

# 2014 General Award Rules

Updated Senate 23 October 2014

## Part 1 — All Awards

### 1.1 Interpretation

#### 1.1.1 *Application*

Unless otherwise stated, the application of the general award rules may be displaced wholly or partly by a different intention appearing in any program rule.

#### 1.1.2 *Dictionary*

The dictionary in Schedule 1 defines particular words used in these rules and the program rules.

#### 1.1.3 *Source of an award or course*

If no source is specified for an award or course, it may come from the university or elsewhere. If the latter, the associate dean (academic) must be satisfied it is comparable to the award or course at the university.

#### 1.1.4 *Satisfaction of specified standard*

Where a provision requires the satisfaction of a specified standard or threshold, unless a different intention is expressed, it does not prohibit exceeding the standard.

*Example —*

- *“a student must include 2 majors” — does not prevent including 3 majors.*
- *“a student must include #4 from part A” — does not prohibit the inclusion of more than #4 from part A.*
- *“a student must get one-third of the units” — does not prevent getting more than one-third.*
- *However, “a student may get up to one-third” does not permit getting over one-third.*
- *“the associate dean (academic) must appoint 2 examiners” — does not prevent appointing 3 examiners.*
- *“gain a grade of 3” is satisfied by gaining a higher grade.*

#### 1.1.5 *Course level*

The level of a course is indicated —

- (a) expressly in the program list; or
- (b) in any other case, by the fifth character of the course code.

#### 1.1.6 *Number*

In these rules and the program rules, words in the singular include the plural and words in the plural include the singular.

#### 1.1.7 *Study at the university*

For a student to count a course as work done or study undertaken at the university —

- (a) the course must be approved by the academic board;
- (b) the student must be enrolled in the course; and
- (c) the grade awarded to the student must be determined by the university.

## **1.2. Grant of awards**

1.2.1 To gain an award a student must —

- (a) comply with the statutes and rules; and
- (b) complete the program.

1.2.2 The university, through Senate or its delegate, may confer the awards listed in Schedule 2.

1.2.3 The official abbreviation for each award is set out in Schedule 2.

## **1.3 Honorary awards**

1.3.1 The abbreviation of an honorary award must start with “Hon”.

1.3.2 The abbreviation of the honorary Doctor of Philosophy is “HonDPhil”.

## **1.4 Program of study**

1.4.1 The program rules set out the courses to be taken to complete the program.

1.4.2 The associate dean (academic) may allow a student to substitute a course not included in the course list and may set conditions.

## **1.5 Credit for a course**

1.5.1 To get credit for a course a student must —

- (a) comply with the statutes and rules; and
- (b) have paid the fees; and
- (c) be enrolled for the course; and
- (d) gain a grade of 4 or the higher grade set in the program rules; and
- (e) to the extent and in the manner set by the associate dean (academic) and the head of school —
  - (i) attend classes;
  - (ii) acquire items or take steps needed to study the course;
  - (iii) complete assignments, reports and theses;
  - (iv) undertake laboratory, field and project work;
  - (v) pass examinations; and
  - (vi) complete set requirements.

*Example — ‘items or steps needed to study the course’ could include —*

- *textbooks or software;*
- *musical, dissecting or drawing instruments;*
- *laboratory or safety clothing;*

- *a calculator or electronic notebook;*
- *gaining a first aid certificate;*
- *getting a driver's licence;*
- *getting appropriately immunised.*

1.5.2 Despite GAR 1.51 (d), a student may gain credit for a course at a pre-2006 grade of 3 if the grade of 3 does not take the student's total of 3s beyond one-eighth of the total units required for the award.

1.5.3 In GAR 1.5.2 "total of 3s" does not include courses in which the student has subsequently gained a higher grade.

1.5.4 GAR 1.5.1(d) overrides any program rule.

## **1.6 Credit for other study**

1.6.1 A student must get one-third of the units required for an award —

- (a) by studies undertaken at the university; and
- (b) in courses not credited towards another completed award.

However, "completed award" does not include an award that is surrendered.

1.6.2 The credit granted to a student holding more than one award must be no more than the maximum available for the best. "The best" means the award held by the student for which the most credit is available.

1.6.3 The associate dean (academic) must grant credit for a course in a program if —

- (a) the student applies for credit on first enrolling in the program; and
- (b) the associate dean (academic) is satisfied —
  - (i) the student has a grade of 4 in a comparable course; and
  - (ii) the academic standards of the program will not be lowered; and
- (c) total credit granted to the student will not exceed a maximum set by the program rules.

1.6.3A Despite GAR 1.6.3, if a student who applies for credit for a course that the student has already completed (the **completed course**) is enrolled concurrently in —

- (a) a program for an undergraduate degree, or a dual program; and
- (b) a program for an undergraduate diploma;

the associate dean (academic) may grant credit for the completed course towards only one of the programs in which the student is enrolled.

*Example –*

*A student completes a course in international relations at University A. The student later enrolls concurrently in the programs for the Bachelor of Arts and the Diploma in Global Issues offered by the University of Queensland (the **UQ programs**). Even if the associate dean (academic) is satisfied that under GAR 1.6.3 they could grant credit for the course in international relations towards both of the UQ programs, the associate dean (academic) may grant credit for the international relations course towards only one of the UQ programs, not both.*

1.6.4 Despite GAR 1.6.3(b), the associate dean (academic) may grant credit for a postgraduate course only if the comparable course is a postgraduate course.

1.6.5 When a student has been granted credit —

- (a) on first enrolling in a program; and
- (b) for work undertaken in a previous program; and
- (c) the work has not been credited to a completed award,

credit for that work cannot be credited towards the previous program.

1.6.6 In administering a “maximum credit for other study” rule in program rules, treat courses completed in the suite as study completed while enrolled in the program.

1.6.7 GARs 1.6.1 and 1.6.2 override any program rule.

### **1.7 Credit for other study — dual program**

1.7.1 Subject to GAR 1.6, a student undertaking a dual program may get credit for a previously completed award, if —

- (a) the associate dean (academic) approves; and
- (b) the credit sought is no more than one-third of the total units required by the student to complete the dual program.

1.7.2 GAR 1.7 overrides any program rule.

### **1.8 Cancellation of credit**

1.8.1 If counting credit towards a current program, including credit for previous study, would mean that more than the credit cancellation period will elapse between the start of the study for which credit is to be counted and the expected time for completion of the current program, an associate dean (academic) may —

- (a) cancel credit for a course; or
- (b) cancel credit granted for a completed award; or
- (c) determine conditions under which the student may retain credit.

1.8.2 A program may specify the “credit cancellation period”, otherwise it is —

- (a) for a graduate certificate — 3 years; or
- (b) for a graduate diploma — 5 years; or
- (c) for a coursework master — 7 years; or
- (d) for other programs — 10 years.

1.8.3 An associate dean (academic) may only cancel credit under this rule if —

- (a) the program contains no comparable course; or
- (b) the course was passed or the award gained so long ago that the student is unlikely to be able to continue the current program satisfactorily without undertaking further work.

### **1.9 Discontinuance of a program**

A student who has started a program must be given a reasonable opportunity to finish it even if the program is no longer offered to others.

### **1.9A Transitional rules for introduction of postgraduate coursework programs replacing all or part of an undergraduate program**

- 1.9A.1 Senate may establish a transitional scheme to allow students to transfer from an undergraduate program to a postgraduate program if the undergraduate program is being discontinued or replaced, wholly or partially, by a postgraduate program.
- 1.9A.2 A transitional scheme established under this rule must be set out in the program rules for the postgraduate program.
- 1.9A.3 A transitional scheme under GAR 1.9A.2 must —
- (a) define the cohort of students entitled to access the transitional scheme; and
  - (b) specify the program of study and minimum number of units a student is required to obtain to be eligible for the postgraduate award; and
  - (c) not lower academic standards.
- 1.9A.4 When determining the minimum units for the transitional scheme under GAR 1.9A.3(b), GARs 1.6.4 and GAR 3.4 do not apply if senate considers the late year courses undertaken by students while enrolled in the undergraduate program are comparable to the courses a student is required to undertake in the postgraduate program.
- 1.9A.5 Students entitled to access the transitional scheme are not eligible to apply for credit under GAR 1.6 or under a specific program rule.
- 1.9A.6 The minimum units required under the GAR 1.9A.3(b) must not be less than 50% of the program requirements for the postgraduate program.
- 1.9A.7 GARs 1.9A.5 and 1.9A.6 override any program rule.

