

RULE NO 6

ADMISSION, ASSESSMENT AND STUDENT PROGRESS RULE

The Academic Senate of the University of Tasmania makes these rules under the University of Tasmania Act 1992 and Ordinance 13.

PART 1 - PRELIMINARY

1. Commencement and Revocation

- 1.1 These rules take effect on 1 January 2018.
- 1.2 These rules replace Rule 2 (Academic Assessment) made by Academic Senate on 24 February 2017 and Rule 3 (Admission and Student Progress) made by Academic Senate on 17 December 2007. Rule 2 (Academic Assessment) and Rule 3 (Admission and Student Progress) are revoked.

2. Application

- 2.1 These rules apply to all courses as listed in Rule 1 - Rules of Awards and to non-award courses mapped for articulation to those courses and to the students enrolled in those courses. These Rules do not apply to vocational education and training awards and non-award industry or community short courses, and to the students enrolled in those courses.
- 2.2 These rules are to be read in conjunction with the relevant policies.

3. Definitions

“**Academic Unit**” means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

“**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.

“**assessment committee**” means a committee established under clause 5.8.

“**assessor**” means an assessor appointed under clause 5.4.

“**Associate Dean (Learning and Teaching)**” means:

- (a) the Associate Dean (Learning and Teaching) of the relevant College
- (b) in relation to the University College, the Deputy Principal of the University College
- (c) in relation to courses administered through the Academic Division, the Deputy Director of the Tasmanian Institute of Learning and Teaching.

“award” means any degree, diploma or certificate listed in the Tables to Academic Senate Rule 1 - Rules of Awards.

“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.

“campus” means physical study centre.

“census date” means the same as it does in section 169-25 of the Higher Education Support Act 2003.

“College” means

- (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
- (b) the University College; or
- (c) in relation to courses administered through the Academic Division, College means that Division.

“course” means a course of study prescribed in the specifications of a particular award.

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

“deferred formal examination” means a formal examination permitted under clause 5.7.

“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.

“Executive Dean” means:

- (a) the Executive Dean of the relevant College, or
- (b) in relation to the University College, the Principal of the University College; or
- (c) in relation to courses administered through the Academic Division, the Pro Vice-Chancellor (Learning and Teaching)

and includes an authorised delegate of the Executive Dean.

“Executive Director, Student Operations” includes a delegate of the Executive Director, Student Operations under these Rules.

“formal examination” means a method of assessment organised by the University.

“formal examination period” means a period set by the University.

“general entrance requirements” means the general entrance requirements determined by Academic Senate are published from time to time.

“Head of Academic Unit” means the Head of the relevant Academic Unit and includes a person to whom the Head of Academic Unit has delegated any power conferred or imposed by these rules.

“HECS-HELP” means a loan scheme for eligible students enrolled in Commonwealth supported places to pay their student contribution amounts.

“Learning and Teaching Committee” means the Learning and Teaching Committee of the relevant College, or the University College, or the Academic Division as the case may be.

“learning outcomes” 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 courses listed in Rule 1 – Rules of Awards), ‘industry-based short courses’ or ‘community short courses. This Rule applies only to articulation short courses.

“ordinary examinations” means the formal examinations held under clause 5.7

“postgraduate” means a coursework course leading to an award of Graduate Certificate, Graduate Diploma, Master degree or a student enrolled in any of those courses.

“Recognition of Prior Learning” is defined in the Australian Qualifications Framework, (AQF) as follows: Recognition of prior learning is 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.

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

“supplementary examination” means an examination authorised under clause 5.7

“undergraduate” means a course leading to an award of Diploma, Advanced Diploma, Associate Degree, Bachelor’s degree, or Bachelor’s degree with honours, or a student enrolled in any of those courses.

“unit” means a separately assessable part of a course.

