

2

Student Rules

CONTENTS

Student Rules, Policies and Procedures

Enrolment.....	89
Sanctions on Students who Fail to Meet Obligations	96
Non-award Studies	96
Transfer of Credit.....	98
Assessment	100
Review of Grades and Academic Rulings	105
Unsatisfactory Academic Performance and Exclusion.....	106
Student Appeals.....	107
Higher Education Contribution Scheme	109
Student Guild Fee Rules	110
Miscellaneous Student Charges.....	111

Policy Statements

Assessment Provisions for Students with Disabilities.....	129
Confidentiality of Student Records	130
University Medals	131

STUDENT RULES, POLICIES AND PROCEDURES

The following rules are based on the rules which existed prior to 1991 at the Queensland University of Technology and the Brisbane College of Advanced Education. They have been drawn up with the aim of providing the least disadvantage to continuing students. If a student considers that 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 1993* which is available from QUT's Admissions Section

1. Enrolment

1.1 Deferment of enrolment

Commencing students may be granted deferment of enrolment if the request is made by the end of the second week of the first semester of enrolment in the course. The period of deferment is until the first semester of the following academic year. Unless otherwise specified, deferment is automatic in undergraduate courses. Deferment is not normally granted for postgraduate courses.

1.2 Failure to enrol following admission

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semester by the date specified in the University's letter of offer, the enrolment lapses and the offer of admission is withdrawn.

1.3 Enrolment (commencing students)

FORM:	Enrolment Form for Commencing Students
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

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
- 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 Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

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)
- 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 closing date for lodgement of enrolment forms for continuing students. An enrolment form lodged after the closing date may be accepted at the discretion of the Registrar on payment of a late fee.

1.5 Personal information

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

1.6 Mailing address

FORM:	Change to Enrolment Form or Change of Personal Details Form
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

A student is required to provide a reliable mailing address 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 sufficient excuse for missing a deadline or an obligation.

1.7 Confirmation of enrolment

Each semester, and following any change of enrolment details, the University provides students with a statement of their current enrolment program. It is the student's responsibility to inform the University of any discrepancy in the statement 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 subjects 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 and co-requisites

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

A Head of School may permit a student to undertake a subject 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 subject. Where a prerequisite or co-requisite is designated as a repeat-requisite (indicated by the postscript [R]), the prerequisite or co-requisite may be satisfied by the student having attempted the subject without having achieved a passing grade. For the purpose of this provision, a student is deemed to have attempted the subject if the student completed all assessment requirements while enrolled in the subject. This provision allows for a student to proceed to a subject while repeating its prerequisite.

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

FORM:	Change to Enrolment Form
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

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

1.9.1 Addition and substitution of subjects

Students may add subjects to their existing enrolment program up to the end of the second week of semester.

Requests received after the second week of the semester are approved only in exceptional circumstances as determined by the Registrar or relevant Course Coordinator and are subject to the payment of a late fee.

1.9.2 Cancellation of subjects

Students may cancel their enrolment in subjects except where the cancellation results in an enrolment program which has fewer credit points than the minimum allowable, or which represents a departure from a program prescribed for a student on probation. The consequences of cancellation depend on the date on which cancellation is requested.

For subjects undertaken in the first or second semesters:

- (i) **Cancellation in the first two weeks of the semester:** The subjects are deleted from the student's record.
- (ii) **Cancellation from the third week of the semester to 31 March in the case of first semester, or 31 August in the case of second semester:** A status of 'Withdrawn' is recorded against the subjects concerned. A 'Withdrawn' subject is not included in the calculation of the student's GPA.
- (iii) **Cancellation after 31 March or 31 August 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 if satisfied that the cancellation was necessitated by medical, compassionate or other exceptional circumstances.

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

For subjects undertaken in the Summer School period:

- (i) **Cancellation in the first two weeks of the Summer School:** The subjects 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 necessitated by medical, compassionate or exceptional circumstances.

1.10 Change of course or major

Offers of admission to commencing students will specify the particular course and, where applicable, major for which the offer is made. Students are required to enrol and complete at least the first semester accordingly.

1.10.1 Transfer to another course or major offered by the same Faculty

FORM: Intra-Faculty Changes Form (Form I)
SOURCE: Faculty Administration Office
SUBMIT TO: Faculty Administration Office

Students who wish to transfer to another course offered by the same Faculty or to transfer to another major within the same course, 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 attendance mode

FORM: Intra-Faculty Changes Form
SOURCE: Faculty Administration Office
SUBMIT TO: Faculty Administration Office

1.11.1 Definitions of attendance modes

- 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 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.
- External students are students undertaking all subjects in a semester by external study.

1.11.2 Procedure

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

Students who wish to change to another attendance mode may apply to do so using the Intra-Faculty Changes Form (Form I). Applications will be determined by Faculties.

1.12 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 Intra-Faculty Changes Form (Form I). Applications will be determined by Faculties.

1.13 Exceptions

In special circumstances Deans of Faculties may approve exceptions to policies set out above in 1.10 – 1.12, 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) 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.

1.14 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.

1.15 Alternative studies

FORM: Application to Undertake Alternative Studies
SOURCE: Enrolments Office, Kelvin Grove campus;
Campus Administration Offices
SUBMIT TO: Enrolments Office, Kelvin Grove campus;
Campus Administration Offices

Alternative studies refers to the completion of a subject or subjects at QUT or another tertiary institution:

- (i) in place of core subjects listed in the course structure, or
- (ii) in satisfaction of elective or other requirements where the subject is not listed in a schedule of subjects for such purposes AND where the subject is offered by a Faculty other than the one responsible for the course which the student is undertaking.