### **1.10 Exemption from program or course requirements**

Except for a rule that overrides program rules, an executive dean may —

- (a) exempt a student from a rule; or
  - (b) vary the way a rule applies to a student; and
  - (c) set conditions,
- if satisfied that —
- (d) it is onerous or impractical for the student to comply with the rule; and
  - (e) academic standards will not be lowered; and
  - (f) the action will not be unfair to another student.

*Example —*

*Program rules provide “duration: full-time 4; part-time 8”. An executive dean may vary the time for completion of the program if the conditions in this rule are satisfied.*

### **1.11 Limitation on enrolment each semester**

- 1.11.1 A student may enrol for courses up to the following limits —

- (a) #6 — for a summer semester; and
  - (b) for another semester —
    - (i) #10 — with a GPA of 4.5; or
    - (ii) #8 — with a GPA of under 4.5,
- in the most recent semester of full-time study.

1.11.2 Despite GAR 1.11.1, the associate dean (academic) may extend a limit in GAR 1.11.1.

### **1.12 Application for an award**

1.12.1 A student who satisfies program requirements may apply to the academic registrar to be granted the relevant award.

1.12.2 The academic registrar may set the time, the conditions, and the form to be used, for an application.

## **Part 1A — Assessment**

### ***Division 1 — General provisions***

#### **1A.1 Application**

This division applies to all types of assessment.

#### **1A.2 Responsibilities of students in completing assessment**

A student must comply with all assessment instructions and directions.

#### **1A.3 Assessment Scheduling**

1A.3.1 No assessment may be held or due during a revision period.

1A.3.2 Central and school-based examinations must not be held on a Sunday or public holiday.

1A.3.3 Despite GAR 1A.3.2, the president may permit a variation to scheduling when the president considers there are exceptional circumstances.

1A.3.4 No student may be given permission to sit an examination earlier than the scheduled date of the examination.

### ***Division 2 — Examinations***

#### ***Subdivision 1 — Examinations generally***

#### **1A.4 Application**

This subdivision applies to both central and school-based examinations.

#### **1A.5 Responsibilities of students in examinations**

1A.5.1 In addition to complying with the requirements of GAR 1A.2, a student must comply with directions given by an examination supervisor when undertaking an examination.

1A.5.2 A student may not enter an examination room without the permission of an examination supervisor, or after the first 30 minutes of examination working time.

- 1A.5.2A (1) An examination supervisor may allow a person to enter an examination room for the purpose of taking an examination only if the person produces to the examination supervisor for inspection:
- (a) student card that:
    - (i) bears a photograph of the person, and the person's name and student identification number; and
    - (ii) is current for the semester in which the exam is held; or
  - (b) a document issued by the university Student Centre that bears:
    - (i) a photograph of the person; and
    - (ii) the person's name and student identification number; and
    - (iii) a statement to the effect that the person is enrolled in a course offered by the university; and
    - (iv) the date and time for the examination; and
    - (v) the official stamp of the Student Centre; or
  - (c) both:
    - (i) a document issued by the Student Centre that bears:
      - (A) a statement to the effect that a staff member of the Student Centre has sighted a current driver's licence, or a current passport, that bears a photograph of the person to verify the person's identity; and
      - (B) the person's name and student identification number; and
      - (C) a statement to the effect that the person is enrolled in a course offered by the university; and
      - (D) the date and time for the examination; and
      - (E) the official stamp of the Student Centre; and
    - (ii) a current driver's licence, or a current passport, that bears:
      - (A) the same name as the name stated on the document issued by the Student Centre; and
      - (B) a photograph of the person.
- (2) If the person is permitted to enter the examination room to take the examination, the person must ensure that the identifying matter produced to the examination supervisor to gain entry to the room is displayed throughout the examination.
- 1A.5.3 A student must not leave the examination room without the permission of the examination supervisor.
- 1A.5.4 For examinations scheduled to be held within the end of semester examination period, permission will not be granted under GAR 1A5.3 during —
- (a) the first 30 minutes of examination working time; and
  - (b) the final 30 minutes of examination working time,
- unless the duration of the examination is less than 1 hour.

- 1A.5.5 Despite GAR 1A5.4, the examination supervisor may allow a student to leave an examination room at any time when the examination supervisor considers there are exceptional circumstances.
- 1A.5.8 Unless addressing a question to the examiner or examination supervisor, a student must not communicate in any way with another person during the examination.
- 1A.5.9 A student must not bring unauthorised material into the examination room unless the material —
- (a) is brought in with the permission of the examiner or examination supervisor; or
  - (b) is left with the examination supervisor immediately on entering the examination room.
- 1A.5.10 A student may remove examination books, scripts or material provided to the student during the examination only with the permission of the examination supervisor.

### **1A.6 Examination duration**

- 1A.6.1A Subject to GAR 1A.6.1—
- (a) a written examination scheduled to be held within an end of semester examination period must be set for a duration comprised of 1 or more periods of 30 minutes; and
  - (b) a written examination to be held within an end of semester examination period may be scheduled and administered as a central examination only if the examination is set for a duration of at least 1 hour.
- 1A.6.1 The maximum duration of a written examination scheduled to be held within the end of semester examination period for levels 1 and 2 courses is —
- (a) 1 hour for a 1 unit course;
  - (b) 2 hours for a 2 unit course; and
  - (c) 4 hours for courses exceeding 2 units.
- 1A.6.2 GAR 1A.6.1 overrides any program rule.
- 1A.6.3 The associate dean (academic) must determine the maximum duration for examinations scheduled to be held within the end of semester examination period for late year courses.
- 1A.6.4 Despite GAR 1A.6.1, the president may approve a longer examination duration.
- 1A.6.5
- (1) In addition to the period prescribed in GAR 1A.6.1, the associate dean (academic) may impose a reading time for an examination scheduled to be held within the end of semester examination period.
  - (2) The duration of reading time in an examination scheduled to be held within the end of semester examination period, other than a practical examination, is 10 minutes.
  - (3) A student must not write on an examination paper or examination answer booklet during reading time, unless the examination instructions permit and blank paper is provided for the student to write notes.

### **1A.7 Examination supervisors**

- 1A.7.1 The examination supervisor may —
- (a) inspect any material brought into the examination room by a student; and



(b) confiscate any material which the examination supervisor reasonably suspects to be or to contain unauthorised material.

1A.7.2 If the examination supervisor reasonably believes that a student's behaviour may distract or disturb other students, the examination supervisor may direct the student to leave the examination room.

*Subdivision 2 — Central examinations*

**1A.8 Application**

This subdivision only applies to a central examination.

**1A.9 Cancellation or postponement**

1A.9.1 The president may cancel or postpone a central examination but must be satisfied that reasonable alternative arrangements for affected students have been made.

1A.9.2 The president may delegate to the manager the authority to cancel a central examination in accordance with an emergency cancellation plan approved by the president.

*Subdivision 3 — School-based examinations*

**1A.10 Application**

This subdivision only applies to a school-based examination.

**1A.11 Conduct of school-based examinations**

1A.11.1 A head of school may set school-based examinations for a course.

1A.11.2 A school-based examination must be held during —

- (a) scheduled classes for that course; or
- (b) a central examination period; or
- (c) some other period approved by the president.

1A.11.3 Despite GAR 1A.11.2, a school-based examination must not be held during classes in the final 2 teaching weeks of a semester unless —

- (a) the examination forms part of practical class in a series conducted regularly during the semester; or
- (b) approved by the president.

1A.11.4 GARs 1A.11.2 and 1A.11.3 do not apply to examinations arranged by individual appointment between the head of school and the student.

**1A.12 Cancellation or postponement**

The head of school may cancel or postpone a school-based examination but must make reasonable alternative arrangements for affected students.

*Subdivision 4 — deferred examinations*

**1A.13 Application**

This subdivision applies to both central and school-based examinations.

