Rules Relating to Awards - Rule 2 - Coursework Awards - General Provisions

Section 1 - Admission Principles

Definitions

(1) For the purposes of this Rule, the following definitions apply:

a. Confirmation of Enrolment (COE) means a paper copy of an electronic confirmation of enrolment, sent by the University to an applicant for a student visa.
b. Census Date means the date prescribed by the University in accordance with the Higher Education Support Act 2003 after which a student's enrolment is taken to be finalised. This date will be published on the University's website for each study period. Students who withdraw from a unit after Census Date will incur a financial penalty and may incur an academic penalty.
c. Electronic Confirmation of Enrolment (eCOE) means, in relation to an application for a student visa, confirmation that:
    i. states that the applicant is enrolled in a Registered Course; and
    ii. is created by an education provider (SCU) through a computer system (PRISMS) under the control of the Education Minister to:
        - a diplomatic, consular or migration office maintained by or on behalf of the Commonwealth outside Australia; or
        - an office of a visa application agency that is approved in writing by the Minister for the purpose of receiving applications for a student visa; or
        - any office of Immigration in Australia;
d. International student means a student who is not a citizen of Australia or New Zealand or a permanent resident of Australia.
e. Registered Course means a course of education or training provided by an institution body or person that is a registered provider of the course in that State or Territory, for the Education Services for Overseas Students Act 2000 and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
f. Withdrawal Without Fail Date means the date prescribed by the University after which a student's withdrawal from a unit will result in a Fail grade. This date will be published on the University's website for each study period and will be based on Monday of Week 9 for Sessions (15 week teaching periods) and Monday of Week 5 for Study Periods (7 week teaching periods). Students who withdraw from a unit after the Withdrawal Without Fail Date will incur a financial and academic penalty.

Application

(2) An application for admission to a coursework award course will be made in the manner prescribed, and lodged as directed, by the Director, Student Administration Services or Director, SCU International. An applicant who has not completed the required admission procedures by a specified date and who wishes to apply may be liable for payment of a late fee.

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(3) Subject to clause (2), all applications for admission to the University, whether assessed by or on behalf of the University, will be assessed against:

a. the English Language Proficiency Requirements (clauses (15) to (24));
b. the Academic Standards (for applicants to an undergraduate award course refer Section 2 - ; for applicants to a postgraduate award course refer Section 3 -); and
c. where applicable, any Specific Award Rules.

International Student Applicants

(4) International onshore student applicants must also:

a. have financial capacity to pay the full cost of their tuition, non-tuition costs including living expenses and all other expenses associated with their education and living in Australia; and
b. satisfy Genuine Temporary Entry student requirements in accordance with the International Admissions Genuine Temporary Entry Procedure; and
c. enrol on a full time basis (unless studying on other than a student visa).

(5) The admission of offshore International Students for study at offshore education collaboration or partnership locations will be in accordance with this Rule and any additional admission requirements contained in the Third Party Education Collaboration Agreement, Partnership Agreement, or other contractual arrangements, as well as any articulation pathway approved by Academic Board.

(6) International offshore students who are not citizens of the country they are studying in and who are enrolled as independent students or with a SCU-approved education collaboration must also meet any requirements stipulated by the local authorities of the country they are studying in.

(7) When assessing applications against the relevant Academic Standards, the University will use accepted educational resources, including Australian Education International - NOOSR, UK NARIC, University Admissions Centre Assessment of Qualifications Manual and the Queensland Tertiary Admissions Centre Schedule to establish the Australian equivalence of an applicant's overseas qualifications.

(8) For Study Abroad and Exchange students only, all documentary evidence attached to an application must be:

a. original; or
b. certified as true copies of the original by a certified contractual agent, Notary Public or Justice of Peace; or
c. verified by a trusted source such as the home overseas institution.

(9) Where original documents are not provided, or the documentation is not certified by an appropriate authority, a conditional offer of admission may be made subject to the provision of appropriate documentation prior to course commencement.

(10) International student applicants who are under 18 years of age must also satisfy the DIBP that suitable welfare and accommodation arrangements have been made for them while studying in Australia to receive a Student Visa.

(11) The University may provide welfare and accommodation arrangements for under-age students who cannot independently satisfy DIBP's welfare requirements subject to the Welfare Arrangements of International Students Aged Under 18 Policy.

Excluded Students

(12) An applicant who has been excluded from study on academic grounds at SCU or another tertiary institution may

apply for admission prior to expiration of a period of exclusion, but enrolment will not be permitted until expiration of the period of exclusion.

(13) Students who have been permanently excluded on academic grounds from any tertiary institution will not be admitted to SCU until a period of not less than 24 months has elapsed from the start of the exclusion.

(14) Applicants who are subject to, or have completed, a period of academic exclusion from SCU or another tertiary institution must provide details of the exclusion penalties that were applied with their application for admission to SCU.

