

Student Rules, Policies and Procedures

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INTRODUCTION

Please refer to the online Manual of Policies and Procedures for the latest version of the Student Rules www.qut.edu.au/admin/mopp.

The QUT Student Rules published here were approved by QUT Council on 23 October 2002, following a major review. Detailed information about procedural aspects of these rules can be obtained by accessing relevant topics at Student Services website or by contacting the Student Business Services Department.

For information on the University's admission policy and procedures, please refer to the various booklets available from QUT's Student Business Services.

STUDENTS ARE WARNED THAT PENALTIES (INCLUDING FINES, SANCTIONS, WITHHOLDING RESULTS, EXCLUSION OR EXPULSION) MAY BE IMPOSED ON STUDENTS WHO CONTRAVENE THESE OR ANY OTHER QUT RULE OR POLICY, OR WHO FAIL TO MEET THEIR OBLIGATIONS (INCLUDING FAILING TO PAY PRESCRIBED FEES, LATE FEES OR FINES, OR FOR FAILING TO RETURN LIBRARY/FACULTY MATERIALS OR EQUIPMENT).

These Student Rules are made pursuant to:

- QUT Statute No. 1 (Course of Study) 1999
- QUT Statute No. 2 (Student Discipline) 1999
- QUT Statute No. 3 (Fees) 1999

They should also be read in conjunction with:

- Schedule 1 to the QUT Act 1998, Conduct on University Land. This Schedule authorises certain University officers to direct disorderly persons or those creating disturbances to leave the University. A person failing to comply with such a direction may be fined
- Information Facilities Rules (pursuant to QUT Statutes 2 and 3, and to the relevant staff conditions and awards)

THE RULES

PART 1 - PRELIMINARY

Division 1 - Interpretation

1. Definitions

In these rules:

'assessment' means work (for example, an examination, assignment, practical, performance) which a student is required to complete for any one or more of the following purposes -

- (a) the fulfilment of an educational purpose (for example, to motivate learning, to provide feedback);
- (b) to provide a basis for a record of achievement or certification of competency;
- (c) to permit grading.

'award course' means a program of study leading to the award of a degree, diploma or certificate accredited by QUT.

'cancellation of enrolment' means that a student has discontinued an award course or a program of non-award studies.

'course coordinator' includes a staff member performing the functions of course coordinator specified by the director, QUT international college.

'course requirements' means the specific requirements for completing an award course approved by university academic board and includes the following -

- (a) the course structure;
- (b) any conditions for enrolment in or for completion of particular units required for the course;
- (c) any conditions for academic progression through the course;
- (d) any requirements for attendance type or mode of study.

'dean' means the executive dean of the faculty having responsibility for a unit or an award course and includes -

- (a) the executive director, northern campuses, in the case of a unit or an award course for which that officer is responsible; and
- (b) the director, QUT international college, in the case of a program of non-award studies for which the director is responsible.

'faculty academic board' means the body established by university academic board to manage academic policy and practices within the faculty or QUT Carseldine.

'international student' has the same meaning as 'overseas student' in the *Higher Education Support Act 2003 (Cwth)*.

'non-award studies' means a unit or group of units which a student undertakes at the university other than as part of an award course of QUT.

'QUT' means the Queensland University of Technology.

'registrar' means the university's chief administrative officer.

'unit coordinator' includes a staff member performing the functions of unit coordinator specified by the director, QUT international college.

'university academic board' means the body established by council to provide leadership on academic policy and practices of QUT.

1A. Academic calendar and teaching periods

(1) In these rules, 'teaching period' means a designated period of weeks in which the program of study and instruction for a unit or an award course is undertaken.

(2) The vice-chancellor approves the academic calendar for each year.

(3) The registrar -

- (a) designates the teaching periods in which programs of study or instruction may be offered; and
- (b) sets the dates for teaching periods within the academic calendar; and
- (c) designates unit addition and withdrawal periods in Schedule 1; and
- (d) sets the dates for unit addition and withdrawal in accordance with Schedule 1.

2. Attendance type and mode

(1) A student's attendance type is normally designated as full-time if the enrolment program for the teaching period is -

- (a) in the case of a student enrolled in an award course, at least 75 per cent of the number of credit points for a standard enrolment program load for full-time enrolment in that course in a teaching period; or
- (b) in the case of a student undertaking non-award studies, at least 75 per cent of the number of credit points for a standard enrolment program load designated by the registrar for that purpose.

(2) If a student's enrolment program load is less than the amount specified in rule 2(1), the student's attendance type is normally designated as part-time.

(3) Addition or withdrawal of units in accordance with division 2 of part 3 of these rules may be deemed by the registrar to change a student's attendance type.

(4) For the purposes of these rules and for course requirements, a student's attendance mode is designated as -

(a) internal, where instruction or supervision in all units in which the student is enrolled in a teaching period is delivered by attendance at a place designated by the registrar as a campus of the university; or

(b) external, where instruction or supervision in all units in which the student is enrolled in a teaching period is delivered other than by attendance at a campus of the university (for example, by posting instructional materials to the student); or

(c) multi-modal, where instruction in some, but not all units, is in internal mode.

Division 2 - Students' responsibilities under these rules

3. Student responsibility for compliance with these rules and other requirements

(1) It is the student's responsibility to do all acts associated with admission, enrolment and academic progression in compliance with these rules, including, but not limited to -

(a) providing information to the university under rule 7(2), including statistical information and a mailing address; and
(b) re-enrolling at the university each year; and
(c) submitting an appropriate enrolment program and rectifying any known discrepancies with the enrolment program.

(2) In the case of international students, the student must also comply with any requirements for enrolment or study at the university specified in the Educational Services for Overseas Students Act 2000 (Cwth), including, but not limited to -

(a) any requirements relating to attendance type or mode; and
(b) any conditions for enrolment programs and progress through an award course; and
(c) any conditions relating to leave of absence.

PART 2 - ADMISSION

4. Application for admission

(1) A person must apply for admission to the university before first enrolling in an award course or non-award studies.

(2) Except where specified by the registrar, a person must apply for admission before each teaching period in which they propose to enrol in non-award studies.

(3) A person who seeks to re-enrol in an award course must apply for re-admission following -

(a) cancellation of enrolment in an award course or program of non-award studies; or
(b) an unapproved period of absence; or
(c) a period of exclusion from an award course imposed under part 6 of these rules.

(4) The registrar must prescribe the dates for and the manner of applying for admission to the university.

5. Criteria for admission

(1) University academic board may specify general requirements to be met by a person applying for admission to the university.

(2) The faculty academic board having responsibility for an award course must specify minimum course entry require-

ments and may specify different requirements for different major areas of study within an award course.

(3) The registrar determines the maximum number of persons to be offered admission to the university.

6. Offer of admission

(1) The registrar makes offers of admission.

(2) An offer of admission may be conditional upon the person providing documents or fulfilling other requirements specified in the offer.

(3) The registrar may withdraw an offer of admission and reject enrolment where -

(a) the person fails to provide documents or to fulfil other requirements specified in the offer of admission; or
(b) the offer of admission has been made as a result of the provision of incomplete or inaccurate information by the person or a certifying authority; or
(c) the person fails to submit an enrolment program in accordance with the offer of admission by the specified date.

PART 3 - ENROLMENT

Division 1 - General requirements for enrolment

7. Enrolment procedures

(1) The registrar -

(a) must prescribe closing dates for submission of an enrolment program for each teaching period; and
(b) may prescribe different closing dates for different categories of students.

(2) The registrar must prescribe the manner of submitting the enrolment program, and the information to be included with the enrolment program.

(3) For each teaching period, the registrar must -

(a) publish the closing dates for addition or withdrawal of units in accordance with schedule 1; and
(b) specify the manner of submitting changes to the enrolment program.

8. Valid enrolment

(1) Subject to rule 8(2), enrolment in any teaching period means that the student has submitted an enrolment program for study, instruction or research at the university in that teaching period.

(2) A student is validly enrolled upon -

(a) submission of an enrolment program for the teaching period by the specified date or such later time as permitted by the registrar; and
(b) acceptance of the enrolment program by the registrar¹; and
(c) payment of fees and charges required under these rules by the specified date or such later time as permitted by the registrar; and
(d) fulfilment of any other requirements specified in these rules.

(3) The registrar may reject a student's enrolment where the student has not met all of the requirements of rule 8(2).

Division 2 - Enrolment programs

9. Requirements for enrolment programs

(1) A student's enrolment program must comply with the general requirements specified in this division.

(2) In the case of a student enrolled in an award course, the student's enrolment program must also comply with the course requirements.

10. Addition of a unit to enrolment program

Subject to the requirements of this division, a student may add a unit to their enrolment program in a teaching period if -

- (a) the unit is added by the addition date published in accordance with schedule 1; or
- (b) where the student proposes to add the unit after the addition date published in accordance with schedule 1 -
 - (i) the student pays the administrative charge specified in schedule 2; and
 - (ii) the unit coordinator agrees to the addition of the unit; and
 - (iii) the registrar is satisfied that the student has demonstrated that exceptional circumstances for addition of the unit exist.

11. Withdrawal from a unit

(1) Subject to the requirements of this division, a student may withdraw from enrolment in a unit -

- (a) by the withdrawal date published by the registrar in accordance with schedule 1 - without academic penalty; or
- (b) after the withdrawal date published by the registrar in accordance with schedule 1 - with academic penalty.

(2) Despite rule 11(1)(b), the registrar may permit withdrawal without academic penalty if, following advice from the dean, the registrar is satisfied that the student has demonstrated that exceptional circumstances for withdrawal from the unit exist.

(3) In this section, 'academic penalty' means that the unit in question is awarded a failing grade.

12. Relationship between units of study

(1) Course requirements may specify any of the following conditions for enrolment in a specified unit -

- (a) a student must have achieved a passing grade in a pre-requisite unit before enrolment in the specified unit;
- (b) a student may enrol in the specified unit only if -

- (i) the student also enrolls in a corequisite unit at the same time; or
- (ii) the student has previously achieved a passing grade in the corequisite unit;

(c) a student must not enrol in the specified unit if the student has achieved a passing grade in an incompatible unit.

(2) A unit coordinator may permit a student to enrol in a specified unit without having satisfied the condition listed in rules 12(1)(a) or 12(1)(b) if the unit coordinator is satisfied that the student has demonstrated sufficient knowledge to undertake the unit.

(3) In this section, an 'incompatible unit' means a unit in which the subject matter or the body of learning is substantially similar to that included in the specified unit.

13. Maximum and minimum enrolment program load

Course requirements may specify either or both of the following:

- (a) the maximum number of credit points for full-time enrolment;
- (b) the minimum number of credit points for part-time enrolment.

14. Time limits for completion of an award course

University academic board must specify time limits for completion of an award course, and may impose different time limits for different categories of courses.

15. Acceptance of enrolment program

The registrar may not accept a student's enrolment program in any of the following circumstances -

- (a) the student has not enrolled in accordance with their offer of admission, including, where specified, major area of study, attendance type, attendance mode and location of study;
- (b) if the student is enrolled in an award course, the student has not submitted an enrolment program which is consistent with course requirements;
- (c) except where permitted by the course or unit coordinator, as the case may be, the student has not complied with the requirements of division 2 of part 3 of these rules;
- (d) if the student is enrolled in an award course, the student has not met the requirements of part 6 of these rules;
- (e) the student is subject to a penalty imposed under rule 29 or *Statute No 2 (Student Discipline) 1999* which prohibits their enrolment in the current teaching period;
- (f) the student is in breach of any other statute or rule of the university which specifies rejection or suspension of enrolment as a penalty.

16. Amendment of enrolment program

The registrar may amend an enrolment program, after consultation with the course coordinator, if any of the following conditions exist -

- (a) the student has not complied with the requirements of rule 13;
- (b) the student has not complied with other course requirements;
- (c) the student cannot attend classes or meet other unit requirements due to timetable incompatibility;
- (d) the student has not complied with any conditions of probationary enrolment imposed under part 6 of these rules.

Division 3 - Credit

17. Credit for previous studies

(1) University academic board may specify the amount and type of credit for previous studies which may be granted in award courses, and may specify different amounts of credit for different categories of award courses or students.

(2) The registrar must specify the procedures to be followed, and the documentation to be supplied, by students applying for credit.

(3) The course coordinator must determine the amount and type of credit to be granted in accordance with university academic board determinations.

Division 4 - Discontinuation or interruption of enrolment

18. Leave of absence

(1) University academic board may specify the circumstances in which a student may take leave of absence from an award course.

(2) A student must apply to the registrar for leave of absence from the award course.

(3) The registrar determines the student's application for leave of absence.

19. Cancellation of enrolment

(1) A student must notify the registrar if they wish to cancel their enrolment in an award course or non-award studies.

(2) A student who cancels their enrolment is deemed to have withdrawn from enrolment in all units in their enrolment program in accordance with rule 11.

PART 4 - FEES

20. Definitions for this part

In this part:

'HES Act' means the Higher Education Support Act (Cwth) as amended from time to time.

'student contribution amount' means an amount being the contribution for the teaching period in question determined by the university in accordance with the HES Act.

21. Imposition of fees and charges

(1) Except as specified under the HES Act, the university may impose student contribution amounts and fees for enrolment and study at the university, or for services and facilities associated with enrolment and study, and may impose different student contribution amounts and fees for different categories of students.

(2) The officer or body listed in schedule 2 sets the student contribution amounts and fees.

(3) For each teaching period, the registrar must prescribe the dates for payment of student contribution amounts and fees.

(4) A student must pay the student contribution amounts and fees specified in these rules by the prescribed dates.

(5) A student is not validly enrolled² unless all student contribution amounts and fees specified in these rules have been paid, including any additional student contribution amount or tuition fee required to be paid as a result of addition of a unit to a student's enrolment program in accordance with rule 10.

22. (Repealed - 19.04.06)

23. Liability for a student contribution amount

(1) Except as specified in the HES Act, a student who enrolls in any teaching period in a unit or units for an award course is liable for a student contribution amount.

(2) A student who is liable for a student contribution amount must submit a Commonwealth assistance form specifying the method for payment of the contribution in any of the following circumstances –

- (a) when the student first enrolls at the university;
- (b) when the student changes to another award course;
- (c) if the student elects to pay the contribution by another method.

