Rules Relating to Awards - Rule 3 - Coursework Awards - Student Assessment and Examinations

Section 1 - Assessment Information in Unit Information Guides

(1) The unit assessor during the first two weeks of each study period shall make available to all students enrolled in that unit and shall lodge with the Library a Unit Information Guide which shall contain details as stipulated in the Unit Statements Policy.

(2) The Unit Information Guide shall normally include at least the following information about student assessment:

a. a description of each assessment task, including information such as length and format;
b. the relation of each assessment task to the Unit Learning Outcomes;
c. the weighting of each assessment task towards the final grade;
d. whether a pass in the unit requires an overall mark of 50 per cent, or whether there are components of the assessment which must be completed at a specified level for the unit to be completed satisfactorily;
e. identification of any assessment task that must be completed to pass the unit but which does not count towards the final grade;
f. due dates for submission or completion of each assessment task and penalties which may be applied for late submission;
g. the mode of grading [that is, whether graded or ungraded - see clause (46)];
h. a statement noting the relationship between assessment and desired Graduate Attributes.

Section 2 - Amendments to Assessment Requirements

(3) Any amendment to the assessment requirements presented to students in a Unit Information Guide shall be notified to all students in a form and at a time determined by the Deputy Head of School or College Director. Unless the relevant Deputy Head of School or College Director approves otherwise, no such amendments, other than an extension of the due date of an assessment task, shall be made or notified after the conclusion of the sixth teaching week of a study period.

Section 3 - Assessment Provision for Students with Disabilities

(4) This Rule refers to the conditions under which variations to assessment tasks or requirements may be made to accommodate the needs of students with disabilities. Such variations may include, for example, the method of completing assignments or recording answers, a lengthening of the time taken over a test or examination, the venue

for tests or an examination, the provision of sound amplification or of large print for test or examination papers, and the provision of particular furniture requirements. The onus is on a student with a disability who wishes to seek variations to assessment tasks or requirements to bring this matter to the attention of the Disabilities Liaison Officer in accordance with the University's Academic Adjustments for Students with Disabilities Policy.

(5) Procedures for students registered under the Academic Adjustments for Students with Disabilities Policy as having a disability shall be those specified in that Policy. Once a determination is made under the Policy concerning variations to assessment tasks or requirements for a student with a disability, these variations shall be available throughout the period of enrolment unless changed in accordance with the Policy.

(6) All students with disabilities who are not registered under the Policy and who seek accommodation for a disability must contact the Disabilities Liaison Officer. An application for a special examination or special consideration in a unit does not relieve the student of this onus.

Section 4 - Grounds for Special Consideration

(7) Requests for special consideration in relation to assessment tasks shall only be considered on the following grounds: health (including impacts of religious fasting); compassionate circumstances; religious observances or celebrations; serious unforeseen personal events; selection in State, national or international sporting or cultural events; rendering genuine and unforseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves. Onshore international students must have a Confirmation of Enrolment (COE) for an SCU course which remains valid for the period of the request.

(8) For consideration on health grounds, the following information in relation to a student's condition shall be required from a registered health practitioner:

a. the date or dates on which the student was examined; and
b. a specific statement of the practitioner's opinion of the effect of the complaint or treatment on the student's ability to complete the assessment task. Requests that do not contain this information will not be considered. The unit assessor, or Head of School, as appropriate under Section 5 - , may, with written permission by the student, seek further clarification from the relevant registered health practitioner concerning the extent to which a complaint or treatment may affect the student's ability to complete the assessment task. A registered health practitioner means a health practitioner registered as a provider under Medicare or a private health fund, together with such other health practitioners as the University may determine from time to time.

(9) For consideration on grounds of compassionate circumstances or serious unforeseen personal events, a student shall provide factual details of the circumstances or events, together with such corroborative evidence as may support the student's application. In this context "serious unforeseen personal events" refer normally to events which are outside the student's control to prevent or overcome.

(10) For consideration on grounds of selection in State, national or international sporting or cultural events, or religious observances or celebrations, a student shall provide a statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

(11) For consideration on grounds of rendering genuine and unforseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves, a student shall provide a statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered, and validates a conflict with the University's timetable.

