

# Rules Relating to Awards - Rule 1 Definitions

## Section 1 - Definitions

(1) In these Rules, unless the context otherwise indicates or requires, the following definitions shall apply:

- a. "Academic Board " means the body of that name appointed by the Council of the University;
- b. "academic standing" There are 3 categories of standing:
  - i. GPA 3.0 OR ABOVE: The student will commence their studies in this category, and once they have obtained final grades in units will then obtain a GPA for that study period.
  - ii. SEEK HELP: The student has a GPA greater than or equal to 2.50 and below 3.00 in their units for that study period.
  - iii. MUST GET HELP: The student has a GPA below 2.50 in their units for that study period.
- c. "accelerated progression" means the satisfactory completion of a Southern Cross University course within a shorter period of time than considered typical under the Australian Qualifications Framework. Accelerated progression is not a Recognised Prior Learning or credit transfer process.
- d. "advanced standing" means recognition which may be granted to an enrolled student for studies successfully completed at this university or at another approved post secondary institution. Where the Specific Award Rules so provide advanced standing may also be granted for professional experience or evidence of informal learning that has occurred and that is relevant to a specific award course.
- e. "aegrotat award" means an award granted under circumstances where a student was unable in the final study period to complete particular assessment tasks on account of death or incapacity.
- f. "anti - requisite unit" means a specified unit that is deemed to have content that is too much in common with another unit, thereby prohibiting enrolment in the other unit either concurrently with the specified unit, or where the specified unit has been successfully completed.
- g. "assessment" means the process by which student academic progress is monitored and judged.
- h. "assessment task" means any item of assessment, for example, tests, examinations, assignments, practicals, clinicals, orals and any other performances required as part of an assessment.
- i. "award" a qualification achieved following successful completion of an accredited course.
- j. "Board of Assessors " means a sub - committee of Academic Board which meets to determine grades and ensure quality in assessment processes. The membership of a session Board of Assessors is the Head of School, Chair, School Board, relevant Course Coordinators and Unit Assessors, or with the approval of the Head of School their nominees, of units in a School, College or other teaching unit taught in that study period, and the Director, Student Services, or nominee. For all other study periods membership of a Board of Assessors is the relevant Head of Schools, Course Coordinators and Unit Assessors, or with the approval of the Head of School their nominees, of all units taught in the University in that study period, and the Director of Student Services, or nominee. A session Board of Assessors will be chaired by the Chair, School Board. For all other study periods the Board of Assessors will be chaired by the Chair, Academic Board, or a Deputy Chair, Academic Board, or in exceptional circumstances, the nominee of the Chair, Academic Board.
- k. "candidate" means a person admitted to the University as a student and proceeding towards an accredited award of the University.
- l. "census dates" means the date prescribed in the Higher Education Support Act 2003 as the day upon which

enrolment for a study period becomes fixed. A student cannot enrol or withdraw from units after census dates without significant academic and/or financial penalties. Census dates are set for each unit of study that the University proposes to offer each year.

