A meeting of the FAO/Sub-Deans’ Group will be held on Friday 8 October 2010 in the Senate Room commencing at 9.30am

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 6 October 2010.

2. CALCULATOR POLICY

Members will recall that at its meeting held on 9 July 2010 (circular 3 September 2010) the FAO and sub-Deans Group was asked to consider a proposal from Rob Blandford, Student Affairs, Faculty of Engineering, Computing and Mathematics, for amendment of the University’s current policy on the use of calculators in exams.

Background
At its meetings held on 1 June 2005 and 30 November 2005 Academic Council (By R32/05 and R130/05) resolved on policy for the use of calculators permitted or required in exams as follows:

(i) an approved list of non-programmable and non-graphic calculators that can be taken into examination rooms is adopted University-wide;
(ii) the approved list is monitored and updated by the Faculty of Engineering, Computing and Mathematics and listed on the web;
(iii) all faculties adhere to this list with regard to the use of calculators in examinations;
(iv) all faculties inform their students with regard to this policy and implement a process whereby appropriate non-removable stickers can be attached to students’ calculators within their own faculty prior to use in examinations.

The current approved list of calculators is available at http://www.ecm.uwa.edu.au/students/exams/calculators

Issues with current policy
Issues brought to the attention of the FAO and Sub-Deans Group by Mr Blandford, were as follows:

- The list of approved calculators now includes over 100 machines.
- Students arriving from overseas frequently bring other machines that are not included on the list but are approved for use by staff in the Faculty of Engineering, Computing and Mathematics Student Office provided they comply with the requirements of the policy as set out on the Faculty’s website (See address above). This apparent inconsistency of approach is stated to have caused dissatisfaction among students and confusion amongst staff in Student Administration.
- Students often arrive at examinations without having obtained approval stickers for their machines. Such students are not permitted to use their machines in the examination, causing distress and disruption at the beginning of the examination.
- The administrative burden of supplying students with stickers has become unacceptable.

Proposed solution
The FAO and Sub-Deans Group endorsed the following set of recommendations proposed as an alternative to the current policy:

(i) Each year a list of five machines be agreed by the Faculty of Engineering, Computing and Mathematics in collaboration with the Co-op Bookshop on campus. The five machines are to represent a range of complexity, brand and price. It is important that one inexpensive, low-functionality machine be available for students not requiring scientific functionality.
(ii) The list of machines be published to new and existing students as the definitive and exclusive list of machines that can be purchased for use in UWA examinations.
(iii) The Co-op Bookshop will affix a sticker to an approved machine at the point of sale. The Co-op has agreed to price-match (or beat) other WA retailers, based on bulk
buying principles. Their opening hours exceed those that can be provided by Student Administration or the ECM Student Office (e.g., they are open prior to Saturday morning examinations). In addition, the Bookshop have agreed to affix stickers to compliant machines not purchased from them.

(iv) Any machine currently bearing a sticker will continue to be accepted by Student Administration staff for examinations. The proposed new policy list is to be regarded as a "purchasing list", not a "usage list", therefore students will not be disadvantaged later in their studies by subsequent changes to the purchasing list, if their machine has been previously authorised.

The above assumed that there would no longer be a need for Student Administration or the ECM Student Office to approve machines. It was proposed that this solution would be reviewed for student satisfaction and workability post transition.

The proposals were subsequently sent to Education Policy Services for feedback as to whether there were any implications in relation to the University's Guidelines for Proposed Ancillary Student Fees and Charges.

Following this action, further discussions took place with Rob Blandford and Harvey von Bergheim and the strategies set out below have been agreed as alternatives to amending the policy as previously proposed. The strategies are proposed as means of raising awareness amongst students.

- Examination Cover sheet to be amended to remove "Calculator required? Yes/No" box. Instead, faculties will be required to include the requirement for a calculator, if needed, in the "Additional Requirements" section.
- Students to be informed in their letter of offer that, if they need a calculator for exams, then it must comply with the relevant policy. Link to policy to be provided.
- When the exam timetable is published, students to be told of things that they need for exams (including calculator where appropriate. Link to policy to be provided.)
- Click on Personal timetable – Insert "Please check whether you need a calculator" Link to policy to be provided.
- Proposal to offer a unit to include: Will a calculator be required for exams? Link to policy to be provided.
- Unit Outline to include where appropriate: This unit requires you to have an approved calculator for exams. Link to policy to be provided.
- Other communication strategies suggested: Email to students? Notices?

Members are asked to suggest any other appropriate communication strategies.

The following action is proposed:

(i) Update existing list of calculators on web.
(ii) Send existing list to faculties.
(iii) Ask faculties whether they require calculators for any of their units. Query whether Law needs to comply with policy. If Law students need only a simple calculator could this be provided by the Faculty?
(iv) Include list of recommended calculators in information provided to students. Include note that the Co-op Bookshop on campus has a range of complying machines and can provide stickers.

For discussion.

3. CHANGES TO RULES AND POLICIES

Members are reminded that this item was circulated to members via email dated 9 September, copy documents are attached. Members are advised that some minor amendments have been made to the rules originally circulated. (Attachment A-C)
Members are invited to provide feedback on the content of the attached paper and attachments.

4. CREDIT POLICY

Further to information provided via Circular of 3 September, members are invited to provide feedback at this meeting. (draft Policy is attached, Attachment D)

5. UNIVERSITY RECORDS FILING – STUDENT DOCUMENTS BEING SCANNED

Currently University staff are able to scan and register hard copy student documents to student files in TRIM. While this process ensures that documentation is captured onto the relevant file immediately, the scanned documents are not uniformly meeting the scanning standards required by the University and the State Records Office of WA. Subsequently these documents must be quality checked and often rescanned when they arrive in the Records Management Services office.

In order to streamline this process and to reduce duplication of effort, ARMS proposes to undertake the responsibility of scanning all hardcopy student documents in place of faculty and Student Administration staff. This proposal has been discussed and approved at an FAO/Sub Deans meeting held on the 8th of May.

In cases where hardcopy documents need to be scanned to TRIM urgently they can be sent to RMS (M427) with a student scanning note (template available on ARMS website) attached indicating that the documents need to be processed immediately. RMS will then give priority to the processing of these documents and forward the TRIM document reference to the staff member once it has been created. All original hardcopy documents should be sent to RMS for scanning to the student file as soon as possible after they are received/created.

Note that all documents created electronically (email, word documents etc) must still be saved to the student file by the staff member creating or receiving those documents. Please do not print out electronic documents and send them to RMS for scanning. (If this occurs the documents will be returned to senders.)

Please also note that this change does not include the Business School/Student Administration TRIM Workflow Pilot Project relating to the scanning of applications to TRIM by Business School staff.

If you have any questions about this change to procedures please contact Debra Paisley (Records Coordinator) on x3019 or debra.paisley@uwa.edu.au. Please forward this email to any staff in your area who deal with hardcopy (paper) student documents. Peter Miller will be at the meeting to speak to this item.

7. DEADLINE FOR SUBMISSION OF ITEMS FOR ACADEMIC COUNCIL APPROVAL

Due to the increased volume of work that will come before Academic Council for approval in 2011 and to provide the members with adequate time to prepare for meetings, it will be necessary to set the cut-off date for items as the Friday 12 days prior to the meeting.

For discussion.

