

**POLICIES, PROCEDURES,
RULES AND REGULATIONS
FOR STUDENTS**

POLICIES, PROCEDURES, RULES AND REGULATIONS FOR STUDENTS

The following policies, procedures, rules and regulations apply to students at QUT in 1990. For definitions of the terms used, see page 314.

Admission of Students

Admission to QUT courses is determined on the basis of merit and, in the case of special groups, perceived probability of success. Provision is made for alternative entry for poorly represented community groups. For most of QUT's courses, demand is far in excess of available places, and quotas are imposed.

1. Responsible Officers

The Registrar is authorised to administer policies in relation to the admission and enrolment of students.

2. Method of Application

Method of application depends on whether a course is postgraduate or undergraduate.

Applications for undergraduate courses are processed by the Queensland Tertiary Admissions Centre (QTAC) in the University's admission period from September to January of the following year. For other than Year 12 candidates, application forms can be obtained from QTAC or from QUT. Applications lodged after the closing date attract a late fee.

Applications for postgraduate courses are handled by QUT's Admissions and Services Section. Applications accepted after the published closing date may attract a late fee. Priority may be given to applications submitted by the closing date.

Closing dates for admission applications are published in the academic Calendar.

3. Selection of Candidates

Candidates are selected on the basis of one or more of the following criteria:

- minimum entry requirements
- academic merit and application of quotas
- special provisions
- special consideration
- mature age entry.

(a) Minimum entry requirements

To qualify for normal entry to an undergraduate course an applicant must fulfil the requirements for the particular course. These are included in the *Admission Procedures Booklet*.

To qualify for normal entry to a postgraduate course an applicant must have completed an acceptable tertiary undergraduate course. Some postgraduate courses require completion of specific prior studies and relevant work experience. Refer to specific course entry requirements.

In many courses demand exceeds available places. Consequently eligible applicants who meet minimum entry standards may not be offered a place at QUT.

(b) Academic merit and application of quotas

Students who meet minimum entry requirements are normally selected on the basis of academic merit.

Academic merit is measured in terms of Tertiary Entrance (TE) Scores or Notional Selection Scores.

TE Scores are allocated by the Board of Secondary School Studies to students who completed Year 12 in 1974 and later years under the Queensland Radford and ROSBA systems. Students completing Year 12 in the current year will receive notification of their TE Scores in December. Selection of school leavers from eligible applicants for most undergraduate courses is on the basis of TE Score alone.

A Notional Selection Score may be allocated to an applicant who does not have a TE Score or who has a TE Score plus subsequent tertiary or further Senior study. Notional scores are calculated on the basis of academic background according to prescribed admission schedules (see *Admission Procedures Booklet*).

In addition, applicants awarded TE Scores between 1974 and 1987 may be allocated the nearest Notional Selection Score in order to distinguish them from school leavers.

(c) Special provisions

For some courses, special provisions relate to selection. These include the residency requirements and subquota limitations for the part-time internal or external LLB course.

(d) Special consideration

Applicants who do not possess an academic background assessable according to normal criteria may be assessed on the basis of a combination of academic results, relevant experience and training or on experience and training alone.

Applications are made through QTAC in the normal way. Appropriate documentation must be provided by applicants.

(e) Mature age entry

A mature age entry scheme operates within all faculties at QUT. Applicants must be 25 years of age or older and must not have completed normal matriculation (Year 12) or attempted a tertiary course of study. Through this scheme, the University enables persons of mature age lacking formal qualifications to establish their eligibility to enrol. Selection criteria vary for different courses. Admission is dependent on satisfactory performance in a number of specially designed aptitude tests.

Applications are made through QTAC in the normal way, but must be submitted by the closing date. Late applications are not referred to QUT for consideration.

4. Offers

Offers of a quota place at QUT are made by the Registrar or by the Queensland Tertiary Admissions Centre acting on QUT's behalf. The Registrar may authorise a QUT officer to make offers in the Registrar's name.

5. Authority to Cancel Offers

The Registrar has the right to withdraw any offer of admission and cancel the enrolment of any person where the offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

6. Exclusion from a Tertiary Institution

The University reserves the right to refuse entry to any applicant who has been excluded from any course within a tertiary institution or who becomes liable for exclusion while his or her application is being considered.

7. Deferment of Offer of Admission

Students offered a place in undergraduate courses may apply for deferment at the time they complete the response to offer. Deferment of enrolment will not be approved in any Faculty of Business course. Normally, deferment is not approved in Faculty of Built Environment courses. For other faculties, applications are considered on their merit. The Faculties of Health Science and Law permit deferment only in exceptional circumstances.

8. Disabilities and Health Problems

Applicants with physical disabilities or health problems who may require special assistance or support during their studies should contact the Admissions and Services Section or the QUT Counselling Centre.

A campus access guide and information booklet is available from the Admissions and Services Section.

9. Preparatory or Enabling Programs

Applicants who wish to enter a tertiary course requiring a mathematics/science background but who are deficient in these areas may achieve eligibility by means of semester length continuing education courses in Chemistry, Mathematics and Physics. Successful completion of these bridging subjects guarantees entry to selected courses in the Faculty of Science and aids entry to other QUT courses.

10. “New Opportunities in Tertiary Education” - Participation Program

This program seeks to increase participation of women in engineering, science and the technologies. The program involves a preparatory year of part-time study in the basic sciences and engineering skills. In addition, some subjects from the student’s chosen degree or associate diploma course, which are supplemented by tutorials and other assistance, are included in the program. Successful completion of the program will give eligibility for entry to selected degree and associate diploma courses.

11. Admission with Advanced Standing

(a) Students new to QUT

Applicants new to QUT seeking admission with credit for study undertaken at another institution apply for quota entry through QTAC in the normal way.

Exemptions from particular subjects are considered after the offer of a quota place is accepted (see “Enrolment of Students” section 16 on Exemptions).

(b) Current QUT students

Current QUT students who wish to change courses should refer to “Enrolment of Students” section 8. Students wishing to change attendance mode from part-time to full-time in a course should refer to “Enrolment of Students” section 9.

12. Admission of Overseas Students

QUT admits fee-paying overseas students in accordance with Federal Government policy.

An overseas applicant is an applicant who is not an Australian or New Zealand citizen, a migrant holding a visa having permanent resident status in Australia, or a temporary resident with an entry visa for work purposes. Overseas applicants must comply with Australian Government visa requirements.

13. Unregistered Students (Non-Award Students)

Applications may be made to QUT for admission as an unregistered student in order to undertake miscellaneous subjects rather than to complete an award course.

Unregistered students are defined as those students who undertake individual subjects from accredited University award courses and receive normal instruction, assessment and examination results in such subjects but are not registered to undertake a complete award course.

(a) There are two categories of unregistered students:

- Cross-institution students who undertake subjects at the University to count for credit in an award course at another institution
- Visiting students who undertake individual subjects from award courses for means of professional or personal development.

Unregistered students are required to pay a tuition fee as set by the Registrar and which is at least equivalent to the charge which a registered student is liable for under the Higher Education Contribution Scheme. If the student cancels enrolment in the subject prior to the final date for cancellation of enrolment specified in the academic Calendar, the tuition fee less a processing fee of \$30 per subject shall be refunded.

(b) Applications

Unregistered students are required to make application for each semester in which study is sought.

An application for admission as a cross-institution student must be accompanied by documentary evidence from a recognised institution of higher education that the proposed subject/s are accepted for credit in a course offered by the institution.

An application for admission as a visiting student must be made on the prescribed form and lodged no later than the first day of the semester in which the study is to be undertaken. The application must be accompanied by the appropriate tuition fee.

An application for admission as an unregistered student may be rejected if the applicant does not have an educational background appropriate to the subject/s applied for, or if there are insufficient places remaining in the class.

(c) Other restrictions

An unregistered student is not permitted to accumulate credits for subjects totalling more than 20% of the credit points of an award course except in special cases approved by the Registrar.