**1A.14 Deferred examinations**

- 1A.14.1 (1) A deferred examination may be granted to a student by —
- (a) the associate dean (academic), for original examinations scheduled to be held within the end of semester examination period; or
  - (b) the head of school, for original examinations scheduled to be held during other periods.
- (2) The associate dean (academic) or head of school may grant a deferred examination to a student unable to sit or complete an original examination —
- (a) for medical or compassionate reasons; or
  - (b) if, in the opinion of the associate dean (academic) or head of school, there are exceptional circumstances.
- 1A.14.2 A student must apply to sit a deferred examination to —
- (a) the academic registrar for original examinations scheduled to be held within the end of semester examination period; or
  - (b) the head of school — for examinations scheduled to be held during other periods, no later than 5 days after the date the original examination was held.
- 1A.14.3 A student's application under GAR 1A.14.2 must be made in the form approved by the Academic Registrar and include —
- (a) if made on medical grounds, a medical certificate covering the date of the examination signed by a medical practitioner or registered nurse no later than 2 business days after the examination and stating that the student was unfit to sit the examination on the relevant day; or
  - (b) if made on non-medical grounds, a statement of reasons why the student was unable to sit the examination on the relevant day and all corroborative evidence.
- 1A.14.4 A student who attends and attempts whole or part of the original examination will not be eligible for a deferred examination.
- 1A.14.5 Despite GAR 1A.14.4, the associate dean (academic) or head of school may approve a deferred examination if they are satisfied there are exceptional circumstances.
- 1A.14.6 In this rule **original examination** means a regular examination in the course and does not include a supplementary or deferred examination.

**1A.15 Timing of deferred examinations**

- 1A.15.1 Deferred examinations must be held on or during the following periods —
- (a) examinations scheduled to be held within the end of semester examination period —
    - (i) for first semester courses — July and August of the same year;
    - (ii) for second semester courses — December of the same year and January of the following year; and
    - (iii) for summer semester courses — the following March; or
  - (b) for school-based examinations scheduled to be held outside the end of semester examination period — a date prescribed by the head of school.

1A.15.2 Despite GAR 1A.15.1, the president may vary the timing of deferred examinations.

### **Division 3 — Supplementary assessment & examinations**

#### **1A.16 Timing of Assessment**

1A.16.1 Supplementary examinations must be held during the following periods —

- (a) for first semester courses — July and August of the same year;
- (b) for second semester courses — December of the same year and January of the following year; and
- (c) for summer semester courses — the following March.

1A.16.2 Supplementary assessment undertaken other than by examination must be submitted by the end of the period specified in GAR 1A.16.1.

1A.16.3 Despite GARs 1A.16.1 and 1A.16.2 —

- (a) the president may vary the timing of all supplementary assessment; or
- (b) if a supplementary assessment is unable to be held within the period listed in GAR 1A.16.1, the supplementary assessment must be held no later than 4 weeks after the associate dean (academic) grants a student supplementary assessment.

*Example —*

*A student is awarded a supplementary examination after the relevant scheduled supplementary examination period specified in GAR 1A.16.1 because of late finalisation of their grade following a deferred examination held during that period or following finalisation an incomplete result.*

#### **1A.17 Supplementary Assessment**

1A.17.1 In this rule “progression to the next part of a program” includes progression to the following year or semester of a full progression program.

1A.17.2 Subject to GAR 1A.17.3, in any one course, a student is entitled to supplementary assessment only once in a semester.

1A.17.3 The associate dean (academic) may grant supplementary assessment in a single course in which the student gains a grade of 3 or a non-graded fail of N and where the student —

- (a) gains that grade —
  - (i) on the first occasion in the first two semesters of study in a program following admission to undergraduate study at the university; or
  - (ii) when a higher grade would complete a defined part of a program so as to allow progression to the next part of the program under the program rules; or
  - (iii) in the final semester of an undergraduate or postgraduate program when a higher grade would complete the program requirements; and
- (b) makes an application within 5 days of the release of results.

1A.17.3A Supplementary assessment on a non-graded fail (N) will only be awarded where, in the judgement of the associate dean (academic), the student has marginally failed to attain the level of competence required for a passing grade.

- 1A.17.4 The associate dean (academic) must set the type of supplementary assessment. The associate dean (academic) may delegate the power under this rule to a relevant course coordinator.
- 1A.17.5 Where provision for a supplementary assessment exists in a program rule, the program rule will wholly displace this GAR1A.17.3. A program rule that makes provision of supplementary assessment must –
- (a) set the criteria the associate dean (academic) must take into account in granting supplementary assessment; and
  - (b) generally be more favourable to the student than this rule 1A.17.

#### ***Division 4 — Special arrangements***

##### **1A.18 Special arrangements**

- 1A.18.1 A student who, because of a disability –
- (a) is unable to sit for a central or school-based examination at the place scheduled; or
  - (b) would be seriously disadvantaged by having to sit for the central or school-based examination under normal circumstances,
- may apply for special arrangements to be made.
- 1A.18.2 The application must be made to the academic registrar –
- (a) at least 14 days before the commencement of the relevant examination period for all examinations scheduled to be held within the end of semester examination period; or
  - (b) at least 14 days before the examination date for examinations scheduled to be held outside the end of semester examination period.

#### ***Division 5 — Results***

##### **1A.19 Calculation of grades**

- 1A.19.1 Results in each course must be graded in the range of 1–7, where 7 is the highest grade.
- 1A.19.2 Subject to this rule, GAR 1.5.2 and the relevant program rules, a grade of 4 is the lowest passing grade.
- 1A.19.3 Despite GAR 1A.19.1, the executive dean may designate courses as non-graded in which case –
- (a) P is a passing grade; and
  - (b) N is a failing grade.
- 1A.19.4 If a result of P or N is awarded and it is necessary to calculate a student's GPA –
- (a) subject to GAR 1A.19.5, a course in which P is awarded must be excluded from the calculation; and
  - (b) N must be regarded as a grade of 2.
- 1A.19.5 If applying GAR 1A.19.4(a) results in a student becoming a warned student or being required to show cause under the enrolment and academic progression rules, the course must be included in calculating GPA and P must be assigned a grade of 4.

- 1A.19.6 The maximum grade available for a course in which a student is granted a supplementary assessment is a grade of 4.
- 1A.19.7 The final grade for a student who has undertaken a supplementary assessment is the higher mark obtained from either the original assessment or the supplementary assessment.
- 1A.19.8 For each honours course, the result must include, in addition to a grade, a percentage mark.

**1A.20 Final results**

- 1A.20.1 Before submitting the final grades to the executive dean, the head of school may adjust a grade to comply with any relevant assessment guidelines.
- 1A.20.2 A grade may be altered by the executive dean and head of school —
  - (a) to correct a patent error; or
  - (b) if, in the executive dean's opinion, the grade should be reconsidered.
- 1A.20.3 The executive dean must certify to the academic registrar the final results for courses administered by the faculty.
- 1A.20.4 The academic registrar must release the final results to students in a form and at a time determined by the academic registrar.
- 1A.20.5 If a student's final result is unable to be released under GAR 1A.20.4 due to the granting of a deferred examination or supplementary assessment, the academic registrar must release the final results for that student at a time determined by the academic registrar.
- 1A.20.6 If a result for a course, other than a course undertaken as the thesis component of a PhD or MPhil, is listed as incomplete in the final results, that result must be finally recorded as though no assessment was received from the student as follows —
  - (a) for first semester results, on the first day after the second semester mid-semester recess;
  - (b) for second semester results, on the first day of first semester of the next year; and
  - (c) for summer semester results, on the first day after the first semester mid-semester recess.
- 1A.20.7 (1) GAR 1A.20.6 does not apply if before the day set out in that subrule —
  - (a) the head of school submits a new result to the executive dean; or
  - (b) the executive dean approves the result remaining incomplete for an additional period.

(2) The additional period must end on or before the date set by the academic registrar for the certification of final results in the semester immediately following the semester in which the incomplete result was first notified.
- 1A.20.8 A final result may be changed only —
  - (a) by the academic registrar at any time if satisfied the change is needed to correct a patent error; or
  - (b) by the executive dean before the remark finalisation date on being satisfied that —
    - (i) the original final result reflects a marking error; and
    - (ii) the university's remarking policy has been followed; or

- (c) by the president, if the president is satisfied that:
    - (i) the student concerned has demonstrated that exceptional circumstances warranting the change exist; and
    - (ii) the student could not have sought the change earlier; and
    - (iii) if the change is made, academic standards will not be lowered; and
    - (iv) making the change would not be unfair to another student.
- 1A.20.9 Despite GAR 1A.20.8(c), the president may change a final result to another final result only if the criteria in GAR 1A.20.8(c) can be satisfied and the application is received by the University —
- (a) within 30 calendar days of the release of the final result to be changed; or
  - (b) after 30 calendar days but before 1 year of the release of the final result to be changed where the student can demonstrate to the satisfaction of the president that it was impossible for the student to apply for the change within the 30 calendar day period.
- 1A.20.10 In GAR 1A.20.8 *remark finalisation date* means —
- (a) for first semester results — the final day of the next semester; and
  - (b) for second semester results — the day after the end of the mid-semester recess in the first semester in the next year; and
  - (c) for summer semester results — the final day of the next semester.