8. OTHER BUSINESS
Student Rules

Part 1 - Preliminary

1. Title
   These rules are the Student Rules.

2. Terms used
   (1) In these rules:
   academic misconduct means conduct that may compromise or defeat the purpose of academic assessment and includes, but is not limited to, conduct such as:
   (a) collusion; or
   (b) inappropriate collaboration; or
   (c) plagiarism; or
   (d) misrepresenting or fabricating data or results or other assessable work; or
   (e) inappropriate sourcing or collection of electronic data; or
   (f) breaching the rules that apply to the conduct of an examination in a way that may compromise or defeat the purpose of the examination;
   academic penalty, in relation to a unit from which a student withdraws, means a failing grade awarded to the student in respect of the unit;
   amenities and services fee means the fee referred to in the University of Western Australia Act 1911 section 28A;
   another institution means a tertiary institution or other place of learning other than the University;
   approved fee or charge means a fee or charge not otherwise referred to in these rules that is approved by the Vice-Chancellor and published by the University;
   award course means a course of study leading to the award of a degree, diploma or certificate of the University;
   central examination period means the period of at least 2 weeks following each semester or other teaching period that is designated for the conduct of examinations, including supplementary and deferred examinations;
   Commonwealth supported student has the meaning given in the HES Act section 36-5;
   corequisite major, in relation to a nominated major, means a major that:
   (a) must be undertaken at the same time as the nominated major is undertaken; or
   (b) must have been successfully undertaken before the nominated major is undertaken;
   corequisite unit, in relation to another unit, means a unit that:
   (a) must be undertaken at the same time as the other unit is undertaken;
   (b) must have been successfully undertaken before the other unit is undertaken;
**cross-institutional enrolment** means an enrolment at the University by a student for the purpose of gaining credit towards an award course being undertaken by the student at another institution in Australia;

**cross-institutional Commonwealth supported student** means a Commonwealth supported student who is studying at the University on a temporary basis to obtain credit towards an award course in which the student is enrolled at another institution in Australia;

**exempt student** means a student who is exempt from paying the amenities and services fee in accordance with Statute No. 20;

**HES Act** means the *Higher Education Support Act 2003* (Commonwealth);

**incompatible major**, in relation to another major means a major of which the content is substantially similar to the content of the other major and which must not be undertaken:

- (a) at the same time as the other major is undertaken; or
- (b) if the other major has been successfully undertaken;

**incompatible unit**, in relation to another unit, means a unit the content of which is substantially similar to the content of the other unit and which must not be undertaken:

- (a) at the same time as the other unit is undertaken; or
- (b) if the other unit has been successfully undertaken and is being credited to the student’s current course;

**international student** means a student who is not an Australian citizen, a permanent resident of Australia or a New Zealand citizen;

**nominated major** means a major nominated by a student in their award course;

**non-award studies** means one or more units that a student undertakes at the University otherwise than as part of an award course;

**prerequisite unit**, in relation to another unit, means a unit that must be successfully undertaken before the other unit may be undertaken;

**relevant board** means the Academic Board, the Board of the Graduate Research School or the relevant Faculty Board, as the case requires;

**student contribution amount** refers to an amount payable by a student in relation to a unit and has the meaning given in the HES Act section 93-5;

**student exchange program** means a formal agreement between the University and an institution outside Australia that enables:

- (a) students enrolled at the University to gain credit towards their award course by studying at the other institution; and
- (b) students enrolled at the other institution to gain credit towards their award course by studying at the University;

**teaching period** means a designated period of weeks in which the instruction for a unit is undertaken;

**tuition fee** means a tuition fee referred to in rule 24;

**University working day** means a weekday other than one that is specified by the University as a University holiday;

**visiting student** means a student enrolled in non-award studies but does not include a cross-institutional Commonwealth supported student.

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1 Define all special terms in this part. This will be a subset of the glossary that FDWP is developing.
3. Application of rules to students enrolled in non-award studies
   These rules apply to a student who takes a unit as part of non-award studies unless the student is taking the unit on an audit basis through University Extension.

4. Waiver or modification of rules in exceptional circumstances
   The <relevant Board or relevant position to be identified> may waive or modify the operation of rules xxxx in a particular case if the <relevant Board or relevant position to be identified> considers that it is necessary or desirable to do so because of exceptional circumstances.
Part 2 – Admission and enrolment

Division 1 - General requirements relating to admission and enrolment

5. Applying for admission, re-admission and enrolment
(1) Before first enrolling in an award course, a person must have applied for, and been granted, admission to the University.
(2) Before first enrolling in non-award studies, a person must have applied for, and been granted, permission to enrol in those studies.
(3) A person who has been classed as having discontinued their award course must apply for, and be granted, re-admission to the University before re-enrolling in an award course.
(4) A person must apply for admission or re-admission to the University, or for permission to enrol in non-award studies, by the relevant dates, and in the manner, published by the University.

6. Offer of admission or re-admission
(1) An offer of admission or re-admission to the University is valid only if the offer is made by the Registrar.
(2) An offer of admission or re-admission made to a person may require the person to provide documents, or fulfil other requirements or conditions, as specified in the offer.
(3) The Registrar may withdraw or refuse to confirm an offer of admission or re-admission made to a person and reject the person’s enrolment if:
   (a) the person fails to provide documents or to fulfil enrolment or other requirements or conditions specified in the offer of admission by the required date; or
   (b) the offer of admission or re-admission was made as the result of the provision of incomplete or inaccurate information by or on behalf of the person.

7. Enrolment responsibilities and procedures
(1) A person who has been granted permission to enrol in a course of the University or in non-award studies is responsible for enrolling and, where relevant, re-enrolling.
   Note: Rule 21(3) deals with a student’s failure to re-enrol and the cancellation of their enrolment.
(2) A student must ensure that their enrolment record is accurate and must rectify any identified discrepancies in that record that relate to their enrolment.
(3) To complete a valid enrolment, a person must submit an enrolment:
   (a) unless (4) applies, by the relevant closing date; and
   (b) in the manner, and with the required information and payment of any required fees, as specified by the Registrar.
(4) A person may apply to enrol after the relevant closing date.
(5) A person who is permitted to enrol after the relevant closing date must pay a late fee unless (6) applies.
(6) A person may have the late fee waived by the Registrar because of exceptional circumstances.
A person enrolling in non-award studies only must do so in accordance with their approved enrolment details.

8. Personal information

(1) A student must provide information, including their full name, address for correspondence and other contact details, as required by the University for purposes such as record keeping, compiling statistical information and complying with State or Commonwealth legislation.

(2) A student who changes their name, contact details or other relevant personal information after admission to the University must inform the University in writing accordingly.

(3) A student who changes their name must provide the University with copies of any relevant documents, such as a birth certificate or marriage certificate.

Note: A student’s name recorded by the University at the time results are officially released for the last period of their enrolment is the name used by the University for the purposes of the student’s graduation.

Division 2 – Enrolment

9. Addition of a unit to an enrolment

(1) This rule applies to a student who is permitted by the rules that apply to their course to add a unit to their enrolment in a teaching period.

(2) If this rule applies to a student, the student may add the unit to their enrolment:

(a) no later than the addition date set out in Schedule 1; or
(b) after the addition date set out in Schedule 1, if:
   (i) the student pays the administrative charge specified in Schedule 2; and
   (ii) the student satisfies the <relevant Board or relevant position to be identified> that exceptional circumstances exist that justify the addition of the unit; and
   (iii) the <relevant Board or relevant position to be identified> agrees to the addition of the unit.

Note: The Higher Education Support Act (HES Act) census date applies to Commonwealth supported students in relation to the addition of units.

10. Repeating units

(1) Unless the relevant Faculty or Board² decides that there are sound academic reasons for a student to do so, the student must not enrol in a unit with the same content, or substantially the same content, as the content of a unit that they have previously passed or had credited towards their course.

(2) If a student is permitted to repeat a unit, the unit is credited only once towards their course.

² ‘Board’ in this instance refers to the relevant Board of Studies or the Board of the Graduate Research School
11. Non-award enrolments
Except in the case of:
(a) an enrolment under a student exchange program; or
(b) a cross-institutional enrolment; or
(c) an enrolment involving exceptional circumstances approved by the Registrar and the relevant faculty, a student proposing to enrol in a unit on a non-award basis must apply to University Extension to take the unit on a continuing education or audit basis.

12. Withdrawal from a unit
(1) (2) applies to a student who is permitted by the rules that apply to their course to withdraw from enrolment in a unit.
(2) A student may withdraw from enrolment in the unit:
(a) without academic penalty—if the withdrawal is no later than the relevant withdrawal date set out in Schedule 1 item XX; or
(b) subject to (4), with academic penalty— if the withdrawal is after the relevant withdrawal date set out in Schedule 1 item XX and no later than the last day of the teaching period for the unit, as set out in Schedule 1 item XX.
(3) Despite (2)(b), a student may withdraw from enrolment in a unit without academic penalty after the relevant withdrawal date if the student satisfies the <relevant Board or relevant position to be identified> that there are extreme mitigating circumstances.
(4) Subject to (5), a student cannot withdraw from enrolment in a unit after the last day of the teaching period for the unit.
(5) A student may withdraw from enrolment in a unit after the last day of the teaching period for the unit if the student satisfies the <relevant Board or relevant position to be identified> that there are extreme mitigating circumstances.

