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Student Rules

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ADMISSION RULES AND PROCEDURES

1. Introduction

The admission rules and procedures which follow are those of the Queensland University of Technology following its amalgamation, during 1990, with the Brisbane College of Advanced Education. This statement of the rules replaces previous statements by both institutions and applies to the admission period commencing in late 1990 and extending to February 1991. Applicants who consider that they have been disadvantaged by the introduction of these rules should put their case in writing to the Registrar.

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

1.1 Nature of the admission and enrolment process

Admission to courses offered by the University is governed by published entry requirements, and enrolment levels in first year are limited by quota. Entry to a course therefore requires that applicants:

- satisfy entry requirements, including prerequisite subjects, and any other course requirements;
- apply for admission on the prescribed form and gain a place in the quota for the course concerned; and
- complete all prescribed enrolment formalities including payment of the relevant fees.

1.2 Authority to make and withdraw offers

Offers of admission to any course are made only by the Registrar or by an officer of the University expressly authorised to do so, or by the Queensland Tertiary Admissions Centre acting on behalf of the University. Verbal offers of admission, or any other form of written admission offer, should be disregarded.

Offers may be conditional upon provision of proof of completion of prerequisite qualifications or upon other factors detailed in the offer letter. Failure to meet the conditions of offer will result in the withdrawal of the offer and cancellation of enrolment.

The Registrar reserves the right to withdraw any offer of admission and cancel the enrolment of any person where such offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

1.3 Deferral of enrolment

Applicants who receive an offer of admission are entitled to apply to defer their enrolment until the first semester of the following academic year.

Unless otherwise specified deferral is automatic for undergraduate applicants who are made an offer and respond within the specified time. The option to request deferral may be extended past the specified times at the discretion of the Registrar. Applicants granted deferral will receive written confirmation from the University.

1.4 Eligibility for external status

The University offers a number of courses by external study. In addition to meeting the normal entry criteria for these courses, applicants must satisfy the following residential requirements to be eligible for external status:

Bachelor of Laws: applicants must be resident in Queensland outside the Brisbane Statistical Division.

All other external courses offered by the University: applicants must be resident outside a 15-kilometre radius of the campus(es) from which the course is offered.

1.5 Categories of applicants; relevant application forms

Applicant	Form
Current Queensland Year 12 students	QTAC Form 'A'
Applicants (for undergraduate courses) who are not current Queensland Year 12 students	QTAC Form 'B'
Applicants who wish to sit for the ASAT	QTAC Form 'T'
International full-fee-paying students	QUT Form 'F'
Applicants for honours, graduate diploma and master degree courses	QUT Form 'P'
Cross-institution students (seeking enrolment in certain subjects to complete an award at another institution)	QUT Form 'X'
Visiting students (seeking enrolment in certain subjects for professional development etc)	QUT Form 'V'
QUT students wishing to transfer from one QUT course to another	QUT Form 'I'
QUT students applying to re-enter a course following exclusion or termination of enrolment	QUT Form 'R'
PhD applicants	QUT Doctor of Philosophy form

2. Admission procedures

2.1 Undergraduate courses

Applicants seeking entry to any bachelor's degree, undergraduate diploma or associate diploma course at the University must apply through the Queensland Tertiary Admissions Centre (QTAC) on the prescribed Application for Quota Entry form by 1 October 1990. These forms are:

- Form 'A'(distributed by schools)**
Current Queensland Year 12 students; and
- Form 'B'(available from QTAC or tertiary institutions)**
All other applicants, including interstate matriculants and those sitting for the external Senior examinations.

LATE APPLICATIONS

Applications received after 1 October 1990 will be considered only on payment of a late fee.

2.2 Postgraduate courses

Applicants seeking entry to honours degree, graduate diploma and master degree courses at the University must apply on Form 'P' direct to QUT, enclosing all specified documentation. PhD applicants must apply direct to QUT on the Doctor of Philosophy application form. Applications for these courses are not processed through QTAC.

LATE APPLICATIONS

Applications received after the closing date may be subject to a late fee.

2.3 Procedures for international students

International students are those who are not Australian or New Zealand citizens or migrants holding a visa giving permanent resident status in Australia. Such applicants must comply with Australian Government visa requirements and must apply to QUT by early November of the year preceding intended study, using Form 'F'. However, international students undertaking Year 12 education in Queensland apply through QTAC using Form 'A'.

Nearly all QUT full-time courses are available to international students.

Selection is based on academic merit and applicants must satisfy the University's minimum entry and course requirements for international students and demonstrate proficiency in English.

While late applications may be considered, applications received later than the end of December are unlikely to be approved.

2.4 Readmission following exclusion or termination of enrolment

Students who wish to re-enter a course after a period of exclusion or a period of non-participation (leading to termination of enrolment) may apply to do so as follows:

- if re-entering the first year of an undergraduate course: apply through QTAC using Form 'B'
- if re-entering at second or later years of an undergraduate course: apply to QUT using Form 'R'
- if re-entering any year of a postgraduate course: apply to QUT using Form 'R'

2.5 Transfer between QUT courses

QUT students who wish to transfer from one QUT course to another should apply as follows:

UNDERGRADUATE STUDENTS

- (i) if transferring within a faculty or transferring from a combined degree to one of the component degrees: use Form 'I'.
- (ii) if transferring between faculties: use QTAC Form 'B'

POSTGRADUATE STUDENTS

- (i) if transferring within a faculty: use Form 'I'.
- (ii) if transferring between faculties: use Form 'P'.

CHANGE OF ATTENDANCE FROM PART-TIME TO FULL-TIME STUDY IN UNDERGRADUATE COURSES

Part-time students may transfer from part-time to full-time enrolment in a particular course provided that they have a Selection Score at least equal to the minimum entrance score for the full-time course in the latest admission period, or have been enrolled part-time in the course for four semesters or more.

2.6 Non-award studies

Non-award students are those who have approval to undertake certain subjects drawn from an award course without enrolling in the course itself. There are two categories of such students:

Cross-institution students who undertake QUT subjects for credit towards an award course at another institution; and

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

Non-award students are required to make application for each semester in which they wish to study. Applicants are responsible for obtaining information on subject availability, suitability of their background, and timetables. Such information is available from the relevant Departments. Cross-institution students apply on Form 'X' and visiting students on Form 'V'.

Cross-institution students are required as a condition of their enrolment to make payments under the Higher Education Contribution Scheme. **Visiting students** are required to pay tuition and other fees as advised by the University.

Applications for enrolment as a non-award student may be rejected if the applicant does not have sufficient educational background for the subject concerned or is under exclusion from a university award course; or if there are insufficient places in the relevant class.

Non-award students are subject to the University's student rules generally, with the exception of those relating to academic progress.

The University has imposed a limit on the proportion of a course which may be completed by non-award study. The limit is 20 per cent of the credit points required for the course.

2.7 Continuing education

The University provides a range of special courses for personal and professional development. Detailed information on these courses and on application procedures and tuition fees can be obtained from the continuing education office.

3. Admission criteria

Selection is based upon one or more of the following:

- Prerequisite studies
- Academic merit
- Interviews, auditions and folios
- Physical capacity
- Eligibility for mature age entry
- Special consideration

3.1 Prerequisite studies

The prerequisite subjects for undergraduate courses are set out in the University's Admission Procedures booklet. These must be completed and specified levels of achievement reached in Years 11 and 12 at a Queensland secondary school (or by equivalent study).

Certain postgraduate courses require completion of specific prior studies (see Admission Procedures booklet for details).

3.2 Academic merit

Academic merit in respect of undergraduate courses is measured in terms of Tertiary Entrance (TE) Scores or Selection Scores.

TERTIARY ENTRANCE SCORES

All applicants who completed Year 12 in 1974 and later years under the Queensland Radford and ROSBA systems are allocated a Tertiary Entrance Score by the Board of Senior Secondary School Studies. Students completing Year 12 in the current year will

receive notification of their TE Scores in December. Selection of school-leavers for most courses is on the basis of their TE Score. However, in some instances an interview or audition may also be necessary.

SELECTION SCORES

Scores may be allocated to an applicant who does not have a TE Score or who has a TE Score plus subsequent tertiary or further Senior study. Selection Scores are calculated on the basis of academic achievement according to prescribed admission schedules and related rules (see Tables 1, 2 and 3 for details).

For admission to postgraduate courses academic merit (measured in terms of grade point average achieved in undergraduate studies) is also a major factor, but in some courses length of relevant experience, personal qualities, or skills are given considerable weight.

3.3 Interviews, auditions and folios

Admission to certain courses is contingent upon an audition, interview or presentation of a folio of artwork, or other non-academic prerequisites. Details of such courses are given in the Admission Procedures booklet. Applicants must conform with the requirements specified in order to be considered for admission.

3.4 Physical capacity

A medical certificate indicating physical capacity to undertake specific courses may be required. Applicants with doubts about their capacity to complete a particular course should contact the Counselling Centre on the relevant campus. Details of these courses can be found in the Admission Procedures booklet.