## Part 2 — Undergraduate Awards

### 2.1 Application

This part applies to programs leading to undergraduate awards.

### 2.2 Admission to a program

An applicant must satisfy the admission rules and any requirements in the program rules.

#### 2.2A Undergraduate diploma

2.2A.1 A student enrolled in an undergraduate program may enrol concurrently in an undergraduate diploma provided the student complies with —

- (a) the requirements of the admission rules for undergraduate programs; and
- (b) any specific requirements under the program rules for the undergraduate diploma.

2.2A.2 A student enrolled in an undergraduate diploma concurrently with another undergraduate program may —

- (a) not graduate with the undergraduate diploma until the student has completed the requirements of the undergraduate program;
- (b) graduate with the undergraduate bachelor award before completing the requirements of the undergraduate diploma.

### 2.3 Dual programs

2.3.1 An applicant must satisfy the prerequisites for each program.

2.3.2 An applicant must obtain entry to the program having the highest entry requirement.

- 2.3.3 Enrolment in a dual program must be approved by the associate dean (academic).
- 2.3.4 A student must not enrol or cancel enrolment in a course without the approval of the associate dean (academic) when the program rules specify that course pre-enrolment approval is required.
- 2.3.5 If a course may be taken for either program, the associate dean (academic) must determine how it will be credited.
- 2.3.6 The associate dean (academic) may cancel enrolment or place conditions on continued enrolment, if a student does not maintain the level of progress required by the program rules.
- 2.3.7 If the approval of an associate dean (academic) is required and the dual programs are administered by 2 faculties, the approval of both associate deans (academic) is needed.
- 2.3.8 Unless stated in a program rule, a student must comply with the program rules for both parts of the dual program.

#### **2.4 Honours degrees**

- 2.4.1 A class of honours must be awarded in a Bachelor Honours degree or an integrated program which includes a Bachelor Honours component.
- 2.4.2 The class of honours must be one of: honours class I; honours class II (A or B); honours class III (A or B).
- 2.4.3 Honours may be awarded in a field of study or subject area approved by the executive dean.
- 2.4.4 The class of honours is calculated on the basis of the grade point average of the results obtained by a student in the first attempt at relevant courses in a Bachelor Honours Degree.
- 2.4.5 Where provision for the calculation of class of honours exists in a program rule, the program rule will wholly displace GAR 2.4.4.

### **Part 3 — Postgraduate Coursework Awards**

#### **3.1 Application**

This part applies to programs leading to postgraduate coursework awards.

#### **3.2 Admission to a program**

- 3.2.1 For admission to a program, an applicant must satisfy —
  - (a) the minimum English language proficiency requirements set by the university;
  - (b) the enrolment requirements in the program rules; and
  - (c) the executive dean that the student is qualified for admission.
- 3.2.2 An applicant who does not qualify for entry into a masters or doctoral program may progress through a suite of programs in the following way —
  - (a) from a graduate certificate to a graduate diploma, if a GPA of 4 is attained in the 8 units of courses required for credit towards the graduate certificate award; and
  - (b) from a graduate diploma to a coursework masters, if a GPA of 5 is attained in the 8 units of courses required for credit towards the graduate diploma award.

#### **3.3 Cancellation of enrolment**

An executive dean may cancel a student's enrolment if the student has supplied incomplete or inaccurate information associated with the enrolment.

**3.4 Postgraduate coursework award**

3.4.1 A student must gain 75% of the credit required for the award for postgraduate level courses.

3.4.2 The executive dean may permit a student to enrol in and gain credit for up to 25% of advanced undergraduate courses.

3.4.3 GAR 3.4 overrides any program rule.

**3.5 Progress reports**

An executive dean may require a student to submit regular progress reports.

**3.6 Early exit in a suite of programs**

If the executive dean agrees, a student enrolled in one of a suite of programs may withdraw and be granted the highest award for which the student has satisfied the requirements.

**3.7 Termination of enrolment**

An executive dean may terminate the enrolment in a program of a student who is not making satisfactory progress.

*Example —*

*A student who has not completed a program within its specified duration is unlikely to be making satisfactory progress.*

**3.8 Delegations**

The executive dean may, in writing, delegate the functions and powers under GARs 3.2, 3.3, 3.4 or 3.5 to head of school or the associate dean (academic).



## Part 4 — Postgraduate Research Awards (Master of Philosophy and Doctor of Philosophy)

### 4.1 Application

This part governs MPhil and PhD awards.

### 4.2 Interpretation

#### 4.2.1 In this part —

- (a) **approved** when used in this part about an award means the award is approved by the dean after consultation with the head of school;
- (b) **deputy dean** means the deputy dean of the graduate school;
- (c) **school** includes any organisational unit that directly enrolls PhD and MPhil students;
- (d) **advisor** means the principal advisor.

4.2.2 When applying Part 1 and Schedule 1 of the GARs to the awards governed by this part, read 'executive dean' as 'dean'.

### 4.3 Delegations

4.3.1 The dean may, in writing, delegate the functions and powers under this part (other than this rule) to the deputy dean.

4.3.2 If the dean agrees, a head of school may delegate functions under this part to an academic staff member in that school.

4.3.3 A head of school who is also the advisor or associate advisor of a student must delegate his or her functions in respect to that student.

### 4.4 Enrolment

4.4.1 Before applying for enrolment, an applicant must —

- (a) discuss the proposed program of study and research with the head of school and advisor; and
- (b) if directed by the head of school or advisor, consult with other nominated persons in the development of the proposed program.

4.4.2 To enrol, an applicant must —

- (a) satisfy the prior research training requirement for the program; and
- (b) satisfy the minimum English language proficiency requirement as set by the university; and
- (c) meet such other enrolment requirements as the dean, on the advice of the head of school, may impose; and
- (d) have a research project that can be appropriately resourced; and
- (e) be recommended by the head of school and the dean as suitable for admission.

*Example of other requirements under paragraph (c)*

*An applicant's satisfactory —*

*performance in a recital; or*

*portfolio of relevant recent work; or*

*score in a recent test administered by an external body*

- 4.4.3 To satisfy the prior research training requirement for admission to the MPhil program, an applicant must —
- (a) hold a degree that is approved by the dean as equivalent to an honours class II at the university; or
  - (b) be a graduate of the university or elsewhere and have reached a standard approved by the dean as equivalent to an honours class II at the university; or
  - (c) be a graduate of the university or elsewhere and provide evidence of relevant experience to satisfy the dean that the applicant is suitably qualified for admission; or
  - (d) provide evidence of other qualifications and/or experience to satisfy the dean that the applicant is suitably qualified for admission.
- 4.4.3A The dean may set conditions on the enrolment of candidates admitted under rule 4.4.3 such as satisfactory completion of a course where it is deemed the student may require additional training, for example in research methods.
- 4.4.4 To satisfy the prior research training requirement for admission to the PhD program, an applicant must —
- (a) hold a degree that is approved by the dean as equivalent to honours class IIA at the university which includes research training of not less than the equivalent of #4 at the university. The research training component of any individual course contributing to the #4 should comprise not less than the equivalent of #1 at the university (e.g. 50% of a #2 course); or
  - (b) be a graduate of 2 years standing from the university or elsewhere and provide evidence of at least 2 years relevant research experience to satisfy the dean that the applicant is suitably qualified for admission; or
  - (c) be enrolled in the MPhil program at the university and have their enrolment confirmed by the dean under GAR 4.7.
- 4.4.4A The dean may set conditions on the enrolment of candidates admitted under rule 4.4.4 such as satisfactory completion of a course where it is deemed the student may require additional training, for example in research methods.
- 4.4.5 A student who satisfies GAR 4.4.2 and has enrolled in the MPhil program at the university may transfer to PhD enrolment if the application is supported by the advisor and head of school.
- 4.5 Approval of enrolment**
- On approving enrolment, the dean must —
- (a) approve the school in which the student is to be enrolled; and
  - (b) appoint an advisor and associate advisor on the recommendation of the head of school; and
  - (c) set the date of enrolment as a student and the provisional enrolment period; and
  - (d) set any special conditions.

