

# THE AUSTRALIAN NATIONAL UNIVERSITY

*Programs and Awards Statute 2013*

## GRADUATE COURSEWORK AWARDS RULES 2014

I, Professor Ian Young AO, 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: 18 June 2014.

Professor Ian Young AO  
**VICE-CHANCELLOR**

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# GRADUATE COURSEWORK AWARDS RULES 2014

## PART 1: PRELIMINARY

### 1.1 Name of Rules

1.1(1) These Rules are the Graduate Coursework Awards Rules 2014.

### 1.2 Commencement

1.2(1) These Rules commence on the day after they are registered.

#### WHAT THESE RULES DO

These Rules are intended to set up the platform upon which all of the University's graduate coursework programs are based.

In these Rules you will find generally applicable information about pursuing a graduate coursework program at the University.

Some parts of these Rules refer only to specific programs. The Rules indicate when this is so.

Other details about specific graduate coursework programs may be found in Orders and in administrative directions and information available from the ANU College concerned.

### 1.3 Application

1.3(1) These Rules apply in relation to all graduate coursework programs commenced or continued on or after the commencement of these Rules.

1.3(2) Notwithstanding anything else in these Rules, for a student located at the University pursuing a dual or joint program offered by the University in conjunction with another tertiary education institution, these Rules and the Orders apply, in relation to the student and the program together with any additional requirements set out in the arrangement with the other institution.

### 1.4 Interpretation

1.4(1) In these Rules, unless the contrary intention appears:

**approved form** means a form approved by the Registrar;

**award** means a professional doctorate, Master degree, degree of Juris Doctor, degree of Medicinae ac Chirurgiae Doctoranda, or a Graduate Diploma or Graduate Certificate mentioned in the Handbook (and **graduate award** has a corresponding meaning);

**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 1.7(2) by the Associate Dean or the appropriate Delegated Authority;

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

**Delegated Authority**, for a program for a student, means a person appointed by an Associate Dean under subrule 1.7(1) for the purpose;

**Handbook** means the Handbook published under rule 6 of the Coursework Handbook Rules;

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

**Order**, for an award, means an Order referred to in rule 1.6 or 6.3;

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

**program leave of absence** means leave of absence granted under rule 2.19;

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

**thesis** means original written work that:

- (a) incorporates an account of research done during a program and its result; and
- (b) if the research is on more than one topic, demonstrates the relation between the topics; and
- (c) is required to be provided by a student for the program;

except written work comprising answers to a written examination or tasks required to be performed for the assessment of performance in coursework;

**written work**, for a thesis, includes video recordings, film or other works of visual or sonic arts submitted by a student for examination.

## 1.5 Awards that may be conferred

1.5(1) An award mentioned in the Handbook may be conferred.

## 1.6 Orders

1.6(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 participation in or completion of programs.

1.6(2) The Orders must be published in the Handbook and may set out, for each course the University 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.

## **1.7 Appointments**

1.7(1) An Associate Dean may appoint a member of the staff of the ANU College, or an appropriate person from another part of the University, to be a Delegated Authority for the purposes of these Rules.

1.7(2) An Associate Dean or the appropriate Delegated Authority from the ANU College may appoint a member of the staff of the ANU College to be a Course Authority for the purposes of these Rules.

## **PART 2: GENERAL**

### *Division 2.1: Application*

## **2.1 Application**

2.1(1) This Part applies to programs for graduate coursework awards and to students pursuing those programs.

### *Division 2.2: Admission*

## **2.2 Admission to program**

2.2(1) A person wishing to pursue a program must apply in an approved form to the Registrar to be admitted as a student and must give the Registrar any other information required by the Registrar.

2.2(2) The minimum requirement for admission to a program leading to a professional doctorate by coursework, or coursework and research, is:

- (a) a degree of bachelor with first class honours or upper second class honours of an Australian university; or
- (b) such other qualification (being a qualification that is equivalent or superior to such a degree) as the Delegated Authority determines.