(3) For each teaching period, the registrar must prescribe the date for submission of the Commonwealth assistance form.

(4) Except as specified in the HES Act, a student may discharge a liability for a student contribution amount by –

- (a) paying the required amount directly to the university by the date specified by the registrar; or
- (b) supplying a tax file number to the university; or
- (c) a combination of (a) and (b).

24. Tuition fee

(1) This rule applies to students who are not liable to pay a student contribution amount for a teaching period or a unit.

(2) A student (other than an international student or a student deemed by the registrar to be liable to pay a student contribution amount) who enrolls in a unit or units for an award course must pay the tuition fee specified in schedule 2.

(3) A visiting student (other than a visiting international student) who enrolls in a unit or units must pay the tuition fee specified in schedule 2, except that the dean may specify a different fee for students undertaking a designated enrolment program.

(4) An international student must pay to the university, for each teaching period, the international student tuition fee specified in the offer of admission.

(5) Where the HES Act specifies, a student who is normally liable to pay a student contribution amount may be required to pay the tuition fee specified in schedule 2 for enrolment in a particular teaching period or unit.

(6) For this rule –

a 'visiting student' means a student who enrolls in non-award studies, but does not include a cross-institutional Commonwealth supported student who enrolls in a unit or units at QUT to obtain credit towards an award course at another Australian university.

'Commonwealth supported student' means a student who is liable to pay a student contribution amount for a unit or units for an award course in accordance with the HES Act.

25. Incidental fees

(1) A student or a person applying for admission must pay the relevant incidental fee prior to taking the action or requesting the service listed in schedule 2.

(2) If the fee has not been paid, the student's action or request for the service has no effect.

26. Cancellation fee and refunds

(1) The university may retain a proportion of student contribution amounts or fees paid by a student as a charge for cancellation of enrolment, and may impose different cancellation fees for different categories of students.

(2) Schedule 2 specifies the amount which will be retained by the university where a student cancels their enrolment in a unit or units.

(3) A student who withdraws from enrolment in a unit or units must apply by the date specified by the registrar for a refund of student contribution amounts or fees paid to the university.

26A. Exemption or deferment of payment of fees

(1) The vice-chancellor must specify the circumstances in which students may be granted exemption from payment of fees.

(2) The registrar determines whether a student may be granted exemption from payment, either in whole or in part.

(3) The registrar may permit a student to defer payment of fees for a specified time during a teaching period.

27. Consequences of non-payment of fees and charges

Except where action is taken by the registrar under rule 26A, the registrar may do either or both of the following if a student does not pay by the specified date the full amount of fees required by the university under this part –

- (a) reject the student's enrolment in accordance with rule 8;
- (b) require the student to pay an incidental fee specified in schedule 2.

PART 5 - ASSESSMENT

Division 1 - General requirements for assessment

28. Notice of assessment requirements

A student who is enrolled in a unit must receive notification of assessment requirements in the manner and by the time prescribed by university academic board.

29. Academic dishonesty

(1) A student must not act in a manner which constitutes academic dishonesty.

(2) Academic dishonesty means an action or practice which may compromise or defeat the purposes of assessment, and includes, but is not limited to -

- (a) cheating, or attempting to cheat;
- (b) plagiarism;
- (c) misrepresenting or fabricating data or results or other assessable work;
- (d) breaching requirements specified by university academic board under rule 32 for conduct during examinations, in a way that may compromise or defeat the purposes of the assessment.

(3) University academic board may prescribe procedures for investigating allegations of academic dishonesty.

(4) The penalties for academic dishonesty are -

- (a) mark reduction or zero mark for an assessment item; or
 - (b) awarding of a failing grade in the unit in which academic dishonesty is detected; or
 - (c) awarding of a failing grade in the unit in which academic dishonesty is detected and in another unit or all other units undertaken in that teaching period; or
 - (d) suspension from the university for a specified period of time, together with the allocation of failing grades specified in rule 29(4)(c); or
 - (e) permanent expulsion from the University, together with the allocation of failing grades specified in rule 29(4)(c).
- (5) The dean may impose the penalties listed in rule 29(4)(a) and 29(4)(b).
- (6) The registrar may impose any of the penalties listed in rule 29(4).

Division 2 - Examinations

30. Availability for examinations

(1) A student must be available to undertake an examination -

- (a) at the time and place specified for the examination in the central examination period; and
- (b) at any other time specified for an examination in the notification of assessment requirements.

(2) The registrar publishes an examination timetable for each central examination period.

(3) In this rule, 'central examination period' means a period of at least 2 weeks at the end of each semester or other teaching period designated for conducting examinations.

31. Alternative examination sittings

A student who holds religious convictions which preclude attendance at an examination at the time specified in the published examination timetable, may apply in the manner prescribed by the registrar for an alternative examination sitting.

32. Conduct during examinations

University academic board must specify procedures for examinations, including -

- (a) requirements for a student entering or leaving the examination room; and
- (b) requirements for a student's conduct during the examination.

33. Deferred examinations

(1) A student who, due to exceptional circumstances beyond the student's control, is unable to attend an examination at the prescribed time may apply in the manner prescribed by the registrar for a deferred examination.

(2) The dean determines the outcome of an application for a deferred examination.

Division 3 - Final grades

34. Grading scale

University academic board must specify the grading scale to be used in allocating a record of achievement for studies at the university.

35. Allocation and notification of grades

(1) The dean approves a student's final grade for a unit.

(2) A student will be notified of their grades in the manner determined by the registrar.

36. Special consideration

(1) A student who believes that their performance in completing an assessment item has been adversely affected by exceptional circumstances may apply for special consideration in the manner prescribed by the registrar.

(2) The head of school determines whether the application for special consideration should be granted.

(3) The faculty academic board may specify the manner in which special consideration is to be applied to an assessment item.

(4) The unit coordinator determines whether additional marks for the assessment item should be granted, and must do so in accordance with any faculty academic board determinations made in accordance with rule 36(3).

(5) In this rule -

'head of school' means the head of the school in which instruction in a unit is given, or in the case of QUT international college, the director of studies.

'faculty academic board' includes the QUT international college advisory board with respect to a program of non-award studies offered by the college.

37. Supplementary assessment

Supplementary assessment may be granted to a student only in the circumstances prescribed by university academic board.

PART 6 - UNSATISFACTORY ACADEMIC PERFORMANCE

38. Requirement to perform satisfactorily in studies

(1) In this part, a 'program of study' means an award course or a structured program of non-award studies.

(2) A student undertaking a program of study must maintain a satisfactory level of academic performance in accordance with this part.

39. Probationary enrolment

(1) The registrar must place a student undertaking a program of study on probationary enrolment if the student -

(a) achieves a grade point average of less than 3.0 for units which the student has undertaken towards the program of study; or
(b) is awarded a failing grade in a unit which the student has previously failed.

(2) The registrar determines the students to be placed on probationary enrolment at the end of each academic year.

(3) The registrar must notify a student in writing of the decision to place the student on probationary enrolment.

40. Conditions of probationary enrolment

(1) A student is placed on probationary enrolment for 12 months.

(2) While on probationary enrolment, a student must -

(a) consult the course coordinator about their enrolment program; and
(b) if the course coordinator specifies an enrolment program, submit the enrolment program as specified.

(3) If a student on probationary enrolment cancels their enrolment in the program of study but is subsequently re-admitted by the registrar to the same program of study in accordance with part 2 of these rules, the registrar, upon re-admission -

(a) must place the student on probationary enrolment for the remainder of the academic year; and
(b) may require the student to submit an enrolment program specified by the course coordinator.

41. Exclusion from enrolment in an award course

(1) A student is an 'eligible student' for the purposes of exclusion if -

(a) the student has previously been placed or is currently on probationary enrolment and qualifies for a further period of probationary enrolment on the basis of rule 39; or
(b) the student is awarded a failing grade in a designated unit; or
(c) having been readmitted to the program of study following a period of exclusion, the student achieves a grade point average of less than 3.5 for units in which the student has enrolled in the academic year following readmission; or
(d) in the case of a student enrolled in an award course, the student has exceeded the maximum time limit for the award course imposed in accordance with rule 14.

(2) At the end of each year, the faculty academic board responsible for the program of study may exclude an eligible student from enrolment in that program.

(3) If the faculty academic board does not exclude an eligible student, the registrar may place the eligible student on probationary enrolment in accordance with this part.

(4) The registrar must notify a student in writing of the decision to exclude the student from enrolment in the program of study.

(5) University academic board must specify the circumstances in which the registrar may exclude an eligible student from enrolment in other award courses or programs at the university.

(6) In this rule, 'designated unit' means a unit which a faculty academic board requires a student to complete with a passing grade in order to continue in an award course.

42. Consequences of exclusion

(1) If exclusion is imposed on a student under rule 41, the student is excluded from a program of study indefinitely, unless permitted to re-enrol in accordance with rule 43.

(2) A student who is excluded from a program of study is not permitted to enrol in any units forming part of that program.

43. Enrolment following exclusion

(1) An excluded student may re-enrol in a unit or units as part of the program of study if -

(a) the student successfully appeals against exclusion; or
(b) the student, following exclusion for at least 12 months, is re-admitted to the program of study by the registrar.

(2) Where a student re-enrols in the program of study in accordance with rule 43(1), the registrar must place the student on probationary enrolment for the balance of the academic year.

PART 7 - ELIGIBILITY TO GRADUATE

44. Minimum passing grades for graduation

For the purpose of determining a student's eligibility to graduate from an award course, a faculty academic board may designate the maximum number of units for which the student can be awarded a minimum passing grade.

45. Eligibility to graduate from an award course

(1) Subject to rule 44, a student is eligible to graduate from an award course upon completion of all course requirements.

(2) Faculty academic board determines whether a student has completed all course requirements.

(3) University academic board confers the award on a student who is eligible to graduate.

PART 8 - REVIEW AND APPEALS

46. Review of grades and academic rulings

(1) University academic board must prescribe procedures for dealing with applications for review of grades and academic rulings.

(2) A student may apply for a review of -

(a) their grade for a unit; or
(b) other academic rulings made under these rules.

47. Appeal to university academic board

(1) A person who has been refused admission to the university may appeal to university academic board.

(2) A student may appeal to university academic board if -

(a) the student has been excluded from an award course under rule 41 ; or
(b) the student has been penalised by the dean or the registrar under rule 29.

48. Status pending outcome of review or appeal

Pending the outcome of a review or appeal, the registrar may permit a student to attend classes or undertake examinations.

PART 9 - MISCELLANEOUS

49. Research higher degree students

(1) For students undertaking the doctor of philosophy degree, university academic board must specify general requirements for -

- (a) admission as a candidate for the degree; and
- (b) enrolment and progression as a candidate; and
- (c) submission and examination of the thesis.

(2) For students undertaking another research higher degree, faculty academic board must specify course requirements.

50. Delegation of powers and functions³

(1) Where these rules specify that a particular person or body exercises a power or function, that person or body may delegate the power or function to another person or body.

(2) Despite rule 50(1), a course coordinator or a unit coordinator may not delegate a function or power to another person.

End Notes

¹ See rule 15.

² See rule 8.

³ See section 27A of the *Acts Interpretation Act 1954*.³ See section 27A of the *Acts Interpretation Act 1954*.

SCHEDULE 1 – UNIT ADDITION AND WITHDRAWAL DATES

Teaching Period	Last day to add units	Last day to withdraw from units without academic penalty
Semester 1 (SEM-1) Semester 2 (SEM-2)	Close of business, Friday, 2nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 9th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 9th week of teaching period.
Summer Program (SUM) 13 Week Teaching Period (13TP1-3)	Close of business, Friday, 2nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 9th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 9th week of teaching period.
12 Week Teaching Period (12TP1-3)	Close of business, Friday, 2nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 8th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 8th week of teaching period.
6 Week Teaching Period (6TP1-6) Summer Program 1 (SUM-1) Summer Program 2 (SUM-2)	1st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 4th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 4th week of teaching period.
5 Week Teaching Period (5TP1-9)	1st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 3rd week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 3rd week of teaching period.
Non-standard intensive teaching periods (≤ 2 weeks in length) where unit enrolment is either in Semester 1 or Semester 2 teaching periods	1st day of teaching period	No academic penalty if withdrawal prior to commencement of teaching. 'Withdrawn-Failure' recorded if cancellation after commencement of teaching.
Non-standard intensive teaching periods (> 2 weeks but < 6 weeks in length) where unit enrolment is either in Semester 1 or Semester 2 teaching periods	1st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 2nd week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 2nd week of teaching period.
Exchange - 1 (XCH-1)	Addition of unit requires special approval from the International Exchange Officer	No academic penalty if withdrawal prior to close of business, Friday after 30 April. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday after 30 April.
Exchange - 2 (XCH-2)	Addition of unit requires special approval from the International Exchange Officer	No academic penalty if withdrawal prior to close of business, Friday after 15 October. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday after 15 October.

SCHEDULE 2 – FEES AND CHARGES

TABLE A – STUDENT CONTRIBUTION BANDS

2008 student contribution bands for Commonwealth supported students*	Non-differential (pre-1997)	Pre-2005 HECS students	Savings Provision (Pre 2008)	2008 students
Band 1: humanities, behavioural science, social studies, foreign languages, visual and performing arts	\$3061	\$4077	\$5095	\$5095
Band 2: mathematics, statistics, computing, built environment, other health, allied health, engineering, science, surveying, agriculture	\$3061	\$5807	\$7260	\$7260
Band 2: accounting, administration, economics, commerce	\$3061	\$5807	\$7260	
Band 3: accounting, administration, economics, commerce				\$8499
Band 3: law, dentistry, medicine, veterinary science	\$3061	\$6798	\$8499	\$8499
Band 4: National priorities: education, nursing	\$3061	\$4077	\$4077	\$4077

* The bands are indicative only. The actual contribution may vary depending on the units in your course.