An application for alternative studies requires the Course Coordinator to approve that the nominated alternative is a valid substitute in terms of the course rules. Where the alternative subject is offered by another QUT Faculty, the approval of the Dean of Faculty offering the subject is required.

Where alternative studies involve subjects taken at QUT, the subjects and results will appear on the student's academic record in the normal way. Where the alternative studies are undertaken at another institution, it is the student's responsibility to provide an official statement of results from the other institution. In this case credit for the alternative studies will be given in the form of exemption.

1.16 Leave of absence

FORM:	Cancellation/Leave of Absence Form
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

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

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:	Cancellation/Leave of Absence Form
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices
SUBMIT TO:	Enrolments Office, Kelvin Grove campus; Campus Administration Offices

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-enrolment following a period of non-attendance

FORM: Readmission Form (Form R)
SOURCE: QUT Admissions Office, Kelvin Grove campus;
Campus Administration Offices
SUBMIT TO: QUT Admissions Office, Kelvin Grove campus;
Campus Administration Offices

Students who wish to re-enter a course after a period of absence and who are not returning from leave of absence may apply to do so as follows:

- if re-entering the first year of an undergraduate course, apply through QTAC
- if re-entering the second or later years of an undergraduate course, apply to the University using Form R
- if re-entering any year of a postgraduate course, apply to the University using Form R.

If the student has been excluded from the course, the provisions of Rule 1.19 apply.

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 subjects completed prior to the absence. The Course Coordinator may require a student to repeat subjects which have been passed previously or to undertake additional subjects in order to satisfy the current course requirements.

1.19 Re-admission after exclusion

FORM: Readmission Form (Form R)
SOURCE: QUT Admissions Office, Kelvin Grove campus;
Campus Administration Offices
SUBMIT TO: QUT Admissions Office, Kelvin Grove campus;
Campus Administration Offices

Students who have been excluded from a course as a result of unsatisfactory academic performance may seek re-admission to the course after a period of time. Applications for re-admission will not be considered 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 on Form R and must be lodged not later than two months prior to the commencement 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.

1.20 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:

Associate diploma courses	7 years
Diploma courses	10 years
3 and 4 year degree courses	10 years
Combined degree courses	11 years

Graduate diploma courses and the in-service Bachelor of Education	4 years
Master degree courses by course work	6 years
PhD and master degree by research and thesis	as per course rules

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 acting on the recommendation of an officer authorised by the Vice-Chancellor 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
- return of Resource Centre/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.

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 subjects from an award course without enrolling in the course itself.

Non-award students receive normal instruction, assessment and examination results in such subjects 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 subjects for credit towards an award course at an Australian Commonwealth-funded institution
- ❑ visiting students who undertake subjects 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 subject 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 subject/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 Administration Offices
SUBMIT TO:	QUT Admissions Office Kelvin Grove campus; Campus Administration Offices

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

3.3.2 Visiting student

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

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

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.

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 academic progress (Section 7).

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

Where a student is excluded from a course, the student is not permitted to enrol as a non-award student in any subject 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 Administration Offices
SUBMIT TO:	Credit Office, Kelvin Grove campus; Campus Administration Offices

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 a number of institutions concerning the transfer of students and the granting of agreed credit (refer Table 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 subject 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 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 ensures that the student completes the equivalent of one year of full-time study.

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

- (i) all suitable subjects 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 subject for which credit is sought.

4.2.2 Unspecified exemption

Where course rules permit, exemption may be given from an unspecified subject 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

Applicants for admission to a University course who also wish to apply for credit should do so when applying for admission. While all applications will be considered promptly, processing may not be completed before the close of enrolments unless adequate time is allowed. Students already enrolled in a University course may submit an application for credit at any time but should do so well before the commencement of any semester in which the award of credit might affect their subject enrolment.

4.3.2 Documentation

Applicants are responsible for providing an official transcript of results and copies of the outline or syllabus of subjects completed. Before doing so, applicants are encouraged to contact the appropriate Course Coordinator to determine which of their former subjects 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 subject.

5.2 Notification of assessment requirements

In the first two weeks of a subject, students will be advised in writing of assessment requirements for the subject. This statement will provide details of all assessment items, including due dates, and the procedures to be used in determining the final grade.

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

Assessment rules

5.3 Availability for examinations

Students must be available throughout periods designated for centrally organised examinations. Examinations may be held between 8.00am and 9.00pm on weekdays, and 8.00am and 6.00pm on Saturdays.

5.4 Timetables

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 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.

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 subject 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
- (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 subject 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 subjects. Cheating is defined as any fraudulent response whatsoever by students to any item of assessment including any action which may otherwise defeat the purposes of the assessment.

A student shall not cheat or attempt 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's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a subject, it shall be regarded as, and treated in the same manner as, cheating in an examination. For the purpose of these rules any of the following acts constitute plagiarism unless the work is appropriately acknowledged:

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

Penalties for breach of assessment rules

5.13 Penalties

4.13.1 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 subject concerned
- (ii) the award of Low Fail results in all subjects 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 cheating 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 Administration Offices
SUBMIT TO:	Examination Office, Gardens Point campus; Campus Administration Offices

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, including the documentation detailed in Rule 5.16, 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, location 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
- 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.

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.

Grading scale

5.17 Final results

Pass Grades

- 7 High Distinction
 - 6 Distinction
 - 5 Credit
 - 4 Pass
 - 3 Low Pass (see footnote)
- or, where approved for use, S – Satisfactory

Fail Grades

- 2 Fail
 - 1 Low Fail
 - K Withdrawn – Failure
- or, where approved for use, U – Unsatisfactory

(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 Rule 4.22.)

Other Results

- E – Exempt
- W – Withdrawn

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

5.18 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 |
| Supplementary Assessment | – Student is to undertake supplementary assessment. |
| Deferred Examination | – Student is to undertake a deferred examination. |
| T – Assessment Continues | – Studies extending over more than one semester. |

5.19 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.

