers (EAP)

The Australian Catholic University Early Achievers Program – School Leavers is designed to recognise achievements of applicants, including their community involvement, and to make successful applicants an EAP offer for their course of choice. Prospective students who apply under the EAP are assessed on their demonstrated capacity and potential for tertiary study before completion of their year 12 studies.

The Australian Catholic University Early Achievers Program - Non-School Leavers

The Australian Catholic University Early Achievers Program - Non-School Leavers is designed to recognise achievements (including professional and community involvement) of applicants other than school leavers and to make successful applicants an EAP offer for their course of choice. Non-school leavers who apply under the EAP are assessed on their demonstrated capacity and potential for tertiary study.

Admission Cut Offs – 2009/2008

COURSE	**2009**	**2008**
BRISBANE – QTAC	**OP CUT-OFF**	**OP CUT-OFF**
Bachelor of Arts	**19/63**	19/60
Bachelor of Arts (Creative Arts and Culture)	**n/a**	n/a
Bachelor of Arts/Bachelor of Business	**19/71**	19/60
Bachelor of Arts/Bachelor of Social Work	**17/62**	19/60
Bachelor of Business	**19/63**	19/60
Bachelor of Business/Bachelor of Business Information Systems	**17/n**	new
Bachelor of Education (Early Childhood and Primary)	**19/63**	new
Bachelor of Education (Primary)	**17/66**	17/64
Bachelor of Midwifery	**16/68**	12/76
Bachelor of Nursing	**19/63**	18/62
Bachelor of Nursing/Bachelor of Paramedicine	**18/64**	new
Bachelor of Psychological Science	**19/63**	17/64
Bachelor of Social Science	**19/63**	19/60
Bachelor of Social Science (Counselling)	**17/66**	19/60
Bachelor of Teaching/Bachelor of Arts (Humanities)	**19/63**	17/64
Bachelor of Theology	**n/66**	19/60
Graduate Diploma in Education (Secondary)	**n/95**	new
Graduate Diploma in Education (Secondary)/Graduate Certificate in Religious Education	**n/88**	new
Master of Teaching (Primary)	**n/88**	new
Master of Teaching (Secondary)	**n/93**	new

Admission Cut Offs – 2009/2008 (continued)

COURSE	2009	2008
CANBERRA – UAC	**UAI CUT-OFF**	**UAI CUT-OFF**
Bachelor of Education (Early Childhood and Primary)	**58.80**	58.95
Bachelor of Education (Primary)	**58.95**	58.95
Bachelor of Nursing	**62.50**	n/a
Bachelor of Teaching (Early Childhood)	**59.75**	61.55
Bachelor of Theology	**58.80**	66.05

COURSE	2009	2008
NORTH SYDNEY – UAC	**UAI CUT-OFF**	**UAI CUT-OFF**
Bachelor of Arts/Bachelor of Business	**70.25**	72.95
Bachelor of Business	**61.60**	63.50
Bachelor of Business/Bachelor of Business Information Systems	**60.70**	64.80
Bachelor of Business Information Systems	**61.30**	63.45
Bachelor of Environmental Science	**63.40**	63.80
Bachelor of Nursing	**59.10**	63.75

COURSE	2009	2008
STRATHFIELD – UAC	**UAI CUT-OFF**	**UAI CUT-OFF**
Bachelor of Arts	**62.50**	64.20
Bachelor of Arts (Business and Communication Studies)	**64.45**	61.80
Bachelor of Education (Early Childhood and Primary)	**80.20**	79.95
Bachelor of Education (Primary)	**83.85**	81.95
Bachelor of Exercise Science	**73.45**	73.45
Bachelor of Inclusive Education and Disability Studies	**69.85**	68.80
Bachelor of Teaching (Early Childhood)	**72.95**	79.30
Bachelor of Teaching/Bachelor of Arts (Computing)	**69.30**	69.80
Bachelor of Teaching/Bachelor of Arts (Humanities)	**76.10**	68.40
Bachelor of Teaching/Bachelor of Arts (Mathematics)	**73.60**	68.50
Bachelor of Teaching/Bachelor of Arts (Technology)	**69.90**	70.65
Bachelor of Teaching/Bachelor of Arts (Visual Arts)	**74.50**	72.60
Bachelor of Theology	**63.55**	63.75
Bachelor of Visual Arts and Design	**73.65**	68.15

Admission Cut Offs – 2009/2008 (continued)

COURSE	2009	2008
BALLARAT – VTAC	**ENTER CUT-OFF**	**ENTER CUT-OFF**
Bachelor of Education (Early Childhood and Primary)	**63.45**	60.45
Bachelor of Education (Primary)	**59.60***	56.45
Bachelor of Nursing	**61.55**	59.90
Bachelor of Nursing/Bachelor of Paramedicine	**75.60**	73.15
Bachelor or Teaching (Early Childhood)	**56.20***	new

COURSE	2009	2008
MELBOURNE – VTAC	**ENTER CUT-OFF**	**ENTER CUT-OFF**
Bachelor of Arts	**65.30**	67.60
Bachelor of Arts (Creative Arts and Culture)	**66.60**	64.65
Bachelor of Arts/Bachelor of Business	**64.05**	61.25
Bachelor of Arts/Bachelor of Music	**n/a**	n/a
Bachelor of Business	**61.65**	63.10
Bachelor of Business Information Systems	**Course withdrawn**	
Bachelor of Business/Bachelor of Business Information Systems	**n/a**	new
Bachelor of Education (Early Childhood and primary)	**66.70**	new
Bachelor of Education (Primary)	**73.85**	72.00
Bachelor of Exercise Science	**75.40**	71.00
Bachelor of Midwifery	**75.50**	75.75
Bachelor of Music	**n/a**	n/a
Bachelor of Nursing	**72.05**	74.25
Bachelor of Nursing/Bachelor of Arts	**81.15**	90.20
Bachelor of Psychological Science	**69.70**	67.05
Bachelor of Social Science	**63.55**	67.95
Bachelor of Social Science (Counselling)	**62.95**	n/a
Bachelor of Teaching/Bachelor of Arts (Humanities)	**72.30**	73.60
Bachelor of Teaching/Bachelor of Arts (Mathematics)	**65.35**	67.20
Bachelor of Theology	**n/a**	n/a
Bachelor of Visual Arts and Design	**67.35**	65.15
Bachelor of Youth Work	**n/a**	n/a

n/a = No score calculated. Selection is based on a range of criteria.

*These candidates had a 5 aggregate point regional bonus which gave them actual scores of 64.60 and 60.20 respectively.

Note: From 2010, in Queensland the cut-off is referred to in terms of the *OP/Rank*; in the Australian Capital Territory and New South Wales it is the *ATAR*; and in Victoria the *Clearly-in*.

ACADEMIC REGULATIONS

These Regulations relate to all programs and units in programs other than higher degrees by research (which are covered by the Research and Professional Doctorate Degree Regulations). Other rules specific to individual programs should be read in conjunction with these Regulations. It is the responsibility of students to ensure the accuracy of their enrolment in accordance with the program rules and these Regulations.

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1. Definitions

The following words and expressions have the following meanings in this document:

Advanced in relation to units: units coded at 200-level or higher.

Assignment: any written, oral, online or other assessment task (other than a central or School examination) required in a unit, and defined as an assignment or assessment task in the Unit Outline.

Audit: where a student is permitted to attend a unit on payment of the prescribed fee but does not complete assessment requirements.

Census date: a date within each study period specified within the academic calendar, on which a student's enrolment in a unit of study is deemed final for that study period.

The student's official enrolment status at the census date determines issues such as financial liability and use of Student Learning Entitlement.

Collusion: occurs where a student works with others, without permission, or beyond the scope of permission granted, intending to produce work which is then presented by individual students, himself or herself included, as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion can be a form of plagiarism.

Community engagement: any course or unit requirement involving a community engagement or similar experience; community engagement units do not normally have a credit point value.

Core in relation to units or other course requirements: requirements which are compulsory for course completion.

Co-requisite: a requirement that must be met by enrolling in an associated unit in order to be able to enrol in the stipulated unit.

Course: study leading to an accredited higher education award of the University.

Credit points: numerical value attached to each unit or component of a program.

Cross-institutional: relates to a student undertaking study at one institution as part of the course of study for an award of another institution, where both institutions formally recognise the study for purposes of credit.

Elective in relation to units or other requirements: requirements which may be met by selection from nominated options.

Enrolment on a non-award basis: the student has approval to undertake an individual unit or units offered within a program, even though the student has not been admitted to that program.

Examination: a central or School examination, defined as such in the Unit Outline. A central examination will be conducted within the formal examination period; a School examination may be conducted outside class time, and may be conducted in the formal examination period or at some other time during the relevant study period.

Exclusion: prohibition from participating in any unit or program or any University activity or entering any site at which the University conducts its activities; "exclude" has a corresponding meaning.

Fee: any tuition fee, late fee or other charge or fine for which the student is liable.

Full-time: enrolled for 75% or more of a standard full-time workload for that year of the program.

Note: A full-time annual workload is normally 80 credit points.

Graduate entry: an undergraduate course for which prior completion of another undergraduate degree is the normal entry requirement.

Higher degree by research: a course in which the thesis component constitutes no less than two-thirds of the degree requirements.

Incompatible in relation to units: units the content of which is such that credit can be allowed for only one of them.

Introductory in relation to units: units coded at 100-level.

Member of the University: any student or member of staff of the University or member of the Senate or any of its committees.

Non-award course: study leading to an award of this University, other than an accredited higher education award.

Non-standard study period: a period of study outside the formal semester 1 and semester 2 study periods; it includes Spring, Summer, Autumn and Winter terms.

Plagiarism: occurs when a student intentionally presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person or persons, without acknowledgement, of the kind commonly required in academic practice, of the source.

Postgraduate: a course for which prior completion of an undergraduate degree is the normal entry requirement.

Prerequisite: a requirement that must be met by a student before enrolment in the stipulated unit.

Professional experience or professional experience placement: any clinical, counselling, teaching or field practicum or other assessable professional or practical experience unit.

Program: includes any accredited higher education course and/or any non-award course of this University.

Recycling: means the submission for assessment of one's own work, or of work which is substantially the same, where –

(a) the work is being submitted, or has previously been counted towards the completion of another unit of study undertaken for credit towards any qualification; and

(b) the Lecturer-in-Charge has not granted prior written consent for the student to reuse the work.

Show cause: relates to a student being asked by the University why their enrolment in a program should not be terminated.

Standard study period: semester 1 and semester 2.

Student: a person who is enrolled at the University as a candidate for any program or to pursue any unit of study or research offered at or by the University. It includes a student of another university or other education provider who is granted temporary or ongoing rights of access to a campus or site of the University for study purposes. It does not include a person who:

(a) has qualified for the award or completed the unit, as the case may be;

(b) has been excluded from the University or had his or her enrolment terminated pursuant to the statutes, regulations, rules or policies of the University;

(c) has not for the period January to June or June to December enrolled or re-enrolled by the date for enrolment or re-enrolment specified by the University; or

(d) subject to Academic Regulation 6.3, does not have a final grade (excluding withdrawals) awarded in at least one credit bearing unit in the academic year of commencement; or

(e) has given written notice of withdrawal from the course or unit.

Study period: the period over which an individual unit of study is offered. It is inclusive of approved study breaks and assessment/examination times and may take the form of a standard or non-standard study period.

Undergraduate: an accredited post-secondary course at the level of Bachelor degree, Associate Degree, Advanced Diploma or Diploma and includes Honours and a graduate entry Bachelor degree.

Unit: a coherent set of learning activities assigned a unit code.

A Course Coordinator may undertake roles under these Regulations in accordance with delegations from the Head of School in respect of a particular program.

Note: Where documentation is referred to in these Regulations, it can be in either hard copy or electronic format.

2. Formal Communications[1]

2.1 Correspondence to student

2.1.1 A notice or advice to a student is sufficient if it is in writing and is —

(a) posted to the student —

(i) for admission purposes, at the address listed on the application for admission;

(ii) at the semester address shown on the student's most recent enrolment, if posted during a semester;

(iii) at the home address shown on the student's most recent enrolment, if posted during a vacation;

(b) transmitted by facsimile to a number provided by the student as being identified with the relevant address; or

(c) sent by e-mail to the student's University e-mail address.

2.1.2 Unless a later delivery date can be proven in the case of students in remote or off-shore locations, any notice or advice is deemed to have been received –

(a) if sent by post to an address within Australia, on the third working day after it was sent;

(b) if sent by post to an address outside Australia, on the seventh working day after it was sent;

(c) if sent by facsimile or email, no later than 48 hours from the date and time at which it was sent;

(d) if sent by email, on the first working day after it was sent.

2.2 Correspondence from student

2.2.1 Correspondence from a student will be deemed to be effective on the date of its receipt by the University.

2.2.2 Any correspondence, document or form submitted to the University by a student becomes the property of the University unless, at the discretion of the University, it elects to return the document or form to the student, with or without first having made a copy thereof.

3. Admission

Applications for admission will be dealt with in accordance with the Admissions Policy and the Admission Rules.

4. Enrolment

4.1 Program enrolment

[1] The University may also use SMS for reminders regarding key dates and similar matters. Students are encouraged to provide and ensure the accuracy of their mobile phone numbers, as well as their other contact details.

4.1.1 *Requirements for enrolment and re-enrolment*

In order to become an enrolled or re-enrolled student, a person who has been offered a place in a program must, by the prescribed date –

(a) complete the required enrolment or re-enrolment procedures; and

(b) pay all relevant University and government fees and charges.

4.1.2 *Fee for late re-enrolment or variation*

A person who fails to complete procedures for re-enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student.

4.1.3 *Constraints on enrolment*

The University may limit the number of enrolments in any unit in any study period and may make any unit available only to students in a nominated cohort(s) or program(s).

4.1.4 *Non-acceptance of enrolment or variation of enrolment after prescribed date*

Enrolment in a program or unit or variation of enrolment will not be accepted after the relevant date prescribed by the University.

4.2 Change of personal or correspondence details

Students must formally notify the University immediately, in accordance with prescribed procedures, of any change of name or address. Documentary evidence must be provided as proof of change of name.

4.3 Addition of units

4.3.1 *Period for adding units*

A student may add a unit to an existing enrolment, provided that such changes are actioned:

(a) within the first two weeks in a standard study period; or

(b) before commencement of a non-standard study period.

4.3.2 *Late addition of units*

A student may add a unit to an existing enrolment after the periods noted in Regulation 4.3.1 above only if authorised by the Lecturer-in-Charge and approved by the Course Coordinator within 30 days after the census date; any such late change may incur liability for additional fees and charges.

4.3.3 *Credit point limit in a semester*

A student may not enrol in more units than a normal full-time program load in any semester without the approval of the Course Coordinator. The student's previous academic record will be taken into account in determining the application.

4.4 Withdrawal

4.4.1 *Withdrawal from units*

Students should seek advice from the Course Coordinator before withdrawing from units. The formal withdrawal remains the responsibility of the student.

4.4.2 *Non-effective enrolments*

If a student withdraws up to the census date in the relevant study period, the enrolment will be regarded as non-effective and will not be recorded on the transcript.

A commencing student who withdraws from his/her program prior to the census date in the first semester of his/her program is deemed not to have accepted their offer of enrolment and to have never been a student.

4.4.3 *Withdrawal without academic penalty*

A student may withdraw from a unit without academic penalty up to the following dates:

(a) in semester 1: 30 April;

(b) in semester 2: 30 September; or

(c) in a professional experience or community engagement unit: normally one week after commencement of the professional experience or community engagement placement; or

(d) in a non-standard study period: two weeks after the census date.

4.4.4 *Special circumstances*

In special circumstances the Course Coordinator may approve an application from a student to be withdrawn from a unit without academic penalty after the above dates and prior to the commencement of the central examination period in a standard study period or the end of classes in a non-standard study period[2]. Where the Course Coordinator verifies that a student did not complete the requirements for the unit and the student has been granted a re-credit of Student Learning Entitlement and/or a refund of fees due to special circumstances (in accordance with the *Higher Education Support Act*), the student will be withdrawn from the relevant unit without academic penalty. In the case of a professional experience or community engagement unit, such approval may be considered, provided that the student can produce evidence that he/she has completed no more than one-third of the practicum and submits supporting documentation or evidence.

4.4.5 *Withdrawal with academic penalty*

A student will be recorded as having withdrawn/failed a unit if the student withdraws from the unit after the date for cancellation without penalty but prior to –

(a) the central examination period for a standard study period; or

(b) the end of classes in a non-standard study period.

4.4.6 *Withdrawal from professional experience or community engagement unit by the Associate Dean (Learning and Teaching)*

4.4.6.1 On the advice of the relevant Course Coordinator, a student may be withdrawn from a professional experience or community engagement placement by the Associate Dean (Learning and Teaching) or nominee if the student –

(a) has not satisfactorily completed a course of studies which constitute prerequisites for such a placement;

(b) has committed an act of misconduct for the purposes of Statute 10 Student Conduct and Discipline;

(c) has behaved in such a way as to have breached the professional conduct expectations of the supervising organisation;

(d) is consistently unable, after due instruction and guidance, to perform the skills required at an appropriate standard attainable through supervision by University staff or on-site supervisory staff;

(e) is in a state of health, whether mental or physical, which makes the student unfit to undertake the placement; or

(f) is considered by the supervising organisation to have breached guidelines for placement, is performing significantly below a pass standard and/or is disrupting the conduct of the business or undertaking of the supervising organisation.

