SCHOOL REGULATIONS: Schools of Education Fremantle and Sydney

Purpose: These School Regulations apply to all students in the programs and courses offered by the Schools of Education at The University of Notre Dame Australia.

Responsible Owner: Dean
Responsible Office: School of Education
Contact Officer: Senior Administrative Officer
Effective Date: 1 January 2020
1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations
These School of Education Regulations apply to all students enrolled in the programs offered by the Schools within the National College of Education and, as far as is appropriate, to those students enrolled in courses which are offered through the School of Education. These Regulations should be read in conjunction with the General Regulations and specific Program Regulations.

1.2 Program Regulations
In addition to these School of Education Regulations, all of the programs in the School of Education have specific regulations which apply to all students enrolled in these programs.

1.3 Interaction of Regulations
In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:
1. General Regulations
2. Research Degree Regulations
3. School Regulations
4. Program Regulations

1.4 Interpretation
The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Education Regulations, unless otherwise provided for herein:
"(the) School Committee" – shall mean have the same meaning as that given to it in the University Statutes.
"(the) Program Coordinator" – shall mean that 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.
"(the) Course Coordinator" – shall mean that 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.

1.5 Amendment of Regulations
1.5.1 All proposals for amending these School Regulations must be forwarded by the Dean to the Program and Course Accreditation Committee (PCAC) for consideration and to the Vice Chancellor for approval.
1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in courses or programs offered by the School as soon as they are approved by the Vice Chancellor.
1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE OF THE SCHOOL OF EDUCATION

2.1 Dean of a School
2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on a that Campus.
2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on a particular campus.

2.2 Associate/Assistant Dean of a School
Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.
2.3 **School Committee**

2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the ‘Schools Committees’).

2.3.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:

(a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.

(b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.

(c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.

(d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.

(e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.

(f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.

2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.

2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Head of Campus of the issues involved.

3. **ADMISSIONS**

3.1 **Special Requirements for Admission**

Special requirements for admission (if any) to a program offered by the School of Education shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.

3.2 **Programs and Quotas**

3.2.1 The programs of the School of Education are set out in the School of Education Program Regulations.

3.2.2 Pursuant to the General Regulations and the University Policy: Program Quotas, the total intake of first year students admitted to a program on a particular Campus may be limited.

3.2.3 The total intake of first year students admitted to a program on a particular Campus may be limited specifically by the availability of school placements for the practicum component of a program.

3.3 **Specific Conditions of Enrolment in Courses of a Program**

3.3.1 Special conditions of enrolment (if any) in courses of a program offered by the School of Education shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.

3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific program or course requirements.

3.3.3 The conditions that may be imposed on a student include, but are not limited to:

(a) the meeting of special requirements of admission;

(b) achievement of a passing grade in a prerequisite course;

3.3.4 That a student may enrol in a particular course only if:

(a) the student also enrolls in a co-requisite course at the same time, should a co-requisite be specified; or

(b) the student previously achieved a passing grade in the co-requisite course.

3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a course without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the course concerned.

3.3.6 A student with a Commonwealth Supported Place who elects to study a course(s) outside their degree structure must enrol in the course(s) on a “Not-For-Degree” basis and shall pay the full fee for the course(s).
3.4 Enrolment Deadlines
3.4.1 Enrolment deadlines for undergraduate and postgraduate courses are those proclaimed by the Campus Registrar.
3.4.2 Enrolment deadlines for non-standard undergraduate courses are determined by the Dean of a School and advised to the Campus Registrar for publishing on the University’s web site.
3.4.3 Enrolment deadlines for non-standard postgraduate courses offered by the School of Education are:
   (a) Summer Term (January) courses – last Friday in November of the preceding year;
   (b) Intensive (April) courses – last Friday in February of that year;
   (c) Winter Term (July) courses – last Friday in May of that year;
   (d) Intensive (October) courses – last Friday in August of that year.

4. ACADEMIC PROGRESS

4.1 Attendance and Absence
4.1.1 A student who is absent from a course without the approval of the Program Coordinator or Course Coordinator from its scheduled lectures, tutorials, workshops or any other teaching period outlined in the course outline may not be permitted to sit the final examination for the course and/or receive a Fail due to Non-Completion (FN) grade for the course.
4.1.2 A student is required to attend all scheduled classes for each course they are enrolled in.
4.1.3 Where a student is absent from class for two consecutive weeks or more than twice during an intensive course or more than three times for a semester long course, the lecturer/tutor should inform the Program Coordinator who will contact the student.
4.1.4 Full time attendance at all scheduled practicums or internships, including necessary briefing sessions, is compulsory.