English Language Proficiency Requirements

(15) All applicants must meet the University's English language proficiency requirements for admission irrespective of the study location or study mode.

Minimum English Language Proficiency Requirement

(16) Unless otherwise stipulated in Specific Award Rules (refer clauses (17) to (20)), the applicant must meet one of the following criteria to satisfy the minimum English language proficiency requirement:

a. Australian-born, Australian citizen; or
b. successfully completed senior secondary study to the equivalent of the Australian year 12; or
c. successfully completed (at pass level or higher) at least one year of full time study (or equivalent part time study) a diploma qualification (AQF Level 5) equivalent or higher where the language of instruction was English; or
d. achieved a test score equal to or above the minimum listed for IELTS 6.0 (no band less than 5.5) as described in Schedule B; or
e. successfully completed an overseas qualification or professional experience to the specified standard listed in Schedule C; or
f. successfully completed English for Academic Purposes (EAP) at an Eligible Education Provider or Educational Business Partner to a standard determined by the Eligible Education Provider as equivalent to IELTS 6.0; or
g. successfully completed a foundation course(s) to the standard specified by the Chair, Academic Board, at:
    i. an Australian Higher Education Provider; and/or
    ii. a National English Language Teaching Accreditation Scheme (NEAS) approved provider; and/or
    iii. a Registered Training Organisation (RTO); or
h. successfully achieved a score on the SCU College English language programs' exit test comparable to the minimum required score for admission as described in Schedule B; or
i. successfully completed SCU's Preparing for Success Program, Undergraduate Qualifying Program or Post-graduate Qualifying Program.

(17) If the relevant Specific Award Rule specifies a minimum English language proficiency other than an IELTS score of 6.0, the applicant must have achieved a test score equal to or above that listed in the Specific Award Rule or an equivalent described in Schedule B.

(18) Those applicants who have successfully completed EAP at an Eligible Education Provider or Educational Business Partner to a standard below IELTS 6.0 may be offered conditional admission pending the applicant undertaking further EAP study at SCU in order to reach an IELTS 6.0 standard of English Language Proficiency.

(19) Specific Award Rules may specify a minimum English language proficiency other than an IELTS score of 6.0, subject to approval by Academic Board. In such cases, the Specific Award Rule will take precedence over any conflict with this Rule.

(20) Where Specific Award Rules refer to Rules Relating to Awards - Rule 2 - Schedule A it means this Schedule A.

(21) Eligible Education Providers and Educational Business Partners are defined under the Migration Regulations 1994.

General ELP Conditions

(22) When an IELTS score, or equivalent listed in Schedule B, is used to demonstrate English language proficiency, that score must have been attained within two years of the date of application for admission.

(23) When a qualification or experience is used to demonstrate English language proficiency, the qualification or experience must have been completed within five years of the date of application for admission.

(24) The Chair of Academic Board may waive the requirements of this Rule for a particular applicant in exceptional circumstances, and will report such action to the Academic Board at its next meeting.

Section 2 - Academic Standards: Eligibility for Admission to an Undergraduate Award Course

Current Australian Year 12 Applicants

(25) An applicant for admission to an undergraduate award course may be considered under one of the following categories and in the manner specified for that category:

a. An applicant who has completed the NSW Higher School Certificate or another Australian High School equivalent may be considered for admission on the basis of an Australian Tertiary Admission Rank (ATAR) or Limited ATAR, or equivalent.
b. An applicant completing Year 12 who is resident in the University's feeder region is eligible to receive bonus points (up to a maximum of five bonus ATAR points or two OP levels), as determined by the Senior Deputy Vice Chancellor, which are added to the applicant's ATAR or Limited ATAR or equivalent rank.
c. An applicant completing Year 12 at a high school, or Registered Training Organisation (RTO) in the University's feeder region may be considered for admission under the Star Entry Scheme. Applicants will be assessed on the basis of a report prepared by their Principal and must satisfy any specific University entry criteria.
d. An applicant who has completed an approved Certificate III (AQF Level 3) qualification as part of their year 12 program may be considered for admission on the basis of their Certificate III studies.
e. An applicant who has successfully completed SCU Head-Start or an equivalent program approved by the Academic Board, may be considered for admission.

