

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 requirements 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 prerequisite 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 Office	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 Office	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 April.

SCHEDULE 2 - FEES AND CHARGES

TABLE A – STUDENT CONTRIBUTION BANDS

Student contribution bands for 2007*	Non-differential (pre-1997)**	Pre-2005 HECS students**	2007 students
Band 1: humanities, behavioural science, social studies, foreign languages, visual and performing arts	\$3001	\$3998	\$4996
Band 2: accounting, administration, economics, commerce, mathematics, statistics, computing, built environment, health, engineering, science, surveying, agriculture	\$3001	\$5694	\$7118
Band 3: law, dentistry, medicine, veterinary science	\$3001	\$6665	\$8333
Band 4: National priorities: education, nursing	\$3001	\$3998	\$3998

TABLE B - DOMESTIC POSTGRADUATE TUITION FEES

Course Code	Course Title	Fee paid by student first enrolling in 2007 per credit point
AR65	Graduate Certificate in Building Fire Safety	\$130
BN71*	Master of Applied Science (Research)	\$130
BN72*	Master of Engineering	\$130
BS16	Master of Business (Accounting)	\$160
BS16	Master of Business (Events Marketing and Management)	\$160
BS16	Master of Business (International Business)	\$160
BS16	Master of Business (Marketing)	\$160
BS16	Master of Business (Human Resource Management)	\$160
BS16	Master of Business (Strategic Advertising)	\$160
BS16	Master of Business (Professional Accounting)	\$160
BS16	Master of Business (Integrated Marketing Communication)	\$160
BS16	Master of Business (Public Relations)	\$160
BS16	Master of Business (Philanthropy and Nonprofit Studies)	\$160
BS16	Master of Business (Applied Finance)	\$160
BS17	Master of Business (Applied Finance) - Advanced	\$160
BS17	Master of Business (Marketing) - Advanced	\$160
BS17	Master of Business (Human Resource Management) - Advanced	\$160
BS17	Master of Business (Public Relations) - Advanced	\$160
BS17	Master of Business (Events Marketing and Management) - Advanced	\$160
BS17	Master of Business (Professional Accounting) - Advanced	\$160
BS17	Master of Business (International Business) - Advanced	\$160
BS17	Master of Business (Strategic Advertising) - Advanced	\$160
BS17	Master of Business (Philanthropy and Nonprofit Studies) - Advanced	\$160
BS17	Master of Business (Accounting) - Advanced	\$160
BS17	Master of Business (Integrated Marketing Communication) - Advanced	\$160
BS19	Master of Business (Professional Accounting) - Advanced	\$160
BS32	Graduate Certificate in Human Resource Management and Development	\$160
BS33	Master of Business (Professional Accounting) - Advanced	\$160
BS33	Master of Business (International Business) - Advanced	\$160
BS39	Graduate Certificate in Business	\$160
BS47	Master of Business Administration/Master of Business (Applied Finance)	\$210
BS63*	Bachelor of Business (Honours)	\$130
BS64	Graduate Diploma in International Business	\$160
BS65	Master of International Business Studies	\$160
BS66	Master of International Business	\$85
BS70	Graduate Diploma in Advanced Accounting	\$160
BS72	Graduate Diploma in Public Relations	\$160
BS88	Master of Business (Communication Studies)	\$160
BS89	Master of Business (Professional Accounting)	\$160
BS90	Master of Business	\$160
BS92*	Master of Business (Research)	\$130
BS93	Master of Business (Philanthropy & Nonprofit Studies)	\$160
BS93	Master of Business (Marketing)	\$160
BS93	Master of Business (Forensic Accounting)	\$160
BS93	Master of Business (International Business)	\$160
BS94	Master of Commerce	\$160
BS95	Graduate Diploma in Philanthropy & Nonprofit Studies	\$160
BS96	Graduate Diploma in Applied Finance	\$160
BS97	Master of Business/Applied Finance	\$210
BS98	Master of Applied Finance	\$160
BS99	Master of Business Administration/Master of Applied Finance	\$210
CE62	Graduate Certificate in Civil Engineering	\$130
CE64	Graduate Diploma in Civil Engineering	\$130
CE74	Master of Engineering Science (Civil Engineering)	\$130
CE75	Master of Engineering Science (Civil Engineering Studies)	\$130
CN64	Graduate Diploma in Project Management	\$130
CN77	Master of Project Management	\$130
CN81	Graduate Certificate in Project Management	\$130
CN89	Doctor of Project Management	\$170
CN90	Graduate Certificate in Property Economics	\$130
CN91	Graduate Diploma in Property Economics	\$130
CN92	Master of Property Economics	\$130
DB69	Graduate Diploma in Urban Design	\$130
DB73	Master of Built Environment (Urban Design)	\$130
ED09*	Master of Learning Innovation (Teacher-Librarianship)	\$120
ED09*	Master of Learning Innovation (Early Childhood Teaching)	\$120
ED09*	Master of Learning Innovation	\$120

SCHEDULE 2 - FEES AND CHARGES

ED11*	Doctor of Education	\$130
ED12*	Master of Education (Research)	\$130
ED13	Master of Education	\$120
ED14	Master of Education (Teaching English to Speakers of Other Languages - TESOL)	\$120
ED20	Graduate Diploma in Education (Early Childhood) - Refer to Master of Learning Innovation (Early Childhood Teaching)	\$120
ED25	Graduate Diploma in Education (Teacher-Librarianship) - Refer to Master of Learning Innovation (Teacher-Librarianship)	\$120
ED28	Graduate Diploma in Education (Learning Support) - Refer to Master of Learning Innovation	\$120
ED38*	Graduate Diploma in Education	\$120
ED61	Graduate Certificate in Education	\$120
ED77	Graduate Certificate in Education (Teaching English to Speakers of Other Languages - TESOL)	\$120
EE60	Graduate Diploma in Electricity Supply Engineering	\$235
EE61	Graduate Certificate in Computer and Communications Engineering	\$130
EE67	Graduate Diploma in Computer and Communications Engineering	\$130
EE74	Master of Engineering Science (Computer and Communications Engineering)	\$130
EE77	Master of Engineering Science (Electrical Engineering Studies)	\$130
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 Commonwealth Supported Place; Full fee tuition	\$210
GS10	Master of Business Administration	\$210
GS11	Graduate Diploma in Business Administration	\$170
GS13	Graduate Certificate in Management	\$170
GS20	Master of Business Administration	\$210
GS21	Graduate Diploma in Business Administration	\$210
GS24	International MBA	\$210
GS25	Master of Entrepreneurship and Innovation	\$210
GS26	Graduate Certificate in Management	\$170
GS29	Master of Entrepreneurship and Innovation/Master of Business Administration	\$210
GS30	Master of Business Administration	\$210
GS31	Graduate Diploma in Business Administration	\$210
GS32	Graduate Certificate in Business Administration	\$210
GS33	Graduate Certificate in Management	\$210
GS34	International Master of Business Administration	\$210
GS36	Graduate Diploma in Entrepreneurship and Innovation	\$210
GS37	Master of Entrepreneurship and Innovation	\$210
GS38	Master of Business Administration (major)	\$210
GS40	Master of Business Administration (MBA)	\$210
GS41	Graduate Diploma of Business Administration	\$210
GS42	Graduate Certificate in Business Administration	\$210
GS43	Graduate Certificate in Management	\$210
GS44	International Master of Business Administration	\$210
GS45	Master of Entrepreneurship and Innovation	\$210
GS46	Graduate Diploma in Entrepreneurship and Innovation	\$210
GS47	Graduate Certificate in Entrepreneurship and Innovation	\$210
GS48	Master of Business Administration (Major)	\$210
GS49	Master of Entrepreneurship and Innovation/Master of Business Administration	\$210
GS50	Executive Master of Business Administration	\$210
GS77	Master of Entrepreneurship and Innovation	\$210
GS78	Graduate Diploma in Entrepreneurship and Innovation	\$210
GS79	Master of Entrepreneurship and Innovation/Master of Business Administration	\$210
GS80	Master of Business Administration (International)	\$210
GS83	Graduate Certificate in Entrepreneurship and Innovation	\$210
GS84	Graduate Diploma in Entrepreneurship and Innovation	\$210
GS85	Master of Business Administration (MBA)	\$210
GS86	Graduate Diploma in Business Administration	\$160
GS87	Graduate Certificate in Business Administration	\$210
GS88	Master of Entrepreneurship and Innovation/Master of Business Administration	\$210
GS90	Master of Business Administration	\$210
GS91	Graduate Diploma of Business Administration	\$210
GS92	Graduate Certificate of Business Administration	\$210
GS94	Executive Master of Business Administration	\$210
GS95	Executive Master of Business Administration	\$210
GS96	Master of Business Administration (major)	\$210
GS98	Executive Master of Business Administration	\$210
GS99	Executive Master of Business Administration	\$210
HH21*	Bachelor of Arts (Honours)	\$130
HH22*	Bachelor of Human Services (Honours)	\$130
HH23*	Bachelor of Social Science (Honours)	\$130
HH30	Graduate Certificate in Human Services	\$130
HH31	Graduate Diploma in Human Services	\$130
HH32	Master of Human Services	\$130
HH40*	Master of Arts (Research) (Humanities and Human Services)	\$130
HH50*	Doctor of Social Science	\$130
HL38	Graduate Certificate in Health Science	\$130
HL50*	Bachelor of Nursing (Honours)	\$160
HL52*	Bachelor of Applied Science (Honours)	\$160
HL55*	Bachelor of Health Science (Honours)	\$160
HL68	Graduate Diploma in Health Science	\$130
HL84*	Master of Applied Science (Research)	\$130
HL88	Master of Health Science	\$130
HL90*	Doctor of Health Science	\$130
IF01	Graduate Certificate in Arts and Creative Industries Management	\$130
IF02	Graduate Diploma in Creative Industries (Arts and Cultural Management)	\$130
IF02	Graduate Diploma in Creative Industries (Arts and Cultural Management)	\$130
IF04	Master of Arts and Creative Industries Management	\$130

