GENERAL REGULATIONS

Purpose: These General Regulations apply to all students in the programs and courses offered at The University of Notre Dame Australia

Responsible Owner: Academic Registrar
Responsible Office: Office of the Academic Registrar
Contact Officer: Campus Registrar
Effective Date: 28 August 2020

Updated from version dated 14 August 2020 to reflect new positions of Provost and PVC, Student Experience.
Approved by Vice Chancellor: 28 August 2020
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1 INTRODUCTION

1.1 General Regulations
These General Regulations apply to all Students in Programs and Courses offered at The University of Notre Dame Australia.

1.2 Additional Regulations
In addition to the General Regulations, the University has the following Regulations:
   (a) School Regulations that apply to Students in that School.
   (b) Research Degree Regulations that apply to Students undertaking Research Degrees.
   (c) Program Regulations that apply to Students undertaking that Program.
   (d) Notre Dame Study Centre Regulations that apply to Students undertaking Notre Dame Study Centre Programs.

1.3 Interaction between Regulations
   (a) School Regulations, Research Degree Regulations and Program Regulations must be read in conjunction with each other and the General Regulations.
   (b) If there is a conflict between the General Regulations and any other regulation, in the absence of a specific provision to the contrary, the General Regulations prevail.

1.4 Interpretations and definitions
In the General Regulations, the following definitions apply:

   Act: The University of Notre Dame Australia Act 1989.

   Academic Penalty: A final grade of Withdrawal with Fail imposed for any Course the Student is enrolled in where the Student withdraws in writing from that Course after the Academic Penalty Date but before the last teaching date of the Course.

   Academic Penalty Date: The date published by the University on the University website as the last date a Student can apply to withdraw in writing from a Course without Academic Penalty. The Academic Penalty Date is generally calculated as the seven tenths point of the teaching period of the Course, although an earlier date may be set for some Courses.

   Advanced Standing: Specified or Unspecified Credit toward a Program for previously completed formal studies or recognised prior learning.

   Academic Status: A measure of the Student’s academic achievement reviewed at the conclusion of each Study Period.

   Audit Enrolment: Where a Student attends lectures, tutorials and other organised activities of the Course but does not submit assignments or sit the Course examination and does not receive a final grade.

   AWOL: An administrative status used to reflect a Student who has no Course enrolment (Absent Without Leave) and is not on an approved Leave of Absence.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Examiners</td>
<td>Has the same meaning as given in the University Statutes.</td>
</tr>
<tr>
<td>Campus</td>
<td>Has the same meaning as given in the University Statutes.</td>
</tr>
<tr>
<td>Census Date</td>
<td>Has the same meaning as provided in HESA. The University will publish the Census Date for all Courses on the University’s website.</td>
</tr>
<tr>
<td>Certificate</td>
<td>An approved undergraduate award of the University typically requiring six months of full-time equivalent study.</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>The University Student Code of Conduct formally endorsed by the Board of Directors.</td>
</tr>
<tr>
<td>Cognate Discipline</td>
<td>A discipline that is closely related to another by knowledge, academic literacy and skills, inquiry, research methods, and/or professional practice.</td>
</tr>
<tr>
<td>Combined Degree</td>
<td>A combination of two individually approved degree programs into a new single Program. The Program has one program code and one set of Program Regulations and results in one testamur.</td>
</tr>
<tr>
<td>Compulsory Community Commitment</td>
<td>A mandatory commitment on a state, national or international level that is beyond a Student’s control and includes (but not limited to) a sporting, cultural, military, emergency service and/or legal field that has been identified to the University at the time of enrolment in a Course and/or Program or as soon as practicable after the mandatory commitment arises.</td>
</tr>
<tr>
<td>Conceded Pass</td>
<td>A grade for a Course that the Board of Examiners has allowed the Student to pass even though the percentage mark achieved by the Student is less than the deemed pass mark for the Course. A Conceded Pass can only be awarded where the Student has achieved a result in the mark range set out in the General Regulations. The originally assigned percentage mark shall not be changed.</td>
</tr>
<tr>
<td>Concurrent Enrolment</td>
<td>When a Student enrolls in two separate degree Programs at the University which are not offered as a Double Degree.</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>Has the same meaning as given in the University Statutes.</td>
</tr>
<tr>
<td>Co-requisite Course</td>
<td>A Course which must be studied concurrently with the Course for which it is prescribed.</td>
</tr>
<tr>
<td>Course</td>
<td>A Course of study that is discrete in its objectives, content, methods and assessment.</td>
</tr>
<tr>
<td>Course Coordinator</td>
<td>The person designated by the Dean to be the lecturer in charge of a Course and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the Course.</td>
</tr>
</tbody>
</table>
**Cross-Institutional Enrolment**
A Course undertaken and completed by a Student at another approved institution during the time that the Student is enrolled in a Program and for which the University grants credit towards a Program.

**CSP**
Commonwealth Supported Place.

**Dean**
Unless otherwise specified, means a reference to the Dean of the School that offers the Program in which the Student (the subject of the Regulation) is enrolled or seeks enrolment. (N.B. Where applicable, may also refer to the Directors of the Notre Dame Study Centre, or Research)

**Deferred Examination**
An examination that examines the same learning outcomes as the final Invigilated Examination and is conducted under the same invigilated conditions as an Invigilated Examination, but is held in the next examination period following the Board of Examiners’ meetings for each Study Period, but no later than the commencement of the following Semester or as scheduled by the Campus Registrar.

**Degree**
An academic award conferred by the University upon a Student who completes a prescribed undergraduate or postgraduate Program.

**Diploma**
An approved award of the University typically requiring one year of full-time equivalent study.

**Directed Individual Study Course**
A Course formally approved by a School that is specially designed to meet the needs and interests of an individual Student.

**Dissertation**
A written work that comprises at least one Semester of full-time equivalent study.

**Double Degree**
A study program from two disciplines that allows accelerated completion and conferral of two Degrees as separate awards (with two testamurs) on a Student who has complied with the Program Regulations for each Degree.

**EFTSL**
Equivalent Full-Time Student Load as defined in HESA.

**Elective**
A Course that is not a compulsory Course of a Degree and which may be enrolled in by a Student provided that:

(a) the Degree complies with these or applicable Program Regulations in relation to the number of 100 and 200 level Courses that can be included in the program;

(b) the Student has the appropriate Prerequisite and Co-requisite Courses;

(c) the Student has approval to enrol in the Course from both the Dean of the Student’s School and the Dean of the School offering the Course (if different).

**ELICOS Program**
Component courses offered in accordance with the English Language Intensive Courses for Overseas Students (ELICOS) National Standards.
<table>
<thead>
<tr>
<th><strong>Enrolment Overload</strong></th>
<th>When a Student enrols in more than the standard number of Units of Credit in a particular Semester or year of a Program.</th>
</tr>
</thead>
</table>
| **Exceptional Circumstances** | Circumstances as outlined in a relevant Policy, Procedure or Guideline, which are beyond the student’s control and are of a serious nature (including but not limited to):  
  a) Medical grounds, such as: illness, disability, impairment or incapacitation;  
  b) Misadventure, such as: a serious and unexpected event, such as an accident which is entirely beyond the student’s control;  
  c) Compassionate grounds, such as: death or serious injury of an immediate family member or close friend;  
  d) Trauma, such as: financial adversity, family breakdown, unexpected loss of employment, serious disturbance in domestic arrangements, crime or accident, or natural disaster;  
  e) Compulsory community commitments, such as: religious commitments, state, national or international service in terms of sporting, military, emergency service and/or legal service (jury duty or court/tribunal/hearing commitments). |
| **File Closed** | An administrative status indicating that a Student’s enrolment record at the University has been closed due to the Student’s non-enrolment. |
| **Final Enrolment Date** | The final date by which all Students must enrol in Courses as proclaimed by the Academic Registrar. |
| **General Elective** | A Course that can be selected from a range of offerings available at the University. |
| **Grade** | The summative assessment of performance represented as a unit of measurement in the form of a letter grade. |
| **Grade Point Average (GPA)** | A numerical calculation of a Grade Point Average weighted by Units of Credit, of the results received over a defined study period or over an entire program. It is calculated by:  

\[
\text{GPA} = \frac{\sum (\text{Course Units of Credits} \times \text{Grade Point})}{\sum \text{Course Units of Credit}}
\]

| **Graduand** | A Student who has satisfied the requirements for an academic award prior to the conferral of that award. |
| **Graduate Certificate** | An approved postgraduate award of the University typically requiring six months of full-time equivalent study. |
| **Graduate Diploma** | An approved postgraduate award of the University typically requiring one year of full-time equivalent study. |
| **Graduate** | A person who has received an academic Award or Degree on completion of their university studies. |
Hall of Residence: Any accommodation provided to Residential Students directly by the University, whether that accommodation is located on a Campus or not.


Home Campus: The Campus where a Student enrols in a Program.

Honours: An Undergraduate Degree requiring a higher academic standard than a pass and that normally requires a year of study in addition to a three-year Bachelor Degree in a discipline or an honours stream that is studied concurrently in the final years of a four year (or more) Bachelor Degree in a discipline.

Host Campus: A Campus that is not a Student’s Home Campus where the Student undertakes some Courses.

Invigilated Examination: An examination conducted by the Registrar’s Office under supervised conditions.

Irregularly Scheduled Examination: An examination that examines the same learning outcomes as the final Invigilated Examination and is conducted under the same invigilated conditions as an Invigilated Examination but is held at a different time, date and/or place that is ordinarily:
(a) on a date during the official examination period; and/or
(b) at a time commencing before the regularly scheduled examination, unless otherwise approved by the Campus Registrar.

Late Fee: A charge levied by the Academic Registrar and published on the website.

Major: An approved sequence within an undergraduate Program of at least eight Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

Mark: The summative assessment of performance represented numerically.

Minor: An approved sequence within an undergraduate Program of at least six Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

Not-For-Degree: Enrolment in a Course for which a Student completes all assessment requirements without obtaining credit toward a Program.

Pathway Program: A program offered by the University for preparation for tertiary study.

Placement: A practicum, internship, or any other professional work experience to be undertaken by a Student as part of an approved Program.

Placement Provider: Any third party that is not the University where a Student undertakes a Placement.
<table>
<thead>
<tr>
<th><strong>Postgraduate Award</strong></th>
<th>A Graduate Diploma or Graduate Certificate that a Student undertakes after having obtained an Undergraduate Degree.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Postgraduate Degree</strong></td>
<td>A Master or Doctoral Degree that a Student undertakes after having obtained an Undergraduate Degree.</td>
</tr>
<tr>
<td><strong>Postgraduate Student</strong></td>
<td>A Student enrolled in a Postgraduate Award or Degree.</td>
</tr>
<tr>
<td><strong>Pre-requisite Course</strong></td>
<td>A Course or other requirement(s) that must be successfully completed prior to taking a certain Course.</td>
</tr>
<tr>
<td><strong>Prescribed Elective</strong></td>
<td>A Course selected from a list in the relevant Program Regulations.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>A program of study approved by the University the completion of which leads to the awarding of a Degree, Diploma or Certificate, at undergraduate or postgraduate level.</td>
</tr>
<tr>
<td><strong>Program Coordinator</strong></td>
<td>The person designated by the Dean to be the person in charge of a Program and who shall be responsible to the Dean for the overall coordination of the Program.</td>
</tr>
<tr>
<td><strong>Research Committee</strong></td>
<td>Has the same meaning as given in the University Statutes.</td>
</tr>
<tr>
<td><strong>RPL</strong></td>
<td>Recognition of prior learning granted by the University as credit toward a Course, on the basis of learning acquired:</td>
</tr>
<tr>
<td></td>
<td>(a) by way of a professional body, enterprise, private educational institution or by any other provider recognised by the University; and/or</td>
</tr>
<tr>
<td></td>
<td>(b) through work or life experience.</td>
</tr>
<tr>
<td><strong>Re-marking</strong></td>
<td>Marking and assessment (other than an examination) for a second time where that assessment has not been altered or added to by the Student in circumstances where the Student considers the assessment has been unfairly or inappropriately assessed.</td>
</tr>
<tr>
<td><strong>Research Degree</strong></td>
<td>A Master by Research, a Master of Philosophy, a professional Doctorate in any discipline, and the Doctor of Philosophy.</td>
</tr>
<tr>
<td><strong>Research Project</strong></td>
<td>Written work that represents less than half of the academic requirements for a Degree and the research underpinning the project comprises less than one Semester of full-time equivalent study.</td>
</tr>
<tr>
<td><strong>Residential Student</strong></td>
<td>A Student who resides in a Hall of Residence.</td>
</tr>
<tr>
<td><strong>Resource Materials</strong></td>
<td>Includes, but is not limited to, dictionaries, calculators, textbooks, mobile electronic devices and Student notes.</td>
</tr>
</tbody>
</table>
Resubmit: Where a Student submits for marking a piece of work that has been altered, added to, rewritten or reworked by the Student subsequent to the original assessment being made.

Satisfactory Progress: Where a Student passes 50% or more of the enrolled Units of Credit load in a Study Period.

School: Has the same meaning as given in the University Statutes.

Special Topics: A Course of study with more than one student enrolled that addresses a topic in the discipline not covered by the published list of Courses offered by the School.

Specialisation: An approved sequence within an Undergraduate Program or Postgraduate Program of at least four Courses of 25 Units of Credit (or equivalent) that develops a particular academic theme.

Student: A person enrolled in a Program or Course at The University of Notre Dame Australia.

Student File: The physical file retained by Student Administration and managed by the Campus Registrar, which is the central official University repository for all relevant documents and correspondence relating to a Student’s admission, enrolment, examinations, academic progress, appeals, disciplinary action, etc.

Study Abroad: Any University approved and/or organised arrangement that:
(a) enables a Student to complete part of their study in another country;
(b) enables a Student from an overseas university to complete part of their study in this country.

Study Period: A division of the calendar year used in academic scheduling. The academic year is divided into two Study Periods:
Study Period 1: Summer Term and Semester 1
Study Period 2: Winter Term and Semester 2

Supplementary Examination: An examination that is different in content from an Invigilated Examination and is required to be sat by a Student at a time, place and date set by the Campus Registrar and is sat in addition to the Invigilated Examination.

TPP: Tertiary Pathway Program.

Thesis: A substantial written work that represents at least two thirds of a Degree, with the research underpinning the Thesis comprising at least one year of full-time equivalent study; or
An Honours paper submitted in part requirement for an Honours Degree.

Uncredentialled Experience: Experience or knowledge obtained outside of formal education, including work, life or other practical experience.
Under Examination
The period following the approved submission of the thesis to the Research Office until the time the student has been approved to graduate AND/OR the student is required to re-enrol to undergo a re-examination and/or further revisions of the thesis, whichever is first.

Undergraduate Degree
An accredited post-secondary Program at the level of Bachelor Degree, (with or without Honours) including graduate entry Bachelor Degrees.

Undergraduate Student
A Student enrolled in an Undergraduate Degree.

Units of Credit
The number of points allocated to a particular Course or Program. Units of Credit for particular Courses are added together towards a total score for the Program for which a qualification is awarded.

University Statutes
The Statutes of the University made under the authority of Section 20 of the Act.

Unsatisfactory Progress
Where a Student fails more than 50% of the enrolled Units of Credit load in a Study Period.

VET (Vocational Educational Training)
The program of post-compulsory vocational education and training, excluding Degree and higher level programs, delivered by tertiary institutions.

Vertical Double Degree
An articulated pathway through sequential enrolments in two different AQF award levels, normally a Bachelor and Master (Coursework) degree, whereby the overall duration is usually reduced.

Volume of Learning
The Volume of Learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in full-time years.

\[
\text{Total Program Credits} = \frac{\text{Sum (Course Units of Credits x Course Mark)}}{\text{Sum (Course Units of Credit)}}
\]

Weighted Average Mark
A numerical calculation of the percentage average, weighted by Units of Credit, of all marks achieved by a student over a defined study period, or over an entire program. It is calculated by:

\[
\frac{\text{Sum (Course Units of Credits x Course Mark)}}{\text{Sum (Course Units of Credit)}}
\]

Working Day
A day in which the University is open for business but does not include public holidays or weekends.

1.5 Applicability to VET and ELICOS Students
1.5.1 These Regulations apply to Students enrolled in VET programs at the University to the extent that they are relevant. When applied to VET Students, any reference to “the Dean” shall be a reference to “the Head of the VET program” and any reference to “the Board of Examiners” shall be a reference to “the Board of Assessors”.

The University of Notre Dame Australia – effective from 28 August 2020
1.5.2 These Regulations apply to Students enrolled in ELICOS Programs to the extent that they are relevant. Any reference to “the Dean” in relation to ELICOS Students shall be a reference to the “Director, Notre Dame Study Centre”.

1.6 Amendments to General Regulations
When the Vice Chancellor approves amendments to the General Regulations, the amendments automatically apply to all Students.