TABLE B - DOMESTIC POSTGRADUATE TUITION FEES

Course Code	Course Title	Fee paid by student first enrolling in 2008 per credit point
AR61	Graduate Diploma in Industrial Design	Commonwealth Supported Place
AR62	Graduate Diploma in Interior Design	Commonwealth Supported Place
BN71*	Master of Applied Science (Research)	\$135
BN72*	Master of Engineering	\$135
BN85	Graduate Certificate In Built Environment and Engineering	\$135
BN87	Master of Engineering Management	\$135
BN88	Master of Infrastructure Management	\$135
BN89	Master of Project Management	\$135
BS16	Master of Business (Professional Accounting)	\$180
BS16	Master of Business (Human Resource Management)	\$180
BS16	Master of Business (Marketing)	\$180
BS16	Master of Business (Applied Finance)	\$180
BS16	Master of Business (Integrated Marketing Communication)	\$180
BS16	Master of Business (Philanthropy and Nonprofit Studies)	\$180
BS16	Master of Business (Strategic Advertising)	\$180
BS16	Master of Business (Accounting)	\$180
BS16	Master of Business (International Business)	\$180
BS16	Master of Business (Events Marketing and Management)	\$180
BS16	Master of Business (Public Relations)	\$180
BS17	Master of Business (Applied Finance) - Advanced	\$180
BS17	Master of Business (International Business) - Advanced	\$180
BS17	Master of Business (Marketing) - Advanced	\$180
BS17	Master of Business (Integrated Marketing Communication) - Advanced	\$180
BS17	Master of Business (Human Resource Management) - Advanced	\$180
BS17	Master of Business (Strategic Advertising) - Advanced	\$180
BS17	Master of Business (Events Marketing and Management) - Advanced	\$180
BS17	Master of Business (Philanthropy and Nonprofit Studies) - Advanced	\$180
BS17	Master of Business (Accounting) - Advanced	\$180
BS17	Master of Business (Public Relations) - Advanced	\$180
BS17	Master of Business (Professional Accounting) - Advanced	\$180
BS33	Master of Business (International Business) - Advanced	\$180
BS33	Master of Business (Professional Accounting) - Advanced	\$180
BS39	Graduate Certificate in Business	\$180
BS47	Master of Business Administration/Master of Business (Applied Finance)	\$240
BS63*	Bachelor of Business (Honours)	\$150
BS89	Master of Business (Professional Accounting)	\$180
BS92*	Master of Business (Research)	\$135
BS93	Master of Business (Philanthropy & Nonprofit Studies)	\$180
BS93	Master of Business (Forensic Accounting)	\$180
BS93	Master of Business (Marketing)	\$180
BS93	Master of Business (International Business)	\$180
BS94	Master of Commerce	\$180

SCHEDULE 2 - FEES AND CHARGES

BS98	Master of Applied Finance	\$180
CE74	Master of Engineering Science (Civil Engineering)	\$135
CE75	Master of Engineering Science (Civil Engineering Studies)	\$135
CN64	Graduate Diploma in Project Management	\$135
CN77	Master of Project Management	\$135
CN81	Graduate Certificate in Project Management	\$135
CN89	Doctor of Project Management	\$135
CN90	Graduate Certificate in Property Economics	\$135
CN91	Graduate Diploma in Property Economics	\$135
CN92	Master of Property Economics	\$135
DB69	Graduate Diploma in Urban Design	\$135
DB73	Master of Built Environment (Urban Design)	\$135
DE50	Master of Design (Urban Design)	\$135
ED09*	Master of Learning Innovation (Early Childhood Teaching)	\$130
ED09*	Master of Learning Innovation (Teacher-Librarianship)	\$130
ED09*	Master of Learning Innovation	\$130
ED11*	Doctor of Education	\$135
ED12*	Master of Education (Research)	\$135
ED13	Master of Education	\$130
ED13	Master of Education	\$130
ED14	Master of Education (Teaching English to Speakers of Other Languages - TESOL)	\$130
ED20	Graduate Diploma in Education (Early Childhood) - Refer to Master of Learning Innovation (Early Childhood Teaching)	\$130
ED38*	Graduate Diploma in Education	\$130
ED61	Graduate Certificate in Education	\$130
ED77	Graduate Certificate in Education (Teaching English to Speakers of Other Languages - TESOL)	\$130
EE60	Graduate Diploma in Electricity Supply Engineering	\$235
EE67	Graduate Diploma in Computer and Communications Engineering	\$135
EE74	Master of Engineering Science (Computer and Communications Engineering)	\$135
EE77	Master of Engineering Science (Electrical Engineering Studies)	\$135
EE78	Master of Engineering Science (Electricity Supply Engineering)	\$235
EE82	Graduate Certificate in Electricity Supply Engineering	\$235
EN40*	Bachelor of Engineering - Dean's Scholars Program	\$218
EN50	Master of Engineering (Systems)	\$135
GS10	Master of Business Administration	\$240
GS20	Master of Business Administration	\$240
GS30	Master of Business Administration	\$240
GS40	Master of Business Administration (MBA)	\$240
GS41	Graduate Diploma of Business Administration	\$240
GS42	Graduate Certificate in Business Administration	\$240
GS44	International Master of Business Administration	\$240
GS48	Master of Business Administration (Major)	\$240
GS50	Executive Master of Business Administration	\$240
GS75	Master of Business Administration (MBA)	
GS85	Master of Business Administration (MBA)	\$240
GS87	Graduate Certificate in Business Administration	\$240
GS90	Master of Business Administration	\$240
HH21*	Bachelor of Arts (Honours)	\$135
HH22*	Bachelor of Human Services (Honours) 2008	\$135
HH23*	Bachelor of Social Science (Honours)	\$135
HH30	Graduate Certificate in Human Services 2008	\$135
HH31	Graduate Diploma in Human Services 2008	\$135
HH32	Master of Human Services 2008	\$135
HH40*	Master of Arts (Research) (Humanities and Human Services)	\$135
HH50*	Doctor of Social Science	\$135
HL38	Graduate Certificate in Health Science	\$135
HL50*	Bachelor of Nursing (Honours)	\$166
HL52*	Bachelor of Applied Science (Honours)	\$166
HL55*	Bachelor of Health Science (Honours)	\$166
HL68	Graduate Diploma in Health Science	\$135
HL84*	Master of Applied Science (Research)	\$135
HL88	Master of Health Science	\$135
HL90*	Doctor of Health Science	\$135

SCHEDULE 2 - FEES AND CHARGES

IF01	Graduate Certificate in Arts and Creative Industries Management	\$135
IF04	Master of Arts and Creative Industries Management	\$135
IF14*	Master of Business Administration/Master of Information Technology	\$240
IF14*	Master of Business Administration/Master of Information Technology	\$240
IF19	Master of Business Administration/Master of Information Technology	\$240
IF19	Master of Business Administration/Master of Information Technology	\$240
IF49*	Doctor of Philosophy (Built Environment, Engineering)	\$135
IF49*	Doctor of Philosophy (Business)	\$135
IF49*	Doctor of Philosophy (Creative Industries)	\$135
IF49*	Doctor of Philosophy (Education)	\$135
IF49*	Doctor of Philosophy (Health)	\$135
IF49*	Doctor of Philosophy	\$135
IF49*	Doctor of Philosophy (Information Technology)	\$135
IF49*	Doctor of Philosophy (Law)	\$135
IF49*	Doctor of Philosophy (Mathematics)	\$135
IF49*	Doctor of Philosophy (Science)	\$135
IF88*	Graduate Certificate in Risk Management	\$135
IF94	Graduate Certificate in Advertising	\$180
IF94	Graduate Certificate in Advertising	\$180
IF96*	Master of Advertising (Creative Advertising)	\$180
IF98	Master of Business Administration/Master of Information Technology	\$240
IF98	Master of Business Administration/Master of Information Technology	\$240
IF99	Master of Business Administration/Master of Information Technology (IT Graduates)	\$240
IF99	Master of Business Administration/Master of Information Technology (IT Graduates)	\$240
IT04*	Bachelor of Games and Interactive Entertainment - Dean's Scholars Program	\$166
IT06*	Bachelor of Corporate Systems Management - Dean's Scholars Program	\$166
IT22*	Bachelor of Information Technology - Dean's Scholars Program	\$166
IT25	Graduate Diploma in Library and Information Studies	\$135
IT28*	Bachelor of Information Technology (Honours)	\$166
IT29*	Bachelor of Information Technology (Honours) - Accelerated Program	\$166
IT35	Graduate Diploma in Information Technology (IT Graduates)	\$135
IT38	Graduate Diploma in Information Technology (Non-IT Graduates)	\$135
IT40	Master of Information Technology (IT Graduates)	\$135
IT45	Master of Information Technology (Non-IT Graduates)	\$135
IT48	Master of Information Technology (Advanced)	\$135
IT53	Master of Business Process Management	\$135
IT60*	Master of Information Technology (Research)	\$135
IT70	Master of Information Management	\$135
IT73	Graduate Certificate in Information Management (Library Studies)	\$135
IT74	Graduate Certificate in Information Management (Information and Knowledge Management)	\$135
IT75	Graduate Certificate in Information Management (Records Management)	\$135
IT76	Graduate Certificate in Information Management (Web Management)	\$135
IT80	Doctor of Information Technology	\$135
IT89	Graduate Certificate in Information Technology (Wireless Games Technology)	\$135
IT90	Graduate Certificate in Information Technology (Computer Networks)	\$135
IT92	Graduate Certificate in Information Technology (Information Security)	\$135
IT93	Graduate Certificate in Information Technology (Enterprise Wide Software)	\$135
IT94	Graduate Certificate in Information Technology (Electronic Commerce)	\$135
IT95	Graduate Certificate in Information Technology (Project)	\$135
IT96	Graduate Certificate in Information Technology (Information Technology Management)	\$135
IT97	Graduate Certificate in Information Technology (Generic)	\$135
IT98	Graduate Certificate in Information Technology (Multimedia)	\$135
IT99	Graduate Certificate in Information Technology (Component Software and Web Services)	\$135
IX20	Master of Psychology (Educational and Developmental)	\$135
IX20	Master of Psychology (Educational and Developmental)	\$135
IX96	Master of Advertising (Creative Advertising)	\$180
IX96	Master of Advertising (Creative Advertising)	\$180
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit

SCHEDULE 2 – FEES AND CHARGES

IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
IX97	Graduate Certificate In Research Commercialisation	\$2,200 per unit
JS24	Graduate Certificate in Policing	\$135
JS25	Graduate Certificate in Justice	\$135
JS27	Graduate Certificate in Organised Crime and Corruption Investigation	\$135
JS29	Graduate Certificate in Intelligence	\$135
JS40*	Bachelor of Justice (Honours)	\$135
JS51	Master of Justice (Intelligence)	\$135
JS51	Master of Justice (Policing)	\$135
JS52*	Master of Justice (Research)	\$135
JS53	Master of Justice (Advanced) Intelligence/Policing	\$135
KD35	Graduate Certificate in Creative Industries (Dance Teaching)	\$135
KD36	Graduate Diploma in Creative Industries (Dance Teaching)	\$135
KD42	Master of Creative Industries (Dance Teaching)	\$135
KI35	Graduate Certificate in Creative Industries (Communication Design)	\$135
KI43	Master of Creative Industries (Communication Design)	\$135
KJ35	Graduate Certificate in Journalism	\$135
KJ36	Graduate Diploma in Journalism	\$135
KJ42	Master of Journalism	\$135
KK42	Master of Fine Arts	\$135
KK44	Graduate Certificate in Arts and Creative Industries Management	\$135
KK46	Master of Arts and Creative Industries Management	\$135
KK49	Doctor of Creative Industries	\$135
KK51*	Master of Arts (Research) (Creative Industries)	\$135
KK52*	Bachelor of Creative Industries (Honours) (Communication Design, Creative Writing, Dance, Drama, Interdisciplinary, Media and Communication, Visual Arts)	\$166
KK53*	Bachelor of Fine Arts (Honours) (Communication Design, Creative Writing, Dance, Fashion, Film and Television, Visual Arts)	\$166
KK54*	Bachelor of Journalism (Honours)	\$166
KK55*	Bachelor of Music (Honours)	\$166
KK64	Graduate Certificate In Professional Communication	\$135
KM35	Graduate Certificate in Music	\$135
KM36	Graduate Diploma in Music	\$135
KM42	Master of Music	\$135
KP35	Graduate Certificate in Creative Industries (Film and Television)	\$135
KP36	Graduate Diploma in Creative Industries (Film and Television)	\$135
KT42	Master of Creative Industries (Drama Teaching)	\$135
KW35	Graduate Certificate in Creative Industries (Creative Writing)	\$135
KW36	Graduate Diploma in Creative Industries (Creative Writing)	\$135
KW37	Graduate Certificate in Creative Industries (Publishing and Editing)	\$135
LP41	Graduate Diploma in Legal Practice	\$105
LS50*	Bachelor of Biotechnology Innovation	\$218
LS66	Graduate Certificate in Biotechnology	\$135
LS76	Graduate Diploma in Biotechnology	\$135
LS80	Master of Biotechnology (For Continuing Students Only)	\$135
LS86	Master of Biotechnology	\$135
LS90	Graduate Diploma in Medical Science (Anatomical Pathology)	\$135
LS96	Master of Biotechnology (Advanced)	\$135
LW50*	Doctor of Juridical Science	\$135
LW51	Master of Laws	\$135
LW52*	Master of Laws (Research)	\$135
LW60	Graduate Certificate in Law	\$135
LW65	Graduate Certificate in Legal Studies	\$135
LW70	Graduate Diploma in Legal Studies	\$135
MA65	Graduate Certificate in Mathematical Science	\$135
MA75	Graduate Diploma in Mathematical Science	\$135
MA85	Master of Mathematical Science	\$135
ME75	Graduate Certificate in Engineering Management	\$135
ME76	Master of Engineering Management	\$135
ME80	Master of Engineering Science (Mechanical Engineering Studies)	\$135
NS30	Graduate Certificate in Intensive Care Nursing	\$135
NS31	Graduate Certificate in Cancer Nursing	\$135

