

University of Canberra

University of Canberra Courses and Awards (Courses of Study) Rules 2013

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bridging requirement means a unit or units, test, remedial work or any similar requirement (including supporting studies) that a student admitted to a course may be required to undertake as a preliminary part of the course if the appropriate Dean thinks fit;

"**Council**" means the Council of the University established by section 9 of the *University of Canberra Act 1989* (ACT);

course means a course of study and instruction, leading to an award, provided under rule 5;

course component , in relation to a course, means a major, minor or unit that must or may be taken as part of the course;

credit points , in relation to a unit in a course, means the number of points assigned to the unit under rule 7;

means a faculty determined by Council under section 8 of the Act;

higher degree by research means a degree of master by research or a degree of doctor by research;

major means a sequence of units approved as a major by the Academic Board;

minor means a group of units approved as a minor by the Academic Board;

Records Officer 5(2) of the *University of Canberra Courses and Awards Statute 2010*;

Register means the Register of Courses referred to in section 5 of the *University of Canberra Courses and Awards Statute 2010*;

tertiary institution means an educational institution at which some or all of the students who attend the institution are taught at the tertiary level of education and includes a university, an institute of technology and a college of technical and further education or other organisation declared by Academic Board or Council to be a tertiary institution for the purposes of this Rule;

unit means a unit of study entered in the Register under rule 6, being a unit the title and level of which have been determined under paragraph 6(1)(d), and includes a unit of study or the equivalent undertaken by a student at another tertiary institution with the approval of the appropriate faculty committee.

Courses provided by University

5. (1) Subject to subrule (2), the University is to provide the courses entered in the Register except for those that Council has determined should cease.

(2) The Academic Board may determine which courses, among those to be provided by the University, are to be open to new admissions.

Entries in Register

6. (1) The Academic Board must, in relation to each course, from time to time, by resolution determine the academic requirements of the course as follows:

- (a) the level of the course; and
- (b) the award or awards of degree, diploma or certificate to which the course leads; and
- (c) the total credit points required in the course; and
- (d) the course components, including:
 - (i) the title of each major and minor, if any, and the number of credit points assigned to each; and
 - (ii) the title and level of any unit or units, other than units forming part of a major or minor in the course and electives; and
 - (iii) the credit point value of electives, if any.
- (e) the bridging requirements (if any) relating to the course; and
- (f) the maximum period or periods of study permitted in relation to the course; and
- (g) the requirements for admission to the course; and
- (h) any other requirements relating to the course.

(2) The Records Officer must, as soon as practicable after a determination is made under subrule (1), enter the particulars of the determination in the Register.

Descriptions of units

7. (1) The Academic Board must approve a description of each unit entered in the Register and a description of any other requirement entered in the Register in relation to a course and the Records Officer must enter a description so approved in the Register.

(2) A description approved under subrule (1) must be in accordance with such form as is from time to time determined by the Council.

(3) A description under subrule (1) must include:

- (a) the number of credit points assigned to the unit; and
- (b) any prerequisite or co-requisite unit or units or any other preliminary requirements relating to the unit.

Admission

8. (1) A person wishing to undertake a course must apply in writing to the Admissions Officer to be admitted to the course. The Admissions Officer may require applications to be made through a central office outside the University that receives and processes applications on behalf of the University and other tertiary institutions.

(2) An applicant under subrule (1) must comply with the provisions of the *University of Canberra Admission Rules 2010* and, subject to such compliance and to subrule (3), may be admitted in accordance with those Rules.

(3) An applicant for admission to a higher degree by research may not be admitted unless the applicant has been accepted for candidature by the appropriate research committee in accordance with procedures determined by Academic Board.

Course of study

9. (1) A student admitted to a course must undertake that course in accordance with the academic requirements from time to time approved by the Academic Board.

(2) Any preliminary requirements entered in the Register in relation to a unit in a course, such as a prerequisite or co-requisite unit, may, on application by a student, be waived in respect of the student as a requirement in relation to that unit by the appropriate .

Enrolment

10. (1) Subject to subrule (2) and rule 18, each student must, in accordance with procedures determined from time to time by the Academic Board, enrol in a unit or units included in the academic requirements for the course to which the student has been admitted.

