

University of Canberra (Academic Progress) Rules 2026

made under the

University of Canberra (Academic Progress) Statute 2017 and University of Canberra Act 1989.

1 Name of instrument

These Rules are the University of Canberra (Academic Progress) Rules 2026.

2 Commencement

These Rules commence on the day they are made.

3 Repeal

The *University of Canberra Academic Progress Rules 2022* are repealed. All decisions made under the repealed Rules are taken to be made under these Rules.

4 Definitions

In these Rules:

address means email addresses;

Academic Board means the Academic Board of the University established by section 19 of the Act;

academic probation means the imposition of one or more conditions on a student's academic progress under these Rules;

academic requirements has the meaning as in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*;

academic staff has the meaning set out in section 2 of the Act and the Enterprise Agreement;

census date has the same meaning as in the *Higher Education Support Act 2003 (Cth)*;

course has the same meaning as in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*;

Deputy Vice Chancellor means a person appointed as Deputy Vice Chancellor having responsibility either for academic, education or research functions of the University;

general staff has the meaning set out in section 2 the Act, and includes professional staff as defined in the Enterprise Agreement.

inherent requirement means the inherent requirements determined by the University as applicable for a course, as in force at the relevant time;

microcredential has the meaning given to it by the *University of Canberra Admission Rules 2026*.

non-award has the meaning given to it by the *University of Canberra Admission Rules 2026*.

participant has the meaning given to it by the *University of Canberra Admission Rules 2026*.

suspended means the cancellation of enrolment of a student in a course and may include the withdrawal for a specified time of all rights and privileges as a student of the University, including the right to re-enrol and the right to enter or to be on University grounds.

Student means a person (including a member of staff employed by the University) who is:

- (a) Undertaking any course for higher education provided by the University, including:
 - (i) any course leading to the award of a degree, diploma or certificate of the University; or
 - (ii) a unit forming part of such a course; or
 - (iii) any other course not leading to the University, including non-award courses and microcredentials, but not including short courses; or
- (b) seeking admission to the University;
- (c) admitted to and enrolled with the University.

Student Grievance Resolution Policy means the *Student Grievance Resolution Policy* by that name made by the University Council, as in force from time to time; and

teaching period, in relation to a course or unit, means a semester, term, study block, or such other period that corresponds to the way in which the course or unit is offered.

Note A reference to a statute or rule includes a reference to that statute or rule as repealed and remade since the reference was made, see the Legislation Act, s 102.

Note Terms used in these Rules have the same meaning that they have in the Act, see the Legislation Act, s 148. For example, the following terms are defined in the Act:

- academic board
- council
- university
- the Act

5 Appointment of Academic Progress Officer

(1) The Academic Board may appoint one or more of the following staff members of the University to the role of Academic Progress Officer:

- (a) Deputy Vice Chancellor;
- (b) Director of Student Connect;

- (c) Executive Dean or Dean;
- (d) Deputy or Associate Dean; or
- (e) any other staff member appointed for this purpose.

6 Powers of the Academic Board to make determinations

- (1) The Academic Board may make policies, procedures, orders or any other instrument, not inconsistent with the Statutes or Rules made under the Statutes with respect to academic progress, including:
 - (a) monitoring and review of academic progress of students;
 - (b) academic standing, including thresholds for good academic standing and academic concern, and conditions applicable to categories of academic standing;
 - (c) academic probation, including criteria for academic probation and conditions applicable to academic probation;
 - (d) consequences for failure to meet conditions of academic probation, including suspension; and
 - (e) any other thing related to academic progress as determined by the Academic Board from time to time.

7 Satisfactory Academic Progress and Review of Academic Progress

- (1) A student must maintain satisfactory academic progress as determined by the Academic Board from time to time.
- (2) An Academic Progress Officer may, at any time and at their absolute discretion, review the academic progress made by a student in a course or unit.

8 Criteria for academic probation

- (1) A student has met the criteria for academic probation if they:
 - (a) have failed to achieve progress requirements prescribed for the course by the Academic Board from time to time, as published; or
 - (b) have failed, or will fail, to meet the academic requirements for a course or unit; or
 - (c) will be unable to meet an inherent requirement of a course; or
 - (d) any other criteria determined by the Academic Board from time to time.

9 Imposition of Academic Probation

- (1) An Academic Progress Officer may impose academic probation upon a student if they review the academic progress of the student and determines they meet the criteria for academic probation in rule 8.
- (2) An Academic Progress Officer may impose one or more conditions determined by the Academic Board on a student who satisfies the criteria for academic probation.
- (3) A condition imposed by an Academic Progress Officer must be imposed for the minimum period determined by the Academic Board and must not exceed any maximum period.