Applicants with disabilities or health problems who may require special assistance or support during their studies are encouraged to make early contact with the Counselling Centre on the relevant campus.

Assistance with physical and study facilities, and informing appropriate staff of special needs can be expedited with early notice. An information booklet – *A Guide for Students with Disabilities* – is available on request.

3.5 Eligibility for mature age entry

A scheme for mature age entry to undergraduate courses operates in all faculties within the University. Normally, applicants must be 25 years of age or older and not have completed matriculation (Year 12) or attempted a tertiary course. International full-fee paying students are not eligible to apply under this scheme.

Through this scheme the University enables persons of mature age, who lack formal qualifications, to establish their eligibility for admission to a course. While the selection criteria may vary for different courses, admission to all courses is dependent on satisfactory performance in a specially-designed aptitude test.

Applications for mature age entry must be made through the Queensland Tertiary Admissions Centre in the normal way and well in advance of the closing date. Applicants must lodge an Application for Nomination to Sit Special Aptitude Test Form 'T' with appropriate fees, at the same time as they lodge their application for quota entry through QTAC. This nomination form is included with the QTAC application material and need not be requested separately.

The ASAT (Australian Scholastic Aptitude Test) is a two-hour objective test of 75 to 85 questions with multiple choice answers. Questions are grouped in units, based on stimulus material in a variety of forms. Any specific information required to answer the question is contained in this stimulus material, pitched at a level of knowledge assumed to be

common to students at Year 12 level. All applicants will be provided, usually about 10 days before their scheduled test, with a Student Information Bulletin which contains questions similar to those in the actual test.

Due to the number of applicants for entry through this scheme and the time required to assess such applications, late applications will not be referred to QUT for consideration.

It is the responsibility of applicants seeking entry under this scheme to present in addition a fully documented case upon which their eligibility can be assessed, including:

- Details of formal education including level reached; state and country; year; subjects and results. Documentary evidence should be provided if possible.
- Details of other study or development programs attempted since leaving school. Applicants should provide a full description of the program(s) including purpose, structure, and information on the organising body; duration of classes, seminars, results obtained and the perceived benefits of having participated or reasons for non-completion. Documentation should be provided.
- Details of employment history with particular emphasis on the preceding five years, including employer(s); duration of service; positions held and duties; other employment information considered relevant to the course to which admission is sought. Copies of duty statements and employment-related references should be provided.
- Proof of memberships and affiliations with recognised professional and semi-professional bodies, eg, ICMSA, ASA etc.
- A statement indicating the reasons for wishing to undertake tertiary study.
- Any other factors which may indicate ability to successfully complete a tertiary-level course.

Applicants who have completed Year 12 or matriculation-level studies but have failed to achieve the necessary standard are not considered under these mature age provisions. Such persons are able to improve their prospects of selection by further study.

3.6 Special consideration

Applicants who feel that their academic performance has been adversely affected by ill-health or other circumstances have the opportunity of specifying these circumstances on their application form. Such special consideration requests and any supporting documentation which may be attached will be taken into account when applications are being considered. Requests for special consideration received after applications have been processed will not be accepted.

Some categories of applicants relying on overseas qualifications to satisfy entry requirements may wish to nominate to sit for the ASAT to enhance their prospects for entry. Details relating to ASAT are listed above, under **Eligibility for mature age entry**. Applicants should consult with the QUT Admissions Office before forwarding nomination Form 'T' to QTAC.

Australian permanent residents with recent overseas qualifications who have no evidence of formal English study may be required to sit for the QUT English test. Such applicants will be contacted in writing after a QTAC application form has been lodged.

3.7 Special admission programs

The University has developed a number of programs specifically designed to increase the access to tertiary studies of disadvantaged or minority groups.

NEW OPPORTUNITIES IN TERTIARY EDUCATION – (THE N.O.T.E. PROGRAM)

This program is a joint QUT and Commonwealth Government initiative to increase the participation of women in careers in engineering, science and technology. The major areas of emphasis are:

Engineering	– Civil, Electrical and Mechanical; Surveying
Information Technology	– Business Computing and Computing Science
Science	– Geology, Chemistry, Physics and Mathematics
Health Science	– Environmental Health
The Built Environment	– Architecture and Industrial Design, Construction Management, Quantity Surveying and Property Economics

N.O.T.E. is a bridging program. That is, it offers students the opportunity to study prerequisite subjects for entry to a chosen course in the above fields. In line with Commonwealth Government criteria that require students to be integrated into award courses as quickly as possible, the N.O.T.E. bridging program comprises studies in mathematics and/or science plus some subjects from the first year of the award course selected by the student.

While primarily aimed at more mature women, ie, those not directly from high school, consideration will be given to school leavers. **This program cannot assist school students who failed to gain entry to a course solely because their TE Score was too low.**

For intending students over 25 year of age, the **minimum** requirement is previous studies in advanced level mathematics to the end of Year 10 (Queensland). This means that students will have previously studied trigonometry and algebra and the course will assume initial competence in the **basics** of these areas.

Intending students should note that this program will achieve a Selection Score for entry to QUT courses only; it may not be transferable to other institutions.

The program commences in February each year (commencement of the university year). Applications for admission should be submitted by mid-January of that year.

SCIENCE AND MATHEMATICS BRIDGING COURSES

Three types of short courses offering senior-level mathematics, chemistry and physics are available through the Faculty of Science to help students make a successful transition to tertiary-level mathematics-based and science-based courses.

Intensive, refresher and bridging courses are offered, subject to sufficient demand, in January each year. An introductory bridging course commences in February and is repeated in second semester if there is sufficient demand. These courses are outlined below.

The **Intensive Course** can assist students to gain entry to selected QUT courses for which they were previously ineligible.

Students whose TE Score or notional TE Score will qualify them for entry into one of the courses listed below, but who lack either Mathematics I, or Physics or Chemistry where these are prescribed subjects, or who did not reach a level of sound achievement (or equivalent) in such subjects, will be guaranteed a place in the relevant QUT course provided a satisfactory result is obtained in the intensive bridging subject(s) undertaken.

BAppSc	Multidisciplinary (Biology, Chemistry, Microbiology/Biochemistry, Geology, Physics, Mathematics)
BAppSc	Applied Chemistry
BAppSc	Medical Radiation Technology (Medical Imaging Technology) (Radiotherapy Technology)
BAppSc	Environmental Health
BAppSc	Podiatry
BAppSc	Medical Laboratory Science
BAppSc	Surveying
BAppSc	Built Environment (Architecture) (Industrial Design)
BAppSc	Computing
BBus	Computing
BBus	Accountancy
BBus	Management
BEng	(Civil, Electrical, Mechanical)
DipAppSc	Nursing
AssocDip	Clinical Laboratory Techniques
AssocDip	Applied Science (Chemistry/Biology)

The **Refresher Course** assists people who have previously studied mathematics, chemistry or physics to Senior level to renew their skills in one or more of these areas.

Participation in this course is open to any student who expects to undertake a mathematics-based or science-based tertiary course in 1991.

An **Introductory Course** is run for intending tertiary students who have not completed Mathematics I, Physics and Chemistry to Year 12 level and who wish to qualify for entry in 1992 to a tertiary course which requires one or more of these subjects.

Several tertiary institutions have indicated their willingness to accept successful completion of introductory bridging subjects for admission to their courses. Applicants should contact the institution offering the selected course and confirm the position regarding these subjects, as well as the level of attainment required.

QUT will accept successful completion of either an intensive or an introductory bridging subject as satisfying the corresponding Senior subject prerequisite for admission to the courses listed above.

Full details of these courses are available from the Administration Officer, Faculty of Science.

ABORIGINAL AND TORRES STRAIT ISLANDER PROGRAM WITHIN THE DIPLOMA OF EDUCATION – EARLY CHILDHOOD

The objective of this program is to increase the number of Aboriginal and Torres Strait Islander teachers presently employed in early childhood centres.

The program follows the pattern of study for the Diploma of Education – Early Childhood. However, the sequence is modified to include additional study in certain areas of general education in the first year of the course. These include study and communication skills, and are intended to assist students with subsequent units in the second and third years of the course.

Entry to this program is limited to Aborigines and Torres Strait Islanders. Applicants are selected and admitted under the special consideration provisions of the University. Applicants are requested to attend an interview and to complete several academic tasks. The program commences in second semester each year and application for admission is made direct to QUT.