#### **4.6 Enrolment status**

- 4.6.1 A student may enrol either full-time or part-time with the approval of the dean, head of school and advisor.
- 4.6.2 A student may change enrolment status with the approval of the dean who may set conditions.
- 4.6.3 On the recommendation of the head of school, the dean may approve remote status, and determine the minimum period of attendance at the university.
- 4.6.4 A full-time student may undertake limited employment with the approval of the head of school. The head of school must be satisfied that the student's progress will not be impeded by the amount of work undertaken.

#### **4.7 Review of enrolment**

Once a student has completed the provisional enrolment period set by the dean, the dean must consider the report of the head of school and the recommendation of the advisor and the head of school and either —

- (a) confirm enrolment; or
- (b) set conditions for continued provisional enrolment; or
- (c) terminate enrolment.

#### **4.8 Program of study and research**

- 4.8.1 A student must pursue a program of advanced study and research —
- (a) approved by the dean; and
  - (b) under the appointed advisor; and
  - (c) that the dean judges would, diligently pursued, produce an assessable thesis in a period equivalent to —
    - (i) 1 to 2 years full-time for the MPhil program; or
    - (ii) 3 to 4 years full-time for the PhD program.
- 4.8.2 A student must —
- (a) attend seminars and tutorials and undertake courses decided by the advisor or head of school provided that such courses do not exceed one-third of the total workload for the degree; and
  - (b) not pursue any other program or course at the university or elsewhere without the approval of the head of school and the dean; and
  - (c) pursue the program without interruption from the first enrolment date to the completion of the thesis unless the dean approves an interruption.
- 4.8.3 Where the student is directed by the advisor and head of school to undertake courses, the head of school must certify that these have been satisfactorily completed before the thesis can be accepted for examination.
- 4.8.4 Unless the dean otherwise agrees, after consultation with the head of school and advisor, before submitting the thesis, a student must pursue the program for a minimum period equivalent to —

- (a) 1 year full-time for the MPhil program; or
- (b) 3 years full-time for the PhD program.

4.8.5 The dean may approve a shortened program for a particular student under GAR 4.8.4 by on the basis of work that —

- (a) was done since the student satisfied the prior research training requirement for entry to the current program; and
- (b) has not been counted towards a completed award; and
- (c) was, in the opinion of the dean, appropriately conducted and monitored; and
- (d) is of a nature and quality appropriate to the current program.

4.8.6 When considering whether to approve to shorten the minimum time under GAR 4.8.4, the dean must consider a report from the head of school or advisor for the earlier work. This report must —

- (a) comment on —
  - (i) the nature and duration of the work and the guidance exercised; and
  - (ii) the suitability of the work to the program to be shortened; and
  - (iii) the quality of the work done; and
- (b) provide a recommendation as to how much the program should be shortened; and
- (c) confirm that the student will undertake at least one third of the work required to produce the thesis at the university, as required under GAR 1.6.1.

#### **4.9 Milestones**

4.9.1 A student must complete mandatory milestones in the form set by the dean. A milestone report, completed by the school must document the student's progress and attainment (or otherwise) of the milestone.

4.9.2 On request the enrolling unit must submit the milestone report to the dean.

#### **4.10 Duties and powers of advisor**

An advisor must —

- (a) be familiar with and adhere to the rules and bring relevant rules to the student's attention; and
- (b) assist and guide the student in the selection of a topic and in the development of an appropriate program of study and research that, diligently pursued, is likely to produce an assessable thesis in the period of time in GAR 4.8.1; and
- (c) communicate frequently with the student to discuss progress and assist in the resolution of difficulties; and
- (d) report on the student's progress when required; and
- (e) keep a record of attendance at the university of remote students; and
- (f) advise the student on the appropriate aims, scope and presentation of the thesis; and
- (g) review major sections of the thesis during its writing; and

- (h) provide critical comment on each draft of the thesis before submission of the completed thesis; and
- (i) certify to the dean, through the head of school, whether the thesis has reached an appropriate level of presentation and academic merit to be assessed.

#### **4.11 Change of advisor**

The dean may replace an advisor or associate advisor after consulting with or considering a recommendation from the head of school.

#### **4.12 Withdrawal from program without academic penalty**

4.12.1 A student may withdraw from the program without academic penalty by giving written notice to the dean.

4.12.2 The dean may withdraw a student from a program for any of the reasons listed in rule 4.13 if there is to be no academic penalty.

4.12.3 A student who has withdrawn from a program, or been withdrawn from a program by the dean, may apply for readmission at a future date. If the readmission application relates to the same program for which the student was withdrawn, the dean may shorten the minimum time to complete the program, in accordance with GAR 4.8, if the application is received within two years of withdrawal.

4.12.4 If the dean decides that —

- (a) the original advisor should not continue; and
  - (b) no other person is available or willing to be appointed,
- the dean may withdraw the student's enrolment.

#### **4.13 Termination of enrolment with academic penalty**

4.13.1 The dean may terminate a student's enrolment with academic penalty if the dean decides that the student has not —

- (a) made satisfactory progress with the work after receiving sufficient notice of and guidance about unsatisfactory progress and how to remedy it; or
- (b) complied with a reasonable direction of the advisor, head of school or the dean; or
- (c) complied with a condition of enrolment set by the dean; or
- (d) lodged a form required under the rules of the university.

4.13.2 Instead of terminating a PhD student's enrolment under Rule 4.13.1, in a suitable case, the dean may, with the student's written consent, change the enrolment to a MPhil program.

4.13.3 A student whose enrolment has been terminated cannot apply for readmission to the same research project at a future date, and cannot receive a reduction in the minimum time in accordance with GAR 4.8 on the basis of work completed in the terminated research project.

#### **4.14 Thesis**

4.14.1 The thesis must demonstrate the outcome of a sustained program of supervised research that has produced original findings, and constitutes a coherent and cogent argument communicating the significant aspects of research and writing undertaken while enrolled.

- 4.14.2 The MPhil and PhD are awarded solely on the basis of the dean's assessment of the examiners' reports on the thesis.
- 4.14.3 A student must provide the dean with an electronic version of the thesis in the prescribed format incorporating the results of the student's work and including —
- (a) an abstract of up to 800 words; and
  - (b) a declaration by the student —
    - (i) that the thesis does not include a substantial part of work submitted for another award; and
    - (ii) indicating any part of the thesis that has been submitted for another award; and
    - (iii) indicating any part of the thesis that is not the student's sole original work; and
  - (c) a list of publications by the student relating to the topic of the thesis. In the case of multi-authored works, a brief statement indicating the portion of the work done by the student must be included; and
  - (d) a list of publications incorporated into the thesis; and
  - (e) detailed source references.

#### **4.15 Examination of thesis**

- 4.15.1 In this rule, 'thesis' includes other work submitted.
- 4.15.2 The dean must appoint 2 examiners to report on the thesis. The examiners must not be staff members of the university.
- 4.15.3 A student may request that the thesis be submitted for examination even if the advisor or head of school considers the thesis does not have sufficient merit.
- 4.15.4 On the recommendation of the head of school and with the approval of the dean, before the thesis is submitted a student may request an oral examination as part of the examination process.
- 4.15.5 The examiners may consult with one another after approval has been given by the dean but each must report separately.
- 4.15.6 An examiner may question the student in writing through the dean on any aspect of the thesis that the examiner believes requires clarification.
- 4.15.7 After considering the examiners' reports, the dean may —
- (a) recommend the conferral of the award; or
  - (b) require the student to do any of the following —
    - (i) correct minor errors;
    - (ii) revise or defend major changes to the thesis;
    - (iii) take written, oral or practical examinations;
    - (iv) submit supplementary essays or papers within a specified time; or
  - (c) give the student the opportunity to defend or revise and resubmit the thesis; or
  - (d) fail the thesis; or
  - (e) appoint a third examiner to undertake a further examination of the thesis.

- 4.15.8 Subject to the appointment of a third examiner under 4.15.7 (e), after consideration of the three examiners' reports, the dean may –
- (a) recommend the conferral of the award; or
  - (b) require the student to do any of the following —
    - (i) correct minor errors;
    - (ii) revise or defend passages of the thesis;
    - (iii) take written, oral or practical examinations;
    - (iv) submit supplementary essays or papers within a specified time; or
  - (c) give the student the opportunity to defend or revise and resubmit the thesis; or
  - (d) fail the thesis.