SCHEDULE 2 - FEES AND CHARGES

NS32	Graduate Certificate in Nursing	\$135
NS33	Graduate Certificate in Medical/Surgical Nursing	\$135
NS34	Graduate Certificate in Community Practice	\$135
NS35	Graduate Certificate in Paediatric, Child and Youth Health Nursing	\$135
NS36	Graduate Certificate in Women's Health	\$135
NS38	Graduate Certificate In Paediatric Intensive Care Nursing	\$135
NS39	Graduate Certificate in Aged Care	\$135
NS41	Graduate Certificate in Emergency Nursing	\$135
NS64*	Graduate Diploma in Nursing	\$135
NS68	Graduate Diploma in Midwifery	\$135
NS85	Master of Nursing	\$135
NS86	Master of Nursing Science (Nurse Practitioner)	\$135
OP43	Graduate Certificate in Ocular Therapeutics	\$146
PH60	Graduate Certificate in Applied Science (Breast Ultrasound)	\$135
PH62	Graduate Certificate in Lighting (on-shore)	\$135
PH71*	Graduate Diploma in Applied Science (Medical Physics)	\$135
PH71*	Graduate Diploma in Applied Science (Medical Ultrasound)	\$135
PH72	Graduate Diploma in Lighting (on-shore)	\$135
PH75	Graduate Diploma in Cardiac Ultrasound	\$135
PH80*	Master of Applied Science (Medical Ultrasound)	\$135
PH80*	Master of Applied Science (Medical Physics)	\$135
PH82	Master of Lighting (on-shore)	\$135
PH85	Master of Cardiac Ultrasound	\$135
PS66	Graduate Diploma in Landscape Architecture	Commonwealth Supported Place
PS70	Master of Urban and Regional Planning	Commonwealth Supported Place
PS71	Master of Landscape Architecture	Commonwealth Supported Place
PS72	Graduate Diploma in Urban and Regional Planning	Commonwealth Supported Place
PS74	Graduate Diploma in Geomatics	\$135
PS75	Graduate Certificate in Landscape Techniques	\$135
PS78	Graduate Diploma in Geographic Information Systems	\$135
PS82	Graduate Certificate in Planning Studies	\$135
PU30	Graduate Certificate in Public Health	\$135
PU32	Graduate Certificate in Environmental Health	\$135
PU38	Graduate Certificate in Health Services Management	\$135
PU39	Graduate Certificate in Health Promotion	\$135
PU60	Graduate Diploma in Public Health	\$135
PU65	Graduate Diploma in Occupational Health and Safety	\$135
PU67	Graduate Diploma in Environmental Health	\$135
PU85	Master of Public Health	\$135
PY08	Graduate Diploma in Psychology	\$135
PY09*	Bachelor of Behavioural Science (Honours Psychology)	\$166
PY12	Master of Counselling	\$135
PY17	Master of Counselling Psychology	\$135
PY18	Master of Clinical Psychology	\$135
PY20	Postgraduate Diploma in Psychology	\$135
PY40	Graduate Certificate in Road Safety	\$135
PY41	Graduate Diploma in Road Safety	\$135
PY50	Doctor of Psychology (Clinical)	\$135
SC01 + SC60*	Bachelor of Applied Science & Bachelor of Applied Science (Honours) - Dean's Scholars Accelerated Honours Program	\$218
SC60*	Bachelor of Applied Science (Honours)	\$218
SC71	Graduate Diploma in Applied Science	Commonwealth Supported Place
SC80*	Master of Applied Science (Research)	\$135
UD50	Master of Urban Development (Urban and Regional Planning)	\$135

* Tuition fee places offered to students after Commonwealth supported places are filled or maximum entitlements for RTS/RTA are exceeded.

SCHEDULE 2 – FEES AND CHARGES

Table C - International Student Tuition Fees

These fees are set in accordance with rule 24(4), QUT Student Rules by the authority of the Vice-Chancellor.

Application fee for award courses: \$55 (incl GST)

Note: The quoted fee is based on a standard credit point load. The actual cost of the program will depend on the number of credit points enrolled. Pro-rata increase in fees will be charged when more than a normal course load is taken in any semester.

Course Code	Course Title	Fee per course per teaching period (unless stated otherwise)
AR48	Bachelor of Architecture	A\$10,608
AR61	Graduate Diploma in Industrial Design	A\$9,984
AR62	Graduate Diploma in Interior Design	A\$9,984
BN31	Bachelor of Built Environment (Industrial Design)	A\$10,608
BN31	Bachelor of Built Environment (Interior Design)	A\$10,608
BN31	Bachelor of Built Environment (Landscape Architecture)	A\$10,608
BN31	Bachelor of Built Environment (Urban and Regional Planning)	A\$10,608
BN71	Master of Applied Science (Research)	A\$9,984
BN72	Master of Engineering	A\$9,984
BN85	Graduate Certificate In Built Environment and Engineering	A\$9,984
BN87	Master of Engineering Management	A\$9,984
BN88	Master of Infrastructure Management	A\$9,984
BN89	Master of Project Management	A\$9,984
BS16	Master of Business (Accounting)	A\$9,984
BS16	Master of Business (Applied Finance)	A\$9,984
BS16	Master of Business (Events Marketing and Management)	A\$9,984
BS16	Master of Business (Human Resource Management)	A\$9,984
BS16	Master of Business (Integrated Marketing Communication)	A\$9,984
BS16	Master of Business (International Business)	A\$9,984
BS16	Master of Business (Marketing)	A\$9,984
BS16	Master of Business (Philanthropy and Nonprofit Studies)	A\$9,984
BS16	Master of Business (Professional Accounting)	A\$9,984
BS16	Master of Business (Public Relations)	A\$9,984
BS16	Master of Business (Strategic Advertising)	A\$9,984
BS17	Master of Business (Accounting) - Advanced	A\$9,984
BS17	Master of Business (Applied Finance) - Advanced	A\$9,984
BS17	Master of Business (Events Marketing and Management) - Advanced	A\$9,984
BS17	Master of Business (Human Resource Management) - Advanced	A\$9,984
BS17	Master of Business (Integrated Marketing Communication) - Advanced	A\$9,984
BS17	Master of Business (International Business) - Advanced	A\$9,984
BS17	Master of Business (Marketing) - Advanced	A\$9,984
BS17	Master of Business (Philanthropy and Nonprofit Studies) - Advanced	A\$9,984
BS17	Master of Business (Professional Accounting) - Advanced	A\$9,984
BS17	Master of Business (Public Relations) - Advanced	A\$9,984
BS17	Master of Business (Strategic Advertising) - Advanced	A\$9,984
BS33	Master of Business (International Business) - Advanced	A\$9,984
BS33	Master of Business (Professional Accounting) - Advanced	A\$9,984
BS39	Graduate Certificate in Business	A\$9,984
BS40	University Diploma in Business	A\$7,500
BS56	Bachelor of Business - Course Notes	A\$9,120
BS56	Bachelor of Business (Accountancy)	A\$9,120
BS56	Bachelor of Business (Advertising)	A\$9,120
BS56	Bachelor of Business (Banking and Finance)	A\$9,120
BS56	Bachelor of Business (Economics)	A\$9,120
BS56	Bachelor of Business (Human Resource Management)	A\$9,120
BS56	Bachelor of Business (International Business)	A\$9,120
BS56	Bachelor of Business (Management)	A\$9,120
BS56	Bachelor of Business (Marketing)	A\$9,120
BS56	Bachelor of Business (Public Relations)	A\$9,120
BS63	Bachelor of Business (Honours)	A\$9,120
BS92	Master of Business (Research)	A\$10,608
BS93	Master of Business (Financial Management)	A\$9,984

SCHEDULE 2 - FEES AND CHARGES

BS93	Master of Business (Forensic Accounting)	A\$9,984
BS93	Master of Business (International Business)	A\$9,984
BS93	Master of Business (Marketing)	A\$9,984
BS93	Master of Business (Philanthropy & Nonprofit Studies)	A\$9,984
BS93	Master of Business (Professional Accounting)	A\$9,984
CE44	Bachelor of Engineering (Civil)	A\$11,184
CE45	Bachelor of Engineering (Civil)	A\$11,184
CE46	Bachelor of Engineering (Civil and Environmental Management)	A\$11,184
CE75	Master of Engineering Science (Civil Engineering Studies)	A\$9,984
CN51	Bachelor of Applied Science (Construction Management)	A\$10,608
CN53	Bachelor of Applied Science (Quantity Surveying)	A\$10,608
CN54	Bachelor of Property Economics	A\$10,608
CN64	Graduate Diploma in Project Management	A\$9,984
CN77	Master of Project Management	A\$9,984
CN81	Graduate Certificate in Project Management	A\$9,984
CN89	Doctor of Project Management	A\$9,984
CN90	Graduate Certificate in Property Economics	A\$9,984
CN91	Graduate Diploma in Property Economics	A\$9,984
CN92	Master of Property Economics	A\$9,984
DB69	Graduate Diploma in Urban Design	A\$9,984
DB73	Master of Built Environment (Urban Design)	A\$9,984
DE40	Bachelor of Design (Architectural Studies)	A\$10,608
DE40	Bachelor of Design (Industrial Design)	A\$10,608
DE40	Bachelor of Design (Interior Design)	A\$10,608
DE40	Bachelor of Design (Landscape Architecture)	A\$10,608
DE50	Master of Design (Urban Design)	A\$9,984
ED09	Master of Learning Innovation	A\$8,544
ED09	Master of Learning Innovation (Early Childhood Teaching)	A\$8,544
ED09	Master of Learning Innovation (Teacher-Librarianship)	A\$8,544
ED11	Doctor of Education	A\$8,544
ED12	Master of Education (Research)	A\$8,544
ED14	Master of Education (Teaching English to Speakers of Other Languages - TESOL)	A\$8,544
ED26	Bachelor of Education (Inservice)	A\$7,968
ED38	Graduate Diploma in Education (for International Students)	A\$7,968
ED61	Graduate Certificate in Education	A\$2,124 per unit
ED77	Graduate Certificate in Education (Teaching English to Speakers of Other Languages – TESOL)	A\$8,504
ED82	Bachelor of Early Childhood Studies	A\$7,968
ED83	Bachelor of Early Childhood	A\$1,992 per unit
ED90	Bachelor of Education (Secondary)	A\$7,968
ED91	Bachelor of Education (Primary)	A\$7,968
ED92	Bachelor of Education (Early Childhood)	A\$7,968
ED93	Bachelor of Education (Preservice Early Childhood)	A\$1,992 per unit
EE41	Bachelor of Engineering (Electrical and Computer Engineering)	A\$11,184
EE42	Bachelor of Engineering (Electrical and Computer Engineering)	A\$11,184
EE46	Bachelor of Engineering (Computer Systems)	A\$11,184
EE47	Bachelor of Engineering (Telecommunications)	A\$11,184
EE48	Bachelor of Engineering (Aerospace Avionics)	A\$11,184
EN40	Bachelor of Engineering - Dean's Scholars Program	A\$11,184 as per course of study
EN40	Bachelor of Engineering (Aerospace Avionics)	A\$11,184
EN40	Bachelor of Engineering (Civil and Construction)	A\$11,184
EN40	Bachelor of Engineering (Civil and Environmental)	A\$11,184
EN40	Bachelor of Engineering (Civil)	A\$11,184
EN40	Bachelor of Engineering (Computer Systems)	A\$11,184
EN40	Bachelor of Engineering (Electrical)	A\$11,184
EN40	Bachelor of Engineering (Infomechatronics)	A\$11,184
EN40	Bachelor of Engineering (Mechanical)	A\$11,184
EN40	Bachelor of Engineering (Medical)	A\$11,184
EN40	Bachelor of Engineering (Telecommunications)	A\$11,184
EN50	Master of Engineering (Systems)	A\$9,984
GS75	Master of Business Administration (MBA)	A\$12,000
GS76	Master of Business Administration (Major)	A\$12,000
GS85	Master of Business Administration (MBA)	A\$12,000