1.7 Amendments to other Regulations
(a) When the Vice Chancellor approves amendments to any of School Regulations or Research Degree Regulations or Program Regulations, the amendments automatically apply to all Students enrolled in that School, Research Degree or Program (as the case may be).
(b) Where the amendments made are disadvantageous to a Student, the Student may apply in writing to the Dean (for School or Program Regulations) or the Provost (for Research Degree Regulations) for permission to complete the requirements of the Regulations in effect at the time the Student first enrolled. That application may be upheld or denied as the Dean or Provost sees fit.

1.8 School Policies
A Dean may develop and implement a Policy, Guideline or Procedure provided that it does not conflict with these General Regulations, the University Statutes or any Policy, Guideline or Procedure that may be introduced or amended by the Vice Chancellor

1.9 Delegation of power under these Regulations
1.9.1 Powers granted in these Regulations, including but not limited to those expressly mentioned below, may be delegated with the authority of the Vice Chancellor and pursuant to the University’s Delegation Schedule:
(a) Vice Chancellor
(b) Deputy Vice Chancellor
(c) Pro Vice Chancellor
(d) Academic Registrar
(e) Campus Registrar
(f) Dean
(g) Associate Dean
(h) Program Coordinator
1.9.2 Where these Regulations refer to a member of the University staff by a title:
(a) the definition of the role may be found in the University Statutes; or
(b) the definition means the staff member appointed to that title by the Vice Chancellor; or
(c) the definition means the staff member appointed to undertake duties as required by that title by the Vice Chancellor.
2 ADMISSIONS AND ENROLMENT

2.1 General

2.1.1 The Vice Chancellor decides the number of persons who may in any year:
(a) be admitted as Students of the University; and/or
(b) be admitted to a particular Program for a Degree, Diploma or Certificate; and/or
(c) be enrolled for a Course or sequence of Courses taught in the University.

2.1.2 The requirements for admission to a Program or Course offered by the University are detailed in Policy: Admissions and the supporting Procedure: Admission to Higher Education, VET and Pathway Programs and Courses.

2.1.3 The applicant must provide their full legal name as specified on their proof of identity documents.

2.2 Not-For-Degree Enrolment

2.2.1 Not-For-Degree Students are liable for all fees and charges of the University in respect to their enrolment and cannot be deferred to a HELP loan.

2.2.2 Where a Not-For-Degree Student subsequently applies for and the University approves enrolment in an award Program at the University, all compulsory Courses in the award Program that have been studied on a Not-For-Degree basis at the University will be subject to credit transfer.

2.3 Deferred Commencement

2.3.1 When the University has made an offer of admission, an applicant may accept the offer and then be eligible to defer the commencement of their study.

2.3.2 Applications to defer commencement must be made to the Admissions Office in writing, and will be accepted until the close of business on the first day of Semester.

2.3.3 After the first day of Semester, a Student must apply for a Leave of Absence if they do not intend to study in that Semester.

2.3.4 Ordinarily, the maximum period for which an applicant can defer commencement of study is two Study Periods. Any longer period is at the discretion of the Provost in consultation with the Campus Registrar and the Dean.

2.3.5 The University can refuse deferred commencement for any Program.

2.3.6 Where the University has approved an application for deferred commencement, the Student must confirm his/her intention to commence study no later than:
(a) the end of June for commencement in Semester Two; or
(b) the end of January for commencement in Semester One, of the year in which study will commence. If the University does not receive notification by the due date, the offer of a deferred place may lapse.

2.3.7 If, during the period of deferral, a Student is subsequently excluded, suspended or otherwise terminated, from another tertiary institution, the University may withdraw the deferred place.

2.3.8 A Student who has accepted a CSP forfeits the CSP if they defer commencement of study. The Student may apply in writing to the Campus Registrar to seek reinstatement of the CSP at the end of the period of deferral. The Campus Registrar shall determine the outcome of the application based on consideration of the allocation of all CSPs for the Semester in which the Student commences study.

2.4 Cancellation of Offer and/or Enrolment
2.4.1 Where an applicant has been offered a place in the University on the basis of inaccurate, incomplete or misleading information, the Campus Registrar may cancel that offer whether or not it has been accepted by the applicant.

2.4.2 Where a Student is enrolled in a Program on the basis of inaccurate, incomplete or misleading information, the Campus Registrar may cancel the Student’s enrolment.

2.4.3 The Campus Registrar may refuse an application for enrolment or cancel an existing enrolment where:
   (a) the enrolment does not comply with the rules set out in Regulation 2.6;
   (b) an applicable quota would be exceeded; or
   (c) the Program or Course in which the applicant seeks to enrol will not be offered in the Semester applied for.

2.4.4 The Campus Registrar may refuse an application for enrolment or cancel a Student’s enrolment where he or she is satisfied that by reason of the conviction of the applicant of a criminal offence or the conduct, circumstances or capacity of the applicant, the enrolment of the applicant is likely to be prejudicial to the interests of, or bring disrepute upon, or potentially endanger the safety and wellbeing of the University, its staff, students or governing body.

2.4.5 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.5 Readmission

2.5.1 A Student whose enrolment has ceased due to factors including, but not limited to, withdrawal from Program, termination, suspension, continued leave of absence, or repeated withdrawal, may apply in writing to the Campus Registrar for readmission, noting that Students who:
   (a) wish to resume their studies after a period of more than 10 years, or
   (b) wish to study a higher level of qualification than that previously studied;
   are required to submit a new application for admission.

2.5.2 All applicants for readmission shall be considered on the basis of their academic performance, the availability of places in the Courses and/or Program, the merits of the application against all other applicants for the same Program at that time and any other matters the Campus Registrar considers relevant in reaching a decision.

2.5.3 A Student seeking readmission into the University may be required to:
   (a) repeat specified Courses where those Courses were completed more than 10 years ago;
   (b) repeat specified Courses where those Courses were completed within 10 years but content currency cannot be assured; and/or
   (c) complete the Degree or award by a given date.

2.5.4 The Campus Registrar will determine readmission in consultation with the Dean and any other staff member the Campus Registrar deems appropriate.

2.5.5 If the Campus Registrar approves a Student’s readmission to the University, the Student will be permitted to re-enrol in the Program approved by the Campus Registrar and on such conditions, if any, the Campus Registrar deems appropriate, including but not limited to:
   (a) imposing a reduced enrolment load; and/or
   (b) scheduling a program counselling appointment(s) with the Student’s Program Coordinator.
2.5.6 If the Campus Registrar approves a Student’s readmission to the University, the student will be returned to their previous academic status.

2.5.7 Readmission into a Program for a semester will not be permitted after the end of Week 2 of that semester, unless approved by the Campus Registrar.

2.5.8 If a Student seeks to change into a different Program when applying for readmission to the University, the Student must indicate the proposed change of Program in their written application to the Campus Registrar.

2.5.9 A Student must pay in full any outstanding fees and charges applicable to prior studies before the University will process an application for readmission.

2.5.10 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.6 Enrolment

2.6.1 A domestic Student must:
   (a) submit an acceptance to the University’s offer of a place in a Program; and
   (b) complete an enrolment; and
   (c) comply with any specific conditions of enrolment specified in School or Program Regulations and their letter of offer; and
   (d) pay or complete and submit to the Fees Office a FEE-HELP or HECS-HELP application form, or make appropriate arrangements with the Fees Office to pay, all applicable fees and charges prior to the published Census Date, including any fees and charges that may be outstanding.

2.6.2 An International Student must:
   (a) submit an acceptance to the University’s offer of a place in a Program; and
   (b) comply with any specific conditions of enrolment specified in School or Program regulations and any written agreement; and
   (c) be issued with a Confirmation of Enrolment if required; and
   (d) complete an enrolment; and
   (e) pay or make appropriate arrangements with the Fees Office to pay all applicable fees and charges prior to the commencement of the Semester, including any fees and charges that may be outstanding.

2.6.3 When a Student is not officially enrolled in either Courses or supervised research in a given Semester, the Student will cease to have access to University resources including but not limited to, ongoing supervision related to coursework or supervised research Courses.

2.6.4 Where a Student is enrolled in an Undergraduate Degree that contains a research project, a Degree with Honours, a Postgraduate Coursework Degree, a Postgraduate Coursework and Dissertation Degree or a Degree by Thesis, the Student must be officially enrolled in the appropriate coursework, supervised Dissertation or supervised research Courses up to and including the Semester in which the Research Project, Dissertation or Thesis is submitted for examination.

2.6.5 Where a Research Project, Dissertation or Thesis is submitted for examination but subsequently requires further work, the Student must re-enrol.

2.7 Conditions of Enrolment

2.7.1 By enrolling in the University, a Student is deemed to agree to abide by the:
   (a) Statutes of the University;
(b) Rules, Regulations and By-laws of the University;
(c) Codes of Conduct of the University; and
(d) Policies and procedures of the University,
in force and as may be amended from time to time.

2.7.2 It is a condition of enrolment at the University that a Student undertakes to keep the University informed of any changes to his/her personal details and to provide notification as soon as possible of a change of details to the Registrar’s Office.

2.7.3 All documents submitted in support of an application for admission, Course enrolment, changes of enrolment or Student details, in application for Advanced Standing and other Student administrative matters remain the property of the University.

2.7.4 The Dean (or delegate) must approve all Course enrolments.

2.7.5 The Dean may prescribe Course(s) and/or conditions a Student must enrol into or adhere to in a given Semester.

2.7.6 The Dean may refuse a Student’s Course enrolment on such grounds, including, but not limited to:
(a) failure in a Pre-requisite Course;
(b) failure to comply with a condition set by the Dean or Campus Registrar;
(c) Deferred/Supplementary Examinations have not been completed; and/or
(d) any other grounds the Dean deems appropriate.

2.7.7 The Campus Registrar may refuse Course enrolment where a Student has outstanding fees.

2.7.8 If a Student has a number of approved Deferred and/or Supplementary Examinations greater than a full-time Semester load, the Student must obtain the approval of the Dean and the Campus Registrar before the Student can re-enrol for the next Semester. The Dean may impose conditions on the Student’s re-enrolment, including, but not limited to, a part-time enrolment load for the next Semester.

2.7.9 An applicant who is dissatisfied with a decision with respect to readmission, or has had their offer and/or enrolment cancelled by the Campus Registrar may lodge a written appeal against the decision in accordance with the Policy: Student Appeals.

2.8 Enrolment Deadlines

2.8.1 Students are required to enrol in Courses of their Program by the Final Enrolment Date.

2.8.2 The Campus Registrar may allow a Student to enrol late into a Course(s) (after the Final Enrolment Date) in a Semester and/or Term, provided the Student receives the approval of the Dean.

2.9 Enrolment Load

2.9.1 Enrolment load is measured in EFTSL. A full-time Student will normally be enrolled in 1 EFTSL. An EFTSL of less than 0.75 is defined as a part-time study load.

2.9.2 International Students must have a full-time load as defined by the appropriate authorities.

2.9.3 A Student enrolled in a Course in Summer Term or Winter Term will have the EFTSL value of that Course contribute to the total enrolment load for the Semester that immediately follows the term. That is, a Student’s Summer Term enrolment load will be combined with their Semester 1 enrolment load; a Student’s Winter Term enrolment load will be combined with their Semester 2 enrolment load.
2.10 **Enrolment in Course(s) in addition to the Minimum Program Requirements**

2.10.1 Students may enrol in Courses that are additional to the minimum requirements of their Program with the Dean’s approval.

2.10.2 Students’ grades for additional Courses will contribute towards their GPA. Where a Student has already successfully completed a Course, each enrolment in that Course will be shown on the Program transcript and all grades will contribute towards a GPA. Students cannot select or remove Courses or Grades from their Program transcript or GPA.

2.10.3 Standard fees will apply to all Courses of study that are additional to the minimum Program requirements.

2.10.4 International Students can only apply for additional Courses if they can be completed within the normal Program duration period and without extending their approved length of stay as per immigration visa requirements.

2.11 **Enrolment Overload**

2.11.1 The University only permits Enrolment Overload in the first year of a Program in exceptional circumstances and with the approval of the Dean.

2.11.2 A Student requesting an Enrolment Overload in the second or later years of a Program must obtain approval from the Dean. Such approval shall generally be dependent upon the Student having obtained a Credit average in the Semester preceding the request.

2.11.3 A Student must pay any fees and charges associated with the additional load.

2.12 **Cross-Campus Course Enrolment**

2.12.1 A Student may be permitted to enrol in Courses of their Program at a Host Campus provided that:

(a) the Student’s enrolment in the Course is permitted under the specific Program regulations; and

(b) the Student’s enrolment in the Course is approved by the Dean of the Home Campus and the Dean of the Host Campus; and

(c) the enrolment of the Student in the Course on the Host Campus does not exceed any number limitations placed on that Course.

2.12.2 A Student must submit the application for cross-campus Course enrolment at least 10 Working Days before the start of the Semester in which they wish to enrol, unless extension of time is approved by the Deans of both the Home Campus and Host Campus.

2.12.3 Cross-campus Course enrolment is normally limited to a maximum period of one year (two Semesters).

2.12.4 If a Student elects to take the majority of their Course Units of Credit at the Host Campus for a further (third) Semester, the Student shall normally be required to apply for transfer to that Campus.

2.13 **Campus Transfer**

2.13.1 A Student may apply for a transfer to another Campus for all or part of their Program at the end of a Semester. A Student must submit the application for a transfer to another Campus at least one Semester before the proposed transfer is to occur.

2.13.2 The University’s approval of an application for transfer to another Campus is dependent upon:

(a) the availability of the Program and a place in the Program on the Host Campus;
(b) compliance with any academic criteria that apply to that Program on the Host Campus; and

(c) approval of the Dean of the Host Campus.

2.13.3 Where the Student holds a scholarship of any type and the Student seeks to transfer to another Campus, the Student may be required to relinquish the scholarship depending on the eligibility criteria of the scholarship. A Student who holds an Academic Scholarship may apply in writing to the Campus Registrar of the proposed Host Campus for the transfer of that Academic Scholarship.

2.13.4 Where the Student holds a CSP and subject to legislation, the Student shall normally relinquish the CSP on transfer to another Campus. The Student may apply to the Campus Registrar for a CSP at the new Campus, if such places are available.

2.13.5 A Student may be required to pay:

(a) a fee set by the Academic Registrar if the Student seeks to transfer Campus on more than one occasion; and/or

(b) a Late Fee where an application to transfer to another Campus is received late.

2.13.6 Where a Student puts in an application for a transfer to another Campus and that application is denied by the Dean of the Host Campus, the Student may appeal the decision in accordance with the Policy: Student Appeals.

2.14 Change of Program

2.14.1 A Student who:

(a) has yet to commence study in a Program; or

(b) is currently enrolled in a Program; or

(c) has been terminated from a Program may apply for a change of Program. If the Student wishes to study a higher level of qualification than that being currently undertaken, they must submit an application to the Admissions Office as per Section 2: ADMISSIONS AND ENROLMENT.

2.14.2 Change of Program is not automatic and may be dependent upon the availability of a place in the proposed Program and any academic criteria that may apply to the proposed Program.

2.14.3 Where the Student holds a CSP for their Program, the Student shall normally relinquish the CSP on change into another Program.

2.14.4 Where the Student holds a scholarship of any type for their Program, the Student may have to relinquish the scholarship on change into another Program, depending on the eligibility criteria of the scholarship.

2.14.5 Approval for a change of Program resides with the Dean of the School into which the Student wishes to change, who may impose conditions on the change of Program.

2.14.6 Change of Program applications submitted after the Final Enrolment Date of a Semester will not take effect until the end of that Semester.

2.14.7 When a Student changes Program, all compulsory Courses in the new Program which have been studied in any incomplete previous Program (including Not-for-Degree enrolments) will be subject to credit transfer.

2.14.8 Courses that are transferred from a Student’s previous Program to their new Program may impact on the maximum duration of the Student’s new Program.

2.14.9 Credit transfer can only occur when granting RPL or Advanced Standing against an incomplete Program.
2.14.10 Credit transfer of Electives requires the approval of the Dean and confirmation by the Campus Registrar.

2.14.11 Compulsory Courses or Electives from a previous Program may not be eligible for Credit transfer where those Courses were undertaken more than 10 years ago and may no longer be deemed current or relevant to the new Program. The Campus Registrar may waive this regulation on the advice of the Dean.

2.14.12 A fee set by the Academic Registrar may apply to Students seeking to change Programs on more than one occasion.

2.15 **Change of Enrolment – Adding and/or Withdrawing from a Course**

2.15.1 A Student who applies to add a Course to their enrolment for a given teaching period must do so by the Final Enrolment Date. Attendance at classes, submission of items for assessment and/or attendance at the final Invigilated Examination does not constitute enrolment in that Course.

2.15.2 A Student who applies to withdraw from a Course in their enrolment for a given teaching period must do so by the published Census Date and Academic Penalty Date to avoid Financial and Academic Penalties. Absence from classes or failure to submit items for assessment and/or non-attendance at the Invigilated Examination does not constitute withdrawal from that Course.

2.15.3 A Student who does not withdraw from a Course following the appropriate procedures remains enrolled in the Course and is liable for any prescribed fees and the applicable final grade.

2.15.4 An International Student who withdraws from all Courses in the current Semester (effectively having no Course enrolment), and who does not have the approval from the Campus Registrar to take a Leave of Absence, will be reported to the appropriate authorities.