- m. "co - requisite unit" means a unit which a candidate is normally required to enrol in concurrently with another specified unit.
- n. "Commonwealth Supported Place" is a place for which the Commonwealth makes a contribution towards the cost of that place.
- o. "Commonwealth Supported Student" means a student who is generally required to contribute to the cost of their education through a student contribution, while the Commonwealth Government also funds part of the costs involved.
- p. "completion" successfully passing all required components of a qualification.
- q. "Consecutive Study Periods" Study periods where a student is not enrolled are not taken into consideration when determining consecutive study periods. For example, where a student is enrolled in first trimester and third trimester only, these trimesters are considered to be consecutive study periods. Where a student is enrolled in Second Session 2009 and Second Session 2010 only, these sessions are considered to be consecutive study periods.
- r. "course" an approved plan of study with specific rules leading to an award of the University.
- s. "coursework" a non - research based course of study.
- t. "deferment of Study" official permission to delay the commencement of study in a nominated course.
- u. "discipline" defined as a broad field in the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) Field of Study e.g. Natural and Physical Sciences.
- v. "elective unit" means a free choice unit drawn from anywhere within the University.
- w. "enabling (bridging) program" means a program that is provided for particular types of disadvantaged students who need preparation prior to commencing a formal award course; it is offered to students to enable them subsequently, if they so choose, to commence an award course in a student place that is funded either partially or fully by the Commonwealth. Programmes which form part of a formal award course or for which credit will or may be given towards an award course are not considered to be bridging programs.
- x. "ESOS" Education Services for Overseas Students Act.
- y. "examination" means the formally supervised examination held at the end of a study period;
- z. "field of study":
  - i. defined as a specific field in the DIISRTE Field of Study; area of specialisation, e.g. Mathematical Sciences. An award title would normally be at this level of detail;
  - ii. detailed field in the DIISRTE Field of Study; more specific area of specialisation, e.g. Mathematics;
- aa. "Head of School " means the person appointed by the Vice Chancellor to manage a School; all references to Head of School should be read additionally as references to Director of College.
- ab. "major" means an approved combination of eight units in a subject area. A major may be a specialist major suited to the needs of a specialist award, or a University - wide major available across the University for inclusion in a wide variety of undergraduate awards.
- ac. "National Code" National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
- ad. "postgraduate" a course of study that leads to one of more of the following higher education awards: graduate diploma, graduate certificate, master's degree, doctoral degree.
- ae. "pre - requisite unit" means a unit which a candidate must have successfully completed before enrolling in another specified unit.
- af. "Schedule of Units" means the table of units annexed to and forming part of Specific Award Rules.
- ag. "School Board " means a body of that name which is a sub - committee of Academic Board. All references to a School Board should be read additionally as references to a College Board.

- ah. "Southern Cross University's feeder region" is the area bordered in the south by the New South Wales Central Coast, west to the New South Wales/South Australian border, north to the Darling Downs, Queensland and east to include the Greater Gold Coast.
- ai. "special consideration" means consideration for extension or variation of deadlines for assessment tasks, for a special examination, or for consideration related to a completed assessment task.
- aj. "special examination" means an examination offered in lieu of the normal examination.
- ak. "student" means a person enrolled as a candidate in a course leading to an accredited award of the University, or in units which do not lead to an accredited award of the University.
- al. "student history" the internal record of grades and advanced standing awarded to a specific student by the University.
- am. "Student Learning Entitlement" provides a student with access to a Commonwealth support place.
- an. "study period" means a session, or trimester, or any other period as designated by the Academic Board.
- ao. "study plan" means an approved program of study leading to the completion of an award course.
- ap. "testamur" the document awarded to a student upon graduation which includes the name of the award and any accredited majors listed.
- aq. "transcript" the final record of grades and advanced standing awarded to a specific student by the University.
- ar. "undergraduate" a course of study that is neither an enabling course nor a postgraduate course of study.
- as. "unit" means a discrete component of an award course; units are identified by a title and code number.
- at. "unit assessor" means the academic staff member, designated by the Head of the relevant School, responsible for ensuring that the assessment process for a unit is implemented and completed.
- au. "unit statement" means a document approved initially by the Academic Board, and maintained by the relevant School Board, setting out details in accordance with the University's policy on course accreditation and course changes.

## Section 2 - Preliminary Provisions

(2) Unless the context otherwise indicates or requires, any officer, committee or board of the University authorised or required under these Rules to exercise any authority, duty or responsibility may nominate another officer, committee or board to exercise that authority, duty or responsibility. Such delegated authority may not be further delegated without the approval of original delegating authority.

(3) The Academic Board at its discretion may permit departure from any of these Rules in particular instances.

(4) The Academic Board may make such special provision in a matter as it considers reasonable in circumstances where:

- a. the application of any addition or amendments to an existing Rule causes special hardship to a student or class of students; or
- b. the development of alternative modes of delivery, or of cooperative arrangements with employer bodies or other education providers, causes special hardship to a student or class of students; or
- c. the application of any Rule is rendered inappropriate or impracticable in particular circumstances.

(5) Nothing in these Rules, nor any action taken under them, shall deprive the University of any other right or remedy it may have in the circumstances or prevent the University from taking any other action consistent with its Act and By-laws.

## Status and Details

<b>Status</b>	Historic
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<b>Head of Work Unit</b>	Andrew Rose Chair, Academic Board +61 2 66203189
<b>Enquiries Contact</b>	