SCHEDULE 2 – FEES AND CHARGES

GS87	Graduate Certificate in Business Administration	A\$12,000
GS97	Master of Business Administration (Major)	A\$12,000
HH02	Bachelor of Human Services 2008	A\$7,968
HH05	Bachelor of Social Work	A\$7,968
HH21	Bachelor of Arts (Honours)	A\$7,968
HH22	Bachelor of Human Services (Honours) 2008	A\$7,968
HH23	Bachelor of Social Science (Honours)	A\$7,968
HH30	Graduate Certificate in Human Services 2008	A\$7,968
HH31	Graduate Diploma in Human Services 2008	A\$7,968
HH32	Master of Human Services 2008	A\$7,968
HH40	Master of Arts (Research) (Humanities and Human Services)	A\$8,544
HH50	Doctor of Social Science	A\$10,608
HL38	Graduate Certificate in Health Science	A\$9,504
HL40	Bachelor of Nursing/Bachelor of Applied Science (in Human Movement Studies)	A\$9,024
HL42	Bachelor of Applied Science (Human Movement Studies)/Bachelor of Health Science (Nutrition and Dietetics)	A\$10,608
HL43	Bachelor of Health Science (Podiatry)/Bachelor of Applied Science (Human Movement Studies)	A\$10,608
HL46	Bachelor of Nursing/Bachelor of Health Science (Public Health)	A\$9,024
HL48	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Health Science (Public Health)	A\$9,024 per semester
HL50	Bachelor of Nursing (Honours)	A\$9,024
HL52	Bachelor of Applied Science (Honours)	A\$9,024 per semester
HL55	Bachelor of Health Science (Honours)	A\$9,024
HL68	Graduate Diploma in Health Science	A\$9,504
HL84	Master of Applied Science (Research)	A\$9,504
HL88	Master of Health Science	A\$9,504
HL90	Doctor of Health Science	A\$10,608
HM42	Bachelor of Applied Science (Human Movement Studies)	A\$9,024
HM45	Bachelor of Applied Science (Exercise and Sports Nutrition)	A\$9,024
IF01	Graduate Certificate in Arts and Creative Industries Management	A\$9,504
IF04	Master of Arts and Creative Industries Management	A\$9,504
IF05	Bachelor of Journalism/Bachelor of Business (Advertising, International Business, Public Relations)	A\$10,032
IF05	Bachelor of Journalism/Bachelor of Business (Advertising, International Business, Public Relations)	A\$10,032
IF06	University Diploma in Professional Communication	A\$7,500
IF06	University Diploma in Professional Communication	A\$7,500
IF07	Bachelor of Journalism/Bachelor of Laws	A\$10,032
IF09	Bachelor of Creative Industries (Media and Communication)/Bachelor of Business (Advertising, International Business, Public Relations)	A\$9,024
IF10	Bachelor of Creative Industries (Media and Communication)/Bachelor of Laws	A\$9,552
IF12	Bachelor of Arts/Bachelor of Behavioural Science (Psychology)	A\$9,024
IF21	Bachelor of Engineering (Electrical)/ Bachelor of Mathematics	A\$11,184
IF27	Bachelor of Mass Communication	A\$9,120
IF29	Bachelor of Applied Science/Bachelor of Information Technology (FOR CONTINUING STUDENTS ONLY)	A\$9,600
IF30	Bachelor of Arts/Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)	A\$9,120
IF30	Bachelor of Arts/Bachelor of Business (Advertising, Electronic Business, Human Resource Management, International Business, Management or Public Relations)	A\$9,120
IF37	Bachelor of Business (Accountancy)/Bachelor of Laws (Continuing students only)	A\$9,552
IF38	Bachelor of Information Technology/Bachelor of Laws	A\$10,080
IF39	Bachelor of Applied Science/Bachelor of Laws	A\$9,600
IF41	Bachelor of Business/Bachelor of Laws	A\$9,552
IF43	Bachelor of Arts/Bachelor of Laws	A\$9,552
IF47	Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)/Bachelor of Health Science (Health Services Management)	A\$9,120
IF47	Bachelor of Business (Advertising, Electronic Business, Human Resource Management, International Business, Management or Public Relations)/Bachelor of Health Science (Health Services Management)	A\$9,120
IF48	Bachelor of Business/Bachelor of Information Technology Continuing Students only	A\$10,080
IF49	Doctor of Philosophy (Built Environment, Engineering)	A\$11,184
IF49	Doctor of Philosophy (Business)	A\$10,608
IF49	Doctor of Philosophy (Creative Industries)	A\$10,608
IF49	Doctor of Philosophy (Education)	A\$8,544
IF49	Doctor of Philosophy (Health)	A\$10,608
IF49	Doctor of Philosophy (Information Technology)	A\$10,608
IF49	Doctor of Philosophy (Law)	A\$10,608
IF49	Doctor of Philosophy (Mathematics)	A\$11,184
IF49	Doctor of Philosophy (Science)	A\$11,184

SCHEDULE 2 - FEES AND CHARGES

IF59	Bachelor of Engineering (Electrical)/Bachelor of Information Technology	A\$11,184
IF60	Bachelor of Mathematics/Bachelor of Business (Accountancy, Banking and Finance or Economics) (FOR CONTINUING STUDENTS ONLY)	A\$9,600
IF61	Bachelor of Applied Science/Bachelor of Business (FOR CONTINUING STUDENTS ONLY)	A\$9,600
IF62	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Business (Advertising, Human Resource Management, International Business, Management or Public Relations)	A\$9,120
IF62	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)	A\$9,120
IF90	Bachelor of Creative Industries (Communication Design)/Bachelor of Information Technology	A\$10,080
IF93	Bachelor of Creative Industries (Creative Writing) / Bachelor of Laws	A\$9,552
IF94	Graduate Certificate in Advertising	A\$9,504
IF96	Master of Advertising (Creative Advertising)	A\$9,504
IT04	Bachelor of Games and Interactive Entertainment	A\$10,080
IT04	Bachelor of Games and Interactive Entertainment - Dean's Scholars Program	A\$10,080
IT06	Bachelor of Corporate Systems Management	A\$10,080
IT06	Bachelor of Corporate Systems Management - Dean's Scholars Program	A\$10,080
IT10	University Diploma in Information Technology	A\$7,500
IT22	Bachelor of Information Technology	A\$10,080
IT22	Bachelor of Information Technology - Dean's Scholars Program	A\$10,080
IT28	Bachelor of Information Technology (Honours)	A\$10,080
IT29	Bachelor of Information Technology (Honours) - Accelerated Program	A\$10,080
IT35	Graduate Diploma in Information Technology (IT Graduates)	A\$10,080
IT38	Graduate Diploma in Information Technology (Non-IT Graduates)	A\$10,080
IT40	Master of Information Technology (IT Graduates)	A\$10,080
IT45	Master of Information Technology (Non-IT Graduates)	A\$10,080
IT48	Master of Information Technology (Advanced)	A\$10,080
IT53	Master of Business Process Management	A\$10,080
IT60	Master of Information Technology (Research)	A\$10,608
IT70	Master of Information Management	A\$10,080
IT80	Doctor of Information Technology	A\$10,608
IX01	Bachelor of Arts/Bachelor of Education (Secondary)	A\$7,968
IX02	Bachelor of Applied Science/Bachelor of Education (Secondary)	A\$9,600
IX04	Bachelor of Applied Science (in Human Movement Studies)/ Bachelor of Education (Secondary)	A\$9,024
IX07	Bachelor of Music/Bachelor of Education (Secondary)	A\$10,032
IX11	Bachelor of Arts/Bachelor of Education (Early Childhood)	A\$7,968
IX12	Bachelor of Arts/Bachelor of Education (Primary)	A\$7,968
IX14	Bachelor of Applied Science/Bachelor of Education (Primary)	A\$9,600
IX16	Bachelor of Creative Industries (Dance)/Bachelor of Education (Secondary)	A\$10,032
IX20	Master of Psychology (Educational and Developmental)	A\$9,504
IX21	Bachelor of Arts / Bachelor of Education (Secondary)	A\$7,968
IX25	Bachelor of Engineering (Software Engineering)	A\$11,184
IX26	Bachelor of Applied Science / Bachelor of Information Technology	A\$10,080
IX27	Bachelor of Creative Industries / Bachelor of Information Technology	A\$10,080
IX28	Bachelor of Business / Bachelor of Engineering	A\$11,184
IX29	Bachelor of Information Technology / Bachelor of Mathematics	A\$10,080
IX31	Bachelor of Applied Science / Bachelor of Business	A\$9,600
IX32	Bachelor of Business/Bachelor of Health Science (Health Services Management)	A\$9,120
IX33	Bachelor of Business/Bachelor of Information Technology	A\$10,080
IX34	Bachelor of Business / Bachelor of Creative Industries	A\$10,032
IX35	Bachelor of Business / Bachelor of Fine Arts (Fashion)	A\$10,032
IX36	Bachelor of Business / Bachelor of Journalism	A\$10,032
IX37	Bachelor of Business / Bachelor of Mathematics	A\$9,600
IX38	Bachelor of Arts/Bachelor of Business	A\$9,120
IX41	Bachelor of Arts/Bachelor of Justice	A\$9,024
IX43	Bachelor of Creative Industries/Bachelor of Human Services	A\$10,032
IX45	Bachelor of Human Services/Bachelor of Justice	A\$9,024
IX47	Bachelor of Applied Science (in Human Movement Studies) / Bachelor of Business	A\$9,120
IX50	Bachelor of Creative Industries (Media and Communication)/Bachelor of Health Science (Public Health)	A\$9,024
IX50	Bachelor of Creative Industries (Media and Communication)/Bachelor of Health Science (Nutrition)	A\$10,608
IX51	Bachelor of Behavioural Science (Psychology) / Bachelor of Business	A\$9,120
IX52	Bachelor of Behavioural Science (Psychology) / Bachelor of Laws	A\$9,552
IX96	Master of Advertising (Creative Advertising)	A\$9,504
IX97	Graduate Certificate In Research Commercialisation	A\$3,300 per unit

SCHEDULE 2 – FEES AND CHARGES

JS27	Graduate Certificate in Organised Crime and Corruption Investigation	A\$4,800
JS29	Graduate Certificate in Intelligence	A\$9,600
JS31	Bachelor of Justice	A\$9,024
JS40	Bachelor of Justice (Honours)	A\$9,552
JS52	Master of Justice (Research)	A\$9,600
KD17	University Diploma in Dance Teaching	A\$6,384
KD35	Graduate Certificate in Creative Industries (Dance Teaching)	A\$6,384
KD36	Graduate Diploma in Creative Industries (Dance Teaching)	A\$6,384
KD42	Master of Creative Industries (Dance Teaching)	A\$6,384
KI35	Graduate Certificate in Creative Industries (Communication Design)	A\$10,080
KI43	Master of Creative Industries (Communication Design)	A\$10,080
KJ32	Bachelor of Journalism	A\$10,032
KJ35	Graduate Certificate in Journalism	A\$9,504
KJ36	Graduate Diploma in Journalism	A\$9,504
KJ42	Master of Journalism	A\$9,504
KK33	Bachelor of Creative Industries (Communication Design)	A\$9,024
KK33	Bachelor of Creative Industries (Creative Writing)	A\$9,024
KK33	Bachelor of Creative Industries (Dance)	A\$10,032 per semester
KK33	Bachelor of Creative Industries (Drama)	A\$10,032
KK33	Bachelor of Creative Industries (Interdisciplinary)	A\$10,032
KK33	Bachelor of Creative Industries (Media & Communication)	A\$9,024
KK33	Bachelor of Creative Industries (Television)	A\$9,024
KK33	Bachelor of Creative Industries (Visual Arts)	A\$9,024
KK34	Bachelor of Fine Arts (Acting)	A\$10,032
KK34	Bachelor of Fine Arts (Animation)	A\$10,032
KK34	Bachelor of Fine Arts (Creative Writing Production)	A\$9,024
KK34	Bachelor of Fine Arts (Dance)	A\$10,032
KK34	Bachelor of Fine Arts (Fashion)	A\$10,032
KK34	Bachelor of Fine Arts (Film and Television)	A\$9,024
KK34	Bachelor of Fine Arts (Sound Design)	A\$10,032
KK34	Bachelor of Fine Arts (Technical Production)	A\$10,032
KK34	Bachelor of Fine Arts (Visual Arts)	A\$9,024
KK42	Master of Fine Arts	A\$9,504
KK44	Graduate Certificate in Arts and Creative Industries Management	A\$9,504
KK46	Master of Arts and Creative Industries Management	A\$9,504
KK49	Doctor of Creative Industries	A\$10,512
KK51	Master of Arts (Research) (Creative Industries)	A\$9,504
KK52	Bachelor of Creative Industries (Honours) (Communication Design, Creative Writing, Dance, Drama, Interdisciplinary, Media and Communication, Visual Arts)	A\$9,024
KK53	Bachelor of Fine Arts (Honours) (Communication Design, Creative Writing, Dance, Fashion, Film and Television, Visual Arts)	A\$9,024
KK54	Bachelor of Journalism (Honours)	A\$9,024
KK55	Bachelor of Music (Honours)	A\$9,024
KM32	Bachelor of Music	A\$10,032
KM35	Graduate Certificate in Music	A\$10,080
KM36	Graduate Diploma in Music	A\$10,080
KM42	Master of Music	A\$10,080
KP36	Graduate Diploma in Creative Industries (Film and Television)	A\$10,080
KW35	Graduate Certificate in Creative Industries (Creative Writing)	A\$9,504
KW36	Graduate Diploma in Creative Industries (Creative Writing)	A\$9,504
LP41	Graduate Diploma in Legal Practice	A\$16,800 per 24 week teaching period
LS37	Bachelor of Applied Science (Medical Science)	A\$9,600
LS50	Bachelor of Biotechnology Innovation	A\$9,600
LS66	Graduate Certificate in Biotechnology	A\$9,600
LS76	Graduate Diploma in Biotechnology	A\$9,600
LS86	Master of Biotechnology	A\$9,600
LS96	Master of Biotechnology (Advanced)	A\$9,600
LW33	Bachelor of Laws	A\$9,552
LW42	Bachelor of Justice/Bachelor of Laws	A\$9,552
LW50	Doctor of Juridical Science	A\$10,608
LW51	Master of Laws	A\$9,600
LW52	Master of Laws (Research)	A\$10,608