(12) Misreading the advised due date for any assessment task including misreading the exam timetable, as officially advised by the University, is not grounds for special consideration. Official advice only includes information provided in

Unit Information Guides, on University websites and formal written correspondence.

Section 5 - Types of Special Consideration

(13) Variation of the due date for an assessment task, other than an examination:

a. Requests for this type of special consideration shall comply with the conditions and requirements as set out in Section 4 - and shall be submitted on the University's prescribed form of application.
b. Requests shall be submitted to the unit assessor as soon as possible before the due date of the submission of the assessment task.
c. Requests to bring forward the due date for an assessment task, other than an examination, shall be submitted to the unit assessor in sufficient time for alternative arrangements to be made.
d. Requests for variation of the due date for an assessment task, other than an examination, on the grounds of selection in State, national or international sporting, educational or cultural events, or religious observances or celebrations, shall be submitted to the unit assessor at least one (1) month in advance of the starting date of the activity.
e. With respect to clause (13)b, (13)c and (13)d, the relevant Course Coordinator in consultation with relevant Unit Assessors may approve a later date for submission of a request if exceptional circumstances can be demonstrated by a student.
f. The unit assessor, on the evidence available and after consultation with other academic staff responsible for student assessment in the task in question, shall determine whether or not to grant a variation and advise the student accordingly within five (5) working days of receipt of the student's completed application form. If a variation is not granted, the student shall be informed in writing of the reasons. If a variation is granted, the student shall be informed in writing of the new due date for the assessment task.
g. With respect to clause (13)f, the relevant Head of School may approve a later date for response to the student if exceptional circumstances for delay can be demonstrated by the unit assessor.
h. Where extensions have been granted beyond the due date of the finalisation of grades for the session or trimester, the student shall receive an interim grade of Incomplete.

(14) Special consideration in the end-of-unit examination:

a. Requests for this type of special consideration shall comply with the conditions and requirements as set out in Section 4 - and shall be submitted on the University's prescribed form of application.
b. Requests shall be submitted to the Course Coordinator of the course in which the student is enrolled, copying in the relevant unit assessor.
c. Except where otherwise approved by the relevant Head of School, the timing of the submission of requests shall be as follows:
    i. on grounds of health, compassionate circumstances, serious unforeseen personal events, rendering genuine and unforseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves, as soon as possible before the due date of the examination;
    ii. on grounds of event conflict resulting from selection in State, national or international sporting or cultural events, or religious observances or celebrations, at least one (1) month in advance of the starting date of the activity.
d. The Course Coordinator of the course in which the student is enrolled, in consultation with the Unit Assessor, shall make a determination and advise the student and the Unit Assessor of the outcome. Where the outcome is approval of a special examination, the Director of Student Administration Services will also be advised. A student shall not normally be granted special consideration in an end-of-unit examination unless the student

has complied with all other compulsory assessment requirements in that unit.

e. Where a student has been granted special consideration in relation to an end-of-unit examination, the student may choose to:
    i. sit the end-of-unit examination and be considered under the provision in clause (15)d, or
    ii. not sit the end-of-unit examination and be granted a special examination.
f. Where a student has been granted a special examination, an interim grade of Special Examination shall be entered on the student's record.

(15) Consideration in relation to a completed assessment task:

a. Requests for this type of special consideration shall comply with the conditions and requirements as set out in Section 4 - and shall be submitted on the University's prescribed form of application.
b. Requests shall be submitted to the unit assessor no later than two (2) working days after completion of the assessment task.
c. The relevant Course Coordinator may approve a later date for submission of an application if exceptional circumstances can be demonstrated by the student.
d. The unit assessor shall retain all applications until the time of the determination of final grades for the unit. At that time, the unit assessor, taking into account the student's application, and, after consultation with any other staff member responsible for the assessment task related to the application, shall either decide the student's final grade or, in exceptional circumstances, recommend to the Course Coordinator that the student be granted further assessment prior to determination of the final grade. The Course Coordinator shall ensure that all applications are retained by the School for a period of one (1) year.

