

# THE AUSTRALIAN NATIONAL UNIVERSITY

*Programs and Awards Statute 2013*

## UNDERGRADUATE AWARDS RULES 2013

The Council of The Australian National University makes these Rules under section 8 of the *Programs and Awards Statute 2013*.

Dated: 15 February 2013.

Professor the Hon Gareth Evans AC QC FASSA  
**CHANCELLOR**

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### TABLE OF CONTENTS

PART 1 - PRELIMINARY .....	2
1.1 Name of Rules and commencement .....	2
OBJECT OF THESE RULES .....	2
1.2 Application .....	3
1.3 Interpretation .....	3
1.4 Orders.....	4
1.5 Appointments .....	5
PART 2 – ADMISSION, PROGRAMS AND COURSES: GENERAL .....	5
2.1 Admissions: application .....	5
2.2 Admissions .....	5
2.3 Notice of admission.....	5
2.4 Alternative admission .....	6
2.5 Undertaking and deferring programs.....	6
2.6 Degrees that may be conferred.....	6
2.7 Concurrent studies .....	6
2.8 How must courses be chosen? .....	7
2.9 How may a student be assessed?.....	7
2.10 Language of instruction .....	7
2.11 What are the time-limits for a program?.....	7
2.12 Program leave of absence .....	8
2.13 Application of Academic Progress Rules.....	8
PART 3 - UNDERTAKING A SINGLE DEGREE PROGRAM.....	8
<i>Division 1 – General</i> .....	8
3.1 Application .....	8
<i>Division 2 - Pass Degree</i> .....	9
3.2 What are the program requirements for a pass degree? .....	9
3.3 What courses may be taken for a pass degree? .....	9
3.4 How to get status in pass program for previous work .....	9
3.5 How must a student’s performance be categorised? .....	10
3.6 When can a student be granted the degree? .....	10
<i>Division 3 - The Degree with Honours</i> .....	10

3.7	Enrolment in honours program .....	10
3.8	How to get status in honours program for previous work.....	10
3.9	Honours work .....	11
3.10	Honours year .....	11
3.11	How may an honours year be cancelled? .....	11
3.12	May an honours year be attempted more than once? .....	11
3.13	When can a student be granted an honours degree?.....	11
3.14	How must an honours degree be categorised? .....	11
3.15	Candidates for honours degree may be granted pass degree .....	12
PART 4 - UNDERTAKING COMBINED PROGRAMS.....		12
4.1	Application .....	12
4.2	Combined programs .....	12
4.3	What are the requirements for a combined program?.....	12
4.4	How can a student be granted a component degree? .....	13
4.5	Can all or part of a combined program be taken as an honours degree?.....	13
4.6	Application of Rules and Orders to combined programs .....	13
PART 5- UNDERTAKING A DIPLOMA.....		13
5.1	Application .....	13
5.2	What are the program requirements for a diploma? .....	13
5.3	How to get status .....	14
5.4	Student may complete certain courses at approved institutions.....	14
5.5	Classifications of performance of student.....	14
5.6	When can a student be granted the diploma? .....	14
PART 6- REVIEW OF DECISIONS .....		14
6.1	Review of Admission Decisions.....	14
6.2	Appeals .....	15
6.3	Review of other decisions .....	16
PART 7- MISCELLANEOUS .....		17
7.1	Adjustment of time limits.....	17
7.2	Application of amending Rules and Orders.....	17
7.3	Repeal.....	17

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## **PART 1 - PRELIMINARY**

### **1.1 Name of Rules and commencement**

1.1(1) These Rules are the Undergraduate Awards Rules 2013.

(2) These Rules commence on 15 February 2013.

#### **OBJECT OF THESE RULES**

These Rules are intended to set up the platform upon which the University's undergraduate degrees and undergraduate diplomas are based. They are meant to be read in conjunction with the Undergraduate Handbook Rules and the Handbook itself as it appears on the web.

In these Rules you will find generally applicable information about doing an undergraduate degree or diploma at the University, including the range of awards offered, the combinations available for combined programs and obtaining status for work already done.

Details about specific courses, prerequisites, incompatible courses, sequences and combinations of courses, honours programs and other matters relating to particular awards

and courses are to be found in the Handbook. The relevant parts of the Handbook are given legislative authority by the Undergraduate Handbook Rules.