SCHEDULE 2 - FEES AND CHARGES

LW60	Graduate Certificate in Law	A\$9,600
LW65	Graduate Certificate in Legal Studies	A\$9,600
LW70	Graduate Diploma in Legal Studies	A\$9,600
MA54	Bachelor of Mathematics	A\$9,600
MA65	Graduate Certificate in Mathematical Science	A\$9,600
MA75	Graduate Diploma in Mathematical Science	A\$9,600
MA85	Master of Mathematical Science	A\$9,600
ME40	Bachelor of Engineering (Infomechatronics)	A\$11,184
ME41	Bachelor of Engineering (Mechanical)	A\$11,184
ME41	Bachelor of Engineering (Mechanical) Conversion Program from Bachelor of Technology ME36/ME37	A\$11,184
ME42	Bachelor of Engineering (Mechanical)	A\$11,184
ME48	Bachelor of Engineering (Medical)	A\$11,184
ME75	Graduate Certificate in Engineering Management	A\$9,984
ME76	Master of Engineering Management	A\$9,984
NA05	International Visiting Students	A\$2796 per unit
NA06	International Visiting Students	A\$2796 per unit
NS40	Bachelor of Nursing	A\$9,024
NS40	Bachelor of Nursing (Graduate Entry)	A\$9,024
NS45	Bachelor of Nursing and Health Services Management	A\$9,024
NS50	Bachelor of Nursing / Bachelor of Midwifery	A\$9,024
NS64	Graduate Diploma in Nursing	A\$9,504
NS68	Graduate Diploma in Midwifery	A\$9,504
NS85	Master of Nursing	A\$9,504
OP42	Bachelor of Applied Science (Optometry)	A\$10,608
PH38	Bachelor of Applied Science - Medical Radiation Technology (Medical Imaging Technology)	A\$9,600
PH71	Graduate Diploma in Applied Science (Medical Physics)	A\$9,600
PH80	Master of Applied Science (Medical Physics)	A\$9,600
PH82	Master of Lighting (on-shore)	A\$9,600
PS47	Bachelor of Surveying	A\$10,608
PS66	Graduate Diploma in Landscape Architecture	A\$9,984
PS70	Master of Urban and Regional Planning	A\$9,984
PS71	Master of Landscape Architecture	A\$9,984
PS72	Graduate Diploma in Urban and Regional Planning	A\$9,984
PS78	Graduate Diploma in Geographic Information Systems	A\$9,984
PS82	Graduate Certificate in Planning Studies	A\$9,984
PU30	Graduate Certificate in Public Health	A\$10,608
PU40	Bachelor of Health Science (Health Information Management, Health Services Management or Public Health)	A\$9,024
PU40	Bachelor of Health Science (Nutrition)	A\$9,024
PU43	Bachelor of Health Science (Nutrition and Dietetics)	A\$10,608
PU43	Bachelor of Health Science (Podiatry)	A\$10,608
PU60	Graduate Diploma in Public Health	A\$10,608
PU65	Graduate Diploma in Occupational Health and Safety	A\$9,504
PU67	Graduate Diploma in Environmental Health	A\$9,504
PU85	Master of Public Health	A\$10,608
PY08	Graduate Diploma in Psychology	A\$9,504
PY09	Bachelor of Behavioural Science (Honours Psychology)	A\$9,024
PY18	Master of Clinical Psychology	A\$9,504
PY20	Postgraduate Diploma in Psychology	A\$9,504
PY40	Graduate Certificate in Road Safety	A\$9,504
PY41	Graduate Diploma in Road Safety	A\$9,504
PY45	Bachelor of Behavioural Science (Psychology)	A\$9,024
PY50	Doctor of Psychology (Clinical)	A\$9,504
QC01	Foundation Program (1 Semester)	A\$7,000
QC02	Foundation Program (2 Semesters)	A\$7,000
QC03	Bridging Program	A\$7,000
QC04	Extended Foundation Program (3 Semesters)	A\$15,400 (full course fee)
QC10	English for Academic Purposes for degree programs	A\$3,840 per 12 week session + A\$100 non-refundable enrolment fee
QC10	English for Academic Purposes for Foundation and University Diploma Programs	A\$3,840 per 12 week session + A\$100 non-refundable enrolment fee
QC20	General English	A\$1,600 per 5 week

SCHEDULE 2 – FEES AND CHARGES

		session + A\$100 non-refundable enrolment fee
QC21	General English Extension	A\$1,600 per 5 week session + A\$100 non-refundable enrolment fee
QC22	English for Tertiary Preparation	A\$640 + A\$100 non-refundable enrolment fee
QC25	Cambridge First Certificate in English Preparation course - International	A\$3,840 (tuition only)
SC01	Bachelor of Applied Science	A\$9,600
SC01	Bachelor of Applied Science (Carseldine First-year Experience Program)	A\$9,600
SC01 + SC60	Bachelor of Applied Science & Bachelor of Applied Science (Honours) - Dean's Scholars Accelerated Honours Program	A\$9,600
SC20	Bachelor of Applied Science/Bachelor of Mathematics	A\$9,600
SC40	Bachelor of Biomedical Science	A\$9,600
SC45	Bachelor of Pharmacy	A\$10,608
SC60	Bachelor of Applied Science (Honours)	A\$9,600
SC71	Graduate Diploma in Applied Science	A\$9,600
SC80	Master of Applied Science (Research)	A\$11,184
U080	University Study Abroad Certificate	A\$8,500
UD40	Bachelor of Urban Development (Construction Management)	A\$10,608
UD40	Bachelor of Urban Development (Property Economics)	A\$10,608
UD40	Bachelor of Urban Development (Quantity Surveying)	A\$10,608
UD40	Bachelor of Urban Development (Spatial Science)	A\$10,608
UD40	Bachelor of Urban Development (Urban and Regional Planning)	A\$10,608
UD50	Master of Urban Development (Urban and Regional Planning)	A\$9,984

TABLE D - DOMESTIC UNDERGRADUATE NON-AWARD TUITION FEES

These fees are set in accordance with rule 24(3), QUT Student Rules by the authority of the Vice-Chancellor.

Course Code	Course Type	2008 Fee per credit point
BS20	Management Certificate (Undergraduate)	\$150
KD05	Certificate in Dance Teaching	\$166
KD06	Advanced in Certificate in Dance Teaching	\$166

SCHEDULE 2 - FEES AND CHARGES

TABLE E - SUMMER PROGRAM TUITION FEES (INCLUDING HECS COURSES WITH SUMMER AS NORMAL PROGRESSION)

These fees are set in accordance with rule 24(5), QUT Student Rules by the authority of the Vice-Chancellor. Does not include International Student Tuition Fees.

SUMMER PROGRAM TUITION FEES	Units with a census date in 2007	Units with a census date in 2008
Students enrolled in existing fee-paying courses (postgraduate)	Refer to Table B	Refer to Table B
Students enrolled in existing fee-paying courses (undergraduate)	Refer to Table K	Refer to Table K
QUT Commonwealth supported students enrolled in a unit offered to satisfy standard enrolment pattern for Commonwealth supported students	Refer to Table A	Refer to Table A
Students enrolled in Summer Tuition Fee paying unit (includes Commonwealth supported QUT students)	Refer to Table F	Refer to Table K
Visiting and cross-institutional students	Refer to Table F	Refer to Table F

TABLE F - VISITING STUDENT TUITION FEES

These fees are set in accordance with rule 24(3), QUT Student Rules by the authority of the Vice-Chancellor.

STUDENT TYPE	2008 FEE PER CREDIT POINT	
	1 Jan - 30 Jun	1 Jul - 31 Dec
Students enrolled in any undergraduate unit offered by the Faculty of Law, Faculty of Education and Humanities Program	\$135	\$135
Students enrolled in any undergraduate languages unit offered by the Faculty of Business	\$135	\$150
Students enrolled in any undergraduate unit offered by the Faculty of Business (EXCEPT language units)	\$150	\$150
Students enrolled in any undergraduate unit offered by the Faculty of Information Technology, Creative Industries Faculty, Faculty of Health (EXCEPT Optometry, Podiatry, Nutrition and Dietetics) and Faculty of Built Environment & Engineering (EXCEPT Engineering, Aviation and Surveying)	\$166	\$166
Students enrolled in any undergraduate unit offered by the Faculty of Science and Faculty of Built Environment & Engineering (Engineering, Aviation & Surveying) and Faculty of Health (Optometry, Podiatry, Nutrition and Dietetics)	\$218	\$218
Students enrolled in a postgraduate unit offered by any Faculty (except Faculty of Education, Faculty of Business and Faculty of Health (Optometry))	\$135	\$135
Students enrolled in a postgraduate unit offered by the Faculty of Business	\$210	\$210
Students enrolled in a postgraduate unit offered by the Faculty of Education	\$130	\$130
Students enrolled in a postgraduate unit offered by the Faculty of Health (Optometry)	\$146	\$146

TABLE G - STUDENT GUILD FEE (Pre VSU)

Voluntary Student Unionism (VSU) was implemented from 1 July 2006.

TABLE H - QUT ADMINISTRATIVE CHARGES

These charges are set in accordance with rule 24, QUT Student Rules by the authority of the Registrar.

TYPE OF ADMINISTRATIVE CHARGE	2008 CHARGE (INC GST)	
Late lodgement of application for admission (non-refundable)	\$50.00	
Late addition to enrolment program (including addition NOT made on prescribed form)	\$50.00	
Reinstatement of enrolment following administrative cancellation	\$100.00	
Late application for advanced standing (academic credit) (non-refundable)	\$50.00	
Review of pass grades (refundable)	Step 2: school level review	\$20.00
	Step 3: faculty level review	\$30.00
Copy of examination script	\$10.00	
Statement of Academic Record	for records post 1975*	\$10.00
	for records pre 1975 *	\$20.00
	* for overseas postage and handling	\$1.50
Re-issue of student/staff ID card	\$15.00	
Re-issue of award certificate	\$50.00	
Late fee for non-payment/late payment of fees	\$50.00	
International student application fee for award courses, Foundation, Bridging and University Diploma programs	\$55.00	

SCHEDULE 2 – FEES AND CHARGES

TABLE I - DOMESTIC TUITION CANCELLATION CHARGES

These fees are set in accordance with rule 26, QUT Student Rules by the authority of the Vice-Chancellor.

Students should note that academic penalties may also apply to withdrawal of units. Refer to Schedule 1: Unit Addition and Withdrawal for more information.

UNIT TEACHING PERIOD	WITHDRAWAL RULE	CANCELLATION CHARGE	
		Before 1 July 2008	From 1 July 2008
Semester 1 (SEM-1) Semester 2 (SEM-2) Summer Program (SUM)	Commonwealth supported place: on or before census date	NIL	NIL
	Commonwealth supported place: after census date	100% student contribution	100% student contribution
	Domestic Tuition (including FEE-HELP) students: until Friday of Week 2	NIL	NIL
	Domestic Tuition(including FEE-HELP) students: on or after Saturday of week 2 until census date	25% of tuition fee*	NIL
	Domestic Tuition (including FEE-HELP) students: after census date	100% of tuition fee	100% of tuition fee
6 Week Teaching Period (6TP1-6) Summer Program 1 (SUM-1) Summer Program 2 (SUM-2)	Commonwealth supported place: on or before census date	NIL	NIL
	Commonwealth supported students: after census date	100% of student contribution	100% of student contribution
	Domestic Tuition (including FEE-HELP) students: before 1st day of teaching period	NIL	NIL
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period until census date	25% of tuition fee*	NIL
	Domestic Tuition (including FEE-HELP) students: after census date	100% of tuition fee	100% of tuition fee
Non-standard intensive teaching periods (2 weeks or less in length)	Domestic Tuition (including FEE-HELP) students: before 1st day of teaching period	NIL	NIL
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period	100% of tuition fee	100% of tuition fee
Non-standard intensive teaching periods (greater than 2 weeks but less than 6 weeks in length)	Domestic Tuition (including FEE-HELP) students: before 1st day of teaching period	NIL	NIL
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period until Friday of Week 2	25% of unit tuition fee*	NIL
	Domestic Tuition (including FEE-HELP) students: on or after Saturday of Week 2	100% of unit tuition fee	100% of unit tuition fee

* FEE-HELP students: 25% late cancellation charge cannot be deferred to the ATO. Students in this situation will receive an invoice from QUT.

SCHEDULE 2 – FEES AND CHARGES

TABLE J - INTERNATIONAL TUITION CANCELLATION CHARGES

These fees are set in accordance with rule 26, QUT Student Rules by the authority of the Vice-Chancellor.

Students should note that academic penalties may also apply to withdrawal of units. Refer to Schedule 1.

Note: withdrawal from course penalties listed above will apply (Section 10.3) if withdrawal from unit(s) results in no unit enrolment in the course.

WITHDRAWAL FROM COURSE			
Teaching period	Course	Withdrawal period	Cancellation charges
New students (not yet commenced)			
All except 5TP1-9 (5 wk teaching period)	All courses (includes foundation programs, bridging, diploma and degree courses) except QUTIC English language programs	From entire course, due to inability to obtain visa or meet all the conditions stated in offer letter or extenuating circumstances	No cancellation charge – 100% of tuition fee refunded
		From entire course, prior to the commencement date of teaching period	10% of first teaching period tuition fee
5TP1-9 (5wk teaching period) SEM 1 (Semester 1) SEM 2 (Semester 2) SUM (Summer)	QUTIC English language programs (preparatory courses such as General English, English for Academic Purpose)	Withdrawal from course more than 28 days before commencement	No cancellation charge – 100% of tuition fee refunded
		Withdrawal from course 28 days or less before course commencement	20% of the total unused tuition fee paid for the course
SEM 1 (Semester 1) SEM 2 (Semester 2) 13TP1-3 (13wk teaching period) 12TP1-3 (12wk teaching period)	English language <i>packaged</i> programs (English language course followed by a non-English language course)	Withdrawal from English language packaged program prior to the commencement date of teaching period for the non-English language course	10% of tuition fees invoiced for the first teaching period published for that year for the non-English language course
Continuing students			
12 weeks or more duration, eg SEM 1 (Semester 1) SEM 2 (Semester 2) 13TP1-3 (13wk teaching period) 12TP1-3 (12wk teaching period)	All courses except QUTIC English language programs	From entire course or leave of absence, within first four weeks of teaching period	50% of tuition fee invoiced for the teaching period
		From entire course or leave of absence, after first four weeks of teaching period	100% of tuition fee invoiced for the teaching period
	Research higher degree programs	From entire course or leave of absence, within first four weeks of teaching period	No cancellation charge –100% of tuition fee refunded
		From entire course or leave of absence, after first four weeks of teaching period	100% of tuition fee invoiced for the teaching period
6 weeks or less duration, eg 6TP1-6 (6wk teaching period)	All courses except QUTIC English language programs	From entire course or leave of absence within first two weeks of teaching period	50% of tuition fee invoiced for the teaching period
		From entire course or leave of absence after first two weeks of teaching period	100% of tuition fee invoiced for the teaching period
	QUTIC English language programs English language <i>packaged</i> programs	Withdrawal from course after commencement of program of English language course(s)	– No refund of the current teaching period tuition fees for the English language course
		Withdrawal from course after commencement of program of English language course(s) but prior to commencement of non-English language course(s)	– 20% of tuition fees invoiced for subsequent teaching periods for the English language course and – Students who have accepted a <i>packaged</i> offer (English with additional courses) 10% of tuition fees invoiced for the first teaching period published for that year for the non-English language course.
WITHDRAWAL FROM UNITS			
Teaching period	Withdrawal period		Cancellation charge
12 weeks or more duration, eg SEM 1 (Semester 1) SEM 2 (Semester 2) SUM (Summer)	Within first four weeks of commencement		No late cancellation charge – 100% of fee paid refunded
	After first four weeks of commencement		100% of unit tuition fee
6 weeks or less duration, eg 6TP1-6 (6wk teaching period) SUM 1 (Summer 1) SUM 2 (Summer 2)	Within first two weeks of commencement		No charge
	After first two weeks of commencement		100% of unit tuition fee

ACADEMIC POLICIES

Access to assessment results

The University is committed to a policy of openness with respect to the release of assessment results. QUT policy on access to assessment results and/or marks is as follows.