Admission Schedules

TABLE 1: Selection Scores where application is based upon Queensland Senior results

NTE SCORE	Senior Examination (5 best subjects)					Senior Examination (4 best subjects)			Radford (20 best units)	Com-bined Modes	NTE SCORE
	1959 & Earlier	1960-66	1967-70	1971-86	1987-Present	1967-70	1971-86	1987-Present	1973		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
987	28	30	31	32	32.50	24	27	26	128	32	987
982					32	22	25	24.50	125	31.50	982
977	27	29	30	31	31			24	122	31	977
972					30.50	21	24	23.50	120	30.50	972
967	26	28	29	30	30				118	30	967
962					29.50			23	116	29.50	962
957	25	27	28	29	29	20	23		115	29	957
952					28.50			22.50	113	28.50	952
947	24	26	27	28	28				112	28	947
942					27.50	19	22	22	110	27.50	942
937	23	25	26	27	27				108	27	937
932								21.50	107	26.75	932
927					26.50				106	26.50	927
922						18	21	21	105	26.25	922
917	22	24	25	26	26			20.50	104	26	917
912					25.50		20	20	103	25.50	912
907								19.50	101	25.25	907
902	21	23	24	25	25	17	19	19	100	25	902
897								18.50	99	24.75	897
892	20	22			24.50		18	18	98	24.50	892
887	19	21	23					17.50	97	24.25	887
882	18	20	22	24	24	16	17	17	96	24	882
877								16.50	95	23.75	877
872					23.50				94	23.50	872
867									93	23.25	867
862	17	19	21	23	23	15	16	16	92	23	862
857									91	22.75	857
852					22.50			15.50	90	22.50	852
847									89	22.25	847
842	16	18	20	22	22			15	88	22	842
837									87	21.75	837
832					21.50	14	15		86	21.50	832
827								14.50	85	21.25	827
822	15	17	19	21	21				84	21	822
817					20.50				82	20.50	817
812		16	18	20	20			14	80	20	812
807					19.50				78	19.50	807
802			17	19	19	13	14		76	19	802
797								13.50			797
792	14	15							75	18.75	792
787					18.50				74	18.50	787
782									73	18.25	782
777	13	14	16	18	18		13		72	18	777
772											772
767								12.50		17.75	767
762					17.50				71	17.50	762
757										17.25	757
752											752
747	12	13	15	17	17	12	12	12	70	17	747

This schedule does not apply to applicants who have attempted one year or equivalent of full-time tertiary study. Such applicants should refer to Table 3 of this booklet.

The schedule is applicable to applicants representing the following cases:

1. Applicants who have completed the Queensland Senior Examination in the period 1959 to the present, excluding 1973. Refer to column 1,2,3,4 or 5 as appropriate.
 - (i) Results to 1966 are converted as follows: A = 6, B = 5, C = 4, P or Q = 3, N = 0.
 - (ii) For 1974 and later years columns 4 or 5 apply only to candidates for the Board of Senior Secondary School Studies External Senior Examination. Convert ROSBA ratings as per the schedule below.
2. Applicants who have not completed Years 11 and 12 at secondary school, but have completed at least five External Senior subjects, not having reached the age of 21 years on or before 31 December of the year in which the last External Senior subjects were attempted. Refer to column 4 or 5 as appropriate. Convert ROSBA ratings as per the schedule below.
3. Applicants who have completed at least four External Senior subjects, having attained the age of 21 years on or before 31 December in the year of completing the last External Senior examination. Refer to column 6, 7 or 8 as appropriate. Convert ROSBA ratings as per schedule below.
4. Applicants who completed Year 12 in 1973. Refer to column 9.
5. Applicants who have completed Years 11 and 12 at secondary school, who have subsequently completed one or more External Senior subjects (and do not meet the conditions of rule 3 above). Refer to column 10. The following rules apply to the calculation of Selection Scores:
 - (i) Only External Senior subjects with grades of Sound Achievement (SA) or better will be used in the calculation.
 - (ii) Original Senior subjects used in the calculation must have been taken over two or more semesters.
 - (iii) Results for a total of five subjects will be taken into account. Only one attempt at any one subject will be included.
 - (iv) Any subject prerequisites specified for particular courses must be satisfied (by studies in either mode), but results for such subjects will not necessarily be used in the calculation of Selection Scores.

The Selection Score is calculated as follows:

- Calculate an average grade for each multiple-grade (Radford) subject (where applicable).
- Convert ROSBA ratings as per schedule below.
- Calculate total over five selected subjects and read selection score from column 10.
- The scale used for converting ROSBA ratings is:

Very High Achievement (VHA)	=	6.5
High Achievement (HA)	=	5
Sound Achievement (SA)	=	4
Limited Achievement (LA)	=	2
Very Limited Achievement (VLA)	=	1

TABLE 2: Selection Scores where application is based on Senior equivalents from other States or territories

NTE SCORE	'AGGREGATE SCORE' FOR STATE 'HSC/MATRICULATION CERTIFICATE'																NTE SCORE	
	NEW SOUTH WALES				VICTORIA				SOUTH AUSTRALIA/ NORTHERN TERRITORY				WESTERN AUSTRALIA					TAS
	1976-82	1983-84	1985-88	1989	1972-75	1976-82	1983-88	1989	1983-85	1986-87	1988	1989	1986	1987	1988	1989		1989
987	424	425	438	442	328	333	357	362	457	91	90	90	430	433	440	437	892	987
982	408	414	427	431	320	324	348	354	446	89	88	88	418	424	428	425	871	982
977	400	404	417	422	314	317	341	347	439	88	87	86	410	415	418	416	854	977
972	391	396	409	415	309	311	335	341	431	86	85	85	403	409	410	409	841	972
967	383	389	402	408	305	306	330	335	425	85	84	84	396	404	403	402	830	967
962	376	383	396	402	301	301	325	331	420	84	83	83	392	398	398	397	816	962
957	370	377	390	397	297	297	321	326	415	83	82	82	387	393	393	392	802	957
952	364	372	384	391	293	293	317	322	410	82	81	81	383	388	389	387	788	952
947	358	366	379	386	290	289	313	319	405	81	80	80	378	383	384	383	778	947
942	354	362	374	381	287	286	310	315	400	80	79	79	375	380	380	379	770	942
937	348	357	369	376	284	283	306	312	396	79	78	78	371	377	376	375	762	937
932	345	353	365	372	281	280	303	308	392	78	78	78	368	373	373	372	755	932
927	340	349	361	368	279	278	300	305	389	77	77	77	364	370	370	368	750	927
922	336	345	356	364	276	275	297	303	385	77	76	76	361	367	366	365	743	922
917	332	341	352	360	274	273	294	300	381	76	75	75	358	364	363	362	735	917
912	329	337	348	356	272	271	292	298	378	76	75	75	355	361	360	359	728	912
907	325	333	345	352	270	268	290	295	376	75	74	74	352	358	358	357	721	907
902	322	330	341	348	268	266	287	293	373	74	74	74	349	356	356	354	715	902
897	318	327	337	345	266	264	285	290	370	74	73	73	347	353	353	352	709	897
892	315	323	334	341	264	262	283	288	367	73	72	72	344	351	351	349	704	892
887	311	320	330	338	261	260	281	286	365	73	72	72	342	348	348	346	698	887
882	308	317	327	335	258	258	279	284	362	72	71	71	339	346	345	343	691	882
877	304	314	323	332	256	256	277	282	360	72	71	71	337	344	343	341	685	877
872	301	311	320	329	254	254	275	280	357	71	70	70	334	341	341	339	679	872
867	298	309	317	326	252	252	273	278	355	71	70	70	331	339	339	337	672	867
862	295	306	314	322	250	250	271	276	353	70	69	69	329	337	336	334	666	862
857	292	303	311	320	248	248	269	275	350	70	69	69	326	334	334	332	658	857
852	289	300	308	317	246	246	268	273	348	69	68	68	324	332	332	330	653	852
847	287	297	305	314	244	244	266	271	345	69	68	68	321	329	330	328	646	847
842	284	294	302	310	242	242	264	270	343	68	67	67	318	327	328	325	638	842
837	281	292	299	307	240	240	263	268	340	68	67	67	316	325	326	323	630	837
832	278	289	296	304	238	239	261	266	338	67	66	66	313	323	324	321	618	832
827	275	286	293	301	236	237	259	265	336	67	66	66	311	320	321	318	608	827
822	272	283	291	298	235	235	258	263	334	67	66	66	309	318	319	316	596	822
817	270	280	288	296	233	233	256	262	332	66	65	65	306	316	317	314	583	817
812	267	278	285	293	232	231	255	260	330	66	65	65	304	314	315	311	571	812
807	264	275	283	290	230	229	253	258	327	64	64	64	301	311	313	309	558	807
802	261	272	280	287	228	227	251	257	325	64	63	63	299	309	311	307	546	802
797	258	270	277	285	226	225	250	255	323	65	64	64	296	307	309	304	533	797
792	254	267	275	282	224	223	248	254	321	63	63	63	293	304	306	302	513	792
787	251	264	272	280	222	222	247	252	319	64	63	63	291	301	304	299	480	787
782	248	262	269	277	220	220	245	251	317	62	62	62	288	299	302	297	453	782
777	245	259	267	274	218	216	244	249	315	63	62	62	285	297	300	295	386	777
772	242	257	264	272	216	215	242	248	312	63	62	62	282	294	297	292	772	772
767	239	254	261	270	214	212	241	247	310	62	61	61	279	291	295	290	767	767
762	235	251	259	267	210	209	245	250	307	62	61	61	276	289	292	287	762	762
757	232	248	256	265	208	208	238	244	305	60	60	60	273	286	290	285	757	757
752	229	246	254	263	206	206	236	242	302	59	59	59	270	283	288	282	752	752
747	226	243	251	260	203	203	240	240	300	61	59	59	266	281	285	279	747	747
742	240	249	258		234	233	239	297	263	278	283	276	263	278	283	276	742	742
737	238	245	255		231	238	294	60	58	57	57	258	275	280	273	737	737	
732	235	244	252		229	236	291	57	57	57	57	254	272	278	270	732	732	
727	232	241	250		228	235	289	59	56	56	56	249	268	275	267	727	727	
722	228	239	247		226	233	286	56	56	56	56	244	265	272	263	722	722	
717	225	236	245		224	232	283	58	55	55	55	239	261	269	259	717	717	
712	222	234	242		222	230	279	55	54	54	54	234	257	266	254	712	712	
707	219	231	240		221	228	276	57	54	53	53	227	253	263	250	707	707	
702	216	229	237		219	227	273	55	53	52	52	221	249	259	245	702	702	
697		212	226	234		217	225	270	56	53	52	213	245	256	240	697	697	
692		209	223	232		215	223	267	52	51	51	204	239	252	235	692	692	
687		206	221	230		213	222	263	55	51	50	194	235	248	229	687	687	
682		202	218	227		210	220	259	54	50	49	179	229	244	223	682	682	
677		199	215	225		208	218	255	53	50	48	155	224	240	216	677	677	
672		195	213	222		206	216	250	48	47	47	124	217	236	206	672	672	
667		191	210	219		203	214	246	52	47	46	210	210	231	196	667	667	
662		187	207	217		200	212	240	51	46	44	201	225	236	183	662	662	
657		183	204	214		197	210	235	50	44	43	191	219	236	167	657	657	
652		179	201	211		194	208	228	49	43	41	178	213	236	144	652	652	

