

# 2

## Student Rules

# CONTENTS

## **Student Rules, Policies and Procedures**

Enrolment.....	95
Sanctions on Students who Fail to Meet Obligations .....	102
Non-award Studies .....	103
Transfer of Credit.....	104
Assessment .....	106
Review of Grades and Academic Rulings .....	111
Unsatisfactory Academic Performance and Exclusion.....	113
Student Appeals.....	115
Higher Education Contribution Scheme .....	116
Student Guild Fee Rules .....	117
Miscellaneous Student Charges .....	118

## **Policy Statements**

Assessment Provisions for Students with Disabilities.....	125
Equal Opportunity Policy .....	126
Non-Discriminatory Presentation and Practice.....	127
Sexual Harassment .....	127
University Medals .....	128

# STUDENT RULES, POLICIES AND PROCEDURES

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

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

For information on the University's admission rules and procedures please refer to the publication *Admission Procedures 1995* which is available from QUT's Admissions Section.

## 1. Enrolment

### 1.1 Failure to enrol following admission

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semester by the date specified in the University's letter of offer, the enrolment lapses and the offer of admission is withdrawn.

### 1.2 Enrolment to conform with offer

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

### 1.3 Enrolment (commencing students)

FORM:	Enrolment Form for Commencing Students.
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus 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, and
- completion of any other required procedures.

#### **1.4 Re-enrolment (continuing students)**

FORM:	Enrolment Form for Continuing Students.
SOURCE:	Enrolments Office, Kelvin Grove campus; Campus 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), and
- completion of any other required procedures, provided that the student is not subject to exclusion, termination of enrolment or has been refused the right to re-enrol under Rule 2.

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

#### **1.5 Personal information**

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

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

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

#### **1.6 Mailing address**

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

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

##### **1.6.1 Permanent home address**

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

##### **1.6.2 Semester address**

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

## 1.7 Confirmation of enrolment

Each semester, 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 units has been selected, whichever is the greater.

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

### 1.8.2 Prerequisites and co-requisites

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

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

### 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 (Form C).
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 units in which they have been officially enrolled.

### 1.9.1 Addition and substitution of units

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

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

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

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

### 1.9.2 Cancellation of units

Students may cancel their enrolment in units except where the cancellation results in an enrolment program which has fewer credit points than the minimum allowable, or 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 units undertaken in the first or second semester:

- (i) **Cancellation in the first two weeks of the semester:** The units are deleted from the student's record.
- (ii) **Cancellation from the third week of the semester to 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 units concerned. A 'Withdrawn' unit 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 units, provisions (i) and (ii) above apply only to the initial semester of the unit. For cancellation at any time in the second or subsequent semester of a multi-semester unit a result of 'Withdrawn – Failure' is awarded.

For units undertaken in the Summer School period:

- (i) **Cancellation in the first two weeks of the Summer School:** The units are deleted from the student's record.
- (ii) **Cancellation after the second week of the Summer School:** A result of 'Withdrawn – Failure' is awarded unless the cancellation was necessitated by medical, compassionate or exceptional circumstances.

## 1.10 Change of course or major

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

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

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

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 (Form I).  
SOURCE: Enrolments Office, Kelvin Grove campus.  
SUBMIT TO: Enrolments Office, Kelvin Grove campus.

##### 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 units 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 as specified (see Rule 1.3) and complete at least the first semester accordingly.

Students who wish to change to another attendance mode may apply to do so using the 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 unit or units at QUT or another tertiary institution:

- (i) in place of core units listed in the course structure, or
- (ii) in satisfaction of elective or other requirements where the unit is not listed in a schedule of units for such purposes AND where the unit 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 unit is offered by another QUT Faculty, the approval of the Dean of Faculty offering the unit is required.

Where alternative studies involve units taken at QUT, the units 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 (Form L).
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.

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

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

In cases where leave of absence is granted after 31 March for first semester or 31 August for second semester, 'Withdrawn – Failure' results will be awarded except where the



Registrar, on advice from the Faculty, is satisfied that the period of leave was necessitated by medical, compassionate or other exceptional circumstances.

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

### **1.17 Cancellation of enrolment**

- FORM: Cancellation/Leave of Absence Form (Form L).  
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 1.10.