Definitions are used to draw the distinction between single and combined award programs and their components. This enables the Rules to cover all undergraduate awards in the same way.

## 1.2 Application

1.2(1) These Rules, and Orders made under these Rules, apply in relation to a program commenced or continued on or after the commencement of these Rules.

(2) For rule 7.1, these Rules are taken to be an amendment of the Bachelor Degrees Rules, and the Undergraduate Diplomas Rules, as in force immediately before the commencement of these Rules.

[NOTE: Although these Rules replace the Bachelor Degrees Rules and the Undergraduate Diplomas Rules, it is intended that they operate as amending Rules for rule 7.1.]

## 1.3 Interpretation

1.3(1) In these Rules, unless the contrary intention appears:

**admission** means admission to an undergraduate award program, or to a non-award enrolment, at the University;

**Associate Dean**, in relation to admission, means:

- (a) for admission to a program for a single award, the Associate Dean for the ANU College in which the relevant program is offered; and
- (b) for admission to a combined program:
  - (i) the Associate Dean responsible for the program that has the higher entry level; but
  - (ii) if the programs have the same entry level, the Associate Dean responsible for the component of the combined program in the ANU College first mentioned in the definition of ANU College in the Programs and Awards Statute;

**award** means an undergraduate degree or diploma, as the case requires;

**bachelor honours** degree means a program undertaken as an honours program from its commencement, details of which are published in the Handbook;

**combined program** means a program leading to the award of 2 degrees in accordance with Part 4;

**course** means a subject of scholarly study taught:

- (a) in a connected series of classes or demonstrations; or
- (b) by means of practical work, including the production by students of essays or theses or case studies or the attendance and participation by students in seminars or workshops;

**Course Authority** means a person appointed under subrule 1.5(2) by the Associate Dean or the appropriate Delegated Authority;

**degree** means an undergraduate degree mentioned in the Handbook;

**Delegated Authority** means the person appointed by the Associate Dean under subrule 1.5(1);

**Deputy Vice-Chancellor**, in relation to a matter, means the person who holds office as a Deputy Vice-Chancellor and who has portfolio responsibility for the matter;

**diploma** means an undergraduate diploma referred to in the Handbook;

**Handbook** means the Undergraduate Handbook;

**Handbook Rules** means the Undergraduate Handbook Rules;

**non-award enrolment** means an enrolment that does not lead to an award;

**Orders**, for an award, means the Orders, published (or to be published) in the Handbook under rule 9 of the Handbook Rules, that relate to the award, or, for a component of a combined program, the Orders so published (or to be so published) that relate to that component;

[NOTE: For example, a reference to the Orders in relation to the degree of Bachelor of Actuarial Studies is a reference to so much of the Degree of Bachelor of Actuarial Studies (Courses) Order (however called) as is included in the relevant Part of the Handbook.]

**program** means a course of study, or a series of courses of study, or coursework and research, leading to an undergraduate award as the case requires;

**Registrar**, in relation to a function or matter, means the Registrar with portfolio responsibility for the function or matter concerned;

**status** means recognition of a course or other relevant undergraduate work undertaken at the University or at a similar institution towards a student's academic program, and includes advanced standing and recognition of prior learning;

**student** means a person admitted to undertake all or part of a program.

(2) A reference in these Rules to value for a course is a reference to the value, in units, of the course.

(3) Notwithstanding anything else in these Rules, if the Deputy Vice-Chancellor arranges for a dual or joint program to be offered in conjunction with another tertiary education institution, the legislation of the University, including these Rules and the Orders, applies to a student undertaking the program who is located at the University together with any additional requirements set out in the arrangement with the other institution.

## 1.4 Orders

1.4(1) For these Rules:

- (a) the appropriate Associate Dean may make Orders about courses; and
- (b) the Deputy Vice-Chancellor, with the advice of the appropriate Associate Dean, may make Orders about requirements for completion of programs.

(2) The Orders may set out, for each course an ANU College offers:

- (a) the course's name; and
- (b) the course's identifying code; and
- (c) the course's unit value; and
- (d) the prerequisites and co-requisites (if any) for taking the course; and
- (e) if there are any other courses with which the course is regarded as incompatible the names of those courses; and
- (f) the methods of assessment for the course; and
- (g) any other conditions to which taking the course is subject.

