

THE AUSTRALIAN NATIONAL UNIVERSITY

Programs and Awards Statute 2013

COURSEWORK HANDBOOK RULES 2013

I, Professor Ian Young, Vice-Chancellor of The Australian National University acting in accordance with subsection 50(3) of the *Australian National University Act 1991* and subsection 9.5 of the *Vice-Chancellorship Statute 2013* make these Rules for section 8 of the *Programs and Awards Statute 2013*.

Dated: 11 December 2013.

Professor Ian Young AO
VICE-CHANCELLOR

Name of Rules and commencement

- 1(1)** These Rules are the Coursework Handbook Rules 2013.
- (2)** These Rules commence on the day after they are registered.

Application

2 These Rules apply in relation to a Handbook prepared, or an Order made for a coursework program offered by the University, for any period commencing or continuing on or after the commencement of these Rules.

Purpose of Rules

3 The purpose of these Rules is to provide for the Handbook to be published and to further provide for the Handbook to contain certain Orders (dealing with programs and their content) made under section 6 of the Statute.

Definitions

4 In these Rules, unless the contrary intention appears:

amending Order means an Order that amends an Order published in the Handbook;

consolidated Order means a former Order as amended by an amending Order;

former Order has the meaning given in rule 12;

Handbook means the Australian National University Coursework Handbook published under rule 6;

Orders means Orders made under section 6 of the Statute and published under rule 9;

Statute means the *Programs and Awards Statute*.

The Handbook

5 There is to be an Australian National University Coursework Handbook.

Publication

6(1) The Handbook is to be kept by use of computer and is to be published electronically.

(2) The Handbook may be published as a continuing document or as a series of documents, each of which relates to a particular session, semester or year.

(3) If the Handbook is published in relation to a particular session, semester or year, the Handbook must state the period of its operation.

(4) If the Handbook is published in relation to a particular session, semester or year, the Handbook must also be published for the next session, semester or year.

(5) If the Handbook is published on the University's website, the authoritative version of all, or any part, of it at any particular time is the Handbook, or the part of the Handbook, published on the University's website at that time.

[NOTE: While the authoritative version of the Handbook at any particular time is the Handbook as published on the University's website at that time, nothing in these Rules prevents the University or the Associate Dean of an ANU College from publishing a handbook in printed form containing all or part of the Handbook as in force at any particular time.]

Division of Handbook

7(1) The Handbook is to be divided into Parts.

(2) One Part may contain descriptive, staffing and introductory matters—it is not part of an Order published under rule 9.

(3) Another Part is to contain a list of courses offered by the University—it is not part of an Order published under rule 9.

(4) Another Part is to contain Orders published by the Associate Deans under rule 9 and may contain additional descriptive and informative material.

Part containing ANU College Orders

8(1) The Part of the Handbook containing Orders published by the Associate Deans of the ANU Colleges under rule 9 is to be divided into Divisions.

(2) Each Division of that Part is to be the responsibility of the Associate Dean of a particular ANU College and is to be identified by the name of that ANU College in the heading to the Division.

(3) However, a Division dealing with double degree programs may be the responsibility of the Associate Deans of more than one ANU College.

ANU College Orders

9(1) The Associate Dean of each ANU College is to publish, in the relevant Part of the Handbook, as much of the Orders as contain, for each course offered in the ANU College:

- (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 method of assessment for the course; and
- (g) any other conditions to which taking the course is subject.

(2) The Associate Dean of an ANU College must also publish, in the Handbook, as much of the Orders as detail the requirements for completion for each degree program, double degree program, graduate diploma program, graduate certificate program and other coursework programs offered in the ANU College.

(3) The Associate Dean of an ANU College may publish, in the relevant Part of the Handbook, other material that does not form part of the Orders mentioned in subrule (1), but in which the Orders are contained or to which the Orders relate, including material relating to:

- (a) staffing or teaching; or
- (b) intended teaching patterns; or
- (c) syllabuses of particular programs; or
- (d) methods of assessment; or
- (e) book lists; or
- (f) descriptions or examples of typical program and double degree program patterns; or
- (g) other descriptive information.

Conflict between Handbook and Statutes, Rules etc

10(1) Material included in the Handbook that is not part of an Order may reflect the content of Statutes, Rules or other Orders.

(2) If there is conflict between anything contained in the Handbook and a Statute, Rules or other Orders of the University, the Statute, Rules or other Orders prevail and the Handbook must be interpreted accordingly.

(3) However, nothing in subrule (2) gives legislative status to any part of the Handbook that is not part of an Order.

Access to Handbook

11(1) The University must ensure reasonable access to the Handbook by students and the public.

(2) The University is taken to have given students and the public reasonable access to the Handbook if it makes the Handbook available electronically on its website and maintains the Handbook in that form on that website.

Amending Orders

12(1) If the Associate Dean of an ANU College amends an Order published in the Handbook (the former Order), the University must consolidate the former Order with the amending Order and replace the former Order with the consolidated Order in the Handbook.

(2) When a former Order is replaced by a consolidated Order, the former Order ceases to have effect unless provision is made in the consolidated Order for its continued effect in particular circumstances.

(3) If all or part of an amending Order is published as part of a consolidated Order, the consolidated Order must indicate, by footnote or otherwise, the date of publication of the amending Order or part of the amending Order.

(4) An amending Order has no effect other than as part of a consolidated Order.

Commencement of Orders

13(1) Subject to any contrary provision for commencement of Orders in a Statute or Rules, and any relevant direction by the Deputy Vice-Chancellor, a new or amending Order takes effect:

- (a) if the new Order is expressed to commence on a day after its publication—from the first moment of that day; or
- (b) if the amending Order is expressed to commence on a day after its publication—from the first moment of the day after the publication of the relevant consolidated Order; or
- (c) if the new Order is expressed to commence on a day before its publication—subject to subrule (2), from the first moment of that day; or
- (d) if the amending Order is expressed to commence on a day before the publication of the relevant consolidated Order—subject to subrule (2), from the first moment of that day; or
- (e) otherwise—from the first moment of the day after the new or relevant consolidated Order is published.

(2) A new or amending Order, or a provision of such an Order has no effect if, apart from this subrule, all or part of the Order is expressed to take effect before the new or relevant consolidated Order is published and as a result:

- (a) the rights of a person (other than the University) at the time of publication would be adversely affected; or
- (b) liabilities would be imposed on a person (other than the University) about anything done or omitted to be done before the time of publication.

Repeal and saving

14(1) The Graduate Coursework Handbook Rules 2013 and the Undergraduate Handbook Rules 2013, (“the repealed Rules”) as amended and in force immediately before the commencement of these Rules, are repealed.

(2) However, an Order made under the repealed Rules and in force immediately before the commencement of these Rules continues in force as an Order made under these Rules and may be amended or repealed accordingly.