



This regulation is made pursuant to Statute 5.3 – *Assessment and Academic Progress*.

In this regulation:

**“Academic Progress”** means a student’s progress towards successful completion of the academic requirements of the Course in which they are enrolled;

**“Academic Year”** means the period from the first day of the Study Period of any year, to the day preceding the first day of the first Study Period of the following year, both inclusive;

**“Assessment”** means an evaluation of a student’s academic performance in each of the assessment tasks prescribed for a Unit, by whatever means a faculty board has determined, which may include Examination;

**“Course”** means a set of Units or a higher degree by research program approved by the Academic Board, and which when satisfactorily completed normally qualifies a student for an award of the University;

**“Examination”** means a centrally organised, formal, supervised, time-limited, summative assessment task conducted during the official examination period;

**“Exclusion”** means the termination by the University of a student’s enrolment in a Course for a specified period with no right to apply for re-admission for a minimum period of one Academic Year;

**“Result”** means the final grade/mark in a Unit awarded to a student based on the assessment for that Unit;

**“Special Consideration”** means the process available to students whose capacity to perform is temporarily and adversely affected by circumstances outside of their control, by which they may apply for approval to take additional time to complete an assessment task or to complete the assessment task at a later time, or the outcome of that process;

**“Study Period”** means a defined teaching and study period specified by a faculty for the completion of Units for a particular Course;

**“Supplementary Assessment”** means additional Assessment tasks undertaken by a student in order to make a determination of Result, and required of students where there is genuine doubt about their academic performance in a specific Unit;

**“Unit”** means a component of a Course having a discrete designated code and title in which students enrol and complete specific work requirements. A Unit is commonly:

- an eighth of a year’s workload;
- one Study Period in duration; and
- carries a specific credit value towards an award;

**“Unit Chair”** means the person appointed by the Principal Officer of the School to be responsible for coordinating the curriculum, teaching and assessment in a Unit; and

**“University Handbook”** means the official University publication in print, electronic or other form, containing details of Courses and related information.

1. This regulation applies to:

- (a) students enrolled in Courses leading to higher education awards of the University, other than candidates for higher degrees by research; and

- (b) in so far as it is relevant, students enrolled in Units of a faculty but not enrolled in Courses leading to an award of the University.

## 2. **Powers and Duties of the Committee Appointed by the Faculty**

2.1 Each faculty board will appoint a Committee (the “**Faculty Committee**”) to deal with Assessment and Academic Progress matters referred to it under University regulations.

2.2 The Faculty Committee will:

- (a) consult with assessment panels of the faculty;
- (b) consider recommendations of the assessment panels and, if appropriate, make an overall adjustment to the Results in a particular Unit;
- (c) review the assessment of each student enrolled in a Unit offered by the faculty, and make decisions and recommendations on the assessment outcomes of students, and the award of Supplementary Assessment to students;
- (d) review the Academic Progress of each student enrolled in a Course offered by the faculty;
- (e) consider matters relating to students’ Academic Progress, unsatisfactory progress, and inability to progress;
- (f) consider whether there are exceptional circumstances beyond the control of the student affecting the student’s ability to comply with a restriction or requirement imposed under section 8.2, and if so, reconsider the relevant proposal; and
- (g) consider any application for re-admission by a student who has been excluded from a Course.

2.3 The Faculty Committee may delegate any powers and duties listed in section 2 to one or more subcommittees, other than the power to deal with applications for re-admission.

## 3. **Assessment**

3.1 Assessment details for each Unit, including the means of Assessment and weighting of Assessment tasks, will be published in the University Handbook.

3.2 All students enrolled in a Unit in the same Study Period will undertake the same Assessment tasks unless a variation is approved by the faculty board.

3.3 The Principal Officer of a Faculty (or his or her nominee) may in consultation with the assessment panel, vary a Unit or the means of study and Assessment for any student.