10 Notification of academic probation

- (1) If an Academic Progress Officer determines that a student meets the criteria for academic probation, the Academic Progress Officer must notify them:
 - (a) that they have been placed on academic probation; and
 - (b) of any conditions of their academic probation,
- (2) The notice must be in the form specified in rule 12.

11 Failure to meet condition of academic probation—suspension

- (1) If a student does not comply with the conditions of their academic probation, the Academic Progress Officer must suspend the student.
- (2) An Academic Progress Officer may revoke or vary a suspension where they are satisfied exceptional circumstances exist.
- (3) The Academic Progress Officer must, within 7 business days of making the decision to suspend a student, give the student written notice in the form specified in Rule 12.
- (4) A period of suspension imposed by an Academic Progress Officer must not exceed any maximum period set by the Academic Board.

12 Notice requirements

- (1) Where this Rule specifies that a notice must be given to the student, the notice must:
 - (a) be in writing; and
 - (b) be sent to the addresses of the student shown in the records of the University; and

- (c) set out the following:
- (i) the decision that has been made under either rule 10, rule 11 or rule 13 as relevant (**the decision**);
 - (ii) the date on which the decision came into effect;
 - (iii) for academic probation decisions (rule 10):
 - 1. the relevant review period during which the student met the criteria for academic probation; and
 - 2. the academic probation condition(s) imposed upon the student;
 - (iv) for suspension decisions (rule 11):
 - 1. the relevant conditions of academic probation the student did not meet;
 - 2. how the student may demonstrate exceptional circumstances;
 - 3. that, unless otherwise advised by the University, the student has the right to re-enrol to recommence their studies at the end of the suspension; and
 - 4. the period of the suspension;
 - (v) for decisions made by the Student Appeals Committee on review (rule 13):
 - 1. the outcome of the review, including whether the original decision is affirmed, varied or set aside and substituted;
 - 2. if the original decision is varied or set aside, the decision that is taken to apply in substitution and any conditions imposed;
 - 3. the findings of the Student Appeals Committee on each ground of review relied upon by the student;
 - 4. the material findings of fact on which the decision is based and a reference to the evidence or other material on which those findings were made,
 - (vi) the reasons for the decision, including the details of any relevant policy or procedure that is relevant to the decision;

- (vii) the name of the person who made the decision, their position within the University, and the source of their authority to make the decision; and
 - (viii) details of where and how the student may receive further information about the decision and how to comply.
- (d) If the outcome is provided in person to the student, it must also be sent to the student's addresses as identified in Rule 12(1)(b).

13 Review of decisions

- (1) A student subject to a decision under these Rules (the applicant) may apply for review of the decision.
- (2) The Student Appeals Committee may review decisions made under these Rules, and may affirm, vary or set aside and substitute the original decision.
- (3) An application for review of a decision must:
 - (a) be made in writing; and
 - (b) be delivered to the Secretary of the Student Appeals Committee not more than 10 business days after the student receives the notice of decision; and
 - (c) must state the grounds for appeal relied upon that are set out in rule 13(4); and
 - (d) must provide sufficient evidence of such grounds.
- (4) A student may rely on either of the following grounds in their application for review of the decision:
 - (a) that the student was not afforded procedural fairness in relation to the decision; or
 - (b) that the decision-maker incorrectly applied these Rules in making their decision.
- (5) The Secretary of the Student Appeals Committee may make requests for further information from the applicant where, in the view of the Secretary, the application for review does not conform with rule 13(3).
- (6) The applicant must be given notice of the decision on review within 10 business days of the decision.

14 Subdelegation

- (1) The Academic Progress Officer may, by written instrument:
 - (a) delegate its functions and powers under these Rules, in whole or in part, to a member of academic staff or general staff of the University except for its power to delegate; and
 - (b) specify any circumstances or conditions, limitations or directions which affect the exercise of the delegation.
 - (2) When making a delegation, the Academic Progress Officer:
 - (a) must maintain a register of current delegations;
 - (b) may, at any time and at their absolute discretion, amend or revoke the delegation completely or in part; and
 - (c) will not be relieved of their obligation to ensure that the function is properly exercised and otherwise will be accountable for the exercise of the functions and powers as though they were performed by the Academic Progress Officer.
 - (3) The delegate must exercise the delegated functions and powers subject to any conditions, limitations or directions in the delegating instrument, and otherwise in accordance with this Rule and the *Legislation Act 2001* (ACT).
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Rules approved at Council meeting on 3 September 2026.

In making these Rules, the University had regard to the provisions of section 40B(1)(b) of the *Human Rights Act 2004* (ACT).