Appendix A: Regulations and Rules

Complete legislation for Murdoch University (the Murdoch University Act, By-laws, Statutes, Regulations, Rules and Standing Orders) is online:
http://www.murdoch.edu.au/admin/legsIn

Legislation is subject to change throughout the year, and the authoritative version is that on the web; it should always be consulted in preference to any printed version. This information is correct as at 19 November 2009.

The following regulations and rules, which most directly affect students, are reprinted here:

Bachelor Degree Regulations
Postgraduate Coursework Regulations
Academic Progress Rules for Bachelor Degrees
Academic Progress Rules for Postgraduate Coursework Qualifications
Academic Progress Rules for Professional Doctorate Courses
Rules on Credit and Exemptions

BACHELOR DEGREE REGULATIONS

The Degree

1. (1) The following bachelor degrees shall be offered by the University: Bachelor of Animal Science (BAnimSc), Bachelor of Applied Information Technology (BAppIT), Bachelor of Applied Science (BAppSc), Bachelor of Arts (BA), Bachelor of Asian Studies (BAsianSt), Bachelor of Asian Studies (Specialist) (BAsianSt), Bachelor of Business (BBus), Bachelor of Business Informatics (BBusInformatics), Bachelor of Chiropractic (BChiro), Bachelor of Commerce (BCom), Bachelor of Communication (BCommun), Bachelor of Criminology (BCrim), Bachelor of Digital Media (BDMedia), Bachelor of Economics (B Econ), Bachelor of Education (BEd), Bachelor of Engineering (BE), Bachelor of Environmental Science (BEnvSc), Bachelor of Environmental Management (BEnvMan), Bachelor of Extractive Metallurgy (BExtMet), Bachelor of Health Sciences (BHSc), Bachelor of Information Technology Management (BITMan), Bachelor of International Business (BIB), Bachelor of Laws (LLB), Bachelor of Legal Studies, (BLS) Bachelor of Marketing and the Media (BMM), Bachelor of Mass Communication (BMassComm), Bachelor of Nursing (BNurs), Bachelor of Nursing Conversion (BNursConv), Bachelor of Pharmacy (BPharm), Bachelor of Planning (BPlanning), Bachelor of Psychology (BPsych), Bachelor of Science (BSc), Bachelor of Sports Science (BSportsSc), Bachelor of Technology (BTechn), Bachelor of Theology (BTheol), Bachelor of Tourism (BTour), Bachelor of Veterinary Medicine and Surgery (BVMS), Juris Doctor (JD)

(2) In order to be awarded any ordinary or honours degree of bachelor, a student shall:

• complete the number of credit points required for that degree (subject to reduction as a result of any credit awarded under Regulation 3);
• complete the unit requirements stipulated for the major(s) in which the student is enrolled;
• satisfy the other requirements of these Regulations; and
• satisfy the requirements of all other relevant Statutes and Regulations of the University.

2. (1) To qualify for the ordinary degree of bachelor a student shall complete three academic years of study (72 points), except where Academic Council determines a different points value.

(2) One academic year of study shall constitute 24 credit points, except for the 32 point Bachelor of Nursing Conversion which shall combine 2 semesters and one summer teaching period in one year.

(3) To qualify for a degree (other than BD/BEd Post-initial/BLittComm/BVMS), a student shall complete studies comprising Part I, representing the first academic year, and Part II, representing the remainder of the ordinary degree. The BD shall comprise Part I, consisting of 12 Part I points, and Part II, representing the remainder of the ordinary degree. The BEd (Post-initial), BLittComm, BVMS and Bachelor of Nursing Conversion shall be comprised solely of Part II units.

3. Students may be granted credit towards a degree on the basis of previous studies undertaken at a recognised university or other post-secondary institution or for tertiary-level studies obtained by other means, in accordance with rules approved by Academic Council.

4. (1) Notwithstanding the amount of credit which may be granted for studies completed elsewhere, a student shall complete at least 24 points of Murdoch University Part II units in order to be awarded an ordinary bachelor degree with a points value greater than 24, at least 18 such points for an honours bachelor degree, and at least 12 such points for a bachelor degree with a points value of 24. Units offered by other tertiary institutions which are taken while a student of this University cannot be used to satisfy this requirement, except where these units are part of a shared honours arrangement with another university. For joint degrees, this minimum applies to each degree.

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Appendix A: Bachelor Degree Regulations 2010

(2) Where the degree is jointly offered with one or more other universities, the minimum Murdoch University Part I points required is reduced to:
(a) collaborative awards with one other university - 50% of the total points for that degree;
(b) collaborative awards with two other universities - 33% of the total points for that degree;
(c) collaborative awards with three or more other universities - 25% of the total points for that degree.

(3) Notwithstanding the number of exemptions that a student is granted from the units required by the major, a student must complete at least 12 points of Murdoch University Part II units from the requirements of the major in which the student is graduating, or from related units determined by the Program Chair.

(4) Notwithstanding the number of exemptions that a student is granted from the units required by the minor, a student must complete at least 6 points of Murdoch University Part II units from the requirements of the minor with which the student is graduating, or from related units as determined by the Program Chair.

5. A student shall not be enrolled concurrently for two or more Murdoch University degrees or diplomas (other than approved joint degrees or awards) without the approval of the Enrolments and Fees Officer. Any such approval shall be in accordance with guidelines approved by the President of Academic Council.

5A. (1) The Pro Vice Chancellor (Strategy) has responsibility for ensuring that the University meets its admission targets within agreed tolerance limits, and for determining the minimum entry requirements (such as Tertiary Entrance Rank) for admission to each campus of the University. The Pro Vice Chancellor (Strategy) has whatever authority is necessary to carry out these responsibilities.

(2) The Director of Prospective Students and Admissions shall decide on the admission of individual students and shall act in accordance with policy on admissions approved by Academic Council; decisions on restricted course quotas and targets; any operational policies and procedures approved by the Pro Vice Chancellor (Strategy); and recommendations of the Executive Dean of the Division on selection into those majors for which Academic Council has approved additional selection criteria.

(3) The manager of admissions may delegate the authority conferred by this regulation, but that authority cannot be further delegated.

Majors

6. A major is a set of units approved by Academic Council that prescribes up to 12 Part I points (unless Council has granted approval for more) and 24 or more Part II points. All bachelor degree courses include at least one major, except for General Arts, which comprises three minors instead. In these Regulations, all references to “major” include General Arts. A course comprises the requirements of the major, plus the requirements of the degree.

6A. The academic responsibility for each major and for the students enrolled in it rests with the relevant School Committee, subject to the supervision of the Divisional Board. The Academic Council has overriding responsibility for all majors. The Academic Council shall determine the Division in which each major is located; the Executive Dean, after consultation with the Divisional Board, shall determine the School in which it is located.

7. In the case of a student enrolled in two majors located in different Divisions, the administrative responsibility for the student shall rest with the Board of the Division in which the first major of the student is based.

8. The introduction of a new major requires the approval of Academic Council, following a submission from the Board of the Division in which the major is to be based. The availability of honours within a course requires Council approval, following a submission from the Divisional Board.

9. The requirements of each major, and any alterations to them, require the approval of the Divisional Board, on the recommendation of the relevant School Committee. Academic Council may over-rule such a decision where, in its view, this is against the interests of the University overall.

10. To satisfy the requirements of the major for the ordinary degree, a student shall complete each of the unit requirements by obtaining a grade of Pass or higher or by being exempt from the unit in accordance with Regulation 3. A grade of Conceded Pass cannot be credited towards requirements of a major.

11. Students must fulfil those requirements of a major that were in force at the time they first enrolled in that major. Where a student has taken a break in studies of two or more semesters (other than a formal suspension), the requirements of the major that apply are those operating at the time of readmission. When there is a change in the requirements for a major, the students enrolled in the major shall not be subject to any additional requirements. However, they may elect to meet all the requirements of the new structure of the major, or may seek School Committee approval for other arrangements.

11A. (1) Subject to sub-regulations 11A(2) and (3), when a Division decides to discontinue a course, major, minor or unit, it will send written advice (“Advice”) to all students affected by the discontinuance of the course, major, minor or unit, as the case may be.

(2) The Division must send the Advice within one month of making the decision to discontinue the respective course, major, minor or unit. The Advice will inform affected students as to their options as a result of the discontinuance.

(3) The President of Academic Council may waive the requirement to issue an Advice in respect of any discontinuance of a course, major, minor or unit.

12. The requirements of a major may be varied by the School Committee in the case of an individual student, except that a change in the total points required for the major shall require the approval of the Divisional Board.

13. (1) A student may enrol in two or more majors at the same time, subject to admission being granted to any restricted major. However, Academic Council may prohibit enrolment in two or more majors that have a substantial overlap in content.

(2) In order to complete two majors, a student shall complete the full requirements of each. Where units can be counted towards the requirements of both majors, a student must complete at least 12 Part II points (core units plus specified elective units) from each major which are not counted towards the other.

14. The Academic Council may approve a joint degree, which combines two courses but may have a reduction in the total unit requirements of either or each course.

15. An undergraduate student enrolled in the University is entitled to transfer to any non-restricted major. Where a major has restricted entry, a student may apply for admission to that major in accordance with procedures approved by the Council.
16. (1) The Divisional Board shall determine the units to be offered by the Division, including their title, points value and enrolment option(s). The content, prerequisites, and teaching and assessment methods of each unit shall be as approved by the School Committee. All decisions relating to unit title, points value, enrolment option(s), content and pre-requisites for the following year shall be finalised by a deadline set by the President of Academic Council after consultation with the Executive Deans. Any changes after that date (other than those specified in the following sub-regulation) require the approval of the President of Academic Council. Academic Council may over-rule any decision made by a Division on unit offerings where, in its view, this is against the interests of the University overall.

(2) The Executive Dean of the Division may cancel a unit offered by that Division, or cancel an enrolment option for such a unit. Any cancellation shall be in accordance with guidelines approved by Academic Council.

(3) The unit coordinator(s) of each unit shall be appointed by the Head of the School offering the unit, or, in the case of Foundation Units, by the Pro Vice Chancellor (Academic) on the joint recommendation of the Executive Deans. Unit coordinators normally shall be members of the University’s full-time or fractional full-time academic staff. The proposed appointment of any other person as a unit coordinator shall be in accordance with guidelines approved by the Academic Council.

17. Students may apply to enrol for an Independent Study Contract for credit towards the degree. Contracts shall be based on individual study, and their content shall not otherwise be available as a unit. Each contract shall be approved by the Head of the School, who shall supervise a student and determine the title, content, points value, assessment requirements and enrolment option of the contract. The points value for a contract shall be either 2, 3 or 4 points.

**Minor**

18. (1) A minor is a recognised set of related units with a total points value less than the corresponding major. A minor shall have a total points value of between 11 and 19 points including no more than 9 Part I points and at least 8 Part II points. At least 6 Part II points of a minor cannot be counted towards a major or another minor.

(2) The introduction of a minor requires the approval of Academic Council. The requirements of the minor shall be determined by the Divisional Board, in accordance with policy set by Academic Council. Completion of a minor shall be shown on the academic transcript of students, provided the student has enrolled in a minor before completion of the degree.

**Part I Requirements**

19. (1) In order to complete Part I, a student shall:

(a) pass a University Foundation Unit;
(b) pass the Part I required units of a major in which the student is enrolled; and
(c) complete a total of 24 points (which includes any credit the student may have been awarded for previous studies).

