

Student Participation and Attainment Ordinance

Version 4 - 16 May 2022

Contents

1)	Preamble	3
2)	Commencement and review	3
3)	Definitions	3
4)	Purpose.....	6
5)	Scope	6
PART 1 – ADMISSION		6
6)	General provisions.....	6
7)	Eligibility for admission	7
8)	Application for admission.....	7
9)	General admission requirements.....	8
10)	Additional admission requirements.....	9
11)	Admission of overseas students.....	9
12)	Offers and acceptances	9
13)	Internal course transfers	10
14)	Refusal and withdrawal of admission	10
15)	Review and appeal of admission decisions	10
PART 2 – ENROLMENT (ALL STUDENTS)		11
16)	General provisions.....	11
17)	Eligibility for enrolment or re-enrolment.....	11
18)	Valid enrolment.....	12
19)	Variation of enrolment.....	12
20)	Cancellation of enrolment.....	12
21)	Reinstatement of enrolment.....	12
22)	Deferral of enrolment	13
23)	Leave of absence	13
24)	Review and appeal of enrolment decisions	13
PART 3 – ENROLMENT (OVERSEAS STUDENTS)		13
25)	General provisions.....	13
26)	Special circumstances.....	14
27)	Meeting visa requirements	14
28)	Suspension or cancellation of Confirmation of Enrolment (CoE)	15
29)	Review and appeal of enrolment decisions	15
PART 4 – CREDIT.....		15
30)	General provisions.....	15
31)	Credit application, assessment and approval	15
32)	Maximum credit	16
33)	Nested courses and exit awards	16
34)	Credit for non-award units.....	17

35)	Review and appeal of credit decisions	17
PART 5 – ASSESSMENT AND RESULTS.....		17
36)	General provisions.....	17
37)	Grades of pass	17
38)	Failure to meet learning outcomes	18
39)	Ordinary examinations	18
40)	Deferred ordinary examinations	19
41)	Supplementary examinations	19
42)	Alternative assessment arrangements.....	19
43)	Withholding or altering results	20
44)	Review of final result.....	20
PART 6 – ACADEMIC PROGRESS.....		20
45)	General provisions.....	20
46)	Academic progress review	21
47)	Admission or re-admission following exclusion for lack of progress.....	21
48)	Review and appeal of academic progress review decisions	22
PART 7 – COMPLETION AND GRADUATION.....		22
49)	General provisions.....	22
50)	Maximum time for completion	23
51)	Eligibility for award.....	23
52)	Posthumous awards	23
53)	Graduation.....	24
54)	Revocation of awards	24
55)	Transcript of academic record	24

1) Preamble

- 1.1 The powers and functions of Council are established under the *University of Tasmania Act 1992 (Act)*.
- 1.2 Under the Act, and at any given point in time, Council may determine the powers and functions it will delegate to the Vice-Chancellor and other University staff to enable the efficient and effective operation of the University in pursuit of its strategic and operational objectives.
- 1.3 Delegation of Council powers and functions under this or any other instrument, does not prevent the performance or exercise of a function or power by Council.
- 1.4 Reserve powers and functions of Council and the delegation of other powers and functions are specified in other instruments.

2) Commencement and review

- 2.1 This Ordinance takes effect on 25 September 2020 and will be reviewed periodically.

3) Definitions

- 3.1 In this Ordinance:

academic progress review means a formal process intended to identify students at risk of failing part or all their course

Academic Senate means the body responsible for determining standards, exercising quality control and providing quality assurance across all the University's academic activities and for advising the Council on all academic matters relating to the University

academic unit means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans

applicable fee means the fee as set from time to time by the University

applicant means a person who formally applies for entry into a course

Associate Dean (Learning and Teaching) means: the Associate Dean (Learning and Teaching) of the relevant College or Division

Australian Qualification Framework means the agreed policy for regulated qualifications in the Australian education and training system

award means any approved degree, diploma or certificate

campus means physical study centre

census date means the relevant date determined under section 169-25 of the *Higher Education Support Act 2003 (Cth)*

College means the primary organisational unit in the academic structure of the University, or the University College, or in relation to courses administered through the Academic Division, College means the Academic Division

College Assessment Committee means a committee, for each course, comprised of assessors for the units that make up that course, which considers the results of the assessment recommended by the assessors and awards grades

Commonwealth Assistance Form (CAF) means a legal document whereby a person accepts and agrees to the conditions of their Commonwealth supported place. Students enrolled in a Commonwealth supported place must submit a completed Commonwealth Assistance Form by the census date of the semester in which they commenced their studies

Confirmation of Enrolment (CoE) means a document issued by the education provider to verify the applicant's enrolment in a specified course

course means a course of study prescribed in the specifications of a particular award

course information officer means a member of University staff employed to provide advice to students related to their enrolment, study plans and graduation

credit means standing granted in a course for specified units, or a specified component of a course, on the basis of previous study or relevant professional qualifications and/or experience

days means working days, that is days on which the University administration is ordinarily open for business

deferred ordinary examination means an examination permitted under section 40.

enrolment load in relation to a student, means the percentage of a full year's course of study in which that student is enrolled in a particular year. The relevant Learning and Teaching Committee decides what is a full year's course of study

enrolment restriction means where the organisational unit has identified a reduced enrolment for a semester which will support the student

ESOS means *Education Services for Overseas Students Act, 2000* (Cth)