4.4.6.2 In any such case, after investigation of the matter, the Associate Dean (Learning and Teaching) or nominee will advise the student in writing of –

(a) the reasons for the withdrawal;

(b) the regulations pertaining to unsatisfactory performance.

4.4.6.3 A student who has been withdrawn from a professional experience or community engagement unit by the Associate Dean (Learning and Teaching) or nominee will be awarded a Fail (NN) grade for that unit and will be subject to the requirements under Regulation 6.2.1.2, except that a student who has been withdrawn under Regulation 4.4.6.1 (e) will be withdrawn without academic penalty (WW) and will be required to gain approval from the Associate Dean (Learning and Teaching) for readmission to the unit in any subsequent placement period.

4.5 Cross-institutional enrolment

With the approval of the Course Coordinator a student may be enrolled concurrently at this University and another tertiary institution in a unit or units which, if successfully completed, will be credited to the student's program in this University.

[2] This approval must be granted in accordance with the process outlined in the Assessment Policy.

4.6 Enrolment in more than one program

A student may not normally enrol concurrently in more than one program. This provision may be waived in exceptional circumstances with the approval of all relevant Course Coordinators.

4.7 Credit for previous study or learning

4.7.1 *Types of credit*

The Course Coordinator may grant credit towards a program of this University for previous tertiary studies and/or recognised prior learning. Credit may be in the form of any one or more of the following:

- Specified Credit: credit granted for one or more units of the program. Specified Credit will only be granted if the student has previously passed units substantially the same as the unit/s for which Specified Credit is sought.
- Block Credit: credit granted for complete sections of the program, equivalent to at least one semester.
- Unspecified Credit: credit granted, usually in the form of credit points, if previous study does not correspond precisely with components of the program or for recognised prior learning. Unspecified credit is granted only for elective or general studies components of programs. It cannot be granted in programs which do not contain such components.
- If Block or Unspecified Credit is granted the amount of credit granted will be expressed in terms of credit points and identified in terms of the program completion requirements.

Credit will not be granted for segments of a unit.

4.7.2 *Credit applications*

Applications for credit and/or recognised prior learning should normally be submitted no later than the census date in the first semester of the student's enrolment in the program.

A student who has failed a unit may not subsequently seek credit for that unit unless the application is based on tertiary studies successfully completed after the student had failed the unit.

4.7.3 *Maximum allowable credit*

The maximum credit that may be granted on the basis of previously completed qualification(s) (other than a designated suite of courses) or recognised prior learning is:

- Bachelor's [4th Year Upgrade]: one-half of the course
- Bachelor's degree: two-thirds of the course
- Honours requirements: 30 cp
- Associate degree: 100 cp
- Diploma: one-half of the course
- Dual bachelor degrees: one-half of the dual course
- Graduate entry bachelor degree: one-half of the course
- Postgraduate/Graduate Certificate: one-half of the course
- Postgraduate/Graduate Diploma: one-half of the course
- Master's degree excluding theses, dissertations or research projects:
  - two-thirds of the course in the case of a 120 credit point degree
  - 100 cp in the case of a 160 credit point degree
  - one-half of the course in the case of an 80 credit point degree

Non-award course: one-half of the non-award course requirements.

4.7.4 *Minimum level of studies required for an award of this University*

Normally a student must complete at least one-third of the units required for a program, and at least one-quarter of the units required for a major, double major or specialisation -

(a) by studies undertaken at this University; and

(b) in units not credited towards another completed award.

The amount of credit granted to a student holding more than one award must be no more than the maximum which would have been available for any one such award.

If a student has been granted the maximum available credit, in accordance with Regulation 4.7.3, for studies undertaken at another institution or for recognised prior learning, approval will not normally be granted for other units to be undertaken elsewhere on a cross-institutional basis.

4.7.5 *Time limit on credit for prior studies*

Unless the Head of School otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, credit will be granted only for work completed within the last ten years and such credit will lapse ten years from the date of passing relevant units (or completing other learning) on which the credit was based.

4.7.6 *Credit once only*

Credit for prior study or learning or on the basis of any completed award may be granted once only towards any other program of this University.

4.7.7 *Level of prior studies for which credit may be granted*

In an undergraduate or graduate entry pre-service course, credit may be granted on the basis of prior appropriate and successful undergraduate, graduate entry pre-service or postgraduate studies. In a postgraduate course, credit may be granted on the basis of prior successful postgraduate studies only.

4.7.8 Study undertaken during period of termination, suspension or exclusion

A student may not be granted credit towards any program for any study or learning undertaken elsewhere during any period of termination of enrolment, suspension or exclusion from this or another University or other educational institution.

4.7.9 *Application for review of credit granted*

A student who is dissatisfied with the decision concerning credit may write to the Head of School seeking a review of the decision. The decision of the Head of School will be final.

4.8 Time limit

Unless the program rules otherwise specify or the Dean otherwise approves –

(a) a student must complete the requirements of the program within ten years of first undertaking any units counted or credited towards the program requirements; and

(b) credit for any unit or prior learning completed more than ten years previously will lapse.

4.9 Substitution

In special circumstances the Course Coordinator may approve a student's substituting an equivalent unit from this or another university for a required unit in a program. Where a substitute unit was undertaken at this University and within the relevant course of study, that unit will be recorded on the student's academic transcript and Credit Granted will not be recorded for the unit in place of which the substitute unit was approved.

4.10 Interruption of studies

A student who has completed and achieved final results for at least one semester of his/her course may interrupt his/her studies. Such a student may subsequently resume his/her studies, subject to any other relevant provisions of these Regulations[3].

4.11 Applicable program rules

4.11.1 If the program rules change during the currency of a student's enrolment for the program, the student should follow the approved transition program. In exceptional circumstances, where the student has pursued the course without interruption and pursuit of the transitional program would substantially disadvantage the student, the Dean may permit him/her to complete the program under the rules applicable at the time of initial enrolment, within a timeframe approved by the Dean.

Note: Normally the maximum period during which a student would be permitted to complete a course under 'old' rules would be four standard study periods beyond the minimum time for course completion.

[3] For example in relation to liability for termination of enrolment, time limit on enrolment, applicable program rules and any other relevant provisions.

4.11.2 A student returning from interruption of studies of more than one semester must consult the Course Coordinator regarding the requirements for completion of the program. Such a student will normally be required to complete the program in accordance with the conditions and program rules in force at the time of the return.

4.11.3 A student returning after interruption of studies of more than four standard study periods must consult the Course Coordinator regarding the requirements for completion of the program. Such a student may need to undertake additional requirements to ensure currency of knowledge sufficient to enable the student to complete the program under the rules in force at the time of the student's return to study.

5. Fees

5.1 Levying fees and charges

The University may from time to time prescribe fees or charges associated with student enrolments, the due dates for payment thereof and penalties for failure to adhere to the due date for a nominated course of action, or failure to pay the prescribed amount by the relevant due date.

5.2 Payment requirements

A person who is in debt to the University because of non-payment of any fee, charge or other debt to the University and who fails to make satisfactory settlement of that debt after notice from the University may not be permitted to -

(a) enrol or re-enrol in any program or unit;

(b) receive a result in any program or unit completed; or

(c) graduate from any program or receive any award of the University:

until the debt is repaid or arrangements, satisfactory to the Academic Registrar, have been made for settlement of the debt.

If as a result of a student varying his/her enrolment under these Regulations any further fee becomes payable, the variation of enrolment will not take effect until such further amounts have been paid.

5.3 Units not prescribed in the course requirements

A Commonwealth-supported place will be available only for study in units prescribed for completion of the relevant course. If a student seeks to enrol in units not so required, he or she may do so only on a fee-paying basis and subject to the approval of the Course Coordinator.

6. Assessment[4]

6.1 Assessment procedures and requirements

6.1.1 *Designation of Lecturer-in-Charge*

There will be a Lecturer-in-Charge, nominated by the Head of School, for each unit offered by that School. The Lecturer-in-Charge of the unit is responsible for coordinating the preparation of Unit Outlines and for coordinating results in accordance with University policy.

6.1.2 *Range of Assessment Methods*

Assessment may include a range of methods such as formal end of study period examination, continuous assessment throughout the study period, written assignments, essays, theses, practical assessments and field trips/projects. The Unit Outline will describe assessment methods to be used in a unit.

6.1.3 *Completion of unit requirements*

To complete the requirements for a unit a student must –

(a) comply with all University statutes, regulations and rules:

(b) pay all relevant fees and charges;

(c) complete all unit requirements as prescribed in the Unit Outline;

(d) gain a grade of Pass Conceded or higher in accordance with Regulation 6.3.

[4] See also the Assessment Policy.

Examples of unit requirements include –

- attending classes (eg lectures, tutorials, laboratory and practical classes)
- undertaking and submitting research and assignment work for assessment
- undertaking projects and/or group work
- undertaking examinations
- undertaking field work, industrial and/or practical placements or community engagement
- undertaking police checks or submitting declarations such as 'prohibited person declarations'
- obtaining a current first aid or CPR certificate
- undergoing required immunisation.

6.1.4 *Unit Outline*

By the end of the first lecture week, the Lecturer-in-Charge of the unit will make a Unit Outline available to each student enrolled in that unit. The Unit Outline includes details of unit objectives, assessment tasks, percentage of marks allocated to assessment tasks, dates for the submission of assessment, and any special requirements of that unit.

6.1.5 *Attendance requirements*

Attendance at scheduled lectures and classes is expected. It is compulsory to attend classes so designated in Unit Outlines.

6.1.6 *Allocation of grades*

Grades in a unit are assigned by the Lecturer-in-Charge, and must be ratified by the Head of School or nominee prior to submission to Student Administration.

6.1.7 *Change of grades*

A student's grade in a unit may be changed within six months of the original allocation of final grade and then only with the approval of the relevant Head of School, or as provided under Regulation 8. The Dean of the relevant Faculty must approve a change of grade if a period of six months or more has elapsed since the allocation of a final grade and Regulation 8 does not apply.

6.1.8 *Personal circumstances affecting assessment*

A student who believes that personal circumstances are likely to affect his/her performance in a unit should take action in accordance with the Assessment Policy.

6.1.9 *Extension for an assessment task*

A student may apply to the Lecturer-in-Charge for an extension to the submission date of an assessment task. Requests for extension must be made on the appropriate form on or before the due date for submission, and must demonstrate exceptional circumstances which warrant the granting of an extension.

Assignments submitted after the due or extended date will incur a 10% penalty of the maximum marks available for that assignment. Assignments received more than three calendar days after the due or extended date will not be allocated a mark.

Unless otherwise specified in the Unit Outline, an extension of time will not normally be available for tests such as –

(a) in-class tests;

(b) laboratory exercises or tests;

(c) computer or online exercises or tests using the University's Learning Management System or similar technology;

(d) similar tests specified in the Unit Outline.

6.1.10 *Extension for submission of Honours thesis*

An Honours student may apply to the Head of School for an extension to the submission date of an Honours thesis. Requests for extension must be made on or before the due date for submission, and must demonstrate exceptional circumstances which warrant the granting of an extension. The maximum extension which may be granted is six months.

Honours theses submitted after the due or extended date will incur a penalty of 10% of the maximum marks available for that thesis.

6.2 Unsatisfactory progress

6.2.1 *Undergraduate and non-award students*

6.2.1.1 Students at risk

An undergraduate student or student in a non-award course who has –

(a) failed 50% or more of the credit points for which the student enrolled in any standard study period; or

(b) failed any unit on two occasions

will be warned that further failure may lead to liability for termination of his/her enrolment. Such a student will also be encouraged to seek academic advice before continuing in the program.

6.2.1.2 Requirement to show cause why enrolment should not be terminated

A student will be required to show cause why his/her enrolment should not be terminated if the student has –

(a) failed 50% or more of the credit points taken over the last two standard study periods in which the student was actively enrolled; or

(b) failed any professional experience or community engagement unit.

A student in an Honours program will be required to show cause if the student has achieved less than a Pass in any individual coursework unit in the Honours program.

The Course Coordinator will normally notify any student of the requirement to show cause within 20 working days from the date of finalisation of the student's results for the relevant study period.

6.2.1.3 Timing of submission showing cause why enrolment should not be terminated

Any submission from a student showing cause why his/her enrolment should not be terminated must be in writing and be submitted within 20 working days from the date of notification of the requirement to show cause.

6.2.1.4 Consideration of show cause submission

The submission from a student showing cause why his/her enrolment should not be terminated will be considered by the relevant Course Coordinator who may determine –

(a) that the cause shown is of sufficient merit to warrant the student's continuation in the program;

(b) that the cause shown is of sufficient merit to warrant the student's continuation in the program, subject to specified conditions; or

(c) that the cause shown is not of sufficient merit to warrant the student's continuation in the program.

The student will be advised of the decision of the Course Coordinator within 20 working days from the date of the student's lodgement of the show cause submission.

6.2.1.5 Termination of enrolment

Unless otherwise determined by the Course Coordinator, a student's enrolment in an undergraduate course or non-award course is terminated if the student –

(a) has failed any unit or its equivalent on three occasions while enrolled in any program(s); or

(b) has failed the same professional experience or community engagement unit or its equivalent on two occasions or failed two separate professional experience or community engagement units while enrolled in any program(s); or

(c) having previously been required to show cause, has failed to do so or has been notified that the Course Coordinator determined that the cause shown was not of sufficient merit to warrant the student's continuation in the program: or

(d) having been allowed for cause shown to remain enrolled in the same program, or having been readmitted to the same or another program following termination of enrolment, has subsequently –

(i) in any standard study period failed more than one credit bearing unit;
(ii) failed any unit or its equivalent which has previously been failed on three occasions while enrolled in any program(s);
(iii) failed any professional experience or community engagement unit, having previously failed that unit or another unit of that type; or
(iv) cumulatively, failed 50% or more of the credit points for which the student enrolled.

6.2.2 *Postgraduate students*

6.2.2.1 Students at risk

A postgraduate student who has failed more than 30 credit points or more than 30% and up to 40% of the total credit point requirements of the course will be warned that further failure may lead to liability for termination of his/her enrolment. Such a student will also be encouraged to seek academic advice from the Course Coordinator before continuing in the course.

6.2.2.2 Requirement to show cause why enrolment should not be terminated

A student will be required to show cause why his/her enrolment in a postgraduate course should not be terminated if the student has –

(a) failed more than 40% of the total credit point requirements of the course; or
(b) failed any professional experience or community engagement unit.

A student in the Postgraduate Diploma in Psychology will be required to show cause if the student has achieved less than a Pass in any individual coursework unit in that course.

The Course Coordinator will normally notify any student of the requirement to show cause within 20 working days from the date of finalisation of the student's results for the relevant study period.

6.2.2.3 Timing of submission showing cause why enrolment should not be terminated

Any submission from a student showing cause why his/her enrolment in a postgraduate course should not be terminated must be in writing and be submitted within 20 working days from the date of notification of the requirement to show cause.

6.2.2.4 Consideration of show cause submission

The submission from a student showing cause why his/her enrolment in a postgraduate course should not be terminated will be considered by the relevant Course Coordinator who may determine –

(a) that the cause shown is of sufficient merit to warrant the student's continuation in the course;
(b) that the cause shown is of sufficient merit to warrant the student's continuation in the course, subject to specified conditions; or
(c) that the cause shown is not of sufficient merit to warrant the student's continuation in the course.

The student will be advised of the decision of the Course Coordinator within 20 working days from the date of the student's lodgement of the show cause submission.

6.2.2.5 Termination of enrolment

Unless otherwise determined by the Course Coordinator, a student's enrolment in a postgraduate course is terminated if the student has –

(a) failed 50% or more of the total credit point requirements of the course;
(b) failed any unit or its equivalent on three occasions while enrolled in any course(s);
(c) failed the same professional experience or community engagement unit or its equivalent on two occasions or failed two separate professional experience or community engagement units while enrolled in any course(s);
(d) having previously been required to show cause, has failed to do so or has been notified that the Course Coordinator determined that the cause shown was not of sufficient merit to warrant the student's continuation in the course: or having been allowed for cause shown to remain enrolled in the same program, or having been readmitted to the same or another course following termination of enrolment, subsequently –

(i) in any standard study period failed more than one credit bearing unit;
(ii) failed any unit or its equivalent which has previously been failed on three occasions while enrolled in any course(s);
(iii) failed any professional experience or community engagement unit; or
(iv) cumulatively, failed 50% or more of the total credit point requirements of the course.

6.2.3 *Effective date of termination*

Any termination of enrolment under this Regulation will take effect from the end of the study period during which the student became liable for such termination.

6.2.4 *Request for review of termination*

A student may apply for review of any termination of enrolment under the provisions of Regulation 8.

6.2.5 *Application for re-admission to same program*

Any subsequent application for re-admission to the same program or, in the case of a dual degree, to either of the courses within the dual degree, will not be considered until at least one calendar year has elapsed from the date of termination. Re-admission is subject to approval by the relevant Head(s) of School.

6.2.6 *Application for admission to different program*

A student whose enrolment in a program has been terminated may subsequently apply for admission to another program after the period of termination has been completed. In cases where no specific period of termination has been identified, a student will be considered for admission not earlier than one calendar year from the date of termination.