(2) A student may choose any one of the units designated as University Foundation Units by Academic Council, except that a student enrolled at the Rockingham Campus must enrol in a University Foundation Unit offered at that campus or at the Peel Education and TAFE Campus (unless approval to do otherwise has been obtained from the Program Chair of the major in which the student is enrolled). A student shall not enrol in more than one University Foundation Unit.

(3) Where a Part II student transfers to a major for which the Part I requirements have not been met, the student will remain in Part II but shall complete the Part I units required for that major unless these are waived by the School Committee.

(4) For the BD degree, the points required to complete Part I shall be 12 points only.

20. Normally a degree includes 24 Part I points, but a student shall include no less than 18 and no more than 30 Part I points in the degree. For the BD degree, a student shall include no less than 12 and no more 15 Part I points. Bachelor of Nursing Conversion students are exempt from the requirement to undertake any Part I units. For a joint degree with a requirement to complete no more than 119 points, a student shall include no less than 18 and no more than 36 Part I points. Where a student has been awarded Part I credit for previous studies, the number of Part I points which can be taken in the degree shall be reduced by the amount of this credit.

21. A major shall not specify more than 12 points of required points in Part I, except by resolution of Academic Council.

22. A Part I student may not enrol in a Part II unit, unless

(a) the student has been credited with 18 points, including a University Foundation Unit; or
(b) the student is entering the fifth semester of continuous enrolment and has been credited with 12 points, including a University Foundation Unit and the Part I required units of a major in which the student is enrolled; or
(c) approval is granted by the Executive Officer of the Division in which the student’s major is located.

**Part II Requirements**

23. The total points for Part II of a 3-year degree is 48 points. In order to complete Part II, a student shall:

(a) complete the Part II unit requirements of a major in which the student is enrolled; and
(b) be credited with the total points required for the degree for which the student is enrolled.

24. The Part II unit requirements for any ordinary major shall be not less than 24 points.

**Responsibility for Majors and Minors**

25. Each major and minor shall be administered by the School Committee to which it is assigned by the Divisional Board. A joint degree approved under Regulation 14 may be the responsibility of one or more School Committees, as determined by Academic Council. The School Committee shall exercise the responsibilities specified in Division Regulation 15(i) and in other Regulations.

26. Rescinded

27. For each major a Program Chair shall be appointed by the Executive Dean of the Division, following a recommendation from the School Head and relevant School Committee or Sub-Committee. Such appointments shall be for a term normally of two years, which may be renewed. A Program Chair shall be a member of academic staff of the rank of Lecturer level B or above. The School Head can be a Program Chair.

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28. The Program Chair shall be responsible for:
   (a) recommendations to the Board of Examiners on award of degrees and academic progress;
   (b) decisions on approval of enrolments and cross-institutional-enrolments; deferred admission; crediting of units from other institutions towards the requirements of the major; unit exemptions; suspension of enrolments;
   (c) finalising unit results for units offered by staff of the major, where the final date for submission of results has passed and the unit co-ordinator is not available;
   (d) oversight of any minors administered by the parent major.
   (e) matters delegated to the Program Chair by the Executive Dean, School Head, or Board of the Division.

29. Rescinded

30. Rescinded

31. Rescinded

Enrolment in Units

32. It is the student's responsibility to enrol in accordance with these Regulations, the requirements of the major and such deadlines as may be approved by the President of Academic Council. The enrolment of students in units is subject to the approval of the Program Chair of the major in which the student is enrolled (or of a person delegated by the Chair), and to the requirements of these Regulations.

33. A student enrolling in a unit shall have passed any unit prerequisite(s) specified for it by the relevant Executive Dean and published in the University Handbook, or have passed a unit equivalent to the prerequisite at another educational institution or been exempted under Regulation 3 from the unit which is the prerequisite. If the unit has a co-requisite, the student shall be enrolled in that unit at the same time, unless the student has passed that unit previously, passed an equivalent unit at another educational institution or been exempted under Regulation 3 from the unit which is the co-requisite. The Program Chair of the major offering the unit may, with the agreement of the Unit Co-ordinator, waive a prerequisite or co-requisite in the case of an individual student.

34. A student shall enrol in a Foundation Unit in the first semester of Part I enrolment in which such a unit is available, unless:
   (a) the student has been exempted from the requirement to take a Foundation Unit, or
   (b) permission to delay taking the unit until later in Part I has been granted by the Executive Officer of the Division in which the student's major is based.

34A. (1) A student shall not enrol in more than 12 points externally in a year, without the approval of the Program Chair of the student's first major. Where an external unit is being taken in an enrolment option which spans two years, its points value shall be divided equally between the two years when determining the points load.
   (2) A student enrolled in an external unit which is available in both the one and two semester options, may change between those options before the end of March (if the unit commences in semester 1) or the end of August (if the unit commences in semester 2).

34B. Enrolment in Workplace Learning units must be in accordance with policy approved by Academic Council.

35. (1) The Academic Council may determine that students are excluded from a unit where the content has significant overlap with the content of another unit which the students have passed or in which they are enrolled, where they have passed or been exempted from a higher level unit in a sequence of units, or where they have previous knowledge of the language being taught in a particular unit.
   (2) Students may be exempted from units on the basis of previous studies elsewhere, in accordance with rules approved by Academic Council. Students exempt from a unit are also excluded from enrolling in it.
   (3) A student shall not enrol in more than one University Foundation Unit.
   (4) A student shall not enrol in a unit that is offered solely as an honours unit, unless the student is enrolled in an honours program of study.
   (5) A student undertaking a practical placement in a school whose continued attendance at the school is deemed by the Dean of the School of Education to be detrimental to the welfare of the school or its pupils, shall be removed from that school forthwith and be given a fail grade in the unit.

36. A student shall not enrol in more than 14 points in a semester without the approval of the Program Chair of the major in which the student is enrolled. If the approved structure of that major requires such enrolment, this approval is not required.

37. (1) A student who has failed a unit may enrol in it for a second time, unless the Executive Dean of the major in which the student is enrolled directs otherwise.
   (2) A student who has failed a unit twice shall not enrol in it for a third time without the prior approval of the Program Chair. Approval shall be granted only in special circumstances. In considering such cases, the Program Chair shall seek the advice of the Unit Co-ordinator. Where the failed unit is a core unit, the student shall be excluded from the major/course in accordance with the Academic Progress Rules for Bachelor Degrees.
   (3) A student who has failed a unit three times shall not be permitted to enrol in it again, unless special approval is granted by the President of Academic Council. If approval is granted, it will be a fourth and final attempt.
   (4) Where enrolments in two units are not permitted because of overlapping content, the two units shall be regarded as one unit in determining the number of times a student can enrol in them for the purposes of (1) and (2) above.
   (5) A student who has passed a unit shall not enrol in it again, unless:
      (a) the student has a Conceded Pass in that unit and is attempting to obtain a higher grade;
      (b) the unit is designated by Academic Council as a special topics unit, and the topic in which the student enrols is different from that passed previously;
      (c) the student is a school experience unit offered by the School of Education;
      (d) the student has the approval of the Executive Officer of the Division in which the student is enrolled.
A student may not be credited more than once with points for the same unit, except where the student has enrolled in accordance with (b), (c) or (d) of the preceding sub-Regulation.

A student who twice fails and/or withdraws after the unit census date from a unit with a substantial workplace experience component or practical placement unit shall not enrol in further units in workplace learning or practical placement unless approval has been granted by the Head of that School.

(6) Late enrolment in a unit

(7) Late enrolment in a unit

(8) Late enrolment in a unit

38. (1) A student may apply to enrol in an internal unit up to the end of the second week of the unit. The application may be refused if the Unit Co-ordinator believes the enrolment will disrupt teaching in the unit, otherwise disadvantage students already enrolled in it, or might be academically disadvantageous to the student.

A student may enrol in an external unit up to three weeks before the start of first semester, or two weeks before the start of second semester. Enrolment after then shall not be permitted, unless approval has been given by the Director of the Office of Student Services.

(2) A student may enrol in a unit for credit towards the unit is offered by another institution and the student has enrolled in it for credit towards the degree in which the student's major is based.

(3) Enrolment in a unit, and change between an internal and an external enrolment option in a unit, shall not be permitted after the second week of the unit unless approval has been given by the Executive Officer of the Division in which the student's major is based.

38A. The President and Education Vice President of the Guild of Students, during their term of office, are enrolled students even if not enrolled in units.

38B. Enrolment intermission must be applied for when students require a break in studies of one year or more. Students may apply for intermission due to serious illness or other exceptional personal circumstances which might prohibit them from continuing their enrolment. This may include but is not limited to, personal/family reasons, employment, sporting, cultural, legal or military duties. Enrolment intermission requires the approval of the Fees and Enrolments Officer in the Office of Central Student Administration.

39. (1) A student may withdraw from a unit before the last date for withdrawal by completion of the appropriate steps on the University's student information system. The last date for withdrawal will be approved by the Enrolments and Fees Officer and published on the University website.

(2) Unit withdrawals shall be recorded on the student's academic transcript as follows:

(a) withdrawals before the census date—no record of the enrolment shall appear;
(b) after the census date but on or before the last day for withdrawal of the semester in which the unit is to be completed—withdrawal recorded.

(3) Census dates shall be no earlier than 20% of the way through the period during which the unit is taken, including the assessment and examination periods. Census dates for the year will be approved by the Enrolments and Fees Officer and published on the University website.

(4) The Enrolments and Fees Officer may approve a retrospective withdrawal with respect to any individual unit enrolment. Any such approval shall be in accordance with policy approved by Academic Council.

Assessment

40. All students in a unit shall be provided with a written statement of the assessment requirements, including assessment methods and weighting, by no later than the end of the first week of the unit.

41. The Unit Co-ordinator of each unit will lodge assessment results for students by the deadline set by the manager with responsibility for central student administration. Staff teaching in the unit will provide student results to the Unit Co-ordinator in sufficient time for him or her to meet that deadline. The Unit Co-ordinator will at the same time lodge in the appropriate Divisional Office details of the marks or grade obtained by each student in each assessable component of the unit, and of the weighting attached to each component.

42. (1) Assessment results in all units shall be reported according to the following system of letter grades:

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DNS Under review. Please refer to Assessment policy

(2) A result of ungraded pass shall be reported only where:

(a) the School Committee has determined that the unit shall be assessed on this basis; or
(b) However, where a unit offered by another institution (i) is required by the major or listed as part of it, and (ii) the grading system is the same as that of Murdoch University, an ungraded pass shall not be recorded. Instead the grade awarded by the other institution shall be recorded as Murdoch University grade.

(c) Where an ungraded pass is reported for a cross enrolment, the academic transcript shall also record the name of that institution and the result awarded by it.

(3) A result of good standing shall be reported only at the end of the academic period where all results in that enrolment option of the unit are not due to be completed until the end of a semester or trimester of the following year.
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(4) A result of not available shall be reported only where a delay is caused by the unavoidable absence of the Unit Co-ordinator, where an examination script has not been received by the University, where the Executive Dean has approved assessment in that unit taking place after the academic period for that unit, or where the repeat of practical work or placement cannot reasonably be arranged within that academic period.

(5) A result of deferred assessment shall be reported only where deferred assessment has been approved in accordance with Regulation 46.