Executive Dean means the Executive Dean of the relevant College, or in relation to the University College, the Principal of the University College; or in relation to courses administered through the Academic Division, the Deputy Vice-Chancellor (Education)

full enrolment means full load of study less any unit enrolments approved as an exception in accordance with University approved procedure

good standing means the student is making satisfactory course progress and their enrolment has no conditions or restrictions placed on that enrolment

intervention strategy means a formal support plan for the student's continued enrolment at the University, subject to conditions outlined in that plan. This status will normally be applied after a period of supported (advice) and the student's academic performance has not improved to the required level

law means any law regulation, proclamation, ordinance or by-law of the Commonwealth of Australia or Tasmania and includes all statutes, regulations, proclamations, ordinances or by-

laws varying consolidating or replacing them and all regulations, proclamations, ordinances and by-laws issued under that statute

load means weighting of units in which a student is enrolled, with 100 credit points being a 'full load' for one year of study (subject to section 16.8 on concurrent enrolment)

main semester means a main or compulsory study period such as semester one or semester two (or a third semester in the case of trimesterisation)

pre-requisite means a unit defined as a pre-requisite unit for a course in approved admission criteria

formal examination means a method of assessment organised by the University

formal examination period means a period for formal examination set by the University

general entry requirements means the general entry requirements determined by Academic Senate and published from time to time

Head of Academic Unit means the Head of the relevant academic unit of the University

Learning and Teaching Committee means the Learning and Teaching Committee of the relevant College, or the Academic Division

learning outcome means what a learner is expected to know, understand and be able to demonstrate after completion of a unit or a course

non-award describes a unit or other module of study in which a student is enrolled which does not contribute, at the time of enrolment, to a full course of study leading to an award. These units or modules of study may be 'articulation short courses' (mapped for articulation to approved award courses)

ordinary examinations means the formal examinations held under section 39

posthumous award means degree that is conferred after the death of the student

recognition of prior learning means an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit

specifications means published rules for courses of study leading to awards determined by Colleges and approved by Academic Senate

student means a person who is for the time being enrolled as a student of the University

student adviser means a member of University staff employed to provide advice to students related to academic transition and other matters that may impact on their studies

study centre means a centre for study established by the University from time to time at any place within Tasmania, interstate or overseas

study period means the period during the year that a unit is offered for study

supplementary examination means an examination authorised under section 41

undergraduate means a course leading to an award of diploma, advanced diploma, associate degree, bachelor degree, or bachelor degree with honours, or a student enrolled in any of those courses

unit means a separately assessable part of a course

University means the University of Tasmania

University Admissions Committee means the University committee responsible for providing oversight of admissions requirements, credit in recognition of prior learning and articulation

University approved policy means a policy formally approved in writing by the University

University approved procedure means a procedure formally approved in writing by the University

4) Purpose

4.1 The purpose of this Ordinance is to describe the requirements and principles governing admission, enrolment, credit, assessment and results, academic progress, completion and graduation.

5) Scope

5.1 This Ordinance applies to all approved University award courses and to non-award courses mapped for articulation to those courses and to the students enrolled in those courses.

5.2 This Ordinance does not apply to vocational education and training awards, non-award industry and community short courses, or to the students enrolled in those courses.

5.3 This Ordinance is to be read in conjunction with University approved policy and procedure.

PART 1 – ADMISSION

6) General provisions

6.1 The University will determine and publish the admission requirements for all University of Tasmania courses.

6.2 The University will publish pertinent admission information, such as key dates, course requirements, and upcoming intakes in a timely manner.

6.3 The University will ensure that requirements such as course opening and closing dates for admissions are applied fairly to all applicants.

6.4 The University reserves the right to review and/or vary the admission requirements for a level of study, for a course, or a unit at any time. The amendment of these requirements will be subject to approval by Academic Senate.

6.5 The University may approve special admissions arrangements to increase participation in under-represented cohorts and/or provide opportunities to identified cohorts, subject to approval by Academic Senate.

6.6 Where there are more applications to a course than places available, the University will make

offers in order of merit considering the applicant's academic standing, additional entry requirements and information, as well as any special admissions arrangements in place.

- 6.7 Admission to courses is subject to any restrictions determined by the University on the total number of applicants, or the number of a particular category of applicant to be admitted to any course in the relevant calendar year.
- 6.8 The University may limit the number of offers made and/or the places available in a course without notice.
- 6.9 Applicants who do not meet the entry requirements for their preferred course will be considered, and where possible, provided with an alternate offer into a related preparatory course or other equivalent award course, that on completion, may qualify the applicant for entry into their initial preferred course.
- 6.10 The acceptance of an international or independent qualification as equivalent to an Australian award (as defined by the Australian Qualification Framework) for eligibility for admission will be at the sole discretion of the University.
- 6.11 Applicants are responsible for ensuring that they have submitted their application in accordance with University approved procedure via the correct systems, and for checking the terms of their offer prior to accepting.

7) Eligibility for admission

- 7.1 An applicant's eligibility for admission under this Ordinance does not guarantee the applicant an offer of a place in a course.
- 7.2 An applicant is eligible for admission to a graduate entry bachelor's degree course, a bachelor's degree with honours course or a postgraduate coursework course if the applicant satisfies the entry requirements determined by the responsible College and approved by Academic Senate.
- 7.3 To be eligible for admission to a course, the applicant must:
 - a) meet the course academic entry requirements;
 - b) meet any additional course requirements for entry; and
 - c) meet English language proficiency requirements, where specified, in accordance with approved English proficiency guidelines and section 11.2.
- 7.4 Where an applicant is applying under a special admissions arrangement, the applicant must meet the necessary requirements for consideration under that arrangement.
- 7.5 Subject to sections 7.6 and 7.7, to be eligible for admission to the University, an applicant must be at least 17 years of age at the time of course commencement.
- 7.6 The University may admit, at its discretion, exceptionally high achieving students who are below the minimum age for admission into undergraduate degree courses with the approval of the relevant Executive Dean.
- 7.7 An applicant who is under the age of 17 at the time of course commencement will be considered of minimum age for admission if they have successfully completed a recognised Australian Year 12 award, an Australian Qualification Framework accredited Certificate IV or above, or an equivalent award approved by the University.

