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Student Rules

CONTENTS

Student Rules, Policies and Procedures 97

Enrolment	97
Sanctions on Students who Fail to Meet Obligations	105
Non-award Studies	105
Transfer of Credit	107
Assessment	109
Review of Grades and Academic Rulings	114
Unsatisfactory Academic Performance and Exclusion	116
Student Appeals	118
Higher Education Contribution Scheme	119
Student Guild Fee Rules	121
Miscellaneous Student Charges	122

Policy Statements 129

Access to Assessment Results	129
Assessment Provisions for Students with Disabilities	129
Awards with Honours	130
Equal Opportunity Policy	131
Non-Discriminatory Presentation and Practice	132
Sexual and Gender Based Harassment Policy	132

Replacement and Substitute Award Certificates ... 135

Fees for replacement or substitution	135
Conditions of replacement and substitution	135
Form of certificates	135
Endorsements	136

STUDENT RULES, POLICIES AND PROCEDURES

The following rules are based on those existing prior to 1991 at the Queensland University of Technology and the Brisbane College of Advanced Education. These rules have been formulated to provide the least disadvantage to continuing students. If a student considers he or she has been disadvantaged by a change in the rules, the student should make the case in writing to the Registrar.

In these rules, reference to the Registrar includes reference to any officer of the University authorised by the Registrar to carry into effect any or all of the powers, duties and responsibilities included in these rules.

For information on the University's admission rules and procedures please refer to the publication *Admission Procedures 1996* which is available from QUT's Admissions Section.

The University's Manual of Policy and Procedures (MOPP) contains detailed policy/procedural statements on such matters as courses and awards, including awards with honours, awards with distinction, and the credit point system; international student exchange programs; assessment of students, including objectives and functions of assessment, organisation of examinations and assessment of results; awards, scholarships and prizes; theses, dissertations and project reports; graduation; confidentiality of student records; students' obligations and expectations, including student consultation, feedback on progressive assessment and results; student discipline; and student grievances.

1. Enrolment

1.1 Failure to enrol following admission

If a commencing student fails to enrol for the semester by the date specified in the University's letter of offer, the enrolment lapses and the offer of admission is withdrawn.

1.2 Enrolment to conform with offer

Commencing students are required to enrol as specified in the University's letter of offer as regards to course and, where applicable, major, attendance mode or campus.

1.3 Enrolment (commencing students)

FORM:	Enrolment Form for Commencing Students.
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.

A commencing student is enrolled on completion of all of 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 the University
- ☐ payment of prescribed fees (unless the Registrar has granted an extension of time for such payment and has accepted the enrolment subject to payment at a later prescribed date)
- ☐ submission of a completed HECS payment options form, and

- completion of any other required procedures.

1.4 Re-enrolment (continuing students)

FORM:	Enrolment Form for Continuing Students.
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.

A continuing student is required to lodge an enrolment form each calendar year. A continuing student is enrolled on completion of the following:

- submission of a completed enrolment form and its acceptance by the University
- payment of prescribed fees (unless the Registrar has granted an extension of time for such payment and has accepted the enrolment subject to payment at a later prescribed date), and
- completion of any other required procedures, provided that the student is not subject to exclusion, termination of enrolment or has been refused the right to re-enrol under Rule 2.

Students are required to re-enrol by the published closing date. An enrolment form lodged after the closing date may be accepted at the discretion of the Registrar on payment of a late fee. Students who fail to re-enrol will be subject to cancellation of enrolment.

1.5 Personal information

Students are obliged to provide personal information, including their full name, for record keeping purposes and for statistical purposes as required by the Commonwealth Government.

Students who propose to change their name from that recorded upon admission to the University should submit their request in writing together with appropriate supporting documentation, such as a birth certificate or marriage certificate.

Students should note that the name reported for graduation purposes shall be the one recorded by the University at the time of the official release of results for the last semester of enrolment.

1.6 Mailing address

FORM:	Change to Personal Details Form (Form D).
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.

Students are required to provide reliable address details for correspondence with the University and must promptly notify the University of any change of address. Failure to receive a notice because of change of address is not a sufficient excuse for missing a deadline or an obligation.

1.6.1 Permanent home address

For correspondence with students during the end-of-year vacation period, when students are on leave of absence, after cancellation of course, or after course completion.

1.6.2 Semester address

For correspondence with currently enrolled students during the academic year, including the short mid-year recess. A student's semester address may be the same as or different from their permanent home address.

1.7 Confirmation of enrolment

Each semester, the University provides students with a confirmation form outlining their current enrolment program. It is the student's responsibility to inform the University of any discrepancy in the form in accordance with the instructions given.

Failure to correct an inaccurate record may have serious financial, administrative and academic consequences.

1.8 Nomination of enrolment program

1.8.1 Maximum and minimum semester loads

Except with the approval of the Dean of Faculty, a full-time student shall not enrol for a program which exceeds the standard credit points for a full-time semester in the course, or the number of credit points allocated to the semester of the course from which the majority of units has been selected, whichever is the greater.

Except with the approval of the Dean of Faculty, a part-time student shall enrol in a program with credit points totalling at least 35 per cent of the standard credit points for the full-time course.

1.8.2 Prerequisites, co-requisites and incompatible units of study

A prerequisite unit is one which must be passed before the student proceeds to a further unit which has the prerequisite so specified. A co-requisite is one which, if not previously passed, must be studied concurrently with another unit with which it is a co-requisite.

A Head of School may permit a student to undertake a unit without the student having passed the specified prerequisites if the Head of School is satisfied that the student has the appropriate background knowledge necessary for the unit.

Enrolment in a unit of study is not permitted if a student has successfully completed any unit listed as 'incompatible with' the proposed unit. (See unit synopsis).

1.8.3 Right to amend enrolment programs

A course coordinator 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
- ☐ non-compliance with course rules.

1.9 Change to enrolment program

Students are responsible for advising the Registrar of changes to enrolment details. Each semester they may request one free change to their enrolment by returning by the due date their completed Enrolment Statement. A change of enrolment submitted on other than the completed Enrolment Statement will be processed only upon payment of a fee. Students may request a waiver of the fee if circumstances beyond their control require a change to enrolment. The Enrolments Officer will determine all requests for waiver of the fee.

1.9.1 Addition and substitution of units

FORM:	Enrolment Statement (Form E)
SOURCE:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters
SUBMIT TO:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters

Students may add units to their existing enrolment program up to a published date at the end of the second week of semester.

Requests received after the published date must bear the written support of the unit coordinator and proof of payment of a late fee.

Requests are only approved if all of the following conditions are met:

- ☐ the unit coordinator has confirmed that the student may enrol in the unit after the published date
- ☐ the student has demonstrated the existence of exceptional circumstances as determined by the Registrar or relevant course coordinator
- ☐ the student has provided proof of payment of the late fee.

Requests submitted without written support of the unit coordinator and proof of payment of the late fee will be returned to the student unprocessed.

1.9.2 Cancellation of units

FORM:	Enrolment Statement (Form E) or Change to Enrolment Form (Form C)
SOURCE:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters
SUBMIT TO:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters

Students may cancel their enrolment in units except where the cancellation results in an enrolment program which has fewer credit points than the minimum allowable, or represents a departure from a program prescribed for a student on probation. Cancellation of units where no addition of units occurs will not incur an administrative charge.

For single and multi-semester length units undertaken in the first or second semesters, the following results are recorded:

- (i) **Cancellation in the first two weeks of the semester:** The units are deleted from the student's record.
- (ii) **Cancellation from the third week of the semester to March 31 in the case of first semester, or August 31 in the case of second semester:** A status of 'Withdrawn' is recorded against the units concerned. A 'Withdrawn' unit is not included in the calculation of the student's GPA.
- (iii) **Cancellation after March 31 or August 31 and before the end of the semester:** A result of 'Withdrawn – Failure' is awarded unless the examiner awards 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.

In the case of multi-semester units, provisions (i) and (ii) above apply only to the initial semester of the unit. For cancellation at any time in the second or subsequent semester of a multi-semester unit a result of 'Withdrawn – Failure' is awarded.

