



**Queensland University of Technology**

**STUDENT INFORMATION  
BOOKLET**

**Bachelor of Laws  
And  
Associated Double Degrees**

**2011**

Published March 2011

This Booklet is also available on-line on the Faculty web site at

<http://www.law.qut.edu.au/study/current/>

Any policy and procedural changes made during the year will only be reflected in the on-line version. However, students will be advised via e-mail of any changes.

**NB: Web addresses noted in this book may change during the year**

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## SECTION 1: INFORMATION AND ADVICE TO STUDENTS

### 1.1 CONTACT DETAILS

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#### 1.1.1 School Location and Address:

The School of Law is located in the Law Building 'C' Block, Gardens Point Road on the Gardens Point Campus of the Queensland University of Technology. The Law Library is located on Levels 5 and 6. The contact details of the School are as follows:

<b>Mailing address:</b>	School of Law QUT GPO Box 2434 BRISBANE Qld 4001
<b>Telephone:</b>	(07) 3138 2707
<b>Facsimile:</b>	(07) 3138 1152 or (07) 3138 2222
<b>E-mail address:</b>	law_enquiries@qut.edu.au
<b>Web address:</b>	<a href="http://www.law.qut.edu.au">http://www.law.qut.edu.au</a>

#### 1.1.2 Law and Justice Enquiries Counter

The Law and Justice Enquiries Counter is located on Level 4, C Block, Gardens Point. Staff at the Enquiries Counter will be able to answer most routine enquiries or be able to refer you to the appropriate person.

Students wishing to see a member of the Student Services team are able to make appointments at the Enquiries Counter. If you wish to see a member of the academic staff you will need to make an appointment directly with that person. If you are unable to come to the Gardens Point Campus you can email [law\\_enquiries@qut.edu.au](mailto:law_enquiries@qut.edu.au) or telephone (07) 3138 2707.

The Law and Justice Enquiries Counter is open as follows:

Monday, Tuesday and Thursday	8:30am to 5:00pm
Wednesday	8:30am to 5:00pm
Friday	8:30am to 4:30pm

Please note that the Counter is closed on public holidays and between Christmas and New Years Day.

### 1.1.3 Law Faculty Telephone Contacts

Enquires concerning administrative and general course matters should be referred in the first instance to the Law and Justice Enquiries Counter:

Phone: (07) 3138 2707

Email for undergraduate queries: law\_enquiries@qut.edu.au

Email for postgraduate queries: lawpg\_enquiries@qut.edu.au

Other useful contacts are:

Coordinator of External Study Support (07) 3138 3235

Law Library (07) 3138 2842

### 1.1.4 Academic Staff Lists

An up to date staff list and contact details is available from

<http://www.law.qut.edu.au/staff/lstaff/>

### 1.1.5 Student Equity Contacts

The Faculty of Law aims to provide an environment in which its students can study without discrimination or harassment. A student with an equity issue should, in the first instance, be referred to:

RESPONSIBILITY	NAME	TELEPHONE
<b>EQUITY COORDINATOR [PART-TIME]</b> (available Tuesdays and Thursdays)	Ms Wendy Cusack w.cusack@qut.edu.au	(07) 3138 1003
<b><i>If Wendy is unavailable, below is a list of people to contact for advice or assistance:</i></b>		
<b>CHAIRPERSON, FACULTY EQUITY COMMITTEE</b>	Dr Matthew Ball mj.ball@qut.edu.au	(07) 3138 7115
<b>INDIGENOUS STUDENTS</b>	Mr Peter Whalley (Oodgeroo Unit)	(07) 3138 1547
<b>Q-STEP</b> (financially disadvantaged students)	Ms Wendy Cusack w.cusack@qut.edu.au	(07) 3138 1003
<b>STUDENTS WITH DISABILITIES</b> (alternative assessment arrangements, eg extra time, special room, special desk, etc)	Ms Cathy O'Keeffe	(07) 3138 1095
	Kim Appleton (QUT Disability Advisor)	(07) 3138 4087
<b>STUDENTS FROM NON-ENGLISH SPEAKING BACKGROUNDS</b> (help with English, assignment writing, exam preparation, etc to migrant and overseas students)	International Student Services	(07) 3138 2019
	Learning and Language Advisers, QUT Counselling Services, 'X' Block, Gardens Point Campus	(07) 3138 2383

RESPONSIBILITY	NAME	TELEPHONE
<b>RACIAL AND SEXUAL HARASSMENT CONTACT OFFICERS</b>	Dr Elizabeth Dickson Mrs Liz Clark	(07) 3138 4413 (07) 3138 2211
<b>QUT EQUITY SECTION</b> (confidential advice and help with general equity issues and equity scholarships)	Level 1, X Block, Gardens Point Campus	(07) 3138 2699
<b>EQUITY COMMITTEE MEMBERS</b> (Law Students)	Student representatives are elected each year. Refer to Faculty Web page.	

## 1.2 WHERE TO GO FOR INFORMATION

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Students should be able to find the answer to most questions in the following places:

- **Enrolment**  
<http://www.orientation.qut.edu.au/essentials/enrolonline/>

- **IT Services**

The Student Computing Guide is a valuable source of information that details access and use of computing facilities at QUT. To use the computing facilities at QUT you will need computing accounts. These accounts allow you to use central computing facilities such as email, the Internet, QUT Virtual and QUT's dial in service. Your **QUT-Access user name and password** is provided with your letter of offer (on the top right hand side of the letter).

If you are a continuing student offered a place in a new course you should use your old username and password. If you've forgotten your password and you are a continuing student, please contact the Student Computing Helpdesk: (07) 3138 4000. Location points for Computing Helpdesks are contained in the guide.

The Guide is available online from <http://www.itsg.qut.edu.au/>

- **Elective List (for continuing students only)**  
A list of elective units is available via the Faculty web page <http://www.law.qut.edu.au/study/courses/ugrad/lselect.jsp>
- **Timetable**  
Students can obtain class timetable information for all law units through three methods:
  - In your Personal Profile via QUT Virtual; OR
  - On the web at [https://qutvirtual.qut.edu.au/portal/pls/portal/ttab\\_public\\_p.show](https://qutvirtual.qut.edu.au/portal/pls/portal/ttab_public_p.show) OR

- **Study resources**

*Study guide*

Internal students should purchase Study Guides at the University Bookshop; External students will receive Study Guides in the mail. Study Guides are also available on the Blackboard site for each unit. Oodgeroo, Q-Step and International students will be advised via email by the Law School of the provision of course materials for each semester.

All undergraduate lectures in the School of Law are available via audio-streaming. You can listen or save a copy of your lecture from your Blackboard web site.

*Prescribed and recommended textbooks*

Information about the prescribed and recommended textbooks is provided to students in the Study Guide of the relevant unit. The QUT Bookshop also maintains lists of textbooks. You can also access your booklist via your QUT Virtual portal.

If you need any additional information the following list may be of assistance to you:

WHO TO SEE	INFORMATION/QUESTIONS
<b>Unit Coordinator</b> (during scheduled hours)	Unit content
	Assignments
	Assessment
	Attendance
<b>Law School Professional Staff*</b>  *where necessary, you may be referred to the Director of Undergraduate Programs(Students)	General course information
	Requests for underload or overload of enrolment program
	Required credit points for degree
	Student rules, policies and procedures
	Extensions of time on assignments/items of assessment
	Leave of absence; deferred exams and special consideration applications
	Questions about advanced standing
	Progression and enrolment after failure
	Academic probation
<b>Law and Justice Enquiries Counter, Level 4, C Block, Gardens Point</b>	Unit/course outlines
	Faculty student forms
	Change to enrolment

<p><b>Student Centre – ‘A’ Block, Gardens Point Campus</b></p> <p>Collect and return forms* for:</p> <p>*Some details can be changed via your Personal Profile in QUT Virtual (eg change of enrolment). External students may obtain forms by telephoning Student Business Services on: (07) 3138 2000.</p> <p>Alternatively you can access forms at the following address:  <a href="http://www.studentservices.qut.edu.au/">http://www.studentservices.qut.edu.au/</a></p>	Change to personal details
	Change of course
	Cancellation/Leave of absence
	Readmission
	Cross-Institution admission and visiting student applications
	Application for advanced standing (exemptions)
	Deferred examination/special consideration applications
Review of grade or academic ruling	

### 1.3 CREDIT POINT SYSTEM

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Each unit is assigned a credit point (cp) value, which is a measure of the workload that the unit represents to a student. Students should be prepared to spend each week the number of hours of study equivalent to the credit point value allocated to a particular unit; that is for a 12cp unit, a student should spend 12 hours in study each week (which includes time spent in lectures and tutorials).

### 1.4 CLASS REGISTRATIONS

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Students are normally required to attend a lecture and tutorial for their law units each week in any given semester. (Note: external students are not required to attend these classes).

Students are required to register themselves for a tutorial and a lecture for each unit in which they are enrolled. This is done using the Class Registration System via QUT Virtual eStudent. Students will require use of the Internet and their QUT Access user name and password in order to access this system. Computer Labs on any QUT Campus can be used to access the Internet for this purpose.

Students *must* register themselves for *one* tutorial group for each unit they are enrolled in, and *must* attend that tutorial group for the remainder of the semester. There is normally a limit of 20 students per tutorial group. Students should be aware that preference will be given to part-time students for evening tutorials.

If you choose to attend lectures, you are only required to attend one i.e. either day or evening. If you choose to attend lectures in person, you must allocate yourself to a lecture via the Class Registration System.

Registration for tutorials and lectures must be done prior to the commencement of classes. There are certain dates and times that the Class Registration System is open for students to use, and it is important that students make themselves aware of these dates.

This information is normally advertised via email. It is the student's responsibility to ensure they are aware of the class registration process for any given semester. For further information relating to class allocations please refer to <http://www.law.qut.edu.au/study/current/enrolment/tutorial/>

The Administration Officer (Academic Programs) administers the class registration process for all law units and can be contacted on (07) 3138 2841 should you have any queries.

## **1.5 PRIZES**

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The Faculty of Law and associated sponsors offer prizes to students of the Faculty of Law in recognition of outstanding academic achievement.

The Faculty holds a Prize Ceremony each year to congratulate student winners. In some instances sponsors will hold their own presentations. The majority of prizes awarded to students in the Faculty of Law are determined on the basis of excellence in units nominated by the prize donor. In most instances students do not apply, the award being automatically given to the student with the best result for that unit.

The list of prizes is available on the Law Faculty web page at <http://www.law.qut.edu.au/study/scholarships/> and is subject to change. Prizes may be changed or withdrawn at any time.

## **1.6 SCHOLARSHIPS**

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Scholarships are available to students at QUT both from the University and external sources. In particular, the Law School has four [scholarships](#) available to undergraduate students:

- The QUT Law Founders' Scholarship
- The Blake Dawson Rod Bush Memorial Scholarship
- The Tom Cain Trophy for Outstanding Achievement - This trophy is awarded annually to a graduate of the Bachelor of Laws or an associated combined degree program who has achieved a minimum standard of 2<sup>nd</sup> Class Honours Division A and who has made outstanding achievements in extra-curricula activities, including community service, sporting achievements, etc during their period of enrolment. Letters are sent to students inviting applications from those who have achieved a minimum of 2<sup>nd</sup> class honours. Further information is available from the Law Faculty web page.
- McCullough Robertson Scholarship for Indigenous Students

## **1.7 QUOTALS**

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QUOTALS (Queensland University of Technology Association of Law and Justice Students) is the representative body for students enrolled in the Faculty of Law. Its role is to help students get the most out of their university experience. It achieves

this by providing social events and aiding in students' career and educational development. Events not to be missed on the QUOTALS calendar include:

- Meet the Legal Profession (Tuesday 15 MARCH, Gardens Point Theatre)
- Annual Law Dinner
- Annual Law Ball
- Amazing Race Day
- Soccer Grudge Match
- Rugby Grudge Match
- Law Cup

Publications that aid students are:

- Orientation Handbook
- Careers Handbook
- Law Journal
- Monthly Newsletter.

QUOTALS members enjoy various benefits from the members' 'L' card and discounts to all QUOTALS functions.

A list of the QUOTALS Executive and Committee positions is available from [www.quotals.org](http://www.quotals.org)

All written correspondence to QUOTALS should be addressed to:

QUOTALS  
c/- Faculty of Law  
GPO BOX 2434  
BRISBANE Qld 4001

Other contact details are as follows:

**Telephone:** (07) 3138 5326

**E-mail:** <[quotals@qut.edu.au](mailto:quotals@qut.edu.au)>

## **1.8 PRACTICAL REQUIREMENTS FOR ADMISSION AS A LEGAL PRACTITIONER**

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Over recent years, there has been an alteration of the admission rules to facilitate practitioners being able to practise across jurisdictions. Once admitted as a Legal Practitioner in Queensland, a person is entitled to have their admission recognised anywhere in Australia.