8) Application for admission

- 8.1 A person seeking admission to a unit or course must do so in accordance with University approved procedure.
- 8.2 A person intending to commence a course, or to resume a course after a period of exclusion or an unapproved period of non-enrolment of 12 months or more, must re-apply for admission in accordance with section 47.

9) General admission requirements

- 9.1 General admission requirements apply to all applicants and courses unless otherwise specified.
- 9.2 Alternate admission may be available to applicants who do not meet the course admission requirements as specified within the course requirements.
- 9.3 The University may establish minimum grade requirements or achievement levels for admission to award and non-award courses.

Sub-Bachelor

- 9.4 Applicants to sub-bachelor courses are generally assessed on their capacity for success in the course, however, the University may set minimum academic requirements for entry into sub-bachelor courses.

Bachelor

- 9.5 To be eligible for entry into bachelor-level courses, an applicant must have attained at least the *minimum* academic requirement which is at least one of the following:
- a) successful completion of a recognised Australian Year 12 qualification or equivalent;
 - b) successful completion of an Australian Qualification Framework accredited Certificate IV or above;
 - c) successful completion of a recognised pathway course at University;
 - d) successful completion of a minimum of 2 undergraduate units (25 credit points) of tertiary study with no failures; or
 - e) relevant work experience at a stated level and duration.

Postgraduate coursework

- 9.6 To be eligible for entry into postgraduate coursework courses, unless otherwise specified, an applicant must have attained at least the minimum academic requirements which are:
- a) completion of a recognised undergraduate or postgraduate coursework degree, or equivalent; or
 - b) relevant professional work experience at a stated level and duration; or
 - c) a combination of recognised learning and relevant work experience.

Non award

- 9.7 Unless otherwise specified, applicants to non-award programs must still satisfy the general entry requirements of the University.
- 9.8 The admission of an applicant to a unit is at the sole discretion of the teaching academic unit. However, an applicant who is admitted to a unit of study will be expected to apply and meet course entry requirements if they then decide to pursue an award course.

10) Additional admission requirements

- 10.1 The University may specify additional requirements, through the University Admissions Committee, for entry to a course that applicants must meet for consideration for an offer. These may include, but are not limited to:
- a) pre-requisite studies;
 - b) submission of supplementary information (including, but not limited to the presentation of folios);
 - c) completion of an entry or proficiency test (including, but not limited to interviews or auditions); or
 - d) evidence of capacity to satisfy the requirements of the course.

11) Admission of overseas students

- 11.1 In addition to the requirements specified within this Ordinance, overseas applicants must satisfy any conditions set out by the University to comply with its legal obligations under law in relation to the applicant's application, offer, acceptance and enrolment.
- 11.2 The University may set English language proficiency requirements for entry into a course with the approval of Academic Senate; or if the course accreditation requirements demand so.
- 11.3 An applicant may meet the required English proficiency requirements through equivalent learning as approved and set out by Academic Senate for a course or study level.

12) Offers and acceptances

- 12.1 The submission of applications, the notification of application outcomes, offers, and acceptances will be made in accordance with University approved procedure and in accordance with the rules of the relevant special admission arrangements where applicable.
- 12.2 Notification of application outcomes will be made by the University in writing to the applicant following the submission of an application.
- 12.3 Applicants offered a place in a course at the University may:
- a) accept their offer and commence their course in the offered intake or later intake in the same academic year (subject to availability);
 - b) in accordance with section 22, apply to defer their commencement to the next academic year (subject to availability); or
 - c) decline the offer.
- 12.4 In accepting the offer from the University, the applicant agrees to abide by University ordinances, University approved policy and procedure and the terms and conditions of their enrolment.
- 12.5 An offer of admission to a course lapses if an applicant fails to accept the offer by the date advised to them in the manner required by the University.

13) Internal course transfers

- 13.1 Internal course transfers may be available for enrolled students seeking admission to a course at the same or lower level, or in moving between bachelor courses and an embedded honours variant of the same course, subject to College approval.
- 13.2 Course transfers for enrolled students into higher level courses and quota restricted courses are not permitted. Students wishing to transfer are required to submit a new application for the new course and be considered for admission with other applicants against the relevant entry requirements for the higher-level courses or quota restricted course.

14) Refusal and withdrawal of admission

- 14.1 Eligibility for admission to a course does not confer the automatic right to a place in any course.
- 14.2 The University may refuse admission to an applicant where deemed necessary to:
- a) comply with any law;
 - b) protect the welfare of University staff, students, or others; or
 - c) preserve the ability of the University to fulfil its functions as established by section 6 of the Act.
- 14.3 The University reserves its right to refuse or withdraw admission on, but not limited to, the following grounds:
- a) the applicant does not submit the application within the specified time frames for application lodgement;
 - b) the applicant is ineligible for admission;
 - c) the offer of admission was made because of system or administrative errors;
 - d) the offer of admission does not comply with the requirements of law;
 - e) the offer was made based on incomplete, false or misleading information provided by the applicant or on the applicant's behalf;
 - f) the applicant was previously suspended or excluded from the University or any other tertiary education institution;
 - g) there is evidence that the applicant has made minimal or no academic progress during a course of study in the last three years, and/or would be unable to meet the requirements of the course within the standard full-time study limit specified for the course; or
 - h) the University has formed a view that the applicant is not considered to be a 'Genuine Temporary Entrant' as defined by the Australian immigration authorities.