Section 6 - Examination and Special Examination Periods

(16) Examination periods (including special examination periods) shall be those periods as determined by the Vice Chancellor.

a. A student who wishes to obtain a change of examination venue less than 3 weeks prior to the commencement of an examination period shall be required to pay the non-refundable fee as outlined in Rules - Fees, Charges and Sanctions.
b. A student who wishes to sit an examination outside Australia will be required to pay the non-refundable fee as outlined in Rules - Fees, Charges and Sanctions. It is the student's responsibility to organise an appropriate examination supervisor to be approved by this University.

(17) Special examinations will be held in official examination periods as designated by the Vice Chancellor. International students who hold a valid Confirmation of Enrolment (COE) from SCU for onshore study must sit special examinations within the duration of the COE.

(18) Subject to the discretion of Director, Student Administration Services, students granted a special examination under Section 5 - will sit the special examination in the next:

a. special examination period where the special examination approval is received by Student Administration Services less than 2 weeks after the close of the preceding examination period; or
b. examination period where the special examination approval is received by Student Administration Services more than 2 weeks after the close of the preceding examination period.

(19) Where special consideration is granted prior to an examination on the basis of religious observances, a student will be examined within the immediate examination period, using the same examination materials as for the standard examination (where necessary) so long as the student:

a. is available to sit the examination in the immediate examination period; and
b. signs a statutory declaration declaring:
    i. that they will not share the contents of the examination with other students (when sitting before the general cohort); or
    ii. that other students have not shared the contents of the examination with them (when sitting after the general cohort).

(20) In the case of clause (19), the Unit Assessor will assess exam results to ensure no odd patterns of results are detected.

(21) Students enrolled internally are required to return to the University to sit an examination, unless prior arrangements for an alternative venue have been approved in writing by the Director of Student Administration Services. International students may only apply for an alternative venue under compassionate and compelling circumstances.

(22) Except for the case of clause (19), in any examination period where a unit has either Special Examinations or Supplementary Assessment examinations, the unit shall normally have an examination paper that is different, but of an equivalent standard, to the examination previously set.

Section 7 - Conduct of Examinations

(23) Timetables for examinations shall be prepared and posted on the appropriate notice boards, or due notice of examinations shall be given to students by other means as determined by the University. Such notice shall be given not less than ten (10) working days prior to the commencement of the examination.

(24) A person other than a student, a supervisor, a unit assessor or other authorised person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination session.

(25) A student may not enter an examination room before being given permission to do so by a supervisor, or thirty (30) minutes after the commencement of the writing time for the examination.

(26) No student may leave the examination room before the expiry of thirty (30) minutes from the commencement of writing time or after the ten-minute warning given by a supervisor before the end of the examination.

(27) A person, whether a student or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

(28) A student shall not, except with the explicit permission of the unit assessor, bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any unit, or is such that it may reasonably give rise to suspicion that it is capable of conveying information concerning or of having reference to any unit or that it was intended by the student so to do. Exception: Electronic dictionaries are not permitted under any circumstances. It is immaterial that the subject matter of the material is not one to which the examination relates. It shall be sufficient answer to any alleged breach of this Rule if the student establishes that anything brought into an examination room was brought in with the permission of the supervisor, or, forthwith upon entering the room, deposited with a supervisor or at a place designated for the deposit of such things.

(29) A student whose first language is not English may use an unmarked and unannotated standard translation

hardcopy dictionary only, where the examination is set in English.

(30) Except with the approval of the supervisor, a student shall not during an examination session communicate with any other person except a supervisor, the unit assessor or other person authorised by the relevant Deputy Head of School or College Director, or assist any other person to communicate with another person, or willingly receive a communication from any person other than a supervisor, the unit assessor or the relevant Head of School.

(31) Students shall bring into the examination room their student identification card or any other photo identification card.

(32) A student for an examination shall, upon entering an examination room, proceed without delay to the place the student is directed to occupy for that examination by a supervisor or by notice or other means, and shall not leave that place except with the permission or by the direction of a supervisor. A supervisor may at any time direct a student to leave any such place and to occupy another place specified by the supervisor, and a student shall without delay comply with any such direction.

(33) A student shall comply with all directions to students set forth on a writing book or other examination material supplied or set out on any notice displayed in the examination room, and shall without delay comply with directions given by a supervisor. A supervisor need not give a student a reason for any direction or requirements given or made to the student.