SCHEDULE 2 - FEES AND CHARGES

IF14*	Master of Business Administration/Master of Information Technology	\$210
IF19	Master of Business Administration/Master of Information Technology	\$210
IF19	Master of Business Administration/Master of Information Technology	\$210
IF49*	Doctor of Philosophy (Built Environment, Engineering)	\$130
IF49*	Doctor of Philosophy (Business)	\$130
IF49*	Doctor of Philosophy (Creative Industries)	\$130
IF49*	Doctor of Philosophy (Education)	\$130
IF49*	Doctor of Philosophy	\$130
IF49*	Doctor of Philosophy (Information Technology)	\$130
IF49*	Doctor of Philosophy (Law)	\$130
IF49*	Doctor of Philosophy (Science)	\$130
IF49*	Doctor of Philosophy (Mathematics)	\$130
IF88*	Graduate Certificate in Risk Management	\$130
IF88*	Graduate Certificate in Risk Management	\$130
IF94	Graduate Certificate in Advertising	\$130
IF94	Graduate Certificate in Advertising	\$130
IF95	Graduate Diploma in Advertising (Strategic Advertising)	\$130
IF96*	Master of Advertising (Strategic Advertising)	\$130
IF98	Master of Business Administration/Master of Information Technology	\$210
IF98	Master of Business Administration/Master of Information Technology	\$210
IF99	Master of Business Administration/Master of Information Technology (IT Graduates)	\$210
IF99	Master of Business Administration/Master of Information Technology (IT Graduates)	\$210
IT25	Graduate Diploma in Library and Information Studies	\$130
IT28*	Bachelor of Information Technology (Honours)	\$160
IT29*	Bachelor of Information Technology (Honours) - Accelerated Program	\$160
IT35	Graduate Diploma in Information Technology (IT Graduates)	\$130
IT38	Graduate Diploma in Information Technology (Non-IT Graduates)	\$130
IT40	Master of Information Technology (IT Graduates)	\$130
IT45	Master of Information Technology (Non-IT Graduates)	\$130
IT48	Master of Information Technology (Advanced)	\$130
IT50	Master of Information Technology (Professional)	\$130
IT60*	Master of Information Technology (Research)	\$130
IT70	Master of Information Management	\$130
IT73	Graduate Certificate in Information Management (Library Studies)	\$130
IT74	Graduate Certificate in Information Management (Information and Knowledge Management)	\$130
IT75	Graduate Certificate in Information Management (Records Management)	\$130
IT76	Graduate Certificate in Information Management (Web Management)	\$130
IT89	Graduate Certificate in Information Technology (Wireless Games Technology)	\$130
IT90	Graduate Certificate in Information Technology (Computer Networks)	\$130
IT92	Graduate Certificate in Information Technology (Information Security)	\$130
IT93	Graduate Certificate in Information Technology (Enterprise Wide Software)	\$130
IT94	Graduate Certificate in Information Technology (Electronic Commerce)	\$130
IT95	Graduate Certificate in Information Technology (Project)	\$130
IT96	Graduate Certificate in Information Technology (Information Technology Management)	\$130
IT98	Graduate Certificate in Information Technology (Multimedia)	\$130
IT99	Graduate Certificate in Information Technology (Component Software and Web Services)	\$130
IX20	Master of Psychology (Educational and Developmental)	\$130
IX20	Master of Psychology (Educational and Developmental)	\$130
IX96	Master of Advertising (Creative Advertising)	\$130
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
IX97	Graduate Certificate In Research Commercialisation	\$167
JS25	Graduate Certificate in Justice	\$130
JS26	Graduate Certificate in Critical Criminology	\$130
JS27	Graduate Certificate in Organised Crime and Corruption Investigation	\$130
JS28	Graduate Certificate in Justice Policy	\$130
JS29	Graduate Certificate in Strategic Intelligence	\$130
JS40*	Bachelor of Justice (Honours)	\$130
JS51	Master of Justice by Coursework	\$130
JS52*	Master of Justice (Research)	\$130
KD35	Graduate Certificate in Creative Industries (Dance Teaching)	\$110
KD36	Graduate Diploma in Creative Industries (Dance Teaching)	\$110
KD42	Master of Creative Industries (Dance Teaching)	\$110
KI35	Graduate Certificate in Creative Industries (Communication Design)	\$130
KI36	Graduate Diploma in Creative Industries (Communication Design)	\$130
KI43	Master of Creative Industries (Communication Design)	\$130
KJ35	Graduate Certificate in Journalism	\$130
KJ36	Graduate Diploma in Journalism	\$130
KJ42	Master of Journalism	\$130
KK42	Master of Fine Arts	\$130
KK49	Doctor of Creative Industries	\$130
KK51*	Master of Arts (Research) (Creative Industries)	\$130
KK52*	Bachelor of Creative Industries (Honours) (Communication Design, Creative Writing, Dance, Drama, Interdisciplinary, Media and Communication, Visual Arts)	\$160
KK53*	Bachelor of Fine Arts (Honours) (Communication Design, Creative Writing, Dance, Fashion, Film and Television, Visual Arts)	\$160
KK548	Bachelor of Journalism (Honours)	\$160
KK55*	Bachelor of Music (Honours)	\$160
KM35	Graduate Certificate in Music	\$130