15) Review and appeal of admission decisions

- 15.1 Admission decisions are subject to review and appeal on specified grounds and in accordance with University approved procedure.

PART 2 – ENROLMENT (ALL STUDENTS)

16) General provisions

- 16.1 A person must not undertake any course or unit without being enrolled.
- 16.2 Students are expected to enrol in their full enrolment for the year if they are not intending to complete the course requirements prior to the end of that year.
- 16.3 Students are responsible for ensuring that they are correctly enrolled in accordance with the course rules and for taking the necessary actions to correct any enrolment anomalies. Students are expected to maintain their enrolment throughout their course.
- 16.4 Failure to enrol by the stated on-time enrolment deadline may incur a late enrolment fee. The University will define and publish the schedules and University approved procedures that apply to enrolment (including dates, late enrolment fees, and exemption/appeal processes.)
- 16.5 A person must formally enrol in an available articulated short course (non-award unit) to undertake such a short course.
- 16.6 Students may not enrol in units that they have previously passed unless the College requests them to do so in order to meet course completion or professional registration/knowledge requirements.
- 16.7 Students are permitted to enrol in units in more than one course at the same time. Concurrent course admission and corresponding enrolments are permitted if the student has met the admission requirements and has been admitted to each course. Students are required to apply for admission to the concurrent courses in the same manner as other applicants to that course.
- 16.8 The maximum enrolment load at any point in time for a student is 75 credit points when they are enrolled in more than one course at the same time (concurrent enrolment).
- 16.9 Students may, with permission from the relevant Executive Dean or Executive Dean's delegate given such approval powers, undertake pre-approved study at other institutions on an outbound cross-institutional basis, provided the study will contribute to their University award course.

17) Eligibility for enrolment or re-enrolment

- 17.1 A person may enrol in a course:
 - a) after receiving notification from the University of their offer of admission to the relevant course; or
 - b) if the person satisfies the conditions applying to re-enrolment.
- 17.2 To be eligible for re-enrolment in a course a student must, upon acceptance of an offer:
 - a) have been enrolled in at least one unit specified in the relevant course schedule in the previous 12 months, unless a leave of absence has been approved by the Executive Dean of the relevant College;
 - b) not be currently excluded from that course as a result of an academic progress review;
 - c) have met all financial obligations for fees, penalties and charges related to previous enrolment; and
 - d) not be currently excluded under Ordinance 9: Student Academic Integrity.

For students intending to re-enrol in a course after a period of 12 months or more, section 8.2 applies.

18) Valid enrolment

18.1 A valid enrolment requires that:

- a) the student has been admitted to a course and has enrolled in a unit or units of the course; or has enrolled in a non-award unit;
- b) the student's enrolment in a unit/s has been approved by the relevant College Executive Dean or Head of Academic Unit;
- c) where relevant, the student has fulfilled their obligations under the *Higher Education Support Act 2003* (Cth);
- d) where relevant the student's enrolment complies with the *Education Services for Overseas Students (ESOS) Act 2000* (Cth);
- e) the student has met all financial obligations for fees, penalties and charges;
- f) the student has not withdrawn from a course or unit by the specified census date; and
- g) the student has agreed to comply with the terms and conditions of enrolment.

19) Variation of enrolment

19.1 A student may vary or withdraw from their enrolment in accordance with University approved procedure. If units are added, or a course variation is made, the variation must be approved by the Executive Dean of the relevant College.

19.2 The Associate Dean (Learning and Teaching) of a College may, in extenuating circumstances, approve the withdrawal by a student in that College from a unit after the relevant census date without incurring academic penalty.

20) Cancellation of enrolment

20.1 The University may cancel a student's enrolment in a unit or withdraw them from a course for the following reasons:

- a) failure to submit a Commonwealth Assistance Form;
- b) admission to a course was based on inaccurate or incomplete information;
- c) non-payment of fees, penalties or charges; or
- d) where the student has not engaged in a unit of study, whether or not the student has been withdrawn without academic penalty.

21) Reinstatement of enrolment

21.1 A student who has their enrolment cancelled may apply for their enrolment to be reinstated, provided that the request is made before the end of the study period. The University will consider a student's application in accordance with University approved procedure.

- 21.2 Following cancellation, a student who elects not to reinstate their enrolment within the study period, and who intends to continue the course, may be required to reapply for admission to the course, following notification by the University.

22) Deferral of enrolment

- 22.1 A student who has been admitted to, but has not enrolled in, a course may apply, stating the circumstances necessitating such an application to defer enrolment in the course to which the student has been admitted.
- 22.2 Deferrals are not automatic, and an applicant who wishes to defer their offered course commencement must apply for the deferral in accordance with University approved procedure.
- 22.3 Applicants will be notified of the outcome of their application for deferral.
- 22.4 A student granted a deferral of enrolment who fails to apply to enrol in the course from which they have deferred by the date specified in the deferral approval must reapply for admission.
- 22.5 Approved deferrals are granted for a maximum of 12 months.
- 22.6 Applications for deferrals may not be accepted for all courses.

23) Leave of absence

- 23.1 Students who have attempted at least one unit of study in a course may apply for leave of absence from the course for a period of up to 12 months in a calendar year, except where there are course specific requirements.
- 23.2 A student enrolled in a course who has been validly enrolled on at least one census date may apply in writing to the Executive Dean of the relevant College for leave of absence from enrolment in the course.
- 23.3 Approved leave of absence period/s are included in the prescribed maximum time for completion of the award, unless otherwise approved by the Associate Dean (Learning and Teaching) of the relevant College.