(34) All examinations must be answered during the examination session in the student's own handwriting, unless alternative arrangements have been made through registration and consultation with the Disability Liaison Officer.

(35) A student shall not remove from the examination room any worked script or paper provided for use during the course of the examination, or other material the property of the University unless permitted by the supervisor.

(36) A supervisor may:

a. require any person present in the examination room to show by such means as the supervisor may specify and as are appropriate to the circumstances, that the person is not in possession of any unauthorised material as specified in clause (28) or that the person is not committing or attempting to commit or has not committed a breach of any other Rule relating to the conduct of examinations;
b. if the supervisor considers that unauthorised material has been brought into the examination room, confiscate such material and submit it with a report to the Director of Student Administration Services;
c. ask any person in the examination room any question relating to the conduct of the examination or to that or another person's behaviour while in the examination room.

(37) A person present in the examination room shall comply with any such requirements or answer any question so asked. If the person fails so to do, the supervisor may require the person to leave the examination room.

(38) If, in the opinion of a supervisor, a student's behaviour is such as to disturb or distract any other student, the supervisor may require the person to leave the examination room. A supervisor shall have and may exercise all such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.

(39) If a person who is required by a supervisor to leave the examination room fails to do so forthwith, the permission given to be on the premises of which the examination room forms part shall be deemed to be withdrawn and the person may be dealt with accordingly.

(40) A student of the University who commits a breach of any part contained within Section 7 - shall be guilty of misconduct and dealt with in accordance with Section 18 - . If not a student of the University, the examination result may be cancelled by the Chair of the Academic Board after such inquiry as the Chair deems appropriate to the case.

(41) A student shall not cheat nor attempt to cheat in an examination. Cheating is defined as any behaviour by a student in relation to an examination that is intended to defeat the purposes of the examination.

(42) A person, whether a student or not, shall not do anything intended to assist any other person sitting for an examination to cheat or otherwise defeat the purposes of the examination.

(43) A supervisor who suspects a student of cheating or acting dishonestly or unfairly, or of assisting another student to cheat or act dishonestly or unfairly, in connection with an examination, may require the student to surrender any book, paper or other material which the supervisor suspects has been or is being used by the student for such purpose and the student shall comply with any such requirement.

(44) After surrender of any book, paper or other material in accordance with clause (43), the student may be permitted to continue the examination.

(45) A supervisor who suspects a student of a breach of clause (41) and/or (42) shall, as soon as practicable, submit a written report of the circumstances of the alleged breach, together with any book, paper or other material surrendered in accordance with clause (41), to the Director of Student Administration Services who shall either;

a. in the case of a student of the University, advise the relevant School's Academic Integrity Officer who shall deal with the matter in accordance with Section 18 - , and advise the outcome to the Director of Student Administration Services; or
b. in the case of other persons, determine the action to be taken.

Section 8 - Grading Categories

(46) The assessment mode for a unit may be either graded or ungraded, as specified in the Unit Information Guide.

(47) A student who satisfactorily completes a graded unit shall be awarded a grade of High Distinction, Distinction, Credit or Pass.

(48) A student who satisfactorily completes an ungraded unit shall be given a grade of Satisfied Requirements.

(49) A student who does not satisfactorily complete either a graded or an ungraded unit shall be given the grade of Fail or the interim grade of Incomplete, Not Available or Special Examination.

(50) A student who submits no assessment items and who is deemed to have abandoned studies shall be given the grade of Absent Fail.

(51) For year-long units, the grade applicable in the first study period shall be Continuing Unit. The grade applicable in the second study period shall be as specified in clause (47) to (49).

(52) For Thesis/Project units, the grade at the end of each study period, until such time as the unit is successfully completed, is Continuing Unit. Upon completion of the assessment process, an appropriate grade will be entered on the student's record.

Section 9 - Use of Interim Grades of "Incomplete", "Not Available" and "Special Examination"

(53) Incomplete may be used:

a. where the unit assessor requires further evidence to award a grade;

b. where special consideration has been awarded and where an extension has been granted beyond the due date of finalisation of grades (refer to clause (13)h).

(54) Not Available may be used either where a student has completed a practicum but the report has not been returned to the unit assessor from the school, hospital or supervisor, or where the student has submitted or completed all assessment tasks but a grade has not been determined in time for the submission of final grades.