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

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

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

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

Application is made directly to the University and must be lodged well before 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.

A student who is permitted to re-enrol following a period of absence will be required to satisfy the course requirements which apply at the time of resumption. Depending on the length of the absence and on changes to course content and structure during the intervening period, the student will not necessarily retain credit for all units completed prior to the absence. The course coordinator may require a student to repeat units which have been passed previously or to undertake additional units in order to satisfy the current course requirements.

### **1.19 Time limits for completion of courses**

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

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

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

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

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

## 2. Sanctions on students who fail to meet obligations

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

- payment of prescribed fees
- payment of late fees
- payment of fines
- payment of a debt to the University
- return of 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.

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

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

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

## 3. Non-award studies

### 3.1 Definition

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

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

### 3.2 Categories

There are two categories of non-award students:

- cross-institution students who undertake QUT units for credit towards an award course at an Australian Commonwealth-funded institution
- visiting students who undertake units from award courses for purposes of professional or personal development, or in order to meet course entry requirements.

### 3.3 Application procedure

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

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

#### 3.3.1 Cross-institution student

FORM:	Cross-institution Admission Form (Form X).
SOURCE:	QUT Admissions Office Kelvin Grove campus; Campus 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 unit/s are accepted for credit in a course offered by the institution.

#### 3.3.2 Visiting student

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

An application for admission as a visiting student 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 units 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 unit of that course except at the discretion of the Dean of Faculty responsible for the course.

## 4. Transfer of credit

FORM:	Application for Credit.
SOURCE:	Credit Office, Kelvin Grove campus; Campus 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 some institutions concerning the transfer of students and the granting of agreed credit (Appendix 1); where no such arrangement exists, applications will be considered on their individual merits and in the spirit of this policy. The course coordinator, in consultation with the lecturer responsible for the unit where appropriate, is responsible for approving applications for credit which are not covered by a formal arrangement.

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

#### 4.1.1 Total credit available

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

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

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

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

When situation (ii) occurs the student will be offered the option of accepting this quantity of credit and enrolling in the course or, alternatively, completing the course of the previous institution by means of an agreed upon program of study at QUT as a non-award

student. Considerations will include how much credit the student would forfeit by accepting the amount offered, and whether or not a suitable program of study can be devised. The student's previous institution must agree in advance to the program proposed. It is the student's responsibility to secure the agreement of the previous institution.

#### 4.1.2 Recency of previous studies

In determining whether credit can be granted the University must be confident of the currency of the applicant's knowledge. Studies undertaken ten or more years previous to the date of application will not be accepted for credit purposes unless a special case is made or assessment is given to establish the currency of the applicant's knowledge. Further, in fields where practice and technology is changing rapidly, credit may not be granted where knowledge has become dated.

### 4.2 Forms of credit

Three alternatives are available:

#### 4.2.1 Specified exemption

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

#### 4.2.2 Unspecified exemption

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

#### 4.2.3 Block exemption

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

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

### 4.3 Application procedure

#### 4.3.1 Timing of applications

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

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

#### 4.3.2 Documentation

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

### 4.3.3 Other requirements

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

### 4.3.4 Notification

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

## 4.4 Review of credit application decisions

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

# 5. Assessment

## Assessment policy

### 5.1 Assessment policy

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

### 5.2 Notification of assessment requirements

In the first two weeks of a unit, students will be advised in writing of assessment requirements for the unit. 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 unit and the students taking the unit, and then only if approved by the relevant Head of School.

## Assessment rules

### 5.3 Availability for examinations

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 current Student Identification Card.

### 5.6 Students to comply with directions

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

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

## **5.7 Entering and leaving an examination room**

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

5.7.2 Students are not permitted to leave the examination room:

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

unless there are exceptional circumstances such as illness.

5.7.3 Students who arrive late and before half the working time of the examination has elapsed will normally be permitted to take the examination. However, no additional working time will be allowed unless exceptional circumstances warrant.