24) Review and appeal of enrolment decisions

- 24.1 Enrolment decisions are subject to review and appeal on specified grounds and in accordance with University approved procedure.

PART 3 – ENROLMENT (OVERSEAS STUDENTS)

25) General provisions

- 25.1 Overseas students must adhere to the provisions of their student visa and the requirements of the *Education Services for Overseas Students (ESOS) Act 2000* (Cth) and associated ESOS National Code 2018.
- 25.2 For each main semester, all continuing overseas students studying on a student visa must enrol and maintain full enrolment in their second and subsequent semesters of study at the University throughout their course of study. The following are exceptions to a full load of units in any year of study:

- a) the student has been granted credit of more than one unit and is unable to enrol in further units because no suitable units are available or prerequisite study has not been completed;
- b) the organisational unit the student is enrolled in receives advice from an international student advisor or course information officer that recommends the student undertakes less than a full load of units;
- c) the student is subject to an enrolment restriction or intervention strategy by the organisational unit as part of an academic progress review and the student's academic status has a listing other than 'good standing';
- d) the student has less than a full load of units remaining to complete the requirements and graduate from that course;
- e) the student is enrolling in another semester, in addition to main semesters, in any year of their course to complete a catch up or overload of units;
- f) the availability of units scheduled and delivered by the University results in less than a full load enrolment;
- g) the student's enrolment is impacted by cross-institutional enrolment at another university, while the student remains fully enrolled at the University; or
- h) a student with less than a full load remaining to complete their course, chooses to spread their enrolment over more than one semester, while ensuring completion within the duration of the CoE, providing they do not intend to complete 50% or more of their remaining units in the last semester before their CoE expires and a Course Information Officer has approved the enrolment plans (e.g. a student may have 4 units remaining to complete their degree and choose to study 3 in semester 1 and 1 in semester 2, and still complete within the duration of the CoE).

26) Special circumstances

26.1 Overseas students must contact an international student advisor if they believe they have special circumstances for not remaining fully enrolled. Special circumstances may include, but are not limited to medical, family, personal or course related reasons outside an individual's control. Students are required to demonstrate with supporting documentation how these circumstances affect their ability to comply with this Ordinance.

27) Meeting visa requirements

27.1 Overseas students studying on a student visa are required to comply with:

- a) visa requirements as determined by the Australian immigration authorities;
- b) responsibilities as specified in the *Education Services for Overseas Students (ESOS) Act, 2000* (Cth); and
- c) relevant University approved policy and procedure.

27.2 Overseas students must ensure they comply with their visa requirements. Student visa holders:

- a) must complete their degree before the CoE expires;
- b) cannot work for more than 40 hours (paid or voluntary) in any given two-week period, and cannot start working before starting their course;

- c) must update their address in eStudent within seven days of arriving and within seven days of moving;
- d) cannot study more than 33% of their degree by distance (off-campus);
- e) must be enrolled in face to face on-campus units in each compulsory semester; and
- f) must satisfy the requirements of course enrolment, course level, course progress and course attendance.

28) Suspension or cancellation of Confirmation of Enrolment (CoE)

- 28.1 After any internal appeal period, a failure to comply with visa requirements may result in the suspension or cancellation of a student's CoE by the University, on the grounds of, but not limited to:
- a) misbehavior by the student;
 - b) failure to pay an amount as stated in the letter of offer; or
 - c) a breach of course progress or attendance requirements by the student.
- 28.2 Overseas students on a student visa are expected to comply with this Ordinance and compliance will be monitored. If it is found that a student has deliberately under-enrolled, contrary to the University's advice and/or this Ordinance, a comment will be added to their student record and any request for extension of their current CoE may be refused.

29) Review and appeal of enrolment decisions

- 29.1 Enrolment decisions for overseas students are subject to review and appeal on specified grounds and in accordance with University approved procedure.

PART 4 – CREDIT

30) General provisions

- 30.1 The University may grant credit for prior learning where relevant in accordance with University approved procedure.
- 30.2 Credit in a course may be granted through recognition of prior formal learning in a unit, course or qualification, or informal learning not undertaken through a recognised educational institution.
- 30.3 Credit will be granted in accordance with section 1.2.2 of the *Higher Education Standards Framework (Threshold Standards), 2015 (Cth)* to ensure that students are not disadvantaged and that the integrity of the course of study and qualification are maintained.

31) Credit application, assessment and approval

- 31.1 The granting of credit is not automatic, and the applicant will be required to apply for credit in recognition of prior learning at the time of application, within six months of course commencement or within six months of the completion of the prior learning.
- 31.2 Assessment of individual applications must:

- a) determine the extent to which the applicant's previous learning is equivalent to the learning outcomes of the course to which they have been admitted;
- b) be undertaken by University academic or teaching staff with expertise in the discipline, content or skills area, as well as knowledge of and expertise in recognition of prior learning assessment; and
- c) be recorded and advised to the applicant in a timely manner.

31.3 Credit is to be approved by the Executive Dean of the relevant College:

- a) on any conditions the Executive Dean considers appropriate;
- b) within any guidelines approved by Academic Senate; and
- c) with full regard to the course level learning outcomes.

31.4 Formal articulation arrangements are to be approved by the nominated academic delegate in accordance with the *Academic Delegations Ordinance*. The nominated academic delegate is listed in the *Academic Delegations Ordinance - Schedule of Academic Delegations*.