6.2.7 *Application for re-enrolment in units failed*

A student who has failed a unit on three occasions may not enrol in units in that discipline until at least one calendar year has elapsed from the date of termination; re-enrolment in such units is subject to the approval of the Head(s) of School(s) concerned.

6.2.8 Subsequent failure

The enrolment of a student who has been re-admitted to a course under Regulation 6.2.5 or 6.2.6 will be terminated in the event that the student fails any further unit or units. Such a student may not apply for re-admission to any course for a further period of one calendar year from the date of such termination.

6.3 Assessment grades

6.3.1 *Time for completion of unit requirements*

A student will complete the assessment requirements for all relevant units no later than the end of the examination period for the relevant study period.

6.3.2 *Result grades*

6.3.2.1 Unit grading codes

All units will be assessed and recorded according to the codes listed in Table 1. Where a student cannot be awarded a final grade for a unit at the end of the study period, the grade will remain blank. If no final result grade has been assigned to the unit within twelve months of the end of the study period, the blank grade will be converted to Fail – NN.

Table 1 – Grading Codes – Units

	Description	% Range Guide	Code	Numerical Equivalent[5]
Final Result Grades	High Distinction	85-100	HD	7
	Distinction	75-84	DI	6
	Credit	65-74	CR	5
	Pass	50-64	PA	4
	Pass Conceded		PC	3

[5] Numerical equivalents of grades may be used in the calculation of the grade point average.

	Pass Supplementary Interim Fail[6] Fail Fail Supplementary	50 or more 40-49 0-49 0-49	PP NF NN NX	3 1 1
When a unit is assessed on a Pass/Fail scale	Pass Ungraded Fail	50-100 0-49	PS NN	[7] 1
When a student withdraws from a unit in accordance with Regulation 4.4.3 or 4.4.4.	Withdrawn Without Academic Penalty		WW	
When a student withdraws from a unit outside the provisions of Regulation 4.4.3 or 4.4.4	Withdrawn - Fail		WN	1
When a student has been granted Credit for a unit (Regulation 4.7.1)	Credit Granted		CG	
When a student's enrolment has been cancelled for non-payment of fees in accordance with Regulation 4.4.5	Withdrawn Fail – Fees		WX	1

[6] All Interim Fail (NF) grades which have not been converted to a Pass Supplementary (PP) or Fail Supplementary (NX) grade by the census date of the next standard study period will be converted to a Fail (NN) grade.

[7] Results of PS (ungraded Pass) are excluded from the calculation of a grade point average.

For a thesis, dissertation, project, research, performance unit extending over more than one standard study period: (a) where progression criteria that have been prescribed for the unit are achieved and the Lecturer-in-Charge recommends that the student may progress with the work; (b) where no progression criteria have been prescribed, a final result is not available and a finalisation date cannot be determined; (c) where a thesis or dissertation has been submitted for examination, a final result is not available and a finalisation date cannot be determined.	Continuing Unit Continuing Unit Continuing Unit		CU CU CU	
If a student has been granted a Deferred Examination[8] This code must be converted to a final result grade no later than the third week of the next semester. If at the expiry of that time no final result grade has been assigned to the unit, it will be recorded as a Fail – NN.	Deferred Examination		DE	
When a student has been awarded a result but the result is withheld because of non-payment of any fee or fine or withholding of results has been directed because a matter concerning the student is under investigation under the Academic Honesty Policy or before a Discipline Committee or Discipline Appeals Committee.	Result Withheld		RW	
If a result has been annulled A result may be annulled only by determination of a Discipline Committee or Discipline Appeals Committee.	Annulled		AN	

[8] It should be noted that results from deferred examinations may be delayed and this can cause difficulties for students in terms of graduation, application for scholarships and applications to enrol at other institutions.

6.3.2.2 Honours course grading codes

All Honours courses will be assessed and recorded according to the codes listed in Table 2.

Table 2 – Grading Codes - Honours

Overall Honours Grades	Description	% Range	Code
Final Honours Grades[9]	First Class Honours	85-100	HI
	Second Class Honours - Division A	75-84	HIIA
	Second Class Honours - Division B	65-74	HIIB
	Third Class Honours	50-64	HIII
	Fail	0-49	NN

6.3.3 *Pass Conceded*

A student may be awarded a Pass Conceded grade by the Head of School in exceptional circumstances. A Pass Conceded grade does not meet prerequisite requirements for enrolment in units requiring a minimum of a Pass grade. A Pass Conceded grade may only be redeemable upon the student re-enrolling in the unit in a subsequent semester and attaining a grade of Pass or better. A pass degree student may not accumulate a Pass Conceded grade in units amounting to more than 15% of the total credit points required for completion of the award. A unit in which a Pass Conceded grade has been awarded may not be counted for the purposes of admission to, or credit towards the requirements of, an Honours year or postgraduate program.

6.3.4 Fail grade

Subject to Academic Regulation 6.4, a student who fails a unit will either re-enrol in that unit in a subsequent study period in which it is offered or, if the unit is not a core unit, enrol in another unit consistent with the relevant course rules.

6.3.5 *Grade point average*

6.3.5.1 The grade point average is calculated as the average of grades of result obtained by the student, weighted by the credit point value of each unit. Numerical equivalent of grades for this purpose are as listed in Table 1 to Regulation 6.3.2.

6.3.5.2 Where the student has been granted credit towards his/her course for studies while enrolled at another institution, whether as a cross-institutional enrolment or otherwise, results gained in those studies will be included in the calculation of the grade point average only if specified credit for individual units was granted under the relevant degree rules and the grade achieved has been recorded.

6.3.5.3 In the case of units with ungraded pass results, results of PS (ungraded pass) will be excluded from the calculation of the grade point average. Results of NN (fail) will be included in that calculation.

6.4 Supplementary assessments

6.4.1 A student who is awarded an Interim Fail (NF) grade or Pass Conceded (PC) may apply for supplementary assessment in up to 2 units:

(a) one within the first year[10] in an undergraduate course; and/or

[9] The award of Honours grades will be determined by the relevant School Committee on the basis of results obtained in all units required in the Honours course, weighted according to their credit point values.

[10] For the purposes of this Regulation, 'first year' constitutes the first 80 cp of the course.

(b) one within the final 80 cp required for completion of an undergraduate course or postgraduate coursework program;

provided that –

(i) supplementary assessment is allowed under the relevant course rules;

(ii) the unit is not a professional experience or community engagement unit;

(iii) the student obtained passing grades in all units undertaken in the relevant study period, other than the unit in which supplementary assessment is sought; and

(iv) in the case of a course of 80 cp or less, only one supplementary assessment is allowed.

6.4.2 A supplementary assessment will comprise a specific additional assessment task prescribed by the Lecturer-in-Charge of the unit and approved by the Head of School or nominee.

6.5 Cheating, plagiarism, collusion and recycling

6.5.1 *Investigation and resolution of any allegation of cheating, plagiarism, collusion or recycling*

Any allegation of cheating, plagiarism, collusion or recycling will be investigated and resolved in accordance with the Academic Honesty Policy.

6.5.2 *Consequences of exclusion*

In the event that a student is excluded for breach of the Academic Honesty Policy, any subsequent application for re-admission will not be considered until at least one calendar year has elapsed from the date of exclusion. Re-admission is subject to approval by the relevant Head of School.

7. Examinations[11]

Examinations will be conducted in accordance with procedures prescribed by the University.

8. Review and Appeals[12]

8.1 Clarification of Decision

A student who wishes to obtain formal clarification about:

(a) a result for an item of assessment;

(b) a final grade in a unit; or

(c) matters associated with termination of enrolment

will do so in accordance with the Student Appeals Policy.

8.2 Application for Review of or Appeal against a Decision

A student who wishes to apply for review of or to appeal a decision about:

(a) a result for an item of assessment;

(b) a final grade in a unit; or

(c) matters associated with termination of enrolment

will do so in accordance with the Student Appeals Policy.

9. Conferral of Awards

9.1 Eligibility for Award

To be eligible to be admitted to any award of the University, a student must –

(a) comply with all University statutes, regulations and rules;

(b) pay all relevant fees and charges;

(c) complete all requirements prescribed for the program;

(d) gain a grade of Pass Conceded or higher (or, for units for which ungraded results are awarded, a grade of Pass) in accordance with Regulation 6.3 in all assessable components of the course.

Where the course rules provide for an exit point, a student who has satisfied relevant course requirements may apply to take out the lower level award.

[11] See also the Assessment Policy

[12] See Policy on Review by the University Visitor of Unresolved Appeals or Complaints by Students

9.2 Conferral of Award

Awards will be conferred in accordance with procedures prescribed by the University.

10. Alteration of Regulations

Regulations may be altered from time to time by the Academic Board.

11. Saving Clause

Notwithstanding anything to the contrary contained in these Regulations a Dean may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations, other than Regulation 9. Any such action by a Dean must be reported to the Chair of Academic Board annually.

APPENDIX A

Related Documents and Links

- **Academic Honesty Policy**
  http://www,acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Assessment Policy**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Computer, Internet and Telephone Acceptable Use Policy**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Code of Conduct for All Staff**
  http://my.acu.edu.au/14777
- **Code of Ethics in Teaching**
  http://www.acu.edu.au/38271 [Policy 6.6]
- **Examination Policy and Procedures – Staff**
  http://www.acu.edu.au/38271 [Policy 6.24]
- **Examination Policy and Procedures – Students**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Intellectual Property Policy**
  http://www.acu.edu.au/student_resources/research_guidlines_and_assistance/
- **Mission Statement**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Elite Athlete Support**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Quality Teaching and Learning**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Recognition of Prior Learning**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Statute 10 Student Conduct and Discipline**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Student Complaint Management Policy**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Review by the University Visitor**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]

RESEARCH AND PROFESSIONAL DOCTORATE DEGREE REGULATIONS

Preamble

The Research and Professional Doctorate Degree Regulations (RHD) relate to all award courses in the University which meet the requirements of the Commonwealth Government Department of Education, Employment and Workplace Relations (DEEWR), or equivalent government department responsible for determining the requirements for university research degrees and, where applicable, professional doctorates.

These Regulations should be read in conjunction with the University's Academic Regulations, which shall apply in relation to the administration of Taught Units within research degree courses and in the event of the Research and Professional Doctorate Degree Regulations being silent on any matter. Unless advised to the contrary, the Research and Professional Doctorate Degree Regulations shall have priority over the Academic Regulations. Other requirements specific to individual courses should be read in conjunction with these Regulations.

1. Interpretation/Definitions

In these Regulations, unless inconsistent with the context or the subject matter:

Associate Dean is a person responsible to the Dean of the Faculty to assist the Dean in his/her role of providing academic leadership and operation of management for the Faculty, in particular areas of strategic priority for the University and major Faculty-wide responsibility: Research, Research Training and Partnerships.

Associate Supervisor is a person external to this University who has been invited by the URC to contribute particular expertise in a specialised area of research supervision or who has been asked to assist and advise, as appropriate, a candidate in the undertaking of the degree requirements at a location other than at the University.

Chairperson of the Faculty Board is the Dean of the Faculty or nominee to that position. The Dean will consult on all occasions with the Head of School prior to making recommendations to the URC.

Code of Conduct of Research means that Code as adopted and amended from time-to-time by the Academic Board and Senate.

Co-Supervisor is an academic staff member of this University who has been appointed by the URC to work with the Principal Supervisor in assisting a higher degree candidate to formulate a research topic and to undertake the research in a systematic and orderly manner.

Course Coordinator or **Postgraduate Coordinator** means that person appointed by a Dean or a Head of School to be responsible for the day-to-day administration of a course of study or research degree program on behalf of a Faculty or School, and who has signatory authority on behalf of a Dean or Head of School.

Dean means the Dean of the relevant Faculty.

Doctorate or **Doctoral** refers to the Doctor of Philosophy and/or professional doctorate degree/s, according to the context.

External Examiner means an examiner who during the period of candidature has not been a member of the academic staff of the University, has not taught the examinable unit or course at this University and has not acted as an Associate Supervisor of the candidate.

Faculty Board means the Board of a particular Faculty.

Full-time refers to a candidate who is enrolled on a full-time basis and who is deemed by the URC, in consultation with the Dean, to be a person not otherwise employed except on a casual or part-time basis.

Head of School is the designated Head of School within the University.

Higher degrees means research Masters' degrees and Doctoral degrees; it excludes coursework Masters' degrees.

Intellectual Property Policy means that Policy as adopted and amended from time-to-time by the Academic Board and Senate.

National Coordinator is responsible to the Dean of the Faculty.

Part-time refers to a candidate who is not a full-time candidate but is able to devote an average of 20 hours per week to study and research.

Principal Supervisor means an academic staff member from this University who has been appointed by the URC:

(a) to supervise:

- the formulation of a research topic;
- the candidate's research and the writing of the thesis; and/or
- a candidate's work in the field or on placement;

(b) to serve as the principal person responsible for leading a team of supervisors in the provision of guidance and assistance to named candidates as they undertake the relevant degree requirements.

Professional training sometimes includes observations or practical work external to the University. This may occur across a wide range of disciplines which include (among others) environmental science, nursing, education, counselling, psychology, social work and health sciences, and may include observations made, for example, in the field in industry, educational institutions and public offices, the examination of documents and other materials in libraries, museums and other repositories away from the University, and the use of equipment or facilities which are essential to the research in question and not available in the University.

Research degree is a degree which meets the requirements of DEEWR, or equivalent government department responsible for determining the requirements for university research degrees.

Research Services, commonly known as the Research Office or Office of Research, means that office responsible for administering the day-to-day requirements of higher degrees.

RTSC means the Research Standing Committee which is a sub-committee of the URC; comprises the Chair, the Pro-Vice-Chancellor for Research; the four Associate Deans of Research, representing the Faculties of Arts and Sciences, Education, Health Sciences and Theology and Philosophy; a student representative and the Manager of Research Services.

School means the relevant School of the University.

Supervisor, used generically, includes the Principal Supervisor, Co-Supervisor and/or Associate Supervisor, as appropriate according to the context.

Thesis means any written dissertation in fulfilment of 66.66% or more of the degree requirements, and includes, in the case of music (composition), a composition portfolio consisting of tapes and/or scores together with a written dissertation of no less than fifty pages.

URC means the University Research Committee, a standing committee of the Academic Board, which administers the research degree or component of the degree in question.

Words in the singular include the plural and words in the plural include the singular.

2. Application of Regulations

These Regulations apply to the designated degrees of Master and Doctor listed in the Schedule. Other requirements specific to individual courses should be read in conjunction with these Regulations. It is the responsibility of students to ensure the accuracy of their enrolment in accordance with the course requirements and these Regulations.

3. Administration of Higher Degree Programs

3.1 The URC shall be responsible for the administration of higher degrees, subject to the general supervision of the Academic Board. The Chair of the URC may act executively out-of-session on behalf of the Committee, subject to the endorsement of the Committee at its next meeting.

3.2 The URC shall report regularly to the Academic Board and make recommendations on the award of research degrees directly to the Board.

3.3 The relevant Faculty Research Degrees Committee or equivalent, under the general supervision of the Faculty Board, shall administer the coursework component of professional doctorates, identified in the Schedule.

3.4 The Research Training Standing Committee (RTSC) is a sub-committee of the URC and reports to the URC.

3.5 Designated Research Services Officers are authorised to action matters approved executively by the Chair of the URC.

4. Eligibility for Admission to Higher Degree Candidature

4.1 Eligibility for admission to higher degree candidature is determined having regard to the applicant's capacity to meet the specific entry requirements approved by the Academic Board for that course.

4.2 A quota on the number of candidates that can be admitted to a higher degree program may be applied. A quota may also be placed on the number of candidates an academic staff member may supervise.

4.3 Meeting the requirements for admission is not in itself a guarantee of admission.

4.4 English language proficiency

Any applicant seeking admission on the basis of a qualification undertaken in a language other than English must demonstrate English language proficiency.

International students seeking admission must satisfy standard admission requirements for the relevant course, together with English language proficiency requirements.

5. Admission to Higher Degree Candidature

5.1 Application for admission to higher degree candidature

5.1.1 A person seeking admission to higher degree candidature shall apply to the Associate Dean of the Relevant Faculty via the Research Services Office on the prescribed form.

5.1.2 Doctorate and Master of Philosophy applications for admission to higher degree candidature may be received throughout the year. The RHD date of admission is determined by the particular Research Term. There are four Research Terms designated by the Commonwealth Census dates.

5.1.3 Master by Research Degrees must be received by the commencement of the year as these degrees involve coursework.

5.1.4 Master by Research Degrees must be received by Research Services by the due date determined by the University which shall be not later than one month prior to the first week of the start of units in a particular course. Applications for admission to courses with a thesis only requirement may be submitted at any time.

5.1.5 Such an applicant shall also lodge with the application any other documents which the URC shall require to determine suitability for entry to the degree program.

5.1.6 An applicant may also submit, or may, on the recommendation of the Associate Dean be required to submit, in support of the application for admission, other relevant material (such as tapes, recordings, drawings and sketches). All such material shall be accompanied by a formal statement by the applicant specifying the extent to which the applicant has been responsible for its preparation.

5.1.7 An applicant who has previously been enrolled as a Doctoral or Master's candidate at this or another institution and who has failed the examination for the degree shall not be admitted as a candidate for the same degree except in extraordinary circumstances approved by the RTSC and/or the URC.