PART 2 - ADMISSION

2.1 Requirements for admission

- 2.1.1 Academic Senate is to determine from time to time the *Admissions Policy* that identifies:
- (a) the general entrance requirements of the University;
 - (b) any specific entrance requirements or other conditions for particular courses; and
 - (c) the associated procedures to establish eligibility for admission to courses and units taken as non-award units.
- 2.1.2 Academic Senate on the recommendation of the Executive Dean of the relevant College is to determine from time to time pre-requisites and co-requisites for specified courses or in exceptional circumstances for individual applicants.

2.2 Application for admission

- 2.2.1 A person seeking admission to a course at the University or a unit of a course or non award unit must do so in accordance with these rules.
- 2.2.2 A person intending to commence a course at the University, or to resume a course after a period of exclusion or an unapproved period of non-enrolment of one year or more, must apply for admission in accordance with the *Admissions Policy*.

2.3 Admission

- 2.3.1 An applicant is eligible for admission to an undergraduate course if the applicant satisfies:
- (a) the general entrance requirements of the University specified in the *Admissions Policy*; and
 - (b) any course-specific requirements approved by Academic Senate, unless Academic Senate approves a request by the relevant Executive Dean for variation to those requirements in respect of any particular category or category of applicants; and
 - (c) approved articulation arrangements.
- 2.3.2 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.
- 2.3.3 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 year.

2.3.4 An offer of admission to a course lapses if an applicant fails to accept the offer by the date advised to them.

2.4 Withdrawal or refusal to offer

2.4.1 An offer of admission may be revoked if the offer is made in error, where the applicant is ineligible, or the course is no longer available or if the offer has been made on the basis of false or misleading information provided by the applicant or on the applicant's behalf.

2.4.2 Eligibility for admission to the University does not confer the automatic right to a place in any course. The University may also refuse admission to an applicant where deemed necessary to:

- (a) comply with any law;
- (b) protect the welfare of staff or students; or
- (c) preserve the ability of the University to fulfil its functions as established by section 6 of the University of Tasmania Act 1992;

with any such refusal to occur in accordance with the *Admissions Policy*.

PART 3- CREDIT AND RECOGNITION OF PRIOR LEARNING

3.1 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. 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 academic or teaching staff with expertise in the subject, 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 as to the outcome in a timely manner.

3.2 Application & approval

3.2.1 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.

3.2.2 Formal articulation arrangements must be approved by Academic Senate.

3.3 Maximum Credit

3.3.1 Subject to clause 3.3.3, credit granted for a completed award from this 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 Honours component of the course in which credit is being sought.

- 3.3.2 Credit granted for studies towards an uncompleted award from this 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 Honours component of the course in which credit is being sought.
- 3.3.3 If a student has completed a three year bachelor degree at this University or another university and is seeking credit for that component of a four year bachelor degree with integrated honours year, full credit may be granted for the three year bachelor degree component.
- 3.3.4 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 candidates will not be required to surrender an award that has already been granted by the University.
- 3.3.5 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.
- 3.3.6 Academic Senate must approve the granting of credit -
- (a) exceeding the normal levels outlined in clauses 3.3.1 – 3.3.4, or
 - (b) for part of the final year of a University course.

3.4 Credit for non-award units

- 3.4.1 A person will only be given credit towards an award for a unit taken as a non-award unit when that unit has been identified as an 'articulation short course' (mapped for articulation to courses listed in Rule 1 – Rules of Awards), the person is enrolled as a student in an award course, and only with the approval of the Executive Dean of the relevant College.

PART 4 – ENROLMENT

4.1 Enrolment necessary to undertake study

- 4.1.1 A person must not undertake any course or unit of a course without being enrolled, in accordance with the *Enrolment Policy*.
- 4.1.2 A student admitted to a course must enrol for each academic year during which they undertake that course.

4.2 Enrolment eligibility

4.2.1 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.

4.2.2 To be eligible for re-enrolment in a course a student upon acceptance of an offer -

- (a) must 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, and
- (b) must not be currently excluded from that course as a result of an academic progress review, and
- (c) must have met all financial obligations for fees and charges related to previous enrolment, and
- (d) must not be currently excluded under the Ordinance of Student Discipline.

