

GENERAL RULES

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General Rules

1. Application

These rules cover all UNE awards not otherwise excluded below.

Exclusions:

- These rules do not apply to the Bachelor of Medicine, which is governed by the policies and rules of the Joint Medical Program.
- Except where marked by an asterisk, these rules do not apply to Research and Professional doctorates.

2. Record Keeping Requirements

Documentation relating to any decision made under these rules must be recorded on the central University record management system, in accordance with the University's Records Management Policy.

3. International Students*

- 3.1. The Educational Services for Overseas Students Act 2000 places specific restrictions upon the admission, enrolment, study load, progress and intermission of international students separately and additionally to these rules.
- 3.2. These requirements are monitored and implemented by the University's Directorate of English Language and International Services and Directorate of International Marketing and Pathways.
- 3.3. Specific and additional rules applying to international students are provided in the Annex.

4. Academic Progress and Grade Point Average

- 4.1. Academic progression is defined in the University's *Academic Progression Rule* using a Grade Point Average (GPA) calculation.
- 4.2. Students who do not achieve the required GPA as specified in the University's Academic Progression Rule may be warned, have conditions placed on their continued enrolment, be excluded from the course for a period, or have their place in the course terminated by the Course Coordinator.
- 4.3. Appeals against the application of rule 4.2 shall be considered by the Head of School concerned.

5. Access to Theses and Dissertations*

- 5.1. Under the Copyright Act 1968, as amended by the Copyright Amendment Act 1980, Section 51, subsection (2) gives the Librarian the right to copy theses under the conditions set out in that provision. However, the University has the right to restrict access to theses held by the University Library and is prepared to allow the author of a thesis to restrict access to the thesis for certain purposes. The options open to a student who submits a thesis or a dissertation are set out in the 'Right of Access to Thesis' Form, which the student is required to complete on submission of the thesis or dissertation.
- 5.2. These rules shall apply to all theses and dissertations submitted as part of the requirements for a higher degree by research.
- 5.3. A student who submits a thesis or dissertation shall complete the Form stating the restrictions, if any, that the student wishes placed on access to the thesis or dissertation. The Form shall be placed in each copy of the thesis or dissertation held by the University.
- 5.4. If the student does not submit a Form, the student will be deemed to have placed no restriction on access to the thesis or dissertation and to have granted to the University the right specified in 2.

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- 5.5. As a condition of submitting a thesis or dissertation for examination the student shall grant to the University a licence to publish the thesis (in whole or in part) if it has not been published elsewhere after a period of 10 years from the award of the degree.
- 5.6. In consultation with the Head of School and where it is decided that it is in the University's best interests, the Vice-Chancellor may direct the Librarian to withhold a thesis or dissertation from unauthorised inspection for a specified period. The specified period shall not be less than the period that may have been requested by the student under Rule 2.
- 5.7. In cases where a restriction is placed on a thesis or dissertation, all copies of the thesis or dissertation held by the University shall be deposited in the Dixson Library, which shall be responsible for ensuring that the conditions of the restriction are complied with.

6. Access to Information and Communication Technologies*

- 6.1. The University requires all students to have access to Information and Communication Technologies (ICT) to:
 - 6.1.1. manage all aspects of their enrolment;
 - 6.1.2. receive and send electronic communications in accordance with the University's *Communication Policy*; and
 - 6.1.3. be able to participate in teaching, learning and assessment for units taught wholly or partially on-line.
- 6.2. The University does not provide ICT facilities excepting those available to students who are on the campus or at a UNE Access Centre. The University requires all students to make suitable arrangements prior to enrolment to meet the requirements of Rule 6.1 which shall include accessing their UNE email address at least once weekly.

7. Admissions

- 7.1. Admission into undergraduate Bachelor courses is governed by the University Admission Rules.
- 7.2. Admission into all other courses is governed by the specific course rules.
- 7.3. Admission into all courses is subject to the University English Language Requirements Policy.
- 7.4. Admission to more than one course is subject to the rule governing Concurrent Candidature.
- 7.5. The University reserves the right to decline admission to a course or other studies to any person for a reason that in the opinion of the University is appropriate.