(6) Deliberately blank.

(7) Where a result of S, Q or NA has been reported, the Unit Co-ordinator shall report a final grade no later than six weeks after the end of the assessment period (eight weeks for second semester units), for units having a substantial project, practical or placement component which makes the arrangement of additional work required impractical within this time frame, the deadline shall be extended to the end of the semester or trimester (whichever applies to that unit) immediately following the unit assessment period.

43. (1) Students sitting for examinations must act in accordance with the Examination Rules approved by Academic Council on the recommendation of the Pro Vice Chancellor (Academic). Availability of examination scripts

(2) Students may inspect their marked examination scripts and discuss the marking with the Unit Co-ordinator or nominee within fourteen days of the posting of results. Unit Co-ordinators may require reasonable notice or set aside specified times when the scripts will be available for inspection and discussion. Unit Co-ordinators will retain examination scripts until the end of the following semester.

44. (1) Deliberately blank.

(2) Deliberately blank.

(3) Deliberately blank.

44A. A student who has been excluded from an engineering or veterinary major after failure in a unit of 9 points or more, shall be awarded credit points for any teaching components of that unit which were passed. The points awarded shall reflect the weighting of these components. The student’s academic record shall record this as a P grade pass for a separate unit.

45. (1) Where a Unit Co-ordinator reports a grade of S, the Co-ordinator shall at the same time post to the student at the student’s registered correspondence address a letter giving details of any extra work required and the date for the submission of any such work and of any supplementary examination. The letter shall also advise the student that the award of supplementary assessment is subject to confirmation by the Board of Examiners.

(2) After supplementary assessment a student shall receive a final grade of either P or N. If a pass, the percentage mark recorded will be 50. If a fail, the percentage mark recorded will be 49 or the composite mark for the unit which is less.

46. Under review. Please refer to Assessment policy

47. (1) Each Division shall have a Board of Examiners, unless the Divisional Board establishes separate Boards of Examiners for different parts of the Division. Where a Division has more than one Board of Examiners, each Board shall have all the functions of a Board for that part of the Division. Boards of Examiners shall meet at or after the end of each semester (or trimester, where results are reported on a trimester basis).

(2) The functions of the Board(s) shall be:

(a) to recommend to Academic Council on the award of degrees and diplomas to students who have completed major and courses based in the Division and have also completed the other requirements for award of the qualification recommended;

(b) to review academic progress and take any of the consequential actions specified in Regulation 51;

(c) to review the assessment statistics for that semester or trimester of units coordinated by staff in that Division, and, in exceptional circumstances, either itself or the Executive Dean on its behalf vary the distribution of grades in any such unit after consultation with the Unit Co-ordinator;

(d) Deliberately blank.

(e) to award those prizes offered within the Division, following a recommendation from the Program Chair.

(3) In performing these functions, the Board of Examiners shall act in accordance with any rules approved by the Divisional Board.

(4) The membership of the Board of Examiners shall consist of all the full-time and fractional full-time academic staff of the Division (or of that part of the Division, if there is more than one Board of Examiners), plus any other persons who may be appointed in a personal or ex officio capacity by the Divisional Board.

(5) Any Unit Co-ordinator of a unit in the Division (or of that part of the Division, if there is more than one Board of Examiners) for which results were due that semester or trimester, shall be required to attend or to arrange for another member of staff attending the meeting to be provided with details of assessment results in that unit.

(6) The Board of Examiners shall be chaired by the Executive Dean or nominee, or, in the case of a Board established for a single School, by the Head of that School. In the absence of the Chair, the Board shall appoint one of its members to chair the meeting.

(7) The quorum for a meeting of a Board of Examiners shall be ten members, or half of its members, whichever is less. If a quorum is not obtained, the Chair shall act on its behalf.

(8) Unless the Board determines to meet again after its usual meeting at or after the end of the semester or trimester, its functions with respect to students whose results are outstanding at that time shall be performed by its Chair on its behalf, when these results are available.

48. After results have been officially released, any change to a result requires the approval of the Executive Dean of the Division responsible for the unit. All such approvals shall be reported to the President of Academic Council.

49. Repealed

Changes to results

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Academic Progress

50. (a) The Academic Council shall make and publish academic progress rules stipulating minimum performance requirements for continued enrolment at the University or in a course/major. Students who fail to meet the requirements of these rules may be excluded from further study at the University or from the course/major in which they are enrolled, for a period of two semesters, after which time they may apply for readmission.

(b) The relevant School Committee may make additional rules for continued enrolment in a course/major. Students who fail to meet the requirements of these rules may be excluded from that course/major. Any such rules shall be made available to students enrolled in that course/major.

51. At the end of each semester:

(a) the progress of each student for whom results are due that semester shall be reviewed by the relevant Board of Examiners;

(b) students shall be informed of their performance in each unit completed that semester;

(c) students shall be entitled to receive on request information about their own performance in each assessed component of a unit for which the results have been officially released, and on the distribution of grades awarded in that unit;

(d) a student whose progress is deemed by the Board of Examiners to be unsatisfactory shall be so informed and the Board may also, at its discretion,

(i) require the student to repeat specified units or to transfer to other approved units, or otherwise attach conditions to the student’s enrolment;

(ii) require the student to transfer to another course/major; or

(iii) where the requirements of the academic progress rules have not been met, exclude the student from further study at the University for a period of two semesters, after which time the student may apply for readmission.

Honours

52. There shall be three kinds of honours offered by the University:

(a) that which requires an additional period of study—to which Regulations 53-62 apply;

(b) that which does not require an additional period of study, but which requires a thesis or research project of at least 6 points—to which Regulations 54-58 and 63 apply;

(c) that which does not require an additional period of study, nor a thesis or research project of at least 6 points—to which Regulation 63 applies.

53. (a) A student admitted to honours shall have completed the requirements for the corresponding ordinary degree of this University or of another institution considered to be equivalent, unless Academic Council determines otherwise in respect of a particular course or applicant. The results obtained by the student in these earlier studies shall also have been at a level acceptable for admission to honours studies.

(b) The Head of a School may recommend students for admission to an honours course administered by the School Committee, on the advice of the Honours Sub-Committee Chair and subject to the availability of places.

54. For those degrees where honours constitutes 24 points distinct from the requirements for an ordinary degree, the honours course shall be completed within two semesters on a full-time basis, four semesters on a part-time basis, or one semester enrolled full-time and two semesters enrolled part-time. In exceptional circumstances an extension to the period of an individual student’s honours program of study may be approved by the Head of the School on the recommendation of the Honours Sub-Committee Chair.

55. An honours course shall consist of studies at fourth year level, except that up to four points may be at second or third year level and up to eight points at masters level. An honours course shall include a thesis with a points value of at least 8 points.

56. Each honours student shall have an approved honours program of study detailing the thesis topic area, length, submission date and supervisor; details of any coursework, including points value, enrolment option, method(s) of assessment, and supervisor; and when each such honours component will be taken. An honours program of study shall be approved by the Head of School following recommendations from the appropriate Honours Sub-Committee not later than the end of the third week of the first semester of the student’s honours enrolment. The student shall be given a copy of the approved honours program of study in writing no later than seven days after its approval. Any change to the approved honours program of study requires the approval of the Head of School.

57. For any year in which there are students taking honours in that School, the School Committee shall appoint a School honours sub-committee, or an honours sub-committee for each course with one or more honours students. Two or more Schools may choose to appoint a joint honours sub-committee. The sub-committee shall consist of at least three persons, but not a student.

58. (1) Each honours student shall submit three copies of the thesis for examination in a format approved by the Academic Council. After examination, the Divisional Executive Officer shall lodge one of these copies with the University Librarian (unless honours are not awarded), provide one copy to the supervisor and return the third copy to the student.

(2) An honours sub-committee shall appoint at least two persons, one of whom may be the thesis supervisor, to examine the thesis of each honours student and to provide a detailed written report to the honours sub-committee. Where the examiners provide conflicting recommendations, the sub-committee may appoint an additional examiner.

59. (1) When considering the award of honours to an individual student, the honours sub-committee shall consider the student’s total performance in her or his honours program of study, but shall not consider the student’s performance in units preceding the honours program of study, and shall make one of the following recommendations to the Board of Examiners:

(a) that the honours degree be awarded with a class of honours which is one of:

   First Class
   Second Class (Division A)
   Second Class (Division B)
   Third Class;

This information is correct as at 19 November 2009. Legislation is subject to change throughout the year, and the authoritative version is that on the web; it should always be consulted in preference to any printed version. See http://www.murdoch.edu.au/admin/legisl
Appendix A: Bachelor Degree Regulations 2010

(b) that the honours degree not be awarded but that the student be permitted to submit a revised thesis;
(c) that the honours degree not be awarded.

(2) Any student who is permitted to resubmit a thesis shall not be awarded a class of honours higher than Second Class (Division B), and shall not be permitted to submit the thesis for a third time.

(3) A student may appeal to the Student Appeals Committee against the overall class of honours, if the grounds of appeal fall within guidelines set by Academic Council. The Committee may reaffirm the class of honours, recommend a different class, or appoint an additional examiner. If an additional examiner is appointed, the Honours Sub-Committee, after considering that examiner's report, shall recommend to the Board of Examiners a class of honours.

60. A student who has withdrawn from an honours course is not permitted to enrol again in an honours course in the same disciplinary area, unless the withdrawal took place before the end of the first semester of the course (for a part-time enrolment, before the end of the second semester).

61. A student may apply to enrol in a joint honours course, which shall combine two honours courses but with a reduction in the total points requirement (which shall be at least 24 but no more than 48 points). If the two honours courses are administered by two different Committees, these Committees shall be responsible jointly for recommendations on the content of the honours course, for the appointment of examiners, and for recommending the class of honours. The Board of the Division in which the two courses are based (or, if the courses are in different Divisions, both Divisional Boards) shall approve the total points value of the course as well as its content.

62. Rescinded

63. For those degrees where Regulation 2(5) stipulates that the length of the honours degree shall be the same as for the ordinary degree, the Academic Council may approve the provision of honours of one or both of the following kinds on such terms and conditions as it sees fit:

(a) where a student is required to submit a thesis or individual research project of 6 points or greater—Regulations 54-58 apply except that:
(i) admission to honours shall take place at a stage specified by the School Committee, but no later than when the student commences the honours thesis;
(ii) the thesis shall have a points value of at least 6 points;
(iii) when considering the award of honours, the honours sub-committee shall make one of the following recommendations:
• that the honours degree be awarded with a class of honours which is one of:
  First Class
  Second Class (Division A)
  Second Class (Division B)
• that the student be awarded the ordinary degree.
• that the honours degree not be awarded, and that the student be required to complete an additional unit or units before award of the ordinary degree.

(b) where a student is not required to submit an honours research project of 6 points or greater. In such cases, when considering the overall performance of a student who has completed the ordinary degree, the Board of Examiners shall make one of the following recommendations:
• that the student be awarded the ordinary degree;
• that the honours degree be awarded with a class of honours which is one of:
  First Class MeritHonours
  Second Class (Division A) Merit Honours
  Second Class (Division B) Merit Honours

Award and surrender of degrees

64. (1) The Head of the School in which the student's first major is based may credit a student with additional points to complete the requirements for a degree:
• in the case of a degree requiring more than 24 points—not more than two additional points;
• in the case of a degree requiring 24 points—not more than one additional point.