For units undertaken in the Summer School period, the following results are recorded:

- (i) **Cancellation in the first two weeks of the Summer School:** The units are deleted from the student's record.
- (ii) **Cancellation after the second week of the Summer School:** A result of

'Withdrawn – Failure' is awarded unless the cancellation was caused by medical, compassionate or exceptional circumstances.

For units undertaken in the Intensive Study Mode, the following results are recorded:

- (i) **Cancellation prior to the commencement of teaching:** The units are deleted from the student's record.
- (ii) **Cancellation in the first two weeks of the Intensive Study Mode:** A result of 'Withdrawn' is recorded against the units concerned. A 'Withdrawn' unit is not included in the calculation of the student's GPA.
- (iii) **Cancellation after the second week of the Intensive Study Mode:** A result of 'Withdrawn-Failure' is awarded unless the cancellation was necessitated by medical, compassionate or exceptional circumstances.

1.10 Change of course

Offers of admission to commencing students specify the particular course and, where applicable, major for which the offer is made. Students are required to enrol as specified (see Rule 1.3) and complete at least the first semester accordingly.

1.10.1 Transfer to another course offered by the same Faculty

FORM:	Intra-Faculty Changes Form (Form I).
SOURCE:	QUT Admissions Office, Kelvin Grove campus. Campus Enquiry Counters.
SUBMIT TO:	QUT Admissions Office, Kelvin Grove campus Campus Enquiry Counters.

Students who wish to transfer to another course offered by the same Faculty may apply to do so using the Intra-Faculty Changes Form (Form I). Applications will be determined by Faculties and will be subject to the following prescriptions:

- (i) if the application is made after completion of the first semester but before completion of the first year, the student must have met the minimum entry level which applied for the proposed new course or major in the most recent admission period
- (ii) if the application is made after completion of the first year, the student's eligibility will be assessed according to criteria established by Deans of Faculties and published before the close of applications each year.

1.10.2 Transfer to a course offered by a different Faculty

Students who wish to transfer to a course offered by a different Faculty should apply as follows:

- ☐ in the case of an undergraduate course, to QTAC, using Form B
- ☐ in the case of a postgraduate course, to the QUT Admissions Office, using Form P.

1.11 Change of major

FORM:	Enrolment Statement (Form E) or Change to Enrolment Form (Form CR).
SOURCE:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters.

Students who wish to transfer to another major within the same course may apply to do so using the forms listed above., Applications will be determined by Faculties and will be subject to the following prescriptions:

- (i) if the application is made after completion of the first semester but before completion of the first year, the student must have met the minimum entry level which applied for the proposed new major in the most recent admission period
- (ii) If the application is made after completion of the first year, the student's eligibility will be assessed according to criteria established by Deans of Faculties and published before the close of applications each year.

1.12 Change of attendance mode

FORM:	Enrolment Statement (Form E) or Change to Enrolment Form (Form C).
SOURCE:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus Campus Enquiry Counters.

1.12.1 Definitions of attendance/study modes

- ☐ **Full-time**
Full-time students are students who are enrolled for the semester in 75 per cent or more of the standard credit points for a full-time semester of the course.
- ☐ **Part-time**
Part-time students are students who are enrolled for the semester in less than 75 per cent of the standard credit points for a full-time semester of the course.
- ☐ **Internal**
Internal students are those who undertake all units of study for which they are enrolled through attendance at the University on a regular basis. Students who undertake a higher degree course for which regular attendance is not required, but attend the University on an agreed schedule for the purpose of supervision and/or instruction are also classified as internal students.
- ☐ **Multi-modal**
Multi-modal students are those who undertake at least one unit of study on an internal mode of attendance and at least one unit of study on an external mode of attendance.
- ☐ **External**
Students are classified as external when all units of study for which they are enrolled involve special arrangements whereby teaching materials, assignments, etc are delivered to the student, and any associated attendance at the University is of an incidental, irregular, special or voluntary nature.

1.12.2 Procedure

Offers of admission to commencing students will specify the attendance mode for which the offer is made. Students are required to enrol as specified (see Rule 1.3) and complete at least the first semester accordingly.

Students who wish to change to another attendance mode may apply to do so using the Enrolment Statement (Form E) or Change to Enrolment Form (Form C). Applications will be determined by Faculties.

1.13 Transfer to another campus

Where a course is offered on more than one campus, students will be allocated to one of the campuses and will be required to attend that campus for at least the first semester.

Students who wish to change to another campus may apply to do so using the Enrolment Statement (Form E) or Change to Enrolment Form (Form C). Applications will be determined by Faculties.

1.14 Exceptions

In special circumstances Deans of Faculties may approve exceptions to policies set out above in 1.10 – 1.13 as under:

- the requirement that commencing students enrol and complete at least the first semester of their course as specified in their offer of admission; that is, no change to course, major, attendance mode or campus before the end of the first semester of the course
- the requirement in 1.10.1 (i) and 1.11 (i) that students who wish to transfer to another course or major within the same Faculty must have met the minimum entry level which applied for the proposed new course or major in the most recent admission round.

1.15 Concurrent enrolment

Concurrent enrolment in two or more QUT courses is permitted except where the total study load in a semester exceeds 48 credit points, in which case the approval of the course coordinator of each course is required.

1.16 Leave of absence

FORM:	Change to Enrolment Form (Form C).
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.

Students who find that their circumstances necessitate a period of absence from their course may request leave of absence.

Normally leave of absence will not be granted in the first semester of the first year of study except where the absence is necessitated by medical, compassionate or other exceptional circumstances as determined by the Registrar.

Following the first semester of the first year of study for students in undergraduate courses, except where specified in the course rules, approval of leave of absence for periods up to one year is automatic. For periods in excess of one year or for students in postgraduate courses, leave of absence is subject to approval by the relevant Dean of Faculty.

In cases where leave of absence is granted after 31 March for first semester or 31 August for second semester, 'Withdrawn – Failure' results will be awarded except where the Registrar, on advice from the Faculty, is satisfied that the period of leave was necessitated by medical, compassionate or other exceptional circumstances.

At the end of the nominated period, students are sent a form with which to re-enrol. If they do not re-enrol, their leave of absence is terminated and their enrolment status is altered to 'Cancelled'.

1.17 Cancellation of enrolment

FORM:	Change to Enrolment Form (Form C).
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Enquiry Counters.

Students may cancel their enrolment in a course at any time but should take into account the provisions of Rule 1.9.

1.18 Re-admission following a period of non-attendance or exclusion

FORM:	Re-admission Form (Form R) or Application for Admission as an International Student (Form F).
SOURCE:	QUT Admissions Office, Kelvin Grove campus or QUT Office of International Students, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	QUT Admissions Office, Kelvin Grove campus or QUT Office of International Students, Kelvin Grove campus Campus Enquiry Counters.

Students who wish to re-enter a course after a period of absence and who are not returning from leave of absence may apply for re-admission.

Re-admission applicants who have not completed all first and second semester units listed in the course requirements for the full-time mode of an undergraduate course must satisfy the entry requirements and cut-off levels applicable for the relevant admissions period.

Students who have been excluded from a course as a result of unsatisfactory academic performance will not be considered for re-admission until at least two semesters have elapsed since exclusion. Applications require the approval of the relevant Faculty Academic Board.

Application is made directly to the University and must be lodged by the published due date of the semester in which the student wishes to resume. The student must submit a written statement in support of the application, which should address such factors as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation.

A student who is permitted to re-enrol following a period of absence will 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 will not necessarily retain credit for all units completed prior to the absence. The course coordinator may require a student to repeat units which have been passed previously or to undertake additional units in order to satisfy the current course requirements.

1.19 Time limits for completion of courses

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

Time limits have been established for each type of course and are measured in calendar years from the first day of the first semester in which the student was enrolled. The time limits, inclusive of periods of exclusion, leave of absence or other periods of interruption, are as follows:

Doctoral and master degree courses by research	as per course requirements
Master degree courses equivalent to two years of full-time study	6 years
Graduate diplomas, honours degrees, degrees and master degrees equivalent to one year of full-time study	4 years
Degrees, graduate diplomas and master degrees equivalent to one and a half years of full-time study	5 years
Bachelor degrees and diploma courses	10 years
Combined degree courses	11 years
Associate degree and associate diploma courses	7 years
Graduate and advanced certificate courses	2 years

Students who exceed these limits may be asked to show cause why they should not be excluded from further enrolment in the course.