New South Wales – For 1976-85 based on the aggregate provided by NSW BOSS. For 1986 onwards based on the UCAC University of Sydney aggregate.

Victoria – Based on the ‘best 4’ aggregate at the VISE/VCAB HSC examinations.

South Australia/Northern Territory – Based on the matriculation aggregate at the PEB/SSABSA matriculation examination.

Western Australia – Based on the frequency distributions of UWA aggregates of school-leavers.

Tasmania – 1989 onwards. Aggregate marks in best six level III approved subjects; or aggregate marks in five subjects if only five are taken, or four if only four are taken. Lower passes are not counted. Subjects may be taken over not more than two (not necessarily consecutive) years and only approved combinations of subjects specified in the matriculation rules of the University of Tasmania are allowed.

1. For ACT applicants, the percentile rank by age cohort shown on the ACT Year 12 Certificate is treated as equivalent to a BSSSS TE Score.

2. Prerequisites:

(i) Australian Capital Territory

Applicants are required to have obtained a result of 50 or more in the corresponding major course(s).

(ii) New South Wales
(1978 - 85)

Applicants are required to have undertaken the corresponding HSC subject(s) at 2U level and to have obtained a result at the 31st percentile band or higher. English may be undertaken at 2U or 2U General level. Again the percentile band required is the 31st or higher.

(1986 onwards)

Applicants are required to have undertaken the corresponding HSC subject(s) at 2U level and to have obtained an average result of 50 or more. English may be undertaken at 2U or 2U General level. Again the average result must be 50 or more.

4U Multistrand Science satisfies Biology, Chemistry and Physics prerequisites.

(iii) South Australia and Northern Territory

The SA/NT subject Maths 1S satisfies the Maths I prerequisite. Where four semester units of English at Sound Achievement or higher level is a specified prerequisite, the English prerequisite will not be waived.

Applicants are required to have obtained a result of 50 or more (from 1986 onwards: Higher Education Entrance Score multiplied by 5) in the corresponding PES subject(s).

(iv) Victoria

The subject General Maths satisfies the Maths I prerequisite. Applicants are required to have obtained a result of 50 or more in the corresponding HSC subject(s).

(v) Western Australia

The Western Australia subjects Maths II and III satisfy the Maths I and Maths II prerequisites. The Western Australia subjects Maths I and IV are not acceptable.

(vi) Where ‘English as a second language’ is offered as a matriculation level subject, it will satisfy the English prerequisite where four semester units of English at Sound Achievement is a specified prerequisite.

TABLE 3: Selection Scores where application is based on tertiary study

For use in respect of applicants who have attempted at least one year's full-time study (or equivalent) in a degree, diploma or associate diploma course but have not graduated ('partial'); and applicants who have completed course requirements.

Grade Point Average (GPA)	Course Level/Selection Score					
	Associate Diploma		Diploma		Degree	
	Partial	Complete	Partial	Complete	Partial	Complete
7 Point Scale						
6.5 +	932	957	957	972	972	987
6.25 – 6.49	927	947	942	962	962	982
6.00 – 6.24	922	942	937	957	957	977
5.75 – 5.99	917	932	932	952	952	972
5.50 – 5.74	902	927	922	947	942	967
5.25 – 5.49	892	922	912	937	932	962
5.00 – 5.24	882	912	902	932	922	957
4.75 – 4.99	862	902	882	927	902	952
4.50 – 4.74	842	892	872	922	892	947
4.25 – 4.49	822	882	862	912	882	937
4.00 – 4.24	812	872	852	907	872	927
3.75 – 3.99	787	857	837	902	857	922
3.50 – 3.74	762	832	827	897	847	917
3.25 – 3.49	742	812	817	887	837	907
3.00 – 3.24	732	802	812	882	827	897
2.75 – 2.99	717	792	797	872	812	887
2.50 – 2.74	707	772	777	852	792	867
2.25 – 2.49		757		837		852
2.00 – 2.24		737		817		832
< 2.00		717		797		812

1. Applicants who have attempted less than one year of full-time study (or equivalent) of a tertiary level course retain their TE or Selection Score derived from their secondary level studies (as calculated by this institution).
2. Applicants who have attempted the equivalent of one year of full-time tertiary study are allocated a score on either of the following bases: (i) the grade point average (GPA) of their tertiary level studies or (ii) the TE or Selection Score derived from their secondary level studies (as calculated by this institution). The applicant will then be allocated the higher of the two scores.
3. Applicants who have attempted more than the equivalent of one year of full-time study will be allocated a score only on the basis of their tertiary study. Any subsequent Year 12 or External Studies undertaken by such applicants will only be considered for meeting prerequisite subject requirements and not for the calculation of Selection Score.

4. Automatic refusal of admission applies to the following categories of applicants seeking entry to QUT:
 - (i) Applicants for degree level courses offered by the Faculties of Law and Engineering who are subject to exclusion from like disciplines at another institution.
 - (ii) Applicants for courses offered by the Education Faculty who are subject to exclusion or who have failed the practical component of a similar course at this or another institution.
5. Where an applicant has enrolled in more than one level of award set out in the schedule the highest level will be used for the allocation of a score, unless it is determined that one or more of the other levels should be taken into account.
6. Applicants who have completed honours degrees or postgraduate courses will be allocated scores on the following basis:
 - (i) An applicant who has obtained a doctorate or a bachelor's degree with first class honours will be allocated a score of 987.
 - (ii) An applicant who has obtained a bachelor's degree with second class honours division A or a master degree will be allocated a score of 982.
 - (iii) An applicant who has obtained a bachelor's degree with second class honours division B will be allocated a score of 962.
 - (iv) An applicant who has completed a postgraduate diploma will be allocated a score on the basis of the schedule as it applies to a bachelor's degree.

Calculation of a Grade Point Average

Grade Point Average (GPA) is defined to mean the average of the grade of result obtained by a student in subjects in which the student enrolled, weighted by the credit point value of each subject in accordance with the following formula:

$$(i) \text{ GPA} = \frac{\Sigma(G \times W)}{\Sigma W}$$

W = weight attached to each subject (credit points, percentage contact hours associated with each unit or 1 in the case where all subjects are of equal weight).

- (ii) If credit point weightings are provided they should be accepted and used. In the remaining cases it will be necessary to assume that subjects are weighted equally. Where the grades of result are not in the range 1 to 7 the results will be converted to this range in a manner determined by the Registrar.
- (iii) All numerical grades (failures as well as passes) should be included in the calculation, with administrative failures (withdrawn with penalty/did not sit) counted as a grade of 1. Only pass/fail gradings should be omitted.

In the case of applicants for admission to postgraduate courses a GPA should be calculated using the applicant's undergraduate degree or diploma studies. Further studies may be used to satisfy prerequisites but will not be used in computing the GPA.