8. Advanced Standing

- 8.1. Students who have previous studies and/or relevant life experience may apply for advanced standing (also known as credit transfer, recognition of prior learning or recognition of current competency).
- 8.2. Applications for advanced standing are governed by the University *Advanced Standing Policy*.
- 8.3. Individual course rules may prescribe limits on advanced standing for that course and should be read before making an application.
- 8.4. Advanced standing shall not be granted for terminating passes.
- 8.5. Advanced standing shall not be granted for units passed elsewhere after enrolment in the UNE course unless permission has already been granted by the course coordinator under the *Advanced Standing Policy*.

9. Compulsory Withdrawal from a Unit or Course

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- 9.1. The University may withdraw a student with failure from a unit; or may have conditions imposed on their subsequent unit/course enrolment on the grounds of unsatisfactory progress or unprofessional or unethical conduct. Unsatisfactory progress or unprofessional or unethical conduct includes:
 - 9.1.1. actions or inactions of students which raise serious doubts as to their status as bona fide students, such as failure to submit assigned work, failure to attend compulsory lectures, mandatory intensive schools, seminars, tutorials or other compulsory activities;
 - 9.1.2. failure to answer correspondence or meet other administrative requirements of the University;
 - 9.1.3. breaches in *course specific* professional conduct requirements or unethical conduct *not* covered by the *Student Behavioural Misconduct Rules* during the practical experience component of a unit or course.
- 9.2. Appeals against the application of this rule shall be considered by the Pro Vice-Chancellor and Dean in relation to a unit withdrawal. The decision of the Pro Vice-Chancellor and Dean shall be final.

10. Concurrent Candidature*

- 10.1. A student enrolled in a degree of bachelor with honours may not enrol concurrently in another course without the permission of the Course Coordinator.
- 10.2. A research higher degree student whose course is administered by the Higher Degrees by Research Committee may not enrol in any other course except with the Committee's permission.
- 10.3. Subject to individual course rules and subject to the joint agreement of the course coordinators a student may enrol as a concurrent candidate in up to two courses; or, in one course and in non-award units. The total maximum study load shall be set jointly by the relevant Course Coordinators.
- 10.4. A concurrently enrolled student whose academic progress is inadequate may be excluded from one or both courses under the *Academic Progression Rule* as the Course Coordinators jointly decide.

11. Enrolment Variations

- 11.1. Students may vary their unit and course enrolment by the dates advised by the University, subject to rules governing fees and in accordance with the University's course and unit variation procedures.
- 11.2. The University reserves the right to limit the number of enrolment variation requests made and to charge a fee for requests beyond that limit.

12. Examinations

- 12.1. Students will be informed of the times, dates and venues for examinations and special examinations by means of an examination timetable available through the UNE web site before the start of the examination period.
- 12.2. The timetable for initial examinations will be published at least 8 weeks before the initial examinations begin and the timetable for special examinations will be published at least 5 weeks before the special examination period begin.
- 12.3. On campus students must sit an examination in a unit at a venue on the campus at which the unit was taught. Off campus students will sit at the venue they nominate through their enrolment and personal data management. Off campus students may not change their Australian examination venue without the approval of the Examinations unit within three weeks of the commencement of an examination period; or their overseas exam centre within six weeks. No change of venue is permitted within 7

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days of the commencement of the examination period unless the requested centre is UNE.

- 12.4. Off campus students studying within Australia may be required to travel up to 200km to an Australian examination centre. Students outside Australia are required to travel up to 500km to an overseas examination centre and are required to pay a fee to UNE for each examination.
- 12.5. Use of dictionaries in an exam is subject to the Assessment by *University Examination Policy* governing use of dictionaries.

13. Grades

- 13.1. The University's grading standards are given in the *University's Assessment Policy*.
- 13.2. The grading scheme used for a unit is detailed in the *Course and Unit Catalogue*.
- 13.3. Students may appeal against a unit assessment in accordance with the University's *Student Appeals Policy*.