Students excluded because of failure to complete a course within time limits have the right of appeal. (See Rule 8, Student appeals.)

2. Sanctions on students who fail to meet obligations

The Registrar may impose sanctions on a student who has failed to meet one or more of the following obligations:

- ☐ payment of prescribed fees
- ☐ payment of late fees
- ☐ payment of fines
- ☐ payment of a debt to the University
- ☐ return of Library materials/Faculty equipment or materials
- ☐ conforming with instructions or essential procedures.

One or more of the following sanctions may be applied:

- (i) withholding of results
- (ii) withholding of transcript of academic record
- (iii) withholding of award certificate
- (iv) loss of right to re-enrol.

In lieu of (i), (ii) and (iii) above, a statement that the student has completed course requirements may be provided for purposes of seeking employment.

Sanction (iv) shall not apply to a case of failure to meet an obligation to repay a debt to the University.

The student will be informed in writing of the application of sanctions. (Refer to Section 6, Review of grades and academic rulings, for provisions for appeal against the imposition of sanctions.)

The sanctions will be lifted once the student has discharged the obligation which led to their application.

3. Non-award studies

3.1 Definition

Non-award students are those who have approval to undertake certain units from an award course without enrolling in the course itself.

Non-award students receive normal instruction, assessment and examination results in such units but are not admitted to undertake a complete award course.

3.2 Categories

There are two categories of non-award students:

- ☐ cross-institution students who undertake QUT units for credit towards an award course at an Australian Commonwealth-funded institution

- visiting students who undertake units from award courses for purposes of professional or personal development, or in order to meet course entry requirements.

3.3 Application procedure

Non-award students are required to make application for each semester in which they wish to study. Applicants are responsible for obtaining information on unit availability, suitability of their background and timetables.

An application for enrolment as a non-award student may be rejected if the applicant does not have an educational background appropriate to the unit/s applied for, or if there are insufficient places remaining in the class. An application for enrolment as a non-award student requires the approval of the relevant Dean of Faculty.

3.3.1 Cross-institution student

FORM:	Cross-institution Admission Form (Form X).
SOURCE:	QUT Admissions Office Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	QUT Admissions Office Kelvin Grove campus; Campus Enquiry Counters.

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 unit/s are accepted for credit in a course offered by the institution.

3.3.2 Visiting student

FORM:	Visiting Student Application Form (Form V).
SOURCE:	QUT Admissions Office Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	QUT Admissions Office Kelvin Grove campus; Campus Enquiry Counters.

3.4 Fees for non-award studies

Cross-institution students are required as a condition of their enrolment to make payments under the Higher Education Contribution Scheme, and to pay fees for membership of the QUT Student Guild.

Visiting students are required to pay tuition and other fees as advised by the University. Non payment of fees will lead to cancellation of enrolment.

3.5 Rules relating to non-award studies

Non-award students are subject to the University's student rules generally, with the exception of those relating to unsatisfactory academic performance (Section 7).

A visiting student is not permitted to accumulate credits for units totalling more than 20 per cent of the credit points of an award course except in special cases approved by the Registrar.

Award course students may use previous visiting student studies as a basis for applying for credit under the terms and conditions of the existing policy for transfer of credit (Section 4). The maximum credit allowable will be determined by the rules applying to credit transfer for the specific award course for which the credit is sought.

Non-award students who are not otherwise qualified to gain entry into an award course but as visiting students have completed successfully units drawn from that award course will be granted entry into the award course subject to the availability of places within any quota that may apply.

Where a student is excluded from a course, the student is not permitted to enrol as a non-award student in any unit of that course except at the discretion of the Dean of Faculty responsible for the course.

4. Transfer of credit

FORM:	Application for Credit.
SOURCE:	Credit Office, Kelvin Grove campus; Campus Enquiry Counters.
SUBMIT TO:	Credit Office, Kelvin Grove campus; Campus Enquiry Counters.

4.1 Policy

Recognition in the form of credit will be given for study, demonstrable expertise and relevant experience to an extent that is consistent with the maintenance of established academic standards. It is considered to be in the interests of students to facilitate their movement between institutions and between courses of various types and levels. The University has negotiated formal arrangements with some institutions concerning the transfer of students and the granting of agreed credit (Appendix 1); where no such arrangement exists, applications will be considered on their individual merits and in the spirit of this policy. The course coordinator, in consultation with the lecturer responsible for the unit where appropriate, is responsible for approving applications for credit which are not covered by a formal arrangement.

In making a determination on an application for credit, consideration will be given to the following:

4.1.1 Total credit available

The total credit available is dependent upon the length of the course. For courses of up to and including one year of equivalent full-time study, credit may be given for a maximum of one-half of the credit points required for course completion. For courses exceeding one year of equivalent full-time study, credit may be granted up to a limit which requires the student to complete the equivalent of one year of full-time study at QUT.

In practice, credit will be approved for all suitable units until:

- (i) all suitable units have been accounted for, or
- (ii) credit has been awarded up to the total credit available limit.

Situation (i) will apply when the student has completed too little work to reach the total credit available limit, or when sufficient work has been completed but in a different field of study or at a significantly different level.

When situation (ii) occurs the student will be offered the option of accepting this quantity of credit and enrolling in the course or, alternatively, completing the course of the previous institution by means of an agreed upon program of study at QUT as a non-award student. Considerations will include how much credit the student would forfeit by accepting the amount offered, and whether or not a suitable program of study can be devised. The student's previous institution must agree in advance to the program proposed. It is the student's responsibility to secure the agreement of the previous institution.

4.1.2 Recency of previous studies

In determining whether credit can be granted the University must be confident of the currency of the applicant's knowledge. Studies undertaken ten or more years previous to the date of application will not be accepted for credit purposes unless a special case is

made or assessment is given to establish the currency of the applicant's knowledge. Further, in fields where practice and technology is changing rapidly, credit may not be granted where knowledge has become dated.

4.2 Forms of credit

Three alternatives are available:

4.2.1 Specified exemption

Specified exemption will be approved when prior studies, expertise or experience satisfy the objectives and requirements of the unit for which credit is sought.

4.2.2 Unspecified exemption

Where course rules permit, exemption may be given from an unspecified unit on the basis of prior completion of studies judged to be equally acceptable within the structure of the course.

4.2.3 Block exemption

Where course rules permit, block exemption of a fixed number of credit points may be given on the basis of prior completion of studies judged to be equally acceptable within the structure of the course.

Credit may be granted on a provisional basis, in which case the confirmation of the granting of credit is dependent on the student's performance in some specified part of the course.

4.3 Application procedure

4.3.1 Timing of applications

Admission applicants who also intend to apply for credit should do so immediately they are in possession of all the required documentation. Applications may be submitted before an offer of admission has been received, and must be submitted before the stipulated due date. Applications received after the due date may not be processed in time for first semester unit choices to be adjusted to reflect credit granted; applications received after the census date in any semester cannot be effective for that semester.

Students already enrolled in a QUT course who become eligible to apply for credit should ensure that their application is submitted before the due date for any semester in which the award of credit might affect their unit enrolment.

4.3.2 Documentation

Applicants are responsible for providing an official transcript of results and copies of the outline or syllabus of units completed. Before doing so, applicants are encouraged to contact the appropriate course coordinator to determine which of their former units are likely to be relevant. Undocumented applications will not be considered.

4.3.3 Other requirements

Applicants for credit may be required to attend an interview or to undergo an appropriate form of assessment.

4.3.4 Notification

Decisions on applications for credit will be conveyed in writing by the Registrar.

4.4 Review of credit application decisions

Applicants for credit who are dissatisfied with the outcome of an application may have the decision reviewed and can expect to be provided with a clear indication of the reasons for the University's ruling. The review procedure is set out in Section 6, Review of grades and academic rulings.

5. Assessment

Assessment policy

5.1 Assessment policy

Students will be assessed in accordance with the published assessment policy and practices of the Faculty offering the unit.

5.2 Notification of assessment requirements

A unit outline will be published and a copy 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
- ☐ 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.

No subsequent changes to assessment requirements will be made except by mutual agreement between the lecturer responsible for the unit and the students taking the unit, and then only if approved by the relevant Head of School.

Assessment rules

5.3 Availability for examinations

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.