Information on practical admission requirements can be obtained from the Legal Practitioners' Admissions Board.

Contact Details for the Board are:

The Legal Practitioners Admissions Board  
GPO Box 1785  
Brisbane, QLD, 4001  
Telephone: (07) 3842 5985

## **1.9 CAREER ADVICE**

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Students who wish to discuss general career options may find it helpful to consult with members of the academic staff. Staff at the Law and Justice Enquiries Counter can provide you with advice as to which particular academic staff members may be able to provide assistance.

The Career Mentor Scheme allows you the opportunity to be matched with someone from the legal profession to support your career development and assist you with your transition from study in to the workforce. More information in relation to this scheme is available at [www.careers.qut.edu.au/student/mentor/scheme.jsp](http://www.careers.qut.edu.au/student/mentor/scheme.jsp)

## SECTION 2: GENERAL LLB COURSE RULES

The following rules relate to the Bachelor of Laws degree, whether the ordinary Bachelor of Laws degree graduate entry and the law component of all double degrees.

Students should note that in some instances, the following section summarises the relevant rule with the full policy being contained in the appendices.

### 2.1 ENROLMENT

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- (a) Subject to the provisions of these rules, a student may register for:
- (i) a full-time course; or
  - (ii) a part-time internal course; or
  - (iii) an external course.
- A student who wishes to undertake any double degree courses may only enrol for a full-time course. Departures from the approved course structure must be approved by the Director of Undergraduate Programs (Students).
- (b) The lecture times for [elective units](#) are normally rotated so that lectures occur during the day in one year and during the evening when the unit is next offered.
- (c) In order to enrol for an external course a student must not live within Brisbane City Council boundaries, except with the approval of the Director of Undergraduate Programs (Students).
- (d) Timetables are arranged on the basis of normal progression. It is the expectation that students will enrol in accordance with the approved course structure. Departures from the approved course structure for the Bachelor of Laws and associated combined courses may result in students experiencing difficulties with examination timetables and assessment due dates.
- (e) A student who fails one or more units in a year may re-enrol for and repeat the unit or units failed, and may enrol in other units of the course. Re-enrolment, however, is subject to these rules, any prerequisite requirements, the availability of units in the timetable, and the Student Rules that relate to unsatisfactory academic performance as set out in the University Handbook.
- (f) In the case of elective units from another Faculty, a student must satisfy the enrolment requirements of the other Faculty concerned.
- (g) A student enrolled in the course may enrol at a tertiary institution other than QUT, approved by the Director of Undergraduate Programs (Students), and

must satisfy the enrolment, attendance and assessment requirements of such institution. Students must also comply with the Law School Policy on Cross-Institutional Enrolment (see Appendix R).

- (h) Where the course structure indicates a choice of units, that choice is subject to any prerequisite requirements, the availability of a unit in the timetable, the availability of staff and sufficient minimum enrolment in a unit.

## **2.2 ATTENDANCE**

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- (a) A full-time student or a part-time internal student must attend the appropriate lectures and tutorials punctually and regularly and any such student who fails to attend may be deemed by the Director of Undergraduate Law Programs (Students) ineligible to sit for the examination in the unit or units involved at the end of the semester or the end of the year.
- (b) Except with the approval of the Director of Undergraduate Programs (Students), an external student must attend the appropriate lectures and tutorials at Attendance Schools in Brisbane. Exemption from attendance will only be granted in exceptional circumstances.
- (c) In the case of elective units taken from another Faculty, a student must satisfy the attendance and assessment requirements of the Faculty concerned.

## **2.3 ASSESSMENT**

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For the Rules and Policies on Assessment in the Law School, see section 4 of this Booklet.

In the case of elective units taken from another Faculty, a student must satisfy the assessment requirements of the Faculty concerned.

## **2.4 PASSES**

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- (a) In order to gain a pass mark in a law unit, a student must satisfy the attendance and assessment requirements specified in these rules and must obtain a pass mark in that unit, the total number of marks for the unit being allocated between examinations, tutorial performance, assignments and other items of assessment in accordance with these rules.
- (b) In order to gain a pass in units taken from another Faculty, a student must comply with the requirements of the other Faculty concerned.
- (c) A student may be awarded a 4 (pass), 5 (credit), 6 (distinction), or 7 (high distinction), in accordance with the Student Rules set out in the University Handbook.
- (d) If a student is permitted to withdraw from a unit without academic penalty, the assessment undertaken by the student prior to the withdrawal date cannot be counted towards that student's assessment if the student subsequently enrolls in the same unit.

## 2.5 UNSATISFACTORY ACADEMIC PERFORMANCE

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Students are expected to maintain a satisfactory level of performance in their studies at QUT. Failure to perform at this level may result in a student being put on probation, or ultimately being excluded. See Appendix F of this booklet for more information.

## 2.6 DEGREES WITH HONOURS

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A degree "with Honours" may be awarded to students who have recorded outstanding achievement in courses leading to the Bachelor of Laws degree. First Class Honours, Second Class Honours Division A and Second Class Honours Division B may be awarded.

Honours are awarded to:

- indicate that students may appropriately proceed to higher degrees.
- encourage students to work consistently throughout a course.
- ensure that QUT students can apply equally for employment in competition with honours graduates from other institutions.
- ensure that QUT graduates are eligible for the same level of salary on commencement as graduates from other institutions.
- enable QUT graduates to compete equally for scholarships.

Eligibility for an award "with Honours" is based on a graduand's grade point average ("GPA"). Students must complete a minimum of 192 credit points at QUT for an award of honours.

Each Honours level (for both the Bachelor of Laws and double degrees) is currently calculated on the basis of the following GPA cut-off's:

<b>HONOURS LEVEL</b>		
<b>Honours 1</b>	<b>Honours 2A</b>	<b>Honours 2B</b>
GPA 6	GPA 5.5	GPA 5

For a graduand to be eligible for an award "with Honours" they must have completed the course within the specified time limit for completion of the course (ten years for the standard LLB program, or eleven years for a double degree). A double degree course graduand's eligibility for an award "with Honours" is determined based on their Law Faculty GPA. Please see other faculties' web pages for information in relation to honours.

There are no other criteria which apply for an award "with Honours" in the Faculty of Law. However, Law Academic Board may in exceptional cases exercise discretion in applying the criteria and recommend a relaxation of the criteria which normally

determines eligibility for an award 'with Honours'. These grounds are stipulated in the Law School Policy on Special Consideration for the Awarding of Honours.

## **2.7 CREDIT FOR UNITS PASSED IN THE BACHELOR OF LAWS DEGREE**

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Subject to University Rules, a student retains credit for any unit or units passed in the year or semester, as the case may be, in which he or she is enrolled.

## **2.8 ADVANCED STANDING FOR PREVIOUS STUDIES**

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- (a) University policy in relation to advanced standing is available from the Manual of Policies and Procedures.
- (b) A graduate of any bachelors degree course from an Australian Tertiary institution may apply for entry to the graduate entry course (LW35) and receive block credit of 96 credit points. Students receiving block credit on this basis will not receive approval to undertake non-law electives.
- (c) A student who is granted block credit on the basis of completion of a previous Bachelors degree will be eligible to apply for further specified credit for core or elective units on the basis of the same degree.
- (d) Subject to rule (b and c) above, a student who enrolls for the Bachelor of Laws degree at the Queensland University of Technology, and who has enrolled for and been awarded a grade of 4 (pass) or better in a unit offered by any other approved tertiary institution, being a unit which is considered by the Director of Undergraduate Law Programs (Students) to be the equivalent of a law unit, will be granted credit for that unit.

## **2.9 RELEVANT POLICIES**

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### **2.9.1 University Policies**

There are a number of University policies that are of relevance to students in the course of their studies. In particular, students should familiarise themselves with the following policies:

- Leave of absence
- Cancellation of units
- Review of Grades and Academic Rulings
- Unsatisfactory academic performance and exclusion
- Readmission after exclusion

Details of these policies can be found on the web at <http://www.studentservices.qut.edu.au/>

### **2.9.2 Law School Policies**

### **Non-law electives**

Students may undertake up to 48 credit points of units offered by other schools except when enrolled in the LW35 program. Students may also undertake non-law electives at other institutions but the amount is limited to 24 credit points (see Policy on cross-institutional enrolment, Appendix R). Students must meet any requirements of the other Faculty or School responsible for the non-law unit.

### **Cross-institutional enrolment**

Students may undertake cross-institutional study at another tertiary institution during their LLB program. Credit for cross-institutional study is conditional on prior approval to undertake the unit or units being granted by the School. Credit may not be granted if prior approval has not been obtained. The maximum credit that may be granted pursuant to this rule for cross-institutional study is 24 credit points. Students should note that there are limitations as to which units can be completed cross-institutionally. This information is contained on the [application form](http://www.law.qut.edu.au/study/forms.jsp) available at <http://www.law.qut.edu.au/study/forms.jsp>

## **SECTION 3: INFORMATION FOR EXTERNAL BACHELOR OF LAWS STUDENTS**

### **3.1 INTRODUCTION**

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There are a variety of resources that you can use to assist your law studies. This list is not exhaustive and different units within your program may provide additional resources, eg computer based education programs. However for most units in the undergraduate degree program the resources available will include:

- The study guide for each unit;
- Recordings of the lectures which are available on the Blackboard site.
- Recordings of tutorials in core units provided via the Blackboard site.
- Prescribed and recommended text books;
- The external library service; and
- On-line services provided through the Faculty's on-line site in each unit.

To be successful in your law studies you should make the best possible use of these resources.

### **3.2 RESOURCES TO ASSIST YOUR EXTERNAL STUDIES**

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#### **3.2.1 Access to basic law library**

In addition, you should also have access to a basic law library which contains at least the following: Commonwealth Law Reports, Queensland State Reports, United Kingdom Law Reports, Commonwealth Statutes, Queensland Statutes, the Australian Law Journal, Australian Digest, Halsbury's Laws of England, Australian Legal Monthly Digest and standard practitioners' reference works. Please see section 8 of this guide for more information about Library services.

#### **3.2.2 How to use these resources**

The range of units offered in the law degree program means there can be no one formula for how you use these resources. Nor can there be a formula which will automatically guarantee you success in your law studies. What the following suggested approach indicates, however, is that success in your law studies will require considerable discipline and effort on your part.

A typical approach would be to start with the study guide. Assuming you are familiar with the administrative and assessment requirements for the unit, you should proceed on a week by week basis, starting with the material contained in the study guide for that first week of the unit. These week by week materials will usually contain prescribed readings and some introductory material relevant to that part of the unit. You should read this introductory material and be familiar with the

prescribed readings but it is not usually necessary to have read the prescribed readings in detail at this stage.

Next you should listen to the lecture for that week, ideally in conjunction with the PowerPoint slides if these have been used by the lecturer. At this stage you should then be able to more efficiently read and make notes on the prescribed (and possibly selected recommended) readings and be in a position to attempt the tutorial questions relevant to that area of the unit. Next you should stop and consider the answers you have prepared for the tutorial questions. Go back to the study guide and your lecture notes and assess how well you think you have understood the material and achieved the objectives set down for that part of the unit.

It is only at this stage that you should listen to the tutorial relevant to that week of the unit. Having done so you are now in a position to estimate how well you understand the material and to make a comparison with how well you thought you understood the material prior to listening to the tutorial. One of the most important tools for learning is learning from your own mistakes and this is a tool that is equally available to all students, internal and external. However, it often takes self-discipline to make the best use of this learning tool. Listening to the tutorial before you have prepared your own answers to the tutorial questions denies you the opportunity of learning from your own mistakes.

You should now be in a position to identify that material which you do not sufficiently understand and be able to take steps to rectify that situation. This might involve contacting a member of the unit teaching team, accessing a discussion forum or revisiting the prescribed materials and your lecture notes. Finally, when you are satisfied that you know and understand this area of the unit, you should make a summary of the main points and of any points of difficulty in readiness for the assessment on this material.

The remainder of this section of the handbook will look in more detail at the resources discussed above and at a range of other matters particularly relevant to you as a student studying externally.

### **3.2.3 Study guides**

You will be issued with a study guide for each unit in which you are enrolled. The study guide is designed to act as a “road map” for the unit as a whole. Consequently the first section of the study guide, the Introductory Guide, indicates such things as the unit objectives, the prescribed and recommended textbooks, the lecture and tutorial timetable (usually on a week by week basis), the unit’s assessment regime (including due dates and word limits) and the names and contact details for the members of the unit teaching team. This first section also contains the criteria against which your performance on assessment tasks will be measured and how you can improve your performance in this regard. In this section the study guides also contain information specifically relevant to you as an external student, such as the external exercises and material to be prepared for the attendance school.