32) Maximum credit

32.1 Credit granted for a completed award from the University or another approved institution of the same level as that in which credit is being sought, will not normally exceed one third of the coursework requirements excluding the honours component of the course in which credit is being sought.

32.2 Credit granted for studies towards an uncompleted award from the University or another approved institution of the same level as that in which credit is being sought, will not normally exceed two thirds of the coursework requirements excluding the honours component of the course in which credit is being sought.

32.3 Academic Senate must approve the granting of credit:

- a) exceeding the maximum levels specified under sections 32.1 or 32.2; or
- b) for part of the final year of a course.

33) Nested courses and exit awards

33.1 If a student has completed a three-year bachelor degree at the University or another university and is seeking credit for that component of a four-year bachelor degree with an integrated honours year, full credit may be granted for the three-year bachelor degree component.

33.2 If Academic Senate has approved a sequence of University awards designed to articulate across levels of course, full credit may be granted in a higher-level award for all corresponding coursework completed in the lower level award of the articulated sequence. In such cases students will not be required to surrender an award that has already been granted by the University.

33.3 A student enrolled in an uncompleted award who has satisfied all the necessary requirements for another award of a lower or equivalent level may, on application and subject to any provisions that may be imposed by the relevant Learning and Teaching Committee or the Academic Senate, be eligible to graduate from the award of a lower or equivalent level for which all requirements have been fulfilled.

34) Credit for non-award units

- 34.1 A person will only be given credit towards an award for a unit taken as a non-award unit when:
- a) that unit has been identified as an 'articulation short course' (mapped for articulation into an approved award course);
 - b) the person is enrolled as a student in an award course; and
 - c) the granting of credit is approved by the Executive Dean of the relevant College.

35) Review and appeal of credit decisions

- 35.1 Credit decisions are subject to review and appeal on specified grounds and in accordance with University approved procedure.

PART 5 – ASSESSMENT AND RESULTS

36) General provisions

- 36.1 A student must demonstrate that they have met all of the intended learning outcomes of a unit in order to be awarded a pass in that unit.
- 36.2 Decisions as to whether a student has met learning outcomes, and the standard to which they have met the learning outcomes are to be made with reference to assessment criteria.
- 36.3 A grade and/or percentage should be allocated to indicate the standard of performance of the student against the criteria for all intended learning outcomes, unless Academic Senate decides otherwise.
- 36.4 Notwithstanding clause 36.2, a grade and percentage should be allocated for the overall performance in a unit based on student performance across all intended learning outcomes, as determined by predetermined criteria or weighting of each intended learning outcome towards the overall unit performance.

37) Grades of pass

- 37.1 The grades of pass, and the percentage marks, are:
- a) pass, at least 50% but less than 60%;
 - b) credit, at least 60% but less than 70%;
 - c) distinction, at least 70% but less than 80%; and
 - d) high distinction, at least 80%,
- with percentage marks used to indicate the standard of performance within each grade.
- 37.2 In circumstances where a College Learning and Teaching Committee determines that based on the nature of the learning outcomes an ungraded pass result or a grade of pass without percentage mark is appropriate, that Committee may recommend to Academic Senate that the only pass grade to be awarded for that unit will be an ungraded pass or a grade of pass without percentage mark.
- 37.3 No credit, distinction or high distinction may be awarded as a final grade following formal supplementary assessment.

38) Failure to meet learning outcomes

38.1 A student fails in a unit if the student:

- a) does not achieve at least a pass in accordance with section 37.1(a); or
- b) is absent from an examination or fails to complete an assessment task that is a compulsory requirement for that unit and is not granted a deferred ordinary examination or an exemption by the Head of Academic Unit; or
- c) unless the Executive Dean has given approval to withdraw without failure, withdraws from that unit after the end of the week in which 50% of the teaching period for the unit has elapsed.

38.2 All students, regardless of the spread or timing of their assessment, will be awarded fail grades for units where they have not met assessment and/or attendance requirements. Those grades are:

- a) failure **(NN)** if they failed the unit after attending the exam or completing their final assessment; or
- b) absent deemed failed **(AN)** if they did not meet attendance requirements or attend the examination or submit any compulsory assessment; or
- c) another grade as approved for application from time to time by Academic Senate.

39) Ordinary examinations

39.1 The University is to set formal examination periods:

- a) for ordinary examinations; and
- b) for supplementary and deferred examinations, which will be held after the formal examination period.

39.2 Timetables for examinations during these periods will be published electronically.

39.3 A student is to sit for an examination in a unit at the study centre where that student is enrolled for that unit, subject to section 39.4.

39.4 A student who can demonstrate excessive hardship if required to sit for an examination at the study centre at which they are enrolled may be permitted to sit that examination at some other place. From time to time guidelines may be published indicating the grounds under which such an application may be made, and the nature of evidence required in support.

39.5 From time to time guidelines may be published which may permit a student who is studying fully online or from a remote site to sit an examination at an approved location.

39.6 At each examination:

- a) there is to be a set writing period;
- b) in addition, at the commencement of the examination period, before that writing period there is to be a reading period of 15 minutes, during which students may read the paper, refer to permitted materials (if applicable) and write;
- c) supervisors appointed by the University are to be present; and
- d) otherwise the procedure will be as determined by the University from time to time.

40) Deferred ordinary examinations

- 40.1 A student may apply for permission to sit a deferred ordinary examination in a unit if:
- a) they were eligible to sit an ordinary examination; and
 - b) illness or other serious cause prevented them from sitting that examination.
- 40.2 Once a deferred examination has been granted, no further deferral of the examination is possible unless exceptional circumstances exist. These may include:
- a) medical or psychological conditions or events;
 - b) loss or bereavement; or
 - c) circumstances under which the initial deferred examination or assessment was granted are not resolved.