Where a registered student is excluded from a course, the student shall not be permitted to enrol as an unregistered student in any subject of that course except at the discretion of the Dean of Faculty responsible for the course.

Enrolment of Students

1. Enrolment (Commencing Students)

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

- application for admission
- acceptance of the offer of a quota place in terms of the conditions prescribed
- submission of a completed enrolment form and its acceptance by QUT
- payment of prescribed fees (unless the Registrar has granted an extension of time on such payment and has accepted the enrolment subject to payment at a later prescribed date)
- submission of a completed HECS payment option form.

2. Re-enrolment (Continuing Students)

A continuing student is required to lodge a re-enrolment form each calendar year.

A continuing student is considered to be re-enrolled on completion of the following:

- submission of a completed re-enrolment form and its acceptance by QUT
- payment of prescribed fees unless the Registrar has granted an extension of time on such payment and has accepted the enrolment subject to payment at a later prescribed date.

Students are required to re-enrol by the closing date for lodgement of re-enrolment forms. An enrolment form lodged after the closing date may be accepted at the discretion of the Registrar on payment of a late fee.

3. Mailing Address

A student is required to provide a reliable mailing address for correspondence with QUT. A student must promptly notify QUT of a change of address. Failure to receive a notice because of change of address is not sufficient excuse for missing a deadline or an obligation.

4. Personal Information

A student is obliged to provide personal information for statistical purposes as required by the Commonwealth Government.

5. Failure to Enrol Following Admission

Normally, where a commencing student fails to enrol for the semester by the date specified in the University's letter of offer, the enrolment lapses and withdrawal of application for admission is assumed.

Late enrolments may be accepted only if a vacancy exists in classes established on the basis of closing date enrolments and with the approval of the Registrar. If the enrolment is accepted a late fee may be levied.

6. Re-enrolment Following a Period of Non-Attendance

Students are expected to proceed through their course without interruption.

Students who have allowed their enrolment to lapse and who have completed less than one year of study:

- if such students have not been granted leave of absence or deferment they must apply through QTAC for a place in the quota in order to gain re-admission to the course
- if such students have been granted approved Leave of Absence (refer "Enrolment of Students" section 12) they may re-enrol in their course at the end of the period of leave.

Students who have allowed their enrolment to lapse and who have completed more than one year of their course and who seek to re-enrol in the same course should make application to the Registrar on a Lapsed Enrolment Form prior to the published closing date.

Students wishing to return to study in a different course following a period of absence must apply through QTAC.

A student who is permitted to re-enrol following a period of absence shall be required to satisfy the course requirements which apply at the time of resumption. Depending on the length of the absence and on changes to course content and structure during the

intervening period, the student may not retain credit for all subjects completed prior to the absence. The Head of School may require a student to repeat subjects which have been passed previously or to undertake additional subjects in order to satisfy the current course requirements.

7. Re-enrolment After Exclusion

Re-admission after exclusion is not granted until at least four semesters have elapsed since exclusion.

A student seeking re-admission to the same course, or to any other course from which he or she has been excluded from further enrolment as a result of unsatisfactory academic performance, must apply for re-enrolment directly to QUT on a Lapsed Enrolment Form. The student must also attach a written statement to support the application for re-enrolment. It should include factors such as changed circumstances, academic and or vocational performance since exclusion, maturity and motivation. Applications for re-admission after exclusion require the approval of the relevant Academic Board.

Such an application should be made to the Registrar not later than two months prior to commencement of classes in the semester.

Students readmitted after exclusion are placed on probationary enrolment for the remainder of the academic year. If in that time the student has achieved a grade point average of less than 3.5 the student may be excluded.

8. Change of Course

(a) Change of course within a faculty

QUT students currently enrolled in an undergraduate course who wish to change to a like course at the same or lower level within the same faculty, including from a combined degree to either of the component courses, may apply to change course providing they meet the requirements for admission to the course they are seeking to enter. That is, students must satisfy prerequisite subject requirements and must have a TE Score which is at least equal to the quota cut-off level that applied to the course at the latest admission period. The TE Score may be adjusted to take account of tertiary study in accordance with approved Admissions Schedules. The application is made to QUT and must be lodged by the closing date given in the QUT academic calendar.

(b) Change of course between faculties

Currently enrolled QUT students seeking to change courses between two faculties or seeking to escalate to a higher level course must apply for quota entry to the course through the Queensland Tertiary Admissions Centre.

(c) Change of course for postgraduate students

Postgraduate students seeking to change course must complete a postgraduate admission form.

9. Attendance Type

(a) Full-time students are students who are enrolled for the semester in 75% or more of the standard credit points for a full-time semester of the course.

Part-time students are students who are enrolled for the semester in less than 75% of the standard credit points for a full-time semester of the course.

(b) External students are students undertaking a course by external (correspondence) study. External students normally reside outside the Brisbane Statistical Area.

(c) Students who accept an offer of admission to a course as a part-time student must enrol in a study program which classifies them as a part-time student.

(d) Change of attendance type

Students may change from part-time to full-time attendance type if they have been enrolled part-time for four or more semesters in the course or if their TE Score is at least equal to the quota cut off level for the full time course at the latest admission period.

Students may change from full-time to part-time except if the course is only offered on a full-time basis in which case special approval is required.

10. Nomination of Enrolment Program

(a) Orderly progression

Courses should be completed in an orderly manner as described in the course structure, subject to prerequisites and co-requisite conditions and class timetables. A student may not enrol in a subject if there are subjects in an earlier semester of the course structure which the student has not completed. This requirement is subject to pre- and co-requisite conditions and timetable availability.

(b) Maximum/minimum semester load

Except with the approval of the Head of School, a full-time student shall not enrol for a program which exceeds the standard credit points/full-time semester for the course or the number of credit points allocated to the semester of the course from which the majority of subjects have been selected, whichever is the greater.

Except with the approval of the Head of School, a part-time student shall enrol in a program totalling at least 20 credit points for a semester.

(c) Prerequisites and co-requisites

A prerequisite subject is one which must be passed before proceeding to a further subject which has the prerequisite so specified. A co-requisite is one which, if not previously passed, must be studied concurrently with another subject with which it is a co-requisite. Where a prerequisite or co-requisite is designated as a repeat-requisite (indicated by the post-script [R]), the prerequisite or co-requisite requirement may be satisfied by the student having attempted the subject without having achieved a passing grade. For the purpose of this provision a student is deemed to have attempted the subject if all assessment requirements have been attempted when registered for the subject. This provision allows for a student to proceed to a subject while repeating its prerequisite.

(d) Right to amend enrolment programs

A Head of School may amend a student's enrolment program for any of the following reasons:

- credit points exceeding the maximum allowed
- credit points less than the minimum allowed
- timetable incompatibility
- noncompliance with course rules.

Students have right of appeal to the relevant Dean of Faculty. Such appeals must be lodged with the Registrar within 14 days of notification of amended enrolment. The Registrar notifies applicants of results of appeals.

11. Changes to Enrolment Program

Students are responsible for advising the Registrar of all changes to their enrolment program. Students may only receive a result for subjects in which they have been officially enrolled.

(a) Addition/substitution of subjects

Students may add subjects to their existing enrolment program up to and including the date published in the academic Calendar as the final date for additions and substitutions of subjects.

Requests received after the published date are only approved in exceptional circumstances as determined by the Registrar or relevant Head of School. Addition of subjects after the published date is subject to the payment of a late fee.

(b) Cancellation of subjects

Students may cancel their enrolment in subjects - except if the cancellation results in an enrolment program which has fewer credit points than the minimum allowable.

For subjects cancelled up to and including the date published in the academic Calendar as the final date for cancellation of subjects without penalty, no result will be applied to the student's academic record.

Subjects cancelled after the published date are awarded a Fail-Late Cancellation (K) result, unless the Registrar, on advice from the faculty, is satisfied that because of medical, compassionate or other exceptional circumstances, cancellation should be granted without penalty.

12. Leave of Absence

Students are eligible to apply for leave of absence from studies if at the time of application they have not successfully completed all first year subjects listed in the course structure, full-time or part-time depending on the student's attendance type.