5.1.8 *Criteria to be Used in Assessing Applicants for Admission*

The matters to be taken into account in assessing applicants for admission to candidature are:

- the academic record and any other qualifications and professional experience of the applicant relevant to the proposed course of study and research;
- academic referees' reports;
- professional referees' reports, as required;
- the practicability and quality of the proposed research project;
- the relevance of the proposed research project to the current research interests and goals of the School/Faculty;

- performance at a selection interview, where required by the Associate Dean or nominee responsible for making a recommendation for admission to the URC; and
- any other matters which the URC and/or RTSC, in consultation with the Associate Dean and such other persons as it deems appropriate, considers relevant.

5.2 Proposed program of advanced study and research

5.2.1 In addition to satisfying the provisions of Regulation 5.1 above, an applicant shall submit to the Associate Dean and/or RTSC, a research proposal of 300 to 500 words.

5.2.2 The Associate Dean must be satisfied, after consultation with the Head of School and such other persons as may be appropriate, that:

(a) the program proposed is appropriate to candidature for the degree;

(b) the applicant has adequate training and background or experience to pursue such a program; and

(c) adequate supervision and facilities necessary for the pursuit of the proposed research project can be provided.

5.3 Master's Preliminary Program

5.3.1 If an applicant is not eligible for admission to candidature for a Master's degree, the URC, acting on the advice of the Dean, in the case of an MPhil applicant (or the advice of the Head of School for a professional Master's program) may admit that applicant to a Master's preliminary course of studies. Such a Master's preliminary course shall normally occupy up to two semesters of full-time study or four semesters of part-time study.

5.3.2 On successful completion of a Master's preliminary course a candidate may apply for admission to candidature for the relevant Master's degree.

5.3.3 Successful completion of a Master's preliminary program shall not in itself be a guarantee of admission to a Master's degree program.

5.4 Special conditions

5.4.1 An applicant who meets the relevant admission requirements and who has maintained an acceptable standard of Master's or Doctoral level work at another institution may be admitted by the RTSC to advanced status on the advice of the Associate Dean in consultation with such other persons as it considers appropriate.

5.4.2 On admission to candidature the RTSC shall determine, on the recommendation of the Associate Dean, any courses, seminars or practical experience which a candidate shall be required to attend and complete successfully, and at what level the candidate shall successfully complete such work.

5.5 Deferment of admission

An offer of enrolment in a higher degree program may not be deferred. Requests for an application to be reactivated must be received by Research Services a minimum of one month prior to the first week of the start of units in a particular course. Applications for admission to a course with a thesis only requirement may be re-submitted at any time.

5.6 Cancellation of enrolment in event of fraudulent basis of admission

The RTSC and/or URC will cancel enrolment if an applicant is found to have been admitted on the basis of fraudulent or misleading information. Fees paid may be forfeited.

6. Credit

6.1 The provisions of the Academic Regulations apply in relation to any application for credit towards a coursework component of any program, provided that authority for any decision regarding credit rests in the RTSC and/or URC.

6.2 Application for review of credit granted

A student who is dissatisfied with the decision concerning credit may write to the Chair of the RTSC seeking a review of the decision. The decision of the Chair of the RTSC will be final.

7. Enrolment and Re-enrolment

7.1 Requirements for enrolment

A person who has been offered a place in a course must complete the required enrolment procedures by the due date. Enrolment is not complete until all relevant University and government fees and charges have been paid or approved payment arrangements have been made.

7.2 Late enrolment

A person who fails to complete procedures for enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student. Enrolment in a course or unit will not be accepted after the date prescribed by the University.

7.3 Course re-enrolment

Students will re-enrol online at the end of each year through ***Student Connect***.

7.4 Lapse of enrolment

7.4.1 If a candidate fails to resume candidature after a period of Leave of Absence by the required date and no satisfactory reason for the failure is received by the RTSC within thirty days of the required date, the candidature will lapse automatically.

7.4.2 If a person whose candidature has lapsed desires to resume candidature, application must be made for re-admission to candidature under the terms and conditions prevailing at the time of re-application.

7.4.3 The RTSC, after establishing that the candidate's program, including preparation of the thesis, can be completed satisfactorily within the time remaining to the candidate, may re-admit a candidate whose former candidature had lapsed. In such circumstances, the commencement of candidature shall be the date of the original enrolment and the candidature shall be continued under the Regulations in force at the time of re-admission.

7.5 Withdrawal from enrolment

7.5.1 A candidate may apply to withdraw from candidature at any time. Such withdrawal shall be made in writing to the Associate Dean and/or Head of School via the relevant Research Services Officer and shall take effect from the date the candidate's advice is received by the Research Services Officer.

7.5.2 The Principal Supervisor shall be requested to provide an Academic Progress Report at the time of withdrawal from candidature for the following category of candidates:

(a) PhD candidates; and

(b) EdD Part 3 candidates.

7.5.3 If an application to withdraw from candidature is received after the designated Commonwealth Census Dates (usually 31 March and 31 August), University fees shall apply.

7.6 Revival of candidature after withdrawal

7.6.1 The Associate Dean and/or RTSC, after establishing that the requirements of the Regulations are still satisfied and that the research and the thesis can be satisfactorily completed within the time remaining to the candidate, may, in special circumstances and in consultation with the Head of School, reinstate the candidature of a former candidate who withdrew for financial, health or other valid reasons, provided his or her academic progress was satisfactory at the time of withdrawal.

7.6.2 In such circumstances, the commencement of candidature will be the date of the original enrolment and the candidature shall continue under the Regulations in force at the time of reinstatement.

7.7 Concurrent enrolment

A candidate for a Doctoral degree may not enrol or remain enrolled in any other unit or course of study at this University or any other institution without the approval of the Associate Dean and/or RTSC on the recommendation of the Head of School and the Principal Supervisor.

8. Status and Commencement Date of Candidature

8.1 Commencement date of candidature

The date of commencement of candidature shall be determined by the Associate Dean after receiving the advice of the Dean, the Head of School or Course Coordinator (as applicable).

8.2 Enrolment status

8.2.1 An applicant may be accepted either as a full-time candidate or a part-time candidate.

8.2.2 An applicant for a higher degree may be permitted to proceed as a part-time candidate provided that evidence is supplied by the Head of School, in consultation with the proposed Principal Supervisor, sufficient to satisfy the Associate Dean and/or RTSC that adequate and regular contact will be maintained between the candidate, the supervisor and the School / Faculty.

8.2.3 A candidate may transfer from one enrolment status to another on such terms as the Associate Dean and/or RTSC may prescribe and the Associate Dean, in consultation with the Head of School and Principal Supervisor, shall determine the new date for completion of the degree requirements.

8.3 Provisional candidature

8.3.1 Applicants for Master's level candidature may be admitted on a provisional basis, subject to conditions approved by the URC, upon the recommendation of the Dean and such other persons as may be appropriate.

8.3.2 Applicants for PhD and Masters candidature are normally admitted on a provisional basis.

8.3.3 The Associate Dean and/or RTSC shall consider the reports furnished by or in respect of the candidate and the recommendation of the Head of School after the candidate has completed a Thesis Defence Seminar to be Confirmed in Candidature:

(a) after a provisional Master's candidate has completed one semester as a full-time student or two semesters as a part-time student; or

(b) after a provisional Doctoral candidate has completed one year as a full-time student or two years as a part-time student.

The Associate Dean and/or RTSC may then admit the student as a candidate, continue the provisional candidature, or terminate the enrolment.

9. Course of Study and Research

9.1 Duration of candidature

9.1.1 Candidates enrolled in a higher degree program shall normally complete the degree requirements within the period indicated for the respective degrees listed in the Schedule.

9.1.2 The Associate Dean may, on the recommendation of the Dean, permit a candidate to submit a thesis before the time specified in the Schedule.

9.1.3 In no case shall the duration of candidature be less than one year or two semesters full-time (or equivalent).

9.1.4 The Associate Dean and/or RTSC may determine a maximum period of extension of candidature for candidates who fail to complete the degree requirements within the maximum period indicated in the Schedule, and may determine such conditions as it considers appropriate, after which the RTSC Committee may terminate their enrolment.

9.2 Confirmation of doctoral candidature

9.2.1 As the basis for confirmation of candidature, all Doctoral candidates shall attend postgraduate seminars in their respective School/Faculty/Campus, as appropriate, and present a formal thesis proposal at a research seminar within the first twelve (12) months of full-time thesis candidature, or part-time equivalent.

9.2.2 In the formal Doctoral thesis proposal, candidates must present:

(a) their intended area of research;

(b) clearly defined and described aims and purposes of the study and the identification and elaboration of the problems and/or hypotheses being investigated;

(c) the results of their literature review;

(d) the proposed research design and methodology and the rationale for their selection, including potential ethical issues;

(e) intended data sources; and

(f) timelines for completing the degree within the period of candidature.

9.2.3 The Principal Supervisor via the Head of School and Associate Dean shall advise the RTSC on the result of the Doctoral proposal seminar and shall recommend to that RTSC Committee whether Doctoral candidature is to be confirmed or the candidate is to be required to re-present their Doctoral thesis proposal seminar within three months.

9.2.4 When the Associate Dean and/or RTSC is satisfied that the candidate has met the requirements for the initial Doctoral seminar, the candidate will be permitted to proceed.

9.3 Confirmation of master's candidature

9.3.1 As the basis for continuation of candidature, all Master's level candidates shall attend postgraduate seminars in their respective School/Faculty/Campus, as appropriate, and present a formal thesis proposal at a research seminar by the end of the first semester of full-time enrolment (or second semester of part-time enrolment) in the thesis unit.

9.3.2 In the formal Master's thesis proposal, candidates must present:

(a) their intended area of research;

(b) clearly defined and described aims and purposes of the study and the identification and elaboration of the problems and/or hypotheses being investigated;

(c) the result of their literature review;

(d) the proposed research design and methodology and the rationale for their selection, including potential ethical issues;

(e) intended data sources; and

(f) timelines for completing the degree within the period of candidature.

9.3.3 The Principal Supervisor and the Course/Postgraduate Coordinator shall advise the Associate Dean and/or RTSC on the result of the Master's proposal seminar and shall recommend to that RTSC Committee whether Master's candidature is to be confirmed or the candidate is to be required to re-present their Master's thesis proposal seminar within three months.

9.3.4 When the Associate Dean and/or RTSC is satisfied that the candidate has met the requirements for the initial Master's seminar, the candidate will be permitted to proceed.

9.4 Application to upgrade from master's level to doctoral level candidature

9.4.1 Master's candidates may after a period of twelve months full-time enrolment (or 24 months part-time enrolment) apply to upgrade their candidature to Doctoral degree level.

9.4.2 The commencement date of candidature may be backdated by a period of time equal to that part of the applicant's candidature for the Master's degree which the RTSC accepts as counting towards the period of the Doctoral candidature.

9.5 Variations to the conditions of candidature

9.5.1 *Application for Variation of Conditions of Candidature*

A candidate may apply to the Associate Dean and/or RTSC:

(a) for a course load change from full-time to part-time enrolment (or vice versa) of the whole or any part of the course;

(b) for Leave of Absence from candidature after the first twelve months from the date of candidature;

(c) for periods of extension of candidature;

(d) for periods of outside study, whether in Australia or overseas, after the first twelve months of candidature;

(e) for periods of sick leave greater than three weeks upon presentation of a medical certificate from a registered medical practitioner; or

(f) for periods of maternity leave up to a maximum of twelve weeks during candidature (periods of maternity leave are in addition to the normal duration of candidature).

Any such application must be made on the prescribed form and set out in full the reasons for the request.

9.5.2 *Approved Period of Leave of Absence*

Normally Leave of Absence will be approved for a maximum of six months. In exceptional circumstances, the Associate Dean and/or RTSC may approve a second six-month period of Leave of Absence for reasons outside the candidate's control. The maximum cumulative period of approved Leave of Absence shall normally be not greater than twelve months.

9.5.3 *Approved Extension of Candidature*

Normally extension of candidature will be approved for a maximum of six months. In exceptional circumstances, the Associate Dean and/or RTSC may approve a further six-month period of extension of candidature for reasons outside the candidate's control.

9.5.4 The decision on the application for variation to the conditions of candidature shall be made ordinarily by the Associate Dean after consultation with the Head of School and Principal Supervisor. Any approval may be subject to such conditions as the Associate Dean may determine.

9.5.5 All variations to the conditions of candidature which have been approved by the Associate Dean shall be subject to confirmation by the Chair of the RTSC and reported to that RTSC Committee at its next meeting.

9.5.6 *Review of Decision*

A candidate may ask the RTSC to review a decision by the Associate Dean relating to the candidate's request to vary conditions of candidature. Such review may be processed executively by the Chair of the RTSC.

10. Pursuance of Candidature

10.1 All candidates shall pursue their studies wholly under the control of the University and shall carry out such work, other than fieldwork, at the University except as provided in Regulations 10.2, 10.3 and 10.4 below.

10.2 If fieldwork involves continuous absence from the University of more than three months, the permission of the Associate Dean and/or RTSC is required before it is commenced.

10.3 The RTSC, on the recommendation of the Associate Dean and the Principal Supervisor, may permit a candidate to undertake research activities at another institution or centre in part fulfilment of these Regulations.

Where permission to undertake research activities at another institution or centre is given by the Associate Dean and/or RTSC, the candidate must maintain adequate and regular contact with his/her Supervisors and must submit such progress reports as may be required by them, the Associate Dean or the RTSC.

10.4 A candidate who has completed the minimum period of candidature of twelve months may apply for permission to complete candidature away from the University. If the Associate Dean and/or RTSC, on the recommendation of the Head of School and Principal Supervisor, is satisfied that the candidate has made substantial progress towards the completion of the degree requirements, it may permit the candidate to complete candidature under such conditions as it determines.

10.5 Candidates who have been approved by the Associate Dean and/or RTSC to undertake research activities or to complete the degree requirements away from the University shall remain subject to the relevant University Regulations and any fees which may be applicable at the time.

11. Supervisors

11.1 After receiving the advice of the Head of School, the Associate Dean and the URC shall appoint a Principal Supervisor and, if appropriate, one or more additional supervisors (to be known as Co-Supervisors) for each candidate at the same time as it approves admission to the thesis stage of the candidature. Before making a recommendation the Associate Dean shall consult with the Head of School, proposed supervisor(s), other staff, as may be appropriate, and, if necessary, the candidate.

11.2 The Associate Dean must provide an assurance of continuity of expert supervision for the duration of candidature in the field of study.

11.3 On the advice of the Associate Dean, the URC may appoint an Associate Supervisor.

11.4 All supervisors shall follow the procedures outlined in the University's Supervision Policy.

11.5 If the candidate is permitted to pursue candidature away from the University pursuant to the provisions of Regulations 10.2 and 10.4 above, the Head of School shall advise the Associate Dean and/or RTSC on the appointment of an Associate Supervisor able to provide guidance at the external institution or centre.

11.6 If a supervisor is to be absent from the University for more than three consecutive months, the Associate Dean and/or RTSC shall, on the advice of the Head of School, appoint an acting supervisor. Before making such recommendation the Associate Dean shall consult the supervisor concerned, the proposed acting supervisor, other staff as may be appropriate, and, if necessary, the candidate.

11.7 A Principal Supervisor, but not necessarily a Co-Supervisor or an Associate Supervisor, must hold an academic qualification at least equivalent to the level of the degree being supervised, or have published work in a relevant discipline which satisfies the RTSC, after consultation with the Associate Dean, as being adequate for the purpose of supervision.

11.8 No person who is enrolled for a Doctoral degree by research in this University or any other institution shall serve as a Principal Supervisor of a Doctoral candidate in the same research area unless approved by the RTSC.

11.9 A candidate may request the Associate Dean and/or RTSC to review supervision arrangements and to appoint a new supervisor, if necessary. The candidate shall specify in writing the reason for the request, and the Associate Dean shall consult all parties concerned before making a decision on the basis of the evidence available to it.

12. Obtaining Ethical Clearance for Research

12.1 All research in the University must comply with State and Commonwealth legislative requirements.

12.2 All candidates are required to inform themselves of these requirements and to familiarise themselves with the University Code of Conduct of Research and with its policies on research-related matters.

12.3 Projects involving:

(a) contact with human participants, interviews, the administration of questionnaires or access to public or private records;

(b) animals;

(c) recombinant DNA; or

(d) ionising radiation

must receive ethical clearance from the Human Research Ethics Committee (HREC).

12.4 Failure to obtain written ethical clearance in advance of the proposed contact shall be a breach of the University Code of Conduct of Research and may breach State or Commonwealth legislation.

13. Ownership of Intellectual Property

All candidates are required to familiarise themselves with the University Intellectual Property Policy and to abide by any requirements specified therein.

14. Standards of Scholarly Integrity

Both candidates and supervisors shall follow the University Policy on Standards of Scholarly Integrity.

15. General Requirements for the Continuation of Candidature

15.1 Under the leadership of the Principal Supervisor, candidates shall:

(a) maintain adequate and regular contact in person with each of their supervisors and the School (except those covered by Regulations 10.2, 10.3 and 10.4 above, who shall follow such requirements as the RTSC may determine in each case); and

(b) submit reports on academic progress as and when requested by the Principal Supervisor, the Associate Dean or the RTSC.

15.2 Candidates shall, at such times and within such periods of time as may be requested by the Associate Dean and the Principal Supervisor, or the RTSC, attend such lectures, seminars or School symposia, submit such written work, and carry out and complete such practical assignments, research projects and field studies as may be required.