Examples of common grading systems:

7	HD	—	High Distinction	6.5	H	—	Honours
6	D	—	Distinction	5	C	—	Credit
5	C	—	Credit	4	P	—	Pass
4	P	—	Pass (Pass Plus 4.5)	3	PC	—	Pass Conceded
3	PC	—	Pass Conceded	2	F	—	Fail
2	F	—	Fail				
1		197	Gross Fail				

STUDENT RULES, POLICIES AND PROCEDURES

The following rules are based on the rules which existed prior to 1991 at the Queensland University of Technology and the Brisbane College of Advanced Education. They have been drawn up with the aim of providing the least disadvantage to continuing students. If a student considers that he or she has been disadvantaged by a change in the rules, the student should make the case in writing to the Registrar.

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

1. Enrolment

1.1 Enrolment (commencing students)

FORM: Enrolment Form for Commencing Students
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

A commencing student is enrolled on completion of all the following:

- application for admission
- acceptance of the offer of a quota place in terms of the conditions prescribed
- submission of a completed enrolment form and its acceptance by the University
- payment of prescribed fees (unless the Registrar has granted an extension of time for such payment and has accepted the enrolment subject to payment at a later prescribed date)
- submission of a completed HECS payment option form
- completion of any other required procedures.

1.2 Re-enrolment (continuing students)

FORM: Enrolment Form for Continuing Students
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

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

- submission of a completed enrolment form and its acceptance by the University
- payment of prescribed fees (unless the Registrar has granted an extension of time for such payment and has accepted the enrolment subject to payment at a later prescribed date)
- completion of any other required procedures
- provided that the student is not subject to exclusion, termination of enrolment or has been refused the right to re-enrol under Section 1.19.

Students are required to re-enrol by the closing date for lodgement of enrolment forms for continuing students. An enrolment form lodged after the closing date may be accepted at the discretion of the Registrar on payment of a late fee.

1.3 Mailing address

FORM: Change to Enrolment Form or Change of Personal Details Form
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

A student is required to provide a reliable mailing address for correspondence with the University. A student must promptly notify the University of a change of address. Failure to receive a notice because of change of address is not sufficient excuse for missing a deadline or an obligation.

1.4 Personal information

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

1.5 Failure to enrol following admission

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

1.6 Confirmation of enrolment

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

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

1.7 Concurrent enrolment

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

1.8 Change of course

FORM: Change of Course Form (Form I)
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

Change of course is only approved where the applicant satisfies all the conditions for admission to the new course including having a Selection Score at least equal to the minimum entrance score for the course in the latest admission period.

Currently enrolled students who wish to transfer from one QUT course to another apply as follows:

UNDERGRADUATE COURSES

- (i) if transferring within a faculty or transferring from a combined degree to one of the component degrees, application is made to the University using Change of Course Form (Form I)
- (ii) if transferring between faculties, application must be made to QTAC using QTAC Form B

POSTGRADUATE COURSES

- (i) if transferring within a faculty, application is made to the University using Change of Course Form (Form I)
- (ii) if transferring between faculties, application is made to the University using Postgraduate Admission Form (Form P).

1.9 Attendance type

1.9.1 Full-time students are students who are enrolled for the semester in 75 per cent or more of the standard credit points for a full-time semester of the course.

Part-time students are students who are enrolled for the semester in less than 75 per cent of the standard credit points for a full-time semester of the course.

1.9.2 External students are students undertaking all subjects in a semester by external study. External students in the Bachelor of Laws course normally reside outside the Brisbane statistical region. For other courses which are offered in an external mode, external students must be resident outside a 15-kilometre radius of the campus(es) from which the course is offered.

1.9.3 Students who accept an offer of admission to a course as a part-time student must enrol in a study program which classifies them as a part-time student.

1.9.4 Change of attendance type

FORM:	Change to Enrolment Form
SOURCE:	Student Administration, Campus Office
SUBMIT TO:	Student Administration, Campus Office

Where a course is offered in both a full-time and part-time mode, students may change attendance type as a consequence of adding or deleting subjects from their enrolment program for a semester, with the following restriction: Part-time students may change to full-time attendance type in a particular course provided that they have a Selection Score at least equal to the minimum entrance score for the full-time course in the latest admission period, or have been enrolled part-time in the course for four semesters or more.

1.10 Nomination of enrolment program

1.10.1 Maximum/minimum semester load

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

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

1.10.2 Prerequisites and co-requisites

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

A Head of School may permit a student to undertake a subject without having passed the specified prerequisites if he or she is satisfied that the student has the appropriate background knowledge necessary for the subject. Where a prerequisite or co-requisite is designated as a repeat-requisite (indicated by the postscript [R]), the prerequisite or co-requisite requirement may be satisfied by the student having attempted the subject

without having achieved a passing grade. For the purpose of this provision a student is deemed to have attempted the subject if all assessment requirements have been attempted when enrolled in the subject. This provision allows for a student to proceed to a subject while repeating its prerequisite.

1.10.3 Right to amend enrolment programs

A Course Coordinator may amend a student's enrolment program for any of the following reasons :

- credit points exceeding the maximum allowed
- credit points less than the minimum allowed
- timetable incompatibility
- noncompliance with course rules

1.11 Change to enrolment program

FORM: Change to Enrolment Form
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

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

1.11.1 Addition/substitution of subjects

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

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

1.11.2 Cancellation of subjects

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

For subjects undertaken in the first or second semesters:

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

The Registrar, on advice from the faculty, may waive the fail result arising from late cancellation when satisfied that the cancellation was necessitated through medical, compassionate or other exceptional circumstances.

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

For subjects undertaken in the Summer School period:

- (i) **Cancellation in the first two weeks of the summer school:** The subjects are deleted from the student’s record.
- (ii) **Cancellation after the second week of the summer school:** A result of ‘Withdrawn – Failure’ is awarded unless the cancellation was caused by medical, compassionate or exceptional circumstances.

1.12 Alternative studies

FORM: Application To Undertake Alternative Studies
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

Alternative studies refers to a subject or subjects taken either within QUT or from another tertiary institution

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

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

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

1.13 Deferment of enrolment

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

1.14 Leave of absence

FORM: Cancellation/Leave of Absence Form
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

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

For students in undergraduate courses, except where specified in the course rules, approval of leave of absence for periods up to one year is automatic. For periods in excess

of one year or for students in postgraduate courses, leave of absence is subject to approval by the relevant Dean of Faculty.

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

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

1.15 Cancellation of enrolment

FORM: Cancellation/Leave of Absence Form
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

Students may cancel their enrolment in a course at any time. The provisions of Rule 1.11 apply to all subjects for which the student is enrolled in the current semester.

1.16 Re-enrolment following a period of non-attendance

FORM: Readmission Form (Form R)
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

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

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

If the student has been excluded from the course, the provisions of Rule 1.17 apply.

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

1.17 Re-enrolment after exclusion

Students who have been excluded from a course as a result of unsatisfactory academic performance may seek readmission to the course after a period of time. Application for readmission will not be considered until at least two semesters have elapsed since exclusion. Applications require the approval of the Faculty Academic Board.

Application is made directly to the University on a Readmission Form and must be lodged not later than two months prior to the commencement of the semester. The student must submit a written statement in support of the application, which should address such factors as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation.

1.18 Time limits for completion of courses

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

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

Associate diploma courses	7 years
Diploma courses	10 years
3 and 4 year degree courses	10 years
Combined degree courses	11 years
Graduate diploma courses and the in-service Bachelor of Education	4 years
Master degree courses by course work	6 years
PhD and master degree by research and thesis	as per course rules

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

Students excluded because of failure to complete a course within time limits have right of appeal. See Section 7. Student appeals.

1.19 Sanctions on students who fail to meet obligations

The Registrar acting on the recommendation of an officer authorised by the Vice-Chancellor may impose sanctions on a student who has failed to meet one or more of the following obligations:

- payment of prescribed fees
- payment of late fees
- payment of fines
- return of Resource Centre/Library materials/Faculty equipment or materials
- conforming with instructions or essential procedures.

One or more of the following sanctions may be applied:

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

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

The student will be informed in writing of the application of sanctions. (Refer to Section 5. Review of grades and academic rulings for provisions for appeal against the imposition of sanctions.)

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

2. Non-award studies

2.1 Definition

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

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

2.2 Categories

There are two categories of non-award students :

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

2.3 Application procedure

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

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

2.3.1 Cross-institution student

FORM: Cross-Institution Admission Form (Form X)
SOURCE: QUT Admissions Office
SUBMIT TO: QUT Admissions Office

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

2.3.2 Visiting student

FORM: Visiting Student Application Form (Form V)
SOURCE: QUT Admissions Office
SUBMIT TO: QUT Admissions Office

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

2.4 Fees for non-award studies

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

Visiting students are required to pay tuition and other fees as advised by the University.

2.5 Rules relating to non-award studies

Non-award students are subject to the University's student rules generally, with the exception of those relating to academic progress (Section 6).