4.2.3 A person must also formally enrol in an available articulated short course (non-award unit).

4.3 Valid enrolment

4.3.1 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; and
- (b) the student's enrolment in a unit or units if relevant, has been approved by the relevant College Executive Dean or Head of Academic Unit; and
- (c) where relevant the student has fulfilled their obligations under the *Higher Education Support Act 2003*; and
- (d) where relevant the student's enrolment complies with the *Education Services for Overseas Students (ESOS) Act 2000*; and
- (e) the student has paid any applicable fees; and
- (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](#).

4.3.2 Each student is responsible for checking that their enrolment is current and correct; for seeking advice as necessary; for making sure that their enrolment complies with the relevant course specifications; and for notifying the University by the prescribed date of any errors or omissions.

4.4 Amendment to enrolment

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

4.4.2 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.

4.5 Academic engagement

4.5.1 Students must engage in their units of study to the satisfaction of the Executive Dean by the semester census date, in order to illustrate reasonable endeavours to pass those units and ultimately succeed in the course in which they are enrolled. Students must continue to engage beyond the census date.

4.5.2 Engagement expectations will be defined and documented by the University from time to time and may vary between units and courses.

4.5.3 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.

4.6 Deferral of enrolment

4.6.1 A student who has been admitted to, but has not enrolled in, a course at the University may apply, stating the circumstances necessitating such an application to defer enrolment in the course to which the student has been admitted.

4.6.2 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 before they can enrol.

4.7 Leave of absence

4.7.1 A student enrolled in a course who has been validly enrolled on at least one census day may apply in writing to the Executive Dean of the relevant College for leave of absence from enrolment in the course under the conditions detailed in the *Enrolment Policy*.

4.7.2 Approved leave of absence period/s are included in the prescribed maximum time for completion of the award, unless approved otherwise by the Associate Dean (Learning and Teaching) of the relevant College.

4.8 Payment of Fees

4.8.1 The University will determine and promulgate the procedures to apply to payment of fees and penalties to be imposed where fees are not paid by the advised due dates. Further details are contained in the *Domestic Student Fee Collection Policy* and the *International Student Tuition Fee Collection Policy*.

PART 5 – ASSESSMENT

5.1 Assessment

- 5.1.1 A student enrolled in a unit is to be assessed in that unit in accordance with the *Assessment Policy*.
- 5.1.2 The methods of assessment used in a unit must address whether the learning outcomes of the unit have been met by the student; and the methods must be approved by the relevant Learning and Teaching Committee.
- 5.1.3 An assessor must provide formative feedback and advice on progress against learning outcomes of the unit to the student.
- 5.1.4 Alternative assessment procedures may be used in respect of an individual student, following application of the University's equity policies or in other exceptional circumstances. Any special assessment procedures will be approved by the Associate Dean (Learning and Teaching) having regard to advice where relevant.

5.2 Scheduling of assessment

- 5.2.1 An assessment timetable for a unit of study must include the following:
- (a) a statement relating to the cessation of the submission of assessment activities when a final examination is included for the unit; and
 - (b) any other method of assessment that is used and approved by the Learning and Teaching Committee.

5.3 Notification of unit requirements and assessment procedures

- 5.3.1 A Head of Academic Unit must, by the start date of the unit, ensure that explicit details of unit requirements including the assessment procedures which will apply are available to all students enrolled in the unit. The details must be in writing as specified in the *Assessment Procedure*.
- 5.3.2 Unit requirements, once provided to students in accordance with clause 5.3.1, must not be changed except in exceptional circumstances and with the approval of the Head of Academic Unit, in which case students will receive adequate warning of no less than three working days. Consultation with students will occur followed by written confirmation of any changes not contrary to this rule.

5.4 Assessors

- 5.4.1 The assessors for a unit are:
- (a) the Head of Academic Unit responsible for the teaching of that unit or an alternative senior member of academic staff nominated by the Head of Academic Unit, and
 - (b) any other people appointed by the Head of Academic Unit.