13. Prerequisite units, corequisite units and incompatible units
When selecting units for a course, a student must comply with any relevant requirement relating to prerequisite units, corequisite units or incompatible units, unless that requirement has been waived by the <relevant Board or relevant position to be identified> because of exceptional circumstances.

14. Relationship between majors
When nominating a major for a course, a student must comply with any relevant requirement relating to a prerequisite unit or a complementary unit, a corequisite major or an incompatible major, unless that requirement has been waived by the <relevant Board or relevant position to be identified> because of exceptional circumstances.

15. Full-time and part-time enrolments, and overloads
(1) Although the standard annual full-time load for a student is 48 points, a student is considered to be enrolled on a full-time basis if enrolled in units:
(a) with a value of at least 18 points in a semester; or
(b) with a value at least equivalent to the value stated in (a), calculated on a proportional basis, for a teaching period that is other than a semester.

(2) If the value of units in which a student is enrolled is less than that described in (1)(a) for a semester or less than that described in (1)(b) for a teaching period other than a semester, the student is enrolled on a part-time basis.

(3) A student must apply to the <relevant Board or relevant position to be identified> for approval to enrol in units that will result in the standard annual full-time load being exceeded.

16. Concurrent enrolment in two award courses
A student must apply to the <relevant Board or relevant position to be identified> for approval to enrol concurrently in two award courses.

17. Time limits for completion of award courses
A student enrolled in an award course must complete the course within the relevant time limit specified by the Academic Board and set out in Schedule 3 to these rules unless the <relevant Board or relevant position to be identified> has given the student approval to complete the course within a specified extended time limit in recognition of exceptional circumstances.

Division 3 – Prior learning and professional experience

18. Recognition of previously completed study or professional experience
(1) A person must apply to the <relevant Board or relevant position to be identified> if they wish a qualification or unit of study that they have completed at another institution to be recognised as equivalent to a qualification or unit completed at this University.

(2) A person must apply to the <relevant Board or relevant position to be identified> if they wish relevant professional experience to be recognised as equivalent to a qualification or unit completed at this University.

(3) A person who makes an application under this rule must provide any evidence in support of the application that is required by the <relevant Board or relevant position to be identified> for a proper consideration of the application.

19. Credit for previously completed study or professional experience
(1) Subject to (2), a student must apply to the <relevant Board or relevant position to be identified> if they are seeking credit towards an award course to be granted on the basis of:

(a) a unit of study or other work completed in another course at the University or at another institution, including a course provided by a professional provider, a private educational institution or a similar body; or

(b) non-award studies that have been completed; or

(c) relevant professional experience.

(2) Schedule 1 Division XX specifies the maximum amount of credit that may be granted towards each award course.
(3) A person who makes an application under this rule must provide any evidence in support of the application that is required by the <relevant Board or relevant position to be identified> for a proper consideration of the application.

Note: to be updated to reflect requirements of credit policy.

Division 4 – Approved leave and cancellation of enrolment

20. Approved leave
(1) A student must apply to the <relevant Board or relevant position to be identified> for approval of a period of leave from an award course if the student:
   (a) does not wish to re-enrol in any units in the course in the following year; or
   (b) withdraws from each unit in which they are enrolled before achieving any results for that year; and
   (c) intends to return to the award course after the period of leave.

(2) A student must apply to the <relevant Board or relevant position to be identified> for a period of approved leave to be extended, setting out the reasons why the extension is wanted.

21. Cancellation of enrolment
(1) A student may cancel their enrolment in an award course or in non-award studies by notifying the <relevant Board or relevant position to be identified> that:
   (a) they are withdrawing from each unit in which they are enrolled; and
   (b) they do not intend to return to the award course or non-award studies at a later time.

(2) Rule 12 applies to a student who withdraws from one or more units as the result of cancelling their enrolment under (1).

(3) A student who:
   (a) does not re-enrol in any year during their course; and
   (b) has not successfully applied for approved leave under rule 20, is taken to have cancelled their enrolment under (1) and is classed as having discontinued their course.
Part 3 – Fees

22. Payment of student contribution amounts and tuition and other fees
(1) A student who is liable to pay a student contribution amount and has not made a successful application to defer that payment must pay the amount by the date for payment specified by the Registrar.
(2) A student who is liable to pay a tuition fee must pay that fee by the date for payment specified by the Registrar.
(3) A student’s enrolment in a unit is not valid unless they have paid by the date that the payment is required any:
   (a) student contribution amount due; or
   (b) tuition fee due; or
   (c) other fee due referred to in these rules, that is payable by the student in relation to the enrolment.

23. Tuition fees
(1) This rule applies to a student who is not liable to pay a student contribution amount in respect of a unit in which the student is enrolled at the University.
(2) A student, other than an international student, who enrols in one or more units in an award course must pay the appropriate tuition fee set out in Schedule 2 Division/item XX.
(3) Subject to (4), a visiting student, other than an international student, who enrols in one or more units must pay the appropriate tuition fee set out in Schedule 2 item YY.
(4) Different tuition fees may apply for the purposes of (3) according to the unit or units in which the visiting student enrols.
(5) An international student must pay, for each teaching period, the international student tuition fee specified under the conditions set out in the offer of admission accepted by the student.

24. Amenities and services fee
A student, other than an exempt student, must pay the amenities and services fee by the date specified in Schedule 2 item XX.

25. Other fees and charges
(1) A student who is provided, or is to be provided, with a service for which an approved fee or charge is payable must pay the fee or charge.
(2) If the University specifies a date by which an approved fee or charge is payable, the fee or charge must be paid by that date.
   Note: Penalties may occur in cases where a student does not pay an approved fee or charge.

26. Forfeiture of student contribution amount or tuition fee on withdrawal from unit
(1) A student who withdraws from enrolment in a unit is liable to forfeit some or all of the student contribution amount or tuition fee paid in respect of the unit according to when the withdrawal takes place.
(2) For the purposes of (1), Schedule 2 Division XX sets out details about when the withdrawal from enrolment in a unit results in the forfeiture of some or all of the student contribution amount or tuition fee paid in respect of the unit.

(3) A student who withdraws from enrolment in a unit and is not liable to forfeit all of the student contribution amount or tuition fee paid in respect of the unit is entitled to a refund of the portion of the amount or fee that is not forfeited.

(4) A student:
   (a) who is liable under this rule to forfeit some or all of a student contribution amount or tuition fee; and
   (b) has not yet paid the student contribution amount or tuition fee, must make a payment equal to the forfeited amount or fee.

Note: Penalties may occur in cases where a student does not pay an approved fee or charge.

27. Fee exemption and later payment of fees

   (1) A student may apply to the <relevant Board or relevant position to be identified> to be exempted, either in whole or in part, from the requirement to pay a fee set out in Schedule 2 items XX.

   (2) A student may apply to the <relevant Board or relevant position to be identified> to pay a fee set out in Schedule 2 items XX at a date later than its due date.

   (3) An applicant under (1) or (2) must provide any evidence that the <relevant Board or relevant position to be identified> requires for a proper consideration of the application.

   (4) A student who is permitted to pay a fee at a later date as the result of an application under (2) must pay the fee by that date.
Part 4 - Assessment

Division 1 - General matters relating to assessment

28. Submission of same work for assessment in more than one unit prohibited
(1) Subject to (2), a student must not submit, and cannot receive academic credit for, a piece of work for assessment that is the same, or substantially the same, as a piece of work for assessment for which the student has received, or will receive, academic credit in another unit.
(2) (1) does not prohibit a student from employing or expanding on data that the student has relied on or will rely on in relation to another piece of work for assessment.