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

Notes:

- Only subjects which are awarded a numeric grade and the result 'Withdrawn – Failure' (which is converted to a 1) are included in the calculation of a GPA
- unfinalised results are not included in the calculation
- only QUT subjects are included (not subjects taken at an external institution)
- only subjects taken after the introduction of the seven-point grading scale are included in the calculation.

Release of results

5.20 Release of results

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

5.21 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.

5.21.1 Request for non-publication of results

FORM:	Application for Non-publication of Results
SOURCE:	Examination Office, Gardens Point campus
SUBMIT TO:	Examination Office, Gardens Point campus

Students may request to have their results withheld from public release. 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 specifically revoked by the student.

Graduation

5.22 Eligibility for graduation

Students are eligible to graduate upon completion of course requirements.

A passing grade must be achieved in all subjects set out in the course structure, except that in certain specified subjects 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 Table 2.

6. Review of grades and academic rulings

FORM:	Application for Review of Grade or Academic Ruling
SOURCE:	Enrolment Office, Kelvin Grove campus; Examination Office, Gardens Point campus; Campus Administration Offices
SUBMIT TO:	Enrolment Office, Kelvin Grove campus; Examination Office, Gardens Point campus; Campus Administration Offices

6.1 Review of grades

Any student having reason to believe that an error has been made or an injustice done with regard to a final grade in a subject may apply for a review of the grade.

During the course of a semester students should discuss their progress in all coursework exercises (including examinations which form part of progressive assessment) with their lecturers, 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.

Where, after such discussion, the student believes that an error persists or that the result is not a fair reflection of the student's work, the student may submit an application for review at the end of the semester following notification of the final grade.

6.2 Academic rulings

Students who have received advice of a ruling in regard to an academic matter (for example, amount of credit awarded, cancellation of subjects, amendment of enrolment program), and who wish to be provided with further information on the basis and implications of the ruling, should in the first instance contact their campus Administration Office or arrange for the student to have other discussions as deemed appropriate in the circumstances.

If, having received 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.

6.3 Application procedure

Applications must be submitted within 14 days of the release of the results or mailing of written advice of a ruling.

Applications for a review of a grade attract a fee prescribed by Council which is reimbursed if a higher grade is awarded following the review.

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.

6.4 Notification of outcome

Advice of the outcome of reviews will be conveyed to the student in writing.

6.5 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 subject 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 year, and their applications may be accepted or rejected by the Registrar on the recommendation of the relevant Head of School.

7.1 Probationary enrolment

A student is placed on probationary enrolment if:

- (i) the student fails a subject 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 subject is uniquely identified by the subject code. Where a subject code has been changed on administrative grounds, the subject will be deemed to be the same subject for the purpose of this rule.

The Registrar notifies students that they have been placed on probationary enrolment and advises them that they should discuss their progress with their 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 his or her 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 subject.

Designated subjects are indicated in Table 3 and include professional experience subjects, practice teaching subjects, subjects requiring the development of particular skills and subjects requiring certain personal qualities. A satisfactory level of performance in a designated subject 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 either has had at least two periods of probationary enrolment or has 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 subjects in the course or courses from which he or she has been excluded except at the discretion of the Dean of the Faculty responsible for the course.

Students 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 re-enrolled 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 re-enrolled to the course during that year. If the student's Grade Point Average since re-enrolment is less than 3.5, the student may be excluded as per 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, subjects 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 had a penalty applied 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. Correspondence must include 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 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.

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.

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

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

8.4 Appeals against the penalty applied 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.

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 option. 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 a tax file number or a *Tax File Number Application/Enquiry Form*.

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.

9.3 Deferred payment option

Students who select the deferred payment option must provide a tax file number or a *Tax File Number Application/Enquiry Form*.

Student who fail to supply a tax file number or a *Tax File Number Application/Enquiry Form* 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

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

Students have 14 days from the date of the HECS Notice 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 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 in writing to the Registrar that he or she has a conscientious objection to being a member of the Guild and notifies the Guild accordingly; and
- pays to QUT an amount equivalent to the Guild fees which would be payable if the student were a member of the Guild; and
- pays to QUT an amount equivalent to 5 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 his or her enrolment cancelled or may have sanctions imposed as specified in Rule 1.19.

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	\$125
Part-time students	\$ 55
External students	\$ 20

11.2 Administrative charges

Late lodgement of application for admission	\$ 20
Late lodgement of enrolment form	\$ 30
Late addition or change to an enrolment program	\$ 20
Review of grade (refundable)	\$ 6 per subject
Statement of Academic Record	\$ 5
Reissue of ID Card	\$ 5
Late collection of ID card	\$ 10
Reissue of Award Certificate	\$ 40
Reissue of receipt for fees paid	\$ 5
Late fee for up-front HECS payment	\$ 50
Reissue of Notice of HECS liability	\$ 5

11.3 Deposit system for use of laboratory facilities

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

The student shall be required to pay only one deposit irrespective of the number of such subjects 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.

TABLE 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 subjects with common or closely linked vocational outcomes, TAFE.TEQ and QUT will work in consultation with a view to establishing automatic equivalence. Subjects 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 subjects. While a normal exemption would comprise 96 credit points (Associate Diploma), in certain circumstances additional credit may be awarded.
- (iii) **Individual subject exemptions:** Where there is a close equivalence between TAFE.TEQ and QUT subjects and/or they have been prepared jointly, then the student will be given credit for individual subjects 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 subject blocks, individual subjects 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).