2.2(3) The minimum requirement for admission to a program leading to the award of a degree of Master by coursework or coursework and research, a degree of Juris Doctor, a degree of *Medicinae ac Chirurgiae Doctoranda* or a Graduate Diploma or Graduate Certificate is:

- (a) a degree of bachelor of an Australian university, or of another tertiary education institution approved by the Delegated Authority for the purposes of this Division, being a degree of a kind that is an adequate qualification for the admission of the person as a student; or
- (b) such other qualification, practical experience or combination of qualifications and practical experience as the Delegated Authority determines.

2.2(4) 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 2.4(1).

### **2.3 Limit on number of places**

2.3(1) The appropriate College Dean may decide how many places are available in any enrolment period for new students for a program.

### **2.4 Admission by Delegated Authority**

2.4(1) A Delegated Authority may admit a person to a program, or to part of a program, under this Division if the person satisfies the minimum requirement for the admission.

2.4(2) The Delegated Authority may:

- (a) admit as a full-time student for a program or as a part-time student for the program a person who does not satisfy the prescribed minimum requirement for admission to that program, and may impose such conditions on the person's admission as the Delegated Authority thinks fit;
- (b) admit as a full-time or part-time student for a program a person who was, immediately before applying for admission, pursuing another graduate or undergraduate award program in the University or in another tertiary education institution and who intends to continue pursuing that other program, and may impose such conditions on the person's admission as the Delegated Authority thinks fit.

[NOTE: If a student is admitted to a program under paragraph 2.4(2)(b), he or she may be granted credit under Division 2.3 for work performed before that admission for another program referred to in that paragraph.]

### **2.5 Admission: conditions**

2.5(1) In appropriate circumstances, the Delegated Authority may require a student to have relevant professional experience or admit a person to candidature conditionally.

2.5(2) A person must not, at any time after admission, begin to pursue another award program in the University or in another tertiary education institution without the written permission of the Delegated Authority.

2.5(3) A person who indicates in an application for admission that the person does not intend to continue pursuing another award program in the University or in another tertiary education institution must not, at any time after admission, continue to pursue that other award program without the written permission of the Delegated Authority.

2.5(4) Unless the Deputy Vice-Chancellor otherwise determines, an applicant for admission to a program must satisfy any English language requirements determined by the Deputy Vice-Chancellor for the program.

### **2.6 What courses may be taken?**

2.6(1) The courses for the award must be chosen from:

- (a) courses offered by the ANU College concerned; and
- (b) except for the degree of *Medicinae ac Chirurgiae Doctoranda*, courses approved by the appropriate Associate Dean that are offered by other ANU Colleges or elsewhere in the University.

2.6(2) The courses offered by an ANU College are the courses set out in the Orders for the College and have the respective unit values set out in those Orders.

[NOTE: For the degree of Medicinae ac Chirurgiae Doctoranda courses are mandatory and are set out in the Orders]

2.6(3) A Delegated Authority may determine:

- (a) courses for which a student may not receive credit if taken with other courses; and
- (b) a maximum number of courses for which a student may receive credit in any year; and
- (c) a maximum number of units for which a student may receive credit for taking specified courses; and
- (d) subject to any other 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.]

### *Division 2.3: Credit*

## **2.7 Credit**

2.7(1) The Associate Dean may determine the limits within which credit for relevant work performed at the University or elsewhere may be granted in relation to a particular award or course.

2.7(2) Within those limits, the Delegated Authority may determine, in relation to a particular student, conditions on which credit may be granted to the student.

2.7(3) Credit for a program may be granted for not more than half of the program's requirements or, if the course is relevant to the program concerned and is undertaken at the University, with the approval of the Delegated Authority, for more than half of the program's requirements.

2.7(4) Subject to subrules 2.7(1), 2.7(2) and 2.7(3), if a student has, within 7 years (or within 10 years for a degree of Juris Doctor) before admission to candidature, performed relevant graduate work (or relevant undergraduate work for a degree of Juris Doctor), whether at the University or at another tertiary education institution approved by the Delegated Authority, the Delegated Authority may grant the student credit for that work towards a student's program to which this subrule applies.