14. Graduation*

- 14.1. Students who have completed course requirements must graduate and are not permitted to defer graduation.
- 14.2. A student who has completed the requirements of a course shall not be permitted to enrol in further units in that course.
- 14.3. The Graduation Lists submitted to the Council for approval before each ceremony are the lists of students who have been certified as having completed their course requirements.
- 14.4. Students shall not be deemed graduates nor may they attend a graduation ceremony until they are admitted to their awards by the Council.
- 14.5. Students deemed graduates who are unable to attend the graduation ceremony following their admission to the award by Council may apply to attend the next ceremony for presentation of their previously issued testamur.
- 14.6. A student who completes the same course again shall be awarded a Certificate of Achievement in lieu of a second testamur.
- 14.7. Subject to course rules, a completed major will appear on the testamur and academic transcript.
- 14.8. For the purpose of assisting verification of the entitlement of a student to professional accreditation the University may release to an agency or authority approved by the Deputy Vice-Chancellor (Academic) information concerning the academic record of a student. If the information is released before the student graduates then it shall be accompanied by a statement that graduation of the student has not occurred and is subject to the approval of Council.

15. Intermission

- 15.1. Students may apply for intermission (approved leave of absence) of up to two years after which the student's place in the course will lapse unless the student resumes study in the course at that time; or the student applies for and is granted a further intermission of up to one year.
- 15.2. Students may apply for intermission at any time but the rules governing withdrawal and fees will apply.
- 15.3. A student who resumes study after intermission will resume the course under the course rules then in operation. The Course Coordinator may exercise discretion in the application of the course rules which have changed during the approved intermission for students resuming study after approved intermission. The Course Coordinator's decision is final.

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- 15.4. The University is not responsible for any reduction or withdrawal of CentreLink or similar benefits after grant of intermission.
- 15.5. A student who enrolls in a course at another university or tertiary education provider during an approved or unapproved intermission must apply for re-admission to their UNE course before undertaking further study with UNE, and if permitted to resume study in the course will do so under current course rules.

16. Non-Award and Cross-Institutional Students

- 16.1. A student who is enrolled as a non-award or cross-institutional student shall be subject to these General Rules.

17. Permission to Enrol Elsewhere*

- 17.1. Students granted permission to enrol elsewhere must be enrolled concurrently at UNE during that period of their study except in exceptional circumstances and with the permission of the Course Coordinator.
- 17.2. Students will be liable for all normal charges charged by the cross-institution including tuition fees or student contribution charges.
- 17.3. Students granted permission to enrol elsewhere remain subject to all UNE rules and policies as well as to the equivalent requirements of the cross-institution.
- 17.4. Units completed under permission to enrol elsewhere are subject to UNE and course rules governing advanced standing.
- 17.5. Permission must be sought in advance of enrolment elsewhere. Retrospective permission will not be given.
- 17.6. Applications will not be approved where:
 - 17.6.1. an equivalent unit is available from UNE;
 - 17.6.2. for reasons of inability to attend a mandatory intensive school;
 - 17.6.3. for reasons of 'inconvenience' or preference not to travel to Armidale;
 - 17.6.4. units are not approved for the UNE course;
 - 17.6.5. where the limit on units credited through advanced standing has been reached;
 - 17.6.6. for reasons of accelerated progression where an equivalent unit is available from UNE within the ensuing academic year (including summer session).
- 17.7. Advanced standing in the form of the grade achieved elsewhere will only be granted for grades that are equivalent at UNE (Pass, Credit, Distinction, High Distinction). Conceded Pass or equivalent grades will not attract advanced standing.