The second section of the study guide contains information on the substantive law content of the unit and usually some introductory material relevant to that content. This section provides guidance on the primary sources (cases and legislation) to be read; other primary sources with which you should be familiar but not necessarily read; and the secondary sources (textbooks and journal articles) that are prescribed or recommended. This section also contains the objectives that you should seek to

achieve in learning the individual parts of the unit. Specifically these objectives will provide guidance as to what will be contained in the assessment tasks for the unit.

The final sections of the study guide include the questions to be discussed in tutorials (in some study guides these are contained within the second section after the relevant lecture material); at least one previous exam question and answer guide; possibly extracts from relevant legislation; and any other matters which the unit coordinator thinks will be of value to you.

**If you do not receive course materials for the unit/s in which you are enrolled by the end of the first week of the semester, you must contact External Study Support on: (07) 3138 5755.**

### 3.2.4 External library service

Details of the Library's service for external students are available on the web at <http://www.library.qut.edu.au/services/externals.jsp>

### 3.2.5 Lecture and tutorial recordings

All **lectures** in the undergraduate law program are recorded. The lectures are available on the Blackboard site for each unit.

Recordings of tutorials are available via audio-streaming on the Blackboard site. Some units, which are run in a combined lecture/tutorial mode will not have separate lecture and tutorial recordings. Tutorials that are part of the external attendance school are not available on the Blackboard.

Many students have commented that when they are listening to the lecture tapes they find it very useful to do so in conjunction with a copy of any PowerPoint slides used by the lecturer. These PowerPoint slides are available on the Blackboard site for the unit.

An important point to note about the tutorial recordings is that they should be used as a tool for checking your own answers to the tutorial questions. For both external and internal students the tutorials are designed to provide you with feedback on your progress in understanding the unit materials to date. It is for this reason that most units allocate assessment marks for the quality of internal students' participation in their tutorials. Tutorials are not intended to provide the definitive answer to the tutorial questions. Instead tutorials are designed for feedback on a student's own progress in the unit and you will get the most from the tutorial tapes if you use them in this fashion.

### 3.2.6 Textbooks

You should have access to a copy of each of the prescribed textbooks for the units in which you are enrolled. These are listed in the first section of the study guide for each unit. For core units, it is especially important to have a copy of any prescribed or recommended casebooks - textbooks that contain extracts from cases with commentary - since the cases extracted in these casebooks will not be replicated in the unit's cases and materials manual.

Textbooks, including casebooks, can be purchased from the QUT bookshop.

Students may order texts from the QUT Bookshop in the following ways:

- **Facsimile:** (07) 3138 4187
- **Phone:** (07) 3138 2433
- **E-mail:** <bookshop@qut.edu.au>

You will need to provide the following information:

- Cardholder's name
- Daytime contact phone number
- Card number
- Expiry date
- Signature

You can also order on line by clicking on your booklist on your personal profile and it will take you to the order form.

The QUT bookshop takes Bankcard, MasterCard, Visa and American Express.

It is important to note also that as some areas of the law are changing quite rapidly, some textbooks may be out of date in some respects. They should therefore be read in conjunction with the unit study guide as these are updated regularly.

### 3.3 ASSESSMENT AND EXTERNAL EXERCISES

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The assessment regime for each unit is contained in the Introductory Guide of each unit's study guide. You are required to make a proper attempt at all items of assessment for the law units in which you are enrolled. Usually you are also required to attempt the same law assignments and formal law examinations as the internal students and at the same times, although you may sit for your examinations at a location near your home. You may find it useful to look at the examination papers from previous years that are available on the on-line site for each unit. Where possible, arrangements are also made for you to be involved in alternative forms of assessment such as moots. Where skills form part of the Assessment, external students will be expected to undertake the skills assessment at the External Attendance School. You may, however, be required to do a different form of assessment where it is not possible for you to do the same form of assessment as the internal students. The most common example of this is where the internal students are given a mark for the quality of their tutorial participation. In these situations you will usually be required to submit a piece of written work as an alternative. This alternative piece of written work is usually referred to as an **external exercise**.

It is **your responsibility** to familiarise yourself with the provisions of the Faculty's *Policy on Submission of Assignments and Exercises* set out in section 7 of this Handbook and to comply with the assessment requirements and deadlines for your unit(s). **The procedure for submitting assignments, external exercises, take-home examinations, etc are detailed in section 6 and must be complied with.**

Most importantly, neither external exercises nor assignments should be submitted directly to the teaching staff as this will prevent the receipt of your exercise or assignment being officially recorded and may result in a penalty being imposed for late submission.

### **3.3.1 External exercises**

The details for external exercises will be contained in the study guide for your unit.

### **3.3.2 Assignments**

The assignment topics are usually contained in the study guide for the unit or made available on the Blackboard site on the Assessment page.

### **3.3.3 Examinations**

You should already have nominated an examination centre on your enrolment form. A list of established examination centres was included in the enrolment guide. The Examinations Section will write to you in approximately week 8 of the semester to confirm your examination centre. You must, in writing by letter, fax or e-mail, **confirm or advise of any changes to this information no later than week 10 of the semester.**

## **3.4 ON-LINE DELIVERY**

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Each unit in the Bachelor of Laws degree has an on-line Blackboard site. This on-line service is not a substitute for lectures or tutorials, or for any of the other resources we offer our students. Rather it is in addition to these other resources. Details of the Blackboard site for individual units will be explained in their respective study guides. Blackboard sites may contain:

- Course materials such as the Introductory Guide portion of the study guide, guidance for your weekly progress through the unit, tutorial questions, PowerPoint lecture slides, etc;
- Cases and materials,
- Audio of lectures
- An FAQ page (Frequently Asked Questions)
- Study hints and tips; and

## **3.5 EXTERNAL ATTENDANCE SCHOOL**

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In addition to the Orientation Attendance School there are two Attendance Schools for external students held in Brisbane each year. These attendance schools are normally held at the end of week 7 of each semester

Attendance at these schools is compulsory for some units but not others. You should check the study guide for each unit to see if you are required to attend for that unit. If attendance is compulsory in your unit/units and you are unable to attend, you should immediately apply in writing to the Senior Administration Officer (Undergraduate

Programs) for an exemption. An application form and criteria for determining approvals for exemption are available on the external page of the QUT Law School Home page at [http://www.law.qut.edu.au/files/ext\\_att\\_sch\\_exempt\\_form.pdf](http://www.law.qut.edu.au/files/ext_att_sch_exempt_form.pdf)

The approval of an exemption is only approved in extenuating circumstances. Students need to provide a compelling case.

## **SECTION 4: BACHELOR OF LAWS ASSESSMENT POLICY**

Information about assessment can be found in both the University Manual of Policy and Procedures (MOPP) and in the University Handbook.

### **4.1 ELIGIBILITY TO UNDERTAKE ASSESSMENT**

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A student currently enrolled in a unit is eligible to undertake all assessment for the unit, except as follows.

A student who submits work for assessment after the formally notified due date may be penalised in accordance with faculty policy unless, prior to the due date, the student [applies](#) in writing for, and is granted, an extension of time to submit the work.

The Head of School may declare a student who has failed to fulfil course requirements ineligible to sit for an examination.

On the advice of the Head of School, the Registrar will notify a student of his or her ineligibility to sit for an examination. The student is given the opportunity to show cause why ineligibility should not be confirmed.

Cases where students show cause are referred to the relevant Executive Dean of Faculty for determination.

If the Executive Dean of Faculty confirms the student is ineligible to sit for the examination, and the student believes that an error has been made or that the ruling is unjust, the student is entitled to submit an application for review.

### **4.2 COMMUNICATION WITH STUDENTS**

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The principles underpinning assessment strategies imply that clear and unambiguous information must be available to students and this information must be formalised in a contractual sense through printed unit outlines. In general terms these outlines should indicate the kinds of understanding and skills to be acquired and demonstrated, and give details of assigned tasks and processes by which grades will be determined. They should include reference to the University's policy on plagiarism.

Specifically, a unit outline must be made available for each student as soon as possible and no later than the second week of a teaching period. The outline will contain at least the following information:

- unit objectives
- statements of all assessment items, including due dates (written work, demonstrations, field work, specific attendance requirements, etc)

- procedures to be used in determining the final grade, including where appropriate, a statement of any item/s for which a pass is required in order to gain an overall pass in the unit
- procedures for reviewing the mark for an assessment item
- procedures to facilitate feedback on progressive assessment during the course of a semester
- a reference to the University's policy on plagiarism and any specific guidance to the student on the nature of the unit's assessment items.

Given the contractual nature of this outline, no subsequent changes should be made except by mutual agreement between the Unit Coordinator and the students taking the unit, and then only if approved by the Head of School. Normally, such changes should be finalised by the end of the second week and provided in writing to students. Such changes are then regarded as part of the unit outline.

### **4.3 FEEDBACK ON PROGRESSIVE ASSESSMENT**

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During the course of a semester, students should discuss any concerns they have regarding their progress in coursework exercises (including examinations that form part of progressive assessment) with relevant teaching staff. The student should be provided with a clear indication of the extent to which they have or have not achieved the objectives set for each assessment item. Students must address such concerns at the time the marks are released for each assessment item and not wait until the final grade is awarded for the unit. If, after discussing the concerns with the unit coordinator the student is still not satisfied with the outcome, they should apply for a review of assessment. Applications for Review of Assessment can be printed from the Law School Home page. This application should be submitted within 14 days of the results being released for the assessment item.

### **4.4 GRADING SCALE AND RECORDING RESULTS**

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Student performance in units is graded on a scale from one to seven as follows unless the use of satisfactory/unsatisfactory gradings has been approved. More information is available at

<http://www.studentservices.qut.edu.au/assess/results/grades.jsp>

#### **Other codes**

In addition to a grade of 1 to 7, the following codes may be recorded on a student's academic record.

- S Satisfactory** - An ungraded pass
- U Unsatisfactory** - An ungraded failure
- K Withdrawn** - Failure
- E Exempt** - Full exemption, awarded where prior studies in another course have been satisfactorily completed, or the required levels of experience or

expertise have been demonstrated.

**W Withdrawn** - Withdrawal without academic penalty, awarded when approval is given for cancellation of enrolment after the end of Week 9 in first semester and second semester, and in the first two weeks of the summer school.

**A Result Unfinalised** - The result will be issued when available. This includes cases when a student has been given an extension of time to complete assessment, where the grading of the assessment item has not been completed, or where a student is to undertake further assessment before a final grade is awarded. Result Unfinalised may only be used where a final grade is expected to be awarded in the near future.

**SA Supplementary Assessment** - Student is to undertake supplementary assessment.

**DA Deferred Assessment** - Student is to undertake a deferred examination.

Final grades awarded after the completion of supplementary assessment will be distinguished on a student's Certificate of Results and on a Statement of Academic Record.

#### 4.5 GRADE POINT AVERAGE

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The grade point average (GPA) is a simple numeric index that summarises a student's academic performance in a course over a single semester and over the course. A student receives a separate GPA for each QUT course undertaken.

Only QUT units that are awarded a numeric grade or the result 'withdrawn failure' are included in the calculation. Units for which a student has an unfinalised result are not included.

To be included in the calculation of a course GPA, a unit must have been taken after the introduction of the seven point grading scale (1985 for Gardens Point, 1984 for northern campuses).

The GPA is calculated by multiplying the grade of each unit for either the semester or the course, by the unit's credit point value, summing these, and dividing by the sum of credit points, *ie*

$$\text{GPA} = \frac{\sum[(\text{credit points of units}) \times (\text{numeric value of grades})]}{\sum(\text{credit points of units})}$$

#### 4.6 ACCESS TO ASSESSMENT RESULTS AND MARKS

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Students are able to access their results via their Personal Profile in QUT Virtual.

Students are able to access their examination scripts in the following ways:

- A student may apply to view their examination paper by completing a [form](#) at the Level 4 Student Enquiries Counter, C Block.. This must be done within 14 days of the release of examination results. The paper will usually be available at the reception area within 48 hours after the request. Papers **must**

be returned to the reception area within 2 hours. Papers will only be retained at reception for viewing for 14 days following the submission of the request.

- External students may request a copy of their examination paper for a fee of \$10.00 per unit. Students must apply using the form, "Request for Copy of Examination Script" is available on the Web at: [http://www.studentservices.qut.edu.au/pdfs/forms/es\\_frm.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/es_frm.pdf) . This form must be lodged within 3 months of the release of examination results.
- **Students are strongly advised to access the model answers to examination questions prior to lodging an application to view their script. Model answers can be found in the Law Library. PLEASE NOTE: EXAMINATION SCRIPTS DO NOT CONTAIN ANY DETAILED FEEDBACK.**

A breakdown of results in all units is available on the on-line site for each unit.