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

associate diploma awards

Upon entry to this award, students will normally gain credit on the basis of the following:

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

diploma awards

Upon entry to this award, 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 this award, 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 this award, 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 this award, 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 diploma – 96 credit points (2.0 semesters)

professional doctorate awards

Upon entry to this award, students will normally gain credit on the basis of the following:

- (i) master degree – 96 credit points (2.0 semesters)

doctor of philosophy awards

Upon entry to this award, students will normally gain credit on the basis of the following:

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

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

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.

1.3 Faculty arrangements for credit transfer

Course of study on which application for credit is based	Potential credit in QUT course
--	--------------------------------

Faculty of Arts

Bachelor of Arts - Drama major (UQ)

Bachelor of Arts (Drama) (AA21)*

Bachelor of Music (UQ)
 Bachelor of Music (QCM)
 Bachelor of Arts - Music (QCM)

Bachelor of Arts (Music) (AA51)*

Bachelor of Creative Arts - Visual Arts (UCSQ)
 Bachelor of Arts - Visual Arts (QCA)

Bachelor of Arts (Visual Arts) (AA71)*

To assist in the determination of the quantity of credit to be awarded within specific studio areas, presentation of a folio may be required.

Associate Diploma of Arts (TAFE)

Bachelor of Arts (Visual Arts) (AA71)
 Credit of up to 96 credit points will be granted on an individual basis to apply to the second and third year of study. Successful applicants may be required to undergo the Foundation Year of the course.

Faculty of Built Environment and Engineering

CNJ74 Associate Diploma of Applied Science - Architectural Technician (TAFE)

Bachelor of Architecture (AR41)
 Bachelor of Built Environment (BN30)
 Block exemption Semesters 1 and 2 – (AR41);
 Block exemption Semester 1 – (BN30)

CNJ45 Associate Diploma of Applied Science – Building (TAFE)

Bachelor of Applied Science (Construction Management) (CN31)
 Exemption from subjects:
 CNB005, CNB006, CNB009, CNB010, CNB103, CNB104, CNB151, CNB154, CNB243, CNB247, CNB253, CNB254, CNB345, CNB405, COB142, MAB297, SVB101

* Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 4.1.1.

Course of study on which application for credit is based

Potential credit in QUT course

Associate Diploma in Civil Engineering (CE21) (QUT)*

Bachelor of Engineering (Civil) (CE42)

Credit will be granted according to the following:

(The code CE21 means that completion of the Associate Diploma will result in eligibility for exemption from the corresponding subject.)

CE21 completed or
**CET195 Civil Eng. 1

CEB102 Civil Eng.

CE21 completed or
**CET135 Eng. Mech.

CEB184 Eng. Mech. 1

**CET225 Struct. Mech.

CEB185 Eng. Mech. 2

**CET645 Soil Mech.

CEB240 Soil Mech. 1

**CET596 Mat. Spec. and Control or
CET596 + CET597 or
MET141 Mat. (Civil) + CET756 Bldg.
Const. Prac.

CEB291 Civil Eng. Mat.

CET605 + CET708 + CET807 or
CET704 + CET708 + CET606

#CEB305 Const. Plg. and Econ.

CET606 Const. Management + CET704
Civil Const. Prac. or

#CEB307 Construction Practice

CET807 Const. Management + CET605
Const. Prac. 1 or

CET808 + CET706 + CET605

CET815 Road Location and Design +
CET565 Road and Draining Eng.

CEB312 Highway Eng.

**CET435 Concrete Practice

CEB331 Concrete Tech.

**CET775 Public Health Eng.

CEB370 Public Health Eng. 1

CE21 completed

CEB404 Field Trip

**EET790 Computer Prog.

CSB191 Intro. to Computing

**EST219 Geology

ESB519 Geology for Engineers

CE21 completed

MEB111 Dynamics

CE21 completed or MET120 Eng. Drg. 1
– CET286 Civil Office Practice

MEB121 Eng. Graphics

**MET140 Eng. Materials

MEB133 Materials 1

CE21 completed

MEB171 Intro. to Manufacturing

**CET709 Safety & Ind. Rel.

HRB111 Industrial Management

**SVT306 Eng. Surveying

SVB306 Surveying 1

* Applicants from other universities who have completed an Associate Diploma may be eligible for exemptions for up to one year of full-time study.

** Must have credit or higher.

Because of changes to the Associate Diploma in the Construction area, students who have non-standard combinations of subjects should consult the Degree Coordinator. Construction Practice 1A, 2A and 3A are not acceptable.

Course of study on which application for credit is based

Potential credit in QUT course

Associate Diploma in Electrical Engineering (EE22) (QUT)

Bachelor of Engineering (Electrical and Computer Engineering) (EE44)

Credit will be granted according to the following:

(The code EE22 means that completion of the Associate Diploma will result in eligibility for exemption from the corresponding subject.)

Two of *EET111, *EET211, *EET100

*CST390 or *EET791

EE22 completed

EE22 completed

EE22 completed

EE22 completed

*EET111

*CST390 or *EET791

EE22 completed

*EET100 or *EET211

*EET570 or *EET870 or *EET270

*EET676 or *EET590

EE22 completed

*EET570 or *EET870 or *EET270

*EET350 or *EET642 or *EET650

EE22 completed

Computer Systems Module completed and *EET676 or *EET590

Industrial Systems Module completed and *EET420 or *EET522

Power Module completed and *EET642 or *EET650

Telecom Module completed and *EET460 or *EET560 or *EET760

EEB101 Circuits & Measurements

CSB191 Introduction to Computing

MEB121 Engineering Graphics

MEB171 Introduction to Manufacturing

CEB184 Engineering Mechanics 1

CEB102 Civil Engineering 1

EEB202 Electromagnetics

CSB291 Introduction to Fortran

MEB111 Dynamics

EEB203 Circuit Analysis

EEB371 Electronic Devices

EEB272 Digital Principles

MEB133 Materials 1

EEB471 Electronics

EEB302 Electrotechnology

Technical Elective

EEB372 Sequential Logic

EEB520 Control Engineering

EEB400 Electrical Power Systems

EEB561 Analogue Communications

* *Must have credit or higher.*

Course of study on which application for credit is based**Potential credit in QUT course**

CNG61 Associate Diploma in Electronic Systems (TAFE)

Bachelor of Engineering (Electrical and Computer Engineering) (EE44)

Credit will be granted according to the following:

(The code CNG61 means that completion of the Associate Diploma will result in eligibility for exemption from the corresponding subject.)