(2) General credit cannot be used to satisfy requirements of a major. Any award of general credit shall be in accordance with guidelines approved by Academic Council, and shall be recorded on the academic transcript of the student.

65. (1) A student proceeding to honours level studies on completion of the requirements for the corresponding ordinary degree shall not have the ordinary degree conferred, but on successful completion of the honours course shall be awarded the corresponding honours degree. If an honours degree is not awarded, the ordinary degree for which requirements have previously been completed shall be conferred.

(2) A student proceeding to fourth year studies in the BBiot, BEnvSc or BPsych on completion of the ordinary degree of BSc or BA shall not have the BSc or BA conferred, but on successful completion of the four year degree shall be awarded that degree. If the four year degree is not successfully completed, the degree for which requirements have previously been completed shall be conferred.

66. A student who holds a bachelor degree of this University or any other tertiary institution shall be required to complete an approved course of at least 24 points at Part II level to be eligible for the award of an additional bachelor degree (at ordinary or honours level) of this University, except where:

(a) the first degree is surrendered before the award of the second degree, in which case no additional points are required provided the student has met the course and points requirements of the second degree, or;
(b) the second degree requires more than 72 points, in which case the number of points required shall be at least that number less 48 points. This sub-regulation does not apply if the degree is taken as one of the following sequences:
• Bachelor of Asian Studies (Specialist), taken by a student who has previously been awarded the Bachelor of Arts or Bachelor of Asian Studies.
• Bachelor of Environmental Science, taken by a student who has previously been awarded the BSc in Environmental Science.
• Bachelor of Extractive Metallurgy, taken by a student who has previously been awarded the BSc in Mineral Science.
• Bachelor of Psychology, taken by a student who has previously been awarded the BA in Psychology.
• Bachelor of Theology, taken by a student who has previously been awarded the BA in Theology.
• Bachelor of Engineering (Software Engineering, Instrumentation and Control Engineering, or Industrial Computer Systems Engineering), taken by a student who has previously been awarded the Bachelor of Technology in Engineering (Computing stream, Instrumentation and Control stream, or Industrial Computer Systems Engineering stream) respectively.

67. Rescinded

68. A student already holding an ordinary degree of another tertiary institution shall, after successful completion of an honours course consisting solely of Murdoch University studies, be awarded the appropriate honours degree.

69. (1) Students enrolled in a four year concurrent Teacher Education major leading to the joint award of a bachelor degree and GradDipEd shall be permitted to apply for the award of the appropriate degree when they have completed 72 points and the requirements of at least one major, and to continue their enrolment in the concurrent course.

(2) If the student’s total academic record upon completion of 96 points indicates that the appropriate bachelor degree is a different one to that awarded on completion of 72 points, the student shall be required to surrender the first degree as a condition for the award of the new degree and GradDipEd.

Variations to Requirements

70. Academic Council may grant exemptions from Regulations in individual cases, subject to any conditions it may specify. This is in addition to any discretionary authority conferred in individual Regulations. In exceptional circumstances where the decision is urgent and cannot await the next meeting of Academic Council, the President may approve variations on behalf of Council, with such decisions to be reported to its next meeting.

POSTGRADUATE COURSEWORK REGULATIONS

Dictionary & interpretation
1. The provisions of Statute No. 8 — Interpretation apply to these regulations.
2. Words appearing in italics in these regulations are defined terms and have the meanings detailed in column two of the Dictionary (schedule 1).

General
3. To be awarded a Postgraduate Coursework qualification a student must:

   3.1 complete the number of credit points required for that qualification (subject to any credit awarded)
   3.2 complete the unit requirements stipulated for the course in which the student is enrolled by obtaining a grade of pass or higher, or by being exempted from the unit in accordance with the rules on credit and exemptions;
   3.3 if enrolled in a concurrent postgraduate award, complete the requirements of their undergraduate award;
   3.4 satisfy the requirements of these regulations; and
   3.5 satisfy the requirements of all other relevant Statutes, regulations and policies of Murdoch University.

4. The introduction of a new postgraduate coursework qualification requires approval from Academic Council after consideration by relevant University committees as outlined in the current Academic Planning Guidelines.

5. Postgraduate Coursework qualifications listed in Schedule 2 may be awarded by the University.

Enrolment
6. To enrol in a postgraduate coursework qualification a student must meet all requirements outlined in these regulations. Students must apply for enrolment through the Prospective Students’ and Admissions Centre unless specified otherwise.

Points Requirements
7. The minimum points required to complete a postgraduate coursework qualification are:

   • Masters by Coursework degrees - 24 points.
   • Postgraduate Diplomas - 24 points.
   • Postgraduate Certificates - 12 points.

8. The following point level requirements apply:

   8.1 72 point Masters by coursework qualification: At least 48 points at 600 level, up to 24 points at 500 level.
   8.2 48 point Masters by coursework qualification: At least 24 points at 600 level, up to 24 points at 500 level. Students who receive 24 points of advanced standing towards a 48 point Masters must complete the outstanding course requirements for a 24 point Masters.
   8.3 36 point Masters by coursework qualification: At least 24 points at 600 level, up to 12 points at 500 level.
   8.4 24 point Masters by coursework qualification: At least 16 points at 600 level and up to 8 points at 500 level.
   8.5 Masters may include a dissertation, project or report component, which shall not be greater than 12 points.
   8.6 24 point Postgraduate Diploma qualification: All units must be at least 500 level.
   8.7 12 point Postgraduate Certificate: All units must be at least 500 level.

9. Postgraduate coursework qualifications must not include 100 - 400 level units unless specifically approved with details of how individual learning requirements of students are being addressed.

Credit for Previous Studies
10. A student may be granted credit on the basis of previous studies undertaken at a recognised university or other postsecondary institution at an appropriate level, in accordance with rules on credit and exemption approved by Academic Council.

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Appendix A: Postgraduate Coursework Regulations 2010

Minimum Number of Murdoch Points

11. Notwithstanding the amount of credit which may be granted for studies completed elsewhere, to complete the requirements for a Murdoch University postgraduate coursework qualification a student must complete at least half of the required points for a Murdoch University award as Murdoch University points.

12. Where the course is collaboratively offered with one or more other universities in accordance with a signed agreement, the minimum number of points required by way of units at Murdoch University is:
   12.1 courses with one other university — 50% of the total points for that qualification
   12.2 courses with two other universities — 33% of the total points for that qualification
   12.3 courses with three or more other universities — 25% of the total points for that qualification

Responsibility for a Course

13. Course structures are approved by Academic Council on the recommendation of the Academic Policy Committee, the relevant Divisional Board and relevant School Committee. Curriculum content is approved by the relevant School Committee, subject to the supervision of the Divisional Board.

14. The Program Chair or School Committee may approve individual course variations for students subject to:
   14.1 the requirement as to the total number of points for the course must not be varied; and
   14.2 at least half of the points required for the course must be obtained in accordance with the approved course structure.

15. Academic Council has overriding responsibility for all courses and may overrule any decisions where in its view, it is against the interests of the University overall. Academic Council shall determine the Division in which a course is located. The Executive Dean, after consultation with the Divisional Board, shall determine the School in which it is located.

Course Requirements

16. A student must have the opportunity to fulfil those requirements of a course that were in place at the time they first enrolled in that course. Where a student has taken a break in studies of more than twelve (12) months (other than a formal suspension), the course requirements that apply are those operating at the time of readmission.

17. Students must not be disadvantaged by amendments to courses or discontinuation of courses.

18. A student may undertake one Academic Council approved specialisation within a postgraduate course. The core unit points value within the specialised set of units must be greater than 50 per cent of the total points required to complete the course.

Enrolment in One Course Only

19. A student must not enrol in more than one course at a time at Murdoch University, unless:
   19.1 enrolment in another course is as part of a second qualification for which approval has been obtained from the Manager Enrolments and Fees; or
   19.2 they were invited into a concurrent postgraduate coursework qualification

Approval of Units and Co-ordinators

20. Divisional Boards shall determine units to be offered by the Division in line with Divisional Regulations. All decisions relating to unit codes, unit titles, points value, enrolment option(s) content and pre-requisites for the following year shall be finalised by a deadline set by the President of Academic Council after consultation with the Executive Deans. Any changes after that date require the approval of the President of Academic Council. Academic Council may over-rule any decision made by a Division on unit offerings where, in its view, this is against the interests of the University overall.

21. Independent Study Contracts and Workplace Learning Units must only be implemented in accordance with policies approved by Academic Council.

22. The Executive Dean of the Division may cancel a unit offered by that Division, or cancel an enrolment option for such a unit. Any such cancellation must be in accordance with policy approved by Academic Council.

23. Unit coordinator(s) shall be appointed by the Head of the School offering the unit. Unit coordinators normally shall be members of the University’s full-time or fractional full-time academic staff. The proposed appointment of any other person as a unit coordinator must be in accordance with policy approved by Academic Council.

Appointment of Program Chair

24. For each course a Program Chair shall be appointed by the Executive Dean of the Division, following a recommendation by the Head of School. Such appointments must be for a term normally of two years, which may be renewed. A Program Chair shall be a member of academic staff of the rank of Lecturer level B or above. The Head of School can be a Program Chair.

25. The Program Chair shall be responsible for:
   25.1 recommendations to the Board of Examiners on academic progress and award of qualifications;
   25.2 in consultation with the Director of the Prospective Students and Admissions Centre (PSAC Director) for domestic students or the Director of Murdoch International for international students, or their delegates:
      25.2.1 decisions on admission of students;
   25.3 in consultation with the Acreditations Officer:
      25.3.1 crediting of units from other institutions towards the course requirements; and
      25.3.2 unit exemptions.
   25.4 approval of variations to individual student enrolments and cross-institutional-enrolments;
   25.5 finalising unit results for units offered by staff of the course, where the final date for submission of results has passed and the unit co-ordinator is not available;
   25.6 matters delegated to the Program Chair by the Executive Dean, Head of School or Board of the Division.

Admission

26. All postgraduate coursework qualifications must have their admission requirements approved by the Committee on University Entrance (CUE).
   26.1 CUE may approve additional admission requirements and selection criteria for any course.
   26.2 The PSAC Director has responsibility and authority for ensuring that the University meets its admission targets within agreed tolerance limits.
   26.3 The PSAC Director for domestic students and the Murdoch International Director for international students will decide on the admission of individual students and will act in accordance with:
26.3.1 decisions on quotas, targets and any operational policies and procedures approved by the Deputy Vice Chancellor (Enterprise and International);

26.3.2 any additional selection criteria approved by Academic Council for a particular postgraduate coursework qualification; and

26.3.3 recommendation by the appropriate Executive Dean on the selection of each course.

26.4 If the PSAC Director forms a reasonable view that admission of an individual applicant into Murdoch University may be prejudicial to the interests of, or bring disrepute upon, the University and/or the applicant, subject to providing that applicant with the opportunity to respond to this view, admission into Murdoch University may be refused. Any decision to refuse to admit an applicant under this regulation shall be made by the Deputy Vice Chancellor (Academic). Any applicant refused entry under this clause has the right to appeal the decision with the Vice Chancellor, whose decision will be final.

26.5 The PSAC Director and Murdoch International Director may delegate the authority conferred by this regulation, but that authority cannot be further delegated.