While leave of absence may be granted after the final date for cancellation of subjects without academic penalty, a Fail-Late Cancellation result will still be awarded.

Leave of absence is subject to approval by the relevant Dean of Faculty.

At the end of a period of leave of absence students must obtain and lodge relevant forms. They must re-enrol or apply for an extension of leave. Otherwise, registration lapses.

Leave of absence is not normally granted for periods in excess of one year.

Students who have already successfully completed all first year subjects and whose enrolment has lapsed because of withdrawal or failure to re-enrol may apply for re-enrolment in the course (see "Enrolment of Students" section 6).

13. Cancellation of Enrolment

Students may cancel their enrolment in a course at any time. For cancellations made up to and including the date published in the academic Calendar for cancellation of subjects without penalty, students are not awarded grades. For cancellations made after this date students are awarded Fail-Late Cancellation (K) results for all subjects in which they were enrolled.

14. Field Trips

Students are expected to attend all field trips associated with their course as approved by the relevant Academic Board.

Students should note that failure to attend field trips will adversely affect assessment in the relevant subjects.

15. Dress

Students may be required by Faculty Academic Boards to wear appropriate attire whilst engaged in work associated with their course. Students must also comply with all safety requirements whilst engaged in work associated with their course.

16. Exemptions

A student who has completed a program considered by the Head of School responsible for the course as being an adequate and relevant substitute for a subject in a course, may be granted exemption from that subject. The Head of School may grant a block exemption of a fixed number of credit points where the student is exempted from a specified fraction of the course.

(a) Application for exemption

An application for exemption must be made prior to dates published in the academic Calendar and determined at the time of a student's first enrolment in a course, unless specific provisions are made in course rules, or exceptional circumstances as determined by the Registrar apply.

An application for exemption based on study taken at an institution other than QUT must be accompanied by documentary evidence of the curriculum undertaken and the student's level of achievement.

(b) Maximum number of exemptions

For courses which exceed two semesters full-time or four semesters part-time, exemptions may be granted up to a limit which ensures that students complete at least the equivalent of two semesters full-time study at QUT.

For courses which do not exceed two semesters full-time or four semesters part-time, exemptions may be granted up to a limit which ensures that students complete, at QUT, subjects which aggregate to 75% or more of the total credit points of the course.

Where a student has gained an award in one QUT course, in order to qualify for the second or subsequent award, that student must complete at least the equivalent of two semesters of full-time study, or 75% of the total credit points, depending on the length of the course, while enrolled in the second or subsequent course.

(c) If exemptions granted comprise 50% or more of a course program, the Head of School must provide the Registrar with details of the subjects to be undertaken in order to complete the course. The Registrar shall advise the student of these requirements.

17. Requirements for Graduation

To satisfy the requirements for graduation in a course, a student shall obtain a grade of 3 (Low Pass) or better in all the subjects set out in the course structure and shall complete such other special course requirements specified for the course in the Handbook, except that a student is not permitted to have a grade of 3 in subjects totalling more than 12% of the total course credit points.

Academic Boards may specify that in certain subjects a grade of 4 or better must be obtained in order to satisfy the course requirements.

18. Maximum Time Limits for Completion of Course

Students are expected to progress with minimum interruption towards completion of their course.

To be eligible for an award, a student must successfully complete all requirements specified in rules for the relevant course within a maximum number of calendar years as follows:

Course Level	Maximum Completion Time
Master degree courses by coursework	6 years
PhD and Master degree courses by research and thesis	as per course rules
Bachelor degree and diploma courses	10 years
Combined degree courses	11 years
Graduate diploma courses (except three-year part-time graduate diploma courses)	4 years
Three-year part-time graduate diploma courses	5 years
Associate Diploma Courses	7 years

Time limits are measured in calendar years from the first day of the first semester in which a student completed a valid semester of enrolment. Periods of exclusion or absence with or without approval are included.

If a student reaches the maximum time limit for a course and has not completed the course, he or she is excluded from further enrolment in the course. Students excluded because of failure to complete a course within time limits have right of appeal to the Academic Appeals Committee. See policy on “Unsatisfactory Academic Performance”.

Examinations

Responsibility for Setting Assessment Provisions

1. Authority to Prescribe Assessment Provisions

Schools and departments prescribe assessment in the subjects they offer. Assessment is approved by the Academic Board to which a school is attached. An Academic Board may delegate responsibility for approving subject assessment to a committee of the board.

2. Notifying Students of Assessment Requirements

- (a) Students must be notified in writing of assessment requirements within a reasonable period of commencement of a subject, including weight and timing of individual items, and any items for which a pass is required to pass the subject.
- (b) 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 to the examiner responsible for the subject for an extension of time in which to submit the work and is granted such an extension in writing.

Organisation of Examinations

3. Periods for examinations

- (a) The periods within the academic year to be set aside for Central Examinations, Supplementary Examinations and Deferred Examinations will be determined by Council and published in the University *Calendar*.
- (b) Departmental examinations may be held at any time during the teaching semester provided that agreement is made with any other schools or departments that might be affected by timing and, where appropriate, by agreement with the Registrar.
- (c) Examinations other than deferred or supplementary examinations must not be held during recess or examination preparation periods without specific approval from the Registrar.

4. Accommodation

The Registrar has first call on teaching accommodation during central examination periods.

5. Appointment of Examiners

The names of all chief examiners and examiners for the current semester shall be forwarded to the Examinations Officer upon request.

6. Submission of Central Examination Papers

When the type of assessment in a subject has been advised by the Head of School, the examiner is requested to submit his/her central examination paper drafts for wordprocessing. Papers must be submitted by the due date, which is approximately five weeks before the start of the end-of-semester examination period.

7. Timetables

- (a) Examination timetables are compiled by the Examinations Officer and placed on the main University notice boards, at the George Street entrance to campus, at least three weeks prior to commencement of examinations. Students are responsible for notifying the Examinations Officer of any timetable clashes as soon as possible. Changes cannot be considered once student examination timetable forms have been produced/distributed.
- (b) Heads of School are responsible for the preparation and publication on school notice boards of an examination timetable for departmentally conducted examinations. Students are responsible for notifying the Head of School of any timetable clashes as soon as possible.
- (c) All students are officially advised of their timetable by way of a “student examination form” which lists current subjects together with time, date and duration of all assessment items having central examinations. In the case of a subject without central assessment items, the message “NO CENTRAL EXAMINATION” will appear.

8. Student Examination Form

Students must take this form to all examinations and produce it on request.

Eligibility to Undertake Assessment Provisions

9. Eligibility to Undertake Assessment

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

- (a) A Head of School may declare a student ineligible to sit for an examination if the student has failed to fulfil special course requirements as set out in the Handbook.
- (b) On the advice of a Head of School, the Registrar shall notify a student of his or her ineligibility to sit for an examination. The student shall be given opportunity to show cause why ineligibility should not be confirmed.
- (c) Cases where students show cause are referred to the relevant Dean of Faculty for a determination.
- (d) If the Dean of Faculty confirms that the student is ineligible to sit for the examination, the student shall have right of appeal to the Vice-Chancellor whose decision is final.

10. Voluntary Withdrawal from Enrolment in Subjects

- (a) Students who cancel enrolment in a subject by the final date for cancellation of subjects without penalty shall not receive any result for the subject.

- (b) Students who cancel enrolment in a subject after the final date for cancellation of subjects without penalty and before the end of the semester shall receive the result (K) - "Fail Late Cancellation", except as follows:
- (c) On the advice of the faculty, the Registrar may determine that medical, compassionate or other exceptional circumstances necessitate a student cancelling a subject without penalty even though the final date has expired.

Deferred Examinations and Special Consideration

11. Non-Attendance

All decisions on deferred examinations and special consideration are made by the Dean of Faculty and in accordance with the faculty policy.

- (a) Students who enrol in a course must ensure that they are available during the entire examination period which includes Saturdays.
- (b) A student who fails to attend an examination fails the examination unless he or she is granted a deferred examination.