*ADE005 or *ADE007

*ADE002

CNG61 completed

CNG61 completed

CNG61 completed

CNG61 completed

*ADE005 or *ADE007

*ADE009 or *ADE011

*ADE006 or *ADE008

CNG61 completed

*ADE016 or *ADE019

*ADE006

CNG61 completed

*ADE010 or *ADE017

*ADE023

*ADE013 or *ADE021

CNG61 completed

EEB101 Circuits & Measurements

CSB191 Introduction to Computing

MEB121 Engineering Graphics

MEB171 Introduction to Manufacturing

COB137 English for Technologists

CEB102 Civil Engineering 1

EEB203 Circuit Analysis

EEB371 Electronic Devices

EEB272 Digital Principles

MEB183 Materials 1

EEB471 Electronics

EEB372 Sequential Logic

COB142 Communication for Engineers

EEB472 Microprocessors

EEB520 Control Engineering

EEB561 Analogue Communications

General Elective

* *Must have credit or higher.*

Course of study on which application for credit is based**Potential credit in QUT course**

Associate Diploma in Mechanical Engineering (ME23) (QUT)

Bachelor of Engineering (Mechanical) (ME45)

Credit will be granted according to the following:

(The code ME23 means that completion of the Associate Diploma will result in eligibility for exemption from the corresponding subject.)

ME23 completed or

*MET680** Machine Elements 2

ME23 completed or

MET111**

ME23 completed or

*MET120 Engineering Drawing 1

ME23 completed or

*MET140 Engineering Materials 1

ME23 completed or

*MET170 Manufacturing Technology

ME23 completed + MET733** or

*MET433 Engineering Materials 2 +

*MET733** Industrial Metallurgy

ME23 completed or

*MET250 + *MET350 or *MET200 +

*MET751

ME23 completed or

*MET780 + *MET920 or *MET580 +

*MET680

*MET960** Fluid Power

ME23 completed or

*MET572 Prod. Plng. & Control +

*MET971 Industrial Practice

*MET782**

ME23 completed

ME23 completed or

*MET210 + *MET310

ME23 completed or *MET210

+*MET310

*EET500 + *EET820 or *EET300 +

*EET400

EEB101**

ME23 completed

MAB193**

PHB131** or PHB132**

MEB101 Design 1

MEB111 Dynamics

MEB121 Engineering Graphics

MEB133 Materials 1

MEB171 Introduction to Mfg.

MEB230 Materials 2

MEB250 Thermodynamics 1

MEB381 Design 2

MEB660 Fluid Power

MEB670 Industrial Eng. 1

MEB773 Design for Mfg. 1

CEB102 Civil Eng. 1

CEB184 Eng. Mechanics 1

CEB185 Eng. Mechanics 2

EEB202 Electromagnetics

EEB101 Circuits & Measurements

BNB103 General Elective (Group A)

MAB193 Eng. Maths 1

PHB132 Eng. Physics 1A

* *Must have credit or higher.*

** *Elective.*

Course of study on which application for credit is based

Potential credit in QUT course

CN649 Certificate in Engineering Preparatory Studies (TAFE)	Associate Diploma in Civil Engineering (CE21)
CN541 Advanced Certificate in Drafting (TAFE) – including successful completion of the five subjects which replace Senior English, Maths and Physics (TGN151, 152, 153, 251, 156); or previous exemption by TAFE from any of the required subjects.	Only upon successful completion of the Certificate will credit be awarded up to a maximum of six exemptions selected from the following:
TEG154 Eng. Drawing 1	MET120 Eng. Drawing 1
TEG253 Eng. Drawing 2	MET220 Engineering Drawing 2 (See Note 3) or CET180 Civil Drafting Practice A (See Note 1)
TEG156 Materials Science	MET140 Eng. Materials (See Note 2)
TEG254 Mechanical Science	MET601 Mechanical Plans (See Note 2)
TEG255 Engineering Mechanics and TEG256 Theory of Machines	CET135 Engineering Mechanics and CET255 Structural Mechanics
TEG376 Structural Eng. Principles	CET135 Eng. Mechanics and CET255 Structural Mechanics
TEG313 Structural Eng. Techniques	CET135 Eng. Mechanics
TEG282 Surveying & Survey Drafting	SVT306 Eng. Surveying
TEG100 Surveying & Survey Principles	SVT306 Eng. Surveying
TEG381 Civil Drafting 1	CET287 Civil Office Practice A (See Note 1)
TEG280 Civil Construction & Materials	CET195 Civil Engineering
CAD011 Computer Aided Drafting	CET887 Computer Aided Drafting
TEG382 Civil Drafting 2	CET286 Civil Office Practice
TEG377 Structural Drafting 1	CET387 Civil Eng. Drafting A (See Note 1)
TEG205 Civil Construction Materials and TEG314 Structural Materials	CET190 Civil Eng. Materials

Notes

1. QUT subjects with 'A' in the name are core subjects for full-time students and are approved electives for part-time students. This means that part-time students with these exemptions have to complete fewer electives at QUT.
2. Engineering Materials and Mechanical Plant are regarded as approved electives for all Associate Diploma students and reduces the number of electives that students have to complete at QUT.
3. Engineering Drawing 2 is regarded as an approved elective in the part-time Associate Diploma and reduces the number of electives that students have to complete at QUT.
4. Students in the Associate Diploma:
 - (i) cannot receive exemptions for more than three electives;
 - (ii) cannot be exempted from more than half the course (16 subjects full-time, 12 subjects part-time).