SCHEDULE 2 - FEES AND CHARGES

KM36	Graduate Diploma in Music	\$130
KM42	Master of Music	\$130
KP35	Graduate Certificate in Creative Industries (Film and Television)	\$130
KP36	Graduate Diploma in Creative Industries (Film and Television)	\$130
KT36	Graduate Diploma in Creative Industries (Drama Teaching)	\$130
KT42	Master of Creative Industries (Drama Teaching)	\$130
KW35	Graduate Certificate in Creative Industries (Creative Writing)	\$110
KW36	Graduate Diploma in Creative Industries (Creative Writing)	\$110
KW37	Graduate Certificate in Creative Industries (Publishing and Editing)	\$110
LP41	Graduate Diploma in Legal Practice	\$100
LS50*	Bachelor of Biotechnology Innovation	\$210
LS66	Graduate Certificate in Biotechnology	\$130
LS70*	Graduate Diploma in Biotechnology (For Continuing Students Only)	\$130
LS76	Graduate Diploma in Biotechnology	\$130
LS80	Master of Biotechnology (For Continuing Students Only)	\$130
LS86	Master of Biotechnology	\$130
LS90	Graduate Diploma in Medical Science (Anatomical Pathology)	\$130
LS96	Master of Biotechnology (Advanced)	\$130
LW50*	Doctor of Juridical Science	\$130
LW51	Master of Laws	\$130
LW52*	Master of Laws (Research)	\$130
LW60	Graduate Certificate in Law	\$130
LW65	Graduate Certificate in Legal Studies	\$130
LW70	Graduate Diploma in Legal Studies	\$130
MA65	Graduate Certificate in Mathematical Science	\$130
MA75	Graduate Diploma in Mathematical Science	\$130
MA85	Master of Mathematical Science	\$130
ME75	Graduate Certificate in Engineering Management	\$130
ME76	Master of Engineering Management	\$130
ME80	Master of Engineering Science (Mechanical Engineering Studies)	\$130
NS30	Graduate Certificate in Intensive Care Nursing	\$130
NS31	Graduate Certificate in Cancer Nursing	\$130
NS32	Graduate Certificate in Nursing	\$130
NS33	Graduate Certificate in Medical/Surgical Nursing	\$130
NS34	Graduate Certificate in Community Practice	\$130
NS35	Graduate Certificate in Paediatric, Child and Youth Health Nursing	\$130
NS36	Graduate Certificate in Women's Health	\$130
NS38	Graduate Certificate in Paediatric Intensive Care Nursing	\$130
NS39	Graduate Certificate in Aged Care	\$130
NS41	Graduate Certificate in Emergency Nursing	\$130
NS64	Graduate Diploma in Nursing	\$130
NS68	Graduate Diploma in Midwifery	\$130
NS85	Master of Nursing	\$130
NS86	Master of Nursing Science (Nurse Practitioner)	\$130
OP43	Graduate Certificate in Ocular Therapeutics	\$140
PH60	Graduate Certificate in Applied Science (Breast Ultrasound)	\$110
PH62	Graduate Certificate in Lighting (on-shore)	\$130
PH71*	Graduate Diploma in Applied Science (Medical Ultrasound)	\$130
PH71*	Graduate Diploma in Applied Science (Medical Physics)	\$130
PH72	Graduate Diploma in Lighting (on-shore)	\$130
PH75	Graduate Diploma in Cardiac Ultrasound	\$110
PH80*	Master of Applied Science (Medical Physics)	\$130
PH80*	Master of Applied Science (Medical Ultrasound)	\$130
PH82	Master of Lighting (on-shore)	\$130
PH85	Master of Cardiac Ultrasound	\$110
PS73	Graduate Certificate in Geomatics	\$130
PS74	Graduate Diploma in Geomatics	\$130
PS75	Graduate Certificate in Landscape Techniques	\$130
PS76	Graduate Certificate in Landscape Design	\$130
PS77	Graduate Certificate in Advanced Landscape Techniques	\$130
PS78	Graduate Diploma in Geographic Information Systems	\$130
PS79	Graduate Certificate in Geographic Information Systems	\$130
PS82	Graduate Certificate in Planning Studies	\$130
PU30	Graduate Certificate in Public Health	\$130
PU32	Graduate Certificate in Environmental Health	\$130
PU38	Graduate Certificate in Health Services Management	\$130
PU39	Graduate Certificate in Health Promotion	\$130
PU60	Graduate Diploma in Public Health	\$130
PU65	Graduate Diploma in Occupational Health and Safety	\$130
PU67	Graduate Diploma in Environmental Health	\$130
PU85	Master of Public Health	\$130
PY08	Graduate Diploma in Psychology	\$130
PY09*	Bachelor of Behavioural Science (Honours Psychology)	\$160
PY12	Master of Counselling	\$130
PY17	Master of Counselling Psychology	\$130
PY18	Master of Clinical Psychology	\$130
PY20	Postgraduate Diploma in Psychology	\$130
PY40	Graduate Certificate in Road Safety	\$130
PY41	Graduate Diploma in Road Safety	\$130
PY50	Doctor of Psychology (Clinical)	\$130
SC01 + SC60*	Bachelor of Applied Science & Bachelor of Applied Science (Honours) - Dean's Scholars Accelerated Honours Program	\$210
SC60*	Bachelor of Applied Science (Honours)	\$210
SC80*	Master of Applied Science (Research)	\$130

* Tuition fee places offered to students after HECS liable places filled or exceeded maximum entitlements for RTS/RTA