## **1.5 Appointments**

1.5(1) An Associate Dean may appoint a member of the staff of the ANU College to be a Delegated Authority for the purposes of these Rules.

(2) An Associate Dean or the appropriate Delegated Authority may appoint a member of the staff of the ANU College to be a Course Authority for the purposes of these Rules.

## **PART 2 – ADMISSION, PROGRAMS AND COURSES: GENERAL**

### **2.1 Admissions: application**

2.1(1) A person desiring admission to a program at the University must apply for admission in accordance with application procedures issued by the Registrar from time to time.

(2) An application for admission is to be in a form approved by the Registrar.

### **2.2 Admissions**

2.2(1) The appropriate Delegated Authority may admit a person to a program if the person satisfies the standard qualifications contained in guidelines available from the University.

(2) The appropriate Delegated Authority may admit a person to a program if the person has non-standard qualifications which, in the opinion of the Delegated Authority, indicate that the person has the capacity and educational background to pursue that program successfully.

(3) In reaching a decision under subrule (2), the Delegated Authority may request advice from any appropriate body or person.

(4) However, unless the Deputy Vice-Chancellor determines otherwise, an applicant must meet the minimum English language requirements determined by the Deputy Vice-Chancellor for admission to the University.

(5) A Delegated Authority may withhold admission to a program from any applicant.

(6) To avoid doubt, if a person presents or relies on false or misleading information in relation to his or her application for admission, (whether the person has enrolled or not) the Delegated Authority may:

- (a) withhold or withdraw the person's admission; or
- (b) direct the Registrar to withdraw a notice of admission given under subrule 2.3(1).

### **2.3 Notice of admission**

2.3(1) The Registrar must cause to be given to each applicant who has been admitted to a program notice in writing of his or her admission.

(2) The notice referred to in subrule (1) must specify the year in relation to which, and the purpose for which, the admission is effective.

(3) A person does not become enrolled as a student only because the person is admitted to a program.

(4) The Registrar may enrol a person as a student if the person has been admitted to the University in accordance with rule 2.2.

(5) A person who is admitted in accordance with rule 2.2 must enrol in a course leading to the program for which the person is admitted.

#### **2.4 Alternative admission**

2.4(1) A Delegated Authority may admit as a student for a diploma administered by an ANU College a person who was, immediately before applying for admission, undertaking a degree or another diploma offered by the University.

(2) A person admitted as a student in a program for a diploma under subrule (1) is taken to have commenced the program on the date on which the student commenced the program for the degree or a diploma for which the person was previously admitted.

(3) The Delegated Authority may admit a student under this rule conditionally or refuse to admit such a student.

#### **2.5 Undertaking and deferring programs**

2.5(1) A person must be admitted to a program for the relevant year to be eligible to undertake the program.

(2) However, if a person admitted, for a year, to undertake a program for an award withdraws from that program before a final assessment is made of the person's academic performance in at least one course prescribed for that program, then that person is not eligible to recommence that program, or to commence any other program, or to undertake a course prescribed for a program, unless he or she is admitted for the relevant program in accordance with these Rules.

(3) In spite of subrule (2), a person who is admitted to a program for an award may, with the approval of the appropriate Delegated Authority, defer his or her program for one year without penalty.

(4) A person is eligible to undertake a non-award enrolment only in a year in relation to which the person is also admitted.

#### **2.6 Degrees that may be conferred**

2.6(1) A degree may be conferred as a pass degree or as a degree with honours.

(2) However, a bachelor honours degree may only be conferred as a degree with honours.

[NOTE: Rule 17 of the Discipline Rules provides for withholding of awards where obligations to the University have not been met.]

#### **2.7 Concurrent studies**

2.7(1) Except with the permission of the Delegated Authority, a student must not undertake a program at the same time as undertaking a degree, diploma or other award program offered by:

- (a) another ANU College; or
- (b) another tertiary education institution.

## **2.8 How must courses be chosen?**

2.8(1) A student must choose the courses of his or her program, and make any change to that choice, in accordance with the Orders.

(2) However, if the Orders indicate that the approval of a Delegated Authority must be obtained for the choice or number of courses that may be undertaken in a particular program, a student wishing to undertake that program must get that approval.