2.7(5) However, if:

- (a) a student for the degree of Master of Clinical Psychology has, before admission to the program, undertaken supervised clinical experience in a public clinical service; and
- (b) the standard of the experience is equivalent to the standard of experience that would be gained by undertaking a fieldwork placement course as part of the program for the degree;

the Delegated Authority may grant the student credit for the first-mentioned experience towards the program.

2.7(6) Also, if a student has, within 7 years before being admitted to candidature to a program for a degree of Master (other than by research) or a Graduate Diploma or Graduate Certificate, performed, whether at the University or at another tertiary education institution:



- (a) relevant advanced undergraduate work (other than honours year undergraduate work), the Delegated Authority may grant the student credit for that work towards the student's program, being credit not greater than one quarter of the program's requirements; or
- (b) relevant honours year undergraduate work, the Delegated Authority may grant the student credit for that work towards the student's program, being credit not greater than one half of the program's requirements.

2.7(7) However, for a program, a student may not be granted credit under both paragraph 2.7(6)(a) and 2.7(6)(b) being credit greater than one half of the program's requirements.

#### *Division 2.4: Transfer between programs*

### **2.8 Transfer: general**

2.8(1) A student seeking to transfer between programs must apply in writing to the Delegated Authority to do so.

2.8(2) The Delegated Authority may permit an applicant under subrule 2.8(1) to transfer between programs.

### **2.9 Transfer: from professional doctorate to degree of Master etc**

2.9(1) A student for a professional doctorate (other than by research) may request transfer to a program for the relevant degree of Master, or other award, by coursework or coursework and research with credit for all work completed if the Delegated Authority has not determined that the student has failed the professional doctorate program.

### **2.10 Transfer: from degree of Master by coursework to professional doctorate**

2.10(1) The Delegated Authority may admit as a student for a professional doctorate (other than by research) a person who, immediately before that admission, was a student for a degree of Master by coursework or coursework and research.

### **2.11 Transfer: from degree of Master etc to Graduate Diploma or Certificate**

2.11(1) The Delegated Authority may, subject to such requirements and on such terms and conditions as the Delegated Authority determines, admit as a student for a Graduate Diploma or Certificate a person who wishes to transfer candidature from a program for a degree of Master or another graduate degree or diploma offered by the University.

#### *Division 2.5: Supervision*

### **2.12 Supervisors: appointment**

2.12(1) For a student for a professional doctorate by coursework, a degree of Master by coursework, a Graduate Diploma or a Graduate Certificate, the Delegated Authority must, before the commencement of the program, appoint one or more supervisors for the student for that program.

2.12(2) The Delegated Authority may appoint a member of staff of the University to be the coordinator or director for a program.

2.12(3) The coordinator or director of a program is to be the supervisor of all students in that program.

2.12(4) For a student for a degree of Master by coursework and research, the Delegated Authority must appoint one or more additional supervisors for the student for the research component of the program on or before the date on which the research component of the student's program begins.

2.12(5) If a sole supervisor is, or is to be, absent from the University or is unable to perform the duties of a supervisor, for more than 4 consecutive weeks, the Delegated Authority must appoint a person to act as the supervisor for the period of the absence.

2.12(6) If the supervisor of a program is, or is about to be, absent from the University for more than 4 consecutive weeks, the Delegated Authority must appoint an acting coordinator or director for that program for the period of the absence.

### **2.13 Supervisors and supervision**

2.13(1) At least 1 supervisor for a student must be a member of the academic staff of the University employed by the University full-time, or part-time on at least a 50% basis.

2.13(2) Also, a person holding full or adjunct academic status, an Emeritus Professor or Emeritus Fellow of the University, or a person with recognised honorary academic status within the University, may, with the approval of the Delegated Authority, be appointed as a supervisor.

2.13(3) Subject to the direction of the Delegated Authority, a supervisor or a coordinator must supervise the student's program and the student's observance of these Rules and enable the student to obtain advice on any matter relevant to the program.