Examinations may be held between 8.00am and 9.00pm on weekdays, and 8.00am and 6.00pm on Saturdays.

5.4 Timetables

Final timetables for centrally organised examinations will be released to students no later than two weeks prior to their commencement.

5.5 Student identification

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

5.6 Students to comply with directions

5.6.1 A student shall 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.

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

5.7 Entering and leaving an examination room

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

5.7.2 Students are not permitted to leave the examination room:

- (i) until half the prescribed working time has elapsed
- (ii) during the last 15 minutes of working time

unless there are exceptional circumstances such as illness.

5.7.3 Students who arrive late and before half the working time of the examination 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.

5.8 Unauthorised material not to be brought into the examination room

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 unless:

- (i) brought into the room with the permission of the examination supervisor, and
- (ii) deposited by the student directly upon entering the examination room at a place stipulated by the examination supervisor.

It is inconsequential for this rule that the unauthorised material is not related to the unit under examination.

5.9 Student not to remove papers

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 which is the property of the University.

5.10 Student not to communicate with others

During an examination a student shall not communicate by word or otherwise with any other person except the examination supervisor or examiner.

5.11 Cheating

Students are expected to exhibit honesty and ethical behaviour in undertaking assessment requirements of units. Cheating is defined as any behaviour whatsoever by students in relation to any item of assessment which may otherwise defeat the purposes of the assessment.

A student shall not cheat, attempt to cheat, or incite or assist other students to cheat in any assessment item.

5.12 Plagiarism

A student shall not plagiarise in any item of assessment.

Plagiarism is the act of taking and using another person's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a unit or course, 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 appropriately acknowledged:

- ☐ copying the work of another student
- ☐ directly copying any part of another person's work
- ☐ summarising the work of another person
- ☐ using or developing an idea or thesis derived from another person's work
- ☐ using experimental results obtained by another person
- ☐ incitement by a student of another to plagiarise.

Penalties for breach of assessment rules

5.13 Penalties

5.13.1 If a student breaches Rules 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, or 5.12, the student may be dealt with under the Student Discipline By-law.

5.13.2 A student who breaches any of the rules stated in 5.13.1 above shall be liable, in addition to any other penalty, to incur the following penalties:

- (i) the award of a Low Fail result in the unit concerned
- (ii) the award of Low Fail results in all units in which the student would have received final results in the same academic semester
- (iii) exclusion from the University for a period
- (iv) expulsion from the University.

5.13.3 Students accused of a breach of the rules will be given the opportunity to show cause why a penalty should not be applied.

5.13.4 A student excluded because of breach of assessment may appeal to the Academic Appeals Committee. An appeal must state the grounds and reasons for the appeal and must reach the Secretary of the Academic Appeals Committee within 14 days of the date of the letter advising the student of the penalty.

Deferred examinations and special consideration of factors affecting student's performance in assessment

FORM:	Application for Deferred Examination/Special Consideration.
SOURCE:	Examination Office, Gardens Point campus; Campus Enquiry Counters.
SUBMIT TO:	Examination Office, Gardens Point campus; Campus Enquiry Counters.

5.14 Deferred examinations

Students who through medical or other exceptional circumstances beyond their control are unable to attend an examination at the prescribed time or complete an examination may apply to sit for a deferred examination.

Applications for deferred examinations should include the documentation detailed in Rule 5.16 and should normally be submitted prior to or within three days of the examination date, depending on the circumstances.

Normally, deferred examinations are not granted to candidates who misread examination timetables.

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.

Students will receive written notification of the outcome of their application including, where appropriate, the date, time, campus and format of the deferred examination.

5.15 Special consideration of factors affecting assessment performance

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

Applications for special consideration, including the documentation detailed in Rule 5.16, should normally be submitted prior to or within three days of the examination or the submission of the assessment item.

5.16 Documentation required for deferred examination or special consideration

5.16.1 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, and
- ☐ 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.

It is preferred that the practitioner provides a statement on surgery letterhead paper or alternatively, completes the formatted medical certificate printed on the reverse side of the application form.

5.16.2 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 for the examination in the case of an application for a deferred examination
- ☐ affected the student's performance in the assessment item in the case of an application for special consideration.

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

Religious convictions

5.17 Alternative examination sittings

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 documentation from the religious leader on organisational letterhead.

Grading scale

5.18 Final results

Pass Grades

7	High Distinction
6	Distinction
5	Credit
4	Pass
3	Low Pass (see Note)
S3	Pass Supplementary; final grade awarded following satisfactory completion of supplementary assessment (see Note), or
S	Satisfactory (where approved for use).

Fail Grades

2	Fail
S2	Fail Supplementary
1	Low Fail
K	Withdrawn – Failure, or
U	Unsatisfactory (where approved for use).

(Note: A grade of 3 counts as a passing grade for the purpose of completing award requirements and fulfilling prerequisite requirements, except where it is stated in course rules that a higher grade is required. The limit on the number of grades of 3 which may be credited towards an award is specified in Appendix 2. Grades of S3 are not regarded as equivalent to grades of 3 for purposes of Appendix 2.)

Other Results

E	Exempt
W	Withdrawn

5.19 Unfinalised results

The following will be recorded when a result is not finalised at the time of release of results :

A	Result Unfinalised	– The result will be issued when available.
SA	Supplementary Assessment	– Student is to undertake supplementary assessment.
DA	Deferred Assessment	– Student is to undertake deferred assessment.
T	Assessment Continues	– Studies extending over more than one semester.

5.20 Grade Point Average

The Grade Point Average (GPA) is a simple numerical 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.

The GPA is reported on the Certificate of Results 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.

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

Notes:

- ☐ The GPA calculation includes all attempts at units which are awarded a numeric grade or the result 'Withdrawn – Failure' (which is converted to a 1).
- ☐ Unfinalised results are not included in the calculation.
- ☐ Only QUT units are included (not units taken at an external institution).

- Only units taken after the introduction of the seven-point grading scale are included in the calculation.

Release of results

5.21 Release of results

Following certification by Deans of Faculties, results will be released at the direction of the Registrar.

5.22 Notification of results

A Certificate of Results will be mailed to each student at the end of each semester and after the completion of any Summer School studies.

Passing grades and unfinalised results are published in the press.

Noticeboard lists containing all results are placed on University campus noticeboards.

5.22.1 Request for non-publication of results

FORM: Application for Non-publication of Results.
SOURCE: Examination Office, Gardens Point campus;
Campus Enquiry Counters.
SUBMIT TO: Examination Office, Gardens Point campus;
Campus Enquiry Counters.

Students may request to have their results withheld from public release on campus noticeboards and in the press. Application must be made no later than 30 May for first semester, 30 October for second semester and 31 December for Summer School studies. The request to withhold results from public release will remain in force until revoked in writing by the student.

Graduation

5.23 Eligibility for graduation

Students are eligible to graduate upon completion of course requirements.

A passing grade must be achieved in all units set out in the course structure, except that in certain specified units a grade of 4 or better must be obtained to satisfy the course requirements. In addition, Faculty Academic Boards have set a limit on the number of grades of 3 which may be credited towards awards. These limits are specified in Appendix 2.

Once a student has completed course requirements, a date of completion and the student's graduation name will be recorded. The date of completion will normally be the date of the release of the final grade to effect graduation.

6. Review of grades and academic rulings

FORMS: Application for Review of Grade,
Application for Review of Academic Ruling.
SOURCE: Examination Office, Gardens Point campus;
Campus Enquiry Counters.
SUBMIT TO: Examination Office, Gardens Point campus;
Campus Enquiry Counters.

6.1 Review of grades

During the course of a semester students should discuss their progress in all coursework

exercises (including examinations which 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.

Any student who believes that an error has been made or an injustice done with regard to a final grade for a unit may request a review of the grade.

Where, after discussion, the student believes that an error persists or that the final grade is not a fair reflection of his or her work, the student may request a review at the end of semester following notification of the final grade.

The review process may involve three steps.

Step 1 – Informal consultation

Upon notification of the final grade, a student who is dissatisfied with the grade should contact relevant teaching staff (lecturer, unit coordinator, course coordinator) and seek clarification of the reason for the grade.