(55) Special Examination may be used where a student has been awarded a special examination or has accepted the opportunity to resit a designated first year unit.

(56) An Incomplete or Not Available shall be converted to a final grade as soon as possible, and by no later than the next relevant Committee of Examiners meeting. Notwithstanding clause (57), if the interim grade is not converted by that time, a Fail shall be recorded.

(57) If the special consideration extension is granted beyond the time frame outlined in clause (56), Head of School approval is required to extend the interim grade. The interim grade shall be converted to a final grade within 12 months of the final day of the study period in which the student was enrolled in the unit.

(58) In any one study period, any International student holding a valid Confirmation of Enrolment (COE) who receives an incomplete grade or a special exam will be deemed to be at risk under the Course Progression and Completion within Expected Duration Policy.

Section 10 - Use of Other Grades

(59) A student who withdraws from a unit after the census date shall have a grade of Withdrawn Fail recorded on their academic record.

(60) If special circumstances require a student to withdraw from a unit after census date, the student may apply in writing to the Head of School responsible for the unit to "withdraw" from the unit. A "Withdrawn" authorised by the Head of School does not reduce the student's financial liability for the unit.

Section 11 - Graded Percentages, Distribution and Codes

(61) The following scale of equivalence of grades to percentage marks shall normally apply:

Grade	Marks
High Distinction	85 and above
Distinction	75—84
Credit	65—74
Pass	50—64
Fail	Below 50

(62) In determining the final grades for students in a unit, a Committee of Examiners may seek an explanation from the unit assessor regarding the grade distribution for the unit.

(63) The following grade codes apply:

Grade Description	Grade Code
High Distinction	HD
Distinction	D
Credit	C
Pass	P
Fail	F
Absent Fail	AF
Satisfied Requirements	SR
Incomplete	I
Not Available	NA
Special Examination	SE
Continuing Unit	KU
Withdrawn	W
Withdrawn with Fail	WF

Section 12 - Grade Point Average

(64) The Grade Point Average (GPA) is a simple numerical index which summarises a student's academic performance in a course in a single study period or over the duration of the student's enrolment in the course. The GPA is recorded on a student's Statement of Academic Record/Transcript and Notification of Assessment. The GPA is calculated as:

> Sum of (Grade Point x Credit Points) / Sum of (Credit Points)

(65) Grade points are assigned to graded units where High Distinction = 7, Distinction = 6, Credit = 5, Pass = 4, Fail = 0, Absent Fail = 0 and Withdrawn Fail = 0.

(66) Grades not identified above and advanced standing are not included in grade point average calculations.

(67) Credit value is the number of points awarded for the completion of a study package.

Section 13 - Determining Final Grades

(68) By the first day of each study period, the relevant Head of School shall supply to the Director, Student Experience a schedule of units for which a grade is to be submitted, together with the names of the Unit Assessors and all Course Coordinators.

(69) Recommended final grades shall be submitted electronically by Unit Assessors in a form and at a time determined by the Director of Student Administration Services in consultation with the Chair of the Academic Board.

(70) Following electronic submission of recommended final grades and prior to the Committee of Examiners, Course Coordinators shall ensure that the grades submitted are correct. Any incorrect grades shall be corrected electronically before the Committee of Examiners meeting. (See clause (75), regarding Variation to a Grade).

(71) The Committee of Examiners shall consider the grades recommended by the Course Coordinator for each student

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and shall determine the student's final grade or interim in a unit.

(72) Prior to approval of final grades, the Committee shall ensure quality and standards in accordance with Assessment Policy, Rules for the Academic Board and its Committees, and Procedures for Committees of Examiners.

(73) The Committee of Examiners may determine a grade different from that recommended by a Course Coordinator, and the relevant Unit Assessor will be notified before the release of grades to any so affected students.

(74) A grade determined by the Committee of Examiners may be altered by the relevant Chair of Committee of Examiners after consultation with the unit assessor and relevant Course Coordinator concerned:

a. to correct a patent error; or
b. to make a grade accord with the grade which the Chair ,the Unit Assessor and the Course Coordinator are satisfied would have been confirmed or made by the Committee of Examiners if it had considered relevant circumstances which were not considered by it;
c. any such variation shall be notified electronically.