[NOTE: For the degree of Bachelor of Medicine, Bachelor of Surgery, courses are mandatory and are set out in the Orders.]

## **2.9 How may a student be assessed?**

2.9(1) A student undertaking a program must submit to assessment in the courses of the program as required by the Delegated Authority concerned.

(2) A student may only be admitted to assessment in any of the courses of a program if he or she has attended the classes, and carried out work in the courses of the program, to the satisfaction of the Course Authority concerned.

(3) However, a student must not be refused an assessment by reason only of the fact that the student failed to attend a class or carry out work if the student was not given reasonable notice that he or she was required to attend the class or carry out the work.

(4) Coursework is to be assessed in accordance with the Assessment Rules.

(5) Theses and assessments are to be written and conducted in the English language unless the Deputy Vice-Chancellor, acting on the recommendation of the Delegated Authority, determines otherwise.

## **2.10 Language of instruction**

2.10(1) Unless the Deputy Vice-Chancellor determines otherwise, a program is to be conducted in the English language.

## **2.11 What are the time-limits for a program?**

2.11(1) Unless the appropriate Delegated Authority otherwise determines, a student must finish his or her program:

- (a) if the program is a single degree program—in not more than 10 years after beginning it; and
- (b) if the program is a combined degree program for which the total value mentioned in the Handbook is less than 240 units—in not more than 10 years after beginning it; and
- (c) if the program is a combined degree program for which the total value mentioned in the Handbook is 240 units or more—in not more than 11 years after beginning it; and
- (d) if the program is a diploma program—in not more than 5 years after beginning it.

(2) However, if status is granted under rule 3.4, 3.8 or 5.3 for work done elsewhere, the relevant Delegated Authority may fix a time, not more than the maximum period for the

program, within which the student undertaking a pass degree or a diploma must comply with these Rules.

(3) However, a student undertaking a degree with honours may only be granted the degree if the student:

- (a) finishes the program for the corresponding pass degree within the period mentioned in subrule (1) or (2); and
- (b) finishes the honours year of that program, to the satisfaction of the Delegated Authority, in 1 year as a full-time student or 2 years as a part-time student.

(4) Also, a student undertaking a degree with honours may only be granted the degree if:

- (a) for a student undertaking 1 honours program, or a combined honours program—he or she undertakes the honours year immediately after finishing the requirements for the corresponding pass degree; and
- (b) for a student undertaking 2 honours programs—he or she undertakes the honours year of each program:
  - (i) immediately after completing the requirements for the corresponding pass degree; or
  - (ii) immediately after completing the honours year for the other component degree.

(5) However, if a student undertakes an honours program for which he or she is not required to undertake an honours year, subrules (1) and (2) apply to that student for that program and subrules (3) and (4) do not.

(6) The appropriate Delegated Authority may change a time limit mentioned in subrule (3) or (4) for an honours degree.

## **2.12 Program leave of absence**

2.12(1) The Delegated Authority may approve leave of absence for a student from the student's program.

(2) If the Delegated Authority approves the leave of absence, the period of leave must be included in the maximum period of the program.

## **2.13 Application of Academic Progress Rules**

2.13(1) The Academic Progress Rules apply in relation to an award and, in relation to a diploma, those Rules apply as if the diploma were a degree.

# **PART 3 - UNDERTAKING A SINGLE DEGREE PROGRAM**

## ***Division 1 – General***

### **3.1 Application**

3.1(1) This Part applies to programs for degrees and to students undertaking such programs.



## ***Division 2 - Pass Degree***

### **3.2 What are the program requirements for a pass degree?**

- 3.2(1) A list of single degree programs offered by the University is set out in the Handbook.
- (2) To avoid doubt, the degree of Bachelor of Medicine, Bachelor of Surgery is regarded as a single undergraduate degree.
- (3) To finish the program for a pass degree a student must pass courses mentioned in subrule (4) the total value of which is set out in the Handbook and complete the other requirements for the degree set out in the Orders.
- (4) The courses, sequences of courses or combinations of courses that may be included in a program are the courses, sequences or combinations of courses approved by the Associate Dean concerned and set out in the Orders.
- (5) The Delegated Authority may, in special circumstances, approve a program or variation of a program that does not comply with subrule (3) or (4).