## **5.8 Unauthorised material not to be brought into the examination room**

Students may bring into an examination room only those materials approved for the unit under examination and indicated as such on the examination paper. All other materials are expressly prohibited unless:

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

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

## **5.9 Student not to remove papers**

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

## **5.10 Student not to communicate with others**

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

## **5.11 Cheating**

Students are expected to exhibit honesty and ethical behaviour in undertaking assessment requirements of units. Cheating is defined as any 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 person's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a unit, it shall be regarded as, and treated in the same manner as, cheating in an examination. For the purpose of these rules any of the following acts constitute plagiarism unless the work is appropriately acknowledged:

- copying the work of another student
- directly copying any part of another person's work

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

## **Penalties for breach of assessment rules**

### **5.13 Penalties**

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

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

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

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

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

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

FORM:	Application for Deferred Examination/Special Consideration.
SOURCE:	Examination Office, Gardens Point campus; Campus 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 should include the documentation detailed in Rule 5.16 and should normally be submitted prior to or within three days of the examination date, depending on the circumstances.

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

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

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



## 5.15 Special consideration of factors affecting assessment performance

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

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

## 5.16 Documentation required for deferred examination or special consideration

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

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

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

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 Note)
- S3 Pass Supplementary; final grade awarded following satisfactory completion of supplementary assessment (see Note), or
- S Satisfactory (where approved for use).

#### Fail Grades

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

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

## Other Results

- E Exempt
- W Withdrawn

### 5.18 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.         |
| SA | Supplementary Assessment | – Student is to undertake supplementary assessment. |
| DA | Deferred Assessment      | – Student is to undertake deferred assessment.      |
| T  | Assessment Continues     | – Studies extending over more than one semester.    |

### 5.19 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.

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

#### Notes:

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

## Release of results

### 5.20 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;<br>Enrolment Office, Kelvin Grove campus;<br>Campus Administration Offices. |
| SUBMIT TO: | Examination Office, Gardens Point campus;<br>Enrolment Office, Kelvin Grove campus;<br>Campus Administration Offices. |

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

## Graduation

### 5.22 Eligibility for graduation

Students are eligible to graduate upon completion of course requirements.

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

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

## 6. Review of grades and academic rulings

FORMS:	Application for Review of Grade, Application for Review of Academic Ruling.
SOURCE:	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

During the course of a semester students should discuss their progress in all coursework exercises (including examinations which form part of progressive assessment) with relevant teaching staff, and can expect to be provided with a clear indication of the extent to which they have or have not achieved the objectives set for each assessment item.

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

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

The review process may involve three steps.

#### Step 1 – Informal consultation

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

## **Step 2 – School-level review**

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

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

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

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

## **Step 3 – Faculty-level review**

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

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

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

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

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

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

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

## **6.2 Review of academic rulings**

Students who have received advice of a ruling in regard to an academic matter (for example, amount of credit awarded, cancellation of units, amendment of enrolment program, refusal of application to waive prerequisite), and who wish to be provided with further information on the basis and implications of the ruling, should contact their faculty office. Faculty administration officers will provide available information in response to such a request, or arrange for the student to have further discussions as deemed appropriate in the circumstances.

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

Applications must be submitted to the Registrar within 14 days of mailing of written advice of a ruling. Applications must be accompanied by appropriate information and documentation if available, and must state the specific grounds on which the application for review is based.

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

### **6.3 Status of students awaiting the outcome of a review**

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

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

## **7. Unsatisfactory academic performance and exclusion**

Students are expected to maintain a satisfactory level of performance in their studies at QUT. Performance is reviewed at the end of each semester. Students whose performance is unsatisfactory are placed on probationary enrolment. If performance continues at an unsatisfactory level the student may be excluded. In addition, a single failure in a unit designated as critical to students' progress in the course may result in exclusion.

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

### **7.1 Probationary enrolment**

A student is placed on probationary enrolment if:

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

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

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

### **7.2 Terms of probationary enrolment**

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

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

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

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

### **7.3 Exclusion**

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

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

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

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

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

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

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

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

### **7.4 Duration of exclusion and readmission after exclusion**

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

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

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

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

At the end of the academic year, the Academic Board of the relevant faculty will review the academic performance of each student readmitted to the course during that year. If

the student's Grade Point Average since readmission is less than 3.5, the student may be excluded as per Rule 7.3.