All Other Applicants

(26) Where an applicant for admission to an undergraduate award course cannot be considered under clause (25), they may be considered for admission under one of the following categories, on the basis of a rank determined by either the relevant Tertiary Admissions Centre or the University:

a. Assessable Qualifications:
    i. Completion of the NSW Higher School Certificate, or equivalent.
    ii. Successful completion of a Certificate III (AQF Level 3) or higher qualification from an Australian Higher Education Provider or Registered Training Organisation (RTO).
    iii. Professional qualifications, including health care qualifications, commissioned officer qualifications, apprenticeships, traineeships and qualifying examinations of professional associations.
    iv. An applicant with overseas qualifications may be considered for admission provided the University

accepts the applicant's qualifications as being the equivalent of an Australian qualification which meets the entry requirements for the particular award course or program.

b. Alternative Entry:
    i. Successful completion of at least six months' full-time equivalent study, of a Certificate IV (AQF Level 4) or higher qualification, from an Australian Higher Education Provider or Registered Training Organisation (RTO).
    ii. Successful completion of a tertiary preparation course:
        - at an Australian Higher Education Provider; or
        - at a Registered Training Organisation, of at least six months' full-time equivalent study.
    iii. Successful Completion of the multiple choice Special Tertiary Admissions Test (STAT).
    iv. Work or field experience of at least one year full-time, or equivalent in the cognate discipline.
    v. Submission of a Personal Competencies Statement addressing specific selection criteria.
    vi. Interview, audition or other form of individual assessment (including submission of Personal Competencies Statement) which and show evidence of acceptable aptitude, motivation and commitment to undertake the course.

c. Applicants Under 18 Years of Age:
    i. An applicant who is under 18 years of age as at 1 March in the year of intended course commencement, and who does not satisfy at least one of the requirements in clause (25) may be considered for admission if the applicant's qualifications and level of attainment are acceptable to the relevant Head of School and in the case of an International applicant, the requirements of the Welfare Arrangements of International Students Aged Under 18 Policy can be met.

d. Educational disadvantage:
    i. An applicant who can demonstrate educational disadvantage may be considered for admission provided the applicant can demonstrate, to the satisfaction of the relevant Head of School/College, an ability to cope with the academic content of the course for which admission is sought.

e. Indigenous Applicants:
    i. Applicants may be considered for admission on the basis of individual assessment programs run by the College of Indigenous Australian Peoples. Applicants may be required to undertake the Preparing for Success at SCU Program.

(27) An applicant for admission to an undergraduate double degree award must satisfy the admission requirements for each of the single awards that comprise their double degree.

Section 3 - Academic Standards: Eligibility for Admission to a Postgraduate Coursework Award Course

(28) An application for admission to a postgraduate coursework award course must have fulfilled all the requirements for a bachelor degree or equivalent at this University, or another Higher Education Provider approved by the Academic Board , or equivalent professional experience.

Section 4 - Offer, Acceptance, Deferment and Appeal

Part A - Offer

(29) The University assesses all applications and makes one of the following admission decisions:

a. Full offer;
b. Conditional offer;
c. Packaged offer of qualifying course/s leading to the principal course;
d. An offer into an alternative course; or
e. No offer.

(30) Offers of admission to commencing students will specify:

a. the course name;
b. relevant course codes;
c. where applicable, attendance mode, attendance type, and campus; and
d. major tuition fee type for which the offer is made.

(31) For international onshore students:

a. where the applicant does not meet the relevant admission eligibility requirements, including the minimum English Language Proficiency requirements and Academic Standards, they may be offered admission through a pathway package which is conditional upon successful completion of each stage of the package.
b. the offer of admission must contain or accompany the required information as set out in Standard 2 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and
c. the SCU Refunds and Remissions Policy must be contained within or attached to the Offer of Admission and must be detailed in the Acceptance of Offer.

(32) The Director, Student Administration Services has authority to make offers of admission to non-award, undergraduate and postgraduate coursework awards offered by SCU.

(33) The Director, SCU International has authority to make offers of admission to international onshore students applying for non-award, undergraduate and postgraduate coursework courses offered by SCU.

(34) The Dean, Graduate Studies has authority to make offers of admission to Higher Degrees by Research courses offered by SCU.

(35) Admissions records for each International student will be maintained in the Student Management System and in PRISMS.

Part B - Acceptance

(36) A person receiving an offer of admission must respond to the offer by the due date and through the process specified in the offer letter (including payment of fees where applicable).

(37) If an applicant fails to respond to the admission offer by the due date, and/or pay any applicable fees where this is a condition of admission listed in the offer letter, the offer may lapse. An applicant may apply to have a lapsed offer reinstated. Approval to reinstate a lapsed offer can only be granted by the relevant authority (refer clause (32) to (34)) if places are still available in the relevant program and student category.

(38) For international onshore students, an eCOE will be issued once the University has received:

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a. a copy of the Offer of Acceptance Agreement and Fee Agreement signed by the applicant;
b. the initial tuition fee payment;
c. confirmation of English Language Proficiency; and
d. any other documents requested in a conditional offer.

(39) Where a condition exists regarding successful progression from one course to the next as part of a package, the eCOE can be issued if all other conditions have been met.

(40) An eCOE shall not be issued unless the initial tuition fee and any other non-tuition fees stipulated in the offer letter have been paid in full.