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\$10,000
AR61	Graduate Diploma in Industrial Design	A\$10,500
AR62	Graduate Diploma in Interior Design	A\$10,500
AR65	Graduate Certificate in Building Fire Safety	A\$10,500
BN31	Bachelor of Built Environment (Urban and Regional Planning)	A\$10,000
BN31	Bachelor of Built Environment (Interior Design)	A\$10,000
BN31	Bachelor of Built Environment (Industrial Design)	A\$10,000
BN31	Bachelor of Built Environment (Landscape Architecture)	A\$10,000
BN71	Master of Applied Science (Research)	A\$10,500
BN72	Master of Engineering	A\$10,500
BS16	Master of Business (Accounting)	A\$9,000
BS16	Master of Business (Events Marketing and Management)	A\$9,000
BS16	Master of Business (International Business)	A\$9,000
BS16	Master of Business (Human Resource Management)	A\$9,000
BS16	Master of Business (Applied Finance)	A\$9,000
BS16	Master of Business (Public Relations)	A\$9,000
BS16	Master of Business (Philanthropy and Nonprofit Studies)	A\$9,000
BS16	Master of Business (Integrated Marketing Communication)	A\$9,000
BS16	Master of Business (Professional Accounting)	A\$9,000
BS16	Master of Business (Strategic Advertising)	A\$9,000
BS16	Master of Business (Marketing)	A\$9,000
BS17	Master of Business (Applied Finance) - Advanced	A\$9,000
BS17	Master of Business (Integrated Marketing Communication) - Advanced	A\$9,000
BS17	Master of Business (Professional Accounting) - Advanced	A\$9,000
BS17	Master of Business (Events Marketing and Management) - Advanced	A\$9,000
BS17	Master of Business (International Business) - Advanced	A\$9,000
BS17	Master of Business (Strategic Advertising) - Advanced	A\$9,000
BS17	Master of Business (Public Relations) - Advanced	A\$9,000
BS17	Master of Business (Philanthropy and Nonprofit Studies) - Advanced	A\$9,000
BS17	Master of Business (Human Resource Management) - Advanced	A\$9,000
BS17	Master of Business (Accounting) - Advanced	A\$9,000
BS17	Master of Business (Marketing) - Advanced	A\$9,000
BS33	Master of Business (Professional Accounting) - Advanced	A\$9,000
BS33	Master of Business (International Business) - Advanced	A\$9,000
BS39	Graduate Certificate in Business	A\$9,000
BS40	University Diploma in Business	A\$7,250
BS56	Bachelor of Business (Advertising)	A\$8,000
BS56	Bachelor of Business (Marketing)	A\$8,000 (subject to change)
BS56	Bachelor of Business (Management)	A\$8,000
BS56	Bachelor of Business (Public Relations)	A\$8,000
BS56	Bachelor of Business (International Business)	A\$8,000
BS56	Bachelor of Business (Human Resource Management)	A\$8,000
BS56	Bachelor of Business (Accountancy)	A\$8,000
BS56	Bachelor of Business (Banking and Finance)	A\$8,000
BS56	Bachelor of Business (Economics)	A\$8,000
BS63	Bachelor of Business (Honours)	A\$8,500
BS90	Master of Business	A\$9,000
BS92	Master of Business (Research)	A\$9,000
BS93	Master of Business (Marketing)	A\$9,000
BS93	Master of Business (Forensic Accounting)	A\$9,000
BS93	Master of Business (Professional Accounting)	A\$9,000
BS93	Master of Business (Philanthropy & Nonprofit Studies)	A\$9,000
BS93	Master of Business (International Business)	A\$9,000
BS93	Master of Business (Financial Management)	A\$9,000
CE44	Bachelor of Engineering (Civil)	A\$10,000
CE45	Bachelor of Engineering (Civil)	A\$10,000
CE46	Bachelor of Engineering (Civil and Environmental Management)	A\$10,000
CE62	Graduate Certificate in Civil Engineering	A\$10,500
CE64	Graduate Diploma in Civil Engineering	A\$10,500
CE74	Master of Engineering Science (Civil Engineering)	A\$10,500
CE75	Master of Engineering Science (Civil Engineering Studies)	A\$10,500
CN51	Bachelor of Applied Science (Construction Management)	A\$10,000
CN53	Bachelor of Applied Science (Quantity Surveying)	A\$10,000
CN54	Bachelor of Property Economics	A\$10,000
CN64	Graduate Diploma in Project Management	A\$10,500
CN77	Master of Project Management	A\$10,500
CN81	Graduate Certificate in Project Management	A\$10,500
CN89	Doctor of Project Management	A\$2,040*
CN90	Graduate Certificate in Property Economics	A\$10,500
CN91	Graduate Diploma in Property Economics	A\$10,500
CN92	Master of Property Economics	A\$10,500

SCHEDULE 2 - FEES AND CHARGES

DB69	Graduate Diploma in Urban Design	A\$10,500
DB73	Master of Built Environment (Urban Design)	A\$10,500
DE40	Bachelor of Design (Landscape Architecture)	A\$10,000
DE40	Bachelor of Design (Industrial Design)	A\$10,000
DE40	Bachelor of Design (Interior Design)	A\$10,000
DE40	Bachelor of Design (Architectural Studies)	A\$10,000
ED09	Master of Learning Innovation (Teacher-Librarianship)	A\$8,000
ED09	Master of Learning Innovation	A\$8,000
ED09	Master of Learning Innovation (Early Childhood Teaching)	A\$8,000
ED11	Doctor of Education	A\$8,000
ED12	Master of Education (Research)	A\$8,000
ED14	Master of Education (Teaching English to Speakers of Other Languages - TESOL)	A\$8,000
ED26	Bachelor of Education (Inservice)	A\$7,500
ED38	Graduate Diploma in Education (for International Students)	A\$7,000
ED61	Graduate Certificate in Education	A\$2,000*
ED77	Graduate Certificate in Education (Teaching English to Speakers of Other Languages - TESOL)	A\$8,000
ED82	Bachelor of Early Childhood Studies	A\$7,500
ED83	Bachelor of Early Childhood	A\$1,875*
ED84	Bachelor of Adult and Community Learning	A\$7,500
ED90	Bachelor of Education (Secondary)	A\$7,500
ED91	Bachelor of Education (Primary)	A\$7,500
ED92	Bachelor of Education (Early Childhood)	A\$7,500
ED93	Bachelor of Education (Preservice Early Childhood)	A\$1,875*
EE41	Bachelor of Engineering (Electrical and Computer Engineering)	A\$10,000
EE42	Bachelor of Engineering (Electrical and Computer Engineering)	A\$10,000
EE46	Bachelor of Engineering (Computer Systems)	A\$10,000
EE47	Bachelor of Engineering (Telecommunications)	A\$10,000
EE48	Bachelor of Engineering (Aerospace Avionics)	A\$10,500
EE61	Graduate Certificate in Computer and Communications Engineering	A\$10,500
EE67	Graduate Diploma in Computer and Communications Engineering	A\$10,500
EE74	Master of Engineering Science (Computer and Communications Engineering)	A\$10,500
EE77	Master of Engineering Science (Electrical Engineering Studies)	A\$10,500
EN40	Bachelor of Engineering (Telecommunications)	A\$10,000
EN40	Bachelor of Engineering (Civil and Environmental)	A\$10,000
EN40	Bachelor of Engineering (Medical)	A\$10,500
EN40	Bachelor of Engineering (Computer Systems)	A\$10,000
EN40	Bachelor of Engineering (Aerospace Avionics)	A\$10,500
EN40	Bachelor of Engineering (Electrical)	A\$10,000
EN40	Bachelor of Engineering (Mechanical)	A\$10,000
EN40	Bachelor of Engineering - Dean's Scholars Program	A\$10,000 - A\$10,500 as per course of study
EN40	Bachelor of Engineering (Civil)	A\$10,000
EN40	Bachelor of Engineering (Civil and Construction)	A\$10,000
EN40	Bachelor of Engineering (Infomechanics)	A\$10,000
GS75	Master of Business Administration (MBA)	A\$11,500
GS76	Master of Business Administration (Major)	A\$11,500
GS85	Master of Business Administration (MBA)	A\$11,500
GS87	Graduate Certificate in Business Administration	A\$11,500
HH01	Bachelor of Arts	A\$7,000
HH02	Bachelor of Human Services	A\$7,000
HH04	Bachelor of Social Science	A\$7,000
HH21	Bachelor of Arts (Honours)	A\$7,500
HH22	Bachelor of Human Services (Honours)	A\$7,500
HH23	Bachelor of Social Science (Honours)	A\$7,500
HH30	Graduate Certificate in Human Services	A\$7,500
HH31	Graduate Diploma in Human Services	A\$7,500
HH32	Master of Human Services	A\$7,500
HH40	Master of Arts (Research) (Humanities and Human Services)	A\$7,500
HH50	Doctor of Social Science	A\$10,000
HL38	Graduate Certificate in Health Science	A\$8,500
HL40	Bachelor of Nursing/Bachelor of Applied Science (in Human Movement Studies)	A\$8,000
HL42	Bachelor of Applied Science (Human Movement Studies)/Bachelor of Health Science (Nutrition and Dietetics)	A\$8,000
HL43	Bachelor of Health Science (Podiatry)/Bachelor of Applied Science (Human Movement Studies)	A\$8,000
HL46	Bachelor of Nursing/Bachelor of Health Science (Public Health)	A\$8,000
HL48	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Health Science (Public Health)	A\$8,000
HL50	Bachelor of Nursing (Honours)	A\$8,500
HL52	Bachelor of Applied Science (Honours)	A\$8,500
HL55	Bachelor of Health Science (Honours)	A\$8,500
HL68	Graduate Diploma in Health Science	A\$8,500
HL84	Master of Applied Science (Research)	A\$8,500
HL88	Master of Health Science	A\$8,500
HL90	Doctor of Health Science	A\$10,000
HM42	Bachelor of Applied Science (Human Movement Studies)	A\$8,000
HM45	Bachelor of Applied Science (Exercise and Sports Nutrition)	A\$8,000
IF01	Graduate Certificate in Arts and Creative Industries Management	A\$8,500
IF04	Master of Arts and Creative Industries Management	A\$8,500
IF05	Bachelor of Journalism/Bachelor of Business (Advertising, International Business, Public Relations)	A\$8,000
IF06	University Diploma in Professional Communication	A\$7,500
IF07	Bachelor of Journalism/Bachelor of Laws	A\$9,000
IF09	Bachelor of Creative Industries (Media and Communication)/Bachelor of Business (Advertising, International Business, Public Relations)	A\$8,000
IF10	Bachelor of Creative Industries (Media and Communication)/Bachelor of Laws	A\$9,000
IF12	Bachelor of Arts/Bachelor of Behavioural Science (Psychology)	A\$8,000
IF21	Bachelor of Engineering (Electrical)/ Bachelor of Mathematics	A\$10,000
IF27	Bachelor of Mass Communication	A\$8,000