If the student is permitted to proceed with the course, in subsequent years the student is subject to the probationary rules. In administering the probationary rules, units failed prior to the period of exclusion and the Grade Point Average prior to the period of exclusion will be taken into account.

## 8. Student appeals

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

### 8.1 General procedure to lodge an appeal

Appeals are made in writing to the Secretary of the Academic Appeals Committee. Applications must be made on an Exclusion Appeal Form and must include the grounds and reasons for the Appeal. Appeals must reach the Secretary of the Academic Appeals Committee within 14 days of the date of the letter which advised the student of the exclusion.

### 8.2 Appeals against exclusion for unsatisfactory academic performance

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

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

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

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

### 8.3 Appeals against exclusion for failure to complete a course within time limits

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

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

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

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

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

#### **8.4 Appeals against exclusion for breach of assessment rules**

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

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

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

#### **8.5 Status of students awaiting the outcome of an appeal**

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

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

## **9. Higher Education Contribution Scheme**

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

### **9.1 HECS Payment Options Form**

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

Unless a student is exempted from HECS under the terms of the Commonwealth legislation, the student must select either the up-front payment option or the deferred payment option as the method for making their HECS payment.



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

### **9.2 Up-front payment option**

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

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

Students 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 unit 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 Membership of the Guild**

Subject to Rule 10.2, all enrolled students, excepting such persons or classes of persons as QUT Council declares by resolution to be ineligible for membership, shall be members of the Guild.

## 10.2 Conscientious objection

An enrolled student who:

- declares by writing addressed to the Registrar the nature of his or her conscientious objection to being a member of the Guild
- notifies the Guild that he or she has made such declaration in writing to the Registrar
- pays to QUT an amount equivalent to the Guild fees which would be payable if the student were a member of the Guild, and
- pays to QUT an amount equivalent to 10 per cent of the Guild fees as a fee for use of University facilities in processing the declaration of conscientious objection

is exempt from membership of the Guild.

## 10.3 Fees to be paid

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

## 10.4 Consequences of non-payment or part-payment

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

A student who has not paid all Guild fees due and who satisfies the Registrar that he or she is unable to make payment at the time of submitting an enrolment form may be granted an extension of time in which to pay the fees. In this case the enrolment is accepted subject to an agreement that all Guild fees will be paid by the extended date indicated by the Registrar.

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

## 10.5 Refund of fees

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

# 11. Miscellaneous student charges

## 11.1 Guild fees

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

## 11.2 Administrative charges

Late lodgement of application for admission	\$ 20
Late lodgement of enrolment form	\$ 30
Late addition or change to an enrolment program	\$ 20
Lodgement of Postgraduate Change of Preference Form	\$ 20

Review of grades (refundable)	
Step 2 – School-level review*	\$ 10
Step 3 – Faculty-level review*	\$ 20
Statement of Academic Record	\$ 5
Re-issue of ID Card	\$ 5
Late collection of ID card	\$ 10
Re-issue of Award Certificate	\$ 40
Re-issue of receipt for fees paid	\$ 5
Late fee for up-front HECS payment	\$ 50
Re-issue of Notice of HECS liability	\$ 5

### 11.3 Deposit system for use of laboratory facilities

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

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

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

## APPENDIX 1: Credit transfer policies

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

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

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

#### Principles

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

- (i) **Course development/review:** When developing and/or reviewing units with common or closely linked vocational outcomes, TAFE.TEQ and QUT will work in consultation with a view to establishing automatic equivalence. Units developed in this way will give TAFE students full QUT exemptions.
- (ii) **Block exemptions:** The awarding of block credits is given a high priority. This allows for appropriate substitution in degree courses without disadvantaging the student’s foundation in core discipline units. While a normal exemption would comprise 96 credit points (Associate Diploma), in certain circumstances additional credit may be awarded.
- (iii) **Individual unit exemptions:** Where there is a close equivalence between TAFE.TEQ and QUT units and/or they have been prepared jointly, then the student

\* Refer to 6.1 Review of grades.

will be given credit for individual units that fall outside those already credited in any block exemption.