(41) For international offshore students, acceptance of an offer of admission shall be in accordance with the requirements contained in the Offer or in the Education Collaboration Agreement.

Part C - Deferment of Offer

(42) Applicants in receipt of an offer of admission may request to defer the offer by submitting an application in writing to Student Administration Services no later than the census date of the first study period and subject to any conditions published on the University's website.

(43) An application for deferment of offer may be refused on the basis of:

a. restrictions or conditions applying to any scholarship held by, or offered to, the applicant;
b. course specific criteria as specified in the Specific Award Rules, such as a restriction on deferment;
c. legislative requirements that restrict the offer of a deferment; and/or
d. professional accreditation requirements.

(44) Where an applicant is offered a Commonwealth Supported Place or Hotel School Employer Reserved Place and cannot commence their studies within the academic year, a deferment of offer to the following academic year and into the same course, may be granted following application by the census date of the first study period. The University reserves the right to cancel the deferment if the course is no longer available.

(45) International onshore students who need to delay the commencement of their secondary or a later course within a package because they do not satisfy initial or progression conditions may make an application to defer their entry to the subsequent course to the next available study period, provided that any deferment period does not breach the National Code or the Department of Immigration and Border Patrol (DIBP) visa requirements (refer Enrolment Deferment, Suspension and Cancellation Procedures - International Students).

(46) Where a deferment is granted, SCU may reassess the application against the course entry requirements that apply at the new commencement date.

Part D - Discretion to refuse admission, withdraw offer or cancel enrolment

(47) The Director, SCU International (for International onshore students) and the Director, Student Administration Services (for all other students) may, at his or her absolute discretion, refuse or withdraw an offer of admission to an eligible applicant to any course or unit, including for the following reasons:

a. the applicant has been expelled from another Higher Education Provider on grounds of misconduct;
b. it is considered that the applicant poses a risk to the students and staff of the University or the wider University community;

c. it is considered that the applicant is likely to prejudice the reputation, management, good governance or discipline of the University;
d. the applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission;
e. the applicant would not be able to lawfully enter University premises for all or part of the duration of any course by reason of a court order or any enactment or decision made under an enactment;
f. the University would be subject to sanctions under the Autonomous Sanctions Act 2011 were the applicant to be admitted to the University or be permitted to enter or remain on University premises.

(48) Where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by, or on behalf of, the applicant, the Director, SCU International (for International onshore students) and the Director, Student Administration Services (for all other students), may withdraw the offer and/or cancel the student's enrolment.

(49) Decisions made under clause (47) or (48) can be appealed under clause (50).

Part E - Appeal

(50) Applicants who do not receive a "Full Offer" of admission to the University may lodge an appeal and request a review of their admission decision.

(51) A request to review the admission decision must be lodged in writing, addressed to the Deputy Vice Chancellor (Academic), within 10 University business days of the date listed on letter of offer notifying the applicant of the admission decision.

(52) The Deputy Vice Chancellor (Academic) will arrange for a review of the admission decision to be conducted by:

a. if the application was rejected on course specific grounds, the relevant Head of School/College or their nominee; or
b. if the application was rejected on general University criteria, a Senior Officer of the University.

(53) The Deputy Vice Chancellor (Academic) or nominee will review the case and notify the appellant of the outcome of their appeal and the reason for the decision, in writing and within 10 University business days of the date the University received the request for appeal.

Section 5 - Enrolment

(54) Upon admission to their course, an applicant is eligible to become enrolled as a student of the University.

(55) An applicant may be required to attend for consultation and advice prior to enrolment, as determined by the relevant Head of School, and will not be enrolled in the course until compliance with this requirement has been confirmed by the relevant Head of School.

(56) A commencing student is enrolled upon:

a. receipt by the University of the student's acceptance of the offer of admission; and
b. completion of enrolment in all units in the first study period.

(57) If an applicant fails to enrol for the first study period by the date specified in the offer of admission, the offer of admission may lapse and be withdrawn. Commencing students must enrol as specified in their offer, including the specific course, attendance mode and campus.

(58) Each student is responsible for ensuring they are correctly enrolled at all times and that their enrolment is kept up to date. All provisions in the Rules concerning enrolment will apply both to the first enrolment and to all subsequent re-enrolments.

(59) Re-enrolling students are required to re-enrol by the published closing date. Enrolment may be undertaken after the closing date at the discretion of the Director, Student Administration Services after consulting with the relevant Head of School and upon receipt of applicable fees.

(60) Students are not permitted to enrol in units while on student sanctions, however, they may withdraw from units in accordance with the standard rules for Variation of Enrolment.

(61) Enrolled students are obliged to provide personal information, including their full name, for record keeping and statistical purposes, as required by the Commonwealth Government. The University is governed by the Privacy and Personal Information Protection Act 1998 (NSW), the Health Records and Information Privacy Act 2002 (NSW) and the Privacy Act 1988 (Cth). The University takes its obligations relating to an individual's right to privacy of personal information seriously and has specific policies to ensure these obligations are met (refer Privacy Management Plan and guidelines addressing this).