12. Deferred Examination

- (a) 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.
- (b) An application, including the documentation detailed in Examination Rule 14, must be made to the Registrar as soon as practicable and not later than the date shown in the University *Calendar* as the closing date for lodgement of deferred examination applications.
- (c) A deferred examination may be refused at the dean's discretion and in accordance with the faculty policy. Such decisions shall be advised to the Registrar who will inform the student.
- (d) Normally, deferred examinations are not granted to candidates who misread examination timetables.

13. Special Consideration of Factors Affecting Examination Performance

- (a) Candidates who consider that their performance in an examination was adversely affected by illness, disability, bereavement, or other exceptional circumstances beyond their control, may apply to the Registrar for special consideration when assessing examination results.
- (b) An application, including the documentation detailed in Examination Rule 14, must be lodged as soon as practicable and not later than the date shown in the University *Calendar* as the closing date for lodgement of applications for special consideration.
- (c) Applications are referred to the relevant Dean of Faculty for determination. Deans may refer applications to the chief examiner who, in consultation with the appropriate examiners, may make recommendation on results in the light of exceptional circumstances.

14. Documentation Required for Deferred Examination or Special Consideration

- (a) Candidates 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;
- the practitioner's opinion of the effect of the complaint on the student's ability to sit for, or perform satisfactorily in, an examination.

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

(b) Candidates 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 for the examination in the case of an application for a deferred examination;
- affected the candidate's performance in the examination in the case of application for special consideration.

The candidate should also supply any corroborative evidence in support of the application.

(c) A deferred examination is regarded as a significant concession to a student and, as such, will only be granted when a properly documented and timely case is made by the applicant. Students should not expect to be granted an unlimited number of deferred examinations.

Conduct of Examinations

15. Responsibility for Conduct of Examinations

- (a) The Registrar shall be responsible for the conduct of all central examinations in accordance with the rules contained in this section.
- (b) The relevant Head of School shall be responsible to the Registrar for the conduct of departmental examinations in accordance with the rules contained in this section.

16. Entry to Examination Rooms

- (a) All persons entering an examination room must provide proof of identity to the supervisor.
- (b) A person, other than the candidate, supervisor, chief examiner or chief examiner's nominee, Head of School, Registrar or Registrar's nominee, may not, except with the permission of the supervisor, enter an examination room during an examination session.
- (c) Except with the permission of a supervisor, no person other than a supervisor, the Registrar or the Registrar's nominee, may enter an examination room during the period of 45 minutes immediately preceding an examination session set down for that room.
- (d) A person, whether a candidate or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

17. Identification

A candidate shall bring to the examination room the Student Examination Form and Student Card provided to each student and shall produce or keep displayed such information in accordance with any direction given by notice displayed in the examination room, by direction on an examination book, by a supervisor or otherwise.

18. Places

A candidate for an examination shall, upon entering an examination room, proceed without delay to such place as the candidate is, or has been directed by a supervisor or by notice or other means, to occupy for that examination and shall not leave that place except with the permission or by the direction of a supervisor. A supervisor may at any time direct a candidate to leave any such place and to occupy another place specified by the supervisor, and a candidate shall without delay comply with any such direction.

19. Time for Departure

- (a) A candidate may not leave an examination room before the end of the examination session without the permission of a supervisor.
- (b) Except in exceptional circumstances, permission to leave an examination room will not be granted before the expiration of half the working duration of the examination.

20. Candidates Not to Remove Papers

A candidate shall not remove from the examination room any worked script or other paper provided for use during the course of the examination (other than the question paper supplied where this is authorised by the supervisor on advice from the examiner) or other material which is the property of the University.

21. Cheating

Students are expected to exhibit honesty and ethical behaviour in undertaking assessment requirements of subjects.

- (a) A candidate shall not cheat or attempt to cheat in any examination.
- (b) A person whether a candidate or not shall not do anything intended to assist any other person sitting for an examination to cheat or otherwise defeat the purposes of the examination.

22. Candidate Not to Communicate with Others

A candidate shall not during an examination session communicate by word or otherwise with any other person except a supervisor, examiner or examiner's nominee, or assist any other person to communicate with another person, or willingly receive a communication from any person other than a supervisor, examiner or examiner's nominee.

23. Unauthorised Material Not to be Brought into the Examination Room

A candidate shall not bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning, or otherwise has reference to, any subject, or is such that it may reasonably give rise to suspicion that it is capable of conveying information concerning, or of having reference to, any subject, or that it was intended by the candidate to do so. It is immaterial that the subject is not a subject to which the examination relates.

It shall be sufficient answer to any alleged breach of this rule if the candidate establishes that anything brought by the candidate into an examination room was:

- (a) declared as permissible by the examiner and is so indicated on the examination paper, or
- (b) brought in with the permission of the supervisor, or
- (c) deposited by the candidate within the room forthwith after entering it at a place designated by the supervisor as a place where such thing may be deposited.

24. Candidate to Comply with Directions

- (a) A candidate shall comply with all directions to candidates set out on the examination book or such other examination material supplied, or set out on any notice displayed in the examination room, and shall without delay comply with any reasonable direction given by the supervisor.
- (b) A candidate's behaviour shall not be such as to disturb or distract or adversely affect any other candidate.
- (c) In the event of breach or default by a candidate under or in respect of 24(a) or 24(b) the supervisor may require the offending candidate to leave the examination room and failure by the candidate to do so shall be deemed to be a breach of discipline and the student may be dealt with under the appropriate Bylaw.
- (d) All such exclusions shall be reported immediately to the Registrar, or, in his absence, the Deputy Registrar or officer designated by the Registrar to conduct the examination, and the Registrar, Deputy Registrar or other officer, after hearing the supervisor, the candidate and any relevant evidence, may either confirm or rescind the exclusion.

25. Supervisors Powers of Inspection and Enquiry

- (a) A supervisor may require a candidate to show by such means as the supervisor may specify, and as the supervisor considers appropriate to the circumstances, that the candidate does not possess or in any way have available any such thing as is specified under Examination Rule 22 or that the candidate is not committing or has not committed a breach of Examination Rules 20 or 21 and the candidate shall comply without delay with such requirement.
- (b) If a supervisor considers that unauthorised material has been brought into the examination room, the supervisor may confiscate such material together with worked scripts completed to that time. The supervisor shall submit any material so confiscated to the Registrar or the Registrar's nominee for investigation.

26. Plagiarism

A student shall not plagiarise in any assessment exercise.

Plagiarism is the act of taking and using another's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a subject, it shall be regarded as, and treated in the same manner as, cheating in an examination. For the purpose of these rules any of the following acts constitute plagiarism unless the work is acknowledged:

- (a) copying the work of another student;
- (b) directly copying any part of another's work;
- (c) summarising the work of another;
- (d) using or developing an idea or thesis derived from another person's work;
- (e) using experimental results obtained by another.

Penalty for Breach of Rules

27. Penalties

- (a) If a candidate commits a breach of any rule contained in the sections dealing with the 'conduct of examinations' and 'plagiarism', the candidate may be dealt with under the Student Discipline Bylaw.

- (b) A candidate who commits a breach of a rule contained in the aforementioned sections of these rules shall be liable, in addition to any other penalty, to incur the following penalties.

For a first breach -

- (i) the award of a low fail result in the subject concerned, or
- (ii) the award of low fail results in all subjects in which the student would have received final results in the same academic semester.

For a further breach -

- (i) exclusion from the University for a period, or
- (ii) permanent exclusion from the University.

A candidate incurring either of these last-mentioned penalties, resulting in exclusion from the University, shall have a right of appeal to the Council (refer to “Unsatisfactory Academic Performance” section 5).