Unit Prerequisites and Co-requisites

27. A student enrolling in a postgraduate coursework unit must have passed any unit prerequisite(s) specified for it, or have passed a unit equivalent to the prerequisite at another educational institution, or been exempted from the unit which is the prerequisite. If the unit has a co-requisite, the student must enrol in that unit at the same time, unless the student has passed that unit previously, passed an equivalent unit at another educational institution or been exempted from the unit which is the co-requisite. The Program Chair of the course offering the unit may, with the agreement of the Unit Co-ordinator, waive a prerequisite or co-requisite in the case of an individual student.

Masters by Coursework

28. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Masters by Coursework qualification a student must at a minimum have at least one of the following:

28.1 completed a Bachelor’s degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard; or

28.2 completed a Postgraduate Diploma in the discipline area of the course; or

28.3 demonstrated potential to undertake study at this level in the given area through relevant prior and/or work experience; or

28.4 in the case of a 24 point Masters course, completed the equivalent of not less than 96 points of study, including not less than 16 points at 400 level or higher, at least 8 points of which is in a relevant area, except where Academic Council directs otherwise. The Committee on University Entrance or Director responsible for Admissions may determine international equivalencies on a system or an individual basis. Students from the British system with an honours grade of 2nd Class or better will be considered to have completed the equivalent of an Australian four year qualification or;

28.5 in the case of a 36 point Masters qualification:

28.5.1 completed a four year Bachelor’s degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard; or

28.5.2 completed a three year Bachelor’s degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard and have at least one year relevant work experience; or

28.5.3 completed a Graduate or Postgraduate Diploma; or

28.5.4 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of the Committee on University Entrance (CUE), had satisfactory preparation for the course through studies and/or work experience.

Postgraduate Diplomas

29. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Postgraduate Diploma a student must have at a minimum at least one of the following:

29.1 completed a Bachelor’s degree or its equivalent at this university or another university which in the opinion of CUE provides satisfactory preparation for the postgraduate diploma; or

29.2 have work experience which in the opinion of CUE is of equivalent standard; or

29.3 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of CUE have satisfactory preparation for the course through studies and/or work experience; or

29.4 been invited to undertake a concurrent postgraduate award.

Postgraduate Certificates

30. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Postgraduate Certificate a student must have at a minimum at least one of the following:

30.1 completed a Bachelor’s degree or its equivalent, at this university or at another university which in the opinion of CUE provides satisfactory preparation for the postgraduate diploma; or

30.2 work experience which in the opinion of CUE is of equivalent standard; or

30.3 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of CUE have satisfactory preparation for the course through studies and/or work experience; or

30.4 been invited to undertake a concurrent postgraduate award.

Overloads

31. A student must not enrol in more than 14 points in a standard teaching period without the approval of the Program Chair of the course in which they are enrolled, except where the approved structure of that course requires such enrolment. For trimesters, the maximum is enrolment in up to 16 points per trimester, and for concurrent postgraduate award students in the summer and winter terms the maximum is enrolment in up to 8 points per term.

32. Repeating a unit

32.1 A student who has failed a unit (other than a Masters by coursework dissertation) may enrol in it for a second time, unless the Head of School, of the School in which the student is enrolled directs otherwise. In considering such cases, the Head of School shall seek the advice of the Unit Co-ordinator and the Program Chair.

32.2 Students who fail a Masters by Coursework dissertation may not enrol in it for a second or subsequent time.

32.3 A student who has failed a required unit twice may be excluded from the course in accordance with the Academic Progress Rules for Postgraduate Coursework Qualifications.
Late Enrolment in a Unit
33. For all units:
   33.1 a student may apply to enrol in an internal unit up to the end of the second week of the unit. The application may be refused if the
   Unit Co-ordinator believes the enrolment will disrupt teaching in the unit, otherwise disadvantage students already enrolled in it, or
   might be academically disadvantageous to the student;
   33.2 a student may enrol in an external unit up to the Friday before the start of the teaching period. Enrolment after then may be
   permitted, if approved by the Director of the Office of Central Student Administration, or their delegate;
   33.3 enrolment in a unit, and change between the internal and external enrolment option in a unit, shall not be permitted after the second
   week of the unit unless approval has been given by the Divisional Executive Officer in consultation with the Director of the Office of
   Central Student Administration, or their delegate.
34. For units of 11 weeks duration or shorter:
   34.1 students must be enrolled at least three weeks prior to the enrolment deadline set by the Director of the Office of Central Student
   Administration and published on the University website;
   34.2 no changes between the internal and external enrolment option in a unit will be considered after that time.
35. Withdrawal from units
   35.1 Postgraduate unit withdrawals shall be recorded on the student's academic transcript as follows:
      35.1.1 withdrawals on or before the census date—no record of the enrolment shall appear and students will not have to incur a
      tuition fee liability;
      35.1.2 after the census date—withdrawal recorded and students will have to incur a tuition fee liability;
   35.2 Census dates shall be no earlier than 20% of the way through the period during which the unit is taken, including the assessment and
   examination periods. Census dates for the year will be approved by the Manager Enrolments and Fees and published on the University
   website.
   35.3 The first date for withdrawal with a tuition fee liability will be approved by the Manager Enrolments and Fees and published on the
   University website.
   35.4 The Manager Enrolments and Fees may approve a retrospective withdrawal with respect to any individual unit enrolment. Any such
   approval must be in accordance with policy approved by Academic Council.

Enrolment Suspension
36. Enrolment suspension must be applied for when students require a break in studies of six (6) months or more.

Academic Progress
37. Students must make satisfactory academic progress in each progression period in accordance with the requirements prescribed in the
   Academic Progress Rules for Postgraduate Coursework Students.

Assessment
38. Staff and students must satisfy all requirements of the University's Assessment policy as approved by Academic Council.
   38.1 In addition to this the following also apply:
      Ungraded Pass
      38.1.1 A result of ungraded pass shall be reported only where:
         38.1.1.1 the School Committee has determined that the unit shall be assessed on this basis; or
         38.1.1.2 the unit is offered by another institution and the student has enrolled in it for credit towards the Murdoch
         University qualification (cross institutional enrolment).
      38.1.2 However, where a unit offered by another institution (i) is required by the course or listed as part of it, and (ii) the grading
      system is the same as that of Murdoch University, an ungraded pass shall not be recorded. Instead the grade awarded by the
      other institution shall be recorded as the Murdoch University grade.
      38.1.3 Where an ungraded pass is reported for a cross institutional enrolment, the academic transcript shall also record the name of
      that institution and the result awarded by it.
39. Staff and students must act in accordance with Examination Rules approved by Academic Council.

Assessment of Dissertations
40. Where a Postgraduate Coursework qualification includes a dissertation, the School Committee shall appoint two persons to examine each
    dissertation and provide written reports. It shall also appoint a sub-committee that shall be responsible for finalising grades for dissertations.
    Where both examiners recommend the same grade, the Program Chair may finalise the grade on behalf of the sub-committee.

Appeals Against Results
41. Under review. Please refer to Student Appeals policy

Award of General Credit
42. In exceptional circumstances the Program Chair in consultation if necessary with the Head of the School in which a students course is based
    may credit a student with additional points by way of general credit to complete the requirements for a qualification:
    42.1 in the case of a qualification requiring 36 or 48 points not more than two additional points;
    42.2 in the case of a qualification requiring 24 points not more than one additional point.
43. No general credit is available for a 12 point qualification.
44. Any award of general credit must be in accordance with Rules approved by Academic Council, and shall be recorded on the academic
    transcript of the student.

Intermediate Awards
45. A student enrolled in a postgraduate coursework qualification who has met the requirements for any corresponding intermediate awards may
    elect to discontinue the qualification they were enrolled in and be awarded the intermediate award(s) instead.
46. A student enrolled in a qualification, which has a corresponding intermediate award will, upon successful completion of that qualification, be
    eligible to receive a testamur for each corresponding intermediate award(s).
Variations to Requirements

47. Academic Council may grant exemptions from regulations in individual cases, subject to any conditions it may specify. This is in addition to any discretionary authority conferred in individual regulations. In exceptional circumstances where the decision is urgent and cannot await the next meeting of Academic Council, the President may approve variations on behalf of Council, with such decisions to be reported to its next meeting.

Schedule 1 (Dictionary)

<table>
<thead>
<tr>
<th>Defined Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>Amendment</td>
<td>A change to improve or edit a Course, or Unit offered by Murdoch University.</td>
</tr>
<tr>
<td>Assessment</td>
<td>The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as diagnostic assessment, assignments, examinations, project work, seminar papers and tutorial participation.</td>
</tr>
<tr>
<td>Course</td>
<td>A combination of coherent units approved by Academic Council that leads to a particular qualification. In the case of all postgraduate courses, the course and the qualification are equivalent.</td>
</tr>
<tr>
<td>Course structure</td>
<td>The academic requirements of a course.</td>
</tr>
<tr>
<td>Credit</td>
<td>A reduction in the points required to complete a Murdoch course on the basis of recognised prior learning. It usually shortens the time required to complete the course.</td>
</tr>
<tr>
<td>Discontinued</td>
<td>The permanent removal of a course or unit offered by Murdoch University. Once a course or unit is discontinued no further enrolments shall be accepted into it.</td>
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<tr>
<td>External</td>
<td>Units designed for students to study on their own without the requirement for on campus attendance.</td>
</tr>
<tr>
<td>Intermediate award</td>
<td>An approved interim postgraduate course, to officially acknowledge a student’s achievements whilst studying towards an enrolled higher degree.</td>
</tr>
<tr>
<td>Internal</td>
<td>Units which require at least some on campus attendance.</td>
</tr>
<tr>
<td>Postgraduate coursework qualification</td>
<td>This includes the Masters by coursework, Postgraduate Certificate and Postgraduate Diplomas.</td>
</tr>
</tbody>
</table>

Progression periods

- ProgS1: For Semester based courses with any teaching period with an end date within the period 1/1 - 30/6.
- ProgS2: For Semester based courses with any teaching period with an end date within the period 1/7 - 31/12.
- ProgT1: For non Semester based courses, including the teaching periods Trimester 1 and Summer.
- ProgT2: For non Semester based courses, including the teaching periods Trimester 2 and Winter.
- ProgT3: For non Semester based courses, including the teaching periods Trimester 3.

Qualification

The title of the degree granted to a student who has completed the requirements of their chosen course. For example Masters, Postgraduate Diploma and Postgraduate Certificate.

Specialisation

An area of particular focus within a course.

Standard teaching period

- Semester 1, Semester 2, Summer Term, Winter Term, Trimester 1, Trimester 2, Trimester 3, Straddle year (H) and Full Year (Y).

Suspension

A break in studies approved by the University upon request by the student.