2.15.5 Withdrawals from a Course will only be accepted up until the last teaching day of the Course. A financial and/or academic penalty may apply.

2.16 **Withdrawal from a Course – Financial Penalty**

2.16.1 When a Student withdraws from a Course following the appropriate procedure by the Census Date:
   (a) the Student will not incur a tuition charge;
   (b) the University will re-credit any fees paid and remission of any FEE-HELP or HECS-HELP liability attached to that Course in that Semester; and
   (c) the University will record the withdrawal on the Student’s record for administrative purposes as “Withdrawn” (W) but the withdrawal will not appear on the Student’s academic transcript.

2.16.2 When a Student withdraws from a Course after the Census Date, the Student is liable for the full tuition charge in respect of that Course.

2.17 **Withdrawal from a Course – Academic Penalty**

2.17.1 At any time on or before the published Academic Penalty Date, a Student may withdraw from that Course without incurring a Fail grade for the Course.

2.17.2 Where a Student withdraws from a Course on or before the Academic Penalty Date of the Course that withdrawal shall be recorded on the Student’s University record for
administrative purposes as “Withdrawn” (W) but shall not appear on the Student’s academic transcript.

2.17.3 A Student who withdraws from a Course after the Academic Penalty Date, but before the last teaching day of the Course, shall receive a Withdrawal with Fail (WF) grade for the Course.

2.18 Retroactive Withdrawal

2.18.1 A Student may apply by submitting an application for a retroactive withdrawal from a Course, within 12 months from the completion of the Course or withdrawal from the Course, whichever comes first.

2.18.2 Applications for retroactive withdrawal shall only be considered by the Campus Registrar (with due regard to the requirements of HESA) where the Student has submitted original independent supporting documentation as evidence of the Exceptional Circumstances that prevented the Student from withdrawing before the Census Date and/or Academic Penalty Date and completing the Course.

2.18.3 A Student may request waiver of:
(a) Financial Penalty only;
(b) Academic Penalty only; or
(c) both the Financial and Academic Penalty for the Course(s) from which they are seeking retroactive withdrawal.

2.18.4 Applications for retroactive withdrawal shall be considered by the Campus Registrar, after consultation with the Dean of the relevant School (and the Dean of the School responsible for the Course) and in accordance with the University’s Policy: Re-crediting and Remission.

2.18.5 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

2.19 Repeated Withdrawal

2.19.1 Where a Student:
(a) withdraws from more than half of the Courses in which he/she is enrolled in at least two consecutive Semesters over a two year period; and
(b) the Dean informs the Campus Registrar in writing that the Dean is of the view that the Student is not presently capable of undertaking the Program;

the Student may be terminated from the Program and from the University.

2.19.2 Where a Student has been terminated under Regulation 2.19.1, the Student may apply in writing to the Campus Registrar in accordance with Regulation 2.5.1 for readmission.

2.20 Withdrawal from University/Program

2.20.1 A Student may apply to withdraw from the University by submitting an application, which has been signed by the Dean, to the Campus Registrar.

2.20.2 Where a Student applies to withdraw from the University, the withdrawal date will be the date on which the form was submitted or deemed to be received.

2.20.3 When a Student withdraws from the University, the Student is not entitled to a copy of any official University result or document and/or service of the University until the Student fulfils their financial obligations in full.

2.20.4 A Student may apply to withdraw from their Program by submitting an application that has been signed by the Dean, to the Campus Registrar.
2.20.5 The Campus Registrar may refuse a Student’s request to withdraw from a Program until the Student fulfils all their financial obligations to the University in full.

2.20.6 Where a Student applies to withdraw from a Program, the Student must also apply to withdraw from any current or future Course enrolments in which they are enrolled for that Program.

2.20.7 When a Student withdraws from a Program, the Student is not entitled to a copy of any official University result or document and/or service of the University until the Student fulfils their financial obligations in full.

2.21 Advanced Standing and RPL

2.21.1 The University recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by a registered training organisation as the basis for Advanced Standing in VET/TAFE or higher education Programs.

(a) VET/TAFE Certificate IV (or equivalent) is generally not accepted as a basis for Advanced Standing into higher education Programs.

(b) VET/TAFE Diploma or Advanced Diploma will be considered for Advanced Standing in a higher education Program up to a maximum of three Semesters of equivalent full-time study in an equivalent discipline area.

2.21.2 Courses studied at a secondary school level are not accepted as a basis for Advanced Standing into higher education Programs.

2.21.3 Advanced Standing or RPL in postgraduate awards and Degrees for Courses studied at the undergraduate level will normally be limited to any postgraduate Course in the award or Degree that is introductory in nature and Advanced Standing will normally be limited to exemption without credit.

2.21.4 An applicant for Advanced Standing or RPL must provide the Campus Registrar with:

(a) full details (including Course Outlines) of the Courses for which Advanced Standing is being claimed; and

(b) official, original or certified copied transcript(s) (translated into English where required) from the relevant institution for the Courses in respect of which Advanced Standing is being claimed. The Student Administration Office must sight the original documents.

2.21.5 An applicant for RPL must provide the Campus Registrar with complete information concerning the uncredentialled learning acquired through work and life experience for which RPL is claimed.

2.21.6 RPL or Advanced Standing may be granted as:

(a) Specified Credit – Course exemption with credit may be granted on the basis of equivalent study completed in a Program either at the University or another institution, or on the basis of work experience. Specified Credit is granted against a specific Course and appears on the academic transcript as exempt.

(b) Unspecified Credit – The credit amount granted is not noted against specific Courses and is noted on the academic transcript as credit.

(c) Exemption without credit – If an equivalent Course was part of another Program on the basis of which a candidate has met the entry requirements for a Program, then an exemption without credit may be granted. Where an exemption without credit is approved, the Student may be required to enrol in another approved Course of equal Units of Credit value.
2.22 **Applying for Advanced Standing or RPL**

2.22.1 A Student (or International applicant) may apply for Advanced Standing or RPL by submitting an application to their Dean.

2.22.2 The Campus Registrar shall determine, with the advice of the relevant Dean, the success or otherwise of the application for Advanced Standing or RPL.

2.22.3 A Student must apply for Advanced Standing or RPL before the Census date for a Course within the enrolled semester.

2.22.4 Where a Student applies for Advanced Standing for a Course belonging to another School, the Dean of the School responsible for the Course must recommend the application to the Campus Registrar.

2.22.5 A Student who applies for Courses as Advanced Standing or RPL that were not approved as Cross-Institutional enrolment by the Campus Registrar and the Dean may not have their request for Advanced Standing or RPL in that Course approved.

2.22.6 A Student may appeal the decision in relation to Advanced Standing or RPL in accordance with the Policy: Student Appeals.

2.23 **Criteria for Assessment of Advanced Standing applications**

2.23.1 Unless waived by the Pro Vice Chancellor, Student Experience in accordance with 2.23.2, in assessing Advanced Standing applications, the Campus Registrar shall have regard to the following criteria:

(a) Currency – Uncredentialled Experience, or a Course undertaken at a tertiary and/or VET/TAFE level more than 10 years previous to the application is not normally recognised for Advanced Standing, though lower limits may be indicated in School Regulations.

(b) Equivalency – a Course must closely correspond to the curriculum, learning outcomes and assessment criteria of the University’s Course.

(c) Relevancy – where Uncredentialled Experience, or a Course does not closely correspond to one offered in the relevant Program at the University but is considered a suitable Course for credit towards a Student's Program.

(d) Standard attained – a Course in which the Student achieved conceded or very low passes at the University or at another institution is unlikely to be credited towards a Degree of the University.

(e) Completion – for VET/TAFE studies only, a Student will have completed the VET/TAFE qualification to be considered for Advanced Standing/RPL and provide evidence of completion.

(f) Credit – where a Student applies for Advanced Standing for RPL, and the Advanced Standing is approved, the Course and/or Uncredentialled Experience cannot be used for credit in further applications for Advanced Standing.

2.23.2 On advice of the Dean, the Pro Vice Chancellor, Student Experience may waive any of the criteria set out in 2.23.1.

2.24 **Maximum Advanced Standing or RPL**

2.24.1 Advanced standing shall not be granted for more than 50% of the Units of Credit required for the coursework component of a University Program, unless exemption is given by the Pro Vice Chancellor, Student Experience.
2.24.2 The combined total of approved Advanced Standing and/or cross-institutional enrolment cannot exceed 50% of the Units of Credit required for the Program.

2.24.3 In a double Degree (Program A plus Program B), Advanced Standing shall be limited to no more than half of the Units of Credit allocated to discipline A in Program A, no more than half the Units of Credit for discipline B in Program B and no more than half from the overlap Courses which can apply to either Program A or Program B.

2.25 Revoking Advanced Standing or RPL

2.25.1 The Campus Registrar may revoke Advanced Standing or RPL credit granted towards a Degree or award on grounds which include:

(a) where the Student changes their Program (in particular a change of major or minor) and the new Program is governed by a new set of Program requirements; or

(b) where the Student elects to undertake a Course for which they have previously been granted credit; or

(c) where the original credit decision was based on an administrative error or incorrect, insufficient or misleading information;

(d) where the Student subsequently takes and fails a Course for which the Course exempted in RPL is a pre-requisite; or

(e) on request by the Student.

2.25.2 Where an application for Advanced Standing or RPL has been revoked, the Course for which the Advanced Standing or RPL was approved cannot be subsequently used in another application for Advanced Standing or RPL within the same Program.

2.26 Cross-Institutional Enrolment

2.26.1 Except in the case of Study Abroad students, a Student may apply for Cross-Institutional Enrolment prior to the Census Date of each Semester by submitting an application to the Campus Registrar which has been recommended by the Dean before enrolling in a Course at another institution.

2.26.2 Approval for Cross-Institutional Enrolment is at the Registrar’s discretion.

2.26.3 The University will only grant Cross-Institutional Enrolment where:

(a) no more than half of the Courses within the Student’s Program will be studied Cross Institutionally.

(b) the combined total of approved Advanced Standing and/or Cross-Institutional Enrolments does not exceed 50% of the Units of Credit required for the Program.

(c) the Course in question, or one that is substantially equivalent, is not offered by the University, unless the Campus Registrar is provided with a written recommendation of the Dean, or where the Student is participating in a formal University agreement or Study Abroad arrangement, the Provost.

(d) the Course in question is not offered as an Elective by the University, unless the Student is participating in a formal University agreement or Study Abroad arrangement.

2.26.4 A Student for whom Cross-Institutional Enrolment is approved shall:

(a) have sole responsibility for all marking arrangements with the institution hosting the Course;

(b) confirm successful completion of the Course by submitting to the Campus Registrar a certified transcript or equivalent official notification issued by the institution.
concerned within six months of the Semester period in which the Course was undertaken. Failure to do so may result in:

(i) the Campus Registrar converting the Course to a Fail (F) grade; and/or
(ii) the Student being ineligible to participate in their graduation ceremony;

(c) where a Cross-Institutional Course examination at a host institution clashes with a home institution Course examination, apply for a Deferred Examination in the home institution Course.

(d) bear all responsibility for any fees or other charges that may be payable at the other institution; and

(e) pay all fees charged by the University for the application and study of Cross-Institutional Courses.

2.26.5 The University will:

(a) (unless the Cross-Institutional Enrolment is undertaken pursuant to one of the University’s formal agreements or Study Abroad arrangements) record specified or unspecified credit upon successful completion of the course studied cross-institutionally.

(b) In its discretion, determine the number of Units of Credit granted in any particular instance. The number of Units of Credit granted may not correspond exactly to the Units of Credit allocated to the Course by another institution;

(c) Have discretion and be entitled to charge a Fee for Cross-Institutional application and enrolment.

2.26.6 A Course undertaken by Cross-Institutional enrolment will be used in the consideration of a Student’s Academic Status.

2.26.7 A Student may appeal the decision of the University in Regulation 2.26.3 or the decision of the Campus Registrar in Regulation 2.26.4 in accordance with the Policy: Student Appeals.

2.27 Minimum Requirements for a University Award

Notwithstanding any other provision in these Regulations, to be eligible for an award of the University, a Student must complete at least 50% of the Units of Credit required for the coursework component of a Program at the University, unless exemption is given by the Provost.
3 PROGRAMS AND COURSES

3.1 Core Curriculum Requirements in Higher Education Programs

3.1.1 In accordance with the University Statutes, the University Trustees require Students to complete the Core Curriculum of the University as follows:

(a) Undergraduate Students: The equivalent of three standard Courses – drawn from the disciplines of:
   - Theology
   - Philosophy
   - Ethics
   and as prescribed in Program Regulations

(b) Diploma Students: The equivalent of one standard Course – drawn from the disciplines of:
   - Theology
   - Philosophy
   - Ethics
   and as prescribed in the Program Regulations

(c) Honours Students: The equivalent of one standard Course – drawn from the disciplines of:
   - Theology
   - Philosophy
   - Ethics
   unless the Course has already been completed by the Student during enrolment as an Undergraduate Student

(d) Postgraduate Degree Student at Graduate Diploma level or higher: The equivalent of one standard Course – in one of the following:
   - a postgraduate core Course (Reason and Revelation or Bioethics); or
   - an approved 6000 level Course offered in either Theology or Ethics

(e) Certificate or Graduate Certificate Program Student: Exempt

(f) VET and Pathway Program Students: Exempt

(g) HDR Students: Exempt

3.1.2 A Student who transfers to another Campus for one or more Semesters may, as provided for in Program Regulations and with the approval of their Dean, substitute the remaining Core Curriculum Courses offered on the Host Campus for those specified at their Home Campus.

3.1.3 Where a Student can demonstrate the completion of formal studies in the area of one or more of the Core Curriculum Courses, the Dean of the School may recommend to the
Campus Registrar that the Student be granted exemption with or without credit in the Course. The Student’s application will be considered in accordance with Regulation 2.22.

3.1.4 For a Student enrolled in the Bachelor of Medicine / Bachelor of Surgery or Doctor of Medicine Programs, Core Curriculum studies will be embedded in the Program.

3.2 Audit Enrolments

3.2.1 Audit Enrolments are generally for enrichment purposes and do not lead to a Degree, Diploma, Certificate or other credential.

3.2.2 A Student may apply for an Audit Enrolment if the Dean determines that there is a vacancy in the class and that, in all the circumstances he/she approves the Audit Enrolment of that particular Student.

3.2.3 An Audit Enrolment Student is liable for the specified audit fee for the Course.

3.3 Directed Individual Study Courses

3.3.1 A Student seeking to enrol in a Directed Individual Study Course must:
   (a) obtain the written agreement of an academic staff of the School in which the Course is to be undertaken, pursuant to which the staff member agrees to supervise the Course; and
   (b) submit to the Dean a written proposal regarding the goals, design, academic requirements, duration, assessment and recording of the Course which has been signed by both the Student and proposed supervisor.

3.3.2 A Student is not permitted to enrol in any Directed Individual Study Course unless the Dean gives approval.

3.3.3 A Student may undertake and have credit for no more than two Directed Individual Study Courses in the Program in which they are enrolled.

3.4 Special Topics Courses

3.4.1 A Student seeking to enrol in a Special Topics Course must obtain the written agreement of an academic staff member of the School in which the Course is to be undertaken.

3.4.2 A Student is not permitted to enrol in any Special Topics Course unless the Dean gives approval.

3.4.3 A Student may undertake and obtain credit for no more than four Special Topics Courses in an undergraduate Program in which they are enrolled.

3.4.4 A Student may undertake and have credit for no more than 25% of Special Topics Courses in a postgraduate Program in which they are enrolled.

3.5 Double Degrees

3.5.1 The University offers Double Degrees in the specified Degree combinations approved, from time to time, by the Vice Chancellor and awards them in accordance with the University Policy: Double and Combined Degrees.

3.5.2 A Student cannot undertake a Double Degree if they have already completed one of the Degree components at the University or at another recognised tertiary institution.

3.5.3 A Student who is enrolled in a single Degree may apply to enter a Double Degree provided that:
   (a) the Student has the prior approval of the Deans of both Schools; and
   (b) the Student commences the Double Degree no later than the end of the third
Semester of full-time study (or as otherwise provided for in School Regulations) unless the Student has written approval from the Campus Registrar to commence at a later date.

3.5.4 The School that has responsibility for the administration and management of Student enrolment in Double Degree programs will be nominated when the Program is first approved by the Vice Chancellor.

3.5.5 A Student may apply or be invited to undertake an Honours year in one or both disciplines on the understanding that:
(a) the Student cannot undertake both Honours programs concurrently; and
(b) where an Honours program requires an additional year of study, the total duration of study shall exceed that of the Double Degree.

3.5.6 A Student enrolled in a Double Degree may apply to change enrolment to a single Degree in which case:
(a) the Dean of the School of the single Degree shall determine the amount of credit to be transferred; and
(b) if after transferring to a single Degree, the Student wishes to re-enrol in the Double Degree they must apply in writing to the Campus Registrar.

3.5.7 A Student in a Double Degree shall be eligible on an equal basis for scholarships, prizes and awards for excellence as may be available from either or both of the Schools.

