

Rules Relating to Awards - Rule 5 - Honours Awards (Separate Year)

Section 1 - Admission to Candidature

(1) An application for admission to a Bachelor Honours course shall be lodged in accordance with the required procedures and in a form and at a time determined by the Director, Student Administration Services. A late application may be considered in exceptional circumstances and at the discretion of the relevant Head of School.

(2) An applicant shall seek admission to an Honours degree program as:

- a. a full-time candidate; or
- b. a part-time candidate.

(3) A Bachelor Honours course candidate may convert from full-time to part-time candidature, and vice-versa, with the approval of the relevant Head of School, who shall also determine on a pro-rata basis a revised statement of the due date for completion of the requirements of the Honours award course. The Head of School will notify the Student Administration Services of the revised completion date.

(4) Admission to a Bachelor Honours course shall be at the discretion of the relevant Head of School, and shall be subject to the availability of appropriate supervision.

(5) Before being admitted to candidature in a Bachelor Honours course, an applicant shall:

- a. have completed the requirements for a relevant Bachelor degree at this University or another registered Australian higher education provider, normally having obtained at least a Credit average, and have satisfied the relevant Head of School that the content of the proposed Honours program, together with any further work the Head of School may prescribe, is sufficient to make the person a suitable candidate for the award of a degree with Honours; or
- b. have obtained a Bachelor degree qualification (or equivalent) from a recognised overseas university, have satisfied English Language Proficiency requirements for admission, and where necessary have undertaken further work, which in the opinion of the relevant Head of School are at least of the standard and content required by clause (5)a.

(6) A commencing student is enrolled on completion of all of the following:

- a. acceptance of the offer of admission;
- b. completion of enrolment into units;
- c. payment of prescribed fees (unless the Director, Student Administration Services has granted an extension of time for such payment); and
- d. submission of a correctly completed Request for Commonwealth Assistance Form if applicable.

Section 2 - Requirements for the Award

(7) To be eligible for the award of a Bachelor Honours Degree a candidate shall:

- a. successfully complete the prescribed course of study; and
- b. fulfil any other requirements prescribed by the relevant School Board.

Section 3 - Appointment of Supervisors

(8) A Bachelor Honours course candidate, at the time of admission to candidature, shall normally have at least one supervisor appointed, who shall act as Principal Supervisor and who shall be a member of the academic staff of the University. Where more than one supervisor is appointed, one of the supervisors shall be nominated as the Principal Supervisor, who shall be a member of the academic staff of the University.

(9) The Principal Supervisor, and any additional supervisors, shall be appointed by the relevant Head of School, on the recommendation of the Honours Coordinator in that School.

Section 4 - Examination

(10) A Bachelor Honours course project or thesis completed by a candidate shall be examined by not less than two examiners, one of whom shall normally be external to the University. A candidate's supervisor(s) shall not examine the candidate's project or thesis.

Section 5 - Duration of Course

(11) Unless the relevant Head of School determines otherwise, a candidate shall fulfil all requirements for the award of a Bachelor Honours Degree within one (1) year of first enrolling, in the case of a full-time candidate, or within two (2) years of first enrolling, in the case of a part-time candidate. This does not include periods of leave of absence.

(12) Due dates for completion of the requirements for an Bachelor Honours course shall be advised by the Head of School at the time of acceptance into the course.

Section 6 - Class of Honours

(13) A candidate who has reached the required standard of proficiency may, on the recommendation of the relevant Committee of Examiners, be awarded Honours in one of the classifications specified in the Rules Relating to Awards, Rule 10, Section 5. In published lists, the names of candidates awarded the same grade of Honours shall be placed in alphabetical order. A student may query or appeal the class of Honours awarded under the Rules Relating to Awards, Rule 3, Section 15 and Section 16.

Section 7 - Discontinuation of Enrolment and Appeal Processes

(14) Notwithstanding other provisions in these Rules, the relevant School Board may, on the recommendation of the Principal Supervisor, discontinue the enrolment of a candidate in less than the maximum time allowed for candidature if it is dissatisfied with the progress being made by the candidate.

(15) A candidate whose enrolment is discontinued under clause (14) may appeal on the prescribed form to the Academic Board Appeals Committee against the discontinuation of enrolment. The appeal must be submitted to the University within 10 days of the date on which the relevant School Board first notified the candidate of its decision to discontinue the candidate's enrolment.

(16) Candidature shall be reinstated if the appeal made under clause (15) is successful, and a maximum period of time to complete the Bachelor Honours course will be determined by the Head of School.

(17) A candidate whose appeal is unsuccessful shall have their discontinuation of enrolment confirmed.

Section 8 - Readmission

(18) A candidate whose enrolment is discontinued in accordance with Section 7 - will not be readmitted for a period of 12 months from the date their enrolment was discontinued.

(19) An applicant refused readmission after the 12 month period of discontinuation of enrolment may appeal on the prescribed form to the Academic Board Appeals Committee against that decision. The appeal must be submitted to the University within three (3) months of the date on which the University first notified the applicant of its decision to refuse admission.

(20) Upon readmission to candidature following the 12 month period of discontinuation of enrolment, the relevant Head of School will determine the maximum period of time in which the candidate shall be permitted to complete the course.

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