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

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

3. Transfer of credit

FORM:	Application for Credit
SOURCE:	Student Administration, Campus Office
SUBMIT TO:	Student Administration, Campus Office

3.1 Policy

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

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

3.1.1 Total credit available

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

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

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

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

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

3.1.2 Recency of previous studies

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

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

3.2 Forms of credit

Three alternatives are available:

3.2.1 Specified exemption

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

3.2.2 Unspecified exemption

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

3.2.3 Block exemption

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

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

3.3 Application procedure

3.3.1 Timing of applications

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

3.3.2 Documentation

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

3.3.3 Other requirements

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

3.3.4 Notification

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

3.4 Review of credit application decisions

Applicants for credit who are dissatisfied with the outcome of an application may have the decision reviewed and can expect to be provided with a clear indication of the reasons for the University's ruling. The review procedure is set out in Section 5. Review of grades and academic rulings.

4. Assessment

Assessment policy

4.1 Assessment policy

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

4.2 Notification of assessment requirements

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

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

Assessment rules

4.3 Availability for examinations

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

4.4 Timetables

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

4.5 Student identification

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

4.6 Students to comply with directions

4.6.1 A student shall comply with all directions given by the Examination Supervisor and all Instructions to Candidates set out on the examination materials or displayed in the examination room.

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

4.7 Entering and leaving an examination room

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

4.7.2 Students are not permitted to leave the examination room

(i) until half the prescribed working time has elapsed

(ii) during the last fifteen minutes of working time

unless there are exceptional circumstances such as illness.

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

4.8 Unauthorised material not to be brought into the examination room

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

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

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

4.9 Student not to remove papers

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

4.10 Student not to communicate with others

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

4.11 Cheating

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

A student shall not cheat or attempt to cheat in any assessment item.

4.12 Plagiarism

A student shall not plagiarise in any item of assessment.

Plagiarism is the act of taking and using another's work as one's own. Where plagiarism occurs in items of assessment contributing to the result in a subject, it shall be regarded as, and treated in the same manner as, cheating in an examination. For the purpose of these rules any of the following acts constitute plagiarism unless the work is appropriately acknowledged :

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

Penalties for breach of assessment rules

4.13 Penalties

4.13.1 If a student breaches Rules 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, or 4.12, the student may be dealt with under the Student Discipline Bylaw.

4.13.2 A student who breaches any of the rules stated in 4.13.1 above shall be liable, in addition to any other penalty, to incur the following penalties:

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

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

4.13.4 A student who has a penalty applied under this rule may appeal to the Academic Appeals Committee. An appeal must state the grounds and reasons for the appeal and must reach the Secretary of the Academic Appeals Committee within 14 days of the date of the letter advising the student of the penalty.

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

FORM: Application for Deferred Examination/Special Consideration
 SOURCE: Student Administration, Campus Office
 SUBMIT TO: Student Administration, Campus Office

4.14 Deferred examinations

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

Applications for deferred examinations, including the documentation detailed in Rule 4.16, should normally be submitted prior to or within three days of the examination date, depending on the circumstances.

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

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

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

4.15 Special consideration of factors affecting assessment performance

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

Applications for special consideration, including the documentation detailed in Rule 4.16, should normally be submitted prior to or within three days of the examination or the submission of the assessment item.

4.16 Documentation required for deferred examination or special consideration

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

- the date on which the practitioner examined the student

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

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

4.16.2 Students applying for a deferred examination or special consideration on other than medical grounds must submit with the application a statutory declaration stating the disability or exceptional circumstances which :

- prevented or will prevent the student from sitting for the examination in the case of an application for a deferred examination
- affected the student's performance in the assessment item in the case of an application for special consideration.

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

Grading scale

4.17 Final results

Pass Grades

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

Fail Grades

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

(Note: A grade of 3 counts as a passing grade for the purpose of completing award requirements and fulfilling prerequisite requirements, except where it is stated in course rules that a higher grade is required. The limit on the number of grades of 3 which may be credited towards an award is specified in Rule 4.22.)

Other Results

- Exempt
- Withdrawn

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

4.18 Unfinalised Results

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

- | | |
|--------------------------|---|
| Result Unfinalised | - The result will be issued when available |
| Supplementary Assessment | - Student is to undertake supplementary assessment. |

Deferred Examination
Assessment Continues

- Student is to undertake a deferred examination.
- Studies extending over more than one semester.

4.19 Grade Point Average

The Grade Point Average (GPA) is a simple numeric index which summarises the student's academic performance in a course in a single semester and over the duration of the student's enrolment in the course.

The GPA is reported on the Certificate of Results and on the Statement of Academic Record. Two values of the GPA are given: the GPA for the semester and the GPA in the course.

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

Notes:

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

Release of results

4.20 Release of results

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

4.21 Notification of results

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

Passing grades and unfinalised results are published in the press.

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

4.21.1 Request for non-publication of results

FORM: Application for Non-publication of Results
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

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

Graduation

4.22 Eligibility for graduation

Students are eligible to graduate upon completion of course requirements.

A passing grade must be achieved in all subjects set out in the course structure, except that in certain specified subjects a grade of 4 or better must be obtained to satisfy the

course requirements. In addition, Faculty Academic Boards have set a limit on the number of grades of 3 which may be credited towards awards. These limits are specified in Table 2.

5. Review of grades and academic rulings

FORM: Application for Review of Grade or Academic Ruling
SOURCE: Student Administration, Campus Office
SUBMIT TO: Student Administration, Campus Office

5.1 Review of grades

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

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

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

5.2 Academic rulings

Students who have received advice of a ruling in regard to an academic matter (for example, amount of credit awarded, cancellation of subjects, amendment of enrolment program), and who wish to be provided with further information on the basis and implications of the ruling, should approach the Student Administration Officer on their campus.

Student Administration Officers will provide available information in response to such a request, or arrange for the student to have other discussions as deemed appropriate in the circumstances.

If, having received such further advice, the student believes that an error has been made or that a ruling is unjust, the student is entitled to submit an application for review.

5.3 Application procedure

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

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

Applications must be accompanied by appropriate information and documentation if available, and must state the specific grounds on which the application for review is based.

5.4 Notification of outcome

Advice of the outcome of reviews will be conveyed in writing by the Registrar.

5.5 Status of students awaiting the outcome of a review or appeal

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

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

6. Unsatisfactory academic performance and exclusion

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

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

6.1 Probationary enrolment

A student is placed on probationary enrolment if

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

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

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

6.2 Terms of probationary enrolment

Students on probationary enrolment are required to enrol as the Course Coordinator directs.

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

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

6.3 Exclusion

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

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

Designated subjects are indicated in Table 3 and include professional experience subjects, practice teaching subjects, subjects requiring the development of particular skills and

subjects requiring certain personal qualities. A satisfactory level of performance in a designated subject is a grade of 4 (Pass) or higher, or S – Satisfactory, where appropriate.

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

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

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

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

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

6.4 Duration of exclusion and readmission after exclusion

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

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

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

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

At the end of the academic year, the Academic Board of the relevant faculty will review the academic performance of each student re-enrolled to the course during that year. If the student's Grade Point Average since re-enrolment is less than 3.5, the student may be excluded as per Rule 6.3.

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

7. Student appeals

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

7.1 General procedure to lodge an appeal

Appeals are made in writing to the Secretary of the Academic Appeals Committee. Correspondence must include the grounds and reasons for the appeal and must reach the Secretary of the Academic Appeals Committee within 14 days of the date of the letter which advised the student of the exclusion.

7.2 Appeals against exclusion for unsatisfactory academic performance

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

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

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

7.3 Appeal against exclusion for failure to complete a course within time limits

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

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

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

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

7.4 Appeal against the penalty applied for breach of assessment rules

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

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

8. Higher Education Contribution Scheme

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

8.1 HECS Payment Options Form

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

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

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

8.2 Up-front payment option

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

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

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

8.3 Deferred payment option

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

Student who fail to supply a tax file number or a *Tax File Number Application/Enquiry Form* will have their enrolment cancelled on the grounds that they have not fulfilled the conditions of enrolment.

8.4 Changing HECS payment option

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

8.5 The HECS Notice

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

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

In the case of students selecting the up-front payment option, if a student's enrolment program has changed since the initial invoice, the student may be required to pay an additional amount or a refund may be provided.

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

9. Student Guild fee rules

9.1 Subject to Rule 9.2, all enrolled students, excepting such persons or classes of persons as QUT Council declares by resolution to be ineligible for membership, shall be members of the Guild.

9.2 Conscientious objection

An enrolled student who:

- declares in writing to the Registrar that he or she has a conscientious objection to being a member of the Guild and notifies the Guild accordingly; and
- pays to QUT an amount equivalent to the Guild fees which would be payable if the student were a member of the Guild; and
- pays to QUT an amount equivalent to 5 per cent of the Guild fees as a fee for use of university facilities in processing the declaration of conscientious objection

is exempt from membership of the Guild.