- (iv) **Maximum recognition of previously completed learning:** A student should be given maximum recognition for prior learning. Credit should be given for all appropriate learning experiences.
- (v) **The adoption of flexible constructs for credit exemptions:** Flexible constructs should be adopted to ensure that the combined credit exemptions of unit blocks, individual units and recognition of prior learning are not reduced by a pre-determined ceiling. The only limiting factor in such arrangements is standard QUT policy regarding transfer of credit.
- (vi) **Joint use of resources:** Where appropriate and mutually beneficial, maximum utilisation of joint resources (human and physical) will be made in the development and delivery of courses.
- (vii) **Combined awards:** Where joint arrangements could provide more effectively for the flexibility and specialisations sought by industry, the development of combined awards will be encouraged.
- (viii) **New articulation and credit transfer arrangements:** Individuals or groups seeking to initiate any development that may lead to articulation and/or transfer of credit between TAFE.TEQ and QUT are to do so through the appropriate Associate Director (TAFE.TEQ) and Dean of Faculty (QUT).

## 1.2 Articulation of awards

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

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

### □ Associate diploma awards

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

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

### □ Diploma awards

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

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

### □ Bachelor degree awards

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

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

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

□ **Graduate diploma awards**

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

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

□ **Two-year master degree awards**

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

- (i) four-year bachelor degree at honours standard – 96 credit points (2.0 semesters),  
or
- (ii) honours – 96 credit points (2.0 semesters), or
- (iii) graduate diploma – 96 credit points (2.0 semesters).

□ **Professional doctorate awards**

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

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

□ **Doctor of philosophy awards**

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

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

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

□ **Master degree awards**

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

□ **Graduate diploma awards**

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

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

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

## APPENDIX 2: Eligibility for graduation - limits on grades of 3

---

### Faculty of Arts

Master of Arts	0
Graduate Diploma in Social Science (Counselling)	1
Bachelor of Arts	3
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
Bachelor of Social Science	3
Associate Diploma in Dance	1

---

### Faculty of Built Environment and Engineering

All courses 12% of the total course credit points

---

### Faculty of Business

Master of Business (Commerce)	0
Master of Business (Communication)	0
Master of Business (Management)	1 (elective unit only)
Master of Business Administration	2
Graduate Diploma of Advanced Accounting	1
Graduate Diploma of Business (Industrial Relations)	1
Graduate Diploma of Business Administration	1
Graduate Diploma of Communication	0
Graduate Diploma of Quality	1
Graduate Certificate in Management	1
Bachelor of Business (Honours) – Accounting	0
Bachelor of Business (Honours) – Communication	0
Bachelor of Business (Honours) – Management	1 (elective unit only)
Bachelor of Business	3

---

### Faculty of Education

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

---

**Faculty of Health**

Graduate Diploma in Health Promotion

1

Bachelor of Applied Science (Home Economics)

3

All other courses

12.5% of the total course credit points

---

**Faculty of Information Technology**

All courses

12.5% of the total course credit points

---

**Faculty of Law**

Associate Diploma in Business

(Court and Parliamentary Reporting)

2

All other courses

12.5% of the total course credit points

---

**Faculty of Science**

All courses

12.5% of the total course credit points

---

**Interfaculty Courses**

All courses

12.5% of the total course credit points

## APPENDIX 3: Exclusion - designated units

Credit  
Points

---

### FACULTY OF ARTS

#### Bachelor of Arts (Dance)

AAB121	Contemporary Technique 1	16
AAB122	Contemporary Technique 2	16
AAB123	Classical Technique 1	16
AAB124	Classical Technique 2	16

#### Bachelor of Arts (Drama)

AAB203	Acting 2	12
AAB233	Voice & Movement 3	12
AAB234	Voice & Movement 4	12
AAB247	Acting 3	12

#### Bachelor of Arts (Music)

AAB501	Chief Practical Study 2	16
AAB562	Practical Studies A2	12
AAB571	Practical Studies A3	24

#### Bachelor of Arts (Visual Arts)

AAB702	Foundation Media Study 1	36
AAB703	Foundation Media Study 2	24
AAB707	Advanced Media Study 1	24
AAB708	Advanced Media Study 2	24
AAB709	Advanced Media Study 3	24
AAB710	Advanced Media Study 4	24