Schedule 2 (Postgraduate Coursework Qualifications)

Postgraduate coursework qualifications offered by Murdoch University

- Master of Advanced Nursing (MAdvNurse)
- Joint Master of Applied Psychology/Doctor of Philosophy (MAppPsychPhD)
- Master of Applied Psychology (MAppPsych)
- Master of Business Administration (MBA)
- Master of Counselling (MCounsel)
- Master of Education (MED)
- Master of Education Studies (MEdSt)
- Master of Electronic Business (MEB)
- Master of Electronic Commerce (MEC)
- Master of Engineering (ME)
- Master of Health Management, Quality and Leadership (MHMQL)
- Master of Human Resource Management (MHRM)
- Master of Midwifery (MMid)
- Master of Ministry (MMin)
- Master of Natural Systems Engineering (MNatSysEng)
- Master of Network Management and Security (MNetManSecur)
- Master of Pharmacy (MPharm)
- Master of Plant Biosecurity (MPlantBiosec)
- Master of Science (MSc)
- Master of Science in Environmental Architecture (MScEnvArch)
- Master of Sports Science (MSportsSc)
- Master of Transport Studies (MTransSt)
- Master of Veterinary Studies (MVS)

This information is correct as at 19 November 2009. Legislation is subject to change throughout the year, and the authoritative version is that on the web; it should always be consulted in preference to any printed version. See http://www.murdoch.edu.au/admin/legisl
MBA in Aviation Management (MBAAvmMan)
MBA in Health Services Management (Nursing Leadership) (MBAHSM)
MBA in International Business (MBAINBus)
Master of Arts (MA)
in Asian Studies
in Asian Sustainable Development
in Development Studies
in Ecologically Sustainable Development
in Globalisation and Governance
in Local Governance
in Public Policy
in Sustainable Urban & Regional Planning
in Theological Studies
Graduate Diplomas in:
Accounting (GradDipAcc)
Applied Economics (GradDipAppEcon)
Computer Studies (GradDipCompSt)
Creative Arts (GradDipCA)
Education (GradDipEd)
Education Studies (GradDipEdSt)
Extractive Metallurgy (GradDipExtMet)
Human Resource Management (GradDipHRM)
Information Technology (GradDipIT)
Mathematics and Statistics (GradDipMathsStats)
Plant Biosecurity (GradDipPlantBiosec)
Physics (GradDipPhys)
Transport Studies (GradDipTransSt)
Postgraduate Diplomas in:
Advanced Mental Health Nursing <specialisation>
Advanced Nursing (PgDipAdvNurse)
Asian Studies (PgDipAsianSt)
Asian Sustainable Development (PgDipAsSDev)
Business Administration (PgDipBusAdmin)
Community Development (PgDipCommDev)
Consultancy Psychology (PgDipConsultPsych)
Counselling (PgDipCounsel)
Education (PgDipEd)
Energy and the Environment(PgDipEnEnv)
Energy Studies (PgDipEnSt)
Environmental Forensics (PgDipEnvFor)
Environmental Impact Assessment (PgDipEnvImpAss)
Environmental Management (PgDipEnvMan)
Extractive Metallurgy (PgDipExtMet)
Forensic Science (Courtroom Practice) (PgDipForSc)
Games Technology (PgDipGamesTech)
Health Management, Quality and Leadership (PgDipHMQL)
Health, Safety and the Environment (PgDipHSE)
Human Resource Management (PgDipHRM)
Information Technology (PgDipIT)
Internetworking and Security (PgDipIntrtwkSecur)
Journalism (PgDipJour)
Media Production (PgDipMedProd)
Mental Health Nursing (PgDipMHNurs)
Midwifery (PgDipMid)
 Neuromusculoskeletal Rehabilitation (PgDipNeurRehab)
Pharmaceutical Health Science (PgDipPharmHS)
Pharmacy Entry (PgDipPharmEnt)
Policy Studies (PgDipPolSt)
Professional Accounting (PgDipProfAcc)
Professional Experience (fieldname) (PgDipProfExp[fieldname])
Psychology (PgDipPsych)
Public Management (PgDipPubMan)
Public Relations (PgDipPR)
Sports Chiropractic (PgDipSportsChiro)
Tourism (PgDipTour)

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ACADEMIC PROGRESS RULES FOR BACHELOR DEGREES

University Academic Progress Requirements

1. The academic progress of each Bachelor Degree student shall be reviewed at the end of each semester.

2. To maintain satisfactory progress in any semester a student must pass units with a value of at least half the points in which he or she was enrolled in that semester. Withdrawals from two-semester units will be reviewed in the semester in which the withdrawal takes place.

3. Subject to the discretion of the Board of Examiners, students with unsatisfactory progress in one semester will be sent a written warning; students with unsatisfactory progress in two consecutive semesters of enrolment, having been formally warned in writing after the first such semester, will be excluded from the University.

4. For the purpose of these rules:
   (i) the term ‘two consecutive semesters of enrolment’ is defined so as to include the last semester preceding a break in enrolment and the first semester after resumption of studies;
   (ii) in calculating the total number of points for which a student was enrolled in a semester, withdrawals on or before the last date for Withdrawal of a unit will be disregarded.

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Appendix A: Academic Progress Rules for Bachelor Degrees 2010

A student enrolling in a three-year undergraduate ordinary degree course shall have a maximum period of ten years in which to complete academic progress in all units in the first half of the year (including summer units) will be reviewed together at the end of the first semester, and progress in all units in the second half of the year will be reviewed at the end of the second semester. Where a course is offered on a trimester basis, all references in these Rules to semester shall mean a trimester.

Excluded Students not to complete Continuing Units

Students who by the end of the Census date of second semester have withdrawn from all their units for that academic year and have no enrolment beyond the Census date in either semester, must apply for readmission in order to study in the following year.

Maximum Period of Enrolment

A student enrolling in a three-year undergraduate ordinary degree course shall have a maximum period of ten years in which to complete a degree, including any periods of broken enrolment arising from exclusion, suspension of enrolment, non-enrolment or any other cause. The maximum period shall be adjusted pro rata for degree, diploma or certificate courses of shorter or longer duration than three years, or where a student is admitted to the University with advanced standing. For students undertaking the Bachelor of Commerce in Singapore in conjunction with the Singapore National Employers' Federation, the maximum period shall be four years.

The progress of students who have reached or exceeded the maximum period of enrolment shall be reviewed by the relevant Program Chair, who may:

(i) require the student to complete the qualification by a given date, or be excluded from the University if this is not achieved;
(ii) require the student to satisfy current course requirements;
(iii) require the student to repeat specified units taken earlier;
(iv) require the student to take additional specified elective units; or
(v) exclude the student from further study at the University.

Progress Requirements for Major/Courses

A student who fails a core unit twice may, after consideration by the Program Chair, be excluded from their major/course. A student who fails a unit for the first time shall normally be sent a written warning by the University, advising the student of the requirement to repeat the unit and the consequences of a second failure.

Students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion.

Early Withdrawal and Readmission

Students who by the end of the Census date of second semester have withdrawn from all their units for that academic year and have no enrolment beyond the Census date in either semester, must apply for readmission in order to study in the following year.

A student who has been excluded from two or more majors/courses on separate occasions shall, unless the latter School Committee determines otherwise, be excluded from the University.

Appeals Against Exclusion

A student excluded from enrolment, either in a particular major/course or the University as a whole, may apply to the Program Chair for continued enrolment. Any such application shall be submitted in writing to the Division Office within twenty working days of the date of the letter notifying the student of exclusion, and shall state what circumstances impaired their performance and the reasons why the student believes he or she will be successful if allowed continued enrolment. The Program Chair may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. Where the exclusion is a result of failing the core unit twice, the conditions will normally include repeating the unit at the first available opportunity and seeking Student Learning support. If the exclusion is reaffirmed, the Program Chair shall provide the student with written reasons.

(a) A student excluded from their major/course as a result of failing a core unit three times, may apply to the President of Academic Council for permission to make a fourth and final attempt. If the student has also been excluded from the University, any approval for a fourth attempt will be subject to the student being eligible for re-admission to the University.

(b) A student may appeal against exclusion from University or from a course. The valid grounds for any such appeal and the procedures to be followed are those set out in the policy on student appeals as approved by Academic Council.

(c) A student who is applying to the Program Chair or to the Committee shall attach a detailed medical certificate if the application is based on medical grounds. An application shall be rejected if the student indicates that he or she does not intend to study at this University in the next twelve months. Sympathetic consideration shall be given to applications where the student had good results in earlier semesters at this University, personal circumstances had hindered the student’s recent academic performance, and there is evidence that these difficulties have been resolved and will not continue to impede the student’s academic progress. Applications normally shall not be approved where a student has given reasons which appear to be problems commonly encountered in everyday life.

Readmission of Excluded Students

Applications for readmission after a period of exclusion from the University are considered by the Admissions Officer.

Students readmitted after exclusion from the University are required to pass at least 50% of points enrolled in the first semester of results in order to remain enrolled.

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ACADEMIC PROGRESS RULES FOR POSTGRADUATE COURSEWORK QUALIFICATIONS

Dictionary
Words appearing in italics where they first appear in these progress rules are defined terms and have the meanings detailed in the Dictionary (Schedule 1)

The academic progress of each postgraduate coursework student shall be reviewed at the end of each progression period.

1. The academic progress of each student will be reviewed by the Division in consultation with the Office of Central Student Administration on either a Semester or Trimester basis depending on the standard teaching period profile of the enrolled course. For example a student enrolled in a course that offers units predominantly on a Trimester basis, will have their academic progress reviewed at the end of each Trimester progression period. Where a student is enrolled in a course that offers units predominantly on a Semester basis but has enrolled in a unit offered during a Trimester teaching period, their academic progress will be reviewed at the end of each Semester progression period with the Trimester unit assessed in the appropriate Semester progression period.

2. To maintain satisfactory progress in any progression period a student must:

   2.1 pass units with a value of at least half the points they were enrolled in during that progression period and for which results were due;
   2.2 gain at least three points in each academic year (or, where a dissertation is being completed over more than one year, undertake the dissertation at a rate equivalent to at least three points a year);
   2.2.1 a student who fails to gain at least three points in an academic year shall be sent a written warning. If the student again fails to gain at least three points in the following academic year, and was formally warned in writing on the first occasion, the student shall be excluded from the University;
   2.2.1.1 Concurrent postgraduate award students excluded from their postgraduate award course, will not be excluded from their undergraduate course, unless they also fail to meet the undergraduate academic progress requirements.
   2.2.2 for students undertaking a dissertation if the Program Chair determines inadequate progress, they may send a written warning to the student. Where a dissertation is not completed within the period, the Program Chair shall either require the student to complete the dissertation by a given date (or be excluded if this is not achieved), or, where a written warning has previously been issued, exclude the student from the course.

   2.3 not fail a dissertation;
   2.4 satisfy any additional progress rules for the course; and
   2.5 complete the qualification within the maximum period of enrolment.

3. For the purpose of these Progress Rules:

   3.1 the term ‘two consecutive progression periods of enrolment’ is defined to include the last progression period preceding a break in enrolment and the first progression period after resumption of studies;
   3.2 in calculating the total number of points for which a student was enrolled in a progression period, the deadline for withdrawals before the first date for withdrawal with incurring tuition fee liability for a unit will be disregarded;
   3.3 for a postgraduate coursework student the maximum period of exclusion is 12 months (1 year), this excludes courses offered during trimesters for which the maximum period of exclusion is two trimesters.
   3.4 students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion;
   3.5 students readmitted after exclusion from the University are required to pass at least 50% of points enrolled in during their first progression period after readmission in order to remain enrolled.

4. Students who do not have a completed unit enrolment for the academic year, and by the end of the census date for the final standard teaching periods of their course have withdrawn from all their units and have no enrolment beyond that time must apply for readmission in order to study in the following year.

Maximum Period of Enrolment

5. The following maximum periods of enrolment in which to complete a postgraduate coursework qualification, including any periods of broken enrolment arising from exclusion, suspension of enrolment, non-enrolment or any other cause apply. The maximum period shall be adjusted pro rata for shorter or longer courses or where a student is admitted to the University with advanced standing.