3.6 Combined Degrees
3.6.1 The University offers Combined Degrees in the individual Degree programs approved, from time to time, by the Vice Chancellor and awards them in accordance with the University Policy: Double and Combined Degrees.

3.7 Vertical Double Degrees
3.7.1 The University offers Vertical Double Degrees, approved by the Vice Chancellor and awards them in accordance with the University Policy: Master (Coursework) Awards.

3.8 Concurrent Enrolment
3.8.1 Concurrent Enrolment in two Programs at the University is not permitted where the two Programs are offered by the University as an official Double Degree.

3.8.2 Where two Programs of the University are not offered as an official Double Degree, a Student may be permitted to undertake a Concurrent Enrolment on the proviso that the Deans of the Schools for each Program approve the Concurrent Enrolment. There may be Cross-Credit of appropriate Courses between the two Programs to a maximum of 50% of the second Program.

3.9 Majors, Minors and Specialisations
3.9.1 Single Major
(a) Where Program Regulations allow, a Student may undertake one or more Majors within their undergraduate Program. More than one Major may constitute an overload that must be approved by the Dean.
(b) A single Major may include a combination of 100/1000 level, 200/2000 level and 300/3000 level Courses and, for four year Programs, 400/4000 level Courses, provided that no more than three Courses are to be taken at the 100/1000 level and at least
two Courses are to be taken at the final year (300/3000 or 400/4000) level (based on 25 Units of Credit Courses).

(c) Where the undergraduate Program requirements do not provide for a choice of Majors, the prescribed component of the Program must include a sequence of Courses allowed by the Dean.

(d) Courses approved as Advanced Standing or Cross-Institutional Enrolment cannot normally be used for the completion of a single Major, unless the Courses are recommended by the Dean.

(e) At least 50% of the Units of Credit required for a single Major must be The University of Notre Dame Australia Courses in order for a single Major to be formally indicated on a Student’s academic transcript.

(f) Where more than 50% of the Units of Credit of a single Major are undertaken by Cross-Institutional Enrolment or Advanced Standing, that single major will be indicated as a ‘transcript note’ on a Student’s academic transcript. This does not apply to Courses completed through approved Study Abroad.

3.9.2 Double Major
(a) Where Program Regulations allow, a Student may undertake one double Major within their undergraduate Program.

(b) Where Program Regulations permit, a Student may undertake a double Major by completing successfully the requirements of two single Majors.

(c) Where Program Regulations permit, a maximum of one Course may be credited towards both single Majors.

3.9.3 Minor
(a) Where Program Regulations allow, a Student may undertake one or more Minors within their undergraduate Program. More than one Minor may constitute an overload that must be approved by the Dean.

(b) A Minor may include a combination of 100/1000 level, 200/2000 level and 300/3000 level Courses and, for four year Programs, 400/4000 level Courses, provided that no more than two Courses are taken at the 100 level and at least one Course is taken at the final (300/3000 or 400/4000) year level (based on 25 Units of Credit Courses).

(c) Courses approved as Advanced Standing or Cross-Institutional Enrolment cannot normally be used for the completion of a Minor, unless the Courses are recommended by the Dean.

(d) At least 50% of the Units of Credit required for the Minor must be The University of Notre Dame Australia Courses in order for the Minor to be formally indicated on a Student’s academic transcript.

(e) Where more than 50% of the Units of Credit of a Minor are undertaken by Cross-Institutional Enrolment or Advanced Standing, that Minor will be indicated as a ‘transcript note’ on a Student’s academic transcript. This does not apply to Courses completed through approved Study Abroad.

3.9.4 Specialisation
(a) Where Program Regulations allow, a Student may undertake one or more Specialisations within their Undergraduate or Postgraduate Program. More than one Specialisation may constitute an overload which must be approved by the Dean.

(b) Specialisations are not available in all Programs.

(c) Courses approved as Advanced Standing or Cross-Institutional Enrolment cannot
normally be used for the completion of a Specialisation, unless the Courses are recommended by the Dean.

(d) At least 50% of the Units of Credit required for the Specialisation must be The University of Notre Dame Australia Courses, in order for the Specialisation to be formally indicated on a Student’s academic transcript.

(e) Where more than 50% of the Units of Credit of a Specialisation are undertaken by Cross-Institutional Enrolment or Advanced Standing, that Specialisation will be indicated as a ‘transcript note’ on a Student’s academic transcript. This does not apply to Courses completed through approved Study Abroad.

3.10 Undergraduate Degree with Honours
3.10.1 Admission to an Honours program and conditions of enrolment shall be consistent with the University Policy: The Award of a Degree with Honours.

3.10.2 Admission of a current student to a stand-alone Honours Degree is determined by the Dean of the School that administers the Honours program. Where a Student is enrolled in a Double Degree, the Dean will consult with the Dean of the other School and seek approval for Concurrent Enrolment in the Double Degree and the stand-alone Honours degree.

3.11 Ranking of Honours Degrees
3.11.1 In respect of all Honours Degrees there are the following ranks:
   (a) Graded Honours:
       (i) First Class Honours
       (ii) Honours Division II A
       (iii) Honours Division II B; or
   (b) Ungraded Pass.

3.11.2 The rank of Honours assigned to each Student shall be determined by the Board of Examiners on the recommendation of the Dean.

3.12 Research Degrees
3.12.1 The regulations pertaining to Research Degrees of the University are contained in the Research Degree Regulations.

3.13 Master Degrees
3.13.1 Master Degrees are awarded in accordance with these General Regulations and the specific Program Regulations on the basis of a Student’s academic performance throughout their Program.

3.13.2 A Student enrolled in a Master Degree may not be subject to any additional requirements when there is a change in the requirements for a Program. The Student must fulfil the requirements of the Program that were in force at the time of enrolment in that Program unless the Student elects to meet all the requirements of the new structure of the Program.

3.14 Graduate Diplomas and Graduate Certificates
3.14.1 Admission to a Graduate Certificate or Graduate Diploma Program normally requires a Degree or equivalent. Program Regulations may approve alternative or additional admission requirements and selection criteria.

3.14.2 Where a Student has completed a relevant Graduate Certificate, credit may be granted on
application towards a Graduate Diploma or Master Degree in accordance with individual Program Regulations.

3.14.3 An applicant shall not be eligible for selection into a Graduate Certificate or Graduate Diploma if they have a Degree in which content substantially duplicates the content of the Graduate Certificate or Graduate Diploma.

3.14.4 Only the testamur of the Program the Student is enrolled in and subsequently completes will be awarded.
4 FEES

4.1 Tuition Fees
4.1.1 A Student is liable to pay the tuition fees specified in the University’s scale of tuition fees as amended from time to time and as published on the University website.
4.1.2 A Student must pay the tuition fees or submit a completed FEE-HELP or HECS-HELP form before the commencement of each Semester and before the commencement of Summer and Winter Terms on a date specified by the University.
4.1.3 In certain circumstances, the Campus Registrar may consider an alternative payment arrangement between a Student and the University. If an alternative payment arrangement is approved by the Campus Registrar, the agreement shall be made in writing between the Student and the University.
4.1.4 The enrolment of a Student may be terminated by the Campus Registrar if:
   (a) the Student does not pay tuition fees by the final date for payment; or
   (b) the Student and the Campus Registrar fail to agree on an alternative payment arrangement in writing by the final date for payment of fees; or
   (c) the conditions outlined in an alternative payment arrangement are not upheld by the Student.
4.1.5 The University may charge a Late Fee where a Student has not paid tuition fees or entered into a written payment arrangement by the final date for payment of fees.
4.1.6 Where a Student’s enrolment at the University has been terminated for non-payment of fees, the Student may appeal the termination in accordance with the Policy: Student Appeals.
4.1.7 Where the enrolment of a Student has been terminated, cancelled or similar (for any reason), the Student is liable to pay such charge or penalty as may be specified under any by-law of the University.
4.1.8 Where an International Student accepts an offer of a place at the University the Student must remit to the University:
   (a) the tuition fee for the first year; and
   (b) the International Student Health Cover payment for the duration of the Program; and
   (c) any other fees associated with enrolment and/or orientation.
4.1.9 Fees and charges for VET Students will be collected in accordance with the provisions of the VET Act 1996 and in accordance with the Fees and Charges provisions of the appropriate regulations and authorities.

4.2 Administration Fees
4.2.1 A Student may be charged an administration fee where the Student is responsible for creating an administrative cost that is additional to normal requirements or expectations. Examples include but are not limited to:
   (a) multiple changes of Program; or
   (b) more than one request for Advanced Standing.
4.2.2 Other fees may be charged at the discretion of the Academic Registrar.

4.3 Student Liability for Fees
4.3.1 A Student liable to the University for unpaid fees, charges or penalties is not entitled to:
   (a) access, obtain or be advised of results in any Course undertaken at the University;
be issued with an academic transcript or testamur from the University;

(c) re-enrol without the permission of the Campus Registrar;

(d) graduate from the University.

4.3.2 The University may charge interest on outstanding fees from the date the fees become overdue and as specified under any by-law of the University.

4.3.3 The University may refer outstanding fees to a debt collection agency and, if so, the Student is liable for the associated costs and fees incurred by the University.

4.4 International Student Fees Refund Policy

4.4.1 The University acts at all times in accordance with government requirements relating to fee charges and refunds of charges for International Students.

4.4.2 The right of any International Student to a refund of fees is contained in the Refund Policy approved, from time to time, by the University.
5 ACADEMIC PROGRESS

5.1 Allocation of Academic Status
5.1.1 At each end of Semester Board of Examiners meeting, the Board of Examiners shall review the Academic Status of each Student for the Semester (including the teaching period immediately prior to it if relevant, i.e. Summer Term or Winter Term) and determine whether their Academic Status shall continue to apply or whether it will be revised.
5.1.2 At the Winter or Summer Term Board of Examiners meeting, the Board of Examiners shall review the Academic Status of each Student in relation to Regulation 5.2.3, 5.2.4(a)(i), (iii), and 5.2.4(f), and will determine whether the current Academic Status shall continue to apply or whether the Academic Status will be revised.

5.2 Academic Statuses
The University has the following Academic Statuses:
5.2.1 Good Standing
(a) Each Student will be admitted to the University on Good Standing.
(b) To retain Good Standing a Student must have made Satisfactory Progress.
(c) A Student who is allocated the status of Good Standing is permitted to re-enrol for the following Semester.
5.2.2 Conditional
(a) This is applied to a Student who has
   (i) made Unsatisfactory Progress in a Semester of enrolment at the University; and/or
   (ii) resumed their studies at the University following Suspension from University.
(b) A Student who is allocated the status of Conditional is permitted to re-enrol for the next Semester, but the Dean may attach conditions to re-enrolment at their discretion.
(c) In the next Semester of study
   (i) If the Student achieves Satisfactory Progress their status will return to Good Standing.
   (ii) If the Student fails to achieve Satisfactory Progress or to meet any conditions imposed by the Dean they will be suspended from the University at the discretion of the Board of Examiners in accordance with 5.2.4 of these regulations.
5.2.3 Program Termination (failure in a compulsory Course)
(a) Unless a Student can demonstrate that exceptional circumstances seriously impaired their performance, the University will terminate a Student’s enrolment in any Program where the Student has failed:
   (i) a Course twice and that Course is a compulsory Course in that Program; or
   (ii) for the first time a compulsory Course that is a practicum, clinical experience or internship Course where:
      (I) the failure has occurred in circumstances where the Dean believes that there is no reasonable likelihood that the Student shall pass the Course at a second attempt; or
      (II) the failure is such that the Dean believes that it indicates that the Student is unable to meet the requirements of the Course without compromise to the Student or the University.
(b) A Student may have the opportunity to Show Cause against Program Terminated status in accordance with the Procedure: Show Cause.

(c) A Student may appeal against Program Terminated status in accordance with the Policy: Student Appeals.

(d) The Dean may permit the Student to re-enrol in the failed Course for a third and final time (or for a second and final time in a Course the subject of 5.2.3(a)(iii)) and will advise the Student in writing of their decision to allow a Program re-instatement.
   (i) If the Student subsequently fails the Course, the Student’s enrolment in the Program will be immediately terminated and there will be no further appeal to the Dean.

(e) A successful appellant may be subject to conditions on their re-enrolment as the Dean/Provost deems appropriate, including, but not limited to:
   (i) imposing a reduced enrolment load; and/or
   (ii) scheduling a program counselling appointment(s) with the Student’s Program Coordinator.

5.2.4 University Suspension

(a) The University will suspend a Student’s enrolment at the University where the Student:
   (i) has made Unsatisfactory Progress for two successive Semesters (or two successive years in the case of the School of Medicine); or
   (ii) fails to meet any conditions imposed by the Dean; or
   (iii) fails a Core Curriculum Course twice; or
   (iv) is declared by the Board of Examiners to have been absent from the University and not completed any piece of assessment in those Courses in which the Student is enrolled for a given Semester, including, but not limited to, their first Semester of enrolment.

(b) A Student may have the opportunity to Show Cause against University Suspended status in accordance with the Procedure: Show Cause.

(c) A Student who has been University Suspended cannot re-enrol at the University in any Program and/or Course for a minimum period of 12 months or such longer periods (including permanently) as the Board of Examiners deems appropriate.

(d) A Student may appeal the allocation of University Suspended status in accordance with the Policy: Student Appeals.

(e) Following the suspension period the Student may apply in writing to the Campus Registrar for readmission, in accordance with General Regulation 2.5.1 (unless the Student has been permanently terminated).

(f) Where a Student fails a Core Curriculum Course for a third time the Student will be permanently Terminated from the University.

5.3 Successive Failure in the same Non-Compulsory Course

5.3.1 Except with the permission of the Dean, a Student who fails the same non-compulsory Course twice shall not be permitted to:
   (a) re-enrol again in that Course at the University; or
   (b) receive credit for studying an equivalent Course at another institution on a Cross-Institutional basis.
5.4 Leave of Absence (Undergraduate and Postgraduate Enrolments)

5.4.1 A domestic Student may apply to take Leave of Absence from their Program:
(a) for no more than four prescribed Study Periods where a Student enrolled in a Double Degree changes their enrolment to one of the components of the Double Degree this will be counted as the same Program for the purpose of determining any entitlement to a leave of absence);
(b) by applying in writing to the Dean.

5.4.2 An International Student on a Student visa is only permitted to take leave:
(a) in accordance with the ESOS Act; and
(b) for no more than one prescribed Study Period;
(c) by applying in writing to the Campus Registrar. The Campus Registrar will consult with the Dean and will advise the Student in writing of the decision.

5.4.3 A Student who fails to follow the proper procedure for applying for a leave of absence will be recorded as AWOL unless they are enrolled in Courses.

5.4.4 The Provost (at his/her discretion) may grant an extension of time for the mark/grade to remain on Hold or In Progress.

5.4.5 In exceptional circumstances, and at his/her sole discretion, the Provost may approve more than four prescribed Study Periods of Leave of Absence.

5.4.6 If a Student takes a leave of absence for more than four prescribed Study Periods (or such other amount as granted in accordance with Regulation 5.4.5) over the duration of their enrolment in the Program, he or she shall have their file at the University closed and may not enrol in any further Course and/or Program. The Student may apply to the Campus Registrar for readmission in accordance with Regulation 2.5.1.

5.4.7 During the Leave of Absence period, a Student may be granted limited rights of access to University resources.

5.4.8 The University counts any period of Leave of Absence as part of the period of enrolment for the Program and contributes to the maximum duration permitted for a Program.

5.5 Leave of Absence (Research Degree Enrolments)

5.5.1 A domestic Student may apply for leave from their Research Degree:
(a) for no more than four prescribed Study Periods;
(b) by applying in writing to the Provost.

5.5.2 An International Student on a Student visa is only permitted to take leave from their Research Degree:
(a) in accordance with the ESOS Act; and
(b) for no more than one prescribed Study Period;
(c) by applying in writing to the Campus Registrar. The Registrar will consult with the Provost and will advise the Student in writing of the decision.

5.5.3 In exceptional circumstances, and at his/her sole discretion, the Provost may approve more than four prescribed Study Periods of Leave of Absence.

5.5.4 During the period of a Leave of Absence, a Student has limited access to University resources, but has no right to ongoing supervision.

5.5.5 The University does not count any period of Leave of Absence as part of the period of enrolment for the Degree.

5.6 AWOL (Absent Without Leave)
5.6.1 A continuing Student who has no enrolment in any particular Semester(s) during the Program and who fails to apply to the Dean for Leave of Absence shall be declared to be AWOL. An incoming Student who has not enrolled in the first Semester of their Program and who fails to apply for either a Leave of Absence or to defer their commencement, shall have their status changed to ‘File Closed’ by the Census Date of their first Semester.

5.6.2 Where a Student is enrolled in a Program at the University and the Course(s) within that Program are scheduled intensively or only offered in Summer and/or Winter Terms, the Student will not be considered AWOL for the main Semesters within the academic year.

5.6.3 Where a Student is enrolled in a Program at the University and no appropriate Course in that Program is offered by the School, the Student will not be considered AWOL.