(62) Students must enrol in accordance with the offer of admission and complete at least the first study period accordingly.

(63) A student will remain enrolled until having:

a. completed the coursework requirements, together with any additional units approved by the Head of School; or
b. taken leave of absence for a specified period; or
c. withdrawn; or
d. been deemed to have abandoned the course; or
e. been excluded; or
f. their enrolment terminated as a result of student conduct proceedings.

(64) An enrolled student will undertake the study units specified in the Specific Award Rules, or as approved by the relevant Course Coordinator.

(65) In exceptional circumstances, the Course Coordinator in consultation with relevant Unit Assessors may approve a unit substitution and permit a candidate to enrol in a unit or units other than those specified in the Schedule of Units for a specific award course.

(66) A student may not be concurrently enrolled in units in more than one award course except with the approval of the Deputy Vice Chancellor (Academic).

(67) International students enrolled in a course under a packaged offer may not enrol in a subsequent course until successful completion of the prior course in the package.

(68) In addition, international onshore students:

a. must accept responsibility for the cost of their tuition and support and all other expenses associated with their study;
b. must retain a copy of their COE and ensure its currency throughout their enrolment in an SCU course;
c. must maintain the currency of their student visa and Overseas Student Health Cover for the entire duration of their enrolment in the course;
d. must maintain a full time equivalent enrolment load and complete the course within the duration specified in their COE in accordance with the requirements of National Code Standards 9 and 10 and SCU Policy;

e. will only be granted approval to change course enrolment in accordance with the requirements of National Code Standards 7, 9, 10 and 13 and SCU Policy; and
f. will be enrolled contingent on contractual arrangements remaining current and strictly adhered to, where enrolment is subject to a formal collaboration between the University and a third party provider.

(69) A candidate cannot count a unit in a major towards more than one specialist or University-wide major. Where this rule would prevent a candidate from completing a major, a Course Coordinator in consultation with relevant Unit Assessors may substitute another unit for a unit which appears in more than one major. A substitution may be made more than once.

(70) A student will not enrol in the equivalent of more than four units of study in any one study period, except with the approval of the relevant Deputy Head of School or College Director.

(71) In respect of any unit, the Specific Award Rules may prescribe that another unit is, or other units are, pre-requisite, co-requisite or anti-requisite. A student will not be permitted to enrol in a unit if the specified pre-requisite, co-requisite and anti-requisite requirements for that unit are not satisfied, except with the approval of the relevant Course Coordinator in consultation with relevant Unit Assessors.

(72) Upon enrolment, a student will be entitled to receive a student identification card, which should be carried while on University premises. A student may be required to show their identification card upon request by a designated employee of the University. Lost identification cards will be replaced upon payment of a prescribed administrative charge.

(73) Upon enrolment, a student will provide the Director, Student Administration Services with an address for the mailing of all official correspondence. For international onshore students, this must be the student's current residential address. A student must notify the Director, Student Administration Services of any change of address within no more than five working days of the change, in writing or via e-mail or via the student management system.

(74) The University is not liable if official correspondence fails to reach a student who has not notified the Director, Student Administration Services of a change of address as required by clause (73).

Section 6 - Variation of Enrolment

(75) A student who has enrolled for a study period may vary their enrolment by adding or withdrawing from individual units, in the manner prescribed by the Director, Student Administration Services, and within the time periods set by the University.

(76) All students are required to manage their study plan as prescribed by University Rules, Policies and Guidelines.

(77) In addition, international onshore students must manage their study plan to ensure it meets all requirements of their visa and that the course is completed within the duration of the student's COE (refer Course Progress and Completion Within Expected Duration of Study Policy).

Adding Units

(78) A student may enrol in additional units in a study period without penalty or special approval subject to the following:

a. The unit addition complies with requirements of Section 5 - Enrolment.
b. The student varies their enrolment according to the deadlines as published by the Director, Student Administration Services (normally the final day of week 2 of the relevant study period)

c. The student complies with all requisite conditions, enrolment restrictions and special approvals as listed in the Schedule of Units active at the time of the unit addition.
d. The student is aware that they may receive study materials later than usual or miss lectures and tutorials as a consequence of late enrolment, and that the Unit Assessor need make no allowances regarding deadlines for submission to assessment items because of this.

(79) Where the student proposes to add a unit after the published deadlines for the relevant study period, the following requirements must also be met:

a. the census date for that study period has not yet passed;
b. the student is aware that the Unit Assessor need make no allowances regarding deadlines for submission to assessment items because of late enrolment; and
c. the student obtains written authorisation from the relevant Deputy Head of School/College. Where the Head of School/College responsible for the student's admitted course and the proposed unit are different, written authorisation must be obtained from both.