SCHEDULE 2 - FEES AND CHARGES

IF28	Bachelor of Engineering (Electrical)/Bachelor of Business	A\$10,000
IF29	Bachelor of Applied Science/Bachelor of Information Technology (FOR CONTINUING STUDENTS ONLY)	A\$9,000
IF30	Bachelor of Arts/Bachelor of Business (Advertising, Electronic Business, Human Resource Management, International Business, Management or Public Relations)	A\$8,000
IF30	Bachelor of Arts/Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)	A\$8,000
IF37	Bachelor of Business (Accountancy)/Bachelor of Laws	A\$9,000
IF38	Bachelor of Information Technology/Bachelor of Laws	A\$9,000
IF39	Bachelor of Applied Science/Bachelor of Laws	A\$9,000
IF41	Bachelor of Business/Bachelor of Laws	A\$9,000
IF43	Bachelor of Arts/Bachelor of Laws	A\$9,000
IF47	Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)/Bachelor of Health Science (Health Services Management)	A\$8,000
IF47	Bachelor of Business (Advertising, Electronic Business, Human Resource Management, International Business, Management or Public Relations)/Bachelor of Health Science (Health Services Management)	A\$8,000
IF48	Bachelor of Business/Bachelor of Information Technology	A\$9,000
IF49	Doctor of Philosophy (Built Environment, Engineering)	A\$11,000
IF49	Doctor of Philosophy (Business)	A\$10,000
IF49	Doctor of Philosophy (Creative Industries)	A\$10,000
IF49	Doctor of Philosophy (Education)	A\$8,000
IF49	Doctor of Philosophy	A\$10,000
IF49	Doctor of Philosophy (Information Technology)	A\$10,000
IF49	Doctor of Philosophy (Law)	A\$10,000
IF49	Doctor of Philosophy (Science)	A\$10,500
IF49	Doctor of Philosophy (Mathematics)	A\$10,500
IF58	Bachelor of Mathematics/Bachelor of Information Technology (FOR CONTINUING STUDENTS ONLY)	A\$9,000
IF59	Bachelor of Engineering (Electrical)/Bachelor of Information Technology	A\$10,000
IF60	Bachelor of Mathematics/Bachelor of Business (Accountancy, Banking and Finance or Economics) (FOR CONTINUING STUDENTS ONLY)	A\$9,000
IF61	Bachelor of Applied Science/Bachelor of Business (FOR CONTINUING STUDENTS ONLY)	A\$9,000
IF62	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Business (Advertising, Human Resource Management, International Business, Management or Public Relations)	A\$8,000
IF62	Bachelor of Applied Science (in Human Movement Studies)/Bachelor of Business (Accountancy, Banking and Finance, Economics or Marketing)	A\$8,000
IF86	Bachelor of Arts/Bachelor of Applied Science	A\$9,000
IF90	Bachelor of Creative Industries (Communication Design)/Bachelor of Information Technology	A\$9,000
IF93	Bachelor of Creative Industries (Creative Writing) / Bachelor of Laws	A\$9,000
IF94	Graduate Certificate in Advertising	A\$8,500
IF96	Master of Advertising (Strategic Advertising)	A\$8,500
IT04	Bachelor of Games and Interactive Entertainment	A\$9,000
IT06	Bachelor of Corporate Systems Management	A\$9,000
IT10	University Diploma in Information Technology	A\$7,250
IT22	Bachelor of Information Technology	A\$9,000
IT28	Bachelor of Information Technology (Honours)	A\$9,500
IT29	Bachelor of Information Technology (Honours) - Accelerated Program	A\$9,500
IT35	Graduate Diploma in Information Technology (IT Graduates)	A\$9,500
IT38	Graduate Diploma in Information Technology (Non-IT Graduates)	A\$9,500
IT40	Master of Information Technology (IT Graduates)	A\$9,500
IT45	Master of Information Technology (Non-IT Graduates)	A\$9,500
IT48	Master of Information Technology (Advanced)	A\$9,500
IT60	Master of Information Technology (Research)	A\$9,500
IT70	Master of Information Management	A\$9,500
IX01	Bachelor of Arts/Bachelor of Education (Secondary)	A\$7,500
IX02	Bachelor of Applied Science/Bachelor of Education (Secondary)	A\$9,000
IX03	Bachelor of Business(Accountancy and Economics)/Bachelor of Education (Secondary)	A\$8,000
IX04	Bachelor of Applied Science (in Human Movement Studies)/ Bachelor of Education (Secondary)	A\$8,000
IX07	Bachelor of Music/Bachelor of Education (Secondary)	A\$8,000
IX11	Bachelor of Arts/Bachelor of Education (Early Childhood)	A\$7,500
IX12	Bachelor of Arts/Bachelor of Education (Primary)	A\$7,500
IX14	Bachelor of Applied Science/Bachelor of Education (Primary)	A\$9,000
IX16	Bachelor of Creative Industries (Drama)/Bachelor of Education (Secondary)	A\$8,000
IX16	Bachelor of Creative Industries (Visual Arts)/Bachelor of Education (Secondary)	A\$8,000
IX16	Bachelor of Creative Industries (Dance)/Bachelor of Education (Secondary)	A\$8,000
IX20	Master of Psychology (Educational and Developmental)	A\$8,500
IX25	Bachelor of Engineering (Software Engineering)	A\$10,000
IX27	Bachelor of Creative Industries / Bachelor of Information Technology	A\$9,000
IX29	Bachelor of Information Technology / Bachelor of Mathematics	A\$9,000
IX31	Bachelor of Applied Science / Bachelor of Business	A\$9,000
IX32	Bachelor of Business/Bachelor of Health Sciences (Health Services Management)	A\$8,000
IX33	Bachelor of Business/Bachelor of Information Technology	A\$9,000
IX34	Bachelor of Business / Bachelor of Creative Industries	A\$8,000
IX35	Bachelor of Business / Bachelor of Fine Arts (Fashion)	A\$8,000
IX36	Bachelor of Business / Bachelor of Journalism	A\$8,000
IX37	Bachelor of Business / Bachelor of Mathematics	A\$9,000
IX38	Bachelor of Arts/Bachelor of Business	A\$8,000
IX39	Bachelor of Arts/Bachelor of Creative Industries	A\$8,000
IX41	Bachelor of Arts/Bachelor of Justice	A\$8,000
IX43	Bachelor of Creative Industries/Bachelor of Human Services	A\$8,000
IX45	Bachelor of Human Services/Bachelor of Justice	A\$8,000
IX47	Bachelor of Applied Science (In Human Movement Studies) / Bachelor of Business	A\$8,000
IX49	Bachelor of Arts/Bachelor of Information Technology	A\$9,000
IX50	Bachelor of Creative Industries (Media and Communication)/Bachelor of Health Science (Nutrition)	A\$8,000
IX96	Master of Advertising (Creative Advertising)	A\$8,500
IX97	Graduate Certificate In Research Commercialisation	A\$12,000
JS27	Graduate Certificate in Organised Crime and Corruption Investigation	A\$2,125*
JS28	Graduate Certificate in Justice Policy	A\$2,125*

