

Australian Capital Territory

University of Canberra Courses and Awards (Courses of Study) Rules 2023

made under the

University of Canberra Act 1989, s 40 (Statutes) and University of Canberra (Courses and Awards) Statute 2010

1. Citation

These Rules may be cited as the *University of Canberra Courses and Awards (Courses of Study) Rules 2023*.

2. Commencement

These Rules commence on the day of approval by Council.

3. Revocation and determinations

The *Courses and Awards (Courses of Study) Rules 2013* are revoked.

(1) Determinations made under the following Rules:

- (a) *Courses of Study (Degrees of Bachelor) Rules 1995*
- (b) *Courses of Study (Degrees of Master) Rules 1995* *Courses of Study (Degrees of Doctor) Rules 1995*
- (c) *Courses of Study (Graduate Certificates and Diplomas) Rules 1995*
- (d) *Courses and Awards (Courses of Study) Rules 2005*
- (e) *University of Canberra Courses and Awards (Courses of Study) Rules 2010*

are deemed to have been made under the *University of Canberra Courses and Awards (Courses of Study) Rules 2023* and continue in force until specifically revoked or the *University of Canberra Courses and Awards (Courses of Study) Rules 2023* are revoked.

4. Interpretation

In these Rules, unless the contrary intention appears:

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

academic requirements means the matters entered in the Register in relation to a course that a student admitted to the course is required under these Rules to complete successfully in order to qualify for the grant of an award and, without limiting the generality of the foregoing, includes:

- (a) any bridging requirements required to be undertaken; and
- (b) the course components entered in the Register that a student admitted to the course is required to pass; and
- (c) any other requirements (whether or not of an academic nature) entered in the Register in relation to the course that the student is required to complete successfully;

Admissions Officer has the same meaning as in the University of Canberra Admission Rules 2022;

appropriate Dean means:

- (a) in relation to a student admitted to a coursework course, the Dean of the faculty in the University in which the course is conducted; or
- (b) in relation to a candidate admitted to a higher degree by research course, the Dean of graduate research;

appropriate Faculty Board: means the Faculty Board or other committee either established or approved by Academic Board for this purpose of the faculty of the University in which the course is conducted;

appropriate research committee means the University Research Committee or other committee established by Academic Board for this purpose;

bridging requirement means a unit or units, test, remedial work or any similar requirement (including supporting studies) that a student admitted to a course may be required to undertake as a preliminary part of the course if the appropriate Dean thinks fit;

Council means the Council of the University established by section 9 of the *University of Canberra Act 1989 (ACT)*;

course means a course of study and instruction, leading to an award, provided under rule 5;

course component, in relation to a course, means a major, minor or unit that must or may be taken as part of the course;

credit points, in relation to a unit in a course, means the number of points assigned to the unit under rule 7;

electives means elective units chosen freely by the student;

faculty means a faculty determined by Council under section 8 of the Act;

higher degree by research means a degree of master by research or a degree of doctor by research;

major means a sequence of units approved as a major by the Academic Board;

minor means a sequence of units approved as a minor by the Academic Board;

Records Officer means the person appointed under section 5(2) of the *University of Canberra Courses and Awards Statute 2010*;

Register means the Register of Courses referred to in section 5 of the *University of Canberra Courses and Awards Statute 2010*;

tertiary institution means an educational institution at which some or all of the students who attend the institution are taught at the tertiary level of education and includes a university, an institute of technology and a college of technical and further education or other organisation declared by Academic Board or Council to be a tertiary institution for the purposes of this Rule; and

unit means a unit of study entered in the Register under rule 6, being a unit the title and level of which have been determined under paragraph 6(1)(d), and includes a unit of study or the equivalent undertaken by a student at another tertiary institution with the approval of the appropriate faculty committee.