Course of study on which application for credit is based**Potential credit in QUT course**

CN649 Certificate of Engineering Preparatory Studies (TAFE)

Associate Diploma in Electrical Engineering (EE22)

Only upon successful completion of the Certificate will credit be granted on the following:

MET101 Engineering Drawing

MET201 Applied Mechanics

MET600 Materials for Electrical Engineers

MET601 Mechanical Plant

2 subjects from 1 major

Elective (Yr. 4, Sem. 1)

Trade Exemptions

Associate Diploma in Electrical Engineering (EE22)

Credit will be granted according to the following:

Electrical Fitter & Mechanic -
1 yr completed

EET111 Electrical Eng. 1

Radio & TV Mechanic -
1 yr completed
2 yrs completed

EET111 Electrical Eng. 1
EET270 Electronics 1

Instrument Fitter -
1 yr completed
3 yrs completed

EET111 Electrical Eng. 1
EET420 Control Systems 1

Telecom Technician -
1 yr completed
1½ yrs completed

EET111 Electrical Eng. 1
EET270 Electronics 1

After completion of any of above trades.

EET350 Electrical Eng. 3

Successful completion of three 'A' type post-trade electronic subjects.

Credit may be granted in EET270 Electronics 1

CN649 Certificate of Engineering Preparatory Studies (TAFE)

Associate Diploma in Mechanical Engineering (ME23)

Upon successful completion of the Certificate, credit will be granted on the following:

TEG154 Eng. Drawing 1

MET120 Eng. Drawing 1

TEG253 Eng. Drawing 2

MET220 Eng. Drawing 2

TEG156 Materials Science

MET140 Eng. Materials 1

TEG254 Mechanical Science

MET200 Mechanical Eng. or MET250 Applied Heat 1

TEG225 Eng. Mechanics

MET210 Applied Mechanics 1

TEG256 Theory of Machines

MET310 Applied Mechanics 2

Course of study on which application for credit is based**Potential credit in QUT course****Faculty of Business**

Associate Diploma of Business (TAFE)
 CNJ13 General
 CND71 Accountancy
 CND25 Computing
 CND74 Management
 CND93 Marketing
 CND97 Purchase & Supply
 CND99 Transport Administration
 CNC54 Operations Management
 CNL04 Aboriginal & Torres Strait
 Islander Administration

The Faculty may give exemptions to the extent of 96 credit points drawn from either core, specialist or elective subjects. Credit may not be claimed for more than half of the specialist/major area. The granting of any exemption will be conditional upon the meeting of any prerequisite material contained in other subjects.

Faculty of Education

Prior relevant studies in the area intended to be researched.

Master of Education (Research) (ED12)

Credit may be granted for
 Stage 1: Preparation

Bachelor of Education (In-service) (UCCQ)

Bachelor of Education (ED26)*

Bachelor of Education (In-service) (UCSQ)

Bachelor of Education (In-service) (GU)

Bachelor of Educational Studies (UQ) –
 Advanced subjects only

Bachelor of Education (ED50) (QUT)

Bachelor of Teaching (ED40)

Credit for particular core subjects, depending on those completed. Credit for some electives provided a 'cultural elective' has been completed.

Bachelor of Teaching (ED41) (QUT)

Bachelor of Teaching (ED40)*

Associate Diploma in Child Care (TAFE)

Bachelor of Teaching (ED40)

Completion of one year's study allows for exemption from most elective subjects within the Bachelor of Teaching. Graduates of Associate Diploma receive one year's credit with the possibility of some exemptions from electives.

* *Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 4.1.1.*

Course of study on which application for credit is based**Potential credit in QUT course**

Early Childhood and Primary courses from other universities

Bachelor of Teaching (ED40 and ED41)

Transfer with full credit allowed after completing one year with some adjustment to practicum requirements.

Non-education courses from QUT, other universities and TAFE

Bachelor of Teaching (ED40 and ED41)

Credit for some electives.

Bachelor of Education (ED50) (QUT)

Bachelor of Teaching (ED41)

Credit for particular core subjects, depending on those completed. Credit for some electives, provided a basic core of curriculum and discipline electives has been completed.

Bachelor of Teaching (ED40) (QUT)

Bachelor of Teaching (ED41)*

Faculty of Health

Diploma of Arts – Fashion (TAFE)
Associate Diploma in Applied Science – Food Studies (TAFE)
Associate Diploma in Arts – Fashion (TAFE)
Associate Diploma in Business – Hospitality (TAFE)

Bachelor of Applied Science (Home Economics) (PU49)

Credit may be granted to a maximum of 96 credit points.

* *Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 4.1.1.*

Course of study on which application for credit is based

Potential credit in QUT course

Faculty of Information Technology

The information relating to this Faculty is valid for 1992 only.

CND25 Associate Diploma of Business - Computing (TAFE)

Bachelor of Applied Science (Computing) (CS28)

Bachelor of Business (Computing) (IS10)
Bachelor of Business (Information Management) (IS43)

Upon completion of the Associate Diploma, 96 credit points will be awarded. Specific subject exemptions to be determined in Orientation Week.

CNE70 Diploma of Applied Science - Computing (TAFE)

Bachelor of Applied Science (Computing) (CS28)

Upon completion of the Diploma, 180 credit points will be awarded.