18. Period of Candidature

- 18.1. Periods of full time candidature for courses are based on the normal full-time study load for a teaching period (semester) of 24 credit points (cp).
- 18.2. Unless specified in course rules, periods of full-time candidature are based on the following:
 - 24 cp course one semester
 - 48 cp course two semesters
 - 144 cp course six semesters
 - 192cp course eight semesters
 - 240 cp course ten semesters

The time limits for completion of a course whether undertaken on a fulltime or a part-time basis are as follows:

Bachelor Degrees

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| 144, 192 points | 10 years |
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| 240 points | 12 years |
| end-on honours (48 points) | 2 years |

Undergraduate Diplomas

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|-----------|---------|
| 48 points | 4 years |
| 72points | 6 years |

Graduate Certificates

| | |
|-----------|---------|
| 24 points | 2 years |
|-----------|---------|

Graduate Diplomas

| | |
|-----------|---------|
| 48 points | 4 years |
| 72 points | 6 years |

Masters degrees by Coursework or Coursework and Dissertation

| | |
|-----------|---------|
| 48 points | 4 years |
| 72 points | 5 years |
| 96 points | 5 years |

Professional Doctorates

| | |
|------------|---------|
| 144 points | 6 years |
|------------|---------|

Higher degrees by research, including higher degree by research preliminary programs, are not currently included in this rule.

- 18.3. Periods of candidature for part-time candidature are based on half the normal study load for a full-time student in the course such that the period of candidature for part-time students will normally be at least double that of full-time students.
- 18.4. Honours and postgraduate students will be advised of their period of candidature on admission to the course as either a full-time or part-time student.
- 18.5. Periods of candidature are calculated pro-rata by teaching period for students whose enrolment varies between part and full-time.
- 18.6. A student who is enrolled in 18 credit points or more in a semester is deemed to be a full-time student for that teaching period
- 18.7. A student who is enrolled in less than 18 credit points in a semester is deemed to be a part-time student for that teaching period

19. Powers of Course Coordinators*

- 19.1. The Course Coordinator has discretion to:
 - 19.1.1. permit variation from the prescribed unit requirements for a major and course where it can be demonstrated that learning objectives stipulated by the course or major can be achieved and accreditation requirements will be satisfied;
 - 19.1.2. exclude a student from a course due to inadequate academic progress;
 - 19.1.3. impose conditions on continued course enrolment due to unsatisfactory progress or unprofessional or unethical conduct;
 - 19.1.4. permit enrolment in six credit points in a semester in excess of the normal full-time study load;
 - 19.1.5. grant an extension of time of one year to complete a course;
 - 19.1.6. allow a transfer into the Coordinator's course;
 - 19.1.7. vary any practical experience requirements;

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- 19.1.8. approve enrolment into another university's unit to be counted towards the UNE course;
- 19.1.9. grant intermission from a course for up to two years.
- 19.2. Except where an appeal is provided for under University policy, the Course Coordinator's decision is final.

20. Powers of Heads of Schools*

- 20.1. The Head of School has the discretion to:
 - 20.1.1. change the unit non mandatory intensive school dates; and
 - 20.1.2. temporarily add or suspend a unit from future offerings;
 - 20.1.3. waive temporarily a co-requisite or pre-requisite to permit enrolment in a unit (but not waiver of a unit from a course). The discretion shall only be permitted until the end of semester one 2008;
 - 20.1.4. grant a student a retrospective withdrawal (W) in lieu of any grade of fail (successful applications must meet the same criteria as required for special assessment);
 - 20.1.5. approve compulsory withdrawal from a unit due to inadequate progress in the unit requirements.
- 20.2. Except where an appeal is provided for under University policy, the Head of School's decision is final.

21. Powers of Pro Vice-Chancellors and Deans*

- 21.1. The Pro Vice-Chancellor and Dean has the discretion to:
 - 21.1.1. change a unit intensive school dates under conditions prescribed by the *Intensive Schools Policy*;
 - 21.1.2. suspend for up to two calendar years a major from future offerings; and
 - 21.1.3. suspend for up to two calendar years a course from future offerings;
- 21.2. Except where an appeal is provided for under University policy, the Pro Vice-Chancellor and Dean's decision is final.