3.4 Each faculty board:

- (a) will determine the Assessment tasks in each Unit offered by the faculty;
- (b) is responsible for the Assessment of all students enrolled in a Unit offered by the faculty;
- (c) may by resolution in exceptional circumstances change or modify the means of Assessment after the publication of the University Handbook. All affected students must be notified of the resolution within ten working days of the commencement of the semester in which the Unit is offered; and
- (d) will appoint an assessment panel for each Unit offered by the faculty in that year or Study Period.

3.5 The assessment panel will:

- (a) be responsible for the Assessment of the Unit as prescribed by the faculty board;

- (b) allocate each student a grade or mark in accordance with the grading system approved by the Academic Board;
- (c) recommend a Result for each student enrolled in the Unit to the Faculty Committee in which the Unit is offered in a manner approved by the Vice-Chancellor or nominee.

#### 4. **Review**

4.1 A student may within five working days from the date of official notification of the Results for a Unit, apply in writing:

- (a) to the Unit Chair to check of the administrative accuracy of a Result in a Unit; or
- (b) to the Faculty Committee for an academic review of a Result in a Unit, including Assessment in any part of a Unit.

4.2 Applications for review will be considered in accordance with University policies and procedures.

#### 5. **Examinations**

5.1 Examinations are not a compulsory assessment task in every unit, but where conducted, routine feedback will not normally be provided to students.

5.2 The Vice-Chancellor or nominee, under the general direction of the Academic Board, is responsible for the arrangements necessary for the holding of Examinations, and will:

- (a) determine the scheduled Examination periods for each Academic Year;
- (b) appoint chief supervisors of Examinations and such other supervisors for Examinations, as may be necessary;
- (c) take whatever action is required to ensure the good conduct of Examinations; and
- (d) decide the form in which, and the dates on which, Results are to be published.

#### 6. **Special Consideration in Assessment**

6.1 A student may apply for Special Consideration in accordance with the relevant policy and procedure. A Faculty Committee may approve an application for Special Consideration if satisfied that circumstances:

- (a) outside the student's control prevented the student from undertaking or completing an Assessment task at the scheduled time; and
- (b) warrant either additional time in which to complete the Assessment task or deferral of the Assessment task to a later time.

#### 7. **Academic Progress**

7.1 All Academic Progress requirements will be published in the University Handbook, and any changes after publication reported to affected students in writing or by email as soon as possible.

#### 8. **Unsatisfactory Progress and Inability to Progress**

8.1 The Faculty Committee will:

- (a) identify students whose academic performance it judges to be unsatisfactory according to the policies, procedures and Course rules governing Academic Progress and published officially by the University; and
- (b) identify students who are unable to complete their Course in accordance with the University's Academic Progress requirements.

8.2 In respect of any student identified under section 8.1, the Faculty Committee may propose to:

- (a) exclude the student from the Course in which they are enrolled. The minimum period of Exclusion is one Academic Year;
- (b) restrict the student's enrolment in a Course;
- (c) restrict the student's enrolment in a Course, and impose a condition that failure to meet the restriction will result in automatic Exclusion from the Course;
- (d) require the student to enrol in and successfully complete a specific Unit or Units;
- (e) require the student to enrol in and successfully complete a specific Unit or Units, and impose a condition that failure to meet the requirement will result in automatic Exclusion from the Course;
- (f) issue a warning to the student.

8.3 Before finalising its decision made pursuant to section 8.2(a), (c) or (e), the Faculty Committee will:

- (a) provide written notice to the student; and
- (b) give the student an opportunity to show cause as to why the proposed decision should not be made.

8.4 A student may appeal a decision of the Faculty Committee made pursuant to section 8.2(a), (c) or (e) to the University Appeals Committee in the manner approved by the Academic Board.

#### 9. **Application for Re-Admission**

A student who has been excluded from a Course by the Faculty Committee or the Academic Appeals Committee may, during the period of Exclusion, apply to the Faculty Committee for re-admission in a subsequent year.

Approved by Council on 10 April 2008, came into effect on 16 January 2009 and includes all amendments to 9 July 2015.