### **3.3 What courses may be taken for a pass degree?**

- 3.3(1) The courses for the pass degree must be chosen from:
- (a) courses offered by the ANU College concerned; and
  - (b) except for the degree of Bachelor of Medicine, Bachelor of Surgery, courses approved by the appropriate Associate Dean that are offered by other ANU Colleges or elsewhere in the University.
- (2) The courses offered by an ANU College are the courses set out in the Orders for the College and have the unit values set out in those Orders.
- (3) A Delegated Authority may, for a particular student, determine:
- (a) courses for which the student may not receive status if taken with other courses; and
  - (b) a maximum number of courses for which the student may receive status in any year; and
  - (c) a maximum number of units for which the student may receive status for taking specified courses; and
  - (d) subject to any relevant Orders, any other condition to which the taking of a particular course is subject.

[NOTE: The Orders generally mention courses that are incompatible with, or that may not be taken concurrently with, or after completion of, other courses and prerequisites and co-requisites to the taking of particular courses.]

### **3.4 How to get status in pass program for previous work**

- 3.4(1) The Delegated Authority may grant a student who has carried out work or completed part of a program at this University or at another university or similar institution such status in the program for a pass degree as the Delegated Authority determines, having regard to all the circumstances.

(2) Unless the relevant Delegated Authority determines otherwise, a student must not be granted status for work carried out, or a course passed, more than 10 years before the date on which the student applied for status for that work or course.

(3) Unless the relevant Delegated Authority determines otherwise, a student may not enrol in a course forming part of a sequence of courses if the student seeks status for work carried out, or a course passed, in relation to that sequence of courses more than 10 years before the date on which the student applies to enrol for the first-mentioned course.

(4) However, if a student undertaking a degree is granted status under subrule (1), the student must complete at least the equivalent of one year's full-time enrolment, including sufficient later year courses, to qualify for the degree.

### **3.5 How must a student's performance be categorised?**

3.5(1) The performance of a student in a course other than for the degree of Bachelor of Medicine, Bachelor of Surgery, must be classified as *high distinction, distinction, credit, pass, course requirements satisfied* or *fail*.

(2) The performance of a student in a course for the degree of Bachelor of Medicine, Bachelor of Surgery, must be classified as *higher level performance, course requirements satisfied* or *fail*.

### **3.6 When can a student be granted the degree?**

3.6(1) Except with the permission of the Delegated Authority concerned, a student may only be granted the pass degree if the student has satisfied the requirements of the program and has complied with these Rules and the Orders.

## ***Division 3 - The Degree with Honours***

### **3.7 Enrolment in honours program**

3.7(1) A Delegated Authority may enrol a student in an honours program mentioned in the Orders.

### **3.8 How to get status in honours program for previous work**

3.8(1) The Delegated Authority may grant a student who has carried out work or completed part of a program at this University or at another university or similar institution such status in the program for the honours degree as the Delegated Authority determines, having regard to all the circumstances.

(2) Unless the appropriate Delegated Authority determines otherwise, a student must not be granted status for work carried out, or a course passed, more than 10 years before the date on which the student applied for status for that work or course.

(3) Unless the appropriate Delegated Authority determines otherwise, a student may not enrol in a course forming part of a sequence of courses if the student seeks status for work carried out, or a course passed, in relation to that sequence of courses more than 10 years before the date on which the student applies to enrol for the first-mentioned course.

### **3.9 Honours work**

3.9(1) A candidate for the degree with honours must undertake the program for the corresponding pass degree at the University or at another university or similar institution in compliance with rule 3.2 as well as any extra work required by the Delegated Authority responsible for the honours program.

(2) However, for a bachelor honours degree, a candidate must undertake the program for the degree and courses, sequences of courses or combinations of courses approved by the Delegated Authority, and complete any other requirements for the degree set out in the Orders.

### **3.10 Honours year**

3.10(1) The program requirements for an honours program (including the requirements for an honours year if applicable to the program) must be set out in the Orders.

(2) If the program for a degree with honours includes an honours year, a student may be admitted to the honours year by the Delegated Authority concerned if the student has reached a sufficiently high standard in the preceding years of the program for the corresponding pass degree.