SCHEDULE 2 - FEES AND CHARGES

JS29	Graduate Certificate in Strategic Intelligence	A\$2,125*
JS31	Bachelor of Justice	A\$8,000
JS40	Bachelor of Justice (Honours)	A\$8,500
JS52	Master of Justice (Research)	A\$8,500
KD17	University Diploma in Dance Teaching	A\$6,000
KD35	Graduate Certificate in Creative Industries (Dance Teaching)	A\$6,000
KD36	Graduate Diploma in Creative Industries (Dance Teaching)	A\$6,000
KD42	Master of Creative Industries (Dance Teaching)	A\$6,000
KI35	Graduate Certificate in Creative Industries (Communication Design)	A\$9,500
KI36	Graduate Diploma in Creative Industries (Communication Design)	A\$9,500
KI43	Master of Creative Industries (Communication Design)	A\$9,500
KJ32	Bachelor of Journalism	A\$8,000
KJ35	Graduate Certificate in Journalism	A\$8,500
KJ36	Graduate Diploma in Journalism	A\$8,500
KJ42	Master of Journalism	A\$8,500
KK33	Bachelor of Creative Industries (Media & Communication)	A\$8,000
KK33	Bachelor of Creative Industries (Creative Writing)	A\$8,000
KK33	Bachelor of Creative Industries (Dance)	A\$8,000
KK33	Bachelor of Creative Industries (Interdisciplinary)	A\$8,000
KK33	Bachelor of Creative Industries (Visual Arts)	A\$8,000
KK33	Bachelor of Creative Industries (Drama)	A\$8,000
KK33	Bachelor of Creative Industries (Communication Design)	A\$8,000
KK34	Bachelor of Fine Arts (Sound Design)	A\$8,000
KK34	Bachelor of Fine Arts (Film and Television)	A\$8,000
KK34	Bachelor of Fine Arts (Fashion)	A\$8,000
KK34	Bachelor of Fine Arts (Creative Writing Production)	A\$8,000
KK34	Bachelor of Fine Arts (Dance)	A\$8,000
KK34	Bachelor of Fine Arts (Animation)	A\$8,000
KK34	Bachelor of Fine Arts (Technical Production)	A\$8,000
KK34	Bachelor of Fine Arts (Acting)	A\$8,000
KK34	Bachelor of Fine Arts (Visual Arts)	A\$8,000
KK42	Master of Fine Arts	A\$8,500
KK49	Doctor of Creative Industries	A\$10,000
KK51	Master of Arts (Research) (Creative Industries)	A\$8,500
KK52	Bachelor of Creative Industries (Honours) (Communication Design, Creative Writing, Dance, Drama, Interdisciplinary, Media and Communication, Visual Arts)	A\$8,500
KK53	Bachelor of Fine Arts (Honours) (Communication Design, Creative Writing, Dance, Fashion, Film and Television, Visual Arts)	A\$8,500
KK54	Bachelor of Journalism (Honours)	A\$8,500
KK55	Bachelor of Music (Honours)	A\$8,500
KM32	Bachelor of Music	A\$8,000
KM35	Graduate Certificate in Music	A\$9,500
KM36	Graduate Diploma in Music	A\$9,500
KM42	Master of Music	A\$9,500
KP36	Graduate Diploma in Creative Industries (Film and Television)	A\$9,500
KT36	Graduate Diploma in Creative Industries (Drama Teaching)	A\$8,500
KT42	Master of Creative Industries (Drama Teaching)	A\$8,500
KW35	Graduate Certificate in Creative Industries (Creative Writing)	A\$8,500
KW36	Graduate Diploma in Creative Industries (Creative Writing)	A\$8,500
LP41	Graduate Diploma in Legal Practice	A\$14,000^^
LS37	Bachelor of Applied Science (Medical Science)	A\$9,000
LS50	Bachelor of Biotechnology Innovation	A\$9,000
LS66	Graduate Certificate in Biotechnology	A\$9,000
LS76	Graduate Diploma in Biotechnology	A\$9,000
LS86	Master of Biotechnology	A\$9,000
LS96	Master of Biotechnology (Advanced)	A\$9,000
LW33	Bachelor of Laws	A\$9,000
LW42	Bachelor of Justice/Bachelor of Laws	A\$9,000
LW50	Doctor of Juridical Science	A\$10,000
LW51	Master of Laws	A\$9,000
LW52	Master of Laws (Research)	A\$9,000
LW60	Graduate Certificate in Law	A\$9,000
LW65	Graduate Certificate in Legal Studies	A\$9,000
LW70	Graduate Diploma in Legal Studies	A\$9,000
MA54	Bachelor of Mathematics	A\$9,000
MA65	Graduate Certificate in Mathematical Science	A\$9,000
MA75	Graduate Diploma in Mathematical Science	A\$9,000
MA85	Master of Mathematical Science	A\$9,000
ME40	Bachelor of Engineering (Infomechanics)	A\$10,000
ME41	Bachelor of Engineering (Mechanical)	A\$10,000
ME41	Bachelor of Engineering (Mechanical) Conversion Program from Bachelor of Technology ME36/ME37	A\$10,000
ME42	Bachelor of Engineering (Mechanical)	A\$10,000
ME48	Bachelor of Engineering (Medical)	A\$10,500
ME75	Graduate Certificate in Engineering Management	A\$10,500
ME76	Master of Engineering Management	A\$10,500
ME80	Master of Engineering Science (Mechanical Engineering Studies)	A\$10,500
NA06	International Visiting Students	A\$2,500*
NS40	Bachelor of Nursing	A\$8,000
NS45	Bachelor of Nursing and Health Services Management	A\$8,000
NS64	Graduate Diploma in Nursing	A\$8,500
NS68	Graduate Diploma in Midwifery	A\$8,500
NS85	Master of Nursing	A\$8,500
OP42	Bachelor of Applied Science (Optometry)	A\$10,000
PH38	Bachelor of Applied Science – Medical Radiation Technology (Medical Imaging Technology)	A\$9,000
PH71	Graduate Diploma in Applied Science (Medical Physics)	A\$9,000