- 5.4.2 The Executive Dean, Head of Academic Unit or Associate Dean (Learning and Teaching) (as the case may be) must take all steps necessary to make sure that the methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment and are equitably applied.
- 5.4.3 The Head of Academic Unit must ensure that appropriate internal and external moderation procedures are in place to provide consistency and equity in marking approaches across units in the school and within a unit.

5.5 Grades of pass

- 5.5.1 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.
- 5.5.2 Decisions on whether students have met learning outcomes, and the standard to which they have met the learning outcomes are to be made with reference to assessment criteria.
- 5.5.3 A grade and/or percentage should be allocated to indicate the standard of performance of the student against the criteria in all intended learning outcomes, unless Academic Senate decides otherwise.
- 5.5.4 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 outcomes towards the overall unit performance.
- 5.5.5 The grades of pass, and the percentage marks, are -
- pass, at least 50% but less than 60%
 - credit, at least 60 % but less than 70%
 - distinction, at least 70% but less than 80%
 - high distinction, at least 80%
- with percentage marks used to indicate the standard of performance within each grade.
- 5.5.6 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.
- 5.5.7 No credit, distinction or high distinction may be awarded as a final grade following formal supplementary assessment.

5.6. Failure to meet learning outcomes

5.6.1 A student fails in a unit if the student -

- (a) does not achieve a pass in accordance with clause **5.5.1**; 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 percent of the teaching period for the unit is completed.

5.6.2 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
- (c) other grade as approved for application from time to time by Academic Senate.

5.7. Formal, deferred and supplementary examinations

5.7.1 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.

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

5.7.3 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 clause **5.7.4**.

5.7.4 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 can be made and the nature of evidence required in support.

5.7.5 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.

- 5.7.6 At each examination –
- (a) there is to be a set writing period;
 - (b) in addition at the commencement to 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 shall be as determined by the University from time to time.
- 5.7.7 Supplementary examinations cannot be deferred, however alternative assessment arrangements may be approved at the Executive Dean's discretion.

5.8 Academic Unit level Assessment Committees

- 5.8.1 For each Academic Unit there is to be an Academic Unit Assessment Committee made up of the Head of Academic Unit, or an alternative senior member of academic staff nominated by the Head of Academic Unit, and assessors for the units offered by the Academic Unit during the study period(s) for which results are being determined.
- 5.8.2 Each Academic Unit Assessment Committee is responsible for recommending final results and monitoring trends in assessment outcomes for individual units so that standards are maintained and there is consistency of approach over time. It shall report on its findings to the Executive Dean and the College Learning and Teaching Committee after each examination period.
- 5.8.3 The Head of Academic Unit, or an alternative senior member of academic staff nominated by the Head of Academic Unit, must forward recommended final results to the Executive Director Student Operations.

5.9 College level Assessment Committees

- 5.9.1 There is to be a College Assessment Committee for each course made up of assessors, or delegates, for the units undertaken by students in the course.
- 5.9.2 A College Learning and Teaching Committee may decide that assessors in two or more courses are to meet jointly as one Assessment Committee.
- 5.9.3 The Associate Dean (Learning and Teaching) responsible for the course or courses is to chair the College Assessment Committee(s).
- 5.9.4 The Executive Director, Student Operations must provide schedules of results for the use of the College Assessment Committee(s).
- 5.9.5 When the schedules of results referred to in clause 5.9.4 are available, each College Assessment Committee is to meet to review the recommendations of the assessors and to ratify the results of each student in each unit of the course.

- 5.9.6 A College Assessment Committee considers the results of the assessments recommended by the assessors for each unit for each student enrolled in the course, and awards grades in accordance with these rules.
- 5.9.7 A College Assessment Committee is responsible for monitoring trends in assessment outcomes for individual units and for courses so that standards are maintained and there is consistency of approach over time. It shall report on its findings to the Executive Dean and Academic Senate annually.
- 5.9.8 The chair of the College Assessment Committee must notify the Executive Director, Student Operations of the changes.
- 5.9.9 The Associate Dean (Learning and Teaching) is to formally approve all results on behalf of Academic Senate, and the Executive Director, Student Operations is to notify students of them, including the percentage mark obtained where awarded.
- 5.9.10 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.
- 5.9.11 A result of which a student has been notified under this clause may not be altered except:
- (a) to correct an error; or
 - (b) to give effect to the result of an assessment review under clause 5.12; or
 - (c) to give effect to the decision in relation to a complaint under Part 8; or
 - (d) 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.