4.2 Student Progress
4.2.1 A student who fails to complete all of a particular year of her or his prescribed program may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the program provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
4.2.2 A student will not be permitted to undertake placements, practicums or internships unless the prerequisite courses have been successfully completed.
4.2.3 A Dean may recommend to the Head of Campus for approval any change to a program regulation for an individual student.
4.2.4 A student will not normally be granted a supplementary examination in a failed course, unless that course is the last remaining course required to complete their degree.

4.3 Graduation
4.3.1 Eligibility for graduation in the programs offered by the School of Education requires successful completion of all required units of credit and program conditions as detailed in the Program Regulations.
4.3.2 All pre-service students will be required to sit and pass the National Literacy and Numeracy Test for Initial Teacher Education Students in accordance with the Program Regulations.

4.4 Degrees with High Distinction or Distinction
4.4.1 In accordance with the General Regulations, undergraduate programs offered by the School of Education are eligible to be awarded with Distinction or High Distinction.
4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Education are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours
There are no degrees with Honours available within the School of Education.
5. **ASSESSMENT AND EXAMINATIONS**

5.1 **Course outline**  
A student will be provided with a course outline at the commencement of a course in which he/she is enrolled in a particular semester/term. The course outline will provide the details of the course including specified learning outcomes, assessment schedule and required texts (if any).

5.2 **Assessment**  
Assessment criteria for each course are approved by the Program and Course Accreditation Committee on the advice of the Curriculum Review Committee, and are contained in the course outline of each course.

5.3 **Conceded Pass**  
5.3.1 In accordance with the General Regulations, the grade of “Conceded Pass (CP)” may not be awarded to any student enrolled in a course offered by the School of Education or in any award or degree offered by the School of Education with the exception of Classroom Immersion, School Experience or Teaching Internship courses.

5.3.2 The grade of “Conceded Pass (CP)” may be awarded to a student enrolled in a double degree where the course forms part of the other degree, and can be awarded in accordance with the other School's Regulations.

5.4 **Extensions on continuous assessment items (excluding examinations)**  
5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.

5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.

5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, “the extended due date”.

5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

5.5 **Penalties for late submission or non-submission of continuous assessment items (excluding examinations)**  
5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
(a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
(b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of “0” and grade “F” for that piece of assessment.

5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.

5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 **Remarking of pieces of continuous assessment**  
5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:
(a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
(b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
(c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of
assessment and the recommended mark and grade.

(d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.

(e) The Dean will advise the Course Coordinator of the outcome of the remark and if necessary, the Course Coordinator will amend the student’s assessment record.

5.7 Referencing
In the absence of any notification to the contrary, a student enrolled in courses offered by the School of Education must use the referencing system set by the University for the School of Education for referencing pieces of assessment.

5.8 Assessment Coversheets
A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other course or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

5.9 Examinations
5.9.1 The School Immersion, School Experience, Teaching Internship and Teaching Methods courses offered by the School of Education are exempt from a final invigilated examination with the approval of the Program and Course Accreditation Committee and any other courses similarly approved by the Program and Course Accreditation Committee.

5.9.2 For all courses offered by the School of Education, except for EDUC1111 Information Literacy Skills for Education Studies, the final invigilated examination will be of a standard two hours and ten minutes duration.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct
All students are obligated under the University's Code of Conduct to act in accordance with the ethical and academic obligations.

6.2 Honour Code
6.2.1 The School of Education may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a program offered by the School of Education.

6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Education include the following:

(a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;

(b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;

(c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and

(d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.

6.2.3 Additional professional and ethical behaviour expected of students are detailed in Program Regulations.

7. SPECIAL REQUIREMENTS RELATING TO PRACTICUMS

7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student’s capacity to undertake a school immersion, practicum or internship, to complete that school immersion, practicum or internship, or to complete it at the assigned school. Failure to disclose may result in cancellation of enrolment or disciplinary action being taken against the student.
7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the school.

7.3 Students who voluntarily withdraw after the first ten days of the school experience will be awarded a “Fail (F)” grade.

7.4 Students who miss more than five days of the practicum (even with a medical certificate) may not be permitted to continue the practicum. They may appeal to the Dean of the School of the appropriate Campus if there is a valid rationale as to why they should be allowed to continue.

7.5 Failure in a required school experience course will normally preclude the student from continuing in the program. A student may repeat a failed school experience course only if the student has the written permission of the Dean to re-enrol.

8. **SCHOOL POLICIES**

   8.1 School of Education policies are binding on all students enrolled in programs or courses within the School of Education.

   8.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Dean of the School.

   8.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

9. **PRIZES AND AWARDS**

   9.1 In accordance with General Regulations, a student in the School of Education may be eligible for an award and prize.

   9.2 Awards and prizes offered within the School of Education may be presented at an annual event organized by the School of a particular Campus.

   9.3 A student who is pending graduation may be eligible for consideration of an award or prize of the School.