- (c) Any complaint that a student allegedly breached a rule contained in the preceding sections of these rules shall be referred to the Registrar, or an officer delegated by the Registrar to deal with examination matters, to determine whether the complaint should be investigated. The Registrar, or other officer, shall notify the Vice-Chancellor of any alleged breach which it has been resolved should be investigated. The Vice-Chancellor shall provide in writing an opportunity for the student to show cause, within not less than seven days from the date of such requirement, why penalty should not be imposed under this rule. In the event of the student failing to show cause acceptable to the Vice-Chancellor, the Vice-Chancellor may impose a penalty as provided for in this rule 27.
- (d) Any penalty imposed under this rule shall be communicated to the relevant Dean of Faculty for information.

Assessment of Results

28. List of Candidates Results

On the basis of completed Examiners’ Returns submitted to the Examinations Officer by Heads of School, faculty Academic Boards are provided with lists of recommended results and grade lines in order to determine final results.

29. Subjects Offered by the Faculty - Academic Board Responsibilities

Often faculties teach subjects to students enrolled in courses administered by other faculty Academic Boards. Procedures for determining results are as follows:

- (i) Each Academic Board is provided with a list of recommended results for candidates enrolled in subjects offered by schools in the faculty, as well as an analysis of results recommended which shows the numbers of candidates within each pass or fail grading.
- (ii) The Academic Board reviews recommended grade lines for each subject and the recommended result for each candidate, and determines final results for recommendation to the Academic Boards administering courses which have students enrolled in the faculty’s subjects. Grading scales are outlined in section 31.
- (iii) The Dean of Faculty may, before submitting results to the Academic Board, adjust recommended grades in any subject in accordance with board policy. Deans must report to the board any adjustments made.

30. Courses Administered by the Faculty - Academic Board Responsibilities

- (a) Each Academic Board is provided with a list of students in the faculty's courses with recommended results for all subjects. Academic Boards review results recommended for each student of each course in accordance with course rules and board policy.
- (b) The Academic Board may determine a subject result of a student enrolled in one of its courses which is different from the result recommended by the Academic Board offering the subject in one of the following ways:
 - (i) a candidate may be granted a supplementary examination or required to undertake additional assessment as determined by the board;
 - (ii) a candidate's results may be varied after advising either the examiner of the subject or the Head of School offering the subject of the intended variation and considering any matters which either of them wish to place before the board.
- (c) The Academic Board may delegate to a committee the authority to exercise the board's powers to assess results, provided that the board has determined policy on assessment of results and the committee's decisions are consistent with this policy and reported to the board's next meeting.
- (d) A dean of a faculty administering a course may, with the concurrence of the relevant chief examiner or the head of the school offering the subject, alter his or her Academic Board's decisions on supplementary examinations or results in order to:
 - (i) correct a patent error, or
 - (ii) make a decision accord with a decision that the Dean of Faculty, Head of School and/or examiner are satisfied would have been made by the Academic Board if relevant circumstances which were not considered by the board had been taken into account.

31. Grading Scales

- (a) The following standard percentage grade lines are established initially to assess student performance (see (f) below):

"Pass" Awards	Standard Percentage Grade Line
HD High Distinction	85
D Distinction	75
C Credit	65
P Pass	50
Q Low Pass	47
"Fail" Awards	
N Fail	25
L Low Fail	
X Fail - No Assessment Undertaken	0
K Fail - Late Cancellation	

- (b) Where approval has been given by an Academic Board administering a course, subjects within the course may be graded on the following scale:
 - G Satisfactorily Completed
 - Z Not Satisfactorily Completed.
- (c) The Academic Board may also determine that all pass grades in a subject be graded:
 - R Pass - Non-graded.

- (d) Students who undertake supplementary examinations may not be awarded with a grade higher than Pass Supplementary (T), or where students are not successful at a supplementary examination they will be awarded Fail Supplementary (M) for the subject.
- (e) Marks for items of assessment in a subject combine to give an overall percentage for the subject.
- (f) The standard percentage grade lines may be varied by the relevant examiner or the Academic Board.

32. Unfinalised Results

The following results apply when grades cannot be finalised.

- W Result Withheld - If an Academic Board administering a course decides that a student must undertake further assessment before results for a subject or subjects are released, results may be withheld until the student has fulfilled all requirements. Students must contact their Head of School to ascertain the further action required of them.
- V Result Unavailable - The result will be issued in due course.
- S Supplementary Examination - Student is to undertake supplementary assessment.
- U Deferred Examination - Student is to undertake a deferred examination.
- Y Assessment Continues - Studies extending over more than one semester.

33. Withholding Release of Results

- (a) The Registrar, acting on the recommendation of a Dean of Faculty, the Chief Librarian, the Computer Manager, the Finance Manager or other officer authorised by Council, may approve that a student's examination results not be published or released to the student.
- (b) Such a recommendation may be made if, by the last day of a semester's examination period:
 - the student fails to return to the University equipment which the student has borrowed from the University and which is overdue for return; or
 - the student fails to meet a debt or obligation to the University where the class of debt or obligation has been deemed by the Registrar to warrant the non-release of results.
- (c) A student whose examination results have not been released under this rule may appeal to the Vice-Chancellor. The appeal, setting out the grounds and reasons, must be lodged with the Vice-Chancellor within 14 days of the date appearing on the letter advising the student of the Registrar's decision.

34. Finalisation of Results

- (a) The Academic Board administering the course must advise the Registrar of a final result:
 - in the case of results withheld for spring semester subjects, by not later than the last Friday in January of the following year;
 - in the case of results withheld for autumn semester subjects, by not later than two weeks after the commencement of the following semester.
- (b) If, because of exceptional circumstances, an Academic Board is unable to finalise a result by the date specified, the Registrar, on advice from the board, may approve

an extension of time. All results must be finalised by the sixth week of the succeeding semester.

35. Grade Point Average

The Grade Point Average (GPA) is a simple numeric index which summarises the student's academic performance in a course in a single semester and over the duration of the student's enrolment in the course.

(a) The GPA is reported on the Examination Results Certificate and on the Statement of Academic Record. Two values of the GPA are given; the GPA for the semester and the GPA in the course.

The GPA is calculated by the formula:

$$\text{GPA} = \frac{\sum (\text{credit points of subject}) \times (\text{numeric value of grade})}{\sum (\text{credit points of subject})}$$

For the GPA for a semester, the summation is over all results obtained in that semester. For the GPA in a course, the summation is over all results in the course from 1985 to the current year. Only subjects taken while enrolled in the course are included. Subjects taken in another course contribute to the student's GPA in that course and do not affect the GPA in the present course even if the student has received credit for or exemption from the subjects in the present course.

(b) The result obtained in each subject is converted to a numeric grade as follows:

High Distinction (HD)	7
Distinction (D)	6
Credit (C)	5
Pass (P)	4
Low Pass (Q), Pass Supplementary (T)	3
Fail (N), Fail Supplementary (M)	2
Low Fail (L), Fail - No Assessment	
Undertaken (X), Fail - Late Cancellation (K)	1

Notes:

- Only subjects with finalised results are included (not S, U, V, W).
- Only subjects for which a full range of results is awarded are included (not "satisfactorily completed", "non-graded pass", etc).
- Only QUT subjects are included (not subjects taken at an external institution).

Release of Results

36. Approval of Release of Results

Following certification by deans of faculty, results will be released at the direction of the Registrar.

37. Notification of Results

- (a) Results are published in *The Courier-Mail* newspaper as well as placed on internal noticeboards within faculties or schools.
- (b) Only passing grades and unfinalised results are published in the press, while the internal listings also include failing grades.
- (c) All students will receive a Certificate of Results at the end of each semester.

38. Non-Publication of Results

- (a) Students may request to have their results withheld from public release.
- (b) Application must be made to the Registrar no later than the last day of end-of-semester central examination periods.
- (c) Applications submitted in the autumn semester will automatically remain valid for the current calendar year.