### **3.11 How may an honours year be cancelled?**

3.11(1) If a student is not making satisfactory progress in an honours program, the Delegated Authority may cancel the enrolment of the student for the degree with honours.

(2) If, under subrule (1), the Delegated Authority cancels the enrolment of a student for a degree with honours, the student is to be regarded, for rule 3.15, as having abandoned the program for the degree with honours.

### **3.12 May an honours year be attempted more than once?**

3.12(1) Except with the permission of the Delegated Authority, a candidate for a degree with honours may only attempt the honours year once.

### **3.13 When can a student be granted an honours degree?**

3.13(1) A student who has complied with these Rules and Orders and who has reached a standard satisfactory to the relevant Delegated Authority in the courses of the student's program and any other work that he or she is required to perform may be granted the degree with honours.

### **3.14 How must an honours degree be categorised?**

3.14(1) Subject to subrules (2), (3) and (4), a candidate for the degree with honours who reaches an appropriate standard and complies with these Rules and the Orders for the degree may be granted a degree with *First Class Honours*, *Second Class Honours, Division A*, *Second Class Honours, Division B*, or *Third Class Honours*.

(2) The degree of Bachelor of Medicine, Bachelor of Surgery with honours may only be granted without classification.

(3) If the Orders so indicate, a bachelor honours degree may only be granted if the candidate achieves the standard required for first class honours.

(4) Also, a candidate for a bachelor honours degree may be granted another relevant honours degree (with *Second Class Honours, Division A*, *Second Class Honours, Division B*, or *Third Class Honours*), or a relevant pass degree, if the candidate has not already been granted that degree, has complied with these Rules for admission to that degree, and:

- (a) fails to reach an appropriate standard for the award of the bachelor honours degree; or
- (b) abandons the program for the bachelor honours degree.

### **3.15 Candidates for honours degree may be granted pass degree**

3.15(1) A candidate for a degree with honours may be granted an appropriate pass degree if the candidate has not already been granted that pass degree, has complied with these Rules for that pass degree, and:

- (a) fails to reach an appropriate standard for the award of the degree with honours; or
- (b) abandons the program for the degree with honours.

## **PART 4 - UNDERTAKING COMBINED PROGRAMS**

### **4.1 Application**

4.1(1) This Part applies to combined programs for degrees and to students undertaking such programs.

### **4.2 Combined programs**

4.2(1) With the permission of the relevant Associate Deans, a student may undertake the programs for 2 degrees as a combined program.

(2) The University offers the combined programs mentioned in the Handbook.

[Note: Typically 1 or both degrees taken as a combined program involves taking fewer courses than taking the 2 degrees separately.]

### **4.3 What are the requirements for a combined program?**

4.3(1) To finish a combined program, a student must pass courses the total value of which is the value in units for the program mentioned in the Handbook.

(2) The courses, sequences or combinations of courses that may be included in the program are the courses, sequences or combinations of courses approved by the relevant Associate Deans and set out in the Orders.

(3) The relevant Associate Deans may, in special circumstances, approve a program or variation of a program that does not comply with subrule (1) or (2).

(4) A course must not be credited more than once to a student undertaking a combined program.

#### **4.4 How can a student be granted a component degree?**

4.4(1) Subject to the Orders, a student may be granted one of the pass degrees if the student finishes the requirements for the relevant component of the combined program mentioned in the entry for the degree in the Orders.

[Note: Typically, the compulsory requirements include all of the courses undertaken in that component of the degree and also a number of units taken from the other component.]

(2) Having been granted that degree, the student may not be granted the second pass degree in the combined program unless he or she finishes all of the requirements for the combined program.

#### **4.5 Can all or part of a combined program be taken as an honours degree?**

4.5(1) A student undertaking a combined program may undertake a program for either or both of the degrees with honours.

(2) If a student undertakes a program for one of the degrees with honours, the student must comply with any conditions imposed by the Delegated Authority on the enrolment of the student in the honours program.

(3) A student may be granted one of the degrees with honours if the student finishes the requirements mentioned in subrule 4.4(1) for the relevant pass degree and complies with the requirements for that degree with honours in accordance with these Rules and the Orders.

(4) If a student undertakes a combined program for both of the degrees with honours, the student must take the honours year (if any) of each degree in separate years unless the Delegated Authorities concerned permit otherwise.