29. Special consideration
(1) A student may apply to the <relevant Board or relevant position to be identified> for special consideration in relation to assessable work if, in the course of producing the work, the student was adversely affected by:
   (a) serious illness; or
   (b) any other serious matter that could reasonably be expected to have caused the student to perform less well in producing the work than otherwise would have been anticipated.
(2) A student applying for special consideration must do so in accordance with the policy that applies to special consideration and must arrange for the application to be submitted to the <relevant Board or relevant position to be identified>:
   (a) on the appropriate form, with supporting documentary evidence; and
   (b) no later than three University working days after the date on which the assessable work was due.
Note: Link to Special Consideration policy.

30. Fulfilling unit requirements
A student fulfils the requirements of a unit by:
   (a) complying with the requirements set out in the unit outline in relation to attending specified classes, lectures, seminars, tutorials, practicals and clinical practice, as appropriate, and sitting examinations; and
   (b) completing assignments and other specified work of the unit at a standard acceptable to the <relevant Board or relevant position to be identified>; and
   (c) obtaining a grade of Pass or higher for the unit.

Division 2 – Examinations

31. Availability for examinations
(1) A student must take appropriate steps to be informed of the time when, and the place where, an examination is to take place.
(2) Subject to rules 32 and 33, a student must be available to take an examination:

(a) at the time and place specified for the examination during the central examination period; and

(b) at any other time or place specified for the examination in the notification of assessment requirements.

32. Alternative examination sittings

(1) A student whose religious beliefs prevent the student from taking an examination at the specified time may apply to the <relevant Board or relevant position to be identified> to take the examination at another time.

(2) An application under (1) must be made as soon as possible and at least within five University working days after the publication of the draft examination timetable.

33. Deferred examinations

(1) A student may apply to take a deferred examination if, for medical or other exceptional reasons, the student:

(a) was substantially hindered in their preparation for an examination (the initial examination); or

(b) was absent from, or unable to complete, the initial examination.

(2) A student applying to take a deferred examination must arrange for the application to be submitted to the <relevant Board or relevant position to be identified>:

(a) on the appropriate form, with supporting documentary evidence; and

(b) no later than three University working days after the date on which the initial examination was held.

(3) A student must take a deferred examination at the campus where the initial examination was held unless the <relevant Board or relevant position to be identified>, after receiving advice from the relevant faculty or board, authorises otherwise on the basis of extreme mitigating circumstances.
Part 5 - Academic performance

34. Making satisfactory or unsatisfactory progress in academic performance

A student undertaking an award course makes satisfactory progress or unsatisfactory progress in their academic performance in accordance with this Part.

35. Satisfactory or unsatisfactory progress in academic performance

(1) To make satisfactory progress a student must meet the requirements for doing so provided for in the rules that apply to their award course.
(2) A student who makes satisfactory progress is assigned the status of good standing.
(3) Subject to (4), a student who does not make satisfactory progress is assigned the status of on probation, suspended or excluded.
(4) The assignment of a status of suspended or excluded takes effect:
   (a) on the expiry of the period for submitting a statement under rule 36(2) if the student has not submitted a statement; or
   (b) if after a student’s statement is considered by the relevant Board or relevant position to be identified the student is not assigned a status of on probation.

36. Suspended or excluded students may submit explanation

(1) A student who has been assigned the status of suspended or excluded may submit to a statement of the reasons for their failure to make satisfactory progress and of the steps they have taken, or propose to take, to address those reasons if they are permitted to re-enrol.
(2) The statement must be submitted within 20 University working days after the formal release of the results in respect of which the student has been assigned the status of suspended or excluded.
(3) The statement must be accompanied by any available supporting documentary evidence.
(4) If the permits a student who has submitted a statement under (1) to re-enrol, the student is assigned the status of on probation.

37. Conditions of probationary enrolment

(1) If a student is assigned the status of on probation, the period of probation is 12 months.
(2) A student who is assigned the status of on probation must:
   (a) consult their student adviser about their enrolment; and
   (b) if their student adviser specifies an enrolment, submit the enrolment as specified.
(3) If a student who has been assigned the status of on probation cancels their enrolment in an award course and is later re-admitted to the University and proposes to re-enrol in that course, the student:
(a) may be assigned the status of on probation for the balance of the period of 12 months that remained at the time of cancellation; and
(b) may be required to submit an enrolment specified by their student adviser.

38. Consequences of suspension
(1) A student who is assigned the status of suspended:
   (a) is suspended from their award course for the period of 12 months; and
   (b) cannot enrol in that course during that period.
(2) A student who, after the period of suspension, re-enrols in one or more units forming part of the award course from which they were suspended is assigned the status of on probation for the period of 12 months.

39. Consequences of exclusion
A student who is assigned the status of excluded under rule 35:
   (a) is excluded from their award course indefinitely, unless permitted to re-enrol in accordance with rule 40; and
   (b) cannot enrol in any units forming part of that course.

40. Enrolment following exclusion
(1) A student who is assigned the status of excluded in respect of their award course under rule 36 may re-enrol in one or more units forming part of that course if:
   (a) the student successfully appeals under Part 7 against the assignment of the status of excluded; or
   (b) having been assigned that status for a period of at least 12 months, the student applies and is permitted to re-enrol by the relevant Board or relevant position to be identified.
(2) A student who is permitted to re-enrol in accordance with (1) is assigned the status of on probation for the period of 12 months.
(3) A student must apply to re-enrol in the relevant teaching period.

41. Academic misconduct
(1) A student must not act in a manner that constitutes academic misconduct.
(2) A student who acts in a manner that constitutes academic misconduct is liable to one or more penalties.
   Note: This rule should be read in conjunction with the Academic Conduct Guidelines, which include information about the penalties for academic misconduct. The Academic Conduct Guidelines are available at http://www.teachingandlearning.uwa.edu.au/staffnet/policies/conduct.

42. Eligibility to graduate from award course
(1) To be eligible to graduate from an award course, a student must have:
   (a) fulfilled the relevant course requirements specified in the rules that apply to that course; and
   (b) complied with all statutes, by-laws, regulations and rules of the University.
(2) A student who considers that they are eligible to graduate from an award course must apply to the <relevant Board or relevant position to be identified> to do so.

(3) If a student who is eligible to graduate from an award course has not applied under (2) within the period of [2 years??] after first becoming eligible to make an application under that provision, the student may be taken to have applied to graduate under (2).
43. Appeals against academic assessments
A student may appeal against an academic assessment in accordance with the *Appeals process in the case where there is dissatisfaction with an assessment result and/or progress status*\(^1\) if they believe it does not fairly represent the academic worth of the work submitted relative to established standards and to the assessment of the work of other students.

\(^1\) Available at [http://calendar.publishing.uwa.edu.au/page/63891](http://calendar.publishing.uwa.edu.au/page/63891)

Note: Students are encouraged to seek informal explanations of assessments as soon as possible from the unit coordinator or in the absence of the unit coordinator from the Head of School.

44. Appeals to <relevant Board or relevant position to be identified>
A student may appeal against a progress status assigned under rule 35 in accordance with the *Appeals process in the case where there is dissatisfaction with an assessment result and/or progress status*\(^1\) if they believe that it has not been fairly arrived at by the application of the relevant rules to their final results.

\(^1\) Available at [http://calendar.publishing.uwa.edu.au/page/63891](http://calendar.publishing.uwa.edu.au/page/63891)

45. Status pending outcome of review or appeal
A student may be permitted by the *<relevant Board or relevant position to be identified>* to attend classes or take examinations pending the outcome of an appeal under this Part.
46. Complying with another institution or organisation’s regulations and rules

A student who, as part of their course, undertakes a period of study or practical work at another institution or an organisation must comply with the regulations, rules and other requirements of that institution or organisation.
### Schedule 1 – Unit addition and withdrawal dates

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Last day to add units</th>
<th>Last day to withdraw from units without incurring a financial liability</th>
<th>Last day to withdraw from units without academic penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (SEM-1) Semester 2 (SEM-2)</td>
<td>Close of business, Friday, 3rd week of teaching period</td>
<td>No academic penalty if withdrawal prior to close of business, Friday, 9th week of teaching period. ‘Withdrawn-Failure’ recorded if cancellation after close of business, Friday, 9th week of teaching period.</td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td>etc</td>
<td>etc</td>
<td>etc</td>
</tr>
</tbody>
</table>

*etc*
Schedule 2 – Fees and charges

**Table A – Student Contribution Bands for Commonwealth Supported Students**

The cost of units is based on the field of education classification of each unit of study. Units are grouped on the basis of their field of education into four bands. The University sets a student contribution rate for each of the four bands. These bands show the student contribution required for one equivalent full-time student load (EFTSL) or 48 credit points of study, if all units were taken from that band.