(80) A student will not be permitted to add units to their enrolment in a study period after the census date for that study period. If special circumstances beyond the student's control prevented the student from properly enrolling, the Director, Student Administration Services may consider retrospective enrolment if the student can demonstrate that a lack of enrolment in that study period would cause them to suffer a significant disadvantage.

(81) Approval of retrospective enrolment is at the discretion of the Director, Student Administration Services and subject to the following:

a. The student submits a request for retrospective enrolment in writing to the Director, Student Administration Services, explaining fully the circumstances that led to their failure to properly enrol and outlining the significant disadvantage they would suffer if not enrolled retrospectively.
b. Unit enrolment claims older than 12 months will not normally be considered.
c. The student's request for retrospective enrolment is accompanied by written authorisation from the relevant Deputy Head of School or College Director. Where the Deputy Head of School or College Director responsible for the student's admitted course and the Deputy Head of School or College Director responsible for the proposed retrospective unit enrolment are different, the student must obtain written authorisation from both.

Withdrawing From Units

(82) A student may withdraw from a unit until the last day of that study period, subject to the following:

a. A student who withdraws from a unit on or before the relevant Census Date will have their enrolment in that unit deleted from their academic record.
b. A student who withdraws from a unit after the relevant Census Date but on or before the Withdrawal Without Fail Date will have a grade of "Withdrawn " recorded on their academic record for that unit.
c. A student who withdraws from a unit after the relevant Withdrawal Without Fail Date will have a grade of "Withdrawn with Fail" recorded on their academic record for that unit.
d. If special circumstances require a student to withdraw from a unit after the relevant Withdrawal Without Fail Date, the student may apply in writing to the Head of School responsible for the unit requesting permission to receive a grade of "Withdrawn" for that unit. The request must be made within 12 months of the last day of the study period to which the enrolment relates. Approval may be given by the Head of School for a grade of "withdrawn" to be recorded on their academic record for that unit. A withdrawal without failure authorisation from the Head of School does not reduce the student's financial liability for the unit.
e. The Deputy Vice Chancellor (Academic) may approve a withdrawal without fail older than 12 months if the

student can demonstrate that special circumstances applied to prevent the student from applying for withdrawal without failure. Special circumstances apply only if they:

i. were beyond the student's control;
ii. impacted on the student's ability to apply for "withdrawal without failure" within the specified time frame; and
iii. were such that it was impractical for the student to apply for "withdrawal without failure" within the specified time frame.

(83) Commonwealth Supported Students will incur the full financial liability for the unit if the request to withdraw from the unit is submitted after the census date for the relevant study period.

(84) Fee Paying students will incur the full financial liability applicable under the University Refund and Remissions Policy and Procedures current at the time the request to withdraw from the unit is submitted.

(85) Where special circumstances beyond the student's control have forced a student to withdraw from a unit after the relevant census date, the student may apply for a remission/refund of the financial liability applicable associated with the unit in accordance with the Refund and Remissions Policy and Procedures current at the time the request is submitted.

Unit Cancellations

(86) Unit cancellations will not normally occur after the Friday prior to orientation week.

(87) The Deputy Vice Chancellor (Academic) may approve the cancellation of a unit.

(88) Where a unit is cancelled, the Head of School responsible for the unit will ensure that any student enrolled in that unit is advised. The School will ensure that any student withdrawn due to cancellation is provided with an alternative unit offering, where appropriate.

(89) The relevant Head of School will provide the Director, Student Administration Services with written authorisation to withdraw the availability of the unit and to process any associated withdrawal of students.

Section 7 - Leave of Absence for a Specified Period

(90) A student, except an international onshore student, may take leave of absence for a specified period of up to one year, by giving notice in writing to the Director, Student Administration Services.

(91) A student may be granted more than one period of leave of absence, but the total period of leave of absence will not normally exceed two years. Leave of absence for a period in excess of one year requires approval by the relevant Course Coordinator. Honours students require the approval of the relevant Honours Coordinator before any leave of absence may be taken.

(92) International onshore students may only request a leave of absence in accordance with the Enrolment Deferment, Suspension and Cancellation Procedures.

(93) A student granted leave of absence for a specified period will be treated as having taken leave of absence from the course and withdrawn from any enrolled units of study in the study period in which leave is commenced. The student's academic record will be amended as appropriate (see Section 6 - Variation of Enrolment).

(94) Leave of absence will not normally be granted until a student has completed the requirements for at least one unit.

(95) Periods of approved leave of absence will not be counted as part of the period for completion of a coursework award course (see Section 15 - Duration of Coursework Award Courses).

Returning from Leave of Absence

(96) A student who fails to re-enrol as directed after a period of approved leave of absence will be treated as prescribed in clause (101).