(75) A final grade may be altered by the relevant Chair of Committee of Examiners, after consultation with the Unit Assessor, within 12 months of the last day of the study period in which a student was enrolled in the unit.

(76) The Chair of Committee of Examiners may approve a variation to grade older than 12 months if it can be demonstrated that special circumstances applied to prevent completion of the unit requirements. Special circumstances apply if they:

a. were beyond a student's control;
b. impacted on the student's ability to complete the requirements beyond 12 months from the last day of the study period; and
c. were such that it was impracticable for the student to complete the requirements within the specified time frame.

(77) The Chair of the Committee of Examiners shall certify to the Director of Student Administration Services the final grades in respect of each student after all authorities have carried out and exercised any power given to them under these Rules and relevant Policies and Procedures.

(78) The Chair of Committee of Examiners shall certify to the Director of Student Administration Services the names of any students who have qualified for Honours and the class of Honours for which they have qualified.

(79) After certification of final and interim grades, the grades shall be released to students by the Director of Student Administration Services in a form and at a time determined by the Director of Student Administration Services.

(80) Where a student has taken a special examination, the unit assessor concerned shall submit to the relevant Chair of Committee of Examiners within ten (10) working days of receiving the examination script a grade for the unit, which the Chair of Committee of Examiners may confirm executively.

Section 14 - Student Query of Assessment Results other than Final Grades

(81) Where a student considers that the assessed work for an individual assessment task has been unfairly or inappropriately assessed, the student or nominee shall follow the process below, taking step (a) normally within five (5) working days of notification of the result in that assessment task:

a. contact the unit assessor to discuss the matter;
b. if dissatisfied with the result of the discussion in (a) above, contact the course coordinator for further discussion;
c. if dissatisfied with the result of the discussion in (b) above, contact the Deputy Head of School or College Director for further discussion;
d. upon receipt of the final grade for the unit which includes the assessment item the student may query the final grade under Section 15 - .

Section 15 - Query of Final Grade

(82) A student may query the grade awarded for any unit. The student shall follow the process below, taking step (82)c within seven (7) working days of notification of the final grade.

a. Contact the unit assessor to discuss the matter.
b. If dissatisfied with the result of the discussion in (a) above, or if the Unit Assessor is unavailable, contact the course coordinator for further discussion.
c. If dissatisfied with the result of the discussion in (b) above query of a grade shall be made in writing to the relevant Head of School within seven (7) working days of the date of publication of the grade on the official University web site. If, as a result of such query, it is deemed appropriate to vary the grade, the Head of School may make such variation in accordance with clause (75).
d. The Head of School shall formally notify the Director of Student Administration Services and the student in writing, normally within ten (10) working days of the outcome of the query of a final grade.

Section 16 - Appeal Against a Final Grade

(83) A student who is not satisfied with the determination of the Head of School under Section 15, may appeal to the Academic Board Appeals Committee on one or more of the following grounds:

a. improper action in the conduct of an assessment task or Honours examination process;
b. irregularity in the conduct of an assessment task or Honours examination process;
c. negligence on the part of any person involved in the conduct of the assessment task or Honours examination process;
d. discrimination against the student which is unlawful under State or Federal legislation;
e. prejudice or bias on the part of the assessor or any other person involved in determining the grade to be awarded;
f. the assessment or the assessment process as detailed in the Unit Information Guide or in the study guide or, similar document, or any subsequent amendment made in accordance with Section 2 - , not being followed;
g. where additional evidence for special consideration can be provided, or where procedures for consideration of an application for special consideration were not properly followed.

(84) An appeal made under this Rule shall be lodged with the Secretary, Academic Board Appeals Committee, within ten (10) working days of the date of sending of formal notification of the Head of School's determination. A late appeal may be received at the discretion of the Chair of the Academic Board Appeals Committee where the student is able to satisfy the Chair that the appeal is lodged late through no fault of the student.