#### *Division 2.6: Other provisions applying to awards*

### **2.14 Duration of standard program**

2.14(1) A program may be pursued full-time or part-time.

2.14(2) The duration of a program is as set out in these Rules and in the Orders.

### **2.15 Program requirements for coursework-based award**

2.15(1) To finish the program for an award requiring coursework or coursework and research, a student must:

- (a) pass courses mentioned in subrule 2.15(2) the total value of which (together with the value of any research component) is set out in the Orders in relation to the award; and
- (b) complete the other requirements for the award set out in these Rules and the Orders; and
- (c) comply with any condition imposed by the Delegated Authority on the person's admission to candidature.

2.15(2) The courses, sequences of courses or combinations of courses that may be included in a program for an award referred to in subrule 2.15(1) are the courses, sequences or

combinations of courses approved by the Associate Dean and set out in the Orders and published in the Handbook.

2.15(3) The Delegated Authority may, in special circumstances, approve a program or variation of a program that does not comply with subrule 2.15(2).

2.15(4) Not more than one quarter of the courses required for a program leading to a degree of Master, or a Graduate Diploma or Graduate Certificate, may be undergraduate courses.

2.15(5) To avoid doubt, more than one quarter of the courses required for a program leading to a degree of Juris Doctor may be undergraduate courses.

## **2.16 Application of Academic Progress Rules**

2.16(1) The Academic Progress Rules apply in relation to each graduate coursework program.

## **2.17 Attendance at the University**

2.17(1) A program must be pursued at the University or at another place approved by the Delegated Authority.

2.17(2) The Associate Dean may make Orders setting out the maximum period or the number or value of courses for which a particular program may be pursued outside the University.

2.17(3) However, approval is not to be given for the completion of courses outside the University unless the Delegated Authority is satisfied that:

- (a) the courses are substantially comparable in quality with equivalent courses offered by the University for the program; or
- (b) the institution concerned has satisfactory facilities for the purposes of the completion of the courses;

as the case requires.

## **2.18 Language of instruction**

2.18(1) A program is to be conducted in the English language unless the Associate Dean determines otherwise.

## **2.19 Program leave of absence**

2.19(1) The Delegated Authority may grant a student program leave of absence from the student's program for a graduate award for such period as the Delegated Authority thinks fit.

2.19(2) However, no period of program leave of absence may be less than 1 week for a full-time student or 2 weeks for a part-time student.

## **PART 3: PROGRAM REQUIREMENTS**

### *Division 3.1: Preliminary*

#### **3.1 Application**

3.1(1) Each Division of this Part applies only in relation to the programs and students to which the Division refers.

### *Division 3.2: Professional doctorates other than research degrees*

#### **3.2 Application of Division**

3.2(1) This Division applies to programs, and to students pursuing those programs, leading to a professional doctorate other than a research degree.

#### **3.3 Program content**

3.3(1) A program of study to which this Division relates consists of work including coursework, research or clinical or professional practice.

3.3(2) If a program of study to which this Division relates is to contain a research thesis component, the research thesis component is to relate to a topic or topics approved by the Delegated Authority.

3.3(3) However, if more than one topic is permitted under subrule 3.3(2), the topics must have a reasonable relationship with each other.

3.3(4) The minimum standard of coursework that must be attained before a student is granted the award or before the student's thesis is examined is to be determined by the Deputy Vice-Chancellor and set out in the Orders.

3.3(5) Each determination must be made available to relevant students and must contain a description of the program requirements.

3.3(6) Completion of a program for a professional doctorate requires at least 96 units and, unless otherwise approved by the Deputy Vice-Chancellor, not greater than 192 units.

3.3(7) To complete the requirements of the program satisfactorily, a student must pass the coursework, the research (thesis) component, and any clinical or professional practice that is required, at the standard indicated in the relevant determination.

3.3(8) In computing periods of time for completing units under this rule, periods of program leave of absence do not extend the time available.