#### **4.6 Application of Rules and Orders to combined programs**

4.6(1) The Rules and Orders that are applicable to a single degree apply, except where they are inconsistent with this Part, in relation to a component of a combined program.

### **PART 5— UNDERTAKING A DIPLOMA**

#### **5.1 Application**

5.1(1) This Part applies to programs for diplomas and to students undertaking such a program.

#### **5.2 What are the program requirements for a diploma?**

5.2(1) A program for a diploma consists of a sequence of undergraduate courses to a value of not less than 42 units or such other value as set out in the Handbook unless the appropriate Associate Dean, by Order, otherwise determines.

(2) To finish the program for a diploma a student must pass the courses mentioned in subrule (1) and complete any other requirements for the diploma set out in the Orders.

### **5.3 How to get status**

5.3(1) If a student has, before being admitted, performed relevant undergraduate work, whether at the University or at another tertiary education institution, the relevant Delegated Authority may grant such status towards the diploma in respect of such of that work as the Delegated Authority thinks fit.

(2) Status for a program for a diploma student may be granted for not greater than half of the program's requirements.

### **5.4 Student may complete certain courses at approved institutions**

5.4(1) A Delegated Authority may permit a student for a diploma, to complete courses at a tertiary education institution approved by the Delegated Authority.

(2) The Delegated Authority must determine the maximum number of courses that may be completed at the other institution.

(3) Permission is not to be granted under subrule (1) unless the Delegated Authority is satisfied that the courses are substantially comparable in quality with equivalent courses of the University.

### **5.5 Classifications of performance of student**

5.5(1) The performance of a student in a course forming part of a program must be classified as *high distinction, distinction, credit, pass, or fail*.

(2) The Delegated Authority must, in relation to each student, recommend to the Associate Dean:

- (a) that the student has satisfactorily completed the program and that the student's performance be classified as *Pass* or *Pass with Merit*; or
- (b) that the student has not satisfactorily completed the program and that the student's performance be classified as *Fail*.

(3) The Delegated Authority is only to classify the performance of the student as *Pass with Merit* if the student has achieved an average standard equivalent to a distinction standard for an equivalent pass degree.

(4) The Associate Dean may grant the award of the diploma with the appropriate classification.

### **5.6 When can a student be granted the diploma?**

5.6(1) Except with the permission of the Delegated Authority concerned, a student may only be granted the diploma if the student has satisfied the requirements of the program and has complied with these Rules and the Orders.

## **PART 6- REVIEW OF DECISIONS**

### **6.1 Review of Admission Decisions**

6.1(1) A person may apply for a review of a decision not to admit the person to a program.

(2) A request for review of a decision referred to in subrule (1) must be in writing and must be lodged with the Registrar within the period of 20 working days commencing on the date of advice of the outcome of the person's application for admission.

(3) The review must be conducted under procedures published by the Associate Dean.

(4) On the basis of the material included in the application for a review, the Associate Dean may:

- (a) confirm the original decision not to admit the person to the program concerned; or
- (b) set aside the original decision and admit the person to the program.

(5) The decision of the Associate Dean and the reasons for the decision must be given in writing to the applicant by the Associate Dean within 7 working days of the decision.

(6) However, if a request for a Review of a decision referred to in subrule (1) relates to a direction by an Associate Dean that a Notice of Admission be withdrawn under subrule 2.2(6) and the person is already enrolled under these Rules, the person is entitled to remain enrolled pending the outcome of the Review.

(7) An Associate Dean may, for this rule, appoint a nominee to exercise the powers or perform the functions of the Associate Dean, and a person so appointed may exercise those powers or perform those functions as if the person were the Associate Dean concerned.

## **6.2 Appeals**

6.2(1) A person may appeal to the Deputy Vice-Chancellor on procedural grounds only against a decision made under subrule 6.1(4).

(2) An appeal mentioned in subrule (1) must:

- (a) be in writing; and
- (b) be lodged with the Deputy Vice-Chancellor within 20 working days commencing on the date the advice of the decision of the Associate Dean was given to the applicant under subrule 6.1(5), unless the Deputy Vice-Chancellor extends the date for submission on special grounds; and
- (c) be accompanied by appropriate information and documentation; and
- (d) state clearly the grounds on which the application is based.