(2) The enrolment of a student in a unit under subrule (1) is subject to such conditions as the Academic Board

(i) in the case of a degree of master (extended), 24 credit points;

(j) in the case of a degree of master by research, 1 year; and

(k) in the case of a degree of doctor by research, 2 years.

(4) The Academic Board may by resolution approve an exception to subrule (3). The University Research Committee may by resolution make an exception to paragraph (g) of subrule (3).

Qualification for award

12. If a student:

(a) has undertaken a course in accordance with these Rules; and

(b) has met the academic requirements of that course;

the appropriate faculty committee or, in the case of a higher degree by research, the appropriate research committee must certify, by resolution, that the student has met the academic requirements of that course.

Passes in units and successful completion of other requirements

13. For the purposes of these Rules, a student:

(a) is taken to have passed a unit if, in accordance with the procedures from time to time approved by the Academic Board, the student's performance in the unit is assessed to be of a grade of High Distinction, Distinction, Credit or Pass, or such other grade (including an ungraded pass) as may be determined from time to time by the Council; and

(b) is taken to have:

(i) successfully completed a unit if the student has passed the unit; and

(ii) successfully completed a major or minor if the student has passed units in the major or minor that satisfy the requirements of the major or minor as approved by the Academic Board; and

(iii) successfully completed any other requirement (including any bridging requirement) if, in accordance with procedures from time to time approved by the Academic Board, the student's performance in complying with that requirement is assessed to be satisfactory.

Application of course changes to students

14. If a matter specified in the Register in relation to a course is changed, that change is not to apply to a student undertaking that course who has passed 1 or more units specified in the academic requirements of that course unless:

(a) the student agrees to the change; or

(b) the Academic Board otherwise determines.

Deferral

15. (1) If a student wishes to defer commencement of a course of study to which the student has been offered admission, the student may apply in writing to the Admissions Officer or, in the case of a higher degree by research, the appropriate research committee stating the period for which, and the grounds on which, the student desires the deferral.

(2) On receipt of an application under subrule (1), the Admissions Officer or appropriate research committee may, in accordance with the procedures, and subject to any conditions or restrictions from time to time determined by the Academic Board relating to the deferral of courses of study, approve the deferral of the students course of study for such period not exceeding one year, and on such terms and conditions, as the Admissions Officer or Committee thinks fit.

(3) Approval of deferral of a student s course of study does not bind the University to provide the course to which the student was offered admission to that student after the deferral. In such a case the student may be offered admission to another course of study.

Intermission

16. (1) If a student wishes to take leave of absence from a course of study which the student has pursued for one semester or more, the student may apply in writing to the appropriate Dean or, in the case of a higher degree by research, the appropriate research committee, stating the period for which, and the grounds on which, the student desires the intermission.

(2) A Dean who, or an appropriate research committee which, receives an application under subrule (1) may, in accordance with the procedures, and subject to any conditions or restrictions from time to time determined by the Academic Board relating to the intermission of courses of study, approve the intermission of the students course of study for such period, and on such terms and conditions, as the Dean or committee, as the case may be, thinks fit.

(3) Approval of intermission of a student s course of study does not bind the University to provide the same course to the student after the intermission. In such a case the student may be offered admission to another course of study.

Maximum period of study to be calculate

(a) any period of intermission approved under rule 16 must be:

(i) if the course is a higher degree by research excluded from the count;

(ii) in any other case included in the count.

(b) any matter in respect of which the student has been granted status in accordance with guidelines determined by the Academic Board, is to be taken as having been passed or successfully completed on the date on which the status was granted.

(3) The appropriate faculty committee

21. (1) The Records Officer may, either generally or as otherwise provided by the instrument of delegation, signed by the Records Officer, delegate to any member of the general staff any of the Records Officer's powers under these Rules, other than this power of delegation.

(2) A power so delegated, when exercised by the delegate, is, for the purposes of these Rules, taken to have been exercised by the Records Officer who made the delegation.

(3) A delegation of a power under this rule does not prevent the exercise of the power by the Records Officer.