- For units where percentage marks are calculated, such marks will be placed on the confidential individual student records located in the QUT Virtual web pages (<https://qutvirtual.qut.edu.au/>).
- Faculty academic boards must make appropriate arrangements for students who request to peruse their own examination scripts or written answers to examination questions or other forms of assessment, provided that the request is made within three months of the release of the examination results. Should students request a photocopy of their script, a fee will be levied.
- Where examination question papers or other forms of assessment will be re-used in successive examinations, faculty academic boards must arrange for students to receive advice on their performance with reference to their own examination scripts in a way which does not prejudice the examination mode.

Assessment for students with disabilities

Students with permanent or temporary disability have the right to alternative arrangements for assessment which provide equality of opportunity to enable students to fulfil course requirements.

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

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

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

The Disability Officer will develop a service plan which includes recommendations for alternative arrangements for assessment for approval by the relevant course coordinator. Service plans are reviewed and re-negotiated each semester. The student will be advised in writing of any alternative arrangements for their assessment.

Further information on support provided by the University for students with disabilities is contained in the Guide for Students with Disabilities. Refer also to University policy on disability services (see section A/8.3).

a) Centrally organised assessment

For centrally organised examinations, responsibility for the conduct and administration of alternative assessment provisions for students with disabilities, including the costs of employing invigilators, personal assistants and providing examination materials, rests with the Student Business Services Department.

b) School-based assessment

For assessment other than central examinations, administrative and financial responsibility, including organisation of ap-

propriate equipment and support personnel, rests with faculties and schools.

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

Awards with honours

This policy does not deal with honours programs which are end-on to a bachelor degree course (see MOPP section C/3.3.5).

In degree courses of four or more years, a degree with honours may be awarded to students who have recorded outstanding achievement in the four-year program. Degrees with honours are also awarded to students who have recorded outstanding achievement in a component of a double degree program where that component is a degree for which awards with honours are made (see MOPP section C/3.3.6).

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

Honours are awarded

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

Supplementary assessment

Supplementary assessment is provided to facilitate the course completion of students.

Students may be granted:

- up to two supplementary assessments in the final 96 credit points of study, at the faculty's discretion, for coursework programs of three or more years full-time duration or equivalent; and
- one supplementary assessment in the final 48 credit points of study, at the faculty's discretion, for coursework programs of less than three years full-time duration or equivalent (this includes students enrolled in a QUTIC diploma).

Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for units undertaken in the final semester or year of study (as applicable).

Faculty academic boards are responsible for determining eligibility for supplementary assessment at the time that examination results are considered. Faculty academic boards will be guided by advice from the relevant school(s) as to whether, given the student's grades for the unit(s) and the nature of the unit(s), it is possible for the student to achieve a passing standard through supplementary assessment.

The form and type of supplementary assessment is at the discretion of the faculty, which will ensure that academic standards are maintained.

Supplementary assessment should only be provided when a student receives:

- a grade of 3 in a unit where a 4 is required for course completion;
- a grade of 2 in a unit where a 3 is required for course completion.

Supplementary assessment will not be granted:

- to students enrolled in designated units listed in the QUT Handbook;
- to students who have been graded 1 low fail or K withdrawn failure.

Students who are not granted supplementary assessment but believe they are entitled to supplementary assessment may request a review of the decision under the University's procedures for reviews of academic rulings (see Student Rules in Appendix 1(c) for details).

The only grades that will be recorded following supplementary assessment are S3 (pass supplementary) and S2 (fail supplementary).

LIFE ON CAMPUS

QUT policy on children on campus

QUT recognises the diversity of needs and demands placed on staff and students when balancing work, study and family responsibilities, and that occasionally it may be necessary to bring a child or children onto campus.

This policy should be read in conjunction with the University's policy on childcare and family responsibilities (see section A/8.6).

Application

The children on campus policy applies to all students and staff members. This policy does not apply to situations where a child is brought on campus for the purpose of attending a registered child care facility, the Early Childhood Development Unit, clinics and approved programs such as vacation care.

Principles

Under the Queensland Workplace Health and Safety Act 1995 QUT has obligations to ensure the health and safety of all, including children, at or near the workplace. The legislation requires that students and staff meet the following obligations:

- to follow instructions related to their study or employment at QUT
- to not interfere with or misuse anything provided for health and safety
- to not place others or themselves at risk.

Consistent with these obligations, a student or staff member must consider the following issues prior to bringing a child on campus.

- It is anticipated that students will make all reasonable attempts to arrange alternative childcare before bringing a child to the workplace.
- It is anticipated that staff will make all reasonable attempts to arrange alternative child care before bringing a child to the workplace or avail themselves of flexible

work practices (eg flexitime) or leave options (eg Personal leave) where available and appropriate.

- Approval to bring a child on campus should be obtained from the relevant staff member or supervisor as soon as practical, ie in advance if possible or on arrival.
- Children must not enter areas where potentially dangerous equipment or hazardous substances are present or areas that are subject to particular statutory or local regulations.
- A common sense approach is necessary when bringing children on campus. For example, children recently exposed to an infectious illness (eg chicken pox, rubella, mumps etc), or who are known to be ill, must not be brought on campus.
- It is important that the child's presence on campus does not result in disruption to the workplace, including classes and non-teaching areas such as the Library.

Further information and detailed procedures relating to this policy are available from HR Health and Safety Advisory Services.

Policy on smoking

Given the proven health risks of smoking, QUT is moving towards making the University a smoke-free environment.

Smoking is prohibited:

- in all buildings or parts of buildings under QUT's control
- in any outdoor area of a food outlet, or any outdoor area where food and drink is provided
- in QUT vehicles
- within 10 metres of any entrance to buildings, air conditioning intakes, ventilation louvres or opened windows
- on all semi-enclosed thoroughfares such as verandahs or colonnades and on all elevated walkways with or without fixed roof structures which require people using building entrances or moving between buildings to pass through tobacco smoke emissions
- in any other area not specified above where there is signage expressly prohibiting smoking.

Smokers are required to follow directions given by authorised QUT staff and Security personnel in regard to the implementation and enforcement of the University's policy on smoking.

Policy on cultural diversity and anti-racism

Consistent with its equal opportunity and diversity policy and the QUT Reconciliation Statement, QUT's approach to cultural diversity and anti-racism:

- promotes and encourages awareness, understanding and appreciation of the differences that exist amongst cultural groups and acknowledges and celebrates the breadth of experience and resources that people from diverse backgrounds bring to the University;
- recognises and acknowledges the particular significance of Indigenous Australian peoples as the original owners of this land;
- recognises the responsibility of educational institutions to redress disadvantage and to overcome exclusion, bigotry, ethnocentrism, prejudice and racism;
- respects and protects the rights of its students and staff to study and work in a discrimination-free environment.

Responsibilities and commitments

Organisational culture and environment – QUT will take all reasonable steps to provide and support a culturally diverse and inclusive work, study and research environment. A

culturally diverse community is characterised by a wide range of traditions, languages, beliefs, values, ideas and practices. Consistent with the Universal Declaration of Human Rights (1948) and with Australian law, the University will make every effort to ensure staff and students are aware of their rights to have their cultural identity respected and to be free of discrimination. All members of the University community have an individual responsibility to ensure that their interactions and activities with cultures, other than their own, affirm diversity and are anti-racist.

The University will provide opportunities to increase respect for cultural diversity, such as training, events, inter-cultural interaction, promotional materials and open debate, and ensure that decision-making structures are inclusive.

Through strategic planning, QUT will monitor its progress towards being a culturally-inclusive environment. Any complaints that may arise on cultural, ethnic or racial grounds will be resolved by the University using established processes.

Human resources – Managers and supervisors are responsible for ensuring the workplace and study environment is culturally inclusive and free from race discrimination and harassment. QUT will facilitate cross-cultural competencies by providing professional development and learning opportunities for staff and will recognise those who develop their skills and knowledge in this area. The University will also support managers and supervisors with their culturally inclusive responsibilities and monitor their effectiveness in fulfilling these responsibilities, as well as providing working conditions which are consistent with the needs of a socially and culturally diverse community, particularly the cultural and religious obligations of staff.

Curriculum and students – QUT will develop and deliver programs which are culturally inclusive in course design, curriculum content and teaching methodologies. Through these programs the University is responsible for producing cross-culturally competent graduates who can engage with multiple perspectives, operate in diverse environments, work in multicultural teams and understand Indigenous perspectives. Student policies, procedures and support services, appropriate for a diverse student population, will be provided as well as targeted support services for specific groups identified as needing particular support.

Research and community service – Through public debate, discussion and by reflecting the values, experiences and images of all the ethnic and cultural groups within QUT, the University will raise the awareness and understanding of the wider Australian community of diverse cultures. The University will also encourage research and community service activities that actively engage with cultural diversity issues, and are inclusive of and beneficial to diverse groups.

Disability services policy

In accordance with QUT's equal opportunity policy (see section A/8.4), the University recognises its social and legal obligation to provide an accessible and inclusive environment for people with disabilities. QUT is bound by the *Commonwealth Disability Discrimination Act 1992* and the *Queensland Anti-Discrimination Act 1991*, under which the University can be vicariously liable for discrimination or harassment against a person with a disability by a member of staff or any of its agents.

This policy seeks to ensure equal opportunities for people with disabilities to participate in all aspects of University life,

including education and employment. It is based on the philosophy of inclusion, which promotes strategies to develop a flexible work and study environment which is able to meet the needs of a diverse range of users.

The policy is accompanied by detailed operational guidelines available from the Equity Section, or from the Equity Section webpage (<http://www.qut.edu.au/admin/equity/>).

Principles

QUT is committed to the creation of an environment which promotes dignity, acknowledges the right to privacy and confidentiality, and cultivates an awareness of the needs and rights of people with disabilities.

In creating this environment, the University is guided by the following principles:

- Reasonable accommodations are to be provided for people with disabilities. It is the responsibility of the student or staff member to substantiate their eligibility for disability services.
- The needs of people with disabilities are to be assessed in consultation with them by the University's Disability Officer/s on an individual basis.
- Accommodations for people with disabilities will neither advantage nor disadvantage them in comparison to other people not receiving disability support services, but will be designed to ensure that people with a disability have equal access to employment or education.
- Any information in relation to a person's disability remains confidential, is not part of the person's open record of employment or academic progress, and will not be disclosed without prior written consent, except for statistical reports designed for monitoring and evaluation. (See section F/9.1 for policy on confidentiality of staff and student records).
- The University may seek information about a person's disability only insofar as it relates to the request for reasonable accommodation and/or the need for general accountability to funding agencies, policy development or monitoring and evaluation of policies and programs, including affirmative action programs for staff with disabilities.
- By law, access to work and study may not be limited on the basis of the cost of services and accommodations required, unless the adjustments would impose "unjustifiable hardship" on the University.
- People with disabilities should be able to access and negotiate each campus in safety and with ease.
- People with disabilities should have access to existing information networks (eg advertisements, publications, promotional material) in appropriate formats.

Definitions

Disability

As outlined in the relevant legislation, a disability may be either temporary or permanent, total or partial, physical, psychological or psychiatric, life-long or acquired. Also included are people who require devices or aids for assistance, or are accompanied by guide dogs.

Reasonable Accommodation

Reasonable accommodation refers to administrative, physical or procedural alterations required to ensure equal opportunity for a person with a disability.

Unjustifiable Hardship

In some cases it may be unreasonable for the University to make certain adjustments. Relevant circumstances in determining unjustifiable hardship include:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned
- the financial circumstances of the institution and the cost of making the required adjustments.

A thorough understanding of the effect of the disability on the individual and the impact of any adjustment or alteration is required in order to determine whether such adjustments are reasonable and necessary. The relevant State and Commonwealth administrative bodies require detailed evidence to support a claim of unjustifiable hardship.

Provisions

QUT's disability services policy makes the following provisions

Entry to Work and Study

QUT does not discriminate on grounds other than academic and merit based criteria when considering applications for admission as a student or staff member.

Access to Academic Programs and Employment

The University will endeavour to make all its academic programs, employment and development opportunities available to prospective students and staff members with a disability, consistent with the entry provisions above.

Support Services

QUT has a wide range of support services available to all staff and students. The University recognises that students and staff with disabilities may require specialised assistance. Support services include note-takers, alternative formatting of learning material, participation assistants etc.

Adapting the Learning and Working Environment

The University supports the practice of job re-design, workplace modifications and alternative teaching and assessment practices to enable a staff member or a student with a disability to fulfil the requirements of a particular position or academic course.

Creation of Employment/Study Opportunities

The University aims to provide equal employment and educational opportunities and to implement affirmative action programs for equity groups (see MOPP section A/8.4). The University develops strategies to take full advantage of funding initiatives by Government agencies aimed at providing employment opportunities for people with disabilities, including its own graduates.

The Physical Environment

The built environment should be accessible to people with disabilities. All new buildings are designed in accordance with the appropriate standards and codes. The University endeavours to improve access to older buildings which do not meet these standards.

Promotion of Disability Awareness

All staff and students will be given the opportunity to acquire the understanding and skills necessary to meet the employment, educational and social support needs of people with disabilities.

Non-Discriminatory Presentation and Practice

In accordance with QUT's policy and guidelines on inclusive language and presentation (see MOPP section A/8.7), the University will endeavour to ensure that all essential educational, administrative and promotional material is available in alternative formats for access by people with disabilities.

Community Service and Outreach

The University has a responsibility to make its human and physical resources available in a manner which is responsive to the needs and aspirations of people with disabilities, unless to do so would cause unjustifiable hardship for the University.

Quality Assurance Measures

The University is committed to the continued review of policy and procedures, and to the involvement of people with disabilities in matters that affect them. The University will actively seek to involve consumers in decision making, and develop quality assurance mechanisms to support this policy.

Information access and privacy

QUT's functions necessitate the collection, creation and use of personal information about students, staff and other clients. QUT is strongly committed to protecting personal privacy by complying with 11 information privacy principles which govern how and when personal information may be collected, stored, used and disclosed. QUT recognises that staff and students, both past and present, and other clients and individuals having links to QUT, have a legitimate expectation that the University will protect and appropriately manage the personal information it collects and holds about them.