(97) A student resuming studies after a period of approved leave of absence will be subject to the award Rules in operation at the time of resumption and will be required to re-enrol as directed by the Director, Student Administration Services.

(98) Where a new version of a course has been implemented, a student returning from a Leave of Absence may be required to undertake this new version, if they cannot expect to complete the previous version within the teach-out period. Each case will be considered on a case by case basis.

Section 8 - Withdrawal from a Course

(99) A student who does not wish to continue to be enrolled in a course may withdraw from the course.

(100) A student who, having withdrawn from a course, subsequently wishes to be readmitted to the course will comply with the requirements for admission as prescribed in Section 1 - .

Section 9 - Failure to Re-enrol

(101) A domestic student who fails to re-enrol in two consecutive study periods will be regarded as having abandoned the course.

(102) A student who, having failed to re-enrol, subsequently wishes to be readmitted to the course will comply with the requirements for admission as prescribed in 0.

(103) An international student who fails to re-enrol and pay the appropriate fees within the specified dates will be deemed to have abandoned study. In such cases, the student's admission will be withdrawn and the Certificate of Enrolment (COE) will be cancelled.

Section 10 - Exclusion

(104) The Chair of the relevant School Board may exclude a student for a maximum of one study period where a student has:

a. failed compulsory professional experience or fieldwork requirements of the course; or
b. failed the same unit in their third (3rd) attempt and has completed less than two-thirds of their course; or
c. not met any Specific Award Rules which provide for exclusion in circumstances not described above.

(105) The Chair of the relevant School Board may exclude a student permanently from a course where a student has:

a. failed compulsory professional experience or fieldwork requirements for the second time; or
b. not completed their course within the maximum completion time specified under Section 15 - ; or
c. failed the same unit in their fourth attempt and has completed less than two-thirds of their course;
d. not met any specific course rules (Specific Award Rules) which provide for exclusion in circumstances not

described above; or

e. for international onshore students, not achieved satisfactory course progress as defined by the National Code of the Education Services for Overseas Students Act 2000 (the ESOS Act).

Determination of Exclusion

(106) At the end of each study period (sessions and trimesters), upon notification of final grades, the Director, Student Administration Services shall provide all Heads of School, Chairs of School Boards and Director, SCU International with a list of students whose academic performance provides grounds for exclusion as described in clause (104)b, (105)b and (105)c.

(107) A Head of School, Chair of School Board or the Director, SCU International may at any time seek a list of students whose academic performance provides grounds for exclusion.

(108) A Chair of School Board (or nominee) shall review the academic performance of those domestic and offshore international students who meet any of the grounds for exclusion, and shall within five working days make a determination and notify in writing:

a. the relevant School Officer that the student:
    i. be allowed to continue; or
    ii. be allowed to continue with specified conditions relating to a documented intervention strategy; or
b. the Director, Student Administration Services that the student:
    i. be excluded for one study period in accordance with clause (104), and the relevant grounds for the exclusion; or
    ii. be excluded permanently in accordance with clause (105), and the relevant grounds for the exclusion.

(109) In the case of onshore international students, the Chair of School Board (or nominee) shall make a determination as prescribed in clause (108), in consultation with the Director, SCU International.

(110) In making their determination, the Chair of School Board (or nominee) shall take into consideration relevant matters such as:

a. whether a student is on and complying with a documented intervention strategy;
b. if there are compassionate or compelling circumstances (including for onshore international students as required in the ESOS Act) which contributed to poor academic performance; and
c. ensuring compliance with the National Code of the ESOS Act (onshore international students only).

Notification of Exclusion

(111) The Director, Student Administration Services will write to each student identified through clause (108)b notifying them of the decision of the Chair of School Board (or nominee) within five University business days of receiving the determination. The notification shall include:

a. specification of the grounds for exclusion;
b. the student's right of appeal against the decision of the Chair of School Board;
c. details of the appeal process; and
d. copies of, or links to, prescribed forms required to complete the appeal process.

Review of Exclusion

(112) An excluded student may request the Head of School to review their exclusion and the request must clearly

state the reasons for the student requesting a review.

(113) This request for review must be submitted in writing on the prescribed form to the Head of School within twenty University business days of the University's official date of notification of the exclusion to the student.

(114) A request for review to the Head of School may only be made on the grounds that clauses (104) or (105) was inappropriately or unreasonably applied, or that there were compelling or compassionate circumstances (including for onshore international students as required in the ESOS Act) which contributed to poor academic performance.

(115) The Head of School shall review the decision and advise the student and Director, Student Administration Services in writing of the outcome of this review within ten University business days of receipt of the request.

(116) All students will be advised of their right to appeal the review outcome and the internal appeals process to be used, if they are not satisfied with the result or conduct of the internal review process as described.

Appeals Against Exclusion

(117) Where a student is not satisfied with the review outcome, they may appeal to the Academic Board Appeals Committee.