The actual student contribution amount will depend on the EFTSL value of individual units within a course.

To determine the actual contribution costs for individual units and their EFTSL value view the **Student Contribution Amounts and Tuition Fees 2010**.

<table>
<thead>
<tr>
<th>2010 student contribution bands for Commonwealth supported students*</th>
<th>Commenced Course Pre-2008</th>
<th>Commenced Course 2008</th>
<th>Commenced Course 2009</th>
<th>Commenced Pre-2008 Special Transfers</th>
<th>Commenced Course 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band 1: humanities, behavioural science, social studies, foreign languages, visual and performing arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band 1 education, nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band 2: mathematics, statistics, science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band 2: computing, built environment, other health, allied health, engineering, surveying, Agriculture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table B – Domestic Postgraduate Tuition Fees

Domestic postgraduate tuition fees are determined at the course level. Due to changes in course costs that may occur from year to year, students may be liable for different fees depending on the year in which they commenced their degree.

Insert table at:
http://www.unitcosts.uwa.edu.au/unitcosts/feepay_pg

Table C - International Student Tuition Fees

International student tuition fees are determined at the course level / unit level taking into account the principal subject matter of the unit and level of study. The aggregation of the cost of units undertaken in 2010 will determine the 2010 fee for the course.

The actual tuition fee will be based on the student's final choice of units. Fees will increase on an annual basis.

Some courses have special rates approved.
Table D - Domestic Undergraduate Non-Award Tuition Fees

Domestic undergraduate non-award tuition fees are determined at the unit level taking into account the principal subject matter of the unit and the level of study. The aggregation of the cost of units undertaken in 2010 will determine the 2010 fee for the course. The table below outlines the framework for domestic undergraduate tuition fees.

<table>
<thead>
<tr>
<th>Course name</th>
<th>Course code</th>
<th>Annual course points</th>
<th>Uni/cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table E – Amenities & Services Fee

The University’s Amenities & Services fee is a voluntary charge levied on students enrolling at the University. Those students who elect to pay the annual fee will have access to the amenities and services which are funded by the income this fee supports. These include a range of recreational, sporting and educational facilities together with social, education and representation activities and services for the direct benefit of students at the University.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Full-time students:</th>
<th>Part-time students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawley</td>
<td>$60 per semester or</td>
<td>$30 per semester or</td>
</tr>
<tr>
<td></td>
<td>$40 per trimester*</td>
<td>$22.50 per trimester*</td>
</tr>
<tr>
<td>Other University Regional</td>
<td>$30 per semester</td>
<td>$22.50 per semester</td>
</tr>
<tr>
<td>Centres e.g. Albany, Geraldton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overseas e.g. Hong Kong,</td>
<td>N/A - $0 per semester</td>
<td>N/A - $0 per semester</td>
</tr>
<tr>
<td>Jakarta</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please Note the following exceptions:
Students enrolled in the 4th, 5th, 6th (Clinical Years) of the Bachelor of Medicine/Bachelor of Surgery (and relevant combined degrees) $30 Full-time or $22.50 Part-time per semester.
Students enrolled in the 5th year Bachelor of Dental Science $30 Full-time or $22.50 Part-time per semester.

Table F – University’s Administrative Charges

These charges are set in accordance with rule ?, Student Rules by the authority of the Registrar.

Administrative Charges
Charge per copy for issue of Statement of Academic Record

- first copy
  - $10

- one hour service
  - $25

- extra copy requested at the same time

- 21 –
$5
photocopies (certified) per page
50 cents

Charge for issue of Statement of Qualifications
first copy
$15

one hour service
$25

extra copies (x1) requested at same time
$5
photocopies (certified) per page
50 cents

Postage overseas (airmail)
$3

Charge for issue of Replacement Degree Certificate
$75

Charge for True Copy Degree Certificate
$40

Charge for replacement Advice of Examination Results
$10

Charge for replacement of Student Campus Card
$15

Charge for issue of Statement of Qualifications/Immigration
$30

Charge for issue of Statement of Qualifications/Enrolment
$10

Charge for issue of letters Enrolment/Centrelink
$15

Charge for visa letters for graduation
$30

Late Fees
Lodging a late re-enrolment after the set date and on or before 31 January
$100
Lodging a late re-enrolment on or after 1 February
$150
Lodging a late application for cross-institutional enrolment
$100
Lodging a late application to transfer undergraduate degree course
$75
Lodging a late application for conferral of award
$40
Late payment of student contribution and/or tuition fees
$60
Adding a unit after academic closing date
$40
Replacement fee invoice
$2

Table G - Domestic Tuition Cancellation Charges
These fees are set in accordance with rule ?, Student Rules by the authority of the Vice-Chancellor.
Students should note that academic penalties may also apply to withdrawal of units. Refer to Schedule 1: Unit Addition and Withdrawal for more information.

<table>
<thead>
<tr>
<th>Unit Teaching Period</th>
<th>Withdrawal Rule</th>
<th>Cancellation Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (SEM-1)</td>
<td>Commonwealth supported place: on or before census date</td>
<td>Nil</td>
</tr>
<tr>
<td>Semester 2 (SEM-2)</td>
<td>Commonwealth supported place: after census date</td>
<td>100% student contribution</td>
</tr>
<tr>
<td>Summer Program (SUM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table H - International Tuition Cancellation Charges
These fees are set in accordance with rule ?, Student Rules by the authority of the Vice-Chancellor.
Students should note that academic penalties may also apply to withdrawal of units. Refer to Schedule 1.
Note: Withdrawal from course penalties listed above will apply if withdrawal from unit(s) results in no unit enrolment in the course.
{insert relevant table}
Undergraduate Degree Rules

Part 1—Preliminary

1. Title

These rules are the Undergraduate Degree Rules.

2. Terms used

In these rules:

**area of knowledge** means a group of associated disciplinary fields corresponding to a particular undergraduate pass degree;

**broadening units** means the units referred to in rule 5(6)(c);

**category A units** means broadening units that:

(a) focus on aspects of the globalised and culturally diverse environment; and

(b) are approved by the Academic Board, on the recommendation of the Board of Coursework Studies, as category A units;

Note: Details of units that have been approved by the Academic Board as category A units are provided at the website address http://?????.uwa.edu.au.

**complementary unit** means a unit that is approved by the Academic Board as a complementary unit in relation to a degree-specific major;

**course** means a plan of study, approved by the Academic Board, that a student must successfully undertake to qualify for a degree;

**degree-specific major** means one of the majors that are approved by the Academic Board as degree-specific majors;

Note: Details of majors that have been approved by the Academic Board as degree-specific majors are provided at the website address http://?????.uwa.edu.au.

**LOTE units** means units that are approved by the Academic Board as language other than English units;

Note: Details of units that have been approved by the Academic Board as language other than English units are provided at the website address http://?????.uwa.edu.au.

**normally**, in relation to a statement made in these rules, means the statement applies subject to one or more exceptions approved by the Academic Board;

Note: Details of matters that have been approved by the Academic Board as exceptions to these rules are provided at the website address http://?????.uwa.edu.au.

**undergraduate degree** means an undergraduate pass or honours degree or the Bachelor of Philosophy (Honours) degree;

**undergraduate pass degree** means the Bachelor of Arts, Bachelor of Science, Bachelor of Commerce or Bachelor of Design;

**unit** means a discrete element in a course that normally represents 6 credit points;
3. **Range of undergraduate enrolments**

A student who is an undergraduate must be enrolled in:

(a) an undergraduate pass degree course; or

(b) an Honours degree course referred to in rule 7; or

(c) the Bachelor of Philosophy (Honours) degree course.