5.10 Eligibility for deferred examinations and supplementary assessment

- 5.10.1 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.
- 5.10.2 The application must be made within three days after the scheduled examination date and must be made in writing and accompanied by medical or other certification
- 5.10.3 The application to sit for a deferred examination may be approved after consultation with the Associate Dean (Learning and Teaching) where appropriate.
- 5.10.4 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.

- 5.10.5 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. That supplementary assessment will be in the same format as the final assessment (examination or an assessment task).
- 5.10.6 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 Assessment Committee meeting.
- 5.10.7 The University must give a student who is allowed to sit supplementary assessment at least 5 days' notice of that fact.
- 5.10.8 Academic Senate may prescribe guidelines, consistent with these rules, to be applied by assessment committees in considering students' eligibility for a supplementary examination.
- 5.10.9 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.

5.11 Eligibility for alternative assessment arrangements

- 5.11.1 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.
- 5.11.2 Without limiting subclause 5.11.1, 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.

5.12 Review of final result

- 5.12.1 A student may apply for a review of their final result notified to them under clause 5.5, only when there are academic or procedural reasons for the request.
- 5.12.2 A student must apply for a review of assessment within 10 days of the notification of results, with a prescribed application fee and required documents, following the process outlined in the *Assessment Policy*. Applications will be reviewed and the student will be notified regarding the outcome of their application for review of their final result.
- 5.12.3 If application for review of assessment is successful, the review will consist of:
- (a) an administrative review to check that all relevant work has been assessed and all marks have been totalled correctly; and,
 - (b) if deemed appropriate with reference to the *Assessment Policy*, a remark of the final assessment for the unit.

The student will be notified regarding the outcome of this review.

- 5.12.4 Where the review of assessment has resulted in a different grade than that originally awarded, the result will be formally amended and the application fee will be refunded.

PART 6 – ACADEMIC PROGRESS

6 Academic progress review

- 6.1.1 The Executive Dean, in consultation with the relevant 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) failed a unit for two or more times; or
 - (c) failed to satisfy any particular progress requirement or study plan prescribed by the relevant Learning and Teaching Committee.
- 6.1.2 Where appropriate, the Executive Dean may also in consultation with the relevant academic committee, conduct academic progress reviews in addition to the requirements under clause 6.1.1.
- 6.1.3 The Executive Dean may, having carried out a review under clause 6.1.1 or 6.1.2, decide that a student:
- (a) is excluded, absolutely or for a specified time, from further enrolment in the relevant course with academic status of excluded;
 - (b) will be permitted to re-enrol in that course with or without restrictions or conditions with academic status of conditional or supported respectively; or
 - (c) will be permitted to re-enrol in the course unconditionally with academic status of good standing.
- 6.1.4 The Executive Dean must report the result of an academic progress review to the relevant Learning and Teaching Committee and to the Executive Director, Student Operations. The University will advise the student of the outcome of the review.
- 6.1.5 Despite anything else in these rules, the Executive Dean has authority for determining any academic assessment matter affecting a student including eligibility for assessment, special assessment arrangements, finalisation of results, and academic progress decisions. The Executive Dean will report to the Chair of the Academic Senate on any decisions taken contrary to the Rule or the advice of a learning and teaching committee or Assessment Committee.
- 6.1.6 As a result of exclusion from a course, an individual's ability to self-enrol in other courses will be either restricted and/or monitored.

6.2 Admission or re-admission to a course after exclusion from a course

- 6.2.1 A student who has been excluded from a course may apply to be re-admitted to the course at the end of the exclusion period.
- 6.2.2 A student who has been excluded from a course may apply to be admitted to another course during or at the end of the exclusion period.
- 6.2.3 The University will take into account the following when considering an application:
- (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.
- 6.2.4 Students who are re-admitted to the course from which they have been excluded, or admitted to another course, will be given 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; and
 - (c) Good Standing if they are admitted to any course more than 5 years after they were excluded.