(118) This request must clearly state the student's reasons for appeal, and must be submitted in writing on the prescribed form to the Academic Board Appeals Committee within ten University business days of the date on which the Head of School advised the student of the review outcome.

(119) A late appeal may be received at the discretion of the Chair of the Academic Board Appeals Committee.

(120) An appeal to the Academic Board Appeals Committee may only be made on the grounds that either clause (104) or (105) was inappropriately or unreasonably applied or that there were compelling or compassionate circumstances (including onshore international students as required in the ESOS Act) which contributed to poor academic performance.

(121) A decision of the Academic Board Appeals Committee shall be final within the University.

(122) All students will be advised of their right to access an external appeals process through the relevant State and Commonwealth Ombudsman's Office if they are not satisfied with the result or conduct of the internal appeals process as described.

Appeals and Enrolment

(123) Students who appeal their exclusion from a course, and have enrolled in the next study period, shall remain enrolled in the course until their appeal is decided.

(124) Students other than onshore international students who, whilst awaiting the outcome of their appeal have enrolled in the next study period and passed 50% or more of units attempted in that study period will have their exclusion lifted by the University.

Admission After Exclusion

(125) An excluded student may enrol following the expiration of their exclusion.

(126) An excluded student may enrol in subsequent study periods prior to expiration of a period of exclusion, but will not be permitted to recommence study until expiration of the period of exclusion.

(127) Upon re-enrolling the student must consult with their Course Coordinator (or nominee) and, in the case of

international onshore students, an International Student Adviser, to establish a study plan and appropriate unit load.

(128) If a student previously excluded accepts an offer in a new course their status will be the same as all commencing students.

Advanced Standing

(129) An excluded student may not receive advanced standing on the basis of study completed at another institution during the period of exclusion unless the student has received permission of the Head of School in advance of such study.

Section 11 - Readmission after Expulsion from the University

(130) A student who has been expelled from the University as a result of student conduct proceedings and who subsequently wishes to be readmitted to the University will not be readmitted, except with the permission of the University Council.

After Abandonment of a Course

(131) An applicant who has abandoned their course as described in clause (101) or (103), and subsequently wishes to complete may apply for re-admission to the abandoned attempt of the course provided the course can be completed within one study period.

Section 12 - Course Transfer

(132) A student who is admitted to a coursework course may apply for a course transfer in a form and at a time determined by the Director, Student Administration Services.

(133) An internal course transfer is not automatic, and applicants will be assessed in accordance with Section 2 - or Section 3 - .

(134) Applicants who have been enrolled for one study period or more will be assessed against the progression in the study completed to date.

Section 13 - Requirements for Coursework Awards

(135) Unless the Academic Board determines otherwise:

a. a candidate for a Masters degree by coursework will complete the equivalent of either 12 or eight units, as detailed in the Specific Award Rules;
b. a candidate for a Graduate Diploma will complete the equivalent of eight units, as detailed in the Specific Award Rules;
c. a candidate for a Graduate Certificate will complete the equivalent of four units, as detailed in the Specific Award Rules;
d. a candidate for a double Bachelors degree will complete the equivalent of either 36 or 40 units, as detailed in the Specific Award Rules;
e. a candidate for a combined Bachelors degree will complete the equivalent of 32 units, as detailed in the Specific Award Rules;

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f. a candidate for a Bachelors degree will complete the equivalent of either 24 units, 28 or 32 units, as detailed in the Specific Award Rules;
g. a candidate for an Associate Degree will complete the equivalent of 16 units, as detailed in the Specific Award Rules.
h. a candidate for a Diploma will complete the equivalent of eight units, as detailed in the Specific Award Rules;
i. a candidate for a Certificate will complete the equivalent of four units, as detailed in the Specific Award Rules.

(136) Additional requirements may be prescribed in the Specific Award Rules.

Section 14 - Completion of a Unit

(137) A student will be deemed to have completed a unit when either:

a. a grade indicating satisfactory completion of the unit has been attained as prescribed in the Rules Relating to Awards Rule 3 clause (45) - (47); or
b. advanced standing has been granted in that unit.

Section 15 - Duration of Coursework Award Courses

(138) Unless a Head of School otherwise determines, or the Specific Award Rules provide otherwise, a candidate for a:

a. 40 unit or 36 unit award will normally complete the course in not more than 15 years.
b. 32 unit award will normally complete the course in not more than 10 years.
c. 28 unit award will normally complete the course in not more than 9 years.
d. 24 unit award will normally complete the course in not more than 8 years.
e. 16 unit award will normally complete the course in not more than 6 years.
f. 12 unit award will normally complete the course in not more than 5 years.
g. eight unit award will normally complete the course in not more than 3 years.
h. four unit award will normally complete the course in not more than 2 years.

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