Review of Results

39. Applications for Review of Results

- (a) Any student having reason to believe that an error has been made or an injustice done with regard to results in final examinations may apply for a review of the grade. Final examinations include central examinations, supplementary and/or deferred examinations and end-of-semester/year department examinations.
- (b) Application must be lodged with the Registrar not later than the date prescribed in the academic Calendar in the case of end-of-semester/year examinations, or within seven days of release of the result in the case of deferred and/or supplementary examinations. Applications attract a fee prescribed by Council which is reimbursed if a higher grade is awarded following the review.
- (c) The form of the review is determined by the Head of School responsible for the course. However, the University's minimum requirements to be applied in any such review are that marks originally given for each part of each question are consistent with the answer (as opposed to the lecturer making a new judgement in isolation), that all sections have been marked, and that the aggregate marks for the paper and any other items of assessment were accurately compiled.
- (d) The Registrar advises students of the outcome of review of results applications.

Unsatisfactory Academic Performance

Students are expected to maintain a satisfactory level of performance in their studies at QUT. Performance is reviewed at the end of each semester. Students whose performance is unsatisfactory are placed on probationary enrolment. If performance continues at an unsatisfactory level the student may be excluded.

This policy applies to studies undertaken in a course for which a student is registered. Unregistered students are required to apply for enrolment each year, and their applications may be accepted or rejected by the Registrar on the recommendation of the relevant Head of School.

1. Probationary Enrolment

A student is placed on probationary enrolment if

- the student has, in the most recent semester, failed a subject which has been failed previously, or
- the student has, while on probationary enrolment, failed a subject which has been failed previously, or
- the student has a grade point average of less than 3.0 in the course in which he or she is enrolled, provided that the grade point average in the most recent semester was at least 1.00, or

- the student has, during an academic year, undertaken as part of the QUT course two or more subjects from an external institution and has failed more than half of such external subjects.

For the purpose of this rule a subject is uniquely identified by the subject code. Where a subject code has been changed to indicate a change in the faculty, school or department responsible for the subject, the subject will be deemed to be the same subject for the purpose of this rule.

The Registrar notifies students that they have been placed on probationary enrolment and advises them that they should discuss their progress with their Head of School.

2. Terms of Probationary Enrolment

Students on probationary enrolment are required to enrol as the Head of School directs.

Students placed on probationary enrolment at the end of autumn semester remain on probationary enrolment for the duration of the following spring semester. Students placed on probationary enrolment at the end of spring semester remain on probationary enrolment for the duration of the following autumn and spring semesters.

If a student cancels or lapses enrolment while on probationary enrolment, any subsequent enrolment in that course is a probationary enrolment for the purposes of defining eligibility for exclusion. The periods of probationary enrolment before and after the period of lapsed enrolment are counted as one period of probationary enrolment.

3. Exclusion

At the end of each year, faculty Academic Boards review the academic performance of students enrolled in the faculty's courses who are eligible for a second or subsequent period of probation.

An Academic Board may exclude a student from further enrolment in a course if the student is eligible for a second or subsequent period of probation in the course.

An Academic Board may exclude a student from further enrolment in all courses or a specified group of courses offered by the faculty if the student is eligible for probationary enrolment and either has had at least two periods of probationary enrolment in courses offered by the University or has been excluded from another course offered by the University.

Academic Committee, on the recommendation of the Academic Board, may exclude a student from further enrolment in all courses offered by the University if the student is eligible for a second or subsequent period of probation in a course and has been excluded previously from a course in another faculty.

An excluded student may not enrol as an unregistered student in any subjects in the course or courses from which he or she has been excluded except at the discretion of the dean of the faculty responsible for the course.

Students excluded because of Unsatisfactory Academic Performance have the right of appeal to the Academic Appeals Committee.

4. Re-admission after Exclusion

- (a) A student excluded on the grounds of unsatisfactory academic performance may apply for and be considered for re-admission. Re-admission shall not take place until at least four semesters have elapsed since exclusion.
- (b) Students re-enrolled after a period of exclusion will be placed on probationary enrolment for the remainder of the academic year.

- (c) At the end of the academic year, the Academic Board of the relevant faculty will review the academic performance of each student re-enrolled to the course during that year. If the student's grade point average since re-enrolment is less than 3.5, the student may be excluded as per "Unsatisfactory Academic Performance" section 3.
- (d) If the student is permitted to proceed with the course, in subsequent years the student is subject to the probationary rules. In administering the probationary rules, subjects failed prior to the period of exclusion and the grade point average prior to the period of exclusion will be taken into account.

5. Student Appeals Against Exclusion

A student who has been excluded on the grounds of unsatisfactory academic performance, failure to complete an award within time limits, or breach of examination rules has right of appeal to Council. Council has appointed an Academic Appeals Committee to consider student appeals on its behalf.

All students who are excluded are notified by registered mail. Appeals against exclusion are made in writing to the Registrar. Correspondence must include the grounds and reasons for the appeal and must reach the Registrar within 14 days of the date of that officer's letter which advised the student of the exclusion.

(a) Appeals against exclusion for unsatisfactory academic performance

The Probation/Exclusion Officer refers an appeal against exclusion for unsatisfactory academic performance to the relevant faculty Academic Board. The Academic Board recommends to the Academic Appeals Committee whether the appeal should be upheld or dismissed. The Committee considers

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

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

(b) Appeal against exclusion as a penalty for breach of Examination Rules

The Registrar refers an appeal against exclusion for cheating to the Academic Appeals Committee. The Committee determines whether the appeal should be upheld or dismissed. The Committee considers

- whether the original decision to exclude the student was correct under the relevant rules;
- whether procedures were properly carried out;
- the severity or otherwise of the penalty imposed.

(c) Appeal against exclusion for failure to complete course within time limits

The Probation/Exclusion Officer refers an appeal against exclusion for failing to complete a course within time limits to the relevant Academic Board. The Academic Board recommends to the Academic Appeals Committee on whether the appeal should be upheld or dismissed. The Committee considers

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

□ mitigating circumstances advanced by or on behalf of the student in the appeal.

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 subjects 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.

Higher Education Contribution Scheme

Under Commonwealth Government legislation, all students must comply with certain conditions with respect to the Higher Education Contribution Scheme (HECS) as a condition of their enrolment.

1. HECS Payment Option Form

- (a) All students are required to lodge a HECS Payment Option Form at the time of their initial enrolment in a course. A new HECS Payment Option Form must be lodged when a student changes course or when a student wishes to change HECS payment option.
- (b) Unless a student is exempted from HECS under the terms of the Commonwealth legislation, the student must select either the up-front payment option or the deferred payment option as the method for making their HECS payment.
- (c) If a student fails to lodge a valid HECS Payment Option Form by the first day of the first semester of enrolment in the course, the student's enrolment is cancelled on the grounds that the student has not fulfilled the conditions of enrolment.

2. Changing HECS Payment Option

A student may change HECS payment option by lodging a new HECS Payment Option Form by the date specified on the QUT Academic Calendar. The new payment option applies to all future semesters until a further change of payment option is notified.

3. Deferred Payment Option

- (a) Students who select the deferred payment option must provide a tax file number or an application for a tax file number.
- (b) If a student fails to supply a tax file number or a tax file number application form, the student's enrolment is cancelled on the grounds that the student has not fulfilled the conditions of enrolment.

4. Up-front Payment Option

- (a) Students who select the up-front payment option are sent an invoice for the HECS amount to be paid based on the initial enrolment of the student for the semester.
- (b) If a student fails to pay in full the invoiced amount by the due date shown on the invoice, the student must complete a HECS Payment Option Form selecting the deferred payment option and provide a tax file number or a tax file number application form.
- (c) If a student fails to take the action specified in this rule, the student's enrolment is cancelled on the grounds that the student has not fulfilled the conditions of enrolment.

5. The HECS Statement

- (a) Following the census date for a semester, students are provided with a HECS Statement setting out their HECS liability for the semester which is determined by the subjects for which the student is enrolled on the census date.
- (b) Students are given 14 days from the date of the HECS Statement to advise the Enrolments Section of any error in the statement.
- (c) In the case of students selecting the up-front payment option, if a student's enrolment program has changed since the initial invoice, the student may be required to pay an additional amount or a refund may be provided.
- (d) If a student fails to pay in full any additional amount, the student's enrolment is cancelled on the grounds that the student has not fulfilled the conditions of enrolment.