22. Powers of Units Coordinators*

- 22.1. The Unit Coordinator has discretion within that unit to:
 - 22.1.1. permit re-enrolment in a unit failed twice previously;
 - 22.1.2. permit lecture attendance (but not laboratories) by a person who is not an enrolled student;
 - 22.1.3. accept assessed work previously submitted in a previous enrolment in the same unit;
 - 22.1.4. decide, in consultation with the Head of School or nominee as well as Student Assist, on appropriate adjustments to unit teaching and assessment for special needs students;
 - 22.1.5. approve non-UNE students' cross-institutional or exchange enrolment into a unit;
 - 22.1.6. exempt attendance from a repeat mandatory intensive school for a unit as permitted under the intensive school guidelines.
- 22.2. Except where an appeal is provided for under University policy, the Unit Coordinator's decision is final.

23. Practical Experience

- 23.1. Students may be required to undertake compulsory practical experience as part of their course. Where a course includes compulsory practical experience, a student will

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not complete the course until all the practical experience requirements have been met and approved by the unit/course coordinator.

- 23.2. Any failure to meet professional and/or ethical standards, as detailed either in the course rules or as appropriate for professional accreditation, during practical experience is handled through those rules or requirements and/or through the University's *Student Behavioural Misconduct Rules*.
- 23.3. A student, subject to course rules, may undertake voluntary work experience and have credit towards the course, through the University's *WorkReady Scheme*.

24. Prizes, Scholarships and University Medals*

- 24.1. Prizes and Scholarships are awarded by the University under the terms of each prize and scholarship. Selection for an award is made by the person, school or committee as required by the terms of the prize or scholarship. The decision of the awarding person, head of school or committee chair is final.
- 24.2. University Medals are awarded under the *University Medals Policy*. The decision of the awarding committee, person or school is final.

25. Re-admission of Excluded Students

- 25.1. At the end of a period of exclusion a student may apply for readmission to the course. The Course Coordinator may impose conditions on the readmission if the application is accepted. The Course Coordinator's decision is final.
- 25.2. An excluded student may apply to enrol in another course before the period of exclusion has expired. The decision of the Course Coordinator of the course sought is final.

26. Re-enrolment in a Unit or Major

- 26.1. A student who has twice failed a unit may not enrol again in that unit without permission of the unit coordinator.
- 26.2. A student who has twice failed two units of a major or who has failed in substitute units may not re-enrol in that major without the permission of the Course Coordinator.
- 26.3. A student who has passed a unit may not re-enrol in that unit except by permission of the Course Coordinator and upon payment of full fees.

27. Relaxation of a Rule*

A General Rule may be relaxed by the Council by application from the Head of School through the Academic Board. The Council's decision is final.

A course rule may be relaxed by the Council by application from the Head of School through the Academic Board. The Council's decision is final.

28. Rescission of an Award

- 28.1. In exceptional circumstances a student may apply to rescind an award in which they have graduated.
- 28.2. An award may be rescinded by Council on the recommendation of a Head of School through the Academic Board to Council. The Council's decision is final.
- 28.3. The rescission shall not be confirmed until the testamur for the award for which rescission is sought has been returned to the University.

29. Special Assessment

- 29.1. Students who are prevented from completing unit assessments due to unusual and unforeseen circumstances may apply for special consideration under the *Special Assessment Policy*.
- 29.2. Applications are governed by the University *Special Assessment Policy*.
- 29.3. Students with successive and/or frequent special assessment applications on the same or similar grounds and who have not sought help through Student Assist as a special needs student may be disallowed further special assessment on those repeated grounds.

Under University policy special examinations on special examinations shall not be granted.

30. Study Load*

- 30.1. The normal maximum study load for a full-time student is 24 credit points in one teaching period (semester).
- 30.2. A student granted permission by the Course Coordinator to exceed this limit will not be granted any concession or special assessment arising from the excess study load. The Course Coordinator's decision on an application for excess study load is final.
- 30.3. The Course Coordinator may exercise discretion and set a maximum study load below 24 credit points in a teaching period if the Course Coordinator believes this to be in the student's best interests. The Course Coordinator's decision is final.
- 30.4. Where a student is enrolled in more than one course, the student's total enrolment in a teaching period is subject to the joint agreement of the course coordinators concerned.