4. **Selection of degree-specific major must be approved for undergraduate degree course**

A student must select a degree-specific major that is approved by the Academic Board as a degree-specific major for the undergraduate degree course in which the student is enrolled.

Note: Details of degree-specific majors that have been approved by the Academic Board for undergraduate degree courses are provided at the website address [http://?????uwa.edu.au](http://?????uwa.edu.au).
Part 2—Undergraduate pass degrees

5. Undergraduate pass degree courses

(1) An undergraduate pass degree course consists of 24 units.

(2) The units must include a degree-specific major in the form of either a single major or a double major.

(3) A single major consists of eight units from the same disciplinary field.

(4) The eight units of a single major are made up of:
   (a) in most cases:
       (i) two Level 1 units; and
       (ii) two Level 2 units; and
       (iii) four Level 3 units;
   or
   (b) in exceptional cases:
       (i) two Level 1 units; and
       (ii) three Level 2 units; and
       (iii) three Level 3 units.

(5) A double major consists of 14 units, with normally:
   (a) two Level 1 units that are acceptable to each major; and
   (b) four Level 2 units; and
   (c) eight Level 3 units.

(6) An undergraduate pass degree course:
   (a) must not include more than 12 Level 1 units; and
   (b) must include at least 4 Level 3 units; and
   (c) must include four units (broadening units) from one or more areas of knowledge that, except as stated in rule 6(2) and (3), do not include the area of knowledge in which a student’s degree specific major is offered.

Note: Details of units that have been approved by the Academic Board as broadening units for degree-specific majors are provided at the website address http://?????uwa.edu.au.

(7) A unit that is a complementary unit in relation to a student’s degree-specific major must be included in the student’s undergraduate pass degree course.
Note: Details of units that have been approved by the Academic Board as complementary units for degree-specific majors are provided at the website address http://?????uwa.edu.au.

6. Broadening units

(1) Subject to (3) at least one of the broadening units in an undergraduate pass degree course must be selected from category A units.

(2) Rule 5(6)(c) does not prevent a student enrolled in the Bachelor of Arts degree course from including LOTE units as broadening units as long as those units do not form part of the disciplinary field of the degree-specific major.

(3) Permissible substitutes for category A units are:

(a) an approved Study Abroad/Student Exchange program for credit; or

(b) a LOTE unit except if it forms part of the disciplinary field of the student’s degree-specific major.

7. Honours degrees

(1) An Honours degree course consists of the equivalent of eight units.

(2) An Honours degree course includes a dissertation that is normally:

(a) equivalent to four units; and

(b) required to be completed, whether on a full-time or part-time basis, within two consecutive semesters.
Part 3—Bachelor of Philosophy (Honours) degree

8. Bachelor of Philosophy (Honours) degree course

(1) The Bachelor of Philosophy (Honours) degree course consists of 32 units.

(2) Subject to this rule, rules 5 and 6 apply to the Level 1, Level 2 and Level 3 units of the Bachelor of Philosophy (Honours) degree course.

(3) The Bachelor of Philosophy (Honours) degree course includes the equivalent of eight Level 4 units.

(4) At least one of the units in the Bachelor of Philosophy (Honours) degree course must normally involve the study of a language other than English.

(5) (6) applies to a student enrolled in the Bachelor of Philosophy (Honours) course who is, or will be, undertaking Level 1 units.

(6) Before the Level 1 units are completed, a residential program that is approved by the Academic Board must be undertaken.

Note: Details of residential programs that have been approved by the Academic Board are provided at the website address http://?????uwa.edu.au.

(7) A semester of study outside Australia must normally be undertaken after the Level 1 units are completed and before the Level 3 units are completed.

(8) A dissertation of approximately 15,000 words, equivalent to four Level 4 units, must be successfully undertaken.
Part 4—Transitional

9. Transitional

Despite these rules, a student who first enrolled in an undergraduate degree course at UWA before 1 January 2012 may continue in the course in accordance with the rules in force on 31 December 2011 and the following transitional provisions.

[More detailed transitional arrangements to be advised.]
(31650) **Master of Educational Leadership (by thesis and coursework)**

Follow the *link* to Student Rules and Policies

**(31650)** 1. **Articulating courses** *Link to glossary*

The Graduate Diploma in Curriculum Leadership, the Graduate Diploma in Educational Assessment, Measurement and Evaluation and the Graduate Diploma in Educational Leadership articulate (link to glossary) with the Master of Educational Leadership by coursework.

**(31650)** 2. **Admission**

(1) To be considered for admission to this course applicants must have:

(a)(i) a bachelor’s degree of this University; and

(ii) a postgraduate course in education requiring at least one year of full-time study; and

(iii) either two years’ full-time relevant professional experience or demonstrated research capacity acceptable to the Faculty;

*or*

(b)(i) the Bachelor of Education of this University; and

(ii) either two years’ full-time relevant professional experience or demonstrated research capacity acceptable to the Faculty;

*or*

(c)(i) a degree requiring at least four years of full-time study; and

(ii) two years’ full-time professional experience in the field of education; and

(iii) demonstrated research capacity acceptable to the Faculty;

*or*

(d) subject to (2) a graduate diploma that articulates with the Master of Educational Leadership.

(2) Applicants who have completed an articulating graduate diploma must have achieved an average of at least 65 per cent in three coursework units including a mark of at least 65 per cent in EDUC8631 Approaches to Research.
3. **External study**

The Faculty may, in appropriate circumstances, permit a student to complete the course at an institution approved by the Academic Board for all or part of the prescribed period of study.

[Approved exception to University Policy on Master’s Degrees]

4. **Course structure**

(1) The course consists of 12 units (72 points) comprising—

(a) all units in *(31650) Table a* [Master of Educational Leadership (by thesis and coursework) core units] – 60 points

and

(b) one unit from *(31650) Table c* [Master of Educational Leadership (by thesis and coursework) options] – 6 points

and

(c) one unit from *course code Table c* (Master of Education options) – 6 points.

5. **Credit**

The Faculty may grant credit for two coursework units no more than one of which may be on the basis of work completed in courses provided by professional providers or private educational institutions.

6. **Satisfactory progress**

To make satisfactory progress in a calendar year a student must pass units to a value of at least half the total value of units in which they remain enrolled after the final date for withdrawal without academic penalty. (Link to policy)

7. **Progress status**

(1) Students who fail to make satisfactory progress for the first time are assigned the progress status of ‘Suspended’ by the Faculty.

(2) Students who fail to make satisfactory progress for a second time are assigned the progress status of ‘Excluded’ by the Faculty.

8. **Award of graduate diploma**

Students who withdraw from the course before qualifying for the degree but after satisfying the requirements of the Graduate Diploma in Curriculum Leadership (course code), the Graduate Diploma in Educational Assessment, Measurement and Evaluation (course code) or the Graduate Diploma in
Educational Leadership (course code) may apply to the Faculty to be awarded the relevant diploma.
The University of Western Australia

University Policy on: Credit Transfer, Advanced Standing and Recognition of Prior Learning

Purpose of the policy and summary of issues it addresses:
This policy deals with the recognition of prior learning and the granting of advanced standing through the transfer of credit.

The purpose of the policy is to –

- assist prospective students to evaluate the extent of advanced standing they may receive on admission to a course at The University of Western Australia to which they may be eligible for admission;

- assist academic staff to evaluate the extent of credit or advanced standing that may be appropriate in an individual case; and

- in the context of maintaining academic standards at The University of Western Australia at the highest international levels,

facilitate students’ movement between institutions and between courses; and

enable students to complete award courses with maximum efficiency by using and building upon knowledge that has been gained from previous formal studies and prior learning.

Definitions:

In this policy,

**advanced standing** means authority to commence a course with credit granted for components of the course in recognition of previously completed formal study or prior learning;

**credit transfer** means the process of granting credit for a unit or units, up to a specified limit towards an award course of The University of Western Australia on the basis of previous formal studies or prior learning;

**faculty or other body responsible for a course** includes a body or person to whom the Faculty or other body has delegated responsibility for a function;

**previous formal studies** means studies undertaken at the University or another higher education institution recognised by the University;

**prior learning** in the context of recognised prior learning (RPL) means -
(a) learning acquired in a credentialed context (that is one that is qualified through assessment) other than in a University or other higher education institution¹; or
(b) learning acquired in an uncredentialed context such as through work experience or life experience.