Student Guild Fee Rules

1. Membership of Guild

Subject to section 2, all enrolled students, excepting such persons or classes of persons as QUT Council declares by resolution to be ineligible for membership, shall be members of the Guild.

2. Conscientious Objection

An enrolled student who:

- declares in writing to the Registrar that he or she has a conscientious objection to being a member of the Guild and notifies the Guild accordingly; and
- pays to QUT an amount equivalent to the Guild fees which would be payable if the student were a member of the Guild; and
- pays to QUT an amount equivalent to 5% of the Guild fees as a fee for use of University facilities in processing the declaration of conscientious objection is exempt from membership of the Guild.

3. Fees to be Paid

- (a) Guild fees payable for membership of the Guild shall be the amount approved by QUT Council.
- (b) Guild fees for both semesters shall be paid in full prior to or at the time of submitting an enrolment form or re-enrolment form.

4. Consequences of Non-payment

- (a) If Guild fees payable by a student have not been paid at the time of lodging an enrolment, or the student has not notified the Registrar of a conscientious objection as per rule 2, the Registrar may refuse to accept the student's enrolment.
- (b) A student who has not paid all Guild fees due and who satisfies the Registrar that he or she is unable to make payment at the time of submitting an enrolment form may be granted an extension of time in which to pay the fees. In this case the enrolment is accepted subject to an agreement that all Guild fees will be paid by the extended date indicated by the Registrar.
- (c) If Guild fees payable by a student remain unpaid within five weeks of the commencement of the first semester of the academic year, or, in the case of a student who is enrolling for the second semester only, within five weeks of the

commencement of the second semester of the academic year, the Registrar may cancel the student's enrolment at any time thereafter.

5. Refund of Fees

A student who cancels enrolment on or before the date indicated on the QUT academic Calendar as the final date for cancellation of enrolment without academic penalty shall be entitled to a refund of the Guild fees for that semester and any future semester for which the Guild fees have been paid. The refund will be made by the University on behalf of the Guild. The student is required to surrender any current QUT Student Card.

Schedule of Charges Affecting Students

1. Guild Fees

Full-time students **\$100 p.a.**

Part-time students **\$50 p.a.**

Part-time external students **\$7 p.a.**

All other members **\$50 p.a.**

Students undertaking a thesis only shall be required to pay the appropriate full-time or part-time fee corresponding to their attendance status.

2. Admission, Enrolment and Examination

Late lodgement of Enrolment Application - for applications received after the closing date set out in the academic Calendar **\$30**

Charge for adding a subject to study program or substituting one subject for another in study program after the final date for additions and substitutions set out in the academic Calendar **\$20**

Refundable deposit for review of Special Consideration decision **\$20**

Review of Examination Results **\$6 per paper with a maximum of \$12 per subject**

Tuition Fees for Visiting Students **\$350 per subject per semester**

Statement of Academic Record

Each student shall be entitled to receive an official statement of Academic Record free of charge at the time of graduation.

Statements supplied at any other time **\$5 per copy**

Re-issue of Identity Card **\$3**

Charge for obtaining a student Identity Card (other than a reissue) after March 30 **\$10** (this charge will be waived for students who do not enrol until Spring Semester)

Re-issue of Award Certificate **\$15**

Re-issue of Receipt for fees paid **\$2**

3. Deposit System for Use of Laboratory Facilities

(a) A student enrolled in any subject included in the 'Schedule of Subjects relating to Laboratory Deposits' which the Registrar may vary from time to time, shall deposit **\$50** for the use of laboratory facilities.

(b) A student shall be required to pay only one deposit irrespective of the number of such subjects included in an enrolment.

- (c) At the end of the year the deposit shall be refunded to the student less the cost of any breakages which have not been made good.

Parking

Council has approved regulations relating to the parking of motor vehicles on campus.

1. Parking Regulations

- (a) A member of staff or a student shall not be permitted to park a vehicle within the grounds of the University unless such person has previously made application for a parking permit and this permit has been granted.
- (b) The privilege of parking within the grounds shall be subject to such conditions as may be imposed at the time the permit is issued to the applicant.
- (c) An application for permission to park a vehicle within the grounds of the University shall be made on a form prescribed and available at the University Security and Traffic Office.
- (d) For a breach in the parking of a vehicle the Registrar may revoke the permit for a period or for the remainder of the academic year.
- (e) For a breach by a person not possessing a parking permit in the parking of a vehicle, the Registrar may arrange for the vehicle to be removed from the grounds of the University and the person shall be required to pay the cost of such removal.

Library Policies

1. Authority of the University Librarian

The Library shall be administered by the University Librarian. Subject to the overall control of the Vice Chancellor and the University Council, the University Librarian shall:

- (a) Prescribe the procedures to be followed by Library users;
- (b) Exercise disciplinary authority with respect to the behaviour of users of the Library;
- (c) Exercise disciplinary authority with respect to the preservation, consultation and loan of library materials.

2. Library Usage

ENTITLED USERS

- (a) Subject as below, the University Librarian may permit any person to use any facility of the Library and determine the conditions under which such use is permitted. Failure to comply with any such conditions shall be a breach of these Rules.
- (b) The following are entitled to use the Library for study and research:
- Students of the University;
 - Staff of the University;
 - Members of the University Council;
 - Special users who are:
 - reciprocal users (as defined in written agreements with QUT);
 - any other person or group approved by the University Librarian.

- (c) The University Librarian may make a charge to any user or users for library materials, services or other facilities in accordance with Schedule of Library Charges as approved from time to time by the Vice-Chancellor.
- (d) Any person entitled or given approval to use any facility of the Library may be required to complete and sign a registration card undertaking to comply with the Rules.
- (e) Any person entitled or given approval to use any facility of the Library, and wishing to do so, must obtain a QUT Library membership Card or a QUT Identity Card, whichever is appropriate.

HOURS OF OPENING

The hours during which the Library shall be open shall be prescribed by the University Librarian, subject to the approval of the Vice-Chancellor, and posted at the entrance to the Library. Prior notice through normal University channels will be given of any change in the hours of opening.

RULES FOR GENERAL CONDUCT

- (a) No person shall in the Library behave in a manner which, in the reasonable opinion of any librarian on duty is not a proper manner and a proper use of the Library, or which interferes with the comfort or convenience of, or the use of the Library by, other persons.
- (b) No person may eat or drink in the Library except in such areas as are specifically set aside by the University Librarian for either of these purposes. No animals shall be brought into the Library.
- (c) Bags, cases or other material may be brought into the Library, but must be offered for inspection on leaving the Library if requested by a member of the Library staff.
- (d) No person may reserve a seat in a general reading area, except in closed carrels. Articles left unattended in the Library for more than 30 minutes may be removed by Library staff. The University, University Librarian and Library staff shall have no responsibility for personal belongings left in the Library.
- (e) An atmosphere of quiet must be maintained in the Library so that it is at all times a place conducive to independent study and quiet reading. Silence must be kept in the main reading areas and conversation restricted to the seminar rooms and other specified areas.

BORROWING RESPONSIBILITIES

- (a) A current Identity Card is necessary for borrowing Library materials and should be carried at all times.
- (b) A borrower is responsible for the safe-keeping and return of the materials borrowed by him or her from the Library.
- (c) All borrowers must complete the appropriate procedures for each item borrowed.
- (d) All items on loan must be returned on or before the last date stamped on the date slip or, where appropriate, before the expiration of a recall notice.
- (e) Names of borrowers will not be revealed without the borrower's consent.
- (f) Borrowers are responsible for notifying the Library of any change of address.

LOANS

- (a) Restrictions may be placed on the number of items which a user may have on loan at any one time.

(b)Books

The usual loan period for books is four weeks, normally renewable once. From time to time, certain items may be placed in the Limited Access Collection (i.e., for use only in the Library) or on Short Term Loans (i.e., for a one week non renewable loan period).

In addition, loan periods for certain items may be adjusted in accordance with patterns of use in an effort to ensure equitable distribution.