Step 2 – School-level review

If a student remains dissatisfied after Step 1, or if the student is unable to make contact with relevant teaching staff, an application for a formal review may be submitted. Applications must be made on an Application for Review of Grade Form.

Applications normally must be submitted to the Registrar within 14 days of the release of the results, accompanied by appropriate information and documentation if available, and must state the specific grounds on which the application for review is based.

The Application for Review is forwarded to the Head of School responsible for the unit in dispute, who determines the form of the review. The University minimally requires that any such review consider whether all items of assessment have been marked and whether the aggregate marks were compiled accurately.

The Registrar normally advises students of the outcome within 14 days of receipt of the application.

Step 3 – Faculty-level review

A student who is dissatisfied with the outcome of Step 2 may apply to the Registrar within seven days of receipt of such notification to progress to a further stage of review. The student must resubmit the Application for Review Form stating why the previous review was inadequate and may provide additional reasons or evidence for the further review.

The application is forwarded through the chairperson to the faculty review committee, which is a sub-committee of the faculty academic board, and which minimally must comprise the dean (or nominee), a member of academic staff and a student representative appointed by the faculty academic board. The quorum of the committee is three. The committee determines whether grounds exist for the further review.

The process for Step 3 requires the faculty involved, through the relevant Head of School, to reconsider the assessment of the item(s) in dispute. All such reconsiderations must be accompanied by a written rationale for the final decision reached, to ensure that due process has been observed and that a record exists of the decision.

Outcomes of such reviews must be endorsed by the faculty-level review committee. The committee determines whether reviews have been conducted appropriately, monitors the number and type of reviews conducted and reports on its activities to the faculty academic board.

The Registrar normally advises students of the outcome within 21 days of receipt of the application.

Reviews may lead to no change or to either a less favourable or more favourable outcome for the student.

Reviews under Steps 2 and 3 involve separate fees, which are reimbursed if a higher grade is awarded following the review.

6.2 Review of academic rulings

Students who have received advice of a ruling in regard to an academic matter (for example, amount of credit awarded, cancellation of units, amendment of enrolment program, refusal of application to waive prerequisite), and who wish to be provided with further information on the basis and implications of the ruling, should contact their faculty office. Faculty 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 of Academic Ruling Form.

Applications must be submitted to the Registrar within 14 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 outcome of reviews.

6.3 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 semester.

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

7. Unsatisfactory academic performance and exclusion

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. In addition, a single failure in a unit designated as critical to students' progress in the course may result in exclusion.

This policy applies to studies undertaken while enrolled in an award course. Non-award students are required to apply for enrolment each semester, and their applications may be accepted or rejected by the Registrar on the recommendation of the relevant Dean of Faculty.

7.1 Probationary enrolment

A student is placed on probationary enrolment if:

- (i) the student fails a unit which has been failed previously, or
- (ii) the student has a Grade Point Average of less than 3.0 in the course in which he or she is enrolled.

For the purpose of this rule a unit is uniquely identified by the unit code. Where a unit code has been changed on administrative grounds, the unit will be deemed to be the same unit 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 course coordinator.

7.2 Terms of probationary enrolment

Students on probationary enrolment are required to enrol as the course coordinator directs.

Students placed on probationary enrolment at the end of first semester remain on probationary enrolment for the duration of the following semester. Students placed on probationary enrolment at the end of second semester remain on probationary enrolment for the duration of the following academic year.

If a student cancels their 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 cancelled enrolment are counted as one period of probationary enrolment.

7.3 Exclusion

The Faculty Academic Board may exclude a student under the following circumstances:

- (i) at the end of an academic year, the Academic Board may exclude a student who has had, or is eligible for, a second or subsequent period of probation during the year
- (ii) at the end of a semester, the Academic Board may exclude a student who has failed to achieve a satisfactory level of performance in a designated unit.

Designated units are indicated in Appendix 3 and include professional experience units, units requiring the development of particular skills and units requiring certain personal qualities. A satisfactory level of performance in a designated unit is a grade of 4 (Pass) or higher, or S – Satisfactory, where appropriate.

A student who is eligible under (i) or (ii) above but who is not excluded by the Academic Board is placed on probation.

Exclusion normally applies to the course in which the student was enrolled. An Academic Board may exclude a student from all courses or a specified group of courses offered by the faculty if the student is eligible for exclusion under (i) or (ii) above and has either had at least two periods of probationary enrolment or been excluded previously from another QUT course.

Academic Committee, on the recommendation of the Academic Board, may exclude a student from all QUT courses if the Academic Board is recommending exclusion from all the faculty's courses and the student has been excluded previously from a course in another faculty.

An excluded student may not enrol as a non-award student in any units in the course or courses from which they have been excluded except at the discretion of the Dean of the Faculty responsible for the course.

Students who are excluded are notified by registered mail. Excluded students have the right of appeal to the Academic Appeals Committee.

7.4 Duration of exclusion and 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.

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

The student's application for readmission must be accompanied by a statement which addresses such factors as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation.

Students readmitted after a period of exclusion will be placed on probationary enrolment for the remainder of the academic year.

At the end of the academic year, the Academic Board of the relevant faculty will review the academic performance of each student readmitted to the course during that year. If the student's Grade Point Average since readmission is less than 3.5, the student may be excluded as per Rule 7.3.

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, units failed prior to the period of exclusion and the Grade Point Average prior to the period of exclusion will be taken into account.

8. Student appeals

A student who has been excluded on the grounds of unsatisfactory academic performance or failure to complete an award within time limits or who has been excluded because of breach of assessment rules has right of appeal.

8.1 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 which advised the student of the exclusion.

8.2 Appeals against exclusion for unsatisfactory academic performance

An appeal against exclusion for unsatisfactory academic performance is referred 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.

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. A representative of the Equity Board may be invited to attend the Academic Appeals Committee.

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

8.3 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:

- ☐ 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.

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. A representative of the Equity Board may be invited to attend the Academic Appeals 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.

8.4 Appeals against exclusion for breach of assessment rules

An appeal against exclusion for cheating is referred to the Academic Appeals Committee which determines whether the appeal should be upheld or dismissed. The Committee considers:

- ☐ whether the original penalty was correct under the relevant rules
- ☐ whether procedures were properly carried out
- ☐ 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. A representative of the Equity Board may be invited to attend the Academic Appeals Committee.

8.5 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 consequences of the grade which are the subject of the appeal, except in special circumstances as may be determined by the Registrar.

9. Higher Education Contribution Scheme

Under the 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.

9.1 HECS Payment Options Form

All students are required to lodge the *HECS Payment Options Form* at the time of their initial enrolment in a course. A new *HECS Payment Options Form* must be lodged when a student changes course or when a student wishes to change HECS payment options. Students concurrently enrolled in more than one course are required to lodge a new *HECS Payment Options Form* for each course.

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.

Students who fail to lodge a valid *HECS Payment Options Form* by the first day of the semester of enrolment in their course will have their enrolment cancelled on the grounds that they have not fulfilled the conditions of enrolment.

9.2 Up-front payment option

Students who select the up-front payment option are sent an invoice for the HECS amount to be paid. The calculation is based on the recorded enrolment of the student for the semester on the invoiced date.

A student who fails to pay in full the invoiced amount by the due date will be charged a late fee for the acceptance of the up-front payment or must complete a *HECS Payment Options Form* selecting the deferred payment option and provide their tax file number.

Students who fail to take the action specified above will have their enrolment cancelled on the grounds that they have not fulfilled the conditions of enrolment.

9.2.1 Safety Net provision

Students who select the up-front payment option may also choose the Safety Net provision. This provision allows the University to change a student's method of HECS payment to the deferred payment option if the HECS up-front payment has not been received by the semester census date. Where the method of HECS payment has been changed to the deferred payment option in this way students must submit a new HECS Payment Option Form by the first day of semester if they wish to change back to making up-front payments.

9.3 Deferred payment option

Students who select the deferred payment option must provide their tax file number or a certificate from the Australian Taxation Office confirming that a tax file number has been applied for. Students who have submitted such a certificate must subsequently inform the Student Fees Office of their tax file number within 28 days.

Students who fail to supply their tax file number will have their enrolment cancelled on the grounds that they have not fulfilled the conditions of enrolment.