#### **4.16 Revision of thesis**

- 4.16.1 The time limits for revision of the thesis are —
- (a) 12 months— if required to revise and resubmit; or
  - (b) 4 months — if required to make major changes to the thesis; or
  - (c) 2 months — if required to correct minor errors.
- 4.16.2 When providing the revised thesis, the student must include —
- (a) a list of the amendments; and
  - (b) a statement indicating how the revised thesis meets the points raised in the examiners' reports.
- 4.16.3 When a thesis is revised and resubmitted, the examiners must be given copies of all examiners' reports on the original thesis.

#### **4.17 Award of MPhil degree in lieu of PhD**

- 4.17.1 If the examiners recommend, the dean may, after consulting with the head of school, decide that the student's work is not sufficient for the award of a PhD degree but is sufficient for the award of a MPhil. The dean will then advise the student of this decision.
- 4.17.2 The decision will be acted on only if, within 1 month of being advised, the student informs the dean in writing that the award of a MPhil will be accepted.

#### **4.18 Copies of the thesis**

- 4.18.1 After the examination is completed, the student must provide the dean with an electronic version of the thesis in the prescribed format to be lodged with the university library.
- 4.18.2 The electronic copy of the thesis lodged with the university library is to be available immediately for the purposes of research or study unless the dean, after considering the written request of the author, determines that there are sufficient academic reasons to justify delaying access to the thesis. Delay of access may be approved for a period of up to 2 years.
- 4.18.3 The dean may approve restricted access to a thesis if there are sufficient cultural, ethical, legal or commercial reasons. The dean must set a date by which the decision must be reviewed and may set conditions.

## Part 5 — Professional Doctorates

### 5.1 Application

This part applies to programs leading to professional doctorate awards.

### 5.2 Interpretation

#### 5.2.1 In this part —

*associate dean* means the associate dean of the faculty;  
*dean* means the dean of the graduate school;

### 5.3 Enrolment

#### 5.3.1 To enrol, an applicant must —

- (a) hold a degree that is approved by the dean as equivalent to honours class IIA at the university; and
- (b) satisfy any other requirements prescribed in the program rules.

### 5.4 Program requirements

#### 5.4.1 The program must comprise between 48 units to 64 units, including —

- (a) at least 32 units for a research component; and
- (b) the remaining units in postgraduate courses and, where appropriate, industry placement or professional practice.

#### 5.4.2 At least 50% of the total unit requirements in GAR 5.4.1 (b) must be at doctoral level (level 8).

### 5.5 Credit for other study

#### 5.5.1 The associate dean (academic) may grant coursework credit, up to a maximum of 24 units, for other study where the student —

- (a) has completed study beyond that required in GAR 5.3; and
- (b) has passed a comparable course before enrolling in the professional doctorate program.

*Example —*

*A student has graduated with a bachelors degree with IIA honours, undertakes a year of a masters degree by coursework, and then is admitted to a professional doctorate. Credit may be granted for courses undertaken in the masters program at the appropriate level.*

### 5.6 Research reports and duties of advisors

#### 5.6.1 The following rules in Part 4 of the GARs apply to the research component of the program —

- (a) 4.7 Review of enrolment; and
- (b) 4.9 Milestones; and
- (c) 4.10 Duties and powers of advisor; and
- (d) 4.11 Change of advisor; and
- (e) 4.12 Withdrawal from program without academic penalty; and



(f) 4.13 Termination of enrolment with academic penalty.

## 5.7 Thesis

The following rules in Part 4 of the GARs apply to the examination of the research thesis —

- (a) 4.14 Thesis; and
- (b) 4.15 Examination of thesis; and
- (c) 4.16 Revision of thesis; and
- (d) 4.18 Copies of the thesis.

## Schedule 1

### Dictionary

**academic year** means the period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.

**advisor** means, when referring to the PhD and MPhil, the principal advisor.

**applicant** means a person applying for enrolment in a program.

**approve** means approve in writing.

**approved** when used about an award or degree means the award or degree in question is to be approved in writing by the executive dean.

**assessment** of a student, means the work the student is required to complete to —

- (a) fulfil educational purposes; or
- (b) provide a basis for a record of achievement or certification of competence; or
- (c) permit grading.

**associate dean (academic)** means the relevant associate dean (academic) of the faculty administering the award.

**BEL faculty** means the Faculty of business, economics and law.

**blood-borne transmissible virus** means human viral disease which can be transmitted from one person to another by blood to blood contact and includes hepatitis B, hepatitis C and human immuno-deficiency virus (HIV).

**blue card** means a positive notice blue card issued under the *Commission for Children and Young People and Child Guardian Act 2000*.

**central examination** means an examination scheduled and administered by the central administration of the university.

**comparable** means, when referring to a course or an award, comparable in content and standard.

**course** means a discrete portion of a program with a distinct name, code and unit value.

**course list** means the list of courses, approved by the executive dean, to be studied in a program and ABC list, when used in program rules, means the course list for those rules where “ABC” is the official abbreviation of the award to which the program leads.

**coursework master** means a master other than a research master.

**CPR certificate** means a valid cardio-pulmonary resuscitation certificate or equivalent qualification approved by the associate dean (academic).

**cross-institutional student** means a student undertaking study at one institution as part of the program of study for another institution where both institutions formally recognise the study.

**dean** means the dean of the Graduate School.

**deferred examination** means an examination granted under GAR 1A.14.

**degree** means an award at the bachelor, master or doctoral level.

**dual programs** means a program leading to 2 degrees for which there is a single set of program rules.

**DVC** means the deputy vice-chancellor (Research).

**elsewhere** means a tertiary institution other than the university.

**emergency cancellation plan** means a plan approved by the president to cancel or postpone examinations due to unforeseen circumstances.

**end of semester examination period** means, for central and school-based examinations, a period prescribed by the university for all end of semester examinations.

**EAIT faculty** means the Faculty of Engineering, Architecture and Information Technology.

**examination instructions** means instructions on the conduct of the examination provided to the student either on the examination book or through the examiner or examination supervisor.

**examination supervisor** means a person appointed by the university to supervise a central examination.

**examination working time** means the time allocated in an examination for a student to complete an examination and does not include perusal time.

**examiner** means the course coordinator or other person appointed by the associate dean (academic) or head of school to be responsible as examiner for the course.

**executive dean** means the executive dean of the faculty administering the award.

**executive dean and head of school** means the executive dean after having consulted with the relevant head of school.

**fee** includes any amount payable under a statute or rule.

**first aid certificate** means a current senior first aid certificate granted by the St John Ambulance Association or a comparable body.

**full progression program** means a program identified in the program rules as a program in which all courses in a semester or academic year must be passed before proceeding to the next semester or academic year.

**full-time** means enrolled for 75% or more of a standard full-time workload for that program.

**GAR** means these general award rules.

**grade point average or GPA** means the result of applying the formula —

$$\frac{\Sigma(\text{GP})}{\Sigma(\text{P})}$$

where  $G$  = the result in a course; and

$P$  = the unit value of that course.

If a student is enrolled in a course but gets no result,  $G=0$ .

**graduate diploma** includes a postgraduate diploma.

**head of school** includes the person with comparable responsibilities for the course.

**home campus** means the campus at which the student is enrolled for the program.

**honours course** means a course approved by the executive dean to contribute to the award of honours.

**late year course** means a course at level 3 or higher.

**limit of pre-2006 3s: n** means that a student cannot gain credit for a course completed before the start of semester 1, 2006 at a grade of 3 if that would take the student's total of pre-2006 3s beyond #n. 'Total of 3s' does not include courses in which the student has subsequently gained a higher grade.

**lowest pass: n** means that to get credit for a course in the program, a student must gain a grade of at least  $n$ .

**manager** means the manager of examinations section.

**maximum credit for other study: #n** means the maximum credit which the associate dean (academic) may grant for previous study.

**NRAVS faculty** means the Faculty of Natural Resources, Agriculture and Veterinary Science.

**on course honours** means the granting of honours on the basis of results in honours courses undertaken before becoming entitled to the award.

**percentage mark** means a mark scaled to a maximum of 100.

**postgraduate honours** means honours courses undertaken following the completion of a pass degree of bachelor.

**pre-2006 grade of 3** means a grade of 3 for work that relates to a semester earlier than semester 1, 2006 at the university.