15.3 The RTSC, in consultation with the Associate Dean and the Principal Supervisor, may require a candidate at any time to present for an oral or written examination in the branch of knowledge appropriate to the subject of the thesis or of any required course of study being undertaken.

15.4 Work-in-progress seminars

15.4.1 After approval of the thesis proposal by the RTSC, Doctoral candidates will be expected to present within the School/Faculty annual Doctoral level work-in-progress seminars arranged by the Principal Supervisor.

15.4.2 All Doctoral candidates shall participate actively in research seminars and shall present an update on their research at these seminars.

15.4.3 A final seminar is to be scheduled to occur at the stage when the candidate will be able to define and defend the major results and conclusions emerging from the research. This seminar will usually take place when the candidate is about to provide the required three months advance Notice of Intention to submit a thesis for examination.

15.5 Academic progress

15.5.1 A candidate enrolled in the thesis component of the degree program shall submit an Academic Progress Report to the RTSC at least annually on a form provided to the candidate. The candidate shall discuss it with the Principal Supervisor, who shall forward it to the Head of School. The Head of School will refer to the Associate Dean for comment, any instances where academic progress is unsatisfactory.

15.5.2 All candidates working on the thesis component in the early stages of their candidature shall normally meet with their Principal Supervisor once a fortnight. Candidates should submit written work regularly. There may be a stage in the research where supervisory meetings may be held less frequently; such meetings when held should be of longer duration. Candidates in the later stage in their candidature shall meet with their Principal Supervisor at least once a month, unless otherwise directed by the RTSC. In the final writing-up stages of the research it may be necessary for supervisory meetings to be held in person once a fortnight.

15.5.3 All candidates enrolled in a thesis are required to submit to their supervisors at least one completed chapter or substantial report on the progress of the thesis by the end of each year of candidature, bearing in mind the due date for submitting the thesis for examination.

15.5.4 Whenever the Principal Supervisor or the Associate Dean considers that a candidate is not making satisfactory progress or is not complying with the requirements of these Regulations, the RTSC may, after seeking clarification (if necessary) from the Principal Supervisor and the Head of School, require the candidate to show cause why candidature should not be terminated on the grounds of unsatisfactory progress.

15.5.5 If the RTSC, after giving the candidate an opportunity to be heard and after considering all the evidence before it, believes that the candidate has failed to make satisfactory progress it may:

(a) terminate the candidate's enrolment for the degree; or

(b) specify in writing conditions under which the candidate's enrolment for the degree may continue on a probationary basis.

15.5.6 If, within twenty days of the date of a letter informing the candidate of the RTSC decision, a candidate objects in writing to the RTSC to the conditions specified in accordance with Regulation 15.5.5 (b) the RTSC shall review them and may:

(a) amend the conditions under which the candidate is allowed to remain enrolled for the degree; or

(b) terminate the candidate's enrolment for the degree.

15.5.7 The RTSC shall report any termination of candidature to the URC and Academic Board.

16. Submission of Thesis for Examination

16.1 On completing the course of advanced study and research, a candidate shall submit a written thesis based on work carried out during candidature.

The thesis must demonstrate:

(a) the ability of the candidate to conduct a research program;

(b) a command of knowledge and skills pertinent to the area of investigation; and

(c) a critical appreciation and understanding of the relationship of the candidate's work to the work of others within the subject area.

In addition, a Doctoral thesis shall demonstrate that the candidate:

(a) has made a substantial contribution to knowledge; and

(b) appreciates and understands the relationship of the candidate's own investigations to a wider field of learning.

16.2 A thesis shall comply with the guidelines contained in the Policy on the Preparation and Presentation of a Thesis for Examination.

16.3 Work published before the commencement of candidature and not submitted for another degree or diploma may not be included towards fulfilling the requirements for the degree except with the special permission of the RTSC. Such work is considered to be a starting point for postgraduate research and would normally need to be rewritten considerably, re-analysed or extended to form a legitimate part of a thesis. Candidates may include in the thesis a reference to, or summary of, the work for information, provided appropriate references are included in the introduction to the thesis.

16.4 A candidate may not present as the thesis any work for which another degree or diploma has been awarded by this University or any other academic institution, but such a candidate shall not be precluded from incorporating extracts from such work in the thesis, provided that the source of each extract is stated explicitly and that the sum of any such extracts does not in the judgment of the RTSC constitute a substantial proportion of the thesis.

16.5 Unless the RTSC determines otherwise, the thesis and any other written work submitted for the Master's or Doctoral degree shall be written in the English language.

16.6 The thesis may incorporate or include as an appendix any publications resulting from the work completed during candidature whether or not the candidate is the sole author or one of the joint authors.

16.7 Where the thesis draws on any work for which the candidate has been jointly responsible, evidence satisfactory to the RTSC identifying the section of the work for which the candidate was responsible shall be provided by the candidate to the RTSC. Those parts of the thesis which derive from such work shall be identified as such in the thesis by the candidate.

16.8 A candidate may submit with the thesis other kinds of relevant additional material (such as films, tape recordings, models, etc) for purposes of illustration. Such material shall be accompanied by evidence of the extent to which the candidate has been responsible for its preparation. After consideration of the recommendation of the Principal Supervisor, the RTSC shall decide whether such material shall be deemed to constitute part of the thesis for the purpose of examination.

17. Examinations

17.1 Assessment of taught units

17.1.1 Unless otherwise determined by the RTSC, the examination of material to satisfy the requirements of Taught Units at Master's or Professional Doctoral degree level shall comply with the Academic Regulations.

17.1.2 A higher degree candidate may be required by the RTSC, either on its own initiative or on the recommendation of the Associate Dean and the Head of School, after consultation with the Principal Supervisor, at any time during the course of study and research, to present for oral or written examination or both in the branch(es) of knowledge appropriate to the subject of the thesis or the Taught Units, as may be prescribed by the RTSC Committee. Examiners shall be appointed by the RTSC Examination Committee on the recommendation

of the Associate Dean, the Principal Supervisor (or Lecturer-in-Charge) and other members of staff as may be appropriate.

17.2 Examination of the thesis

17.2.1 On completing the program, a candidate shall submit a thesis based on work carried out during candidature which complies with Regulation 16 above and the Policy on the Preparation and Presentation of a Thesis for Examination.

17.2.2 A candidate shall give the RTSC, via the Research Services Officer in the relevant state, at least three months' Notice of Intention (NOI) to present a thesis for examination.

17.2.3 The Notice of Intention shall be on the prescribed NOI form obtained from the Research Office and shall specify the precise title of the thesis and include a professional abstract for forwarding to the potential examiners. The Principal Supervisor shall indicate that the thesis is *prima facie* worthy of examination and complies with the requirements of the Policy on the Preparation and Presentation of a Thesis for Examination.

17.2.4 A doctoral thesis shall be examined by two examiners, each of whom shall normally be external to this University and appointed according to the guidelines set out in the Policy on the Appointment of Examiners and the Conduct of the Examination Process for Research Higher Degrees. Normally, at least one examiner shall be from an overseas institution.

17.2.5 A master's thesis shall be examined by two examiners, one of whom shall be external to this University and appointed according to the guidelines set out in the Policy on the Appointment of Examiners and the Conduct of the Examination Process for Research Higher Degrees.

17.2.6 The assessment of the thesis may also involve an oral and/or written examination.

17.2.7 In the case of a pass result for the thesis being approved, the Chair of the RTSC must also certify whether or not the candidate has met the academic requirements of the course. If so, the Chair of the RTSC shall recommend to the Academic Board that, subject to certification from the Academic Registrar that a candidate complies with certain formalities under University legislation, the candidate be recommended to the University Senate for the award of the specified degree.

17.2.8 In the case of the result being one Fail and/or one Deferred then the Examiners' reports are to be sent to the RTSC Examination Committee. The Research Services Officer will de-identify the Examiners' Reports before forwarding them to the Examinations Committee. This Committee will determine whether or not the thesis will be failed or the length of time allowed for amendment and the assessment process to determine the outcome when it is re-submitted.

18. Grievance Procedures, Right of Review and Appeal[1]

18.1 Candidates for a higher degree may request the RTSC to review a decision on any matter relating to the conditions of candidature, including the adequacy of supervisory arrangements and contact.

18.2 The right of review and appeal against the result of a Taught Unit shall be in accordance with the Academic Regulations.

18.3 If a candidate requests the RTSC to review a decision on a candidature-related matter, that request must be made in writing within thirty days of the date of the letter informing the candidate of the decision, and must set out the reasons in full.

The Chair of the RTSC shall review the decision in consultation with the Associate Dean and the Principal Supervisor and shall, within fourteen days of receipt of the request, inform the candidate of the:

- outcome of the review;
- process undertaken during the review; and
- reasons for the decision.

The Chair shall inform the RTSC and URC of the review and its outcome at its next scheduled meeting.

[1] See Statement on External Avenues of Appeal or Complaint.

18.4 Appeals by candidates simply rejecting the assessment of the merit of their research or the result of the examination of the thesis will not be considered.

18.5 If a candidate requests the RTSC to review its decision to fail a thesis on procedural grounds, that request must be made in writing by the candidate within thirty (30) days of the date of the letter informing him or her of the RTSC Committee's decision, and must set out the reasons in full.

The Chair of the RTSC shall consult with the relevant Associate and Faculty Dean, Principal Supervisor and such other persons as may be appropriate and shall, within twenty-one (21) days of receipt of the appeal, inform the candidate of the:

- outcome of the appeal;
- process undertaken during the appeal; and
- reasons for the decision.

The Chair shall also inform the RTSC and URC of the result of the appeal at its next scheduled meeting.

18.6 Notwithstanding the above provisions of this Regulation, candidates may exercise the right of appeal on procedural grounds only against the RTSC decision. Such an appeal shall be made to the Academic Board within thirty (30) days of the date of the letter of notification of the result of the review or appeal to the candidate.

19. Conferral of Awards

19.1 To be eligible to be admitted to a higher degree award, a candidate must:

(a) comply with all University statutes and rules;

(b) pay all relevant fees and charges; and

(c) complete all requirements prescribed for the course.

19.2 Research and professional Doctoral degrees shall be awarded without classification unless otherwise approved by the Academic Board and Senate.

20. Alteration of Regulations

University Regulations may be altered from time to time by the Academic Board.

21. Saving Clause

Notwithstanding anything to the contrary contained in these Regulations, the Chair of the URC may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations. Any such action must be reported to the Academic Board at the first reasonable opportunity.

SCHEDULE - Higher degrees

1. The following Higher Degrees may be awarded by the University

Doctor of Education (EdD)

Doctor of Philosophy (PhD)

Doctor of Psychology (DPsych)

Master of Education (Research) [MEd(Res)]

Master of Exercise Science (Research) [MExSc(Res)]

Master of Midwifery (Research) [MMidw(Res)]

Master of Nursing (Research) [MN(Res)]

Master of Philosophy (MPhil)

2. Conditions for the Award of Research and Professional Doctorate Degrees

The conditions for the award of the following degrees shall be determined by the Academic Board on the advice of the URC and the Boards of the Faculties indicated:

URC in consultation with all Faculties of the University

Doctor of Philosophy

Master of Philosophy

PROFESSIONAL Degrees

FACULTY OF ARTS AND SCIENCES
Doctor of Psychology

FACULTY OF EDUCATION
Doctor of Education
Master of Education (Research)

FACULTY OF HEALTH SCIENCES
Master of Exercise Science (Research)
Master of Midwifery (Research)
Master of Nursing (Research)

3. Duration of Candidature

The requirements for the award of a research degree shall be met within the period indicated:

PhD	F/Time: four years P/Time: eight years
DPsych	F/Time: three years P/Time: six years
EdD	F/Time: three years P/Time: six years
MEd(Res)	F/Time: two years P/Time: four years
MExSc(Res)	F/Time: two years P/Time: four years
MMidw(Res)	F/Time: two years P/Time: four years
MN(Res)	F/Time: two years P/Time: four years
MPhil	F/Time: two years P/Time: four years

APPENDIX A

Related Documents and Links

- **Academic Honesty Policy**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Academic Regulations**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Code of Conduct for All Staff**
  http://my.acu.edu.au/14777
- **Code of Conduct for Research**
  http://www.acu.edu.au/student_resources/research_guidlines_and_assistance/
- **Commercial Research Policy**
  http://www.acu.edu.au/student_resources/research_guidlines_and_assistance/
- **Intellectual Property Policy**
  http://www.acu.edu.au/student_resources/research_guidlines_and_assistance/
- **Mission Statement**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Quality Learning and Teaching**

http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]

- **Statute 10 Student Conduct and Discipline**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]

ASSESSMENT POLICY

1. Introduction

Student assessment is a vital part of the learning process. It is integral to students' formation and the development of graduates who are capable of making a significant contribution to society. Assessment is the process whereby student learning outcomes are determined, feedback is given to students on their progress and final result grades are awarded.

Accordingly, this Policy applies to all coursework units offered by ACU, including off-shore units, and those coursework units completed as part of an honours or research degree. It does not apply to the examination of research theses[1].

This Policy and Procedures reflects the values in the University's Mission Statement and the student-centred learning paradigm explicated in the University's *Strategic Plan 2009 – 2011* [refer: http://www.acu.edu.au/190120]. The Policy sits within and relates to an existing policy framework, which includes the Academic Regulations and Academic Honesty Policy (see Appendix A for a list of links to related documents).

2. Rationale for Assessment

The three key objectives for quality in student assessment in higher education[2] are to:

- guide and encourage effective approaches to learning;
- validly and reliably measure expected learning outcomes, in particular the higher-order learning that characterises higher education; and
- define and protect academic standards.

The following general principles underpin the Assessment Policy and Assessment Procedures:

(i) Assessment should be an aid to successful learning and should encourage students to apply their knowledge and skills in an analytical and critical manner;

(ii) Modes of assessment should be specifically linked to the learning outcomes of a unit and course including outcomes for the development of graduate attributes;

(iii) Assessment requirements should be based on pre-determined and clearly articulated criteria that describe standards of knowledge, skills, competencies and/or capabilities;

(iv) Students should receive feedback on their work in a timely manner that assists them to monitor their progress towards the achievement of specified learning outcomes and to improve the quality of their work;

(v) Assessment should be inclusive and equitable for all students;

(vi) Assessment should be valid and reliable;

(vii) Students and staff should act in accordance with the Academic Regulations, the Academic Honesty Policy and the Assessment Policy and Assessment Procedures;

(viii) Assessment should enable the University to certify that the grade awarded corresponds to the student's performance and that the student has met unit and course requirements;

(ix) Assessment should involve reasonable workloads for both staff and students commensurate with the credit points allocated to a unit and the nature of the discipline. The requirements of each individual assessment task in a unit should also be commensurate with the proportion of marks allocated to that task;

(x) Consistent with ACU's Mission as a Catholic university, assessment processes and procedures should conform to the highest ethical and moral standards; and

(xi) ACU regards assessment as a confidential matter[3]. No person involved in the process should divulge to any unauthorised person any information related to an individual student's assessment or grades.

3. Assessment Protocols

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1 For details on examination of postgraduate research theses see Research and Professional Doctorate Degree Regulations: http://www.acu.edu.au/about_acu/research/

2 James, R., McInnis, C. & Devlin, M. (2002). *Assessing Learning in Australian Universities*. Parkville:Centre for the Study of Higher Education, The University of Melbourne for the Australian Universities Teaching Committee [refer: www.cshe.unimelb.edu.au/assessinglearning]

3 Privacy Statement

3.1 Assessment Review Committees

An Assessment Review Committee will be established by a Head of School to review assessment outcomes for the School. The role and responsibilities of the Assessment Review Committee will be specified by the Head of School at the time of its establishment and should be reviewed annually. Responsibilities so delegated by the Head of School may include the following:

(i) review the performance of students undertaking units offered by the School, paying particular attention to results that are borderline between grades;

(ii) monitor the appropriateness of allocation of final result grades in accordance with the Academic Regulations. Evidence to substantiate recommendations regarding grades may be requested from Lecturers-in-Charge;

(iii) advise the Head of School, who ratifies the final result grades prior to submission;

(iv) monitor the effectiveness of assessment practices in units offered by the School using, amongst other means, statistics on grade distribution;

(iv) make recommendations to the Head of School regarding assessment policy, procedures and outcomes.

3.2 Assessment tasks

Assessment tasks are the single components of an assessment schedule and should be of different types to address students' differing learning styles. Within any one assessment task, there may be several aspects of assessment.

Assessment should be both formative and summative. The assessment tasks should be appropriate to the discipline and explicitly reflect the learning outcomes for the unit, including graduate attributes [refer: http://www.acu.edu.au/__data/assets/pdf_file/0008/177632/GRADUATE_ATTRIBUTES2.pdf] and marking criteria. Assessment tasks should be designed to minimise the risk of plagiarism.

Assessment tasks in all units will be developed so that, typically the following proportions of students will achieve the stated final grades:

(a) Distinction (DI) or better	20%
(b) Credit (CR)	30%
(c) Fail (NN) Interim Fail (NF) Fail Supplementary (NX) Fail in an ungraded unit (NN) Pass Conceded (PC)	no more than 10%

Where the final grades significantly deviate from these standards, the Lecturer-in-Charge will provide to the School Assessment Review Committee relevant evidence to substantiate the decision. Assessment tasks in a unit will be moderated by an independent moderator (external to the unit) prior to implementation with students [refer: http://www.acu.edu.au/__data/assets/pdf_file/0008/108791/Moderation_principles-final.pdf].