9.4 Changing HECS payment option

Students may change their HECS payment option by lodging a new *HECS Payment Options Form* by the first day of the semester. The new payment option applies to all future semesters until a further change of payment option is notified.

9.5 The HECS Notice of Liability

Following the census date for a semester, students are provided with a HECS Notice setting out their HECS liability for the semester which was determined by their unit enrolment on the census date.

Students have 14 days from the date of the HECS Notice of Liability to advise Student Administration of any error in the notice.

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.

Students who fail to pay in full any additional amount will have their enrolment cancelled on the grounds that they have not fulfilled the conditions of enrolment.

10. Student Guild fee rules

10.1 Membership of the Guild

Subject to Rule 10.2, 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.

10.2 Conscientious objection

An enrolled student who:

- ☐ declares by letter addressed to the Registrar the nature of his or her conscientious objection to being a member of the Guild
- ☐ notifies the Guild that he or she has made such declaration in writing to the Registrar
- ☐ 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 10 per cent 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.

10.3 Fees to be paid

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

10.4 Consequences of non-payment or part-payment

If Guild fees payable by a student have not been paid at the time of lodging an enrolment form, or the student has not notified the Registrar of a conscientious objection as per Rule 10.2, the Registrar may refuse to accept the student's enrolment.

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.

A student who has not paid the full amount of Guild fees due may have their enrolment cancelled or may have sanctions imposed as specified in Rule 2.

10.5 Refund of fees

A student who cancels enrolment on or before 31 March for first semester or 31 August for second semester shall be entitled to a refund of the Guild fees for that semester. The refund will be made by the University on behalf of the QUT Guild. The student is required to surrender any current QUT Student Card.

11. Miscellaneous student charges

11.1 Guild fees

Full-time students	\$150
Part-time students	\$ 68
External students	\$ 20

11.2 Postgraduate tuition fees

Students enrolled in courses shown below will be required to pay the postgraduate tuition fee listed, unless they have been previously enrolled in the course on a HECS liable basis.

BS81	Master of Business Administration	\$55 per credit point ¹
ED14	Master of Education (TESOL)	\$50 per credit point
EE78	Master of Engineering Science in Electricity Supply Engineering	\$142 per credit point plus \$1000 thesis supervision charge
BS78	Graduate Diploma in Business (Administration)	\$55 per credit point ¹
BS72	Graduate Diploma in Communication	\$65 per credit point
EE60	Graduate Diploma in Electricity Supply Engineering	\$142 per credit point
AR80	Graduate Certificate in Architectural Practice	\$50 per credit point
ED60-75	Graduate Certificates in Education	\$50 per credit point
EE82	Graduate Certificate in Electricity Supply Engineering	\$142 per credit point
IT18	Graduate Certificate in Information Technology	\$100 per credit point
BS30	Graduate Certificate in Management	\$55 per credit point ¹
CN81	Graduate Certificate in Project Development	\$70 per credit point

Students who fail to pay the invoiced amount by the due date will be charged a late fee for acceptance of the payment. Failure to pay the required fee by the semester census date will lead to cancellation of enrolment.

11.3 Administrative charges

Late lodgement of application for admission	\$ 20
Late lodgement of enrolment form	\$ 30
Late addition to an enrolment program	\$ 20
Addition to enrolment program not made on the prescribed form	\$ 20
Reinstatement of enrolment following administrative cancellation	\$ 30
Lodgement of Postgraduate Change of Preference Form	\$ 20
Review of grades (refundable)	
Step 2 – School-level review ²	\$ 10
Step 3 – Faculty-level review ²	\$ 20
Copy of examination script	\$ 10 (per script)
Statement of Academic Record	\$ 5
Re-issue of ID Card	\$ 5
Late collection of ID card	\$ 10
Re-issue of Award Certificate	\$ 40
Re-issue of receipt for fees paid	\$ 5
Late fee for up-front HECS payment	\$ 50
Late fee for payment of tuition fees	\$ 50
Re-issue of Notice of HECS liability	\$ 5

11.4 Deposit system for use of laboratory facilities

A student enrolled in any unit included in the 'Schedule of Units relating to Laboratory Deposits', which the Registrar may vary from time to time, shall deposit \$50 for the use of laboratory facilities.

¹ Students commencing these courses in 1995 will be charged \$65 per credit point.

² Refer to 6.1 Review of grades.

The student shall be required to pay only one deposit irrespective of the number of such units included in an enrolment.

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.

APPENDIX 1: Credit transfer policies

1.1 Policy statement: general principles concerning transfer of credit and combined awards – Technical and Further Education; Training, Employment, Queensland (TAFE.TEQ)/QUT

There is a history of favourable credit transfer arrangements between various TAFE.TEQ and QUT courses. Further, there is a general willingness on the part of TAFE.TEQ and QUT to review courses to identify areas in which advanced standing, transfer of credit, efficient progression from TAFE.TEQ to QUT courses and the development of combined awards might be appropriate. TAFE.TEQ and QUT seek to eliminate unnecessary barriers to student progression, recognise problem areas and seek appropriate solutions and processes so that increased numbers of better educated graduates can be made available to industry.

The following principles form the substance of the agreement between QUT and TAFE.TEQ in this area.

Principles

Note: These principles apply specifically to credit transfer arrangements and combined awards between TAFE.TEQ associate diploma and diploma courses and QUT degree level courses in related fields.

- (i) **Course development/review:** When developing and/or reviewing units with common or closely linked vocational outcomes, TAFE.TEQ and QUT will work in consultation with a view to establishing automatic equivalence. Units developed in this way will give TAFE students full QUT exemptions.
- (ii) **Block exemptions:** The awarding of block credits is given a high priority. This allows for appropriate substitution in degree courses without disadvantaging the student's foundation in core discipline units. While a normal exemption would comprise 96 credit points (Associate Diploma), in certain circumstances additional credit may be awarded.
- (iii) **Individual unit exemptions:** Where there is a close equivalence between TAFE.TEQ and QUT units and/or they have been prepared jointly, then the student will be given credit for individual units that fall outside those already credited in any block exemption.
- (iv) **Maximum recognition of previously completed learning:** A student should be given maximum recognition for prior learning. Credit should be given for all appropriate learning experiences.
- (v) **The adoption of flexible constructs for credit exemptions:** Flexible constructs should be adopted to ensure that the combined credit exemptions of unit blocks, individual units and recognition of prior learning are not reduced by a pre-determined ceiling. The only limiting factor in such arrangements is standard QUT policy regarding transfer of credit.
- (vi) **Joint use of resources:** Where appropriate and mutually beneficial, maximum utilisation of joint resources (human and physical) will be made in the development and delivery of courses.

- (vii) **Combined awards:** Where joint arrangements could provide more effectively for the flexibility and specialisations sought by industry, the development of combined awards will be encouraged.
- (viii) **New articulation and credit transfer arrangements:** Individuals or groups seeking to initiate any development that may lead to articulation and/or transfer of credit between TAFE.TEQ and QUT are to do so through the appropriate Associate Director (TAFE.TEQ) and Dean of Faculty (QUT).

1.2 Articulation of awards

The University considers that it is in the interest of students to facilitate their movement between courses of various types and levels. In developing new courses or revising existing courses, faculties are asked to pay particular attention to achieving close articulation between courses both within the University and between institutions/sectors (eg. QUT and TAFE.TEQ).

Specific articulation and credit transfer arrangements between levels of completed awards in related fields will normally be as follows.

☐ **Associate degree and Associate diploma awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

- (i) certificate – 24 credit points (0.5 semester),³ or
- (ii) advanced certificate – 48 credit points (1.0 semester).

☐ **Diploma awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

- (i) associate diploma – 144 credit points (3.0 semesters).

☐ **Bachelor degree awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

- (i) associate diploma – 96 credit points (2.0 semesters), or
- (ii) diploma – 192 credit points (4.0 semesters).

☐ **Graduate diploma awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

- (i) graduate certificate – 48 credit points (1.0 semester).

☐ **Two-year master degree awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

- (i) four-year bachelor degree at honours standard – 96 credit points (2.0 semesters), or
- (ii) honours – 96 credit points (2.0 semesters), or
- (iii) graduate certificate – 48 credit points (1.0 semester) or

³ All semester values refer to full-time or equivalent. QUT operates on standard length semesters of 48 credit points.