**prerequisite course** means a course in which a passing grade is required before enrolment in subsequent course is permitted.

**president** means the president of the Academic Board.

**professional doctorate** means a postgraduate program that incorporates coursework and research components.

**program** means the study set for a particular award at the university.

**program requirements: #n, comprising** — means the total units and specific course or unit requirements needed by a student to qualify for an award in the program.

**program rules** means the rules applying to a program or group of programs.

**registered nurse** means a person who is registered as a nurse under the *Nursing Act 1992* and who is issuing a medical certificate as part of the nurses' clinical role in a general practice setting.

**research master** means a degree which the DVC decides incorporates a research component involving at least 66% of the work for the degree.

**revision period** means a period during the academic year prescribed by the university as a revision period.

**school-based examination** means an examination other than a central examination.

**suite of programs** means a multi-step progression of postgraduate programs offered under the same program title.

*Example —*

*graduate certificate in business administration;*

*graduate diploma in business administration;*

*master of business administration;*

*master of business administration (advanced).*

**supplementary assessment** means an additional item of assessment, that may take the form of a supplementary examination, approved subsequent to a student failing a course that provides a further opportunity for the student to demonstrate they have satisfied the criteria for passing the course.

**supplementary examination** means an examination granted under —

- (a) GAR 1A.17; or
- (b) the relevant program rules.

**the university** means The University of Queensland.

**thesis** includes all work to be undertaken by a student during the program.

**trimester** means the academic teaching and examination period commencing in February, July or November during each academic year.

**unauthorised material** means any material not permitted in the examination instructions and includes material that is not relevant to the examination.

**warned student** has the meaning set out in exclusion rules, Rule 1.

**weighted percentage mark** means the result of applying the formula —

$$\frac{\sum (MP)}{\sum (P)}$$

$$\sum (P)$$

where M = the percentage mark in the honours course; and

P = the unit value of that honours course.

If a student is enrolled in an honours course but gets no result, M=0.

## Schedule 2

### Awards Conferred by Senate

The university may confer the Doctor of Philosophy (abbreviated as PhD) and the Master of Philosophy (abbreviated as MPhil). The table lists all other awards that the university confers. Awards are listed under the faculty administering the relevant program rules. The name of each award has two components —

- (a) the level of the award ('the level component'); and
- (b) the discipline in which the above award is granted ('the discipline component').

The level component and their abbreviations are —

Associate Degree in	—	AssocD
Associate Diploma in	—	AssocDip
Degree of bachelor of	—	B
Degree of doctor of	—	D
Diploma in	—	Dip
Graduate certificate in	—	GC
Graduate diploma in	—	GDip
Degree of master of	—	M
Undergraduate certificate in	—	QC

In the list, the discipline component is set out once in words without the level component and each award is identified by its abbreviation which includes both components.

#### Arts Faculty

Applied Linguistics	GCApplLing GDipAppLing MApplLing MApplLing(Adv)
Arts	DipArts BA GCArts GDipArts GDipArts(Exec) MA MA(Adv) GDipPhil
Arts in Chinese Translation and Interpreting	GCACTI GDipACTI MACTI MACTI(Adv)
Arts in Japanese Interpreting	GCAJI
Arts in Japanese Translation	GCAJT
Arts in Japanese Interpreting and Translating	GDipAJIT

Arts in Translation and Interpreting (English Chinese)	MAJIT GCATIC GDipATIC MATIC GCCogSc BCS BCreatArts BIntSt DipLang DLitt GCMusmSt GDipMusmSt MMusmSt
Cognitive Science	
Contemporary Studies	
Creative Arts	
International Studies	
Languages	
Letters	
Museum Studies	
Music	BMus DipMus
Music Performance	DipMusPerf GCMus GDipMus MMus DMus
Music Studies	GCMusSt GDipMusSt MMusSt
Music Therapy	GDipMusThy MMusThy
Philosophy	GDipPhil
<b>Business, Economics &amp; Law Faculty</b>	
Advanced Accounting	PGDipAdvAcc
Applied Law	GCApLaw GDApLaw MApLaw
Business	AssocDipBus AssocDBus BBus GCBus GDipBus MBus MBus(Adv)
Business Administration	GCBA GDipBA MBA MBA(Adv)
Business Administration (Mt Eliza-UQ program)	GCBA GDipBA MBA
Business Communication	BBusCommun
Business Economics	MBusEcon MBusEcon(Adv)
Business Management	BBusMan

Commerce	BCom GCom GDipCom MCom MCom(Adv)
Development Economics	MDevEcon MDevEcon(Adv)
Economic Studies Economics	MEconSt BEcon GEcon GDipEcon MEcon DEcon
Economics and Public Policy	MEconPP MEconPP(Adv)
Electronic Commerce	BeCom GCeCom GDipeCom
Executive Leadership Financial Management	GCELead GCFM GDipFM MFM
Global Management Health Economics	MGMan GCHEcon GDipHEcon MHEcon MHEcon(Adv)
Information Systems	GDipInfmSystems MInfmSystems
International Economics and Finance	MIntEcon&F MIntEcon&F(Adv)
International Hotel and Tourism Management	BIHTM GCIHTM GDipIHTM MIHTM MIHTM (Adv)
Laws	LLB JD GDipLaw GDipPLEAT LLM LLM(Advanced) LLD
Management Professional Accounting	GCM GDipProfAcc MProfAcc
Professional Economics Project Management	MProfEcon GCPM GDipPM MPM

Property Studies	GCPROPERTYSt GDIPPROPERTYSt MPROPERTYSt
Public Administration	GCPA GDIPPA MPA MPA(Exec)
Research Commercialisation	GCResComm
Research Methods	GCResMeth GDIPResMeth
Taxation	MTax
Technology Management	GCTM GDIPTM MTM
Technology and Innovation Management	GCTIM GDIPTIM MTIM
Tourism, Hotel and Event Management	GCTHEM MTHEM MTHEM(Adv)
Tourism Leadership	MTLead
<b>Engineering, Architecture &amp; Information Technology Faculty</b>	
Architecture	BArch MArch
Architectural Design	BArchDes
Computer Science	GCCompSc GDIPCompSc MCompSc MCompSc(Man)
Computer Science (Management)	
Design Studies	BDesSt
Energy Studies	GCES GDIPES MES
Engineering	BE BE/ME GCEng GDIPEng ME ME(Adv) DEng
Engineering (Management)	ME(Man)
Engineering Science	GCEngSc MEngSc MEngSc(Man)
Information Environments BInfEnv	GCIInfEnv GDIPInfEnv MInfEnv
Information Technology	BInfTech



Information Technology (Management)	GCIInfTech
Information Technology Studies	GDipInfTech
	MInfTech
	MInfTech(Man)
	GCIInfTechSt
	GDipInfTechSt
	MInfTechSt
Integrated Water Management	GCIWM
	GDipIWM
	MIWM
Interaction Design	GCIDes
	GDipIDes
	MIDes
Mineral Resources	GCMInRes
	GDipMinRes
	MMinRes
Multimedia Design	BMultMedDes
Science in Petroleum Engineering	GCScPtrlEng
	GDipScPtrlEng
	MScPtrlEng
<b>Health Sciences Faculty</b>	
Alcohol, Tobacco and Other Drug Studies	GCATODS
Applied Health Science	GCApHSc
	GDipAppHSc
	MAppHSc
Applied Health Science (Indigenous Primary Health Care)	BAppHSc
Applied Health Science (Indigenous Health)	BAppHSc
Applied Health Science (Oral Health)	BAppHSc(OralH)
Applied Science	GCScApp
	GDipScApp
	MScApp
Audiology Studies	MAudSt
Biostatistics	GCBiostatistics
	GDipBiostatistics
	MBiostatistics
Clinical Dentistry	MCLinDent
	DClinDent
Clinical Exercise Physiology	MCLinExp
Clinical Pharmacy	GCCLinPharm
	GDipClinPharm
	MCLinPharm
	DClinPharm
Clinical Surgery	DClinSurg
Clinical Telehealth	GCCLinTelH
Critical Care Echocardiography	GCCritCareEcho
Dental Science	BDS
	MDS
	DDSc