#### **3.4 Time limits**

3.4(1) The maximum duration of a 192 unit program for a professional doctorate other than by research is 9 years.

### Division 3.3: Degrees of Master by Coursework

#### 3.5 Application of Division

3.5(1) This Division applies to programs leading to a degree of Master by coursework mentioned in the Handbook and which require a student to complete the program either by coursework (to which subrule 3.6(2) applies) or a combination of coursework and research (to which subrule 3.6(3) applies).

#### 3.6 Programs

3.6(1) In this Division, a reference to a **coursework program** is a reference to a program consisting largely or entirely of coursework, and a reference to a **coursework and research program** is a reference to a program involving less than two-thirds research.

3.6(2) A coursework program can be:

- (a) a degree with an ungraded exit standard of *Satisfactory*, or
- (b) a degree with a graded exit standard of *Distinction*, *Merit*, or *Award*.

3.6(3) A coursework and research program can be:

- (a) a degree with an ungraded exit standard of *Satisfactory*, or
- (b) a degree with a graded exit standard of *First Class Honours*, *Second Class Honours*, *Division A*, *Second Class Honours*, *Division B*, or *Third Class Honours*.

3.6(4) The Associate Dean must identify each program to which this Division applies as falling under paragraph 3.6(2)(a) or (b) or 3.6(3)(a) or (b).

#### 3.7 Program content

3.7(1) A program is to consist of coursework or a combination of coursework and research, being research into a topic determined by the Delegated Authority.

[NOTE: See rule 2.15 for general program requirements for coursework-based awards.]

3.7(2) However, if more than one research topic is permitted, the topics are to have a reasonable relationship with each other.

3.7(3) A program of the kind defined in subrule 3.6(3) must contain a research component of at least one quarter of the total requirements for the degree.

3.7(4) A program must contain a coursework component greater than one third of the total requirements for the degree.

3.7(5) Completion of a program for a degree of Master requires:

- (a) at least 48 units and not greater than 96 units; or
- (b) if a different unit value is mentioned in the Orders for the award, that value.

#### 3.8 Time limits

3.8(1) The maximum duration of a program leading to a degree of Master is:

- (a) for a 48 unit program for a degree of Master of Studies, 12 years; and
- (b) for any other 48 unit program, 5 years; and
- (c) for a 60 to 72 unit program, 6 years; and

(d) for a 96 (or more) unit program, 7 years.

3.8(2) In computing periods of time for completing programs under this rule, periods of program leave of absence do not extend the time available.

#### *Division 3.4: Juris Doctor*

### **3.9 Application of Division**

3.9(1) This Division applies to programs leading to a degree of Juris Doctor mentioned in the Handbook.

### **3.10 Programs**

3.10(1) In this Division, a reference to a Juris Doctor program is a reference to a program consisting largely or entirely of coursework.

3.10(2) A Juris Doctor program can be a degree with a graded exit standard of *First Class Honours, Second Class Honours, Division A, Second Class Honours, Division B* or *Pass*.

### **3.11 Program content**

3.11(1) A program is to consist of coursework set out in the Orders.

[NOTE: See rule 2.15 for general program requirements for coursework-based awards.]

3.11(2) Completion of a program for a degree of Juris Doctor requires:

- (a) at least 144 units; or
- (b) if a different unit value is mentioned in the Orders for the award, that value.

### **3.12 Time limits**

3.12(1) The duration of a program leading to a degree of Juris Doctor is not less than 3 or more than 10 years.

3.12(2) In computing periods of time for completing programs under this rule, periods of program leave of absence do not extend the time available.

#### *Division 3.5: Medicinae ac Chirurgiae Doctoranda*

### **3.13 Application of Division**

3.13(1) This Division applies to programs leading to a degree of Medicinae ac Chirurgiae Doctoranda mentioned in the Handbook.

### **3.14 Programs**

3.14(1) In this Division, a reference to a Medicinae ac Chirurgiae Doctoranda program is a reference to a program consisting largely or entirely of coursework.