(3) An appeal must be conducted under procedures established by the Deputy Vice-Chancellor who may inform himself or herself as he or she sees fit.

(4) If an appellant is already enrolled under these Rules, he or she is entitled to remain enrolled pending the outcome of the appeal.

(5) At a hearing, if any, for an appeal, the appellant is entitled to be accompanied by another person who may observe the proceedings but not act as an advocate unless expressly invited by the Deputy Vice-Chancellor to do so.

(6) On the basis of the material included in the application, the Deputy Vice-Chancellor may:

- (a) confirm the decision not to admit the person to the program concerned; or
- (b) set aside the original decision and refer the matter to the Associate Dean to:

- (i) reconsider the original decision in light of the Deputy Vice-Chancellor's findings; and
- (ii) make a new decision.

(7) The decision of the Deputy Vice-Chancellor and the reasons for the decision must be given in writing to the applicant within 7 working days of the decision.

(8) The decision of the Deputy Vice-Chancellor is final.

### **6.3 Review of other decisions**

6.3(1) If an Associate Dean or a Delegated Authority makes a decision affecting a student under these Rules, the Associate Dean or Delegated Authority must tell the student, in writing, about his or her rights to a review of the decision.

(2) A student may seek review of a decision made by an Associate Dean or a Delegated Authority under these Rules, except a decision classifying the student's performance in accordance with rule 3.5 or 5.5.

(3) Application for review of a decision must initially be made, in writing, to the Associate Dean concerned within 20 working days commencing on the date of advice of the decision concerned.

(4) If an Associate Dean receives an application for review, he or she must review the decision and make a fresh decision as if he or she were making the original decision.

(5) The decision of the Associate Dean and the reasons for the decision must be given in writing to the applicant by the Associate Dean within 7 working days of the decision.

(6) An Associate Dean may, for subrules (1) to (5), appoint a nominee to exercise the powers or perform the functions of the Associate Dean, and a person so appointed may exercise those powers or perform those functions as if the person were the Associate Dean concerned.

(7) A student may appeal against a decision made under subrule (4) to the Deputy Vice-Chancellor on procedural grounds only within 20 working days commencing on the date of advice of the decision concerned.

(8) The Deputy Vice-Chancellor may:

- (a) confirm the decision; or
- (b) set aside the original decision and refer the matter to the Associate Dean to:
  - (i) reconsider the original decision in light of the Deputy Vice-Chancellor's findings; and
  - (ii) make a new decision.

(9) In determining an appeal, the Deputy Vice-Chancellor may inform himself or herself as he or she sees fit.

(10) The decision of the Deputy Vice-Chancellor and the reasons for the decision must be given in writing to the applicant by the Deputy Vice-Chancellor within 7 working days of the decision.



(11) However, if a person seeking a review of a decision under subrule (2), or an appellant under subrule (7), is already enrolled under these Rules, he or she is entitled to remain enrolled pending the outcome of the review or appeal.

## **PART 7- MISCELLANEOUS**

### **7.1 Adjustment of time limits**

7.1(1) If these Rules fix, or authorise the fixing of, time limits for anything required to be done, the Delegated Authority may from time to time extend or abridge the time limits in any case if it is just and reasonable to do so, and may do so retrospectively.

### **7.2 Application of amending Rules and Orders**

7.2(1) If an amendment affecting a program or combined program is made to these Rules, or to relevant Orders, the amendment does not apply to a student who, before the amendment was made, had finished 1 or more courses of the program or combined program unless:

- (a) the student:
  - (i) elects in writing that the amendment apply; and
  - (ii) submits to the Delegated Authority concerned proposed alterations to the program or combined program that are in accordance with these Rules and the relevant Orders, as so amended; and
  - (iii) the Delegated Authority approves those alterations; or
- (b) the Delegated Authority determines otherwise.

### **7.3 Repeal**

7.3(1) The Undergraduate Awards Rules 2012, as amended and in force immediately before the commencement of these Rules, are repealed.

7.3(2) However, the Undergraduate Awards Rules 2012 as amended and in force immediately before the commencement of these Rules continue to apply in relation to any decision taken, or proceeding commenced and not concluded, under those Rules before the commencement of these Rules.

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