**RPL** means recognised prior learning;

**same version** in the case of a unit means (tba)

**the University** means The University of Western Australia.

¹ For example a course offered by a professional body, or a private educational institution.
Policy statement:

1 General Principles

1.1 Within the context of maintaining academic standards at the highest international levels, and subject to the provisions of this policy, the University

- enables students to complete award courses with maximum efficiency; and

- facilitates students’ movement between institutions and between courses,

by giving appropriate recognition to previous formal studies and prior learning for the purpose of admission to a course, including satisfying prerequisites, or the granting of credit or advanced standing in a course.

2 The University supports the principles in the Universities Australia Policy Guidelines on Cross-Sector Qualification Linkages and the provision of Education to International Students Code of Practice and Guidelines for Australian Universities and is a party to the Group of Eight Credit Transfer Agreement. (Insert links) check to ensure that UWA does support all of these.

1.2 The University states, if possible,

- whether previous formal studies and prior learning are taken into account for the purpose of determining eligibility for admission to a course, or for ranking of applicants or the satisfaction of prerequisites; and

- the amount of credit that can be expected in a course for previous formal studies or prior learning.

1.3 A faculty or other body responsible for a course may recognise previous formal studies or prior learning for the purpose of determining eligibility for admission to the course or satisfying prerequisites or the granting of credit or advanced standing in the course within the limits permitted (See 4).

1.4 Credit may be granted towards a course within the limits permitted (See 4) where the faculty or other body responsible for the course is satisfied

3 The Regulations for Admission and Transfer to Undergraduate Award Courses make provision through the application of standard schedules for formal studies and prior learning to be used in the assessment and ranking of applicants for admission to such courses and to determine the satisfaction of prerequisites. Faculty rules make provision for formal studies and prior learning to be used in the assessment and, where relevant, the ranking of applicants for admission to postgraduate courses.
• that the work previously completed by the student was of the appropriate level and completed at the appropriate standard;

• in the case of specified credit, that the student’s previous formal studies or prior learning satisfy the objectives or learning outcomes of one or more units of the student’s current course of study; and,

• where relevant, that the knowledge gained by the student is current.

1.5 Where credit is granted towards a course, students must meet all requirements of the course in accordance with the rules for the course.

1.6 Information about RPL must be made available to prospective applicants and must include a clear statement of the learning or competency outcomes that will be applied in assessing applications for recognition of prior learning.

1.7 Credit granted towards a course may be in the form of

• specified credit, where a student’s previous formal studies or prior learning are assessed as satisfying the objectives or learning outcomes of a specific unit; or

• unspecified credit, where a student’s previous formal studies or prior learning are assessed as being at an appropriate level and of an appropriate standard to satisfy the requirements of an elective unit; or

• block credit, or articulation credit, where the student’s previous formal studies are judged to be equivalent to a substantial part of a given course.

1.7.1 Block credit or articulation credit for formal studies completed in another institution is granted only where a formal institutional agreement is in place. 4

1.8 Wherever possible credit is given as specified credit.

1.9 Credit granted is provisional until all prescribed administrative requirements are met by the student including submission of original documentation providing evidence of satisfactory completion of the formal studies or previous learning on the basis of which credit is sought.

1.10 Unspecified credit and credit granted on the basis of learning completed other than at the University do not contribute to any grade point average (GPA) or weighted average mark (WAM) calculation.

2 Applications for credit transfer

4 Details of approved block credit and articulation agreements are set out at web address...
2.1 Students seeking credit transfer are required to submit an application except if they are transferring between one course of the University and another and the unit for which they are seeking credit is the same version as the unit in the new course.

2.2 Students can apply for credit transfer either with their application for admission to the University or at any later time during their studies.

2.3 An application for credit transfer cannot be made before an application for admission.

### Procedures

**Applications**

If an application for credit transfer is required, it must be made using the University’s application form at [web address](#). Applications must be submitted to Student Administration or direct to the relevant faculty office and be accompanied by supporting documentation where relevant.

Supporting documentation is not required if the previous formal studies for which a student is seeking credit were completed at the University.

Students transferring to the University from another institution who request advanced standing or credit transfer must provide:

- up-to-date, official academic records or transcripts; and

- a certified, detailed description of the unit(s), equivalent to a unit outline at the University for each unit (extended syllabus with a week-by-week list of topics covered, aims and objectives, contact hours, texts and references, and methods of assessment/grading criteria).

Any academic records or transcripts provided that are not originals must be certified true copies. See web address for positions or bodies authorised to certify documents as true copies. If certified copies are provided, any decision on credit transfer or advanced standing is subject to sighting original documents.

Incomplete applications may be rejected.

Applications for advanced standing or credit transfer must be submitted as soon as necessary documentation is complete, but no later than the enrolment closing date for new enrolments for the teaching period in which the approval of credit transfer or advanced standing may affect the student’s enrolment.

### 3 Assessing applications for credit transfer
General principles for assessing applications

3.1 Except in the case of block credit or articulation credit, each application for credit transfer is considered on its merits.

3.2 Determinations on credit transfer applications are made at the most appropriate academic level.

3.3 A credit transfer application is assessed in conjunction with an identified course of study.

3.4 Applications for credit are assessed having regard to

- the content and level of the work for which credit transfer is sought;
- the standard at which work was completed;
- the learning outcomes achieved;
- where appropriate, the currency of knowledge gained;
- the rules of the course towards which the credit is sought; and
- the limits on credit transfer permitted.

3.5 If the basis for credit is previous formal studies, credit is not granted unless the unit or units were completed with a grade equivalent to a grade of pass or higher at the University.

3.6 Assessment of applications must be systematic, evidence-based, transparent, and reliable.

3.7 Every effort must be made to ensure that assessment of applications is consistent and equitable for all students.

Assessing applications made on the basis of prior learning

3.8 Criteria for assessing outcomes of prior learning must be the same as those for assessing learning outcomes of previous formal studies.

3.9 Acceptable quality assurance principles must be applied to ensure that prior learning is of an appropriate standard.

3.10 Granting credit for uncredentialed prior learning is considered only if proof of experience equivalent to a unit offered by the University can be demonstrated.
Procedures

Assessing applications
Applications are assessed in conjunction with an identified course of study.

Applications must be considered on a case by case basis taking into account the student's individual circumstances, award course and documentation provided.

All applications are assessed in the first instance against the University’s credit precedent lists. [Link]

Decisions recorded in the credit precedent list about specified credit granted with respect to a particular unit or unspecified credit granted on the basis of previous formal studies or prior learning must be applied consistently.

Credit transfer or advanced standing approved in previous formal studies cannot form the basis of a request for credit transfer to the student's current course.

Where the basis for credit is formal learning from an approved institution, credit is granted only on the basis of original evidence of successful completion with a grade equivalent to a grade of pass or higher at the University. An appropriate assessment must be made to meet the intent of this requirement.

Approved domestic institutions are those listed with the Australian Qualifications Framework (AQF) Register of Recognised Education Institutions and Authorised Accreditation Authorities Australia.

International institutions and qualifications are assessed on a case by case basis using recognised resources for the assessment of international qualifications

Consideration is to be given to whether an applicant's knowledge in the field is suitably current or has become dated, for example by changes in practice or technology.

Credit transfer and advanced standing may be approved on the basis of uncredentialed prior learning if appropriate evidence is provided.

Credit transfer or advanced standing must not be granted in postgraduate courses on the basis of work experience or life experience although these may be taken into account in assessing whether or not an applicant meets the admission criteria.

Assessment of prior learning may rely on –

- a portfolio containing a range of supporting material and evidence;
- work based assessments;
- examinations;
- projects;
- interviews;
- demonstrations; or
- some combination of the above.
4 Limits on credit

4.1 Credit or advanced standing cannot be approved in a postgraduate course for undergraduate units other than Level 4 units.