(c)Extended Book Loans

With the approval of the University Librarian, full-time academic staff may borrow, for one extended period only, books required in the planning of courses or subjects. Requests for extended loans must be submitted in writing. Extended loans normally will be from 1st December to 31st July of the following year or from 1st June to 30th November of the same year.

(d)Periodicals

Unbound issues of periodicals (other than current issues or issues on display) may be borrowed by staff for one week. Loans of periodicals are not renewable.

Monographic series (e.g., *Advances in ...*) may be borrowed by staff and students for one week. Loans of monographic series are not renewable.

(e)Audio-Visual

Most types of audio-visual materials, with the exception of films and video, may be borrowed for two weeks by staff and students.

Films and videos may be borrowed by staff only, for a period of one week.

Audio-visual loans are not normally renewable.

LIMITED ACCESS COLLECTION

(a)Only QUT students and staff and other persons approved by the University Librarian may use the Limited Access Collection.

(b)No items borrowed from the Limited Access Collection may be removed from the Library, except as specified in Clause (c) below.

(c)The normal loan period is two hours which is renewable if demand permits. Overnight loans are permitted from half an hour before closing time until half an hour after opening time the next day.

(d)Students and staff must leave their QUT Identity Card as a deposit before being permitted to remove any item from the Limited Access Collection.

NON-LOANABLE MATERIALS

Non-loanable materials are as follows:

- (a) Reference works;
- (b) Maps and Charts;
- (c) Theses;
- (d) Bound volumes of periodicals;
- (e) Newspapers;
- (f) Other designated special collections.

3. Penalties, etc.

GENERAL

(a) A charge under these Rules shall be a debt to the University;

- (b) Subject as below, penalties i.e., reprimands, fines, withdrawal of borrowing privileges, exclusion from the Library, or other specified sanction for breaches of these Rules may be imposed by the University Librarian on any user.
- (c) Penalties (as specified in (a) above) may be waived by the University Librarian in special circumstances.
- (d) The Registrar, acting on the recommendation of the University Librarian, may refuse to publish or release a student's examination results for a specified semester or year, when the student fails to return a borrowed item which is overdue or fails to meet a debt to the University.

REPRIMAND

Failure to observe these Rules may incur a reprimand from the University Librarian or the senior Librarian on duty, together with a warning against repetition of the offence.

FINES FOR LATE RETURNS

(a) All Loans Other than Limited Access or Short Term Loans

- When an item is overdue, an overdue notice will be sent to the borrower;
- If an item is returned late, a fine will be imposed at the rate of 30 cents for each day that the item is overdue from the date due up to a maximum of \$25.

(b) Limited Access Collection Loans

A fine of 75 cents per hour will be imposed for each hour or part thereof that an item is late, up to a maximum of \$25.

SHORT TERM LOANS

A fine of 75 cents per day, per item, will be imposed for each day the item is late, up to a maximum of \$25.

LOSS OF BORROWING RIGHTS

A user's borrowing rights may be withdrawn if one item or more is overdue. Once borrowing rights have been removed, they will not be restored until the overdue item/items are returned and the accrued fines paid.

PENALTIES FOR LIBRARY MATERIAL LOST OR DAMAGED IN THE CARE OF THE BORROWER

(a) Lost Materials

If an item appears to be lost, the loss must be reported to the Lending Services Librarian. If an item is not returned within five weeks of the date stamped on the date due slip, the item is presumed lost. If after a reasonable search by both librarian and borrower the item cannot be found and proof of return cannot be shown, the borrower shall be responsible for the replacement cost plus a processing charge of \$25 per item, up to a maximum of \$100 per item, to be paid within 14 days of notification.

(b) Damaged Material

If an item is returned from loan damaged, the borrower shall be responsible for its replacement cost, whether of the whole or part of the item, together with a processing charge of \$25 up to a maximum of \$100 per item, to be paid within 14 days of notification.

PENALTIES FOR DAMAGE TO LIBRARY FACILITIES OR MATERIALS OR THEFT

Any person who disfigures, damages or illegally removes or attempts to remove any document or other Library facility may be excluded from the Library for up to one semester and shall be responsible for repair or replacement costs.

4. Appeals

Any person upon whom a penalty (as defined in 3 (b) hereof) has been imposed may, within fourteen days of the imposition, challenge the imposition of the penalty and/or

appeal against the imposition of the penalty, and any action which may be taken under Section 3 will be suspended pending determination of the challenge or appeal.

- (a) Any challenge or appeal should in the first instance be made in writing to the Registrar.
- (b) An appeal against a decision of the Registrar must be made in writing within seven days to the Vice-Chancellor.
- (c) On appeal, the Registrar or the Vice Chancellor, as the case may be, if there are extenuating or exceptional circumstances, may allow the appeal or reduce or waive the penalty.

5. Library Copying and Copyright

PERMISSIBLE COPYING

Unless otherwise permitted by the *Copyright Act 1968*, unauthorised copying of a work in which copyright subsists may infringe the copyright in that work. A copyright owner is entitled to take legal action against a person who infringes his or her copyright.

Under Section 40 of the *Copyright Act 1968*, it is a fair dealing to make a single copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

Certain University copying facilities are designated as “multiple copying facilities”. These “multiple copying facilities” are situated within the University Library, the Printing Centre and the Faculty of Law only and are specifically identified on an adjacent notice.

NON-COPYRIGHT MATERIAL

There is no restriction on the copying of non-copyright material. Aside from personal papers, readers may be required to establish that the copies they have made are non-copyright matter. In some cases a statement is made on a publication permitting copying. Otherwise readers should assure themselves BEFORE making copies that they have the necessary authority OR are acting within the meaning of the *Copyright Act 1968*.

6. Notices

Any notices to be given to a person under these Rules shall be deemed to be sufficiently given if sent to him or her by mail at his or her address registered with the Library and shall be deemed to have been received by the person to whom it is addressed in the ordinary course of the post.

Appendix

Definitions

Vice-Chancellor means the Vice-Chancellor of the University.

Registrar means the Registrar of the University.

Dean of Faculty means a member of the academic staff appointed by Council and so designated.

Head of School means a member of the academic staff appointed by Council and so designated as the senior academic member of staff in a particular School. Reference to Head of School in these Rules is deemed to include reference to Head of Department.

Where there is no school or department responsible for subjects the Dean of Faculty shall be regarded as the Head of School.

Head of Department means a member of the academic staff appointed by Council and so designated as the senior academic member of staff in a particular Department. Reference to Head of Department in these Rules is deemed to include reference to Head of School.

Academic Board means a Board constituted by Council to exercise certain academic functions in relation to a particular Faculty.

Committee of the Academic Board means a group of members of the Academic Board constituted by the Academic Board to exercise those particular academic functions prescribed by the Academic Board.

Award means a Degree, Graduate Diploma, Diploma, Associate Diploma or Certificate conferred upon a student by the Council.

Chief Examiner means an officer appointed and so designated by a Head of School in relation to an examination in a particular subject for a particular period.

Examiner means an officer appointed by the Head of School to set and mark examination papers in a particular subject for a particular period.

Supervisor means an officer appointed by the Registrar or nominated by a Head of School to supervise the conduct of a particular examination.

Central Examination means any examination administered by the office of the Registrar.

Departmental Examination means any examination administered by a School or Department.

Supplementary Examination means a further examination given to a student who has failed to pass a subject.

Deferred Examination means an examination given to a student in cases where the student has failed to sit for or complete an examination and the reasons for such failure have been accepted by the Dean of Faculty.

Course means a group of subjects specified by the rules which must be successfully completed in order to qualify for a specified award.

Subject means the basic educational unit for which results are awarded within the University.

Result means the formal indicator of a student's achievement in a subject.

Assessment Provisions means the systems of assessment approved for a subject and may include Central Examinations, Departmental Examinations, Assignments, Field Work, Practical Work, Reports, Seminar Participation or other work which a student is required to do and which will be assessed in determining a student's result in the subject.

Equipment means all physical stock including computer hardware and software, library books and other library materials.