PART 7 – COMPLETION AND GRADUATION

7 Requirements and publication

- 7.1.1 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 shall 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 minor changes to the course of study to the Executive Dean of the relevant College.
- 7.1.2 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.

7.1.3 The Executive Dean of the relevant College must obtain the approval of Academic Senate before:

- (a) offering a unit in a teaching area new to the University;
- (b) adding or deleting a unit if that may substantially affect another College;
- (c) 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
- (d) introducing a new award.

7.1.4 An Executive Dean must not exercise the powers set out in clauses 7.1.2 or 7.1.3 in such a way that a student who is already enrolled in the award is disadvantaged by the change.

7.2 Maximum time for completion

7.2.1 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.

7.2.2 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.

7.2.3 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.

7.2.4 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 Executive Director, Student Operations who will notify the student in writing accordingly.

7.2.5 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.

7.3 Eligibility for award

7.3.1 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; and
- (b) the Executive Director, Student Operations 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 or other money, other than any fee or money that is subject to an agreed repayment arrangement.

7.3.2 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.

7.4 Posthumous awards

7.4.1 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;
- (d) any adjustments to the schedule under clause 7.1.2 and
- (e) 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.

7.5 Graduation

7.5.1 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. 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.

7.6 Revocation of awards

7.6.1 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.

7.6.2 The decision of the Council is final.

7.6.3 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.

7.7 Transcript of academic record

- 7.7.1 On receipt of the applicable fee, the Executive Director, Student Operations 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.

PART 8 – COMPLAINTS ABOUT CONDUCT AND REVIEW OF DECISIONS UNDER THESE RULES

The right to review of decisions applies specifically to Part 5 and Part 6 of the Rule

8.1 Right to lodge a complaint

- 8.1.1 Where an applicant or a student has a complaint about their treatment, quality of service or conduct of staff in relation to the application of this Rule, they should try and resolve the complaint by following the six steps for complaint resolution (<http://www.utas.edu.au/curriculum-and-quality/student-complaints/how-to-resolve-a-student-complaint>).
- 8.1.2 Part 2 of Ordinance 8 – Student Complaints applies to a complaint under this Rule with any necessary changes including that reference to ‘student’ in Part 2 of Ordinance 8 will be read to include reference to ‘applicant’.

8.2 Right to request a review of or appeal a decision

- 8.2.1 Where an applicant or a student is dissatisfied with an administrative or academic decision made in accordance with these Rules, they must first contact the original decision maker to seek clarification of the reasons for the decision.
- 8.2.2 Where an applicant or a student is not satisfied after seeking clarification from the original decision maker, they may lodge, in certain circumstances a Review of a Decision Form, or a Notice of Appeal in accordance with Schedule A.
- 8.2.3 Where available, an applicant or a student who remains dissatisfied with the outcome of a review may lodge a Notice of Appeal in accordance with Schedule A.

Schedule A

PART 8 – REVIEW OF DECISIONS UNDER THESE RULES

Right to request a review of or appeal a decision

Rule 26.2

1. An applicant or student may request a review or appeal in relation to the following decisions:

Decision Type	Decision maker	Review Officer	Appeal Body
Clause 2.4.1 - Withdrawal/revocation of admission	Executive Director, Student Operations	Not available	Complaints Appeals Committee
Clause 2.4.2 - Refusal of admission	Chief Operating Officer	Not available	Complaints Appeals Committee
Clauses 3.2.1 and 3.5 - Advanced standing	Executive Dean	College Academic Progress Review Committee	Complaints Appeals Committee
Clause 4.5.1 - Amendment to enrolment	Executive Dean	Not available	Complaints Appeals Committee
Clause 4.6 - Deferral of enrolment	Executive Dean	Not available	Complaints Appeals Committee
Clause 4.8.1 - Leave of absence	Executive Dean	Not available	Complaints Appeals Committee
Clause 13.1 - Eligibility to sit for a deferred examination	Executive Director Student Experience	Not available	Complaints Appeals Committee
Clause 14.1 - Eligibility for alternative assessment arrangements	Learning Access Plan Associate Dean (Learning and Teaching) Any other - Executive Director Student Experience	Not available	Complaints Appeals Committee
Clause 15.1 - Eligibility for supplementary examinations	The Assessors Committee	Not available	Complaints Appeals Committee