   For students enrolled in the courses listed below non-standard maximum periods of enrolment apply as listed:

   Master of Business Administration 4 years
   Master of Electronic Commerce 4 years
   Master of International Business 4 years
   Master of Natural Systems Engineering 5 years
   Master of Transport Studies 5 years
   Master of Pharmacy 6 years

6. The progress of students who have reached or exceeded the maximum period of enrolment shall be reviewed by the relevant Program Chair, who may:

   6.1 require the student to complete the qualification by a given date, or be excluded from the University if this is not achieved;
   6.2 require the student to satisfy current course requirements;
   6.3 require the student to repeat specified units taken earlier;
   6.4 require the student to take additional specified elective units; or
   6.5 exclude the student from further study at the University.

Progress Requirements

7. At the end of each progression period:

   7.1 the progress of each student for whom results are due in that period shall be reviewed by the relevant Board of Examiners;

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students shall be informed of their performance in each unit completed in that period.

7.3 students shall be entitled to receive, on request, information about their own performance in each assessed component of a unit for which the results have been officially released, and on the distribution of grades awarded in that unit;

7.4 a student with unsatisfactory progress in two consecutive progression periods of enrolment, having been formally warned in writing after the first such progression period, will be excluded from the University;

7.5 students who fail any unit, provided it is not concurrent with any other failure, shall receive a warning letter. Students who fail a unit twice shall be excluded from the course but may apply to the Program Chair for continued enrolment.

7.5(a) for the courses listed below failure in more than one unit (or in a unit more than once), will result in exclusion from the course.

- Master of Applied Psychology (MAppPsych)
- Master of Veterinary Studies (MVS)

7.6 a student whose progress is deemed by the Board of Examiners to be unsatisfactory in one progression period will be sent a written warning. The Board may also, at its discretion:

7.6.1 require the student to repeat specified units or to enrol in specified units, or otherwise attach conditions to the student’s enrolment;

7.6.2 where the requirements of the academic progress rules have not been met, exclude the student from the course and, unless the student is enrolled concurrently in approved Murdoch University postgraduate award, from the University.

8. The relevant School Committee may establish additional rules for satisfactory progress in a course. These Rules must be posted on the School website and published in the University Handbook. A student may be excluded from the course if having been advised of these additional progress requirements, has failed to meet them.

Appeals Against Exclusion

9. A student excluded from enrolment, either in a particular course or the University as a whole, may apply to the Program Chair to resume enrolment. Any such application shall be submitted in writing to the relevant Division Office within twenty working days of the date of the letter notifying the student of exclusion, and shall state the reasons why the student believes they will be successful if allowed continued enrolment. The Program Chair may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. If the exclusion is reaffirmed, the Program Chair shall provide the student with written reasons.

Under review. Please refer to Student Appeals policy

Readmission of Excluded Students

10. Applications for readmission after a period of exclusion from the University are considered by the Director of the Prospective Students and Admissions Centre.

Schedule 1

<table>
<thead>
<tr>
<th>Column 1 (defined term)</th>
<th>Column 2 (meaning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclusion</td>
<td>A mandatory break in studies imposed by the University without the students place being reserved for them after the exclusion period.</td>
</tr>
<tr>
<td>Progression periods</td>
<td></td>
</tr>
<tr>
<td>ProgS1</td>
<td>For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.</td>
</tr>
<tr>
<td>ProgS2</td>
<td>For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.</td>
</tr>
<tr>
<td>ProgT1</td>
<td>For non Semester based courses, including the teaching periods Trimester 1 and Summer.</td>
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<tr>
<td>ProgT2</td>
<td>For non Semester based courses, including the teaching periods Trimester 2 and Winter.</td>
</tr>
<tr>
<td>ProgT3</td>
<td>For non Semester based courses, including the teaching periods Trimester 3.</td>
</tr>
<tr>
<td>Standard teaching periods</td>
<td>Semester 1, Semester 2, Summer Term, Winter Term, Trimester 1, Trimester 2, Trimester 3, Straddle year (H) and Full Year (Y).</td>
</tr>
<tr>
<td>Suspension</td>
<td>A break in studies approved by the University upon request by the student.</td>
</tr>
</tbody>
</table>

ACADEMIC PROGRESS RULES FOR PROFESSIONAL DOCTORATE COURSES

1. The academic progress of each student shall be reviewed at the end of each academic period. For the purposes of these rules, ‘academic period’ for all courses shall mean a semester for students enrolled in any unit and a calendar year for students enrolled in the thesis component of a course.

Summary of requirements

2. In order to make satisfactory academic progress, a student must:

(a) pass units with a value of at least half the points in which he or she was enrolled in that academic period and for which results were due (see Rules 3-4 below);

(b) gain at least three points in each academic year except when enrolled solely in the thesis component of a course;

(c) satisfy any additional progress rules for the course (Rule 7); and

(d) proceed in the thesis component of a course at a rate satisfactory to the Research and Development Board.

Proportion of units passed

3. Subject to the discretion of the Board of Examiners:

(a) students who pass less than half the points for units in that academic period and for which results were due will be sent a warning letter;

(b) those with such unsatisfactory progress in two consecutive academic periods, having been formally warned in writing after the first such period, will be excluded from the University.

4. For the purpose of determining satisfactory academic progress:

(i) where a student is returning to study after a break in enrolment, the term ‘two consecutive academic periods’ refers to the last period preceding the break and the first period after resumption of studies;

(ii) in calculating the total number of points for which a student was enrolled in an academic period, withdrawals on or before the last date for a Withdrawal of a unit will be disregarded;
where a unit spans two or more academic periods, the points for the unit shall be counted towards the points total of the period in which the unit is completed (or withdrawn from). Withdrawals which occur after the end of one academic period of the unit but before the start of the next period, shall be considered to have occurred during the former period.

**Completion of less than 3 points in a year**

5. (1) A student who fails to gain at least three points in an academic year (except when enrolled solely in the thesis component of a course) shall be sent a warning letter. If the student again fails to gain at least three points in the following academic year, and was formally warned in writing on the first occasion, the student shall be excluded from the University.

   (2) Students who have withdrawn from all their units in an academic year before the Census Date of the relevant academic period(s), must apply for re-admission in order to study in the following year.

**Course progress requirements**

6. The following additional progress requirements apply in the courses listed, with the Board of Examiners having discretion in individual cases:

   - Doctor of Psychology: failure in more than one unit (or in a unit more than once) will result in exclusion from the course.

**Progress in thesis component of a course**

7. At the end of each year in which a student is enrolled in the thesis component of the course, the progress of the student shall be reviewed by the Research and Development Board. If after this review a student’s progress is deemed to be unsatisfactory, the Board shall so inform the student and may also

   (i) attach conditions to the student’s continued enrolment; or

   (ii) exclude the student from the University.

**Maximum period of enrolment**

8. The Research and Development Board may require a candidate to complete the course within a specified period.

**Effect of exclusion**

9. A student who is excluded from a professional doctorate course is not permitted to complete any continuing unit for that course, and is also excluded from the University (unless enrolled concurrently in another course). The student may apply for readmission to the University in accordance with the admission procedures of the University, but shall not be eligible for readmission to the same course until after twelve months of exclusion.

**Appeals against exclusion**

10. The procedures for appeals shall be as specified in the Academic Progress Rules for Bachelor and Diploma Courses.

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**RULES ON CREDIT AND EXEMPTIONS**

**Preamble**

Murdoch University recognises that learning may occur in a variety of ways, including formal study at universities and other accredited institutions and private providers, employer-based training and development and relevant experience gained within the workforce. It is committed to recognising previous studies and other relevant prior learning that contribute towards satisfying requirements for awards of the University. This is achieved by awarding credit. Credit leads to a reduction in the number of points required to complete a Murdoch award, facilitates the movement of students between institutions and between courses of various types and levels, and yet maintains academic standards.

This document sets out the University’s rules and regulations concerning the awarding of credit. It is applicable to all undergraduate and graduate (coursework) awards of the University. It has been developed within the following broad principles:

- The University is committed to recognising previous studies and other relevant prior learning that contribute towards satisfying requirements for awards of the University;
- The academic standard and reputation of awards will be protected and maintained;
- The University will award the maximum credit justified by prior learning;
- The University supports articulation arrangements, both with other recognised tertiary providers and between courses that it offers; and
- Credit rules should be publicly available and should be defensible under public scrutiny.

The University supports as guidelines the ten credit transfer principles promulgated by the Australian Vice Chancellors’ Committee.

**Definitions**

**Prior Learning** is learning, that is, relevant and verifiable skills, knowledge and competencies, that have been acquired before enrolment at the University. For the purposes of recognition of prior learning, this learning may be of two broad kinds:

- learning acquired in a credentialled context, such as (part of) a course offered by a university, TAFE, or other recognised tertiary provider, or by a professional body, private educational institution, or any other provider recognised by the University;
- learning acquired in a non-credentialled context, such as through education or training in employer-based programs, or by professional bodies, private providers etc, and through relevant work and/or life experience. The Committee on University Entrance, on the advice of others as appropriate, will assess what is relevant.

**Recognition of Prior Learning** is the systematic assessment and recognition of Prior Learning by the awarding of credit.

Credit refers to a reduction in the points required to complete a Murdoch course on the basis of recognised prior learning. It usually shortens the time required to complete the course.

There are two usual ways of assessing prior learning for credit. The first is to assess what portion of it is ‘university level’ study. The second assesses to what extent it meets the objectives and requirements of a designated course at Murdoch University. The latter is usually only possible on an individual basis, but there are some instances where this can be done more generally. So for administrative purposes, two forms of credit for prior learning are available:

- **Transferable Credit** is awarded for prior formal studies (credentialled learning) by assessing it as general university level study. This will normally apply to credit granted for studies that have been done at another university, at TAFE, or at another recognised tertiary institution. Credit is specified as a number of points at designated levels (100, 200, etc) and will normally be used for general elective units. Transferable Credit does not guarantee exemptions to a student. The extent to which Transferable Credit may be used depends on the number of general elective units in the student’s course, and on the number of exemptions that are obtained.
- **Specific Credit** is awarded when prior learning is assessed against the objectives of a designated course at Murdoch University. It may only be applied towards that course. Specific Credit will be awarded when there is a relevant approved articulation arrangement or when credit is being given...
Appendix A: Rules on Credit and Exemptions 2010

Specific Credit may only be applied towards the designated course. Studies undertaken elsewhere while a student is enrolled at this University will not be assessed for credit, but are treated as an enrolment for the methods of assessment of student progress; articulation arrangements between the course and other courses.

Credit in the form of a reduction in the points required to complete a Murdoch course will be given on the basis of Recognised Prior Learning. The principal factors in granting credit are:

1. Credit in the form of a reduction in the points required to complete a Murdoch course will be given on the basis of Recognised Prior Learning. It is the systematic assessment and acknowledgment of Prior Learning.
2. The principal factors in granting credit are:
   (a) the general educational practices and standards of the University and of the post-secondary system;
   (b) the objectives of a particular course and the methods adopted to achieve these objectives;
   (c) level of entry for the award for which credit is sought;
   (d) the duration of the course;
   (e) the breadth, depth and balance in the course material involved and the intellectual effort required;
   (f) the methods of assessment of student progress;
   (g) the relative emphasis on the teaching of skills in relation to the study of the discipline;
   (h) any arrangements for practical training and experience as part of the course;
   (i) articulation arrangements between the course and other courses.
3. Credit is usually specified as a number of points at a designated level (100, 200, 6#133, 500 etc).
4. Two forms of credit for prior learning are available: Transferable Credit and Specific Credit. These are defined as above, and are subject to the rules below.