SCHEDULE 2 - FEES AND CHARGES

PH80	Master of Applied Science (Medical Physics)	A\$9,000
PH82	Master of Lighting (on-shore)	A\$9,000
PS47	Bachelor of Surveying	A\$10,000
PS66	Graduate Diploma in Landscape Architecture	A\$10,500
PS70	Master of Urban and Regional Planning	A\$10,500
PS71	Master of Landscape Architecture	A\$10,500
PS72	Graduate Diploma in Urban and Regional Planning	A\$10,500
PS73	Graduate Certificate in Geomatics	A\$10,500
PS74	Graduate Diploma in Geomatics	A\$10,500
PS75	Graduate Certificate in Landscape Techniques	A\$10,500
PS76	Graduate Certificate in Landscape Design	A\$10,500
PS78	Graduate Diploma in Geographic Information Systems	A\$10,500
PS79	Graduate Certificate in Geographic Information Systems	A\$10,500
PS82	Graduate Certificate in Planning Studies	A\$10,500
PU30	Graduate Certificate in Public Health	A\$10,000
PU38	Graduate Certificate in Health Services Management	A\$10,000
PU40	Bachelor of Health Science (Nutrition)	A\$8,000
PU40	Bachelor of Health Science (Health Information Management, Health Services Management or Public Health)	A\$8,000
PU43	Bachelor of Health Science (Nutrition and Dietetics)	A\$8,000
PU43	Bachelor of Health Science (Podiatry)	A\$8,000
PU60	Graduate Diploma in Public Health	A\$10,000
PU85	Master of Public Health	A\$10,000
PY08	Graduate Diploma in Psychology	A\$8,500
PY18	Master of Clinical Psychology	A\$8,500
PY20	Postgraduate Diploma in Psychology	A\$8,500
PY40	Graduate Certificate in Road Safety	A\$8,500
PY41	Graduate Diploma in Road Safety	A\$8,500
PY45	Bachelor of Behavioural Science (Psychology)	A\$8,000
QC01	Foundation Program (1 Semester)	A\$6,750
QC02	Foundation Program (2 Semesters)	A\$6,750
QC03	Bridging Program	A\$6,750
QC04	Extended Foundation Program (3 Semesters)	A\$14,850**
QC10	English for Academic Purposes for degree programs	A\$3,720#
QC10	English for Academic Purposes for Foundation and University Diploma Programs	A\$3,720#
QC20	General English	A\$1,550###
QC21	General English Extension	A\$1,550###
QC22	English for Tertiary Preparation	A\$620^
QC25	Cambridge First Certificate in English Preparation course – International	A\$4,290**
SC01	Bachelor of Applied Science (Carseldine First-year Experience Program)	A\$9,000
SC01	Bachelor of Applied Science	A\$9,000
SC01 + SC60	Bachelor of Applied Science & Bachelor of Applied Science (Honours) – Dean's Scholars Accelerated Honours Program	A\$10,500
SC20	Bachelor of Applied Science/Bachelor of Mathematics	A\$9,000
SC40	Bachelor of Biomedical Science	A\$9,000
SC45	Bachelor of Pharmacy	A\$10,000
SC60	Bachelor of Applied Science (Honours)	A\$9,000
SC71	Graduate Diploma in Applied Science	A\$9,000
SC80	Master of Applied Science (Research)	A\$9,500
UD40	Bachelor of Urban Development (Quantity Surveying)	A\$10000
UD40	Bachelor of Urban Development (Urban and Regional Planning)	A\$10000
UD40	Bachelor of Urban Development (Spatial Science)	A\$10000
UD40	Bachelor of Urban Development (Construction Management)	A\$10000
UD40	Bachelor of Urban Development (Property Economics)	A\$10000
UO80	University Study Abroad Certificate	A\$8,000
UO90	University Study Abroad Diploma	A\$8,000
* Fee per unit		
** Full course fee		
# Fee per 12 week session + A\$100 non-refundable enrolment fee		
## Fee per 5 week session + A\$100 non-refundable enrolment fee		
^ Plus additional A\$100 non-refundable enrolment fee		
^^ Fee per 24 week teaching period		

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	2007 Fee per credit point
BS20/BS21/BS22	Management Certificate (Undergraduate)	\$130
KD05	Certificate in Dance Teaching	\$110
KD06	Advanced in Certificate in Dance Teaching	\$110

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
Students enrolled in existing fee-paying courses (postgraduate)	Refer to Table B
Students enrolled in existing fee-paying courses (undergraduate)	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
Students enrolled in Summer Tuition Fee paying unit (includes Commonwealth supported QUT students)	Refer to Table F
Visiting and cross-institutional students	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	2007 FEE PER CREDIT POINT	
	1 Jan - 30 Jun	1 Jul - 31 Dec
Students enrolled in any undergraduate unit offered by the Faculty of Business, Faculty of Law, Faculty of Education and Humanities & Human Services	\$130	\$130
Students enrolled in any undergraduate unit offered by the Faculty of Information Technology, Creative Industries Faculty, Faculty of Health and Faculty of Built Environment & Engineering (EXCEPT Engineering, Aviation and Surveying)	\$160	\$160
Students enrolled in any undergraduate unit offered by the Faculty of Science and Faculty of Built Environment & Engineering (Engineering, Aviation & Surveying)	\$210	\$210
Students enrolled in a postgraduate unit offered by any Faculty (except Faculty of Education and Faculty of Business)	\$130	\$130
Students enrolled in a postgraduate unit offered by the Faculty of Business	\$130	\$210
Students enrolled in a postgraduate unit offered by the Faculty of Education	\$120	\$120

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	2007 CHARGE (INC GST)
Late lodgement of application for admission	\$50.00
Late lodgement of enrolment form	\$50.00
Late addition to enrolment program	\$50.00
Addition to enrolment program not made on prescribed form	\$50.00
Reinstatement of enrolment following administrative cancellation	\$100.00
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	\$10.00
Re-issue of student ID card	\$10.00
Re-issue of Award Certificate	\$50.00
Late fee for non-payment of fees/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
Semester 1 (SEM-1) Semester 2 (SEM-2) Summer Program (SUM)	Commonwealth supported place: on or before census date	NIL
	Commonwealth supported place: after census date	100% student contribution
	Domestic Tuition (including FEE-HELP) students: until Friday of Week 2	NIL
	Domestic Tuition (including FEE-HELP) students: on or after Saturday of week 2 until census date	25% of tuition fee*
	Domestic Tuition (including FEE-HELP) students: after census date	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
	Commonwealth supported students: after census date	100% of student contribution
	Domestic Tuition (including FEE-HELP) students: before 1st day of teaching period	NIL
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period until census date	25% of tuition fee*
	Domestic Tuition (including FEE-HELP) students: after census date	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
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period	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
	Domestic Tuition (including FEE-HELP) students: on or after 1st day of teaching period until Friday of Week 2	25% of unit tuition fee*
	Domestic Tuition (including FEE-HELP) students: on or after Saturday of Week 2	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	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 appropriate equipment and support personnel, rests with faculties and schools.

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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 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 inclusive language and presentation

Under its equal opportunity policy (1993), QUT aims to 'provide equal employment and educational opportunities within QUT and identify and remove barriers to participation and progression in employment and education.'

To this end, QUT supports a policy of inclusive language and presentation in all administrative and academic activities of the University. This means that QUT will

- actively promote the use of inclusive language and presentation by staff and students in all QUT documents and materials, both written and otherwise
- actively promote the use of inclusive texts and materials in all QUT teaching and presentations

- works towards the elimination of demeaning or discriminatory language and visual representations at QUT
- take active steps to ensure that all staff and students are aware of their responsibilities under the policy, and take appropriate action to assist staff to comply
- develop and maintain a procedure for resolving complaints of demeaning or discriminatory language and presentation.

For the purpose of this policy

- **inclusive language and presentation** positively reflects the richness of the social and cultural diversity of Australian society and the QUT community by embracing the lifestyles, experiences and values of all groups of people
- **discriminatory language and presentation** devalues or demeans people or groups of people by harassing them, highlighting individual characteristics in an offensive or prejudicial manner, or by excluding them.

QUT recognises that use of inclusive language and presentation in all activities will assist in the University's mission to bring the benefits of teaching, research and learning to the community.

Responsibilities

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

Executive deans, heads of division and Chancellery are responsible for ensuring that their staff and, where applicable, students comply with this policy.

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 and use of personal information about its students, staff and other clients. QUT recognises that, in collecting, storing, and using this information, it has obligations for the protection of personal privacy.