5. Courses provided by University

- (1) Subject to subrule (2), the University is to provide the courses entered in the Register except for those that Council has determined should cease.
- (2) The Academic Board may determine which courses, among those to be provided by the University, are to be open to new admissions.
- (3) Subject to subrule (4), the Academic Board may, in writing, delegate part of the function in subrule (2) to an appropriate Dean where there is an urgent need to temporarily suspend a course of study to new admissions, pending a formal suspension determined by the Academic Board in accordance with subrule (2).
- (4) The power of the appropriate Dean to suspend a course to new admissions in subrule (3) will be limited to a suspension of the course to new admissions for a period not exceeding six weeks.

6. Entries in Register

- (1) The Academic Board must, in relation to each course, from time to time, by resolution determine the academic requirements of the course as follows:
 - (a) the level of the course;
 - (b) the award or awards of degree, diploma or certificate to which the course leads;
 - (c) the total credit points required in the course;
 - (d) the course components, including:
 - (i) the title of each major and minor, if any, and the number of credit points assigned to each; and
 - (ii) the title and level of any unit or units, other than units forming part of a major or minor in the course and electives;
 - (iii) the credit point value of electives, if any;
 - (e) the bridging requirements (if any) relating to the course;
 - (f) the maximum period or periods of study permitted in relation to the course;

- (g) the mode(s) of delivery for the course, including details of when and where the course is offered;
 - (h) the learning outcomes for the course;
 - (i) the requirements for admission to the course; and (j) any other requirements relating to the course.
- (2) The Records Officer must, as soon as practicable after a determination is made under subrule (1), enter the particulars of the determination in the Register.

7. Descriptions of units

- (1) The Academic Board must approve a description of each unit entered in the Register and a description of any other requirement entered in the Register in relation to a course and the Records Officer must enter a description so approved in the Register.
- (2) A description approved under subrule (1) must be in accordance with such form as is from time to time determined by the Council.
- (3) A description under subrule (1) must include:
- (a) the number of credit points assigned to the unit;
 - (b) the mode(s) of delivery for the unit, including when and where the unit is offered;
 - (c) the learning outcomes for the unit; and
 - (d) any prerequisite or co-requisite unit or units or any other preliminary requirements relating to the unit.

8. Admission

- (1) A person wishing to undertake a course must comply with the provisions of the *University of Canberra Admission Rules 2022* and, subject to such compliance may be admitted in accordance with those Rules.

9. Course of study

- (1) A student admitted to a course must undertake that course in accordance with the academic requirements from time to time approved by the Academic Board.

- (2) Any preliminary requirements entered in the Register in relation to a unit in a course, such as a prerequisite or co-requisite unit, may, on application by a student, be waived in respect of the student as a requirement in relation to that unit by the appropriate Dean or Unit Convener.

10. Enrolment

- (1) Subject to subrule (2) and rule 17, each student must, in accordance with procedures determined from time to time by the Academic Board, enrol in a unit or units included in the academic requirements for the course to which the student has been admitted.
- (2) The enrolment of a student in a unit under subrule (1) is subject to such conditions as the Academic Board determines from time to time as applicable.

11. Meeting of academic requirements

- (1) Subject to subrules (2), (3) and 16(3) and rule 17, a student will be taken to have met the academic requirements of a course for the purposes of rule 12 when that student has:
 - (a) successfully completed all the matters specified in the academic requirements of that course; and
 - (b) satisfied rule 11(1)(a) within the maximum period or periods of study specified in the Register in relation to that course.
- (2) In determining whether a student has met the academic requirements of a course, any status granted towards the award to which the course relates in accordance with guidelines determined by the Academic Board is to be taken into account.
- (3) Even if a student has been granted status towards an award in accordance with guidelines determined by the Academic Board, the student will not satisfy rule 11(1) unless the student has passed a minimum number of credit points for the course at the University of Canberra as set out in the University of Canberra Course Policy or Procedure (as applicable) as amended or replaced from time to time.
- (4) The Academic Board may by resolution approve an exception to subrule (3) for both coursework and research awards.

12. Qualification for award

- (1) If a student:

- (a) has undertaken a course in accordance with these Rules; and
- (b) has met the academic requirements of that course;

the student may be eligible to be conferred an award subject to rules 5 – 7 of the *University of Canberra (Conferring of Awards) Rules 2022*, as amended from time to time.