Relationship of credit to University admission and selection into a course
5. Eligibility for credit does not guarantee an applicant admission to the University or selection into a particular course.
6. Credit will not be given for prior learning, such as a completed qualification, that is required for selection into a course, unless the Committee on University Entrance has approved a variation.¹

Transferable and Specific Credit
7. Transferable Credit may be applied towards any course at the undergraduate level.
8. Transferable Credit does not automatically carry exemptions.
9. Specific Credit is awarded only on the basis of an approved articulation arrangement, or when credit is given towards postgraduate studies.
10. A student will usually be given specific exemptions as a result of requesting Specific Credit.
11. Specific Credit is calculated so that it may be all used in the designated course, either for general elective units or for exemptions.
12. Specific Credit may only be applied towards the designated course.
13. If a student with Specific Credit transfers to a different course, then credit is subject to reassessment.
14. At most 24 points of credit will be granted for uncredentialled prior learning.²
15. Prior learning may be granted more points as Specific than Transferable Credit if it satisfies specific objectives and requirements of the course for which it is being assessed.

Restrictions on the awarding of credit
16. Studies undertaken elsewhere while a student is enrolled at this University will not be assessed for credit, but are treated as an enrolment matter instead.³
17. No credit will be granted towards the higher level version of double-coded units in subsequent courses on the basis of successful completion of the corresponding lower level unit in a previous course.
18. The Committee on University Entrance shall determine which awards of particular institutions or other professional studies are to be recognised for credit. It will determine a framework within which uncredentialled prior learning is assessed, and the extent of credit to be given in situations not covered by these Rules.
19. Credit points are awarded only in multiples of 0.5.
19A. Completion of a thesis that has been submitted and assessed toward another qualification may attract credit and/or exemption toward a coursework qualification, provided the thesis has been undertaken in a relevant area and is at the same or higher level to the thesis required in the coursework qualification.
Amount of credit for credentialled prior learning

Credit for studies at recognised tertiary institutions:

20. Units that are part of accredited award courses will normally be recognised on a one-to-one basis for credit. This recognition is limited by the rules restricting the amount of credit that can be applied. Credit will not be granted for such units if they form part of a completed qualification that is required for selection into the student’s course, unless a variation is approved by the Committee on University Entrance.

Credit for studies at institutions such as TAFE, or through organisations outside the Unified National System that are registered through the Accreditation and Registration Council, or that are of similar recognised international standing:

21. Subjects that are part of State or Commonwealth accredited award courses may be recognised for some credit towards appropriate awards of the University.

22. Credit shall be granted for the successful completion of accredited awards, where the course structure for these awards contain subject matter at a level that is considered suitable for a course at the University, or where the award forms part of an articulation arrangement with the University.

23. The maximum Transferable Credit allowed for AQF accredited Diploma or Advanced Diploma is 24 points at Part I level (credit for international awards will be assessed separately).

24. Transferable Credit will only be granted to successfully completed AQF accredited Diploma or Advanced Diploma. Proof of completion must be provided.

25. Specific Credit arrangements between University and TAFE courses shall be clearly documented and approved by both the appropriate Divisional Board and the Committee on University Entrance.

Credit for study in approved courses provided by a professional body, enterprise, private educational institution, or other similar body:

26. The Committee on University Entrance may grant credit for other tertiary-level studies, completed with professional bodies or other organisations, that lead to a recognised qualification.

27. Credit will be granted following evaluation of the extent to which the program of study conforms to the Australian Qualifications Framework guidelines and the University’s own academic standards.

Credit for uncredentialled prior learning

Credit for learning from uncertified training, work or life experience (uncredentialled prior learning):

28. Specific Credit may be granted for work or life experience, where that learning can be documented. The onus shall be on the applicant to provide evidence or to demonstrate the relevant skills, knowledge and understanding.

29. The amount of Specific Credit granted shall be determined by the assessment of uncredentialled prior learning using a variety of mechanisms developed by the appropriate Division to measure prior learning. Such credit shall be granted only when the applicant can demonstrate equivalent skills and knowledge to that gained if the relevant University studies were undertaken.

30. When establishing assessment mechanisms and assessing uncredentialled prior learning, the following will be taken into account:
   • Authenticity: the applicant has actually demonstrated the learning outcome that is being claimed;
   • Currency: the learning outcome is still valid and performable;
   • Quality: the learning has reached the acceptable level;
   • Relevance: the learning is applicable to the area claimed;
   • Applicability: the learning outcome can be applied outside the specific context in which it was learned;
   • Comparability: the assessment mechanisms adopted ensure that the prior learning is comparable in content and standard with the course for which credit is sought.

Currency of prior learning

31. Completed higher education awards, at Bachelor degree level or above from a recognised higher education institution, will be recognised indefinitely.

32. Credit will not normally be granted for learning, other than completed higher education awards at Bachelor degree level or above from a recognised higher education institution, done more than ten years prior to application. However in exceptional cases credit for such learning may be granted; such cases will be assessed on a case by case basis.

33. In fields where practice and technology are changing rapidly, exemptions may not be granted where knowledge has become outdated.

34. In special circumstances, such as when a student cannot present sufficient documentary evidence for the assessment of Specific Credit, the student may be allowed to undertake a written test instead. The Head of the appropriate School, in consultation with the relevant academic staff, will determine whether such a test is allowed.

35. All specific credit, and transferable credit awarded on the basis of studies completed more than 10 years ago, may be reassessed if a student has a break of more than 2 semesters from their Murdoch studies.

Relationship of credit and course requirements

36. Regardless of the nature or amount of credit granted, any specific requirements of a course must be fulfilled.

Limits on the amount of credit that may be granted

37. The maximum credit that may be applied towards an ordinary Bachelor degree will depend on the number of points of the degree. It will be determined by the requirements that a student must complete (i) 24 points at Part II level at the University, and (ii) at least 12 points of Part II units from the relevant or a related area, as determined by the Program Chair.

38. The maximum credit that may be applied towards a Joint Bachelor degree will depend on the number of points of the degree. It will be determined by the requirement that a student must normally complete (i) 24 points at Part II level from each contributing degree at the University, and (ii) at least 12 points of Part II units in each course.

39. Subject to consideration by the Program Chair and approval of the President of Academic Council, students enrolled under the Athlete Friendly University Program who have completed a proportion of their degree from Murdoch University may be exempt from clauses 37 and 38 above.
40. The maximum Specific Credit that may be applied towards other awards at Murdoch University is as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>Maximum credit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate entry Bachelor degrees</td>
<td>One half of the total points of the course.</td>
<td></td>
</tr>
<tr>
<td>Honours degrees (one year duration)</td>
<td>One quarter of the total points of the course.</td>
<td></td>
</tr>
<tr>
<td>Graduate and Postgraduate Certificates</td>
<td>Determined by the requirement that a student must complete at least 8 points of units from the Certificate at the University.</td>
<td>Holders of a Murdoch award that is articulated to the Diploma may be granted credit equivalent to the award.</td>
</tr>
<tr>
<td>Graduate Diplomas</td>
<td>Determined by the requirement that a student must complete at least one half of the total points of the Diploma at 200 level or higher at the University.</td>
<td>Holders of a Murdoch award that is articulated to the Diploma may be granted credit equivalent to the award.</td>
</tr>
<tr>
<td>Postgraduate Diplomas</td>
<td>Determined by the requirement that a student must complete at least one half of the total points of the Diploma at 400 level or higher at the University.</td>
<td>Holders of a Murdoch award that is articulated to the Masters may be granted credit equivalent to the award.</td>
</tr>
<tr>
<td>Coursework Masters Degrees</td>
<td>Determined by the requirement that a student must normally complete at least one half of the total points of the Masters at 400 level or higher at the University. For a 24 point Honours Masters, at least 20 points of the course at 400 level or higher must be completed at the University.</td>
<td>Holders of a Murdoch award that is articulated to the Masters may be granted credit equivalent to the award.</td>
</tr>
<tr>
<td>Professional doctorate</td>
<td>Up to 36 points may be awarded for the corresponding professional masters degree.</td>
<td></td>
</tr>
</tbody>
</table>

41. A student will not be required to surrender an existing Murdoch award when it is awarded equivalent credit towards an articulated course.

**Appeals**

42. Under review. Please refer to Student Appeals policy

**Variations to Rules**

43. A Division wishing to introduce credit arrangements that fall outside these Rules must seek approval from Academic Council to amend the Rules in order to authorise these arrangements.

**General credit**

44. Up to two points of general credit may be awarded to a student enrolled in an award requiring more than 24 points, and up to one point of general credit to those enrolled in an award of 24 points or less, provided that the student has met any specific requirements of her or his course.

**EXEMPTION RULES**

1. A student shall be exempt from a unit where its content and level duplicate or substantially overlap a unit undertaken previously elsewhere.
2. A student may also be granted exemptions on the basis of equivalent studies, which are not eligible for credit or, in the case of units teaching language or other skills, on the basis of language or other relevant proficiency.
3. Unit exemptions may be granted by the Program Chair; or by the Accreditation Officer or Divisional Executive Officer acting in accordance with standard exemptions as advised by the Program Chair.
4. Exemption from the requirement to complete a University Foundation Unit will be granted only if a student has:
   • been given 18 or more points of credit on the basis of previous studies elsewhere, OR
   • previously passed a unit offered by another tertiary institution deemed by the Foundation Unit Coordinator to be similar to a University Foundation Unit, OR
   • completed a full year at another university or equivalent institution prior to admission to Murdoch University
5. When a student changes course, any unit exemptions, that have been granted, will remain. However, the student may need to request additional exemptions relevant to the new course.
6. Students who take a break in their studies of more than two semesters will have their exemptions reviewed when they resume studies: if the content of any of these units has changed considerably, then the exemption may be rescinded.
7. Credit and exemptions need not equal the same total number of points.

1 The only recorded exception is for students entering the Graduate Law Programme who have completed previous law studies. Credit is granted equivalent to those unit requirements of the second degree which have already been met within the first degree, subject to a maximum of 12 points at Part I and 12 points at Part II.
2 Until CUE is able to bring forward amended rules to cover credit for uncredentialled learning, any such credit will be designated Specific Credit.
3 Such studies—which are described as cross-enrolments—can be counted towards the Murdoch course of study if prior approval has been obtained, and provided the student still satisfies the requirements concerning the minimum number of points of Murdoch University units required for the corresponding award.
4 For example, Diplomates from Singapore Polytechnics will be granted 36 points of transferable credit and exempted from a Foundation Unit, and may be granted up to 48 points of specific credit.
5 In some cases, a student will not be able to fully utilise the transferable credit granted because the requirements of the student’s course of study (after allowing for any unit exemptions from these) are greater than the number of points still required.

This information is correct as at 19 November 2009. Legislation is subject to change throughout the year, and the authoritative version is that on the web; it should always be consulted in preference to any printed version. See http://www.murdoch.edu.au/admin/legsln