5.6.4 A Higher Degree by Research Student who is AWOL is governed by the Research Degree Regulations and these Regulations.

5.6.5 A Student who is AWOL:
(a) has no rights of access to University resources during the period of AWOL
(b) for one Semester may re-enrol with the permission of the Dean without the readmission process;
(c) for more than one Semester will be deemed to have ceased to attend the University and may have their file closed on or at any time after the Census Date of the second Semester of their absence. In this case, a Student whose file has been closed may apply to the Campus Registrar for readmission in accordance with Regulation 2.5.1.

5.6.6 A Student who, following a period of AWOL, obtains permission from the Dean to re-enrol will have any period of AWOL treated as a Leave of Absence. Only the Provost may approve re-enrolment where a period of AWOL results in a Student exceeding the four prescribed Study Period allowance for Leave of Absence.

5.7 Maximum Duration

5.7.1 The maximum duration for completion of an Undergraduate Degree Program shall be 10 years, including any periods of broken enrolment arising from termination, exclusion, Leave of Absence, AWOL, non-enrolment, readmission, or any other cause. The Provost has discretion to extend the maximum duration of an Undergraduate Degree Program or a Research Degree Program in circumstances he/she considers appropriate.

5.7.2 Where a Program is offered on a full-time study basis only, the maximum duration period of the Program will be the full-time duration period of the Program plus four Semesters of leave of absence, where the leave has been approved by the Dean.

5.7.3 Regulation 5.7.1 does not apply where a shorter period of maximum duration is specified in the Program or School regulations.

5.7.4 The maximum duration period for a Postgraduate Degree Program is set by the relevant Program Regulations.

5.7.5 The progress of a Student who has reached or exceeded the maximum period of enrolment shall be reviewed by the Provost, who, after consultation with the Dean, may:
(a) extend the maximum duration period in which the Student may complete the Program;
(b) require the Student to satisfy current Program requirements and complete the Degree or Award by a given date on any conditions specified by the Provost;
(c) require the Student to repeat specified Courses taken earlier with any conditions;
(d) require the Student to take additional specified Electives with any conditions;
(e) terminate the Student from further study at the University with any conditions; and/or  
(f) impose any other requirement(s) and condition(s) deemed appropriate.

5.8 Placements

5.8.1 A Dean may refuse to allow a Student to undertake or continue a Placement in instances including, but not limited to:

(a) The Dean forms a reasonable view that there is a risk that allowing the Student to undertake a Placement may result in:
   (i) injury to the health and/or welfare of the Student or to any person;  
   (ii) disruption to the activities of a Placement Provider; or
   (iii) harm to the reputation of the University.

(b) A Student not having satisfied the required statutory checks and clearances or any other clearances required by a Placement Provider to allow a Student to be placed with a Placement Provider.

(c) An allegation of Misconduct made against a Student that arises out of, or directly impacts on, the Student’s suitability to undertake the Placement,

(d) A Student has a pending appeal in relation to a Fail grade in a Course and the Dean considers that the successful completion of the Course is necessary for the undertaking of the Placement.

5.8.2 Where a Dean refuses to allow a Student to undertake or continue a Placement the Dean may:

(a) approve a deferral of the Student’s Placement;
(b) approve an alternative Placement or arrangement; or
(c) recommend a Fail Grade for the Placement.

5.8.3 A Student may appeal the decision of the Dean in accordance with the Policy: Student Appeals.

5.8.4 Notwithstanding the above, a Placement Provider has the right to terminate a Placement at any time.
6 ASSESSMENT

6.1 Attendance Requirements
6.1.1 School Regulations may specify:
(a) minimum attendance at lectures and tutorials/workshops; and
(b) penalties for non-attendance at lectures, and tutorials/workshops.
6.1.2 Assessment items within a Course of study should not contain components that relate to attendance requirements.
6.1.3 International Students must meet any attendance requirements specified in their Student Visa issued by the Australian Government.

6.2 Submission of Items of Assessment
6.2.1 A Student may request an extension for an assessment in writing to the Course Lecturer. School Regulations may have additional requirements for a Student to also obtain permission from other senior staff members.

6.3 Deferred Assessment (excluding examinations)
6.3.1 In circumstances where illness or other exceptional personal circumstances have seriously impaired a Student’s performance, the Student may apply in writing for deferred assessment to the Dean. This Regulation does not apply to deferral of final examinations.
6.3.2 The Student’s application for deferred assessment must:
(a) include a statement of the reasons for seeking deferment, together with supporting evidence:
   (i) if the application is on medical grounds – a medical certificate must be attached to the application;
   (ii) if the application is made on non-medical grounds – the Student may be required to supply such additional evidence as the University considers appropriate in the circumstances; and
(b) be submitted no later than:
   (i) the last teaching date for that Course; or
   (ii) the last date that the assessments (excluding the examination) are to be submitted.
Applications lodged after that date shall not be considered.
6.3.3 For the Dean to grant deferred assessment:
(a) the Student must have submitted (or been granted an extension to a later date) all due pieces of assessment at the time the circumstances requiring deferred assessment arise (excluding the piece of assessment being deferred); and
(b) it must still be possible for the Student to pass the Course; and
(c) where the illness or exceptional personal circumstances occurred in the first half Semester and is no longer continuing, the Student needs to demonstrate that the event had a severe impact on the Student’s ability to complete the assessment by the end of Semester.
6.3.4 In cases of extended illness, the Dean may approve a further extension of time that shall normally not be later than the end of the Semester in which the Course would ordinarily have been completed.
6.3.5 A Student may appeal the decision of the Dean in accordance with the Policy: Student
6.4 **Invigilated Examination**

6.4.1 All final Invigilated Examinations are scheduled and administered by the Campus Registrar.

6.5 **Supplementary Examination**

6.5.1 The Board of Examiners or Provost may grant a Supplementary Examination if:
   (a) a Student has failed that Course; and
   (b) the Student has obtained a mark of at least 45% in the Course and a Supplementary Examination is recommended by the Dean; or
   (c) there is reasonable expectation that the student will pass the Course and the Student has successfully completed all assessment tasks.

6.5.2 A Supplementary Examination will not normally be granted:
   (a) to a Student who has demonstrated Unsatisfactory Progress, unless in exceptional circumstances approved by the Provost on the recommendation of the Dean; or
   (b) on the grounds that a Student has mistaken the time or date of an examination.

6.5.3 A Student is normally permitted only one opportunity to sit a Supplementary Examination.

6.5.4 An interim transcript notation of Supplementary (SP) is used where a Supplementary Examination has been approved.

6.5.5 A Student who completes a Supplementary Examination shall be awarded either a 50% Pass (P) grade or a Fail (F) grade at the next Board of Examiners’ meeting. Where a Student receives a Fail (F) grade for the Supplementary Examination, the original mark awarded to them will be recorded as their final mark (that is, a mark between 45% and 49%).

6.5.6 A Student who fails to sit a Supplementary Examination shall have the notation SP converted to a Fail (F) grade at the next Board of Examiners’ meeting. The Student’s mark will be recorded as the original mark awarded (that is, a mark between 45% and 49%).

6.5.7 School Regulations may impose further conditions upon the granting of Supplementary Examinations.

6.5.8 If, due to exceptional circumstances, a Student is not able to sit their Supplementary Examination the Campus Registrar may, with sufficient written evidence and on a case-by-case basis, approve an extended date for the Supplementary Examination. Such applications must be made in writing no later than three Working Days after the assigned date of the Supplementary Examination.

6.5.9 An extended date for the Supplementary Examination shall not be longer than six months after the original date of the Supplementary Examination. A Supplementary Examination extended for this period of time will only be approved in exceptional circumstances.

6.6 **Deferred Examination**

6.6.1 Deferred Examinations are normally conducted in the next examination period following the Board of Examiners’ meetings for each Semester but no later than the commencement of the following Semester or as scheduled by the Campus Registrar.

6.6.2 A Student is normally permitted only one opportunity to sit a Deferred Examination for a Course.

6.6.3 A Student may apply for a Deferred Examination on medical or compassionate grounds if the Student believes that illness, psychological factors, disability through accident or other exceptional circumstances are likely to prevent or have prevented their attendance at the
6.6.4 A Student will not normally be granted a Deferred Examination on the grounds that they mistook the time, date or place of an examination.

6.6.5 Application for a Deferred Examination must:
(a) be in writing to the Campus Registrar no later than three Working Days after the final examination of the relevant Course; and
(b) be supported by appropriate independent documentary evidence, which in the case of personal illness shall include a certificate from a health professional in a form acceptable to the University; and
(c) be accompanied by a statutory declaration signed by an independent witness in the manner prescribed by the University at the time of application.

6.6.6 To be eligible for a Deferred Examination, a Student must have submitted or have an approved extension for all items of continuous assessment and it must be possible for them to pass the Course as a consequence of sitting the Deferred Examination.

6.6.7 An interim transcript notation of Deferred (DE) is used where a Deferred Examination has been approved by the Campus Registrar.

6.6.8 The Campus Registrar may:
(a) deny an application for Deferred Examination where:
   (i) the Campus Registrar considers it is not in the interests of the University; or
   (ii) where the recommendation is contrary to an accepted policy or practice of the University, and
(b) take into account whether the Student has a history of applying for Deferred Examinations in coming to a decision.

6.6.9 A Student granted a Deferred Examination must attend the Deferred Examination at the time, date and place scheduled by the Campus Registrar.

6.6.10 A Student who is granted a Deferred Examination in a Course is eligible for the award of the full range of grades available for that Course.

6.6.11 If, due to exceptional circumstances, a Student is not able to sit their Deferred Examination the Campus Registrar may, with sufficient written evidence and on a case-by-case basis, approve further assessment or alternatively, an extended date for the Deferred Examination. Such application must be made in writing no later than three Working Days after the assigned date of the Deferred Examination.

6.6.12 If the Campus Registrar approves further assessment, it may take any form the Campus Registrar, with the advice of the Dean, deems appropriate.

6.6.13 The due date of the further assessment and/or an extended date for the Deferred Examination shall not be longer than six months after the original date of the final invigilated examination. A Deferred Examination extended for this period of time will only be approved in exceptional circumstances.

6.6.14 Where the Campus Registrar denies an application for Deferred Examination, or an extension, the Student may appeal in accordance with the Policy: Student Appeals.

6.7 Irregularly Scheduled Examination

6.7.1 A Student may apply for an Irregularly Scheduled Examination on medical or compassionate grounds if he/she believes that circumstances beyond his/her control are likely to prevent his/her attendance at the scheduled final examination. The University will not ordinarily approve an Irregularly Scheduled Examination based on circumstances that are within the
6.7.2 A Student who seeks an Irregularly Scheduled Examination must apply in writing to the Campus Registrar:
   (a) before the date of the scheduled examination; and
   (b) with relevant supporting evidence of the circumstances claimed as the basis for requesting the Irregularly Scheduled Examination, or an explanation as to the exceptional circumstances as to why the supporting evidence cannot be provided.

6.7.3 The Campus Registrar shall consult with the Dean before approving any Irregularly Scheduled Examination.

6.7.4 An Irregularly Scheduled Examination will be held during the official examination period, unless otherwise approved by the Campus Registrar.

6.7.5 A Student not granted an Irregularly Scheduled Examination may apply for a Deferred Examination in accordance with Regulation 6.7. The Campus Registrar may also decide to approve a Deferred Examination in lieu of an Irregularly Scheduled Examination without further application from the Student.

6.7.6 If a Student has not provided independent evidence of the circumstances claimed as the basis for requesting the Irregularly Scheduled Examination before the Irregularly Scheduled Examination, the Student must provide that evidence to the Campus Registrar within five Working Days from the date of the Irregularly Scheduled Examination (or such longer time as approved by the Campus Registrar).

6.7.7 The Campus Registrar may deny the evidence as insufficient in which case the Student shall receive a mark of zero for the Irregularly Scheduled Examination.

6.7.8 Where the Campus Registrar denies:
   (a) an application for an Irregularly Scheduled Examination; or
   (b) evidence supporting an Irregularly Scheduled Examination,
   the Student may appeal in accordance with the Policy: Student Appeals.

6.8 Equity Examination

6.8.1 The University complies with its legal obligations in order to accommodate as far as possible the needs of Students with medical conditions and disabilities by the provision of equity examinations.

6.8.2 A Student who wishes to sit an equity examination must follow the policies and procedures for applying for an equity examination outlined, from time to time, by the University.

6.8.3 The decision to grant or refuse an equity examination application, and the decision regarding the accommodation to be made to the Student, is at the discretion of the Campus Registrar.

6.8.4 A Student may appeal the decision of the Campus Registrar in accordance with the Policy: Student Appeals.

6.9 Special Consideration

6.9.1 A Student who, due to serious illness, misadventure, trauma, compassionate grounds or Compulsory Community Commitment(s), is unable to complete an assessment, including a final Invigilated Examination; or whose performance in an assessment, including a final Invigilated Examination, may be impaired, can apply for Special Consideration in accordance with the University’s Procedure: Special Consideration.

6.9.2 The Provost has the discretion to award Special Consideration retrospectively, in Exceptional
Circumstances and in accordance with University guidelines and policies where applicable.

6.10 Resource Materials in Examinations

6.10.1 The University normally does not permit the use of Resource Materials in examinations. For clarification, this includes the use of dictionaries for any Student, including International and Study Abroad Students.

6.10.2 Students may use Resource Materials in an examination with the formal permission of the Course Lecturer.

6.10.3 Where a Course Lecturer permits the use of Resource Materials in an examination:

(a) the nature of the Resource Materials must be clearly specified to the Campus Registrar at the time of collection of the initial examination requirements;

(b) the nature of the Resource Materials must be communicated to Students before the examination and must be repeated to Students in the examination room; and

(c) the Resource Material may be used by all Students sitting the examination.

6.10.4 It is the responsibility of the Course Lecturer and/or the examination invigilator to ensure that the materials brought into the examination room by Students conform to the specifications of permissible materials as indicated by the Course Lecturer, including but not limited to the model of any approved mobile device.

6.10.5 School Regulations may prescribe the use of Resource Materials in examinations in Courses conducted within that School.

6.11 Examination Conditions

The Vice Chancellor may, from time to time, set rules, policies and procedures regarding the conduct of examinations that shall be communicated to Students and have the same force as regulation.

6.12 Duration of Examinations

6.12.1 The standard duration of all examinations is:

(a) one hour and 10 minutes (normally permitted for 10 Units of Credit Courses only); or

(b) two hours and 10 minutes; or

(c) three hours and 10 minutes.

6.12.2 Any variation to the standard duration of an examination must be approved by the Provost.

6.13 Board of Examiners

6.13.1 There shall be a Board of Examiners for:

(a) Research;

(b) Graduands;

(c) Study Abroad Students; and

(d) Notre Dame Study Centre

6.13.2 There shall be a Board of Examiners for Schools.

6.13.3 The Board of Examiners in relation to their role of ensuring quality assurance following the decisions of a School Committee should review the decisions leading to student marks and grades, assignment of students’ academic standing and recommendations for prizes, awards or other forms of recognition for exemplary academic performance.

6.13.4 The Board of Examiners will withhold Student results in whole or part, pending the outcome of any disciplinary proceedings or due to a failure to pay any fees or other monies owing to the University.
6.13.5 The Board of Examiners should forward recommendation for prizes, awards or other forms of recognition for exemplary academic performance to the Vice Chancellor.

6.13.6 The Board of Examiners for Research will be chaired by the Provost (or delegate) and will comprise other Academic Staff of the University involved with Higher Degree by Research Students, as determined by the Chair.

6.13.7 The Board of Examiners for Graduands will be chaired by the Provost (or delegate) and will comprise other Academic Staff of the University involved with graduating Students, as determined by the Chair.

6.13.8 The Board of Examiners for Study Abroad will be chaired by the Provost and will comprise other Staff of the University involved with Study Abroad Students, as determined by the Chair.

6.13.9 The Board of Examiners for the Notre Dame Study Centre will be chaired by the Provost and will comprise other Staff as determined by the Chair.

6.14 Final Grades

6.14.1 To be awarded a final grade in a Course a Student must:
(a) complete all items of assessment specified in the Course Outline (unless formally exempted by the Dean); and
(b) meet the attendance requirements (if any) specified in the School or Program Regulations; and
(c) achieve the standard in the final Invigilated Examination described in the Course Outline.

6.14.2 The following nomenclature shall apply to the determination of Final Grades for all Students excluding VET Students and ELICOS Students. In arriving at a Final Grade, the University will also take into consideration the criteria outlined in the Grading Rubric set out in Schedule 1 to these Regulations.

(a) High Distinction (HD) (80%–100%)
(i) Awarded to a Student who achieves the highest level of academic achievement expected of a student at a given Course level.
(ii) Requires evidence that the Student has:
(I) undertaken the required core work for the Course at the highest level;
(II) completed considerable additional work in wider areas relevant to the Course; and
(III) has demonstrated the acquisition of an advanced level of knowledge, understanding, competencies and skills.

