

University of Canberra (Academic Progress) Rules 2017

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 2017*.

2 Commencement

These Rules commence on the day they are made.

3 Repeal

The *University of Canberra Academic Progress Rules 2009* are repealed.

4 Definitions

In these Rules:

address includes email address.

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 Probation Agreement means an agreement in relation to a research student's academic probation signed by the research student and their supervisor, as updated from time to time;

Academic Progress Officer means a person, being a Deputy Vice Chancellor, Director of Student Administration, Faculty Dean, Director of a UC Affiliated Institute, Associate Dean or Deputy Dean, appointed to this role by the Academic Board from time to time;

academic requirements has the meaning given by the University of Canberra Courses and Awards (Courses of Study) Rules 2013;

course means an undergraduate course or a graduate course declared by the Board under the University of Canberra (Courses and Awards) Statute 2010;

coursework student means a person who is undertaking a coursework course as defined in the University register of courses, as published at the relevant time;

course convener in relation to an offering of a course provided by the University, means a member of the University staff appointed by a Faculty Dean to coordinate that offering;

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

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

Progress Support Agreement means a written plan of work signed by a research student and their supervisor, as updated from time to time;

research student means a person who is undertaking a higher degree by research course as defined in the University register of courses, as in force from time to time;

suspended means the cancellation of enrolment of a student in a course or a unit 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. Unless otherwise advised by the University, the student has the right to recommence their studies at the end of the suspension;

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;

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

UC affiliate Institute includes:

- (a) Institute of Applied Ecology;
- (b) Institute for Governance and Policy Analysis;
- (c) UC Health Research Institute; and
- (d) UC Research Institute for Sport and Exercise.

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 Delegation

- (1) An Academic Progress Officer may delegate any of their functions under these rules, except:
 - (a) delegation under this Rule 5; and
 - (b) under Rule 10(1)(f), to direct that the student be suspended from a course or units.

6 Review of Academic Progress

- (1) An Academic Progress Officer may, at any time, review the academic progress made by a student in a course of study or a unit of such a course.
- (2) In undertaking a review, an Academic Progress Officer shall consider the criteria for academic probation in Rule 7 and whether the student has previously failed to satisfy a condition of academic probation.
- (3) An Academic Progress Officer may impose academic probation upon a student.

7 Criteria for academic probation

- (1) A coursework student has met the criteria for academic probation for a course or unit if the student:
 - (a) has failed to achieve progress requirements prescribed for the course by the Board from time to time, as published; or
 - (b) has failed, or will fail, to meet:
 - (i) the academic requirements for a course or unit; or
 - (ii) a written course variation provided by the course convener and approved by the relevant Faculty Board; or
 - (c) has not met or will be unable to meet an inherent requirement of a course.
- (2) A research student has met the criteria for academic probation for a course if the student:
 - (a) has failed to achieve progress requirements prescribed for the course by the Board from time to time
 - (b) has not satisfied the requirements of a Progress Support Agreement; or
 - (c) has been identified as at risk of unsatisfactory progress, having previously been subject to requirements of a Progress Support Agreement;
 - (d) has not met or will be unable to meet an inherent requirement of a course.

8 Imposition of Academic Probation

Coursework students

- (1) An Academic Progress Officer may impose one or more of the following conditions on a coursework student that satisfies the criteria for academic probation:
 - (a) that the student must achieve progress requirements prescribed for the course by the Board from time to time;

- (b) that the student must pass a specified unit or units in a specified period;
- (c) that the student must not fail a specified unit;
- (d) that the student must satisfy one or more conditions approved by the Board or its delegate;
- (e) extend one or more existing conditions for a further period of time.

Research students

- (2) An Academic Progress Officer may impose one or more of the following conditions on a research student that satisfies the criteria for academic probation on academic probation:
 - (a) that the student completes an Academic Probation Agreement and submits this to an Academic Progress Officer; or
 - (b) that the student comply with a direction to do one or more of the following:
 - (i) vary the student's supervisory arrangements;
 - (ii) vary the student's study load;
 - (iii) take a period of intermission; or
 - (iv) vary the student's enrolment.
- (3) Except for a condition imposed under 8(1)(c), a condition imposed on a coursework student under this rule must be no shorter than a teaching period for the course or unit and in any other circumstance, no longer than a year.
- (4) A condition imposed under this rule for a research student must be no shorter than 3 months and in any other circumstance, no longer than 3 years.
- (5) Where an Academic Progress Officer imposes one or more conditions on a student under this rule, the Academic Progress Officer must give notice to the student.

9 Notification of academic probation

- (1) If an Academic Progress Officer imposes one or more conditions on a student under Rule 8, a notice must be given to the student and:
 - (a) be sent to the address of the student shown in the records of the University; and
 - (b) set out the reasons the student was placed on academic probation.

10 Failure to meet condition of Academic Probation

- (1) An Academic Progress Officer may take one or more of the following actions in respect of a student who has not met a condition of academic probation:
 - (a) direct that the student must not continue with a course in relation to which the academic probation was given or condition imposed;
 - (b) direct that the student not continue with or commence an internship or placement or take an examination in a unit;
 - (c) direct that the student must not apply for admission in a course or enrol in a unit specified in the direction;

- (d) direct that the student must not, except in accordance with a specified condition or conditions, continue with, or apply for admission or enrol in, a course or unit specified in the direction;
 - (e) impose one or more conditions under Rule 8;
 - (f) subject to Rule 11, direct that the student be suspended from a course or units.
- (2) The maximum period of suspension which may be imposed is 12 months.

11 Suspension for breach of Academic Probation

- (1) If an Academic Progress Officer considers that a student satisfies the criteria to be suspended for breach of academic probation, the Academic Progress Officer will give notice to the student of this preliminary view.
- (2) A notice to a student under Rule 11(1) must:
- (a) be in writing;
 - (b) sent to the address of the student shown in the records of the University;
 - (c) set out the reasons the student is at risk of being suspended for failure to meet conditions of academic probation; and
 - (d) offer the opportunity for the student to make representations in writing to the Academic Progress Officer within 20 days from the date of the notice.
- (3) Prior to making a decision to suspend a student, an Academic Progress Officer must consider any representations made by the student under this rule.
- (4) The Academic Progress Officer must decide whether a student is to be suspended within 40 days of giving notice to the student under this rule.
- (5) The Academic Progress Officer must give notice to a student of the outcome of a decision about whether the student is to be suspended within 20 days of making the decision.

12 Review of decisions

- (1) A student subject to a decision under these Rules (the applicant) may apply for review of the decision by making an application to the Student Appeals Committee in accordance with the Student Grievance Resolution Policy.
- (2) An application for review must be in the form prescribed in the Student Grievance Resolution Policy.
- (3) The applicant must be given notice of the decision on review within 20 days of the decision.

The foregoing rules are made by Council under section 40 of the *University of Canberra Act 1989*.

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

Approved by Council on 16 December 2016 Council meeting No. 181.