31. Submission of Assessment Tasks Other than Formal Examinations*

The submission dates for all assessment tasks other than formal examinations are subject to the *Assessment Policy*.

32. Teaching Methodology Units Enrolment

Students wishing to enrol in teaching methodology units must satisfy the appropriate Teaching/Education Course Coordinator that they have sufficient curriculum knowledge before enrolment will be approved. The Course Coordinator may direct as part of admission and enrolment those teaching methodology units that are authorised for the students' enrolment program. The Course Coordinator's decision is final.

33. Testamurs

- 33.1. A testamur is the official certificate of the University that attests to a particular person who, having satisfied award requirements, graduates with a particular award.
- 33.2. It is a legal document issued under the seal of the University and is issued in original form only once for each specific award conferred.
- 33.3. A certificate of replacement for a testamur may be requested by a graduate and issued by the Student Centre in the form and on such conditions as determined by the Council.
- 33.4. On the recommendation of the Academic Board, the Council may approve the incorporation of a UNE partner's logo, heraldic achievement [coat of arms] and/or name into an official testamur of the University of New England. Approval shall not be granted by the Council unless the partner's governing body or Chief Executive Officer has officially approved in writing the use of its logo, achievement and/or name and that this approval is provided to the Council at the time of the application

to it for its incorporation. The award represented by the testamur remains an award of the University of New England.

34. Transfers*

- 34.1. Students wishing to transfer to another course must apply to transfer. Transfer is subject to the application for transfer and is subject to Admission to the new course being approved. Enrolment in the new course is not permitted until admission to the new course has been granted.
- 34.2. A student who is permitted to transfer to a course before graduation shall be granted advanced standing for all relevant units successfully completed prior to transfer subject to the rules of the new course.

35. Transition to New Courses*

- 35.1. Where the University discontinues or changes the rules of a course, provision will be made to either allow transfer of affected students to another course without unreasonable disadvantage to the students concerned; or to enable the student to continue under the previous rules for a designated period to allow completion.
- 35.2. Where a student elects to continue under the existing course rules, course coordinators will be permitted to exercise discretion in the application of course and unit major rules to avoid undue disadvantage to the student concerned.

36. Unit Requirements and Unit Guides

- 36.1. The requirements for a unit's successful completion are detailed in the *Course and Unit Catalogue* as published by the University which must be made available to all enrolled students before teaching begins.
- 36.2. The Course and Unit Catalogue will contain:
 - 36.2.1. the grading system;
 - 36.2.2. details of unit as detailed in the University course and unit database including: unit objectives and curriculum, graduate attributes of the unit, details of intensive schools;
- 36.3. Unit requirements are subject to the *University's Assessment Policy*.

37. Withdrawal*

- 37.1. Students may withdraw from units subject to the following conditions.
- 37.2. Withdrawal before the statutory census date will not incur either financial or academic penalty.
- 37.3. Withdrawal before the final date for withdrawal without failure is without academic penalty and will be recorded as a withdrawal (W) and will incur a financial liability.
- 37.4. Withdrawal after the final date for withdrawal without academic penalty will be with academic penalty (WN) and will incur a financial penalty.
- 37.5. No unit withdrawal is permitted after the beginning of the examination period of the teaching period concerned.
- 37.6. Students may withdraw from courses at any time but the record against each enrolled unit will depend upon when the decision is made (see 1 above).
- 37.7. Withdrawal from a unit does not grant the right of re-enrolment.
- 37.8. Withdrawal from a course does not grant the right of readmission.
- 37.9. Students who are readmitted will resume their studies under the course rules then in operation.
- 37.10. The University is not responsible for any reduction or withdrawal of CentreLink or similar benefits after withdrawal from a unit or course.

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- 37.11. In special circumstances a student who after census date withdraws from a unit may be entitled to remission of HECS-HELP debt and recredit of Student Learning Entitlement or remission of FEE-HELP debt or refund of Full Tuition Fees. Applications must be made through *Student Accounts*.