#### **4.7 RELEVANT POLICIES**

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There are a number of policies concerning assessment that may be relevant to students throughout their course. Students should also be familiar with the following policies.

- Cheating and plagiarism
- Supplementary Assessment
- Deferred examinations and special consideration
- Assessment for students with disabilities
- Assessment for students for whom English is a second language

## **SECTION 5: EXAMINATIONS**

Information about examinations can be found both in the University Manual of Policy and Procedures (MOPP) at: <http://www.mopp.qut.edu.au/E/> and in the University Handbook.

### **5.1 CENTRAL EXAMINATIONS**

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A central examination means any examination administered by the Examinations Section of the Student Administration Department. Most end of semester examinations of law units will be central examinations.

Students and staff will have access to a preliminary timetable for centrally organised examinations at least three weeks prior to their commencement. The Examinations Officer deals with objections to the timetable in consultation, where necessary, with the relevant Head of School or Dean of Faculty. A final timetable listing will be available at least two weeks prior to commencement of exams.

Examinations, other than deferred or supplementary examinations, must not be held during recess or designated examination preparation periods without approval from the Registrar.

### **5.2 SCHOOL-BASED EXAMINATIONS**

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Heads of Schools are responsible to the Registrar for the organisation and conduct of school-based assessment items including examinations. School-based examination means any examination administered by a school. Examples of such examinations within the Law School are the take-home and mid-semester examinations.

Students are responsible for advising Law School Administration of any timetable clashes as soon as possible after timetables are drawn up.

Students are advised of the timetable for school organised examinations at least two weeks prior to their commencement. Faculty Administration deals with objections to the timetable in consultation, where necessary, with the Head of School of the faculty concerned.

### **5.3 ATTENDANCE AT EXAMINATIONS**

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Internal students must be available to undertake examinations at the relevant QUT campus throughout periods designated for centrally organised examinations and at times specified in unit outlines for school-based examinations. External students will sit examinations at the same time as internal students; however, they undertake

them at external examination centres. A student who fails to attend an examination receives no mark for the examination unless he or she is granted a deferred examination.

#### **5.4 CONDUCT DURING EXAMINATIONS**

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Students must bring into the examination room and keep displayed their Student Identification Card.

A student must comply with all directions given by the examination supervisor and all instructions to candidates set out on the examination materials or displayed in the examination room.

Candidates may not leave an examination room before the end of the examination session without the supervisor's permission. Normally, permission is not granted before expiration of half the work time of the examination.

A student's behaviour must not disturb, distract or adversely affect any other students.

Students who are given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

Students are not permitted to leave the examination room

- until half the prescribed working time has elapsed or
- during the last 15 minutes of working time,

unless there are exceptional circumstances such as illness.

Students who arrive late and before half the working time of the examination time has elapsed will normally be permitted to take the examination. However, no additional working time will be allowed unless exceptional circumstances warrant. In the case of central examinations the decision to grant extra time is made by the Examinations Officer, in consultation where necessary, with the unit coordinator. Assistance from school resources may be required where the extra time impacts upon the Supervisor's responsibilities in other examination duties.

Students may bring into an examination room only those materials approved for the unit under examination and indicated as such on the examination paper. All other materials are expressly prohibited, irrespective of whether or not the material is related to the unit under examination, unless:

- brought into the room with the permission of the Examination Supervisor or
- deposited by the student directly upon entry into the examination room at a place stipulated by the Examination Supervisor.

A student shall not remove from the examination room any worked scripts or other paper provided for use during the course of the examination (other than the question paper supplied where this is authorised by the Examination Supervisor) or other material that is the property of the University.

During an examination a student shall not communicate by word or otherwise with

any other person except the Examination Supervisor or examiner.

## **5.5 MATERIAL THAT MAY BE TAKEN INTO THE EXAMINATION ROOM**

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A Chief Examiner may prescribe:

- (a) that no material may be taken into an examination room; or
- (b) that "statutory material" may be taken into an examination room; or
- (c) that the examination is an "open book" examination in which case any material may be taken into the examination room.

Where a Chief Examiner prescribes that statutory material may be taken into an examination, such material may only be marked by:

- (i) underlining or highlighting by the use of coloured pens or pencils
- (ii) by flagging or tabbing in one colour only and tab or flag must only indicate in numerical form the number of the section of the page to which the tab or flag is attached.

Where prescribed acts have been amended, the amendment may be attached to the prescribed act, either in full or the relevant words cut out and attached to the prescribed act. **Excluded are handwritten amendments or typed amendments saving those produced by the relevant Government Printer. Photocopies of the relevant government acts are acceptable.**

Where students are permitted to take material into the examination room, they should be informed of this fact in the unit outline at the beginning of the year or semester as the case may be. The same information should also be specified on the examination paper.

## **5.6 TAKE-HOME EXAMINATIONS**

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Take-home examinations are made available on the on-line site for the unit.

A take-home examination is normally released on a Friday and due on the following Monday. The duration of the take-home examination is determined by the unit coordinator.

The same penalties for late submission of assignments will apply for take-home examinations.

## **5.7 RELEVANT POLICIES**

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Students should be familiar with the following policies that relate specifically to examinations.

- Deferred examinations
- Special consideration
- Documentation required for deferred examination or special consideration
- Religious obligations

## **SECTION 6: ASSIGNMENTS AND EXTERNAL EXERCISES**

During their law course, students will be required to undertake assessment in the form of written assignments. External students will, in addition, be required to submit external exercises. It is the responsibility of each student to ensure that the assignment or exercise complies with any word limits and is received by the Law School in the correct manner and by the time prescribed.

### **6.1 GENERAL RULES RELATING TO ASSIGNMENTS AND EXTERNAL EXERCISES**

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Student must make a proper attempt at all assignments and external exercises set for compulsory assessment in each of their enrolled law units.

Except with the approval of the Faculty of Law, which will only be granted in exceptional circumstances, such attempts must be submitted by the specified due date.

In the case of elective units taken from another Faculty, a student must satisfy the assignment requirements of the Faculty concerned.

### **6.2 DUE DATES**

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The Introductory section of the Study Guide sets out the due dates for submission of assignments and external exercises in all law units. Please ensure you are aware of submission dates for assessment.

### **6.3 ASSIGNMENTS AND EXTERNAL EXERCISES**

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Students will be allowed a period of at least two weeks from the time of release of an assignment topic or external exercise in which to complete the assignment or exercise and submit it for assessment. Items of assessment should include a cover page that contains the following information:

- (a) Student's name
- (b) Student number
- (c) Title of the assignment
- (d) Unit's code and name

The Law School uses the University Assignment Minder System for the submission, tracking and return of assessment items. More information about Assignment Minder is available at <http://www.am.qut.edu.au/>. Specific instructions for internal and

external students are set out below.

### 6.3.1 Acknowledgement Form

Each assignment and external exercise should include an Acknowledgment Form, which must be signed by you and indicates that you have not plagiarised the work you are submitting from some other source and/or student. Assignment Acknowledgement Forms are available on the web at <http://www.law.qut.edu.au/files/AssignmentAcknowledgment.doc>

### 6.3.2 Submission of Assessment – Internal Students

Attempts at assignments will be accepted for marking provided that they are received via the Assignment Minder System (<http://www.am.qut.edu.au>) on the due date.

Assignments are due by 4pm on the specified due date. All students should submit at Gardens Point Campus only. There is a grace period until 9.45pm on the due date. Late penalties will be strictly imposed after this time. Students **MUST** submit their assignments **ON OR BEFORE** the due date. In respect of the grace period, no correspondence will be entered into. **NB: Where an extension has been granted the grace period does not apply and late penalties will be imposed as of 4pm on the extended due date. Please see Section 6 of this guide for more details of late penalties.**

Assignments must be submitted in a document wallet with an Assignment Submission form attached to the front of the document wallet. Students must show their student card at the time of submission which is scanned into the system along with the bar code for the assignment item. The submission of the assignment will be electronically recorded and students will receive an email acknowledging receipt.

Assignment submission forms can be generated via the unit's Blackboard site under the Unit Details at the top or directly from <http://www.am.qut.edu.au/>. When accessing this form you will note that it asks you for information with regard to your tutor/tutorial group. Please leave this field empty. Students must still attach the Law School Assignment Acknowledgement Form to the front of their assignment. This form is additional to the Assignment Minder form.

Please note that where your unit requires that a piece of assessment, such as a tutorial exercise, be submitted in the tutorial you must still do this and not hand it in via Assignment Minder.

**Students must also upload a copy of their assignment via the assignment submission section of the Blackboard site for the unit concerned. This must be done on or before the date the assignment is submitted. Assignments must be uploaded as a Word document. PDFs will not be accepted. Assignments uploaded in any other file type will not be marked for assessment purposes and will receive a mark of zero (0) due to non-compliance with the stated requirements for assignment submission.**

### 6.3.3 Submission of Assessment – External Students

External students must submit assignments by uploading to the Blackboard site for each unit. You will find a link for the uploading of each item of assessment in the unit. This is the **ONLY** method of assignment submission for external students. Please do

not submit your assignment in any other way as you may risk late penalties. Please check the Study Guide and the Blackboard site for further information about assignment submission for each unit.

Students **MUST** submit their assignments **ON OR BEFORE** the due date. Late penalties will be strictly imposed after the due date. In respect of the grace period, no correspondence will be entered into. **NB: Where an extension has been granted the grace period does not apply and late penalties will be imposed as of 4pm on the extended due date.**

#### **6.4 COPIES OF ATTEMPTS AT ASSIGNMENTS AND EXTERNAL EXERCISES AND RETENTION OF SOURCE DOCUMENTS**

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Students are advised to keep a copy of each attempt at an assignment or external exercise submitted to the Faculty of Law. This copy may be of assistance if work submitted is lost.

For any assignments students must retain drafts of their assignments and other source documents until the submitted assignments have been assessed and returned. Upon request by the unit coordinator of the unit to which the assignment relates these documents must be produced to that unit coordinator.

#### **6.5 ASSIGNMENT AND EXTERNAL EXERCISE EXTENSION APPLICATIONS**

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**NOTE: *Extensions of time on assignments/external exercises are not a normal concession, except where extenuating circumstances exist, such as those outlined in this policy, or as stated on the application form.***

Do not attempt to obtain an assignment extension via the unit coordinator or other teaching staff.

A student requesting an extension of time on assignments should obtain an [Assignment/Exercise Extension Application form](http://www.law.qut.edu.au/study/current/files/exten.pdf) from the web at <http://www.law.qut.edu.au/study/current/files/exten.pdf> or any Blackboard site. **All extension applications are due by 4.00pm on the specified due date.** This form should be submitted with the appropriate supporting documentation via one of the following methods: Level 4 Student Enquiries Counter; Fax: (07) 3138 1152; E-mail: <law.extensions@qut.edu.au>. Extension applications received **after 4.00pm on the specified due date** will **not** be considered and the assignment/exercise will incur the standard late penalty.

If applications are submitted in sufficient time, an email will be sent to the student indicating the outcome of their application prior to the submission date. However, please be aware **it is the student's responsibility to contact the School before the due date to ascertain whether an extension has been granted or not.**

There is a minimum turn-around time of twenty-four (24) hours for processing of extension applications.

Before submitting the assignment, students who have been granted extensions must attach a copy of the extension form/e-mail to their assignment. Failure to do so may

result in a student being awarded a late penalty. All members of group assignments are given an extension where only one (1) member has requested an extension.

For more information about circumstances under which extension will be granted please read the information on the Application for Extension form (available on the web at <http://www.law.qut.edu.au/study/current/files/exten.pdf> or any Blackboard site)

The length of time granted for an extension will be dependant upon the nature, severity and duration of the grounds for the application. However, an application would *not normally be granted for more than 1 week*. ***Students please note that extensions for LWB417 Moots will not normally be granted for more than three days, including weekends.***

Where an extension has been granted the grace period does not apply. Assessment is due at 4pm on the revised due date.

## **6.6 PENALTY FOR SUBMISSION OF LATE ASSIGNMENTS AND EXTERNAL EXERCISES**

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**Students submitting assignments or exercises after the due date will be penalised 10% of the overall weight of the item of assessment per day, including Saturdays, Sundays, and public holidays.** Assignments or exercises submitted after all the available marks have expired will be returned to the student unmarked.

The Law School will be responsible for determining the appropriate late penalty for late items of assessment and for advising the relevant Unit Coordinator of the appropriate course of action.

## **6.7 ASSIGNMENT TOPICS**

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The onus is upon the student to ensure that he or she obtains a copy of the assignment topic.