This policy is derived from obligations under the Queensland Government's Information Standard No 42 - Information Privacy, which applies to statutory authorities such as QUT. This policy also supports QUT's obligations to comply with information security requirements.

Definition of personal information

This policy applies to "personal information". This is defined in IS42 as any information or opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information can be in any format and, for the purposes of this definition, includes photographs and images, usernames and passwords. Unique identifiers such as student/staff/payroll numbers, tax file numbers, credit card numbers and bank account details are also personal information. Personal information may be recorded in a variety of formats including, but not limited to, hard copy records, databases, administrative systems and staff/student identity cards.

Where data is recorded in a way which cannot be linked to a known individual, then the privacy principles do not apply.

Roles and responsibilities for privacy

All staff

It is the responsibility of all staff to respect personal privacy in so far as they collect, access or use personal information about others in the course of their duties, and to comply with the specific requirements of this policy.

Privacy must also be appropriately respected in the human research context, and all staff and students undertaking research must comply with the University's policies and procedures for research involving personal information, including the requirement to obtain ethical approval where applicable. Refer to Office of Research for further details.

Data custodians

The nominated data custodian of major datasets used to support QUT functions must comply with specific responsi-

bilities described in this policy and in QUT's policy on provision and use of information resources and services and in the information security policy, all of which support QUT privacy obligations.

Heads of organisational units

As the functions of many organisational units within the University require the collection or management of personal information, responsibility for assessing privacy risk and for implementing business processes which are consistent with privacy principles rests with the head of each organisational unit. Specific, ongoing responsibilities include:

- implementation and regular review of appropriate data collection practices;
- ensuring personal information is used and managed appropriately by staff within the organisational unit;
- implementing adequate security requirements for access to and storage of personal information in all formats within the organisational unit; and
- ensuring that privacy training and awareness is embedded in practices and procedures of the organisational unit as appropriate.

Privacy Contact Officer

The Registrar, as chief administrative officer, has general responsibility for privacy management, and has designated a Privacy Contact Officer in Governance Services to facilitate the implementation of IS42 at QUT. Specific responsibilities of the Privacy Contact Officer include:

- maintenance of QUT's privacy plan;
- training and advisory services, including the development of a strategy for regular training of staff on their responsibilities in areas of high privacy risk;
- provision of assistance for the development of privacy notices; and
- receipt of privacy complaints.

Collection of personal information

Personal information must be collected only where necessary and relevant to QUT's functions and activities and in accordance with other privacy collection principles. The head of an organisational unit responsible for functions or activities requiring the collection of personal information must:

- regularly review data collection activities to exclude collection of personal information which is irrelevant to the business process or where there is no specific and immediate use for the information collected;
- develop appropriate privacy notices when collecting information directly from the person concerned, irrespective of the means by which personal information is collected;
- ensure that collection methods adopted meet requirements for fairness, and are non-intrusive (in particular, in the context of logging network or IT activities);
- determine whether recording names or other identifying details is necessary to perform the function or activity.

Special considerations apply to data collection practices in the context of human research. In particular, the principle of informed and voluntary consent should form the basis of data collection practices in human research, and when properly applied, is consistent with privacy principles. For further details, refer to policy on research involving the participation of humans and supporting guidelines.

Access and security for personal information records

The implementation of adequate security safeguards is a significant means of protecting personal privacy. Reasonable measures must be put in place to prevent unauthorised access, loss, disclosure or misuse of personal information. Detailed arrangements for management of information security generally are found in the information security policy.

For personal data in information systems, the data custodian has formal responsibility for implementing adequate security measures to protect privacy. Additionally, the data custodian determines user access levels for the dataset or system, though the decision to grant access to individual staff may be delegated. Access rights should be formally documented and reviewed periodically. The data custodian is also responsible for implementing appropriate mechanisms to revoke access to personal information data or records when access is no longer necessary or appropriate, for instance, in the case of a change in position or formal responsibilities, or termination of employment. In regard to local files and records, security procedures and management of access are the responsibility of the head of the organisational unit.

The head of the organisational unit is responsible for ensuring that personal information records held in physical or hard copy files and records is also secured. Physical security strategies may include restricting building and work area access, ensuring facilities (offices, filing cabinets or other storage facilities) are locked when not in use, and implementing 'clean desk' procedures.

In addition, good records management practices for physical files, for instance recording file movements, undertaking file audits, placing appropriate security classifications on files, and managing records retention, are designed to safeguard against loss or unauthorised access. Care must be taken to ensure secure and confidential destruction of records containing personal information (which may only be undertaken in accordance with authorised disposal schedules). Refer to QUT's records management policy and supporting procedures.

Individual staff are entitled to access personal information records (irrespective of format) only where there is a legitimate need to do so, and only to the extent required to perform the staff member's duties (the 'least privilege' principle). Additionally, individual users of QUT's personal information datasets and systems must take reasonable precautions to safeguard their access to these systems, such as the protection of passwords. Individual user responsibilities for security are outlined in QUT's Information Facilities Rules.

Use of personal information records

Privacy obligations impose the following requirements in relation to the use by the University of personal information held in QUT records and datasets:

- the requirement to take reasonable steps to ensure that information is accurate, up-to-date and complete before it is used, since it is important that decisions or actions by the University are based on accurate and complete facts. This responsibility rests with the relevant data custodian or head of the organisational unit in which the personal information is held;
- the requirement to use information only in circumstances where it is relevant, and provided that it is used only for the purpose for which it has been collected or a directly related purpose. This is the responsibility of all staff.

There are several recognised but limited exceptions to the restrictions on use of personal information and further guid-

ance on use of personal information for other purposes is available from the Privacy Contact Officer.

Prohibition on disclosure of personal information

Staff must not disclose personal information to individuals or organisations outside the University. Disclosure refers to release of personal information out of the effective control of the University (that is, to a body, agency or person separate from the University).

Exceptions relating to disclosure of personal information

In extremely limited circumstances, disclosure of personal information in the following circumstances may not be a breach of privacy.

Consent

Personal information may be disclosed where the individual concerned has consented to that disclosure. Consent must be expressly given and it is expected that the consent will be in writing. In limited circumstances, verbal consent may be acceptable if it is verifiable and the disclosure is clearly in the best interests of the individual. Staff proposing to release information where the consent is not in writing must discuss the circumstances with the Privacy Contact Officer before disclosure occurs.

Implied consent must not generally be relied upon as a basis for disclosure. Where a person seeks personal information as a representative or agent of another, then documentation confirming the scope of the agent's authority should be obtained before release of any personal information held by the University.

Previous provision of a privacy notice

Personal information may be disclosed where individuals have been informed of the usual practices for disclosure.

Other situations

In rare circumstances, disclosure of personal information may also be permitted where:

- disclosure is necessary to prevent or lessen an imminent and serious threat to a person's life or health;
- disclosure is required by law (for example, if the University's records are subpoenaed, or if there are statutory requirements to provide information to a government department such as the Australian Taxation Office, Centrelink, or Department of Education, Science and Training);
- disclosure is necessary for enforcement of criminal or other laws imposing penalties such as fines.

Any request or proposal to disclose personal information in these situations must only be undertaken in compliance with protocols issued by the Registrar, or following discussions with the Privacy Contact Officer confirming that disclosure is necessary and acceptable under privacy principles.

Register of graduates

Privacy principles do not apply to material which is maintained on a public register. Given that one of QUT's primary functions is to confer higher education degrees and awards, QUT maintains a register of its graduates (including of predecessor institutions) in the student management system. Information concerning a person's status as a graduate of the University is available to any member of the public upon formal request to the Student Business Services Depart-

ment. The only details confirmed are the graduate's name (as recorded in QUT systems), the degree conferred or to be conferred and the date of conferral. QUT may charge a fee for this service.

No other personal information is regarded as being on a public register.

Student numbers and other unique identifiers

Student numbers are unique identifiers and they are used as the basis for recording a large amount of student information. To protect student privacy and to secure student information from unauthorised use or disclosure, student number information must not be published or made generally available in a way which links the number to a student's name, for example, by being printed on mailing labels which are sent through the post.

Similar principles apply to other unique identifiers such as staff or payroll numbers.

Access to and amendment of an individual's own record

Privacy principles entitle an individual to have access to the personal information which the University holds about them, and to amend it where it is inaccurate, incomplete, out-of-date or misleading. IS42 recognises that, in Queensland, these rights are dealt with in the Freedom of Information Act 1992 (FOI Act). QUT is however committed to providing, as far as practicable, an open environment which enables members of the QUT community to obtain access to their personal information without recourse to formal procedures contained in the FOI Act (see Freedom of Information policy - F/10.1). To achieve this, QUT has in place administrative procedures for information access by staff and students.

Privacy complaints

If an individual believes that QUT has not dealt with their personal information in accordance with IS42 or this policy, they may make a complaint to QUT. A complaint must be made in writing within six months from the date when the breach of privacy was suspected to have occurred. Complaints should be sent to the Privacy Contact Officer or referred to that officer if received by another area of the University.

The Privacy Contact Officer will refer the matter to the most appropriate senior officer to resolve the complaint. In the case of complaints regarding a staff member's conduct or actions, this will be the head of the organisational unit in which the staff member is employed. In other cases, the complaint may be referred to the head of the organisational unit having responsibility for the personal information to which the complaint relates.

Primary responsibility for investigating and responding to the complaint will rest with the senior officer, with advice from the Privacy Contact Officer as required. The University's main objective in responding to privacy complaints is to conciliate an outcome which is acceptable to the complainant and which addresses any broader or systemic privacy issues which may arise.

If a complainant does not agree with the University's response, an internal review process is available.

Monitoring of privacy complaints is undertaken via annual reporting as part of QUT's compliance program. For full details of procedures to be followed in managing privacy complaints, refer to the QUT Privacy Plan.

Contracts involving personal information

Contractual arrangements entered into by the University may involve access to or use of personal information owned or held by QUT. Typically these arrangements may outsource routine support functions, though some contractual arrangements may also relate to commercial research and consultancies.

Any contract which is entered into by the University must place appropriate safeguards on protection of personal privacy, since contractual arrangements do not alter or eliminate QUT's obligations for protection of personal information. It is the responsibility of the senior officer who has delegated authority to enter contracts and commercial arrangements, to ensure that privacy risks are adequately addressed and that QUT's privacy obligations are appropriately incorporated into the formal terms of the contract where necessary. For further information, refer to QUT's policy on management of contracts and MOUs (G/6.1). Queries concerning appropriate contractual provisions covering QUT's privacy obligations may be directed to the Privacy Contact Officer or the Office of Commercial Services.

Equal opportunity and diversity policy

QUT's vision, goals and organisational values (A/2.1) reflect a belief in the crucial role of knowledge in understanding and improving the human condition.

Consistent with its vision, goals and organisational values, QUT will infuse social justice philosophy and practices into all aspects of its activities. Such embedding enhances the University's core business, as well as enhancing the opportunities of disadvantaged students and staff.

Informed by global standards of justice and fairness (eg UN/ILO Conventions), the University's pursuit of social justice is underpinned by a commitment to equal opportunity and diversity.

Thus, QUT aims to:

- respect and protect the rights of its students and staff;
- promote a fair and inclusive educational and work environment;
- ensure its graduates possess a sense of social and ethical responsibility; and
- contribute to the social well-being of Brisbane, Australia and other nations.

Rights and responsibilities

All students and staff have individual rights

- to be treated fairly by the University and by each other; and
- to study and work in an environment free from discrimination and harassment.

To respect and protect these rights, QUT will

- educate and inform members of the University community about their rights and responsibilities (see QUT Code of conduct and QUT Student Charter);
- review and reform University practices to ensure they are inclusive and non-discriminatory; and
- administer grievance resolution procedures (see A/6.1).

Inclusive environment and culture

The student and staff body should reflect the cultural and social diversity of the community. Therefore, under-represented and disadvantaged groups will have particular outreach and recruitment strategies, especially students and

staff who are Indigenous, low-income students, rural students, and students and staff with a disability.

All students and staff should experience a sense of belonging which arises from an inclusive learning and working environment which respects diversity. Therefore, learning experiences, on-campus services and administrative procedures for students, as well as career development and management practices for staff, will be fair.

With regard to equal opportunity, QUT acknowledges that treating all people in the same way does not necessarily result in fairness or equality. To promote equality of outcomes for staff and students, the University recognises that social disadvantage creates barriers to success, and that targeted attention to overcome these barriers is a necessary precursor to true equality. Thus, the University's equal opportunity activities encompass particular support and assistance measures for students and staff in equity groups at QUT.

The objective is for the pass rates, attrition rates and satisfaction levels of students in equity groups to be comparable with those of other students, and for promotion rates, resignation rates and satisfaction levels of staff in equity groups to be comparable with those of other staff.

Knowledge and community

As an institution whose core business is knowledge, QUT has a unique role to play in both the social justice knowledge and skills which graduates acquire, and the social justice aspects of research.

Graduates of QUT will have a sense of social and ethical responsibility, and an understanding of Indigenous and international perspectives (see C/1.4). QUT courses will be characterised by content, pedagogy and assessment embedded with Indigenous perspectives, inter-cultural perspectives, and an understanding of social justice. Students in their work-integrated learning and community engagement / service learning activities should have opportunities to engage with disadvantaged and marginalised communities.

Staff at QUT will ensure that their research activities include a positive impact on disadvantaged and marginalised groups in the broader community.

The University's community engagement activities will reflect its civic responsibility and be inclusive of culturally and socially diverse communities.

With regard to public policy, the University will contribute its knowledge, analytical skills and ideas through public debate and consultancies which include a social justice perspective.

Planning

To give effect to its social justice policy aspirations, QUT will infuse equity considerations into its planning, reporting and accountability arrangements. Priority issues, such as dealing with student poverty or supporting staff and students who identify as lesbian, gay, bisexual, transgender, intersexed or queer (LGBTIQ), will be determined from time to time.

Training and awareness-raising programs and appropriate resourcing will be available to inspire and enable staff and students to engage with social justice activities. Reward and recognition schemes will acknowledge the equity-related achievements of staff and students.