#### Bachelor of Social Science (Human Services)

SSB026	Fieldwork Practice 1	
SSB036	Fieldwork Practice 2	

#### Associate Diploma in Dance

AAX111	Repertoire & Practice Period 1	12
AAX112	Repertoire & Practice Period 2	16
AAX113	Repertoire & Practice Period 3	16
AAX114	Repertoire & Practice Period 4	16
AAX117	Ballet Technique 1	8
AAX118	Ballet Technique 2	8
AAX119	Ballet Technique 3	8
AAX120	Ballet Technique 4	8
AAX121	Contemporary Technique 1	8
AAX122	Contemporary Technique 2	8
AAX123	Contemporary Technique 3	8
AAX124	Contemporary Technique 4	8



# POLICY STATEMENTS

## Assessment Provisions for Students with Disabilities

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

### Some alternatives

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

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

### Variations

### Examples

#### Mode

Questioning modality

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

Response modality

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

#### Context

Time

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

Equipment

Tape recorder, braille, print magnifier electric typewriter, special desk for wheelchair, adapted laboratory equipment etc.

Separate examination room

Special equipment, personal assistance (to avoid disturbing others)

Personal assistance

Amanuensis, reader, interpreter, aide.

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

### Responsibilities

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

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

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

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

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

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

## Equal Opportunity Policy

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

In fulfilling this policy, the University aims to

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

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

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

## Non-Discriminatory Presentation and Practice

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

Accordingly, the University will:

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

## Sexual Harassment

Queensland University of Technology is committed to providing an environment within the University which is free from sexual harassment. The University is bound by law in certain instances to try to ensure staff and students are not subjected to sexual harassment, and acknowledges its responsibility to educate staff and students about these matters.

Sexual harassment is any form of sexual advance that is unsolicited, unwelcome, and perhaps repeated or persistent. This behaviour may be intentional or unintentional. The term covers a range of behaviour from offensive staring and gestures or comments of a sexual nature, to actual physical assault where:

- submission to such behaviour is implicitly or explicitly made a term or condition of an individual's employment or work or admission to studies within the institution, or
- submission to or rejection of such behaviour is used as the basis for decisions affecting an individual's employment status or academic standing, or
- the behaviour has the purpose or effect of interfering with an individual's work or academic performance, or
- the behaviour creates an intimidating, hostile, humiliating or offensive working or academic environment.

Sexual harassment involves a reasonable belief on the part of the person being harassed that he or she may be disadvantaged if he or she rejects, refuses or objects to the approach or behaviour in question.

Sexual harassment will not be tolerated, even when the harassment takes a form commonly thought mild or trivial. Such behaviour may nonetheless be personally offensive, particularly in staff/student or employer/employee relationships where the

formal nature of the relationship involves the power and/or authority of one person over another.

Supervisors have a responsibility to deter sexual harassment by maintaining professional work and study environments.

The University also recognises that the work or study environment may be adversely affected by sexual harassment by peers (student/student or employee/employee) and will not tolerate such behaviour.

Similarly, the University will not tolerate harassment of staff by students.

## University Medals

The University may award medals known as Queensland University of Technology Medals to graduands of certain courses who have achieved an exceptionally high level of performance in their studies.

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

- graduands of honours degrees where performance in the related bachelor degree is also taken into account
- graduands of degrees with honours
- graduands of bachelor degrees of at least three years' normal duration where no honours award is available.

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

For the award of a medal, a graduand should have reached a distinguished academic standard based on a grade point average in all units and in a thesis where such is required. The standard should be at a higher level than would normally be expected from an excellent graduand. 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.

Because the University Medal is awarded only for outstanding achievement, Academic Committee has indicated as a guide to faculties that the proportion of graduands who may receive medals in any year should normally be not more than one per 200 bachelor-level graduands (or part thereof) per faculty. It is possible that in some years faculties would choose not to recommend a medallist.

Faculty academic boards select and recommend graduands to Academic Committee.

Submissions from academic boards to Academic Committee should include:

- the academic record of the graduands recommended
- the academic record of the other graduands considered
- a statement supporting the recommendation
- the number of graduands eligible for medals
- comparative data on medals awarded in the previous five years.