Assessment and/or other learning tasks in coursework units that involve students and/or lecturers in projects with human participants require ethics clearance in advance. The *Ethical Conduct in Research Involving Humans* application form and guidelines are available on the Research Services website at: http://www.acu.edu.au/about_acu/research/.

3.3 Assessment schedules

The learning outcomes in a unit should be assessed through a variety of tasks so students have a number of opportunities to demonstrate their learning. A recommended assessment schedule for any one unit would include two or three assessment tasks, none of which is worth more than 65 percent of the total marks: for example, an essay, seminar and formal examination each worth between 30-40 percent. Learning contracts, projects or similar assessment tasks may in total be worth more than 65 percent but, in these instances, it is recommended that the assessment task be managed so that students receive feedback on successive stages of the task. The number of unweighted assessment tasks (hurdle

requirements) for a unit must be taken into account in relation to assessment load for the unit.

For units with a final examination in the central examination period, assessments should not be due in study week or at any time during the central examination period[4]. The scope of in-class tests or School examinations should be related to the scheduling of the assessment. Class time used for in-class tests or examinations should be justified in relation to pedagogy not on scheduling issues.

3.4 Unit outlines

A unit outline is an official document that represents the formal understanding between the University and the students in relation to the unit in that study period. It is based on the original Academic Board approved unit outline and prepared by the Lecturer-in-Charge of the unit. Teaching and assessment tasks in the unit must be conducted as specified in the unit outline provided to students.

The assessment schedule may not normally be changed after distribution to students, except under exceptional circumstances as approved by the Head of School. A written revised schedule should then be made available to students either in class, via an online noticeboard or by mail, according to the mode of delivery of the unit.

Based on the Academic Board-approved requirements, the unit outline provided to students contains relevant information as per the University approved Unit Outline template.

3.5 Minimum essential requirements in a unit

3.5.1 *Attendance requirements*

Marks are not to be awarded for attendance.

If there are specific attendance requirements for a unit, such requirements must be clearly stated in the unit outline, along with consequences for not meeting the requirements.

Thus, students cannot be failed for non-attendance unless the unit outline clearly stipulates that failure is the consequence of not meeting specified minimum attendance requirements and/or attending particular compulsory classes.

The Lecturer-in-Charge must keep attendance records for all classes in units with a minimum attendance requirement or for specified compulsory classes.

3.5.2 *Assessment tasks*

Students are not usually required to pass individual assessment tasks in a unit unless the task is related to required discipline specific competency standards. The weighting of such tasks must reflect their significance.

3.6 Group work and collaborative assessment

Group and/or collaborative work should account for no more than 30 percent of the total assessment in a unit, unless specific learning outcomes for the unit require collaborative work; in such cases, no more than 50 percent is permissible unless justified and approved by the Dean or nominee.

The responsibilities of each individual group member in completing each such assessment task and the degree of collaboration required should be clearly stated in the unit outline.

The assessment task should allow for the recognition of individual contribution (such as learning journals).

Students should notify the Lecturer-in-Charge in a timely manner and provide substantiating documentation of any problems in relation to group work. Students should not be penalised or disadvantaged by the actions of other group members over whom they have no control.

3.7 Personal circumstances affecting assessment

Students may apply for consideration of circumstances, which significantly hamper their participation or performance in an assessment. These circumstances include temporary or permanent disability or exceptional and unforeseen circumstances.

[4] This includes an extension of time granted for submission of assessment tasks.

Students are required to follow prescribed procedures in applying for such consideration. Students with a disability are required to consult a Disability Adviser.

Students may also be required to provide documentary evidence of their circumstances in a report, using the appropriate application form and prepared by a healthcare or other appropriate professional able to comment on the circumstances and their impact.

Applications for consideration should be submitted no later than five calendar days after the relevant assignment submission date or prior to the commencement of the relevant examination period.

Examples of exceptional and unforeseen circumstances which may constitute grounds for such consideration are provided in the Assessment Guidelines.

Possible outcomes and associated application procedures are set out in Table 1. It is the student's responsibility to contact the relevant person to find out what action has been taken and to obtain details of any required or special arrangements made for learning and assessment.

Table 1 – Applications Relating to Special Circumstances

Possible Outcomes	**Application**	**Submit request to/ Approved by**
Extension of the submission or completion date for the assessment	Application for an Extension form, Application for Special Consideration form with Professional Authority, if needed	Lecturer-in-Charge
Deferred Central Examination	Deferred Examination Form, with Professional Authority	Student Administration
Deferred School-based Examination	Application for Special Consideration form, with Professional Authority	Lecturer-in-Charge
Adjustments to examination procedures	Application assessment and recommendation by the Disability Adviser Forms: - Education Inclusion Plan (EIP) - Application for Special Adjustments (SA Form) for temporary medical conditions	”Permanent” adjustments (for students with long-term conditions) approved by the Head of School or delegate. “Temporary” adjustments approved by Disability Adviser. Submit SA form at the Student Centre for adjustment to Central Examinations and/or to the Lecturer-in-Charge for School-based Examinations.
Adjustments to a grade for a unit	Application for Special Consideration form with Professional Authority	Head of School
Withdraw from a unit without academic penalty	Application for Special Consideration form with Professional Authority	Course Coordinator
Undertake alternative assessment	Application for Special Consideration form with Professional Authority or Disability Adviser recommendation	Lecturer-in-Charge or Course Coordinator or Head of School (for permanent recommendation regarding disability)
Undertake additional assessment	Application for Special Consideration form with Professional Authority	Lecturer-in-Charge in consultation with the Head of School

Applications will be assessed taking into account a student's individual circumstances and how they may affect academic progress.

3.8 Submission, collection and retention of assessment tasks

Unit outlines should include a statement regarding students' responsibility for submission and collection of assessment tasks, including:

- instructions on how, where, when and to whom tasks are to be submitted;
- whether faxed, emailed or posted assignments are acceptable;
- collection of assignments, eg during class, from a secure location such as the School Office, by email or other specified arrangements.

Prior to submitting assessments, students are required to sign a statement that the work is original. This may be on the official University Assignment Coversheet or electronically in the case of a fully online unit.

Students are required to retain both hard and electronic copies (where appropriate) of all work submitted for assessment, except in the case of tests and/or examinations.

On-campus students are normally expected to collect their assignments but, in exceptional circumstances, can delegate such authority to another person, provided that they give that person written authority to do so. Schools should keep a copy of any authority submitted.

Under no circumstances should marked assessments be left at an unsupervised collection point as the confidentiality of results and the security of the assignments may be compromised.

Assessment tasks that are not normally returned to students (eg examination scripts, multiple-choice answer sheets) and marked tasks that students have failed to retrieve are retained by the School for at least one standard semester after release of final results.

3.9 Resubmission of assessment tasks

Submission of work in progress in order to gain feedback to improve that work is acceptable and appropriate when that process is clearly provided for in the description of an assessment task in a unit outline and is equally available to all students in that unit.

In other instances, after an assessment task is submitted, there will be no provision for a student to improve his or her standing in the unit by attempting to improve the quality of the work and then resubmitting it.

4. Examinations

4.1 Central and deferred examinations

Central examinations are conducted by Student Administration in the central examination period (refer to Examination Policy and Procedures – Students).

A student who, through illness or other exceptional cause beyond their control, is unable to attend an examination may lodge an application to sit a deferred examination with Student Administration, not later than five working days after the day of the examination (refer to Examination Policy and Procedures - Students).

Examination scripts from central or deferred examinations are collected from Student Administration by the Lecturer-in-Charge for marking. Sessional staff must make prior arrangements to collect the scripts.

Lecturers-in-Charge are required to provide past examination papers in accordance with the Examination Policy and Procedures – Staff.
http://www.acu.edu.au/__data/assets/pdf_file/0004/92605/Examination_Policy_and_Procedures_-_STAFF_100308.pdf

4.2. School examinations

Schools may conduct examinations and class tests and set other types of assessment tasks which will be described in the unit outline. Unless the Lecturer-in-Charge otherwise determines and notifies students via the unit outline, the procedures contained in the Examination Policy and Procedures - Students will apply to the extent appropriate to School examinations but will not apply to class tests or other assessment tasks.

5. Marking

Marking is the process of assigning an assessment score or grade and/or comments to a piece of work produced, performed or submitted by a student according to criteria for that assessment task.

5.1 Marking protocols

Lecturers-in-Charge must ensure that:

- marking is fair and consistent across the student cohort;
- internal moderation processes are established in units with more than one marker;
- marking is consistent with set marking criteria and academic standards;
- marking is not to be delegated to any other member of staff, except to academic staff contracted to mark assessment, without the prior written approval of the Head of School;
- where other markers are employed, specific information is provided by the Lecturer-in-Charge as to what is to be marked, the marking scheme, how many pieces of work are involved, and the date by which assessed work must be returned to the Lecturer-in-Charge;
- comments on the assessment tasks submitted by the student are made on the exercise/assignment or on a marking sheet that is returned to the student with the assignment.

5.2 Feedback

Before they begin their final examinations, students are entitled to timely and constructive feedback related to achievement of learning outcomes on all assessment tasks completed during the semester, with the exception of items submitted within the last two weeks of semester. Timely feedback is within three weeks of submission or at least 48 hours before a related assessment is due for submission.

Feedback on a student's progress in a unit should be both in a quantified form, such as scores or grades, and a qualitative form such as comments, model answers or suggested readings.

Marks for assessment tasks in large classes may be posted on a noticeboard to indicate the group mean and distribution of marks or grades. Student identity numbers only must be used in any such posting to preserve confidentiality.

Students should be given the opportunity to discuss their performance and the feedback received with an appropriate academic staff member.

Students may apply to the Lecturer-in-Charge to view their final examination script after the official release of results.

Lecturers-in-Charge may discuss final result grades, including final examination results, with students after the official release of results.

5.3 Conflict of interest

Lecturers-in-Charge, or other staff appointed to mark assessment items, have a responsibility to assess students' work fairly, objectively and consistently across the student cohort in a unit. Academic staff who consider that they may be or be perceived to be affected by a conflict of interest must bring this to the attention of their Head of School (refer to Staff Code of Conduct).
http://www.acu.edu.au/__data/assets/pdf_file/0018/19125/Interim_Policy_-_Code_of_Conduct_-_November_2006.pdf

5.4 Allocating and recording final result grades

Lecturers-in-Charge are responsible for collating and recording the results for all assessment tasks and recommending a final result grade for each student in a unit. Each student's aggregate marks for a unit are allocated a grade according to the descriptors for each grade as listed in Table 2. The head of School or nominee ratifies the final grade results.

Final result grades are not provided to students until results have been officially released by the University.

5.5 Post-assessment moderation

Lecturers-in-Charge are required to review the distribution of final grades in a unit. Lecturers-in-Charge are also required to provide relevant evidence to the Head of School or nominee to substantiate a decision to deviate significantly from the academic standards detailed in section 3.2. Where such evidence is not provided, the results will be reviewed in line with the required standards reflected in the recommended distribution of grades.

6. Supplementary Assessment

Supplementary assessment may be approved in accordance with the Academic Regulations.

6.1 Purpose of supplementary assessment

Supplementary assessment is provided to support transition into the University in the first year of an undergraduate coursework program and transition into the workplace in the final year of any coursework program. Supplementary assessment is not a re-assessment of the student's overall grade or the mark for an individual assessment item or a deferred assessment. It is a new item of assessment designed to assist students to progress in and/or complete the requirements of their course.

6.2 Students transferring courses

Where students transfer between related ACU courses, supplementary assessments that have already been granted in the first course will be counted as having been taken within the second course. In cases where students transfer between unrelated ACU courses, supplementary assessments will be counted in the second course only if they were for units in the first course that are being credited towards the second course.

Where students gain credit towards a course on the basis of studies completed elsewhere, the relevant studies will be considered as equivalent to study at ACU for the purposes of Section 6.3[5].

6.3 Supplementary assessment supporting transition into the University (First Year Experience)

Students may be granted one supplementary assessment in the first year of an undergraduate course. Supplementary assessment in the first year aims to support students in their transition to undergraduate study, by avoiding disruption of a standard program of study caused by failure in any such unit.

6.4 Supplementary assessment supporting transition into the workforce

Both undergraduate and postgraduate coursework students may be granted one supplementary assessment in a unit of study in the final year of a course to avoid delay in course completion caused by failure in that unit.

6.5 Grades allocated on the basis of supplementary assessment

6.5.1 The highest grade which can be awarded to students who successfully complete supplementary assessment requirements will be a Pass Supplementary (PP) grade.

6.5.2 Students who are unsuccessful in meeting supplementary assessment requirements will be awarded a Fail Supplementary (NX) grade.

Table 2 – Grading Descriptors

Final Result Grade	Notation	Range Guide (%)[6]	Numerical Equivalent	Descriptor[7]
High Distinction	HD	85-100	7	Clear attainment of all learning outcomes, with complete and comprehensive understanding of the unit content, development of relevant skills and intellectual initiative to an extremely high level.

[5] Thus a student who gains credit of 80 cp or more will not be eligible for a supplementary assessment under Section 6.3.

[6] The percentage range for final results is a guide and should be interpreted in conjunction with the descriptors.

[7] Adapted from Sadler, D. R. (2005). Interpretations of criteria based assessment and grading in higher education. *Assessment and Evaluation in Higher Education,* 30:2, 175-194.

Distinction	DI	75-84	6	Substantial attainment of most learning outcomes, with a high level of understanding of the unit content and development of relevant analytical and interpretative skills to a high level.
Credit	CR	65-74	5	Sound attainment of some major learning outcomes, with good understanding of unit content and development of relevant skills.
Pass	PA	50-64	4	Satisfactory attainment of a range of learning outcomes, with basic understanding of unit content and development of relevant skills.
Pass Supplementary	PP	50 or more	3	Satisfactory attainment of a range of learning outcomes, with basic understanding of unit content and development of relevant skills.
Pass Conceded[8]	PC		3	Some attainment of learning outcomes with basic understanding of some unit content and some skill development.
Pass Ungraded	PS	50-100	[9]	Attainment of the learning outcomes as per the unit outline.
Interim Fail[10]	NF	40-49		Some attainment of learning outcomes with basic understanding of some unit content and some skill development. Student may be eligible to apply for supplementary assessment, subject to meeting other eligibility criteria set out in the Academic Regulations.
Fail	NN	0-49	1	Little or no attainment of learning outcomes, with limited understanding of course content or skill development.
Fail (ungraded)	NN	0-49	1	Non-attainment of the learning outcomes as per the unit outline.
Fail Supplementary	NX	0-49	1	Little or no attainment of learning outcomes, with limited understanding of course content or skill development.

APPENDIX A

RELATED DOCUMENTS AND LINKS

- **Academic Honesty Policy**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Academic Regulations**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook)
- **Code of Conduct for all Staff**
  http://www.acu.edu.au/14777
- **Code of Conduct for Research**
  http://www.acu.edu.au/__data/assets/pdf_file/0007/139516/Research_Degrees_Appendices_updated_Apr_09.pdf
- **Code of Ethics in Teaching**
  http://www.acu.edu.au/38271 [Policy 6.6]

[8] This grade is awarded by Heads of School only in exceptional circumstances. See Academic Regulations.

[9] Results of PS (Pass Ungraded) are excluded from the calculation of the grade point average.

[10] All Interim Fail (NF) grades which have not been converted to a Pass Supplementary (PP) or Fail Supplementary (NX) grade by the census date of the next standard study period will be converted to a Fail (NN) grade.

- **Cultural Diversity Policy**
  http://www.acu.edu.au/38271 [Policy 1.2]
- **Examination Policy and Procedures – Staff**
  http://www.acu.edu.au/38271 [Policy 6.24]
- **Examination Policy and Procedures – Students**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Graduate Attributes**
- http://www.acu.edu.au/__data/assets/pdf_file/0008/177632/GRADUATE_ATTRIBUTES2.pdf
- **Guide for Ethical Conduct in Research involving Humans**
- http://www.acu.edu.au/about_acu/the_university/organisational_structure/departments__and__units/research_services/ethics_clearance/#hrec
- **Language and Literacy Policy**
  http://www.acu.edu.au/38271 [Policy 6.3]
- **Mission Statement**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **National Disability Policy Statement**
  http://www.acu.edu.au/10685
- **Policy on academic Programs offered across the University**
- http://www.acu.edu.au/__data/assets/pdf_file/0020/94304/AcademicprogsacrossACU.pdf
- **Policy on Elite Athlete Support**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Honours Programs**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **Policy on Quality Flexible Learning and Teaching**
- http://www.acu.edu.au/__data/assets/pdf_file/0015/113514/Policy_on_Quality_Flexible_T_and_L_approved_Ac_Bd.pdf
- **Policy on Quality Learning and Teaching**
  http://www.acu.edu.au/about_acu/publications/handbooks [current Handbook]
- **Policy on Recognition of Prior Learning**
  http://www.acu.edu.au/about_acu/publications/handbooks [current Handbook]
- **Principles for Moderation of Assessment**
- http://www.acu.edu.au/__data/assets/pdf_file/0008/108791/Moderation_principles-final.pdf
- **Statute 10 Student Conduct and Discipline**
  http://www.acu.edu.au/about_acu/publications/handbooks/ [current Handbook]
- **University Learning and Teaching Plan – 2009 - 2011**
  http://www.acu.edu.au/138612

RECOGNITION OF PRIOR LEARNING

PART A - Policy

1. Introduction

Australian Catholic University (ACU) supports an approach which values all learning, however achieved, through an open and transparent approach to assessment. It acknowledges that learning may be achieved through either non-formal or informal pathways, and that provision should exist for recognition of these. Accordingly, this policy for Recognition of Prior Learning (RPL) provides for:

- opportunities for non-formal and informal learning to be recognised for purposes of entry to a course or obtaining credit towards an undergraduate or postgraduate qualification;
- recognition of diverse and inclusive pathways to lifelong learning;
- assuring the quality, integrity and standing of ACU qualifications.