Bachelor of Business (Computing) (IS10)
Upon completion of the Diploma, a minimum of 159 credit points will be awarded.

Bachelor of Business (Information Management) (IS43)

Upon completion of the Diploma, a minimum of 114 credit points will be awarded.

Associate Diploma of Computing (UCCQ)
Associate Diploma of Business - Computing (TAFE)

Associate Diploma in Business (Computing) (IS08)*

Faculty of Law

Associate Diploma in Business Management - Justice Administration (TAFE)

Bachelor of Arts (Justice Studies) (JS31)

Upon completion of the Associate Diploma, 144 credit points will be awarded.

A graduate of any degree course approved by the Dean of the Faculty is eligible to complete the Bachelor of Laws course in three years (six semesters) of full-time study or five years (10 semesters) of part-time study.

Bachelor of Laws (LW31)
Special Bachelor of Laws course for graduates. Exemptions from two non-law subjects and two law electives:

EPB124 Government
AYB217 Introductory Accounting
LWB005 Law Elective
LWB006 Law Elective

* Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 4.1.1.

Course of study on which application for credit is based

Potential credit in QUT course

Faculty of Science

Associate Diploma of Applied Science (TAFE)
CN440 Geology
CN654 Primary Metallurgy
CN758 Sugar Technology
CNK82 Hydrology

Bachelor of Applied Science (SC30)
Bachelor of Applied Science with majors in biology, chemistry, biochemistry, microbiology, geology, mathematics, physics.

Credit may be granted to a maximum of 96 credit points.

Bachelor level Science course at other recognised institution (partial completion).

Bachelor of Applied Science (SC30)
Bachelor of Applied Science (Applied Chemistry) (CH32)
Bachelor of Applied Science (Mathematics) (MA34)

Application for credit will be considered individually on its merits; in general, credit will be granted pro rata; for example, 96 credit points of credit normally will be granted for each year of full-time study completed successfully, up to a maximum of 192 credit points.

Associate Diploma in Science from a recognised institution (successful completion of course).

Bachelor of Applied Science (SC30)
Bachelor of Applied Science (Applied Chemistry) (CH32)
Bachelor of Applied Science (Mathematics) (MA34)

Credit may be granted to a maximum of 96 credit points. This credit will be granted provisionally. Confirmation of the credit requires the completion of at least 48 credit points of study in the degree level course with a Grade Point Average of not less than 4.0.

Legend

GU	Griffith University
QCA	Queensland College of Art
QCM	Queensland Conservatorium of Music
QUT	Queensland University of Technology
TAFE	Technical and Further Education
UCCQ	University College of Central Queensland
UCSQ	University College of Southern Queensland
UQ	University of Queensland

TABLE 2: Eligibility for graduation - Limits on grades of 3**Faculty of Arts**

Master of Arts (Drama)	0
Master of Arts (Visual Arts)	0
Graduate Diploma in Social Science (Counselling)	1
Bachelor of Arts (Honours) (Dance, Drama, Visual Arts)	0
Bachelor of Arts (Dance)	3
Bachelor of Arts (Drama)	3
Bachelor of Arts (Music)	3
Bachelor of Arts (Visual Arts)	3
Associate Diploma in Arts (Dance)	1

Faculty of Built Environment and Engineering

All courses 12% of the total course credit points

Faculty of Business

All courses 12% of the total course credit points

Faculty of Education

Master of Education	0
Master of Education (Research)	0
Graduate Diploma in Education	1
Graduate Diploma in Education (Curriculum)	1
Graduate Diploma in Education (Computer Education)	1
Graduate Diploma in Education (Early Childhood)	1
Graduate Diploma in Education (Resource Teaching)	1
Graduate Diploma in Education (Teacher-Librarianship)	-
Bachelor of Education (In-service)	1
Bachelor of Education (Secondary)	3
Bachelor of Teaching (Early Childhood, Primary)	3
Diploma in Education (Secondary)	3

Faculty of Health

Graduate Diploma in Health Science (Health Education)	1
Bachelor of Applied Science (Home Economics)	3
All other courses	12% of the total course credit points

Faculty of Information Technology

Graduate Diploma in Business (Information Systems)	1
Associate Diploma in Business (Computing)	2
All other courses	12% of the total course credit points

Faculty of Law

Associate Diploma in Business (Court and Parliamentary Reporting)	2
All other courses	12% of the total course credit points

Faculty of Science

All courses 12% of the total course credit points

Interfaculty Courses

All courses 12% of the total course credit points

TABLE 3: Exclusion - Designated subjects

		Credit Points
FACULTY OF ARTS		
Bachelor of Arts (Music)		
AAB500	Chief Practical Study 1	16
AAB501	Chief Practical Study 2	16
AAB502	Chief Practical Study 3	16
Bachelor of Arts (Visual Arts)		
AAB702	Foundation Media Study 1	24
AAB703	Foundation Media Study 2	36
AAB707	Advanced Media Study 1	24
AAB708	Advanced Media Study 2	24
AAB709	Advanced Media Study 3	30
AAB710	Advanced Media Study 4	24
Bachelor of Social Science (Human Services)		
SSB026	Fieldwork Practice 1	-
SSB036	Fieldwork Practice 2	-
Associate Diploma in Arts (Dance)		
AA107	Dance Techniques 1	16
AA108	Dance Techniques 2	16
AA109	Dance Techniques 3	16
AA110	Dance Techniques 4	16
AA111	Repertoire and Practice Period 1	12
AA112	Repertoire and Practice Period 2	16
AA113	Repertoire and Practice Period 3	16
AA114	Repertoire and Practice Period 4	16
FACULTY OF EDUCATION		
Graduate Diploma in Education (Early Childhood Teaching)		
EDP410	Practice Teaching 1	8
EDP411	Practice Teaching 2	8
Graduate Diploma in Education (Primary Teaching)		
EDP412	Practice Teaching 1	8
EDP413	Practice Teaching 2	8
Graduate Diploma in Education (Secondary Teaching)		
EDP450	Teaching Practice A	6
EDP451	Teaching Practice B	6
Bachelor of Education (Secondary)		
EDB391	Integrated Field Studies 1A	20
EDB392	Integrated Field Studies 1B	20
EDB301	Practice Teaching 1	8
EDB302	Practice Teaching 2	12
EDB303	Practice Teaching 3	8
Bachelor of Teaching (Early Childhood)		
EDB151	Teaching Strategies 1: Before School Settings	12
EDB152	Teaching Strategies 2: Y1-3	12
EDB153	Teaching Strategies 3	12
EDB154	Teaching Strategies 4: CC	12
EDB155	Teaching Strategies 4: K-P	12