(b) Distinction (D) (70%–79%)
(i) Awarded to a Student who completes high quality work that shows they generally work at a level beyond the requirements of the assessment exercise.
(ii) Requires evidence that the Student has:
(I) undertaken all of the required core work for the Course at a high level;
(II) undertaken considerable additional work in wider areas relevant to the Course; and
(III) demonstrated superior knowledge, understanding, competencies, and skills.

(c) Credit (C) (60%–69%)
(i) Awarded to a Student who completes work at a proficient standard.

(ii) Requires evidence that the Student has:
   (I) undertaken all of the required core work for the Course; and
   (II) undertaken additional work in wider areas relevant to the Course; and
   (III) demonstrated a sound level of knowledge, understanding, competencies, and skills.

Pass (P) (50%–59%)

(i) Awarded to a Student who has:
   (I) undertaken the required core work for the Course; and
   (II) demonstrated at least an adequate level of knowledge, understanding, competencies and skills required for meeting Course objectives; and
   (III) satisfactorily completed essential assessment exercises.

Non-Graded Pass for Satisfactory Performance (NGP) (not normally assigned a mark)

(i) Only available in a Course that is assessed as an undifferentiated pass/fail and a mark would not normally be assigned. The mark may encompass any level of achievement from satisfactory performance through to outstanding performance (i.e. scores from 50 to 100).

(ii) Awarded to a Student who has:
   (I) achieved mastery of the Course content; and
   (II) satisfactorily completed Course requirements or contractual requirements where these form a pre-requisite or condition of passing, or continuing with, a program of study.

(iii) A Course assessed as NGP will not be included in the calculation of the Grade Point Average.

(iv) Where a Student does not achieve satisfactory performance in a Non-Graded Pass Course, a Fail (F) or Fail due to Non-Completion (FN) grade will be recorded.

(v) No mark will be recorded with a grade of NGP.

Conceded Pass (CP) (48% or 49%)

(i) Only awarded to a Student by the Board of Examiners where:
   (I) School Regulations make a specific provision for the award; and
   (II) the Student achieves the mark of 48% or 49%.

(ii) The University does not recognise a Conceded Pass as an achievement of the pre-requisite requirements for another Course.

Fail (F) (0%–49%)

(i) Awarded to a Student who has:
   (I) submitted all pieces of assessment (and has sat the final examination) and achieved a mark between 0%–49%; and/or
   (II) been unable to demonstrate satisfactory academic performance in a Course.

Fail due to Non-Completion (FN)

(i) Awarded to a Student who has:
   (I) not submitted all pieces of assessment (and has not received an exemption); and/or
   (II) not sat the final examination for a Course; and/or
   (III) failed to meet all requirements for the Course, including not achieving
attendance requirements as outlined in School and/or Program Regulations and/or Course Outlines.

(ii) Any mark may be designated as a Fail due to Non-Completion.
(iii) Where School Regulations permit and if clearly identified in the Course Outline, a Student may receive a “FN” grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a Course despite achieving a mark of 50 or higher overall for the Course.

(i) Withdrawal with Fail (WF)
   (i) Awarded to a Student who has withdrawn from a Course after the Academic Penalty Date, but no later than the final teaching date of the Course.

(j) VET Competency
   (i) VET achievement is designated as either ‘Competent’ or ‘Not Yet Competent’.

6.15 Assessment on Hold

6.15.1 An interim notation of Hold (H) is used where:
   (a) a Student assessment is not complete at the time of the meeting of the Board of Examiners but shall be complete by the following scheduled meeting of the Board of Examiners; or
   (b) the Course Lecturer has not been able to complete the assessment of the Student’s work before the meeting of the Board of Examiners; or
   (c) supplementary assessment or deferred assessment has been granted to a Student and the final outcome of this assessment has not been determined at the time of the Board of Examiners meeting; or
   (d) a Student’s grade is subject to action arising from an application for Special Consideration; or
   (e) a Student’s grade is queried at the meeting of the Board of Examiners and requires clarification before final approval.

6.15.2 Where a notation of Hold (H) has been entered in respect of a Course that notation must be converted to a recommended grade before the next scheduled meeting of the Board of Examiners.

6.15.3 The School is responsible for advising the Provost of the change from a ‘Hold’ (H) to the recommended assessment grade by the appropriate date. The Dean must approve the recommended grade.

6.15.4 If a recommended grade has not been received by the next scheduled meeting of the Board of Examiners in respect of a Course to which the notation of Hold (H) has been applied that notation must be converted to a Fail (F) or Fail due to Non-Completion (FN) grade, unless otherwise recommended by the Dean and approved by the Provost.

6.16 Results in Progress

6.16.1 Where the teaching period for a Course extends beyond the time for the declaration of results and, consequently, no recommended grade is available at the time of the meeting of the Board of Examiners, the interim notation ‘In Progress’ (IP) is used.

6.16.2 If a recommended grade has not been received by the next scheduled meeting of the Board of Examiners, in respect of a Course to which the notation of IP has been applied that notation must be converted to a Hold (H) grade and Regulation 6.15 shall apply.

6.16.3 The Course Lecturer is responsible for advising the Provost of the change from ‘In Progress’
(IP) to the recommended assessment grade by the appropriate date. The Dean must approve the recommended grade.

6.16.4 A Student enrolled in a Supervised Research “SR”, Supervised Dissertation “SD” or Supervised Honours “SH” research Course code who maintains Satisfactory Progress throughout their supervised research/dissertation/honours enrolment will receive a “Research in Progress” (RP) notation on their transcript to indicate research is continuing.

6.17 Grade Point Average (GPA)

6.17.1 A Student’s GPA shall be included on the formal transcript of results.

6.17.2 Results that are excluded from GPA calculations include, but are not limited to:
   (a) grades for Courses assessed on a Non-Graded Pass (Pass/Fail) basis;
   (b) results achieved in Honours study;
   (c) Courses that are studied on a cross-institutional basis; and
   (d) all Courses awarded as Advanced Standing.

6.17.3 Certificate Programs, that is, Programs with a volume of learning that is equivalent to or less than 0.5 EFTSL, will be ineligible for a GPA calculation.

6.17.4 With the exception of the Bachelor of Medicine/Bachelor of Surgery (MBBS) and Doctor of Medicine (MD) Programs, Courses of study will require a minimum of six graded Courses in order to be eligible for a GPA.

6.17.5 The GPA for the MBBS/MD will be based on the four compulsory Courses (excluding Honours).

6.17.6 The University may use the GPA for:
   (a) awarding Degrees with High Distinction and Distinction; and/or
   (b) determining University prizes and awards.

6.17.7 Grade Point

The University gives the following Grade Points for each letter grade:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>HD</th>
<th>D</th>
<th>C</th>
<th>P</th>
<th>CP</th>
<th>F</th>
<th>FN</th>
<th>WF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>4.0</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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6.18 Weighted Average Mark (WAM)

6.18.1 The University will use the Weighted Average Mark (WAM) to determine recipients of all University annual awards.

6.18.2 Results that are excluded from WAM calculations include, but are not limited to:
   (a) results for Courses assessed on a Non-Graded Pass (Pass/Fail) basis; and
   (b) results achieved in Honours study; and
   (c) Courses that are studied on a cross-institutional basis; and
   (d) all Courses awarded as Advanced Standing.

6.19 Results Withheld

6.19.1 The University may withhold a Student’s results if the Student:
   (a) has not paid a fee or charge after due notice has been given;
   (b) has not produced acceptable photo-bearing identification in an exam and has not subsequently had his/her identity verified by Student Administration;
   (c) is not properly enrolled in the Course; and/or
   (d) is facing disciplinary proceedings.
7 CONFERRAL OF QUALIFICATION

7.1 Graduation Ceremony
7.1.1 A Student must apply by the date published by the Campus Registrar to graduate at a particular graduation ceremony.
7.1.2 The Campus Registrar may allow a late application to graduate taking into consideration reasons provided by the Student.
7.1.3 A Student may apply to attend a graduation ceremony at a Campus other than their Home campus provided that:
   (a) there is a graduation ceremony held on the other Campus at the time the Student intends to graduate; and
   (b) the Student has the approval of the Campus Registrar from the other Campus.
7.1.4 At each graduation ceremony, the University will invite a Student to deliver an address on behalf of all graduating Students at the ceremony. That Student will ordinarily:
   (a) have the highest Weighted Average Mark (WAM) of attending Students;
   (b) have completed an undergraduate Degree of at least three years’ duration, or have completed the pre-service Doctor of Medicine program; and
   (c) have achieved at least a graded pass in three quarters of the Courses they studied.

7.2 Conferral of Qualification
7.2.1 A Student is entitled to apply for a Degree, Diploma or Certificate of the University when a Student has:
   (a) completed all the requirements of that Degree, Diploma or Certificate; and
   (b) paid all fees, charges or fines which are outstanding.
7.2.2 In appropriate circumstances, the Dean may recommend that the Provost waive the requirements of Regulation 7.2.1(a) on the basis that the Dean certifies that the Student has achieved substantial completion. On receipt of a recommendation from the Dean, the Provost may instruct the Campus Registrar that the Student is to be regarded as having satisfied the requirements of the relevant Degree, Diploma or Certificate, and that their application is to be treated accordingly.

7.3 Degrees with Distinction and High Distinction
7.3.1 Undergraduate Degrees may be awarded a Distinction or High Distinction except where the Honours stream is studied concurrently in the final years of an undergraduate degree.
7.3.2 To be eligible for a Degree with Distinction or High Distinction in an undergraduate Degree, a Student’s Program must:
   (a) be at least three years in duration; and
   (b) consist of graded Courses with a minimum of two years (equivalent full-time study load); and
   (c) consist of a minimum of two years (equivalent full-time study load) completed at The University of Notre Dame Australia.
7.3.3 Postgraduate Degrees may be awarded a Distinction or High Distinction except Graduate Certificate and Graduate Diploma Programs.
7.3.4 To be eligible for a Degree with Distinction or High Distinction in a Postgraduate Degree, a Student’s Program must be a minimum of one year (equivalent full-time study load) of graded The University of Notre Dame Australia Courses.
7.3.5 A Student is awarded their Degree with High Distinction or Distinction if the performance of the Student across their Degree is of an excellent standard based on the Student’s GPA as follows:
(a) High Distinction where the Student has a GPA of 3.5 or greater;
(b) Distinction where the Student has a GPA of 3.25 or more but less than 3.5.

7.4 Testamur
7.4.1 A Testamur issued by the University under its Statutes bears:
(a) the name of the University;
(b) the title of the Degree, Diploma or Certificate conferred;
(c) where a Degree has been awarded with Honours, a statement to that effect and, in the case of First Class Honours, that specific notation;
(d) where a Degree or Diploma has been awarded with High Distinction or Distinction, a statement to that effect;
(e) the year and date of award;
(f) the full name of the Student;
(g) the signatures of the Chancellor and Vice Chancellor; and
(h) the seal of the University.

7.4.2 The Graduate’s full name will appear as recorded in their University record and will not include titles (eg. Dr, Prof etc.).

7.4.3 A Student who has legally changed their name by deed poll (or equivalent) or by marriage may apply for a revised testamur in their new name by:
(a) applying in writing to the Campus Registrar before the end of their Program; and
(b) paying any applicable fee.

7.4.4 The Campus Registrar may allow a Student to change their name on the testamur after the completion of the Program in exceptional circumstances where the Student has applied in writing providing details of the exceptional circumstances and supporting documentation.

7.5 Post Nominals
7.5.1 The Vice Chancellor shall approve the post nominals for each Program awarded.

7.5.2 The abbreviation “Notre Dame Aust” will be used as a post-script to Program post nominals.

7.6 Study Abroad Certificates
A Student who successfully completes an Inbound Study Abroad Program will be presented with a certificate which bears the name of the University, the title of the program, the year and date of its completion, the name of the Student, and the Seal of the University. Certificates will only be presented to Students who achieve a Pass grade in five Courses.

7.7 Pathway Program Certificates
A Student who successfully completes a Pathway Program will be presented with a certificate which bears the name of the University, the title of the program, the year and date of its completion, the name of the Student and the name of the Program.
7.8 **ELICOS Course Certificates**
A Student who successfully completes an ELICOS course will be presented with a certificate which bears the name of the University, the CRICOS code, dates of study, course duration, levels of proficiency, the name of the student and the name of the course.

7.9 **Transcripts (Statement of Academic Record)**
7.9.1 An academic transcript is a certified statement detailing a Student’s academic record at the University.
7.9.2 The transcript includes:
(a) details of all Programs/Courses in which the Student has had an effective enrolment and the marks/grades achieved in Courses;
(b) the Student’s GPA;
(c) any notation approved by the Campus Registrar that relates to the Student’s enrolment at the University, including but not limited to Student Association Executive positions, and/or disciplinary action;
(d) any University prizes and graduation details; and
(e) acknowledgment of any Advanced Standing that has been awarded.
7.9.3 A Student may:
(a) view their records upon proof of identification; and
(b) obtain a copy of the transcript from the Student Administration Office by making a written request authorising the release of the transcript. A fee is charged for each transcript copy.
7.9.4 The University reserves the right to withhold copies of transcripts of a Student who has unfulfilled financial obligations to the University.
7.9.5 A Student who has legally changed their name by deed poll or by marriage may apply for a revised transcript in their new name by:
(a) applying in writing to the Campus Registrar before the end of their Program; and
(b) paying any applicable fee.
7.9.6 The Campus Registrar may allow a Student to change their name on their transcript after the completion of the Program in exceptional circumstances where the Student has applied in writing providing details of the exceptional circumstances and supporting documentation.
7.9.7 A Student attempting to gain access to or gain possession of another Student’s record will be subject to disciplinary proceedings.

7.10 **Australian Higher Education Graduation Statement (AHEGS)**
The University will issue an Australian Higher Education Graduation Statement (AHEGS) to each student graduating with an Australian Qualifications Framework compliant award in accordance with the Australian Government’s prescribed AHEGS requirements.

7.11 **Posthumous and Aegrotat Awards**
7.11.1 The University may present posthumous or aegrotat awards to Students who are seriously ill, permanently disabled and are unable to complete the requirements of a Program or are recently deceased.
7.11.2 The Student (or the Student’s family, next of kin or legal representative in cases where the Student is deceased or incapacitated) may apply in writing to the Campus Registrar for a posthumous or aegrotat award of an Undergraduate or Postgraduate Degree by Coursework
where the Student:

(a) is (or would have been) in the final year of study of their Undergraduate or Postgraduate Degree;
(b) holds (or held) Good Standing Academic Status; and
(c) is (or was) in good financial standing.

7.11.3 To be eligible for a posthumous or aegrotat award a Student in a Postgraduate Research Degree must have submitted a suitable draft of the thesis.

7.11.4 The Dean will advise the Campus Registrar whether, in their view, the Student would have been able to satisfactorily complete the requirements of the Program.

7.11.5 Final approval for a posthumous or aegrotat award is at the discretion of the Vice Chancellor.

7.12 Revocation of an Award

7.12.1 Where the University receives information that a Student has fraudulently obtained an award by misleading or deceptive conduct or transgression of unethical research, the Vice Chancellor may revoke the conferred award.

7.12.2 A Student who has had a conferred award revoked must deliver to the Campus Registrar the original testamur and academic transcript bestowed on the Student at graduation.
8 STUDENT DISCIPLINE

8.1 Student Conduct
8.1.1 All Students are bound by the Code(s) of Conduct for Students published by the Vice Chancellor from time to time and the University’s relevant published policies, procedures, guidelines and other codes relating to expected behaviour. This includes the University’s Policy: Academic Integrity (Students).

8.1.2 In abiding by the University’s Policy: Academic Integrity (Students) all students are required to uphold the values of honesty, trust, fairness, respect, and responsibility in relation to all aspects of their academic work.

8.2 Misconduct
Misconduct is any act or omission of a Student which is inconsistent with the expected standards, values and Objects of the University and includes, but is not limited to, behaviour of a Student that:

8.2.1 breaches or causes or contributes to a breach of any provision of an Act, Statute, Regulation, subordinate instrument or code of practice or conduct applying to the University or to which staff or Students of the University are subject including, but not limited to, the Code(s) of Conduct for Students and University policies concerning sexual assault and harassment, privacy, email usage, social media, intellectual property, use of University resources and information technology, and occupational health and safety;

8.2.2 prejudices the good order and governance of the University or the reputation or academic standing of the University;

8.2.3 impairs the reasonable freedom of other persons to undertake their studies or work in the University or participate in the life of the University;

8.2.4 causes any member of the University community or other person, to suffer damage to, or hold reasonable fears for, their safety or physical or psychological wellbeing or to feel intimidated, threatened, bullied, vilified or harassed including whether in person or via another medium;

8.2.5 alters, falsifies or fabricates any document or record of the University or provides to the University any altered, false or fabricated document for the purposes of satisfying any University requirement or requirement from an external organisation;

8.2.6 knowingly provides false or misleading information to a staff member, the University or a third party organisation with a contractual relationship to the University;

8.2.7 interferes with, steals, misappropriates or causes damage to, or loss of, any property or facilities owned or controlled by the University or owned or controlled by any person whilst such property or facilities are lawfully on any University premises;

8.2.8 constitutes a failure to comply with any reasonable request, direction or order given to the Student by a University staff member for the purpose of ensuring the safety of any person, the preservation of any property, the maintenance of good order or for the purposes of these Regulations or any other University Statute, Regulation, Policy or Procedure;

8.2.9 breaches any Act of State or the Commonwealth to which the University is subject, while in or on University Premises or using University services or facilities;

8.2.10 refusing to identify themselves, or to produce a student ID card when asked lawfully to do so by an identified staff member of the University;

8.2.11 breaches the terms or conditions of a penalty imposed under these General Regulations or any other University policy;
8.2.12 encourages, persuades or incites any other person to engage in conduct or behaviour constituting Misconduct;
8.2.13 attempting any act which, if completed, would have constituted Misconduct.