2. Definitions

In this policy and procedures the following meanings apply:

RPL: An assessment process for recognising relevant non-formal and informal learning by collecting evidence and making judgments on the extent to which an individual has achieved the required learning outcomes, competency outcomes or standards for entry to and/or partial or total completion of a qualification.

Assessment: A process that identifies the purpose and the evidence required, provides a range of ways for students to demonstrate that they have achieved the required outcomes, makes judgments based on the evidence provided and records and reports the assessment findings.

Formal Learning: The attainment of formal qualifications or part thereof for study undertaken at an accredited education provider within the Australian Qualifications Framework.

Non-Formal learning: Relevant skills, knowledge or competencies that have been acquired through non-accredited study with a provider other than a university or accredited education provider. It includes education or training provided through employer-based programs and professional bodies.

Informal Learning: Learning acquired in an informal context, such as through work and/or life experiences.

Learning or competency outcomes: A learning or competency outcome that a learner should know and/or be able to do as a result of being involved in a learning process. The learning should indicate a conceptual as well as a practical grasp of the knowledge or competency required and be applicable outside the environment in which it was acquired.

3. Applicability of Academic Regulations

This policy and procedures will be applied subject to the Academic Regulations.

4. Purposes for which RPL May be Used

RPL may be used:

(a) to gain entry to a course or qualification, as an alternative to having undertaken and completed the prerequisites for entry based on formal education and training; and/or

(b) to gain credit towards a course or qualification.

It is necessary to compare the non-formal or informal learning the individual has achieved against the learning outcomes or performance criteria required for:

(a) entry to a course or qualification; and/or

(b) credit to be granted for partial or full completion of requirements for a course or qualification.

5. Availability of Advice on RPL

5.1 Heads of School will nominate a member/s of academic staff such as a Course Coordinator (hereafter referred to as the RPL Advisor) to provide applicants with advice on RPL processes and the formulation of their application.

5.2 The specific responsibilities of the RPL Advisor in this regard are to:

(a) assist applicants to understand the RPL assessment process;

(b) assist applicants to reflect on and identify the learning or competency outcomes associated with their experience and identify areas where claims might be formulated;

(c) assist applicants to identify the relevant units/course/qualification most suited to their needs;

(d) following preliminary assessment, provide advice on the learning or competency outcomes against which students will be assessed;

(e) advise on gathering valid, current, sufficient and reliable evidence, the authentication required and the format of applications;

(f) provide information about the administrative procedures for receiving RPL applications, administering assessment, fees, recording RPL assessment outcomes and advising students regarding such decisions and appeal processes.

5.3 An applicant may be provided with an initial consultation of up to one hour to assist in the preparation of an application. If the consultation needs to be extended, this will attract an hourly charge.

6. Principles for Assessment of Applications for RPL

6.1 Assessment for RPL will:

(a) be evidence and outcome-based;

(b) be equitable, culturally inclusive, transparent and accountable;

(c) involve assessment processes of a comparable standard and integrity to those used to assess the relevant unit/course/qualification;

(d) be subject to quality assurance practices comparable to other assessment practices within the University.

6.2 The processes for RPL are designed to:

(a) identify what the applicant knows and can do;

(b) match the applicant's skills, knowledge and experiences to specific professional requirements and unit/course/qualification and learning and competency outcomes;

(c) assess the applicant's attainments against those requirements and outcomes;

(d) where appropriate, credit the applicant for their skills, knowledge, understanding and experience;

(e) record the outcome; and

(f) provide advice of the outcome to the applicant and other relevant persons.

6.3 The criteria to be employed when assessing prior non-formal or informal learning will ensure that consistent standards are maintained across the University.

6.4 If credit is granted on the basis of RPL, it may take the form of specified credit, block credit or unspecified credit, in accordance with the Academic Regulations.

6.5 Eligibility for credit does not guarantee a place in any course for which credit may be granted.

7. Time Limit

Unless the Head of School otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, credit granted will lapse if the program is not completed within ten years from the date of completion of the study or learning on the basis of which credit is granted.

PART B – Procedures

8. Applications for RPL – Format and Timing

8.1 Applications for entry/admission that involve consideration of RPL should be submitted in accordance with standard procedures applicable to that particular course and mode of entry. Further information is available from the website http://www.acu.edu.au/courses/.

8.2 Applications for RPL for credit purposes, lodged after admission, should be submitted in accordance with standard procedures (see http://www.acu.edu.au/about_acu/publications/handbooks/)[current Handbook].

8.3 All applications for RPL, whether for entry or credit purposes, must be supported by relevant documentary evidence (see Section 9).

8.4 Applications for RPL for credit purposes should be submitted as early as possible and normally at least 4 weeks before commencement of any semester*.

* Note: If applications are received later than this, students may not know the outcome of the decision before commencement of the semester.

In any event, applications for RPL for credit purposes should normally be submitted no later than the census date in the first semester of the student's enrolment in the course.

8.5 An international student seeking to apply for RPL should apply directly to the ACU International Education Office at the time of applying for admission.

8.6 Decisions concerning international student applications will normally be made prior to the student's first enrolment at ACU. Normally, credit, advanced standing or exemptions will not be granted after the student's first semester of enrolment. (Note: International students who are on a student visa are reminded of the necessity to maintain a full-time load in order to comply with visa conditions.)

9. Information to be provided in RPL Application (for entry or credit purposes)

9.1 An application for RPL must include a detailed description of the learning upon which the application is based and identify the specific purpose for which RPL is sought (eg acceptance of the learning for entry purposes, or exemption from a unit or course requirement or credit towards a course).

9.2 An application should be accompanied by supporting documentation which includes material or evidence which clearly identifies the applicant's learning, indicating the knowledge, skills and experience acquired and the time at which they were acquired.

Example: Sources of evidence and supporting documentation could include:

(a) a detailed curriculum vitae and a letter of support from an appropriate person/organisation who/which can verify relevant details;

(b) certificates, reports, testimonials or affidavits relating to the applicant's learning, skill or competency;

(c) certified supporting statements from employers;

(d) if the applicant has been self-employed, a copy of the ABN registration and a letter from an accountant or solicitor certifying the nature of the business and the period during which the applicant has been engaged in the business;

(e) in the case of prior non-formal learning –

(i) a certified copy of a statement of satisfactory completion of the study offered by a professional body, enterprise, private educational institution or other provider;

(ii) a statement of the objectives, learning outcomes and content of the course;

(iii) details of the contact hours of the course;

(iv) information on the course presenter/s and their qualifications;

(f) examples of the student's work drawn from the workplace, social, community or other settings in which the student applies their learning, skill or competency;

(g) reflective papers, journals, portfolio or a statement that relate/s the applicant's prior learning to the learning or competency outcomes for which recognition is sought.

10. Assessment by RPL Advisor

10.1 The RPL Advisor will undertake an assessment of the application based on the current information provided in regard to the specific professional requirements and learning and competency outcomes needed for entry or for credit to be granted for the particular units/course/qualification.

10.2 The RPL Advisor may invite the applicant for interview and/or may seek further information from the applicant about any aspect of the application and supporting documentary evidence.

10.3 A student may be required to undertake an examination or practical assessment to determine the achievement of the learning or competency outcomes.

Note: Care should be taken that the examination is not tied to particular case studies which the student might not have had the opportunity to study (an alternative might be to examine the student on a case study topic agreed to by the student, or based on the student's background); and the examination may have a scope greater than the normal final examination for the subject if aspects of the content of that subject are assessed by methods other than the final examination.

11. Approval of RPL to be Course Specific

In any case in which eligibility for entry to or credit towards a course on the basis of RPL is approved, the approval will relate to that specific course only and will not automatically be transferable to any other unit or course.

12. Notification of RPL Decision on Application for Entry

Applicants will be advised of the outcome of an application for entry in accordance with standard admission processes and timelines.

13. Notification and Recording of RPL Decision on the Granting of Credit

13.1 Where credit is granted, the RPL Advisor will advise Enrolments Section which will advise the applicant in writing of the decision and record the decision in the student system.

13.2 In any case in which the application is not approved in some or all of its aspects, the RPL Advisor will advise the applicant in writing of the reasons for the decision.

13.3 Decisions on RPL will be maintained in School records and notified to the Faculty (as for Credit Granted for formal learning).

14. Applications for Review of or Appeal against a Decision

A student who wishes to apply for review of or to appeal a decision about an RPL decision will do so in accordance with the Student Appeals Policy.

POLICY ON SERIOUS HEALTH CONDITIONS - STUDENTS

PART A – DETERMINATIONS REGARDING SERIOUS HEALTH CONDITIONS

1. Definitions

The following words and expressions have the following meanings in this document:

"Applicant" means any person who is seeking admission to the University in order to pursue any program, unit or research, or to audit any unit, offered by the University.

"Medical examination" means an examination by a medical practitioner[1].

"Medical reports" means reports on the person's health condition provided by a medical practitioner[1] or any other health or allied health practitioner to whom the person has been referred by a medical practitioner.

"Notifiable disease" means a health condition notifiable under any relevant state, territory or federal legislation.

"Pro-Vice-Chancellor", unless otherwise stated, means the Pro-Vice-Chancellor (Students, Learning and Teaching) and includes a nominee of the Pro-Vice-Chancellor appointed under Section 22.

"Serious health condition" includes:

(a) an illness, or physical or psychiatric condition (including any notifiable disease) that impacts adversely on a person's capacity to pursue or benefit from any program, unit or research, or that creates a reasonably apprehended risk that any of the following consequences may ensue from it –
   - (i) physical injury to the person concerned or any other person;
   - (ii) harassment of any member of or visitor to the University;
   - (iii) serious emotional disturbance to any member of or visitor to the University;
   - (iv) serious disruption to academic or other activities at the University; or
   - (v) serious damage to property; or

(b) an illness or physical or psychiatric condition (including a notifiable disease) or disability for which the person requires adjustments or facilities that in the circumstances of the case cannot reasonably be provided and without which–
   - (i) the person or any other person may be physically endangered; or
   - (ii) the person would not be able to participate in a program, unit or research or to derive a benefit from that program, unit or research.

"Support person" means a person, other than a person with a qualification in law, whom the applicant or student designates as his/her support person in proceedings under this Policy. A support person may make submissions on behalf of an applicant, student unless the Pro-Vice-Chancellor, Associate Vice-Chancellor or Campus Dean dealing with the matter considers that the making of any submission is or might be disruptive to, or may unreasonably extend, the proceedings.

"University premises" or "University's premises" means any campus, facility or other place where the University is conducting teaching, research or other activities.

"Visitor to the University" means any person lawfully on University premises.

2. Reporting serious health condition

2.1 Any person who has reasonable grounds for believing that an applicant or a student may be suffering from a serious health condition may report the person's behaviour to the relevant Associate Vice-Chancellor or Campus Dean.

2.2 An application for admission, re-admission or transfer by a person whose enrolment at this or another university has been refused, terminated or suspended on medical grounds will be referred to the Pro-Vice-Chancellor.

3. Preliminary investigation by Associate Vice-Chancellor or Campus Dean

3.1 Upon becoming aware (whether as a result of a report under Section 2 or otherwise) that an applicant or student may be suffering from a serious health condition, the Associate-Vice-Chancellor or Campus Dean may undertake such investigation as he/she determines appropriate.

[1] Includes a general practitioner, registered psychologist, psychiatrist or other registered specialist.

3.2 If in the opinion of the Associate Vice-Chancellor or Campus Dean there are reasonable grounds for believing that an applicant or student may have a serious health condition, the Associate Vice-Chancellor or Campus Dean –

(a) will report the matter to the Pro-Vice-Chancellor; and

(b) may, where the circumstances warrant, take action under Section 4.

4 Denial of access in a situation of substantial risk

4.1 If, following preliminary investigation under Section 3, an Associate Vice-Chancellor or Campus Dean has reasonable grounds for believing that –

(a) an applicant or a student has a health condition that is likely to be a serious health condition; and

(b) denial of access by the person to University premises is reasonably necessary to avert a substantial risk, in order to –

(i) protect the health and safety of the applicant or student concerned or any other member of or visitor to the University; or

(ii) protect or preserve any property located on the University's premises

the Associate Vice-Chancellor or Campus Dean may, without prior notice to the person, deny the person access to all or any of the University's premises or to any activity conducted by or on behalf of the University for such period as the Associate Vice-Chancellor or Campus Dean may determine.

4.2 The Associate Vice-Chancellor or Campus Dean is not required to afford the person an opportunity to tender evidence or make a submission or the opportunity of a hearing before making such a decision in any such urgent circumstances.

4.3 Where the Associate Vice-Chancellor or Campus Dean has taken action to deny access under Section 4.1, he/she must refer the matter to the Pro-Vice-Chancellor within one working day. The Pro-Vice-Chancellor may, after investigation, institute such other measures and/or make such determinations as he/she considers necessary having regard to the circumstances of the student and the University.

4.4 A denial of access under Section 4.1 will remain in place for the period determined by the Associate Vice-Chancellor, Campus Dean or Pro-Vice-Chancellor or, if an appeal is lodged, until varied by a Medical Appeals Panel.

4.5 Denial of access under Section 4.1 does not, of itself, terminate a student's enrolment.

5. Review of matter by Pro-Vice-Chancellor – circumstances other than those involving substantial risk

5.1 In reviewing any matter referred to the Pro-Vice-Chancellor under Section 3.2(a), the Pro-Vice-Chancellor may consider such matters relating to the person's health condition as the Pro-Vice-Chancellor deems appropriate, including –

(a) the report from the Associate Vice-Chancellor or Campus Dean;

(b) a statement from any of the person's lecturers, supervisors, tutors, counsellors or disability advisers or other staff or students who may have information relevant to the matter, provided that the Pro-Vice-Chancellor is satisfied that any such staff or students will not be subject to harassment by the person whose health condition is being investigated, as a result of giving that information;

(c) medical reports related to the person's health condition; and/or

(d) oral and/or written submissions made by the person about his/her health condition.

5.2 If in the opinion of the Pro-Vice-Chancellor there are insufficient or no reasonable grounds for believing that the applicant or student may have a serious health condition, the Pro-Vice-Chancellor will advise the Associate Vice-Chancellor or Campus Dean and any other relevant officers accordingly.

6. Issue of notice by Pro-Vice-Chancellor

6.1 If in the opinion of the Pro-Vice-Chancellor there are reasonable grounds for believing that an applicant or student may have a serious health condition, subject to Section 6.2, the Pro-Vice-Chancellor will issue a written notice to the person that –

(a) sets out the nature of the assessment as to the person's health, including the grounds for the assessment that the person has a serious health condition;

(b) includes a copy of any substantive material upon which the assessment was made, including all information available to the Pro-Vice-Chancellor under Section 5.1;

(c) outlines the potential consequences of a finding that the person has a serious health condition;

(d) allows the person not fewer than 5 working days in which to respond to the notice in writing or as otherwise set out in the notice.

6.2 If, on the information available to the Pro-Vice-Chancellor at the time of preparing the notice referred to in Section 6.1, the Pro-Vice-Chancellor determines that there are reasonable grounds for believing that the person to whom the notice is to be issued may be adversely affected by receipt of such a notice, the Pro-Vice-Chancellor may obtain advice, including medical and/or other professional advice, on the most appropriate method of communicating with the person and/or of conducting any further investigation.

6.3 The Pro-Vice-Chancellor may, at his/her discretion, permit the person to seek, in writing, additional time of no more than 5 working days to prepare his/her response to the notice.

6.4 If the person is hospitalised at the time of issue of the notice, the Pro-Vice-Chancellor may, at his/her discretion, grant the person such additional time to respond as the Pro-Vice-Chancellor determines.

7 Response by person to whom notice is addressed

7.1 Any response by the person to whom a notice is addressed must –

(a) unless otherwise indicated in the notice, be in writing;

(b) be dated and signed by the person to whom the notice is addressed;

(c) provide the person's preferred contact details to be used during any investigation regarding his/her health condition;

(d) provide a response to the report and the grounds for the assessment that he/she may have a serious health condition;

(e) include copies of any supporting medical report or evidence on which the person relies.

7.2 If the person to whom a notice was issued is offered and has taken up the option to respond to the notice in person –

(a) he/she may be accompanied at any meeting by a support person;

(b) the Pro-Vice-Chancellor may be accompanied by another person, other than a qualified person with a qualification in law, at any such meeting.

7.3 Failure of the person to respond within 5 working days (or extended period approved by the Pro-Vice-Chancellor under Section 6.3 or 6.4) or failure by the person and/or the person's support person to appear for any meeting or discussion of his/her health condition at the time and/or place notified to him/her, will not prevent the Pro-Vice-Chancellor from proceeding to investigate and determine the matter.