9.3 Fees to be paid

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

9.4 Consequences of non-payment or part-payment

If Guild fees payable by a student have not been paid at the time of lodging an enrolment form, or the student has not notified the Registrar of a conscientious objection as per Rule 9.2, the Registrar may refuse to accept the student's enrolment.

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

A student who has not paid the full amount of Guild fees due may have his or her enrolment cancelled or may have sanctions imposed as specified in Rule 1.19.

9.5 Refund of fees

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

10. Miscellaneous student charges

10.1 Guild fees

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

10.2 Administrative charges

Late lodgement of application for admission	\$ 20
Late lodgement of enrolment form	\$ 30
Late addition or change to an enrolment program	\$ 20

Review of grade (refundable)	\$ 6 per subject
Statement of Academic Record (graduating students may receive one free)	\$ 5
Reissue of ID Card	\$ 5
Late collection of ID card	\$10
Reissue of Award Certificate	\$40
Reissue of receipt for fees paid	\$ 5
Late fee for up-front HECS payment	\$50
Reissue of Notice of HECS liability	\$ 5

10.3 Deposit system for use of laboratory facilities

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

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

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

TABLE 1: Formal arrangements for credit transfer

Course of study on which application for credit is based	Credit granted in QUT course
TAFE courses in Built Environment area	
CNJ74 Associate Diploma of Applied Science – Architectural Technician	ARJ192 Bachelor of Architecture Block exemption Semesters 1 and 2
CNJ45 Associate Diploma of Applied Science – Building	BTJ227 Bachelor of Applied Science – Built Environment Block exemption Semester 1
	BGJ201 Bachelor of Applied Science – Construction Management Exemption from subjects: BGB151, BGB152, BGB251, BGB141, BGB241, BGB242, BGB243, BGB340, BGB345, BGB405, MAB297, CMB134, SVB101
TAFE courses in Business Studies area	
Associate Diploma of Business	Bachelor of Business (Gardens Point campus)
CNJ13 General	ACJ151 Accountancy
CND71 Accountancy	CMJ153 Communication
CND25 Computing	MNJ152 Management
CND74 Management	MNJ154 Public Administration
CND93 Marketing	MNJ179 Health Administration
CND97 Purchase & Supply	
CND99 Transport Administration	The Faculty of Business must accredit individual programs before granting credits. However, the Faculty may give exemptions to the extent of one year of full-time study drawn from either core, specialist or elective subjects. Credit may not be claimed for more than half of the specialist/major area. The granting of any exemption will be conditional upon the meeting of any prerequisite material contained in other subjects.
CNC54 Operations Management	
CNL04 Aboriginal & Torres Strait Islander Administration	Bachelor of Business – Accounting major (Kedron Park campus) Credit will be given for one BBus subject for each 3-4 AssocDip subjects successfully completed.

TAFE courses in Computing/ Information Management area

CND25 Associate Diploma of Business
– Computing including subjects:

TSM128, 892, 893, 856
TSM167, 886, 888

CNE70 Diploma of Applied Science –
Computing, including subjects:
ADA500, ADC110, ADC140, ADC545,
ADC120, ADC350, ADC150, ADC580,
ADC240, ADC260, ADC350, ADC341,
ADC450, ADC561, ADC526, ADC560

ISJ210 Bachelor of Business –
Computing

CSJ128 Bachelor of Applied Science –
Computing
Block exemption from all subjects of the
Common First Year

ISJ243 Bachelor of Business –
Information Management
Block exemption from all subjects of the
Common First Year except ISB113

ISJ210 Bachelor of Business –
Computing
Credit will be given for all Common
First Year subjects, plus ISB201,
ISB202, ISB270, MNB405, ISB313,
INB201, plus a 9 credit point general
elective on the basis of other CNE70
core subjects.

TAFE courses in Engineering area

Associate Diploma of Engineering

CN548 Coal Mining
CN420 Electrical & Electronics
CNG61 Electrical Systems
CN759 Mechanical

Bachelor of Engineering

CEJ156 Civil Engineering
EEJ157 Electrical Engineering
MEJ158 Mechanical Engineering

Application will have to be made for
credit for individual subjects but in
general, exemptions will be given for up
to one full-time year of study.

TAFE Preparatory courses

CN649 Engineering Bridging Course
(completion of bridging course
guarantees entry to engineering associate
diploma at QUT)

CEL187 Associate Diploma in Civil
Engineering
Exemption from subjects MET120,
MET141, CET135, CET255, MET601
plus one other, depending on attendance
mode

EEL188 Associate Diploma in Electrical
Engineering
Exemption from subjects MET101,
MET600, MET601, MET201, CST390,
EET111, EET211

MEL189 Associate Diploma in
Mechanical Engineering
Exemption from subjects MET120,
MET220, MET140, MET250, MET210,
MET310

CN541 Certificate in Drafting Studies

CEL187 Associate Diploma in Civil Engineering
Exemptions depend on subjects chosen but usually exceed six subjects.

TAFE courses in Science area

Associate Diploma of Applied Science

CN440 Geology
CN654 Primary Metallurgy
CN758 Sugar Technology
CNK82 Hydrology

Bachelor of Applied Science
ASJ226 Bachelor of Applied Science with majors in biology, chemistry, biochemistry, microbiology, geology, mathematics, physics

Credit may be given for the equivalent of one year of full-time study. Exemption will be on a subject by subject basis.

TAFE course in Child Care

Associate Diploma in Child Care

Diploma of Education – Child Care
Graduates of TAFE course receive one year's credit.

TAFE course in Welfare

Associate Diploma in Community Welfare
Associate Diploma in Residential Care

Bachelor of Social Science
Graduates receive one year's credit.

TAFE course in Art

Associate Diploma of Arts

Bachelor of Arts – Visual Arts
Credit of up to one year will be granted on an individual basis to apply to the second and third year of study. Successful applicants will be required to undergo the Foundation Year of the course.

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

ASJ226 Bachelor of Applied Science
CHJ129 Bachelor of Applied Science – Applied Chemistry
MAJ133 Bachelor of Applied Science – Mathematics
Application for credit will be considered individually on its merits; in general, credit will be granted pro rata; for example, 96 credit points of credit normally will be granted for each year if full-time study completed successfully, up to a maximum of 192 credit points.

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

ASJ226 Bachelor of Applied Science
CHJ129 Bachelor of Applied Science – Applied Chemistry
MAJ133 Bachelor of Applied Science – Mathematics

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

Bachelor of Applied Science – Computing (UCCQ)
Bachelor of Applied Science – Computing (GCCGU)
Bachelor of Applied Science – Computing (QUT, Gardens Point)
Bachelor of Business – Computing (QUT, Gardens Point)

Bachelor of Applied Science – Computing (Kedron Park)*

Bachelor of Arts – Drama major (UQ)

Bachelor of Arts – Drama*

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

Bachelor of Arts – Music*

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

Bachelor of Arts – Visual Arts*

Bachelor of Business – Accounting (UCCQ)
Bachelor of Business – Accounting (UCSQ)
Bachelor of Business – Accounting (GCCGU)
Bachelor of Business – Accountancy (QUT, Gardens Point)
Bachelor of Commerce (JCUNQ)
Bachelor of Commerce (UQ)
Bachelor of Administration – Accounting (GU)

Bachelor of Business – Accounting major (Kedron Park)*

Bachelor of Administration (GU)

Bachelor of Business – Administration & Management major

Bachelor of International Business (GU)

Bachelor of Business – Asian Studies major*

* Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 3.1.1.

Bachelor of Business – Business Computing (UCCQ)
 Bachelor of Business – Commercial Computing (UCSQ)
 Bachelor of Business – Computing (GCCGU)
 Bachelor of Business – Computing (QUT, Gardens Point)
 Bachelor of Administration – Information Systems (GU)

Bachelor of Business – Computing major (Kedron Park)*

Bachelor of Business – Management (QUT, Gardens Point)
 Bachelor of Business – Marketing Management (UCCQ)
 Bachelor of Business – Marketing (UCSQ)

Bachelor of Business – Computing*

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

Associate Diploma of Business – Computing*

Bachelor of Education (In-service) (UCCQ)
 Bachelor of Education (In-service) (UCSQ)

Bachelor of Education – In-service*

Bachelor of Education (Pre-service) (JCUNQ)
 Bachelor of Education (Pre-service) GU

Bachelor of Education – Secondary (Pre-service)*

Legend: Codes for other Institutions

GU	Griffith University
JCUNQ	James Cook University of North Queensland
UCCQ	University College of Central Queensland
UCSQ	University College of Southern Queensland
GCCGU	Gold Coast College of Griffith University
QCM	Queensland Conservatorium of Music
QCA	Queensland College of Art
QUT	Queensland University of Technology
UQ	University of Queensland

* Students transferring between these courses can expect to receive credit on a one-for-one basis for most, or all, of their previous study up to the maximum credit limit specified in QUT's policy on Transfer of Credit, Rule 3.1.1.