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Annex

General Rules applying specifically to On-Campus International Students

These are additional rules to meet compliance with the requirement of the Commonwealth's Educational Services for Overseas Students Act 2000 and associated legislation. These rules apply to on-campus international students including international students who are resident in Australia studying with a UNE Partner Institution.

A1. Academic Progress and Grade Point Average

- A1.1. In addition to the GPA, the academic progress of international students is subject to extra progression requirements and the Early Intervention Strategy.
- A1.2. International students who are identified at risk of not making satisfactory course progress as specified by the Academic Progression Rule and the Early Intervention Strategy may be counselled, referred to an appropriate academic skills programme, be warned, have conditions placed on their continued enrolment by the Course Coordinator, or be excluded from the course for a period, or have their place in the course terminated. The International Services Manager must be consulted prior to any action being taken in respect to an international student under this clause.

A2. Advanced Standing

Advanced Standing outcomes for international students are to be forwarded immediately to the Manager, International Admissions and Operations.

A3. Compulsory Withdrawal from a Unit

An international student may not be withdrawn from a unit without prior consultation with the International Services Manager.

A4. Concurrent candidature

An international student may not enter into concurrent candidature without prior consultation with the Manager, International Admissions and Operations.

A5. Enrolment Variations

International students may not vary their enrolment without prior consultation with the International Services Manager.

A6. Graduation

For international students, UNE produces a form letter indicating completion status that will accompany the academic transcript as and when requested by a student. At the end of each trimester, graduation checks will be completed within four weeks of the release of the examination results.

A7. Intermission

International students applying for deferral are governed by the University operating procedure, *Deferring and Suspending International Student Enrolment (Irrespective of study location in Australia)*.

A8. Permission to enrol elsewhere

International students seeking to enrol elsewhere must obtain prior permission from the International Services Manager.

A9. Period of Candidature

- A9.1 International students must maintain a study load (usually 24cp per semester or ? per trimester) which will enable them to complete the course within the expected duration as specified via the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration. The study load requirement for international students is governed by the University operating procedure *Duration: Study Load and Mode for International Students in Australia Irrespective of Study Location*.
- A9.2 With the exception of international students (see clause 2), a student who is enrolled in 18 credit points or more in a semester is deemed to be a full-time student for that teaching period

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A10. Powers of Course Coordinators

In exercising their powers for international students, Course Coordinators must consult with the Directorate of English Language and International Services.

A11. Powers of Pro Vice-Chancellors and Deans

Any decision to suspend a major or course currently registered on CRICOS must be made in consultation with the Directorate of International Marketing and Pathways.

A12. Powers of Unit Coordinators

In exercising their powers for international students, Unit Coordinators must consult with the Directorate of English Language and International Services.

A13. Practical Experience

International students may only participate in practical work experience arrangements where it prescribed by the course rules is as a compulsory unit and where appropriate supervision and assessment arrangements are in place.

A14. Study Load

A14.1 The Course Coordinator may exercise discretion and set a maximum study load below 24 credit points in a teaching period if the Course Coordinator believes this to be in the student's best interests. The Course Coordinator's decision is final. For international students this provision is incorporated into the *Early Intervention Strategy for International Students Studying in Australia (Irrespective of Study Location in Australia – excluding Higher Degrees by Research Students)*.

A14.2 The study load requirement for international students is governed by the University operating procedure *Duration: Study Load and Mode for International Students in Australia Irrespective of Study Location*.

A15. Transfers

The International Services Manager is to be consulted prior to approval being granted to transfer an international student between courses.

A16. Unit Requirements and Unit Guides

The Unit Guide must be made available to all international students prior to their enrolment in a course, either in print or through referral to an electronic copy.

A17. Withdrawals

A17.1 International students seeking to withdraw from a unit must first consult with the International Services Manager.

A17.2 The University is not responsible for the potential effect of voluntary withdrawal from a unit on an international student's visa.