EDB156	Teaching Strategies 4: 1-3	12
EDB157	Teaching Strategies 5	12

Bachelor of Teaching (Primary)

EDB251	Practice Teaching 1	8
EDB252	Practice Teaching 2	8
EDB253	Practice Teaching 3	8
EDB254	Practice Teaching 4	12
EDB255	Practice Teaching 5	12

POLICY STATEMENTS

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 subject 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, brailler, 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 separate brochure, *Assessment Procedures for Students with Disabilities*, explaining the advantages and disadvantages of such alternatives 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 (e.g. 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 (e.g. 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, current responsibility primarily rests with faculties and schools. *The scope and funding of support services for such assessment is currently under review.*

Confidentiality of Student Records

The University is required to have on record a variety of factual information about students both for internal use in connection with its academic program and for the compilation of statistical reports to meet the requirements of such external bodies as the Department of Employment, Education and Training.

The Registrar is the official custodian of such records and is responsible to the Vice-Chancellor for their proper maintenance and control.

Information required by outside bodies is normally of a statistical nature and does not identify individual students – eg admission and enrolment statistics, TE Score distributions, age distributions, patterns of origin by school or residential district, full-time/part-time ratios, attrition rates etc. However, information held on individual students may include details of a personal nature which students may quite reasonably expect the University to maintain as confidential except for legitimate internal purposes – eg age, address, telephone number, title, medical information, references etc. The University has no need for and will not maintain records relating to the religious or political affiliations and activities of students except insofar as such information may be voluntarily included in correspondence from the student or in references supplied by persons at the student's request.

The University accepts that general principles of confidentiality and privacy should apply to the use or availability of its records on individual students. These imply that the University will not normally make available externally particular information on a student without specific authorisation by that student, unless it is legally required to do so. Exceptions to this policy will be restricted to situations in which the release of information is judged to be in the clear interest of the student – eg provision of a telephone number or address to a hospital when a relative has been involved in an accident.

Information from a student's personal files will be available internally to faculties and individual staff members on the basis of a demonstrated need in connection with the

academic program. Its release from the Student Administration Office must be authorised by the Registrar acting within the spirit and intent of this policy, on the understanding that staff members using the information will also adhere to its intent.

In addition to being provided at regular intervals with information on academic performance, students shall be entitled to have access to their personal files which will contain forms, correspondence, results statements and any other items relating to each student. Access will be available only at Student Administration Offices and the student will be under supervision while perusing the file. The file may not be removed from the office. No student may have access to another student's personal file, or to information from such a file or computer record.

Each semester the University publishes students' results in the press and on University noticeboards. Students who would prefer that their results are not published in the press or displayed by name on University noticeboards have the right to request that their academic records remain confidential. The request to withhold results from public release will remain in force until specifically revoked by the student.

It is the responsibility of the Registrar to provide a student with copies of his or her official University transcript on request for use at the student's discretion – eg in connection with job applications or applications for admission to another educational institution, or to forward such transcripts when authorised in writing by the student to do so. Should the Registrar of another institution to which a student is seeking admission formally request a copy of the student's academic record, its transmission will be assumed to be authorised by the student. Official University transcripts may only be provided to other individuals, employers or agencies outside the University upon the written authorisation or request of the student, addressed to the Registrar.

Staff members who are asked to provide references for students should refer to the fact that official transcripts are available only through Student Administration Offices, but inasmuch as they have been asked by the students to comment on general academic performance and other attributes they are clearly free to do so.

University Medals*

1. Academic Committee may award medals known as Queensland University of Technology Medals to graduates of certain courses as defined in 2 below, who have achieved an exceptionally high level of performance in their studies. For the award of a medal, a student should have reached a distinguished academic standard based on Grade Point Average in all subjects and in the thesis where such is required. The standard should be at a higher level than would normally be expected from an excellent candidate. The medal should be testimony that the recipient not only shows exceptional academic promise at the time of the award, but also exhibits a distinguished record of achievement throughout the whole of the degree.

2. Eligibility to be considered for the award of a University Medal will be limited to:

- (i) graduates of honours degrees where the student's performance in the related bachelor degree is also taken into account;
- (ii) graduates of degrees with honours; or
- (iii) graduates of bachelor degrees of at least three years' normal duration where no honours award is available.

* *Applicable to students who complete courses at the end of semester 1, 1991 and subsequently.*

In completing one of the above awards, graduates must have been enrolled at QUT for at least two years of full-time study or equivalent.

3. Power to recommend graduates for the award of University Medals resides with Faculty Academic Boards; in making such a recommendation Faculty Academic Boards are required also to submit:

- (i) the academic records of the students recommended;
- (ii) the academic records of the other students considered;
- (iii) a statement supporting the recommendation.

4. Academic Committee may make determinations from time to time concerning the number of medals which may be awarded in an academic year or the ratio of medals to the number of eligible graduates.