8 Review and decision by Pro-Vice-Chancellor

8.1 The Pro-Vice-Chancellor will review the person's response in conjunction with other information available to the Pro-Vice-Chancellor (and to which the person has been provided access under Section 6).

8.2 If the Pro-Vice-Chancellor has reasonable grounds for believing that any available medical report does not provide a sufficient basis from which to draw reasonable conclusions regarding the person's health condition, the Pro-Vice-Chancellor may require the person to undergo a medical examination, at the expense of the University, by a medical practitioner nominated by the Pro-Vice-Chancellor and may specify the timeframe within which such examination must be undertaken.

8.3 After the Pro-Vice-Chancellor has considered all material relevant to the case, including any submission made by the person to whom the notice was issued, the Pro-Vice-Chancellor will determine whether that person has a serious health condition.

8.4 If the person –

(a) does not undergo a medical examination arranged by the Pro-Vice-Chancellor; and/or

(b) does not provide information requested by the Pro-Vice-Chancellor or by the nominated medical practitioner; and/or

(c) is otherwise unco-operative with the Pro-Vice-Chancellor

the Pro-Vice-Chancellor may nevertheless make a decision as to whether the person has a serious health condition, taking into account the unco-operative behaviour of the person. That decision may contain adverse conclusions arising from the person's lack of co-operation.

8.5 The Pro-Vice-Chancellor will normally make a decision on the matter within 5 working days of the due date (or extended due date, if applicable) for response. If the person has sought a meeting and it has not been possible to arrange a meeting within that time, or if the Pro-Vice-Chancellor has requested the person to undergo a medical examination under Section 8.2, the matter will normally be determined within 5 working days of any such meeting or of receipt of the report on the medical examination.

9 Notification of decision of Pro-Vice-Chancellor

9.1 The Pro-Vice-Chancellor will inform the person in writing within 5 working days of making a decision as set out in Section 8 of –

(a) the process undertaken to consider the matter;

(b) the Pro-Vice-Chancellor's decision;

(c) the reason(s) for that decision;

(d) if the person is permitted to be admitted to, or to enrol, re-enrol or resume research, study or auditing in a program or unit, any conditions that must be satisfied by the person, which may include taking medication and/or obeying medical, behavioural or other specified directions;

(e) if the person is not permitted to be admitted to, or to enrol, re-enrol or resume research, study or auditing in a program or unit –

(i) whether any existing enrolment is terminated or suspended;

(ii) the duration of any period before which the person may be permitted to be considered for admission, enrolment, re-enrolment or resumption of research, study or auditing of a program or unit;

(iii) any conditions to be met by the person before any future application for admission, enrolment, re-enrolment or resumption of research, study or auditing of a program or unit will be considered by the University;

(f) the person's right of appeal.

9.2 In the case of a person to whom Section 6.2 applies, the Pro-Vice-Chancellor may obtain advice, including medical and/or other professional advice, on the most appropriate method of communicating the decision to the person.

9.3 The Pro-Vice-Chancellor will provide a copy of the letter to the relevant Associate Vice-Chancellor/Campus Dean and such other staff as are relevant.

10 Withdrawal of application for admission, enrolment or re-enrolment

If, at any time before determination of the matter by the Pro-Vice-Chancellor the person voluntarily withdraws his/her application for admission or withdraws from enrolment/re-enrolment in the program, unit or research or auditing the program or unit, the Pro-Vice-Chancellor may terminate his/her investigation or review.

PART B - APPEALS

11 Appeal of decision

11.1 A person who has been notified by the Pro-Vice-Chancellor under Section 9 that he/she has been determined to have a serious health condition or has been denied access by an Associate Vice-Chancellor or Campus Dean under Section 4 may appeal to the Medical Appeals Panel.

11.2 Any such appeal must –

(a) be in writing, addressed to the Vice-Chancellor;

(b) be dated and signed by the person to whom the decision relates;

(c) be received by the Vice-Chancellor within 20 working days after notification of the decision against which the person appeals;

(d) provide the person's contact details;

(e) set out the grounds for the appeal;

(f) include copies of any supporting medical report or evidence on which the person relies.

12 Interim action

12.1 If the person –

(a) has been denied admission, enrolment or re-enrolment or ability to resume research, study or auditing of a program or unit under Section 9;

(b) has lodged an appeal under Section 11; and

(c) demonstrates to the satisfaction of the Vice-Chancellor that –

(i) the denial of admission, enrolment or re-enrolment or the suspension of research, study or auditing of a program or unit would cause real hardship to the person concerned; and

(ii) the person does not constitute a risk to the University, himself/herself or any other person

the Vice-Chancellor may approve that the person be permitted to be admitted, enrol, re-enrol or resume his/her research, study or auditing of a program or unit, subject to such conditions as the Vice-Chancellor may determine, pending the outcome of the appeal.

12.2 If the person –

(a) has been denied access under Section 4;

(b) has lodged an appeal under Section 11; and

(c) demonstrates to the satisfaction of the Vice-Chancellor that –

(i) the denial of access would cause real hardship to the person concerned; and

(ii) the person does not constitute a risk to the University, himself/herself or any other person

the Vice-Chancellor may approve an interim variation of the extent or duration of the denial of access, subject to such conditions as the Vice-Chancellor may determine, pending the outcome of the appeal.

13 Medical Appeals Panel

13.1 The Vice-Chancellor will appoint a Medical Appeals Panel to hear and determine any appeal under this Policy within 10 working days of receipt of the appeal.

13.2 The Medical Appeals Panel will comprise –

(a) a person who has special knowledge of the type of health condition or disability related issue on the basis of which a decision in relation to the appellant has been made;

(b) a person with knowledge of the academic discipline in which the appellant seeks admission or is or has been enrolled;

(c) the Pro-Vice-Chancellor (Administration and Resources) or nominee;

(d) one member of academic staff appointed by the Pro-Vice-Chancellor (Academic) or nominee.

13.3 A Medical Appeals Panel will not include –

(a) the Pro-Vice-Chancellor (Students, Learning and Teaching);

(b) an Associate Vice-Chancellor or Campus Dean who has been involved in consideration of the matter at an earlier stage under this Policy;

(c) the Dean of the Faculty or Head of the School responsible for any program or unit for which the applicant has applied (in the case of an appeal against an admission decision) or in which the student has been or seeks to be enrolled, re-enrolled or resume research, study or auditing of a program or unit;

(d) the Director or other senior officer responsible for any organisational unit providing services of the type to which the appeal relates;

(e) a person who has treated the appellant for the health condition in question;

(f) a person who has given advice to the applicant or student in relation to the subject matter of the appeal.

13.4 The Vice-Chancellor will appoint one member to be the Chair of the Medical Appeals Panel.

13.5 The Vice-Chancellor may appoint a person (not being a member of the Medical Appeals Panel) to assist the Panel with matters of procedure, the presentation of evidence, the calling and questioning of witnesses and/or persons who may provide information or advice to the Panel, and/or the making of submissions to the Panel.

14 Procedures of Medical Appeals Panel

14.1 A Medical Appeals Panel will –

(a) be convened and conduct such investigations as it deems appropriate as expeditiously as possible, consistent with the need to act fairly;

(b) proceed in accordance with the rules of natural justice;

(c) have access to all documentation on which the decision that the appellant has a serious health condition was based and the appeal submitted by the appellant, and will determine either to deal with the matter or to make some other recommendation(s) to the University;

(d) not fewer than 5 working days before the day on which an appeal is to be heard, provide the appellant with copies of any material in existence at that time and on which the Medical Appeals Panel may rely; provided that, if the Panel has reasonable grounds for believing that provision of that material may adversely affect the health of the appellant, the Panel may obtain advice, including medical or other professional advice, on the most appropriate method of making that material available to the appellant;

(e) at its discretion, permit the appellant to seek, in writing, additional time of no more than 5 working days to prepare his/her submission to the Panel;

(f) consult such other persons or inform itself on any matter in relation to an appeal in any manner it thinks fit;

(g) not be bound by the laws of evidence.

14.2 At a hearing before the Medical Appeals Panel, an appellant may –

(a) appear in person;

(b) be accompanied by a support person.

14.3. In proceedings before the Medical Appeals Panel a support person appointed by a student may be a person with a qualification in law. In such proceedings, the support person may make submissions, including legal submissions, on the student's behalf unless, in the opinion of the Committee, the making of any such submission is or might be disruptive to, or may unreasonably extend, the proceedings.

14.4 The Vice-Chancellor or Pro-Vice-Chancellor (Students, Learning and Teaching) may appoint a person with a qualification in law or a member of staff of the University to represent the University at the hearing. A person so appointed may call and examine witnesses. The person appointed may also make legal and other submissions unless, in the opinion of the Committee, the making of any such submission is or might be disruptive to, or may unreasonably extend the proceedings.

14.5 The Panel may require the appellant to undergo a medical examination, at the expense of the University, by a medical practitioner nominated by the Panel and may specify the timeframe within which such examination must be undertaken.

14.6 Unless the Medical Appeals Panel directs to the contrary, no person may be present at the hearing of an appeal unless that person is –

(a) a member of the Panel;

(b) the appellant or a support person nominated by the appellant;

(c) the Secretary to the Panel;

(d) a person giving evidence before the Panel; or

(e) a person appointed under Section 13.5.

14.7 A Medical Appeals Panel may exercise its discretion to proceed with an appeal when an appellant and/or the appellant's support person has failed to appear for any hearing at the time and/or place notified to him/her.

14.8 A Medical Appeals Panel may exercise its discretion to proceed with an appeal where an appellant has failed to provide information (including medical reports) requested by the Panel, failed to attend a medical examination in accordance with Section 14.2 or otherwise failed to co-operate reasonable with Panel requests or proceedings.

15 Appellant's rights on appeal

At the hearing of an appeal before the Medical Appeals Panel, an appellant may –

(a) appear in person;

(b) be accompanied by a support person;

(c) make oral statements or submit an additional written statement;

(d) with the leave of the Panel, call witnesses, provided that the Panel is satisfied that any witness so called will not be subject to harassment in, or as a result of, the giving of his/her evidence.

16 Decision by Medical Appeals Panel

16.1 The Medical Appeals Panel may –

(a) affirm the decision of the Pro-Vice-Chancellor under Section 9 or the decision of the Associate Vice-Chancellor or Campus Dean under Section 4; or

(b) vary the decision; or

(c) set aside the decision and make a fresh decision in substitution for the decision set aside; or

(d) set aside the decision; and/or

(e) recommend to the Vice-Chancellor any other action, not specific to the appellant but arising from consideration of the case, which it deems appropriate.

16.2 The appellant will be informed in writing within 2 working days of the Medical Appeals Panel making a determination as set out in Section 16.1 of –

(a) the process undertaken to consider the appeal;

(b) the decision of the Medical Appeals Panel;

(c) the reason(s) for that decision;

(d) if the person is permitted to be admitted to, or to enrol, re-enrol or resume research, study, or auditing in any program or unit, any conditions that must be satisfied by the person, which may include taking medication and/or obeying medical, behavioural or other specified directions;

(e) if the person is not permitted to be admitted to, or to enrol, re-enrol or resume research, study or auditing in any program or unit –

(i) whether any existing enrolment is terminated or suspended;

(ii) the duration of any period before which the person may be permitted to be considered for admission, enrolment, re-enrolment or resumption of research, study or auditing of a program or unit;

(iii) any conditions to be met by the person before any future application for admission, enrolment, re-enrolment or resumption of research, study or auditing of a program or unit will be considered by the University.

16.3 In the case of a person to whom Section 6.2 applies, the Vice-Chancellor may obtain advice, including medical and/or other professional advice, on the most appropriate method of communicating the decision to the person.

16.4 The decision of the Medical Appeals Panel in relation to a determination regarding the existence of a serious health condition and of any consequences of that determination is final and there is no avenue of appeal against the decision to any other person or body within the University.

PART C – MISCELLANEOUS

17 Application of relevant legislation

When exercising powers under this Policy, the Vice-Chancellor, a Pro-Vice-Chancellor, Associate Vice-Chancellor, Campus Dean, Medical Appeals Panel and any other relevant officer will act in accordance with the provisions of relevant legislation, in particular relevant state/territory and/or Commonwealth Disability Discrimination legislation, Occupational Health and Safety legislation, Workplace Relations legislation and relevant judicial decisions, including decisions of the Human Rights and Equal Opportunity Commission.

18 Statute 10 Student Conduct and Discipline and serious health conditions

18.1 If proceedings have been brought against a student under Statute 10 *Student Conduct and Discipline* and it appears that the student may have a serious health condition, the Pro-Vice-Chancellor may –

(a) suspend further proceedings under Statute 10 and deal with the matter in accordance with this Policy; or

(b) allow the matter to continue to be dealt with under Statute 10.

18.2 If, as a result of action being taken under Section 18.1(a), the student is found to have a serious health condition and his/her enrolment is refused, terminated or suspended, the Pro-Vice-Chancellor may permanently stay the proceedings under Statute 10 or determine that those proceedings be deferred for such period of time as the Pro-Vice-Chancellor may determine.

18.3 If, after action being taken under Section 18.1(a), the student is found not to have a serious health condition, the Pro-Vice-Chancellor may reinstate the proceedings under Statute 10.

18.4 If a student has engaged in behaviour that is found under this Policy as not being attributable to a serious health condition but might otherwise be regarded as misconduct under Statute 10, the Pro-Vice-Chancellor or the Medical Appeals Panel may refer the student's conduct to the Designated Officer for consideration under Statute 10.

19 Effect of cancellation or termination of enrolment

If a student's enrolment in a program or unit is cancelled or terminated or the student withdraws from a program or unit following a determination under this Policy, the student will be relieved of liability (which may include refund of moneys already paid) for any fees or student contribution amounts payable or use of Student Learning Entitlement, in respect of his/her enrolment in the relevant study period.

20 Confidentiality of information

Personal information obtained by the Vice-Chancellor, a Pro-Vice-Chancellor, Associate Vice-Chancellor, Campus Dean or Medical Appeals Panel must be kept confidential. Any hearing and/or other consideration of the circumstances of the applicant or student concerned is to be undertaken in closed session and the matter is to be treated in strict confidence, except as necessary for the discharge of that person's or committee's responsibilities or as otherwise required by law.

21 Breach of conditions

If a student, whose admission, enrolment, re-enrolment or continuation of research, study or auditing in a program or unit is subject to a condition imposed under this Policy, breaches any such condition, the Vice-Chancellor may, after giving the student an opportunity to make a submission, exclude the student from the research, program or unit or, if the Vice-Chancellor believes that the circumstances so warrant, affirm the existing conditions and/or impose alternative conditions.

22 Delegation by Vice-Chancellor or Pro-Vice-Chancellor

22.1 The Vice-Chancellor may delegate, in writing, to his/her nominee the exercise of the Vice-Chancellor's powers and the performance of the Vice-Chancellor's functions under this Policy either generally or in relation to a particular case.

22.2 A Pro-Vice-Chancellor may delegate, in writing, to his/her nominee the exercise of the Pro-Vice-Chancellor's powers and the performance of the Pro-Vice-Chancellor's functions under the Policy either generally or in relation to a particular case.

22.3 An Associate Vice-Chancellor or Campus Dean may delegate, in writing, to his/her nominee the exercise of the Associate Vice-Chancellor/Campus Dean's powers and the performance of that position's functions under the Policy in relation to any period of time during which the Associate Vice-Chancellor or Campus Dean will be absent from the campus.

22.4 A delegation by the Vice-Chancellor, Pro-Vice-Chancellor, Associate Vice-Chancellor or Campus Dean to a nominee does not prevent the performance or exercise of a function or power by the Vice-Chancellor or relevant Pro-Vice-Chancellor, Associate Vice-Chancellor or Campus Dean.

23 Notices

The provisions of the Academic Regulations regarding formal communications with students will apply to communications issued under this Policy.

24 Extension of time

The Vice-Chancellor may, at his/her discretion, extend any time within which an applicant or student is required to take action, as set out in this Policy.

25. Maintenance of records

25.1 The Pro-Vice-Chancellor will maintain a record of all decisions taken under this Policy and of the supporting documentation taken into consideration in reaching those decisions. These records will form part of the student's confidential file which may be made available –

(a) to persons within the University if, in the opinion of the Pro-Vice-Chancellor, they have a legitimate need to know; and

(b) to persons outside the University in response to –

(i) a written request by the Police;

(ii) a court order or subpoena; or

(iii) a request by another higher education provider or affiliated residential facility of such a provider if, in the opinion of the Pro-Vice-Chancellor, it has a legitimate need to know.

25.2 Any such documents will be maintained in accordance with the University's Records and Archives Management Policy.

RELATED DOCUMENTS AND LINKS

Academic Regulations: http://www.acu.edu.au/policy/233302

Admission Rules: http://www.acu.edu.au/177024

Emergency and Critical Incident Policy: http://www.acu.edu.au/policy/169179

Glossary of Terms: http://www.acu.edu.au/policy/272117

Records and Archive Management Policy: http://www.acu.edu.au/policy/171407

Statute 10 Student Conduct and Discipline: http://www.acu.edu.au/policy/110836

Australian Catholic University acknowledges its adaptation of elements of the policies and procedures of other universities, including in particular the Australian National University, in formulating this Policy.