## **6.8 NON-RECEIPT OF ASSIGNMENTS OR EXTERNAL EXERCISES**

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It is the responsibility of the student to ensure that items of assessment have been correctly submitted by the due date.

## **6.9 ADDITIONAL ATTEMPTS AT ASSIGNMENTS AND EXTERNAL EXERCISES**

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It is the responsibility of each student to ensure that the whole attempt at an assignment or external is correctly submitted by the due date. Where a student submits an assignment or external exercise by the due date, that assignment or exercise may not be amended afterwards. Furthermore, another attempt may not be substituted for it and fresh material may not be added.

## **6.10 WORD LIMITS**

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Unit Coordinators are responsible for establishing the word limit for each written item of assessment. Students will be notified of the respective word limits via either the Study Guide or the assignment or exercise topic sheet.

It is expected that students will not exceed the stipulated word count for assessment items. Where the word limit is exceeded, words in excess of the word limit will not be read.

Footnotes should not contain matters of substance and should not be included in the word count. Matters of substance included in footnotes will not be taken into account.

## **SECTION 7: CONDUCT GUIDELINES – STAFF AND STUDENTS**

QUT has a Student Charter available on the web at [http://www.mopp.qut.edu.au/E/E\\_02\\_01.jsp](http://www.mopp.qut.edu.au/E/E_02_01.jsp)

The purpose of the student charter is two-fold:

1. It describes the expectations students can properly hold as they receive their education.
2. It describes what can be expected of students in undertaking their studies to enhance the quality of their educational experience.

In addition, the Law School has expectations of students in terms of their conduct with each other and with staff members, both academic and administrative, as well as e-mail and voice mail etiquette. The following guidelines are important to all students enrolled in the undergraduate law program.

### **7.1 CONDUCT BETWEEN STUDENTS AND ACADEMIC STAFF**

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You should make every effort to utilise your lecturer or tutor's nominated student contact times for routine enquiries. You should appreciate that although your lecturer will be in his/her room outside those hours, it may still be necessary to make an appointment for a more convenient time.

You should ensure that any discussion about the grade you have received for an item of assessment is not premised upon simply your wish to have obtained a higher mark. A lecturer will be willing to discuss with you how your performance could be improved, but cannot assist you merely if you are unhappy because your grade is lower than you wished or expected.

Observe the courtesy of not talking when another is talking. In lectures, this means you should not engage in discussion with other students while the lecture is in progress. In tutorials, this means you should not interrupt the tutor or other students while they are talking or try to dominate the discussion. While another person is talking you should be actively listening so that you can be a productive member of the group discussion.

Most lecturers teach in subjects across the Undergraduate and Postgraduate programs, conduct research, and carry out administrative responsibilities. Every effort will be made to complete interim assessment items, but there may at times be delays in returning these marks to you, because of the lecturers' other professional commitments.

## **7.2 CONDUCT BETWEEN STUDENTS AND ADMINISTRATIVE STAFF**

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You should be as courteous and polite to administrative staff as you are to teaching staff. You should appreciate that the administrative staff deal with students across all years in the Law School and cannot therefore know the details of every student's situation.

Be patient at peak times on the Level 4 Law and Justice Enquiries Desk. The staff on this desk are also answering incoming telephone calls to the Law and Justice Faculty.

## **7.3 CONDUCT GENERALLY**

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When waiting outside lecture rooms in corridors, you should ensure that there is sufficient room for others to access the corridor as a walkway. Keep noise to a minimum.

You should remember the usual rules of courteous communication: use a polite, conversational tone and show consideration for the other's capacity to deal with your problem or enquiry.

## **7.4 E-MAIL ETIQUETTE**

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E-mail is a common form of communication used within the university and the faculty. It is important that when using e-mail you comply with the guidelines for proper conduct set out below:

- Avoid sarcasm and think very carefully before using e-mail to express anger. With e-mail, once it's sent, it's gone and remember that it can be easily forwarded to another person.
- Do not say anything on e-mail you do not want the whole world to know. If you have a personal issue that needs to be discussed please phone the person concerned to discuss. E-mail is not a totally secure form of communication.
- Never type using all capital letters. NEVER DO THIS! IT LOOKS LIKE YOU'RE SHOUTING! And in fact, that's what it means in e-mail. I'M SHOUTING! Make sure your caps lock key is off.
- Be professional. An e-mail account is not a licence to abuse or insult people. Be respectful.
- Always put something descriptive in the subject line so that the people who receive your mail will have a lead on what you're writing about.
- Keep paragraphs and messages short and to the point. E-mail consultations with students will only occur where students' questions can be answered on a yes or no basis. Where the query is more complex please detail your question and provide a telephone contact number so the staff member may call you back.
- Briefly describe who you are if the recipient does not already know. For example: "I am an external student in Legal Foundations A."

- Include your e-mail signature at the bottom of all e-mail messages. Your signature should include your name, e-mail address and phone number. This will enable the person receiving the e-mail to call you personally to discuss your query.
- Even though e-mail may be used 24 hours a day do not expect a reply to your e-mail instantly. A response to your e-mail will be given within a reasonable time and usually during business hours.
- Check your e-mail regularly. You will not receive a message unless you log on to your account to check your mail.

## **7.5 VOICE MAIL**

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Ensure, when leaving a message for a staff member on their voice mail, that:

- you speak clearly.
- you leave your name, contact number and reason for the call. Please repeat your contact number, slowly. Please ensure that you include your entire contact number including the STD/ISD code.
- even though you may leave a message on a staff member's voice mail 24 hours a day, do not expect a reply to your message instantly. The staff member will endeavour to respond to your message within a reasonable time and usually during the staff member's consultation hours.
- if you no longer need a lecturer to return your call, please ring and leave another message for the lecturer.
- you should not use voice mail to leave questions about the return of assessment items or the release of marks. This information is available from other sources and staff are not required to return these calls.

## **7.6 QUT CODE OF CONDUCT AS IT APPLIES TO STUDENTS**

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As members of the University community, students must conduct themselves in a manner consistent with the standards of behaviour set out in the QUT Student Code of Conduct (E/2.1) and other related policies. These standards of behaviour promote the good order and management of the University, and academic integrity.

Failure by a student to meet these standards of behaviour is dealt with as misconduct and the student may be subject to disciplinary action. Disciplinary action for misconduct will be taken by QUT under this policy in accordance with the following principles

- disciplinary procedures should be fair and just, and consistent with the requirements of natural justice
- penalties imposed for proven misconduct should be appropriate, proportionate and consistent
- decision-making on misconduct should be delegated to appropriate levels of responsibility within the University, and committees formed to consider student misconduct should include student representation.

The procedures for the management of student discipline set out in this policy will apply to any student of QUT.

Each year, QUOTALS (Queensland University of Technology Association of Law Students) appoints a Student Grievance Officer. This Officer hears grievances from students, filters them and brings those with some substance direct to the Head of the Law School for action. All such enquiries should be handled in a confidential manner.

## **7.7 GRIEVANCES**

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Detailed student grievance procedures are set out in Chapter E 8.1 of the MOPP.

## **7.8 STUDENT OMBUDSMAN**

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The [Student Ombudsman](#) can advise students on all aspects of complaint procedures.

## **SECTION 8: UNIVERSITY LIBRARY RULES**

### **8.1 LOCATION AND OPENING HOURS**

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The Law library is located on Levels 5 and 6 in 'C' Block Gardens Point. The main library is located in 'V' Block Gardens Point. For information about the Law Library please visit the website at <http://www.library.qut.edu.au/>

Details of library opening hours are available on the web at [http://www.library.qut.edu.au/inthelibrary/openinghours\\_all.jsp](http://www.library.qut.edu.au/inthelibrary/openinghours_all.jsp)

### **8.2 LIBRARY CONDITIONS OF USE**

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Details of borrowing rights and conditions of use are available at the website <http://www.library.qut.edu.au/services/borrowing/>

For more information about the conditions of use for library services at QUT please see [http://www.mopp.qut.edu.au/F/F\\_01\\_12.jsp](http://www.mopp.qut.edu.au/F/F_01_12.jsp)

### **8.3 COURSE MATERIALS DATABASE**

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Course materials such as textbooks, book chapters, journal articles, past exams and cases are recommended by lecturers and made available online via the Course Materials Database (CMD) or in each branch library's Course Reserve Collection. Items held in the Course Reserve Collection can be borrowed and used within the library. Loans are for a maximum of two hours. You can find out what is in the Course Reserve from the [Unit readings search page](#).

More information about the Course Materials Database is available on the web at <http://www.library.qut.edu.au/services/materials.jsp>

## **SECTION 9: LAW SCHOOL TEACHING TEAMS**

Students should consult the Blackboard site for each unit to obtain up to date details of each teaching team, their contact details and consultation hours.

## **SECTION 10: UNIVERSITY FORMS**

University forms and their descriptions are available online at <http://www.studentservices.qut.edu.au/info/forms/>

Law School forms are available online at <http://www.law.qut.edu.au/study/forms.jsp>

## SECTION 11: IMPORTANT DATES

Important dates are contained on the QUT [Academic Calendar](http://www.studentservices.qut.edu.au/pdfs/calendar/cal11.pdf) available at <http://www.studentservices.qut.edu.au/pdfs/calendar/cal11.pdf>

Students should be aware of relevant [census dates](#). [Key](#) dates can be checked online using the search facility.

## **Appendix A: Special Consideration in Awarding of Honours**

A student may apply for special consideration on the grounds that he or she had been adversely affected by exceptional circumstances during the course of their studies (and these circumstances have prevented them from crossing an Honours threshold).

Applications for special consideration are determined in accordance with principles established by Law Academic Board. Law Academic Board has established the following principles:

- (1) A student who presents a case of illness, misadventure or personal hardship who is reasonably close to a GPA cut-off point may be given consideration. However,
  - (a) Where Faculty and University records show that a student had applied for and been granted appropriate special consideration at the time of the illness, misadventure or personal hardship, then there is no case for special consideration being granted.
  - (b) Where records do not show that a student had applied for or been granted special consideration at the relevant time, then (subject to the student presenting appropriate evidence to the faculty) there is a case for special consideration being granted.
  - (c) Where records show that there had been an application for special consideration made but no major or appropriate variance in grade had been given by the Faculty at the time, then (subject to the student presenting appropriate evidence to the Faculty) there is a case for special consideration being granted.

Graduands who wish to make application for special consideration for the award of a 'with Honours' degree must make application no later than fourteen days after results have been finalised.

## Appendix B: Electives

Students enrolled in the Bachelor of Laws LW34 program must complete 168 credit points (14 units) of elective units with a minimum of 120 credit points (10 units) being Law units selected from the Law elective list.

Students enrolled in the Bachelor of Laws graduate entry program (LW35) must complete 72 credit points (6 units) of electives from the Law elective list.

Students enrolled in double degrees must complete 120 credit points of electives (10 units) with a minimum of 72 credit points of law electives (6 units).

Students may choose electives from law elective units or non-law elective units having regard to their needs and interests and in the light of vocational or professional factors relevant to the choice.

In respect of non-law electives students in the Bachelor of Laws may undertake up to 48 credit points of units offered by other faculties. Approved minors and majors from other courses may provide useful guidance. Students must meet any requirements of the other Faculty or School responsible for the non-law unit.

Students may also undertake non-law electives at other institutions but the amount is limited to 24 credit points (see Appendix R: Cross-Institutional Enrolment Policy).

Prior approval to enrol in non-law elective units is not required. Students exceeding the maximum number of credit points will be required to undertake law units prior to being eligible to graduate.

A list of Law School electives is available at  
<http://www.law.qut.edu.au/study/courses/ugrad/lselect.jsp>

## Appendix C: Withdrawal from Units

Requests to withdraw from units are made via your **Study Plan**. You are permitted to withdraw at any point up until a final grade is assigned except where the cancellation results in an enrolment program that has fewer credit points than the minimum allowable, or represents a departure from a prescribed program i.e. a student on a probationary enrolment. Changes submitted on any other document will be processed only if accompanied by a **\$50.00 administrative fee**.

Students should refer to the unit withdrawal dates as listed on the Academic Calendar to determine the appropriate cancellation dates. Students are also advised to refer to the University Handbook, or International Student Business Services, for financial implications of unit cancellation.

Academic penalty at QUT operates using the "2/3 rule", that is:

- cancellation **before** the last Friday 2/3 of the way through the teaching period: A status of 'Withdrawn' is recorded against the units concerned. A 'Withdrawn' unit is not included in the calculation of the student's GPA and does not appear on your official academic record,
- cancellation **after** the last Friday 2/3 of the way through the teaching period: A result of 'Withdrawn - Failure' is awarded. The examiner may award a passing grade on the basis of the assessment undertaken by the student prior to cancellation.