(iv) graduate diploma – 96 credit points (2.0 semesters).

□ **Professional doctorate awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

(i) master degree – 48 credit points (1.0 semester).

□ **Doctor of philosophy awards**

Upon entry to these awards, students will normally gain credit on the basis of the following:

(i) master degree – 48 credit points (1.0 semester).

Specific articulation and credit transfer arrangements between levels of awards in related fields on the basis of incomplete studies will normally be as follows:

□ **Master degree awards**

Students admitted to a doctoral research award or a professional doctorate award but who either do not qualify to progress to the award or do not wish to proceed may on application be transferred to a master degree award.

□ **Graduate diploma awards**

In specifically designed master/graduate diploma awards, students may be granted a graduate diploma on the basis of the following:

(i) master degree by coursework – satisfactory completion of at least 96 credit points (2.0 semesters)

if they either do not qualify or do not wish to proceed to the higher level award.

□ **Graduate certificate**

In specifically designed master/graduate diploma awards, students may be granted a graduate certificate on the basis of satisfactory completion of at least 48 credit points (1.0 semester) of units which constitute an approved graduate certificate program.

APPENDIX 3: Exclusion – designated units

		Credit Points
FACULTY OF ARTS		
Bachelor of Arts (Dance)		
AAB121	Contemporary Technique 1	16
AAB122	Contemporary Technique 2	16
AAB123	Classical Technique 1	16
AAB124	Classical Technique 2	16
Bachelor of Arts (Drama)		
AAB203	Acting 2	12
AAB233	Voice & Movement 3	12
AAB234	Voice & Movement 4	12
AAB247	Acting 3	12
Bachelor of Arts (Music)		
AAB562	Practical Studies A2	12
AAB571	Practical Studies A3	24
Bachelor of Arts (Visual Arts)		
AAB702	Foundation Media Study 1	24
AAB703	Foundation Media Study 2	24
AAB707	Advanced Media Study 1	24
AAB708	Advanced Media Study 2	24
AAB709	Advanced Media Study 3	24
AAB710	Advanced Media Study 4	24
Bachelor of Social Science (Human Services)		
SSB026	Fieldwork Practice 1	
SSB036	Fieldwork Practice 2	
Associate Degree in Dance/Associate Diploma in Dance		
AAX111	Repertoire & Practice Period 1	12
AAX112	Repertoire & Practice Period 2	16
AAX113	Repertoire & Practice Period 3	16
AAX114	Repertoire & Practice Period 4	16
AAX117	Ballet Technique 1	8
AAX118	Ballet Technique 2	8
AAX119	Ballet Technique 3	8
AAX120	Ballet Technique 4	8
AAX121	Contemporary Technique 1	8
AAX122	Contemporary Technique 2	8
AAX123	Contemporary Technique 3	8
AAX124	Contemporary Technique 4	8

POLICY STATEMENTS

Access to Assessment Results

The University is committed to a policy of openness with respect to the release of assessment results. Effective from the date of commencement of the *Queensland Freedom of Information Act*, QUT policy on access to assessment results and/or marks is as follows:

- ☐ For units where percentage marks are calculated, students may request and obtain their own final marks from nominated officers in the relevant faculty.
- ☐ Faculty academic boards must make appropriate arrangements for students who request to peruse or to obtain a copy of their own examination scripts or written answers to examination questions or other forms of assessment, provided that the request is made within three months of the release of the examination results.
- ☐ Where examination question papers or other forms of assessment will be re-used in successive examinations, faculty academic boards must arrange for students to receive advice on their performance with reference to their own examination scripts in a way which does not prejudice the examination mode.

This policy will apply to examinations and other forms of assessment from second semester, 1992.

Assessment Provisions for Students with Disabilities

Students with permanent or temporary disabilities have the right to alternative arrangements, consistent with a commitment to academic excellence and equality of opportunity, to enable them to fulfil their course requirements.

Some alternatives

Disabilities may prevent or inhibit students from completing certain unit requirements, such as performing particular skills; writing assignments, test papers or examinations; or executing physical or laboratory tasks.

Suggested variations in assessment techniques for students with disabilities are listed below. Issues of validity, reliability and equity, together with ease of marking, should be taken into account when adopting such alternatives.

Variations

Examples

Mode

Questioning modality

Brailled or audiotaped questions, viva voce testing, signing interpreter etc.

Response modality

Oral rather than written answers – recorded on tape, viva voce, signing etc.

Context

Time

Extended period to answer examination, respite breaks during an examination, extra time to complete assignments, deferment without penalty etc.

Equipment	Tape recorder, braille, print magnifier electric typewriter, special desk for wheelchair, adapted laboratory equipment etc.
Separate examination room	Special equipment, personal assistance (to avoid disturbing others)
Personal assistance	Amanuensis, reader, interpreter, aide.

Such alternative approaches to assessment need to be carefully considered before implementation to ensure undue over- or under-compensation does not occur. A brochure, *Assessment Procedures for Students with Disabilities*, explains the advantages and disadvantages of such alternatives and is available from campus counsellors.

Responsibilities

Students should make their needs known to relevant lecturers early in the semester.

To support their request for special consideration, students may be required to present a certificate from a medical or other specialist practitioner (eg. psychologist) which substantiates the nature of the special need. Appropriate documentation can be sighted and supported by a counsellor who provides referral to the relevant course coordinator, faculty or school.

Alternative forms of assessment are usually negotiated between student and lecturer, but advice can be sought from the course coordinator or counselling service as needed.

Lecturers or course coordinators should notify the Student Administration section of any special examination requirements, including the level of expertise allowable in any assistant (amanuensis, interpreter, aide) who may be required, so that the student is neither advantaged nor disadvantaged in comparison with other students. Students are to be given adequate lead time prior to an assessment item to gain working familiarity with such assistants. Lecturers should also notify the library of particular equipment needs.

For centrally organised assessment items, responsibility for the conduct and administration of alternative assessment provisions for students with disabilities rests with Student Administration. Unless negotiated otherwise by lecturer and student, responsibility for employing an amanuensis or interpreter as well as providing special equipment, settings and supervision will rest with the Examination Officer. Costs of employing supervisors, personal assistants and providing examination materials (eg. blank audio-cassettes; brailled examination papers) are to be borne by the Student Administration section. A record of requests and adaptations made will be retained for review purposes.

For other assessment, responsibility primarily rests with faculties and schools. **The scope and funding of support services for such assessment is currently under review.**

Awards with Honours

This policy does not deal with honours programs which are end-on to a bachelor degree course.

In degree courses of four or more years, a degree with honours may be awarded to students who have recorded outstanding achievement in the four-year program.

First class honours, second class honours division A and second class honours division B may be awarded. Candidates for a degree with honours must fulfil the requirements for a pass degree and achieve a standard of proficiency in all course units as may from time to time be determined by the relevant faculty academic board and approved by University Academic Board.

Honours are awarded:

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

A degree with honours will not be registered for programs of less than four years' duration.

Honours are presently awarded in the degree courses in Architecture, Engineering, Law and Optometry.

Faculty academic boards make recommendation to University Academic Board, supplying the following information:

- ☐ the level of academic achievement necessary to qualify for each grade of honours as per faculty criteria
- ☐ the actual results for each of the recommended candidates viz. the number of high distinctions, distinctions (or honours pre-1985), credits and passes
- ☐ the cumulative proportion of graduates represented in honours groups since the introduction of honours in the course and, for Engineering, cumulative percentages for each class of honours for civil, electrical and mechanical engineering graduates.

Student Administration Department will provide University Academic Board with the grade point average for each of the recommended candidates.

Equal Opportunity Policy

The Council of the Queensland University of Technology is committed to a policy of equal opportunity and freedom from all forms of discrimination as determined by legislation or by Council. The policy is issued on the basis that it is fair and just and contributes to the fulfilment of QUT's Missions and Goals.