3.14(2) A *Medicinae ac Chirurgiae Doctoranda* program can be a degree with a graded exit standard of *with Distinction* or *Pass*.

### **3.15 Program content**

3.15(1) A program is to consist of coursework set out in the Orders.

[NOTE: See rule 2.15 for general program requirements for coursework-based awards.]

3.15(2) Completion of a program for a degree of *Medicinae ac Chirurgiae Doctoranda* requires:

- (a) at least 192 units; or
- (b) if a different unit value is mentioned in the Orders for the award, that value.

3.15(3) The performance of a student in a course for the degree of *Medicinae ac Chirurgiae Doctoranda* must be classified as higher level performance, course requirements satisfied or fail.

### **3.16 Time limits**

3.16(1) The duration of a program leading to a degree of *Medicinae ac Chirurgiae Doctoranda* is not less than 4 or more than 10 years.

3.16(2) In computing periods of time for completing programs under this rule, periods of program leave of absence do not extend the time available

## *Division 3.6: Graduate Diplomas*

### **3.17 Application of Division**

3.17(1) This Division applies to programs for Graduate Diplomas mentioned in the Handbook.

### **3.18 Program content**

3.18(1) A program for a Graduate Diploma consists of such work as is set out in the Orders.

[NOTE: See rule 2.15 for general program requirements for coursework-based awards.]

3.18(2) Completion of a program leading to a Graduate Diploma requires at least 36 units and not more than 48 units.

### **3.19 Classification of performance of student**

3.19(1) A student who has complied with these Rules and the Orders, and who has reached a standard satisfactory to the 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 a Graduate Diploma at the level determined by the Delegated Authority.

3.19(2) A Graduate Diploma must be classified *Awarded the Diploma with Distinction*, or *Awarded the Diploma with Merit* or *Awarded the Diploma*.

3.19(3) A Graduate Diploma may only be classified as *Awarded with Distinction* if the student has achieved a standard equivalent to First Class Honours.

3.19(4) A Graduate Diploma may only be classified as *Awarded with Merit* if the student has achieved a standard equivalent to *Second Class Honours, Division A*.

### **3.20 Time limits**

3.20(1) The maximum duration of a program for a Graduate Diploma is 5 years.

3.20(2) In computing periods of time for completing programs under this rule, periods of program leave of absence do not extend the time available.

## *Division 3.7 Graduate Certificates*

### **3.21 Application of Division**

3.21(1) This Division applies to programs for Graduate Certificates mentioned in the Handbook.

### **3.22 Program content**

3.22(1) A program for a Graduate Certificate consists of such work as is set out in the Orders.

[NOTE: See rule 2.15 for general program requirements for coursework-based awards.]

3.22(2) Completion of a program leading to a Graduate Certificate requires at least 24 units.

### **3.23 Classification of student's performance**

3.23(1) A student who has complied with these Rules and the Orders, and who has reached a standard satisfactory to the 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 a Graduate Certificate.

3.23(2) A Graduate Certificate must be awarded as an ungraded *Pass*.

### **3.24 Time limits**

3.24(1) The maximum duration of a program for a Graduate Certificate is 3 years.

3.24(2) In computing periods of time for completing programs under this rule, periods of program leave of absence do not extend the time available.

## *Division 3.8: Combined programs*

### **3.25 Combined programs**

3.25(1) With the permission of the Delegated Authorities concerned, a student may undertake the programs for 2 awards as a combined program.

[NOTE: The University offers the combined programs mentioned in the Handbook.]



### **3.26 Combined program: requirements**

3.26(1) The requirements for a combined program are as set out in the Orders.

3.26(2) Rules and Orders that apply to a component program of a combined program apply, except where they are inconsistent with Orders made under this rule, to that component of the combined program.

## **PART 4: ASSESSMENTS**

### **4.1 Application of Part**

4.1(1) This Part applies to the assessment of students for graduate coursework awards.

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

4.2(1) A student undertaking a program must undertake assessments or assessment in the courses of the program as required by the Delegated Authority concerned.

4.2(2) A student may only be admitted to assessment or given other 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.