(85) The Chair of the Academic Board Appeals Committee will assess the content of the appeal and determine whether it is appropriate for the appeal to proceed to a hearing by the Academic Board Appeals Committee under the relevant Rule. The Secretary, on behalf of the Chair of the Academic Board Appeals Committee, will contact the student in

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writing, within ten (10) working days of receipt of the appeal by the Chair informing them:

a. the appeal is rejected on the basis that the grounds for appeal are frivolous or, vexatious, no ground of appeal is revealed on the face of the correspondence received, or the student has not followed the processes as described in the Rules and Procedures (which will be reported to the next meeting of the Academic Board Appeals Committee); or
b. the Chair on behalf of the Appeals Committee is proceeding with the appeal, and may be seeking further information.

(86) The decision of the Chair of the Academic Board Appeals Committee whether or not to proceed to a hearing by the Academic Board Appeals Committee shall be final within the University.

(87) An appeal cannot be made on the basis of the absence of one or more items specified in clause (2) from a Unit Information Guide.

Section 17 - Additional Detail on Student Performance

(88) After the final grades in a unit have been released, a student may request the unit assessor to provide more detail concerning the student's performance. Any such request made within six (6) months of the release of the relevant grade shall be complied with by the relevant unit assessor.

(89) After a period of six (6) months following the release of the final grades in a unit, any piece of work related to assessment tasks for that unit, including examination scripts, which have not previously been returned to students may be destroyed and details on performance need not be provided.

Section 18 - Academic Misconduct Including Plagiarism

(90) Academic misconduct can include plagiarism, cheating, collusion, fraud or other activities. See the Academic Misconduct Guidelines.

(91) Plagiarism is defined as the act of taking and using another's work, including unattributed material in whatever form and from whatever source, as one's own. For the purpose of this Rule, any of the following acts constitute plagiarism unless the work is acknowledged:

a. copying the work of another student;
b. directly copying any part of another's work;
c. summarising the work of another;
d. using or developing an idea or thesis derived from another person's work;
e. using experimental results obtained by another.

(92) For an act of plagiarism, any one or more of the following penalties may be imposed:

a. an outcome with an impact less serious than a zero in the assessment in which the plagiarism occurred;
b. a mark of zero for the item of assessment in which the plagiarism occurred;
c. failure or cancellation or refusal of credit for the unit in which the plagiarism occurred;
d. suspension from the University for a specified period; or

e. expulsion from the University.

(93) Any student who aids another student to commit an act of plagiarism as defined above shall also be regarded as having committed an act of plagiarism.

(94) In all cases where a member of academic staff is satisfied that academic misconduct including plagiarism has occurred, the matter shall be reported to the relevant School, College or Special Research Centre's Academic Integrity Officer for investigation. If satisfied that misconduct has occurred the Academic Integrity Officer shall either impose a penalty or in serious cases refer the matter to the Deputy Vice Chancellor.

(95) The Academic Integrity Officer may impose a penalty of:

a. an outcome with an impact less serious than a zero in the assessment in which the plagiarism occurred; or
b. the award of a mark of zero for the item of assessment in which the plagiarism occurred.

(96) A student may appeal against a penalty imposed by an Academic Integrity Officer by submitting a written request to the relevant Head of School/College or Director of the Special Research Centre within 10 working days after the student has been notified of the penalty. The decision of the Head of School/College or Special Research Centre shall be final in such a case.

(97) In the case of a serious offence, the Academic Integrity Officer shall report the matter as soon as practicable to the Deputy Vice Chancellor who may investigate the alleged offence, nominate another person to investigate on his or her behalf, or refer the matter to the Student Misconduct Committee, or consult with the Deputy Vice Chancellor (Research) for research students.

(98) An appeal against a penalty imposed by the Student Misconduct Committee shall be made in writing to the Appeals Committee of Council within 14 days after the decision appealed against has been notified to the student. The right of appeal shall lapse if not so exercised within that period.

Section 19 - Cancellation or Postponement of Assessment Tasks

(99) If the relevant Head of School is satisfied that by reason of exceptional circumstances it is necessary to cancel or postpone an assessment task of which notice has been duly given to students enrolled for a unit, the Head of School may cancel or postpone that assessment task and, in that event, may give such directions as they consider necessary or desirable as a consequence of the cancellation or postponement.

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Status and Details

Status	Historic
Effective Date	21st March 2016
Review Date	21st November 2018
Approval Authority	Academic Board
Approval Date	21st March 2016
Expiry Date	13th July 2016
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