QUT's commitment to protecting privacy is part of a broader framework of privacy compliance requirements applying to Queensland government departments and agencies, including statutory authorities such as QUT. The privacy regime is found in Information Standard No 42 - Information Privacy (IS42) and supporting guidelines. Implementation of this standard by QUT is mandatory, as the standard has been issued under the *Financial Administration and Audit Act 1977*.

General principles and responsibilities for privacy

QUT must comply with 11 information privacy principles, which govern how personal information is 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.

It is the responsibility of all staff to respect personal privacy in so far as they collect, access or use personal information 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 researchers must comply with the University's specific policy settings and procedures for research involving personal information.

The functions of many organisational units within the University require the collection or management of personal information, and responsibility for implementing business processes which are consistent with privacy principles rests with the head of each organisational unit. The Registrar, as chief administrative officer, has general responsibility for privacy management, and has designated a Privacy Contact Officer in the University Secretariat to facilitate the implementation of IS42 at QUT.

Definition of personal information

This policy applies to 'personal information'. This is defined 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. For the purposes of this definition, information includes unique identifiers such as student/staff numbers, tax file numbers, photographs and images, and extends to information in any format. Where data is recorded in a way which does not link it to a known individual, then the privacy principles do not apply.

Collection of personal information

In accordance with Information Privacy Principles 1-3, personal information should be collected by the University for inclusion in its records or publications only where:

- it is collected for a lawful purpose relating to a function or activity of the University;
- the information is relevant to the purpose of collection; and
- the information is as up-to-date and complete as can reasonably be expected.

Moreover, the University must not collect personal information by unlawful, unfair or intrusive means, and must take reasonable steps to ensure that an individual from whom information is collected is generally aware of:

- the purpose for which the personal information is being collected;
- the authority for collecting the information; and

- the University's usual practices for disclosure.

These general principles have a number of implications for an organisational unit engaged in activities requiring the collection of personal information:

- the need to regularly review data collection activities to exclude collection of personal information irrelevant to the business process or where there is no specific and immediate use for the information collected (privacy principles are infringed if personal information is collected just because it might be useful in the future);
- the need to develop appropriate privacy notices when collecting information directly from the person concerned, whether the collection occurs orally (in interviews or telephone calls), in writing or via hard copy or electronic forms;
- the need to determine whether recording names or other identifying details is necessary (for instance, whether data can be recorded in a de-identified way when undertaking surveys or other statistical analysis).

Special considerations apply to data collection practices in the context of human research. Staff or students undertaking research where identified or re-identifiable personal information data is involved must comply with the guidelines issued by the University's Human Research Ethics Committee governing appropriate data collection methodologies and practices.

Guidelines have been developed to assist in the preparation of privacy notices [pending].

Access to personal information records

A significant means of protecting personal privacy within the University is by ensuring that individual staff access personal information records (whether in physical files or computerised formats) only where there is a legitimate need to do so, and only to the extent required to perform the staff member's duties. This is consistent with Information Privacy Principle 4.

Management of access is a responsibility of the head of each organisational unit for personal information records held by that unit. The head of the unit is also responsible for granting, for staff within the unit, appropriate permissions for access to QUT's information systems. Access to personal information in information systems should be granted on the 'least privilege principle' in accordance with the Information Systems Security policy (MOPP F/1.2), so that rights to modify personal information are granted with particular care. Systems and processes should be in place to revoke access that is no longer required, for example, in the case of a change in position or formal responsibilities or termination of employment.

For personal data in information systems, the system custodian has formal responsibility for access permissions and management. Access rights should be formally documented and reviewed periodically.

Security of personal information

Consistent with Information Privacy Principle 4, the University has a responsibility to implement procedures to protect the security of personal information, to prevent loss and unauthorised access, use, modification, disclosure or any other misuse of such information.

Computerised records

All staff must take responsibility for IT security, as this is an integral means of protecting personal privacy. Detailed arrangements for management of information security are

found in the Information Systems Security Policy (MOPP F/1.2). Individual user responsibilities relating to security are outlined in QUT's Information Facilities Rules (MOPP Appendix 1(c)).

Security of physical (hard copy) files and records

Personal information records held in physical files must also be secured - care should be taken by all staff handling physical files to ensure that storage facilities such as filing cabinets, safes and compactuses are locked when not in use and that offices and work areas where these are housed are also adequately secured.

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 the University's disposal schedule). Refer to QUT's records management policies (MOPP F/8.1 and F/8.2).

Use of personal information records

Use of personal information by the University is governed by several principles:

- 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 (Information Privacy Principle 8);
- 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 (Information Privacy Principles 9 and 10).

However, there are several recognised but limited exceptions to the restrictions on use of personal information (which mirror the exceptions relating to non-disclosure of personal information described below, and include consent, legal compulsion, law enforcement enquiries, threats to life or safety). Protocols for managing these limited situations are under development [pending].

Prohibition on disclosure of personal information

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). Information Privacy Principle 11 prohibits the disclosure of personal information held by the University. Staff must not disclose personal information outside the University except as specified in this policy and in accordance with supporting guidelines and protocols.

Exceptions relating to disclosure of personal information

The general principle is that personal information must not be disclosed outside the University. There are, however, several limited exceptions to this principle.

Consent

Personal information may be disclosed where the individual concerned has consented to that disclosure. A common example is the consent given by staff or students for the release of their photographs via QUT Virtual. Consent must be expressly given and it is expected that the consent will be given 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 without a written consent must discuss the circumstances with the Privacy Contact Officer before disclosure occurs (or the Registrar's Executive Officer if the Privacy Contact Officer is unavailable).

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

In addition, personal information may be disclosed where individuals have been informed of the usual practices for disclosure. For instance, the University may routinely disclose information to the Student Guild about students who are members, as this practice has been incorporated into a student privacy notice.

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 DEST);
- disclosure is necessary for enforcement of criminal or other laws imposing penalties such as fines.

With the exception of routine disclosures under statutory authority (eg to ATO, Centrelink or DEST), disclosure of personal information in these three situations should be discussed with the Privacy Contact Officer (or the Registrar's Executive Officer if the Privacy Contact Officer is unavailable), pending development of protocols for assisting staff in managing these situations.

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 (via the student information system). Information concerning a person's status as a graduate of the University is available to any member of the public upon formal request in writing. The request must be made to the Student Business Services Department, who will confirm a graduate's name, the degree conferred and the date of conferral only.

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

Access to and amendment of an individual's own record

Information Privacy Principles 6 and 7 generally 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. Information Standard 42 recognises that, in Queensland, these rights are dealt with in the Freedom of Information Act 1992.

However, QUT is 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 FOI policy - MOPP F/10.1). To achieve this, QUT has in place administrative procedures for information access by staff and students.

QUT Privacy Plan

As required by Information Standard 42, QUT publishes a privacy plan which is updated regularly. The objective of the plan is to describe the nature of the personal information records held by QUT, conditions within the University for access and use and how long such records are retained. The plan includes a complaint mechanism. The Privacy Contact Officer is responsible for publishing the plan.

Contracts involving personal information

The University has a small number of contractual and other arrangements in place which may involve access to or use of personal information held by QUT. Typically these arrangements may outsource routine support functions, though some contractual arrangements may also relate to commercial research and consultancies.

Any contracts which are entered into by the University must place appropriate safeguards on protection of personal privacy. It is the responsibility of senior officers who are involved in negotiating these agreements on the University's behalf or who have delegated authority to enter contracts and commercial arrangements, to ensure that privacy is adequately addressed and incorporated into the formal terms of the contract where necessary. Contractual arrangements must ensure compliance with the requirements of IS42.

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 policy

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

In fulfilling this policy, the University aims to

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

POLICY STATEMENTS

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

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