41) Supplementary examinations

- 41.1 Academic Senate may prescribe guidelines, consistent with this Ordinance, to be applied by assessment committees in considering students' eligibility for a supplementary examination.
- 41.2 The College Assessment Committee, acting on the advice of the assessors in a unit, may allow a student to sit supplementary assessment in a unit at the end of a study period.
- 41.3 That supplementary assessment will be in the same format as the final assessment (examination or an assessment task).
- 41.4 Supplementary examinations and/or assessment is not a re-assessment of the student's overall grade, or the mark for an individual assessment item. It consists of assessment tasks designed to give students an opportunity to demonstrate their satisfactory attainment of learning outcomes as specified for the unit.
- 41.5 Eligibility to sit supplementary assessment must be a decision based on level of achievement of the learning outcomes specified for the unit and ratified at the College Assessment Committee meeting.
- 41.6 The University must give a student who is permitted to sit supplementary assessment at least 5 days' notice of that fact.
- 41.7 Supplementary examinations cannot be deferred, however alternative assessment arrangements may be approved at the Executive Dean's discretion.

42) Alternative assessment arrangements

- 42.1 In exceptional circumstances and following advice from the Associate Dean (Learning and Teaching), the assessment arrangements may be varied for a student who is not prevented from sitting for an examination but who has suffered serious illness or other adverse circumstances during the semester.
- 42.2 Without limiting section 42.1, in those circumstances a student may be permitted to sit for some examinations during the ordinary examination period and other examinations during the supplementary examination period.

43) Withholding or altering results

- 43.1 The result of a student in a unit may be temporarily withheld in a special case, but ordinarily for no longer than the start of the relevant deferred ordinary and supplementary examination period.
- 43.2 A result of which a student has been notified may not be altered except:
- a) to correct an error;
 - b) to give effect to the result of a review of assessment; or
 - c) to give effect to a decision made by the Executive Dean to award a withdrawal without academic penalty or other appropriate result, after evidence for making such an alteration has been provided and considered.

44) Review of final result

- 44.1 A student may apply for a review of their final result notified to them, only when there are academic or procedural reasons for the request.
- 44.2 A student must apply for a review of assessment in accordance with University approved procedure.
- 44.3 Applications will be reviewed, and the student will be notified regarding the outcome of their application for review of their final result.

PART 6 – ACADEMIC PROGRESS

45) General provisions

- 45.1 Students must engage in units of study as described in the unit outline through attendance, submission of assessments, accessing of unit content and use of systems to the satisfaction of the Executive Dean by the semester census date in order to demonstrate reasonable endeavours to pass the unit and ultimately succeed in the course in which they are enrolled.
- 45.2 Students must continue to engage beyond the census date.
- 45.3 Engagement expectations will be defined and documented by the University from time to time and may vary between units and courses.
- 45.4 If a student does not engage satisfactorily either before census date, or beyond that date, the University reserves the right to cancel the student's enrolment, in accordance with Section 20. Students will remain liable for fees, penalties and charges (where applicable).
- 45.5 The University may initiate withdrawal of the student from a unit in accordance with Section 20, if the student is identified as non-engaged. Students will remain liable for fees, penalties and charges (where applicable) but their record will reflect that they have been withdrawn from the unit without academic penalty.

46) Academic progress review

- 46.1 The Executive Dean, in consultation with the College Assessment Committee, must conduct an academic progress review at least twice per year in respect of each student in the College in order to identify any student who:
- a) fails 50% or more of their enrolment load in a semester;
 - b) fails a unit two or more times; or
 - c) fails to satisfy any specific progress requirement or study plan prescribed by the relevant Assessment Committee.
- 46.2 Where appropriate, the Executive Dean may also, in consultation with the College Assessment Committee, conduct academic progress reviews in addition to the requirements under section 46.1.
- 46.3 The Executive Dean may, having carried out an academic progress review decide that a student:
- a) will be permitted to re-enrol in the course unconditionally with an academic status of 'good standing';
 - b) will be permitted to re-enrol in that course (with or without restrictions or conditions) with an academic status of 'conditional (managed)' or 'supported (advice)' respectively; or
 - c) is excluded, absolutely or for a specified time, from further enrolment in the relevant course with an academic status of 'excluded'.
- 46.4 The Executive Dean must report the result of an academic progress review to the relevant Learning and Teaching Committee and to the Director, Student Systems and Administration.
- 46.5 The University will advise the student of the outcome of the review.
- 46.6 Despite anything else in this Ordinance, the Executive Dean has authority to determine any academic assessment matter affecting a student including eligibility for assessment, special assessment arrangements, finalisation of results, and academic progress decisions.
- 46.7 The Executive Dean will report to the Chair of the Academic Senate on any decisions taken contrary to this Ordinance or the advice of a Learning and Teaching committee or Assessment Committee.
- 46.8 As a result of exclusion from a course due to lack of progress, an individual's ability to self-enrol in other courses will be either restricted and/or monitored.

47) Admission or re-admission following exclusion for lack of progress

- 47.1 A student who has been excluded from a course on the grounds of lack of progress may apply to be re-admitted to the course at the end of the exclusion period.
- 47.2 A student who has been excluded from a course on the grounds of lack of progress may apply to be admitted to another course during or at the end of the exclusion period.
- 47.3 The University will take into account the following when considering an application for admission or readmission:
- a) the applicant's total academic record, including the record in the relevant discipline before exclusion;
 - b) the applicant's activities since exclusion, including any relevant employment and studies

undertaken in any other discipline or institution;

- c) any evidence to suggest a change in capacity, attitude or motivation;
- d) the extent of competition for places in the course;
- e) the availability of places in the year which the applicant wishes to enter; and
- f) the current admission requirements for entry into the course.