TABLE 2: Eligibility for graduation – limits on grades of 3*

Gardens Point Campus

All courses

< 12% of the total course credit points

Northern Campuses

Master of Arts – Drama	0	
Master of Business	0	
Master of Education – Mathematics Education	1	
Master of Education – Leadership	0	
Master of Education – Research	0	
Graduate Diploma of Business		
– Administration	1	
– Industrial Relations	1	
– Information Systems	1	
– Professional Accounting	1	
Graduate Diploma of Education		
– Early Childhood Teaching	1	
– Primary Teaching	1	
– Secondary Teaching	1	
– Computer Education	1	
– Curriculum Studies	1	
– Early Childhood	1	
– Music	1	
– Resource Teaching	1	
– Teacher-Librarianship	-	
Graduate Diploma of Health Science – Health Education	1	
Graduate Diploma of Social Science – Counselling	1	
Graduate Certificate of Education – TESOL	1	
Bachelor of Applied Science		
– Computing	3	
– Home Economics	3	
Bachelor of Arts		
– Dance	3	
– Drama	3	
– Justice Studies		< 12% of the total course credit points
– Music	3	
– Visual Arts	3	
– Honours Program	0	
Bachelor of Business	3	
Bachelor of Education – Secondary	3	
Bachelor of Education (In-service)	1	
Bachelor of Social Science	3	
Bachelor of Teaching – Primary	3	
Bachelor of Teaching – Early Childhood	3	
Diploma of Education		
– Child Care	3	
– Early Childhood	3	
– Primary	3	
– Secondary	3	
Associate Diploma of Applied Science – Textiles	3	
Associate Diploma of Arts – Dance	1	
Associate Diploma of Business		
– Computing	2	

– Court & Parliamentary Reporting	2
– Industrial Relations	2
Associate Diploma of Social Science	
– Community Welfare	4
– Residential Care	2

* *Note: Academic Boards may specify that in certain subjects a grade of 4 or better must be obtained in order to satisfy course requirements.*

TABLE 3: Exclusion – designated subjects

		Credit Points	Contact Hrs/Wk
Graduate Diploma of Education – Early Childhood Teaching			
PT4921	Practice Teaching 1	10	-
PT4922	Practice Teaching 2	10	-
Graduate Diploma of Education – Primary Teaching			
PT4900	Practice Teaching 1	12	-
PT4901	Practice Teaching 2	12	-
Diploma of Education – Child Care			
PT2947	Programs for Young Children 0-12 years	5	-
PT2948	Programs for Infants and Toddlers 0-3 years	5	-
PT2949	Programs for Children 0-3 years	10	-
PT2950	Programs for Children 3-5 years	10	-
PT2951	Field Project (Children 0-5 years)	15	-
PT2952	Elective Programs (Children 0-12 years)	15	-
Bachelor of Education – Secondary			
PT3000	Integrated Field Studies 1	10	-
PT3001	Integrated Field Studies 2	30	-
PT3002	Integrated Field Studies 3	10	-
PT3003	Integrated Field Studies 4	30	-
Diploma of Education – Early Childhood			
PT2917	Practice Teaching: Early Childhood	5	-
PT2918	Practice Teaching: Pre-school 1	5	-
PT2919	Practice Teaching: Pre-school 2	10	-
PT2920	Practice Teaching: School 1	10	-
PT2921	Practice Teaching: School 2	15	-
PT2922	Practice Teaching: Pre-school 3	15	-
Diploma of Education – Primary			
PT2911	Practice Teaching	10	-
PT2912	Practice Teaching	10	-
PT2913	Practice Teaching	10	-
PT2914	Practice Teaching	10	-
PT2915	Practice Teaching	10	-
PT2916	Practice Teaching	10	-
Diploma of Education – Secondary			
PT2900	Practice Teaching 1	10	-
PT2901	Practice Teaching 2	25	-
PT2902	Practice Teaching 3	30	-
Bachelor of Arts – Music			
MU3065	Practical Studies A1	15	2
MU3067	Practical Studies A2	15	2
MU3069	Practical Studies A3	15	2
Bachelor of Arts – Visual Arts			
ME3012	Foundation Media Study 1	30	18
ME3001	Foundation Media Study 2	30	18
ME3002	Advanced Media Study 1	30	18
ME3003	Advanced Media Study 2	20	12
ME3004	Advanced Media Study 3	30	18
ME3005	Advanced Media Study 4	20	8

Associate Diploma of Arts – Dance

DA1100	Classical Main Study 1	12	8
DA1101	Contemporary Basic Study 1	8	3
DA1104	Repertoire 1	5	2
DA1114	Repertoire 2	5	3
DA1142	Contemporary Main Study 2	12	6
DA1143	Classical Basic Study 2	8	5
DA1121	Contemporary Dance 1	10	7.5
DA1122	Repertoire 3	5	3
DA1135	Classical Ballet 1	15	9
DA1126	Classical Ballet 2	10	7.5
DA1128	Repertoire 4	5	3
DA1137	Contemporary Dance 2	15	8

POLICY STATEMENTS

Articulation between QUT and Queensland TAFE courses

The growth of the tertiary sector in Queensland depends on continuing to educate people who can contribute to the needs of society. Associate Diploma students from TAFE and other tertiary institutions, as well as certain TAFE Certificate students, are encouraged to continue their studies at degree and diploma level at QUT. To ensure that prior studies are given adequate recognition, QUT has reviewed its policies on both the admission of and exemptions given to TAFE applicants. The review process is dynamic and both Queensland TAFE and QUT will continue to monitor the progress of students admitted to QUT courses and the credit given to such students based on previous TAFE studies.

Entry to QUT

All applicants must apply through the Queensland Tertiary Admissions Centre by the closing date. Entry to all QUT courses is on the basis of competition and quota restrictions apply equally to Year 12 students, Certificate and Associate Diploma holders. QUT publishes tables in its Admission Procedures booklet that indicate the Selection or Notional Tertiary Entrance Score that will be given to applicants with Certificate and Associate Diploma studies. These tables are based on performance: the better the grades achieved, the better the chance applicants have of negotiating QUT quotas.

Entry is also dependent upon applicants having appropriate prerequisite subjects within their background. This means that, for example, an applicant for a degree in engineering at QUT usually would have appropriate prerequisites if the previous course of study was in the field of engineering, but would not necessarily meet the prerequisites by holding an Associate Diploma in Business. The engineering Associate Diploma holder would usually be eligible for a degree in business at QUT, as would usually the holder of an Associate Diploma in Business. In any case, placement in the QUT course would still be dependent upon being accepted within the quota. The quota cut-off level of the previous year's intake is published in the University's Admission Procedures booklet.

Credit for previous TAFE Associate Diploma

Once a student has gained a place in the quota through QTAC, credit is given to the student based on previous study. QUT Faculty Boards have looked at TAFE Associate Diploma syllabi and have determined appropriate levels of credit from QUT courses based on the content of the TAFE subjects. Initially, credit will only apply to applicants who have completed all of the TAFE course. QUT Faculties have adopted varying attitudes towards the amount of credit that will be given for previous courses and as indicated above, the level of credit will be reviewed over time.

Specific credit given at QUT for completed TAFE courses

Specific credit given at QUT for completed TAFE courses is set out in Table 1 on pages 132-136.

Confidentiality of student records

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

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

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

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

Information from a student's personal files will be available internally to faculties and individual staff members on the basis of a demonstrated need in connection with the academic program. Its release from the Student Administration Office must be authorised by the Registrar acting within the spirit and intent of this policy, on the understanding that staff members using the information will also adhere to its intent.

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

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

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

by the student. Official University transcripts may only be provided to other individuals, employers or agencies outside the University upon the written authorisation or request of the student, addressed to the Registrar.

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

University Medals*

1. Academic Committee may award medals known as Queensland University of Technology Medals to graduates of certain courses as defined in 2 below, who have achieved an exceptionally high level of performance in their studies. For the award of a medal, a student should have reached a distinguished academic standard based on Grade Point Average in all subjects and in the thesis where such is required. The standard should be at a higher level than would normally be expected from an excellent candidate. The medal should be testimony that the recipient not only shows exceptional academic promise at the time of the award, but also exhibits a distinguished record of achievement throughout the whole of the degree.
2. Eligibility to be considered for the award of a University Medal will be limited to:
 - (i) graduates of honours degrees where the student's performance in the related bachelor degree is also taken into account;
 - (ii) graduates of degrees with honours; or
 - (iii) graduates of bachelor degrees of at least three years' normal duration where no honours award is available.

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

3. Power to recommend graduates for the award of University Medals resides with Faculty Academic Boards; in making such a recommendation Faculty Academic Boards are required also to submit:
 - (i) the academic records of the students recommended;
 - (ii) the academic records of the other students considered;
 - (iii) a statement supporting the recommendation.
4. Academic Committee may make determinations from time to time concerning the number of medals which may be awarded in an academic year or the ratio of medals to the number of eligible graduates.

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