13. Passes in units and successful completion of other requirements

- (1) For the purposes of these Rules, a student:
 - (a) is taken to have passed a unit if, in accordance with the policies or procedures from time to time approved by the Academic Board, the student's performance in the unit is assessed to be of a grade of High Distinction, Distinction, Credit or Pass, or such other grade (including an ungraded pass) as may be determined from time to time by the Council; and
 - (b) is taken to have:
 - (i) successfully completed a unit if the student has passed the unit;
 - (ii) successfully completed a major or minor if the student has passed units in the major or minor that satisfy the requirements of the major or minor as approved by the Academic Board; and
 - (iii) successfully completed any other requirement (including any bridging requirement) if, in accordance with procedures from time to time approved by the Academic Board, the student's performance in complying with that requirement is assessed to be satisfactory.

14. Application of course changes to students

- (1) If a matter specified in the Register in relation to a course is changed, that change does not apply to a student undertaking that course who has passed 1 or more units specified in the academic requirements of that course unless:
 - (a) the student agrees to the change; or
 - (b) the Academic Board otherwise decides.

15. Intermission

- (1) If a student wishes to take leave of absence from a course of study which the student has pursued for one semester or more, the student may apply in writing to the appropriate Dean or, stating the period for which, and the grounds on which, the student desires the intermission.
- (2) A Dean who receives an application under subrule (1) may, in accordance with the procedures, and subject to any conditions or restrictions from time to time determined by the Academic Board relating to the intermission of courses of study, approve the intermission of the student's course of study for such period, and on such terms and conditions, as the Dean thinks fit.
- (3) Approval of intermission of a student's course of study does not bind the University to provide the same course to the student after the intermission. In such a case the student may be offered admission to another course of study.

16. Maximum period of study to be calculated backwards from time of completion

- (1) For the purposes of these Rules, a student is taken to have completed a course within the maximum period or periods of study specified in the Register in relation to that course if:
 - (a) the student has met the academic requirements of the course (each course component or other requirement, including any bridging requirement, being referred to in this rule as a matter); and
 - (b) counting backwards in time from the date the student passed or successfully completed, as the case may be, the last matter specified in the academic requirements, the student has passed or successfully completed every matter so specified within the maximum period or periods so specified.
- (2) For the purpose of calculating under subrule (1) whether a student has completed a course within the maximum period or periods specified in the Register in relation to that course:
 - (a) any period of intermission approved under rule 15 must be:
 - (i) if the course is a higher degree by research excluded from the count; and (ii)in any other case included in the count.

- (b) any matter in respect of which the student has been granted status in accordance with guidelines determined by the Academic Board, is to be taken as having been passed or successfully completed on the date on which the status was granted.
- (3) The appropriate faculty committee or, in the case of a higher degree by research, the appropriate research committee may, on the recommendation of the appropriate Dean, approve, in respect of a student, the extension of a period or periods specified in the Register in relation to a course undertaken by the student.

17. Variation of academic requirements

- (1) If a student wishes a unit which is not included in the academic requirements of the course to which the student is admitted to be counted towards the requirements of that course, the student may apply in such form and contain such information as the Academic Board requires for a variation of those academic requirements.
- (2) If the appropriate Dean, or Associate Dean is satisfied that, by reason of studies completed by a student admitted to a course (in respect of which the student has not been granted status in accordance with guidelines determined by the Academic Board), the student should be exempted from the requirement to undertake a particular unit or units, but should be required to undertake, as an alternative, a unit or units not included in the academic requirements relating to that course entered in the Register, the Dean or Associate Dean may authorise the variation of the academic requirements of the course for that student.

The foregoing Rules are made by Council under section 40 of the *University of Canberra Act 1989* and the *University of Canberra (Courses and Awards) Statute 2015*.

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

Approved by Council on 17 March 2023.

Amended on 8 April 2024 to amend administrative errors in clauses 3(1), 9(2) and 17(2). Note that the amendments fix drafting errors to improve the clarity of these clauses.

Amended in September 2024 to introduce new subrules 5(3) and (4).