47.4 Students who are re-admitted to the course from which they have been excluded, or admitted to another course, will be given one of the following academic status:

- a) 'conditional (managed)' – if they are re-admitted to the course from which they were excluded, or a course cognate to it, within 5 years of their exclusion;
- b) 'supported (advice)' – if they are admitted to a different course that is not cognate to the original course from which they were excluded, within 5 years of their exclusion; or
- c) 'good standing' – if they are admitted to any course more than 5 years after they were excluded.

48) Review and appeal of academic progress review decisions

48.1 Academic progress review decisions are subject to review and appeal on specified grounds and in accordance with University approved procedure.

PART 7 – COMPLETION AND GRADUATION

49) General provisions

49.1 Academic Senate (on the recommendation of the Executive Dean of the relevant College):

- a) is to determine from time to time the course of study that students are to complete, and any conditions pertaining to the award that students must satisfy in order to qualify for an award;
- b) is to ensure that information is published annually by the University in either electronic or print format; and
- c) may delegate the power to make minor changes to the course of study to the Executive Dean of the relevant College.

49.2 The Executive Dean of the College responsible for an award may from time to time make minor changes to the course of study that students must complete to qualify for that award, including:

- a) optional or compulsory units;
- b) the minimum number and approved combinations of those units; and
- c) the pre-requisites and co-requisites for those units.

49.3 The Executive Dean of the relevant College must obtain the approval of the University Course and Unit Proposals Committee before:

- a) offering a unit in a cognate area new to the College; or
- b) adding or deleting a unit if that may substantially affect another College.

- 49.4 The Executive Dean of the relevant College must obtain the approval of Academic Senate before:
- a) making any significant amendment to an existing award, including varying the specifications of an award, the addition of a new major or a change in nomenclature or duration; or
 - b) introducing a new award.
- 49.5 An Executive Dean must not exercise the powers set out under section 49.2 or section 49.3 in such a way that a student who is already enrolled in the award is disadvantaged by the change.

50) Maximum time for completion

- 50.1 Academic Senate, on the recommendation of the relevant Executive Dean, may determine the maximum time, taking into account any articulation arrangement approved by the College, for completion of a course leading to an award.
- 50.2 The Executive Dean of the relevant College may, having regard to the maximum time set by Academic Senate for the completion of the course and taking into account any advanced standing granted, determine the maximum time in which a student must complete a course administered by that College.
- 50.3 A student may apply in writing to the Executive Dean of the relevant College for an extension of time for the completion of a course leading to an award, stating the reasons for the application.
- 50.4 The Executive Dean of the relevant College may grant or refuse an extension of time for the completion of a course leading to an award and must notify the Director, Student Systems and Administration who will notify the student in writing accordingly.
- 50.5 Academic Senate on the recommendation of the relevant Executive Dean may determine the minimum time for completion of a course leading to an award, subject to any credit granted towards the relevant course.

51) Eligibility for award

- 51.1 A student is eligible for an award when:
- a) the Executive Dean confirms that the student has completed the academic requirements leading to an award;
 - b) the Director, Student Systems and Administration notifies the student that they have completed the academic requirements leading to an award; and
 - c) the student does not owe the University any outstanding fee, penalty, charge or other money, other than any fee, penalty, charge or money that is subject to an agreed repayment arrangement.
- 51.2 A student who meets all the requirements for an award is eligible for that award even though the coursework for the award may subsequently be credited to a higher-level award course in recognition of an approved articulation arrangement.

52) Posthumous awards

- 52.1 If a posthumous award is to be considered, the Executive Dean of the College responsible for

the course that the deceased student was enrolled in is to determine the posthumous award, having considered the following:

- a) the progress of the deceased student in the course;
- b) the eligibility of any exit award embedded in the course, or of the course, that the deceased student was enrolled in;
- c) the demonstrable learning outcomes that the deceased student had achieved against the posthumous award; and
- d) whether it can be confirmed that the conferral of the award posthumously will not cause offence or undue stress to the relatives of the deceased student.

53) Graduation

- 53.1 A student who is eligible for an award will normally receive that award, in person or in their absence, at a ceremony held for conferring awards.
- 53.2 A student who has not qualified for an award by the deadline required for inclusion in ceremonies for the conferral of awards has the option of receiving the award at the next available ceremony or of having the award conferred in their absence.

54) Revocation of awards

- 54.1 The Council may, on the recommendation of the relevant Executive Dean and the Chair of the Academic Senate, revoke an award:
- a) for which the recipient was not eligible;
 - b) that has been conferred by reason of fraud or dishonesty; or
 - c) to facilitate the awarding of another award for which the student is eligible.
- 54.2 The decision of the Council under section 54.1 is final.
- 54.3 If the Council revokes an award, the recipient must return to the Academic Senate any certificate or other document in the recipient's possession that testifies to admission to the revoked award.

55) Transcript of academic record

- 55.1 On receipt of the applicable fee, the Director, Student Systems and Administration is to issue to a person a certified transcript of their academic record, setting out:
- a) the units undertaken and grades obtained, level of honours, any major prizes and scholarships, Executive Dean's roll of excellence, courses completed by that person and, where available, the major or majors completed within a course; and
 - b) any awards granted by the University to that person.

Made by Council on 28 August 2020 - Version 4 minor amendment (position title changes) approved by Director Governance and Compliance on 16 May 2022

[Version history](#)