The Registrar, on advice from the Faculty, may waive the "fail" result arising from late cancellation when satisfied that the cancellation was necessitated by medical, compassionate or other exceptional circumstances. Documentary evidence, such as medical certificates or statements from employers, must be submitted in support of requests.

The full set of addition and withdrawal deadlines for teaching periods is available from '[Schedule 1: Unit Addition and Withdrawal](#)'. Calendar dates for your own teaching periods can be downloaded from the [key dates search](#) using the following criteria:

- For the current teaching period use **Quick search** and select *Unit withdrawal*
- For future dates use **Advanced search**, select the *Enrolments - Unit withdrawal* category and the relevant teaching period
- You will also see **when financial penalties apply**

## **Appendix D: Review of Grades and Academic Rulings**

### **1. Review of Grades**

During the course of a semester students should discuss their progress in all coursework exercises (including examinations that form part of progressive assessment) with relevant teaching staff and can expect to be provided with a clear indication of the extent to which they have or have not achieved the objectives set for each assessment item. Since this step may constitute a significant component of the learning outcomes for the unit, this should be undertaken as soon as possible (normally within 5 working days) after the release of the marks and/or return of the assessment item.

Students who are dissatisfied with the final grade received for the unit should initiate the Review of Grade process. **Review of grades may lead to no change or to a less favourable or a more favourable outcome for the student.**

Reviews of passing grades under steps 2 and 3 attract a charge (see schedule of administrative charges) which is reimbursed if a higher grade is awarded following the review. There is no charge for review of fail grades.

#### **Preliminary Step - Clarification**

Prior to proceeding with the informal and formal processes of the review of grade, the student should have accessed:

- feedback in relation to achieving the objectives of the assessment items; and
- the component marks for individual assessment items and their relative weightings making up the overall grade.

#### **Step 1 – Informal review at unit coordinator level**

Following the release of grade for the unit, a student who is dissatisfied with the assessment of an individual item or believes that an error has occurred in the compilation of the overall grade from component assessment items should consult the unit coordinator. If the unit coordinator accepts the student's case, the unit coordinator may recommend that the grade be altered.

#### **Step 2 – Formal review at school level**

If the student remains dissatisfied after completing Step 1, of these procedures, or if the student is unable to obtain clarification of the reason for the grade for a unit, then the student may apply to the registrar for a school level review of the grade normally within 10 working days of the release of the grade for the unit. The application must be supported by a written case. Procedures for making the application are outlined on the Student Services web site.

The Head of School determines the form of the review, which may include an independent re-assessment of the item(s) in dispute. The review must assess

whether procedures have been correctly followed, whether the assessment is in accordance with the Unit Outline and whether the assessment is consistent with the assessment criteria, and must address the issues raised in student's written case. The Head of School advises the Registrar, normally within 10 working days, of the outcome of the Review with reference to the student's written case. The Registrar normally advises students of the outcome within 15 working days of receipt of the application.

### **Step 3 – Formal review at faculty level**

A student who is dissatisfied with the outcome of the school level review of grade (step 2) for a unit may apply to the registrar for a faculty level review within 5 working days of notification of the outcome. The applicant must resubmit the original request and a written case stating why the previous review was inadequate. The student may modify his/her original written case for review and may include additional reasons or evidence.

The application is forwarded through the executive dean of the faculty responsible for the unit to the faculty review committee for consideration within 10 working days of receipt of the application. The faculty review committee is a sub-committee of the faculty academic board comprising, at a minimum, as Chair, the executive dean or nominee, a member of academic staff and a student representative appointed by the faculty academic board, none of whom were involved in previous levels of this review. The quorum of the committee is three. The committee may seek written input from the relevant unit and course coordinators. The committee checks that correct processes have been followed, assesses the adequacy of the school's response to the student's case, and considers any new matters included in the student's written case.

If the committee determines that the school level review has been conducted appropriately and the student's case properly answered, the committee endorses the outcome of the review, and so advises the executive dean. If the committee determines that grounds exist for further review it either recommends that the executive dean considers these grounds and makes a decision on the case or it returns the case to the relevant head of school, who considers the grounds and advises the outcome to a reconvened meeting of the committee. The committee considers the response from the head of school and, if satisfied that the school response is appropriate and the student's case properly answered, endorses the outcome of the review, and so advises the executive dean. If the faculty committee is still not satisfied, it advises the outcome and the reasons to the executive dean who then deals executively with the matter.

On the advice of the executive dean, the Registrar advises the applicant of the outcome normally within 15 working days of receipt of the application. Advice of the response to the application for review must include a response to the student's case and the reasons for the decision.

## **2. Review of Academic Rulings**

Students, who have received advice of a ruling in regard to an academic matter (eg amount of credit awarded, cancellation of units and amendment of enrolment program) and who wish to be provided with further information on the basis and implications of the ruling, should contact the relevant Faculty Officer. Administration officers will provide available information in response to such a request, or arrange

for the student to have further discussions as deemed appropriate in the circumstances.

If, after having received such further advice, the student believes that an error has been made or that a ruling is unjust, the student is entitled to submit an application for review. Applications must be made on an application for review form.

Applications must be submitted to the Registrar within fourteen days of mailing of written advice of a ruling. Applications must be accompanied by appropriate information and documentation if available, and must state the specific grounds on which the application for review is based.

Applications are referred to the relevant Dean of faculty, who determines the form of the review. A review may lead to no change or to either a less favourable or more favourable outcome for the student. The Registrar advises students of the outcomes of reviews.

### **3. Status of students awaiting the outcome of a review**

The university will make determinations on reviews as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next teaching period. Students whose review will not be resolved before the commencement of the teaching period (where the delay is not the fault of the student) are permitted to enrol in units within the course of study. Students must consult the course coordinator about the enrolment program they will undertake while awaiting the outcome of a review. When the review process is finalised, the student remains bound by the ruling or by the consequences of the grade which was the subject of the review and, if so determined by the university, is responsible for withdrawing from nominated unit enrolments. There will be no adverse academic or financial consequences provided the withdrawal occurs within five working days of the date of notification of the ruling.

### **4. Allegation of Bias**

If it is alleged that a lecturer's assessment of a particular student is influenced by non-academic factors, the allegation must be made in writing to the Dean. If it is found that there is bias and that the mark for the piece of assessment concerned should be altered, the Dean will report the matter to the Academic Board.

If the allegations of bias arise in a context in which the University Policy on Sexual Harassment applies, then the procedures for complaint under that policy should be adhered to.

## **Appendix E: Unsatisfactory Academic Performance**

Students are expected to maintain a satisfactory level of performance in their studies at QUT. Unsatisfactory academic performance management processes are undertaken biannually, at the end of each of Semesters 1 and 2. Students whose performance is unsatisfactory are placed on probationary enrolment. If performance continues at an unsatisfactory level, the student may be excluded. In addition, a single failure in a unit designated as critical to a students' progress in the course may result in exclusion.

Students should refer to the rules regarding Unsatisfactory Academic Performance and Exclusion as set out in the Student Rules.

[http://www.mopp.qut.edu.au/E/E\\_06\\_07.jsp](http://www.mopp.qut.edu.au/E/E_06_07.jsp)

Unsatisfactory academic performance includes:

- Exceeding the maximum time limit for completion of an award course (Student Rule 14 and MOPP [E/4.4](#))
- Achieving a low grade point average (MOPP [E/6.7.4](#) and MOPP [E/6.7.5](#))
- Failing a unit twice (MOPP [E/6.7.4](#))
- Failing a designated unit (MOPP [E/6.7.3](#))
- For international students, failing to comply with course progress requirements under the *Education Services for Overseas Students Act 2000* ([Student Rule 3\(2\)](#))
- For research higher degree students, failing to meet research degree milestones in a timely way or at the level of intellectual achievement relevant to the degree type (eg masters or doctorate).

### **1. Probationary Enrolment**

Students are placed on probationary enrolment if they:

- achieve a semester grade point average of less than 3.0 during the semester under consideration; and/or
- are awarded a failing grade in a unit which they have previously failed; and/or
- are awarded a failing grade in a designated unit.

Probationary enrolment indicates that academic performance has been unsatisfactory, but the student is provided the opportunity to improve. The conditions of probationary enrolment are stated in Student Rule 40.

### **2. Exclusion**

Exclusion means that the student is not permitted to continue in a course or courses at QUT (Student Rule 42). Students are eligible for exclusion if they:

- achieve a semester grade point average of less than 3.0 in two *consecutive* semesters of their study (other than the first 96 credit points of an undergraduate course) and/or
- fail the same unit three times and/or
- fail the same designated unit twice.

Students who are eligible for exclusion will receive a notice of exclusion, together with advice that they have a right to appeal to the University if they consider their circumstances to be extenuating (see Appendix G).

Students who exceed time limits for the completion of award courses will be considered in the first instance at faculty level. Where no extenuating circumstances exist to support a case for either probationary enrolment or no change to enrolment status at all, it is expected that faculties will exclude students. Students who receive a notice of exclusion have a right of appeal.

The Registrar may exclude a student from all QUT courses and programs if the student has been excluded previously from a course in another faculty.

If a student who has been excluded does not appeal against the decision, or if the student's appeal is not successful, the exclusion remains in force for an indefinite period of time and may only be revoked by a recommendation of the executive dean to the Registrar to approve an application for readmission ([E/4.1.11](#)).

A student in their first year of re-enrolment after a period of exclusion is placed on probationary enrolment (Student Rule 43(2)) for a period of one semester. Units failed prior to the period of exclusion will be taken into account when considering whether the student is subsequently eligible for exclusion for failing a unit three times or failing the same designated unit twice.

In accordance with the ESOS Act, all international student visa holders who have been excluded will be reported to the Department of Immigration and Citizenship (DIAC) for breach of the student condition relating to satisfactory academic performance.

## **Appendix F: Appeals Policy for Exclusion**

### **1. Right to Appeal**

Any student who has been excluded has a right of appeal.

### **2. General Procedure to Lodge an Appeal**

Appeals are made in writing to the Secretary of the Academic Appeals Committee. Applications must be made on an exclusion appeal form and must include the grounds and reasons for the Appeal. Appeals must reach the Secretary of the Academic Appeals Committee within 14 days of the date of the letter that advised the student of the exclusion. The University is not obliged to consider an appeal lodged after this date.

### **3. Appeals Against Exclusion for Unsatisfactory Academic Performance**

An appeal against exclusion for unsatisfactory academic performance is referred to the relevant Faculty Academic Board. That Academic Board recommends to the Academic Appeals Committee whether the appeal should be upheld or dismissed. The committee considers:

- (a) whether the penalty imposed and procedures followed were correct according to policy and rules;
- (b) the severity or otherwise of the penalty imposed; and
- (c) mitigating circumstances advanced by or on behalf of the student in the appeal.

Appellants may be invited to present their case to the Academic Appeals Committee at a time nominated by the Committee. An appellant may choose to be accompanied by a companion. The companion may not speak unless invited to do so by the Chair of the Committee.

When an appeal against exclusion is upheld, the student is placed on probationary enrolment for the remainder of the academic year. The decision of the Academic Appeals Committee will be final.

### **4. Appeals Against Exclusion for Failure to Complete a Course Within Time Limits**

An appeal against exclusion for failing to complete a course within time limits is referred to the relevant Academic Board. The Academic Board recommends to the Academic Appeals Committee whether the appeal should be upheld or dismissed. The committee considers:

- (a) whether the penalty imposed and the procedures followed were correct according to the relevant policies and rules;
- (b) the severity or otherwise of the penalty imposed; and

- (c) mitigating circumstances advanced by or on behalf of the student in the appeal

Appellants may be invited to present their case to the Academic Appeals Committee at a time nominated by the Committee. An appellant may choose to be accompanied by a companion. The companion may not speak unless invited to do so by the Chair of the committee.

When the Academic Board recommends that an appeal be upheld, the Board includes in its report a specified period in which the student will complete the course requirements and any units or special examinations that the student will be required to undertake.

When the Academic Appeals Committee decides that an appeal be upheld, the appeal is referred back to the Academic Board to determine conditions under which the student may complete the course. The decision of the Academic Appeals Committee will be final.

## **5. Appeals Against Exclusion for Breach of Assessment Rules**

An appeal against exclusion for a breach of assessment rules is referred to the Academic Appeals Committee which determines whether the appeal should be upheld or dismissed. The committee considers:

- (a) Whether the original penalty was correct under the relevant rules;
- (b) Whether procedures were properly carried out; and
- (c) The severity or otherwise of the penalty imposed.

Appellants may be invited to present their case to the Academic Appeals Committee at a time nominated by the Committee. An appellant may choose to be accompanied by a companion. The companion may not speak unless invited to do so by the Chair of the Committee. The decision of the Academic Appeals Committee will be final.