4.2(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.

4.2(4) Coursework is to be assessed in accordance with the Assessment Rules.

4.2(5) 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.

### **4.3 Methods of examination: theses**

4.3(1) If a program requires the submission of a thesis in addition to other coursework components, the thesis is to be examined in accordance with this Part.

4.3(2) Theses are to be written and conducted in the English language, unless the Deputy Vice-Chancellor, on the recommendation of the Delegated Authority, otherwise determines.

4.3(3) Subject to these Rules, the Associate Dean may determine the requirements for an examination of a thesis.

### **4.4 Methods of assessment: clinical or professional practice, etc.**

4.4(1) However, for a program of study requiring clinical or professional practice, assessment of the clinical or professional practice component of the program may be by written or oral examination following the completion of the component, or by assessment reports on an internship or other form of professional practice.

4.4(2) A reference in this rule to a **written examination** includes a reference:

- (a) to the assessment of a student by reports by the student's supervisors about the student's performance during:
  - (i) internships; or

- (ii) other form of professional practice; and
- (b) in relation to a program offered by the School of Art or the School of Music in the ANU College of Arts and Social Sciences, to the assessment of:
  - (i) an exhibition; or
  - (ii) a performance; or
  - (iii) a folio of original works.

#### **4.5 Theses**

4.5(1) If a student is required to submit a thesis, the student must submit a thesis in a form approved by the Delegated Authority in accordance with the Orders.

#### **4.6 Examination of theses**

4.6(1) A thesis must incorporate an account of research done during the program and its result and, if the research is on more than 1 topic, must demonstrate the relationship between the topics.

4.6(2) A thesis based upon research conducted jointly with another person must clearly indicate the nature and extent of the student's contribution to the research.

4.6(3) A student must clearly mark in the thesis, material which has been previously submitted by the student for the purpose of obtaining a degree of any university or other tertiary education institution.

4.6(4) A thesis must not be accepted for examination unless, in the opinion of the Delegated Authority, it consists preponderantly of material not previously so submitted.

4.6(5) A thesis that has been published may be submitted in published form, subject to the approval of the Delegated Authority.

#### **4.7 Examiners of thesis**

4.7(1) The Delegated Authority may appoint examiners for a thesis.

4.7(2) Marking or moderation is to involve one person who may be chosen from within the University, or from outside the University, but who is not associated with the program.

#### **4.8 Decision about results**

4.8(1) A student who has complied with the Orders and these Rules and who has reached a standard satisfactory to the Delegated Authority in the courses of the student's program and in the research thesis (if the student is required to submit a thesis), may be granted the award at the level determined by the Delegated Authority.

4.8(2) If a student who is required to submit a research thesis fails the examination, the Delegated Authority may require the student to be re-examined by resubmission of the thesis.

4.8(3) If a student who is required to submit a research thesis fails the examination and any subsequent resubmission and re-examination of the thesis, the student is to be graded *Fail* for the program.

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

4.8(4) If a student is graded *Fail* for a program, the Delegated Authority must notify the student in writing of the decision, and must include in the notice:

- (a) a statement to the effect that, subject to these Rules, the student is entitled to appeal against the decision; and
- (b) a statement setting out the procedure for lodging an appeal.

4.8(5) The validity of a decision made under subrule 4.8(3) is not affected by a failure to include in a notice, statements in accordance with paragraph 4.8(4)(a) or 4.8(4)(b).

## **PART 5- REVIEW OF DECISIONS**

### **5.1 Student's right of appeal**

5.1(1) The hearing and determination of an appeal against a decision to fail a student for a program is to be conducted in accordance with the Academic Progress Rules.

### **5.2 Review of Admission Decisions**

5.2(1) A person may apply for a review of a decision not to admit the person to a program.

5.2(2) A request for review of a decision referred to in subrule 5.2(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.

5.2(3) The review must be conducted under procedures published by the relevant Associate Dean.

5.2(4) On the basis of the material included in the application for a review, the Associate Dean may decide to:

- (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.