8.3 Breach of Academic Integrity
A Breach of Academic Integrity can include any conduct, whether intentional or unintentional, that reflects a lack of honesty, fairness, respect or responsibility and which is intended for the purpose of the Student gaining for themselves, or for another person, academic advantage or advancement to which they, or the other person, is not entitled. Examples of breaches include, but are not limited to, those outlined in the Policy: Academic Integrity (Students).

8.4 Liability of Students to disciplinary action
8.4.1 The University may take disciplinary action against a Student or former Student where an allegation of Misconduct or Breach of Academic Integrity is made against a Student or former Student, where the allegation relates to conduct occurring while a former Student was enrolled at the University.
8.4.2 Any finding of Misconduct or Breach of Academic Integrity against a Student or former student must be established on the balance of probabilities.
8.4.3 A Student’s non-enrolment or withdrawal from a Course, Program or the University does not affect the continuation of any disciplinary process commenced against that former Student.

8.5 External Authorities
8.5.1 Where an allegation relates to Misconduct or Breach of Academic Integrity of a type that the University is required to report to external authorities, such as the police or other government or regulatory agency, the University will ensure that the allegation is dealt with in a manner that does not jeopardise or adversely impact an investigation by any external authority. In some circumstances this may include suspending the University’s disciplinary process until such time as an external investigation is complete.

8.6 Allegation of Misconduct or breach of academic integrity
8.6.1 An allegation of Misconduct or Breach of Academic Integrity against a Student or former Student can be made by any person in writing to:
(a) the Dean, where the allegation is made against a Student or former Student enrolled in the Dean’s School; or
(b) the relevant Executive Director (or equivalent) on each campus who is responsible for oversight of the Halls of Residence, where allegations of Misconduct relate to Residential Students and the allegation relates to a Hall of Residence matter, or
(c) the Pro Vice Chancellor, Student Experience where the allegation is made against a Study Abroad or Exchange Student.
8.6.2 Allegations of Research Misconduct made against Research Students, should be dealt with in accordance with the Policy: Code of Conduct for Research.

8.7 Receipt of Allegation
8.7.1 On receiving an allegation, the Dean or relevant Executive Director may make preliminary investigations in order to determine whether the allegation against the Student or former Student should proceed.
8.7.2 Where any of the allegations relate to a Breach of Academic Integrity by a Student in relation to a Course for which another School is responsible, the Dean may refer the allegation to the Dean of the School responsible for the Course.

8.8 Initial Meeting

8.8.1 When a Dean or relevant Executive Director is notified of an allegation, he or she will arrange to meet with the Student or former Student against whom the allegation is made. The Student must be advised that they may bring a support person to the meeting.

8.8.2 The support person for the Student is not entitled to be heard, except with permission of a Dean or relevant Executive Director, and a Dean or relevant Executive Director may exclude the support person if he or she disrupts the conduct of the meeting.

8.8.3 At the meeting the Dean or relevant Executive Director will:
(a) advise the Student that the allegation has been made and, if the allegation is in writing, provide the Student with a copy of the allegation;
(b) give the Student an opportunity to discuss the allegation;
(c) advise the Student of the relevant advisory and support services such as counselling and Student Discipline Advisory Officers available to assist the Student; and
(d) if possible, resolve the allegation.

8.8.4 After the meeting (or after the time at which a meeting is scheduled, if the Student or former Student fails to attend the meeting) the Dean or relevant Executive Director will make one of the following determinations:
(a) dismiss the allegation as trivial or not well-founded; or
(b) deal with the allegation outside of a Discipline Committee; or
(c) refer the allegation to a School Discipline Committee in accordance with Regulation 8.9, in cases where the allegation relates to allegations of Misconduct or breaches of Academic Integrity considered by the Dean or relevant Executive Director to be of a less serious nature, which may include Level Two breaches under the Procedure: Managing Breaches of Academic Integrity (Students);
(d) refer the matter to the University Discipline Committee in the first instance, only in circumstances where the Dean or Executive Director forms the view that the allegation relates to breaches of Academic Integrity or Misconduct of a more serious level, including:
(i) conduct which if established would be found to be Level Three or Level Four breaches under the Procedure: Managing Breaches of Academic Integrity (Students); or
(ii) Misconduct which, if substantiated, would be of a kind that may warrant penalties outside the powers of the Dean, relevant Executive Director or School Discipline Committee as listed in Regulation 8.11.1.

8.8.5 The Dean or relevant Executive Director will write to the Student and the party making the allegation, where appropriate, and advise them of the action to be taken.

8.9 School Discipline Committee

8.9.1 The School Discipline Committee is responsible for dealing with allegations of Misconduct and breaches of Academic Integrity referred to them by the Dean or relevant Executive Director in accordance with Regulation 8.8.4(c).

8.9.2 The School Discipline Committee will comprise:
8.9.3 The Chair will have a deliberative vote and a casting vote in the event of a deadlock.
8.9.4 The Dean will ensure that suitably qualified academic staff members who have been trained in the University’s disciplinary processes are available to serve on the School Discipline Committee.

8.10 Investigation of Allegation
8.10.1 Where the Dean or relevant Executive Director makes a determination to deal with the allegation or to refer the allegation to a School Discipline Committee they must do the following:

(a) Provide the Student with a formal written notice setting out:
   (i) the specific details of the allegation(s), including a copy of the allegation(s) if in writing, and any other information in support of the allegation;
   (ii) the relevant provisions of General Regulations and/or Academic Integrity Policy alleged to have been breached and a copy of the relevant Policy and Procedure;
   (iii) The Student’s right to provide a written submission or evidence in response to the allegation(s), within five Working Days from receipt of the notice;

(b) Request written information from, or interview, any person the Dean or relevant Executive Director believes might have information relevant to the allegation. Where it is intended to rely on any further information gathered, the Dean or relevant Executive Director should provide a copy of the information to the Student and provide the Student with an opportunity to respond.

(c) Where the allegation(s) relate to breaches of Academic Integrity take into account the Procedure: Managing Breaches of Academic Integrity (Students).

8.10.2 Once the Dean or relevant Executive Director has received the Student’s written submission and gathered any further information, he or she will schedule a meeting with the Student to allow the Student to properly respond to the relevant evidence and/or clarify matters in their written submission, or will convene a School Discipline Committee.

8.10.3 The Student will be given at least five Working Days’ notice of the time of the further meeting or School Discipline Committee hearing and advised that they may bring a support person, subject to the Student providing at least 24 hours’ notice to the Dean, Executive Director or Chair of the School Discipline Committee that a support person will be present.

8.10.4 The Student and the Dean, relevant Executive Director or Chair of the School Discipline Committee may agree in writing at any time to reschedule the date, time and place for the meeting or School Discipline Committee hearing.

8.10.5 If a Student does not attend the scheduled meeting or School Discipline Committee hearing, the allegation may be considered on the date/time of the scheduled meeting or hearing in the Student’s absence.

8.10.6 Where, during the process of investigating the allegation the Dean or relevant Executive Director or the School Discipline Committee identifies further allegations, these allegations may be investigated, provided reasonable notice and an opportunity to respond is provided to the Student.

8.10.7 If, during any stage, the Dean or relevant Executive Director or the School Discipline
Committee forms the view that the allegation is of a more serious nature that first indicated, the allegation may be referred to the University Discipline Committee in writing and the Student must be advised in writing of this action.

8.10.8 Following investigation of the allegation(s), the Dean, relevant Executive Director or the School Discipline Committee may make one of the following determinations:
(a) dismiss the allegation(s);
(b) uphold the allegation(s), and impose one or more penalties provided in Regulation 8.11.1; or
(c) refer the matter to the University Discipline Committee, in circumstances where the School Discipline Committee forms the view that the allegation relates to breaches of Academic Integrity or Misconduct of a more serious level, including:
   (i) conduct which if established would be found to be Level Three or Level Four breaches under the Procedure: Managing Breaches of Academic Integrity (Students); or
   (ii) Misconduct which, if substantiated, would be of a kind that may warrant penalties outside the powers of the Dean, relevant Executive Director or School Discipline Committee as listed in Regulation 8.11.1.

8.10.9 Where the Dean, relevant Executive Director or School Discipline Committee makes a determination to uphold an allegation, the Student or former Student must be provided, within five Working Days of reaching the determination:
(a) written notice of the decision;
(b) the reasons for the decision;
(c) details of the disciplinary action imposed; and
(d) notice of the Student’s right of appeal.

8.10.10 The Dean, relevant Executive Director or School Discipline Committee must give written notification of the determination to the following officers:
(a) the Provost;
(b) the Pro Vice Chancellor, Student Experience;
(c) the Academic Registrar;
(d) the Campus Registrar; and
(e) the Dean(s) of any other School in which the Student is enrolled; and/or
(f) National Director, Student Standards and Integrity, where allegations related to sexual harassment or sexual assault; and/or
(g) the Provost, in the case of a Study Abroad or International Student.

8.10.11 The Dean, relevant Executive Director or Chair of the School Discipline Committee will write to the person or persons who made the allegation and advise them that the matter has been dealt with.

8.10.12 The Student may lodge an appeal against the determination of the Dean, relevant Executive Director or the School Discipline Committee to the Chair of the University Discipline Committee within 10 Working Days of receipt of the determination.

8.11 Disciplinary Powers of the Dean, Relevant Executive Director or School Discipline Committee
8.11.1 The Dean, relevant Executive Director or School Discipline Committee is authorised to impose one or more of the following penalties:
(a) reprimand the student in writing; and/or
(b) impose a zero mark in respect of any piece of work or piece of assessment to which
the allegation relates; and/or require resubmission of the piece of assessment to which the breach relates but limit a maximum of 50 Pass Grade for the resubmitted piece of assessment; and/or
(c) impose a Fail (F) grade in respect of any Course to which the allegation relates; and/or
(d) require the Student to complete a course in academic writing and referencing through the Notre Dame Study Centre; and/or
(e) impose Conditions on enrolment, subject to the Student’s good behaviour; and/or
(f) require the Student to pay compensation to the University an amount equal to the cost of repairing or replacing any University property damaged or stolen; and/or
(g) require the Student to undertake a specified number of hours of University service; and/or
(h) evict from, or apply conditions or restrictions on the Student’s continued residency in, the Halls of Residence; and/or
(i) prevent the Student from having any or specified contact with particular Students or members of staff of the University as the Dean or relevant Executive Director considers necessary or appropriate; and/or
(j) complete an essay on a relevant topic to demonstrate reflection on the nature of the Misconduct.

8.11.2 In determining disciplinary action and any associated penalty, the following factors must be considered:
(a) nature and extent of the Misconduct or Breach of Academic Integrity;
(b) extent to which the behaviour was planned or deliberate and the motives for the conduct;
(c) Student’s history of conduct;
(d) degree of advantage gained or potentially gained;
(e) potential or actual disadvantage to other Students;
(f) potential or actual negative impact on the University;
(g) extent to which the Misconduct or Breach of Academic Integrity could be considered an offence in the wider community that, under law, might lead to legal proceedings; and
(h) penalties imposed in previous cases involving similar conduct, with a view to maintaining overall consistency in penalties.

8.11.3 The Dean, relevant Executive Director or School Discipline Committee must ensure that any penalties imposed are fair and consistent.

8.12 University Discipline Committee
8.12.1 There shall be one University Discipline Committee on the Fremantle Campus and one University Discipline Committee on the Sydney Campus.
8.12.2 The University Discipline Committee is responsible for dealing with:
(a) allegations of Misconduct and breaches of Academic Integrity referred to them by the Dean or relevant Executive Director in accordance with Regulation 8.8.4(d);
(b) any appeal made by a Student under Regulation 8.10.12 against a determination and/or penalty imposed by a Dean, Executive Director or School Discipline Committee.
8.12.3 The University Discipline Committee will comprise:
(a) the Chair, who will be the Pro Vice Chancellor, Student Experience or nominee;
(b) the Campus Registrar;
(c) a nominee of the Provost, where the allegation relates to a Breach of Academic Integrity;
(d) the Provost, where the Student is an International Student or a Study Abroad Student;
(e) a Dean nominated by the Pro Vice Chancellor, Student Experience (other than a Dean responsible for making a determination under Regulation 8.10.1);
(f) a Senior staff member as nominated by the Pro Vice Chancellor, Student Experience (in addition to a Dean in (e) above);
(g) a Student who has completed at least two years of study at the University nominated from time to time by the President of the Student Association relevant to the Campus to which the allegation is related; and
(h) any other person that the Pro Vice Chancellor, Student Experience deems appropriate.

8.12.4 The Chair will have a deliberative vote and a casting vote in the event of a deadlock.
8.12.5 If, in a particular case, a member of the University Discipline Committee is absent or declines to sit, or the Pro Vice Chancellor, Student Experience considers it appropriate that a member not sit, the Pro Vice Chancellor, Student Experience may appoint a person to sit in that member’s place and for the purposes of determining the matter that person has the same powers on the University Discipline Committee as the person they are replacing.
8.12.6 The Pro Vice Chancellor, Student Experience will maintain a register of suitably-qualified staff members and students who have received training in the University’s disciplinary processes and who have been approved annually by the Provost to serve on the University Discipline Committee as required and in accordance with the composition at Regulation 8.12.3.

8.13 University Discipline Committee Hearing
8.13.1 Where a Dean, Executive Director or School Discipline Committee refers an allegation of Misconduct or breach of Academic Integrity to the University Discipline Committee in accordance with Regulation 8.8.4(d), or a Student lodges an appeal against a decision of a Dean, Executive Director or School Discipline Committee in accordance with Regulation 8.10.12, the Chair of the University Discipline Committee must convene a hearing to determine the matter within 20 Working Days after receipt of the allegation or the appeal.
8.13.2 The University Discipline Committee must give the Student at least five Working Days’ notice of the time and place of the hearing. The Chair and the Student may agree to shorten or extend the time limits for any hearing.
8.13.3 Where the University Discipline Committee is convened to hear an appeal against a decision made by a Dean, Executive Director or School Discipline Committee in accordance with Regulation 8.10.12, the Student must provide the University Discipline Committee with a written statement setting out his or her reasons for appeal and provide evidence to support those reasons. In determining an appeal the University Discipline Committee must consider the appeal as the University Discipline Committee deems appropriate but ensure it complies with the principles outlined in Regulations 8.13.4(b) to (f).
8.13.4 Where the University Discipline Committee deals with an allegation referred by the Dean, Executive Director or School Discipline Committee in accordance with Regulation 8.8.4(d), the University Discipline Committee must deal with the allegation by undertaking an investigation of the allegations by following, as far as possible, the steps outlined in Regulation 8.10.1, including:
(a) providing the Student with the specific details of the allegation, including the written
allegation and any information provided to the University Discipline Committee to allow the Student to respond to the allegations;

(b) allowing the Student the opportunity to respond in writing and orally;

(c) allowing the Student to be accompanied by a support person at any meeting/hearing held;

(d) investigating the allegation by gathering information in a manner it considers appropriate. In gathering information the University Discipline Committee is not bound by the rules of evidence but must ensure it acts fairly having regard to the requirements of procedural fairness;

(e) considering the allegation(s) on the facts before them and not take into account irrelevant matters;

(f) obtaining permission of the Student prior to any audio recording of the hearing being made.

8.13.5 If the Student does not attend the University Discipline Committee hearing, the Chair may allow the hearing to continue as scheduled in the Student’s absence, but must provide the Student with a further opportunity to respond to any adverse findings it proposes to make in writing prior to making a determination and imposing a penalty.

8.13.6 The support person must not have any association with the alleged Misconduct or Breach of Academic Integrity or act in the capacity of a legal practitioner or advocate unless permission is granted by the Chair. The support person has no right to be heard at the hearing, except with permission of the Chair, and may be excluded by the Chair if they disrupt the hearing.

8.13.7 The University Discipline Committee must make a determination to either dismiss or uphold the appeal or, if the University Discipline Committee is dealing with the allegations on referral from a Dean, Executive Director, or School Discipline Committee, must make a determination of each allegation of Misconduct or Breach of Academic Integrity. A majority of the members of the University Discipline Committee must agree with any determination made.

8.13.8 Where an allegation referred by the Dean, Executive Director or School Discipline Committee in accordance with Regulation 8.8.4(d) is upheld, the University Discipline Committee may impose any one or more of the penalties listed at Regulation 8.14.1.