Dental Studies	BDentSt
Dietetics Studies	MDietSt
e-Healthcare	GCeH
	GDipeH
	MeH
Epidemiology	GCEpi
	GDipEpi
	MEpi
Ergonomics	GCErg
	GDipErg
	MErg
Evidence Based Complementary Medicine	GCEvidBasedCompMed
Exercise and Nutrition Sciences	BENS
Exercise and Sport Sciences	BExSS
Exercise Science	MExSc
Health Sciences	BHlthSc
	GCHlthSc
	MHlthSc
Health, Sport and Physical Education	BHSPE
Health Studies	GCHSt
	GDipHSt
	MHSt
Human Movement Studies	BHumanMovSt
	BScApp(HMS)
International Public Health	GCIPH
	GDipIPH
	MIPH
Medical Science	BMedSc
Medical Studies	BMedSt
Medicine and Surgery	MBBS
	GCMed
	MMed
	MD
Medicine (Research)	DMed(Res)
Mental Health	GCMH
	GDipMH
	MMH
Mental Health Nursing	MMHNurs
Midwifery	BMid
	GCMid
	MMid
Nursing	BN
	GCN
	GDipN
	MN
	MNSt
Nurse Practitioner Studies	MNPractSt
Occupational Therapy	BOccThy
Occupational Therapy (Contemporary Practice)	GCOccThy(ContPrac)
	GDipOccThy(ContPrac)

Occupational Therapy Studies	MOccThy(ContPrac)
Oral Health	MOccThySt
Paramedic Science	BOraIH
Pharmaceutical Science	BParamedicSc
	GCParmSc
	GDipPharmSc
	MPharmSc
Pharmacy	BPharm
Pharmacy Practice	GCParmPract
Physician Assistant Studies	GCPHysAsstSt
	MPhysAsstSt
Physiotherapy	BPhy
	GCPhty
	MPhy
Physiotherapy Studies	MPhySt
Public Health	GCPH
	GDipPH
	MPH
Rehabilitation Sciences	GCrehabSc
Speech Pathology	BSpPath
Speech Pathology Studies	MSpPathSt
Sport Science	MSportSc
Sports Coaching	GCSpCoach
	GDipSpCoach
	MSpCoach
Sports Medicine	GCSpMed
	GDipSpMed
	MSpMed
<b>Science Faculty</b>	
Advanced Science (Honours)	BAdvSc(Hons)
Agribusiness	BAgribus
	GCAgribus
	GDipAgribus
	MAgribus
Agricultural Science	BAgrSc
	GCAgrSc
	MAgrSc
	DAgrSc
Agricultural Studies	GCAgrSt
	GDipAgrSt
	MAgrSt
Agriculture	QCA
Animal Husbandry	QCAH
Animal Science	GCAnimSc
	MAnimSc
Animal Studies	GCAnimSt
	GDipAnimSt
	MAnimSt

Applied Science	AssocDAppSc DipAppSc BAppSc BScApp GAppSc GDipAppSc MAppSc
Aquaculture	GCAqua GDipAqua MAqua
Bioinformatics	GCBioinf MBioinf MBioinf(Adv)
Biomedical Science	BBiomedSc
Biotechnology	BBiotech GCBiotech GDipBiotech MBiotech MBiotech(Adv) DBiotech
Conservation Biology	GCConsBiol MConsBiol MConsBiol(Adv)
Entomology	GCEnt GDipEnt MEnt
Environmental Management	BEnvMan GCEnvMan GDipEnvMan MEnvMan
Environmental Science	BEnvSc
Financial Mathematics	MFinMath
Food Science and Technology	GCFoodScTech MFoodScTech
Food Studies	GCFoodSt GDipFoodSt MFoodSt MFoodSt(Adv)
Food Technology	BFoodTech
Geographic Information Science	GCGIS GDipGIS MGIS
Geographical Information Systems	GCGIS GDipGIS MGIS
Horticulture	QCH
Magnetic Resonance Technology	GCMagResonTech GDipMagResonTech MMagResonTech
Marine Studies	BMarSt

	GCMarSt
	GDipMarSt
	MMarSt
Molecular Biology	GMolBiol
	GDipMolBiol
	MMolBiol
	MMolBiol(Adv)
Molecular Imaging	MMI
Natural Resource Economics	BNatResEcon
	GCNatResEcon
	GDipNatResEcon
	MNatResEcon
Natural Resource Studies	GCNatResSt
	GDipNatResSt
	MNatResSt
Occupational Health and Safety Science (Honours)	BOHSSc(Hons)
	MOHSSc
Plant Protection	GCPlantProt
	GDipPlantProt
	MPlantProt
Rangeland Management	GCRangelandMan
	GDipRangelandMan
	MRangelandMan
Regional and Town Planning	B RTP
Regional Development	GCRegDev
	GDipRegDev
	MRegDev
Rural Systems Management	GCRurSysMan
	GDipRurSysMan
	MRurSysMan
Science in Forestry	DScFor
Science	DipSc
	BSc
	GCSc
	GDipSc
	MSc
	DSc
Sustainable Systems	GCSS
	GDipSS
	MSS
Urban and Regional Planning	GCurb&RegPlg
	GCURP
	GDipUrb&RegPlg
	GDipURP
	MURP
	MUrb&RegPlg
Veterinary Biology	BVBiol
Veterinary Science	BVSc
	DVSc
Veterinary Studies	GCVSt

GDipVSt

MVSt

**Social & Behavioural Sciences Faculty**

Applied Psychology

MAppPsych

Behavioural Science

BBehSc

Behavioural Studies

BBeSt

Clinical Psychology

MPsychClin

Communication

DClinPsych

BCommun

GCommun

GDipCommun

MCommun

Community Development

GCCommDev

Community Relations

GCComRel

GDipComRel

MComRel

Mediation and Conflict Resolution

GCMedConRes

GDipMedConRes

MMedConRes

Counselling

MCouns

Development Practice

GCDevPract

GDipDevPract

MDevPract

MDevPract(Adv)

Education

GCEd

GDipEd

GDipProfEdSt

EdD

MEd(Lead)

Education (Middle Years of Schooling)

BEd(MidYsSch)

Education (Primary)

BEd(Primary)

Education (Secondary)

BEd(Sec)

Educational Psychology

MPsychEd

DPsychEd

Educational Studies

GCEdSt

GDipEdSt

MEdSt

MEdSt(Adv)

Employment Relations

GCER

GDipER

MER

Global Issues

DipGI

Governance and Public Policy

GCGPP

GDipGPP

MGPP

Governance, Policy and Public Affairs

GCGP&amp;PAff

GDipGP&amp;PAff

MGP&amp;PAff

Higher Education

GCHed

Human Factors	GCHumanFact GDipHumanFact MHumanFact
Human Services	BHumanServ GCHumanServ GDipHumanServ MHumanServ
International Relations and Asian Politics	GDipIRAP MAIRAP
International Studies	GCIS GDipIS MIS MIS(Adv)
Journalism	BJ GCJ GDipJ MJ MJ(Int)
Neuroscience	MNeurosci
Organisational Psychology	GCPsychOrg GDipPsychOrg MPsychOrg
Psychological Science	BPsySc
Psychology	MPsych(ClinNeuro&ClinPsych) DPsych
Research Methods	GCResMeth GDipResMeth
Research Methods (Social Science)	GCResMeth(SocSc)
Social Administration	GC SocAdmin GDipSocAdmin MSocAdmin MSocAdmin(Adv)
Social Planning and Development (Professional)	GCSPD(Prof) GDipSPD(Prof) MSPD(Prof)
Social Policy	GC SocPol
Social Science	BSocSc GC SocSc GDipSocSc MSocSc MSocSc(Adv) DSocSc
Social Science (Health Practice)	GC SocSc(HP) GDipSocSc(HP) MSocSc(HP)
Social Science (Heritage Studies)	GC SocSc(Heritage)
Social Science (Interprofessional Leadership)	GC SocSc(IntProfLead)
Social Science (Legal Studies and Criminal Justice)	GC SocSc(LegSt&CrimJus) GDipSocSc(LegSt&CrimJus) MSocSc(LegSt&CrimJus)

Social Science (Public Relations)

GCSocSc(PubRel)  
GDipSocSc(PubRel)  
MSocSc(PubRel)

Social Work

BSocWk  
GCSocWk  
GDipSocWk  
MSocWk  
MSocWk(Adv)

Social Work Studies

MSocWkSt

Sport and Exercise Psychology

MPsychSport&Ex

Teaching (Primary)

MTeach (Primary)