Clause 16 - Review of final assessment	Executive Dean	College Academic Progress Review Committee	Complaints Appeals Committee
Clause 17.3 - Academic progress review	Executive Dean	College Academic Progress Review Committee	Complaints Appeals Committee
Clause 17.5 - Any other academic assessment matter	Executive Dean	Not available	Complaints Appeals Committee
Clause 18 – Re-admission after exclusion	Executive Dean	Not available	Complaints Appeals Committee
Clauses 21.2 and 21.4 - Maximum time for completion	Executive Dean	Not available	Complaints Appeals Committee
Clause 22.1 (a) - Eligibility for award	Executive Dean	Not available	Complaints Appeals Committee

2. A request for a review of a decision may only be made on the grounds that:
- a. the procedure for dealing with the matter was unfair in the circumstances because one or more of the following things occurred:
 - i. the individual affected was not given a reasonable opportunity, appropriate to the circumstances, to present his or her case or provide an explanation, before the decision was made;
 - ii. the decision maker in making the decision was biased or there was a reasonable apprehension of bias, against the individual affected;
 - iii. the decision maker in making the decision, took an irrelevant consideration into account;
 - iv. the decision maker in making the decision, failed to take a relevant consideration into account;
 - v. the decision maker in making the decision, acted dishonestly or for an improper purpose;
 - vi. there was no evidence to justify the decision made by the decision maker;
 - vii. the decision was so illogical or unreasonable that it could not have been rationally made;
 - viii. the decision maker made the decision in the particular case in accordance with the wishes of another person;
 - ix. the required procedure for making the decision was not followed;
 - b. evidence that the individual did not have at the time of the decision, and could not by reasonable diligence have obtained at that time,

AND it had the potential to affect the decision.

3. An appeal against a decision may only be made on one or more of the following grounds:
 - (a) personal bias or ill will on the part of the person or body making the decision;
 - (b) failure to comply with the principles of natural justice, but a ground which alleges that the decision maker considered evidence in breach of the principles of natural justice will not be sufficient for the purposes of this clause if the decision maker considered that evidence in accordance with this Rule and any relevant guidelines; (note items listed above in relation to a review are examples of a failure to comply with the principles of natural justice)
 - (c) evidence that the student did not have at the time of the decision, and could not by reasonable diligence have obtained at that time, and that would probably have affected the decision.
4. A request for a review of and an appeal against a decision must be:
 - a) made in writing using the applicable form together with all supporting documentation
 - b) brought no later than 20 working days after the individual was provided with notice of the decision; and
 - c) delivered to the body dealing with the review or appeal.
5. Parts 3 of Ordinance 8 – Student Complaints, except clause 3.1.4, applies to the request for a review of a decision under this Rule, as if references to the Student Complaints Tribunal were references to the College academic progress review committee and with any necessary changes, and in particular as if any reference to a staff member who is the subject of the complaint was omitted.
6. Assessment of a request for review must commence within ten days of it being delivered in accordance with clause 4 of this Schedule A and a meeting of the College academic progress review committee must be convened, within 10 days after the time period has elapsed within which a student may seek an appeal. In exceptional circumstances in which it is not practicable for the committee to meet within that time, the secretary must make sure that the committee meets at the earliest practicable time.
7. The College academic progress review committee will be chaired by the Executive Dean of the College or a nominee of the Executive Dean and will comprise at least 2 members of the academic staff of the College who have not had any previous dealing with the student.
8. Part 4 of Ordinance 8 – Student Complaints applies to an appeal of a decision under this Rule with any necessary changes.