8.13.9 Where the University Discipline Committee upholds an appeal referred to it in accordance with Regulation 8.10.12, it may impose new penalties in accordance with Regulation 8.14.1.

8.13.10 The University Discipline Committee must provide the Student or former Student with written notice of its decision, reasons for its decision, penalties imposed, and, if applicable, the right to appeal the UDC’s decision.

8.13.11 The University Discipline Committee must give written notification of its decision and any implications arising to the following officers:

(a) the Vice Chancellor;

(b) the Dean of the Student’s School;

(c) the Academic Registrar;

(d) the Campus Registrar;

(e) the Provost (where allegations relate to a Study Abroad or International Student);

(f) the Provost (where allegations relate to a Breach of Academic Integrity);

(g) the National Director, Student Standards and Integrity (where allegations relate to sexual harassment or sexual harassment);
If the University Discipline Committee considers it appropriate in the circumstances, it will give written notification of completion to the party making the allegation.

Where the University Discipline Committee deals with an appeal from a decision of a Dean, relevant Executive Director or School Discipline Committee under Regulation 8.10.12, the decision of the University Discipline Committee will be final and the student has no further internal right of appeal.

Disciplinary Powers of the University Discipline Committee

8.14.1 Where the University Discipline Committee makes a finding of Misconduct or Breach of Academic Integrity, it may impose one or more of the following penalties:

(a) reprimand the student in writing; and/or
(b) impose a grade of Fail in respect of any course, or component of assessment of the course, to which the allegation relates; and/or
(c) require the Student to resubmit any piece of work to which the allegation relates. In this circumstance, the assessment can earn a maximum of 50 Pass Grade for this piece of assessment; and/or
(d) impose Conditions on enrolment, as considered appropriate and subject to the Student’s good behaviour; and/or
(e) require the Student to pay compensation to the University an amount equal to the cost of repairing or replacing any University property damaged or stolen by the Student; and/or
(f) require the Student to undertake a specified number of hours of University service; and/or
(g) prohibit the Student from using any of the University resources for a specified period; and/or
(h) require the student to complete an essay on a relevant topic to demonstrate reflection on the nature of the Misconduct or Breach of Academic Integrity; and/or
(i) evict from, or apply conditions or restrictions on the Student’s continued residency in, the Halls of Residence; and/or
(j) prevent the Student from having any or such specified contact with particular Students or members of staff of the University as the University Discipline Committee considers necessary or appropriate; and/or
(k) transcript notation; and/or
(l) suspend the Student on such terms and conditions as the University Discipline Committee considers necessary or appropriate; and/or
(m) terminate a Student’s enrolment; and/or
(n) apply any other penalty considered to be appropriate.

8.14.2 In determining the relevant penalty the University Discipline Committee must consider the factors set out in 8.11.2. The University Discipline Committee must ensure that any penalties imposed are fair and consistent.

8.14.3 A Student may appeal a decision made or penalty imposed by the University Discipline Committee where the allegations were referred by a Dean or Executive Director in accordance with Regulation 8.8.4(d) or Regulation 8.10.7, or by a School Discipline Committee in accordance with Regulation 8.10.8.
8.15 **University Student Misconduct Appeals Committee**

8.15.1 The University Student Misconduct Appeals Committee will be appointed by the Provost and will comprise:

(a) the Provost (the Chair);
(b) the Academic Registrar;
(c) one or two staff members nominated by the Provost;
(d) a Student nominated by the President of the Student Association relevant to the Campus to which the allegation is related.

8.15.2 A person who has been in any way involved in, associated with, or alleged to have been involved in or associated with the alleged Misconduct and/or breach of Academic Integrity, its investigation, or the decision or penalty under appeal may not be a member of the University Student Misconduct Appeals Committee.

8.15.3 An Executive Officer will be appointed by the Provost to support the work of the Committee.

8.15.4 The Chair will have the deliberative and a casting vote in the event of a deadlock.

8.15.5 The University Student Misconduct Appeals Committee may seek the advice of the University’s legal representative who may assist the Committee in its investigations and deliberations.

8.16 **Appeal to the University Student Misconduct Appeals Committee**

8.16.1 A Student’s right to appeal a decision or penalty of the University Discipline Committee in accordance with 8.14.3 is subject to the Student establishing one of the following grounds:

(a) the University Discipline Committee failed to comply with procedural fairness;
(b) the Student has evidence relating to the allegation that was not reasonably available at the time of the hearing and that, if available, may have reasonably affected the decision of the University Discipline Committee or the penalty imposed;
(c) the penalty imposed was excessive.

8.16.2 An appeal may only be commenced by the student by lodging a written notice of appeal to the Provost:

(a) within 10 Working Days of receipt of the determination of the University Discipline Committee, or
(b) in exceptional circumstances, such longer time as the Provost allows at their discretion.

8.16.3 A notice of appeal must set out the grounds of appeal and the evidence on which the Student proposes to rely.

8.17 **University Student Misconduct Appeals Committee Hearing**

8.17.1 Within 10 Working Days of receiving a notice of appeal in accordance with Regulation 8.16, the Provost will establish a University Student Misconduct Appeals Committee to hear and determine the appeal.

8.17.2 The University Student Misconduct Appeals Committee must review the matter and may uphold, dismiss, or vary the decision appealed by the Student and may impose any of the penalties imposed under Regulation 8.14.1.

8.17.3 The Student must be given at least five Working Days’ written notice setting out:

(a) the time and date of the appeal hearing;
(b) the rights of the Student at the hearing, including but not limited to:
   (i) the Student providing a written submission of evidence in relation to the
appeal, and

(ii) the Student's right to be accompanied by one support person; and

(iii) the name of the Chair of the University Student Misconduct Appeals Committee.

8.17.4 At least 24 hours before the commencement of the University Student Misconduct Appeals Committee hearing, the Student may request their support person act as the student's advocate and speak to the Committee on the student's behalf with the permission of the Chair (which must not be unreasonably withheld) and the Student. The Chair of the Committee may exclude the advocate from the hearing if he or she disrupts or unreasonably impairs the conduct of the hearing.

8.17.5 In determining any appeal, the University Student Misconduct Appeals Committee:

(a) may follow any procedure that the Chair considers to be appropriate;
(b) is not bound by the rules of evidence or other technicalities or legal forms, and may seek information in relation to any matter in any manner deemed appropriate;
(c) must act fairly in all the circumstances, having regard to the requirements of procedural fairness;
(d) must give the Student the opportunity to present material and submissions in support of the appeal and to respond to any other material relating to the appeal; and
(e) must consider any material presented.

8.17.6 If the Student does not attend the University Student Misconduct Appeals Committee hearing, the Chair may allow the allegation to be heard by the Committee on the same date and time as the scheduled meeting in the Student's absence.

8.17.7 The University Student Misconduct Appeals Committee must either:

(a) dismiss the appeal in whole or in part; or
(b) uphold the appeal in whole or in part; or
(c) adjourn (and reconvene within 10 Working Days) the hearing to allow for further time to investigate and acquire information in relation to the appeal.

8.17.8 For an appeal to be upheld, a majority of the members of the University Student Misconduct Appeals Committee must be satisfied that a ground of appeal has been established. If this is not the case, the appeal must be dismissed.

8.17.9 If the University Student Misconduct Appeals Committee upholds or dismisses the whole or any part of an appeal, it must:

(a) confirm the penalty imposed by the University Discipline Committee; and/or
(b) set aside the penalty imposed by the University Discipline Committee; and/or
(c) vary any of the penalties imposed by the University Discipline Committee; and/or
(d) substitute another penalty for any penalties imposed by the University Discipline Committee.

8.17.10 In relation to confirming, setting aside, varying or substituting penalties, the University Student Misconduct Appeals Committee must not increase the period of any suspension or exclusion imposed by the University Discipline Committee.

8.17.11 Within five Working Days of any decision by the University Student Misconduct Appeals Committee, the Committee must provide:

(a) the Student with written notice of the terms of the decision, written reasons for the decision and any penalty imposed;
(b) the Chair of the University Discipline Committee with written notice of the terms of the decision and any penalty imposed; and
8.17.12 The University Student Misconduct Appeals Committee must give written notification of the decision to the following officers:
(a) the Vice Chancellor;
(b) the Dean of the Student’s School;
(c) the Provost, in the case of a Study Abroad or International Student;
(d) the National Director, Student Standards and Integrity (where allegations related to sexual harassment or sexual assault).

8.17.13 If the University Student Misconduct Appeals Committee considers it appropriate in the circumstances, it will give written notification of completion to the person or persons making the allegation.

8.17.14 The decision and any associated penalties of the University Student Misconduct Appeals Committee are final and are not open to further internal appeal.

8.18 Penalties Outstanding, Unfulfilled or Unpaid

8.18.1 While a penalty imposed by the University Discipline Committee or the University Student Misconduct Appeals Committee is outstanding, unfulfilled or unpaid (as the case may be), unless the Student has the written consent of the Campus Registrar, the Student is prohibited from:
(a) enrolling or seeking readmission in accordance with General Regulations; and/or
(b) receiving any results of assessment; and/or
(c) receiving their academic record or award from the University and/or
(d) graduating from the University.

8.19 Vice Chancellor’s Special Disciplinary Power

8.19.1 The Vice Chancellor may, on written notice, immediately exclude or suspend a Student on such terms as the Vice Chancellor considers necessary in circumstances where they have determined that the Student has acted or behaved, or is acting or behaving, in a way which involves or might involve a risk of:
(a) injury to the Student or to any other person; or
(b) serious damage to property; or
(c) serious disruption to any activity sanctioned by the University.

8.19.2 The Vice Chancellor may exercise the decision to immediately exclude and/or suspend a Student without giving the Student any right of reply. Where the Vice Chancellor decides to exclude and/or suspend a Student, the Vice Chancellor must, within one Working Day, provide a written notice to the Student setting out the decision and summarising the reason for the decision.

8.19.3 A Student must comply with any decision of the Vice Chancellor.

8.19.4 As soon as possible after exercising the power in Regulation 8.19.1, the Vice Chancellor will nominate a senior officer to Chair a Special Discipline Committee Hearing into the matter.

8.19.5 The members of the Special Discipline Committee will be appointed by the Vice Chancellor and will follow the process set for the University Discipline Committee in Regulations 8.13.2 to 8.13.9, inclusive.

8.19.6 At the conclusion of the hearing, the Special Discipline Committee must give written notification of its decision to:
(a) the Vice Chancellor
(b) the Student;
(c) the person or persons making the allegation, where appropriate;
(d) the Dean of the Student’s School;
(e) the Academic Registrar;
(f) the Campus Registrar;
(g) the National Director, Student Standards and Integrity (where allegations related to
sexual harassment or sexual assault);
(h) the Provost, in the case of a Study Abroad or International Student;
(i) the Provost.

8.19.7 The Vice Chancellor may at any time revoke their decision to exclude and/or suspend a
Student made under Regulation 8.19.1.

8.20 Records of Disciplinary Action

8.20.1 The Academic Registrar must keep a record of:
(a) all findings of general and academic Misconduct referred to a School Discipline
Committee, the University Discipline Committee or dealt with as a disciplinary matter
by a Dean or relevant Executive Director; and
(b) all findings of a Special Discipline Committee convened by the Vice Chancellor in
accordance with Regulation 8.19.4;
(c) all penalties imposed in respect of such findings; and
(d) all findings of the Appeals Committee, including copies of notices to the Student.

8.20.2 The record forms part of the Student’s disciplinary record and must form part of the
Student’s file which must be made available, taking into account Privacy legislation
requirements, to:
(a) persons within the University if, in the opinion of the Academic Registrar, they have
a legitimate need to know; and
(b) persons outside the University including but not limited to:
   (i) the police in response to a written request where they are investigating
       this or a related matter;
   (ii) a court order or subpoena in response to a written request;
   (iii) a School or Hall of Residence or another institute of higher education if, in the
       opinion of the Academic Registrar, they have a legitimate need to know and
       in response to a written request.
9 MISCELLANEOUS

9.1 Communication with or Contacting Students
9.1.1 In any provision in which a Student is required to:
   (a) notify the University; and/or
   (b) apply to the University;
   the Student shall make such application and/or notification to the University in writing or in the manner prescribed.
9.1.2 The University allocates each Student an individual Notre Dame Student email account.
9.1.3 This email account will be used by the University for correspondence purposes. Unless otherwise exempted by the Registrar’s Office, it is a condition of enrolment that a Student undertakes to check their email account on a weekly basis. Official correspondence sent by way of email to a Student email account shall be deemed to have been received.
9.1.4 All email communication between current Students and the University must be via the Notre Dame Student email account.
9.1.5 Information regarding a Student will not be disclosed to anyone other than the Student or another staff member for relevant University purposes. If a Student requests any information be given to another person, the Student must provide a letter to the University authorising the University to disclose information to the person nominated in the letter.

9.2 Service of Documents
9.2.1 Where a notice or other document is permitted or required by these Regulations to be given or served, service of the notice or document may be effected on the person to be served:
   (a) by giving the notice or document directly to that person;
   (b) by sending as an email message the notice or document or a URL link to the notice or document to that person’s official The University of Notre Dame Australia email address;
   (c) by posting the notice or document as a letter to that person’s known postal address, as last officially notified to the University; or
   (d) by leaving it for that person at their place of abode, as last officially notified to the University.
9.2.2 Where the notice or document is served in accordance with Regulation 9.2.1(b) service is deemed to have been effected at the time of sending the message.
9.2.3 Where the notice or document is posted in accordance with Regulation 9.2.1(c), service is deemed to have been effected at the expiration of four Working Days from the time of posting.
## 10 SCHEDULE 1: Grading Rubric

<table>
<thead>
<tr>
<th>Grade Title</th>
<th>Grade Code</th>
<th>Mark</th>
<th>Level of Performance and/or attendance (used to determine Academic Status)</th>
<th>Understanding of the subject matter</th>
<th>Skill development</th>
<th>Interpretative and analytical ability and intellectual initiative</th>
<th>Achievement of objectives of the Course</th>
<th>Standard of academic literacy</th>
<th>Recording of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80–100</td>
<td>Exceptional Performance</td>
<td>Comprehensive understanding</td>
<td>Mastery</td>
<td>Extremely high level of ability and initiative</td>
<td>All objectives achieved</td>
<td>Ability to communicate findings and knowledge of a very high standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70–79</td>
<td>Excellent</td>
<td>Very high level of understanding</td>
<td>Very high level of skill development</td>
<td>Very high level of ability and initiative</td>
<td>All objectives achieved</td>
<td>Ability to communicate findings and knowledge of a high standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60–69</td>
<td>Good</td>
<td>High level of understanding</td>
<td>High level of skill development</td>
<td>High level of ability</td>
<td>Some objectives not fully achieved</td>
<td>Ability to communicate findings and knowledge at an acceptable standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50–59</td>
<td>Satisfactory</td>
<td>Adequate understanding</td>
<td>Partial development</td>
<td>Adequate level of ability</td>
<td>Failure to achieve some (minor) objectives</td>
<td>Ability to communicate findings and knowledge at an acceptable standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Conceded Pass</td>
<td>CP</td>
<td>48 or 49</td>
<td>Satisfactory</td>
<td>Adequate understanding</td>
<td>Partial development</td>
<td>Adequate level of ability</td>
<td>Failure to achieve some (minor) objectives</td>
<td>Ability to communicate findings and knowledge limited</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Non-Graded Pass</td>
<td>NGP</td>
<td>NA</td>
<td>Satisfactory</td>
<td>Satisfactory understanding</td>
<td>Satisfactory development</td>
<td>Satisfactory level of ability</td>
<td>All key objectives achieved</td>
<td>Ability to communicate findings and knowledge at an acceptable standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0–49</td>
<td>Unsatisfactory</td>
<td>Inadequate understanding</td>
<td>Failure to develop relevant skills</td>
<td>Insufficient evidence of ability</td>
<td>Failure to achieve key objectives</td>
<td>Ability to communicate findings and knowledge below an acceptable level</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Fail due to Non-Completion</td>
<td>FN</td>
<td>0–100</td>
<td>Unsatisfactory</td>
<td>Did not submit one or more pieces of continuous assessment and/or did not sit the final exam and/or failed to meet all requirements for a Course.</td>
<td>Did not achieve objectives of the Course</td>
<td>NA</td>
<td></td>
<td>Grade will be shown on Academic Transcript</td>
<td></td>
</tr>
<tr>
<td>Withdrawal with Fail</td>
<td>WF</td>
<td>No Mark</td>
<td>Unsatisfactory</td>
<td>Withdrew from the Course after the Academic Penalty Date of the Course.</td>
<td>Did not achieve objectives of the Course</td>
<td>NA</td>
<td></td>
<td>Grade will be shown on Academic Transcript</td>
<td></td>
</tr>
<tr>
<td>Research in Progress</td>
<td>RP</td>
<td>No Mark</td>
<td>Research is continuing</td>
<td>Supervised Research/Dissertation/Honours has been undertaken in that Semester and is continuing</td>
<td>NA</td>
<td>NA</td>
<td>Grade will be shown on Academic Transcript</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>