5.2(5) A decision under subrule 5.2(4) of the Associate Dean, and the reasons for the decision, must be given in writing to the applicant within 7 working days of the decision.

5.2(6) However, if:

- (a) a request for a review of a decision referred to in subrule 5.2(1) relates to a direction that admission be withdrawn; and
- (b) the person is already enrolled under these Rules;

the person is entitled to remain enrolled pending the outcome of the review and any subsequent appeal.

5.2(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.

### **5.3 Review of other decisions**

5.3(1) If an Associate Dean or a Delegated Authority makes any other 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.

5.3(2) A student may seek a 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 3.6, 3.10, 3.15, 3.19, and 4.8.

5.3(3) Application for a 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.

5.3(4) If an Associate Dean receives an application for a review, he or she must review the decision and make a fresh decision as if he or she were making the original decision.

5.3(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.

5.3(6) However, if a person seeking a review of a decision under subrule 5.3(2) is already enrolled under these Rules, he or she is entitled to remain enrolled pending the outcome of the review.

5.3(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.

#### **5.4 Appeals**

5.4(1) A person may appeal to the Deputy Vice-Chancellor on procedural grounds only against a decision made under subrule 5.2(4) or 5.3(4).

5.4(2) An appeal mentioned in subrule 5.4(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 was given to the applicant, 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.

5.4(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.

5.4(4) 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.

5.4(5) However, if an appellant under subrule 5.4(1) is already enrolled under these Rules, he or she is entitled to remain enrolled pending the outcome of the appeal.

5.4(6) On the basis of the material included in the application, 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.

5.4(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.

5.4(8) The decision of the Deputy Vice-Chancellor is final.

## **PART 6: MISCELLANEOUS**

### **6.1 Non-award enrolment**

6.1(1) The Delegated Authority may admit to a non-award enrolment a student not proceeding to an award.

6.1(2) A student admitted to a non-award enrolment must pursue their enrolment under the direction of the Delegated Authority approving the admission for such period and under such conditions as the Delegated Authority determines.

### **6.2 Adjustment of time limits**

6.2(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.

### **6.3 Orders and administrative requirements**

6.3(1) The Deputy Vice-Chancellor may make Orders (other than Orders referred to in rule 1.6), not inconsistent with these Rules, setting out procedures to be followed in applying for admission for particular programs, for transferring between programs and otherwise for giving effect to these Rules.

6.3(2) The Associate Dean or a Delegated Authority may publish information about administrative matters to assist in giving effect to these Rules.

6.3(3) If rule 9 of the Coursework Handbook Rules applies to an Order, the Order must be published in the Handbook before it takes effect.

6.3(4) However, if rule 9 of the Coursework Handbook Rules does not apply to an Order, the Order does not come into operation until after it is registered under the *Legislative Instruments Act 2003*.

### **6.4 Transitional**

6.4(1) The Delegated Authority must permit the continued application of all or any part of the repealed Graduate Awards Rules to a program for a student if that student:

- (a) has completed work towards that program; and
- (b) not to do so might disadvantage that student.

### **6.5 Application of amending rules**

6.5(1) If an amendment is made to these Rules and that amendment affects a program to which these Rules relate, then, unless the contrary intention appears, the amendment does not apply to a student who, before the making of the amendment, has completed any work towards a program unless:

- (a) the student elects that the amendment apply to the student and submits to the Delegated Authority proposed alterations to the student's program and the Delegated Authority approves those alterations; or
- (b) the Delegated Authority otherwise determines.

6.5(2) To avoid doubt, the Academic Progress Rules apply in relation to a course or program to which these Rules apply and, in particular, rules 18 and 19 of the Academic Progress Rules take precedence over rule 6.4 and subrule 6.5(1).

## **6.6 Savings**

6.6(1) The Graduate Coursework Awards Rules (No. 2) 2013 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.

## **6.7 Repeal**

6.7(1) The Graduate Coursework Awards Rules (No. 2) 2013, as amended and in force immediately before the commencement of these Rules, are repealed.

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