## **6. Status of Students Awaiting the Outcome of an Appeal**

The University will make determinations on academic appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next semester. Students whose appeals will not be resolved before the commencement of semester (where the delay is not the fault of the student) are issued with a letter of authorisation for attendance at classes only, pending the outcome of the appeal.

In this event the student remains bound, pending resolution of the case, by the ruling or by the consequences of the grade that are the subject of the appeal, except in special circumstances as may be determined by the Registrar.

## **7. Law Academic Performance Committee**

Unsatisfactory academic performance cases will be dealt with by the Law Faculty Academic Performance Sub-Committee of Law Academic Board. The Academic Performance Sub-Committee will consist of:

- Dean or nominee (Chair)

- One course coordinator from each school nominated by the Head of School or equivalent
- Equity Convenor (coopted)
- One (1) elected member of the full-time academic staff on Law Faculty Academic Board or Faculty Teaching, Learning and Curriculum Committee
- One of the Law or Justice Studies student representatives of the Law Academic Board or Faculty Teaching, Learning and Curriculum Committee drawn from the following membership:
  - One (1) external Law or Justice Studies student elected by external students of Law and Justice Studies
  - One (1) Law student elected by students of Law
  - One (1) Justice Studies student elected by students of Justice Studies
  - One (1) Law or Justice Studies Postgraduate Student elected by postgraduate students of Law and Justice Studies
- Secretary (Senior Administration Officer - Faculty Office)
- School Senior Administration Officers or Coordinators coopted as necessary

## **8. Consideration of Appeals**

In considering whether to recommend that the appeal should be upheld or dismissed, the Academic Performance Sub-Committee will take into account relevant grounds or reasons, and by way of example these grounds may include:

- If the student has been seriously ill.
- If the student has been pregnant or given birth.
- If there has been a birth, serious illness or death in the student's immediate family.
- If the student has been retrenched, or the student or his or her spouse or de facto partner or the student's partner has been transferred.
- If the student or his or her parent has had matrimonial trouble.
- If a long-term relationship to which the student was a party has broken up.
- If the student or his or her partner has had serious financial problems.

And that has seriously interfered with the student's studies.

Applicants must support their application with persuasive evidence, eg a statutory declaration, medical certificate, employer's letter, and any corroborative evidence must accompany a student's appeal. In the case of a medical condition, the applicant must provide a letter from his/her medical practitioner confirming the effect the illness has had on the student's ability to study, and the student's current ability to continue their studies.

All information relating to unsatisfactory academic performance appeal cases will be treated as confidential.

## **9. Appeal Upheld**

When an appeal against exclusion is upheld by the University, the student is placed on probationary enrolment for the remainder of the academic year.

## **10. Status of Students Awaiting the Outcome of an Appeal**

The University will make determinations on academic appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next semester.

In this event the student remains bound, pending resolution of the case, by the ruling or by the consequence of the grade that is the subject of the appeal, except in special circumstances as may be determined by the Registrar. Students wishing to make a case regarding special circumstances should do so in writing to the Registrar.

Students whose appeals will not be resolved before commencement of semester (provided that the delay is not the fault of the student) are issued with a letter of authorisation for attendance at classes only, pending the outcome of the appeal.

## **Appendix G: Readmission After Exclusion**

If a student does not appeal against an exclusion decision or if the student's appeal is not successful, the exclusion remains in force for an indefinite period of time and may only be revoked by the decision of the Faculty academic board to approve an application for readmission.

Applications for readmission after exclusion will not be considered until at least two semesters have elapsed since exclusion.

Application is made direct to the University on a Readmission form and must be lodged not later than two months prior to commencement of the semester in which readmission is sought.

Applications are referred to the relevant academic board which takes into account changed circumstances such as academic and/or vocational performance since exclusion, maturity and motivation.

### **(a) Onus on the Applicant**

In general, a student who has been excluded from a Law Faculty undergraduate or postgraduate course or an associated double degree program will **not** be readmitted.

There is a heavy onus on an applicant for readmission to convince the Law Academic Board that he or she should be given another chance.

### **(b) Law Academic Performance Sub-committee**

The Law Academic Performance Sub-Committee of Law Academic Board deals with applications for readmission and reports its decisions to the Law Academic Board. The membership of the Academic Performance Sub-Committee is contained in Appendix I.

### **(c) The Application and Supporting Evidence**

Applications should be submitted so as to reach the Registrar by the nominated date in the University Academic Calendar, prior to the commencement of the semester for which readmission is sought.

In considering an application for readmission, the Academic Performance Committee will take into account the way in which the application is presented. It is essential that the applicant make out a good case to discharge the heavy onus.

The applicant must support the application with persuasive evidence, eg in the case of academic performance since exclusion, the applicant must provide a copy of the academic record in the other faculty or tertiary institution. In the case of vocational performance since exclusion, the applicant must arrange for at least one satisfactory reference from an employer to be sent direct to the QUT by the employer. In the case of recovery from a medical condition, the applicant must provide a letter from his/her medical practitioner confirming the applicant's ability to recommence their

studies.

The application must state whether the applicant wishes to be readmitted as a full-time or part-time student.

**(d) Academic Performance**

In considering an application for readmission, the Academic Performance Committee will take into account the applicant's whole academic record including the following:

- (a) whether the applicant did not meet requirements for normal entry when first admitted to the course;
- (b) the applicant's grade point average throughout the course;
- (c) the number of units which the applicant failed;
- (d) the number of times the applicant was excluded;
- (e) the number of units left to complete the course;
- (f) the student academic performance since exclusion, *eg* if the applicant has enrolled in and passed one or more units in another faculty or tertiary institution.

**(e) Vocational Performance**

In considering an application for readmission, the Academic Performance Committee will take into account vocational performance since exclusion, *eg* employment as a law clerk. If employed in a field unconnected with law or the criminal justice system, the applicant must show that since exclusion he or she has been in intellectually demanding employment for a substantial time.

An employer's reference submitted in support of the application for readmission should, amongst other things, explain the nature of the position, state the length of service and comment on the level of performance of the applicant.

**(f) Changed Circumstances**

In all cases, the Academic Performance Committee will be concerned to ensure that, despite being excluded, the applicant is now likely to succeed in completing the course if he or she is readmitted.

If, before being excluded, an applicant has financial, personal, vocational medical or other problems, it must be shown that these problems have been overcome and are unlikely to recur.

**(g) Conditions of Readmission**

A student readmitted after exclusion is placed on probationary enrolment for the remainder of the academic year, and must enrol as the Dean of Faculty directs.

At the end of the academic year, the Academic Board will review the academic performance of each student readmitted to the course during that year. If the student's grade point average since re-enrolment is less than 4.0, the student will normally be excluded.

If on review the Academic Board permits the student to proceed with the course, in subsequent years the student will be subject to the rules relating to probation. In administering the probation rules, units failed prior to the period of exclusion and the student's grade point average prior to the period of exclusion will be taken into account.

Effect of second exclusion – a student who is excluded again after being readmitted will not again be granted readmission to the course, except in exceptional circumstances.

## Appendix H: Academic Dishonesty

Students are expected to exhibit honesty and ethical behaviour in undertaking assessment requirements. Any action or practice on the part of a student which defeats the purposes of assessment is regarded as academic dishonesty, and may be dealt with in accordance with these procedures. More information about academic dishonesty is available at

<http://www.studentservices.qut.edu.au/assess/performance/dishonesty/>

Cheating in examinations and plagiarism are two commonly recognised forms of academic dishonesty. Cheating in examinations may include conduct such as bringing unauthorised material into an examination, bringing written notes into an examination whether on some object or paper or on the student's body, communicating with others during examinations (whether by speaking or other, possibly electronic, means) or reading the work of other examinees during the exam. Cheating also includes any attempt to do these things.

Plagiarism is representing another person's ideas or work (including the ideas or work of another student) as one's own, by copying or reproducing without appropriate acknowledgment of the source. Plagiarism may take the form of direct copying without acknowledgment, summarising without acknowledgment, or developing an idea or thesis from another's work without acknowledging the source. Acknowledgment should take the form usually used in the discipline. Plagiarism includes paraphrasing another's work, with minor changes but with the essential meaning, form and/or progression of ideas maintained, piecing together sections of the work of others into a new whole, or copying non-word based materials such as musical scores, audiovisual material, art or industrial plans of others. Plagiarism may also extend to using experimental results obtained by another person and representing these as the student's own work.

However, there are other actions or practices which undermine fairness in assessment and which constitute academic dishonesty. These might include giving one's own work to another for copying, recycling an item of assessment from one unit or course and using it in another, fabricating or falsifying data, experimental results or sources of information, collaborating with another student about assessable work and representing that as individual work when this has not been contemplated by unit outlines or assessment requirements. It is also recognised that there is an increasing variety of web-based tools which provide assignment completion and assistance techniques, the use of which may defeat the purposes of the assessment item and so be regarded as academic dishonesty.

Where discipline-specific conventions or expectations affect what may be regarded as academic dishonesty, the faculty or school concerned has a responsibility to ensure that students understand those expectations or conventions.

These procedures are not intended to discourage group work, which may result in submission of a single item of assessment or a number of associated assessment items. It is a responsibility of unit coordinators, in setting group work for assessment, to ensure that clear guidance is provided as to the level of collaboration and

legitimate cooperation between students that is permitted or expected in undertaking the joint assessment task.

An allegation of academic dishonesty will be investigated as per the procedures outlined in the Manual of Policies and Procedures C/5.3.

More information about policies, procedures and penalties for academic dishonesty are available at [http://www.mopp.qut.edu.au/C/C\\_05\\_03.jsp](http://www.mopp.qut.edu.au/C/C_05_03.jsp)

## **Appendix I: Supplementary Assessment**

Supplementary assessment is provided to support course progression, and is designed to create opportunities for students to complete requirements for their qualification. Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to provide further opportunity to demonstrate that the student has achieved the required learning outcomes of the unit.

Students may be granted supplementary assessment in a limited number of cases where a grade of 3 has been achieved. This limit is such that the maximum number overall in a course is:

- four in coursework programs of three or more years full-time duration or equivalent, or
- two in coursework programs of less than three years full-time duration or equivalent.

Supplementary assessment will not be granted on designated units (those which have been identified by the faculty as critical to meeting a satisfactory level of competence) or on units undertaken in non-award courses.

Students are responsible for making applications for supplementary assessment. Students will be provided with timely, accurate information and advice to assist them in their decision making about applications for supplementary assessment. Applications should be submitted immediately (normally within five working days) following release of the final result for a unit. More information regarding these deadlines is available on the [Student Services website](#).

Students who successfully complete supplementary assessment requirements will be awarded the grade of 4. Where supplementary assessment is not successfully completed, the original grade of 3 will be reinstated.

More information regarding the University's policy on supplementary assessment can be found at [http://www.mopp.qut.edu.au/E/E\\_06\\_04.jsp](http://www.mopp.qut.edu.au/E/E_06_04.jsp)

## **Appendix J: Assessment for Students with Disabilities**

Students with permanent or temporary disabilities have the right to alternative arrangements which are consistent with the commitment to academic excellence and the provision of equality of opportunity to enable students to fulfil course requirements.

Students should contact the relevant campus Disability Officer early in the teaching period and preferably prior to the published date for withdrawal without financial penalty to the relevant teaching period.

Alternatively arrangements for assessment are negotiated between the student Disability Officer and the course coordinator.

Students are required to present evidence to the Disability Officer usually in the form of documentation from a medical or other relevant specialist practitioner which substantiates the nature of the special need. The university adheres to principles of confidentiality and privacy and documentation together with records of interviews are maintained by the Disability Officer.

Further information or support provided by the university for students with disabilities is contained in the Guide for Students with Disabilities. Refer also to university policy on disability services (Manual of Policies and Procedures A/8.6).

### **1. Centrally-organised assessment**

For centrally organised examinations, responsibility for the conduct and administration of alternative assessment provisions for students with disabilities rests with the Student Business Services Department.

### **2. School-based assessment**

For assessment other than central examinations, administrative and financial responsibility, including organisation of appropriate equipment and support personnel, initially rests with faculties and schools.

Further information is available from <http://www.disabilityservices.qut.edu.au/>

## **Appendix K: Reasonable Adjustments for students from non-english speaking backgrounds**

QUT supports the provision of reasonable adjustments in examinations for student from non-English speaking backgrounds.

The assessment of a student's situation and the decision on a reasonable adjustment is made by the course coordinator on the advice of the coordinators of the units in which the student is enrolled.

Where a student is completing a double degree program, or where units in more than one faculty are included the student must approach the relevant faculty for adjustment in units offered by it.