In fulfilling this policy, the University aims to

- ☐ promote the development of a University culture supportive of equity principles
- ☐ ensure all of its management and educational policies and practices reflect and respect the social and cultural diversity contained within the University and the community it serves
- ☐ ensure that the appointment and advancement of staff and admission and progression of students within QUT are determined on the basis of merit
- ☐ provide equal employment and educational opportunities within QUT and identify and remove barriers to participation and progression in employment and education, and implement an Affirmative Action Program for equity groups
- ☐ eliminate unlawful discrimination against staff and students on the grounds of sex; marital status; pregnancy; breastfeeding; race; age; parenthood; physical, intellectual and mental impairment; religious belief; lawful sexual activity; trade union activity; criminal record; social origin; medical record; nationality; or political belief or activity

- comply with State and Federal legislation on Discrimination, Equal Opportunity and Affirmative Action and binding international human rights instruments.

The Vice-Chancellor, through the Pro-Vice-Chancellor (Academic) and the management of the University, is responsible for implementation of this policy. The Pro-Vice-Chancellor (Academic) is assisted by the Equity Coordinator.

QUT expects all staff, students and members of the University community to act in accordance with this policy.

Non-Discriminatory Presentation and Practice

Queensland University of Technology endorses a policy of non-discriminatory presentation and practice in all administrative and academic activities of the University.

Accordingly, the University will:

- actively promote the use of non-discriminatory language and presentation in all QUT documents and publications and non-discriminatory teaching practice in classrooms
- put in place a procedure for setting complaints and grievances about discriminatory language, presentation, and teaching practices
- make all staff aware of their responsibilities under the policy and of the existence of a complaints procedure, and circulate suitable educational material to assist staff to comply
- require that in the development of guidelines and teaching activities for students, staff encourage students to comply with the policy.

Heads of school are responsible for implementing and monitoring the policy, and for responding to complaints.

Staff or students with complaints or concerns regarding discriminatory practices should approach their head of school or, if preferred:

- the Equity Officer
- any member of Women in QUT within their faculty/school
- the Women's Services Officer of the Student Guild.

Sexual and Gender Based Harassment Policy

QUT has adopted a Policy on Equal Opportunity to reflect its commitment to equal opportunity and freedom from all forms of discrimination in education and employment, as determined by legislation or by Council.

QUT recognises the right of all students and staff to work and/or study in an environment free from sexual and gender-based harassment. Sexual harassment and discrimination on the basis of sex are unlawful and unacceptable within the University.

The University acknowledges its responsibility to ensure that staff, students, and members of the university community are made aware of what constitutes unacceptable behaviour within the University and that all managers and supervisors are aware of their responsibility for ensuring the maintenance of proper standards of conduct within the University.

The University recognises also its responsibility to take prompt and effective action to deal with complaints of sexual and gender-based harassment and to ensure that all people

involved in the complaint, including the complainant, the person complained about and witnesses are treated fairly. The university will do everything in its power to ensure that people are not victimised in any way. It also recognises the responsibility of managers to take a pro-active role in dealing with any manifestations of sexual and gender-based harassment in accordance with this policy.

What is Harassment?

Harassment is a form of discrimination. It is offensive social behaviour which occurs particularly in staff/student or employer/employee relationships where there is a relationship of power and/or authority of one person over another.

The University recognises however that the work or study environment may also be adversely affected by sexual or gender-based harassment by peers (student/student or employee/employee) and will not tolerate such behaviour. Similarly, the University will not tolerate harassment of staff by students nor harassment by staff or students of visitors or members of the public whilst engaged in University activities.

Behaviour that is regarded as harmless, trivial or a joke may constitute sexual or gender-based harassment, where personally offensive, humiliating or distressing to the recipient.

Sexual Harassment

Sexual harassment is any form of offensive sexual attention that is uninvited and unwelcomed. It can be a single incident or a persistent pattern of unwelcomed behaviour and it should be noted that the distress can be the same whether the conduct is intentional or unintentional. Although a majority of complaints of sexual harassment come from women, sexual harassment is not confined to any gender or sexuality. Sexual harassment can range from subtle behaviour to explicit demands for sexual activity or even criminal assault and includes the following:

- ☐ inappropriate remarks with sexual connotations
- ☐ smutty sexual jokes
- ☐ the display of offensive material
- ☐ stares and leers or offensive hand or body gestures
- ☐ inappropriate posturing
- ☐ comments and questions about another person's sexual conduct and/or private relationships
- ☐ persistent unwelcome invitations
- ☐ requests for sexual favours
- ☐ offensive written, telephone or electronic mail or other computer system communications
- ☐ unnecessary close physical proximity including persistently following a person
- ☐ unwelcome physical conduct such as brushing against or touching a person
- ☐ actual molestation
- ☐ sexual assault.

Gender-Based Harassment

Gender-based harassment is any conduct that is unwelcome because it denigrates a person on the basis of their gender. It can be a single incident or a persistent pattern of unwanted behaviour and constitutes unlawful discrimination if it can be shown that the person being harassed is being treated unfavourably on the basis of her or his sex. The term covers a range of behaviour which in its context amounts to harassment including:

- ☐ denigrating comments regarding a person's gender
- ☐ the display of written or pictorial material that denigrates a person's gender
- ☐ negative behaviours, eg bullying, intimidation or exclusion related to the gender of the recipient
- ☐ expressing stereotyping, that is assumptions based on gender about an individual's gender, group behaviour, values, culture or ability.

Information on Harassment

QUT has procedures designed for dealing with complaints of sexual or gender-based harassment.

There is also a network of trained Sexual Harassment Contact Officers who can advise and assist people interested in making a complaint.

Information on the policy and procedures and/or the Sexual Harassment Contact Officers are available from the Equity Section.

Equity Coordinator
Room U333
U Block
Gardens Point Campus
Ph.: 07 864 2115

Equity Officer
Room 214
K Block
Kelvin Grove Campus
Ph.: 07 864 3652

REPLACEMENT AND SUBSTITUTE AWARD CERTIFICATES

A 'replacement' certificate is a replacement for a certificate issued originally by the Queensland University of Technology.

A 'substitute' certificate is a substitute for a certificate issued originally by antecedents of Queensland University of Technology (including Brisbane College of Advanced Education, Brisbane Kindergarten Teachers' College, Kedron Park Teachers' College, Kelvin Grove Teachers' College, Kelvin Grove College of Teacher Education, Kelvin Grove College of Advanced Education, North Brisbane College of Advanced Education, Queensland Institute of Technology, [Queensland] Teachers' College and the [Queensland] Teachers' Training College).

Substitute certificates will not be issued for certificates issued originally by the Queensland Department of Education or other bodies not currently associated with higher education.

Fees for replacement or substitution

Replacement certificates will be issued free of charge where the original was lost or damaged in transmission or was defective. A fee of \$40 will be charged in all other cases.

A fee of \$40 will be charged in respect of substitute certificates.

Conditions of replacement or substitution

Both replacement and substitute certificates will be issued subject to the following conditions:

- ☐ where the original certificate has been lost in transmission or subsequently, a statutory declaration is submitted to that effect
- ☐ where the original certificate was defective or has been damaged, the certificate is returned
- ☐ payment of the prescribed fee, where applicable.

Form of certificates

All replacement and substitute certificates will be produced on QUT proforma, and, except where a replica is issued as a replacement, will be produced using the proforma current at the time of issue of the replacement or substitute, and incorporate the signatures of the incumbent Chancellor, Vice-Chancellor, and Registrar.

The student's name on the replacement and substitute certificates will be the same as on the original certificate. Certificates will not normally be re-issued on account of a change of name. In exceptional circumstances the Registrar may approve variations to the application of this policy.

Endorsements

Replacement certificates

Replacement certificates will carry no endorsement where the original certificate can be

replicated in every respect. The University cannot guarantee to provide replicas in every instance.

However, where there has been any change in the proforma itself, the Common Seal, or the signatories, and no stock of the original is available, a replacement certificate will be endorsed as follows:

“ This is a replacement for a certificate issued under the Common Seal on (day, month, year appearing on original certificate)(under the name of [name appearing on original certificate]).”

Substitute certificates

Substitute certificates will carry, as appropriate, one of the following endorsements in every case:

“ This is a substitute for a certificate, (number – if known), issued on (date, month, year, appearing on original certificate) by (institution), (under the name of [name appearing on original certificate]) which was incorporated into Queensland University of Technology on 1 May1990.”

or

“ This is a substitute for a certificate issued on (date, month, year appearing on original certificate)(under the name of [name appearing on original certificate]) by Queensland Institute of Technology which became Queensland University of Technology on 1 January 1989.”