4.2 Credit or advanced standing cannot be approved in a postgraduate course on the basis of work experience or life experience.

Credit for completed courses

4.3 Except in the case described in 4.2, the maximum value of credit that can be granted towards a course of the University with a value of eight units or more on the basis of study undertaken in a course that was previously completed is 50 per cent of the value of the course towards which the credit is granted.

4.4 Credit may be granted for all units completed in an articulating course.

4.5 Credit cannot be granted towards a course with a value of four units on the basis of study undertaken in a course that was completed.

Credit for incomplete courses

4.6 There is no limit on the value of credit that may be transferred in the case of a student transferring from one course of the University to another course of the same level provided the student satisfies the rules of the course into which they are transferring.

4.7 The maximum value of credit that may be granted towards a course on the basis of study undertaken in an incomplete course, except in the cases described in 4.4 and 4.6, is 50 percent of the value of the course towards which the credit is granted.

Block credit or articulation agreements

4.8 A formal institutional agreement may provide for credit to be granted towards a course with a value greater than 16 units up to a limit that ensures the student completes at least eight units of the highest levels required for the course including all units of the highest level of any major required.

5 Recording decisions

Credit precedent list

5.1 A credit precedent records a credit transfer decision with the aim of applying that decision to subsequent comparable cases.

5 See section 8 in this policy.
5.2 All decisions on credit transfer that are to be used as precedents, including those of non-approval, must be recorded in a credit precedent list.

5.3 The purpose of a credit precedent list is

- to aid consistency and efficiency of decision-making; and
- to assist prospective students to assess the amount of credit, if any, that they are likely to receive on admission to an award course of the University.
Procedures

Credit Precedent List

The following decisions, including those of non-approval, must be recorded in the credit precedent list if they are to be used as precedents:

- decisions relating to credit transfer applications based on assessments of previous formal studies
- decisions relating to credit transfer applications based on assessments of prior learning
- all advanced standing decisions based on negotiated formal arrangements with other institutions
- all proposals for formal advanced standing arrangements with other institutions that have not been approved

A credit precedent must include, in the case of individual units:
- the name of the institution whose units have been assessed for credit transfer
- the year in which the unit was completed
- the year in which credit transfer was granted or refused
- the name of the staff member who performed the assessment

A credit precedent must include, in the case of a formal advanced standing proposal:
- the name of the institution whose units have been assessed for credit transfer
- the year in which the advanced standing arrangement was approved or rejected
- the name of the body that performed the assessment

To ensure that the credit precedent list remains soundly based academically, entries must include a time limit on validity of decisions.

The credit precedent list must be consulted in relation to any advanced standing or credit transfer applications.

Decisions included in the credit precedent list on specified credit for individual units must be applied consistently across the University.

Note: Because of the unstructured and highly variable nature of uncredentialed learning, this type of application cannot be the subject of any precedents: care nevertheless must be taken by decision makers to maintain consistency over student/course cohorts.

Student records
5.4 All approvals of advanced standing and credit transfer must be reported to the Registrar.

Procedure

A faculty or other body responsible for considering applications for advanced standing or credit transfer must

- advise Student Administration of approved advanced standing and credit transfer for recording on the student’s official academic transcript;

- ensure that adequate records are kept of applications and decisions by forwarding the original applications and supporting documentation and copies of decisions to Archives and Records Management Services;

- advise the International Centre of advanced standing and credit transfer granted to international students.

Procedures

Academic records

The status recorded for specified or unspecified credit on the basis of learning completed other than at the University is “Exempt” and this does not contribute to any grade point average (GPA) or weighted average mark (WAM) calculation.

Block credit for formal studies completed in another institution is granted as a specific number of credit points or units.

If a student is transferring between one course of the University and another and a unit that they have previously completed is the same version as a unit in the new course, and is credited towards the new course, the mark and grade achieved contribute to any grade point average (GPA) or weighted average mark (WAM) calculation.

If a student transferring between one course of the University and another seeks to have a unit that they have previously completed credited towards the new course and it is a different version from that in the new course, an application to transfer credit is required. The status recorded for the unit is “Exempt” and it does not contribute to any grade point average (GPA) or weighted average mark (WAM) calculation.

6 Notifying students of decisions

6.1 Students are notified of the outcome of their application as soon as practicable, but no later than four weeks after lodgement of a complete application.
Procedures

Notification of decisions

The University must notify students formally of the outcome of their application as soon as practicable, but no later than four weeks after lodgement of a complete application.

Notification is provided electronically. In the case of enrolled students a notation is placed on the student’s academic record, which is accessible via StudentConnect. In the case of applicants for a course notification is via a formal letter from a faculty, Student Administration or the International Centre as the case may be.

Students must be advised that credit transfer decisions are made in conjunction with a nominated course of study and that if the student transfers to another course or changes a part of their course, such as a major, the credit transfer decision may no longer be applicable.

If the applicant is an international student the decision maker will inform the International Centre of their final decision on credit transfer and of the effect on the duration of the student’s course no later than the beginning of the second week of the student’s first semester of enrolment to enable the transmission of this data to the Department of Immigration and Citizenship (DIAC) by the end of the second week of the semester.

By the end of the second week of semester, the University will send a letter to international students informing them of their final credit status. The letter must be signed by the student and returned to the faculty in order to comply with the regulations of the ESOS Act. This letter must be retained on the central student file.

Any credit transfer approved after this time for an international student, which results in a shortening of the student’s course, must be reported to the International Centre for appropriate action.

7 Appeals process

7.1 An appeals process is available for students who are dissatisfied with the outcome of an application for credit.

8 Block credit or articulation agreements with other institutions

8.1 Any block credit agreement that sets out the extent of credit to be granted to all students holding a particular qualification or having
completed a particular course of study must be submitted to the Academic Council for approval.

8.2 Any block credit agreement that is proposed for or includes international students and is based on study at an institution other than the University, must be submitted first to the Director of the International Centre.6

9 Review of block credit or articulation agreements with other institutions

9.1 All block credit or articulation agreements with other institutions must be reviewed regularly and at least once every three years7.

9.2 A report on the review must be submitted to Academic Council, together with a request to renew the agreement, where appropriate.

Procedures

10 Requirement to report on application of policy

10.1 A faculty or board responsible for implementing this policy must report regularly to the Academic Board on the application of the policy.

Procedures

A faculty or board responsible for implementing this policy must regularly audit credit transfer processes, precedents and decisions, involving both formal and informal prior learning.

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6 By Academic Council R126/08, the delegated authority to approve such articulation and associated advanced standing arrangements was given to the Chair of the Academic Board on the recommendation of the Director, International Centre and in consultation as appropriate with the Pro Vice-Chancellor (Education). Details of the policy and procedures are available at http://www.international.uwa.edu.au/staff/agreements

7 Currently every five years.
Procedures

Responsibilities of the boards of studies and faculties

The boards of studies and faculties must

- establish procedures to ensure timely consideration of applications including a maximum turnaround time of four weeks for consideration of the application and notification to the applicant;

- provide a clear statement of the learning or competency outcomes that will be applied to assessing RPL applications and of quality assurance procedures;

- record the progress of students who have been granted credit transfer to help ensure equity and consistency in decision-making;

publish widely (preferably in “handbook” format and on the web)

clearly articulated information on the type and extent of advanced standing and credit transfer that may be granted for each of its course/units in accordance with University rules and policies

restrictions and limitations on credit transfer (e.g., time limits; consideration of credit for informal prior learning)

information on the criteria used and matters taken into account when applications are being assessed

details of documentation required in support of applications for advanced standing and credit transfer, and

advice that eligibility for advanced standing or credit transfer does not guarantee a place in a course.

review regularly the validity and equity of guidelines and criteria for the assessment of applications for credit transfer including that for RPL in light of approved University policy and

Schedule 1 Approved Articulation Agreements

Schedule 2 Maximum Credit Available

Block credit
example

Related forms: (Link)
Application for credit transfer
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**Related Policies or legislation:**
- Student Rules
- Faculty Rules
- Undergraduate Degree Rules
- AVCC Policy Guidelines on Cross-Sector Qualification Linkages
- Group of Eight Credit Transfer Agreement March 2007