Subject to the discretion of the Head of School, students for whom English is their second language may be allowed to:

- take an unmarked foreign language dictionary into the examination;
- have an extra 10 minutes per hour for every scheduled working hour in law unit examinations with a maximum of half an hour.

### **Procedure**

Students may apply by completing the Faculty Form "Application for Extra Time in Law Unit Examinations" which is available at

<http://www.law.qut.edu.au/study/forms.jsp>

The form must be submitted, accompanied by collaborative documentation by **Friday of week 8**, in the semester in which the student wishes to be granted extra time in law unit examinations.

The Director, LLB Programs (student affairs) will consider all the applications received by the above deadline, and applicants will be notified of the outcome of their applications by the end of week 11 of the semester in which they apply. The Law School will also notify the Examinations Section of the Student Administration Department of all students who are granted extra time in law unit examinations.

**Please note:** Where an application is approved, the granting of extra time in examinations will only be for the law unit examinations in the semester in which the application was made. Where a student wishes to be granted extra time in Law Unit Examinations in any future semesters, the student must reapply in the prescribed manner in that semester.

There is no guarantee that this concession will be ongoing. It is expected that students will seek remedial English language assistance to aid them in developing proficiency with the language. This assistance can be obtained through International Student Services. International Student Services are located on the ground floor of 'Y' Block. The telephone number is: (07) 3138 2019.

## **Appendix L: Deferred Examinations**

A student may apply to sit for a deferred examination if, for medical or compassionate reasons or in other circumstances beyond the student's control, he or she was or will be unable to sit for the examination.

Applications for deferred examinations must be submitted prior to or within three days of the examination date depending on the circumstances.

An application form can be obtained from the web at [http://www.studentservices.qut.edu.au/pdfs/forms/def\\_frm.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/def_frm.pdf)

Applications are referred to the Law School for determination. Students will be advised of the outcome of their application.

Deferred examinations are not normally granted to candidates who misread examination timetables.

Deferred deferred exams will not be granted.

## **Appendix M: Special Consideration**

Students, who consider that their performance in an assessment item was adversely affected by illness, disability, bereavement or other exceptional circumstances beyond their control, can apply for special consideration.

Applications for special consideration must be submitted prior to or within three days of the examination or submission of the assessment item.

An application form can be obtained from the web at [http://www.studentservices.qut.edu.au/pdfs/forms/spe\\_frm.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/spe_frm.pdf)

Applications are referred to the Law School for determination.

Special consideration may only be granted to raise a student's marks in a unit from one grade to the next, ie 3 to 4; 4 to 5; 5 to 6; and 6 to 7.

The maximum variation of marks will be 5% per unit.

Special consideration will not be granted on the grounds of a heavier than normal study program or examination timetable.

Applications will be reviewed by the Director, LLB Programs (student affairs).

## **Appendix N: Documentation Required for Deferred Examination or Special Consideration**

Students, applying for a deferred examination or special consideration on medical grounds, must submit a medical certificate from a registered medical or dental practitioner stating:

- the date on which the practitioner examined the student.
- the nature, severity and duration of the complaint where appropriate
- the practitioner's opinion of the effect of the complaint on the student's ability to sit for or perform satisfactorily in the assessment item.

A statement that a student was not fit for duty or was suffering from a "medical condition" will not be accepted.

Students, applying for a deferred examination or special consideration on other than medical grounds, must submit with the application a statutory declaration stating the disability or exceptional circumstances which:

- prevented or will prevent the student from sitting the examination in the case of application for deferred examination.
- affected the student's performance in the assessment item in the case of application for special consideration.

The student also should supply any corroborative evidence in support of the application. QUT regards a deferred examination as a significant concession to a student. As such, deferred examinations are granted only when the student makes a properly documented and timely case. Students should not expect to be granted an unlimited number of deferred examinations.

## **Appendix O: Supporting Documentation**

Below are the rules that need to be adhered to when using legal documents for supporting documentation:

### **Statutory Declarations**

A Statutory Declaration is a legal document; therefore, it is a serious offence not to tell the truth. A Statutory Declaration must be signed in the presence of a Justice of the Peace. Statutory declaration forms can be obtained from the web at [http://www.studentservices.qut.edu.au/pdfs/forms/stat\\_dec.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/stat_dec.pdf)

### **Swearing of Affidavits**

An Affidavit is a legal document. When swearing an affidavit you must tell the truth. If you do not you are committing a very serious offence of perjury.

## **Appendix P: Religious Convictions**

Students with religious convictions which preclude attendance at examinations in accordance with the official timetable have the right to alternative examination arrangements. Written requests for alternative examination sittings must be submitted to the Examinations Officer within 14 days of the release of the final timetable and include supporting documents from the religious leader on organisational letterhead.

Where a timely and properly documented case is lodged, arrangements will be organised for a special sitting of the paper at the first available examination session after the official date (usually Monday morning or afternoon) irrespective of whether the student has another examination scheduled on that date, but providing it does not involve a timetable clash. Students will be required to complete a Statutory Declaration to the effect that they have not been in contact with anyone who has divulged to them content of the relevant examination paper.

## **Appendix Q: Advanced standing Policy**

QUT's advanced standing policy aims to optimise student progression through award courses by recognising prior learning outcomes as the basis for satisfying some course requirements. Advanced standing may be based on formal and/or informal learning.

Advanced standing is expressed in terms of the unit(s) and number of credit points that the student is not required to undertake in their QUT course because of the prior learning.

Advanced standing is categorised as *specified advanced standing* or *unspecified advanced standing*.

- Specified advanced standing is granted where a student's prior learning is assessed as satisfying the objectives (learning outcomes) of a specific unit or units within the QUT award course. These units are typically within the core and/or options of the course. The status recorded is 'Exempt'; this does not contribute to any grade point average (GPA) calculation.
- Unspecified advanced standing is granted where a student's prior learning is assessed as being equivalent to one or more electives within the QUT award course. The status recorded is 'Exempt'; this does not contribute to any GPA calculation.

In cases where a QUT student is transferring between courses and has already completed a particular unit in another QUT course, no advanced standing application is necessary where the unit in the new course has the same unit code and version as that undertaken in the original course. Under these conditions the unit is automatically added into the student's new study plan, together with the grade achieved. The original grade is included in any GPA calculation for the new course. The number of units that are transferred in this manner is not limited by rules relating to maximum advanced standing that is available on the basis of the length of the award course.

In cases where a QUT student is transferring between courses and has already completed a particular unit in another QUT course, an advanced standing application is required where the unit in the new course is a different version from that undertaken in the original course. However, the number of units that are transferred in this manner is not limited by rules relating to maximum advanced standing that is available on the basis of the length of the award course. The status recorded is 'Exempt'; this does not contribute to any GPA calculation.

Advanced standing granted to a student is considered to be provisional until the student meets all prescribed administrative requirements such as the submission of relevant documentation. In the case of cross-institutional enrolment, this includes evidence of satisfactory completion of any pre-approved units undertaken.

Students can apply for advanced standing either with their application for admission to the University or at any later time during their studies. An application for advanced standing will not be accepted prior to an application for admission. Applications can be found at [http://www.studentservices.qut.edu.au/pdfs/forms/as\\_frm.pdf](http://www.studentservices.qut.edu.au/pdfs/forms/as_frm.pdf)

Any advanced standing that is granted must be considered in conjunction with an identified study plan. Where a study plan is based on a student's nominated major and that major is subsequently varied by the student, advanced standing applied in relation to the first major proposed may no longer be applicable to the study plan for the new major.

The comprehensive and student-friendly advanced standing precedent list (ASPL) enables prospective students to assess in a reliable manner the amount of advanced standing they are likely to receive on admission to a QUT award course.

The QUT ASPL ensures consistency and efficiency of decision-making. A precedent records an advanced standing decision with the aim of applying that decision to subsequent comparable cases. Precedent decisions include those of non-equivalent as well as those of equivalent learning outcomes. The database of precedents, together with other advanced standing determinations, constitutes the QUT ASPL.

Applications for advanced standing are assessed in the first instance against the ASPL. Where no precedent exists such that a new assessment must be made, with the outcome subsequently added to the ASPL, the following principles will apply:

*(a) Determinations on advanced standing are made at the most appropriate academic level*

- Decisions on specified advanced standing for individual QUT units are made by the course coordinator (in collaboration with the relevant study area coordinator and/or unit coordinator where appropriate). Where a decision is made about specified advanced standing in respect of a particular QUT unit, that decision will be applied consistently across the University on the basis of the ASPL.
- Decisions on specified advanced standing that are applicable to the level of a course and may involve a holistic judgement, for example in respect of the complete first year of a QUT course, are made by the course coordinator (or study area coordinator where appropriate).
- Decisions on unspecified advanced standing are the responsibility of the coordinator of the course (or study area coordinator) for which the student is applying or has been admitted.

*(b) Maximum advanced standing available is based on the length of the award course to which the advanced standing will be applied*

A student may be granted advanced standing up to a designated maximum limit, dependent on the length of the University award course to which the advanced standing will be applied and the nature of the prior learning.

- For courses having a standard duration of two years of equivalent study or greater, advanced standing may be granted up to a limit which ensures that the student completes at least the equivalent of one year of full-time study through enrolment in QUT units that are relevant to the award course to which the advanced standing will be applied.

- For courses having a standard duration of less than two years of equivalent full-time study, advanced standing may be granted up to a limit which ensures that the student completes at least one-half of the total credit points through enrolment in QUT units that are relevant to the award course to which the advanced standing will be applied.

Note that, in the case of a student transferring between a QUT double degree and one of the component degrees, transfer of any relevant units that have been successfully completed will occur automatically.

*(c) Currency of prior formal learning must be taken into account*

The granting of advanced standing normally relies on currency of a student's knowledge. Consideration in any advanced standing decision should be given to whether knowledge in the field is suitably current or has become dated, for example by changes in practice or technology.

*(d) Advanced standing for credentialled prior learning requires original evidence*

Where the basis for advanced standing is formal learning from an approved institution, the advanced standing is granted only on the basis of original evidence of successful completion. Approved domestic institutions are those listed with the Australian Qualifications Framework (AQF) Register of Recognised Education Institutions and Authorised Accreditation Authorities Australia. International institutions and qualifications are assessed on a case by case basis using recognised resources for the assessment of international qualifications.

Subject to this section, previous non-award studies at QUT or another institution may be the basis for an application for advanced standing.

*(e) Advanced standing is dependent on the award level of prior formal learning*

Advanced standing for formal learning is normally granted at the same award level. Advanced standing for prior learning at bachelor level, for example, would be granted towards a bachelor level award course at QUT.

Advanced standing will normally be granted for prior studies undertaken at a lower award level only where a formal advanced standing arrangement exists, or where the different level courses are part of a nested suite or approved articulating set of courses *and* a higher award level in the suite has not already been completed.

*(f) Advanced standing for credentialled learning is to be based on grades equivalent to QUT grades of 4 or higher*

Advanced standing will not be granted on the basis of failed studies or on the basis of advanced standing or exemptions obtained in prior formal learning. To maintain academic standards, advanced standing based on non-QUT study must be equivalent to a QUT grade of 4 or higher. In the case of overseas qualifications, an appropriate assessment should be made to meet the intent of this requirement.

*(g) Advanced standing for uncredentialled learning requires appropriate evidence*

Advanced standing may be granted on the basis of informal or uncredentialled learning, such as professional work or life experience, provided that appropriate evidence is provided.

Advanced standing applications must be considered on a case by case basis, taking into account the individual student's circumstances, award course and the documentary evidence provided. Due to the unstructured and highly variable nature of uncredentialled learning, this type of advanced standing cannot be the subject of any precedents; care nevertheless must be taken by course coordinators to maintain consistency over student/course cohorts.

## **Appendix R: Cross-institutional Enrolment Policy**

Subject to (i) and (ii) below, students will be permitted to undertake up to two (2) units via cross-institutional study whilst completing the Bachelor of Laws or the Bachelor of Laws component of a double degree. Units undertaken at an approved overseas tertiary institution as part of an exchange agreement or other approved study are not included in this limit.

To be eligible for cross-institutional study students must apply in writing using this form. In considering the application, the following two rules will be applied:

- (i) Approval will not be granted if the equivalent unit is offered at QUT in the same semester (including summer semester); and
- (ii) Of the two units, no more than one unit from the following list can be undertaken via cross-institutional study:

LWB335 Administrative Law  
LWB334 Corporate Law  
LWB431 Civil Procedure  
LWB432 Evidence  
LWB433 Professional Responsibility

Advanced standing for cross-institutional study is conditional on prior approval to undertake the unit or units being granted by the Director of Undergraduate Programs (Students). Advanced standing will not be granted if prior approval has not been obtained. Advanced standing will only be granted for units completed with a grade of 4 (pass) or higher.